I. Unit Title: Institutional Research and Planning

   Unit Administrator: Lynda A. Steele (effective February 2001)

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

III. Personnel:

   Noteworthy activities and accomplishments

   **Lynda A. Steele**
   ➢ Committee member, Enrollment Management Committee
   ➢ Committee member, Administrative Staff Council
   ➢ Attended the Mississippi Association of Institutional Research Meeting
   ➢ Attended the SACS Annual Meeting in Atlanta, GA

   **Lisa Lord**
   ➢ Attended the Mississippi Association of Institutional Research Annual Meeting
   ➢ Attended the SAIR Conference in Myrtle Beach, S.C.

   **Denise Naron**
   ➢ Attended the Mississippi Association of Institutional Research Annual Meeting
   ➢ Attended the SAIR Conference in Myrtle Beach, S.C.

   New position(s) requested, with justification
   ➢ None

   Recommended change of status (promotion/tenure)
   ➢ None
IV. Department Goals for 2000 - 2001

1. 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.

2. 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.

3. 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.”

4. Evaluation Procedure(s):
   - "Survey of Use and Effectiveness" of the Institutional Research and Planning Office.

5. Actual Results of Evaluation:
   - 75% of the respondents of the Institutional Research and Planning “Survey of Use and Effectiveness,” conducted in December 2000, indicated that the Office of Institutional Research and Planning “provides pertinent information for decision purposes.”

6. 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.
1. Goal # 2:

➢ Support the planning processes of the University.

2. 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.

3. Expected Results:

➢ Conduct a strategic planning process for the University.
➢ 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.

4. Evaluation Procedure(s):

➢ Minutes from the Planning and Institutional Effectiveness meetings detailing action on each item.
➢ Planning and Institutional Effectiveness Committee membership list.

5. Actual Results of Evaluation:

➢ The initial strategic planning process was completed in December 2000.
➢ 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.

6. 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 2001.
➢ 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.

3. **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).

4. **Evaluation Procedure(s):**

➢ Schedule of IHL MIS tape transmittals.

5. **Actual Results of Evaluation:**

➢ 89% of the IHL reports were submitted by the due date.

6. **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.
1. Goal # 4:
   ➢ Provide consistent and reliable statistics and reports to external agencies.

2. 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.

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

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

5. Actual Results of Evaluation:
   ➢ 28 external agency surveys were completed in 2000-2001.

6. 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.”

5. Actual Results of Evaluation:

- Of the total number of respondents to the Institutional Research and Planning “Survey of Use and Effectiveness,” conducted in December 2000, 40% indicated they had used our services during the past year.
- All current software packages were brought up-to-date.

6. 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.
1. Goal # 6:
   
   ➢ Develop and support an on-going institutional assessment program of student outcomes, teaching effectiveness and program review.

2. 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.

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

4. Evaluation Procedure(s):
   
   ➢ University assessment plan.
   ➢ Requests for assistance by departments.

5. 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 2001.
   ➢ The SACS on-line software was reviewed by our department during 2000.
   ➢ The Office of Institutional Research and Planning provided information to all academic departments regarding credit hours produced, number of majors, etc....

6. 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.

3. 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.

4. 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.
➢ 71.4% of respondents on the Institutional Research and Planning “Survey of Use and Effectiveness,” conducted in December 2000, indicated our office is effective in the area of research skills, knowledge, and methods.

6. 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
2000-2001 Activities and Accomplishments

**IPEDS**

- Completions (Oct. 2000)
- Fall Enrollment (May 2001)
- Finance (May 2001)
- Graduation Rate (May 2001)

**SACS**

- Fall Profile Report (Dec 2000)
- Spring Profile Report (April 2001)

**IHL-Scheduled Reports**

- 5-Year Strategic Plan (July 2000)
- Degrees Granted (July 2000)
- Developmental Studies - Summer term (July 2000)
- Program Performance Measures (July 2000)
- Expenditures by Program (July 2000)
- Student Fees (August 2000)
- Student Enrollment-Summer term (Sept. 2000)
- Report on Research and External Funding (Sept. 2000)
- Employee Demographics - Summer term (Sept. 2000)
- Course Credit Hours - Summer term (Sept. 2000)
- Student Outcomes - Summer term (Sept. 2000)
- Student Enrollment - Fall term (Oct. 2000)
- Developmental Studies - Fall term (Oct. 2000)
- Preliminary Course Credit Hours - Fall term (Oct. 2000)
- Employee Demographics - Fall term (Oct. 2000)
- Faculty Biographical - Fall term (Nov. 2000)
- Scholarships and Financial Aid (Nov. 2000)
- Program Performance Measures (Jan. 2001)
- Expenditures by Program (Jan. 2001)
- Student Outcomes - Fall term (Feb. 2001)
- Developmental Studies - Spring term (Feb. 2001)
- Course Credit Hours - Fall term (Feb. 2001)
- Student Enrollment - Spring term (Mar. 2001)
- Employee Demographics - Spring term (Mar. 2001)
✓ Student Outcomes - Spring term (June 2001)
✓ Course Credit Hours - Spring Term (June 2001)

**IHL - Ad hoc Reports**

- ★ Mississippi Association of Colleges Directory Information (June 2000)
- ★ Course and grades for student admitted with deficiencies (July 2000)
- ★ Scholarship information for Ayers (Aug. 2000)
- ★ Preliminary enrollment (Sept. 2000)
- ★ Plan of Compliance (Sept. 2000)
- ★ Campus Crime Survey (Oct 2000)
- ★ Summer Program Participants (Oct. 2000)
- ★ Summer Developmental Program (Oct. 2000)
- ★ Ayers Monitor requests (Oct. 2000)
- ★ Analysis of Institutionally awarded scholarships (Oct. 2000)
- ★ Salaries, Tenure, and Fringe Benefits of Full-Time Instructional Faculty Survey (Nov. 2000)
- ★ Faculty Activity Reports (Dec. 2000)
- ★ Summer Developmental Program (March 2000)
- ★ Delaware’s National Study of Instructional Costs & Productivity (Feb 2001)
- ★ Economic Development Report (April 2001)

**Responses to Surveys**

- AACTE/NCATE Survey
- ACT Freshman Class Profile
- ACT Graduate/Professional School Survey
- ACT Institutional Data Questionnaire
- ACT Prediction/Retention Research Summary
- American Association of University Professors
- American Council on Education Update
- CGS/GRE Survey of Graduate Enrollment
- Chronicle Guidance Publications
- College Board - Annual Survey of Colleges
- CUPA National Faculty Salary Survey
- Graduate School Guide
- Institutional Data Archive Survey of Institutional Research Officers
- Institutional Research & Evaluation
- Market Data Retrieval College Technology Survey
- Mississippi Department of Education - Teacher Education Performance Report
- NCAA Report
- NACUBO Tuition Discounting Survey
- National Postsecondary Student Aid Study
Newsweek and Kaplan - How to Get into College
Noel-Levitz Enrollment Management Survey
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
U.S. News and World Report - American Best Colleges
Wintergreen Orchard House - College/University Information Update
Wintergreen/Orchard House - Graduate School Admission Survey

Institutional Studies and Reports

◆ 1999-2000 Fact Book
◆ Community/Junior College Report on Transfer Students
◆ GST 100 Retention Study (in progress)
◆ Report of Courses Taught Outside Home Department
◆ Utility Statement Report
◆ Writing Proficiency Exam Reports

DSU Surveys

* Purchasing Satisfaction Survey – (April 2000)
* Continuing Education’s Off Campus Programs Survey (April 2000)
* Graduation Survey (May 2000/2001)
* IR&P Potential Studies Survey (May 2000)
* Housing & Residence Life – Why students choose to live off campus? (June 2000)
* Entering Student Survey (Sept. 2000)
* Greenville Higher Education Center – (July/August 2000) (April 2001-revised)
* SGA Homecoming Election Ballots (Sept. 2000)
* SGA Homecoming Queen Election & On-line Voting Referendum Ballot (Oct 2000)
* SGA Class Favorites Election (Nov. 2000)
* College of Education Faculty-Course Evaluation (Jan 2001)
* Division of Social Science Teacher and course Evaluation (Nov./Dec 2000)
* Housing Survey for On Campus Students (Dec 2000)
* Graduation Survey (Dec 2000)
* Student Teacher Assessment Instrument (STAI) (Jan 2001)
* Alumni Survey – (mailed)(Sept 2000)
* SGA Student Development Task and Lifestyle Assessment (March 2000)
* Teacher Preparation Survey (web survey) (March 2001)
* Preparing for an Administrative Survey (April 2001)
* Preparing for Graduation Survey (April 2001)
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
- Strategic Planning process
- Transfer Track Participant

Ad hoc requests

© Over 100 additional ad hoc requests
University Activities
(Activities while Dr. Roberts as Director)
• 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
(Dr. Steele’s activities)
• Enrollment Management Committee
• Administrative Staff Council

IHL
(Dr. Roberts’ activities)
➢ Council of Institutional Research Officers
➢ Mississippi Association for Institutional Research
➢ System Planning Council
(Dr. Steele’s activities)
➢ Council of Institutional Research Officers
➢ Mississippi Association for Institutional Research

Professional
(Dr. Roberts’ professional activities)
● 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
(Dr. Steele’s professional activities)

- American Association of University Women, State Officer
- Kappa Kappa Iota, Professional Teacher’s Fraternity
- Delta Kappa Gamma, Professional Teacher’s Fraternity
- Commission on Colleges/SACS Evaluator Registry/Presenter
- International Who’s Who of Professionals
- Mississippi Association for Institutional Research
- Southern Association for Institutional Research

Community

(Dr. Roberts’ community activities)

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

(Dr. Steele’s community activities)

- Rotary Club, member