

**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Dr. James Smith and Christie Gabriel-Millette</b>		
Program or Service Area:	<b>Research, Planning, &amp; Institutional Effectiveness</b>		
Division:	<b>Office of the President</b>		
Date of Last Program Efficacy:	<b>Spring 2014</b>		
What rating was given?	<b>Continuation</b>		
Current Number of Classified Staff:	FT: <b>3</b>	PT: <b>1</b>	
Position Requested:	<b>Research Analyst</b>		
Strategic Initiatives Addressed: (See <a href="http://bit.ly/2epOO8z">http://bit.ly/2epOO8z</a> )	Access; Student Success; Communication, Culture, & Climate; Leadership & Professional Development; Effective Evaluation & Accountability; <b>Facilities</b>		

Replacement  Growth

If you checked replacement, when was the position vacated? \_\_\_\_\_

1. Provide a rationale for your request. (Explain, in detail, the need for this position.)

The Office of Research, Planning, & Institutional Effectiveness serves all campus constituents (academic program departments, health services, administrative services, and ten student service programs) by providing research support and creating detailed data reports and recommendations. (Program Efficacy Report, p.6, Table 6 plus FYE and Dreamers). RPIE also supports SLO data collection, tracking, and analysis, as well as provides data to all student service departments, campus committees, including the program review committee, and the Grant Development & Management Department. RPIE also works closely with the SBCC Accreditation Committee to provide data for accreditation self-studies and other accreditation reports. RPIE maintains a website with tables, graphs, maps, summary reports, gainful employment information, and other college planning documents to communicate information to the campus and surrounding community. RPIE is also responsible for most local, state, and federal mandated reporting of campus data. The department of Institutional Effectiveness also serves as part of the greater community college research community. The sharing of in-depth reports with this community, as well as the SBVC campus community, is an integral part of a well-established Institutional Research department that contributes to more than just the institution in which it resides. For several years now, the number of required reports has exceeded the staffing capacity of the office. Increases in state and federal accountability reporting, along with increases in the number of grant-funded programs (and grant proposal opportunities), has stretched the limits of our staffing capacity. Many campuses the size of SBVC have much larger a much larger IR staffs. For example, Chaffey College, named one of the top 10 community colleges in the nation by the Aspen Institute, has a research office with six full-time, classified staff researchers. CHC, a campus half the size of SBVC, has a classified staff of two full-time researchers. SBVC has two full-time researchers.

Formatted: Font color: Text 1

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. (Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.)

The office of RPIE hired a new research assistant with SSSP funds in June 2016, currently being trained by the department's research analyst (it takes appropriately one year of training to learn

~~our unique set of -database management tools like Datatel and Informer, as well as our many campus and district reporting requirements~~~~(the basic workings of institutional research)~~. They, along with the Dean, manage the evergrowing demands for empirical accountability and in-depth reports from state and federal agencies and grants, as well as all the campus-wide research requests and program support (see 2016 EMP). Exploratory college research is essential to make regular contributions to the campus community and institutional research communities; best practices research is necessary to reach high levels of institutional effectiveness. With an understaffed department, this progress will be strained (Program Efficacy Report, p.14i). An additional full-time, permanent, research analyst will allow our department to produce critically needed data and research reports for more efficient, data-informed decision making in ~~the~~ critically important areas including ~~of~~ course scheduling and enrollment management.

Formatted: Font color: Text 1

Formatted: Font color: Text 1

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

Although RPIE is satisfying all of the institutional data requirements and in turn, contributing ~~toward~~ to student success and campus-wide planning, exploratory and more specialized analytic reports ~~research will remain~~ must, unfortunately, be placed at a low priority -and on the backburner until additional, experienced, permanent ~~help can be brought onboard~~ staff members are hired. Institutional research is highly specialized, and specific database management must be learned. This can take over a year for a new full-time assistant to learn. A classified research analyst with prior IR experience would be more efficient and better suited to the needs of this department. As mentioned above, the CHC research department has grown significantly over the last four years (in order to support and justify enrollment growth), while staffing on our campus has remained set. Enrollment growth is only one reason for timely and in-depth research. It serves a wide range of planning and student support functions. ~~Fortunately, student success funds may soon be available to support the RPIE. The Student Success Initiative comes with a new set of accountability reporting.~~

4. What are the consequences of not filling this position?

As ~~new projects with~~ increased demands from SSSP, Student Equity, and grant proposals continue to consume the time of the office of RPIE, less ~~and less~~ time will be is available to pursue ~~individual research specific requests for~~ indepth in-depth analysis from departments, administrators, faculty, conference presentations, ~~peer-reviewers~~, and the community. RPIE will not have the foundation to grow to its potential with the current staffing situation, and this may, ~~overtime, result in a less~~ reduce the ~~effectiveness of the~~ Office of Research, Planning, and Institutional Effectiveness.

Formatted: Font color: Text 1

Formatted: Font color: Red

Formatted: Font color: Text 1