Unit Missions

🏅 Assessment and Planning Mission

Mission statement
Assessment and Planning, while not a formal unit, analyzes and reports on a combination of efforts of those involved in improving institutional effectiveness. The Office of Institutional Research and Planning, while under the direction of the VPAA, reports on all effectiveness initiatives to the Dean of Graduate and Continuing Studies and Research (formerly the Dean of Research, Assessment, and Planning).

Related Items
There are no related items.

🏅 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.

Unit Goals

IE 2013_01: Improve Reporting Process
Start: 7/1/2012
End: 6/30/2013

Unit Goal
A.   IRP staff will tweak processes through Compliance Assist to facilitate reporting.

Evaluation Procedures

A. Compliance Assist Planning and Program Review modules set up for all units and individualized as needed. Guidelines updated as needed for current year and disseminated to campus

Actual Results of Evaluation

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 witll 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
SP4.Ind08: Campus Efficiencies

SP4.Ind09: Institutional review process / Accreditations/IE

IE 2013_02: Improve feedback loop for Annual Reports
Start: 7/1/2012
End: 6/30/2013

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.

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Actual Results of Evaluation
A. The Compliance Assist system allows for a gap analysis; many units made major revisions to outcomes or to the reporting thereof.

Goals: the majority of units have set goals and are reporting on those. The system of reporting in Compliance facilitates reporting and documenting, and creating targeted reports on goals and their relationship to strategic plan goals.

Use of Evaluation Results
A. Further evaluation reveals that the strategic plan indicators don't always have clear benchmarks associated with them. Benchmarked indicators will be developed for next year.

Related Items
SP4.Ind09: Institutional review process / Accreditations/IE

IE 2013_03: Course evaluations
Start: 7/1/2012
End: 6/30/2013

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 the Campus Labs "Course Evaluation tool." Recent results from courses evals are showing a marked decrease in participation. new methods will be identified and implemented and percentages of participation will be tracked.

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**

🔹📊**SP3.Ind10: Personnel Training -- HR and other**

🔴 **IE 2013_04: Professional development for data integrity**
Start: 7/1/2012
End: 6/30/2013

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.

Use of Evaluation Results

A.

Related Items
🔹📊**SP3.Ind08: Evaluations**

🔹📊**SP4.Ind10: Data Integrity**

🔴 **IE 2013_05: Accreditation tracking for institution**
Start: 7/1/2012
End: 6/30/2013

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 is allowing 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 2013_06: implementation of campus labs tool**
Start: 7/1/2012
End: 6/30/2013

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.

Actual Results of Evaluation
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.

Positive and constructive feedback were 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
🔁 📇 **SP4.Ind08: Campus Efficiencies**

🔴 **IE 2013_08: Improve timeline for course evals**
Start: 7/1/2012
End: 6/30/2013

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 last year (2011-12) from more than 3 months of work to 3 weeks of review and editing with Campus Labs reports. This past year, the 3 weeks of administering, reviewing and editing held.

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. IRP staff will continue to engage faculty in promoting the importance of evaluations.

Related Items
🔁 📇 **SP4.Ind08: Campus Efficiencies**

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

🔴 **IRP 2013_01: Institutional Data -- information requests**
Start: 7/1/2012
End: 6/30/2013

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 monitor client's overall satisfaction with his or her experience. More specifically, the survey will track client's opinion of information requested and received and customer service associated with said transaction.

Actual Results of Evaluation
For the 2012-2013 academic year IRP produced the following data requests:

147 incoming requests from constituents on and off campus. 4 surveys were completed for external entities.

The survey was not conducted due to staff turnover.

Use of Evaluation Results
IRP will continue to track all data requests received in order to remain transparent with university faculty, staff, and students.

The survey will be conducted in April 2014.

Related Items
🔁 📇 **SP4.Ind08: Campus Efficiencies**

SP4.Ind10: Data Integrity

SP4.Ind12: Publication of University data and information

IRP 2013_02: Institutional Data -- newsletter
Start: 7/1/2012
End: 6/30/2013

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 be used as the channel of communication to keep the campus-community updated on pertinent data issues and other relevant information.

Actual Results of Evaluation
Due to staff turnover, IRP did not complete any newsletters in 2012-2013 that originated from the office. However, IRP provided data for the Provost newsletter regarding enrollment faculty evaluations, and Southern Association of Colleges and Schools Commission on Colleges (SACS) updates.

Use of Evaluation Results
IRP will continue to provide updates regarding SACS reaffirmation and enrollment during the FY 14 year through the Provost office.

📄 Newsletter_Course Evaluations1213

Related Items
SP4.Ind10: Data Integrity

SP4.Ind12: Publication of University data and information

SP4.Ind14: Marketing and Publicity

IRP 2013_03: Institutional Data - website
Start: 7/1/2012
End: 6/30/2013

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 Higher Education Opportunity Act (HEOA) standards (SACS documents, Strategic Plan process documents).

Actual Results of Evaluation
Updated reports were generated and posted to the website on an as needed basis. Updated reports include the following: University Fact Books, graduation and advisor surveys, and crime statistics.

Use of Evaluation Results
The office of IRP will continue to update data as needed on the website to remain current with HEOA requirements.

📄 HEOA Disclosures_1213
📄 Institutional Assessment Webpage_1213

Related Items
SP4.Ind07: Website

SP4.Ind10: Data Integrity

SP4.Ind12: Publication of University data and information

IRP 2013_04: Survey delivery improvements
    Start: 7/1/2012
    End: 6/30/2013

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 Research & Information Specialist using Microsoft Excel, Word, and Outlook Calendars.

Actual Results of Evaluation
All surveys were generated and results were processed and communicated 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 efficiency within the office for assessment needs.

Related Items
SP3.Ind08: Evaluations

SP4.Ind09: Institutional review process / Accreditations/IE

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 to execute their responsibilities, and provides technical assistance in the analysis and use of such information.

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

In order to provide a clear understanding of what IRP does and how IRP can help the University population, external community constituents, and other organizations, IRP's responsibilities, goals, and services offered are listed on the IRP homepage.

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

The Office of Institutional Research and Planning is responsible for assisting with the implementation of the Mississippi Institutions of Higher Learning's (IHL) diversity strategic initiative. Throughout the 2012-2013, IRP assisted with updating data and connecting the report to the University's strategic plan indicator. The Registrar and Director of Institutional Research and Planning is a representative on the Campus Diversity Oversight Committee. The attached document is the completed report submitted to the Mississippi IHL Board of Trustees.

Sources

📄 Diversity Evaluation 04-22-13_All Unit Responses_FINAL

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 campus-wide using Access and Pivot Tables
- Steady decrease in the number of reports printed and submitted to the campus community through electronic mediums such as the Deans and Chairs shared drive and electronic mail attachments.
- Continue verification of Banner Conversion Tables for IHL files
- Tracked information request using Microsoft Excel (147 requests received/completed throughout the year)

Analytical Reports:

- Community College Transfer Report 2012

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)
- DMI Mobile Music Lab Survey

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

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 the oversight of the collection and tracking of the University's strategic plan and strategic plan indicators. The updated report for FY 2013 is attached.

Sources

SP 09-14_Update April 2013

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
Justin Chandler, Research and Information Specialist:

Education and Training

- Received certification from National Institute for Health on Human Research
- Completed 12 hours toward a Master's degree in Community Development
- Member of Leadership Mississippi Class of 2013
- Student Learning Outcomes Training
- HR Manager's Training
- Attended IPEDS training at MAIR
- Received travel grant for IPEDS training
- MAIR presentation and roundtable
- Attended SAIR
- Attended MBUG
- Attended MAIR

Accomplishments

- Developed current book of cabinet members for President LaForge
- Coordinated disposal/transfer efforts of old equipment
- Salaries & Benefits Chair
- Assisted in developing new graduation layout
- Began coordinating IR travel
- Awarded Textbook Awards to staff members
- Assisted in redesign of Factbook and Mini Factbook
- Represented IR at monthly Staff Council meetings
- Co-Interviewed and hired GA
- Created enrollment comparison report to be updated annually
- Worked closely with Human Resources for IHL Diversity Report

Volunteer Work

- Volunteered at Italian Fest on behalf of DSU
- Volunteered to assist TFA on registration day
- Assisted in coordination of Staff Council Tornado Relief Effort
- Served on Year of Service Planning Committee
- Assisted in coordination of Stuff the Bus Food Drive
- Assisted in coordination of Careers 101 for high school students
- Organized Staff Appreciation Night

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Rhonda Loper, Research and Information Specialist:

Education and Training

- Completed 15 hours toward a Master's degree in Community Development
- Completed National Institute of Health web-based training course "Protecting Human Research Participants" 01/24/2013
- Student Learning Outcomes Training 3/1/2013
- Attended IPEDS workshop 4/13/2013
- Ad Astra Training (ongoing)
- Campus Labs Web-based training (ongoing)
- Compliance Assist training (ongoing)

Accomplishments

- Attended and presented at MAIR (session and roundtable)

- Assisted in redesign of Factbook
- Co-Interviewed and hired GA
- Assisted in creating an enrollment comparison report to be updated annually
- Assisted in disposal/transfer efforts of old equipment
- Created flyers, bulletins, and promotional materials for graduation, course evaluations, and charity events
- Assisted in restructuring the Graduate Survey to combine three surveys into one

Volunteer Work

- Volunteered at Italian Fest on behalf of DSU
- Volunteered for Delta Council Catfish Dinner
- Volunteered to assist TFA at "Catfish on the Quad"
- Volunteered for both Fall and Spring Graduation Ceremonies
- Volunteered for Staff Council Tornado Relief Effort

Section V.c

Administrators (accomplishments)

Judgment
□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative
<u>**Suzanne Simpson, Director:**</u>

Education and Training

- Education Doctorate Program in Professional Studies, Delta State University (Passed Dissertation Proposal Defense May 2013)
- Updated certification from National Institute for Health on Human Research
- HR Manager's Training
- Student Learning Outcomes Training Certificate
- IPEDS Module I & II Training

Accomplishments

- Promoted to Registrar and Director of Institutional Research and Planning (July 1, 2012)
- Pin awarded for SAIR Mentor Program September 2012
- 5 Year Delta State University Year of Service Certificate
- AIR Professional File Peer Reviewer 2013 Annual Publication

Volunteer/Service

- Volunteered for various activities on campus including State of University Address, Staff Council Development Day, Italian Festival, Stuff the Bus Food Drive, Staff Council Organizer for Hattiesburg Tornado Relief Efforts and Moore, Oklahoma Relief Efforts

Memberships/Organizations

- IPEDS Keyholder
- State Longitudinal Data System Council
- Instructor for BIS 310: Interdisciplinary Research and Applications
- Mississippi Association for Institutional Research (MAIR) (Member)
- Mississippi Association for Institutional Research (MAIR) (Vice President 2012-2013)
- Mississippi Association for Institutional Research (MAIR) (Conference Organizer 2012-2013)
- 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) (Past-Chair 2012-13)
- Delta State University -Staff Council Staff Development Committee & Incentives and Recognition Committee (Member)
- 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)
- Delta State University Alumni Association (Member)
- Arkansas State University Alumni Association (Member)
- Southern Association for College Registrar and Admission Officers
- Mississippi Banner User Group (Member)
- Banner Power User Group (Member)
- Mississippi Association for College Registrar and Admission Officers
- Compliance Academic Certification Officer
- AdAstra Committee
- National Student Clearinghouse Enrollment and Degree Submission Officer

Section V.d

Position(s) requested/replaced with justification

Judgment
□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative
Requested new position for Institutional Research and Planning. The position will be titled "Assessment and Planning Specialist." The duties will include the following:

The Assessment & Planning Specialist is a full-time, 12-month position in the office of Institutional Research and Planning. Researches, assesses, reviews, prepares, and communicates information to ensure university compliance with federal and state policies and procedures and departmental accreditation standards (program and university wide).The position will provide assessment reports utilizing university data and working cohesively with the IRP positions to respond to the needs of IHL, Higher Education accreditation, community, and external constituents; assist in developing protocols for data integrity assurance; assist in developing models for institutional assessment and planning; provide training for campus constituents; develop goals and outcomes for continuous institutional improvement; and monitor institutional strategies such as the Quality Enhancement Plan by providing leadership during the implementation and roll-out phase with assessment needs.

Qualifications: Bachelor's degree required. Master's preferred with graduate work in Research, Policy, Public Administration, Legal, Assessment, or related field. Expertise in Microsoft Office Suite (Access, Word, Excel), Banner, SPSS, SQL; Excellent interpersonal communication skills; Detail-oriented work practices; collaborative and collegial attitude.
The position will be full-time and will be budgeted out of the Quality Enhancement Plan line item. As the QEP roles out the position will focus on the evaluation aspect of the project.

The expected start date is July 1, 2013.

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