

2020-2021
Unit Annual Report
Division of Academic Affairs
Unit: Institutional Research and Planning

There are amended instructions throughout this document to reflect the special circumstances of this academic year (AY20-21). You will find these in red. As an institution and as departments we have learned that we can use our creativity to deliver services and learning even in the most difficult of circumstances. This year's annual report should also serve as a memorialization of the lessons learned.

I. Mission and Goal/Outcomes Statement:

The mission of the Office of Institutional Research and Planning (OIRP) is to provide accurate and meaningful information and analysis to University decision makers, the broader university community, and external stakeholders in order to advance the University's mission. OIRP is a partner in the University's success by providing information and not only data. OIRP supports planning, management, accreditation, and assessment activities at every level of the University.

II. Personnel:

<u>Name</u>	<u>Position</u>
Lecia Schuster	Staff Associate (half-time position)
Cate Kaluzny	Director of Assessment
Rajeev Indira Nagaraju	Director of Institutional Research
Pamela McCafferty	Asst. VP - Institutional Research & Planning
Susan Piro	Administrative Assistant II

III. Facilities/Equipment:

- Purchased one NVIVO license

IV. Budget Expenditure Analysis:

- The budget was fully expended.

V. Programs/Activities:

List major campus activities, events etc. that the office participated in/supported; committees served; community outreach; etc. List events provided to current and prospective students. Also, provide professional development of all staff. Please note which, if any, of these activities occurred specifically as a result of, or in response to, the pandemic.

University Committees:

- R. Indira Nagaraju: NECHE Steering Committee
- C. Kaluzny: UARC, NECHE Steering Committee
- P. McCafferty: Strategic Planning Steering Committee, UARC, AUC Policy, Student Success Taskforce, Leading for Change, Strategic Enrollment Group, NECHE Steering Committee, University Registrar Search Committee (Chair)

DHE Committees:

- C. Kaluzny: AMCOA, VALUE Institute Working Group
- P. McCafferty: Assessment Advisory Council, AMCOA

Core Functions:

- Provided data support to Leading for Change Committee, Finance & Administration, Grant Center, Graduate & Continuing Education, deans, department chairs and all departments undergoing program review/reaccreditation visits. Responded to all campus wide ad hoc requests for data.
- Maintained university compliance with all external data requests, such as HEIRS, IPEDS, NECHE, NPSAS, NEBHE, NCAA, SAM, U.S. News & World Report, Petersons, and College Board.
- Developed, administered and provided support for campus surveys, including Exit Survey for Graduate Students, First Destination Survey for Undergraduate Students, Alumni Survey, Commuter Student Survey, NECHE Survey. Analyzed and shared results of the Campus Climate Survey with Leading for Change and the campus community.
- Produced the Undergraduate Catalog

Professional Development:

- C. Kaluzny: NECHE Annual Meeting, NEEAN NECHE Meeting, AAC&U General Education Conference, AAC&U High Impact Practices Webinar
- P. McCafferty: NECHE Annual Meeting

VI. Action Plan for 2020-21:

See attached report.

VII. Assessment Report for 2020-21

Please note any changes to the plan that occurred as a result of the pandemic.

*Represents goal or objective of the IRP 2020-2021 OIRP Action Plan

- Led the completion and launch of the 2020-2025 Strategic Plan*
 - Developed metrics and baseline data*
 - Developed new webpage*
 - Produced 2020-2025 Strategic Plan brochure*
 - Began development of student-facing infographic*
 - Researched planning software*
 - Began development of in-house tracking solution in conjunction with CIO*
- Supported the NECHE Self-Study Process*
 - Produced and updated Data First Forms and E-Series*
 - Served on Standard 8 Subcommittee, Steering Committee and Administrative Leadership Committee*
- Supported the goals of inclusive excellence and racial equity and justice*
 - Served on Leading for Change Core Group*
 - Administered Campus Climate Survey*
 - Analyzed data and produced reports*
 - Created webpage*
- Continued to build a culture of assessment*:
 - Supported UARC and LA&S Program Area Committee in the development of an assessment proposal*
 - Continued UARC and faculty peer review work*
 - Administered and supported numerous surveys throughout the year
- Continued to support the use of data in decision making and planning*
 - Provided data for NECHE 10 Year Self Study
 - Began implementation of EAB Edify data warehouse and visualization platform, which includes data governance*
 - Improved HEIRS reporting process*
 - Administered the Ruffalo Noel Levitz College Student Inventory (CSI) and Mid-Year Student Assessment (MYSA)
 - Trained FYE faculty in CSI and MYSA*
 - Served on Student Success Taskforce subgroup on CSI and MYSA*
 - Administered NSSE*
 - Supported various grant proposals

- Produced data in response to various requests which have increased in number as a result of data informed decision making across campus
- Continued to support the annual reporting process within Academic Affairs
- Administered and supported numerous surveys throughout the year
- Continued to support the utilization of SSC Navigate*:
 - Added graduate students to the platform
 - Added dual enrollment students to the platform*
 - Continued to see high participation rates with Progress Reports for Attendance and Deficient Midterm Grade Reporting
 - Continued to utilize Progress Reports to identify why students have not yet registered
 - Continued to support non-registered student outreach and the personal librarian program
 - Continued to build various cohorts in SSC, such as freshmen, transfer, at-risk, PIF and RLC
 - Continued to load CSI data and advising reports into SSC

The major goals of the department for 2020-2021 were met (see above * items) with the exception of developing a system for disseminating data on national higher education trends and contexts.

The majority of the objectives of the 2020-2021 action plan were also met. A small number were modified, deferred or cancelled due to shifting priorities and resources during the pandemic.

Overall, the office of Institutional Research and Planning continues to see an ever-increasing demand for data as the campus becomes increasingly more data-focused and data-informed.

VIII. Other Accomplishments:

N/A

IX. Action Plan 2021-2022:

Planned Initiatives for 2021-22	Associated Strategic Plan Goal & Strategy	Indicate if a DEI initiative
Support the NECHE self-study process	(NECHE)	
Report on the progress of the 2020-2025 Strategic Plan	(NECHE Standard 2)	X
Identify and support the implementation of a campus-wide planning and assessment tool	(NECHE Standard 2)	
Conduct targeted data collection as a result of the Campus Climate Survey data	SP Goals 2, 4	X
Lead the implementation of Edify, in conjunction with Technology	(NECHE Standards 2 & 7)	
Support the development and implementation of a General Education Assessment Plan	(NECHE Standards 4 & 8)	
Lead the development of an ILP Assessment Plan <i>(pending final draft of self-study)</i>	(NECHE Standards 4 & 8)	
Lead the development of a policy for the regular review of the University's Mission Statement <i>(pending final draft of self-study)</i>	(NECHE Standard 1)	
Provide on-campus professional development regarding equity in assessment	SP Goals 2, 4	X
Support the expansion of the DHE Equity Audit on campus	SP Goals 2,4	X

X. Reflection:

The department responded to an ever-increasing demand for data and survey support, much of which was related directly or indirectly to the pandemic. Overall, we continue to see a growing culture of data informed decision-making and assessment across campus.