



## Institutional Effectiveness Unit Plan

**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      **School Year:** 2007-2008

Number each Outcome in each column	<b>A. Unit Outcomes (3-4) <i>no more</i></b>  Should be measurable. Use percentages where possible. <u>Be brief.</u>	<b>B. Outcomes Link to Institutional Goals &amp; Strategic Indicators</b>  List the goal numbers and the corresponding Strategic Indicator letters (i.e., Goal 1; Indicators B & C; Goal 2; Indicators A-C, etc.)	<b>C. Methods of Assessing the Outcome</b>  List what indirect methods you plan on using to measure each outcome (i.e., board exams, surveys, graduation results, retention results, etc.)	<b>D. Budget Implications</b>  If your outcome has budget implications (costs that will exceed \$499), list them here.
	1. Create, distribute and process surveys to various LSCC constituents.  2. Summarize degrees awarded by program.  3. Collect and post annually facts about LSCC students, faculty, and community.  4. Collect and post data for Students Right to Know, IPEDS, Athletic Equity and other requests for data.	1. Goal 6, Indicator F  2. Goal 6, Indicator F  3. Goal 6, Indicator F  4. Goal 6, Indicator F	1. Develop, administer, collect and disseminate results of surveys including Point of Service Surveys, IPEDS, Campus Crime, Athletics Equity, College Board, CCSSE and CCFSSSE, etc..  2. Track all completers by program of study based on ACCESS system and IPEDS reporting requirements.  3. Post fact book data annually based on PERS and IPEDS data.  4. Post data annually based on IPEDS and Campus Crime Survey.	1. Annual cost for point of service surveys \$7900; cost for CCSSE and CCFSSSE \$5,475  2. Annual maintenance for ACCESS is \$54,600  3. None  4. None

**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 administered to faculty, staff and students during the fall and spring semesters. Instructions for completing the surveys were e-mailed to faculty, staff and students. Instructions were posted on LSCC homepage. Surveys administered were Course/Instructor, Academic Advising, General Education, Orientation, Online Courses, Student Perceptions, Staff Perceptions, Library, Maintenance, and Telecommunications and Technology. The college participated in CCSSE during spring 2008 including a cross section of students and all part-time and full-time faculty.
2. Five hundred eighteen degrees and certificates were awarded during the period Summer 2007 through Spring 2008. A summary by program and award level was compiled and displayed in the spreadsheet on the “L” Drive in the Institutional Research Folder. The spreadsheet was available for LSCC employees for usage in various reports. Data were included in IPEDS(Integrated Postsecondary Education Data Systems) national reporting system.
3. The fact book was compiled throughout the school year and data displayed in the Institutional Research Folder on the “L” Drive. Data displayed in the fact book folder were derived from both State and Federal reports including PERS (Postsecondary Educational Reporting System) and IPEDS as well as the ACCESS system.
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, ACHE (Alabama Commission on Higher Education) surveys, CAPP (College Accountability Performance Profile) and employability surveys. Grade distributions were completed and posted on the “L” Drive.

**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. Results of the point of service surveys are used by college constituents to complete unit plans and learner outcomes. Surveys are updated upon request of constituents
2. Monitor students eligible for awards and track the recording of awards each semester. Viability of programs is directly tied to the number of completers per program. Results are used to monitor program viability.
3. College employees have access to posted data on the “L” Drive throughout out the school year. Data will be collected for the upcoming year based on federal requirements and needs for various units of the college and posted on the “L” Drive.
4. Continue to support data collection needs for constituents in the college. Title IV aid is directly related to completion of IPEDS surveys. Results of surveys are posted on the “L” Drive in the Institutional Research folder.