

Submitted on Friday, November 1, 2019 - 10:14am

Submitted by user: lc1547

Request: 45

Request Date: November 1, 2019

Request Name: OIE Office Space Expansion Request

Request Contact Name: Lisa Castellino

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Division Submitting Request:

Nature of Request: Requesting additional or alternate square footage without a specific room/space/location already identified.

Is this change expected to be temporary: No

Preferred Allocation Date: July 30, 2020

Request Funding

Has Funding for this Request Already Been Identified? No

Proposed Funding:

Graduation Initiative 2025 dollars (one time) could be allocated for renovation work.

Space Allocation Details

Type of Space Needed

Space needed would be office space for 12 staff/MPP with an optional meeting space for holding meetings up to 6 people. Current FTE for the office includes 3 MMPs, 6 staff, and 1- 3 student employees depending on year. Currently, the Office of Institutional Effectiveness is parsed between three office suites in Siemens Hall (001, 006, and 209). All three spaces are over capacity with 1 MPP in a cubicle space and one student employee in the outside area. Current configuration would not allow for additional FTE to be added. Given the Office's nature of work, location outside of Siemens Hall is not feasible. Routine in person collaboration with the Provost's Office team necessitates staying Siemens Hall. 6 staff could be located in open air cubicle style arrangement as is the case in

006. MMPs should have closed office spaces to ensure confidentiality.

Alignment with University Principles

[HSU Strategic Plan](#)

Strategic Plan Goals:

- Goal 1: Prepare students to be socially and environmentally responsible leaders in a diverse and globalized world
- Goal 2: Foster meaningful relationships across differences, including diverse cultural communities, identities, and competencies
- Goal 3: Strengthen partnership with local communities
- Goal 4: Serve as effective stewards of the natural and built environment and the university's financial resources with a focus on sustainability

Goal 1 Details:

The Office of Institutional Effectiveness provides operational, analytical, and strategic data and information to both operational units as well as leadership. This work directly supports this goal as it provides evidence to campus decision makers about program efficacy and investment opportunities to support programming.

Goal 2 Details:

The Office of Institutional Effectiveness provides operational, analytical, and strategic data and information to both operational units as well as leadership. This work directly supports this goal as it provides evidence to campus decision makers about program efficacy and investment opportunities to support programming.

Goal 3 Details:

The Office of Institutional Effectiveness provides operational, analytical, and strategic data and information to both operational units as well as leadership. This work directly supports this goal as it provides evidence to campus decision makers about program efficacy and investment opportunities to support programming.

Goal 4 Details:

The Office of Institutional Effectiveness provides operational, analytical, and strategic data and information to both operational units as well as leadership. This work directly supports this goal as it provides evidence to campus decision makers

about program efficacy and investment opportunities to support programming.

Collective Impact:

OIE continues to look for opportunities to connect multiple offices in similar work. For example, OIE is working with assessment leaders in EM to develop their outcomes and plans. Additionally, we are working with CTL on plans to leverage CSU Graduation Initiative 2025 dashboards with faculty development programming. Enhanced space would facilitate this work as the majority of staff members would be in one location or at least on the same floor.

Request Importance - Needs Analysis:

The Office of Institutional Effectiveness provides operational, analytical, and strategic data and information to both operational units as well as leadership and provides evidence to campus decision makers about program efficacy and investment opportunities to support programming.

Recent History:

- Workload Increase
- Reporting Requirements
- Any Federal, State, or Local Mandates

Recent History Details:

With the campus' move towards a more robust strategic enrollment management process, both operationally and analytically, the number and scope of data requests to OIE has increased four fold from those units. Additionally, we have created or will be creating a series of predictive analytical models to help support recruitment and retention efforts.

Department Outcomes and Objectives Related to this Request:

The Office has numerous objectives related to this space allocation. These include:
Create personnel capacity to support academic departments.
Assist AMP/ICC in designing annual and 5-year program review reports.
Increase office visibility and support of academic programs.
Develop or enhance working relationships with key operational offices to support data accuracy and utility.
Champion integrating assessment into planning and strategic budgeting.
Develop and distribute focused and integrated Strategic Data Workbooks (SDW) to

key decision makers.

Develop innovative visualizations that better communicate student migration patterns.

Develop and implement survey research regimen.

Regularly offer campus-wide presentations on findings from survey research.

Develop a consistent understanding of campus history.

Develop enrollment modeling tools.

Support recruitment, retention councils, and the Student Success Alliance.

Develop and deploy professional development training sessions, customized by the audience, related to outcomes assessment and strategic planning.

Facilitate cabinet's monitoring of Strategic Plan implementation.

Routinely test and enhance the data models in the Strategic Data Repository to increase processing efficiency.

Respond to ad hoc data requests within five business days.

Support campus leadership in the development of a new Strategic Plan for post-2020.

Implement reporting procedures to support WSCUC on site visit Spring 2020.

Assessment Plan

Assessment Plan:

Specifically, yearly reports will be completed including tracking task completion which consist of time of task, scope of work, and feedback from clients. At three years, an assessment will be conducted to determine if the new space provided additional opportunities for cross team work and collaboration. This effort will also be included in both MPP and Staff feedback portion of their yearly evaluations where personnel can communicate how and to what degree space has assisted in their work. For example, current meeting space has been used to facilitate program review redesign.

Additional Document Upload [2019.11.01sh_basement.pdf](#)

Additional Document Upload [2019.11.01sh_2ndfloor.pdf](#)

Additional Document Upload
[copy_of_2019.11.01-phone_data_connections_oie2.xlsx](#)

Additional Relevant Information Not Previously Addressed:

Previously, the former VP of Student Affairs and the Provost discussed swapping SH006 personnel to SH210 (currently TriO space). The SH 210 space would need minimal renovations (including paint, possibly new carpet, and port activation) for 001 and some of 006 personnel to move in. OIE would still need to keep SH006

and SH209. SH006 could be combined with SH001 in SH210 if Facilities could design a proper workflow environment. Ideal spaces would be SH209 and 210 connected in some fashion. Cost associated unknown. Moving to another building is not recommended or wanted.

Routed for Review