



**OFFICE OF INSTITUTIONAL RESEARCH & PLANNING**

**ANNUAL REPORT  
2006-2007**

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**September 2007**

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

Number of Completed Projects, Assignments and Tasks	13
Number of Major Ongoing Projects	8
Number of Major New Projects	4
Number of Consulting Service/Advice Provided to College Community	3
Number of Written ad-hoc Reports or Studies	6
Number of Surveys/Questionnaires Administered and/or Responded	16
Number of Students Served by Surveys	1,738
Number of Faculty and Staff Served by Surveys	0
Number of External Data Requests and Reports Prepared for University System and External Agencies	15
Number of Internal Data Requests Provided or Answered to	19
Number of Full-Time Staff	1
Number of Part-Time Staff	1
Number of Professional Development Activities by Staff	0
Number of Community Activities	0
Percentage of Staff Serving on Committees	100%
Total Operating Expenditures (FY 2007)	\$110,313.54
Operating Supplies & Expenses (FY 2007)	\$13,212.93
Equipment Expenditures (FY 2007)	\$-0-

**Section B: Summary of Major Accomplishments**

1. Provided support and documentation to the Strategic Planning Committee in reviewing first year implementation goals and planning as well as developed second year implementation plan goals for the 2006-2010 Strategic Plan.
2. Lent assistance with the preparation of several new degree proposals, including specialized accreditation efforts in social work and teacher education, and with the work of the campus Retention, Progression, and Graduation (RPG) Task Force.
3. Assisted with DSC Title III grant accountability requirements by administering the third year of ACT's Academic Advising Survey to 700 randomly selected students.
3. Continues to administer surveys to gather information to use in identifying strategic areas needing improvement with regard to College programs and services. The Table below shows the surveys and the numbers served during the 2006-2007 year:

<b>Institutional Research Survey List &amp; Count</b>	
<b>July 1, 2006 - June 30, 2007</b>	
ACT Academic Advising Survey	700
ACT Student Readiness Inventory Survey	709
Business Graduates Survey (EBI)	45
Graduating Student Survey	284
Strategic Planning Evaluation	26
<b>TOTAL SERVED</b>	<b>1,764</b>

4. The office also continued to provide and complete external information requests, as well as coordinate the IPEDS Completions/Institutional Characteristics/Fall Enrollment/Finance/Student Financial Data/Graduation Rates reports for Dalton State College. Information requests/surveys were completed for the following:

- Alfred P. Sloan Foundation Study of US Higher Education Attitudes
  - American Association of Community Colleges Membership Directory
  - HEP Higher Education Directory Survey
  - Higher Education Directory
  - Peterson's Annual Survey of Undergraduate Institutions
  - Postsecondary Education Quick Information System Survey on Distance Education
  - SACS Institutional Profile for General Information and Enrollment Data
  - The College Board's Annual Survey of Undergraduate Institutions
  - The U.S. News Survey of Distance Education
5. Produced the following reports:
    - *Dalton State College Fact Book, 2006*
    - *Dalton State College Annual Report of Institutional Progress, 2005-2006*
    - *2006-2010 Strategic Plan Update Reports*
    - *Dalton State College Strategic Plan Progress Reports, 2006-2007*
    - *CAAP Assessment Results, Graduates – Spring 2006*
    - *2007 Graduating Student Survey Results Summary Report*
    - *Institutional Profile Update, Fall 2006*
  6. The Director served on the following committees during the 2006-2007 planning period:
    - Academic Council
    - Administrative Council
    - Retention, Progression and Graduation (RPG) Committee
    - Social Work Professional Advisory Board
    - Strategic Planning Committee
    - Partners In Profession Education (PIPE) Advisory Committee
    - Institutional Effectiveness Subcommittee (ex-officio)
  7. Continued to represent the College at the Administrative Council of Institutional Researchers of the University System of Georgia.
  8. Continued to serve as faculty advisor for the College's International Students' Association (ISA).
  9. Continued to instruct a one-credit hour Sociology course (SOC1 1000: Race and Ethnicity in American Society).
  10. Published an article, "The Importance of Home Environment and Parental Encouragement in the Academic Achievement of African-Canadian Youth," in *Canadian Journal of Education*, 30, 1 (2007): 137-156.
  11. Submitted a book review article for publication in the *Canadian Journal of Education*.

## Section C: Annual Progress in Strategic Planning

### *Goal 5*

Review departmental missions to determine if they are in line with the institutional mission and whether they focus on student success.

### *Objective/Action Plan*

Division chairs, departmental vice presidents, and unit directors will complete a review of their mission statements *after* the institutional mission statement is revised to ensure that divisional and departmental mission statements are in line with the institutional mission statement and focus on student success.

### *Success Indicator*

All division chairs and administrative heads will review and revise/modify/update their mission statements and send to the president, vice presidents, and director of institutional research for updating in various college documents.

### *Evaluation Review*

Findings: The Office of Institutional Research & Planning reviewed its mission statement and revised in accordance with the new institutional mission statement. The revised mission was approved by the President, the supervisor of the IR office.

Recommendations: None.

Conclusion: The review of the unit's mission statement ensured that the mission was in line with the revised institutional mission statement.

### *Continuous Improvement Summary*

Unit Performance: The office participated in the process by drafting revisions for the president's review and approval – with the task completed on time.

Goal Attainment: This goal was achieved in a timely fashion.

Effect for Next Period: The unit's revised mission will be added to all appropriate college documents.

Benefits to Organization: Updating the unit's Mission Statement ensured alignment of departmental goals with the College's revised mission.

### *Level of Impact on Selected Review Area*

- Exemplary
- Adequate
- ✓ Adequate
- Minimal
  
- ✓ Review Completed

*Goal 39*

Develop an institutional plan for improving retention and graduation rates.

*Objective/Action Plan*

A plan with recommendations and action for improving DSC's retention and graduation rates will be produced. The campus Retention, Progression, and Graduation (RPG) Task Force will collect and analyze data to identify student retention risk factors and develop strategies for improving student retention, progression, and graduation rates.

*Success Indicator*

Produce a DSC institutional plan with recommendations for improving retention and graduation rates.

*Evaluation Review*

Findings: As part of its response to the University System's Retention, Progression, and Graduation (RPG) Initiative, the IR and President Offices produced an *Annual Retention & Graduation Rate Improvement Plan*.

Recommendations: The College will implement recommendations and increase retention and graduation rates - 1 percent per year beginning with the 2006-07 academic year.

Conclusion:

The plan gave directions on what DSC needs to do to improve its retention and graduation rates as well fulfill a System goal objective.

*Continuous Improvement Summary*

Unit Performance: The IR office worked closely with the President to develop ideas and data requirements to produce report. As well, input and data analysis from the RPG Task Force assisted the IR office in developing the final report.

Goal Attainment: The goal of producing an institutional plan was achieved.

Effect for Next Period: Using central office and internal data, the Institutional Research office will continue to compile existing information on retention and graduation rates with a focus on cohorts of students who are first-time, full-time, degree- or certificate-seeking students.

Benefits to Organization: Data collection and analysis will identify student retention risk factors and strategies for improving student retention, progression, and graduation rates.

*Level of Impact on Selected Review Area*

√ Exemplary

Adequate

Minimal

√ Summary Completed

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

1. **Did your unit adopt any new or significantly revised outcome measures in administrative and support functions?**

No.

2. **Did your unit implement any new methods for assessing administrative support functions or services?**

No.

3. **What specific changes did your unit make to administrative or support functions and processes as a result of assessment evidence?**

None.

4. **List evidence of specific improvements to your unit's administrative and support services functions, which resulted from assessment-based changes.**

None.

5. **If available, please provide information on any major findings from self-studies and peer reviews performed for institutional accreditation as related to your unit.**

None.



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

The 2006-2007 year was another productive year for the OIRP, especially with regards to contributing to the general decision making processes of the institution with its reports, data dissemination, and other ad-hoc projects. The office also continues to provide expertise and leadership in the areas of institutional research, planning, and assessment. In this regard, the office is grateful for the employment of a part-time administrative assistant who is solely devoted to the tasks and functions of the office. Although part-time, she has freed the director from “maintenance” and “housekeeping” duties and projects, making it possible for the office to focus on other substantive research studies to assist the College meet some of its critical goals such as retaining and graduating students. I would hope that in time, the part-time position would develop into a full-time administrative position. In fact, as the College and its programs expand, there will be more demands on its services. On than that, I would say the overall health of the department is healthy. Indeed, the work of the office is widely regarded and recognized across campus. Looking ahead for the upcoming year, the office plans to:

1. Create a set of research reports for administrative use, which will be defined by senior administrative officers, as a mechanism for decision-making purposes.
2. Assist with reinvigorating the academic program review process.
3. Assist with the design and framework for the College’s SACS Quality Enhancement Plan.
4. Design and implement practical and useable measurement and assessment mechanisms for the RPG Task Force’s major initiatives.
5. Update/refine 2006-10 Strategic Plan Report as appropriate, including producing annual reports.
6. Update DSC’s institutional effectiveness program documents and post on website.
7. Continue teaching sociology and education classes with research/publishing in the areas of race and ethnic relations and multicultural education.
8. Continue as faculty advisor and involvement with the activities of the International Students’ club.