

Contractor Profile

Institutional Research Consultants, Ltd.

Dr. Jan Upton
President
Institutional Research Consultants, Ltd.
3982 Powell Road, Suite 174
Powell, OH 43065

Telephone: 614-571-9088
E-mail: jupton-irc@sbcglobal.net
Web page: www.ircorporation.com

Organizational Structure

Institutional Research Consultants, Ltd. (IRC) is owned and operated by Dr. Jan Upton. The company was originally incorporated as the Institutional Research Corporation in Raleigh, North Carolina in 2000. Effective January 2002, Dr. Jan Upton, the Founder and President of IRC, relocated to Powell, Ohio and began operations as a sole proprietor with the new name of Institutional Research Consultants. On August 1, 2008, Dr. Upton changed the business structure to a Limited Liability Company. Dr. Upton is currently IRC's only employee. IRC, however, has developed a system of cost efficiently addressing clients' needs through partnering with other small consulting firms and individual consultants. IRC maintains a two million dollar general liability coverage policy.

Relevant Experience

Dr. Upton received her doctorate in Sociology from the University of North Carolina at Chapel Hill. She is an experienced SPSS user/trainer, knows how to perform advanced statistical testing (multiple regression and categorical analyses), and implement qualitative methods (observation, telephone and in-person interviews, focus groups, and document analysis). She specializes in designing data collection strategies tailored to clients' needs and in providing formative evaluation. She has developed numerous evaluation tools and documents to help non-specialists in education and community non-profit organizations to effectively collect and analyze data.

Current Projects

IRC is currently the external evaluator of four National Science Foundation funded initiatives, three science and math initiatives funded by the Ohio Board of Regents, and a National Education Association grant designed to reduce achievement gaps in Columbus City Schools. In the past few years, we have completed evaluations on two Math Science Partnership projects, The Ohio State University's GK-12 Fellows Program (2003-2010), the Ohio Academy of Science's after-school initiative, Columbus City Schools' Math Science Leadership Specialist Program, a statewide preK-3 math program, and various outreach efforts for several NSF grants. IRC regularly provides evaluation, report writing, and technical assistance to various educational entities and a wide range of nonprofits each year.

Capacity

IRC primarily uses Windows-based PCs, though we use an Apple iMac for video-conferencing. Available software includes Microsoft Professional Office, SPSS for Windows, and Adobe Acrobat Professional. The office also has a fax machine, color printers, document scanners, copiers, CD reader-writers, and separate external hard disk storage devices for file backup. We use Survey Monkey for online surveys. For large-scale paper survey processing, the company uses Principia's Remark Office OMR software and a Fujitsu image scanner. Dr. Upton is accustomed to using e-mail to manage most project activities.

Professionalism

Dr. Upton is a member of the American Evaluation Association (AEA) and the Ohio Program Evaluators' Group (OPEG). She received the 2010 OPEG Roberta O'Keefe Service Award and the 2005 OPEG Evaluation Recognition Award. In 2006, she began serving a 2-year elected term as Secretary on OPEG's Board of Trustees; she was reelected and continued in this position through June 2010.