

Administrative Unit Assessment Report

Assessment is a term commonly used to encompass the process of gathering and using evidence to guide improvements.

SACSCOC requires that "The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results".

Be sure to **SAVE** your progress as you work!

Administrative Unit

Office of Institutional Research

Submission Year

2020-2021

Assessment Coordinator Name

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Enter Assessment Coordinator Email

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Unit Goal

Goal

Goal 1

Unit Goals are broad statements that describe the overarching long-range intended outcomes of an administrative unit. They support the Institution's Mission/Goals.

Unit Goal

Meet all deadlines for mandatory federal, state and NCAA reporting.

Pillar of Success Supported

Selective, Competitive Recruitment and Enrollment of Ambitious and Talented Students

Outcomes

Outcome 1

Outcomes are specific, **measurable** statements that reflect the broader goals. They will primarily describe what the unit is going to do and what its impact will be on students and other key stakeholders (alumni, parents, employers, etc.).

Most administrative units measure **Operational Outcomes** which describe the level of performance of an operational aspect of a program or office (ex. number of services provided, timeliness of a process).

Some units may measure **Student Learning Outcomes** which describe knowledge, skills, and values that students are expected to gain as a result of their educational experiences (ex. Student Wellness Program may measure student knowledge of healthy habits.)

What type of Outcome would you like to add?

Operational Outcome

Enter Outcome

Meet IPEDS survey guidelines and deadlines for submission. IPEDS means the U.S. Department of

Education's Integrated Post Secondary Educational Data System. By federal law, this data must be submitted in a timely manner.

Timeframe for this Outcome

2019-2020 Academic Year

Performance Target for "Met"

Clean data submitted 14 days or more before Federal IPEDS deadline, except for IPEDS data that has to be submitted by the SC CHE and other offices throughout campus who are responsible for individual surveys (finance, financial aid, academic libraries, etc.)

Performance Target for "Partially Met"

Clean data submitted from 13 days to day before due date.

Performance Target for "Not Met"

Clean data submitted on due date.

Assessment Measure Used

Email confirmation from IPEDS verifying data clean and locked.

Frequency of Assessment

Three IPEDS reporting periods: fall, winter and spring consisting of twelve independent surveys. The surveys are as follows:

Fall Data Collection Cycle:

1. Institutional Characteristics
2. Completions
3. Twelve-Month Enrollment

Winter Data Collection Cycle:

4. Student Financial Aid
5. Graduation Rates
6. Graduation Rates (200)
7. Admissions
8. Outcome Measures

Spring Data Collection Cycle:

9. Fall Enrollment
10. Finance
11. Human Resources
12. Academic Libraries

Data Collected for this Timeframe (Results)

For Fall Data Collection Cycle, due date was October 16, 2019.

1. Institutional Characteristics - submitted September 16, 2019.
2. Completions - submitted October 8, 2019.
3. Twelve-Month Enrollment - submitted October 8, 2019.

For Winter Data Collection Cycle, due date was February 12, 2020:

4. Student Financial Aid - submitted February 11, 2020.
5. Graduation Rates - submitted February 11,

Score (Met=3, Partially Met=2, Not Met=1)

2

2020.

6. Graduation Rates (200) - submitted February 11, 2020.

7. Admissions - submitted February 6, 2020.

8. Outcome Measures - submitted February 12, 2020.

For Spring Data Collection Cycle, due date was April, 22, 2020:

9. Fall Enrollment - submitted April 17, 2020.

10. Finance - submitted April 15, 2020.

11. Human Resources - submitted April 16, 2020.

12. Academic Libraries - submitted April 14, 2020.

Semester Submitted	File	Date Due	Date
Fall 2019	Enrollment	10/30/2019	11/14/2019
Fall 2019	Course	10/30/2019	11/11/2019
Fall 2019	Facilities	10/30/2019	11/11/2019
Fall 2019	Faculty	10/30/2019	1/15/2020
Fall 2019	Identifier	10/30/2019	11/8/2019
Fall 2019	Scholarship	10/30/2019	11/14/2019
Spring 2020	Enrollment	5/30/2020	5/22/2020
Spring 2020	Course	5/30/2020	5/21/2020
Spring 2020	Identifier	5/30/2020	4/14/2020
Spring 2020	Scholarship	5/30/2020	5/22/2020
Summer 2 2020	Enrollment	8/15/2020	8/18/2020
Summer 2 2020	Course	8/15/2020	8/12/2020
Summer 2 2020	Identifier	8/15/2020	No tape generated
Summer 2 2020	Scholarship	8/15/2020	8/18/2020
Summer 1 2020	Enrollment	8/15/2020	8/18/2020
Summer 1 2020	Course	8/15/2020	8/12/2020
Summer 1 2020	Identifier	8/15/2020	8/12/2020
Summer 1 2020	Scholarship	8/15/2020	No tape generated

Comments/Narrative

For this reporting year, COVID 19 led to remote office adaptations, and late spring data uploads from SC CHE due to extensions given to IPEDS Spring Data Collection cycle led to missing the two week early deadlines.

Resources Needed to Meet/Sustain Results

Explanation of How Resources Will Be Used

Outcome 2

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What type of Outcome would you like to add?

Operational Outcome

Enter Outcome

Submit all data files to the SC CHEMIS as per state law by the due dates.

Timeframe for this Outcome

Fall 2019 semester through Summer 2020 semester.

Performance Target for "Met"

All files submitted with clean data one week before due date.

Performance Target for "Partially Met"

All files submitted with clean data by due date.

Performance Target for "Not Met"

All files submitted with clean data one week after due date.

Assessment Measure Used

Email confirmation from SC CHEMIS verifying data is clean.

Frequency of Assessment

Fall data is due October 30th of each year.
Spring data is due March 30th of each year.
Reconciliation data is due June 30th of each year.
Summer 1 and summer 2 data are due August 15th of each year.
Completions data is due September 30th of each year.

Data Collected for this Timeframe (Results)

Fall Collection Files:
1. Enrollment

Score (Met=3, Partially Met=2, Not Met=1)

2

2. Course
3. Identifier
4. Faculty
5. Facilities
6. Scholarship

Spring Collection Files:

1. Enrollment
2. Course
3. Identifier
4. Scholarship

Scholarship Reconciliation file due June 20th each year

Summer 1 and Summer 2 files

1. Fall Enrollment (2 files)
2. Course (2 files)
3. Identifier (2 files)
4. Scholarship (2 files)

Completions file due September 30 each year

Comments/Narrative

For this reporting year, COVID 19 led to remote office adaptations, and late spring data uploads from SC CHE due to extensions given to IPEDS Spring Data Collection cycle led to missing the two week early deadlines. Need to work more quickly to address new errors being created with more programs and more online data entry, including working with ITS to create more appworx daily edit/error reports.

Resources Needed to Meet/Sustain Results

Explanation of How Resources Will Be Used

Outcome 3

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What type of Outcome would you like to add?

Student Learning Outcome

Enter Outcome

The IR office helps to meet reporting guidelines of NCAA reporting. Work in conjunction with NCAA Faculty Athletic Representative (FAR) and the NCAA Compliance Officer (Assistant Athletic Director) to provide student-athlete tracking and outcomes in the NCAA ATS system and the NCAA GSR system.

Timeframe for this Outcome

Fall 2019 semester through Summer 2020 semester.

Performance Target for "Met"

Uploaded reports with clean edits two weeks before due date. The NCAA Compliance Officer must submit and finalize data, so my goal is to have my information ready two weeks before final due date (July 1 each year).

Performance Target for "Partially Met"

Uploaded reports with clean edits by due date.

Performance Target for "Not Met"

Uploaded reports with clean edits past due date.

Assessment Measure Used

Official email confirmations from the NCAA of successful uploads of ATS and GSR.

Frequency of Assessment

NCAA ATS reports due 14 weeks after start of fall semester each year.

NCAA GSR reports due July 1 each year.

Data Collected for this Timeframe (Results)

1. NCAA ATS reports - Due 11/22/2019.
Submitted 11/15/2019.

2. NCAA GSR reports
NCAA GRS Survey - Due June 1, 2020. Submitted 4/30/2020.
NCAA Signature Page - Due July 1, 2020. Submitted 6/22/2020.

Score (Met=3, Partially Met=2, Not Met=1)

3

Comments/Narrative

No comments at this time.

Resources Needed to Meet/Sustain Results

Explanation of How Resources Will Be Used

Goal Summary

Goal Summary/Comments

The purpose of clean data two weeks early in this goal is to ensure time to work on data error problems, and allow more time to review finalized data.

Changes Made/Proposed Related to Goal

In order to get these data files submitted early I plan on working with ITS to create more Appworx daily edit/error reports. These reports can help to identify errors early so that data cleanup will take less time.

Upload Files (if needed)

Goal 2

Unit Goals are broad statements that describe the overarching long-range intended outcomes of an

administrative unit. They support the Institution's Mission/Goals.

Unit Goal

Increase timely access of institutional data to decision makers throughout Lander University.

Pillar of Success Supported

Selective, Competitive Recruitment and Enrollment of Ambitious and Talented Students

Outcomes

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What type of Outcome would you like to add?

Operational Outcome

Enter Outcome

Increase the number of Microsoft Power BI dashboards (interactive graphic display of information) available to decisions makers.

Timeframe for this Outcome

Fall 2019 semester through Summer 2020 semester.

Performance Target for "Met"

2 new dashboards created per year.

Performance Target for "Partially Met"

1 new dashboard created per year.

Performance Target for "Not Met"

No new dashboards created.

Assessment Measure Used

Number of .pbix files created

Frequency of Assessment

Yearly.

Data Collected for this Timeframe (Results)

Number of .pbix files created

Score (Met=3, Partially Met=2, Not Met=1)

2

Comments/Narrative

This is the first year of learning Microsoft Power BI, and no dashboards were created until next assessment year.

Resources Needed to Meet/Sustain Results

Explanation of How Resources Will Be Used

Outcome 2

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What type of Outcome would you like to add?

Student Learning Outcome

Enter Outcome

Work with ITS as a data liaison to automate/streamline reports needed by Vice President's and their subordinates to reduce IR time used on said reports.

Timeframe for this Outcome

Fall 2019 semester through Summer 2020 semester.

Performance Target for "Met"

One new automated report created per year, with several in pipeline for approval on project requests list.

Performance Target for "Partially Met"

2 project requests in pipeline.

Performance Target for "Not Met"

1 projects requests in pipeline.

Assessment Measure Used

List of new processes created by ITS in Microsoft Access. Example, SZRSDST was created by ITS to allow access to new internal student data set used by President's office of Planning, Analytics & Decision-Support.

Frequency of Assessment

Yearly.

Data Collected for this Timeframe (Results)

There were no new views created during this assessment year.

Score (Met=3, Partially Met=2, Not Met=1)

1

Comments/Narrative

Even though project requests are completed based on priorities set beyond IR office control, these requests are critical to reduce time used by IR office to better allocate IR resources.

Resources Needed to Meet/Sustain Results

Explanation of How Resources Will Be Used

Goal Summary

Goal Summary/Comments

The administration at Lander University (President and his cabinet) are extremely data driven. Timely and accurate data, including real-time clean data, is imperative in order to allow/increase flexibility and adaptability to affect change to meet Lander's mission and associative goals.

Changes Made/Proposed Related to Goal

During the upcoming year, I plan on making a conscious effort to put in work requests through IT for views in Microsoft Access. Doing this helps IR as well as others on campus since views give them the ability to pull their own data when they need it. I also plan on increase my utilization of Power BI, which can assist in the analyzation and distribution of data to stakeholders on campus.

Upload Files (if needed)