

Administrative Support Plan Template(ASPT)

Unit Name:

Office of Institutional
Effectiveness and Accountability

Unit Review Leader:

Soon Merz

Today's Date:

Wednesday, March 05, 2014

1 Unit Description

Share information about your unit for other people such as, general public, deans, VP's, support staff, and the greater Austin community. This is an opportunity to promote your unit, share information to ground requests for resources and funding, promote collaboration and inform and recruit students. Once this information is pulled together, units will update this on a yearly basis.

1.1 What is your Mission?

(What is the purpose of the unit? What do you do?)

The purpose of the Office of Institutional Effectiveness and Accountability is to support institutional effectiveness and accountability by conducting institutional research and analysis to provide information for the college-wide decision support system. OIEA coordinates and supports college-wide planning; assessment; continuous quality improvement; reporting to state, federal and accrediting agencies; and the use of accurate and accessible information in a professional and ethical manner. - adopted December 2013.

1.1.1 How does the mission of the unit support the mission of the college?

OIEA provides data, data analysis, reports for decision making at all college levels. The office also supports the college through services which include training in areas for focus groups/ outcomes development and assessment/ data use and analysis/ TIPS

1.2 Please tell us who you serve.

(Faculty, staff, external partners, distance learning, students, etc.)

OIEA supports all staffing areas of the college, including faculty, staff of all areas, general public, legislative request, and external orgs (ie: Chambers, municipalities, government agencies, peer educational systems)

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1.3 What services or products does the unit provide?

OIEA provides consulting services and reporting services to ACC departments on planning, assessment, data, and analytical needs. OIEA also supplies many different reports such State or Federal reports, Factbook, Achieving the Dream Longitudinal report, THECB Closing the Gaps, Interactive data tool TIPS, responding to Internal and external surveys; data analysis; survey consultation, design, and administration

Services

Internal Consulting -

- Defining unit-level outcome measures and assessment plans
- Conducting surveys
- Designing data collection instruments including survey forms, course assessment forms, questionnaires, etc.
- Focus group facilitation

Requests for Information and data -

Survey Design & Analysis -

- Designing surveys or data collection instruments
 - Analyzing and summarizing survey data
- strategic planning/ administrative support plan
snapshots and dashboards

SWOT Analysis -

- facilitation
- Focus group facilitation

1.3.1 What is the impact of your unit's activities on students or other key stakeholders?

The impact of OIEA's work is to help the college wide system be more informed in planning and decision making.

Compliance with state and federal and accrediting reporting requirements.

Promote continuous quality improvement.

Promote target setting and performance measurement

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1.4 Does your unit provide services to distance learning students?

YES NO

1.4.1 How do you serve distance learning students?

N/A

1.4.2 How are the services provided to distance learning students different from the services provided to on-campus students?

N/A

1.5 If the unit offers support services such as supplemental instruction, advising, outreach, counseling, referral, tutoring, library instruction, etc, please list below.

N/A

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1.6 What communication tools, methods, and strategies does your unit use to share news, updates, projects, and other information within the unit, across other college areas, to students, and to external audiences?

OIEA uses a variety of communications streams to share our information.

Examples:

- web "whats new"
- email - daily reg
- proj mtg/ team mtgs internal
- college wide committee mtgs
- staff retreat
- PET/ PLT
- TIPS
- planning retreat
- conference presentations
- training workshops
- reports and publications
- break out internal vs external

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1.3.2 What are your unit's goals and what A-1 intended outcomes are they mapped to?

Board Policy A-1 Intended Outcomes

Student Success Initiatives

- SSI1 Increase persistence (term-to-term & fall to fall)
- SSI2 Complete developmental and adult education course progression to credit courses
- SSI3 Increase completion of all attempted courses with a "C" or better
- SSI4 Increase degree/certificate graduates and transfer rates
- SSI5 Increase success equity across all racial/ethnic/gender/income groups

Institutional Effectiveness

- IE1 Balanced instructional offerings among the College's mission elements;
- IE2 A teaching and learning environment that encourages students to be active, life-long learners;
- IE3 Accessible and affordable post-secondary and higher education programs and services for all who qualify and have the ability to benefit;
- IE4 Enrollments reflecting diverse and traditionally underserved populations in numbers that represent the local populations of our Service Area;
- IE5 Job placement from career workforce programs into family-wage careers;
- IE6 Efficiently administered programs and services that create an institution that is a good place to work, learn, and otherwise experience the higher-education process.

Goal #	Unit Goal (description)	Board Policy A-1										
		SSI1	SSI2	SSI3	SSI4	SSI5	IE1	IE2	IE3	IE4	IE5	IE6
	<i>Example goal: Promote the use of accurate and accessible information in a professional and ethical manner by ACC organizational units.</i>											
UG1	<i>Provide accurate and accessible information.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UG2	<i>Ensure compliance with state and federal reporting requirements.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UG3	<i>Support college wide planning and assessment activities.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UG4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UG5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➤ this table will link to other areas in this report

➤ If you need more space than this table allows, contact OIEA for a separate form.

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1.3.2 What are Unit Outcomes and Unit Measures?

► Each unit may have up to 2 separate measures to support each Unit Outcome

Goal #	Unit Goal (description)	Outcome #	Unit Outcome (description)	Measure #	Unit Measure (description)
	Example goal: <i>Promote the use of accurate and accessible information in a professional and ethical manner by ACC organizational units.</i>		Example outcome: <i>Maintain a system [The Information Portal System "TIPS"] that allows staff and faculty to access enrollment-related data for planning and decision making .</i>		Example measure: <i>Measure usage of TIPS by computing average number of TIPS users per month for fiscal year.</i>
UG1	<i>Provide accurate and accessible information.</i>	UO1.1	<i>Increase the number of users accessing data through TIPS by 10%.</i>	UM1.1.1	<i>Number of unique users accessing the system.</i>
				UM1.1.2	
		UO1.2	<i>Maintain an appropriate satisfaction level on point of service surveys.</i>	UM1.2.1	<i>Satisfaction level on a 5 point rating scale.</i>
				UM1.2.2	
		UO1.3		UM1.3.1	
				UM1.3.2	
		UO1.4		UM1.4.1	
				UM1.4.2	
		UO1.5		UM1.5.1	
				UM1.5.2	
UG2	<i>Ensure compliance with state and federal reporting requirements.</i>	UO2.1	<i>Meet reporting due dates.</i>	UM2.1.1	<i>Number of CBM and IPEDS reports submitted on time.</i>
				UM2.1.2	
		UO2.2		UM2.2.1	
				UM2.2.2	
		UO2.3		UM2.3.1	
				UM2.3.2	
		UO2.4		UM2.4.1	
				UM2.4.2	
		UO2.5		UM2.5.1	
				UM2.5.2	

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Goal #	Unit Goal (description)	Outcome #	Unit Outcome (description)	Measure #	Unit Measure (description)
UG3	Support college wide planning and assessment activities.	U03.1	Support units with technical assistance and or training on college wide strategic planning process and plan.	UM3.1.1	Satisfaction level on a 5 point rating scale.
				UM3.1.2	
		U03.2	Support units with technical assistance and or training on assessment activities and processes	UM3.2.1	Satisfaction level on a 5 point rating scale.
				UM3.2.2	
		U03.3		UM3.3.1	
				UM3.3.2	
		U03.4		UM3.4.1	
				UM3.4.2	
		U03.5		UM3.5.1	
				UM3.5.2	
UG4	0	U04.1		UM4.1.1	
				UM4.1.2	
		U04.2		UM4.2.1	
				UM4.2.2	
		U04.3		UM4.3.1	
				UM4.3.2	
		U04.4		UM4.4.1	
				UM4.4.2	
		U04.5		UM4.5.1	
				UM4.5.2	

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Goal #	Unit Goal (description)	Outcome #	Unit Outcome (description)	Measure #	Unit Measure (description)
UG5 0		U05.1		UM5.1.1	
				UM5.1.2	
		U05.2		UM5.2.1	
				UM5.2.2	
		U05.3		UM5.3.1	
				UM5.3.2	
		U05.4		UM5.4.1	
				UM5.4.2	
		U05.5		UM5.5.1	
				UM5.5.2	

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➤ If you need more space than this table allows, contact OIEA for a separate form.

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1.7 Tell us about your unit's resources.

- Think about all the staff, including administrative support staff, instructional associates, technicians, etc., as well as non-staffing resources.
- If you have multiple budgets, please combine them for the table below.

Classification	# staff	Budgeted Amount (total)
Administrators	1.00	\$ 131,056.00
Classified Employees	1.00	\$ 48,591.00
Professional Technical Employees	11.00	\$ 649,324.00
Adjunct Faculty	0.00	\$ -
Full Time Faculty	0.00	\$ -
Hourly Employees	3.00	\$ 25,232.00
All other salary lines	NA	\$ -
All Fringe Benefits	N/A	\$ 21,355.00
All other operating expenses	N/A	\$ 63,169.00
Totals	16.00	\$938,727.00

1.8 Is the current staffing adequate for your unit's needs?

YES NO

1.8.1 If no, please describe additional staffing needs.

OIEA is down at this point one full time coordinator of institutional studies due to the hiring freeze. In addition OIEA needs an additional full time administrative assistant for the entire office.

1.9 Are the current facilities adequate for your unit's needs?

YES NO

1.9.1 If no, please describe facility enhancements needed.

No. OIEA needs additional space for hourly employees .

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1.10 Are the unit's technology and equipment resources adequate?

YES

NO

1.10.1 If no, please describe technology and equipment needed for the unit.

OIEA needs back up servers to support the current production servers(web/SQL/SAS). OIEA also needs dedicated IT proگرامing support for Colleague/ WEB applications to meet growing demands.

1.11 What other information, if any, do you believe is important for your unit to consider in planning?

N/A

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2 Analysis

Based on sources of data, information and experience, please describe your unit's present and future needs and challenges.

2.1 What sources of quantitative and/ or qualitative data are you using to identify challenges and needs?

➤ *(Surveys, Point of Services (POS) unit feedback, ,Council for the Advancement of Standards in Higher Education (CAS) standards, Association of College Administration Professionals (ACAP) best practices, research from journals, articles, external databases, research projects, presentations, conferences, white papers, etc.)*

reference about the work/ staff retreat/ planning meetings/ project meetings/ data warehouse/ CIPA/

OIEA conducted three SWOT analyses between 2009 and 2011. Based on these SWOTs, the following are the strengths, weaknesses, opportunities, and threats that were identified during the next three years.

2.2 What are the strengths and weaknesses for the unit?

➤ *(What activities does the unit do well? What services, products, or decisions have been successful recently? What internal resources or situations are limiting the unit's ability to achieve its goals?)*

a. Strengths:

- i. Have qualified staff
- ii. Have good diversity (knowledge and skills) of staff
- iii. Produce quality products
- iv. Provide good customer service

b. Weaknesses:

- i. Some staff have levels of unwillingness/inability to change or cooperate
- ii. Not enough planning and prioritization of projects
- iii. Have too many projects/requests and not enough time/staff
- iv. Not enough documentation of projects/processes
- v. Not enough standardization of procedures, especially for data requests
- vi. Not enough standardization in definitions of data elements
- vii. There are misperceptions about OIEA's function around the college and we have not done a good job of communicating what we do and why we do it

2.3 What are the opportunities and threats for the unit?

➤ *(What events or conditions within or outside the college might the unit be well-positioned to address? What events or conditions outside the unit or college might pose difficulties and limit the unit's ability to achieve its goals? What opportunities for growth and/ or innovation exist for the unit.*

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c. Opportunities:

i. Changes in college priorities may help OIEA's work due to the following:

1. SACS reaffirmation

2. Change in college leadership (president and provost)

ii. New processes and tools may improve OIEA's products and make them available more easily and faster

d. Threats:

i. OIEA experiences unrealistic expectations from requestors and stakeholders

1. Too many bosses

2. Last minute requests

3. Conflicting priorities

4. Increasing demands for services and data

ii. Compliance reporting is increasing and changing rapidly

1. THECB

2. Texas Legislature

3. Gainful Employment regulations

4. SACS

iii. IT support is not keeping up with OIEA needs

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2.4 Describe any factors that may impact the achievement of your unit's goals, either negatively or positively.

unit participation in assessment/ planning
compliance reporting / IT help (lack of)
adequate support from administrative levels
changes in reporting requirements - state/ federal/ sacs

adequate staffing levels



2.5 Are there things the unit should be doing that are not currently being done?

YES NO

2.5.1 If yes, please describe.

There is alot more that OIEA should be doing. Examples are:

- more in depth studies on student success
- more training on data usage and analysis
- end user surveys
- employee college climate survey
- other internal college surveys
- employer surveys - grad followup
- better job of sharing data and information dissemination and knowledge transfer

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2.5.2 Unit Outcomes Assessment

Measure # <small>(linked from 1.3.2)</small>	Unit Measure (description) <small>(linked from 1.3.2)</small>	Unit Baseline data <small>(for the unit measure)</small>	Unit Current Data <small>(for the unit measure)</small>	Unit Target data <small>(for the unit measure)</small>	Unit Current Status <small>(% of target data)</small>	Outcome # <small>(linked from 1.3.2)</small>
	Example unit measure: <i>Measure usage of TIPS by computing average number of TIPS users per month for fiscal year.</i>					
UM1.1.1	<i>Number of unique users accessing the system.</i>	9.00	102.00	110.00	92.73%	UO1.1
UM1.1.2	0				#VALUE!	UO1.1
UM1.2.1	<i>Satisfaction level on a 5 point rating scale.</i>	0.00	0.00	4.00	0.00%	UO1.2
UM1.2.2	0				#VALUE!	UO1.2
UM1.3.1	0				#VALUE!	UO1.3
UM1.3.2	0				#VALUE!	UO1.3
UM1.4.1	0				#VALUE!	UO1.4
UM1.4.2	0				#VALUE!	UO1.4
UM1.5.1	0				#VALUE!	UO1.5
UM1.5.2					#VALUE!	UO1.5
UM2.1.1	<i>Number of CBM and IPEDS reports submitted on time.</i>	30.00	30.00	30.00	100.00%	UO2.1
UM2.1.2					#VALUE!	UO2.1
UM2.2.1					#VALUE!	UO2.2
UM2.2.2					#VALUE!	UO2.2
UM2.3.1					#VALUE!	UO2.3
UM2.3.2					#VALUE!	UO2.3
UM2.4.1					#VALUE!	UO2.4
UM2.4.2					#VALUE!	UO2.4
UM2.5.1					#VALUE!	UO2.5
UM2.5.2					#VALUE!	UO2.5
UM3.1.1	<i>Satisfaction level on a 5 point rating scale.</i>	0.00	0.00	4.00	0.00%	UO3.1
UM3.1.2					#VALUE!	UO3.1
UM3.2.1	<i>Satisfaction level on a 5 point rating scale.</i>	0.00	0.00	4.00	0.00%	UO3.2
UM3.2.2					#VALUE!	UO3.2
UM3.3.1					#VALUE!	UO3.3
UM3.3.2					#VALUE!	UO3.3

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Measure # (linked from 1.3.2)	Unit Measure (description) (linked from 1.3.2)	Unit Baseline data (for the unit measure)	Unit Current Data (for the unit measure)	Unit Target data (for the unit measure)	Unit Current Status (% of target data)	Outcome # (linked from 1.3.2)
UM3.4.1					#VALUE!	U03.4
UM3.4.2					#VALUE!	U03.4
UM3.5.1					#VALUE!	U03.5
UM3.5.2					#VALUE!	U03.5
UM4.1.1					#VALUE!	U04.1
UM4.1.2					#VALUE!	U04.1
UM4.2.1					#VALUE!	U04.2
UM4.2.2					#VALUE!	U04.2
UM4.3.1					#VALUE!	U04.3
UM4.3.2					#VALUE!	U04.3
UM4.4.1					#VALUE!	U04.4
UM4.4.2					#VALUE!	U04.4
UM4.5.1					#VALUE!	U04.5
UM4.5.2					#VALUE!	U04.5
UM5.1.1					#VALUE!	U05.1
UM5.1.2					#VALUE!	U05.1
UM5.2.1					#VALUE!	U05.2
UM5.2.2					#VALUE!	U05.2
UM5.3.1					#VALUE!	U05.3
UM5.3.2					#VALUE!	U05.3
UM5.4.1					#VALUE!	U05.4
UM5.4.2					#VALUE!	U05.4
UM5.5.1	0				#VALUE!	U05.5
UM5.5.2	0				#VALUE!	U05.5

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Measure # <small>(linked from 1.3.2)</small>	Unit Measure (description) <small>(linked from 1.3.2)</small>	Unit Baseline data <small>(for the unit measure)</small>	Unit Current Data <small>(for the unit measure)</small>	Unit Target data <small>(for the unit measure)</small>	Unit Current Status <small>(% of target data)</small>	Outcome # <small>(linked from 1.3.2)</small>
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2.5.3 If you have qualitative data that cannot be entered in data table above, please describe them

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3 Objectives (improvements) Table

Outline your unit's objectives (improvements) based on the challenges and opportunities you determined in the analysis section (Part 2). Include a list of the objectives (improvements) you propose and measures for success.

3.1 Unit Objectives (improvements), Measures, Challenges or opportunities

(data linked to table 4)

Objective #	Objectives (Improvements)	Objective Measure	Objective Baseline data	Objective Target data	Opportunity or challenges identified	Responsible person	Related Unit Outcome
	<i>Example: Develop a new workshop curriculum to train faculty and staff on how to access enrollment-related data through TIPS.</i>	<i>Example: Measure participation in OIEA workshops by computing number of participants at OIEA training sessions during fiscal year.</i>			<i>Example: Review of activity accessing TIPS indicated that most TIPS users were OIEA staff; need to expand use of TIPS to more staff and faculty.</i>		
OB1.1	Enhancement of TIPS: customizable cohort analysis tool.	Number of customizable reports in TIPS. Examples below: 1. graduation 2. transfer	0.00	10.00	i. Weaknesses, iii – Too many projects/requests, not enough time/staff ii. Opportunities, iv – Improved products through new processes/tools iii. Threats, i – Unrealistic expectations	Data Warehouse Team	UO1.1
OB1.2	Enhancement of TIPS: development of interactive dashboards	Number of interactive dashboards	0.00	15.00	i. Weaknesses, iii – Too many projects/requests, not enough time/staff ii. Opportunities, iv – Improved products through new processes/tools iii. Threats, i – Unrealistic expectations	Data Warehouse Team	UO1.2
OB1.3							UO1.3
OB1.4							UO1.4
OB1.5							UO1.5
OB2.1	Automate CB reports using SAS.	Number of CB reports automated.	0.00	6.00	challenge with IT support on state reports	Soon Merz, Connie Wall, Lokraj	UO2.1
OB2.2							UO2.2
OB2.3							UO2.3
OB2.4							UO2.4
OB2.5							UO2.5

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Objective #	Objectives (Improvements)	Objective Measure	Objective Baseline data	Objective Target data	Opportunity or challenges identified	Responsible person	Related Unit Outcome
OB3.1	Offer workshops on data analysis, assessment, planning, or other services.	Number of workshops	7.00	10.00	i. Weaknesses, iii – Too many projects/requests, not enough time/staff	Daniel Ohanlon, FC Caranikas, Richard Griffiths, Soon Merz	UO3.1
OB3.2							UO3.2
OB3.3							UO3.3
OB3.4							UO3.4
OB3.5							UO3.5
OB4.1							UO4.1
OB4.2							UO4.2
OB4.3							UO4.3
OB4.4							UO4.4
OB4.5							UO4.5
OB5.1	<input type="checkbox"/>						UO5.1
OB5.2							UO5.2
OB5.3							UO5.3
OB5.4							UO5.4
OB5.5							UO5.5

3.2 Does the unit have sufficient control over the objectives (improvements) and key strategies to implement them effectively?

YES

NO

3.2.1 If not, please describe your unit plans to successfully implement this objective (improvement).

YES, OIEA has control over all improvements

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3.3 Objectives and Key Strategies with Timeline and Costs

➤ (NO more than 3 strategies for each objective (improvement))

Objective Key Strategy #	Objective Key Strategy	Timeline	Related Facilities Needs (details)	Related Staffing Needs (details)	Related Equip/Tech Needs (details)	Other Related Needs (details)	Total costs	Related Objective (Improvements)	Related Objectives (Improvements)
Example	OIEA staff will develop content for a new TIPS training workshop.	Year 1		Prof development			\$ 100	OB1.1	
Example	OIEA staff will create a short video that will be posted on the website demonstrating how to use TIPS.	Year 2			Adobe Connect		\$ 1,500	OB1.1	
Example	OIEA staff will offer at least one new workshop through Professional Development Office.	Year 3	classroom space				\$ 1,400	OB1.1	
OKS1.1.1	Convert 2 TIPS reports	Year 1					\$ -	OB1.1	Enhancement of TIPS: customizable cohort analysis tool.
OKS1.1.2	Convert 4 TIPS reports	Year 2				\$ -			
OKS1.1.3	Convert 4 TIPS reports	Year 3				\$ -			
OKS1.2.1	Develop 5 dashboards	Year 1					\$ -	OB1.2	Enhancement of TIPS: development of interactive dashboards
OKS1.2.2	Develop 5 dashboards	Year 2				\$ -			
OKS1.2.3	Develop 5 dashboards	Year 3				\$ -			
OKS1.3.1								OB1.3	0
OKS1.3.2									
OKS1.3.3									
OKS1.4.1								OB1.4	0
OKS1.4.2									
OKS1.4.3									
OKS1.5.1								OB1.5	0
OKS1.5.2									
OKS1.5.3									

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Objective Key Strategy #	Objective Key Strategy	Timeline	Related Facilities Needs (details)	Related Staffing Needs (details)	Related Equip/Tech Needs (details)	Other Related Needs (details)	Total costs	Related Objective (Improvements)	Related Objectives (Improvements)
OKS2.1.1	Convert 2 CB reports	Year 1					\$ -	OB2.1	Automate CB reports using SAS.
OKS2.1.2	Convert 2 CB reports	Year 2				\$ -			
OKS2.1.3	Convert 2 CB reports	Year 3				\$ -			
OKS2.2.1								OB2.2	
OKS2.2.2									
OKS2.2.3									
OKS2.3.1								OB2.3	
OKS2.3.2									
OKS2.3.3									
OKS2.4.1								OB2.4	
OKS2.4.2									
OKS2.4.3									
OKS2.5.1								OB2.5	
OKS2.5.2									
OKS2.5.3									
OKS3.1.1	Develop recorded webinars to be offered via Prof Dev	Year 1						OB3.1	Offer workshops on data analysis, assessment, planning, or other services.
OKS3.1.2	Develop recorded webinars to be offered via Prof Dev	Year 2							
OKS3.1.3	Develop recorded webinars to be offered via Prof Dev	Year 3							
OKS3.2.1								OB3.2	
OKS3.2.2									
OKS3.2.3									
OKS3.3.1								OB3.3	
OKS3.3.2									
OKS3.3.3									
OKS3.4.1								OB3.4	
OKS3.4.2									
OKS3.4.3									
OKS3.5.1								OB3.5	
OKS3.5.2									
OKS3.5.3									

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Objective Key Strategy #	Objective Key Strategy	Timeline	Related Facilities Needs (details)	Related Staffing Needs (details)	Related Equip/Tech Needs (details)	Other Related Needs (details)	Total costs	Related Objective (Improvements)	Related Objectives (Improvements)
OXS4.1.1								OB4.1	
OXS4.1.2									
OXS4.1.3									
OXS4.2.1								OB4.2	
OXS4.2.2									
OXS4.2.3									
OXS4.3.1								OB4.3	
OXS4.3.2									
OXS4.3.3									
OXS4.4.1								OB4.4	
OXS4.4.2									
OXS4.4.3									
OXS4.5.1								OB4.5	
OXS4.5.2									
OXS4.5.3									
OXS5.1.1								OB5.1	
OXS5.1.2									
OXS5.1.3									
OXS5.2.1								OB5.2	
OXS5.2.2									
OXS5.2.3									
OXS5.3.1								OB5.3	
OXS5.3.2									
OXS5.3.3									
OXS5.4.1								OB5.4	
OXS5.4.2									
OXS5.4.3									
OXS5.5.1								OB5.5	
OXS5.5.2									
OXS5.5.3									

Total Cost \$ 3,000
Estimate

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Objective Key Strategy #	Objective Key Strategy	Timeline	Related Facilities Needs <small>(details)</small>	Related Staffing Needs <small>(details)</small>	Related Equip/Tech Needs <small>(details)</small>	Other Related Needs <small>(details)</small>	Total costs	<i>Related Objective</i> <small>(Improvements)</small>	<i>Related Objectives</i> <small>(Improvements)</small>
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3.4 Describe how the evaluation measures are appropriate and relevant for the proposed objectives (improvements).

3.5 Describe the process used to evaluate the results of your improvements (objectives), and indicate who participated in the review.

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4 Evaluation and Reporting

Present the quantitative and qualitative information (data) you collected after implementing each proposed solution/strategy in your unit plan, and write a summary of results and analysis of future needs. This section is to be completed after your unit's objectives (improvements) have been implemented and data has been collected on the success of the improvements.

4.1 Evaluation of Implemented Objectives

(some data linked to table 3A)

Objective #	Objectives (Improvements)	Objective Measure (conditions/ criteria)	Objective Baseline data	Objective Current data	Objective Target data	Current data (as % of target)	Related Unit Outcome
Example	Develop a new workshop curriculum to train faculty and staff on how to access enrollment-related data through TIPS.	Measure participation in OIEA workshops by computing number of participants at OIEA training sessions during fiscal year.					UO1.1
OB1.1	Enhancement of TIPS: customizable cohort analysis tool.	Number of customizable reports in TIPS. Examples below:	0.00	0.00	10.00	0%	UO1.1
OB1.2	Enhancement of TIPS: development of interactive dashboards	Number of interactive dashboards	0.00	0.00	15.00	0%	UO1.2
OB1.3	0	0	0.00	0.00	0.00	#DIV/0!	UO1.3
OB1.4	0	0	0.00		0.00	#DIV/0!	UO1.4
OB1.5	0					#VALUE!	UO1.5
OB2.1	Automate CB reports using SAS.	Number of CB reports automated.	0.00	0.00	6.00	0%	UO2.1
OB2.2						#VALUE!	UO2.2
OB2.3						#VALUE!	UO2.3
OB2.4						#VALUE!	UO2.4
OB2.5						#VALUE!	UO2.5

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<i>Objective #</i>	<i>Objectives (Improvements)</i>	<i>Objective Measure (conditions/ criteria)</i>	<i>Objective Baseline data</i>	<i>Objective Current data</i>	<i>Objective Target data</i>	<i>Current data (as % of target)</i>	<i>Related Unit Outcome</i>
OB3.1	Offer workshops on data analysis, assessment, planning, or other services.	Number of workshops	7.00	7.00	10.00	70%	UO3.1
OB3.2						#VALUE!	UO3.2
OB3.3						#VALUE!	UO4.3
OB3.4						#VALUE!	UO3.4
OB3.5						#VALUE!	UO3.5
OB4.1						#VALUE!	UO4.1
OB4.2						#VALUE!	UO4.2
OB4.3						#VALUE!	UO4.3
OB4.4						#VALUE!	UO4.4
OB4.5						#VALUE!	UO4.5
OB5.1						#VALUE!	UO5.1
OB5.2						#VALUE!	UO5.2
OB5.3						#VALUE!	UO5.3
OB5.4						#VALUE!	UO5.4
OB5.5						#VALUE!	UO5.5

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4 Evaluation and Reporting

4.2 Briefly summarize the degree to which the targets were met.

➤ *Note the key strategies or activities designed to implement the objectives (improvements)*

This is the start of a new process so there is nothing to report on the new improvements.

However, we do have results from previous improvements accomplished through the SSR process.

type in information from previous SSR.

OIEA's 2010 SSR identified the following improvements:

- improve access to data,
- provide standardized request processes to help OIEA staff plan and prioritize projects,
- ensure backups for OIEA positions,
- provide users with training on various tools for accessing, using, and analyzing data.

These improvements were completed and targets were met.

Based on these results, new improvements and targets were identified for the ASP 2014-16 cycle.

4.3 What impact did your implemented improvements (objectives) have on the unit's goals and outcomes?

TBD

4.4 Briefly describe how the results of the improvements contributed to advancing the mission and goals of the college.

TBD