MC
MONTGOMERY COLLEGE

Office of Institutional Research & Effectiveness

Annual Report for Fiscal 2022

October 2022
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Director

Office of Institutional Research and Effectiveness
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Overview / Role

The Office of Institutional Research and Effectiveness (OIRE) works under the auspices of the Office of the President. The role of OIRE is to support the mission of Montgomery College (College) through the collection, analysis, interpretation, and dissemination of accurate and relevant institutional data to both internal and external constituents to inform and aid in data-driven decisions. OIRE is the official reporting unit for Montgomery College.
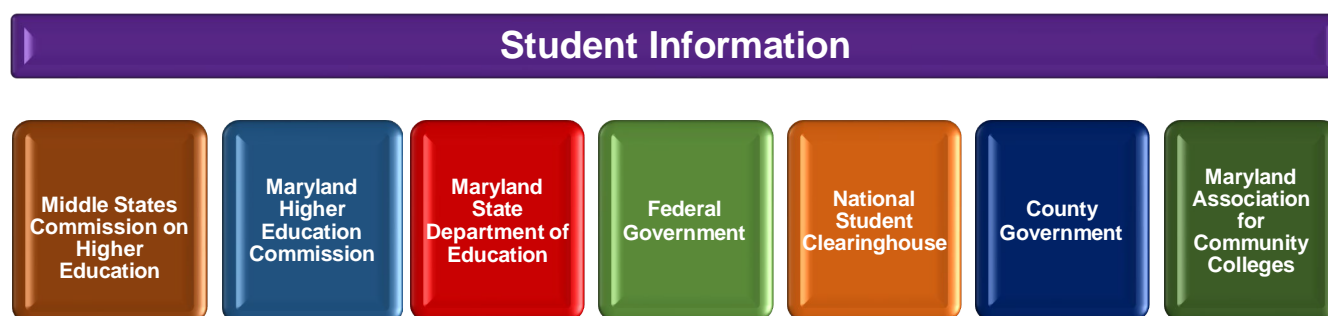
Goals

The core goals of OIRE are to provide accurate data in a timely manner to internal and external constituents; support the Montgomery College Strategic plan; generate reports and analyses for senior leaders' use in decision making; work collaboratively with and across college units on data needs; work in collaboration with information technology on data matters to ensure data and data tables necessary for OIRE's reporting responsibilities are accurate and updated; manage and coordinate all activities of the Institutional Review Board; coordinate and host the annual data summit.

External Reporting Entities

OIRE manages, coordinates, and/or provides a wide variety of data required by the federal government, Maryland state government, and the Montgomery County government (Figure 1). The entities to which OIRE provides required data include the National Center for Educational Statistics, the Maryland Higher Education Commission (MHEC), the Maryland State Department of Education (MSDE), the Middle States Commission of Higher Education, the Maryland Association for Community Colleges, the National Student Clearinghouse, and the County Council of Montgomery County Maryland. The reporting requirements to these entities are detailed and driven by specific dates, times, and file layouts or specifications.
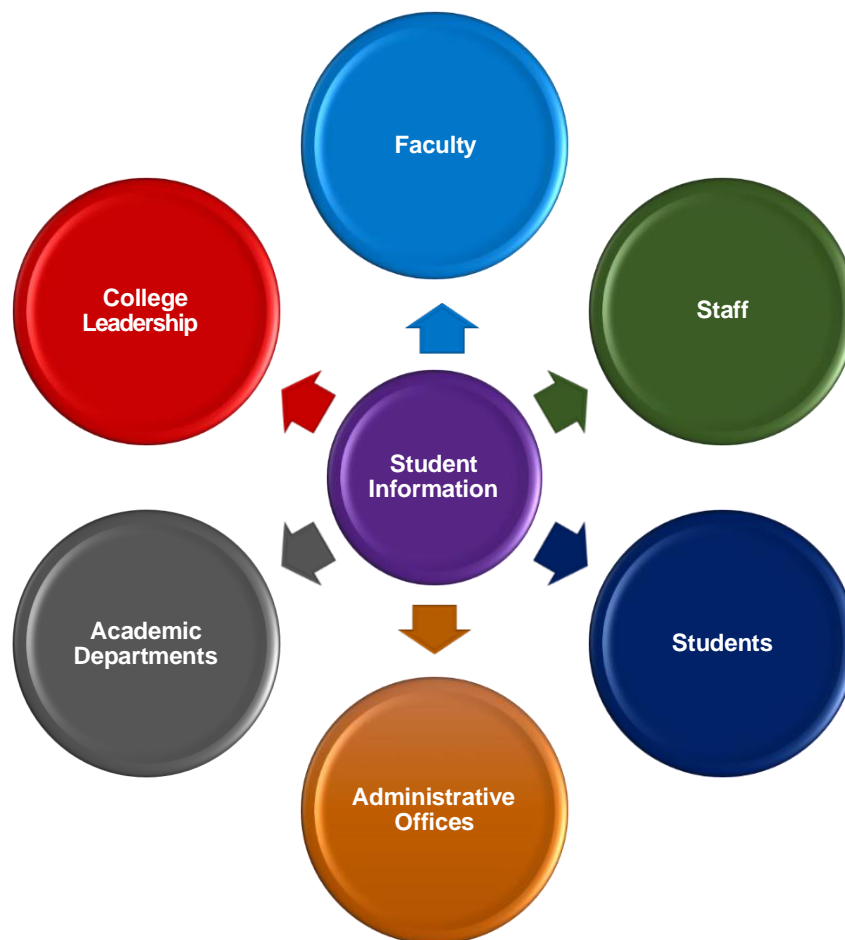
Figure 1: External Constituents

Student Information

Middle States Commission on Higher Education | Maryland Higher Education Commission | Maryland State Department of Education | Federal Government | National Student Clearinghouse | County Government | Maryland Association for Community Colleges

Internal Reporting Responsibilities

OIRE provides data to internal constituents to support a variety of data needs (Figure 2). In general, OIRE produces several annual reports, provides data to support accreditation, supports the data asset management team, provides data in support of grant initiatives, assists with the development of questions and design of surveys and focus group research, and responds to multifaceted ad hoc requests for data and information. The use of internal data involves a specific extraction and production of a wide range of data to answer specific questions that might relate to enrollment dimensions of students in a particular program, an analysis of student success on various performance metrics, or something more intricate. In a given fiscal year, and not exhaustively, OIRE produces the Academic Tool Kit, the DFW Report, the fall semester student enrollment profile, the fall and spring semester infographic, updates the data points for the Student Success Score Card, produces the fiscal year enrollment projections, and makes available a wide variety of data, reports, and dashboards on the OIRE website.

Figure 2: Internal Constituents

FY 2022 Overview of Reporting Accomplishments

During fiscal 2022, OIRE completed 60 ad hoc data requests from faculty, staff, and administrators with a wide range of complexity. However, the number of ad hoc requests for data and information is understated and includes only those that came through the data request-form portal and does not capture the true volume of work that OIRE produced. Countless other ad hoc requests come via telephone calls and emails (e.g., direct data request from senior leaders).

In fiscal 2022, OIRE staff:
- Assisted with the annual Data Summit held during the fall professional week
- Updated the data points for the indicators of institutional effectiveness and produced the 8-page narrative for the 2022 Performance Accountability Report, which is mandated by the Maryland Higher Education Commission
- Submitted more than 30 detailed level reports required by the Maryland Higher Education Commission, Maryland State Department of Education, and the federal government's annual survey data collections (Integrated Postsecondary Education Data System)
- Prepared data and reports for the ACES program
- Produced the fiscal year enrollment projections
- Produced the Academic Tool Kit
- Updated data points for the Student Success Score Card
- Produced the fall semester profile
- Prepared state-aid reports (e.g., CC2-A, CC-2-D, CC-2, ESOL)
- Produced the fall enrollment report
- Produced several infographics
- Created dashboards and updated OIRE's website
- Provided data related to a partnership with UMBC and several other community colleges across the state in support of the NIQB- IUSE (NSF Grant)
- Assisted with survey and focus groups design and questions for internal constituents
- Created and administered a pilot graduation survey
- Completed several external surveys (e.g., International Student Survey)
- Sat on various collegewide committees (e.g., College Area Review, Collegewide Assessment Team)
- Supported and worked collaboratively with various units across the College
- Participated in governance
- Provided input as members on several external committees (e.g. MACC Data Book, Blueprint for Maryland's Future).
- Coordinated the review of 18 Institutional Review Board (IRB) applications
- Served as members of the IRB

The aforementioned project descriptions are not an exhaustive list of projects and reporting in which OIRE was involved or completed in fiscal 2022. These descriptions are intended to provide a general overview of the broad range of projects and responsibilities completed by and attributed to the commitment and work of OIRE staff.

OIRE is staffed with highly skilled and knowledgeable professionals: Director, Dr. Arlene Blaylock, coordinator of reporting (Dr. Pallabi Roy), four senior research analysts (Dr. Brian Ault, Dr. Bo Chan, Ross Conover), two research analysts (Clary Brown, Scott Poese), and supported by an amazing executive associate and coordinator of IRB (Daphne Alfelor).