

**Departmental Annual Report - Part I  
All Departments**

President's Office College or Division	Institutional Research and Planning Department, If Applicable	College School Area (Title On Report)	2012 (Su11-Sp12) Academic Year
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**1) Name of department chairperson or director?**  
Ebenezer Kolajo

**2) Email address of department chairperson or director?**  
ekolajo@westga.edu

**3) List departmental mission statement?**

The University of West Georgia's strong commitment to "Educational Excellence in a Personal Environment" is central to the mission of the Department of Institutional Research and Planning. The Department has, as its primary mission, the collection of data (from both internal and external sources), and timely analysis, distribution, and presentation of information for use in planning, decision-making, and policy formulation at the University.

The Department is also responsible for ensuring the accuracy of vital University statistics and for reporting these data to a broad spectrum of stakeholders including regulatory entities, management, faculty, private organizations, parents and the general public. Another major function of the Department is to respond to diverse requests for data from members of the University community and to assist with research and analysis. Institutional Research and Planning also serves as records custodian for the University of West Georgia. In this capacity, it promotes an efficient administration and management of State governmental records in compliance with the Georgia Records Act and the Georgia Open Records Act. Institutional Research and Planning also advises departments on appropriate records keeping techniques and guides in developing records retention schedules.

**4) List departmental goals for this reporting year.**

During fiscal year 2011-2012, the Department of Institutional Research and Planning pursued the following goals:

**GOAL 1:** Compile the annual institutional progress report to reflect UWG Strategic Plan (2010-2015) implementation results, as well as other institutional accomplishments (SP Goal XII).

**GOAL 2:** Coordinate efforts to strengthen a culture of evidence through direct and indirect assessment of student, faculty, and staff, as a means of demonstrating institutional effectiveness (SP Goal IV).

**GOAL 3:** Ensure timely collection, analysis, and reporting of data for mandatory federal (e.g. IPEDS) and state (e.g. USG/BOR) reports, as well as other obligatory requests (SP Goal XII).

**GOAL 4:** Monitor and update key institutional performance indicators (KPIs) for gauging institutional effectiveness and progress in specific areas, such as student access; retention, progression, and graduation (RPG); development, allocation and use of resources (SP Goal VIII and See additional comments).

**GOAL 5:** Facilitate data-driven decision making whereby the IRP website becomes increasingly user-friendly and interactive to enhance seamless data access to the University community in particular and to the general public at large (SP Goals XI and XII).

**Assessment Information**

**5) List assessments used to measure progress toward departmental goals.**

One of the assessment methods used was a survey approach. IRP conducts a survey of the university community to determine their opinions about the staff, the services provided, and to solicit suggestions for continuous improvements. The results showed favorable opinions of the office personnel and services. However, a reasonable proportion of respondents did not know about the office's responsibilities and functions. Some even confused the office's functions with other unrelated offices.

Another assessment measure was based on the level of IRP website usage. From March 2011 to March 2012, seven hundred and fifty six (756) unique visitors used the IRP website with total visits of 5,430 which resulted in 21,198 page views. The increasing use of the website has reduced telephone inquiries for data from 415 in FY 2011 to 325 in FY 2012, a 22 percent decrease. The website is continually updated to provide needed information for evidence-based decision making across the campus.

**6) Based on the assessments of departmental goals, discuss any departmental improvements.**

Based on assessments various initiatives were undertaken, including (1) a snapshot of enrollments, entitled *Enrollment at a Glance*, is sent to academic departments every semester to provide a quick review of enrollment characteristics by colleges; (2) a weekly report, titled *Did You Know?* is contributed to the university's daily electronic newsletter—Daily Report. This report is popular and widely read by the university staff and faculty, and it generates more and more questions stimulating the use of data for

decision making. Of the 2012 IRP survey respondents, 75 percent indicated that they read *Did You Know?* very often or occasionally.

- 7) **Attach additional assessment information (not related to student learning outcomes in academic programs which are input in another section of the system), consolidate information into one PDF document and upload it here.**

Assessment File Upload ( [View](#) )

**Departmental Progress Toward The UWG Strategic Plan**  
**Please discuss your department's initiatives toward the UWG Strategic Goals**  
**You only need to reply to the goals your department addressed this year**

- 8) **Every undergraduate academic program will demonstrate a distinctive blending of liberal arts education, professional competencies, and experiential learning, preparing students to be ethically responsible and civically engaged professionals in the global economy of the 21st century.**
- 9) **Every undergraduate student will be advised to take advantage of one of multiple available learning communities. Learning communities that are available to students will include communities organized by living arrangement, by year in program, by other co-curricular associations - Honors Program, Advanced Academy, Band, Athletics, Debate, or program in the major.**
- 10) **The University will endeavor to increase enrollment in and graduation from graduate programs, including doctoral programs, that have as their mark a practical professional purpose, experiential learning opportunities, and an intellectual program informed by a foundation of liberal education.**
- 11) **The University will maintain an environment that is safe and conducive to learning.**
- A. Disseminated 2011 NSSE results for use in institutional assessment.
  - B. Developed a 5-year data report for each academic department to facilitate program review, strategic decision making, and continuous improvement of programs.
  - C. Participated in developing the QEP and associated activities for SACS.
  - D. Completed an analysis of sophomores to gain insights for improvements.
  - E. Served in Course Withdrawal Committee and completed an analysis of D-F-W grades to inform decision making on course withdrawals policy.
  - F. Completed a five-year grades analysis (Fall 2007-Fall 2011) to examine grade trends.
  - G. Participated in the National Study of Instructional Costs and Productivity for comparative analysis of teaching loads, efficiency and productivity.
  - H. Participated in the Consortium for Student Retention Data Exchange for benchmarking.
  - I. Analyzed the Third Multicultural Festival Survey on behalf of the Office of Institutional Diversity.
  - J. Conducted a survey of 2012 Graduating Seniors, in collaboration with Career Services Department and the Registrar's Office, to assess their perceptions of UWG, as well as their post-graduation plans.
  - K. Supported various disciplinary accreditations efforts.
- 12) **The University community will provide a balanced variety of cultural, recreational, leisure, and informal education programming opportunities for faculty, staff, and students that enhance the quality of campus life.**
- 13) **All units will strive to improve the compensation and working environment of faculty and staff in order to recruit and retain the best individuals.**
- 14) **The University will endeavor to increase our overall enrollment to 14,500 by the year 2015.**
- 15) **With our enrollment growth, West Georgia will remain committed to the following targets of academic quality: student to faculty of 18 to 1; average class size of 29; full-time to part-time faculty ratio of 4.4 to 1.**

**Tracked institutional Key Performance Indicators (KPIs)** to monitor institutional progress and effectiveness in specific areas.

**Provided Dashboards for KPI and Academic Programs**

Dashboards for key performance indicators are provided on the IRP website, as well as five-year data by department. This information enables easy access to pertinent data needed for various reports and for program reviews. [http://www.westga.edu/irp/index\\_15325.php](http://www.westga.edu/irp/index_15325.php)

- 16) **West Georgia will develop several new facilities to improve quality along with meeting capacity demands due to enrollment growth.**
- 17) **Capital Campaign: The Development Office will prepare for a capital campaign to assist in meeting the long-term needs of the University of West Georgia.**
- 18) **Communication and Marketing: The Office of University Communications and Marketing (UCM) will internally and externally promote the missions and goals of the strategic plan. This will be achieved by aligning the institution's integrated marketing plan (advertising, visual identity standards, web presence, media relations, etc.) with the strategic plan.**

**IRP Website Visits**

From March 2011 to March 2012, 756 unique visitors used the IRP website with total visits of 5,430 which resulted in 21,198 page views. The increasing use of the website has reduced telephone inquiries for data from 415 in FY 2011 to 325 in FY 2012, a 22 percent decrease.

- 19) **Community Relations: The University will engage the local community educationally, culturally and recreationally.**

### **Support for Departmental Goal 1**

#### **Contribution to the 2010-2015 Strategic Plan Implementation**

A. Completed the 2010-2011 annual report for the University to reflect the implementation status of the 2010-2015

Strategic Plan: [http://www.westga.edu/assetsDept/irp/Institutional\\_Annual\\_Report\\_FY2011.pdf](http://www.westga.edu/assetsDept/irp/Institutional_Annual_Report_FY2011.pdf) B.

Presented to PAC an update on the strategic plan to highlight the progress made, drawbacks, and necessary revisions to the plan.

C. Shared the Strategic Plan update with the Faculty Senate Strategic Plan Committee and suggested revisions to the plan.

D. The Faculty Senate approved suggestions to revise four goals (namely, Goals 2, 3, 7 and 8) in the 2010-2015 Strategic

Plan for pragmatic reasons.

E. Serve in the Committee developing Strategic Plan FY 2015-2020.

### **Support for Departmental Goal 3**

Completed multiple mandatory reports to the BOR as required.

A. Coordinated the submission of seven IPEDS reports by specified deadlines.

B. Participated in the University System of Georgia/BOR Completion Summit in Athens to develop plans for the State's

College Completion agenda.

C. Provide data needed for the Complete College Georgia Initiatives.

D. Produced the Annual Fact Book 2011-2012.

E. Completed NCAA Athletic Interests and Abilities Survey under Title IX for submission to the Office of Civil Rights.

F. Completed 71 assorted surveys pertaining to institutional or program rankings, as requested by various agencies, such

as the U.S. World News and Report.

G. Responded to 141 open records requests in fulfillment of the Georgia Open Records Act.

H. Made two presentations to the University community, together with an IT staff, on *Data Protection and Security of Records*

during the Data Security Awareness in April 2012.

### **Support for Departmental Goal 5**

#### **Increasing Institutional Research Visibility on Campus**

The results of a campus-wide survey of IRP conducted in April 2011 showed that some respondents did not know about IRP and its activities. In response the Department began on August 1, 2011, to write a snippet (captioned *Did You Know?*) in the UWG Daily Report to inform the University community about its activities as related to institutional data and analysis, as well as other education-related issues. The goal was to stimulate data-based decision making across the campus, as well as referring readers to the IRP website for additional information. We have received compliments from various quarters for this effort. The 2012 IRP survey of the University community confirmed that more than three-quarters of the respondents read "*Did You Know?*" very often or occasionally.

#### **Contribution to UWG Visibility Regionally and Nationally**

A. Presented a paper at the Southern Association for Institutional Research Conference in Atlanta, October 2011.

B. Facilitated a session at the Southern Association for Institutional Research held in Atlanta, October 2011.

C. Reviewed papers for the Center for Student Retention and Data Exchange's National Symposium on student retention held in November 2011.

D. Served as a Reviewer and Facilitator for the Association for Institutional Research's Conference in June 2012.

E. Presented a poster session at the Association for Institutional Research Forum in New Orleans, June 2012.

#### **Teaching**

Taught Principles of Microeconomics (EC 2106) in Economics Department, Spring 2012.

- 20) **Describe any notable achievements toward selected goals(s) during this reporting year.**

#### **Southern Association for Institutional Research Award**

In October 2011 at the annual SAIR conference, the UWG IRP Department received 3 awards. The UWG Fact Book for 2010-11 won a Second Place award for Best Fact Book and UWG's publication's "Just the Facts" won second place for Best Mini Fact Book category. The IRP website won second place for Best IR Website.

- 21) List any resources that could have assisted your department with achieving/exceeding departmental goals and how they could have facilitated/improved the work of your the work of your department?

Need additional funds to fill a vacant position in the department and for restructuring staff positions.

**Other Departmental Information**

- 22) List any changes to the structure or substructures of your department implemented during reporting year.  
 23) List any additional comments about your department based on this reporting year.

**Support for Departmental Goal 4**  
**Contribution to Improving Graduation Rates**

- A. Served in the President’s Commission to Improve Graduation Rates.
- B. Presented an analysis of sophomores at UWG to provide insights for improvements.
- C. Responded to data requests from various stakeholders.

**Progressional Development Activities are listed below:**

Association of Institutional Researchers (AIR) Conference, New Orleans, LA  
 Southern Association of Institutional Researchers (SAIR) Conference, Atlanta, GA  
 GRA Spring Workshop, Gainesville, GA  
 GRA Fall Workshop, Marietta, GA  
 American Speaker Training, Washington D.C.

RAC IRP Meeting,, Macon State College, Macon, GA  
 GAIRPAQ Conference, Mercer University, Macon  
 RACIRP and USGCDO Meeting, Milledgeville, GA  
 USG Staff Council Conference, Athens, GA  
 Data Warehouse Meeting, Macon, GA

Baldrige Excellence, Birmingham, AL  
 Fred Pryor Seminar – EXCEL 2007/2010: Beyond the Basics, Atlanta, GA  
 Data Quality Management, Atlanta, GA  
 JMP Explorers Seminar, Atlanta, GA  
 Completion Summit, Athens, GA  
 ACP Workshop, Atlanta, GA

**SAS Training**

Expanding and Sharpening Your Data Management (DM) Arsenal  
 Enterprise Guide for the SAS Programmer  
 Hidden Biases Using SAS Data  
 Statistics 1: Introduction to ANOVA, Regression, and Logistic Regression  
 Greater Atlanta SAS Users Group  
 SAS Macro Language 1: Essentials, Atlanta, GA

**Departmental Annual Report - Part II**  
**(Academic Departments Only)**

- 24) List all new degree or certificate programs with the full/accurate program title launched in your department this reporting year.
- 25) Number of nationally recognized academic programs offered by your department? 0
- 26) List new or renewed accreditation or similar distinction (include name of the accrediting body and date received) in your department this year.
- 27) List any notable achievements accomplished by your department this year.

**Student Achievements**

- 28) List types of licensure your department prepares students to receive?
- 29) Explain how your department prepares students for licensure?
- 30) Percentage of students who passed the state licensure or certification examination, if applicable. 0
- 31) Percentage of graduating students that goes on to graduate or professional schools? 0
- 32) Number of research papers published by students in your department this year? 0
- 33) Number of research presentations completed by students in your department this year? 0

34) Number of internships completed by students in your department this year?	0
35) Number of cooperative education experiences completed by students in your department this year?	0
36) Number of scholarships awarded to students in your department this year?	0
37) Number of fellowships received by students in your department this year?	0
38) Number of students engaged in funded research in your department this year?	0
39) Number of students, in your department, that received national awards and/or recognition this year?	0
40) Number of students, in your department, inducted into Academic Honors Societies this year?	0
41) Number of students, in your department, that participated in a student program (which received national recognition) this year? (i.e. debate, cheerleading, athletic teams)	0
42) List notable achievements accomplished by students in your department this year.	

#### Number of Faculty

43) Number of endowed chairs in your department?	0
44) Number of full professors in your department?	0
45) Number of full-time faculty in your department this year?	0
46) Number of part-time faculty in your department this year?	0

#### Faculty Extracurricular Engagement with Students

47) Number of new course developments completed by faculty in your department this year?	0
48) Number of honors courses taught by faculty in your department this year?	0
49) Number of faculty that participated or led a study abroad program this year?	0
50) Number of faculty that participated in academic advisement this year?	0

#### Faculty Research Productivity

51) Number of books and/or monographs published by faculty in your department this year?	0
52) Number of book chapters published by faculty in your department this year?	0
53) Number of peer-reviewed articles published by faculty in your department this year?	0
54) Number of shorter works published by faculty in your department this year?	0
55) Number of papers presented by faculty in your department this year?	0
56) Number of other presentations delivered by faculty in your department this year?	0
57) Number of in-house publications published by faculty in your department this year?	0
58) Number of juried exhibits completed by faculty in your department this year?	0
59) Number of other exhibits or performances completed by faculty in your department this year?	0
60) Number of faculty that served in journal editing/reviewing positions this year?	0
61) Number of faculty that participated in notable continuing education efforts this year?	0
62) Number of faculty that traveled abroad for research purposes this year?	0

#### Faculty Public Service

63) Number of faculty that served in honors organizations this year?	0
64) Number of faculty that held positions in professional organizations this year?	0
65) Number of faculty that served as advisors to student organizations this year?	0
66) Number of faculty that participated in cooperative consulting efforts this year?	0
67) Number of faculty that served on institution (UWG) wide committees this year?	0
68) Number of faculty that served on USG system committees this year?	0
69) Number of faculty that participated in public service activities this year?	0

#### Faculty Grants and Awards

70) Number of grant applications submitted by faculty in your department this year?	0
71) Number of grant proposals funded for faculty in your department this year? (Answer not to exceed response to question 70)	0
72) Total dollar amount of the grants funded (reported for question 71) for faculty in your department this year? (Round to the nearest whole dollar)	0
73) Total number grants generated by faculty members in your department.	0
74) Total number of faculty receiving grants in your department this year.	0
75) Total number of faculty receiving fellowships in your department this year.	0
76) List notable achievements accomplished by faculty in your department this year.	