



OFFICE OF INSTITUTIONAL RESEARCH & PLANNING

**ANNUAL REPORT
2009-2010**

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DIRECTOR**

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

| | |
|---|---------------|
| Number of Completed Projects, Assignments and Tasks | 19 |
| Number of Major Ongoing Projects | 10 |
| Number of Major New Projects | 9 |
| Number of Consulting Service/Advice Provided to College Community | 21 |
| Number of Written Reports or Studies | 27 |
| Number of Surveys/Questionnaires Administered and/or Responded | 24 |
| Number of Students Served by Surveys (duplicated) | 1,202 |
| Number of Faculty and Staff Served by Surveys (duplicated) | 915 |
| Number of External Data Requests and Reports Prepared for University System and External Agencies | 9 |
| Number of Internal Data Requests Provided or Answered to | 64 |
| Number of Full-Time Staff | 2 |
| Number of Part-Time Staff | 0 |
| Number of Professional Development Activities by Staff | 18 |
| Number of Community Activities | 10 |
| Percentage of Staff Serving on Committees | 100% |
| Total Operating Expenditures (FY 2009) | \$158,1361.64 |
| Operating Supplies & Expenses (FY 2009) | \$10,000.00 |
| Equipment Expenditures (FY 2009) | \$-0- |

Section B: Summary of Major Accomplishments

1. Initiated preparation and organization of campus committees to work on the preparation of the Compliance Certification and the Quality Enhancement Plan (QEP) for DSC's 2013 DSC SACS Reaffirmation.
2. Prepared Calendar, organized Leadership and Certification Teams, and other preparatory logistics concerning DSC's 2013 DSC SACS Reaffirmation.
3. Chaired the Compliance Certification Team of the 2013 DSC SACS Reaffirmation.
4. Appointed DSC's SACS Liaison by College President.
5. Completed a SACS Substantive Change Prospectus for DSC's Gilmer County facility.
6. Appointed and chaired a Task Force on Student Learning Outcomes Assessment at the First Annual Meeting of Regents Administrative Committee on Effectiveness and Accreditation (RACEA) at Macon State College on February 18-19, 2010.
7. Office served as the "Job Shadow" for Dr. Mary Nielsen, Dean of Liberal Arts, in the USG Executive Leadership Institute project of the Board of Regents of the University System of Georgia; completed a 'Job Shadowing Scholar Evaluation' report.
8. Facilitated a visit by the President of Regent University of Science & Technology of Ghana, Dr. Kingsley Larbi to Dalton State College, which resulted in the signing of a *Memorandum of Understanding Between Regent University College of Science & Technology, Dansoman-Accra, Ghana and Dalton State College, Georgia, USA* on October 30, 2009.
9. Facilitated and conducted a workshop on Institutional Effectiveness for managers, deans, and department heads of Regent University College of Science and Technology in Accra, Ghana, May 31 - June 4, 2010.
10. Administered DSC participation in 2009 NSSE and FSSE Study.
11. Completed 2009-10 Annual Report for the Office of Institutional Research.
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 2009-2010 year:

| Institutional Research Survey List & Count | |
|---|--------------|
| July 1, 2009 - June 30, 2010 | |
| ACT Student Readiness Inventory Survey | 827 |
| Collegiate Assessment of Academic Proficiency | 161 |
| Counseling and Career Services Survey | 21 |
| Faculty Workload | 46 |
| Faculty Survey of Student Engagement | 67 |
| Graduating Students Survey | 135 |
| SACS: Institutional Mission & Management | 178 |
| RN Alumni Questionnaire | 12 |
| RN Division Survey | 14 |
| SACS: Planning & Institutional Effectiveness | 131 |
| SACS: Faculty | 73 |
| SACS: Library & Information Technology | 74 |
| SACS: Undergraduate Programs | 62 |
| SACS: Foundations & Public Relations | 97 |
| SACS: Student Activity & Facilities | 97 |
| SACS: Programs & Services | 131 |
| School of Nursing Graduates Survey | 32 |
| Strategic Planning Committee Survey | 12 |
| Student Support Services Survey | 78 |
| TOTAL SERVED | 2,117 |

13. The office also continued to provide and complete external information requests, as well as coordinate the 2009 -2010 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 online Annual Survey of College (2009).
 - Peterson's 2010 Survey of Undergraduate Financial Aid.
 - SACS 2009 Financial Profile (with Fiscal Affairs).

- SACS 2009 Institutional Profile for General and Enrollment Information.
14. Produced the following reports:
 - *2010 Graduating Student Survey Results Summary Reports*
 - *CAAP Assessment Results, Graduates – Spring 2009*
 - *Common Data Set, 2009*
 - *Dalton State College Fact Book, 2009*
 - *DSC Peer Institutions Comparative Data Summary Report*
 - *SACS 2013 Institutional Analysis Survey Summary Reports*
 - *Weekly Enrollment Reports*
 15. Consulted and provided research assistance/advice to college community in the following areas:
 - 2013 SACS Reaffirmation information briefs (President, VP Academic Affairs, deans, VP Fiscal Affairs, VP Enrollment Services, and SACS committees).
 - Assessment and SACS information requirements with respect to information technology (Kim McCroskey, OCIS).
 - Assessment and SACS information requirements with respect to programs in the School of Technology (Rachel Davis, Coordinator of Curriculum Development & Student Transition).
 - General Education Outcomes and Assessment (with SACS General Education Compliance Certification Team).
 - Gilmer County Center SACS Prospectus (President).
 - Graduating students survey (School of Nursing).
 - Institutional effectiveness surveys (Donna Mayo, School of Business).
 - Physical Education course assessment plan (Cheryl Grayson, Coordinator).
 - Quality Enhancement Plan (QEP) reporting and assessment (Barbara Tucker, Chair of SACS Committee).
 - Strategic planning (Mary Nielsen, School of Liberal Arts).
 - Student engagement (School of Business Involvement Committee).
 16. The Director served on the following committees during the 2009-2010 planning period:
 - Administrative Council
 - DSC representative on USG International Education Council on Africa
 - DSC Study Abroad & International Education Committee
 - Regents Administrative Committee on Effectiveness and Accreditation (RACEA)
 - Staff Service Excellence Award (Research Analyst)
 - 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 for Fall 2009 (SOCI 1000: Race and Ethnicity in American Society).

19. Continued to instruct a 3 credit education course for Fall 2009 (EDUC 2120: Exploring Socio-Cultural Perspective on Diversity in Educational Settings) in the School of Education.
20. Participated in the following services to the College and community:
 - Guest Lecturer on African American Culture and Education, School of Education classes (Dr. Lelia Mullis [September 2, 2009] and Dr. Jim Bates [March 17, 2010]).
 - Lecture on Africa to a social studies class at Eastbrooke Middle School (April 12, 2010).
 - Organized a campus-wide book donation drive which resulted in a 40,000 pound shipment of books to Ghana's Regent University College of Science and Technology's newest campus.
 - Panelist with DSC international students at the Teaching and Learning Center Conference (March 19, 2010).
21. Attended the following professional development workshops/meetings/focus groups/webinars:
 - Annual meeting of the Commission on Colleges of the Southern Association of Colleges and Schools, Atlanta, December 4-5, 2010.
 - Dataliant's Compliant Assist! Online solution for 2013 DSC SACS reaffirmation.
 - Made a 'Brown Bag' presentation to faculty and staff on "SACS, QEP, and What They Mean to DSC" on April 5, 2010.
 - Scantron's open forum on increasing student response rates for online evaluation.
 - Spring USG institutional research directors meeting, University of Georgia, Athens, March 12, 2010.
 - University System of Georgia Regents Administrative Committee on Effectiveness and Accreditation (RACEA) first annual meeting, Macon, February 18-19, 2010.
 - With Amy Schmidt, Director of Academic Advising, conducted a focus group session with DSC students about 'Issues in Academic Advising at DSC' on March 19 and April 6-8, 2010.
 - With Jane Taylor, Director of Public Relations, conducted a focus group session with DSC students about new ideas on redesigning DSC's web site on January 26-27, 2010.

Section C: Annual Progress in Strategic Planning

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

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

The office was very busy preparing the campus for the upcoming SACS reaffirmation in 2012-2013. At the same time, as part of its functions, 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. As well, the call for advice and assistance in various aspects of planning and assessment continues unabated. Demands for the services of the office will continue, especially in the area of data requests, analysis, and reporting. The office could use an additional staff member who would be in charge of data analysis, including programming and statistical skills. The office is functioning very well with the help of the research analyst and overall, I'll say the overall health of the department is healthy. In the coming year, the office looks forward to working on various tasks and projects, including:

1. Continuing work with campus committees for the 2013 reaffirmation accreditation by SACS.
2. Produce a mission-driven Key Performance Indicators Summary Report to assist with institutional effectiveness efforts.
3. Revamp/update the IRP website for institutional accountability and documentation, and in preparation for the 2013 SACS reaffirmation accreditation.
4. Begin earnest work with new VP for Academic Affairs and deans concerning academic program reviews, including producing a revised/updated Academic Program Review Timetable.
5. Continue to monitor and report on the progress of the new *2009-2012 Strategic Plan* under the new president; produce Year 1 (2009-2010) Strategic Plan Progress Report.
6. Administer DSC's participation in the Delaware National Study of Instructional Costs and Productivity for 4-Year Degree Programs.
7. Administer the 2010 NSSE and FSSE surveys for DSC.
8. Begin the administration of effectiveness surveys for administrative and academic support services departments, and produce summary survey results reports.
9. Focus group survey with Social Work students who have drawn from program (with Dr. Spencer Zeiger, Dean of Social Work).