



OFFICE OF INSTITUTIONAL RESEARCH & EFFECTIVENESS

**ANNUAL REPORT
2019-2020**

**HENRY M. CODJOE
DIRECTOR**

September 2020

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

Administration & Staff: Office of Institutional Research & Effectiveness

Henry Codjoe	Director
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Number of Completed Projects, Assignments and Tasks	2
Number of Major Ongoing Projects	2
Number of Major New Projects	0
Number of Consulting Service/Advice Provided to College Community	17
Number of Written Reports/Studies/Projects	2
Number of Surveys/Questionnaires Administered and/or Responded	0
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	30
Number of Full-Time Staff	1
Number of Part-Time Staff	0
Number of Professional Development Activities by Staff	0
Number of Community Activities	0
Number of Staff Serving on Committees	100%
Total Operating Expenditures (FY 2020)	\$155,755.10
Operating Supplies & Expenses (FY 2020)	\$25,780.01
Equipment Expenditures (FY 2020)	\$0

Section B: Summary of Major Accomplishments

1. Updated 2016-2020 *Strategic Plan* progress report to cover Year 3 (2018-2019).
2. Continued work on producing Dalton State College's Compliance Certification Report for 2022-2023 reaffirmation by SACSCOC.
3. With assistance from the Office of Computing Services, managed/coordinated and completed 2020 NSSE project for Dalton State.
4. Provided data and supervised completion of six academic program reviews: RN-Bachelor of Science Nursing; Bachelor of Arts, English and English Education; Bachelor of Science, Criminal Justice (with AS in Criminal Justice); Bachelor of Arts, History and History Education; Bachelor of Science, Elementary Education; Biology of Science, Biology; Bachelor of Business Administration, Management; Bachelor of Business Administration, Management Information Systems; and Associate of Applied Science, Network and Service Technology. Also, updated the Academic Program Review Timetable.
5. Completed 2018-2019 *Annual Report* for the Office of Institutional Research.
6. Continued to work with faculty and assessment coordinators to work on course and program assessments in Weave. Also assisted some faculty and staff with their assessment reports.
7. 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).
8. The office also continued to provide and complete external information requests (e.g. 2020 Higher Education Update for Dalton State College) as well as coordinated and completed/locked the following 2019-2020 IPEDS Collection:

Fall Collection

Institutional Characteristics
 Completions
 12-month Enrollment

Winter Collection

Student Financial Aid
 Graduation Rates
 Graduation Rates 200
 Admissions
 Outcome Measures

Spring Collection
 Fall Enrollment
 Finance (Ashley Baugh)
 Human Resources
 Academic Libraries

9. Coordinated/completed information requests/surveys for SACSCOC:
 - SACS 2019 Financial Profile (with Fiscal Affairs).
 - SACS 2019 Institutional Profile for General and Enrollment Information.

9. Prepared and disseminated/posted Dalton State College *Facts and Figures* Fall 2019 (2019-2020 Academic Year).

10. The Director and Institutional Research Analyst served on the following committees during the 2019-2020 reporting period:
 - Administrative Cabinet
 - Accessibility Compliance Taskforce
 - Faculty Assessment Committee
 - International Education 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:
 - Dalton State annual training re: Right to Know, Ethics, Sexual Harassment, Auto Liability.

Section C: 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 D: Overall Divisional Health and Plans for the Upcoming Year

The office is now engaged in working to prepare the College for its reaffirmation by SACSCOC. It had been its main preoccupation beginning from the previous year. Thus, for the upcoming year, the office will begin the groundwork of preparing for the Compliance Certification Report for the next institutional reaffirmation using the new SACSCOC *Principles of Accreditation* during the 2021-2022 academic year. The report will be sent to the off-site and on-site review committees in 2022. The official reaffirmation is to occur in 2023 after successful review by SACSCOC. The office will also continue to supervise the completion of academic comprehensive program reviews for 2020-2021 academic year.