



OFFICE OF INSTITUTIONAL RESEARCH & PLANNING

**ANNUAL REPORT
2017-2018**

**HENRY M. CODJOE
DIRECTOR**

September 2018

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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	27
Number of Major Ongoing Projects	5
Number of Major New Projects	0
Number of Consulting Service/Advice Provided to College Community	69
Number of Written Reports/Studies/Projects	8
Number of Surveys/Questionnaires Administered and/or Responded	9
Number of Students Served by Surveys (duplicated)	0
Number of Faculty and Staff Served by Surveys (duplicated)	0
Number of Internal and External Data Requests Provided or Answered to	17
Number of Full-Time Staff	1
Number of Part-Time Staff	0
Number of Professional Development Activities by Staff	1
Number of Community Activities	2
Number of Staff Serving on Committees	100%
Total Operating Expenditures (FY 2018)	\$148,955.42
Operating Supplies & Expenses (FY 2018)	\$22,509.37
Equipment Expenditures (FY 2018)	\$0-

Section B: Summary of Major Accomplishments

1. Gathered documentation for compliance standards, updated Dalton State's institutional effectiveness plan and policy and completed several drafts of the College's SACSCOC Fifth-Year Interim Report to be submitted to SACSCOC in September 2018.
2. Continued monitoring progress through assigned annual action plan responsibilities of the 2016-2019 *Strategic Plan*.
3. Provided data and supervised completion of three academic program reviews: Associate of Arts General Studies, Licensed Practical Nursing Certificate, and Bachelor of Applied Science in Technology Management. This also included an update and revision of the program review template and timetable.
4. Completed 2016-17 Annual Report for the Office of Institutional Research.
5. Continued to work with faculty and assessment coordinators to implement updated Weave assessment system. Also assisted some faculty and staff with their assessment reports.
6. Continued to teach courses on African Studies for the new African-American Studies Minor at Dalton State: African History (HIST 3150/Fall Semesters) and African Diaspora (HIST 3160/Spring Semesters).
7. The office also continued to provide and complete external information requests, as well as coordinate the 2017-2018 IPEDS Collection (Completions/Institutional Characteristics/Fall Enrollment/Finance/Financial Aid/Graduation Rates/Human Resources) reports for Dalton State College. Other completed information/survey request included:
 - 2018 Higher Education Update for Dalton State College.
8. Completed information requests/surveys for SACSCOC
 - SACS 2017 Financial Profile (with Fiscal Affairs).
 - SACS 2017 Institutional Profile for General and Enrollment Information.
 - Student Completion Indicators.
9. Office staff produced the following reports:
 - Dalton State College Quick Facts, Fall 2017.
10. The Director and Institutional Research Analyst served on the following committees during the 2017-2018 reporting period:
 - Administrative Cabinet
 - Accessibility Compliance Taskforce
 - Faculty Assessment Committee
 - Gateway to Completion (G2C) Campus Committee

- International Education Committee
 - QEP Advisory Committee
 - Regents Administrative Committee on Effectiveness and Accreditation (RACEA)
 - Strategic Planning Monitoring Committee (Faculty Senate).
11. Continued to represent the College at the Administrative Council of Institutional Researchers of the University System of Georgia.
 12. Director participated in the following services to the College:
 - Club Advisor, Dalton State International Students Association
 - Club Advisor, Dalton State African Students Association.
 13. Director 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 2017.
 - Symposium on Teaching Modern Africa: Integrating Contemporary Africa in the Curriculum, Clayton State University, Morrow, Georgia, April 20, 2018.
 - Dalton State annual training re: Right to Know, Ethics, Sexual Harassment, Auto Liability.

Section C: Annual Progress in Strategic Planning

Goal (1): Student success: opportunities for learning exist everywhere.

Strategy: Examine graduation and retention rates. Dalton State College will engage in ongoing evidence-based examinations of student persistence and graduation rates to identify factors that impede student success, and we will implement needed changes to policies and programs that will improve these rates.

Objective/Action Plan: Update institutional website to reflect changes in retention and graduation rate data.

Findings/Progress Report

On its [website](#), the institutional research office continually updates new/current information obtained from the University System to reflect changes in retention and graduation rate data. Graduation and retention rate data are included in a [webpage](#), “Student Achievement Data” – required by SACSCOC.

Conclusion

Continuous Improvement Summary:

Unit Performance

As part of its ‘Student Achievement Data’ project to fulfill SACSCOC standards on institutional effectiveness, the information provided by the office assists in looking at trend data on an aspect of student achievement and helps to identify areas of weaknesses that needs intervention.

Goal Attainment

This a long term goal. Indeed, Dalton State’s graduation and retention rates are not particularly impressive. Attaining this goal is thus an ongoing process and will involve the whole campus. Senior administrators have identified graduation and retention rates as needing serious attention.

Effect for Next Planning Reporting Period

The office will continue to contribute and provide the necessary information and analysis to address persistence and graduation rates. The office will use suggestions and recommendations from campus committees as part of its work with respect to improving graduation and retention rates.

Benefits to Organization/Contribution to College Mission

Improving and addressing persistence and graduation rates will support the institutional mission of “[providing] a diverse student population with opportunities to acquire the knowledge and skills necessary to attain affordable baccalaureate degrees, associate degrees, and certificates and to reach their personal and professional goals.”

Goal (IV): Operational excellence: College should support transparency, efficiency, and stewardship.

Strategy: Demonstrate quality improvement. Each academic and administrative unit of Dalton State College will evaluate the quality of service delivery for students, faculty, staff, alumni, and other stakeholders and make the results accessible

Objective/Action Plan: Assess results of surveys and other evaluative processes each year and use results to make improvements regarding academic and administrative efficiencies.

Findings/Progress Report

The institutional research office publishes on its website, evaluative [surveys](#) such as the HERI Senior Survey, alumni, and graduating student surveys from specific programs. Results of these surveys are used to make improvements regarding academic and administrative efficiencies.

Conclusion

Continuous Improvement Summary:

Unit Performance

Beginning with the 2017-2018 year, the College added Purple Briefcase – First Destination Survey Information to track and gather information on its graduates with respect to graduate/professional school attendance, salary, and location of employment, etc. This replaced the previous “The Outcomes Survey” which also collected similar data. The first report was produced in 2018. Initial response rate was rather low. The office will work with the Office of Career/Professional Development to improve response rate. It is also planned to share program data with academic deans to help improve academic efficiencies. Various administrative units, including the institutional research office, also conduct specific surveys relative to their operations and use the results for improvements.

Goal Attainment

Institutional accountability for student career outcomes has become a top priority across the country. The Department of Education, the White House College Scorecard, and accrediting boards, along with current and prospective students and their parents, want data on what students

do with their college degrees after they graduate. The Purple Briefcase – First Destination Survey Information will allow the institution to gather first destination data on all graduates regardless of when the graduate. The results of this survey and others can help institution achieve goals. But this goal attainment will be ongoing.

Effect for Next Planning Reporting Period

The office will review information produced from all surveys it has access to and share results with academic deans and administrative departments. Where appropriate, results of the surveys will be posted on the office’s website. The office will also use results information for its Student Achievement Data project for purposes of institutional accreditation.

Benefits to Organization/Contribution to College Mission

Collecting information about how Dalton State’s graduates are doing after graduation will help fulfill the institutional mission of “[providing] a diverse student population with opportunities to acquire the knowledge and skills necessary to attain affordable baccalaureate degrees, associate degrees, and certificates and to reach their personal and professional goals,” as well as “promote lifelong learning, active leadership, and positive contributions in Northwest Georgia and beyond.”

Section D: Annual Progress in Assessing Institutional Effectiveness

The office's assessment report is produced and reported in Weave. A copy is available on request from the Institutional Research office.

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

Despite losing its full-time institutional research analyst, the office is in good health and continues to operate and accomplish its tasks and responsibilities. This includes responding to all external and internal requests for information. And even though the Weave assessment system has been in operation for several years, the director is still called upon to help several faculty and staff to prepare their assessment reports. A primary responsibility of the office is to continue to contribute to the College's institutional effectiveness program. To this effect, the director worked on several drafts, gathered the necessary documentation, and produced the institution's 5th-Year Interim Report to SACSCOC with a September 2018 deadline. Soon, the office has to begin work using the new SACSCOC principles to prepare for its Compliance Certification in the next few years.

For the upcoming year, the office will engage in the following projects:

1. Begin groundwork of preparing for the Compliance Certification Report for the next institutional reaffirmation using the new SACSCOC Principles of Accreditation. Using the newly produced Resource Manual, a longer-term internal compliance audit report will be produced to see what reports and documentation will be required for compliance. There are several new changes and requirements with the new SACSCOC principles that will require a complete review of the College's operations, reports, and documents – and to plan accordingly.
2. Monitor and report progress on second year of 2016-2019 Strategic Plan.
3. After response from SACSCOC regarding the institution's 5th-Year Interim Report, provide any additional information or documentation in response to any recommendations that may arise in the form of a Monitoring Report. This is often required to be in full compliance until the next reaffirmation report.
4. Supervise the completion of academic comprehensive program reviews for 2018-2019 academic year.