

# The ANNUAL REPORT



*(Including Outcomes Assessment)*

Administrative, Student, and Academic Support Units

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MISSISSIPPI VALLEY STATE  
UNIVERSITY™

Spring 2021

# OVERVIEW



## ▶ Purpose of the Annual Report

- Allows you to tell your story
- Ties planning, reporting, and budgeting together
  - Aligned with Budget hearings
- Promotes effectiveness in operations (SACSCOC accreditation) and funding

## ▶ 3 Parts of the Annual Report

- Part I: Outcomes Assessment
- Part II: Accomplishments and Challenges
- Part III: Budget Implications

## ▶ Due Dates

# ANNUAL REPORT COMPONENTS

	Plan	Report
<b>Part I: Outcomes Assessment</b>	<b>X</b>	<b>X</b>
Unit (Department) Name and Assessment Period	X	X
Unit (Department) Mission Statement	X	X
Alignment with University Mission	X	X
Outcomes or Objectives	X	X
Alignment with University Strategic Plan	X	X
Instrument/Tool/Method	X	X
Data Collection Plan	X	X
Target	X	X
Data Interpretation		X
Was Target Met?		X
Related Unit Improvements		X
<b>Part II: Accomplishments and Challenges</b>		<b>X</b>
<b>Part III: Budget Implications</b>		<b>X</b>



**PART I**  
**OUTCOMES ASSESSMENT PLAN/REPORT**

**ANNUAL REPORT**  
**Administrative, Student, and Academic Support Units**

Unit (Department) Name:

Reporting Period:

Unit Mission Statement:

Alignment with University Mission Statement:

**Outcome or Objective #1:**

Alignment with University Strategic Plan:

Instrument/Tool/Method:

Data Collection Plan:

Target:

Data Interpretation:

Was Target Met?:

Related Unit Improvements:

**Outcome or Objective #2:**

Alignment with University Strategic Plan:

Instrument/Tool/Method:

Data Collection Plan:

Target:

Data Interpretation:

Was Target Met?:

Related Unit Improvements:

...

**\*\*\*Note: This refers to the Microsoft Word template. This same information should be entered into the online planning system.**

**PART II**  
**ACCOMPLISHMENTS AND CHALLENGES**

Describe the accomplishments and challenges your unit has experienced over this reporting period.

ACCOMPLISHMENTS:

CHALLENGES:

**PART III**  
**BUDGET IMPLICATIONS**

Describe any necessary budget adjustments that will be recommended based on Part I (Outcomes Assessment) and Part II (Accomplishments and Challenges).

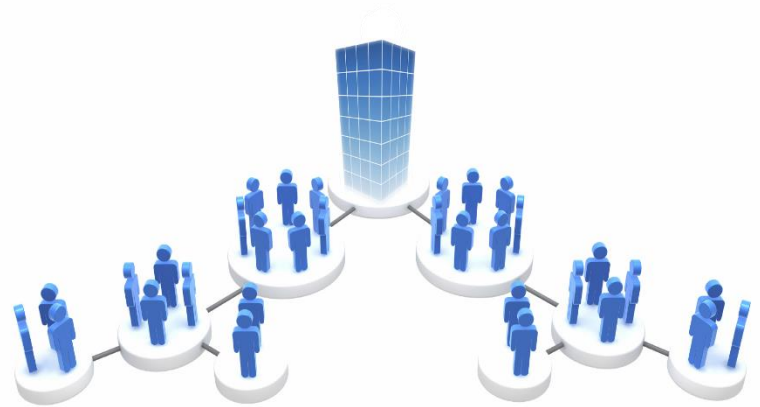
**\*\*\*Note: This refers to the Microsoft Word template. This same information should be entered into the online planning system.**

## UNIT NAME

- ✓ The Official Name of your Department or Unit
- ✓ Can include additional, related budgetary areas

**For  
Example:**

**Unit Name:** Institutional Research and Effectiveness  
(also includes University Testing and Academic Assessment)



## REPORTING PERIOD

- ✓ The reporting year covered by the annual plan or report

**For  
Example:**

**Reporting Period: 2019-2020**

**Note: This will already be entered  
in the online system**



UNIT



- ✓ A statement that clearly describes the purpose and function of your unit. It should describe how your unit contributes to helping the University achieve its mission.

## For Example:

**Unit Mission Statement:** The mission of Institutional Research and Effectiveness (IRE), a service unit, is to demonstrate through annual planning and evaluation how effectively the University delivers its programs and services. It is the responsibility of IRE to collect, analyze, and disseminate information about the university to administrators and other university stakeholders. IRE also monitors compliance with regional accreditation standards and coordinates university assessment activities. Additionally, the IRE unit is charged with providing university testing services and administering national and local surveys.

Note: This will already be entered in the online system



# ALIGNMENT WITH UNIVERSITY MISSION STATEMENT

Mission Statement Components (You should choose one or more of the following and enter in your report)	
Provides comprehensive undergraduate and graduate programs in education	
Provides comprehensive undergraduate and graduate programs in the arts and sciences	
Provides comprehensive undergraduate and graduate programs in professional studies	
Committed to excellence in teaching	
Commitment to excellence in learning	
<b>Commitment to excellence in service</b>	<b>X</b>
<b>Commitment to excellence in research</b>	<b>X</b>
Committed to a learner-centered environment	
Committed to preparing critical thinkers	
Committed to preparing exceptional communicators	
Committed to preparing service-oriented, engaged, and productive citizens.	
Committed to positively impacting quality of life	
Committed to creating extraordinary educational opportunities for the Mississippi Delta and beyond	

*Unit Name: Institutional Research and Effectiveness*

**For Example:**

*Alignment with University Mission Statement: Commitment to excellence in service;  
Commitment to excellence in research*

# Outcome or Objective

The Outcome or Objective statement should express what your unit expects to happen as a result of your unit's efforts. It is not necessarily what your unit does, but instead **what improvement is expected as a result of what your unit does**. Outcome statements can include **productivity outcomes** and/or **efficiency outcomes**.

The outcome statement should meet the following criteria:

✓ It should **align** directly with your unit's mission statement.

✓ It should be **measurable**.



✓ It should express an expected **improvement** over what your unit already does.

✓ It should be **focused**.

✓ It should be **achievable** during the reporting period.

✓ It should express a single expected outcome and **not be bundled** with other outcomes that should be assessed separately.

**For  
Example:**

*Outcome or Objective*



*Expected Outcome #1: To expand the usage of information within the Academic Affairs division*

*Additional Examples:*

*To reduce the turnaround time for ad hoc data requests*

*To increase the conversion rate of completed admissions applications for rendering admissions decisions*

*To reduce the number of days employees are absent due to injuries*

*Students will present professionally in interviews.*

# ALIGNMENT WITH UNIVERSITY STRATEGIC PLAN

- Identify an alignment, similar to mission statement
- Can be a statement from any level
  - Strategic Goal
  - Priority
  - Action



## **For Example:**

*Outcome or Objective: To expand the usage of information within the Academic Affairs division*

⋮

*Alignment with University Strategic Plan: **Strategic Goal 3:** Transform MVSU into an Innovative Learning Organization; **Priority 2:** Increase the prevalence and usage of information across the University; **Action:** Develop and utilize an information repository to ensure data-driven decision-making.*

# INSTRUMENT/TOOL/METHOD

- Describe the **instrument, tool, or method** your unit plans to use to collect data for the stated outcome.
- The means of assessment is **not** an activity. Instead it refers specifically to the instrument/tool/method your unit will use to measure the stated outcome.
- It should be **aligned with** the Outcome or Objective.
- It should be valid for measuring the stated Outcome or Objective.
- The means of assessment can include both direct measures and include measures.

## Direct Measures-Actual findings

- Reports
- Logs
- Tests
- Records
- Databases

## Indirect Measures-Self-reported perceptions, opinions, etc.

- Surveys
- Focus Groups
- Evaluations



**For  
Example:**

**INSTRUMENT/TOOL/METHOD**

*Outcome or Objective: To expand the usage of information within the Academic Affairs division*

- .
- .
- .

***Instrument/Tool/Method: Staff will develop a spreadsheet to document the number and types of solicited reports and information sharing sessions that occur in the Academic Affairs Division throughout the year.***



## DATA COLLECTION PLAN



Clearly describe how the unit's data will be collected, when the data will be collected, and specifically who has been assigned to collect what data during the assessment period.

It should **align with** the Outcome or Objective and the Instrument/Tool/Method.

## EXAMPLE

### Data Collection Plan

*Outcome or Objective: To expand the usage of information within the Academic Affairs division*

*Instrument/Tool/Method: Staff will develop a spreadsheet to document the number and types of solicited reports and information sharing sessions that occur in the Academic Affairs Division throughout the year.*

***Data Collection Plan:** At the beginning of the reporting year, IRE staff will develop a spreadsheet for capturing detailed information about reports and information sharing sessions. As each activity occurs, staff will record the type of information requested, the dates of the report request and submission, and whether the data was solicited or unsolicited.*







## TARGET

The Target should express the result your unit expects from the Outcome or Objective you provided. This will most often be a numerical value expressed as an expected result, level of result, numeric percentage increase/decrease for specific periods of time. The Target selected by your unit should be a clear indicator of whether the outcome has been achieved.

## EXAMPLE

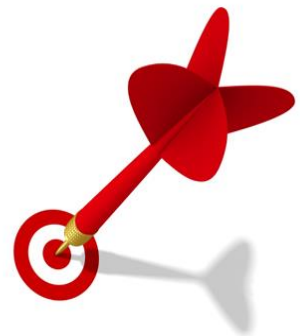
### Target

*Outcome or Objective: To expand the usage of information within the Academic Affairs division*

*Instrument/Tool/Method: Staff will develop a spreadsheet to document the number and types of solicited reports and information sharing sessions that occur in the Academic Affairs Division throughout the year.*

*Data Collection Plan: At the beginning of the reporting year (July 1), IRE staff will develop a spreadsheet for capturing detailed information about reports and information sharing sessions. As each activity occurs, staff will record the date of the report submission and the significance of the information.*

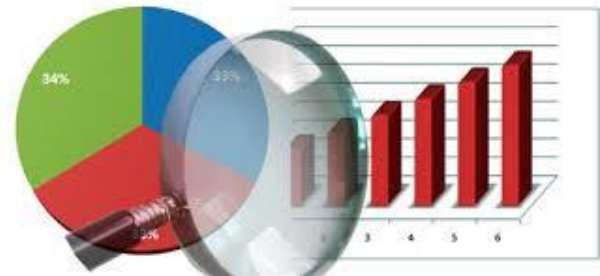
**Target:** *At least 15 newly developed solicited reports and/or information sessions will be utilized in the Academic Affairs division.*



# DATA INTERPRETATION

Report only data that is clearly aligned with the Outcome or Objective mentioned in the Data Collection Plan. The data should be described in detail that is sufficient enough to determine whether the Outcome or Objective has been appropriately assessed. Include supporting narratives, tables, graphs, and other documentation as appropriate.

In a detailed narrative, provide an analysis of the data collected. It should be carefully reviewed and interpreted such that the outcome can be appropriately determined from the analysis. It should be aligned with the data collected and the outcome statement.



# Data Interpretation

**EXAMPLE**

Academic Affairs Information		
Report or Information Session	Date	Solicited?
Faculty Load Details	6/10/2013	Yes
GHEC Enrollment	10/16/2013	Yes
Special Study on Diversity	10/21/2013	No
MVSU Feeder Schools	10/28/2013	No
Faculty Profile 2013	10/29/2013	No
Summary of Selected Facts	11/7/2013	No
MVSU Facts	12/3/2013	No
Course Loads and Enrollment	12/12/2013	Yes
Social Work Student Summary Report	1/30/2014	Yes
Phase I Data	2/10/2014	Yes
Student Satisfaction Inventory	2/21/2014	No
GPA Reports	2/26/2014	Yes
Grade Distributions	2/27/2014	Yes
3 Year Pass/Fail Rate	3/14/2014	Yes
3 Year Enrollment by program	3/17/2014	Yes
Subsequent Enrollment	3/17/2014	Yes
Ayers Funding Programs and Initiatives	3/21/2014	Yes
Enrollment Analysis	3/28/2014	No
Academic Productivity Review Presentation	4/8/2014	Yes
Faculty Credentials	4/8/2014	Yes
Math Faculty Report	4/10/2014	Yes
ACT Fall 2012 and Fall 2013	5/2/2014	Yes
Retention and Graduation Rates	5/8/2014	No
Chairs' Evaluations	5/21/2014	Yes
Directors' Evaluations	5/21/2014	Yes

*The name and date of each report or information session that was utilized by Academic Affairs was entered into the table below. There were a total of 25 entries, 24 of which were reports and 1 was an information session. Out of the 25 entries, 17 were solicited information from various administrators or staff. Eight out of the 25 entries were not solicited by a specific individual, but were developed by the IRE office for the Academic Affairs units.*



## WAS THE TARGET MET?



Using findings from data interpretation to clearly indicate whether the criteria for success were met.

### **EXAMPLE**

### *Was the Target Met?*

*Yes, the Target was met and exceeded. There were a total of 17 new reports or information sessions utilized during the year, 2 more than projected.*

## RELATED UNIT IMPROVEMENTS



The results from this assessment should be **aligned** with the Outcome or Objective.

Based on whether or not the criteria for success were met, indicate **how the results of this assessment were used (past tense) to improve the unit. Describe improvements or changes already initiated or completed**, not just those planned for the future.

## EXAMPLE

### Related Unit Improvements

*Tracking the number of new requests for information, information sessions, and the development of information resources helps to monitor information usage. IRE staff can see through this report where the bulk of its efforts lie. It gives us the opportunity to establish meaningful annual reporting targets and allows us to proactively prepare and disseminate useful information to the university community. **By increasing information usage, chairs and faculty were able to make more data-driven decisions. The IRE office has adopted a proactive reporting process for future information usage. The office has added to its inventory 3 new recurring reports commonly used within the Academic Affairs division. They include the (1) Enrollment comparison by term report; (2) Eligible but not registered report; (3) Academic Productivity Report.***



## PART II: ACCOMPLISHMENTS AND CHALLENGES

**ACCOMPLISHMENTS:** List and describe the accomplishments your unit has achieved over this reporting period. Can include...

- ✓ Trainings conducted or attended
- ✓ Workshops conducted or attended
- ✓ Conferences attended
- ✓ Committee service of staff
- ✓ Other activities and notable achievements



**CHALLENGES:** List and describe the challenges your unit has experienced over this reporting period that kept you from achieving your overall goals this reporting year.





## **PART II: ACCOMPLISHMENTS AND CHALLENGES:**

*Describe the accomplishments and challenges your unit has experienced over this reporting period as they relate to your unit mission, the University Mission Statement or the University Strategic Plan.*

### **ACCOMPLISHMENTS**

*Piloted our online instructional surveys (May 2016)*

*Staff attended SACSCOC Annual Meeting in Houston, TX for professional development*

### **CHALLENGES**

*Climate is often too hot in the testing facility*

*Assessment workload demands greater automation and/or additional manpower*

## PART III: BUDGET IMPLICATIONS



- Describe planned budget adjustments, based on Parts I and II
  - For ALL BUDGETS under your unit

## PART III: BUDGET IMPLICATIONS

1. Describe any necessary budget adjustments that will be recommended based on Part I (Outcomes Assessment) and Part II (Accomplishments and Challenges). If your department/division has multiple budgets, be sure to include a description of recommended adjustments for each budget.

*Our annual outcomes assessment and review of accomplishments and challenges reveals that data is being utilized at greater rates than ever before. Also, many assessment activities are taking place or need to be implemented in order to demonstrate effectiveness in programs and services. In order to meet the demands of providing greater access to data and information management, **additional funding will be need in order to purchase data/planning/management systems.** Without such systems, daily workloads of staff have become overwhelming. **In absence of electronic systems to assist with workloads, additional staff will be required.***



# ANNUAL REPORT



- Review the Strategic Plan
  - What's there, related to your unit?
  
- Make a list of all your major functions
  - Prepare/update your mission statement
  - What functions can you perform more effectively?
  - Rotate through the list
  
- Work with a team
  
- Add “Progress on Annual Report” to meeting agendas
  
- Seek advice from peers
  
- Consult with IRE office

Don't Miss the  
**DEADLINE!**

**Annual Reports (Current Year) and Plans (Upcoming Year) both will be due prior to annual budget hearings.**

\*Due dates are subject to change each year due to budget hearing dates.

# ONLINE RESOURCES

- Available at  
<http://www.mvsu.edu/ir>

- This PowerPoint
- Annual Plan/Report Template
- Annual Report Guidelines
- Mission Statement Components
- Strategic Plan Components
- Statistical information



# Questions?

how  
where  
when  
why  
what  
whose  
who

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