

Unit Effectiveness Plan for 2003-2004
Department(Unit): Office of Institutional Research and Planning
College (Division): Provost & Vice President for Academic Affairs

Unit Mission or Purpose:						
The primary mission of the Office of Institutional Research and Planning is to provide information which supports institutional planning, assessment, policy analysis and decision making, in a way that facilitates institutional effectiveness and advances the mission of the University.						
Articulation of how unit mission/purpose relates to University mission:						
In order for the University to "pursue knowledge, truth and excellence" and to enhance "its position as a comprehensive educational institution," institutional leaders must have access to timely, accurate, and comprehensive information about students, staff, programs, management and operation that informs planning, policy formation, and decision making.						
Unit Functions:						
Intended outcome	Related Institutional Goal/Objective/Strategy	Action Steps	Method of Assessment (Who, What, When)	Results of Assessment	Proposed Changes and Recommendations for Improvement	Resources Needed for Proposed Changes
Function 1: Extract Institutional Data Files, including the CBM, SOD, Fact Book Student and Fact Book Applicant files, will be accessible in a timely, reliable and organized manner.	Strategies 3E and 3A	Make files available on server within two days of being finalized Clarify naming conventions on the server Document processes and procedures for downloading and cleaning data and generated reports and record in Procedures Notebook. Update CBM syntax each semester	Timely: Research Assistant will create and maintain a File Maintenance Log to be kept on the server. File will note the date of availability of each file noted in the intended outcome. Reliable: IR Associates will be encouraged to include and review comments regarding file issues in the file maintenance log. At the end of the academic year, IRP Research Assistant will	Research Assistant created a folder called File Availability. IRP staff are satisfied with regrouped and renamed folders on the server for easy access.	Maintain the organized files and folders on the server. Administrative Research Assistant will request IRP staff to review the organization of folders on the M Drive at least annually and clean up as necessary.	No new resources needed.

		Catalog file on M-drive	summarize comments for distribution. Organized: During quarterly staff meetings, IRP staff will discuss satisfaction with the organization of files on the server and minutes will be recorded.			
<p>Function II: Supplement Institutional Data</p> <p>1. Increase response rates to surveys (i.e., Comprehensive Student Survey, NSSE and Alumni Survey)</p> <p>2. Decision makers will have readily available, useful information from comparative institutions</p>	Strategies 3A and 3E	<p>1. Decrease length of surveys. Work with departments and schools Improve accuracy of addresses Investigate advertising Investigate other means of distribution and administration both on and off campus. Additional follow-up Check on quality of follow-up</p> <p>2. Identify comparative institutions Identify data to be collected Order special comparison studies Publicize availability</p>	<p>1. At the end of the 2003-2004 academic year, Research Associates responsible for each report will compare response rates of each survey to the response rate of the previous distribution.</p> <p>2. Director will Survey administrators about usefulness and availability of comparative data within 60 days of distribution.</p> <p>3. During the 2003-2004 Academic Year, IRP staff will submit records of feedback regarding comparative institution information to the Executive Administrative Assistant, who will maintain a file of responses. At the end of the academic year, the file will be reviewed for report</p>	<p>1. Shortened the Comprehensive Survey by dividing it into two surveys, Student experience Survey and Student Affairs Survey. Response rates are not applicable for these surveys since they are given in classes to every student present.</p> <p>Alumni Survey was shortened by almost half. The response rate increased 6% in 2004 over the previous administration. (25% vs 19%)</p>	Set up feedback mechanisms on the IRP web page and periodically request unit heads to provide feedback on usefulness of survey results and comparative information provided by IRP.	No new resources needed.

			improvement purposes.	2. Not completed. 3. Not completed.		
<p>Function III: Coordinate Planning and Assessment Activities</p> <p>Unit leaders will acquire knowledge needed to complete the unit effectiveness plans appropriately</p>	Strategies 3A and 3E	<p>Put student competencies and functions on-line with section on timeline for measuring student competencies.</p> <p>Focus group on online entry for making improvements</p> <p>Set up assessment listserv</p> <p>Brown Bag Luncheon to share best practices</p> <p>Acquire list of new administrators on a monthly basis and familiarize them with assessment either through workshop or information packet.</p>	In October 2004, Research Associates responsible for planning will note % of 2003-2004 UEPs submitted to IRP on-time by administrative support unit, college and department.	IRP was unable to calculate the percent units submitting their UEPs on time because some units only entered their results on-line and did not send a hard copy to IRP. The on-line system does not show the date of completion.	Research interfaces/software used for tracking assessment plans and results at other institutions to find a more user-friendly for implementation at UTA.	May need funds for purchase or development of new interface.
<p>Function IV: Support Planning and Assessment with Data</p> <p>Reduce timeline for producing reports, including the Fact Book, Departmental Profiles and Faculty Roster</p>	Strategies 3A and 3E	<p>Redesign faculty roster process</p> <p>Divide responsibility for sections within the departmental profiles</p> <p>Streamline reporting process web-based reports</p> <p>Make readily available a reference sheet with program changes</p>	Director will note dates of completion and compare with 2002-2003 dates using the bi-yearly Regularly Produced Report Log	<p>Faculty Roster was completed two months earlier in 2004 than 2003.</p> <p>Fact book was completed one month earlier in 2004 than 2003.</p> <p>CBM reports were completed at about the same time in 2004 as in</p>	Continue to revise the process for creating the Faculty Roster so that eventually the roster for each semester can be completed within that semester.	No new resources needed.

				2003.		
<p>Function V: Report Institutional Data to External Audiences</p> <p>1. Performance measures for which IRP is responsible will be reported accurately and consistently</p> <p>2. Improve methodology for generating CUPA, OSU, AAUP and IPEDS faculty reports</p>	Strategies 3A and 3E	<p>1. Coordinate with administration and clarify roles for reporting document source and calculation</p> <p>2. Document rules and procedures for generating reports</p>	<p>Associate Director and Research Associate responsible for FB will compare figures and note consistency between FB reported and LBB prior to the distribution of the 2003-2004 Fact Book.</p> <p>At the end of the AY, Associate Director will note procedures for generating the CUPA, OSU, AAUP and IPEDS reports.</p>	<p>Performance measure data for Fact Book and actual performance reported to the LBB were in agreement.</p> <p>The same procedure was followed in completing the 2004 reports as in 2003.</p>	<p>Associate Director for Reports and Research Associates will ensure that procedures are documented in writing for all recurring reports.</p>	No new resources needed.

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