CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2019

Name of Person Submitting Request:	**Christie Gabriel-Millette & James Smith**			
Program or Service Area:	**Research, Planning, & Institutional Effectiveness**			
Division:	**Office of the President**			
Date of Last Program Efficacy:	**Spring 2018**			
What rating was given?	**Continuation**			
Current Number of Classified Staff: (Researchers)	FT:	**1**	PT:	**0**
Position Requested:	**Research Analyst**			
Strategic Initiatives Addressed: (See http://bit.ly/2epQO8z)	Access; Student Success; Communication, Culture, & Climate; Leadership & Professional Development; Effective Evaluation & Accountability; Facilities			

Replacement ☐　　　　　　　Growth ☒

If you checked replacement, when was the position vacated? _____

1. Provide a rationale for your request. (Explain, in detail, the need for this position.)

The Office of Research, Planning, & Institutional Effectiveness serves all campus constituents (academic program departments, administrative services, over ten student service programs, campus committees, Grant Development & Management Department) by providing data support through data analysis and research in community colleges' best practices and creating detailed data reports and recommendations. (Program Efficacy Report-SP18, p.7). RPIE oversees all campus-wide surveys used for accreditation and campus planning (Campus Climate Survey) and employee evaluations (eg manager's surveys). RPIE maintains a website with tables, graphs, maps, dashboards, summary reports, gainful employment information, and other college planning documents to communicate information to the campus and surrounding community. RPIE is also responsible for most local, state, and federal mandated reporting of campus data. The new state initiatives AB705, AB1805, and Guided Pathways have just begun rolling out, and the data collection to track student progress will be complex and time consuming. The department of Institutional Effectiveness is also part of the greater community college research community. The sharing of in-depth reports with this community, as well as the SBVC campus community, is an integral part of a well-established research department that contributes to more than just the institution in which it resides. For many years now, the number of required reports has exceeded the staffing capacity of the Office. Increases in state and federal accountability reporting, the number of grant-funded programs, and increased academic and student support services needed with Valley's growing student population has exhausted the limits of our staffing capacity. Many campuses the size of SBVC have much larger research teams. For example, Citrus College, with a student population just 2% larger than SBVC, has a research office with three FT, research analysts. College of the Desert, with a population 17% smaller than SBVC also employs two FT research analysts. CHC, with a student population 53% smaller than SBVC, has one senior research analyst and two FT research analysts. In 2016, RPIE was able to hire a full-time research assistant through SSSP funds. This helped the department greatly; however, this person left after only one year, and no replacement for has been made. Additionally, the position of research assistant does not require institutional research experience, which is a highly specialized area of research. The present research analyst spent over six months training the research assistant in the field of IR, which of course took time away from regular duties. If a research analyst had been hired in addition to or instead of a research assistant, job-required IR experience would allow for more productivity in the Office.

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. *(Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.)*

The State Chancellor's Office has increased their reporting requirements. The department has managed to meet the evergrowing demands for empirical accountability and in-depth reports from state and federal agencies and grants, as well as the campus; however, the additional state initiatives requiring a deep data dive will further increase the department workload. Additionally, there has been little time to conduct in-depth research and committee presentations. As mentioned, exploratory college research is essential to make regular contributions to the campus community and institutional research communities; best practices research is necessary to reach high levels of institutional effectiveness. RPIE was recently trained in Tableau to create dashboards for the website, but with little time, only a couple of dashboards have been created. Dashboards are a current trend in IR, and utilization of this tool would add to the RPIE website. With an understaffed department, this progress has been stalled (Program Efficacy Report-SP18, p.16i). An additional full-time, permanent, research analyst would allow RPIE to partake in research that will provide data and information for more efficient, data-informed decision making and thus, increase the department's ability to aid in institutional effectiveness at SBVC.

3. Indicate any additional information you want the committee to consider *(for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.).*

In the fall 2018 needs process, Research Analyst ranked 1st. In fall 2017, Research Analyst ranked 3rd, and in fall 2016 the position ranked 1st. There is clearly a need that is not being met. Although RPIE is satisfying all of the institutional data requirements and in turn, contributing toward student success and campus-wide planning, request turnaround time has suffered a decrease of 25%, and exploratory and more specialized research remains on the backburner until additional, experienced, permanent help can be obtained. As mentioned previously, institutional research is highly specialized, and specific database management must be learned. This can take over a year for a new full-time assistant to learn. A classified research analyst with prior IR experience would be more efficient and better suited to the needs of this department. Also mentioned above, the CHC research department has grown significantly over the last four years (in order to support and justify enrollment growth), while staffing on our campus has remained set. Enrollment growth is only one reason for timely and in-depth research. It serves a wide range of planning and student support functions.

4. What are the consequences of not filling this position?

With the new state initiatives, new projects with increased demands will continue to consume the time of the office of RPIE. Research request completions for departments, administrators, faculty, conference presentations, etc. will be delayed. RPIE will struggle to stay afloat and will not have the foundation to grow to its potential with the current staffing situation. This may result in a less effective Office of Research, Planning, and Institutional Effectiveness in addition to employee burnout.