The ANNUAL REPORT

(*Including Outcomes Assessment*)

Administrative, Student, and Academic Support Units

May 8, 2018 and May 10, 2018

MISSISSIPPI VALLEY STATE
U N I V E R S I T Y

OVERVIEW

- Purpose of the Annual Report
  - Provides a comprehensive view of units
  - Tells your story better
  - Ties planning, reporting, and budgeting together
    - Budget hearings reintroduced
  - Allows for inclusion of <u>all</u> budgets
  - Promotes effectiveness in operations 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
Part I: Outcomes Assessment	X	X
Unit Name and Assessment Period	X	X
Unit Mission Statement	X	X
Link to Institutional Mission/Goals	X	X
Expected Outcome Statements	X	X
Link to Strategic Plan	X	X
Means of Assessment	X	X
Data Collection Plan	X	X
Criteria for Success	X	X
Data Collected and Data Analysis		X
Whether criteria for success were met		X
How results were used to improve the unit		X
Part II: Accomplishments and Challenges		**X**
Part III: Budget Implications		**X**

ANNUAL REPORT

Administrative, Student, and Academic Support Units

Unit Name:
Reporting Period:
Unit Mission Statement:
Link to University Mission Statement:

EXPECTED OUTCOME #1:
Link to Strategic Plan:
State Means of Assessment:
Describe Data Collection Plan:
Define Criteria for Success (Target):
Describe Data Collected and Data Analysis:
Indicate Whether Criteria for Success Were Met:
Describe How Assessment Results Were Used to Improve Unit:
EXPECTED OUTCOME #2:
Link to Strategic Plan:
State Means of Assessment:
Describe Data Collection Plan:
Define Criteria for Success (Target):
Describe Data Collected and Data Analysis:
Indicate Whether Criteria for Success Were Met:
Describe How Assessment Results Were Used to Improve Unit:
EXPECTED OUTCOME #3:
Link to Strategic Plan:
State Means of Assessment:
Describe Data Collection Plan:
Define Criteria for Success (Target):
Describe Data Collected and Data Analysis:
Indicate Whether Criteria for Success Were Met:
Describe How Assessment Results Were Used to Improve Unit:

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	Link to Unit Mission, University Mission, or University Strategic Plan

| CHALLENGES	Link to Unit Mission, University Mission, or University Strategic Plan
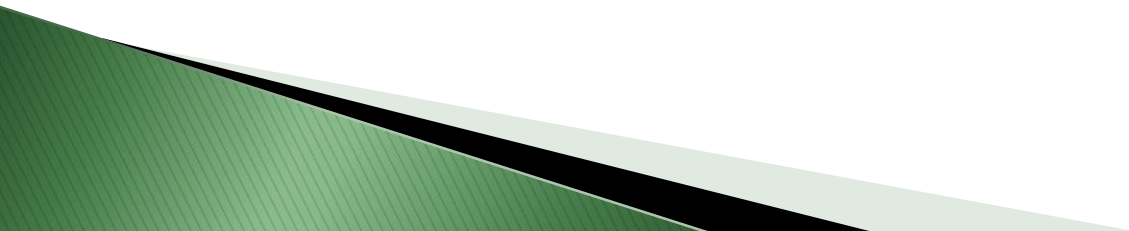
PART III
BUDGET IMPLICATIONS

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.

2. Attach a <u>copy</u> of the official budget recommendation forms to be submitted to the Office of Business and Finance for <u>each</u> of your budgets.

UNIT NAME

✓ The Official Name of your Department or Unit

✓ **Can include additional, related budgetary areas**

For Example:

Unit Name: Institutional Research and Effectiveness
(includes University Testing and Academic Assessment)
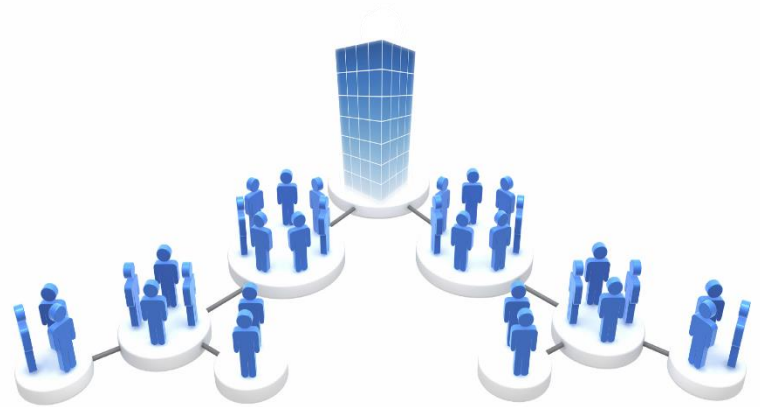
REPORTING PERIOD

✓ The reporting year covered by the annual plan or report

For Example:

Reporting Period: 2017-2018

UNIT Mission Statement

✓ 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.

LINK TO UNIVERSITY MISSION STATEMENT

Mission Statement Components	
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	
Commitment to excellence in service	**X**
Commitment to excellence in research	**X**
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*

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For Example:

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

EXPECTED OUTCOME STATEMENT (OBJECTIVE)

The outcome 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 include **productivity outcomes** and/or **efficiency outcomes**.

The outcome statement should meet the following criteria:

✓ It should link directly to your unit's mission statement.

✓ It should be measurable.

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

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

For Example:

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.

LINK TO STRATEGIC PLAN

- See Handout
- Establish a link, similar to mission statement
- Can be a statement from any level
  - Strategic Goal
  - Priority
  - Action

For Example:

Outcomes Statement: To expand the usage of information within the Academic Affairs division

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*Link to 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.*

MEANS OF ASSESSMENT (TOOL)

• Describe the **instrument or tool** your unit plans to use to collect data for the stated outcome.

• The means of assessment is **not** an activity and it is **not** a process. Instead it refers specifically to the instrument/tools your unit will use to measure the stated outcome.

• It should be linked to the outcome statement.

• It should be valid for measuring the stated outcome.

• 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: *Means of Assessment*

Outcomes Statement: *To expand the usage of information within the Academic Affairs division*

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Means of Assessment: *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 link to the outcomes statement and the means of assessment.

Data Collection Plan

Outcome Statement: To expand the usage of information within the Academic Affairs division
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Means of Assessment: 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.
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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.

CRITERIA FOR SUCCESS (TARGET)

The criteria for success should express **the result your unit expects** from the outcome statement 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 Criteria for Success selected by your unit should be a clear indicator of whether the outcome has been achieved.

Criteria for Success

Outcome Statement: To expand the usage of information within the Academic Affairs division

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Means of Assessment: 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.

Criteria for Success: At least 15 newly developed solicited reports and/or information sessions will be utilized in the Academic Affairs division.
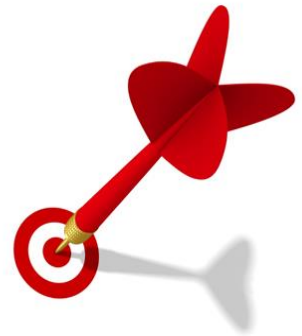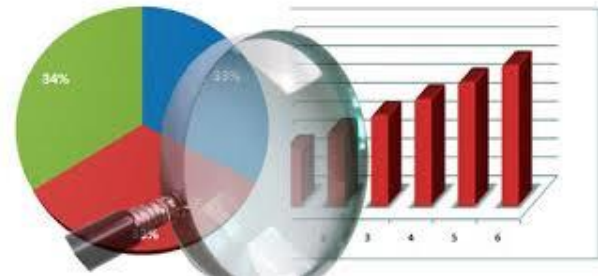
DATA COLLECTED AND DATA ANALYSIS

Describe Data Collected
Collect only data that is clearly <u>linked</u> to the outcome statement and mentioned in the Data Collection Plan. The data should be described in detail that is sufficient enough to determine whether the outcome has been appropriately assessed. Include supporting narratives, tables, graphs, and other documentation as appropriate

Describe Data Analysis
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 <u>linked</u> to the data collected and the outcome statement.

Data Collected and Data Analysis

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.

INDICATE WHETHER CRITERIA FOR SUCCESS (TARGETS) WERE MET

Using findings from data collection and data analysis, clearly indicate whether the criteria for success were met.

EXAMPLE *Were the Criteria for Success Met?*

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

HOW WERE RESULTS USED TO IMPROVE THE UNIT

The results from this assessment should be linked to the outcome statement.

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

Use of Results

*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:

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	Link to Unit Mission, University Mission, or University Strategic Plan
Piloted our online instructional surveys (May 2016)	*University mission: Commitment to service;* *Unit mission: Assists with survey design, administration and general data collection, analysis and reporting*
Staff attended SACSCOC Annual Meeting in Houston, TX for professional development	*University mission: Commitment to research*

CHALLENGES	Link to Unit Mission, University Mission, or University Strategic Plan
Climate is often too hot in the testing facility	*University mission: Commitment to service*
Assessment workload demands greater automation and/or additional manpower	*University mission: Commitment to service*

PART III: BUDGET IMPLICATIONS

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

- Complete and attach a copy budget recommendation forms. These will come from the Office of Business and Finance.

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.***

2. *Attach a <u>copy</u> of the official budget recommendation forms to be submitted to the Office of Business and Finance for <u>each</u> of your budgets.*

   The IRE Budget, University Testing Budget, and Academic Assessment Budgets are attached this report.

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

This year only!

Newly reporting units

2018-2019 Assessment Plans due **May 24, 2018**

All subsequent years!

•**Assessment Report (for the current year)**
•**Assessment Plan (for upcoming year)**
Due March 15

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?

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