



# Assessment Record

Program: Institutional Effectiveness

Assessment period: 2020-2021

**Program or Department Mission:**  
 IE 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
Complete Routine and ad-hoc reports that support institutional planning, assessment and decision making	Review of the internal Task Management Log	100% of both routine and ad-hoc reports submitted to our office will be completed.	For the 20-21 year the IE office at 652 ad-hoc requests and completed 652 ad-hoc requests.	This outcome continues to suffer from poor tracking. The Dean has consulted with the CIO to purchase a tracking system. The IT office will pilot the ticketing system and after successful implementation the IE office will start their own instance of zoho ticketing system.
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	DAX provides a weekly discrepancy report to the college on our data. <u>All discrepancies were resolved.</u>	DAX system reports have fallen behind in terms of timing due to the migration. All locks have been clean and error free but have been late in

		institutions data as accurate as possible.		occurring. The office anticipates that this will resolve as we get further from migration and processes become regular.
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 IE office has executed and administered all requested surveys from internal and external bodies.	The IE office is making every effort to consolidate all College surveys into one place (The IE Office). Some CTE areas still administer their own surveys but have been cooperative with IE to automate their system. The pandemic created an environment for all online student instructor surveys that had unusually high completion rates. The IE Office is proposing that we use this opportunity to move all student instructor surveys online in the future to save on paper and create ease of processing.
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 IE office has completed all required reporting on time. The data analyst continues to take on more and more responsibility for the regular reports, independent of the Dean. Other office members such as the research assistant and office manager have received IPEDS and PERKINS training so that they can aid in the data

				collection for those two surveys.
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.	The Dean of IE has overseen all the regular survey design and development in addition to accepting a large number of IRB requests to do research from external partners.	The Office of IE will continue to cooperate with IRB proposals through the end of 2021 but will consider closing to external IRB proposals in 2022 due to preparation for SACSCOC reaffirmation efforts.
<b>Plan submission date: 12/2022</b>			<b>Submitted by: Nareiko Stephens</b>	