

HARTNELL COLLEGE



DR. EDWARD J. VALEAU
SUPERINTENDENT/PRESIDENT

June 2001

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 four 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,

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

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 use in 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 at least annually and then disseminated to the campus community.

Hartnell College Institutional Research Agenda

Area/Project	Personnel Responsible*	Implementation Year			
		2001-02	2002-03	2003-04	2004-05
Administrative Support Services					
1. Administrative Support Services - assess customer satisfaction	9, 15	X			X
2. Budget Projections - estimate money available for future funding	2	X	X	X	X
3. Market Research - evaluate effectiveness of marketing programs	16	X	X	X	X
4. Personnel - determine demographics of Hartnell personnel	8	X	X	X	X
External Reporting Requirement					
5. FTES - calculate full-time equivalent students (FTES) for each reporting period	18	X	X	X	X
6. IPEDS surveys - complete required federal surveys	9, 15	X	X	X	X
7. Matriculation Evaluation - evaluate effectiveness of Matriculation services	1, 9, 18, 24	X	X	X	X
8. Partnership for Excellence - evaluate outcome measures	9, 10, 23	X	X	X	X
9. Student Right to Know - report student graduation and transfer rates required by federal government to prospective students	9, 15	X	X	X	X
10. Title V - evaluate effectiveness of the Title V grant	9, 21	X	X	X	X
11. VATEA Evaluation - evaluate effectiveness of VATEA grant funded program	20	X	X	X	X
12. Welfare Reform (TANF/Calworks) - determine student needs and evaluate program effectiveness	23	X	X	X	X
Institutional Effectiveness					
13. Diversity Survey - determine faculty, classified staff, administrators' and students' perceptions of campus climate related to diversity	8, 9			X	
14. Employer Satisfaction - determine satisfaction of employers with Hartnell grads.	5, 9, 10		X		
15. Exit Student Survey/Interviews - determine why students withdraw from Hartnell	4, 18		X		
16. Fact Book - update college reference book with college and community info.	9	X	X	X	X
17. Graduate Satisfaction - determine satisfaction of former students with Hartnell programs and services	9, 10, 19, 23	X			
18. Graduates - calculate Hartnell graduation rate	9	X	X	X	X
19. Graduates - report number of Hartnell graduates, broken down by demographics	9, 18	X	X	X	X
20. Graduates' Employment - determine relationship between employment and Hartnell major for Hartnell graduates	5, 9, 10		X		
21. Institutional Effectiveness - compare Hartnell outcomes to college established criteria, state averages, and other benchmarks	9, 15	X	X	X	X
22. Participation Rate - calculate proportion of the Hartnell District adults attending Hartnell	9	X	X	X	X
23. Performance of Hartnell Students by High School - calculate GPA	9	X	X	X	X
24. Program Review - evaluate effectiveness of instructional programs, student services, and administrative services	1, 9, 10, 15, 23	X	X	X	X
25. Retention Rate - calculate percentage of students retained by course	9	X	X	X	X
26. STAAR Success by High School - report placement levels of students	1, 9, 24	X	X	X	X
27. Student Demographics and Performance - break down by course	1, 5, 9, 10	X	X	X	X
28. Student Goal Attainment - determine proportion of students who attain their goals	4, 9, 10, 23		X		
29. Student Persistence Rate - calculate percentage of first-time students continuously enrolled at Hartnell College	9	X	X	X	X
30. Student Satisfaction - determine satisfaction of current students with Hartnell programs and services	9, 10, 23		X		
31. Transfer Students - calculate number, rate, transfer readiness, and assess performance of Hartnell students transferring to 4-year institutions	9, 25	X	X	X	X

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Area/Project	Personnel Responsible*	Implementation Year			
		2001-02	2002-03	2003-04	2004-05
Instruction					
32. Developmental Education Success - determine proportion of developmental education students who are successful in subsequent college-level courses	9, 12	X	X	X	X
33. Distance Learning Evaluation - evaluate effectiveness of distance learning prog.	13	X	X	X	X
34. Foreign Student Program Evaluation - evaluate program effectiveness	11, 23	X	X	X	X
35. Prerequisite/Corequisite Validation	5, 9, 18, 24	X	X	X	X
36. Self-Paced Course Evaluation - determine how students do in subsequent courses	12		X		
37. Supplemental Instruction - evaluate effectiveness	12, 21	X	X	X	X
Planning					
38. Community Needs Assessment - determine educational and training needs of community	9, 10, 23			X	
39. Educational & Facilities Master Plan - assess goals	9, 15	X	X	X	X
40. Efficiency Report - calculate faculty load	10	X	X	X	X
41. Employer Needs Assessment - determine training and employment needs of area employers	3, 9, 20			X	
42. Enrollment Planning	10, 18, 23	X	X	X	X
43. Enrollment Projections - estimate the number of students who will attend Hartnell	2, 9	X	X	X	X
44. Entering Student Survey - determine needs and opinions of first-time freshmen	9, 10, 23		X		
45. Environmental Scan - gather and report educational, fiscal, political, demographic, economic, environmental, and social information that may impact Hartnell	9	X	X	X	X
46. Planning Support - provide data and analyses to assist planning efforts	9	X	X	X	X
47. Student Characteristics Profile - report student demographics	9	X	X	X	X
Student Services					
48. Assessment Test Validation - locally validate assessment tests used for student placement	9, 18, 24	X	X	X	X
49. Evaluate Programs for Students on Probation - evaluate effectiveness	4, 23	X	X	X	
50. Veterans Programs - evaluate effectiveness	22, 23	X	X	X	X

*** Personnel Responsible**

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| <ul style="list-style-type: none"> 1 Administrative Information Systems Director 2 Administrative Services Vice President 3 Workforce & Community Development Dean 4 Counseling Coordinator 5 Deans 6 Disabled Student Programs & Services (DSPS) Coordinator 7 Extended Opportunity Programs & Services (EOPS) Director 8 Human Resources & Staff Development Director 9 Institutional Research & Planning Director 10 Instruction Vice President 11 International Students Advisor 12 Learning Skills Center (LSC) Director 13 Library & Instructional Technologies Director | <ul style="list-style-type: none"> 14 Maintenance & Facilities Director 15 Managers 16 Marketing Director 17 Math & Science Dean 18 Matriculation & Enrollment Services Director 19 Nursing Director 20 Occupational Education Dean 21 Project/Program Coordinator 22 Student Services Technician 23 Student Services Vice President 24 Student Support Services Supervisor 25 Transfer Coordinator |
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