

**END OF YEAR REPORT FORMAT FOR ANNUAL ASSESSMENT 2015-2016**

<b>Unit Name</b>	Institutional Effectiveness
<b>Goal 1</b>	Consistent usage of Data Elements across the institution and university system office
<b>Strategic Initiative(s) (Choose from priorities 1-5)</b>	<p><b>3. Retention, Progression, and Graduation</b> Gordon State College will increase retention (the number of students that are retained from one year to the next), graduates (the number of students who graduate from two-year and four-year programs), and the number of students who progress from Gordon State College to the next appropriate step (such as transfer to another college). By accomplishing these goals, the College will contribute to a more educated population, prepared to face the challenges and opportunities of the 21st century.</p> <p><b>5. Efficiency, Accountability, and Sustainability</b> Gordon State College is committed to providing a welcoming atmosphere that attracts a diverse community and engages through academics and culture. In a dynamic economic atmosphere, Gordon State College must constantly strive to improve operational efficiencies, ensure a commitment to performance and accountability, and advance our financial resources sustainability, in order to achieve these goals.</p>
<b>Time Frame</b>	2015-2016
<b>Objective 1</b>	Implement Data Cookbook across campus
<b>Measures</b>	Train Departments
<b>Target (Desired Performance and Deadline)</b>	3
<b>Data Collection (Who/Where/When)</b>	IR office staff – ongoing
<b>Findings &amp; Status</b>	Fall - Implementation of Data Cookbook was abandoned due to resources required. Worked with Registrar and Admissions to insure data for USG System Office, IPEDS and other external entities are consistent.

	Spring - No additional software has been sought at this time. Continued collaborative work with Registrar and Admissions to ensure data consistencies for USG System Office and recent IPEDS submittals.
<b>Discussion of Results and Action Plan</b>	A result of this effort, the count of applicants submitted to IPEDS is consistent with the IPEDS definition. Continue to use definitions from IPEDS and USG for survey submissions and report verification.  IR office started creating a Common Data Set for external surveys such as Peterson, College Board, ACT.
<b>Objective 2</b>	Participate in additional training by System Office
<b>Measures</b>	Complete reports in the Ed Prep Data Mart
<b>Target (Desired Performance and Deadline)</b>	Use for IPEDS reporting
<b>Data Collection (Who/Where/When)</b>	IR Office Staff - ongoing
<b>Findings &amp; Status</b>	Fall - Cognos used to validate IPEDS data submitted on our behalf by the System Office. Participated in training at Georgia Summit. Spring - Cognos used to validate Spring IPEDS data submitted on our behalf by the System Office. Two IR staff members participated in IPEDS Keyholder Training.
<b>Discussion of Results and Action Plan</b>	IR staff is trained and has a better understanding of the IPED surveys and USG reports. Continue to participate in training opportunities offered by the System Office.
<b>Goal 2</b>	Provide timely and appropriate information for decision-making & planning
<b>Strategic Initiative(s) (Choose from priorities 1-5)</b>	<p>1. <b>Access with Excellence</b> Gordon State College will serve the educational needs of the region and the state by maintaining its mission as an access institution, while expanding to offer wider access to baccalaureate programs and assuring excellence in its offerings and service to its constituents. By maintaining access while expanding programs, Gordon State College will open the doors to a college education to a wider audience, resulting in a more educated Georgia.</p> <p>3. <b>Retention, Progression, and Graduation</b> Gordon State</p>

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<b>Time Frame</b>	2015-2016
<b>Objective 1</b>	Expand dashboard usage with Tableau
<b>Measures</b>	Number of dashboards both campus-wide and functional areas
<b>Target (Desired Performance and Deadline)</b>	2 campus wide and 2 functional areas
<b>Data Collection (Who/Where/When)</b>	IR Office Staff - ongoing
<b>Findings &amp; Status</b>	<p>Fall - Campus wide - Real time enrollment update and Academic Standing Policy review Functional area - Repeat course review for Arts and Sciences</p> <p>Spring - Made available Grade History and Section Enrollment dashboards to Academic leadership (Deans and Department Heads) with data views that are restricted by their area of responsibility - Customized the Grade History dashboard for SSC Director and AVP Academic Affairs to use in presentation (I think it was at a national conference) - Completed and put onto Tableau Server a Financial Aid dashboard with access by FA Director</p>
<b>Discussion of Results and Action Plan</b>	Tableau usage has increased throughout the campus so additional licenses have been purchased. Additional users will be given access and

	trained.
<b>Objective 2</b>	Efficient administration of surveys and publishing of results
<b>Measures</b>	Complete survey requests using appropriate software
<b>Target (Desired Performance and Deadline)</b>	100%
<b>Data Collection (Who/Where/When)</b>	IR Office Staff - Ongoing
<b>Findings &amp; Status</b>	Remark - QEP Survey, First Destination/Graduation Survey, BSN Pre-licensure Survey, Faculty Rating by Students Survey Survey Monkey - Residence Life, Auxiliary Vendors, Teaching Matters Conference, Nursing, Alumni, Community Ed Spring - Three additional surveys in Remark; Three additional surveys in Survey Monkey Remark: CRN Selection Survey, Evaluation of President's Cabinet Survey, Meeting Hour Survey Survey Monkey: Student Success Center Workshops Survey, Academic Advising: Student Satisfaction Survey, Hightower Library Assessment Needs Survey
<b>Discussion of Results and Action Plan</b>	Develop a culture across campus providing an understanding of the importance of satisfaction surveys for assessment and improvement of departmental functions.
<b>Goal 3</b>	Prepare GSC Reaffirmation through efficient and timely methods
<b>Strategic Initiative(s) (Choose from priorities 1-5)</b>	<b>5. Efficiency, Accountability, and Sustainability</b> Gordon State College is committed to providing a welcoming atmosphere that attracts a diverse community and engages through academics and culture. In a dynamic economic atmosphere, Gordon State College must constantly strive to improve operational efficiencies, ensure a commitment to performance and accountability, and advance our financial resources sustainability, in order to achieve these goals.
<b>Time Frame</b>	2015-2015
<b>Objective 1</b>	Continue implementation and facilitate usage of Performance Cloud
<b>Measures 1</b>	Complete Compliance Certification for Reaffirmation

<b>Target (Desired Performance and Deadline)</b>	100%
<b>Data Collection (Who/Where/When)</b>	AVP for IE/for submission in February.
<b>Findings &amp; Status</b>	<p>Fall Verify - All Faculty entered into the Cloud for Spring, Summer and Fall Effect - All FY16 annual plans uploaded and FY17 plans will be composed in Effect Affirm - 10% of Compliance Narratives complete</p> <p>Spring Verify - All Faculty for Spring, Summer, and Fall have been verified by Deans and/or Department Heads Effect - All FY 16 annuals plan fall updates entered in Effect; Spring updates to be entered at later date; All FY17 annual plans uploaded Affirm – 100% of Compliance Narratives complete and pending final review</p>
<b>Discussion of Results and Action Plan</b>	Compliance report complete and submitted to SACSCOC and Off-Site Committee for review. Currently addressing the 9 requirements that were cited for non-compliance. The Focused Report will be completed and submitted to SACSCOC by September 1.
<b>Measures 2</b>	Train all involved staff and faculty
<b>Target (Desired Performance and Deadline)</b>	100%
<b>Data Collection (Who/Where/When)</b>	AVP for IE/for submission February 1.
<b>Findings &amp; Status</b>	Spring - Trained users began final review of compliance narratives
<b>Discussion of Results and Action Plan</b>	Responded to all comments and made all changes before submission to Off-Site Committee.
<b>Objective 2</b>	Seek a better understanding of SACSCOC policies and procedures
<b>Measures</b>	Reaffirmation team gain higher level of understanding of SACSCOC's policies and procedures as well as an understanding of the culture of evidence concept

<b>Target (Desired Performance and Deadline)</b>	3 attendees to Annual Meeting.
<b>Data Collection (Who/Where/When)</b>	IE staff attended annual meeting in December.
<b>Findings &amp; Status</b>	Spring - Knowledge obtained at SACSCOC Summer Institute and Annual Meeting applied in drafting final SACSCOC compliance report
<b>Discussion of Results and Action Plan</b>	Report completed in February 2016. Knowledge obtained at annual meeting assisted in writing the report.
<b>Objective 3</b>	Hire an Assessment and Planning Coordinator
<b>Measures</b>	-Train staff and publish assessment and planning documents to IR website
<b>Target (Desired Performance and Deadline)</b>	All Gen Ed and Program Assessment Documents posted to website
<b>Data Collection (Who/Where/When)</b>	IE/IR office staff
<b>Findings &amp; Status</b>	Spring - Several published documents used as supporting evidence in Compliance Report
<b>Discussion of Results and Action Plan</b>	Coordinator was not hired. All work completed by IE/IR staff. Academic program outcomes will be coordinated through academic deans. Non-academic assessment will be coordinated in IE/IR office.
<b>Objective 4</b>	Development of Quality Enhancement Plan
<b>Measures</b>	-Select a topic and establish timeline for completion -Begin preparing the QEP for submission
<b>Target (Desired Performance and Deadline)</b>	75%
<b>Data Collection (Who/Where/When)</b>	QEP Coordinator and IR Director
<b>Findings &amp; Status</b>	Fall - Topic selected - QEP coordinator selected, conversations and meetings started Spring - Topic made known to faculty, staff, students, and community in QEP Spring Newsletter; timeline for completion yet to be determined

<b>Discussion of Results and Action Plan</b>	The QEP is a work in progress to be submitted September 1, 2016.