

Delta State

Academic Affairs/Provost and VPAA

Assessment and Planning

Assessment and Planning Mission

Mission statement

Assessment and Planning is not a formal unit but is a combination of efforts of those involved in improving institutional effectiveness. The Office of Institutional Research and Planning reports on all effectiveness initiatives to the Dean of Research, Assessment, and Planning in the Office of Academic Affairs.

Related Items

There are no related items.

IE 2012_01: Improve Reporting Process

Start: 7/1/2011

End: 6/30/2012

Unit Goal


- A. IRP staff will implement Compliance Assist to facilitate reporting.

Evaluation Procedures

- A. Compliance Assist Planning and Program Review modules will be online by June 1, 2012.

Actual Results of Evaluation


- A. Both modules were available for reporting the 11-12 (FY 2012) Annual Reports. Training was provided for all administrators who would be reporting.


 Annual Report acronyms for CA training Appendix A 11-12


 Annual Report CA Procedures 11-12


 Annual_Plan_and_Report_Guidelines_11_12

 Annual_Plan_and_Report_Template_11-12 (2)

 Email 05_16_12

 Email 06_15_12 Training

 Email 06_19_12 Training

 Program codes for CA training Appendix B 11-12

 Unit_Level_Report_AY_2012 AP IRP

Use of Evaluation Results

- A. Analysis of reports help provide a clear picture of university goals and achievements. This analysis will continue to be enhanced with more training, so that a regular and systematic process of analysis will be institutionalized. Next year's reports will be more robust, with more training for faculty, staff, and administrators on the value of accurate data and timely reporting.

Related Items

  [SP3.Ind04: Technology training](#)

  [SP4.Ind08: Campus Efficiencies](#)

  [SP4.Ind09: Institutional review process / Accreditations/IE](#)

IE 2012_02: Improve feedback loop for Annual Reports

Start: 7/1/2011

End: 6/30/2012

Unit Goal

Complete annual reviews of APR's and offer feedback for units. Priority: focus on Learning Outcomes (academics) and Goals sections (all units).

Evaluation Procedures

- A. IRP staff will analyze the outcomes section and the goals section of each unit to determine consistency and breadth of reporting.

ed.

Actual Results of Evaluation

- A. Outcomes: all units have not completely reviewed and/or changed learning outcomes to meet best practices.

Goals: Some units have not set any goals; some units have limited number of goals; some units have well-articulated goals. The system of reporting in the Word template is tedious and difficult to follow for units and for analysis; the Strategic Plan goals are related simply to each unit goal, but evidence of what is actually indicated (or measured) is not obvious in many cases.

Use of Evaluation Results

- A. Units are being asked to use the guidelines for the Compliance Assist system to develop annual goals that are closely related to Strategic Plan indicators. Those indicators will be available in CA for easy access in the "Related" tab.

Related Items

  **SP4.Ind08: Campus Efficiencies**

  **SP4.Ind09: Institutional review process / Accreditations/IE**

IE 2012_03: Course evaluations

Start: 7/1/2011
End: 6/30/2012

Unit Goal

Offer professional development sessions for Course Evaluations.

Evaluation Procedures

- A. IRP staff will assist faculty and staff in the training and development of Compliance Assist and Campus Labs "Course Evaluation tool"

Actual Results of Evaluation

- A. Training and development of Compliance Assist and Campus Labs "Course Evaluation tool" will enhance institutional effectiveness for the campus by providing in-depth reports for each department.

Use of Evaluation Results

- A. Training and development of Compliance Assist and Campus Labs "Course Evaluation tool" will streamline processes for accreditation efforts.

Related Items

  **SP3.Ind08: Evaluations**

IE 2012_04: Professional development for data integrity

Start: 7/1/2011
End: 6/30/2012

Unit Goal

Offer professional development sessions for data improvement processes.

Evaluation Procedures

- A. The staff will continue to provide educational sessions regarding assessment, Banner, Excel, Access, etc to enhance user techniques to ensure data integrity for the campus community.

Actual Results of Evaluation

- A. Sessions will result in better assessment and data integrity measures for the University.

Use of Evaluation Results

- A. Sessions will help the University become institutionally effective and provide for cleaner/usable data on campus.

Related Items

  **SP3.Ind09: Professional development**

IE 2012_05: Accreditation tracking for institution

Start: 7/1/2011
End: 6/30/2012

Unit Goal

Continue update of accreditation matrix

Evaluation Procedures

- A. IRP will continue to develop a model to sufficiently track accreditation efforts on department, discipline, college, and

institution levels.

Actual Results of Evaluation

- A. Tracking accreditation efforts across campus is resulting in an informative process that allows for open communication between IRP, units, administrators, and their accrediting bodies.

Use of Evaluation Results

- A. Accreditation tracking will continue to allow for open communication between units, administrators, accrediting bodies, and IRP. It is also being used to verify reports sent to IHL.

Related Items

 [SP4.Ind09: Institutional review process / Accreditations/IE](#)

IE 2012_06: Implementation of campus labs tool

Start: 7/1/2011

End: 6/30/2012

Unit Goal

Implementation of CampusLabs Course Evaluation Tool

Evaluation Procedures

Banner and Campus Labs "Course Evaluation tool" will be used to set up and process *Faculty Course Evaluations*. The IRP office used marketing materials such as flyers, cards, emails, to students and faculty, and offered a library monetary incentive to unit administrators to help with response rates. The IRP office tracked daily the university wide response rate by logging into CampusLabs. Instructors were also able to see their daily response rate by logging in under their account. Marketing materials were administered to students/faculty upwards to three times a week through the two week period. Flyers were put across campus and sent directly to student emails. An administrative message regarding the evaluation was also on the announcement page of the students course within Blackboard.

Actual Results of Evaluation

Positive and constructive feedback are continuously received from faculty and students regarding course improvements and ease of access to course evaluations using CampusLabs. However, evaluation response rates continue to remain stagnant even with multiple efforts to increase and offer incentives to students and continuous publicity.

Use of Evaluation Results

CampusLabs Course evaluation tool will continue to be utilized for all university wide course evaluations. The IRP office will continue to assist units in their efforts to advertise/promote the university wide evaluations to increase response rates.

Related Items

 [SP3.Ind08: Evaluations](#)

IE 2012_08: Improve timeline for course evals

Start: 7/1/2011

End: 6/30/2012

Unit Goal

Tracking and Monitoring time of completion for faculty course evaluation reports

Evaluation Procedures

Microsoft Outlook and Campus Labs "Course Evaluation tool" will be used solely to communicate Faculty Course Evaluation process and results.

Actual Results of Evaluation

Evaluations were processed within three weeks of evaluations closing. This process saw a significant decrease in time and effort on the Assessment and Planning Specialists position. The process decreased from 3 months of work to 3 weeks of review and editing with Campus Labs reports.

Use of Evaluation Results

CampusLabs will continue to be utilized to process university wide course evaluations due to the time decrease of the Assessment and Planning Specialist position. No changes are needed for this process.

Related Items

 [SP3.Ind08: Evaluations](#)

 [SP4.Ind08: Campus Efficiencies](#)

IRP 2012_09: Survey delivery improvements

Start: 7/1/2011

End: 6/30/2012

Unit Goal

Continuous Monitoring and Tracking of Internal and External Surveys

Evaluation Procedures

IRP will continue to communicate results of evaluations to departments that use IRP services using Microsoft Outlook, Zoomerang (Library Student Survey and Library Faculty Survey; Graduation Survey, Administrative Survey for Deans & Chairs, Feedback form for Diane Blansett, Campus Initiatives "Healthy Campus Community Initiative Survey"

Timelines are computed by the Assessment and Planning Specialist using Microsoft Excel, Word, and Outlook Calendars.

Actual Results of Evaluation

All surveys were communicated and processed ahead of schedule due to the new Campus Labs software. All other surveys were processed within the specified time frame as directed by the individual requester.

Use of Evaluation Results

IRP will continue to monitor and track results and make necessary changes as needed to increase efficiencies within the office for assessment needs.

Related Items

There are no related items.

Institutional Research and Planning

IRP Mission

Mission statement

The mission of IRP is to enhance the academic mission of the University through institutional effectiveness, by supporting and strengthening the planning process, decision-making, and management operations at Delta State University.

Related Items

There are no related items.

IRP 01 : UO Immediate Access to Data

Start: 7/1/2011

End: 6/30/2012

User Outcome

Users will have immediate access to requested data.

Data Collection (Evidence)

Outlook tasks are used to assign incoming online requests. The requests are then daily logged in Microsoft Excel are used to track incoming and outgoing requests.

The modifications made to the collection and analysis system included using our Graduate Assistant to monitor incoming and outgoing request.

Results of Evaluation

277 incoming requests were received from on & off campus constituents. 25 surveys were completed for external entities.

Use of Results and Recommendations

Modifications to the collection of the data proved to be significant in that the office can better understand who they serve on an annual basis and what data is the most pertinent to the campus community.

A customer satisfaction survey will be released July 2013.

Related Items

There are no related items.

IRP 2012_01: Institutional Data - information requests

Start: 7/1/2011

End: 6/30/2012

Unit Goal

Continue to communicate, monitor and track institutional data needs for all Academic and Non-Academic units; and provide accurate data to enhance the mission, vision, and goals of the University.----information requests

Evaluation Procedures

Information requests from internal and external sources will be monitored weekly to establish the productivity levels within the office. IRP will continue to log all requests using Microsoft Excel to show accuracy and efficiency of incoming and

outgoing information. Annual client satisfaction surveys will be used to request feedback about the information and customer service that they received.

Actual Results of Evaluation

Respondents were unable to rate the IRP unit due to staffing changes that occurred during the months of May, June, and July. A client satisfaction survey was not administered.

Use of Evaluation Results

Respondents were unable to rate the IRP unit due to staffing changes that occurred during the months of May, June, and July. A client satisfaction survey was not administered.

Related Items

 [SP4.Ind09: Institutional review process / Accreditations/IE](#)

IRP 2012_02: Institutional Data - newsletter

Start: 7/1/2011

End: 6/30/2012

Unit Goal

Continue to communicate, monitor and track institutional data needs for all Academic and Non-Academic units; and provide accurate data to enhance the mission, vision, and goals of the University.--newsletter

Evaluation Procedures

Bi-monthly newsletters will continue to keep campus updated on pertinent data issues/information.

Actual Results of Evaluation

Bi-monthly newsletters were used to keep the campus updated regarding information pertaining to data and assessment and were posted to the IRP webpage.

Use of Evaluation Results

Bi-monthly newsletters will continue to be used to keep the campus community updated on assessment and data processes and reports on campus.

Related Items

 [SP4.Ind08: Campus Efficiencies](#)

IRP 2012_03: Institutional Data -- website

Start: 7/1/2011

End: 6/30/2012

Unit Goal

Continue to communicate, monitor and track institutional data needs for all Academic and Non-Academic units; and provide accurate data to enhance the mission, vision, and goals of the University.--website

Evaluation Procedures

The website will continue to receive constant enhancements to comply with HEOA standards (SACS documents, Strategic Plan process documents).


Actual Results of Evaluation

The website continued to receive updates as needed. This provided the IRP office to continue to cut response time to request in half 48 hours down to 24 hours.

Use of Evaluation Results

The website will continue to receive updates as needed. This will continue to provide the campus community with immediate access to data and cut response time to other data needs in half.

Related Items

 [SP4.Ind07: Website](#)

 [SP4.Ind08: Campus Efficiencies](#)

Section IV.a

Brief Description

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

In implementing this mission, the Office coordinates the development of statistical information to meet legitimate reporting requirements, remains alert to the types of information needed by senior administrators in the exercise of their responsibilities, and provides technical assistance in the analysis and use of such information.

More specifically, the Office is responsible for providing consistent and reliable summaries of selected university-wide statistical information, both for reporting to external agencies and for internal use in planning and management decisions.

Our responsibilities, goals, and services are listed on the IRP home page in order to provide a clear understanding of what the IRP office does and can do for the population of Delta State, members of the community, and other organizations. <http://irp.deltastate.edu>

Section IV.b

Comparative data

Enrollment, CHP, majors, graduation rates, expenditures, trends, etc.

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section IV.c

Diversity Compliance Initiatives and Progress

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section IV.d

Economic Development Initiatives and Progress

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section IV.e

Grants, Contracts, Partnerships, Other Accomplishments

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

- Continuous involvement with the Data Integrity committee (Registrar, Student Business Services, Admissions, Human Resources, Financial Aid, Finance, Office of Information Technology)
- Continuous redesign of IRP website
- Continuous improvement on running reports and processes for entire campus using Access and Pivot Tables
- Decreasing the amount of printed reports and submitting them to campus through Deans and Chairs shared drive or electronic message format as an attachment
- Continue verification of Banner Conversion Tables for IHL files
- Tracked information request using Microsoft Excel (231 requests received/completed throughout the year)

Analytical Reports:

- Community College Transfer Report 2011
- Retention Analysis by Demographics 2002-2008

Surveys Administered:

- Administrative Survey for Chairs
- Administrative Survey for Deans
- Advisement/Major Survey
- BSN Satisfaction Survey
- Faculty/Course Evaluations
- Faculty & Staff Diversity Survey
- General SON Course Evaluation
- Graduation Survey
- Coahoma County Higher Education Assessment Survey
- Library Survey (faculty)
- Library Survey (students)
- MSN Satisfaction Survey
- RN/BSN Satisfaction Survey
- SON Alumni BSN Survey
- SON Alumni MSN Survey
- SON Alumni RN/BSN Survey
- SON Course Evaluation (clin fac)
- SON Course Evaluation (course fac)
- SON Course Evaluation (skills lab)

External Survey Responses:

- AAUP Faculty Compensation Survey
- ACT Institutional Data Questionnaire
- ACT Distance Education Survey
- [College Board Annual Survey of Colleges](#)
- [College & University Professional Association for Human Resources](#)
- [Council of Graduate Schools/GRE Survey of Graduate Enrollment](#)
- Higher Education Publications Inc. Directory
- MAC Survey
- [Mississippi Business Journal Book of Lists College Survey](#)
- [Mississippi Business Journal Book of Lists Meeting Places Survey](#)
- [Peterson's: Financial Aid Survey](#)
- [Peterson's Graduate Survey](#)
- [Peterson's Undergraduate Survey](#)
- [U.S. News & World Report Distance Education Survey](#)
- [U.S. News & World Report Finance Survey](#)
- [U.S. News & World Report Financial Aid Survey](#)
- [U.S. News & World Report Graduate Survey in Education](#)
- [U.S. News & World Report Main Survey](#)

- [U.S. News & World Report Teacher Preparation Survey](#)
- **Wintergreen Orchard House Four-Year College Admissions Survey**

Section IV.f

Service Learning Data

List of projects, number of students involved, total service learning hours, number of classes, faculty involved, accomplishments.

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section IV.g

Strategic Plan Data

Only use this section if you have strategic plan info to report that is not covered in other areas of your report

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

The Office of Institutional Research and Planning is responsible for overseeing the collection and tracking of the university strategic plan and its indicators. The completed and updated report is attached for the FY 2012 year.

Sources

 [SP 09-14 Update_April 2012](#)

Section IV.h

Committees Reporting To Unit

Each unit includes in the annual plan and report a list of the committees whose work impacts that unit or any other aspect of the university; along with the list will be a notation documenting the repository location of the committee files and records. Committee actions affecting the unit's goals may be noted in other applicable sections of the annual reports. Not required to be included in the unit's annual plan and report, but required to be maintained in the repository location, will be a committee file that includes, for each committee: Mission and by-laws, Membership, Process, Minutes.

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section V.a

Faculty (Accomplishments)

Noteworthy activities and accomplishments

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section V.b

Staff (Accomplishments)

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Marcie Behrens, Assessment and Planning Specialist

- NSSE/FSSE administrative contact person
- Mississippi Association for Institutional Research (MAIR) (Member)
- Association of Institutional Research (AIR) (Member)
- Southern Association of Institutional Research (SAIR) (Member)
- Delta State University Courtesy Committee (Member)
- Zoomerang Software Advisory Board Member
- Delta State University Alumni Association (Member)
- The University of Southern Mississippi Alumni Association (Member)
- Mississippi Association of Colleges (Reporting Officer)
- Grievance Committee (Member)
- Courtesy Committee (Member)

Eric Atchison, Research and Information Specialist:

- Received Master of Education, Delta State University – Dec 2011
- Delta State University Research Committee (Member)
- Association of Institutional Research (AIR) (Member)
- Mississippi Association for Institutional Research (MAIR) (Member)
- Mississippi Association of Institutional Research (SAIR)—2012 (Presenter)
- Southern Association of Institutional Research (SAIR) (Member)
- Southern Association of Institutional Research (SAIR)—2012 (Presenter and Facilitator)
- Council of Institutional Research Officers (CIRO) (Member)
- Mississippi Banner Users Group (Member)
- Alabama-Mississippi Sociological Association (Member)
- Rural Sociological Society (Member)
- Banner Power Users Group Committee (Member)
- Volunteered for various activities on campus including Delta Council Luncheon, Staff Council Development Day, and Teach for America Registration Day
- Received travel grant for IPEDS workshop during the 2011 annual meeting of the Southern Association for Institutional Research

Section V.c

Administrators (accomplishments)

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Suzanne Simpson, Director

- State Longitudinal Data System Council (named member for state of Mississippi April 2011)
- Instructor for BIS 310: Interdisciplinary Research and Applications
- Mississippi Association for Institutional Research (MAIR) (Member)
- Mississippi Association for Institutional Research (MAIR) (Secretary 2011-2012)
- Association of Institutional Research (AIR) (Member)
- Southern Association of Institutional Research (SAIR) (Member)
- Southern Association of Institutional Research (SAIR)—2012 (Presenter)
- Council of Institutional Research Officers (CIRO) (Member)
- Staff Council Representative (Member)
- Delta State University -Staff Council Executive Committee (Secretary 2009-2010) (Chair Elect 2010-11) (Chair 2011-12)
- Delta State University -Staff Council Staff Development Committee & Incentives and Recognition Committee (Member)
- Education Doctorate Program in Professional Studies, Delta State University
- Pi Gamma Mu Social Science Honor Society (Member)
- Pi Sigma Alpha Political Science Honor Society (Member)
- Association for Politics and the Life Sciences (APLS) (Member)
- Delta State University Website Enhancement Committee (Member)
- Volunteered for various activities on campus including State of University Address, Taught Excel/Word/PowerPoint Workshops to Staff/Faculty, Staff Council Development Day, Staff Council Relay for Life Team, Teach for America
- Certificate awarded for SAIR Mentor Program
- IPEDS Keyholder
- Delta State University Alumni Association (Member)
- Arkansas State University Alumni Association (Member)

Section V.d

Position(s) requested/replaced with justification

Judgment

- Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section V.e

Recommended Change(s) of Status

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section VI.a

Changes Made in the Past Year

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section VI.b

Recommended Changes for the Coming Year

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative