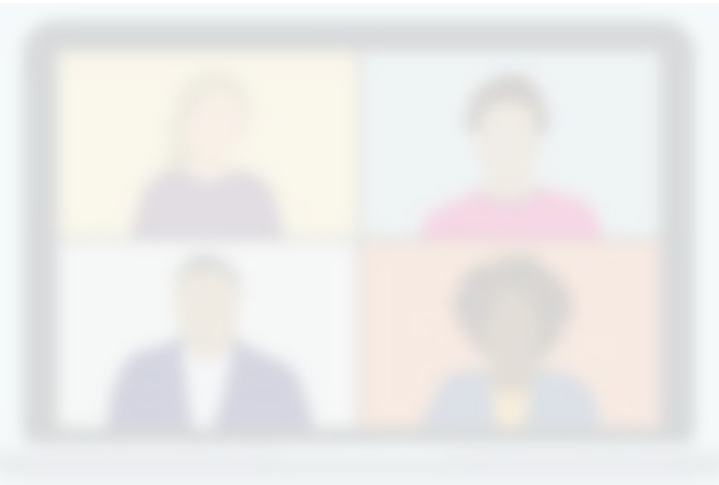


# Welcome to **PIER to PIER!**



— a place for and by IRPE professionals to discuss practice, share strategies, develop solutions and collaborate.

**Today's Topic: —**

*Streamlining IRPE  
Workload*

# P2P Goals

**Share**  
**Discuss**  
**Inform**  
**Collaborate**  
**IRPE to IRPE**

# Irvine Valley College Case Study

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# Context

*Once upon a time*

- Nearly complete turnover (promotional opportunities)
- Newly promoted director and 1 analyst
- One shared drive ...



# Pain Points



1. Finding where files/projects were located
2. Didn't know how to re-run; unable to replicate
3. Remaining team members had no knowledge of other analysts' workflow, naming conventions, or projects
4. New requests led to re-inventing the wheel

# Current State

1 director, 4 full-time analysts, 1 part-time analyst

2020: 159 data/research requests (underestimate)

2021: 73 to date

# Two Concepts



SUSTAINABLE  
(SIMPLE VS COMPLICATED)



REGULAR MEETINGS

# Project Organization & Documentation

- > R:
- > Topic (Subject or Stakeholder)
- > Project YYYYMM

Each project is self-contained and organized.

Make things descriptive and obvious.

ch (\\irpa01) (R:)



<input type="checkbox"/> Name
<input type="checkbox"/> Distance Education
<input type="checkbox"/> Dreamers
<input type="checkbox"/> DSPS
<input type="checkbox"/> Dual Enrollment
<input type="checkbox"/> DWPC
<input type="checkbox"/> Early College
<input type="checkbox"/> Ed Goal
<input type="checkbox"/> EESI
<input type="checkbox"/> Engineering
<input type="checkbox"/> English
<input type="checkbox"/> Enrollment
<input type="checkbox"/> Enrollment Management
<input type="checkbox"/> EOPS
<input type="checkbox"/> Equity
<input type="checkbox"/> ESL
<input type="checkbox"/> Fact & Figures
<input type="checkbox"/> Financial Aid
<input type="checkbox"/> First Generation College Students
<input type="checkbox"/> Food Pantry
<input type="checkbox"/> Foster Youth




(R:) > Placement > Placement and Through-put Rate Dashboard 201906

<input type="checkbox"/> Name	Date modified
<input type="checkbox"/> Code	6/15/2021 6:48 AM
<input type="checkbox"/> Dashboards	8/19/2020 12:05 PM
<input type="checkbox"/> Discussion	12/12/2019 2:00 PM
<input type="checkbox"/> Out	10/23/2019 11:37 AM
<input type="checkbox"/> Tokens Mapping	2/11/2020 9:44 AM

:h (\\irpa01) (R:) > Guided Pathways > Gatekeeper Courses 201911

<input type="checkbox"/> Name	Date modified
<input type="checkbox"/> Activity	8/14/2020 8:53 AM
<input type="checkbox"/> Code	3/9/2021 9:17 AM
<input type="checkbox"/> Dashboard	3/3/2021 10:33 AM
<input type="checkbox"/> Data Dictionary	2/24/2021 8:15 AM
<input type="checkbox"/> Out	11/22/2019 1:15 PM
<input type="checkbox"/> Presentations	5/14/2021 1:52 PM
<input type="checkbox"/> Results	3/9/2021 9:26 AM

 01\_Matriculated\_First\_Time\_Students.sql  
 02\_Calc\_DI\_And\_Load\_DB.R




 01\_Get\_Courses.sql  
 02\_Get\_Prereq\_Courses.sql  
 03\_Analysis.R

If project is organized, self-contained, and obvious, then a README/documentation file is not required.




# Some Conventions...

## Code

-  01\_Eng\_Acad\_From\_Characteristics.sql
-  02\_Get\_MAP\_Data\_For\_Students.sql
-  03\_Import\_And\_Export\_Student\_MAP\_Data.R




1. Code-based: import data for analysis without manual copy/paste or point and clicks.

## Out

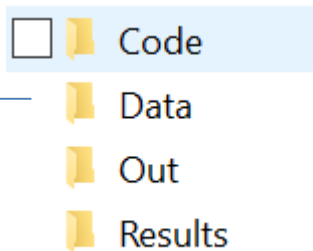
-  Engineering Academy - MAPs.xlsx

2. Out: any data generated by a script or computer program should be here (re-created easily).

## Results

-  Engineering Academy - MAP Viewing Tool - 20200922.xlsx
-  Engineering Academy - MAP Viewing Tool - 20210302.xlsx
-  Engineering Academy - MAP Viewing Tool.xlsx

3. Results: any files requiring copy/paste or manual manipulations should be stored here (usually copied from SQL, R console, or files in Out).



# Team Meetings and Peer Reviews

- Debrief decisions / discussions from campus meetings
- Review (two-way)
  - Projects (location on shared drive, structure)
  - Code: data pull logic, steps to conduct analysis
  - Results
  - Presentation dry-runs

Expand horizon / prevent pigeonholing

Quality Control  
Professional Development  
Cross Training

# Project Management & Workflow

## Request Form

Department  
Your answer

---

Requested Date of Completion  
Date  
mm/dd/yyyy

---

Project Name  
Your answer

---

Project Description



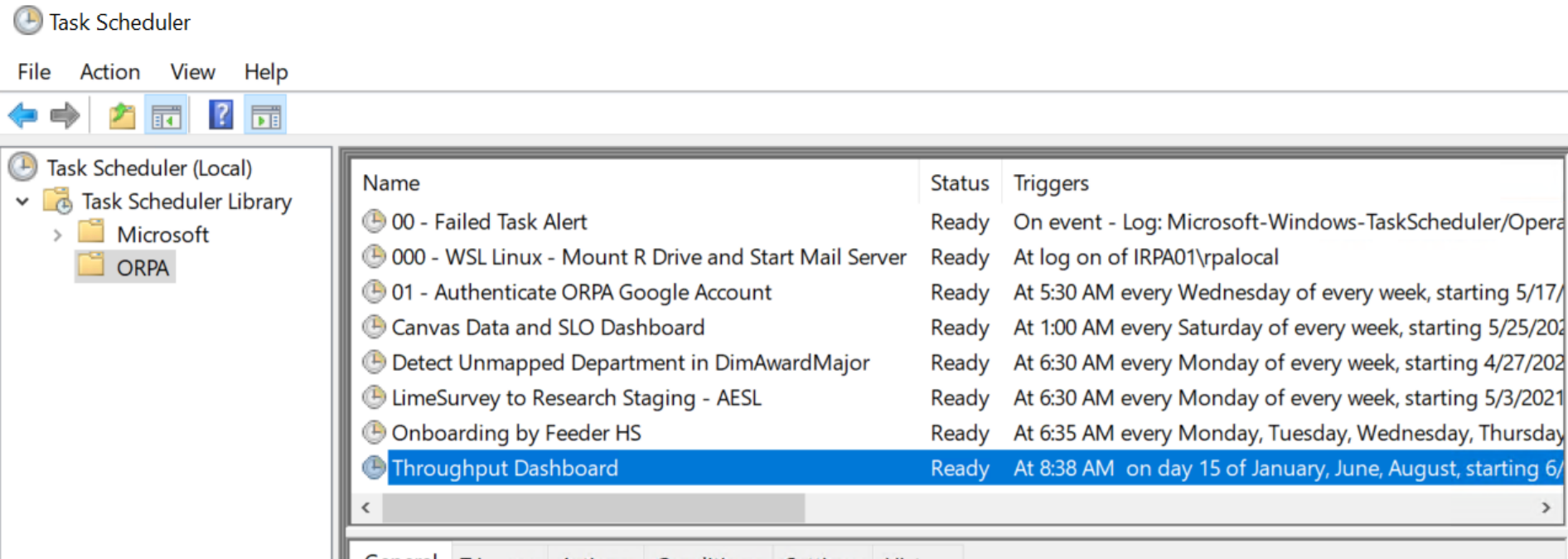
**Confirmation Email:**  
Submitter and Office Lead

**Project Assignment:**  
Forward to Analyst

First Name	Last Name	Department	Requested Date of Completion	Project Name
Kevin	[REDACTED]	Promise		Promise C3 Registration Dates
Marianne	[REDACTED]	Counseling	6/7/2021	Puente Student Recruitment: FYE stud
Jerry	[REDACTED]	Psychology	6/7/2021	I am unable to log in to Inform - can yo
Deejay	[REDACTED]	Matriculation	6/14/2021	2021 HS Grads w/ IVC Application
Amanda	[REDACTED]	Career Center		CE Student Career Center Usage
Dawn	[REDACTED]	EOPS	6/17/2021	EOPS Demographics

Analyst	Status	Completion date	R drive location
Kevin	Completed	5/24/2021	R:\Promise\Promise Registr
Kevin	Completed	6/2/2021	R:\Puente\Incoming Potenti
Vinh	Completed	6/7/2021	
Marcela			
Kevin	In Progress		R:\Career Center\CE Stude

# Automate Recurring Tasks



The screenshot shows the Windows Task Scheduler interface. The left pane displays the task hierarchy: Task Scheduler (Local) > Task Scheduler Library > Microsoft > ORPA. The main pane shows a list of tasks with columns for Name, Status, and Triggers. The 'Throughput Dashboard' task is highlighted in blue.

Name	Status	Triggers
00 - Failed Task Alert	Ready	On event - Log: Microsoft-Windows-TaskScheduler/Opera
000 - WSL Linux - Mount R Drive and Start Mail Server	Ready	At log on of IRPA01\local
01 - Authenticate ORPA Google Account	Ready	At 5:30 AM every Wednesday of every week, starting 5/17/
Canvas Data and SLO Dashboard	Ready	At 1:00 AM every Saturday of every week, starting 5/25/202
Detect Unmapped Department in DimAwardMajor	Ready	At 6:30 AM every Monday of every week, starting 4/27/202
LimeSurvey to Research Staging - AESL	Ready	At 6:30 AM every Monday of every week, starting 5/3/2021
Onboarding by Feeder HS	Ready	At 6:35 AM every Monday, Tuesday, Wednesday, Thursday
Throughput Dashboard	Ready	At 8:38 AM on day 15 of January, June, August, starting 6/



**Notification Email**

Office Lead & Owner

# Campus Needs

Request	Reason	Who
List of degrees/certificates that depend on CIM courses.	Assess impact to other programs when modifying curriculum.	CIM Department
Number of AESL and ESL students served by the Counseling Center and Transfer Center?	Resource Request	Dean of Counseling
Students taking/completed Stats, students majoring in Math and CS	Promoting Math 17 (Data Analysis with R)	Math Chair
List of students currently enrolled, have earned less than 20 units, and have transfer ed goal.	Transfer Planning and TAG workshops	Transfer Center
List of students that have withdrawn from college since spring 2020 (COVID).	Call banking these students	VP SS
Number of students who were enrolled in non-credit courses only with at least 1 course offered on campus in 18-19.	County free bus pass program.	VP AS
Demographics of EOPS students	EOPS Hiring Committee	Admin Asst
Career Center utilization by Career Education students	Resource Request	Counselor
List of students with registration appointments that have not registered for fall 2021.	Enrollment management / outreach	Enrollment Services
Prospective students for Puente program.	Establish first Puente cohort	Puente
AB 1805 Reporting Template	AB 1805 Implementation	Chancellor's Office
Number of nursing students, and number planning to transfer to UCI nursing.	Curriculum / course offering planning.	Biology Department

No, because

- Too busy / bandwidth does not permit
- Not important
- There are more pressing projects
- You didn't give us enough lead time

**Yes!**

# Increased Capacity

Every analyst can fit in long-term projects they believe are important for the team, institution, or field.

# Onboarding New Analysts

- Work norms (what you just saw)
- Knowledge sharing (all analysts participate): CCC, District, College, Data, Research, Past Projects
- Data Warehouse and SQL: tutorials and exercises (54!) to learn/grow in SQL and gain familiarity with tables and structures
- Committee assignments, long term projects

# Discussion

*What are you doing to keep up with increased demand?*

*How are you maintaining continuity given employee turnover?*

*What have you found ineffective in scaling up workload?*



# Resources & Takeaways

Please consider joining our PIER to PIER Slack channel to keep this and other important IRPE conversations moving forward.

# About the RP Group

## Mission

As the representative organization for Institutional Research, Planning, and Effectiveness (IRPE) professionals in the California Community Colleges (CCC) system, the RP Group strengthens the ability of CCC to discover and undertake high-quality research, planning, and assessments that improve evidence-based decision-making, institutional effectiveness, and success for all students.

