### 2013-15 DACC Bi-Annual Program Review and Institutional Planning Process

#### PROGRAM STRENGTHS

<table>
<thead>
<tr>
<th>PROGRAM:</th>
<th>Institutional Effectiveness and Planning</th>
<th>DATE:</th>
<th>2/19/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT MISSION STATEMENT:</td>
<td>The Institutional Effectiveness and Planning Office is a proactive team that provides data in support of planning, research, accountability, and assessment processes to advance a culture of evidence in support of the DACC Mission.</td>
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<tr>
<td>STAFF PRESENT:</td>
<td>Fred Lillibridge Mary Beth Worley Leah Wilmeth Robert Deitner Mia Kalish</td>
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</table>

#### PROGRAM STRENGTH Number 1

The level of professionalism of office is always maintained at a high level.

**Why is this a strength? (List reasons to support inclusion of this item as a Program Strength)**

1. Staff is well educated, experienced, and very competent. Staff has received extensive, targeted training including: Microsoft Access, EXCEL, SharePoint, SQL, SAS, SPSS, Banner, Cognos, and ASP.net.
2. Staff supports NMSU and DACC Administrators, staff, and faculty as requested. Our office serves as a resource to the entire DACC community, including enrollment management, grants, budget committee reports, state and federal reports, reports to DACC administration, HLC Activities, discipline specific accreditations, assessment, and faculty requests.
3. Office staff is active in national, regional, and state professional organizations.

#### PROGRAM STRENGTH Number 2

Office responds effectively to the internal requests for data-informed decision making reports and analysis.

**Why is this a strength? (List reasons to support inclusion of this item as a Program Strength)**

1. Staff strives to fulfill all requests for information, data, and data analysis within the time frames specified by clients, and we typically exceed expectations. We give requests from faculty and staff the highest priority. We prepare and deliver numerous data presentations and ad hoc reports that support a wide variety of continuing and new initiatives. However, our ability to provide incredibly fast responses, as in the past, has been somewhat diminished because of the continually expanding workload.
2. Our integrity is paramount in all research done by office personnel. Our staff provides consultation with clients to provide advice on types of analyses, quantifying the value of one approach over another, and identifying effective methods. The products delivered by our office are the most accurate, reliable and meaningful given existing constraints.
3.  

#### PROGRAM STRENGTH Number 3

Office responds effectively to the external requests for data and analysis.

**Why is this a strength? (List reasons to support inclusion of this item as a Program Strength)**

1. DACC is well represented in state, regional, and national accountability processes by high quality and accurate research and reports. These include but are not limited to: Achieving the Dream, Carl Perkins, HLC, New Mexico Association of Community Colleges, IPEDS, New Mexico Accountability in Government Act, NMPED, and NMHED.
2. We maintain an effective and productive working relationship with various NMSU units and state education institutions.
3.  

#### PROGRAM STRENGTH Number 4

Staff works as a productive and supportive team and maintains high office morale.

**Why is this a strength? (List reasons to support inclusion of this item as a Program Strength)**

1. IEPO Staff works as a team to successfully provide support to DACC and NMSU. We assist each other to develop research questions, strategies, and methods. We troubleshoot each other's work to help foster success.
2.  
3.  

#### PROGRAM STRENGTH Number 5

The analytical results we produce are very high quality.
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<tr>
<td>1. The office operates under AIR ethical standards.</td>
</tr>
<tr>
<td>2. The quality of our results establishes a strong base for both research project design and research results analysis.</td>
</tr>
<tr>
<td>3.</td>
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</table>
### PROGRAM CONCERN Number 1
Forge effective work relationship with new college leaders

Possible Improvement Activities
1. There will be a new DACC President and Associate VP of Academic Affairs.

### PROGRAM CONCERN Number 2
The workload continues to escalate as the role of the office expands and demands for performance data, analyses, accountability reports, ad hoc reports and committee research projects increase. We continue to be concerned about how best to establish priorities for the office. At present the IEPO Associate Vice President establishes the priorities based on professional judgment, reporting requirements, and HLC and Strategic Plan priorities.

Possible Improvement Activities
1. Ask our clients to provide a written request with their expectations of how they plan to use the results and specifically how it can add to the effectiveness of DACC. This has improved with the use of the email list "IRSupport" in Microsoft Outlook.
2. Encourage the DACC data users to utilize the SIRS data warehouse. This will allow faculty and administrators the ability to produce student trend reports in support of institutional decision making and the DACC Strategic Plan and date-informed decision making.
3. Encourage the DACC data users to utilize SharePoint for workflow management, access to automated reports and other pertinent data.

### PROGRAM CONCERN Number 3
Maintaining up-to-date expertise as we upgrade technology and software.

Possible Improvement Activities
1. Ensure office staff members have adequate technology upgrades including equipment and software.
2. Maximize office fiscal resources for professional development and take advantage of training opportunities as they are presented.

### PROGRAM CONCERN Number 4
Standard office procedures and practices are not sufficiently documented.

Possible Improvement Activities
1. Produce a comprehensive list of standard office procedures and practices.

### PROGRAM CONCERN Number 5
Ensure data security & integrity.

Possible Improvement Activities
### PROGRAM ACTION PLAN

**PROGRAM:** Institutional Effectiveness and Planning  
**DATE:** 2/19/13

**PROGRAM IMPROVEMENT OBJECTIVE Number 1**  
HLC Accreditation – April 28-30, 2014

**Program Actions Planned to Achieve Improvement Objective 1**
1. Serve as sole coordinator of the 2014 Self Study (HLC)
2. Chair the Accreditation Committee (HLC)
3. Direct and provide support for the Self Study Editor and Criterion Co-chairs (HLC) as related to HLC self-study.
4. Support specialized program accreditation and activities associated with SP 3 when resources are available

**Does the completion of this objective require additional fiscal and/or human resource?** (Highlight choice)
- [ ] Yes
- [x] No
- [ ] Not Sure

If yes, please describe needed resources
Faculty, staff, and administrators will be required to provide time

**Which HLC Criterion would the completion of this improvement objective support?** (Highlight all that apply)
1. Mission
2. Ethical & Responsible Conduct
3. Teaching & Learning-Quality, Resources & Support
4. Teaching & Learning- Evaluation & Improvement
5. Resources, Planning and Institutional Effectiveness
6. Publicity & Promotion

**Which Strategic Priority from the 2012-16 Strategic Plan would the completion of this improvement objective support?** (Highlight all that apply)
1. SP 1. Improve Student Achievement
2. SP 2. Intrusive Student & Academic Support Services
3. SP 3. Academic Curriculum Development & Redesign
4. SP 4. Workforce for the Future
5. SP 5. Institution Operational Efficiency & Effectiveness

**Numeric Performance Targets for year ending June 2015**
1. Full HLC accreditation reaffirmed in 2014
2. 
3. 

**What Assessment Techniques/Tools will be Used to Determine Whether Objective 1 is Achieved?**
All appropriate records will be posted to SharePoint and public DACC website
### PROGRAM IMPROVEMENT OBJECTIVE Number 2

Further intrusive student support and student success engagement strategy best practices as tied to the DACC 2012-2016 Strategic Plan.

### Program Actions Planned to Achieve Improvement Objective 2

1. Managing AtD core and data committees in order to maintain AtD Leader College status.
2. Serve as functional Chair of SP 1 & SP-2 Implementation teams.
3. Encourage engaging professional grant writer to obtain Title V funding.

### Does the completion of this objective require additional fiscal and/or human resource? (Highlight choice)

- Yes
- No
- Not Sure

If yes, please describe needed resources

No additional resources needed

### Which HLC Criterion would the completion of this improvement objective support? (Highlight all that apply)

1. Mission
2. Ethical & Responsible Conduct
3. Teaching & Learning-Quality, Resources & Support
4. Teaching & Learning-Evaluation & Improvement
5. Resources, Planning and Institutional Effectiveness
6. Publicity & Promotion

### Which Strategic Priority from the 2012-16 Strategic Plan would the completion of this improvement objective support? (Highlight all that apply)

- SP 1. Improve Student Achievement
- SP 2. Intrusive Student & Academic Support Services
- SP 3. Academic Curriculum Development & Redesign
- SP 4. Workforce for the Future
- SP 5. Institution Operational Efficiency & Effectiveness

### Numeric Performance Targets for year ending June 2015

1. Conduct monthly SP-1 and SP-2 planning meetings
2. 
3. 

### What Assessment Techniques/Tools will be Used to Determine Whether Objective 2 is Achieved?

- OIEP Strategic Planning database
## PROGRAM ACTION PLAN

### PROGRAM: Institutional Effectiveness and Planning

#### PROGRAM IMPROVEMENT OBJECTIVE Number 3
Maintain established planning processes.

#### Program Actions Planned to Achieve Improvement Objective 3
1. Provide supportive environment for data-informed decision making.
2. Expand current office data information distribution vehicles including SIRS and SharePoint.

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<th>No</th>
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If yes, please describe needed resources
No new resources are needed at this time

#### Which HLC Criterion would the completion of this improvement objective support? (Highlight all that apply)

<table>
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<tr>
<th>Criterion</th>
<th>Mission</th>
<th>Ethical &amp; Responsible Conduct</th>
<th>Teaching &amp; Learning-Quality, Resources &amp; Support</th>
<th>Teaching &amp; Learning- Evaluation &amp; Improvement</th>
<th>Resources, Planning and Institutional Effectiveness</th>
<th>Publicity &amp; Promotion</th>
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#### Which Strategic Priority from the 2012-16 Strategic Plan would the completion of this improvement objective support? (Highlight all that apply)

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<th>Strategic Priority</th>
<th>SP 1. Improve Student Achievement</th>
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#### Numeric Performance Targets for year ending June 2015

1. 95% of PRIPs will be completed
2. 95% of PRIP Progress Reports are completed
3. 100% of received PRIP documents will be posted to SharePoint

#### What Assessment Techniques/Tools will be Used to Determine Whether Objective 3 is Achieved?
OIEP PRIP database