



OFFICE OF INSTITUTIONAL RESEARCH & PLANNING

**ANNUAL REPORT
2005-2006**

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DIRECTOR**

September 2006

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Section A: Division/Department Profile & Productivity At-a-Glance

Number of Completed Projects, Assignments and Tasks	7
Number of Major Ongoing Projects	3
Number of Major New Projects	7
Number of Consulting Service/Advice Provided to College Community	25
Number of Written ad-hoc Reports or Studies	13
Number of Surveys/Questionnaires Administered and/or Responded	8
Number of Students and Others Served by Surveys	2,024
Number of Faculty and Staff Served by Surveys	0
Number of External Data/Info Requests and Reports Prepared for University System and External Agencies	17
Number of Internal Data/Info Requests Provided or Answered to	39
Number of Full-Time Staff	2
Number of Part-Time Staff	0
Number of Professional Development Activities by Staff	0
Number of Community/Scholarly Activities	11
Percentage of Staff Serving on Committees	100%
Total Operating Expenditures (FY 2006)	\$103,707.49
Operating Supplies & Expenses (FY 2006)	\$11,347.35
Equipment Expenditures (FY 2006)	\$-0-

Section B: Summary of Major Accomplishments

1. Coordinated the College-wide strategic planning efforts for the new planning cycle and produced a *2006-2010 Strategic Plan*, including a new/updated *Environmental Scan Report*.
2. Produced DSC's *Annual Retention & Graduation Rates Improvement Plan* for the University System.
3. Assisted the Retention, Progression & Graduation (RPG) Task Force with research and reporting.
4. Produced a *Non-Returning Student Survey Report* for first-time, full-time degree-seeking students who enrolled in Fall 2004 but did not return Fall 2005.
5. Produced a summary report of DSC's retention programs and services.
6. Presented DSC's institutional effectiveness plan to new faculty and staff at orientation.
7. Developed for the first time, key performance indicators to measure the progress/completion of institutional goals in the new *2006-2010 Strategic Plan*.
8. Submitted a preliminary curriculum proposal idea on a new interdisciplinary bachelor's degree program in international studies for the President's review.
9. Updated/revised the peer institutions list for DSC.
10. Assisted with DSC Title III grant accountability requirements by administering the third year of ACT's Academic Advising Survey to 700 randomly selected students.
11. Continued to provide and complete internal/external information requests, as well as coordinate the IPEDS Completions reports for Dalton State College.
12. The Director served on the following committees during the 2005-2006 planning period:
 - Academic Council
 - Administrative Council
 - Retention, Progression and Graduation (RPG) Committee
 - Social Work Professional Advisory Board
 - Strategic Planning Committee
 - Partners In Profession Education (PIPE) Advisory Committee
 - USG Area F Education Curriculum Planning Committee
16. Continued to represent the College at the Administrative Council of Institutional Researchers of the University System of Georgia. Attended the spring 2006 (April 27-28) IRP directors meeting at the Northwest Georgia Trade Convention Center in Dalton.
17. Participated as a panel member at the Second Annual Retention Conference Office of Retention and Academic Support, Alabama A&M University, April 8, 2005.
18. Continued to serve as faculty advisor for the College's International Students' Association (ISA).
19. Continued to instruct a one-credit hour Sociology course (SOC1 1000: Race and Ethnicity in American Society).

COMMUNITY & SCHOLARLY ACTIVITIES

1. Addressed an NACCP Town Hall Meeting on grant writing.
2. Participated in a community outreach program with DSC's Black Student Alliance.
3. Served on the Dalton High School Career/Technology Advisory Board and Project Lead The Way initiative.
4. Participated as an interviewee as a DSC faculty/staff member for a doctoral thesis project.
5. Participated as an interviewee on a PhD research project on "Perceptions of Institutional Research Regarding Outcomes Assessment," Jackson State University.
6. Guest lectured on Canadian politics in Dr. Baogang Guo's political science classes at DSC.
7. Published an article, "The Role of an Affirmed Black Cultural Identity and Heritage in the Academic Achievement of African-Canadian Students," in *Intercultural Education*, 17(1): 33-54.
8. Two previously published articles were reproduced in the following Canadian sociology readings: Valerie Zawilski & Cynthia Levine-Rasky (Eds) *Inequality in Canada: A Reader on the Intersections of Gender, Race, and Class*, pp. 150-177. Don Mills, Ontario: Oxford University Press; Eva C, Karpinski (Ed) *Pens of Many Colours: A Canadian Reader*, 3rd Edition, pp. 96-111. Scarborough, ON: Thompson Nelson.
9. Submitted one refereed articles for consideration in the *Canadian Journal of Education*.
10. Submitted three short articles on African/Black music for publication in the *iABC CLIO Encyclopedia of World History*.
11. Served as an anonymous referee for the international journal, *Race, Ethnicity and Education*, Editor: David Gillborn, Institute of Education, University of London, UK, February 2006. (Paper reviewed/evaluated: Becoming "American" as a Racial Minority: Second-Generation Asian Indians in Urban Landscape.)

Section C: Annual Progress in Strategic Planning

No implementation plan goal(s) assigned.

Section D: Annual Progress in Assessing Institutional Effectiveness

1. **Did your unit adopt any new or significantly revised outcome measures in administrative and support functions?**

No.

2. **Did your unit implement any new methods for assessing administrative support functions or services?**

No.

3. **What specific changes did your unit make to administrative or support functions and processes as a result of assessment evidence?**

None.

4. **List evidence of specific improvements to your unit's administrative and support services functions, which resulted from assessment-based changes.**

None.

5. **If available, please provide information on any major findings from self-studies and peer reviews performed for institutional accreditation as related to your unit.**

None.

Section E: Overall Divisional Health and Plans for the Upcoming Year

As noted in last year's report, the OIRP continues to be productive and contribute to the general decision making processes of the institution with its reports, data dissemination, and other ad-hoc projects. Also, the office looks forward to be more engaged in the College's efforts to improve its retention and graduation rates. Over the coming year, the OIRP will be preparing reports and analysis to help in that regard. Already in the works is the production of a DSC Retention Fact Book and database. The office still wants to put increased attention to providing relevant data and information for decision making by creating a set of research reports for administrative use. Report templates were submitted to administrative council and there was a consensus on the types of reports that would be required. The office welcomes the help of the new administrative assistant; but with her duties divided between the IR office and the Foundations office, she has been stretched thin relative to her assignments to the IR office – especially in the last year with the Foundation fund raising project. In this respect, the office's survey administration and reporting requirements continue to grow and this makes for untimely reporting of surveys. On this note, the office would propose the purchase of an automated survey software that would employ a comprehensive web-based and scanner for survey administration, analysis, and reporting. Initial expense would be high but it would pay off in the long-term. Also, the office could use the help of a student worker to ease some of the workload on the administrative assistant. On the whole though, the office functions well and smooth and carries on its duties and responsibilities as expected.

Looking ahead, upcoming plans and projects for the 2006-2007 include:

1. Create a set of research reports for administrative use, which will be defined by senior administrative officers, as a mechanism for decision-making purposes.
2. Assist with reinvigorating the academic program review process.
3. Assist with the design and framework for the College's SACS Quality Enhancement Plan.
4. Design and implement practical and useable measurement and assessment mechanisms for the RPG Task Force's major initiatives.
5. Continue with the production of DSC's *Retention Fact Book* to aid with fact-based decision making with respect to improving retention and graduation rates.
6. Administer institutional effectiveness surveys for administrative offices.
7. Produce an evaluation plan and report to improve DSC's retention/graduation programs and services.
8. Update/refine 2006-10 Strategic Plan Report as appropriate, including producing annual reports.
9. Update DSC's institutional effectiveness program documents and post on website.

APPENDIX

Dalton State College Institutional Research Survey List & Count July 1, 2005 - June 30, 2006	
ACT Academic Advising Survey	626
Business Graduates Survey	27
DSC Students Cost of Living Survey	283
Education Undergraduate Survey	39
Graduating Student Survey	201
Nursing Graduates Survey	46
Retention Survey (Non-Returning Students)	320
Technical Education Graduates Survey	65
The Core Alcohol & Drug Survey	700
New Web Content Survey of DSC Students	150
TOTALS	2,457

**Project and Activity Log/Calendar
July 1, 2005 – June 30, 2006**