

# HARTNELL COLLEGE



**DR. EDWARD J. VALEAU**  
SUPERINTENDENT/PRESIDENT

December 2003

Dear Colleague:

This document outlines the Hartnell College Institutional Research Agenda, which establishes the projects and timelines to meet college-wide institutional research needs for six years. The projects are arranged by area addressed and specify which college positions are responsible for implementation, as well as which year(s) the projects are to be implemented.

I hope that you will use this document to learn more about the types of institutional research projects that are currently being conducted or are planned for future implementation. I encourage you to obtain and use institutional research results pertinent to your discipline or area to make informed decisions regarding program planning and student needs.

Please direct questions about the Institutional Research Agenda to Dr. Chris Myers, Director of Institutional Research and Planning. In addition, let him know if you are aware of current or planned projects that are not listed on the Institutional Research Agenda. Also, if you have questions about specific institutional research projects, contact the individual(s) responsible for those projects.

Together we have and will continue to make a difference!

Sincerely,

A handwritten signature in cursive script that reads "Edward J. Valeau".

Edward J. Valeau  
President/Superintendent

# **Hartnell College Institutional Research**

## **Purpose of Institutional Research**

Institutional research is the outcome of gathering, analyzing, and reporting useful and timely information for decision making at Hartnell College. Although the Institutional Research and Planning Office is involved in many of the college's institutional research projects, other managers, faculty, and classified staff also conduct institutional research. Employees are encouraged to use institutional research results to make data based decisions.

The types of institutional research conducted at Hartnell College vary widely. Examples include gathering information to determine the feasibility of starting a new instructional program, validating assessment tests used for student placement, and surveying employees and students about the degree to which accreditation standards are met.

## **Institutional Effectiveness**

Institutional Effectiveness encompasses the degree to which Hartnell College fulfills its mission, vision statements, college goals, and purposes. Institutional research can and should be used to assess institutional effectiveness.

## **Institutional Effectiveness Assessment Subcommittee**

The Institutional Effectiveness Assessment Subcommittee is a subcommittee of the Institutional Planning Committee. It is chaired by the Director of Institutional Research and Planning and has classified staff, faculty, and management representatives. Subcommittee members communicate regularly with their constituent groups to provide information and seek input. The Subcommittee's purposes are to assist in:

1. Developing and monitoring the institutional effectiveness assessment plan.
2. Developing and revising institutional research procedures.
3. Assessing and prioritizing institutional research needs.
4. Revising and monitoring the institutional research agenda.
5. Interpreting and disseminating institutional research results.
6. Providing information for institutional planning and decision making.

## **Institutional Research Agenda**

Hartnell College's institutional research agenda establishes the projects and timelines to meet college-wide institutional research needs. It is finalized by the College Council after receiving input from the Management Team, Academic Senate, Institutional Effectiveness Assessment Subcommittee, and other interested parties. The institutional research agenda is reviewed and updated annually and then disseminated to the campus community.

# Hartnell College Institutional Research Agenda

Area/Project	Personnel Responsible*				Implementation Year					
					03-04	04-05	05-06	06-07	07-08	08-09
<b>Administrative Support Services</b>										
1. Administrative Services Review - assess support departments	10	14					X			X
2. Administrative Support Services - assess customer satisfaction	10	14				X			X	
3. Budget Projections - estimate money available for future funding	2				X	X	X	X	X	X
4. Personnel - assess employee representativeness & retention	9				X	X	X	X	X	X
<b>External Reporting Requirement</b>										
5. Accreditation - assess satisfaction of students, staff, community	10	14					X			
6. FTES - calculate full-time equivalent students (FTES) for each reporting period	2	7			X	X	X	X	X	X
7. IPEDS surveys - complete required federal surveys	10	14			X	X	X	X	X	X
8. Matriculation Evaluation - evaluate effectiveness of Matriculation services	3	6	10		X	X	X	X	X	X
9. MESA - evaluate effectiveness	15	18			X	X	X	X	X	X
10. Nursing Program Evaluation - follow up graduates	16				X	X	X	X	X	X
11. Partnership for Excellence - evaluate outcome measures	10	11	19		X	X	X			
12. Regional Health Occupations Resource Center (RHORC) - conduct needs assessment surveys	18				X	X	X	X	X	X
13. School to College Program Evaluation - conduct required research	18				X	X	X	X	X	X
14. Student Right to Know - report required student graduation and transfer rates	10	14			X	X	X	X	X	X
15. Title V - evaluate effectiveness of the Title V grant	10	18			X	X	X	X	X	
16. VTEA Evaluation - evaluate effectiveness of VTEA grant funded programs	17				X	X	X	X	X	X
17. Welfare Reform (TANF/Calworks) - determine student needs and evaluate program effectiveness	18	19			X	X	X	X	X	X
<b>Institutional Effectiveness</b>										
18. Diversity Survey - assess employee & student perceptions of diversity	9	10			X					X
19. Employer Satisfaction - determine satisfaction of employers with Hartnell graduates	4	10	11	19				X		
20. Exit Student Survey/Interviews - determine why students withdraw from Hartnell	3	7						X		
21. Fact Book - update college reference book with college and community information	10				X	X	X	X	X	X
22. Graduate Employment - determine relationship between employment and Hartnell major for Hartnell graduates	4	10	11					X		
23. Graduate Satisfaction - determine satisfaction of former students with Hartnell	4	10	11	16	19			X		
24. Graduates - report number of Hartnell graduates, broken down by demographics	7	10			X	X	X	X	X	X
25. Graduation Rate - calculate Hartnell graduation rate	10					X	X	X	X	X
26. Institutional Effectiveness - compare Hartnell outcomes to college established criteria, state averages, and other benchmarks	10	14			X	X	X	X	X	X
27. Participation Rate - calculate proportion of the Hartnell District adults attending Hartnell	10				X	X	X	X	X	X
28. Performance of Hartnell Students by High School - calculate GPA	10				X	X	X	X	X	X
29. Retention Rate - calculate percentage of students retained by course	10					X	X	X	X	X
30. STAAR Success by High School - report placement levels of students	3	6	10		X	X	X	X	X	X
31. Student Demographics and Performance - break down by course	4	6	10	11		X	X	X	X	X
32. Student Goal Attainment - determine proportion of students who attain their goals	3	10	11	19				X		

(Continue on other side)

Area/Project	Personnel Responsible*					Implementation Year					
						03-04	04-05	05-06	06-07	07-08	08-09
<b>Institutional Effectiveness (Continued)</b>											
33. Student Persistence Rate - calculate % of first-time students continuously enrolled	10						X	X	X	X	X
34. Student Satisfaction - determine satisfaction of current students with Hartnell	10	11	19					X			
35. Transfer Students - calculate number, rate, transfer readiness, and performance	3	10	20			X	X	X	X	X	X
<b>Instruction</b>											
36. Developmental Education Success - determine proportion of developmental education students who are successful in subsequent college-level courses	1	10					X	X	X	X	X
37. Distance Learning Evaluation - evaluate effectiveness of distance learning program	4	6				X	X	X	X	X	X
38. General Education Assessment - test student writing, math, & critical thinking skills	4	10	11				X			X	
39. Instructional Program Review - assess academic disciplines	4	11				X	X		X	X	X
40. Occupational Education Success - administer professional certification exams	16	17				X	X	X	X	X	X
41. Prerequisite/Corequisite Validation	3	4	6	10		X	X	X	X	X	X
42. Self-Paced Course Evaluation - determine how students do in subsequent courses	1	4					X				
43. Student Learning Outcomes Assessment - course, program, and degree	10	14					X	X	X	X	X
44. Supplemental Instruction - evaluate effectiveness	1	18				X	X	X	X	X	X
45. Workforce & Community Development Success - assess student satisfaction, meeting business & community training needs	21					X	X	X	X	X	X
<b>Planning</b>											
46. Community Needs Assessment - determine educational and training needs of community	10	11	19				X				
47. Educational & Facilities Master Plan - assess goals	10	14				X		X		X	
48. Employer Needs Assessment - determine training and employment needs of area employers	10	17	21						X		
49. Enrollment Planning	4	7	11	19		X	X	X	X	X	X
50. Enrollment Projections - estimate the number of students who will attend Hartnell	2	10				X	X	X	X	X	X
51. Entering Student Survey - determine needs and opinions of first-time freshmen	10	11	19				X				
52. Environmental Scan - report information that may impact Hartnell	10	14				X	X	X	X	X	X
53. Planning Support - provide data and analyses to assist planning efforts	10	13				X	X	X	X	X	X
54. Student Characteristics Profile - report student demographics	10					X	X	X	X	X	X
<b>Student Services</b>											
55. Assessment Test Validation - locally validate assessment tests used for student placement	3	6	10			X	X	X	X	X	X
56. Student services review (PEER) - assess student services	5	8	12	18	19	X	X		X	X	X

**\* Personnel Responsible**

- 1 Academic Learning Center Director
- 2 Administrative Services Vice President
- 3 Counseling, Matriculation & Transfer Services Director
- 4 Deans
- 5 Disabled Student Programs & Services (DSPS) Coordinator
- 6 Educational Technology & Library Associate V.P.
- 7 Enrollment Services Director
- 8 Extended Opportunity Programs & Services (EOPS) Director
- 9 Human Resources & Staff Development Director
- 10 Institutional Research & Planning Director
- 11 Instruction Vice President

- 12 International Students Advisor
- 13 Maintenance & Facilities Director
- 14 Managers
- 15 Math & Science Dean
- 16 Nursing Director
- 17 Occupational Education Dean
- 18 Project/Program Coordinator/Director
- 19 Student Services Vice President
- 20 Transfer Coordinator
- 21 Workforce & Community Development Dean