Key Personnel: Nancy Kinsey and Mike Loomis

The Office of Planning / Grants & Institutional Research (PGIR) has worked throughout Fiscal Year 2006 to serve Kaskaskia College as a dynamic data resource that responds effectively and professionally to internal and external information requests.

The mission of the Office of Planning / Grants and Institutional Research is to lead these efforts in four separate but integrated functions:

- developing, updating and distributing the College’s fifteen-year Strategic Plan and five-year Institutional Plan;
- generating and analyzing research data to support perceptive, innovative college-wide planning, assessment, continuous improvement, decision-making and policy formation to enhance student learning and facilitate institutional effectiveness;
- researching, identifying and disseminating information on federal, state and private grant opportunities and facilitating the preparation of related applications to enhance existing and/or establish new institutional programs or initiatives;
- ensuring accountability requirements are met and maximum credit hour reimbursement is received by accurately preparing and maintaining reports on the College’s internal and external enrollment, credit hours, personnel and facilities as well as providing information to local, state and federal government agencies, accreditation commission and other stakeholders as required.

Information on FY 2006 PGIR accomplishments, categorized in critical areas of performance, is detailed as follows:
Planning Initiatives

- **Strategic Planning** – Fulfilling the Commitments of Community College District 501 requires vision, strategic planning, and the efficient use of limited resources. Faculty, staff, administrators, students, board members and KC constituents worked together to chart a path to solve the challenges faced and plan for the future through an innovative and well-conceived planning initiative in FY06. The Vision 2020 Community Engagement Project proved to be a robust mechanism for building and cementing relations with the district communities, and the results were so insightful they guided the College’s planning processes and served as the foundation for the Kaskaskia College’s Fifteen-Year Strategic Plan. Annual planning meetings were coordinated by the PGIR staff and held in November 2005, January and February 2006 to develop the Plan and secure Board approval of KC’s long-term Strategic Plan. Meetings were then held in March, April and May 2006 to develop the more detailed Five-Year Institutional Plan and coordinate the Commitments and Objectives from the Plans with the FY 2007 College-wide budget.

- **Vandalia Campaign** – PGIR Director has served on the Grants Team and the Grants Facilitator continues to research funding opportunities; the Director and Grants Facilitator have attended monthly meetings in Vandalia and met with Grants Team members in an effort to identify potential funding opportunities for the Vandalia Campus.

- **Economic Alliance** – Kaskaskia College is a key player in The South Central Illinois Growth Alliance (SCIGA), a five-county economic development organization for the counties of Bond, Clinton, Fayette, Marion and Washington. PGIR Director serves on the Strategic Planning Team and attends monthly Alliance meetings whenever possible, providing research data and PowerPoint presentations as requested.

Grants Research and Facilitation

A Grants Facilitator was hired in November 2005 and quickly became a valuable asset in Planning / Grants and Institutional Research. Over forty-five funding opportunities were reviewed in the grants area of PGIR in FY06 in the final seven months of FY 2006. Sixty-four percent of the opportunities were offered by government agencies (48% federal, 16% state) while 36% were offered by private foundations and corporations. A total of seven applications have been developed and submitted totaling approximately $2.1 million in value. Twenty-eight faculty and staff members participated in the review of grant opportunities and preparation of applications under the guidance of the Grants Facilitator. Additional activities related to the grant process included participation in four conferences/trainings as listed in the “Professional Development and Teamwork” section of this document.
State Reports

- **N1** – Noncredit Enrollment Report – data downloaded, formatted, and submitted electronically to ICCB – 6/05
- **A1** – Annual Enrollment and Completion report – extensive amount of data on every student who has taken a course at KC during the past year is downloaded, formatted, verified and submitted electronically to ICCB – 8/05
- **P-16 Initiative Grant** – developed in Enrollment Services; formatted and submitted electronically in the PGIR – 8/05
- **Department of Corrections Annual Credit Hour Generation Report** – developed, formatted, verified and submitted to DOC – 7/05
- **Performance Report** – development is a coordinated effort between all academic/student service areas of the College; Director coordinates development, completes report and files electronically with ICCB – 8/05
- **F3, F6, B3 and R3 – Facility reports** – data downloaded, formatted, verified and submitted electronically to ICCB – 8/05
- **Annual Student ID report** – data downloaded, formatted, verified and submitted electronically to ICCB – 8/05
- **E1 – Fall Enrollment report** – snapshot of tenth day data taken for Fall 2005; report compiled, formatted, verified and submitted electronically to ICCB – 9/05
- **C1 and C2 – Faculty, Staff and Salary Data reports** – much of this data is compiled manually since HR data is not in the administrative software system; data is gathered, entered, formatted, verified and submitted electronically to ICCB – 10/05
- **Summer Graduate Report** – data is gathered manually from the degree history file, entered, formatted, verified and submitted electronically to ICCB for federal GRS (Graduation Rate Survey)—10/05
- **SU & SR** – credit hour reimbursement reports—downloaded, formatted, verified and submitted electronically—8/05, 1/06 and 6/06
- **Chargebacks and Joint Agreement reports** – compiled, formatted, verified and submitted to ICCB—8/05, 1/06 and 6/06
- **S6 and S7 reports** – Fall course resource data reports; compiled, formatted, verified and submitted electronically to ICCB – 1/06
- **Tenth Day Enrollment Surveys** – reports submitted to ICCB electronically for Fall and Spring – 9/05 and 2/06. For Summer, an in-house enrollment survey was compiled in 6/06
- **Career and Technical Education Follow-Up Study (FS) Report** – data entered, verified and submitted electronically to ICCB – 5/06. Data is gathered for the programs in January and February and provided to the program coordinators.
**Federal Reports**

- **NSC – National Student Clearinghouse Reports** compiled, edited and submitted electronically three times per fall and spring semester, once in summer at mid-term.

- **IPEDS – Integrated Postsecondary Education Data Systems:**
  - Fall Data Collection includes the Institutional Characteristics and Completions data. The Institutional Characteristics were entered by the College and the Completions data was uploaded by ICCB from the A1 (Annual Student Enrollment and Completion Report) 9/05 – 10/05. Winter Data Collection includes Employees by Assigned Position, Salaries and Fall Staff – uploaded by ICCB from the C1/C2 submission and Enrollment reports (Fall and Annual) – uploaded by ICCB from the E1 and A1 submissions 12/05 – 1/06.
  - Spring Data Collection includes Student Financial Aid and Finance information which entered by College personnel and Graduation Rates uploaded by ICCB from the E1, A1 and Summer Graduate Report 3/06– 4/06.
  - All uploaded data from ICCB was checked and verified against the reports submitted to ICCB, then printed for documentation by PGIR personnel; additional data requested was entered from KC prior to ‘locking’ the data by the due date for each Collection.

**Internal Ad Hoc Reports and Data Support**

- **Duplicate Name Facility** – duplicate names continue to be a problem in the AS/400 system; the priority of this issue has escalated as we prepare to convert our AS/400 data to Datatel Colleague. A Research Assistant was hired part-time on a temporary basis in October 2005 to complete the various steps in the processes of merging duplicate records. In the time frame between October 2005 and June 2006, the necessary research, department sign-offs and actual merge of 932 records has been completed. One hundred sixty-nine records are “in the process” to be merged in the near future.

- **Non-Credit catalog entries** – data entered on a regular basis for new and upcoming courses in Ed2Go, Life Long Learning, KICK classes, B&I and Community Ed areas.

- **Spring, Summer and Fall Class Schedules** – created from data in the AS/400 system; processes enhanced to more efficiently identify additional fees for specific classes.

- **WYSE (Worldwide Youth in Science and Engineering) Competition** – held on KC campus for all high schools in the district; Vandalia High School was the only school that did not participate this year. Research Support Specialist organized the process for scoring the tests within a new electronic system; scores had to be entered into the WYSE site at Urbana where calculations were made and winners determined.

- **1098T Forms** – Research Support Specialist provided technical assistance in preparation, formatting and transmission of data, working in conjunction with Coordinator of Accounts Receivable – 2/05.
WEB CT Student IDS – created as needed by instructors throughout the year
Internal KC Ad Hoc Reports – Approximately 175 reports were prepared and placed on file in the PGIR during FY 2006 in response to internal departmental requests for data / information. (This includes follow-up studies conducted annually on developmental student performance and completions.)

Special Projects

Program Review – statistical program data provided to departments scheduled for program review – 2/06. Information for each program for a period of three years listing enrollment, credit hours, retention rates, cost of program, student outcomes and faculty information was provided to each department coordinator. Both members of the PGIR assisted the department coordinators as needed in completion of their program review documents during the spring semester.

KC Fact Book – extracted enrollment figures and credit hours from state reports for graphs and charts to illustrate basic KC facts including enrollment, financial aid and completion data. Research was conducted to compile community data from sources such as U. S. Census and Illinois Department of Employment Security. Enhancements have been added throughout the year. Plans are to update this report annually in November/December following data verification from the Annual Enrollment and Completion Report (A1) to ICCB. The latest version of KC’s Fact Book is always available on the KC website on the Planning/Grants & Institutional Research web pages.

ICCB Site Visit – Director and PGIR staff played a key role in developing materials requested as part of a self-study in preparation for ICCB’s Five-Year Recognition Visit conducted in April 2006; staff members were also available to assist as needed and respond to questions during the visit. Director wrote response to ICCB inquiries in three different areas of policies and procedures at Kaskaskia College as a follow-up to the visit.

Significant Surveys Completed

Thomson Peterson’s Tuition & Fees Update – 7/05
Campus Crime and Security – updated the College’s on- and off-campus occurrences of criminal offenses and arrests – submitted survey 9/05; updated info is available on KC’s website
EADA (Equity Athletics Disclosure Act Survey) – 9/05
Chronicle Guidance Publications Survey of Program Offerings – 12/05
College Board Survey – extensive information on fall enrollment, student profile, persistence, requirements, admissions procedures, program offerings and financial aid –12/05
AAUP Faculty Compensation Survey 2005-06, completed 11/29/05, uploaded on 12/05
Higher Education Information Technology Services: IT Management Survey and Annual IT Salary Survey – 2/06
IDES Career Information System Survey – 2/06
Peterson’s Annual Institutional Data Survey - a condensed version of the College Board informational survey –5/06
ACT Institutional Data Questionnaire – departmental contact information, fall enrollment figures, financial aid and information on academic programs – 2/06
Green Acres Survey – on facilities information – 5/06
Wintergreen Orchard House Survey – admissions data, program offerings, athletic information, campus organizations and special programs, financial aid and scholarships – 6/06
NCA / HLC Annual Report – extensive electronic survey requesting information on the College including contact information, enrollment data, on and off-campus sites, course offerings, etc. – 6/06

AS/400 Training Conducted

AS/400 training sessions scheduled throughout the year:
  o Katie Siddell (student worker for Jo Beckemeyer)
  o Janice Eischens (Vandalia – section master)
  o Bob Tebbe (Financial Aid)
  o Sam Bundy and Sandra Neabuhr (Counseling)
  o Sheldon Strig and Kelley Jourdan (Perkins and Success Center for Stephanie B)
  o Education Center personnel (Accounts Receivable and Financial Aid access for individual students)
  o Traci Kapp and Trish Linder (Adult Ed registration process)
  o Margo Guetersloh (Success Center registration process and reviewing selected reports for courses and students)
  o Bess Wesling (Reading Link)
  o Cydney Richardson (section master for non-credit courses)
  o Amy Troutt (Registration and Admissions)
  o Dean Daum, Success Center (Registration and Admissions)
  o Danna Howell, Enrollment Center (Registration and Admissions)
  o Staci Fuson, Enrollment Center (Registration and Admissions)
  o Tyra Taylor, Enrollment Center (assisted with basic sign-on procedures; already experienced in using the AS400)

Professional Development and Teamwork

PGIR staff participated in “greeting” at New Student Orientation and “chasing” KC sponsored hot air balloon for Centralia’s Balloonfest – 8/05.
Forum for Excellence in Springfield, IL – 9/06; Research Specialist attended with team from KC. Insight on the Program Review process was discussed; KC is part of the pilot group for 2006 implementation of the new web reporting system. The session on fiscal monitoring visits by ICCB for Perkins & Tech Prep presented the findings from these visits.
Vision 2020 Community Meetings – 9/05 and 10/05; Research Specialist and Director attended and participated in meetings held in Carlyle and Nashville.
IAIR – Illinois Association of Institutional Research – Peoria, IL – 11/05; Research Specialist and Director of PGIR attended this important annual meeting. PGIR Director presented on Strategic Planning at Kaskaskia College along with both Vision 2020 Co-Chairs.
NCA / HLC – North Central Association/Higher Learning Commission – 1/2/05; Director attended Assessment Workshop in Lisle, IL, along with KC’s entire Assessment Team; Director also attended AQIP Strategy Forum where a facilitated peer review process assist KC’s Team in selecting, critically examining, and committing to Action Projects to drive the quality improvement initiative at Kaskaskia College.

TRIO – Gear Up Training in St. Louis, MO – 12/05; the Gear Up program is designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. Grants Facilitator attended to acquire information on guidelines and procedures for submitting applications for future funding opportunities.

CCR / Grants.gov Training Webcast – 2/06; Grants Facilitator participated in this webcast held to provide training in securing registration in the Central Contract Registry and in submitting federal grant applications on the Grants.gov website. (Two grant applications have been submitted utilizing this website.)

Bridging the Digital Divide Conference in Godfrey, IL – 2/06; the Bridging the Digital Divide grant provides funding to support projects that will positively impact the technical literacy of low-income residents through the creation of Community Technology Centers. The Grants Facilitator attended to gather information in submitting applications for future funding opportunities.

NCA / HLC – North Central Association/Higher Learning Commission – 4/06; Director attended Annual Meeting and presented Vision 2020: A Strategic Planning Initiative with KC President and Vice President of Educational Services.

Building Long-term, Sustainable Funding Sources – CD Publications Audio Conference – 5/06; Grants Facilitator participated in this audio conference where insights were provided on how an organization can implement and benefit from long-term and sustainable funding. Knowledge acquired will be utilized to research and secure funding in this area for the Vandalia Campus.

IDUG (Illinois Datatel Users’ Group) Meeting in Galesburg, IL – 5/06; Director, Research Specialist and Research Support Specialist attended this meeting with a team from KC; in addition to attending a variety of informative sessions, networking opportunities with other Illinois Community College personnel utilizing Datatel software were quite valuable.

AIR – Association for Institutional Research – Director attended Annual Forum; participated by presenting The Vision 2020 Strategic Planning Initiative with Vice President of Administrative Services, facilitating a session and meeting with vendors from Datatel and IStrategy to acquire additional information on KC’s new software system and reporting opportunities – 6/06.

DATATEL – In preparation for Datatel Implementation, Director attended Implementation Training in Fairfax, VA, with the Directors of Information Technology and Information Services; Director is also serving as Team Leader for the Data Conversion Team and is an active member of the Steering Committee, CORE Team, Curriculum Team, Records/Registration Team and Technology Team. Director, Research Specialist and Research Support Specialist have all been actively involved in training sessions with Datatel consultants onsite at KC with topics including Process Improvement and Data Mapping in addition to Colleague module-specific training.
PLANNING / GRANTS & INSTITUTIONAL RESEARCH FUNCTIONS

- Planning Initiatives
- Grants Research & Facilitation
- State & Federal Reports
- Internal Ad Hoc Reports & Data Support
- Special Projects
- Surveys
- Training Provided
- Professional Development