Program Review

Purpose

"Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices" **– Academic Senate for California Community Colleges**

Data Driven Decision Making

Continual improvement
Evaluation of program resource needs
Fiscal stewardship and transparency
Culture of evidence

Reporting Cycle

Program Review will be conducted every two years beginning Fall semester 2021.

Reporting Cycle Activities	Timeline
Program Review forms posted on the Program Review website:	August 22, 2023
Data is available on the ORPIE website:	
• Instructional Program Review Dashboard	Available now
• Student Services Program Review Dashboard	*Coming August 28, 2023*
• State comparison data may be found on Data Mart or Cal-Pass Plus	Available now
Program Review Office Hours and Data Support offered in a hybrid format in the Language Arts (LA) Room 115 and by zoom.	See the Program Review website schedule information.
Program Review draft due via Dynamic Forms.	Friday, October 6, 2023
Review and Feedback Steps to Finalize Program Review:	
• Step 1a: *Technical Review* by IEC (for all) and Academic Senate (for any that include a faculty request). • See the technical review rubrics.	Friday, October 6, 2023
• Step 1b: *Content Review* by Deans/Director. Feedback due to author.	Friday, October 6, 2023
• Step 2: *Completed Revisions* submitted by author for final approvals by Deans/Manager and Vice Presidents. Final draft will address technical and content review feedback.	Friday, November 3, 2023
• Step 3: **Final Program Review Approvals** by Deans/ Manager, Vice Presidents, and IEC. ORPIE will post final draft to the website.	Friday, December 1, 2023
• Step 4: Funding Requests proceed through governance structure.	
• Depending on the request either the Vice President or the IEC will assign the Program Review to the appropriate committee(s), including Planning Council for prioritization.	Friday, December 1, 2023
• Committees forward recommendations to the Budget Committee	Friday, December 1, 2023

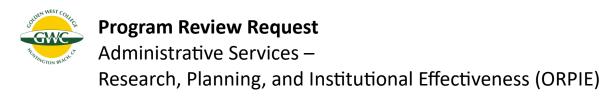|	
• Faculty Hiring timeline:	
• Academic Senate Q&A	Tuesday, November 14, 2023
• Senator Ratings due	Friday, November 17, 2023
• Academic Senate – Special Meeting to Review Rankings	Tuesday, November 28, 2023
• Prioritized requests for faculty positions will be provided by the Academic Senate to the Executive Team	Wednesday, November 29, 2023
▪ President makes final faculty decisions and reports to Senate at Special Meeting. ▪ Based on approved faculty positions, faculty submit search committee membership and supplemental questions to HR and the Academic Senate.	Tuesday, December 5, 2023
• Hiring committee participants appointed by the Academic Senate.	Tuesday, December 12, 2023
• The Budget Committee forwards all recommended non-faculty requests to the Executive Committee	Tuesday, December 12, 2023
• President announces all funded recommendations campus-wide	Monday, April 1, 2024

AUTHOR INFORMATION

Employee ID (E# or C#): [   ]   First Name [Lauren]   Last Name [Davis Sosenko]

Wing [Administration ▼]   Email Address [ldavissosenko@cccd.edu]   Office Phone [714-895-8727]

Dean/Manager First Name [Lauren]   Last Name [Sosenko]   Email [ldavissosenko@cccd. ▼]

Vice President First Name [Meridith]   Last Name [Randall]   Email [Randall, Meridith = m ▼]

Program Review - Draft
*Program Review - Research, Planning, and
Institutional Effectiveness -
ORPIE_100623.docx

Program Review - Final
Submission
*Program Review - Research, Planning, and
Institutional Effectiveness -
ORPIE_110323.docx

This Program Review includes the following: * [-- Please Select -- ▼]
Pick all that apply.

Faculty Request [-- Choose -- ▼]

Facilities, Technology, Equipment Request [-- Choose -- ▼]

Classified Request [-- Choose -- ▼]

This Program Review includes the following: * [Yes ▼]
Pick all that apply.

If the answer was "Yes" but one of the following is not picked it will affect the form's workflow and you will have to resubmit.

Faculty Request [-- Choose -- ▼]

Facilities, Technology, Equipment Request [Yes ▼]

Classified Request [-- Choose -- ▼]

Faculty Requests (up to 3) *One upload per request*	Faculty Requests (up to 3) *One upload per request*
Faculty Upload1	Faculty Upload1 Other-Funding-IE_1.docx
Faculty Upload2	Faculty Upload2 Other-Funding-IE_2.docx
Faculty Upload3	Faculty Upload3 Other-Funding-IE_3.docx

Facilities, Technology or Equipment Draft Requests (up to 5)   Facilities, Technology or Equipment Update Requests (up to 5)

FTE Upload1 Other-Funding-IE_1.docx   FTE Upload1
FTE Upload2 Other-Funding-IE_2.docx   FTE Upload2
FTE Upload3 Other-Funding-IE_3.docx   FTE Upload3
FTE Upload4   FTE Upload4
FTE Upload5   FTE Upload5

Classified Personnel Draft Requests (up to 3)   Classified Personnel Updated Requests (up to 3)
One upload per request   *One upload per request*

Classified Upload1   Classified Upload1
Classified Upload2   Classified Upload2
Classified Upload3   Classified Upload3

Supporting Materials (Optional)   Supporting Materials (Optional)

Upload1   Upload1
Upload2   Upload2
Upload3   Upload3

...3531393237

Lauren Davis Losenko 10/06/2023
Author - Draft Signature
                        Date

...3536303032

Lauren Davis Losenko 11/03/2023
Author - Final Signature
                        Date

___

Dean/Manager Draft Feedback

Lauren is signing on behalf of Meridith Randall. No comments.

FileUpload2

IEC Feedback

Looks good. No concerns.
the SPSS license should still work without the annual maintenance. At least that's what the vendor told me. Could you discuss the ongoing cost for nuventive and whether we will explore other options for SLOs assessment?

FileUpload4
Program Review Rubric Upload

Academic Senate Executive Board Feedback

FileUpload1
Program Review Rubric Upload

___

Dean/Manager Final Feedback

FileUpload2

...3237383036

Lauren Davis Sosenko 11/09/2023
Dean/Manager Signature   Date

Vice President Feedback

FileUpload3

...3538383231

Meridith Randall 11/13/2023
Vice President Signature   Date

Downloaded to the following Committee Teams folder on: -- Choose --

...3333323135

Lauren Davis Sosenko 12/01/2023
IEC Signature   Date

Dean/Manager - Feedback Signature	Electronically signed by Lauren Davis Sosenko on 11/03/2023 11:50:20 AM
Academic Senate: Technical Review Signature	Signature not required
Academic Senate Signature	Signature not required
IEC: Technical Review Signature	Electronically signed by Kay Nguyen on 10/20/2023 7:03:33 AM

Program Review Request
Administrative Services –
Research, Planning, and Institutional Effectiveness (ORPIE)

Program Review Purpose

"Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices" –Academic Senate for California Community Colleges, 2009

DATA

Number of research requests fulfilled in 2022-2023:	63 (compared to 62 in 2021-2022 and 73 in 2020-2021)
Number of dashboards published:	8
Describe the plans developed in the last year:	The interanl Equity Plan, which we have integrated with the plan submitted to the state and are now vetting with the campus. The Diversity, Equity, Inclusion, and Access (DEIA) Plan, which focuses on the culture and climate of the institution, will be vetted in spring 2025. ORPIE also drafted the state Guided Pathways plan/report for the state in summer 2023. This plan is available in NOVA.
Number of staff:	3 (2 Senior Research Analysts; .5 Admin Assistant; .5 Dean)

KPIs: *Include data for 2022-2023 and goals for 2023-2024*

Enrollment count:	Fall 2022: 23,931 enrollment; 2% growth is 24,409
Course Success Rate:	Fall 2021: 73% ->Goal: 76%
Number of Certificates Awarded:	21-22: 3,996 -> Goal: 4,000
Number of Associate Degrees Awarded:	21-22: 4,011 -> Goal: 4,200
Number of ADTs Awarded (subset of above):	21-22: 904 -> Goal: 1,200
Number of dual enrollment students:	21-22: 2,096 -> Goal: 2,500

Program Review Request
Administrative Services –
Research, Planning, and Institutional Effectiveness (ORPIE)

Number of first-time students who completed English in their first year:	20-21: 29% -> Goal: 30%
9+ CTE Units:	21-22: 903 -> Goal: 1,250

List the Administrative Service Outcomes (ASOs) for Research, Planning, and Institutional Effectiveness (ORPIE): *If you have not defined your ASOs, please describe how you will define them in 2023-2024.*	ORPIE is developing its Administrative Unit Outcomes (AUOs): 1. How many GWC employees use ORPIE data to make decisions? 2. How many GWC employees report that they have access to the data they need to make decisions? 3. How many GWC employees report that they understand what data they need to make decisions?
Describe how you assessed your ASOs this year? (e.g., survey, document review) *If you have not assessed ASOs, describe your plan to assess in 2023-2024.*	ORPIE has not assessed these new AUOs, but will do so in spring 2024. ORPIE will create a survey to collect data about the AUOs in May 2024 and provide a report to the campus in summer 2024. The findings will be included in staff meetings and inform the development of the 2024-2025 Institutional Effectiveness calendar (see attachment).
What were the findings of your ASO assessment?	Findings will be available in summer 2024.
How do you plan to strengthen practices/policies to improve your outcomes?	ORPIE staff will work on communicating the data resources avaiable to the campus by doing a quarterly email to the campus. ORPIE staff are also focusing on building dashboards, workshops, and meeting to set the research calendar, see the description in the next section.

Outside of hiring new faculty or staff, please discuss the data trends above, and your plans for serving more stakeholders (students, employees) or improving your outcomes.
ORPIE encourages GWC employees to adopt data dashboards in its data use work, such as the program review process. This strategy allows many different users to access and use the same data resource, reducing the burden of report writing on ORPIE staff. The other strategy that ORPIE will use to reduce workload is to use electronic surveys as much as possible. Paper and pencil surveys are much more onerous in the data collection process. To improve the AUOs for OPRIE, the team is honing more dashboard features to ensure the right data are in the hands of faculty, staff, and administrators. For example, OPRIE was able to modify the 2023 Instructional Program Review dashboard to include disproportionate impact data for course success. The team will continue to refine the tools to align with the Program Review templates and dissagregate data whenever possible. The team is also working on professional development workshops for the campus, in addition to having an active role in the data coaching professional development facilitated through the Center for Innovation and Learning. This technical assistance and

professional development require ORPIE staff to present and discuss data in many different locales. While the main conference rooms often have projection, the team meets employees in offices and other makeshift locations and would like to purchase a mobile monitor to support these efforts.

In addition to efficieny efforts, ORPIE staff will meet twice per year to forecast campus research needs and set the research agenda for the coming two primary terms. One new initiative that OPRIE will participate in this year is an ArcGIS project. This project will allow ORPIE staff to create new maps for the college and layer different types of data on the maps, like Census data and enrollment data, to support enrollment management efforts. Other project priorioties for the upcoming year are: predictive model for student persistence, registration study with the Regisration Taskforce, and a qualitative focus group to enhance the Preferred Modality survey (see the attached Institutional Effectiveness calendar).

PROGRAM-SPECIFIC QUESTIONS

Describe the functions of Research, Planning, and Institutional Effectiveness (ORPIE)?
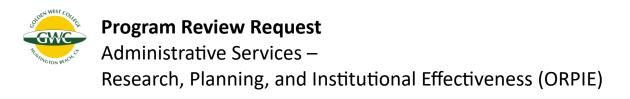
ORPIE provides support and expertise for planning, using data for decision-making, reporting, continuous improvement efforts, and evaluating programs and services. ORPIE staff support plan development, such as strategic planning or more-specific operational plans, such as the internal Equity Plan, and planning/evaluative processes such as program review. The ORPIE staff develop a research agenda for the college and execute that plan to provide data to support planning and decision-making. ORPIE facilitates outcome assessment through college processes like program review and assessment of outcomes (i.e., student learning outcomes, service area outcomes, and administrative unit outcomes).

ORPIE for GWC also supports the district office in accountability reporting, such as the 320 attendance reporting, MIS validation, and other state or federal reporting, such as the AB 1705 and Higher Education Emergency Relief Fund (HEERF) reporting, to name a few. ORPIE also coordiantes the ClassClimate surveys to support the faculty evaluation process.

What does Research, Planning, and Institutional Effectiveness (ORPIE) do exceptionally well?

The ORPIE staff bring a high-level of expertise to college operations and serve as experts to college administrators, staff, and faculty. ORPIE has an exisiting structure to collect research requests and track what it produces through its website and its shared I drive. ORPIE staff also have the desire to leverage new technologies for more real-time data to drive more sophisticated analyses to support learning on the campus.

ORPIE staff use several different platforms to complete its work. The staff have established expertise in

these platforms. Systems that ORPIE uses include:

Argos- Accesing data from Banner; uses SQL or InDesign functions

Oracle SQL Developer: SQL in Oracle development environment

SPSS, R, and Excel: Data analysis software

PowerBI, Canvas (Infographics): Data Visualizations

Alchemer: Survey Platform

Nuventive (formerly TracDat): Outcome data collection

ClassClimate: Class evalaution data collection platform

ORPIE staff have expertise in data coaching, data analysis, and presenting data to varied audiences.

How does Research, Planning, and Institutional Effectiveness (ORPIE) help GWC meet its mission?

Golden West College provides an intellectually and culturally stimulating learning environment for its diverse student population. The College provides enriching and innovative programs that help students: transfer to four-year institutions, earn associate degrees, complete certificates in career and technical education, advance their careers, and demonstrate college readiness. The College is committed to continuous assessment and improvement of student learning and institutional effectiveness.

ORPIE helps administrators, faculty, and staff understand what programs and services are working for student success. Its work also helps the college assess how well it is meeting its mission, by providing data (e.g., the annual Key Performance Indicators), to understand where the college is doing well and where it can improve. ORPIE also supports continuous assessment and improvement through outcomes assessment, program review, and research/evalutions that support improvement. Beyond providing data, ORPIE staff support dialgoue about what the data mean and how to use it for planning to improve processes and outcomes.

How can Research, Planning, and Institutional Effectiveness (ORPIE) adapt to handle the increased volume in programs requiring additional tracking and reports?

ORPIE is focused on using technology to access more real-time data to strengthen research projects, as well as leverage the staff time savings produced by electronic data collection.

What are the most impactful changes in processes to the Research, Planning, and Institutional Effectiveness (ORPIE) that can improve service to students and the campus community?

ORPIE is building dashboards with more automatic data updates to improve efficiency.

What are the biggest challenges facing the Research, Planning, and Institutional Effectiveness (ORPIE) in completing its role?

The demand on ORPIE services has been growing as more external accountability reporting (e.g., AB 1705, HEERF reporting) and internal need for data has increased. The ORPIE team has a high level of expertise, knowing the internal data, how to access it, and its format.

One big challenge to the ORPIE is the availability of data. For example, currently the enrollment data is

not capture at point in time. Internally, for example, the Deans would like to see how many students in their respective areas enroll 10 days before the start of the term compared to previous years. These data are not currently caputured in a way that can be disaggregated by area. Other data is also difficult to provide, such as disaggregated disproportionate impact analysis using the Percentage Point Gap Minus 1 (PPG-1) methodology. While we have the data from the state aggregated across the campus, it is not available by individual areas or disciplines. ORPIE will work to integrate this into dashboards in the future. Finally, new technology will be bringing a lot of data that ORPIE needs to be ready to tap into. For example, the new Starfish Early Alert system will be producing data about faculty perception and student connection to services. These data will be useful to evaluate services and to feed predictive analyses to understand why students persist at GWC.

The ORPIE team will need to continue to learn new systems and technologies. For example, with the Banner updates in 2024/2025, old Oracle SQL will not work anymore. ORPIE staff need to update this code to Ansi-SQL for reports that built on the old code. The team is currently assessing how many reports this will impact.

ORPIE will need survey incentives for major survey initiatives across the campus. The Dean is going to meet with the Foundation to determine how to develop an account for this purpose. General fund sources cannot be used as incentives as it is considered a gift of public funds.

Several existing technologies or memberships that ORPIE depends on to complete its function have increased in price. Specific examples include:
Nuventive increased by $21,000 per year to total $41,000, with an ongoing cost of $39,814 for the next year
RP Group membership increased by $70 per year to total $570
ClassClimate (Scantron) increased by $ 4,912 to toal $6,600
SPSS licenses: $5,732 was approved through the mid-year cycle, but there will be a smaller maintence/support free for these licenses (estimated at $1,500)
Recommendations for funding will be attached to this program review.

ORPIE strives to work with employees across the campus to understand what data is available and/or how to interpet or use data. Staff currently attend meetings with teams and/or individual employees to provide this technical assistance. Staff struggle to effectively communicate the content with the small laptop screens. One way to support better presentation of the content would be to have a mobile monitor that extends the laptop screen. This will be a recommendation for this program review. Further, aging technology in the department requires new mouse and keyboard supplies.

Program Review Request

Administrative Services –

Research, Planning, and Institutional Effectiveness (ORPIE)

GOALS AND REQUESTS FOR FUNDING

Requests – If you are requesting any of the following, they MUST be addressed within your goals. These forms must be submitted separately from the Program Review.

- Faculty
- Equipment, Facilities, Technology
- Support Staff

GWC Strategic Plan Goals Legend
1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
3. **Completion:** GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.
4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.
6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of the College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

GOALS FROM PREVIOUS PROGRAM REVIEW CYCLE

Please refer to your previous Program Review cycle and summarize all outcomes for each goal.

Summary and Outcomes of Previous Goals (from the last Program Review) including resource requests and if they were funded or not.
Goal from previous cycle was to increase research capacity to support the College's efforts of improving campus data literacy. Actions taken to achieve this goal include working with different constituents to identify data needed to make decisions and updating dashboards to reflect these data needs. A Classified Staff Position was requested. The request for full-time research analyst was not funded.

Mid-cycle funding request: SPSS Perpetual Licenses (was funded and purchased); however ongoing maintenance cost was not accounted for, nor budgeted. This cost will be approximately $1,500 and will be requested through this program review.

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

Current goals should be connected to GWC's Strategic Plan Goals.

GOAL 1 (Required)

Description of goal:
Increase by 10% annually the percentage of employees who report that they have access to the data they need to make decisions.

What actions will be taken to accomplish the goal?
ORPIE will survey employees starting in May 2024, and annually thereafter to measure this outcome. To increase the percentage of employees who report that they have the right data to make decisions, ORPIE will implement three different strategies:

1. Increase communication through newsletters and workshops about available data resources
2. Continue to build and refine existing dashboards to include useful data for multiple users. New dashboards will include a KPI dashboard that can be disaggregated by student demographics and areas/disciplines, and a SCFF dashboard for the campus. This action will require continued use of the SPSS licenses.
3. Provide input into the Data Coaching effort to ensure all participants are prepared to collect useful data to answer their research questions.
4. Continue one-on-one and committee data presentations. This activity would be enhanced by mobile monitors that can display data in an easier to understand, as well as replacing aging office technology such as a new mouse and keyboard of a Research Analyst.
5. ORPIE must continue to support software that enables the department to collect data and supply data to users, such as Nuventive, ClassClimate, and SPSS. These software have increased in price over the last year that must be addressed.
6. ORPIE also would like to invest in new software, ArcGIS, to allow for mapping and data visualizations. GWC has a grant for one license in 2023, but would like to purchase an additional license for the other Research Analyst to allow for continuity in access and use.
7. ORPIE will work with the Outcomes Assessment Taskforce to determine if Nuventive is the platform that the college will continue to use or if we should adopt a different assessment platform.

What metric will you use to measure your goal?

Increase by 10% the percentage of employees who report that they have access to the data they need to make decisions.

Which of the College's missions and goals does this goal support? (check all that apply)

☒ Enrollment

☒ Equity and Success

☒ Completion

☒ Workforce Preparation

☐ Facilities

☒ Professional Development

☒ Communication

GOAL 2 (Required)

Description of goal:
Align the Planning documentation for GWC with a focus on aligning purpose, goals, activities, and measurements to support development of a new Strategic Plan for 2026-2030

What actions will be taken to accomplish the goal?
-Ask the Planning Council for direction to review a report on progress to-date related to the existing strategic plan -Review all Planning manuals/handbooks, reports, and publications for updates and consistent information -Conduct employee workshops about the KPIs to educate the campus about how these measurements assess the overarching college progress to meeting strategic plan goals

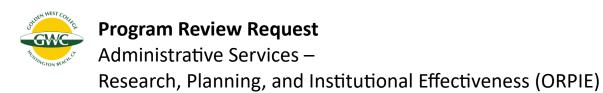| What metric will you use to measure your goal? |
|---|
| The planning documents are updated and posted publicly for the campus community's open access. |

Which of the College's missions and goals does this goal support? (check all that apply)

☒ Enrollment

☒ Equity and Success

☒ Completion

☒ Workforce Preparation

☒ Facilities

☒ Professional Development

☒ Communication

GOAL 3 (Required)

Description of goal:
Complete the Institutional Effectiveness/Dual Enrollment Calendar on time (attached)

What actions will be taken to accomplish the goal?
-The research team meets weekly to review upcoming projects, address challenges, and track progress on deliverables. -The Dean and Research Analysts will conduct project work

What metric will you use to measure your goal?
-90% of Institutional Effectiveness deliverables are completed on-time and shared with the campus, if appropriate

Which of the College's missions and goals does this goal support? (check all that apply)

☒ Enrollment

☒ Equity and Success

☒ Completion

☒ Workforce Preparation

☐ Facilities

☐ Professional Development

☒ Communication

OTHER INFORMATION

What additional information would you like to share about your program?
The ORPIE team is taking on new projects this year to inform the college campus, such as the Registration study and an ArcGIS mapping project. These…

Submitter's Signature: Click or tap here to enter text.	**Date:** Click or tap to enter a date.

Supervisor's Review
As the supervisor of this program, I have reviewed this request. ☐ No concerns

☐ I have concerns

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	**Lauren**
Submitter's Last Name:	**Davis Sosenko**
Submitter's Email:	**ldavissosenko@cccd.edu**
Submitter's Phone Number:	**x. 58727**
Who is your Dean/Supervisor?	**Meridith Randall**
Are you the Department Chair?	**Not applicable**
Who is your Vice President?	**Meridith Randall (President)**
Program/Department:	**Institutional Effectiveness**

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

☐ Instruction

☐ Student Services

☒ Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):
Increase by 10% annually the percentage of employees who report that they have access to the data they need to make decisions.

Data to support the Program's Goal (if necessary/desired) **Data Dashboards** **If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks**
ORPIE will survey employees in spring 2024 for its new Administrative Unit Outcome (AUO) for: 1. the number/percent of employees who report that they have access to the data they need to make decisions; and 2. The number/percent of employees who report that they use data to make informed decisions. The research office completes 63 research requests each year, in addition to 29 planned annual reports, data collection efforts, or data reporting for the campus (see the Institutional Effectiveness calendar for details). The ORPIE team also supports 9 public data dashboards for use. ORPIE staff are actively involved in the campus Data Coaching effort and provide regular technical assistance to employees about data use.

What actions will the program take to accomplish this goal?
ORPIE will survey employees starting in May 2024, and annually thereafter to measure this outcome. To increase the percentage of employees who report that they have the right data to make decisions, ORPIE will implement three

different strategies:

1. Increase communication through newsletters and workshops about available data resources
2. Continue to build and refine existing dashboards to include useful data for multiple users. New dashboards will include a KPI dashboard that can be disaggregated by student demographics and areas/disciplines, and a SCFF dashboard for the campus. This action will require continued use of the SPSS licenses.
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7. ORPIE will work with the Outcomes Assessment Taskforce to determine if Nuventive is the platform that the college will continue to use or if we should adopt a different assessment platform.

What metric will you use to measure this goal?
Increase by 10% the percentage of employees who report that they have access to the data they need to make decisions.

Which of the College's missions and goals does this goal support? (Vision 2030)

- ☒ Enrollment
- ☒ Equity and Success
- ☒ Completion
- ☒ Workforce Preparation
- ☐ Facilities
- ☒ Professional Development
- ☒ Communication

Please describe how this goal supports the College's missions and goals (Vision 2030).
To realize GWC's missing and goals from its Vision 2030 Comprehensive Master Plan, the college needs strong data and an improved data use culture. In addition to supporting the planning process and evaluation process of the master plan, IE functions help evaluate the college to determine if we are making progress toward realizing the master plan goals. IE function also helps the college identify areas for improvement to better serve student need (directly related to mission) and to meet accreditation standards to continue to operate to meet the mission. By ensuring that employees have access to the data they need to make informed decisions, ORPIE is contributing to creating the data use culture.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

- ☐ Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- ☒ Technology
- ☐ Equipment
- ☐ Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Increase Software License Fees	19,500
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.
The IE budget includes $26,100 for software license fees, but in 2023-2024 the required license fees for existing software has exploded. Nuventive: $37,000 annually SPSS: $1,500 (estimated) annually ClassClimate: $6,600 annually Alchemer: $500 annually IE needs an additional $19,500 at minimum to cover costs.

Will there be an on-going cost for this request? What is the total cost of ownership?
These are annual costs and will need to be added to the ORPIE budget permanently.

Supervisor's Review
As the supervisor of this program, I have reviewed this request. ☐ No concerns ☐ I have concerns about this recommendation ☐ I believe department or wing funds exist to cover this request: ☐ partial ☐ full payment
Comments: Click or tap here to enter text.

Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Supervisor's Signature: Click or tap here to enter text. | **Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text. | **Date:** Click or tap to enter a date.

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President's Recommendation:

☐ Funding recommended

☐ Funding not recommended

President's Signature: Click or tap here to enter text. | **Date:** Click or tap to enter a date.

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	**Lauren**
Submitter's Last Name:	**Davis Sosenko**
Submitter's Email:	**ldavissosenko@cccd.edu**
Submitter's Phone Number:	**x. 58727**
Who is your Dean/Supervisor?	**Meridith Randall**
Are you the Department Chair?	**Not applicable**
Who is your Vice President?	**Meridith Randall (President)**
Program/Department:	**Institutional Effectiveness**

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

☐ Instruction

☐ Student Services

☒ Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):
Increase by 10% annually the percentage of employees who report that they have access to the data they need to make decisions.

Data to support the Program's Goal (if necessary/desired) **Data Dashboards** **If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks**
ORPIE will survey employees in spring 2024 for its new Administrative Unit Outcome (AUO) for: 1. the number/percent of employees who report that they have access to the data they need to make decisions; and 2. The number/percent of employees who report that they use data to make informed decisions. The research office completes 63 research requests each year, in addition to 29 planned annual reports, data collection efforts, or data reporting for the campus (see the Institutional Effectiveness calendar for details). The ORPIE team also supports 9 public data dashboards for use. ORPIE staff are actively involved in the campus Data Coaching effort and provide regular technical assistance to employees about data use.

What actions will the program take to accomplish this goal?
ORPIE will survey employees starting in May 2024, and annually thereafter to measure this outcome. To increase the percentage of employees who report that they have the right data to make decisions, ORPIE will implement three

different strategies:

1. Increase communication through newsletters and workshops about available data resources
2. Continue to build and refine existing dashboards to include useful data for multiple users. New dashboards will include a KPI dashboard that can be disaggregated by student demographics and areas/disciplines, and a SCFF dashboard for the campus. This action will require continued use of the SPSS licenses.
3. Provide input into the Data Coaching effort to ensure all participants are prepared to collect useful data to answer their research questions.
4. Continue one-on-one and committee data presentations. This activity would be enhanced by mobile monitors that can display data in an easier to understand, as well as replacing aging office technology such as a new mouse and keyboard of a Research Analyst.
5. ORPIE must continue to support software that enables the department to collect data and supply data to users, such as Nuventive, ClassClimate, and SPSS. These software have increased in price over the last year that must be addressed.
6. ORPIE also would like to invest in new software, ArcGIS, to allow for mapping and data visualizations. GWC has a grant for one license in 2023, but would like to purchase an additional license for the other Research Analyst to allow for continuity in access and use.
7. ORPIE will work with the Outcomes Assessment Taskforce to determine if Nuventive is the platform that the college will continue to use or if we should adopt a different assessment platform.

What metric will you use to measure this goal?
Increase by 10% the percentage of employees who report that they have access to the data they need to make decisions.

Which of the College's missions and goals does this goal support? (Vision 2030)

- ☒ Enrollment
- ☒ Equity and Success
- ☒ Completion
- ☒ Workforce Preparation
- ☐ Facilities
- ☒ Professional Development
- ☒ Communication

Please describe how this goal supports the College's missions and goals (Vision 2030).
To realize GWC's missing and goals from its Vision 2030 Comprehensive Master Plan, the college needs strong data and an improved data use culture. In addition to supporting the planning process and evaluation process of the master plan, IE functions help evaluate the college to determine if we are making progress toward realizing the master plan goals. IE function also helps the college identify areas for improvement to better serve student need (directly related to mission) and to meet accreditation standards to continue to operate to meet the mission. By ensuring that employees have access to the data they need to make informed decisions, ORPIE is contributing to creating the data use culture.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

- ☐ Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- ☒ Technology
- ☐ Equipment
- ☐ Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
ArcGIS Software	3,000
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.
The IE budget includes $26,100 for software license fees, but in 2023-2024 the required license fees for existing software has exploded. Nuventive: $37,000 annually SPSS: $1,500 (estimated) annually ClassClimate: $6,600 annually Alchemer: $500 annually This request would add an additional $3,000 annual ArcGIS license to the department budget.

Will there be an on-going cost for this request? What is the total cost of ownership?
The annual costs and will need to be added to the ORPIE budget permanently.

Supervisor's Review
As the supervisor of this program, I have reviewed this request. ☐ No concerns ☐ I have concerns about this recommendation ☐ I believe department or wing funds exist to cover this request: ☐ partial ☐ full payment
Comments: Click or tap here to enter text.

Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Supervisor's Signature: Click or tap here to enter text.　　**Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.　　**Date:** Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

☐ Funding recommended

☐ Funding not recommended

President's Signature: Click or tap here to enter text.　　**Date:** Click or tap to enter a date.