Institutional Research
Annual Report
2001-2002
I. Unit Title: Institutional Research and Planning

Unit Administrator: Lisa Lord

II. Data and information for department:

➢ Not applicable.

III. Personnel:

Noteworthy activities and accomplishments

Lisa Lord

➢ Leadership Bolivar County 2002 Participant
➢ Committee member, Enrollment Management Committee
➢ Committee member, Administrative Staff Council
➢ Attended the Mississippi Association of Institutional Research Meeting
➢ Attended a Bubble Publishing Training Seminar
➢ Working toward a MBA degree

Mary Hankins

➢ Attended the Mississippi Association of Institutional Research Annual Meeting
➢ Working toward a BBA degree

Marilyn Read

➢ Attended the Mississippi Association of Institutional Research Annual Meeting
➢ Attended a Bubble Publishing Training Seminar

New position(s) requested, with justification

➢ None

Recommended change of status (promotion/tenure)

➢ None
IV: Department Goals for 2001-02

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 Chief Information and Planning Officer.
➢ 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.
➢ IR&P staff 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 2001.
➢ Reconstitute the Planning and Institutional Effectiveness Committee.
➢ The Coordinator 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 2002.
- The Coordinator 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 2001-02 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 2001-02.

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.
- The Office of Institutional Research and Planning developed a “request form” on its website as an added service.

6. Use of Evaluation Results:

- The "Survey of Use and Effectiveness" is reviewed to determine the satisfaction level of the users of the information.
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 2002.
   - The SACS on-line software was reviewed by our department during 2001.
   - 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 Coordinator of Institutional Research and Planning and the Research Associate will meet with Department/Division Chairs and Directors during the Summer of 2002 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 Coordinator 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.
* This survey is conducted annually in April. We will conduct this survey in April 2002. Also, this survey is usually sent to Cabinet, Directors, Deans, and Department Chairs. The survey conducted in December 2000 was sent to faculty and staff, therefore, percentages are lower than expected.
Institutional Research and Planning
2001-02 Activities and Accomplishments

IPEDS

❖ Institutional Characteristics (Oct. 2001)
❖ Completions (Oct. 2001)
❖ Fall Staff (January 2002)
❖ Faculty Salaries (January 2002)
❖ Fall Enrollment (May 2002)
❖ Finance (May 2002)
❖ Graduation Rate (May 2002)

SACS

❖ Fall Profile Report (Dec 2001)
❖ Spring Profile Report (April 2002)

IHL-Scheduled Reports

✓ 5-Year Strategic Plan (July 2001)
✓ Degrees Granted (July 2001)
✓ Developmental Studies - Summer term (July 2001)
✓ Program Performance Measures (July 2001)
✓ Expenditures by Program (July 2001)
✓ Student Fees (August 2001)
✓ Student Enrollment-Summer term (Sept. 2001)
✓ Report on Research and External Funding (Sept. 2001)
✓ Employee Demographics - Summer term (Sept. 2001)
✓ Course Credit Hours - Summer term (Sept. 2001)
✓ Student Outcomes - Summer term (Sept. 2001)
✓ Student Enrollment - Fall term (Oct. 2001)
✓ Developmental Studies - Fall term (Oct. 2001)
✓ Annual Report - Part I & Part II (Oct. 2001)
✓ Preliminary Course Credit Hours - Fall term (Oct. 2001)
✓ Employee Demographics - Fall term (Oct. 2001)
✓ Faculty Biographical - Fall term (Nov. 2001)
✓ Scholarships and Financial Aid (Nov. 2001)
✓ Program Performance Measures (Jan. 2002)
✓ Expenditures by Program (Jan. 2002)
✓ Student Outcomes - Fall term (Feb. 2002)
✓ Developmental Studies - Spring term (Feb. 2002)
✓ Course Credit Hours - Fall term (Feb. 2002)
✓ Student Enrollment - Spring term (Mar. 2002)
✓ Employee Demographics - Spring term (Mar. 2002)
✓ Student Outcomes - Spring term (June 2002)
✓ Course Credit Hours - Spring Term (June 2002)

**IHL - Ad hoc Reports**

★ Mississippi Association of Colleges Directory Information (June 2001)
★ Course and grades for student admitted with deficiencies (July 2001)
★ Scholarship information for Ayers (Aug. 2001)
★ Guide to Academic Programs (Aug. 2001)
★ Preliminary enrollment (Sept. 2001)
★ Plan of Compliance (Sept. 2001)
★ Campus Crime Survey (Oct 2001)
★ Summer Program Participants (Oct. 2001)
★ Summer Developmental Program (Oct. 2001)
★ Ayers Monitor requests (Oct. 2001)
★ Analysis of Institutionally awarded scholarships (Oct. 2001)
★ Salaries, Tenure, and Fringe Benefits of Full-Time Instructional Faculty Survey (Nov. 2001)
★ Faculty Activity Reports (Dec. 2001)
★ Summer Developmental Program (March 2001)
★ Delaware’s National Study of Instructional Costs & Productivity (Feb 2002)

**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

- 2000-01 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

- Graduation Survey (May 2001)
- IR&P Potential Studies Survey (May 2001)
- Boys State Election Results (June 2001)
- Continuing Education/Yazoo County Educational Needs Assessment (June 2001)
- Greenville Higher Education Center – (July/August 2001)
- Freshmen Evaluation – (October 2001)
- College of Education Faculty-Course Evaluation (Jan 2002)
- Division of Social Science Teacher and course Evaluation (Dec. 2001)
- Graduation Survey (Dec 2001)
- Student Teacher Assessment Instrument (STAI) (Jan 2002)
- Greenville Higher Education Center – (February 2002)
- Preparing for IR&P Use and Effectiveness 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**
- Web for Executives, Implementation Chair
- Administrative Staff Council
- Member of Enrollment Management Committee
- Member of Banner User Group
- Member of One-Card Technical Team
- Completed MBA degree in May 2002

**IHL**
- Council of Institutional Research Officers
- Mississippi Association for Institutional Research

**Professional**
- Mississippi Association for Institutional Research, Secretary
- Southern Association for Institutional Research
- Association for Institutional Research
- Society for College and University Planning
- American Association for Higher Education
- Consortium for Assessment and Planning Support

**Community**
- Leadership Bolivar County 2002 Participant