



# **Santa Rosa Island Research Station Registration Administration Management Improvement Proposal**



# Santa Rosa Island Research Station

## CSU Channel Islands





# Supporting Natural And Cultural Resource Research and Education



- Build inquiry centered educational partnerships
- Engage stakeholders in discovery and dissemination
- Inspire and transform participants and society
- Promote stewardship of resources
- Encourage broad sharing of interdisciplinary knowledge

# CI Santa Rosa Island Research Station - Programs

## 1. Education

- a. Middle and High School
- b. Undergraduate and Graduate
- c. Extended University (Summer Field School 2020)



## 2. Research

- a. Undergraduate and Graduate
- b. CSUCI Faculty
- c. Outside Researchers



## 3. Outreach

- a. Service Organizations
- b. Professional Development Training





**21,907** User Days from 2014-19; this entire fall is booked with CI trips

***Program use from 2014-19 (including this fall)***

Anthropology, Applied Physics, Art, Biology, Business, Chemistry, Chicanx Studies, Communications, Computer Science, Early Childhood Studies, Education, English, ESRM, History, Math, Nursing, Performing Arts, Political Science, Spanish, Sociology, Library Sciences, UNIV classes, Project OLAS, President's Scholars, SASEI, Summer SURF, SURF Living Learning Communities, OLLI



# CI Santa Rosa Island Research Station

## Supporting Strategic Initiatives

- **Educational Excellence**

1.1, 1.2, 1.3, 1.4, 1.5, 1.7

- **Student Success**

2.5, 2.7

- **Inclusive Excellence**

3.1, 3.3, 3.6

- **Capacity and Sustainability**

4.2, 4.4, 4.5, 4.6, 4.13



# The challenge

- Administrating planning for research station activities is extremely complicated
- Current system very cumbersome, redundant, and tedious with countless email strings and administrative forms
- Activities can occupy up to 50+% of coordinator time
- With increased program growth and use of the station going forward, these administrative tasks will only increase

# The opportunity – with Strategic Initiatives funding

- Develop an integrated web based tool to transparently collect and manage data, and produce tracking metrics, on research station use and administration
- Work with ITS and partner organizations to customize a system for SRIRS
- Reduce by at least 35% SRIRS staff hours spent on managing trip applications and developing metrics
- SRIRS could serve as a testing ground, with the longer-term intention of uniting similar off-campus sites and facilities throughout the CSU system



# Key strategic initiatives supported: Capacity and Sustainability

- 4.10 Continue to pursue efficiency and assess effectiveness in administrative services and systems
- 4.12 Leverage technology to allow more time for people to engage in the activities that require human intervention (e.g., eliminating rote manual processes in favor of automatic ones)



# Key strategic initiatives supported: Student Success

- 2.5 Examine and remove administrative barriers that impede timely degree progression





# Timeline

- Oct –Dec 2019 Project planning
- Jan – May 2020 Main development period with both internal and external interface
- Jun-Aug 2020 Trial testing and evaluation
- Sept 2020 Soft Launch of new tool
- Jan 2021 Finalization of development phase and full use of tool



Thank you for your  
time and  
consideration!

