

**Office of The President - Institutional Research**

## I. Main

---

**Overview**

**Academic Year** 2024 - 2025

**Originator** De Ausen, Hazel

**Division** Office of The President

**Department** Institutional Research

**Programs**

## II. Co-Contributors

---

Questions? Find answers in CurricUNET User Manual. ([http://www.Gavilan.edu/en/employee-services/office-of-instruction/curricunet/program\\_reviews/create\\_pr.html](http://www.Gavilan.edu/en/employee-services/office-of-instruction/curricunet/program_reviews/create_pr.html))

Contributor

## III. Program Mission and Accomplishments

---

### **Gavilan College Mission Statement**

**Gavilan College actively engages, empowers and enriches students of all backgrounds and abilities to build their full academic, social, and economic potential.**

**1. Provide a brief overview of how the program contributes to accomplishing the mission of Gavilan College. In addition to a basic overview of your program's structure and services, be specific in connecting your program's services to elements of the mission statement (300 words or less).**

The Research, Planning and Institutional Effectiveness (RPIE) Office leads and/or supports college-wide research, data collection, analysis, interpretation, and reporting to support institutional planning, decision-making, program planning, evaluation, and other measures of institutional effectiveness. The RPIE Office supports the college with monitoring and reporting of key performance indicators related to accreditation, strategic planning goals, strategic enrollment management, student equity, and state and federal performance data. The department has two full-time employees (one director and one senior research analyst).

In terms of understanding and supporting students to build their full academic potential, the RPIE Office works with faculty and departments to examine student success, retention, and degree/certificate completion. We support faculty by understanding various data sources, gathering data of the participation and interests with zero textbook costs, conducting student evaluation of faculty and courses, and course and program enrollment data. We provide the college with their program review datasets, information about Career and Technical Education Outcomes data, and state and federal reporting such as AB 1705 implementation and IPEDS (i.e., Integrated Postsecondary Education Data System).

To improve students' social outcomes, we examine data on basic needs, mental health and wellness, and race/ethnicity or campus climate data. We design online surveys such as the student voice survey, examine secondary data collected by external agencies or institutions, examine enrollment journey patterns such as transfers to UCs and CSUs, and support efforts to obtain timely data on the impact of post-pandemic enrollment and student engagement data.

**2. On the PIPR website ([http://www.gavilan.edu/staff/program\\_planning/index.php](http://www.gavilan.edu/staff/program_planning/index.php)), locate and review your previous program plan and subsequent annual updates. After reviewing, enter your previous goals below and comment on the progress/accomplishments of each goal.**

Enter each goal separately by clicking Add Item

1. **Goal 3: Increase the number of in-depth studies conducted on new interventions.**

**Status: In Progress. The College has engaged in teacher professional development for teaching online courses and there is interest in examining pre- and post-teacher efficacy and student success for matching courses. The distance education learning opportunities provided with a group of faculty members and the RPIE Office will be working to examine student outcomes based on faculty-level courses and differences in modality (in person vs. online or hybrid).**

- 2.
- 3.

**3. Have the services or courses of your program changed over the past three years? Please explain (300 words or less).**

The projects that the RPIE Office engages in have changed over the past three years. New initiatives that come from the State Chancellor's Office, new grants and research projects, and increased campus use of data have impacted and contributed to the changes. The State Chancellor's Office introduced the Vision 2030 goals and metrics which should align with campus goals that address access, equity and support such as increasing dual enrollment options, supporting the education of incarcerated youth, and supporting student success.

## IV. Student and Program Outcomes

---

College Goal for Student Achievement

The following questions refer to data regarding student achievement. To access program review data, go to the Institution Data Dashboard. ([https://www.gavilan.edu/about/research/program\\_review.php](https://www.gavilan.edu/about/research/program_review.php))

**1. (For Instructional Programs Only) Find your program's course success information. Consider your program success rate trends over the last three years. Compare your overall success to the college average. Are these rates what you expected after comparing with the college average? Are there any large gaps? Is there anything surprising about the data? What trends are suggested by the data?**

n/a

**2. (For Instructional Programs Only) Now find your program persistence information. Consider your retention rate trends over the last three years. Compare your overall retention to the college average.**

n/a

**3. Are these rates what you expected after comparing with the college average? Are there any large gaps? Is there anything surprising about the data? What trends are suggested by the data.**

n/a

#### Success

The following questions refer to data regarding student achievement. To access instructional program review data, go to the Institution Data Dashboard.

([https://www.gavilan.edu/about/research/program\\_review.php](https://www.gavilan.edu/about/research/program_review.php))

**4. (For Instructional Programs Only) What are your set goals for course success? Do your individual course and department rates meet this goal?<br> Helpful Question: If your rates for success are lower than your goals, what are your plans to improve them (200 words or less)?**

n/a

**5. How many students did your area serve (if you don't have an exact count, please provide an estimate)? How did they perform in comparison to those that did not use your services, if applicable? (200 words or less)**

n/a

**6. Given this information, how has your service or area supported student success and retention over the past three years? (200 words or less)**

n/a

**7. In your area, what trends do you see and what initiatives need to be developed to support success and retention? (200 words or less)**

n/a

## V. Equity

---

#### Equity

**Gavilan College has identified the following populations as experiencing disproportionate outcomes: Males, African American, Native American, Students with Disabilities and Foster Youth.**

**1. Examine your equity data over the last three years. Comment on what your program has done to address any differences or gaps in the past three years. What has worked? What has not worked? (200 words or less)**

**Helpful Questions: What current factors or potential causes can be connected to these areas of disproportional impact? How might your program or department address student equity gaps? How can your area help increase disproportionate student success? (200 words or less)?**

The RPIE Office is supporting the Student Equity Committee with examining student equity metrics and disproportionately impacted groups. The department has identified the baseline and trend data for Student Equity Achievement Plan (SEP) 2025-2028 with a focus on racial gaps and examined the intersectional data that includes race/ethnicity by gender. The five metrics in the plan are successful enrollment in the first year, completed both transfer-level Math and English in the first year, persisted from first primary term to subsequent primary term, attained vision goal definition of completion within three years, and transferred to a four-year within three years. Planning will be conducted in spring 2025 and a final report to be created in fall 2025. Annual updates of the student equity metrics will be presented and shared with the committee and college.

**2. (Instruction Only) Find your Distance Education success information. If distance education is offered, consider any gaps in success rates between distance education and face-to-face courses. Do you notice any trends? Do these rates differ? If disparity exists, how do you plan on closing the achievement gaps between distance education and face-to-face courses (300 words or less)?**

n/a

**3. Our 2023 Equal Employment Opportunity (EEO) Plan States "Gavilan Joint Community College District (District) is dedicated to proactively cultivating and sustaining a welcoming and inclusive work environment. The District aspires to be Diverse, Purposeful, Inclusive, and Equitable, as reflected in the District's Principles of Community. The District values the worth and dignity of every person, the pursuit of truth, the acquisition of knowledge, and the nurture of democratic citizenship. These values provide the foundation for an environment of civility, honesty, cooperation, and professionalism."**

**What is your area doing to support district efforts in creating an inclusive college environment? With what departments are you partnering? Did you identify barriers and institute change? How are you creating/ ensuring diversity in your department or in the classroom? (300 words or less)**

**(Some examples might be sponsoring cultural events and diverse speakers on issues dealing with diversity, exploring how to infuse diversity into the classroom and curriculum, integrating diversity into the evaluation of employees, promoting learning opportunities and personal growth in the area of diversity, or evaluating how the physical environment can be responsive to diverse employee and student populations.)**

In fall 2024, the RPIE Office conducted a Student Voice Survey which contained campus climate questions, sense of belonging items, and the use and satisfaction of resources offered at the college. The survey was designed with the collaboration of the Associated Students of Gavilan College (ASGC). The outcomes of this survey have helped with planning and understanding of students' challenges and barriers. Results of the survey were shared with ASGC and the administration in both the Student Affairs and Student Services side of the College to use for planning purposes. We plan to launch the Student Voice Survey annually to capture information about student's lived experiences.

**4. How do you plan on addressing issues of student and employee equity? In other words, how do you plan on creating opportunities for success of students who have historically been underserved? How do you plan to address EEO outcomes in your employee hires?**

The RPIE Office supports committees, departments, and divisions to be data-informed and address equity gaps. Once we are able to understand the gaps that exist, we support staff and faculty by providing applied research-based solutions or share best practices identified within the field. Recommendations made by the RPIE Office can then be implemented by staff or faculty, and by using a cycle of continuous improvement and creating benchmark goals we can monitor progress to reduce and eliminate equity gaps.

## **VI. Learning and Area Outcome**

---

Have you reviewed all your Learning and Area Outcomes to ensure that they remain relevant for evaluating the performance of your area?

**Report**

**1. Are your SLOs, PLOs, SAOs, and ILOs mapped in CurriQunet?**

No

**2. Are your SLOs, PLOs or SAOs up-to-date in CurriQunet?**

No

**3. Have all of your SLOs, PLOs or SAOs been assessed in the last five years?**

No

**4. Have you reviewed all of your SLOs/SAOs to ensure that they remain relevant for evaluating the performance of your program?**

No

**5. If you answered no to any of the above questions, what is your plan to bring SLOs/PLOs/SAOs into compliance?**

In the prior Comprehensive Program Review (2021-22) it was stated that RPIE did not have Service Area Outcomes (SAOs) and would have the goal of creating them in the upcoming cycle. Because of the change in the human resources that make up the RPIE Office between 2021-22 and 2024-25, it was important to review and create SAOs for this cycle.

The RPIE Office has created three SAOs that will be assessed at the end of each academic year: (1) The College will receive support for understanding data and using data to inform planning that is user-friendly, relevant, and supports equitable outcomes; (2) The College will receive communication about the metrics to support Strategic Planning and related plans that align with improving student outcomes; and (3) The College will receive support for research and initiatives supporting student equity and inclusion, where data is disaggregated by age, race/ethnicity, and socioeconomic status.

## VII. Outcome Assessments

---

Review Outcomes data located in CurriQunet Assessment Area. After you have examined your results, what do your findings suggest?

Student Learning Outcomes (SLO) or Service Area Outcomes (SAO)

**1. Review the SLOs or SAOs assessment data located in CurriQunet. What improvement do you plan to implement based on your assessment data and when will you implement these changes and how will you know they are successful?**

n/a

Institutional Learning Outcomes (ILO)

**2. How do your SLOs/SAOs support the college ILOs or how do your PLOs support the college ILOs? Be specific.**

n/a

**3. Are you meeting your SLO/SAO success outcomes? What patterns stand out in your results? If your SLO/SAO results are lower than expected, what are your plans to improve them?**

n/a

## VIII. Curriculum and Course Offerings Analysis

---

**1. (Instruction Only) Are there plans for new courses or educational awards (degrees/certificates) in this program? If so, please describe the new course(s) or award(s) you intend to propose (200 words or less).**

n/a

**2. (Instruction Only) Provide your plans to either inactivate or teach each course not taught in the last three years (200 words or less).**

n/a

3. (Instruction Only) Consider and analyze your location, time, and delivery method trends. Are classes offered in the appropriate sequence/ available so students can earn their degree or certificate within two years? Are courses offered face-to-face as well as have distance education offerings? Are they offered on the main campus as well as the off-site areas? Different times of day? (300 words or less).  
n/a

## IX. Program and Resource Analysis

---

1. Please list the number of Full and Part Time faculty, staff and/ or managers/ administrator positions in this program over the past three years. Focus on your individual program.

Click Add Item to enter information for each year

1. **2024**

**Full Time Faculty**

0

**Part Time Faculty**

0

**Full Time Classified Professional**

1

**Part Time Classified Professional or Student Worker**

0

**Full Time Manager, Confidential or Administrator**

1.00

**Part Time Manager, Confidential or Administrator**

0.00

2. **2023**

**Full Time Faculty**

0

**Part Time Faculty**

0

**Full Time Classified Professional**

3

**Part Time Classified Professional or Student Worker**

0

**Full Time Manager, Confidential or Administrator**

1.00

**Part Time Manager, Confidential or Administrator**

0.00

3. **2022**

**Full Time Faculty**

0

**Part Time Faculty**

0

**Full Time Classified Professional**

3

**Part Time Classified Professional or Student Worker**

0

**Full Time Manager, Confidential or Administrator**

1.00

**Part Time Manager, Confidential or Administrator**

0.00

**2. How have and will those with reassigned time, grant commitments and activity, projected retirements and sabbaticals affect personnel and load within the past in the next three years? What future impacts do you foresee (200 words or less)?**

The research team in the past typically was a two-person office with a dean and research analyst, including two persons from the curriculum/scheduling side of Academic Affairs. There was a period of time when the dean was not present and only the research analyst supported the college for institutional research and planning needs. Beginning in mid-November 2024, a two-person office was formed with a director and senior research analyst. For a small college, the RP Group has reported that two or three people in the research team is appropriate. Funding for a third person in the office would be expected if the college engages in more initiatives and research projects.

**3. Additional Comments**

## **X. Evaluation of Resource Allocations and Program Efficiency**

---

### **Resource Allocation**

- 2022 - 2023  
**Number of Students Served. How many students did your area serve in this year (if you don't have the exact count, please provide an estimate)?**  
8,781  
**Total Allocation (Irrespective of Funding Source)** \$12,599.98  
**Funding Source**  
At least 1 item needs to be checked.
  - Unrestricted General Fund**Total Spent (Irrespective of Funding Source)** \$12,599.98
- 2023 - 2024  
**Number of Students Served. How many students did your area serve in this year (if you don't have the exact count, please provide an estimate)?**  
10,884  
**Total Allocation (Irrespective of Funding Source)** \$12,599.98  
**Funding Source**  
At least 1 item needs to be checked.
  - Unrestricted General Fund**Total Spent (Irrespective of Funding Source)** \$12,599.98
- 2024 - 2025

**Number of Students Served. How many students did your area serve in this year (if you don't have the exact count, please provide an estimate)?**

10,794

**Total Allocation (Irrespective of Funding Source) \$21,030**

**Funding Source**

At least 1 item needs to be checked.

- Unrestricted General Fund

**Total Spent (Irrespective of Funding Source) \$21,030**

**2. Please evaluate the effectiveness of the resources utilized for your program. How did these resources help student success and completion? (200 words or less)**

When looking at the past three years, the resources for RPIE supported costs for human resources (salary, burdens and benefits) and this will continue to be where most of the budget is utilized. The VPAA budget for RPIE included three full-time classifieds and one dean of RPIE.

Because of shifts in the human resources in RPIE within the last three years, there were also changes in the software used by the department. Software and the college membership to the RP Group (approximately \$600 annually) are part of the RPIE budget. Membership to the RP Group allows for the college to be included in regional and state discussions related to institutional research and planning, as well as discounted conference and workshop costs for the faculty and staff.

In the last three years, the budget covered the following software and services: Qualtrics survey research platform, Qualtrics course evaluation platform, SurveyMonkey, Precision Campus, and EMSI (now known as Lightcast) for labor analytics. It is important to note that although RPIE used Tableau, the budget for Tableau came from Student Affairs.

**3. Evaluate your program costs. Are your costs in alignment with your budget? If not, what improvements can be made? Please explain any trends in spending, inconsistencies and unexpected results. (200 words or less)**

Evaluating the costs for professional development and software has been important. With the membership of the RP Group, there are opportunities for the RPIE team to engage in understanding best practices in institutional research and planning in an evolving educational environment. Funds allocated to professional development may have been under the VPAA budget in the past. For software costs, there has been the discontinuation of software that is expensive and no longer utilized, such as EMSI and SurveyMonkey. Tableau was under a grant that will end in summer 2025; to replace this data visualization and reporting tool, RPIE plans to use PowerBI, which is a Microsoft Office 365 product.

## **XI. Integrated Planning and Initiatives**

---

**1. What other areas is your program partnering with (i.e. guided pathways, grant collaboration, etc.) in new ventures to improve student success at Gavilan College? What is the focus of this collaboration? Helpful question: What are the department and your Integrated Planning/ Guided Pathways partners' plans for the next three years? (200 words or less)**

The RPIE Office works with administration, faculty, students, and external partners on projects related to key performance indicators, student outcomes, enrollment management, campus climate and race/ethnicity data, faculty professional development, evaluation of student interventions and support services, and various local, state and federal reports.

## **XII. Other Opportunities and Challenges**

---



**1. Review for opportunities or challenges to your program, or an analysis of important subgroups of the college population you serve. Examples may include environmental scans from the Education Plan/Strategic Plan, changes in matriculation or articulation, student population, community and/ or labor market changes, etc. Helpful Question: What are the departmental plans for the next three years? (200 words or less)**

The RPIE Office plans to partner with ASGC on student survey projects and provide a feedback loop where information about survey results is shared at ASGC meetings. We hope to have ASGC use data for planning and improving the services and resources for students. In terms of incentives for students to complete surveys or participate in focus groups, we hope to access funds from the Foundation Office to increase student response rates to surveys and focus groups.

An external scan of the population served by the College shows that there will be an increase of growth in the number of residents in San Benito County. It will be important to monitor course fill rates and students' enrollment of courses offered at the new campus in Hollister. An interest in growing dual enrollment, as part of Vision 2030 goals, will be a population of students that help guide the courses offered.

**2. What are you discovering about instruction and/or services in a remote environment that you would want to maintain post-pandemic? (300 words or less)**

The online surveys administered by RPIE have typically low response rates. If we continue using online surveys, we need to partner with the Communications/Marketing Department, faculty classroom announcements, and ASGC to announce surveys. Better understanding across the campus about the importance of student course evaluations of faculty and courses also needs to be developed, to increase response rates and improve the data collection process.

The Gavilan College Educational Foundation is an important source for accessing incentives for students to participate in data collection efforts such as completing surveys and joining focus groups. The RPIE office will partner with the Foundation to provide a reason for students to share their insights to improve the educational experiences of students at the college.

**3. What kinds of issues are exacerbated or emerging that are likely to remain, unless addressed? (300 words or less)**

The RPIE Office would like to guide the college in validating the data reported campuswide and to the public. A data governance handbook needs to be created to provide standard operating procedures for individuals working with data on campus. Outlined should be who are data owners and data users, and information regarding data access and data sharing needs to be produced. Providing a data governance handbook that clearly outlines this information will be helpful to support confidence in the data being reported and shared.

### **XIII. New Goals**

---

The PIPR/RAP committee will rank each goal according to a rubric based on two main criteria: the alignment of the goal with the college's mission statement, strategic plan, and student learning outcomes (SLOs) or service area outcomes (SAOs), and the specificity, measurability, achievability, relevance, and timeliness of the goal (SMART goal). If resources are requested, complete the Resource Request section. Ranking Rubric ([www.google.com](http://www.google.com))

Click Add Item to Enter a Goal

This is the section to state goals for Information for Strategic Goals

([https://www.gavilan.edu/administration/master\\_plan/docs/Gav\\_strategic\\_plans\\_2019-2023.pdf](https://www.gavilan.edu/administration/master_plan/docs/Gav_strategic_plans_2019-2023.pdf))

- 1. The College will receive support for understanding data and using data to inform planning that is user-friendly, relevant, and supports equitable outcomes.**

**Alignment to Strategic Goal****Alignment to SLO or SAO**

SAO

**Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results  
Mission Statement**

([https://www.gavilan.edu/administration/master\\_plan/docs/Gav\\_strategic\\_plans\\_2019-2023.pdf](https://www.gavilan.edu/administration/master_plan/docs/Gav_strategic_plans_2019-2023.pdf))

The RPIE Office will update and share the progress of college metrics and data used for planning and research.

**Proposed Activity to Achieve Goal**

Data provided through data requests, discussions at committee and department meetings, and presentations to College Council and Board Meetings are ways we will achieve this goal.

**Responsible Party**

Director and Senior Research Analyst

**Timeline to Completion: Semester/Year**

Year - end of academic year

**How Will You Evaluate Whether You Achieved Your Goal**

Number of data requests and number of data workshops/presentations

2. **The College will receive communication about the metrics to support Strategic Planning and related plans that align with improving student outcomes.**

**Alignment to Strategic Goal****Alignment to SLO or SAO**

SAO

**Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results  
Mission Statement**

([https://www.gavilan.edu/administration/master\\_plan/docs/Gav\\_strategic\\_plans\\_2019-2023.pdf](https://www.gavilan.edu/administration/master_plan/docs/Gav_strategic_plans_2019-2023.pdf))

RPIE has the responsibility to monitor and share out the progress of the Strategic Planning Goal metrics, which are the key performance indicators of the college.

**Proposed Activity to Achieve Goal**

Each semester, the metrics for the Strategic Plan will be shared at committees, with the College Council, and at Board of Trustees Meetings.

**Responsible Party**

Director and Senior Research Analyst

**Timeline to Completion: Semester/Year**

Semester

**How Will You Evaluate Whether You Achieved Your Goal**

Strategic Planning Goal metrics are shared one time each semester, based on the availability of the metrics, to the Board of Trustees (e.g., student success metrics from spring are shared in fall when faculty return and community impact metrics are shared in the spring).

3. **The College will receive support for research and initiatives supporting student equity and inclusion, where data is disaggregated by age, race/ethnicity, and socioeconomic status.**

**Alignment to Strategic Goal**

## Alignment to SLO or SAO

SAO

### Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results Mission Statement

([https://www.gavilan.edu/administration/master\\_plan/docs/Gav\\_strategic\\_plans\\_2019-2023.pdf](https://www.gavilan.edu/administration/master_plan/docs/Gav_strategic_plans_2019-2023.pdf))

The RPIE Office promotes equity and inclusivity by providing data to inform planning and services for students.

### Proposed Activity to Achieve Goal

Data needed for AB 1705, Student Equity Planning, and Basic Needs are required to promote equity and inclusivity, and the RPIE Office will support these major activities.

### Responsible Party

Director and Senior Research Analyst

### Timeline to Completion: Semester/Year

Year - end of academic year

### How Will You Evaluate Whether You Achieved Your Goal

The number of reports, discussions and datasets for reporting out of AB 1705 student outcomes, student equity gaps, and basic needs.

## XIV. Resource Requests

---

### Click Add Item to Enter a Resource Request

1. **1. Request Name (short title)** Data Visualization and Reporting Tools
  - 2. Request amount** 12240
  - 3. Type of Request** Non Personnel
  - 4. Alignment to Goal(s)** The College will receive support for understanding data and using data to inform planning that is user-friendly, relevant, and supports equitable outcomes.
  - 5. Is this a one-time or ongoing expense.** Ongoing
  - 6. Category of Request**  
Select all that apply
    - Non-Instructional Software
  - 7. The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked.**  
The requests not ranked include Safety, Compliance, Personnel, and Position.
    - Non-Instructional Software
  - 8. Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions.**  
The use of PowerBI Pro with the estimated cost (\$ 240 annually) for two creator accounts will allow the Institutional Research & Planning Office to create data visualizations, dashboards, and reports. PowerBI is integrated to Microsoft 365 so internal views of dashboards are free for the institution. This supports all three goals by making data available to the campus community for use with data reporting, grant submissions, and examining equity gaps. Workshops and guiding employees on how to use the dashboards and reports will strengthen the data culture of the

college. As we transition into the use of PowerBI dashboard, access to the former design of Tableau dashboards may be needed (annually at \$12,000).

2. **1. Request Name (short title)** Professional Development

**2. Request amount** 11200

**3. Type of Request** Non Personnel

**4. Alignment to Goal(s)** The College will receive support for research and initiatives supporting student equity and inclusion, where data is disaggregated by age, race/ethnicity, and socioeconomic status.

**5. Is this a one-time or ongoing expense.** One-time

**6. Category of Request**

Select all that apply

- Professional Development

**7. The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked.**

The requests not ranked include Safety, Compliance, Personnel, and Position.

- Professional Development

**8. Provide a complete description, justification, or rationale for the requested amount.**

**Describe how it aligns to the selected goal(s) and your responses to the above questions.**

Professional development costs in institutional research for the 2025-26 fiscal year will amount to \$11,200. RP Group membership, summer institute, and conference attendance at the RP Conference are important for on-going professional development and understanding of key initiatives related to institutional effectiveness. Summer institute and conference costs promote all three goals, while the membership and travel related to The RP Group are associated with goal 2. The summer institute will be for one person to engage in a year-long professional development opportunity that provides an overview of best practices in institutional research conducted by The RP Group. Besides payment of the College's annual membership with The RP Group, attendance at their annual conference will be an opportunity to learn more about addressing student success and institutional effectiveness. Included in the professional development costs is off-site training for PowerBI.

3. **1. Request Name (short title)** Qualtrics Software Applications

**2. Request amount** 23000

**3. Type of Request** Non Personnel

**4. Alignment to Goal(s)** The College will receive support for understanding data and using data to inform planning that is user-friendly, relevant, and supports equitable outcomes.

**5. Is this a one-time or ongoing expense.** Ongoing

**6. Category of Request**

Select all that apply

- Non-Instructional Software

**7. The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked.**

The requests not ranked include Safety, Compliance, Personnel, and Position.

- Non-Instructional Software

**8. Provide a complete description, justification, or rationale for the requested amount.**

**Describe how it aligns to the selected goal(s) and your responses to the above questions.**

Qualtrics software use amounts to \$23,000. Qualtrics' regular survey software promotes all three goals. Surveys are created to gather feedback from students, faculty, classified professionals, and external partners for various projects related to program improvement and institutional effectiveness. Qualtrics' course evaluation software supports the Office of Academic Affairs with the faculty evaluation process. This software allows faculty to view aggregated data of the effectiveness of their courses and complies with the faculty evaluation procedures outlined in the faculty bargaining unit contract.

## **XV. Additional Questions**

---

**Please consider providing answers to the following questions. While these are optional, they provide crucial information about your equity efforts, training, classified professional support, and recruitment.**

**1. Does your division (or program) provide any training/mentoring for faculty and/ or classified professionals regarding professional development?**

Yes, the RPIE Office supports the discussion, training and education of the use of institutional data, external data, and educational research data in higher education for planning and reports.

**2. If there is a need for more faculty and/ or classified professional support in your area, please provide data to justify request. Indicate how it would support the college mission and college goals for success and completion.**

Having an additional research analyst join the RPIE Office would be ideal if funds were available. This person would be responsible for providing training and support for data governance, data coaching, and data visualization dashboards that faculty and staff will use.

**3. What, if anything, is your program doing to assist the District in attracting and retaining faculty and classified professionals who are sensitive to, and knowledgeable of, the needs of our continually changing constituencies, and reflect the make-up of our student body?**

Being engaged in student equity discussions across the state and at conferences is important, and that is why providing professional development is one of the ways to attract and retain classified professionals who do institutional research work. Greater understanding of the social and economic challenges that students are facing in their lived experiences is part of understanding student outcomes data; knowing who and who is not in our datasets is important.

**4. Are there program accomplishments/ milestones that have not been mentioned that you would like to highlight?**

The RPIE Office is working towards completing a Strategic Plan for the college.

**5. Please share any recommendations for improvements in the Program Integrated Plan and Review process, analysis, and questions. Your comments will be helpful to the PIPR Committee and will become part of the permanent review record.**

n/a

## **XVI. Executive Summary**

---

**1. Please provide a brief executive summary regarding program trends and highlights that surfaced in the writing of this report. Summarize, using narrative, your program goals for your next three years. Your audience will be your Peer Review Team, the Program Review Committee, President's Cabinet, Dean's Council, ASGC, Academic Senate, Budget Committee and Board of Trustees (300 words or less).**

Previously, the Research, Planning and Institutional Effectiveness (RPIE) Office was under the Office of Academic Affairs but now has transitioned to the Office of Institutional Research and Planning under the Office of the Superintendent/President. The team is currently comprised of one Director of Institutional Research and Planning and one Senior Research Analyst. The office contains two full-time employees and supports the executives, administrators, deans, faculty, and classified professionals with collegewide initiatives and projects related to institutional effectiveness, planning, and research. The two-person office was formed in mid-November and is involved with various projects to support student success and data use. At the spring 2025 convocation, we hosted a Data Dive workshop to provide faculty and staff tools and resources to access, interpret, and apply college data such as student success, degree/certificate completion, and workforce data. Plans to discuss data with various groups will need to happen outside of committees and advisory groups.

In 2025, the RPIE Office will be engaged in sharing the Strategic Plan with the campus, supporting the completion of the Institutional Self Evaluation Report (ISER) for Accreditation, addressing the activities outlined in the Institutional Effectiveness Partnership Initiative (IEPI) project, working with faculty on data access and employees with data validation, and supporting the college on a new Student Equity Plan. The RPIE Office created new Service Area Outcomes (SAOs) and goals for the upcoming year. The outcomes centered around improving data use and culture, aligning the Strategic Planning Goals to key metrics to support decision making and institutional effectiveness, and supporting projects focusing on equity and inclusivity.

## **XVII. Attach Files**

---

Attached File