UNIVERSITY OF WEST GEORGIA
ANNUAL REPORT
Fiscal Year 2009 (July 1, 2008 to June 30, 2009)

DEPARTMENT OF	**Institutional Research and Planning**
Name of Department Head	Dr. Ebenezer Kolajo
Name of Person Completing Report	Dr. Ebenezer Kolajo and Tara Pearson

1*	**Departmental Mission/Vision Statement** *(url only, required)*	http://www.westga.edu/irp
2*	**Departmental Statement of Goals, Process to Assess These Goals, and Assessment Results** *(url only, required)*	http://www.westga.edu/irp

3* Give an Example of How your Department Used the Assessment of Goals and Outcomes to Change/Improve a Process *(required)*

In response to the information needs of the members of the University community, as much data as possible are made available through the department's website to accentuate access to data, thereby informing decision making at various levels of the institution. In addition, periodic reports are published to enhance data-based decision making at UWG.

4* General Statement of Department Condition *(required)*

The department welcomed a new director and a research analyst during the year. The additions meant a lot of changes in the way things are being done. The department's website was dramatically improved to facilitate stakeholder's access to data. The department is receptive to the needs of the University community and tries to gear up for continuous improvement in the realms of services provided.

5 Departmental Achievements

The Department of Institutional Research and Planning's accomplishments are narrated below:

Work Log	Number	Percent
Data Requests	155	49%
Projects	39	12%
Surveys	49	16%
Open Records	56	18%
Records Management	17	5%
Total	**316**	**100%**

<u>Mandatory Survey Completed (such as IPEDS)</u>
Spring Data Collection—*Finance, Student Financial Aid, Grad Rates, Spring Supplement*
Fall Data Collection--*Characteristics, Completions, 12-mth Enrollment*
Winter Data Collection—*Fall Enrollment, Human Resources*

<u>External Surveys Completed</u>
US News and World Report
Finance Survey
Main Statistical Survey
Financial Aid Survey
Survey of Graduate Schools of Business (MBA)
America's Best Graduate Schools-Statistical Survey of Graduate Programs of Education
Online Graduate Business Degree Program
Distance Education Survey
Graduate Distance Education Survey (Media)
Peterson's
Interim Expenses Update fro Undergraduate Institutions
Undergraduate Survey
Peterson's MBA Survey
Graduate and Professional Institutions
Undergraduate Financial Aid
BusinessWeek
Profile of Graduate FULL-TIME MBA Program
Profiles of Graduate MBA Program (GENERAL SURVEY)

2008 Distance MBA Survey
Profiles of Graduate (PART_TIME) MBA Program
National Science Foundation
Survey of Graduate Students and Post doctorates in Science and Engineering (Part 1)
Survey of Graduate Students and Post doctorates in Science and Engineering (Part 2)
CGS/GRE
Survey of Graduate Enrollment
Common Data Set Survey
Review Data Set Survey
Atlanta Business Chronicle
Top 25 Colleges and Universities/List-makers
Area's Largest Colleges and Universities
ACT—
ACT Discover Survey
Institutional Data Questionnaire
GA College 411
Graduate Survey
Undergraduate Survey
CUPA-HR--*National Faculty Salary Survey*
College Board--*Annual Survey of Colleges*
Wintergreen Orchard House--*Four-Year College Admissions Survey*
Financial Publishing--*College Scope 45th Edition*
Princeton Review--*Business School Data Set (MBA)*
Nonprofit Sector Yellow Book Update--*Leadership Directories*
Kaplan Test Prep--*Kaplan Test Prep and Admissions*
Leadership Directories--*Nonprofit Sector Yellow Book*
Metro Atlanta Chamber of Commerce--*Metro Atlanta Resource Guide*
School Guide--*College Profile*
College Tool Kit.com--*Business School Survey*
AAUP--*Faculty Compensation Survey*
Chronicle Guidance Publications--*Update Your Programs of Study Offerings (Majors)*

<u>Projects Completed</u>
Delaware Study Results Fall 1999-2005
Peer Analysis Selection-Southeast using IPEDS, Western and Northern Colleges and Universities
Five Year Program Data by Department
KPI Worksheets Update
Faculty Salary Compression Study
Graduate Follow-up Survey Design
NCAA Survey- Assessment of Students' Athletic Interests and Abilities/Spring 2009
New Student Profile Questionnaire for Fall 2004-2008
NCAA-GRS Transfers out and Exclusions
Grade Distributions for Core Courses for Fall 2004-2008
English Program Alumni Survey Spring 2007
Documenting the accrediting agencies for the university
Institutional Research and Planning Website Development
Fact Book FY2008-2009
Just the Facts FY2008-2009
Common Data Set Fall 2008
Redesigned Exit Survey

<u>Open Records, Subpoenas, and Production of Document Requests</u>
Responded to 56 Open Records, Subpoenas, and Production of Document Requests.

<u>Records Management</u>
Assisted five departments with Records Management issues: Computer Science, Residence Life, Auxiliary Services, Continuing Education, and Music.

6 **Staff Productivity**

University Committee Services
Member - Search Committee for Institutional Research and Planning Analyst I
Member - Strategic Enrollment Committee (SEC)
Member – Staff Advisory Council
Member – Search Committee for University Legal Counsel
Member - Institutional Studies and Planning Committee (ISP)
Member - Strategic Planning Committee (SPC)
Member - SACS Executive Committee
Member - Retention & Graduation Workgroup
Member - 360 Degree Survey Workgroup appointed by the President
Functioned as Chief Data Officer (CDO) for UWG/USG
Member – University System of Georgia Records Advisory Committee (RAC)

Conferences/Webinars/Training/Statewide Meetings Attended
>Conferences
Georgia Records Association Spring Conference, St. Simons Island Georgia, (June 2009)
Georgia Records Association Fall Conference, Brass Town Valley, GA, (December 2008)
Association for Institutional Research (AIR) Forum, Atlanta, GA, (May 2009)
Southern Association for Institutional Research (SAIR) Conference, Nashville, TN (October 2008)

>Webinars and Training
Family Educational Rights and Privacy Act (FERPA) Webinar Training, (January 2009)
WeaveOnline Assessment Seminar and Webcasts, (August 2008)
TaskStream (AMS) WebCast, (August 2008)
Tableau Online Training (September 2008)
Collegiate Learning Assessment (CLA) Consortium Training, (June 2009)
Georgia International/Development Economics Workshop, Atlanta, GA (December 2008)
Folio Tech Demonstration (December 2008)
Tableau Advanced Online Training (September 2008)
SAS Institute Training and Meetings:
SAS Programming Introduction: Basic Concepts, Atlanta, GA, (October 2008)
SAS Programming 2: Data Manipulation Techniques, Atlanta, GA, (June 2009)
SAS Institute Training and Meetings: Meeting: Birmingham Users Group for SAS-Bugs, (January 2009)
Student Retention Analysis Webinar (September 2008)
Rapid Insight's Retention Analysis—Development/Advancement Solutions Webinar March 2009)
Grant Writing Webinar (April 2009)
WIMBA Session (February 2009)
Mythics Webinars
Software Training in the following areas: Dreamweaver CS4, Survey Monkey, Advanced Software Engineering (ASE), RedDot, Netcharts, Applet (Java), JavaScript, PHP/MySQL, CSS, Apache, Jquery, Ajax, SQL, ColdFusion 8, and Flash.

>Statewide Meetings
University System of Georgia Records Advisory Committee (RAC)
University System of Georgia Staff Council Quarterly Meeting, Marietta, GA (October 2008)
University System of Georgia Staff Council Quarterly Meeting, Atlanta, GA. (February 2009)

On-campus Training and Meetings
Economic Forecast Breakfast, (October 2008)
ADP Training (April 2009) (June 2009)
Conflict Coaching Workshop, (August 2008)
RedDot
Toad for MySQL
JavaScript
PHP/MySQL
Applet (Java)
Putty
TechShare
ETL (Extract, Translate, Load)
JavaScript
Database

	Server Budget Development Workshop (April 2009) Microsoft Word 2007 Training, (October 2008) Informational Technology (IT) Audit Interview and Entrance Meeting, (November 2008) On-Line People Soft Training, (August 2008 and November 2008) P-Card Training, (April 2009) Budget 101 Workshop, (September 2008) Travel Training, (March 2009) Budget Progress Report Training, (April 2009) **Professional Affiliations** Southern Association for Institutional Research (SAIR) Georgia Records Association (GRA) Association for Institutional Research (AIR) Society for International Development (SID) American Society for Quality (ASQ) Georgia Association for Institutional Research, Planning, Assessment, & Quality (GAIRPAQ) Association for the Study of Higher Education (ASHE) **Teaching** A staff taught Economic Development (ECON 4485)—Spring Semester 2009
7	**Student Achievements**
	Not Applicable
8	**Other Awards, Distinctions, and Achievements**
	Presentations **(a) Conferences/Invited Presentations** "Improving the Validity, Reliability and Response Rates of A State-Mandated Graduate Follow-Up Survey." Presentation at the 49th Annual Association for Institutional Research Forum, Atlanta, Georgia, May 30-June 3, 2009. "Improving the Validity, Reliability and Response Rates of the Maryland Graduate Follow-Up Survey." Paper presented at the 22nd Annual Conference of Maryland Association for Institutional Research, The Universities at Shady Grove, Maryland, October 24, 2008. "Measuring Effectiveness in Community Colleges: The Maryland Model." Presentation at the Southern Association for Institutional Research, Nashville, Tennessee, October 18-21, 2008.

UPON COMPLETION

Please email completed report to:

Institutional Research and Planning
Tara Pearson
tpearson@westga.edu
678-839-6449

REMINDER—Include paragraph of departmental accomplishments in your email.