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**Southwestern College**

**Office of Institutional Research, Planning and Grants**

In alignment with the mission of the Office of Institutional Effectiveness (OIE), the purpose of the Office of Institutional Research, Planning and Grants (IRP&G) is to sustain a culture of evidence and inquiry by providing accurate data and information for analysis, decision-making and continuous improvement of institutional effectiveness, strategic/master planning and student learning. Serving as the administrative home for the College’s data governance, IPR&G provides leadership as a steward in sustaining an environment of data accountability and consistency by working with stakeholders and facilitating support for data integrity. In addition, IRP&G supports grant management at Southwestern College though its pre award efforts in securing grant funding for college programs and services.

**Core Services of Institutional Research & Planning**

Institutional Research and Planning aims to provide Southwestern College with accurate and timely information used to support decision-making and policy formation. The primary research and data compilation responsibilities are categorized into the following areas:

* Program Review
* SSTF Scorecard
* Data DashBoard for Academic Affairs and Student Affairs
* Accreditation of Self Evaluation Report
* Institutional Studies/Reports
* Basic Skills Initiative Studies/Analysis
* Fast Facts
* Faculty Hiring Process
* Institutional Research Review Board
* Institutional Effectiveness Report/Analysis
	+ Strategic Planning/Master Planning
	+ Institutional Performance Indicators (IPIs)
* Data Governance Infrastructure
* IPEDS Reporting
* MIS –validation and reporting
* Staff Development Workshops RE: Research, Planning and Grants
* Development and submission of grant applications
* Ad Hoc Analyses/Studies/Surveys

**Office of Research, Planning and Grants**

**Annual Research Agenda 2014-15**

| **Alignment with SWC Strategic Plan** | **Core Service** | **Fall 2014** | **Spring 2015** | **Summer 2015** |
| --- | --- | --- | --- | --- |
| **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **June** | **July** |
|  | **Mandatory Reporting** |
|  | ARCC/ SSTF Scorecard* GB Presentation
* Other Presentations
* Review & Validation
 |  |  |  | X | X | X | X | X | X | X |  |  |
|  | * Employee Satisfaction- Noel Levitz
* Survey Prep
* Generate Report
 |  |  |  | X | X | X | X | X | X | X | X |  |
|  | Student Satisfaction* Survey Prep
* Generate Report
 | X |  |  |  | X | X | X | X | X | X | X | X |
|  | MIS* Development of procedures
* Validation and Reporting Dates
 | X | X | X | X | X | X | X | X | X | X | X | X |
|  | IPEDS* Data

Verifications* Data Submission
 | X | X | X |  | X | X | X | X | X |  |  |  |
|  | Gender Equity* Title IX Evaluation
 |  | X | X |  |  |  |  |  |  |  |  |  |
|  | Basic Skills Initiative Reporting |  |  |  | X | X |  |  |  | X | X |  |  |
|  | Student Equity Report | X | X | X | X |  |  |  |  |  |  |  |  |
|  | **Institutional Research Studies and Reports** |
|  | Program Review | X | X | X | X | X | X | X | X | X | X | X | X |
|  | Faculty Hiring Process* Generate Report each year (FTES Report/PT-FT Report)
* Conduct workshops focused on using data in the FHP proposal
 |  | X | X | X | X |  |  |  |  |  |  |  |
|  | Data DashBoard for future development regarding Student Affairs Info* Training
* Validation
* Updates
* Data Support
 | X | X | X | X | X | X | X | X | X | X | X | X |
|  | Title V Eligibility Application |  |  |  | X | X | X | X |  |  |  |  |  |
|  | Fast Facts* Data Compilation
 |  |  |  |  |  |  |  | X | X | X | X | X |
|  | Data for ACCJC Evaluation Report | X | X | X | X | X | X | X | X | X | X | X | X |
|  | Strategic Planning-Benchmarks/ Institutional and Annual Updates | X | X | X | X | X | X | X | X | X | X | X | X |
|  | **Institutional Research Services**  |
|  | Data Reports/Mining for Projects / Grants | X | X | X | X | X | X | X | X | X | X | X | X |
|  | Training Re: Program Review/ AUO Scorecard (Data DashBoard) | X | X | X | X | X | X | X | X | X | X | X | X |
|  | Data GovernanceFramework | X | X | X | X | X | X | X | X | X | X | X | X |
|  | Institutional Research Review Board* Member/Review research requests
 | X | X | X | X | X | X | X | X | X | X | X | X |
|  | Ad-Hoc Research Studies | X | X | X | X | X | X | X | X | X | X | X | X |
|  |  |