



OFFICE OF INSTITUTIONAL RESEARCH & PLANNING

**ANNUAL REPORT
2000-2001**

**HENRY M. CODJOE
DIRECTOR**

August 2001

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

Number of Ongoing Projects	11
Number of New Projects	9
Number of Consulting Service/Advice Provided to College Community	28
Number of Written ad-hoc Reports or Studies	12
Number of Satisfaction Surveys and Tests Administered	6
Number of Students Served by Surveys and Tests	308
Number of Faculty and Staff Served by Surveys	266
Number of Reports Prepared for University System and External Agencies	6
Number of Data Requests Provided or Answered to	58
Number of Full-Time Staff	1
Number of Part-Time Staff	0
Number of Professional Development Activities by Staff	0
Percentage of Staff Serving on Committees	100%
Total Operating Expenditures (FY 2000)	\$87,304.24
Operating Supplies & Expenses (FY 1999)	\$13,792.02
Equipment Expenditures (FY 1999)	\$2,548.52

Section B: Summary of Major Accomplishments

1. Provided support to 2003 Self-Study Reaffirmation Committees.
2. Worked with Administrative departments to produce assessment plans.
3. Continued to assist divisions in preparing individual course student learning outcomes assessment plans.
4. Provided support to the Strategic Planning Committee in developing implementation plans for the 2000-2003 Strategic Plan.
5. Assisted planning units with their 2000-2001 strategic plan evaluation/progress reports plan using plan builder.
6. 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.
7. The Institutional Research office continued 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
 - Higher Education Directory
 - Wintergreen/Orchard House
 - Market Data Retrieval
 - SACS Institutional Profile for General Information and Enrollment Data
 - US Department of Education Remedial Education in Higher Education
 - Survey of USG Reports
13. Continued 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 2000-2001 planning period:
 - Graduating Students
 - BSc Management Information Systems Graduates
 - BSc Industrial Operations Management Graduates
 - BAS Technology Management Graduates
 - User Satisfaction Survey for Division of Fiscal Affairs
 - User Satisfaction Survey for Office of Computer & Information Services (OCIS)
 - User Satisfaction Survey for Office of Institutional Research & Planning

14. Administered CAAP tests to Nursing graduates (Critical Thinking) and to graduating students in Reading, Math, Science Reasoning, and Critical Thinking.
15. The Director served on the following committees during the 2000-2001 planning period:
 - Strategic Planning
 - Administrative Council
 - Budget and Planning
 - Self-Study Steering Committee
 - Minority Advising Program
 - Retention Task Force
 - Academic Council
 - Community Ambassadors
 - Institutional Effectiveness (ex-officio)
 - Academic Program Review (ex-officio)
 - Institutional Research (ex-officio)
16. Continued to represent the College at the Administrative Council of Institutional Researchers of the University System of Georgia. The director continues to be a member of the Executive of the Administrative Committee on Institutional Research and Planning.
17. Continued to serve as faculty advisor for the College's International Students' Association.
18. Instructed a one-credit sociology course (SOC1 1000).
19. Produced the following reports:
 - *Dalton State College Quick Facts, 2000-2001*
 - *Dalton State College Annual Report of Institutional Progress, 1999-2000*
 - *Dalton State College Strategic Plan Progress Reports, 2000-2001*
 - *Dalton State College Ten-Year Statistical Trend Overview, 1991/1992-2000/2001*
 - *Dalton State College Key Performance Indicators Benchmarking for Annual Accountability Report Card*
 - *CAAP Assessment Results, Graduates – Spring 2001*
 - *CAAP Assessment Results (Critical Thinking), Nursing Graduates – Spring 2001*
 - *CAAP Assessment Results, 1999 Freshmen vs. 2001 Graduates*
 - *2000-2001 Graduating Student Survey Results Summary Report*
 - *User Satisfaction Survey Results – Office of Institutional Research & Planning*
 - *User Satisfaction Survey Results – Office of Computer & Information Services*
 - *User Satisfaction Survey Results – Division of Fiscal Affairs*

COMMUNITY INVOLVEMENT

- Organizing committee member: AfroQuiz as part of Black History Month Celebrations, Dalton State College, February 2001.
- Gave lecture at Learning Tree Elementary School, Dalton.

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%
21. The Office of Institutional Research at DSC is effective in collecting, analyzing, and disseminating information and data.	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 (2000 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. Institutional research	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 (2000 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. The Office of Institutional Research at DSC is effective in collecting, analyzing, and disseminating information and data.	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 (2000 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. Institutional research	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 continues to function well - assisting with various planning and assessment efforts of the College. In the coming year the office will be heavily involved with various data gathering and information analysis for the 2003 Self-Study Reaffirmation process. Several critical documents such as the Institutional Effectiveness Handbook and the Annual Report Card will also be produced by the office to aid in the Self-Study project. As well, assessment plans for all academic and non-academic divisions will be finalized.

Decision needs to be made regarding requiring all graduates to take the CAAP test. The office will be recommending to the President and Academic Council that such a step need to be taken if we have to collect meaningful assessment data regarding pre and post testing of DSC students. The College has invested so much in this enterprise that we need to move forward with some hard data on student learning outcomes.

The College recently hired a Testing Coordinator. Her duties will include assisting the office with the CAAP and ETS Business tests. Still, the increasing volume of work, especially in assessment will require the assistance of a full-time and permanent research or administrative assistant. Meanwhile, the office will continue to work with student assistants to assist with its duties until budgetary requirements permit the hiring of a permanent assistant.

Below is a list of personal and professional goals for the 2001-2002 year as well as the office's assessment plan, including its intended administrative objectives.

1. Work closely with Chair of Self-Study and the Self-Study Steering Committee to produce the most comprehensive and responsible document possible.
2. Complete the Institutional Effectiveness Plan and produce a comprehensive written document describing the plan.
3. Produce a track record for an Accountability and Institutional Effectiveness Report Card. This process will address the institutional goal of conducting "longitudinal studies to establish accountability measures and benchmarks for performance in such areas as student retention and graduation rates, and student, alumni and employers satisfaction rates."
4. Using Crystal Reports and other software, produce timely and effective information for decision-making purposes.
5. Continue to refine the reporting processes for each year of the *2000-2003 Strategic Plan*.
6. Assist with improving the College's retention rate by conducting a student needs assessment survey that will identify essential support services to help with admission and retention of students.

7. Continue to refine the College's annual *Quick Facts* into a comprehensive *Fact Book* and to revamp and maintain IRP Web site to house institutional data.
8. Assist the office of the Vice President for Academic Affairs by conducting a needs assessment survey of area two-year institutions to determine desirable four-year degree programs that will attract graduates of these institutions to attend DSC.
9. Continue to attend, if and when appropriate, seminars and workshops on institutional effectiveness and computing technologies to enhance efficiency and effectiveness of IRP office.
10. Continue teaching sociology class and research/publishing in the areas of race and ethnic relations and multicultural education.
11. Continue to actively participate as member of the Executive of the Administrative Committee on Institutional Research and Planning.