

UNIVERSITY OF WEST GEORGIA
ANNUAL REPORT
Fiscal Year 2007 (July 1, 2006 to June 30, 2007)

DEPARTMENT OF Institutional Research and Planning
Name of Department Head Dr. Andrew Luna
Name of Person Completing Report Tara Pearson

1*	Departmental Mission/Vision Statement <i>(url only, required)</i>	http://www.westga.edu/~irp/AboutIRP/AboutIRPchoice.htm												
2*	Departmental Statement of Goals, Process to Assess These Goals, and Assessment Results <i>(url only, required)</i>	http://www.westga.edu/~irp/AboutIRP/AboutIRPchoice.htm												
3*	Give an Example of How your Department Used the Assessment of Goals and Outcomes to Change/Improve a Process <i>(required)</i>													
	<p>(IRP Goal 4)--Provide systematic collection and reporting of standard institutional, regional, environmental, and student-centered information for institutional planning and assessment.</p> <p>To support IRP Goal 4, each fall, the IRP staff review the SAS Data Element Dictionary to see if any sections need to be updated. This review process helps to keep the dictionary up to date and to insure that the reports generated from the data files are correct. With programs, CIP codes, and banner codes being added/deactivated on nearly a semester basis, it is imperative that this review be completed in a timely manner.</p> <p>If any additions or deletions have be made to program offers then all SAS Data Element Dictionary are updated so that each IRP employee has the most current information.</p>													
4*	General Statement of Department Condition <i>(required)</i>													
	<p>The condition of the Department of Institutional Research and Planning is good. The new analyst was trained by all staff members with regards to external surveys and university procedures. Funds have been granted for an additional analyst to be hired so that greater detail may be placed on the Board of Regents Records Retention Schedules and furthering UWG's compliance with the USG mandate regarding records management.</p> <p>During the last three years, the IRP staff has maintained a positive outlook for the future and demonstrated this by continuously providing information in a timely/accurate manner, through excellent customer service and professionalism, all the while increasing the level of work. With an increase to detail that is required for completing external surveys/data requests, complying with the Board of Regents Records Retention Schedules, and the state's open records laws, the new analyst position is a boost to office moral. Within the next year, IRP is preparing to increase awareness of the state laws regarding records retention and public record dissemination by requesting all departments to complete a records inventory.</p> <p>IRP will continue to increase visibility throughout the UWG community by educating staff and faculty on reports and data provided by IRP. IRP will continue exploring new ways of increasing the use of technology for a greater ease of data dissemination, and will focus on various procedures in order to comply with the state record and open record laws.</p>													
5	Departmental Achievements													
	<p>For fiscal year 2007, the following chart shows the percentage of data requests, projects, Open Records requests, subpoenas, and external surveys completed by the IRP office. The IRP office completed 214 requests in FY2007. In FY2006, IRP completed 174 requests, an increase of 23 percent over the previous year.</p> <div style="text-align: center;"> <table border="1" style="margin-left: auto; margin-right: auto;"> <caption>Request Distribution by Category (FY2007)</caption> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Data Requests</td> <td>40%</td> </tr> <tr> <td>Surveys</td> <td>29%</td> </tr> <tr> <td>Open Records and Subpoenas</td> <td>21%</td> </tr> <tr> <td>Projects</td> <td>6%</td> </tr> <tr> <td>Records Management</td> <td>4%</td> </tr> </tbody> </table> </div>		Category	Percentage	Data Requests	40%	Surveys	29%	Open Records and Subpoenas	21%	Projects	6%	Records Management	4%
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During the past year, the Department of Institutional Research and Planning has completed or participated in the following:

1. Faculty Salary Compression Study
2. Adapted the BOR's Student Transfer Report (FY2004) to gain additional information
3. Created A Guide to Creating a Records Management Program Within an Institutional Research and Planning Office
4. Student Comparisons for the past three years.
5. Completed IPEDS, CDS, and the Annual Report for Institutional Progress

6 Staff Productivity

The Institutional Research and Planning staff attends conferences, training, and workshops throughout the year in an effort to improve, understand and meet the needs of our customers. The following is a list of all the events attended:

Pearson NCS Training Center, Eagan, Minnesota (August 16-18, 2006)
USG IRP Fall Meeting, Lake Blackshear Resort, GA (September 28-29, 2006)
Legal Issues in Higher Education Conference, Burlington, Vermont, (October 6-11, 2006)
Southern Association of Institutional Researchers (SAIR) Conference, Arlington, VA (October 13-17, 2006)
Economic Forecast Breakfast, UWG, Carrollton, GA, (November 2, 2006)
Georgia Records Association Fall Conference, Brasstown Valley., GA (November 28-December 1, 2006)
GAIRPAQ Spring Meeting, Augusta, GA (April 11, 2007)
USG IRP Spring Meeting, Augusta, GA (April 12-13, 2007)
American Society for Quality (ASQ) Meeting, Atlanta, GA (April 17, 2007)
Georgia Records Association Spring Conference, St. Simons Island, GA (June 25-30, 2007)

USG Staff Council Meeting, Fort Valley , GA (November 2-3, 2006)

Southern Association of Institutional Researchers (SAIR) Conference, Arlington, VA (October 13-17, 2006)

Georgia Records Association Fall Conference, Brasstown Valley., GA (November 28-December 1, 2006)
Georgia Records Association Spring Conference, St. Simons Island, GA (June 25-30, 2007)

SAS Training Center, Atlanta, GA. "Introduction to Programming Concepts Using SAS Software"
(September 28-29, 2006)

SAS Training Center, Atlanta, GA "SAS Programming I: Essentials" (November 13-15, 2006)

7 Student Achievements

NA

8 Other Awards, Distinctions, and Achievements

Dr Andre Luna, Director of Institutional Research and Planning and Tara Pearson, IR Analyst received Certification as a Records Management Professional by the Georgia Records Association at the Georgia Records Association Fall Conference, Brasstown Valley., GA (November 28-December 1, 2006).

UPON COMPLETION

Please email completed report to:

Institutional Research and Planning

Tara Pearson

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