Office of Institutional Research Assessment Report – 2012-2013 Academic Year

Mission Statement:

The Office of Institutional Research supports the University's planning and decision making through facilitating and coordinating the collection, analysis, and interpretation of institutional data in an effective, cohesive, and timely manner. The office assists the university in advancing and fulfilling its mission by providing institutional accountability data and reports to its constituents and communities.

Vision Statement:

The Office is committed to be a reliable and dependable information source for the University and strives to play a vital role in enhancing institutional effectiveness through supporting and promoting a culture of data-driven planning, decision-making, and assessment.

Goals and Objectives:

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<tr><td colspan="3"></td></tr>
<tr><td colspan="3">Goal 1 (Supporting Kean Mission Outcomes 2 &4)
To support University's planning and decision making by providing institutional information and analysis to the senior administrators</td></tr>
<tr><td>Objective</td><td>Data Results</td><td>Actions Taken Based on Data Collected</td></tr>
<tr><td colspan="3"></td></tr>
<tr><td>1.1: To respond to the senior administrators' data requests within requested timeframe during the academic year.</td><td>- Thirteen regular presidential reports and one special presidential report was submitted in the fall and spring semesters;
- Twenty-one senior administrators' ad hoc data requests were responded within one week of the requests; and forty-four ad hoc data requests from college deans' offices and various offices were responded during the academic year.</td><td>- Data compiling process reveals the needs to establish a timeline for all the reporting and office work and the need to improve the in-house record-keeping databases for better assessment.
- Added this task to next year's plan and objectives.</td></tr>
<tr><td>1.2: The office's data capacity will be maintained and expanded to keep up with the ever increasing requirements for data</td><td>- The IR databases went through some changes this year to accommodate the new requirements from IPEDS and new additions on campus, such as IPEDS employee category change, IPEDS distance learning category addition, new campus (Wenzhou), and new level of graduation (doctoral).
- IR data backup have been performed on time 90% of the time. IR data system and web have been kept available 95% of the time.</td><td>- Data analyses show although some missed data backup was related to campus-wide issues, backup and maintenance need to be regularly monitored when time and manpower allow.
- Data analyses show cooperation from data-source offices is one of the key factors for any data change or expansion. Budget plenty of time and efforts to communicate with data-source offices.</td></tr>
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<tr><td colspan="3">Goal 2 (Supporting Kean Mission Outcome 4)
To promote university mission by providing accountability data reports to the Federal and State governments, Middle States Commission, and various educational and commercial agencies.</td></tr>
<tr><td>Objective</td><td>Data Results</td><td>Actions Taken Based on Data Collected</td></tr>
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<td>2.1: The Federal, State, Middle States and other mandatory accountability reports will be completed and submitted on time.</td>
<td>- Fourteen Federal reports, eight State SURE System reports, five other State reports, one Middle States annual institutional profile, and seven other accreditation agency reports were completed and submitted on time during the academic year.
- Data inaccuracies were discovered in one report.</td>
<td>- Data analyses show it is necessary to have a separate person to verify data to avoid data inaccuracy in important reports related to compliance and accreditation. Extra time and staff is needed to read the instructions of each and every survey carefully every year.
- Update the president on the heavy workload of the office staff and the need to fill the position left open years ago.</td>
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<td>2.2: External data reports and surveys that help promoting the university will be completed.</td>
<td>- Thirty-one external surveys were completed and submitted. 87% of the surveys were submitted on time including three extended deadlines.</td>
<td>- Added to next year's plan and activities to set up a priority level for all external surveys, and put off the low priority surveys if time and manpower do not allow.</td>
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<td>2.3: Data consistency and integrity will be improved through communication and cooperation with other offices.</td>
<td>- Each semester, over a hundred of data error-checking reports were generated and communicated through email and phone calls with the data-source offices, including undergraduate admissions, graduate admissions, CAS, Registrar, human resources, and computer center
- For spring 2013 semester, 91% of the error records were corrected by the source offices. 9% remained in the source system and corrected in IR data warehouse.</td>
<td>- Made it a regular and constant task to revise and improve error-checking programs to better categorize the error items based on source offices and make the reports easier for other offices to follow.</td>
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<td colspan="3">Goal 3 (Supporting Kean Mission Outcomes 1, 3 &5)
To enhance institutional effectiveness by assisting the colleges and programs in their accreditations, program reviews and assessment.</td>
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<th>Objective</th>
<th>Data Results</th>
<th>Actions Taken Based on Data Collected</th>
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<td>3.1: To provide for the offices and programs with relevant data as requested.</td>
<td>- Eighty-four program profiles were created for all the academic programs (47 bachelor, 35 master and 2 doctoral programs) and distributed to the College Deans in January 2013. The profile covers student demographic, graduation rates, degrees conferred, degree completion year, etc.
- In addition to the program reviews, the office assisted many programs in their accreditation reports, grant applications, and internal data reports.
- Certain program data requests could not be met due to data limitation.</td>
<td>- Feedback from some programs shows the need for certain data at the program level, such as student-faculty-ratio and course-by-faculty-type, but the current data structure limits such data at the department level only.
- Recorded the issue and will discuss it with data-source offices to figure out a way to solve the issue when time and manpower allows.</td>
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<td>3.2: To provide for Kean community with access to relevant institutional data and reports.</td>
<td>- Result of IR web tracking for March and April show an average of over a hundred hit on IR web site monthly.
- Forty-four ad hoc data requests from various offices were responded during the academic year.</td>
<td>- Analyses on the ad-hoc requests show that much of the frequently requested data could be made available online for easy access. The current staffing level does not allow it from happening.
 - Update the president on the heavy workload of the office staff and the need to fill the position left open years ago.</td>
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