



OFFICE OF INSTITUTIONAL RESEARCH & PLANNING

**ANNUAL REPORT
2012-2013**

**HENRY M. CODJOE
DIRECTOR**

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

Administration & Staff: Office of Institutional Research & Planning

Henry Codjoe	Director
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Number of Completed Projects, Assignments and Tasks	25
Number of Major Ongoing Projects	10
Number of Major New Projects	5
Number of Consulting Service/Advice Provided to College Community	40
Number of Written Reports/Studies/Projects	26
Number of Surveys/Questionnaires Administered and/or Responded	4
Number of Students Served by Surveys (duplicated)	288
Number of Faculty and Staff Served by Surveys (duplicated)	60
Number of External Data Requests Provided or Answered to	19
Number of Internal Data Requests Provided or Answered to	84
Number of Full-Time Staff	1
Number of Part-Time Staff	0
Number of Professional Development Activities by Staff	15
Number of Community Activities	8
Number of Staff Serving on Committees	1
Total Operating Expenditures (FY 2009)	\$122,128.87
Operating Supplies & Expenses (FY 2009)	\$15,061.11
Equipment Expenditures (FY 2009)	\$-0-

Section B: Summary of Major Accomplishments

1. Facilitated the SACS On-site Reaffirmation Committee visit to Dalton State, September 2012.
2. Conducted mock interviews with selected staff and faculty in preparation for SACS on-site committee visit.
3. Produced the College's official response to the SACS On-Site Reaffirmation Committee's recommendations.
4. Director served as a SACS On-Site Reaffirmation Committee member at Santa Fe College, Gainesville, Florida, October 28-31, 2012.
5. Director served as a SACS Off-Site Reaffirmation Committee member for three colleges in Florida, March 2012.
6. In response to the SACS On-Site Reaffirmation Committee's recommendations, produced a template to collect and report on campus-wide community/public service assessment.
7. Instituted a dashboard system to replace annual College *Fact Book* and to provide timely data to campus community.
8. Assisted with the production of the new institutional strategic plan for 2013-2016.
9. Worked with respective deans/chairs/program directors to produce Program Review Reports for AA General Studies and AA Political Science.
10. Continued to produce Grade Distribution Reports to monitor course completion rates, including D/F/W. Reports are produced for All Courses, All Courses by Faculty, Distance Education Courses (Online and Hybrid), and Distance Education Courses (Online and Hybrid) by Faculty.
11. Administered annual Dalton State participation in 2012 NSSE and FSSE Studies.
12. Completed 2012-13 Annual Report for the Office of Institutional Research.
13. Conducted WEAVEOnline workshops for faculty and staff.
14. Continued 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 2012-2013 year:

Institutional Research Survey List & Count	
July 1, 2012 - June 30, 2013	
Collegiate Assessment of Academic Proficiency (CAAP)	137
Counseling and Career Services Survey (Spring)	331
Faculty Survey of Student Engagement (FSSE)	94
Graduating Students Survey (Fall 2012)	69
Graduating Students Survey (Spring 2013)	98
National Survey of Student Engagement (NSSE)	1,839
TOTAL SERVED	2,568

15. The office also continued to provide and complete external information requests, as well as coordinate the 2012 -2013 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:
- College Board's Annual Survey of Colleges, 2012.
 - College Board's Online Annual Survey of Colleges, 2012.
 - Peterson's Annual Survey of Interim Expenses Update for Undergraduate Institutions, 2012-2013.
 - Peterson's Annual Survey of Undergraduate Institutions, 2012-2013.
 - SACS 2012 Financial Profile (with Fiscal Affairs).
 - SACS 2012 Institutional Profile for General and Enrollment Information.
 - US News & World Financial Aid Survey.
 - Wintergreen Orchard House Annual College Admission Data Survey, 2012-2013.
16. Office staff produced the following reports:
- CAAP Assessment Results, Graduates – Spring 2013
 - Dalton State College Quick Facts, Fall 2012
 - Grade Distribution/Course Completion Chart – All Courses, 2011-2012
 - Grade Distribution/Course Completion Chart – Online & Hybrid Courses, 2011-2012
 - Graduating Students Survey Summary Report, Fall 2012
 - Graduating Students Survey Summary Report, Spring 2013
 - NSSE and FSSE Executive Summaries for freshmen and seniors, 2012
 - Weekly Enrollment Reports
17. Consulted and provided research assistance/advice to college community in the following areas:
- Data need for School of Business (Dean Larry Johnson).
 - SACS Focused Report data needs with School of Business (Marilyn Helms).
 - Assessment workshops (administrative directors, faculty)
 - Program review and Weave academic assessment (School of Business = Larry Johnson, Mike D'Itri & Marilyn Helms)
 - Weave consulting and training (Linda Wheeler, Kathy Payne, Max Pierce, Barbara Murray, Jean Johnson, DK Kim, Andy Meyer, Cordia Starling, David Elrod, Mary Nielsen, Math & Science faculty, Penny Cordell, Nicole Poutzaff, Lydia Knight, Vince Postell, Charles Johnson, Jack Reynolds, Scott Bailey, John Fowler, Linda Massey, Randall Griffus, Julie Tharpe, Carol Jones, Jeanette Bernhardt, Faith Miller, Nursing faculty, Business faculty, Terry Bailey, Cheryl Grayson, Nick Henry, Matt Hipps, James Wright, Richard Skeel, BG Guo, Social Work faculty, Kathy Pridemore, Barry Peyton, Sharon Hixon, Education Dean, Norman Derosiers, Sarah Mergel, Robert Ford, Tricia Scott, Social Work Dean, Leslie Collins, Kerry Dunbar, Carol Gavagan, Kelson Smith, Susan banks, Debbie Gilbert, Orenda Gregory, Mary Edwards, Liberal Arts faculty, Judy Cornett, Josh Fiester, Tom Mullen, Joan Chapman, Social Sciences faculty).

18. The Director and staff served on the following committees during the 2011-2012 reporting period:
 - Administrative Council
 - Adult Learning Consortium
 - Assessment Committee
 - Complete College Steering Committee
 - International Education Committee
 - QEP Advisory Committee Meeting
 - Regents Administrative Committee on Effectiveness and Accreditation (RACEA)
 - Strategic Planning Committee

19. Continued to represent the College at the Administrative Council of Institutional Researchers of the University System of Georgia.

20. Participated in the following services to the College and community:
 - Club Advisor, Dalton State International Students Association.

21. IRP Staff attended the following professional development workshops/meetings/conferences/focus groups/webinars:
 - Annual meeting of the Commission on Colleges of the Southern Association of Colleges and Schools, Dallas, Texas, December 2012.
 - USG Completion Summit, University of Georgia, March 2013.
 - Analytics for Leadership Conference, Macon State College, April 10 2012.
 - iDashboards/Dalton State Working Session, April 26, 2012.
 - Dalton State annual training re: Right to Know, Ethics, Sexual Harassment, Auto Liability.
 - 4th Annual Dalton State College Teaching and Learning Conference, March, 2013.

Section C: Annual Progress in Strategic Planning

No implementation goal was assigned to Institutional Research during this annual cycle.

Section D: Annual Progress in Assessing Institutional Effectiveness

The office's assessment report is produced in Weave.

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

With the completion of the SACS on-site visit and associated projects, the IRP office had a bit of breathing room as the pressure was off. Still there is the need to produce a response report to the recommendations, and as expected a Monitoring Report to ensure that commitments made in the response report, especially with respect to the assessment of academic and administrative programs. Later in the year, the Data and Assessment Coordinator left his position to take a new job in Atlanta. Plans are ongoing for a replacement with a hopeful staff member coming on board in September. The position has been restructured for a candidate with strong quantitative and analytical skills. The office will now be focused more on analytical reporting – especially to support the Complete College Georgia project. In general, once the director gets the additional staff member, the office's overall health will continue to improve - with some new and interesting projects coming up. I still believe the office can accomplish a great deal and looks forward in the next year and beyond to work on various tasks and projects, including:

1. Prepare the Monitoring Report to respond to follow-up on the SACS On-site Committee recommendations.
2. Assist with the new 2013-2016 Strategic Plan, including monitoring and reporting on its progress.
3. Monitor and report on progress of Dalton State College's Complete College Georgia project.
4. Continue work with academic and administrative departments in implementing the WEAVEOnline Assessment Management System to improve educational programs, student learning outcomes, and administrative/academic support services assessment.
5. Add more data elements and updates to the iDashboards.
6. Create new analysis tools that access the student, admissions, and graduation database tables directly for real-time results. This will save literally hundreds of hours of work-time from both this department and OCIS.
7. Continue to assist deans, chairs, and program directors with program reviews.
8. Administer the 2013 NSSE/FSSE and IPEDS surveys for Dalton State.
9. Work with various academic departments to put in place an assessment structure/plan that will systematically collect and analyze data with respect to job placement rates, employer surveys, and graduating students and alumni surveys.