



Program: Institutional Effectiveness/IRIR

Assessment period: 2019-2020

Program or Department Mission:

IRIR is responsible for executing institutional reporting and conducting institutional research in support of planning, assessment, and management decisions for Jefferson State Community College.

Instructional Program Outcomes & Assessment Plan

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
Provide institutional data on students and academic programs that are valid and reliable.	Discrepancy reports from the state level data management system DAX (Data Access and Exchange)	100% of discovered discrepancies will be reviewed and corrected. This criterion is set at 100% because this office aims to keep the institutions data as accurate as possible.	DAX provides a weekly discrepancy report to the college on our data. <u>All discrepancies have been resolved.</u> In addition, reports are run on an internal basis once a week and any discrepancies are resolved.	Our current system has been both efficient and effective at finding and resolving problems in the institution’s data. We are continuing to expand our validation procedures to ensure even without discrepancies that our data is valid. The College is preparing to go through an SIS migration and the IE office is poised to rewrite discrepancy reports to accommodate this change.
Provide routine and ad-hoc reports to provide I	Evaluate the number of reports requested vs	IE will fulfill 100% of the reports requested of the	For the 19-20 academic year the IE office had 584 ad-hoc	While the IE office is completing all ad-hoc

information that supports institutional planning, assessment, and decision making.	the number of reports fulfilled.	office within 14 business days.	request and 584 were completed.	reports that come in, a better tracking system is needed. The Dean will look into a ticketing system to keep track of requests.
Create and Administer Surveys that provide information to support planning, assessment, and decision making within the college	Internal review of surveys, survey components, and tasks.	100% of surveys will be executed.	The office of IE is responsible for ongoing surveys and several ad-hoc surveys each year. We have been able to execute all surveys.	The 19-20 academic year has been incredibly successful in implementing surveys. Not only have we accomplished established surveys (Instructor and CTE) but we have expanded to do employee satisfaction surveys, surveys of specific events, students satisfaction surveys and even SLO's. The Dean of the office continues to push and expand the capabilities of our surveying software. In the future we hope to include more service areas like HR's chancellor awards voting system as well as Outstanding Faculty voting system. A better tracking system for surveys is also needed, similar to ad-hoc requests.
Provide data that keep the data in compliance with reporting requirements of federal, state, and regional agencies	Comparison of reporting deadlines to submission dates for all reporting agencies	100% of federal, state, and regional reports will be submitted on or before the established deadlines.	100% of the required data was submitted on or before the established deadline for all reporting agencies.	The office has completed another successful year of regulatory reporting. The data analyst has completed several professional development activities to help with regulatory

				reporting and the office manager has also contributed immensely in coordinating the different offices in the college. We have established an office wide white board with regulatory deadlines as well as an office wide calendar that displays the entire year with all regulatory reporting dates. While this will continue to be an outcome of the unit, we feel confident we can continue to complete this successfully in the future.
Assist on the research design, questionnaire development, data analysis and report writing of various departments at the college to enhance their own research endeavors.	Informal feedback from areas requesting assistance.	100% of areas requesting assistance will receive it.	Nursing continues to require additional assistance from our office. This year we have assisted in three grant proposals and the Title IV waiver and Federal Cost Sharing. We also provided data to several gen-ed instructional areas via our surveying software to assist in Student Learning Outcomes.	The office will continue to assist all areas of the college when it comes to data mining and presentation. The most obvious expansion is through Class Climate, but we have also created new avenues of information by participating in surveys such as NCCBP and Chronicle of Higher Education Employee Satisfaction Survey. We would like to continue to expand in the future with additional reports such as an economic impact report or a new survey or grant opportunity.

Plan submission date: December 2022

Submitted by: Nareiko Stephens