DELTA STATE UNIVERSITY: ANNUAL REPORT
for the 1999-2000 Academic Year
and Budget Request FY 2001

I. Unit Title: Institutional Research and Planning
   Unit Administrator: Michelle A-M Roberts

II. Data and information for department:
   ▶ Not applicable.

III. Personnel:

   Noteworthy activities and accomplishments

   **Michelle Roberts**
   ▶ Co-Chair, Inaugural Committee
   ▶ Advisor, Leadership Mississippi, 1999-2000
   ▶ Attended the Mississippi Association of Institutional Research Meeting
   ▶ Attended the Mississippi Association of Colleges Annual Meeting
   ▶ Attended the SACS Annual Meeting in Atlanta, GA
   ▶ Attended the NCHEMS Management Seminar in New Orleans, LA

   **Lena Wilson**
   ▶ Attended the Mississippi Association of Institutional Research Annual Meeting
   ▶ Attended the SAIR Conference in Nashville, TN

   **Lisa Giger**
   ▶ Attended the Mississippi Association of Institutional Research Annual Meeting

   New position(s) requested, with justification
   ▶ None

   Recommended change of status (promotion/tenure)
   ▶ None
IV. Department Goals for 1999-2000

A. Goal # 1:

- Support the executive administration of the University in its management and decision making. Support of other areas of the University are met as resources permit.

B. Institutional Goal which was supported by this goal:

- Provide administrative services and auxiliary enterprises which are effective and efficient in the support of the institutional mission.

C. Expected Results:

- 85% of the respondents of the Institutional Research and Planning "Survey of Use and Effectiveness" will indicate a "yes" response to the question "provides pertinent information for decision purposes."

D. Evaluation Procedure(s):

- "Survey of Use and Effectiveness" of the Institutional Research and Planning Office.

E. Actual Results of Evaluation:

- 97% of the respondents of the Institutional Research and Planning "Survey of Use and Effectiveness," conducted in April 1999, indicated that the Office of Institutional Research and Planning "provides pertinent information for decision purposes."

F. Use of Evaluation Results:

- Each member of the IR&P staff gets a copy of the results as well as the Vice President for University Advancement.
- The results of the survey are discussed and suggestions for improvement are given from all parties involved.
A. Goal # 2:
   - Support the planning processes of the University.

B. Institutional Goal which was supported by this goal:
   - Provide administrative services and auxiliary enterprises which are effective and efficient in the support of the institutional mission.

C. Expected Results:
   - Conduct a strategic planning process for the University.
   - Review 1998-99 annual reports for compliance with SACS.
   - Director of Institutional Research and Planning will Chair the Planning and Institutional Effectiveness Committee and the Research Analyst and Assessment Analyst will serve on the Committee as resource personnel.

D. Evaluation Procedure(s):
   - Minutes from the Planning and Institutional Effectiveness meetings detailing action on each item.
   - Planning and Institutional Effectiveness Committee 1999-2000 membership list.

E. Actual Results of Evaluation:
   - The initial strategic planning process was completed in December 1999.
   - The Office of Institutional Research and Planning has reviewed the 1998-99 annual reports and contacted the departments that needed to make changes.
   - The Director of Institutional Research and Planning served as Chair of the Planning and Institutional Effectiveness Committee and the Research Analyst and Assessment Analyst served on the Committee as resource personnel.
   - The Director of Institutional Research and Planning served on the IHL System Planning Council.

F. Use of Evaluation Results:
   - At the end of the fiscal year, every Dean/Vice President will file their unit's annual reports in the Office of Institutional Research and Planning. The IR&P staff will review the annual reports and make recommendations to the PIE committee as to the level of adequacy of each department's report.
Goal #2: (continued)

- A “formal” strategic plan will be distributed in Summer 1999.
- The Director of Institutional Research and Planning will use information gained from the IHL Planning and Budgeting Committee and IHL System Planning Council to ensure consistency between IHL’s and Delta State’s planning and budgeting process.
A. Goal # 3:

› Coordinate the submission of reports to the Board of Trustees of Mississippi Institutions of Higher Learning.

B. Institutional Goal which was supported by this goal:

› Provide administrative services and auxiliary enterprises which are effective and efficient in the support of the institutional mission.

C. Expected Results:

› 85% of IHL reports will be submitted by the due date. (Many reports depend on the timeliness of the Information Technology Services Department in submitting the files to our office).

D. Evaluation Procedure(s):

› Schedule of IHL MIS tape transmittals.

E. Actual Results of Evaluation:

› 82% of the IHL reports were submitted by the due date.

F. Use of Evaluation Results:

› IR&P will continue to send a reminder to ITS one week before the due date in an effort to increase the timeliness of the reports.
A. **Goal # 4:**
   - Provide consistent and reliable statistics and reports to external agencies.

B. **Institutional Goal which was supported by this goal:**
   - Provide administrative services and auxiliary enterprises which are effective and efficient in the support of the institutional mission.

C. **Expected Results:**
   - Complete and return 25 surveys from external agencies during the 1999-2000 year.

D. **Evaluation Procedure(s):**
   - External publications containing information on Delta State University.
   - List of external agency surveys completed.

E. **Actual Results of Evaluation:**
   - 36 external agency surveys were completed in 1999-2000.

F. **Use of Evaluation Results:**
   - The information, provided in the surveys, is used to increase public awareness of the University.
A. Goal # 5:
   ▶ Develop and maintain databases and files for reporting requirements and internal
decision support and planning use.

B. Institutional Goal which was supported by this goal:
   ▶ Provide administrative services and auxiliary enterprises which are effective and
efficient in the support of the institutional mission.

C. Expected Results:
   ▶ Purchase up-to-date versions of software packages as they become available.
   ▶ 95% of the respondents of the Institutional Research and Planning “Survey of Use and
   Effectiveness” will indicate that they have used our services as a source of
   information.

D. Evaluation Procedure(s):
   ▶ Versions and types of software packages.
   ▶ Institutional Research and Planning “Survey of Use and Effectiveness.”

E. Actual Results of Evaluation:
   ▶ Of the total number of respondents to the Institutional Research and Planning “Survey
   of Use and Effectiveness,” conducted in April 1999, 84% indicated they had used our
   services during the past year.
   ▶ All current software packages were brought up-to-date.

F. Use of Evaluation Results:
   ▶ The "Survey of Use and Effectiveness" is reviewed to determine the satisfaction level
   of the users of the information.
   ▶ The Office of Institutional Research and Planning will develop a “request form” on its
   website as an added service.
A. Goal # 6:

- Develop and support an on-going institutional assessment program of student outcomes, teaching effectiveness and program review.

B. Institutional Goal which was supported by this goal:

- Provide administrative services and auxiliary enterprises which are effective and efficient in the support of the institutional mission.

C. Expected Results:

- Assist departments in assessing their programs.
- Implement the use of an evaluation calendar for the University.
- Implement the SACS on-line software.

D. Evaluation Procedure(s):

- University assessment plan.
- Requests for assistance by departments.

E. Actual Results of Evaluation:

- An evaluation calendar for the University was established during the Spring 1999 semester; however, due to a change in personnel, the evaluation calendar will not go into effect until Fall 2000.
- The SACS on-line software was reviewed by our department during 1999.
- The Office of Institutional Research and Planning provided information to all academic departments regarding credit hours produced, number of majors, etc....

F. Use of Evaluation Results:

- The Office of Institutional Research and Planning will continue to provide assessment information to all departments and assist them in designing assessment instruments as needed.
- The evaluation calendar will allow our office to evaluate various departments on a regular basis.
- The Assessment Analyst will meet with Department/Division Chairs and Directors during the Summer of 2000 to determine if SACS criteria are being met and will document the findings in the SACS on-line software.
A. Goal # 7:

- Enhance the professional skill, competence and development of office staff and university colleagues.

B. Institutional Goal which was supported by this goal:

- Provide administrative services and auxiliary enterprises which are effective and efficient in the support of the institutional mission.

C. Expected Results:

- Office staff will attend, collectively, five conferences related to Institutional Research and Planning.
- 95% of respondents on the Institutional Research and Planning “Survey of Use and Effectiveness” will indicate that our office is effective in the area of research skills, knowledge, and methods.

D. Evaluation Procedure(s):

- Number of classes and/or seminars attended by office staff.
- Institutional Research and Planning “Survey of Use and Effectiveness.”

E. Actual Results of Evaluation:

- Office staff attended five conferences.
- 91% of respondents on the Institutional Research and Planning “Survey of Use and Effectiveness,” conducted in April 1999, indicated our office is effective in the area of research skills, knowledge, and methods.

F. Use of Evaluation Results:

- At the end of each fiscal year the Director of Institutional Research and Planning will review the number and types of seminars/classes attended by staff and determine the schedule for the next year.
- For university colleagues, the "Survey of Use and Effectiveness" will be evaluated to determine if personnel are satisfied with Institutional Research's approach to developing skills related to research and assessment.
Institutional Research and Planning
1999-2000 Activities and Accomplishments

IPEDS

- Institutional Characteristics (Oct. 1999)
- Completions (Oct. 1999)
- Salaries (Nov. 1999)
- Fall Enrollment (Dec. 1999)
- Fall Staff (Dec. 1999)
- Finance (Feb. 2000)
- Graduation Rate (Feb. 2000)

IHL-Scheduled Reports

- 5-Year Strategic Plan (July 1999)
- Degrees Granted (July 1999)
- Developmental Studies - Summer term (July 1999)
- Program Performance Measures (July 1999)
- Expenditures by Program (July 1999)
- Student Fees (August 1999)
- Student Enrollment-Summer term (Sept. 1999)
- Report on Research and External Funding (Sept. 1999)
- Employee Demographics - Summer term (Sept. 1999)
- Course Credit Hours - Summer term (Sept. 1999)
- Student Outcomes - Summer term (Sept. 1999)
- Student Enrollment - Fall term (Oct. 1999)
- Developmental Studies - Fall term (Oct. 1999)
- Annual Report - Part I & Part II (Oct. 1999)
- Preliminary Course Credit Hours - Fall term (Oct. 1999)
- Employee Demographics - Fall term (Oct. 1999)
- Faculty Biographical - Fall term (Nov. 1999)
- Scholarships and Financial Aid (Nov. 1999)
- Program Performance Measures (Jan. 2000)
- Expenditures by Program (Jan. 2000)
- Student Outcomes - Fall term (Feb. 2000)
- Developmental Studies - Spring term (Feb. 2000)
- Course Credit Hours - Fall term (Feb. 2000)
- Student Enrollment - Spring term (Mar. 2000)
- Employee Demographics - Spring term (Mar. 2000)
- Student Outcomes - Spring term (June 2000)
- Course Credit Hours - Spring Term (June 2000)
IHL - Ad hoc Reports

★ Organizational Chart (July 1999)
★ Campus Crime Statistics (July 1999)
★ Mississippi Association of Colleges Directory Information (June 1999)
★ Course and grades for student admitted with deficiencies (July 1999)
★ Scholarship information for Ayers (Aug. 1999)
★ Preliminary enrollment (Sept. 1999)
★ University missions (Sept. 1999)
★ Plan of Compliance (Sept. 1999)
★ Annual Report I and II (Sept. 1999)
★ Halbrook Awards (Sept. 1999)
★ Summer Program Participants (Oct. 1999)
★ Summer Developmental Program (Oct. 1999)
★ Ayers Monitor requests (Oct. 1999)
★ Analysis of Institutionally awarded scholarships (Oct. 1999)
★ Faculty Activity Reports (Dec. 1999)
★ International Students Information (Feb. 2000)
★ Summer Developmental Program (March 1999)
★ Campus Police vehicles (April 2000)

Responses to Surveys

גיע AACTE/NCATE Survey
★ ACT Freshman Class Profile
★ ACT Graduate/Professional School Survey
★ ACT Prediction/Retention Research Summary
★ ASCAP College and University Student Enrollment Report
★ American Association of University Professors
★ American Council on Education Update
★ Barron’s Guide to Graduate Business Schools
★ Barron’s - Profiles of American Colleges
★ Broadcast Music, Inc.
★ CGS/GRE Survey of Graduate Enrollment
★ Chronicle Guidance Publications
★ College Blue Book
★ College Board - Annual Survey of Colleges
★ College Scope Update
★ CUPA National Faculty Salary Survey
★ Delaware’s National Study of Instructional Costs and Productivity
Responses to Surveys (continued)

- Falcon Management Group - Tuition Funding Sources
- Gale Group Research Centers Directory
- Gulf South Conference Member Survey
- Gulf South Conference Operating Manual
- Higher Education Publication - Higher Education Directory
- Market Data Retrieval
- Market Statistics - Survey of Buying Power
- Mississippi Department of Education - Teacher Education Performance Report
- NCAA Report
- Newsweek and Kaplan - How to Get into College
- Peterson’s Annual Survey of Undergraduate Institutions
- Peterson’s Annual Survey of Graduate and Professional Institutions
- Peterson’s Annual Survey of Higher Education Personnel
- Princeton Review
- SESAC, Inc.
- U.S. News and World Report - American Best Colleges
- University of Tennessee - Graduate School Services Survey
- Wintergreen Orchard House - College/University Information Update
- Wintergreen/Orchard House - Graduate School Admission Survey

Institutional Studies and Reports

- 1998-99 Fact Book
- Community/Junior College Report on Transfer Students
- GST 100 Retention Study
- Report of Courses Taught Outside Home Department
- Utility Statement Report
- Writing Proficiency Exam Reports

DSU Surveys

- Police Department Telephone Survey
- History Department - Faculty Evaluations
- ITS Survey (March 1999 - not administered)
- Presidential Candidates Evaluation (April 1999)
- Institutional Research and Planning Effectiveness Survey (April 1999)
- Human Resources Survey (April 1999 - not administered)
- University Accounting Survey (May 1999)
- Graduation Survey (May 1999)
DSU Surveys (continued)

- Administrative Survey (June 1999)
- Survey of Student Services for Off-Campus Programs (March 2000)
- Purchasing Customer Satisfaction Survey (March 2000)
- Housing Survey (March 2000 - in progress)
- Alumni Survey (May 2000 - in progress)

DSU Projects

- Assessment measures for must statements
- Distribute enrollment, grade distribution and credit hour reports to all academic departments prior to budget hearings.
- Evaluate and maintain every department’s annual reports
- Evaluation Calendar
- Institutional Goals Matrix
- Joint Legislative Budget Committee handouts
- IHL House Appropriations Sub-Committee handouts
- IHL Comparative Indicators
- IHL Planning and Budgeting meeting
- Maintain student, faculty, employment, degree, course and finance databases
- National Student Loan Clearinghouse member
- Preliminary Enrollment Reports (Summer, Fall, Spring)
- Provide “brag facts” to Alumni/Foundation and Public Information
- SACS Institutional Profile
- SGA elections (Homecoming, Class Favorites, SGA Officers)
- Strategic Planning process
- Transfer Track Participant

Ad hoc requests

⊕ Over 100 additional ad hoc requests
University Activities

- Presidential Inauguration (Co-Chair)
- Planning and Institutional Effectiveness Committee (Chair)
- Athletic Committee
- ITS Advisory Committee
- 75th Anniversary Committee
- Administrative Staff Council
- Hall of Fame Selection Committee
- Leadership Mississippi, Advisor
- Omicron Delta Kappa
- CIS 205, Assistant Professor
- Assist with Faculty/Staff Golf Scramble
- Assist with set-up for Mississippi Association of Colleges

IHL

- Council of Institutional Research Officers
- Faculty Activity Report Subcommittee
- System Planning Council

Professional

- Mississippi Association of Institutional Research
- Southern Association of Institutional Research
- Association of Institutional Research
- Society for College and University Planning
- American Association for Higher Education
- Mississippi Association of Colleges
- Consortium for Assessment and Planning Support
- Commission on Colleges/SACS Evaluator Registry

Community

- Chamber of Commerce, Member
- Chamber of Commerce, Vice President for County Council
- Chamber of Commerce, Ambassador
- Exchange Club, member
- Exchange Club, Board of Directors