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ABSTRACT

Designed as an aid to researchers in locating other individuals who may be able and willing to share their experience and expertise, this directory presents information on Southern California community college institutional researchers. The information presented in the directory was provided by the 44 respondents to a questionnaire sent to all district superintendents and community college presidents in Southern California. Part I of the directory lists the addresses of the responding researchers by district/college, the percentage of the researchers' time allocated to research, and the type of research position (i.e., certified or classified). Parts II and III identify researchers who would be able and willing to provide advice to others and the areas of research (e.g., matriculation, recruitment, student outcomes, and needs assessment) and the research skills (e.g., hardware and software skills, designing databases, and developing questionnaires) in which they considered themselves experienced. Finally, part IV outlines the duties and responsibilities reported by each researcher and the percent of time spent on each. The tasks most frequently included in the respondents' duties and responsibilities were collection/dissemination of information, identifying trends in student characteristics and enrollments, responding to ad hoc requests, data analysis for decision makers, and evaluating programs and services. (UCM)

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DIRECTORY OF SOUTHERN CALIFORNIA COMMUNITY COLLEGE RESEARCHERS

Prepared for the

**SOUTHERN CALIFORNIA COMMUNITY COLLEGE
INSTITUTIONAL RESEARCH ASSOCIATION (SCCCIRA)**

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DIRECTORY OF SOUTHERN CALIFORNIA COMMUNITY COLLEGE RESEARCHERS

Prepared for the Southern California Community College
Institutional Research Association (SCCCIRA)

by Stuart A. Wilcox Ph.D., Treasurer

This directory contains information on Southern California community college institutional researchers. The information was obtained from a questionnaire sent to all district superintendents and community college presidents in Southern California, specifically Bakersfield south to the border. (See Appendix for a copy of the questionnaire). This booklet is not a complete list of all researchers but includes only those at the 30 locations which responded to the questionnaire.

The directory is divided into four parts. Part I lists alphabetically the districts/colleges which responded to the questionnaire; the name of each researcher; the percent of time devoted to research; the type of position, i.e. certificated or classified; and a code to identify each researcher at each location. Part II identifies the researchers who indicated they had sufficient experience in specific areas such that they could give advice to others working in the same area. Part III identifies the areas in which each researcher has sufficient expertise such that he/she could give advice to others. Part IV displays the duties and responsibilities of each researcher and the percent of time spent in various activities.

The experiences and expertise listed for each researcher were self-reported in the questionnaire. SCCCIRA does not endorse nor attest to the competency of any of the individuals listed in this directory. The directory is provided as a reference to help researchers locate other individuals who may be able and willing to share their experience and expertise.

PART I. Southern California Community College Researchers

This section is an alphabetical listing of each district/college that responded to the questionnaire. The mailing address and names of the researchers identified at each location are shown. The column labeled "% Type" indicates the percentage of each person's time that is allocated to research. The letters "prt" indicate the individual has an unspecified part-time research assignment. The column labeled "type" indicates whether the researcher is in a certificated (cert) or a classified (clas) position. The middle column, entitled "Code", consists of two letters and a number identifying each college and the specific researcher at each college. The code is used throughout this directory to refer to specific individuals.

District/College	Code	Researcher	% Type
Allan Hancock College 800 S. College Santa Maria, Ca 93434	AH1	Russell Lee	60 cert
Carritos Community College 11110 E. Alondra Blvd. Norwalk, Ca 90650	Ca1	Jan Dennis-Rounds PhD	50 clas
Chaffey Community College 5885 Haven Ave. Rancho Cucamonga Ca 91701	Ch1 Ch2 Ch3	Robert Harris PhD Richard Mosses Mike Viera	prt cert prt clas prt cert
Citrus College 1000 W. Foothill Blendora, Ca 91740	Ci1 Ci2	Melanie Cox Rita Burleigh	15 cert 15 cert
Coast Comm. College 1370 Adams Ave Costa Mesa, Ca 92626	Co1	Jorge Sanchez	100 clas
Cuesta College P.O. Box 8166 San Luis Obispo, Ca 93406	Cu1	Ernest Ceantina EdD	prt cert
Cypress College 9200 Valley View Cypress, Ca 90630	Cy1 Cy2	Alexander McLeod PhD Bert Bales	prt cert prt cert
Blendale Comm. College 1500 N. Verdugo Rd. Blendale, Ca 91208	Bl1	Scot Spicer	100 clas
Brossmont/Cuyamaca Dist. 8800 Brossmont College Dr El Cajon, Ca 92020	Br1	Brad Tiffany	100 clas

Long Beach City College 4901 E. Carson Long Beach, Ca 90808	LB1	Marjorie Lewis	25 cert
Los Angeles C. C. Dist. 617 W. 7th St. Los Angeles, Ca 90017	LA1	Nancy Conrath	100 cert
	LA2	Jeanne Landis PhD	100 cert
	LA3	George Prather PhD	100 clas
Los Angeles City College 855 N. Vermont Ave Los Angeles, Ca 90029	LC1	Jackie Ireland PhD	prt cert
Los Angeles Harbor College 1111 Figueroa Place Wilmington, Ca 90744	LH1	Stuart Wilcox PhD	prt cert
Los Angeles Southwest Col. 1600 W. Imperial Hwy Los Angeles, Ca 90047	LS1	Mary Borell PhD	10 cert
Mt. San Antonia College 1100 N. Brand Ave Walnut, Ca 91789	MA1	Barbara Ann Hall	100 cert
Mt. San Jacinto College 1499 N. State St. San Jacinto, Ca 92399	MJ1	Brian Kidd PhD	prt cert
N. Orange Co. Com. Col. Fullerton College 1000 N. Lemon St Fullerton, Ca 92634	ND1	LeRoy Cordrey PhD	100 cert
Orange Coast College 2701 Fairview Rd Costa Mesa, Ca 92626	OC1	Michael Crow	100 cert
	OC2	Stephanie Hayward	100 clas
Palomar College 1140 W. Mission Rd San Marcos, Ca 92069	Pa1	Jan Moser PhD	100 ----
Pasadena City College 1570 E. Colorado Blvd Pasadena, Ca 91106	PC1	John Tulley EdD	10 cert
	PC2	Richard Palerao	30 clas
Rancho Santiago 17th at Bristol Santa Ana, Ca 92706	RS1	Julie Blark	100 cert
	RS2	Ron Kessler PhD	prt cert
	RS3	Hilda Roberts	prt cert
	RS4	Gary Anthony	prt cert
	RS5	Brett Anderson	prt clas
Rio Hondo Com. College 3600 Workman Mill Rd Whittier, Ca 90608	RH1	Linda Umbdenstock PhD	100 clas

Riverside Com. College 4200 Magnolia Ave Riverside, Ca 92506	Ri1	Evan Vail	100 cert
San Bernardino C.C.D. 633 N. "E" St. San Bernardino, Ca 92410	Be1	Norman Smith EdD	50 cert
San Diego Com. Col. Dist. 3375 Camino del Rio So #116 San Diego, Ca 92120	SD1	Lynn C. Neauet	100 clas
Santa Barbara City College 721 Cliff Dr Santa Barbara, Ca 93109	Ba1 Ba2 Ba3 Ba4	Burton Miller Elaine Cohen PhD J. Friedlander PhD Jane Crauen	30 clas 20 cert 10 cert -----
Santa Monica College 1900 Pico Blvd Santa Monica, Ca 90405	SM1	J. Lynne Boylan PhD	20 cert
Ventura County C. C. Dist. 71 Day Rd Ventura, Ca 93003	VC1	Rene Rodriguez	65 cert
Victor Valley College 18422 Bear Valley Rd Victorville, Ca 92392	VV1	Charles Peterson PhD	50 cert

Researchers Not at a Community College

L.A. County Office of Ed. 9300 E. Imperial Hwy Downey, Ca 90242	OE1	Donald Kester PhD	100 cert
University of So. Calif. 701 Waite Phillips Hall, MC 0031 School of Education Los Angeles, Ca 90089-0031	US1	Bill Maxwell PhD	100 ----

Part II. Research Experience

An 'X' in the following matrix identifies the researchers who indicated they have sufficient experience in the indicated area such that they could give advice to others working in the same area. The columns of the matrix are the researcher codes as defined in Part I of this directory. For example, 'AH1' refers to the first researcher listed for Allan Hancock College, Russell Lee. 'CH3' refers to the third researcher listed at Chaffey College, Mike Viera.

Area of Experience	AH1	Ce1	Ch1	Ch2	Ch3	Ci1	Ci2	Co1
matriculation/assessment/testing	x	x	x					
recruitment		x	x	x				
program evaluation (review)	x	x	x					
cost effectiveness/benefit analysis	x		x					
student outcome measures	x	x	x		x			
student transfer follow-up		x			x			
student/staff survey		x	x	x	x			x
vocational education follow-up		x						x
student articulation-h.s. to college			x	x				
interdistrict comparisons		x	x	x	x			
needs analysis		x	x					
data synthesis for planning	x	x	x					
designing a computer system	x		x					
life style research				x	x			
research dissemination & its use			x	x	x			x
student tracking systems	x		x					
decision support systems								
policy analysis								
population trends								
remediation studies								
retention studies								

Area of Experience	Cu1	Cy1	C-2	B11	Br1	LB1	LA1	LA2
matriculation/assessment/testing			x	x		x		x
recruitment				x				
Program evaluation (review)		x			x		x	x
cost effectiveness/benefit analysis							x	
student outcome measures		x					x	x
student transfer follow-up	x	x					x	x
student/staff survey		x	x	x		x	x	x
vocational education follow-up							x	x
student articulation-h.s. to college				x				x
interdistrict comparisons	x			x			x	x
needs analysis	x			x			x	x
data synthesis for planning	x			x	x		x	x
designing a computer system								
life style research		x	x					
research dissemination & its use	x						x	x
student tracking systems			x	x				x
decision support systems							x	
policy analysis								x
population trends								
remediation studies								
retention studies								

Area of Experience	LA3	LC1	LH1	LB1	SA1	SJ1	NO1	OC1
matriculation/assessment/testing	x		x			x	x	
recruitment	x			x		x	x	x
Program evaluation (review)	x		x	x	x	x	x	x
cost effectiveness/benefit analysis	x		x			x	x	
student outcome measures	x		x			x	x	x
student transfer follow-up	x	x	x		x	x	x	x
student/staff survey	x		x	x		x	x	
vocational education follow-up	x					x	x	
student articulation-h.s. to college				x		x	x	
interdistrict comparisons	x		x			x	x	x
needs analysis	x	x	x			x	x	x
data synthesis for planning	x		x		x		x	x
designing a computer system	x		x				x	
life style research					x	x	x	x
research dissemination & its use	x		x	x	x	x	x	x
student tracking systems	x	x	x	x		x	x	
decision support systems	x		x					
policy analysis	x							
population trends			x				x	
remediation studies								
retention studies								

Area of Experience	OC2	Pa1	PC1	PC2	RS1	RS2	RS3	RS4
matriculation/assessment/testing			x	x	x	x		x
recruitment					x			
Program evaluation (review)	x	x	x	x	x			
cost effectiveness/benefit analysis		x			x			
student outcome measures		x		x	x		x	
student transfer follow-up	x		x	x	x	x	x	
student/staff survey	x	x	x	x	x		x	x
vocational education follow-up					x			
student articulation-h.s. to college		x			x			
interdistrict comparisons	x				x			
needs analysis				x	x			
data synthesis for planning					x		x	
designing a computer system					x	x		x
life style research					x			
research dissemination & its use	x	x	x	x	x			
student tracking systems								x
decision support systems								
policy analysis								
population trends								
remediation studies								x
retention studies							x	

Area of Experience	RH1	R11	Be1	Ba1	Ba2	Ba3	SD1	SM1
matriculation/assessment/testing	x	x			x	x	x	
recruitment	x	x				x		
Program evaluation (review)		x	x		x	x		x
cost effectiveness/benefit analysis	x							
student outcome measures	x	x			x	x		x
student transfer follow-up	x	x				x		
student/staff survey	x	x	x		x	x	x	x
vocational education follow-up	x	x				x		
student articulation-h.s. to college		x				x		
interdistrict comparisons	x						x	
needs analysis	x		x				x	
data synthesis for planning	x	x		x		x	x	
designing a computer system	x			x				
life style research	x							
research dissemination & its use	x					x		x
student tracking systems	x						x	
decision support systems	x							
policy analysis								
population trends								
remediation studies								
retention studies								

Area of Experience	VC1	VV1	OE1	US1
matriculation/assessment/testing	x	x	x	x
recruitment	x			x
Program evaluation (review)	x	x	x	x
cost effectiveness/benefit analysis			x	
student outcome measures			x	x
student transfer follow-up	x		x	x
student/staff survey	x		x	x
vocational education follow-up		x	x	x
student articulation-h.s. to college	x		x	x
interdistrict comparisons	x		x	x
needs analysis		x	x	x
data synthesis for planning	x		x	x
designing a computer system	x			
life style research				x
research dissemination & its use	x		x	
student tracking systems			x	x
decision support systems				
policy analysis				
population trends				
remediation studies				
retention studies				

PART III: Research Expertise

An 'X' in the following matrix marks the researchers who indicated they have expertise such that they could give advice to other researchers working in the same area.

Area of Expertise	AH1	Ch1	Ch2	Ch3	C11	C12	Co1
computer hardware							
mainframes							
IBM							X
Honeywell							
DEC		X	X				
Hewlett Packard	X						
other							
microcomputers							
IBM							X
Apple				X			
Hawlett Packard	X						
DEC		X	X				
other							
computer software							
SPSS 6, 7, or 8		X					X
SPSS X							X
SAS							
BMDP							
graphics package		X		X			X
word processing		X		X			X
spread sheet		X	X				X
data base package	X		X				X
project management	X		X				
other							X
down or up loading data	X						
designing data bases	X	X					
research skills							
questionnaire development		X		X	X		X
research design		X	X	X	X		X
statistical analysis	X	X	X	X	X		X
other							

Area of Expertise	Cu1	Cy1	Cy2	Gl1	Gr1	LB1	LA1	LA2
computer hardware								
mainframes								
IBM								
Honeywell								
DEC								
Hawlett Packard								
other		x						
microcomputers								
IBM		x						
Apple								
Hawlett Packard								
DEC								
other								
computer software								
SPSS 6, 7, or 8								
SPSS X	x							x
SAS								
BMDP								x
graphics package		x						
word processing		x						
spread sheet		x						
data base package		x						
project management								
other	x							
down or up loading data								
designing data bases								
research skills								
questionnaire development	x	x		x	x		x	x
research design	x	x		x	x		x	x
statistical analysis	x	x			x		x	x
other	x							

Area of Expertise	LA3	LC1	LH1	LS1	MA1	MJ1	NO1	OC1
computer hardware								
mainframes								
IBM	x		x					
Honeywell	x		x					
DEC								
Hewlett Packard								
other								
microcomputers								
IBM	x		x		x		x	
Apple							x	
Hewlett Packard								
DEC								
other	x							
computer software								
SPSS 6, 7, or 8	x		x				x	
SPSS X	x		x					
SAS								
BMDP			x					
graphics package					x		x	x
word processing	x		x		x		x	x
spread sheet	x		x				x	x
data base package	x						x	
project management							x	x
other		x						
down or up loading data								
designing data bases	x		x				x	
research skills								
questionnaire development	x	x	x	x	x	x	x	x
research design	x		x	x	x	x	x	x
statistical analysis	x		x			x	x	x
other	x					x	x	x

Area of Expertise	DC2	Pa1	PC1	PC2	RS1	RS2	RS3	RS4
computer hardware								
mainframes								
IBM								
Honeywell								
DEC								
Hewlett Packard								
other								
microcomputers								
IBM	x					x		x
Apple						x		x
Hewlett Packard								
DEC								
other								
computer software								
SPSS 6, 7, or 8	x	x				x		x
SPSS X	x					x		x
SAS								
BMDP								
graphics package	x			x				x
word processing	x			x			x	
spread sheet	x			x		x		x
data base package						x		x
project management								
other		x		x				
down or up loading data						x		x
designing data bases								
research skills								
questionnaire development	x	x	x	x	x			
research design	x			x	x			
statistical analysis	x			x		x		x
other				x				

Area of Expertise	RH1	R11	Ba1	Ba1	Ba2	Ba3	SD1	SM1
computer hardware								
mainframes								
IBM								
Honeywell								
DEC								
Hewlett Packard					x			
other							x	
microcomputers								
IBM	x	x					x	
Apple								
Hewlett Packard					x	x		
DEC								
other								
computer software								
SPSS 6, 7, or 8					x	x	x	
SPSS X							x	
SAS								
BMDP								
graphics package	x	x		x				
word processing	x	x		x				
spread sheet	x	x		x			x	
data base package	x			x				
project management	x						x	
other	x						x	
down or up loading data	x							
designing data bases	x							
research skills								
questionnaire development	x	x		x		x	x	x
research design	x	x		x	x		x	
statistical analysis	x				x		x	
other	x							

Area of Expertise	VC1	VV1	OE1	US1
computer hardware				
mainframes				
IBM	x			x
Honeywell				
DEC				
Hewlett Packard		x		
other				
microcomputers				
IBM	x	x		x
Apple				
Hewlett Packard		x		
DEC				
other	x		x	
computer software				
SPSS 6, 7, or 8				x
SPSS X				x
SAS				x
BMDP				x
graphics package			x	x
word processing	x	x	x	x
spread sheet	x	x	x	x
data base package	x			x
project management			x	x
other				
down or up loading data	x	x		x
designing data bases				
research skills				
questionnaire development			x	x
research design	x		x	x
statistical analysis	x	x	x	x
other			x	x

PART IV: Research Duties and Responsibilities

The matrix below shows the duties and responsibilities reported by the researchers. A number reflects the percent of time spent on each activity. A "X" indicates the researcher spends time on the activity but did not give a percentage estimate or that the sum of percentages reported for the activities did not total to 100%

Duties and Responsibilities	AH1	Ce1	Ch1	Ch2	Ch3	Ci1	Ci2	Co1
Identifying trends								
student characteristics	5	x	x	x	x			5
program characteristics	5	x	x					
enrollment trends	5	x	x	x	x			5
population trends	5	x		x	x			5
other								
evaluating programs & services	10	x	x	x	x			
follow-up studies of graduates		x		x	x			
filling out questionnaires	5	x	x		x			5
surveying faculty/staff		x		x	x			
survey community/business needs		x		x				
collection/dissemination of info.	10	x	x	x	x			10
assisting accreditation process		x	x					
assisting in student placement		x	x					
conducting classroom research					x			
enhancing the college's image		x	x	x				
data analysis for decision makers	15	x	x	x				10
decision support systems	5		x					
admissions and records	5		x					
attendance accounting	10		x					
responding to ad hoc requests	10	x	x					10
keeping official statistics		x	x					25
miscellaneous office activities		x	x	x				
other activities								
studies of special student groups				x				
completing State/local reports	5	x	x	x				25
study of transfer rates		x	x	x	x			
other office activities	5							
	20							

Duties and Responsibilities	Cu1	Cy1	Cy2	Bl1	Gr1	Lb1	LA1	LA2
Identifying trends								
student characteristics			5	x	x	4		x
program characteristics					x			x
enrollment trends		10		x	x	6		x
population trends		10		x	x	4		x
other				x	x	4		
evaluating programs & services	10				x			x
follow-up studies of graduates	50							x
filling out questionnaires	1				x	3		
surveying faculty/staff		5		x				
survey community/business needs				x				x
collection/dissemination of info.	9	5		x	x	10		x
assisting accreditation process		5		x		10		x
assisting in student placement			95			8		x
conducting classroom research								
enhancing the college's image								x
data analysis for decision makers		5		x	x	11		x
decision support systems								
admissions and records		50		x				
attendance accounting		5						
responding to ad hoc requests				x	x	11		x
keeping official statistics						5		
miscellaneous office activities	1					4		x
other activities	10					3		x
studies of special student groups	10			x		5		x
completing State/local reports		5			x	3		x
study of transfer rates						6		x
other office activities						3		x

Duties and Responsibilities	LA3	LC1	LH1	LS1	MA1	MJ1	NO1	OC1
Identifying trends								
student characteristics	5		15		10	10	10	5
program characteristics	5		5				10	
enrollment trends	5		15		10		10	10
population trends	5				10		10	5
other	5							
evaluating programs & services	5		10	20		10	10	
follow-up studies of graduates						5	10	5
filling out questionnaires	1		2		1		10	
surveying faculty/staff			3			5	10	5
survey community/business needs							10	10
collection/dissemination of info.			15	25	30	15	10	10
assisting accreditation process				5	20	15		10
assisting in student placement		2						5
conducting classroom research				10		10		
enhancing the college's image								5
data analysis for decision makers	30	2	10	10	10	10		5
decision support systems	30							10
admissions and records			20					
attendance accounting			2					
responding to ad hoc requests	9	1	3	10	1	10		10
keeping official statistics		1		10				
miscellaneous office activities								5
other activities								
studies of special student groups		2			6	5		5
completing State/local reports				10	1	5		
study of transfer rates		5			1			5
other office activities		87						

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Duties and Responsibilities	OC2	Pa1	PC1	PC2	R81	R82	R83	R84
Identifying trends								
student characteristics	5		15	5	x			
program characteristics			15	5	x			
enrollment trends	5				x			
population trends	5				x			
other				5				
evaluating programs & services			15	5	x			
follow-up studies of graduates	5				x			
filling out questionnaires	5		5	3	x			
surveying faculty/staff					x			
survey community/business needs					x			
collection/dissemination of info.	5				x			
assisting accreditation process				2	x			
assisting in student placement			20	15	x			
conducting classroom research				5	x			
enhancing the college's image					x			
data analysis for decision makers	50			5	x			
decision support systems					x			
admissions and records					x			
attendance accounting					x			
responding to ad hoc requests			20	15	x			
keeping official statistics	5			5	x			
miscellaneous office activities				15	x			
other activities				10	x			
studies of special student groups			10	5	x			
completing State/local reports	10				x			
study of transfer rates	5				x			
other office activities					x			
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Duties and Responsibilities	RH1	Ri1	Be1	Ba1	Ba2	Ba3	SD1	SM1
Identifying trends								
student characteristics	5	x	x	10				2
program characteristics	16	x	x					2
enrollment trends	5	x	x	10				2
population trends	5	x	x					
other	10							
evaluating programs & services		x	x		x	x		80
follow-up studies of graduates		x				x		2
filling out questionnaires		x	x	5		x		2
surveying faculty/staff	10	x	x	5	x	x		2
survey community/business needs	10	x	x					
collection/dissemination of info.	5	x	x	5		x		2
assisting accreditation process	5	x	x	5				
assisting in student placement		x			x			
conducting classroom research,		x						
enhancing the college's image		x						
data analysis for decision makers		x	x	15				
decision support systems				10				
admissions and records		x						
attendance accounting								
responding to ad hoc requests	10	x	x	5		x		2
keeping official statistics		x	x	5				
miscellaneous office activities		x	x					2
other activities	5							
studies of special student groups	20	x		5	x			
completing State/local reports		x	x	5				2
study of transfer rates		x		5				
other office activities			x	10				

Duties and Responsibilities	VC1	VV1	OE1	US1
Identifying trends				
student characteristics		x		
program characteristics				
enrollment trends				
population trends				
other				
evaluating programs & services		x	40	
follow-up studies of graduates				
filling out questionnaires				
surveying faculty/staff				
survey community/business needs				
collection/dissemination of info.		x	10	
assisting accreditation process				
assisting in student placement			10	
conducting classroom research				
enhancing the college's image				
data analysis for decision makers		x	10	
decision support systems		x	10	
admissions and records				
attendance accounting				
responding to ad hoc requests		x	10	
keeping official statistics		x		
miscellaneous office activities				
other activities				
studies of special student groups			10	
completing State/local reports		x		
study of transfer rates				
other office activities				

APPENDIX

SOUTHERN CALIFORNIA COMMUNITY COLLEGE
INSTITUTIONAL RESEARCH ASSOCIATION

This is a survey of community college institutional researchers. The information obtained will be used to produce a directory of Southern California community college researchers. The directory will be distributed to community colleges so that personnel starting a new project can seek advice from researchers who have interest, experience or expertise relevant to the project.

Your cooperation in completing this survey is very much appreciated.

When completed, please return this survey in the enclosed pre-addressed postage paid envelope to:

Dr. Stuart Wilcox
Student Services
Los Angeles Community College District
617 W. 7th St.
Los Angeles, Calif. 90017

PLEASE RETURN THE COMPLETED SURVEY BY OCTOBER 10, 1986

PART I PLEASE PROVIDE THE FOLLOWING INFORMATION

NAME OF COLLEGE: _____

ADDRESS: _____

Directions: Please complete the following background information for each researcher at your college. For purposes of this survey, A RESEARCHER IS WHOMEVER HAS RESPONSIBILITY FOR RESEARCH OR PLANNING. Do not include resource development or individuals temporarily assigned to work on a research project. If the college does not have a researcher, please write "NONE" in the "Name" column below and return the survey.

1. List the names of all individuals at your college who perform institutional research activities.
2. Give the title of each person listed.
3. In the column labeled "Dept." indicate the name of the department to which each person is assigned.
4. Under "Telephone", give the telephone number (area code and extension) where each person could be reached.

	<u>Name</u>	<u>Title</u>	<u>Dept.</u>	<u>Telephone</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	28	_____	_____

For each researcher listed above, please provide the background information requested. Line #1 is for the person listed on line #1 above. Line #2 is for the second person listed, etc.. While all of the background information will not appear in the directory, it is helpful in understanding the scope of the research activities at your college.

Directions:

1. In the column labeled "part/full", indicate the proportion of a full-time assignment devoted to institutional research.
2. Under "Education", list the highest degree completed by each person.
3. Under "Cert/Class", indicate if each person is in a certificated, classified or other type of position by marking "cert", "class" or "other".
4. In the column labeled "Reports To", please list the title of the person to whom each researcher reports for assignments.

	<u>Part/Full</u>	<u>Education</u>	<u>Cert/Class</u>	<u>Reports To</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Directions:

For the following question, column #1 is for answers relevant to the researcher listed on line #1 of the first page. Column #2 is for the person on line #2, etc..

<u>SUPPORT STAFF</u>	<u>#1</u>	<u>#2</u>	<u>#3</u>	<u>#4</u>
How many of each of the following support staff report directly to each researcher? Indicate the appropriate proportion of an FTE, e.g. half time = .50, full time = 1.00				
a. secretary/clerk	a. _____	_____	_____	_____
b. staff assistant or aide	b. _____	_____	_____	_____
c. lower level researcher	c. _____	_____	_____	_____
d. student worker	d. _____	_____	_____	_____
e. other _____	e. _____	_____	_____	_____



PART II

Directions: For the following questions, column #1 is for answers relevant to the researcher listed on line #1 of the first page. Column #2 is for the person on line #2, etc.. Either write-in the requested information or place an "X" in the appropriate space to indicate your answer.

	<u>#1</u>	<u>#2</u>	<u>#3</u>	<u>#4</u>
<u>EXPERIENCE</u>				
In which of the following areas do you have experience, such that you could give advice to others working in the same area?				
a. matriculation/assessment/testing	a. _____	_____	_____	_____
b. recruitment	b. _____	_____	_____	_____
c. program evaluation (review)	c. _____	_____	_____	_____
d. cost effectiveness/benefit analysis	d. _____	_____	_____	_____
e. student outcome measures	e. _____	_____	_____	_____
f. student transfer follow-up	f. _____	_____	_____	_____
g. student/staff surveys	g. _____	_____	_____	_____
h. vocational education follow-up	h. _____	_____	_____	_____
i. student articulation h.s to college	i. _____	_____	_____	_____
j. interdistrict comparisons	j. _____	_____	_____	_____
k. needs analysis	k. _____	_____	_____	_____
l. data synthesis for planning	l. _____	_____	_____	_____
m. designing a computer system	m. _____	_____	_____	_____
n. life style research	n. _____	_____	_____	_____
o. research dissemination & its use	o. _____	_____	_____	_____
p. student tracking systems	p. _____	_____	_____	_____
q. other _____	q. _____	_____	_____	_____

EXPERTISE

In which of the following areas do you have expertise, such that you could give advice to others working in the area?

a. computer hardware				
1.) mainframes				
a.) IBM	a. _____	_____	_____	_____
b.) Honeywell	b. _____	_____	_____	_____
c.) DEC	c. _____	_____	_____	_____
d.) Hewlett Packard	d. _____	_____	_____	_____
e.) Other _____	e. _____	_____	_____	_____
2.) microcomputers				
a.) IBM	a. _____	_____	_____	_____
b.) Apple	b. _____	_____	_____	_____
c.) Hewlett Packard	c. _____	_____	_____	_____
d.) DEC	d. _____	_____	_____	_____
e.) Other _____	e. _____	_____	_____	_____

	#1	#2	#3	#4
b. computer software				
1.) SPSS version 6, 7 or 8	1. _____	_____	_____	_____
2.) SPSS-X	2. _____	_____	_____	_____
3.) SAS	3. _____	_____	_____	_____
4.) BMDP	4. _____	_____	_____	_____
5.) graphics package _____	5. _____	_____	_____	_____
6.) word processing _____	6. _____	_____	_____	_____
7.) spread sheets _____	7. _____	_____	_____	_____
8.) data base package _____	8. _____	_____	_____	_____
9.) project management _____	9. _____	_____	_____	_____
10.) other _____	10. _____	_____	_____	_____
c. down or up loading computer data	c. _____	_____	_____	_____
d. designing computer data bases	d. _____	_____	_____	_____
e. research skills				
1.) questionnaire development	1. _____	_____	_____	_____
2.) research design	2. _____	_____	_____	_____
3.) statistical analysis	3. _____	_____	_____	_____
4.) other _____	4. _____	_____	_____	_____

DUTIES AND RESPONSIBILITIES

Below is a list of possible research office activities. Please indicate the proportion of time spent on each activity in a year's time. Again, column #1 is for the person listed on line #1 of the first page, etc.. Each column should total to 100%.

	#1	#2	#3	#4
a. Identifying trends				
1.) student characteristics	1. _____	_____	_____	_____
2.) program characteristics	2. _____	_____	_____	_____
3.) enrollment trends	3. _____	_____	_____	_____
4.) population trends	4. _____	_____	_____	_____
5.) other	5. _____	_____	_____	_____
b. evaluating programs & services	b. _____	_____	_____	_____
c. follow-up studies of graduates	c. _____	_____	_____	_____
d. filling out questionnaires	d. _____	_____	_____	_____
e. surveying faculty/staff	e. _____	_____	_____	_____
f. survey community/business needs	f. _____	_____	_____	_____
g. collection/dissemination of info.	g. _____	_____	_____	_____
h. assisting accreditation process	h. _____	_____	_____	_____
i. assisting in student placement	i. _____	_____	_____	_____
j. conducting classroom research	j. _____	_____	_____	_____
k. enhancing the college's image	k. _____	_____	_____	_____
l. data analysis for decision maker	l. _____	_____	_____	_____
m. decision support systems	m. _____	_____	_____	_____
n. admissions and records	n. _____	_____	_____	_____
o. attendance accounting	o. _____	_____	_____	_____
p. responding to ad hoc requests	p. _____	_____	_____	_____
q. keeping official statistics	q. _____	_____	_____	_____
r. miscellaneous office activities	r. _____	_____	_____	_____
s. other activities	s. _____	_____	_____	_____
t. study special student groups	t. _____	_____	_____	_____
u. completing State/local reports	u. _____	_____	_____	_____
v. study of transfer rates	v. _____	_____	_____	_____
w. other office activities	w. _____	_____	_____	_____