

DELTA STATE UNIVERSITY: NON-ACADEMIC ANNUAL REPORT
Academic Year 2005-06

I. Unit Title: Graduate & Continuing Studies

Division or School/College: Academics

Unit Administrator: Paul Starkey

II. Educational Program Learning Outcome Assessment Plan

These are Learner Outcomes identified for the **current** year. Contents of the table should be very brief. Footnotes may be included for items needing explanation or documentation. Not all units have direct student impact. Those that do should have clear learner outcomes developed. Those with no student contact may indicate that this section is not applicable.

<p>Learning Outcome <i>What should a graduate in this major know, value, or be able to do at graduation and beyond?</i></p>	<p>Data Collection and Analysis <i>What assessment tools and/or methods will you use to determine achievement of the learning outcome? Describe how the data from these tools and/or methods will be collected. Explain the procedure to analyze the data.</i></p>	<p>Results of Evaluation <i>What were the findings of the analysis? List any specific recommendations.</i></p>	<p>Use of Evaluation Results <i>What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?</i></p>
NA			

III. Division/Department Goals for the Current Year

This is a report on progress towards goals for the **current year**. These are operational goals for the unit that are NOT tied directly to student learning outcomes which are reported in the table above. An example might be the implementation of a personnel development plan to enhance the skills of the staff in a unit.

A. Goal # 1 Continue the momentum of increasing graduate enrollment.

1. Institutional Goal which was supported by this goal:

Strategic Plan #2 Students will enroll in greater numbers, and a larger number will persist to graduation.

2. Evaluation Procedure(s)

Enrollment reports will be utilized to determine achievement of this goal.

3. Actual Results of Evaluation

Graduate enrollment was 803 students for fall 2004 and it increased to 848 for fall 2005. During the spring semester, the graduate enrollment was 852 for the spring 2005 semester, and it increased to 854 for spring 2006.

4. Use of Evaluation Results

The Division will continue to recruit graduate students as it has done in the past. Moreover, the staff will continue to evaluate strategies to enhance recruitment efforts.

B. Goal # 2 Continue to evaluate services provided by the Graduate Studies Office in an effort to provide the most effective and efficient services for prospective and current graduate students.

1. Institutional Goal which was supported by this goal.

Strategic Plan # 2:, # 3, and Plan # 4

2. Evaluation Procedure(s)

The Graduate Studies Office will analyze findings revealed by the Student Satisfaction Survey.

3. Actual Result of Evaluation

Results were disseminated to Academic Deans, Graduate Coordinators, and Graduate Council, along with the Division of Graduate and Continuing Studies staff for analysis purposes for the enhancement of services.

4. Use of Evaluation

The Division will implement selected findings in continuous efforts to strive to provide enhanced customer service to the University community and the general public.

C. Goal # 3 - Participation in non-credit activities will increase.

1. Institutional Goal which was supported by this goal:

Strategic Goals 4 and 5

2. Evaluation Procedure(s):

Non-credit registration reports: Applications for each activity were distributed to collect participant name, address, employment information. The Data Collection procedure allowed us to determine if the number of new businesses or individuals have increased from the previous year.

3. Actual Results of Evaluation:

Hosted our second Kids' College and increased enrollment by 43%

Increased the number of enrichment classes by 50% for 05-06

4. Use of Evaluation Results:

Recommendation 1: Continue to offer enrichment programs for youth and adults.

Recommendation 2: Conduct seminars on business/employee/customer issues.

Recommendation 3: Expand the number of programs offered each year.

IV. Data and information for department:

2004-2006 DSU Graduate Bulletin

Challenge: Excellence FY 2006-2008 Strategic Plan

coned.deltastate.edu

V. Personnel:

Paul Starkey – Dean

Tyrone Jackson – Assistant Dean

Jackie Fulgham – Workforce Development Administrator (Joined staff September 2005)

Paul Bouler – Coordinator

Rhonda Boyd – Coordinator

Lisa Lord – Coordinator

Marcie Moore – Assessment Analyst

Callie Towles – Research Analyst

Marilyn Read – Administrative Assistant

Sarah Mosley – Senior Secretary

Ashley Scott – Senior Secretary (Resigned Dec. 2005)

Sandy Pittman – Senior Secretary (Joined staff January 2006)

Veronica Smith – CEU Administrator

Noteworthy activities and accomplishments:

- Participated in a training workshop on how to fill out applications online with the Workforce Investment Network of Mississippi in August, 2005
- Member of the Rapid Response Team which meets with employees to discuss their benefits when being laid off by their employer
- Partnered with the University of Mississippi to offer Teach Mississippi Institute during 05-06 - 36 participants received a certificate of completion for TMI II from DSU. Upon receiving the certificate, the Office of Licensure issued these individuals a 5 year teacher's license.
- Hosted our second Kids' College and increased enrollment by 43%
- Increased the number of enrichment classes by 50% for 05-06
- Served as a members of the DSU Strategic Planning Steering Committee.
- Several staff members attended Mississippi Banner Users Group Annual Meeting
- Two staff members attended the annual SunGard Summit 2006 in Orlando, Florida.
- Tyrone Jackson received the Community Image Award in the field of Education presented by Phi Beta Sigma Fraternity.
- Tyrone Jackson served as the United Way Chairman for the University
- Intersession courses were launched during Winter break and between Spring and Summer terms. A profit sharing model was introduced to incent participation.

New position(s) requested, with justification:**Recommended change of status**

(such as promotion/tenure/change in responsibilities):

VI. Division/Department Goals for Coming Year

This is a statement of goals for the **coming year**. These are operational goals for the unit that are NOT tied directly to student learning outcomes.

A. Goal # 1 Increase the number of students enrolled in graduate programs.**1. Institutional Goal(s) supported by this goal:**

Strategic Plan #2 and #3

2. Expected Results:

Data regarding enrollment will be obtained from the Office of Institutional Research and Planning.

3. Evaluation Procedures

The Assistant Dean of Graduate and Continuing Studies will review enrollment reports from previous years to assess enrollment trends.

4. Use of Evaluation Results

The Division will continue to recruit graduate students as it has been in the past and will continue to evaluate strategies to enhance recruitment efforts.

B. Goal #2 The Graduate Studies Office will develop policy/procedures manual for the standardization of common practices among academic departments (e.g. campus-wide thesis policy).

1. Institutional Goal(s) supported by this goal:

Strategic Plan #3:

2. Expected Results

The manual will be developed, distributed to graduate coordinators and Deans, and made available in the Graduate Studies Office for current and prospective graduate students.

3. Evaluation Procedure(s)

By the development of the manual, the Assistant Dean will solicit feedback from selected members of the Academic community.

4. Use of Evaluation Result(s)

The Graduate Studies Office will have copies of the manual available upon request, also the manual will be available on the web.

C. Goal #3 The Graduate Studies Office will implement a communication plan as a methodical approach to corresponding with prospective graduate students.

1. Institutional Goal(s) supported by this goal:

Strategic Plan # 2 and #3

2. Expected Results

More academic and student services departments will be involved from the inquiry period to the enrollment of graduate students.

3. Evaluation Procedure(s)

The Graduate Studies Office will implement and modify the newly developed Communication Plan as needed.

4. Use of Evaluation Results

The Staff will share enrollment trends with Graduate Council and other members of the University community affiliated with this process in assessing its effectiveness.