

NEEDS ASSESSMENT DIVISION/AREA SUMMARY

The purpose of this summary is: to ensure that discussion addressing the needs of departments and individuals is taking place in the division; to gather any additional information at the division level that supports a needs request; and to provide the committee with some feedback on how requests are integrated into division planning and goals. It is the responsibility of the division to check for duplicate applications and advise requestors to consolidate their requests.

Division Name:	Research, Planning & Institutional Effectiveness
Division Meeting Date:	October 19, 2016
Number of Participants:	6

Division Feedback: The **Research, Planning & Institutional Effectiveness** division is made up of three (3) departments: 1) **Professional and Organizational Development** has no request this year; 2) **Research and Planning has one request (research analyst)**; 3) **Grants Development & Management** has two requests (Director and professional expert).

In division discussions, staff members identified these needs as being critical to the effective functioning of our programs and campus. Currently, the request for a research analyst from Office of Research and Planning has the highest priority. Next, come the requests from the **Grant Development & Management** Department for a replacement for the **Director of Grant Development & Management** (this director position vacant as the result of a retirement, and has already been approved by college council); and **Professional Expert/Grant Writer** (Grant-writer is also a position that has been occupied in the past but is currently vacant). Both should be priorities for the campus.

In summary, our division is submitting three (3) staffing needs requests this year: Priority 1) **Research and Planning** (research analyst), Priority-2 **Grant Development & Management** department. Priority-2) **Professional Expert/Grant Writer** (Priority-3—**Director of Grant Development & Management** (already approved and ranked by college council). These positions are critically needed to perform essential tasks.

Ranking	Budget	Classified Staff	Faculty
1	(Possible funding through Office of Instruction for this position)	Research & Planning: Research Analyst	N/A
2	(Budget source TBD)	Grants Development & Management: Professional Expert/Grant Writer	N/A
3		Grants Development & Management: Director of Grant Development & Management	*Manager

Thank you for your consideration,

James E. Smith, Ph.D., Dean
Research, Planning, and Institutional Effectiveness