

**PROPOSED MODEL INSTITUTIONAL RESEARCH FUNCTION
FOR PALO VERDE COLLEGE**

Current IR Function	Proposed Model IR Function
1. Full-time faculty, 60% IR, 40% teaching, variable semester to semester, in consultation with the VP, Instruction and Student Services.	1. No change, or increase to 80% IR, 20% teaching, or as funding permits, consider expanding to a full-time administrative position at the Director or Dean level, e.g., Director of Institutional Research, Dean of Institutional Effectiveness, etc., or delegate portions of the IR function to more than one faculty member.
2. Reports to VP Instruction and Student Services	2. No change
3. Key duties	3. Key duties, with changes as follows:
a. Consult with and provide guidance to the VP of Instruction and Student Services and to faculty members on the identification, measurement and analysis of indicators of student learning outcomes.	a. Continue in collaboration VP, SLO Coordinator, and SLO Committee, with emphasis on ongoing analysis of course, program, learning support and institutional outcomes, and maintenance of SLO data with a maintenance system to ensure Sustainable Continuous Quality Improvement.
b. Consult with and provide guidance to all College constituents on the identification, measurement and analysis of indicators of student and institutional outcomes.	b. Same as above.
c. Perform research activities in the development and analysis of performance data to guide planning and decision-making in support of institutional objectives and the College mission, including program planning and enrollment management.	c. Expand research activity to include support of the Student Success Plan, Student Equity Plan and institutional-set standards, as required by ACCJC/Department of Education. Expand research activity to include evaluation of institutional processes to ensure they are effective, publicized, and relevant to the College mission.
d. Prepare written reports and present findings to College constituents on the results of research findings.	d. No change.
e. Recommend to College constituents strategies and methodologies in the research and analysis of data supporting College performance reports including Scorecard (formerly ARCC), program review and accreditation reports and related studies.	e. Expand research activity with support to the ALO in terms of annual accreditation reports, periodic assessment of ACCJC/Department of Education compliance and instructional integrity issues, including but not limited to distance education, correspondence education and ISAs.
f. Provide recommendations on methodologies to assess the validity of assessment tests and program and course pre-requisites.	f. No change.
g. Assist College constituencies in providing data supporting grant applications and progress reports.	g. No change.