

**DALTON STATE COLLEGE**

**OFFICE OF INSTITUTIONAL RESEARCH & PLANNING**

**ANNUAL REPORT  
1999-2000**

**HENRY M. CODJOE  
DIRECTOR**

**September 2000**

*Section A: Office Profile*

Number of Full-Time Staff	1
Number of Part-Time Staff	0
Number of Professional Development Activities/Workshops Attended	4
Number of Committees Served on	12
Total Operating Expenditures (FY 1999)	\$71,472.73
Operating Supplies & Expenses (FY 1999)	\$3,695.29
Equipment Expenditures (FY 1999)	\$0

*Section B: Summary of Major Accomplishments*

1. Provided support to the Substantive Change Steering Committee in preparation for the Substantive Change Visit by SACS in September 2000.
2. Provided continuing support for the College's participation in the University System benchmarking project.
3. Worked with Divisions to produce assessment plans for general education, transfer, developmental studies, and program areas in Business, Nursing, and Technical Education as well as individual courses.
4. Assisted division faculty in preparing individual course student learning outcomes assessment plans for all courses in the Divisions of Business & Technology, Humanities, Natural Sciences & Math, and Social Sciences and the Department of Physical Education.
5. Provided support to the Strategic Planning Committee in developing the 2000-2003 Strategic Plan.
6. Produced an Environmental Scan Report to assist with the development of the 2000-2003 Strategic Plan.
7. Developed Key Performance Indicators to establish accountability measures to assess the various phases and steps in the College's strategic plan as well as measure overall institutional effectiveness.
8. Added variables to COMPASS to build a database of student information for freshmen profiles as well as to assess student attainment of learning outcomes.
9. Led the successful implementation of the Plan Builder software beginning with 1999-2000 implementation plans.
10. Assisted planning units with their 1999-2000 strategic plan evaluation/progress reports plan using plan builder.
11. In partial fulfillment of its environmental scan mandate, the Office continues to post articles on the College's Intranet to keep faculty and staff abreast of trends and issues in higher education.

12. The Institutional Research office continues to provide and complete internal/external information requests, as well as coordinate the IPEDS Completions reports for Dalton College. Information requests were completed for the following:
  - Peterson's Annual Survey of Undergraduate Institutions
  - The College Board's Annual Survey of Undergraduate Institutions
  - Peterson's Annual Survey of Higher Education Personnel 1998
  - Wintergreen Orchard House
  - College View
  - IPEDS
  - Community College Administrative Survey
  - SACS Institutional Profile for General Information and Enrollment Data
  
13. Continues to conduct surveys and reports of students, faculty, staff, alumni and employers to gather information to use in identifying strategic areas needing improvement with regard to College programs and services. The following surveys were conducted during the 1990-2000 planning period:
  - Graduating Students
  - New Student Statistical Profile
  - Faculty
  - Staff Survey
  - Employer Satisfaction
  - Alumni Survey
  
14. The Director served on the following committees during the 1999-2000 planing period:
  - Strategic Planning
  - Administrative Council
  - Budget and Planning
  - Substantive Change Steering Committee
  - Minority Advising Program
  - Retention Task Force
  - Academic Council
  - Community Ambassadors
  - Latino Advisory
  - Institutional Effectiveness (ex-officio)
  - Academic Program Review (ex-officio)
  - Institutional Research (ex-officio)

15. Continues to represent the College at the Administrative Council of Institutional Researchers of the University System of Georgia. The DSC Institutional Research director was elected chair and president of the organization for the 2001-2002 year. During the 1999-2000 planning year, the director was a member of the Executive of the Administrative Committee on Institutional Research and Planning.
16. Served as faculty advisor for the College's International Students' Association.
17. Instructed a one-credit sociology course.
18. Produced the following reports:
  - *Dalton State College Quick Facts, 1999-2000*
  - *1999-2000 Faculty Survey Results Statistical Summary*
  - *1999-2000 Staff Survey Results Statistical Summary*
  - *Strategic Plan 2000-2003 – Trends and Issues in Postsecondary Education: An Environmental Analysis Report*
  - *Dalton State College Annual Report of Institutional Progress, 1998-1999*
  - *Dalton State College Strategic Plan Progress Reports, 1999-2000*
  - *Dalton State College Ten-Year Statistical Trend Overview, 1990/1991-1999/2000*
  - *Dalton State College Key Performance Indicators*
  - *General Education Program Academic Outcomes Assessment Plan, Academic Year 2000-2001*
  - *Dalton State College – Survey of University of Georgia Peer Institutions*
  - *College Profile Update, Fall 1999*
  - *Student Statistical Profile – New Undergraduates, Fall 1999*
  - *Dalton State College CAAP General Education Outcomes Assessment Plan*
  - *CAAP Assessment Results, Fall 1999*
  - *Faculty Data, 1999-2000*
  - *1999-2000 Graduating Student Survey Results Summary Report*
  - *1999 Alumni Survey Results Report*
  - *1999 Employer Satisfaction Survey Results Report*
19. Completed a draft of a Continuing Student Survey for approval by the President.
20. Took on additional work in the areas of Facilities Inventory, Room Utilization, and Curriculum Inventory reporting to the University System.
21. Attended the following workshops as part of professional development:
  - Institutional Effectiveness
  - IPEDS on the web
  - Grant Writing
  - Equity in the Classroom

22. Assisted with research support in preliminary development of the following new degree programs:

- Social work
- Education
- Translation

### **COMMUNITY INVOLVEMENT**

- Organizing committee member: AfroQuiz as part of Black History Month Celebrations, Dalton State College, February 2000.
- Gave lectures and readings at Westside Elementary School, Rocky Face.

*Section C: Annual Progress in Strategic Planning*

See the following reproduced attachment from PlanBuilder.

*Section D: Annual Progress in Assessing Institutional Effectiveness*

**Planning and Institutional Effectiveness (2000 Faculty Survey)**

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Don't Know/ No opinion</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
16. DSC engages in effective planning for its educational programs.	19 28%	41 59%	6 9%	2 3%	1 1%
17. DSC engages in effective planning for its administrative and educational support programs.	15 22%	35 51%	11 16%	6 9%	2 3%
18. DSC engages in effective evaluation for its educational programs.	15 22%	36 52%	11 16%	6 9%	1 1%
19. DSC engages in effective evaluation for its administrative and educational support programs.	9 13%	30 43%	18 26%	10 15%	2 3%
20. DSC evaluates student achievement through the use of key performance indicators such as state licensing exams, regents' testing program, and job placement rates.	23 33%	32 46%	12 17%	2 3%	0 0%
<b>21. The Office of Institutional Research at DSC is effective in collecting, analyzing, and disseminating information and data.</b>	30 44%	29 42%	7 10%	2 3%	1 1%
22. The preparation of the DSC annual budget is preceded by adequate educational planning.	10 14%	26 38%	29 42%	2 3%	2 3%



### General Satisfaction with College Services (Faculty Survey)

Please indicate your level of satisfaction or dissatisfaction with the following college services:

	<i>Very Dissatisfied</i>	<i>Dissatisfied</i>	<i>Satisfied</i>	<i>Very Satisfied</i>
168. Continuing education	0 0%	5 7%	51 74%	13 19%
169. Handicap accessibility	1 1%	4 6%	51 74%	13 19%
170. <b>Institutional research</b>	1 1%	4 6%	43 62%	21 30%
171. Parking	2 3%	8 12%	47 68%	12 17%
172. President's office	1 1%	1 1%	41 59%	26 38%
173. Public relations	2 3%	10 14%	42 61%	15 22%
174. Records (Registrar)	0 0%	18 26%	44 64%	7 10%
175. Recreational/athletic facilities	2 3%	6 9%	52 75%	9 13%
176. Student activities	0 0%	5 7%	55 80%	9 13%
177. Student center	0 0%	4 6%	57 83%	8 12%

### Planning and Institutional Effectiveness (Staff Survey)

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Don't Know/ No opinion</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
9. DSC engages in effective planning for its educational programs.	11 18%	25 41%	16 26%	9 15%	0 0%
10. DSC engages in effective planning for its administrative and educational support programs.	9 15%	31 51%	14 23%	7 11%	0 0%
11. DSC engages in effective evaluation for its educational programs.	7 11%	27 44%	22 36%	5 8%	0 0%
12. DSC engages in effective evaluation for its administrative and educational support programs.	6 10%	30 49%	18 29%	7 11%	0 0%
13. DSC evaluates student achievement through the use of key performance indicators such as state licensing exams, regents' testing program, and job placement rates.	7 12%	35 58%	17 28%	1 2%	0 0%
14. <b>The Office of Institutional Research at DSC is effective in collecting, analyzing, and disseminating information and data.</b>	15 25%	26 44%	18 31%	0 0%	0 0%
15. The preparation of the DSC annual budget is preceded by adequate educational planning.	6 10%	24 40%	25 42%	5 8%	0 0%

## General Satisfaction with College Services (Staff Survey)

Please indicate your level of satisfaction or dissatisfaction with the following college services:

	<i>Very Dissatisfied</i>	<i>Dissatisfied</i>	<i>Satisfied</i>	<i>Very Satisfied</i>	<i>Don't know/ No opinion</i>
16. Business office	3 5%	1 2%	30 49%	22 36%	5 8%
17. Cafeteria/food services	1 2%	12 20%	31 52%	16 27%	0 0%
18. Campus security	2 3%	4 7%	36 59%	18 29%	1 2%
19. Central receiving	1 2%	1 2%	27 45%	27 45%	4 7%
20. Computer services (OCIS)	5 8%	12 20%	27 45%	14 23%	2 3%
21. Continuing Education	2 3%	6 10%	33 54%	14 23%	6 10%
22. Handicap accessibility	2 3%	3 5%	34 56%	13 21%	9 15%
23. <b>Institutional research</b>	1 2%	0 0%	31 52%	16 27%	12 20%
24. President's office	2 3%	2 3%	31 53%	22 37%	2 3%
25. Public relations	2 3%	4 7%	40 67%	11 18%	3 5%
26. Recreation/athletic facilities	2 3%	9 15%	32 52%	8 13%	10 16%

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

The Institutional Research office is functioning well and assisting with various planning and assessment efforts of the College. Moving to Memorial Hall has provided adequate space to house the facilities of the office. However, the increase in the volume of work, especially in assessment will require the assistance of a full-time and permanent research or administrative assistant. The office will also like some mechanism whereby it can post in a timely manner information on the office's webpage (see attached appendix).

#### List of Personal and Professional Goals for the 2000-2001 Year

1. Provide appropriate leadership in the successful conclusion of the SACS Substantive Change Visiting Committee.
2. Implement an institution-wide Institutional Effectiveness Plan by which the College measures improvement and holds itself accountable to its major stakeholders. This will include developing meaningful ways of assessing and improving general education and major area outcomes.
3. Provide appropriate leadership and support for the College's participation in the University System benchmarking project.
4. Assist with the creation of an effective structure for developing the College's upcoming decennial self study for accreditation.
5. Using Crystal Reports and other tools (e.g., Microsoft ACCESS), establish ways to extract meaningful information from institutional databases, including the development of a longitudinal retention study.
6. Continue to refine and improve the College's Strategic planning processes with the implementation of the 2000-2003 Strategic Plan.
7. Monitor the implementation of COMPASS and begin to build a database of student information for freshmen profiles as well as to assess student attainment of learning outcomes.
8. Develop benchmarks for the College's Key Performance Indicators to establish accountability measures to assess the various phases and steps in the College's strategic plan as well as measure overall institutional effectiveness.

9. Continue to work and complete the following reports:
  - Annual progress reports on *1997-2000 Strategic Plan*
  - Outcomes Assessment Handbook for Academic and Administrative units
  - A Dalton State College *Fact Book* to serve as baseline information for decision-making
  - An annual Institutional Effectiveness Report (A sort of “How Are We Doing” report)
10. Implement CAAP (post-test) assessment instruments in the spring of 2001.
11. Continue to attend, if and when appropriate, seminars and workshops on institutional effectiveness and computing technologies to enhance efficiency and effectiveness of IRP office.
12. Continue teaching sociology class and research/publishing in the area of multicultural education.
13. As president-elect at the spring 2000 meeting in Augusta, actively participate as member of the Executive of the Administrative Committee on Institutional Research and Planning.

## **APPENDIX**

### **INSTITUTIONAL RESEARCH & PLANNING WEBPAGE**