

Refer to Section {A}
 {Introduction} Unit
**Procedure for {A 11 -- Institutional Effectiveness &
 Institutional Research}**



1. Student Satisfaction Surveys
 Spring/Academic Year: Student Satisfaction Surveys distributed to Faculty in specifically designated courses to allow for the maximum students participation with the minimum student duplication.
 - a. Three surveys are completed—Women’s College, SCD Off-campus students, SCD On-campus students.
 - b. Results are compiled and analyzed by Director of Institutional Effectiveness.
 - c. Academic Deans and Director of Institutional Effectiveness discuss data findings and execute summary for improvement based on data.
 - d. Results reported to President/Provost/Academic Deans by Director of Institutional Effectiveness and published on the Campus Intranet Website. (Database Location: M:\STUDENTS\Satisfaction Surveys)
2. Institutional Effectiveness Plan Report

Calendar:

<u>Due Date</u>	<u>Responsibility</u>	<u>Task</u>
30-Jun	IRDA	Results to AA on PSAS and APT for Assessment Email Units regarding 7/30 due date for Unit Assessments
30-Jul	All Departments President/Provost/Executive Council President/Provost/Executive Council President/Provost/Executive Council	Unit Work Plan Assessments for AY due Section 1 Strategic Planning Section 2 Planning Calendar Section 3 Survey of Landscape
30-Sep	AA Deans Campus Folder/Provost Campus Folder/Provost Campus Folder/Provost Campus Folder/Provost	Assessments on PSAS and APT to include in IE Section 1 Strategic Planning (Spring May/Reports by July 31) Section 2 Planning Calendar (Provost to give OK to copy to IE) Section 3 Survey of Landscape(Provost to give OK to copy to IE) Section 4 Strategic Priorities (Provost to give OK to copy to IE)



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IRDA/AA Deans
 IRDA

Section 6 Program Assessment
 Appendix

Section 7 optional: President's State of the
 College/Forum/Report

President

Oct 15 IE produced in hard copy to Document Room and added to IR web for electronic viewing

3. Academic Program Review Data

Calendar:

- 1 99-00 04-05 Bachelor of Science Nursing, Equine, Teacher Education
- 2 00-01 05-06 Business, Computer Information Systems, Liberal Studies, Organizational Management, And, Health Care Administration
- 3 01-02 06-07 English/Foreign Language, Psychology/Sociology/Social Studies
- 4 02-03 07-08 Biology, Environmental Science, Math/Science
- 5 03-04 08-09 General Studies

Removed: Paralegal(1), PTA(3)

Due Date	Responsibility	Task
8/2	IRDA	Program Review Data to AA Deans
12/15	AA Deans/Program Chairs	Completed Review/Recommendations to President/Provost

Data packets compiled from Archived College database and presented to Academic Deans/Program Chairs. Reports produced by Degree/Program discipline including enrollment, graduation and costs information. (Database Location: F:\Program Reviews\ Program ReviewsDB.mdb and F:\Program Reviews\ WorkingDepartmentBudget.mdb)

4. FACT Book production (see Attached Table of contents)
 - a. Archived College Database updated with final Academic year data 9/2. Fact Book produced and distributed to President/Provost/IR Intranet Website. (Database Location: F:\Fact Book--Folders/Databases by Academic Year)
 - b. Enrollment statistics by program also included in IE Report (Database Location (will change with the Academic Year: F:\Fact Book\FB20022003\20022003 Fact Book Reports.mdb)

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5. The Baldrige National Quality Program
 - a. Survey instrument distributed to All Full/Part time faculty/staff in December. Results compiled and results distributed to President/Provost/Administrative Operations Committee and published on the IR Intranet Website.
(Database Location: F:\Baldrige\Published Data to Campus—Databases by calendar year)
 6. Employee Satisfaction Survey
 - a. Spring/Academic Year: Employee Satisfaction Surveys distributed to Executive Council for distribution to all employees. Results are compiled and results reported to President/Provost/Executive Council and published on the IR Intranet Website.

(Database Location: M:\EMPLOYEE\Satisfaction Surveys)
 7. New/Graduate Student Academic Profile Tests (APT)
 - a. APT proctored by SCD Academics for SCD students and IR office for Women's College Students.
 - b. New Students tested in the first month of their first time attending Midway College
 - c. Graduates tested in the month prior to scheduled graduation
 - d. Tests mailed to Educational Testing Services for compilation and reporting
 - e. Results included in IE Report, Program Reviews and published on the IR Intranet Website
(Database Location: F:\APT\Academic Profiles New.mdb)
 8. Graduate/Faculty Program Self-Assessment Surveys (PSAS)
 - a. Administered with Graduate APT test by SCD Academics for SCD Students and IR Office for Women's College Students
 - b. Graduates and Faculty Assessed in the month prior to graduation
 - c. Assessments mailed to Educational Testing Services for compilation and reporting
 - d. Results included in IE Report, Program Reviews and published on the IR Intranet Website
(Database location: F:\APT\Academic Profiles New.mdb)