

TARLETON STATE UNIVERISTY

THE OFFICE OF PLANNING, EVALUATION AND INSTITUTIONAL RESEARCH

September, 2002

Purpose: The primary mission of the Office of Planning, Evaluation, and Institutional Research is to provide information and structure which supports institutional planning, assessment, policy analysis, and decisions leading to institutional effectiveness. In order for Tarleton to develop its position as a comprehensive educational institution, administrators must have current, comparable data about faculty, students, staff, programs, management, and operation that inform decision-making. Accordingly, the focus of institutional research is to enhance university effectiveness with information to support operations, management, decision-making, advocacy, and the planning process of executive administration.

Outcome Objectives:

1. Divisional and departmental leaders will acquire or have the knowledge needed to prepare and complete unit strategic plans and assessment reports.

Related Strategy: To support a culture of improvement through the assessment process.

Action: Provide information and work with VPs/directors, deans/department heads on outcome objectives.

Method of Assessment: 70% of effectiveness reports submitted will be judged appropriate and satisfactory.

2. Annual and semester Fact Books will be used widely in the university community.

Related Strategy: To collect, maintain, disseminate, and promote the use of accurate, accessible university data in a professional and ethical manner.

Action:

- Collect and review comments regarding previous Fact Books.
- Evaluate format and content for easy and increased usability.
- Have wide dissemination of Fact Books.
- Notify faculty/staff of on-line version.

Method of Assessment: 80% of administrators surveyed will indicate use of Fact Books and be satisfied with content and format.

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3. OPEIR will provide a leadership role in achieving valid and reliable sources of information.

Related Strategy: To collect, maintain, disseminate and promote the use of accurate, accessible institutional data in a professional and ethical manner.

Action: Develop procedures for determining validity and reliability of data throughout all phases of project completion and at all levels.

- Discuss discovered data discrepancies with appropriate party(ies).
- Conduct meetings with university data gatherers to discuss accuracy/error issues.

Method of Assessment: Periodic evaluation of data accuracy in required reports will reveal declining error rates.

4. Administrators will receive accurate, timely, useful information when making special requests.

Related Strategy: To support a culture of improvement by sharing, and distributing useful information.

Action:

- Maintain current work-in-process calendar.
- Request comments of adequacy of response from appropriate administrators.

Method of Assessment: 90% of those requesting special reports will indicate overall satisfaction the services provided. 95% of reports will be completed within the estimated time period.

5. OPEIR will utilize the most efficient means available to achieve desired ends, including technologies, strategies, design, and methods.

Related Strategy:

- Implement efficient processes through the responsible use of allocated resources and use of latest, available technologies.
- Recruit, support, and train staff to develop their ability to deliver quality service to members of the university.

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Action:

- Through active membership in planning/research organizations maintain knowledge of current techniques and technologies.
- Periodically present ideas for technologies, strategies, design, and methods to appropriate party(ies).

Method of Assessment: Annual evaluation of office operations and products by institutional research professional as a peer reviewer.