CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2017

Name of Person Submitting Request:	**Christie Gabriel-Millette and Dr. James Smith**
Program or Service Area:	**Research, Planning, & Institutional Effectiveness**
Division:	**Office of the President**
Date of Last Program Efficacy:	**Spring 2014**
What rating was given?	**Continuation**
Current Number of Classified Staff: (Researchers)	**FT:** **1** **PT:** **1 (15 hrs/week)**
Position Requested:	**Research Analyst**
Strategic Initiatives Addressed: (See http://bit.ly/2epQO8z)	Access; Student Success; Communication, Culture, & Climate; Leadership & Professional Development; Effective Evaluation & Accountability; Facilities

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, administrative services, over ten student service programs, campus committees, Grant Development & Management Department, as well as the District when requested) by providing data support through data analysis and research in community colleges' best practices and creating detailed data reports and recommendations. (Program Efficacy Report, p.6, Table 6 plus FYE and Dreamers). RPIE oversees all campus-wide surveys used for Accreditation and campus planning (Campus Climate Survey) and employee evaluations (eg manager's surveys). The department also supports SLO data collection, tracking, and analysis. RPIE maintains a website with tables, graphs, maps, dashboards, 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 is also 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 research department that contributes to more than just the institution in which it resides. For many years now, the number of required reports has exceeded the staffing capacity of the Office. Increases in state and federal accountability reporting, increases in the number of grant-funded programs, and increased academic and student support services needs has exhausted the limits of our staffing capacity. Many campuses the size of SBVC have much larger research teams. For example, Citrus College, with a student population just 13% larger than SBVC, has a research office with three full-time, research analysts. College of the Desert, with a population 11% smaller than SBVC also employs three full-time research analysts. CHC, a campus half the size of SBVC, has one senior research analyst and a currently active search for one research analyst. In 2016, RPIE was able to hire a full-time research assistant through SSSP funds. This helped the department greatly; however, the position of research assistant does not require institutional research experience, which is a highly specialized area of research. The present research analyst spent over six months training the research assistant in the field of IR, which of course took time away from regular duties. If a research analyst had been hired in addition to a research assistant, job-required IR experience would allow for more productivity in

the Office. When the research assistant and program assistant III both quit in summer 2017, RPIE was left with just one research analyst to fulfill the department's obligations.

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.)*

Enrollment, course sections, and staffing has increased over the last year, along with the number of research requests. The State Chancellor's Office has also increased their reporting requirements. The research analyst and new research assistant hired in June 2016 (left in August 2017) managed to meet the evergrowing demands for empirical accountability and in-depth reports from state and federal agencies and grants, as well as the campus. There has been no time to lead open forums and little time to for committee presentations. As mentioned, 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. RPIE was recently trained in Tableau to create dashboards for the website, but with little time, only a couple of dashboards have been created. Dashboards are a current trend in IR, and utilization of this tool would add to the RPIE website. With an understaffed department, this progress has been stalled (Program Efficacy Report, p.14i). An additional full-time, permanent, research analyst will allow RPIE to partake in research that will provide data and information for more efficient, data-informed decision making and thus, increase the department's ability to aid in institutional effectiveness at SBVC.

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 student success and campus-wide planning, request turnaround time has suffered, and exploratory and more specialized research remains on the backburner until additional, experienced, permanent help can be obtained. As mentioned previously, 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. Also 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.

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

As new projects with increased demands continue to consume the time of the office of RPIE, research request fulfillment for departments, administrators, faculty, conference presentations, etc. will be delayed. RPIE will struggle to stay afloat and will not have the foundation to grow to its potential with the current staffing situation. This may result in a less effective Office of Research, Planning, and Institutional Effectiveness in addition to employee burnout.