

**Institutional Research Departmental Action Plan
2008-2009**

2008-09 Goals	Projects to be accomplished in 2008-09	Ongoing Projects	Supports College Strategic Initiatives
Support academic success plan.	<p>Provide historical trends and establish a baseline for measuring student retention. (Tom)</p> <p>Provide Yavapai County high schools with reports on their students' first-year experience at YC. (Sandra)</p> <p>Implement a survey of Yavapai County high school students (Juniors/Seniors) to assess intent to attend college. (Diane)</p> <p>Conduct Former Student Survey (Tom, Sandra and Diane)</p> <p>Utilize the IPEDS Peer Analysis tool and EMSI strategic planner web tool to provide strategic analysis. (Diane and Sandra).</p> <p>Provide Board Metric – Key Performance Indicator reports. (Tom and Diane)</p>	<p>Provide ASSIST reports to support the academic success plan. (Tom and Scott)</p> <p>Carl Perkins reporting. (Diane)</p> <p>Course/Instructor evaluations. (Sandra and Laurie)</p> <p>IPEDS reporting. (Sandra and Diane)</p> <p>ACCA/State Reporting. (Sandra and Diane).</p> <p>Academic Program Review. (Tom, Sandra and Diane)</p> <p>National Community College Benchmark Project. (All IR staff)</p> <p>Administrative support for IR research projects. (Laurie)</p>	1
Support strategic planning process.	<p>Coordinate strategic planning activities district-wide. (Tom & Sandra)</p> <p>Attend all academic and non-</p>	<p>Attend and participate in SPC meetings (Tom, Diane and Sandra).</p> <p>Maintain and update SPC website</p>	1, 2, 3, 4, 5, 6 & 7

	<p>academic unit staff meetings to discuss strategic planning and solicit college-wide involvement. (Tom and Sandra)</p>	<p>(Scott)</p> <p>Create year-end strategic planning report (Sandra)</p> <p>Conduct annual SPC perception and satisfaction survey and report (Diane)</p> <p>Complete environmental scanning report. (Diane)</p>	
<p>Expand automation and query skills to better serve district information needs.</p>	<p>Develop expanded Access query skills to support data requests. (Tom, Diane and Sandra)</p> <p>Expand knowledge of IR developed programs. (Laurie)</p> <p>Develop and transfer course/instructor evaluation process from paper to exclusively on-line. (Tom and Scott)</p>	<p>Maintain and update IR programs that are currently in use (Scott)</p> <p>Continue to develop programs to automate repeated or complex data requests. (Scott)</p>	<p>1, 2, 3, 5, 6 & 7</p>
<p>ERP – Reporting and Data Standards</p>	<p>Serve as lead on ERP Reporting and Data Standards team (Tom). Serve as member if ERP Reporting and Data Standards team (Diane & Sandra)</p> <p>Transition IR developed programs from the existing platform to the new ERP platform. (Scott)</p>		<p>7</p>