



Lander University: Unit/Program Review Report

UNIT/PROGRAM NAME	Institutional Research
OFFICE OF PRIMARY RESPONSIBILITY	Office of Institutional Research
ASSESSMENT COORDINATOR	Mac Kirkpatrick
SUBMISSION DATE OF THIS REPORT	February 13, 2009

I. **UNIT/PROGRAM GOAL:** To comply with all state, federal, and locally imposed reporting deadlines

Strategic Goal Supported	5. Accountability
Indicator of Success or Student Learning Outcome	1. CHEMIS Completions (Fall, Spring, Summer): September 29
	2. CHE 14 A, B, C Reports (Spring): April 6
	3. CHE 14 A,B,C Reports (Summer I and II): September 1
	4. CHE 14 A,B,C Reports (Fall): November 15
	5. CHEMIS Course (Fall): October 31
	6. CHEMIS Course (Spring): March 30
	7. CHEMIS Course (Summer): August 15
	8. CHEMIS Disbursements (Fall): October 30
	9. CHEMIS Disbursements (Spring): March 30
	10. CHEMIS Disbursements (Reconciliation): June 20
	11. CHEMIS Identifier (Fall): October 31
	12. CHEMIS Identifier (Spring): March 30
	13. CHEMIS Identifier (Summer): August 15
	14. CHEMIS Enrollment (Fall): October 31
	15. CHEMIS Enrollment (Spring): March 30
	16. CHEMIS Enrollment (Summer): August 15
	17. CHEMIS Faculty (Fall): December 1
	18. University of Delaware Institutional Cost and Productivity Study : January 31
	19. On-line Lander University Fact Book: End of August
	20. Printed Lander University Fact Book: End of September

21.	IPEDS Institutional Characteristics: Mid-to-Late October
22.	IPEDS twelve month enrollment: Mid-to-Late October
23.	IPEDS Completions: Mid-to-Late October
24.	IPEDS Enrollment: Mid-to-Late January
25.	IPEDS Finance: Mid-to-Late January
26.	IPEDS Human Resources: Mid-to-Late January
27.	IPEDS Salaries: Mid-to-Late January (absorbed by IPEDS HR in 2005)
28.	IPEDS Financial Aid: Mid-to-Late April
29.	IPEDS Graduation Rates Survey: Mid-to-Late April
30.	NCAA Graduation Rates Survey: June 1
31.	NCAA Academic Success Rate Report: June 1
32.	NASM Accreditation Annual Report: January 25
33.	AACSB Accreditation Annual Report: May 25
34.	SACS Institutional Profile: January 18
35.	University of Oklahoma Consortium on Student Retention and Data Exchange (CSRDE): March 16
36.	Baldrige Annual Report: September 14
37.	Lander Faculty Satisfaction Survey (Fall)
38.	Lander Faculty Satisfaction Survey (Late Spring/Early Summer)
39.	US News and World Report Annual Survey: April 30
40.	South Carolina Occupational Information System (SCOIS) Annual Survey: March 20
41.	Professional Education Data System (PEDS) Annual Survey: December 31
42.	Fiscal Operations Report (FISAP) for Fin. Aid: September 30
43.	South Carolina Commission on Higher Education Annual Admissions Study: January 15
44.	South Carolina Commission on Higher Education First-Time transfers from Two-Year Institutions: June 1 (every other year)
45.	Spring Grade Distribution Reports: June of each year
46.	Fall Grade Distribution Reports: January of each year
47.	Spring Semester Undergraduate GPA report by student type: June of each year
48.	Fall Semester Undergraduate GPA report by student type: January of each year
49.	Fall Faculty Credit Hour Production Report for V.P. of Academic Affairs: End of first month in semester
50.	Spring Faculty Credit Hour Production Report for V.P. of Academic Affairs: End of second month in semester
51.	Fall Advisor/ Advisee Report for President and V.P. of Academic Affairs: End of November

	52.	Spring Advisor/Advisee Reoprt for President and V.P. of Academic Affairs: End of April	
Assessment Instruments and Frequency of Assessment		Instrument	Frequency
	1.	CHEMIS Completions (Fall, Spring, Summer): September 29	Annual
	2.	CHE 14 A, B, C Reports (Spring): April 6	Annual
	3.	CHE 14 A,B,C Reports (Summer I and II): September 1	Annual
	4.	CHE 14 A,B,C Reports (Fall): November 15	Annual
	5.	CHEMIS Course (Fall): October 31	Annual
	6.	CHEMIS Course (Spring): March 30	Annual
	7.	CHEMIS Course (Summer): August 15	Annual
	8.	CHEMIS Disbursements (Fall): October 30	Annual
	9.	CHEMIS Disbursements (Spring): March 30	Annual
	10.	CHEMIS Disbursements (Reconciliation): June 20	Annual
	11.	CHEMIS Identifier (Fall): October 31	Annual
	12.	CHEMIS Identifier (Spring): March 30	Annual
	13.	CHEMIS Identifier (Summer): August 15	Annual
	14.	CHEMIS Enrollment (Fall): October 31	Annual
	15.	CHEMIS Enrollment (Spring): March 30	Annual
	16.	CHEMIS Enrollment (Summer): August 15	Annual
	17.	CHEMIS Faculty (Fall): December 1	Annual
	18.	University of Deleware Institutional Cost and Productivity Study : January 31	Annual
	19.	On-line Lander University Fact Book: End of August	Annual
	20.	Printed Lander University Fact Book: End of September	Annual
	21.	IPEDS Institutional Characteristics: Mid-to-Late October	Annual
	22.	IPEDS twelve month enrollment: Mid-to-Late October	Annual
	23.	IPEDS Cmplentions: Mid-to-Late October	Annual
	24.	IPEDS Enrollment: Mid-to-Late January	Annual

25.	IPEDS Finance: Mid-to-Late January	Annual
26.	IPEDS Human Resources: Mid-to-Late January	Annual
27.	IPEDS Salaries: Mid-to-Late January (absorbed by IPEDS HR in 2005)	Annual
28.	IPEDS Financial Aid: Mid-to-Late April	Annual
29.	IPEDS Graduation Rates Survey: Mid-to-Late April	Annual
30.	NCAA Graduation Rates Survey: June 1	Annual
31.	NCAA Academic Success Rate Report: June 1	Annual
32.	NASM Accreditation Annual Report: January 25	Annual
33.	AACSB Accreditation Annual Report: May 25	Annual
34.	SACS Institutional Profile: January 18	Annual
35.	University of Oklahoma Consortium on Student Retention and Data Exchange (CSRDE): March 16	Annual
36.	Baldrige Annual Report: September 14	Annual
37.	Lander Faculty Satisfaction Survey (Fall)	Annual
38.	Lander Faculty Satisfaction Survey (Late Spring/Early Summer)	Annual
39.	US News and World Report Annual Survey: April 30	Annual
40.	South Carolina Occupational Information System (SCOIS) Annual Survey: March 20	Annual
41.	Professional Education Data System (PEDS) Annual Survey: December 31	Annual
42.	Fiscal Operations Report (FISAP) for Fin. Aid: September 30	Annual
43.	South Carolina Commission on Higher Education Annual Admissions Study: January 15	Annual
44.	South Carolina Commission on Higher Education First-Time transfers from Two-Year Institutions: June 1 (every other year)	Bi-Annual
45.	Spring Grade Distribution Reports: June of each year	Annual

	46.	Fall Grade Distribution Reports: January of each year	Annual			
	47.	Spring Semester Undergraduate GPA report by student type: June of each year	Annual			
	48.	Fall Semester Undergraduate GPA report by student type: January of each year	Annual			
	49.	Fall Faculty Credit Hour Production Report for V.P. of Academic Affairs: End of first month in semester	Annual			
	50.	Spring Faculty Credit Hour Production Report for V.P. of Academic Affairs: End of second month in semester	Annual			
	51.	Fall Advisor/ Advisee Report for President and V.P. of Academic Affairs: End of November	Annual			
	52.	Spring Advisor/Advisee Reoprt for President and V.P. of Academic Affairs: End of April	Annual			
Expected Outcome of Indicator of Success or Student Learning Outcome		Met (3)		Partially Met (2)		Not Met (1)
	1. – 52.	Project/Job is completed by the date noted in the Indicator of Success	N/A		Project/Job is not completed by the date noted in the Indicator of Success	
Summary of Data Collected		Academic Year 2003-2004	Academic Year 2004- 2005	Academic Year 2005-2006	Academic Year 2006-2007	Academic Year 2007-2008
	1.	9/29/2003	09/29/2004	09/29/2005	09/29/2006	09/29/2007
	2.	04/09/2003	04/07/2004	04/06/2005	06/06/2006	4/24/2008
	3.	08/27/2003	08/25/2004	10/01/2005	09/35/2006	9/23/2008
	4.	12/01/2003	11/12/2004	02/17/2006	01/24/2007	12/10/2007
	5.	10/31/2008	10/31/2004	10/31/2005	01/19/2007	12/13/2007
	6.	03/30/2003	3/30/2004	03/30/2005	11/30/2006	5/26/2008
	7.	08/15/2003	08/15/2004	08/15/2004	10/03/2006	9/22/2008
	8.	10/31/2003	10/31/2004	10/31/2005	12/13/2006	11/15/2007
	9.	03/30/2003	03/30/2004	03/30/2005	05/03/2006	4/1/2008
	10.	06/20/2003	06/20/2004	06/20/2005	06/30/2006	06/28/2007
	11.	10/31/2003	10/31/2004	10/31/2005	11/30/2006	11/15/2007
	12.	03/30/2003	03/30/2004	03/30/2005	04/05/2006	4/4/2008

	13.	08/15/2003	08/15/2004	08/15/2005	09/15/2006	8/22/2008
	14.	10/31/2003	10/31/2004	10/31/2005	12/15/2006	12/15/2007
	15.	03/30/2003	03/30/2004	03/30/2005	06/20/2006	5/6/2008
	16.	08/15/2003	08/15/2004	08/15/2007	09/20/2006	9/22/2008
	17.	12/01/2003	12/01/2004	12/01/2005	01/11/2007	11/15/2207
	18.	N/A	01/31/2004	01/31/2005	01/31/2006	1/31/2008
	19.	08/30/2003	08/30/2004	08/30/2005	03/19/2007	11/7/2008
	20.	08/30/2003	08/30/2004	08/30/2005	03/20/2007	Suspended
	21.	10/15/2002	10/15/2003	09/21/2004	09/17/2005	9/21/2007
	22.	10/15/2002	10/15/2003	06/06/2004	09/17/2005	10/3/2007
	23.	10/15/2002	10/09/2003	10/06/2004	10/08/2005	10/2/2007
	24.	01/21/2003	01/07/2004	03/09/2005	01/25/2006	1/18/2008
	25.	03/10/2003	03/10/2004	01/13/2005	12/09/2005	1/8/2008
	26.	01/16/2003	01/15/2004	01/13/2005	12/23/2005	1/16/2008
	27.	01/16/2003	01/15/2004	01/13/2005	No Longer Used	No Longer Used
	28.	04/16/2003	04/23/2004	03/25/2005	03/21/2006	4/1/2008
	29.	03/20/2003	03/29/2004	04/16/2005	03/28/2006	4/4/2008
	30.	Not Started	Not Started	07/25/2006	05/24/2006	5/9/2008
	31.	Not Started	Not Started	Not Started	05/23/2006	5/9/2008
	32.	Not Started	Not Started	Not Started	Not Started	12/19/2007
	33.	Not Started	Not Started	04/19/2005	06/20/2006	5/22/2008
	34.	N/A	12/03/2004	03/21/2006	11/21/2006	12/11/2007
	35.	N/A	03/09/2004	03/15/2005	03/17/2006	03/4/2008
	36.	Not Started	Not Started	Not Started	09/11/2006	09/10/2007
	37.	Not Started	Not Started	Not Started	Not Started	11/09/2007
	38.	Not Started	Not Started	Not Started	07/14/2006	5/22/2008
	39.	04/16/2003	04/05/2004	04/04/2005	05/03/2006	5/1/2008
	40.	N/A	02/10/2004	07/08/2005	03/16/2006	Suspended
	41.	01/20/2004	03/07/2005	05/08/2006	10/18/2006	12/13/2007
	42.	09/03/2003	09/06/2004	09/02/2005	09/22/2006	09/25/2007
	43.	N/A	11/05/2004	N/A	12/11/2006	1/18/2008
	44.	Not this year	05/31/2004	Not this Year	05/31/2006	5/30/2008
	45.	05/11/2003	05/08/2004	05/07/2007	06/04/2006	5/12/2008
	46.	12/14/2003	12/18/2004	02/13/2006	12/21/2006	12/19/2007

	47.	N/A	05/13/2004	05/15/2005	08/04/2006	11/15/2008	
	48.	N/A	N/A	N/A	05/15/2007	11/15/2008	
	49.	05/11/2004	05/11/2004	10/06/2005	1/13/2007	09/25/2007	
	50.	05/11/2004	05/11/2004	10/06/2005	05/18/2006	1/9/2008	
	51.	N/A	11/18/2004	N/A	N/A	10/07/2007	
	52.	12/18/2002	05/11/2004	N/A	N/A	5/6/2008	
Review of Results and Actions Taken	1.						
	2.						
	3.					Missed deadline on CHE 14 ABC Report by three weeks.	
	4.					Missed deadline on CHE 14 ABC Report by three weeks.	
	5.					Missed deadline - late testing	
	6.					Missed deadline - working on projects.	
	7.					Missed deadline due to working on Annual Accountability Report	
	8.						
	9.						
	10.						
	11.						
	12.						
	13.						
	14.						Missed deadline - late testing.
	15.						Missed deadline - working on projects.
	16.						Missed deadline due to working on Annual Accountability Report
	17.						
	18.						
	19.						Missed deadline due to other departments late getting Fact Book information to IR.
	20.						Due to budget concerns, will not print Fact Book; available online.
	21.						
	22.						
	23.						
	24.						
	25.						
	26.						
	27.						No longer scored.
	28.						

	29.		
	30.		
	31.		
	32.		
	33.		
	34.		
	35.		
	36.		
	37.		
	38.		
	39.		
	40.	Never received notice from SCOIS.	
	41.		
	42.		
	43.		
	44.		
	45.		
	46.		
	47.	Failed to complete GPA report on time.	
	48.	Failed to complete GPA report on time.	
	49.		
	50.		
	51.		
	52.		
Sum	During the 2007-2008 academic year, a significant amount of my time was pulled from normal IR functions to comply with meetings and additional project requests from the Interim Enrollment Management Director. The high priority of said projects led to the later completion dates of some standard IR tasks.		
Indicator of Success or Student Learning Outcome Outcomes		Indicator of Success Evaluation	Indicator of Success Score
	1.	Met	3
	2.	Not Met	1
	3.	Not Met	1
	4.	Not Met	1

5.	Not Met	1
6.	Not Met	1
7.	Not Met	1
8.	Not Met	1
9.	Not Met	1
10.	Not Met	1
11.	Not Met	1
12.	Not Met	1
13.	Not Met	1
14.	Not Met	1
15.	Not Met	1
16.	Not Met	1
17.	Met	3
18.	Met	3
19.	Not Met	1
20.	Not Evaluated	Not Scored
21.	Met	3
22.	Met	3
23.	Met	3
24.	Met	3
25.	Met	3
26.	Met	3
27.	Not Evaluated	Not Scored
28.	Met	3
29.	Met	3
30.	Met	3
31.	Met	3
32.	Met	3
33.	Met	3
34.	Met	3
35.	Met	3
36.	Met	3
37.	Met	3
38.	Met	3

	39.	Not Met	1
	40.	Not Evaluated	Not Scored
	41.	Met	3
	42.	Met	3
	43.	Not Met	1
	44.	Met	3
	45.	Met	3
	46.	Met	3
	47.	Not Met	1
	48.	Not Met	1
	49.	Met	3
	50.	Met	3
	51.	Met	3
52.	Not Met	1	
Additional Resources Required to Achieve or Sustain Results		\$0.00: Explanation	

II. UNIT/PROGRAM SUMMARY

Unit/Program Goal	Strategic Goal Supported	Unit/Program Goal Outcome		Additional Resources Required to Achieve or Sustain Results
		Score	Evaluation Met: 3.00 – 2.01 Partially Met: 2.00 – 1.01 Not Met: 1.00 – 0.01 Not Evaluated: 0.00	
1. To comply with all state, federal, and locally imposed reporting deadlines	5. Accountability	2.14	Met	\$0.00
2.	Choose One	0.00	Choose One	\$0.00
3.	Choose One	0.00	Choose One	\$0.00
4.	Choose One	0.00	Choose One	\$0.00
5.	Choose One	0.00	Choose One	\$0.00
6.	Choose One	0.00	Choose One	\$0.00
7.	Choose One	0.00	Choose One	\$0.00
8.	Choose One	0.00	Choose One	\$0.00
9.	Choose One	0.00	Choose One	\$0.00
10.	Choose One	0.00	Choose One	\$0.00

UNIT/PROGRAM TOTALS	2.14	Met	\$0.00
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