

RSC Institutional Research Committee:

Presently is composed of the following members of the
Accreditation Committee
Bonnie River, ALO
Patrick Wakeford-Evans, CAO
Gayle Davis, President
William Bento, Associate Academic Dean
Barbara Linares, Ombudsman

The Institutional Research Review Committee functions to accomplish the following specific tasks:

- 1) Serving as a central repository of college information that is made easily accessible to interested parties in public documents.
College information pertinent to IRC is defined as follows:
 - Program review documentation and data
 - Student retention data
 - Summary data forms – student demographics
 - Job placement
 - Alumni surveys
 - Community surveys
 - Ratio of income/expense to all programs & operations
 - Fundraising & scholarship funds & its allocation & usage
- 2) Working with faculty members and administrators to generate and analyze data related to program development and improvement.
- 3) Providing a necessary resource in the area of student learning outcomes assessment.
- 4) Supporting student achievement through research related to student success, retention, and attrition.
- 5) Performing research functions related to accreditation and other authorizations and licensing.
- 6) Providing information helpful to strategic planning processes.
- 7) Tracking student satisfaction and needs.
- 8) Generating research that meets state and federal reporting requirements.
- 9) Designing, conducting and analyzing internal and external survey projects.
- 10) Providing data needed for grant applications.
- 11) Educating the campus community on the value and uses of research.
- 12) Providing pertinent data to the appropriate strategic planning committees working to develop areas of the institution that serves all students, faculty, and staff at the college.

Procedure with Timelines

1. Academic Program Review data collection takes place throughout the school year. This is done by having student and faculty evaluations submitted to LiveText at the end of each course. This data is then archived and accessible to the Academic Dean.
2. Data for program review is gathered, collated, studied, and summarized in a written report by the Program Director and the Academic Dean.
3. The data, generated throughout the school year, according to the Program Review Policy, informs the written review presented to RSC Core Faculty and Academic Affairs Committee meetings.
4. The calendar for program review requires that this process occur between mid-May & mid-June. Any significant changes to a program are discussed and proposed at and with the Academic Affairs committee. Changes to the program are documented, inclusive of timelines for implementation, budget and/or personnel deletions or additions.
5. The executive committee delegates the chairperson of each strategic planning committee to write yearly progress reports (due by summer's end) on the development of the given area and submit it to the Institutional Research Committee.
6. The Chief Financial Officer will evaluate the financial viability of each program, and specific income generating events on the campus yearly and submit a report to the Institutional Research Committee. These reports are to be written in the fall and prior to the commencement of the new calendar year.
7. The president of the college reviews both academic and institutional research reports with the Institutional Research Review Committee and acts upon any issue needing executive input and/or approval. The president gives a summative report to the Board of Trustees by the end of the calendar year.