

Unit Assessment Report - Four Column

University of South Alabama

Mission Statement: Institutional Research provides institutional information and analysis to support strategic and operational decision-making and to fulfill reporting requirements of federal, state and private agencies.

Intended Outcomes	Means of Assessment & Criteria / Tasks	Results	Action & Follow-Up
<p>Admin-Institutional Research Training - Accreditation Reports - Ensure access to standard reports to support university and discipline-specific accreditation.</p> <p>Outcome Years: 08-09</p> <p>Start Date: 08/01/2008</p> <p>Outcome Status: Current</p>	<p>Assessment Method: User satisfaction survey</p> <p>Assessment Method Category: Survey-Other</p> <p>Criterion: Average score of 4.0 on five point Likert scale</p> <hr/> <p>Assessment Method: Track report usage</p> <p>Assessment Method Category: Other</p> <p>Criterion: Each standard report will be accessed at least once</p>		
<p>Admin-Institutional Research Training - Administrative Reports - Ensure access to information that will inform decision-making and support strategic initiatives</p> <p>Outcome Years: 08-09</p> <p>Start Date: 08/01/2008</p> <p>Outcome Status: Current</p>	<p>Assessment Method: User satisfaction survey</p> <p>Assessment Method Category: Survey-Other</p> <p>Criterion: Average score of 4.0 on a five point Likert scale</p> <hr/> <p>Assessment Method: Track report usage</p> <p>Assessment Method Category: Other</p> <p>Criterion: Each report will be used at least once</p>	<p>07/21/2008 - Average score was 3.2 on the user satisfaction survey.</p> <p>Result Type: Criterion Not Met</p> <p>Action Status: Action Plan Complete</p>	<p>07/21/2008 - The director of IR conducted follow-up phone interviews with web-site users to determine what the problem was and it was lack of accessibility.</p> <p>Follow-Up: 07/21/2008 - Follow-up satisfaction surveys yielded an average score of 4.2. 07/21/2008 - Contacted the Computer center and they created a quicklink.</p>

Intended Outcomes	Means of Assessment & Criteria / Tasks	Results	Action & Follow-Up
Admin-Institutional Research Training - Common Data Set - Develop a common data set based on an approved data dictionary that can be used for analysis in the field Start Date: 08/01/2008 Outcome Status: Current	Assessment Method: Observation by the Associate Vice President for IR, Planning & Assessment Assessment Method Category: Other Criterion: Creation of data dictionary		
	Assessment Method: Observation by the Associate Vice President for IR, Planning & Assessment Assessment Method Category: Other Criterion: Common Data Set posted on website		
Admin-Institutional Research Training - Project Tracking - Develop automated system to request and track data needs and capture project completion times Start Date: 08/01/2008 Outcome Status: Current	Assessment Method: Observation by Associate Vice President for Institutional Research, Planning and Assessment Assessment Method Category: Other Criterion: Implementation of an automated system that generates tracking reports by October 2008		
Admin-Institutional Research Training - Retention Reports - Design reports that provide information to address student retention issues. Outcome Years: 08-09 09-10 Outcome Status: Current	Assessment Method: Observation by Associate Vice President Assessment Method Category: Personal observation Criterion: Creation of historical reports identifying key characteristics of transfer students in aggregate and by cohorts		
Admin-Institutional Research Training - Website Enhancement - Increase the amount of usable information on the IR	Assessment Method: User survey		

Intended Outcomes	Means of Assessment & Criteria / Tasks	Results	Action & Follow-Up
website Start Date: 08/01/2008 Outcome Status: Current	Assessment Method Category: Survey-Other Criterion: Average score of 4.0 on five point Likert scale		
	Assessment Method: Observation by Associate Vice President for IR, Planning and Assessment Assessment Method Category: Other Criterion: Increase standard reports on the website by 50%		