

**2017-2018**  
**Unit Assessment Report**  
**Division: Academic Affairs**

**Unit: Institutional Research and Planning**

**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:**

**Administrative Staff:**

<u>Name</u>	<u>Position</u>
Nancy Robillard	Staff Associate
Lecia Schuster (half pos.)	Staff Associate
Merri Incitti (eff. 7/10/17)	Director of Assessment
Anthony Wilcox	Director of Institutional Research
Pamela McCafferty	Asst. VP - Institutional Research & Planning

**Support Staff:**

<u>Name</u>	<u>Position</u>
Susan Piro	Administrative Assistant II

**III Facilities/Equipment:**

iPhone replacement (P. McCafferty)

**IV Budget Expenditure Analysis:**

A small portion of the budget was not expended due to decision late in the fiscal year by the Director of IR to not attend the national conference.

**V Action Plan for 2017-18:**

N/A

**VI Programs/Activities:**

- University Committees:
  - M. Incitti: UARC, Homelessness and Food Insecurity

- P. McCafferty: UARC, AUC Curriculum, Student Success Taskforce, Diversity & Equity, Strategic Enrollment Group
- DHE Committees:
  - M. Incitti: AMCOA, Assessment Taskforce
  - P. McCafferty: AMCOA, Performance Measures Taskforce
- Provided support for the following internal surveys: Orientation survey and focus groups, Campus Climate survey and focus group, College Town survey, Intramural Sports survey, Campus Center survey, Fitchburg Activities Board survey, Student Health Services survey, SGA survey and listening project, January Development Day survey
- Provided data support to the Digital Learning Committee, Diversity & Equity Committee and Strategic Enrollment Group
- Professional Development/Meetings:
  - M. Incitti: 2017 Assessment Institute, NEBHE Employability Conference, NEASC Annual Conference, Tk20/Watermark Annual Conference, NEEAN Fall Forum, NEEAN Annual Forum, NEEAN Summer Institute, AMCOA Central Region Conference, 2<sup>nd</sup> Annual Assessment Conference at New England College
  - P. McCafferty: RFY Data Summit, Connected 2017 (SSC Campus), NEASC Annual Conference, AIR Annual Conference, AIR Webinars: *Forecasting; Research Design & Statistics; Survey Research*) NEEAN Annual Forum, Leading For Change Fall Conference, DHE Co-Requisite Education Conference, AMCOA Central Region Conference. Led CAS Financial Aid review team at Salem State University.

## **VII Accomplishments 2017-2018:**

- Implemented student facing side of SSC Campus, which included six new student service offices
- Expanded and redesigned Departmental Dashboards (formerly Phase I Data) in order to focus on enrollment and student success outcome trends
- Revised Program Review Guidelines
- Instituted peer review of annual assessment report
- Instituted SSC Campus Faculty Fellows
- Developed and implemented Alumni Surveys for 1, 3 and 5 years out
- Developed and implemented annual administrative assessment report
- Redesigned Graduating Student Survey
- Increased utilization of SSC Campus with 6,744 advising appointments (4,786 through faculty)
- Established online Report & Data Request system
- Revised annual report template to better align with program review
- Maintained high faculty participation in SSC Campus (88%)

- Continued participation in the Multi-State Collaborative (leading to DHE funded VALUE Institute participation in AY19)
- Achieved near complete compliance of annual assessment reporting with all but two programs participating
- Established Campus Reporting Group
- Developed and instituted Assessment Plan Workshop
- Implemented graduating student poll
- Developed Faculty Workload and Stop-Out reports
- Completed annual updates to the Undergraduate Catalog
- Continued with second year of UARC
- Sponsored team of ten at NEEAN Regional Conference
- Sponsored team of ten at AMCOA Regional Assessment Workshop
- Supported three faculty members at NEEAN Summer Institute
- Collaborated with CTL to present “Course Level Assessment and Improvement” Workshop
- Collaborated with CTL on the Course Redesign Workshop – presenting session on Assessment
- Collaborated with the FYE Committee on the Summer Institute – facilitating session on assessment and use of TK20
- Held Program Review Workshop
- Added 23 minors, as requested by faculty, to SSC Campus
- Participated in College Board National SAT Validity Study
- Met University external reporting requirements: HEIRS, IPEDS, NEASC, NCAA, AACN, BORN, et al.
- Met University external survey requirements: US News, Petersons, College Board, Barron’s, CGS/GRE, NSF/NIH et al.
- Administered CSI and MYSA

**VIII Assessment Report:**

N/A

**IX Future Directions:**

See 2018-2019 Action Plan to be submitted July, 2018.

**X Supplemental Information:**

*(Optional)*