



JOLIET JUNIOR COLLEGE
—1901—

Office of Institutional Research and Effectiveness

2010-2013 Research Agenda

August 2010

Purpose Statement

The purpose of the Office of Institutional Research & Effectiveness (OIR&E) is to advance the overall mission of Joliet Junior College by providing evidence of accountability, improvement, and effectiveness.

The Office of Institutional Research & Effectiveness supports Institutional Effectiveness and Student Learning at Joliet Junior College through the following activities:

- Mandated research – accountability reporting for Illinois Community Colleges
- Strategic Planning
- Accreditation Initiatives
- Analysis of enrollment and demographic trends
- Support for program and departmental review
- Evaluation and analysis of efforts to improve student learning
- Analysis of student and employee perceptions, satisfaction, and engagement
- Conducting ad hoc research on an as needed and time permitting basis

Data collected and reported by the OIR&E covers virtually every aspect of the college, including data and information about admissions, registration, or employee tracking. Data reporting is mandated by state and federal agencies. Internal data is housed and extracted utilizing the Datatel Information System. The OIR&E also warehouses institutional data, storing data in computer files, CDs, networks, and on the web. OIR&E is responsible for ensuring data and information reporting requirements to external entities are met. The State of Illinois mandates JJC provide data to ICCB, who stores and reproduces data for policy analysis, budget development, and accountability requirements. All data reporting requirements, along with specific instructions, are outlined in the ICCB Management Information Systems Manual. All postsecondary institutions that receive federal funds are required to submit data to IPEDS. The National Center for Education and Statistics (NCES) warehouses IPEDS data and uses it in analyses of postsecondary education as a whole. The role of adding value to internal and external data and information belongs to OIR&E, who is responsible for collecting, organizing, formatting and, if necessary, performing analysis. Individuals, programs, or departments hold primary responsibility for collection, storage, submission, and dissemination of *decentralized data*. Programs and departments often triangulate data from a variety of sources when making procedural or improvement decisions. Departments may submit a data request to OIR&E if macro-level data or information is needed to enhance their research efforts. Data requests are made through the use of an on-line data request form. With the exception of confidential information, all documents and information relating to these processes are open to the public. As the steward of data and information at JJC, OIR&E abides by the Association for Institutional Research (AIR) Code of Ethics and posts them on its website.



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2009-10 Accomplishments

The recent academic year was a very full year for the Office of Institutional Research and Effectiveness at Joliet Junior College. The office completed multiple institution wide survey projects at both the student and employee levels, collaborated with departments with special projects in the support of student learning and success, and fulfilled many information requests from those both internal and external to the college community.

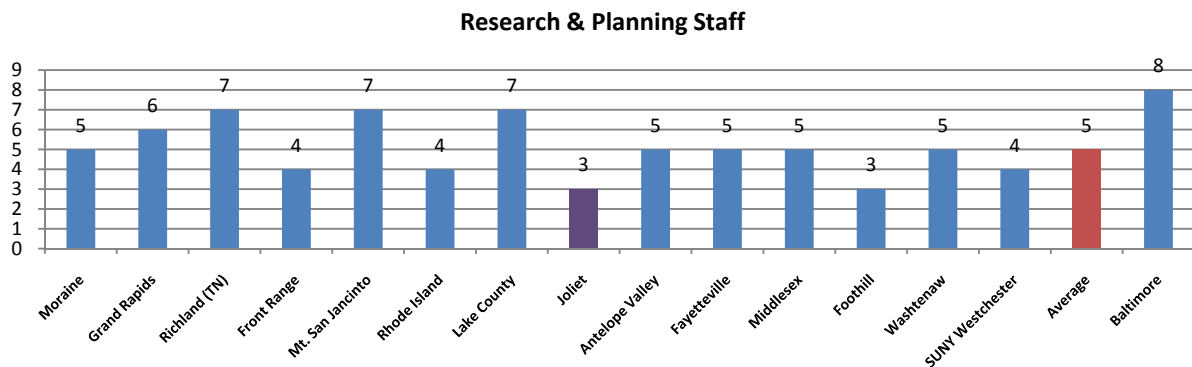
Some of the Institutional Research and Effectiveness accomplishments include the following:

- The office completed a multitude of state and federally statutory reports
- Administered Great Colleges to Work For Employee Survey
- Administered CCSSE – Community College Survey of Student Engagement Survey
- Participated in the National Postsecondary Education Transcript Study
- Conducted Needs Assessment for Dental Hygiene
- Compiled and Created a College and Community Demographic Scan for Enrollment Management
- Produced Veteran Projections for Community College District in Support of Illinois Veterans Initiatives
- Developed Online Course Capacity Analysis Report
- Conducted Multiple Subsequent Course Taking Analysis Projects
- Implemented an Online Data Request Procedure
- Developed Anticipated Institutional Effect Report for Direct Instructional Cost
- Developed JJC Dual Credit Matriculation Report
- Conducted Space Utilization Inventory and Analysis Study
- Creation of Community College District Grade School and High School List to Assist in Determining if JJC Should Have Presidents Day or Lincolns Birthday Off on the Academic Calendar
- Updated Institutional Course Bank for U.Select Illinois

Although not exhaustive a detailed list of projects can be found at the end of this document under the *Institutional Research Agenda section*.

Although multiple studies and projects were conducted not all outcomes for the office were positive. Multiple ad hoc requests and unanticipated projects required the office to implement an online data request procedure and required the office to delay several projects beyond the anticipated completion date or indefinitely due to lack of resources within the department.

Comparatively the JJC Office of Institutional Research and Effectiveness is understaffed when compared with research and planning offices at other colleges with similar enrollments as detailed in the figure below. Full-time equivalent FTE per IR staff at JJC is 3,384 while the average for similarly sized institutions is 2,155 resulting in a difference of 65%.¹

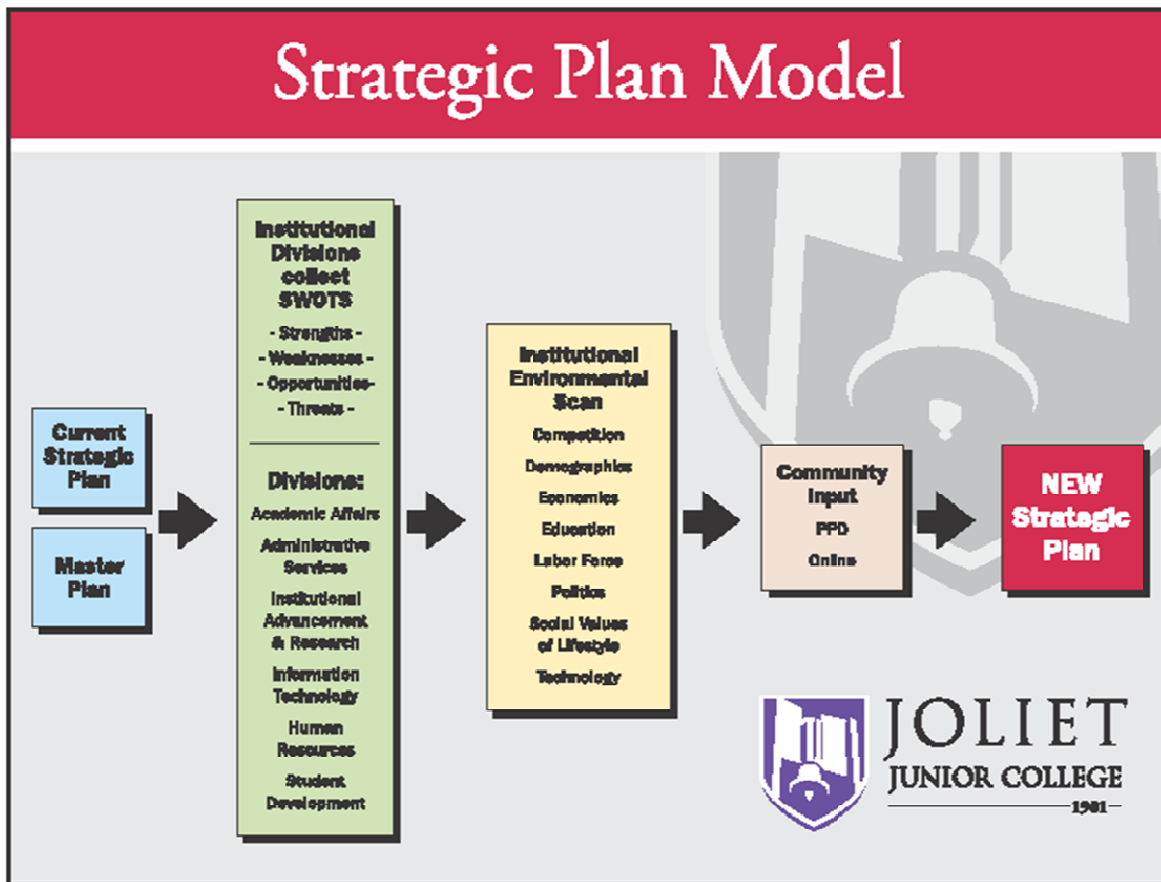


¹ Source: IPEDS and inventory of college staffing levels. Baltimore not included in averages for analysis. Moraine does not include institutional effectiveness staffing

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2010-11 Goals and Objectives

The focus for the upcoming academic year will mainly revolve around updating the colleges Strategic Plan.



Improvements areas for the upcoming year will be mainly focused around project management and scheduling of institutional research projects.

Larger scale goals will be focused around the development of an Institutional Review Board, development of online reporting tools to support program and departmental review process, and professional development of OIR&E staff through internal and external training where necessary to better serve the needs of the internal community.

Since the implementation of the online data request from in September of 2009, the office has averaged 15 ad hoc requests per month. In order to support the growing informational needs of the organization at this time, the office will need to limit the number and scope of ad hoc requests during the upcoming semester; those requests not satisfied within the upcoming term may be addressed in subsequent terms.

The institutional research agenda on the following pages establishes the projects and timeline for the period covering 2010-13 and was developed through the Office of Institutional Research and Effectiveness

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Institutional Research Agenda

Mandated Research

State-Mandated Reporting	Agency/Audience	Due Date	2010-11	2011-12	2012-13
Noncredit Course Enrollment (N1) Data	ICCB	07/15	x	x	x
Annual Enrollment and Completion Data (A1)	ICCB	08/01	x	x	x
Noncredit Course Enrollment (N6) Data Course Resource	ICCB	08/15	x	x	x
Summer Term SR Data Course Enrollment	ICCB	08/31	x	x	x
Summer Term SU Data Course Enrollment	ICCB	08/31	x	x	x
Unit Cost	ICCB	09/01	x	x	x
Annual Student Identification (ID)	ICCB	09/01	x	x	x
Annual Students with Disabilities (SD) submission	ICCB	09/01	x	x	x
Supplemental Registered Nursing Record (Colleges in Southern Region and Northeast Region)	ICCB	09/15	x	x	x
Fall 2010 Enrollment Survey	ICCB	10/01	x	x	x
Fall Term Enrollment Data (E1)	ICCB	10/01	x	x	x
Faculty Staff & Salary Data C1	ICCB	10/15	x	x	x
Faculty Staff & Salary Data C2	ICCB	10/15	x	x	x
FY2010 Performance Report	ICCB	11/01	x	x	x
Underrepresented Groups Report	ICCB	11/01	x	x	x
Summer Graduate Reporting for IPEDS GRS	ICCB	12/01	x	x	x
Fall Term SR Data Course Enrollment	ICCB	01/31	x	x	x
Fall Term SU Data Course Enrollment	ICCB	01/31	x	x	x
Fall Term S6 & S7 (if appl) Data Course Resource	ICCB	01/31	x	x	x
Spring Sem (2nd) Term Enrollment Survey	ICCB	02/01	x	x	x
Career and Technical Education Follow-up Study (FS) Data	ICCB	05/31	x	x	x
Annual Faculty Staff Salary & Benefits Data C3	ICCB	06/15	x	x	x
Spring Term SR Data Course Enrollment	ICCB	06/30	x	x	x
Spring Term SU Data Course Enrollment	ICCB	06/30	x	x	x
Occupational Follow-up Study	ICCB	05/01	x	x	x

<i>Federally-Mandated Reporting</i>	Agency/Audience	Due Date	2010-11	2011-12	2012-13
IPEDS Institution Identification Update	NCES	09/01	x	x	x
IPEDS Institutional Characteristics, Completions, and 12-month Enrollment	NCES	10/20	x	x	x
IPEDS - Human Resources - Employees by Assigned Positions	NCES	01/26	x	x	x
IPEDS - Fall Enrollment	NCES	04/13	x	x	x
IPEDS - Finance	NCES	04/13	x	x	x
IPEDS - Graduation Rates	NCES	04/13	x	x	x
IPEDS - Financial Aid	NCES	04/13	x	x	x
IPEDS - 200% Graduation Rates	NCES	04/13	x	x	x
HLC Annual Institutional Data Update	HLC	07/01	x	x	x

Ongoing Initiatives

<i>Accreditation, Planning, and Analysis</i>	Agency/Audience	Due Date	2010-11	2011-12	2012-13
Strategic Planning	Internal		x	x	x
Environmental Scanning	Internal		x		
Divisional/Departmental/Leadership SWOT Analysis	Internal		x		
Key Metrics/Measures for Institution	Internal		x		
Enrollment	Internal	Daily by Term	x	x	x
Course Capacity Reporting - Analysis	Internal	Daily by Term	x	x	x
Summer Enrollment Census	Internal	Summer 10th Day	x	x	x
Fall Enrollment Census	Internal	Fall 10th Day	x	x	x
Fall Enrollment Census by Department	Internal	Fall 10th Day	x	x	x
Spring Enrollment Census	Internal	Spring 10th Day	x	x	x
Spring Enrollment Census by Department	Internal	Spring 10th Day	x	x	x
High School Students Taking College Courses - Dual Credit	District High Schools/ISBE	07/01	x	x	x
Annual Enrollment Trends - Credit	Internal/ICCB	08/15	x	x	x
Annual Enrollment Trends - Non-Credit	Internal/ICCB	08/15	x	x	x
Annual Completion Trends	Internal/ICCB	08/15	x	x	x



Support for Program and Departmental Review

Program Review	Agency/Audience	Due Date	2010-11	2011-12	2012-13
Enrollment	Internal/ICCB	Fall	x	x	x
Direct Instructional Cost - Anticipated Institutional Effect Report	Internal/ICCB	Fall	x	x	x
Labor Market - Occupational Programs Only	Internal/ICCB	Fall	x	x	x
Research Support for Departmental Surveys - accredited programs and scheduled for review	Internal/ICCB	Fall	x	x	x
Grade Distribution, Course Success, and Retention Rates	Internal/ICCB	All Terms	x	x	x
Transfer Patterns Analysis - Transfer and Occupational Graduates	Internal/ICCB	Fall	x	x	x
Faculty Load Analysis	Internal/ICCB	All Terms	x	x	x

Support for Student Learning

Student Learning Initiatives	Agency/Audience	Due Date	2010-11	2011-12	2012-13
Enrollment Management/Retention Plan - Attraction Team	Internal	Ongoing	x	x	x
Enrollment Management/Retention Plan - Adult Learner Retention	Internal	Ongoing	x	x	x
Enrollment Management/Retention Plan - Underrepresented Groups	Internal	Ongoing	x	x	x
Enrollment Management/Retention Plan - Developmental Education Retention	Internal	Ongoing	x	x	x
General Student Development	Internal	Ongoing	x	x	x
Transfer Analysis	Internal	Ongoing	x	x	x
Dual Credit Analysis	Internal	Ongoing	x	x	x
Course Prerequisite Analysis	Internal	Ongoing	x	x	x
Assessment Academy	Internal/HLC	Ongoing	x	x	x

Analysis of Student and Employee Perceptions/Satisfaction/Engagement

Student and Employee Perceptions/Engagement	Agency/Audience	Due Date	2010-11	2011-12	2012-13
Student Satisfaction Survey	Internal	Spring	x		x
Graduates Follow-up Survey	Internal	Fall	x	x	x
Community College Survey of Student Engagement	Internal	Spring		x	
Great Colleges to Work For	Internal	Spring		x	
PACE - Personal Assessment of the College Environment	Internal	Fall	x		
SENSE - Survey	Internal	Fall			x
AQIP Strategy Forum Survey	Internal/HLC		x		
North Campus Student Satisfaction Survey	Internal	Fall	x		

Ad Hoc and New Initiatives

Ad Hoc and New Initiatives	Agency/Audience	Due Date	2010-11	2011-12	2012-13
Economic Impact	Internal/External	NA			
Space Utilization	Internal	Fall	x	x	x
Institutional Review Board	Internal/External	-		x	
Portal Initiatives (Reporting)	Internal	-	x		
Reporting Tools	Internal	-	x		
Prospect Research/Advancement	Internal	-			
Needs Analysis by Campus/Location	Internal	-		x	
Data Quality Assurance	Internal	-		x	
National Community College Benchmark Project	Internal/External	07/01	x		x
CUPA HR - FTE Calculations	CUPA	Fall	x	x	x
Workforce Utilization Analysis	Internal	Fall	x		x
Needs Analysis	Internal	-			
Smoking Opinion Survey	Internal	-	x		
National Postsecondary Transcript Study					
Professional Development and Training	Internal		x	x	x