

IMMEDIATE NEED REQUEST

2015 - 2016

Approved in Cabinet X
5/10/16
Barbara McNeice-Stallard
MT. SAC
Mt. San Antonio College

Requested by:		Research & IE		Barbara McNeice-Stallard	
Location		(Fill-in)		Reviewed By (Signature):	
Department or Unit:		Research & IE		Barbara McNeice-Stallard May 9, 2016	
Division:				Outcome:	
Vice President:		Instruction			
Budget Request(s) (List in Priority Order)		Justification for Request(s)		Funds Requested **	
		An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.		Amount One-time Ongoing	
1. CCSSE (student survey)		Professional Experts: The Research & IE Department had originally planned for an in-house, less complex survey this fiscal year that would not have needed Professional Experts. The Vice Presidents decided that it would be more beneficial to the College to repeat the CCSSE survey again this year in order to provide yearly comparison data from the previous 3+ year submissions. In order to run the survey, work with the data, and create the comparison report a Professional Expert is needed. In the past, these experts have been used for this project. For next fiscal year (and ever year thereafter), the anticipated cost will also be \$1,568 for report refinement and presentation to SP&S, Instruction, and CTE Deans provide yearly comparison data from the previous 3+ year submissions. In order to run the survey, work with the data, and create the comparison report a Professional Expert is needed. In the past, these experts have been used for this project. For next fiscal year, the anticipated cost will also be \$1,568 for report refinement and presentation to SP&S, Instruction, and CTE Deans. CCSSE does not charge the College for each survey completed. Administration of CCSSE is paid via the College's Membership funds.		1,568.00 X	
Account Number(s):		11900-379000-232000-660000			
2. CIRP (freshmen survey)		Services: As the College decided to do the external CCSSE survey, it was prudent to also do the external CIRP survey in the same year in order to provide yearly comparison data from the previous 3+ year submissions. The survey administration cost this fiscal year is \$660. For next fiscal year (and every year thereafter), the anticipated Professional Experts cost will be \$784 for survey coordination, report refinement, and presentation to SP&S, Instruction, and CTE Deans. Based on the number of surveys completed by the students, UCLA will be billing the College in the next fiscal year for the costs estimated to be about \$6,000.		660.00 X	
Account Number(s):		11900-379000-[services]-660000			

3. IRB (Institutional Review Board)	Professional Experts: The expertise needed to help with the IRB is extensive. Federal training is required every three years to maintain up-to-date knowledge of IRB processes. Throughout the year, the Professional Expert is also required to keep abreast of changes and advise the College's IRB of them. The Professional Expert also maintains the College's IRB records of projects reviewed and works with the IRB on its agenda, minutes, and ensures its members are fully compliant with IRB CITI training. Next fiscal year, beyond the Professional Experts, there is a cost each year for the online training for the IRB and for all Principle Investigators (\$3,000).	3,000.00	x	
Account Number(s):	11900-379000-232000-660000			
4 Bullying Survey	Professional Experts: There are numerous unplanned for institutional surveys that require a researchers' time and expertise. In order to support this unplanned for survey on Workplace Bullying (from the Bullying Taskforce), it is requested that funds be available for Professional Experts. The survey would be hosted online. Skills are needed to work with the Taskforce to create and re-work the questions so they are reliable and valid, administer it, analyze it, and report on it. The Professional Experts will use an appreciative inquiry model to work with the Taskforce so that they fully appreciate the meaning of the findings and that they develop an understanding of them and how they may be used to help with their work as they move forward. It is hoped that the funds would be only needed this fiscal year, but given the lateness of this discussion with the Taskforce it is conceivable that it will rollover to next fiscal year. It is unknown how frequently the survey will be administered in the future.	950.00	x	
Account Number(s):	11900-379000-232000-660000			
5 Accreditation (Evidence, Self-Evaluation)	Professional Experts: As the College completes the self-evaluation, there is a need to help the 13 Writing Teams to find their evidence, record it in SmartSheet (evidence repository), extract the evidence into webpages and the final narrative self-evaluation, and create the remaining data sections of the self-evaluation. Throughout the last 2 years, the Writing Teams had numerous group and one-on-one Smartsheet evidence training. This helped some Teams to do this work quite well while others require more labor-intensive assistance. Research and IT discussed the process being used to handle the evidence and IT does not have a programmer who could help Research. As such, we propose a Professional Expert researcher who is attuned to the nuances of this process that has exceptional attention to detail so that the evidence is both appropriately linked to the webpage as well as the self-evaluation narrative. It is hoped that the work would be finalized this fiscal year, but a carry-over of this work to the next fiscal year is possible.	5,000.00	x	
Account Number(s):	11900-379000-232000-660000			