CHABOT COLLEGE
Office of Institutional Research
Institutional Research Agenda
Fall 2010, in priority order

BASIC SKILLS/TITLE III PROJECTS

1. **Provide Basic Skills Committee Research/Co-chair**
   a. Plan semester meetings/agendas with Patricia Shannon
   b. Update/summarize overall Basic Skills data, including ARCC data
   c. Monitor Basic Skills FIGS – quantitative and qualitative
   d. Identify new questions/data needed by committee

2. **Monitor Title III basic skills outcomes**
   a. Monitor Learning Connection as part of T3/BSI: summary of success
   b. ID all Fall 2010 FIGs/ Conduct & analyze student engagement survey
   c. Produce college-wide outcomes for 2009-10
   d. Produce specific objective outcomes for Spring 10 (success and engagement)
   e. Identify Spr 10 T3/BSI FIGs and track persistence into Fall 2010
   f. Provide data for CTE/Basic Skills FIG

GRANT DEVELOPMENT AND EVALUATION RESEARCH

3. **Grant Development research**
   a. Monitor HSI status and related research
   b. Provide data for various grant efforts: TRIO-ETS, CCAMPIS

4. **Grant Assessment and Evaluation research**
   a. FIPSE: Book Rental Program & Transfer-Employment Center (TEC)
   b. CCAMPIS
   c. TRIO: SSS-Aspire, Talent Search, ESL
   d. Song-Brown (Nursing)

ONLINE STUDENT SATISFACTION SURVEY

5. **Develop and conduct survey based on campus Student Satisfaction Survey**
   a. Develop survey drafts and have COOL review them.
   b. Enter final survey into survey monkey or Blackboard
   c. Work with COOL to get survey conducted by all faculty
   d. Compile, display, and analyze results

STUDENT LEARNING OUTCOMES

6. **Implement assessment of College-wide learning goal: Communication**
   a. **DONE** Provide introduction to Reading and Speaking FIGS at Convocation
   b. Conduct MARSI reading strategies assessment campus wide
   c. Conduct FIG to measure speaking skills with Comm Studies rubric.

7. **Support SLO development and assessment among faculty**
   a. Serve on SLOAC for SLO/elumen issues
   b. Provide training, tech support for eLumen and other SLO issues

STRATEGIC PLANNING

    8. Contribute Institutional Research expertise to Educational Master Plan
- **a.** Update and provide latest environmental scan data as needed

    9. Provide updates to environ scan data/narrative
- **a.** Update ongoing measurable objectives (esp Basic Skills, student equity)
- b. Provide report on any changes as soon as noticed

    10. Re-institute Institutional Research Advisory Committee
- a. Recruit members; hold 2-3 meetings in Fall

RESEARCH DISSEMINATION FOR DECISION-MAKING

    11. Provide latest research results in useable formats to college/decision-makers
- **a.** Provide hard copies of yearly reports and/or post pages online
  - **i.** Student Characteristics Fall 2009 [post as is til finished; evaluate need]
  - **ii.** Student Characteristics and Outcomes Report 09-10 – post pages
  - **iii.** High School Data Fall 2009 – post basics online; print details by rqst
- **b.** Board Presentation in October or November
  - **i.** Schedule and prepare from existing data – probably Basic Skills
- **c.** *Research Updates* prepare one for Fall
  - **i.** Email version of summary of last year's research?
- **d.** Upload all new report information onto IR website
- e. IR Email Highlights / Data Dashboards in *Hotsheet*
  - i. New State and Clearinghouse info on transfer – first email highlight

OTHER MAJOR RESEARCH PROJECTS

    12. Provide Program Review/Enrollment Management data and analysis needs
- a. Update course sequence data and post to website
- **b.** Update and disseminate new student benchmark data

    13. Provide research and support to Nursing program
- a. Monitor Nursing cohorts: prerequisites, surveys, outcomes through Spring 10
- b. Survey new Nursing cohort early in Fall

    14. Monitor state accountability system data (ARCC) 2010
- **a.** Review new data Oct – Dec for 2011 report
- **b.** Connect results to BSI work in BSC, IPBC, Coll Council, etc.

    15. Conduct other ongoing and adhoc research and programming projects
- a. Implement use of National Clearinghouse transfer data
- b. Determine when Cal-PASS status of local partners allows the use of the data
- c. Ad-hoc research requests from programs, disciplines, staff, ASCC

    16. Distance Learning
- a. ID distance education courses and monitor success and retention rates

    17. Institutional Research Database
- a. Work with ITS to add/edit IR database elements [zips, orientation, vets, par ed]
- **b.** Prepare for changes with the race-ethnicity data.

IR OFFICE STAFFING and ORGANIZATION

    18. IR/Grants Staffing
- a. Initiate hiring processes for Coordinator for Spring 11 Sabbatical
- b. Provide direction/feedback for Programmer, Research Assistant

    19. IR Office Move Planning
- a. Keep informed about planning via Marcia
- b. Attend meetings; make decisions

    20. IR/Grants Staff/Professional Development
- a. Attend Student Success conference in So Cal in October
  - i. Lead panel on IR/faculty collaboration
- b. Attend RP regional events; Look for funds for RP conf in Spring

    21. Streamline IR Office/maintain IR business
- a. Continue to update and enhance IR website
- b. Continue to update IR data/definitions binder
- c. Reduce back files/reports in preparation for office move

COLLEGE RESPONSIBILITIES/COMMITTEES

COORDINATOR
Basic Skills Committee – CO-CHAIR
Planning Review and Budget Council (PRBC)
Title III Steering Committee
SLOAC
District Sabbatical Committee – CO-CHAIR
Hispanic Serving Institution (HSI) Designation Committee
Institutional Research Advisory Committee – CHAIR
College-wide Learning Goals -Speaking FIG Leader

RESEARCH ANALYST
Planning Review and Budget Council (PRBC)
Basic Skills Committee
Classified Senate Representative
Hispanic Serving Institution (HSI) Designation Committee
Institutional Research Advisory Committee
CTE/Basic Skills FIG Leader