



OFFICE OF INSTITUTIONAL RESEARCH & PLANNING

**ANNUAL REPORT
2008-2009**

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

Number of Completed Projects, Assignments and Tasks	55
Number of Major Ongoing Projects	13
Number of Major New Projects	11
Number of Consulting Service/Advice Provided to College Community	11
Number of Written ad-hoc Reports or Studies	9
Number of Surveys/Questionnaires Administered and/or Responded	38
Number of Students Served by Surveys	291
Number of Faculty and Staff Served by Surveys	48
Number of External Data Requests and Reports Prepared for University System and External Agencies	18
Number of Internal Data 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	17
Number of Community Activities	6
Percentage of Staff Serving on Committees	50%
Total Operating Expenditures (FY 2009)	\$154,871.00
Operating Supplies & Expenses (FY 2009)	\$16,235.17
Equipment Expenditures (FY 2009)	\$-0-

Section B: Summary of Major Accomplishments

1. Prepared DSC's SACS Fifth-Year Interim Report for the Reaffirmation Class of 2013, Track A.
2. Prepared a Monitoring Report as a second revision to the SACS Fifth-Year Interim.
3. Selected a topic and Table of Contents for DSC's SACS QEP in preparation for 2013 reaffirmation visit (with Dr. Tricia White).
4. Assisted with the Georgia Default Prevention Project for DSC (with Financial Aid office).
5. Administered DSC participation in 2008 NSSE Study.
6. Administered DSC participation in 2008 FSSE Study.
7. Completed 2007-08 Annual Report for the Office of Institutional Research.
8. Updated DSC peer institutions for USG Comparator Institutions Project.
9. Prepared final review report of DSC retention and graduation target rates for USG (Bruce Brube)
10. Prepared an Environmental Scan report for members of the Strategic Planning Committee as groundwork for the new *2009-2012 Strategic Plan*.
11. Began preparatory work (strategic goals and objectives, budgetary implications, etc.) on new *2009-2012 Strategic Plan* with President Dr. John Schwenn; Dr. Mary Nielsen, chair of Strategic Planning Committee and dean of the School of Liberal Arts; Scott Bailey, Vice President for fiscal Affairs; Dr. John Hutcheson, Vice President for Academic Affairs; and academic deans.
12. Continues to administer surveys to gather information to use in identifying strategic areas needing improvement with regard to College programs and services. The Table below shows the surveys and the numbers served during the 2007-2008 year:

Institutional Research Survey List & Count	
July 1, 2008 - June 30, 2009	
ACT Student Readiness Inventory Survey	1,055
School of Business Graduates Survey (EBI)	55
Strategic Planning Effectiveness Survey	32
Counseling and Career Services Survey	16
Graduating Students Survey	188
School of Nursing Graduates Survey	45
School of Technology Graduates Surveys	42
TOTAL SERVED	1,433

13. The office also continued to provide and complete external information requests, as well as coordinate the 2008 -2009 IPEDS Collection (Completions/Institutional Characteristics/Fall Enrollment/Finance/Financial Aid/Graduation Rates/Human Resources) reports for Dalton State College. Information requests/surveys were completed and coordinated for the following:

- Alfred P. Sloan Foundation national study of online learning in US Higher Education survey (with Kim McCroskey)
- Association for Institutional Research Survey.
- Attitudes of State University faculty towards the use of distance education survey.
- Fall 2008 International Student Enrollment Survey (AASCU Institute of International Education).
- Five-year DSC trend matriculation data for Board of Regents Office of Facilities
- Minority enrollment trend at DSC for the *Chattanooga Free Press* (Contact: Paula Trevizo)
- Peterson's Expenses Update for Undergraduate Institutions online survey
- Research, Instruction & Public Service Contracts & Grants Survey, FY2008 (with Fiscal Affairs)
- U.S. News Survey of Distance Education Programs (with Kim McCroskey)
- U.S. News General Distance Education Survey (with Kim McCroskey)
- Wintergreen Orchard House Survey of DSC Students.
- Wintergreen Orchard House Annual Four-Year College Admissions Survey.
- Issues in Higher Education Survey.
- College Board's online Annual Survey of College (2009).
- SACS 2008 Institutional Profile for General and Enrollment Information.
- Retention rate of DSC Hispanic Students for Goizueta Foundation.
- Postsecondary Education Transcript Study (2009).
- Peterson's 2009 Survey of Undergraduate Financial Aid.
- Board of Regents Survey of students in the USG re: Freedom of Speech and Campus Life.
- ACT Institutional Data Questionnaire Short Form.

14. Produced the following reports:

- *Dalton State College Fact Book, 2008*
- *Dalton State College Strategic Plan Progress Reports, 2008-2009*
- *CAAP Assessment Results, Graduates – Spring 2008*
- *2009 Graduating Student Survey Results Summary Report (Institutional and Programs)*
- *Institutional Profile Update, Fall 2008*
- *DSC final list of comparator peer institutions to USG*
- *DSC Legislative Update Report – January 2009.*

15. Consulted and provided research assistance/advice to college community in the following areas:
 - Alumni Survey (with Foundation office)
 - Assessment with respect to programs in the School of Technology (with Dr. Charles Johnson)
 - Assessment with respect to programs in the School of Education (with Dr. Carol Brand)
 - Assessment with respect to meeting SACS requirements in the School of Nursing (with Dr. Cordia Starling).
 - Assessment with respect to meeting SACS requirements in the School of Sciences and Mathematics (with Dr. Randy Griffus).
 - Assessment with respect to meeting SACS requirements in the School of Business (with Dr. Donna Mayo).
 - Strategic planning (with Mary Nielsen, chair of Strategic Planning Committee)
 - Faculty workload study (with Lynn Cabe & Kelson Smith)
 - Recruiting, promotion, retention, and graduation issues (with School of Business Administration in preparation for AACSB accreditation).
 - Grant proposals and administration (School of Education – Dr. Mary Edwards).
 - Student orientation evaluation ideas and possibilities (with Student Activities – Donna Lee).
16. The Director served on the following committees during the 2008-2009 planning period:
 - Administrative Council
 - Strategic Planning Committee
17. Continued to represent the College at the Administrative Council of Institutional Researchers of the University System of Georgia.
18. Continued to instruct a one-credit hour Sociology course (SOC1 1000: Race and Ethnicity in American Society).
19. Continued to instruct a 3 credit education course (EDUC 2120: Exploring Socio-Cultural Perspective on Diversity in Educational Settings) in the School of Education.
20. Continued appointment as a member of the University System of Georgia Regents Administrative Committee on Effectiveness and Accreditation (RACEA).
21. Participated in the following services to the College and community:
 - Judge at Whitfield County Social Science Fair, Whitfield Career Academy Literacy Center, January 30, 2009.
 - Faculty Advisory Member, DSC Black Students Alliance (February 6, 2009).
 - Panelist, Diversity Awareness Week at DSC (September 16, 2008).
 - Guest Lecturer, FYE class (August 27, 2008 / Instructor: Holli Godwin).
 - Organizing team member, Campus forum for new Strategic Plan (February 20, 2009).
 - Speaker, African American Diversity on the Heels of MLK and Inauguration of the First African American President of the United States, School of Social Work class, January 22, 2009 (Instructor: Dr. Lynn Cabe).
 - Speaker, Student Orientation Ambassadors and Recruiters (SOAR) Training Session, April 10, 2009 (Student Activities office).

- Speaker, African American Culture and Education, School of Education class, May 28, 2009 (Instructor: Dr. Sharon Beavers).
22. Attended the following professional development workshops/meetings:
- GaView orientation and overview (June 4/9/16, 2009).
 - Integrating diversity into college curriculum (March 27, 2009 / Dr. Christine Sleeter: Presenter).
 - Human Resources procurement / new system for DSC (August 12/14, 2008).
 - Developmental studies, February 6, 2009 / Dr. Carolyn Hopper: Presenter)
 - Spring institutional research directors meeting, Georgia Institute of Technology, March 31, 2009.
 - University System of Georgia Regents Administrative Committee on Effectiveness and Accreditation (RACEA) meeting (September 30, 2008 & February 24, 2009).

Section C: Annual Progress in Strategic Planning

No activity because of suspension of 2006-2010 Strategic Plan by new President,

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 reported in last year's support, the office continued to be productive and contribute to the general decision making processes of the institution with its reports, data dissemination, and other ad-hoc projects. The office is continually being called upon to assist and provide expertise and leadership in the areas of survey research, planning, and assessment. It is also fielding a lot of requests from internal and external sources for data and information about DSC operations and activities. In the next few years, the office will be working to prepare the groundwork for the 2013 SACS reaffirmation accreditation. In this regard, the office is grateful for the employment of a full-time research analyst to assist with the growing tasks and responsibilities of the office. This is not the time to request for another staff member, but the office could use the services in the future of another analyst, especially one with programming and statistical skills. On the whole, I would say the overall health of the department is healthy – looking forward to the many tasks and challenges ahead. For the upcoming year, the office plans to:

1. Laying the groundwork and preparation for the 2013 reaffirmation accreditation by SACS.
2. Begin work on DSC's SACS Quality Enhancement Plan (QEP) – meetings with deans and academic affairs to plan leadership, writing assignments, and other responsibilities.
3. Monitor and report on the progress of the new *2009-2010 Strategic Plan* under the new president.
4. Prepare a SACS Substantive Change Prospectus for DSC's Gilmer County facility.
5. Administer the 2010 NSSE and FSSE surveys for DSC.
6. Assist with faculty workload study.
7. Begin the administration of effectiveness surveys for administrative departments.
8. Update DSC's plan for improving graduation and retention rates for the USG.
9. Revamp/update the IRP website for institutional accountability, and in preparation for the 2013 SACS reaffirmation accreditation.
10. Initiate program reviews for selected academic and administrative programs.