



**OFFICE OF INSTITUTIONAL RESEARCH & EFFECTIVENESS**

**ANNUAL REPORT  
2018-2019**

**HENRY M. CODJOE  
DIRECTOR**

**August 2019**

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**Section A: Division/Department Profile & Productivity At-a-Glance**

**Administration & Staff: Office of Institutional Research & Effectiveness**

Henry Codjoe	Director
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Number of Completed Projects, Assignments and Tasks	9
Number of Major Ongoing Projects	2
Number of Major New Projects	0
Number of Consulting Service/Advice Provided to College Community	21
Number of Written Reports/Studies/Projects	4
Number of Surveys/Questionnaires Administered and/or Responded	9
Number of Students Served by Surveys (duplicated)	0
Number of Faculty and Staff Served by Surveys (duplicated)	0
Number of Internal and External Data Requests Provided or Answered to	27
Number of Full-Time Staff	1
Number of Part-Time Staff	0
Number of Professional Development Activities by Staff	1
Number of Community Activities	0
Number of Staff Serving on Committees	100%
Total Operating Expenditures (FY 2019)	\$147,679.80
Operating Supplies & Expenses (FY 2019)	\$19,232.34
Equipment Expenditures (FY 2019)	\$0

### **Section B: Summary of Major Accomplishments**

1. Completed the College's SACSCOC *Referral Report* in response to the missing standards in the Fifth-Year Interim Report that was submitted to SACSCOC in September 2018. The *Referral Report* will be submitted in September 2019.
2. Continued monitoring progress through assigned annual action plan responsibilities of the 2016-2020 *Strategic Plan*.
3. Provided data and supervised completion of six academic program reviews: Bachelor of Science in Mathematics; Bachelor of Science in Biology; Bachelor of Business Administration in Management; Bachelor of Business Administration in Accounting; Bachelor of Arts in Interdisciplinary Studies; and Associate of Applied Science in Computer Network and Service Technology. The program review template and timetable was also updated.
4. Completed 2017-2018 *Annual Report* for the Office of Institutional Research.
5. Continued to work with faculty and assessment coordinators to implement updated Weave assessment system. Also assisted some faculty and staff with their assessment reports.
6. Continued to teach courses on African Studies for the new African-American Studies Minor at Dalton State: African History (HIST 3150/Fall Semesters) and African Diaspora (HIST 3160/Spring Semesters).
7. The office also continued to provide and complete external information requests, as well as coordinate the 2018-2019 IPEDS Collection (Completions/Institutional Characteristics/Fall Enrollment/Finance/Financial Aid/Graduation Rates/Human Resources) reports for Dalton State College. Other completed information/survey request included:
  - 2019 Higher Education Update for Dalton State College.
8. Completed information requests/surveys for SACSCOC
  - SACS 2018 Financial Profile (with Fiscal Affairs).
  - SACS 2018 Institutional Profile for General and Enrollment Information.
  - Student Completion Indicators.
9. Office staff produced the following reports:
  - Dalton State College *Facts and Figures*, Fall 2018.
10. The Director and Institutional Research Analyst served on the following committees during the 2018-2019 reporting period:
  - Administrative Council
  - Accessibility Compliance Taskforce

- Faculty Assessment Committee
  - Gateway to Completion (G2C) Campus Committee
  - International Education Committee
  - Regents Administrative Committee on Effectiveness and Accreditation (RACEA)
  - Strategic Planning Monitoring Committee (Faculty Senate).
11. Continued to represent the College at the Administrative Council of Institutional Researchers of the University System of Georgia.
  12. Director participated in the following services to the College:
    - Club Advisor, Dalton State International Students Association
    - Club Advisor, Dalton State African Students Association.
  13. Director attended the following professional development workshops/meetings/conferences/focus groups/webinars:
    - Annual meeting of the Commission on Colleges of the Southern Association of Colleges and Schools, New Orleans, Louisiana, December 2018.
    - Dalton State annual training re: Right to Know, Ethics, Sexual Harassment, Auto Liability.

**Section C: Annual Progress in Strategic Planning**

**Action Plan #30:** Identify the data that are necessary and relevant to address persistence and graduation rates.

**Person/Group Responsible for Implementing Action:** Student Success Committee (S4S), Institutional Research and Planning

**Performance Metric:** Retention and graduation rates data identified, analyzed, and produced in a report for decision-making and distribution.

**Progress Status Summary:** The Office of Institutional Research and Planning has produced and published a historical data table that shows Dalton State's graduation and retention rates for 6-Year Bachelor's and 3-Year Associate's first-time, full-time degree seeking students. Additional review of the data is necessary to determine how these rates can be positively influenced.

<https://www.daltonstate.edu/about/student-achievement.cms>

**Action Plan #32:** Update website to reflect changes in retention and graduation rate data.

**Person/Group Responsible for Implementing Action:** Student Success Committee (S4S), Department of Marketing and Communications, Institutional Research and Planning

**Performance Metric:** Revised/changes in DSC student retention and graduation rates produced and uploaded on Institutional Research webpage on 'Student Achievement.

**Progress Status Summary:** On its website, the Office of Institutional Research continually updates new/current information from the University System to reflect changes in retention and graduation rate data. Graduation and retention rate data are included in a webpage, "Student Achievement Data" – required by SACSCOC. As part of its "Student Achievement Data" project to fulfill SACSCOC standards on institutional effectiveness, the information provided by the office assists in looking at trend data related to student achievement and helps to identify areas where intervention might be necessary. <https://www.daltonstate.edu/about/student-achievement.cms>.

### **Section D: Annual Progress in Assessing Institutional Effectiveness**

The office's assessment report is produced and reported in Weave. A copy is available on request from the Institutional Research office.

### **Section E: Overall Divisional Health and Plans for the Upcoming Year**

With the help of a student worker who works 19 hours per week during the fall and spring semesters, the office continues to operate and accomplish its tasks and responsibilities. This includes responding to all external and internal requests for information, and taking on some new assignments and projects (e.g., semester grade distribution reports). The director also continues to help faculty and staff with their Weave assessment reports.

For the upcoming year, the office will engage in the following projects:

1. Begin groundwork of preparing for the Compliance Certification Report for the next institutional reaffirmation using the new SACSCOC Principles of Accreditation during the 2021-2022 academic year. The official reaffirmation is to occur in 2023.
2. Monitor and report progress on the 2016-2020 *Strategic Plan*, including any assistance to be given to work on a new strategic plan. This will also include an update of Dalton State's strategic planning and institutional effectiveness plan and policy to support institutional accreditation.
3. Supervise the completion of academic comprehensive program reviews for 2019-2020 academic year.