



Program: Institutional Effectiveness

Assessment period: 2021-2022

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
Expand grant applications and institutional grant funding.	Review of total number of grants and total number of grant dollars received by the College each year	The College would like to increase grant funding received by the College 5% each year.	The College was able to increase the amount of grant funding from \$3,049,922 to \$4,355,295 which represents a 42% increase.	The Office of IE recently absorbed the Grants office and has taken responsibility for the direction of Grant writing for the College. The goal was exceeded this year due in large part to a substantial increase in the amount of Dual Enrollment funding allocated by the legislature and the Alabama Community College System Office. The IE office hopes to maintain this funding in years to come.

<p>Provide institutional data on students and academic programs that are valid and reliable including both recurring and ad-hoc reporting.</p>	<p>Review of Banner and DAX discrepancy reporting parameters. Review of validation tables post-migration. Review of Internal Task Management Log and/or Zoho Ticketing System.</p>	<p>100% of discrepancies will be discovered and corrected.</p> <p>100% of reports submitted to the office will be completed within 14 business days</p>	<p>While the Office of IE corrected all discrepancies, they were not all discovered in a timely manner. Some outside agencies reported discrepancies back to the office for correction.</p> <p>All submitted reports were completed within 14 business days.</p>	<p>This year has required many system updates and changes to reporting scripts due to changes within Banner codes. Many of these script changes have been updated within the IE office.</p> <p>The office is confident moving forward that it has resolved all of the timing issues involving locating bad data.</p> <p>Zoho is in the implementation phase for IE. There has been a large amount of turnover and corresponding vacancy in the research assistant and office manager positions which has lead to poor tracking of reports by the Dean and Data Analyst. At the writing of this report, the two vacancies have been filled and training and tracking will resume.</p>
<p>Complete files of departmental assessment records, departmental goals, and program reviews.</p>	<p>Review of internal IE website where documents are stored</p>	<p>Within the current academic year around 90% of all the required assessment required have been submitted.</p>	<p>At the proposed deadline(s) approximately 76% of required documents were submitted. With continued follow-up by the IE office the number rose to 91%.</p>	<p>The Office of IE has hired a Director of Assessment to aid in educating, assisting, and tracking the different college areas and their documentation. In anticipation of the SACSCOC reaffirmation we hope to get all areas submitting their</p>

				documentation by the required deadline.
Maintain data and system 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 was able to complete all required reporting on time and without discrepancy this year, despite additional complications with cleaning and locking the College's data. Additional training is being offered to the Research Assistant and Office Manager so that they might continue to aid the data analyst with reporting.
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 Office of IE has completed all IRB requests and completed all survey designs and implementation.	The Dean of IE will officially close the College to any IRB requests in anticipation of the SACSCOC reaffirmation. The Dean would also like to include survey design and development into the zoho ticketing system.
Plan submission date:			Submitted by: Nareiko Stephens	