**APR Report for 2017-2018  
*2018-2019 Cycle***

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| **Section I: Program Description** |

**IA1. Program (Select your program from the drop-down list)**

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| PRES Institutional Research |

**IA2. Other Program (If your program is not on the above list, write it in here)**

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**IB. Program Lead (Your first and last name)**

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| Julie Marty-Pearson |

**IC. Program Mission Statement**

Provide the Program’s Mission Statement.

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| The Taft College Institutional Assessment, Research and Planning (IAR&P) Office promotes student success and institutional effectiveness by (1) providing to the college community access to accurate, timely and relevant information and associated analysis for decision making; (2) facilitating the program review process; (3) supporting strategic planning; and (4) guiding the accreditation self-evaluation process and other accreditation functions. The IAR&P Office also monitors compliance with accreditation standards, informs the Taft College community of potential deviations from compliance, and acts as liaison between the College and the Accrediting Commission (ACCJC).  The IAR&P Office achieves its mission by identifying, collecting, processing, analyzing and reporting by a variety of methods, research results and other information essential to program review and planning, institutional strategic planning, policy formulation, resource allocation, assessment results, and institutional effectiveness. In addition, the IAR&P Office continuously monitors the college environment and acts when the College deviates from accreditation standards. |

**ID. Program Summary**

Provide a brief summary on the current status of the program being reviewed.

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| The main functions of the Institutional Assessment, Research and Planning (IAR&P) Office are to:  (1) facilitate accreditation Institution Self-Evaluation, Improvement and Peer Review processes;  (2) facilitate annual program review (APR) including data requests directly related to APR;  (3) facilitate strategic planning and the on-going efforts as outlined in the college’s Strategic Action Plan;  (4) respond to ad hoc data requests;  (5) produce regular standardized reports for the campus community, the Board of Trustees, and outside agencies.  The IRA&P Office is currently staffed by one full time Executive Director and one full time Learning Outcomes Technician. |

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| **Section II: Looking Back—2017-2018** |

**IIA. Present the Results** (Rubric Criterion 3)

Provide a descriptive summary of the outcomes from the 2017-2018 cycle of program review.

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| 1. In collaboration with program leads, ensure 100% of Annual Program Reviews are submitted. This activity supports the college to stay in compliance with ACCJC standards. 2. This goal was achieved and continues each year as an essential function of the IRA&P office. 3. In collaboration with the Strategic Planning Committee, complete the Strategic Action Plan. This activity supports the college to stay in compliance with ACCJC standards. 4. The Strategic Action Plan was developed, reviewed and approved by senior management and the Board of Trustees in spring 2018. 5. In collaboration with the Strategic Planning Committee, complete the ACCJC Midterm Report. This activity supports the college to stay in compliance with ACCJC standards. 6. The Midterm Report was submitted to ACCJC on October 14, 2018. 7. An action letter in response to the Midterm Report was received by Taft College from ACCJC on January 28, 2019. The action letter stated that “the Commission has determined that the institution’s progress is appropriated and has accepted the report.” 8. In collaboration with the Strategic Planning Committee, revise the Annual Program Review process to be more user friendly, including providing data that is aligned with the new Strategic Action Plan goals. This activity supports the college to stay in compliance with ACCJC standards. 9. Some revisions to the process were completed during 2017-18 but full review and revision will be completed during the 2018-19 academic year in line with the ACCJC ISER planning process. 10. Fund the Research Analyst position with 100% District funds. The research analyst position provides critical research capacity in support of the above goals, as well as other ACCJC related work. 11. This goal was not achieved. The research analyst position was vacated and has not been budgeted to be replaced. |

**IIB. Probe the Results: I Wonder . . .** (Rubric Criteria 1, 3)

In this section, judge whether the activities you implemented in 2017-2018 to reach your goals were effective. Did the activities have an effect on the outcome? Please describe WHY you believe your outcomes came out the way they did. Did you reach your goals? If yes, explain why. If you did not reach your goals, explain why.

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| Overall, the goals set for 2017-18 were met for the IAR&P Office. The main goal that was not met was the of funding the Research Analyst position. When that position was vacated in February 2018, followed by the Executive Director’s exit in June 2018, the focus of personnel replacement was placed on the Executive Director position, which was replaced in October 2018. Although the need for a Research Analyst still exists for the office, the current resource allocation efforts in combination with budgetary restraints has the focus of our efforts on improving the data collection and reporting systems on campus versus adding additional support staff to the office. |

**IIC. Ideate Innovations: What if . . .** (Rubric Criteria 1, 5)

In this section, describe activities you believe would have an effect on your 2018-2019 outcome measures.

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| Systematic development of the ACCJC Steering Committee memberships, sub-committees, assignments and timelines are necessary to meet the needs of the goals of the IRA&P Office as well as the overall ISER accreditation process. This will include on-going collaboration and communication from the IAR&P Office to senior leadership and all departments and programs on campus throughout the development process from evidence collection to report writing, review and approval. |

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| **Section III: Looking Forward—2018-2019** |

**III. List Your 2018-2019 Goals—Be Quantitative!**

List your 2018-2019 APR goals in terms of their expected changes on the outcome measures as indicated earlier. Each goal that requires resources, impacts other areas, or otherwise is substantive requires the submission of an APR Goal form. Keep in mind the scoring rubric criteria:

1. The relationship between program review narrative and the APR Goal is evident and strongly supported by evidence.
2. The APR Goal directly implements institutional planning document goals.
3. The outcome directly implements institutional planning outcomes and is transferrable and/or scalable institutionally.
4. APR Outcome indicators, methods and/or timelines use institutional measures, transferrable/scalable institutionally
5. Before/after benchmarks and timelines are completely specified, identical methods, transferrable/scalable.

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| 1. In collaboration with the Strategic Planning Committee, revise the Annual Program Review process to be more user friendly, including providing data that is aligned with the new Strategic Action Plan goals. 2. This activity supports the college to stay in compliance with ACCJC standards and is related directly to the Strategic Action Plan. 3. Some revisions to the process were completed during 2017-18 but full review and revision will be completed during the 2018-19 academic year in line with the ACCJC ISER planning process. 4. In collaboration with the Strategic Planning Committee and the President’s Office, complete the ACCJC ISER training and planning process. 5. The ACCJC Steering Committee will be comprised on the current members of the SPC and will coordinate the efforts for the ISER including outlining sub-committee membership, agendas, and timelines. 6. This activity supports the college to stay in compliance with ACCJC standards and align directly with the Strategic Action Plan. These activities and development of processes and timelines are vital to completing the next ISER in preparation for the Site Visit in fall 2021. 7. In collaboration with the IT department, creation of an IR data package from current DSS tables transferred into the Cognos system is planned. 8. This will allow for up-to-date and accurate data reporting from the IAR&P Office for both regular data requests ad ad-hoc requests from across campus. 9. Development of the IR data package will occur with the support of GL Consulting Services, who have been involved in the development and implementation of the Cognos system since it was first installed at Taft College. 10. The IRA&P office will develop a comprehensive checklist for all reports and processes the office is responsible for completing and/or contributing to throughout the academic year. 11. This list will include report names, due dates, data required, and other offices involved in the process for every major report that the office submits or contributes to on behalf of the college and the district. 12. This comprehensive checklist will be developed and distributed as needed by July 2018. |

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| **Section IV (Optional): Evaluation of Program Review and Planning Process** |

**IVA. Evaluation of Program Review and Program Planning Process**

In this cycle of program review, what aspects of the program review and program planning process worked best and why?

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**IVB. Evaluation of Program Review and Program Planning Process**

In this cycle of program review, what aspects of the program review and program planning process would you change and why?

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