



Institutional Effectiveness Unit Plan (Phase I) for 2006-2007

Directions: Use 9 point font when completing this form. First, complete columns A-D. Make sure your Unit Outcomes are targeted, essential and measurable. Columns E & F (which serve to assess whether your goals were reached and how you intend to use the results) will **not** be completed until the end of the cycle in the spring.

Unit : Institutional Research

Unit Administrator: Randy Glaze

Unit's Mission: The mission of the Office of Institutional Research and Evaluation (OIRE) at Lawson State Community College is to conduct research and evaluation to support planning and decision-making across the campus and the collection and dissemination of campus data for both internal and external reporting purposes.

Number each Outcome in each column	<p>A. Unit Outcomes (3-5)</p> <p>Should be measurable. Use percentages where possible. <u>Be brief.</u></p>	<p>B. Outcomes Link to Institutional Goals & Strategic Indicators</p> <p>List the goal numbers and the corresponding Strategic Indicator letters (i.e., Goal 1; Indicators B & C; Goal 2; Indicators A-C, etc.)</p>	<p>C. Methods of Assessing the Outcome</p> <p>List what methods you plan on using to measure each outcome (i.e., exit exam results, portfolios, surveys, board exams, etc.)</p>	<p>D. Budget Implications</p> <p>If your outcome has budget implications (costs that will exceed \$499), list them here.</p>
1.	1. Create, distribute and process surveys to various LSCC constituents.	1. Goal 7, Indicator F	1. Develop, administer, collect and disseminate results of surveys.	1.
2.	2. Summarize degrees awarded by program.	2. Goal 7, Indicator F	2. Track all completers by program of study.	2.
3.	3. Collect and publish annually facts about LSCC students, faculty, alumni and community.	3. Goal 7, Indicator F	3. Post fact book annually.	3.
4.	4. Collect and publish data for Students Right to Know, IPEDS, Athletic Equity and other requests for data.	4. Goal 7, Indicator F	4. Post data annually.	4.

SAMPLE (Blank)

Unit Plan--Part II: Directions : As noted on page one of this plan, complete columns E & F at the end of the planning cycle in the spring. As you report under each column, be sure to carry over the numbers which represent each outcome you are addressing.

E. Actual Results Obtained—When you assessed and measured your stated outcomes, what results did you find? Be clear and concise in your reporting.

1. Point of service surveys were created, distributed, processed and summarized for students, faculty and staff. Results are placed on the Global Information Suite with the exception of Course/Instructor evaluations.
2. Awards are summarized by option and program within option. A chart tracking awards since 1998 is posted on the Global Information Suite.
3. Data for the current year fact book are posted on the Global Information Suite.
4. All IPEDS surveys, Students Right to Know and Athletics Equity surveys are posted in the Institutional Research Folder on the “L” Drive. Other data collected include the College Board Survey, and ACHE surveys.

F. Use of Results—Now that you have your results, how do you intend to use these results or, if implemented early, how have you used these results to improve your overall unit for the upcoming academic year? **NOTE:** After you list how you intend to use these results, be sure to include such improvements in your new Unit Plan for the upcoming academic year.

1. Continue to support the needs of the college units for collection of data.
2. Monitor students eligible for awards and track the recording of awards each semester.
3. Data will be collected for the upcoming year based on federal requirements and assessment needs for various units of the college.
4. Continue to support data collection needs for constituents in the college.