

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

President's Office College or Division	Institutional Research and Planning Department, If Applicable	Institutional Research and Planning College School Area (Title On Report)	2013 (Su12-Sp13) Academic Year
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**1) Name of department chairperson or director?**  
Dr. Kim Metcalf

**2) Email address of department chairperson or director?**  
kmetcalf@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.**

Goal 1: Provide analyses and support for preparation of the University's SACS/COC report.

Goal 2: Ensure the accuracy of data and reports submitted to accreditation, approval, governing, and rating agencies.

Goal 3: Revise position description for Senior Research Analyst to that of Webmaster, and diminish responsibilities and complexity of position to align with restricted salary funds available.

Goal 4: Continue to refine and improve responsiveness to Open Records requests and integrity of records management procedures campus-wide.

Goal 5: Conduct a review of the current configuration of IRP, compare this with contemporary IRP offices in peer and aspirational institutions, develop proposal for improving the efficacy of IRP at the University of West Georgia.

**Assessment Information**

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

Assessment of Goal 1 (SACS/COC) is primarily based on review of the departmental work log which reflects the timeliness and thoroughness of responses to data requests made by representatives of Academic Affairs for data related to preparation of this report.

Assessment of Goal 2 (external reporting) is primarily based on review of the departmental work log and on the proportion of required reports submitted without errors and on deadline.

Assessment of Goal 3 (staff revision) is reflected in completion of a job reclassification through HR and successful appointment of a qualified individual to fill this position.

Assessment of Goal 4 (improvement in records management) is based on observation and feedback from representatives of the Enrollment Services Center indicating the quality and timeliness of institutional response to investigators' records requests. Additionally, the departmental log reflects the proportion of records requests to which timely and complete responses were made during the year.

Assessment Goal 5 (IRP proposal) is reflected in development and submission of a proposal detailing such a revision and acceptance of this proposal by the President.

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

Goal 1: All requested SACS/COC reports that could be developed given constraints of University data systems were completed. However, this set of tasks clearly demonstrated a need to develop an integrated, comprehensive, and standardized system for maintaining university-wide (cross divisional) databases.

Goal 2: All requisite reports to be prepared and submitted to external agencies were completed. However, this process revealed serious issues in data management associated with space utilization and with the interrelation of data from Academic Affairs and HR on faculty. These issues were considered and discussed in the proposal developed in relation to Goal 4.

Goal 3: In collaboration with ITS and HR, the formerly upper level Research Analyst position was redesigned as a considerably lower level position responsible primarily for management of the IRP website.

Goal 4: IRP staff participated in regular professional development associated with current records management processes and procedures; and all Open Records requests received by the University during the year were addressed. However, while records management within IRP aligns with current standards of practice, much work remains to implement standard procedures for this work throughout the campus.

Goal 5: A white paper describing the current operations of IRP and proposing specific strategies for improving the functioning and contributions of the office was prepared, submitted to the President, and presented formally to the President's Advisory Council. On the basis of these activities, it is anticipated that the scope and nature of IRP responsibilities will be refined and expanded.

- 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.**

The IRP Office was directly engaged in several key activities associated with RPG. These included: (1) preparation of multiple reports on the current status/capacity of UWG on these factors; (2) organization and facilitation of systematic, collaborative conversations among representatives of area school districts and of the University related to students' preparation for success in post-secondary education; and (3) substantial work on the design and implementation of methods for integrating measures of RPG into the annual report template.

- 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.**
- 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.**

IRP was among the agencies that provided ongoing data on these measures to upper administration throughout the academic year.

- 16) **West Georgia will develop several new facilities to improve quality along with meeting capacity demands due to enrollment growth.**  
 IRP was one of three specific campus divisions responsible for working with the BOR to conduct an extensive audit of space allocation and usage throughout the System.
- 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.**
- 19) **Community Relations: The University will engage the local community educationally, culturally and recreationally.**
- 20) **Describe any notable achievements toward selected goals(s) during this reporting year.**

Development of a detailed proposal for the expansion and realignment of the IRP Office provides a route by which the Office can, in the future, contribute even more directly to campus progress toward goals.

- 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?

A primary resource that is needed by IRP in order to fully achieve its objectives is a campus-wide system for integrated collection, management, and reporting of data across divisions. Further, the number and compensation of IRP staff is insufficient to provide either the level or breadth of service that is necessary to optimize the University's progress toward measurable and pre-defined goals.

**Other Departmental Information**

- 22) List any changes to the structure or substructures of your department implemented during reporting year.

One of the Office's Senior Data Analysts left to take a position with a considerably higher salary. This meant the loss of the individual who was responsible for the design and management of the Office's website to ensure complete and real-time availability of data to internal and external audiences. The limited funds available to support this position were deemed by ITS and HR to be insufficient to recruit and retain a programmer/analyst and, thus, the position was down classified to that of webmaster.

In addition, the departure of the Director in mid-year, again, to accept a position with considerably higher salary, also impacted the progress of the Office.

- 23) List any additional comments about your department based on this reporting year.

Notably, the positive response of upper level administration and the incoming President to the proposal to realign and formalize the responsibilities of IRP should provide an impetus for stabilizing staff responsibilities and functions.

**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
<b>Faculty Extracurricular Engagement with Students</b>	
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
<b>Faculty Research Productivity</b>	
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
<b>Faculty Public Service</b>	
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
<b>Faculty Grants and Awards</b>	
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.	