

# Institutional Research Accomplishments

1998-99

## Annual Objectives

<b>Objective</b>	<b>Planned Complete Date</b>	<b>Date Completed</b>	<b>Percent Complete</b>	<b>Comments</b>
Conduct a study of student majors as designed with Academic Affairs	3/1/99	6/20/99	95	This study produced some very interesting results that we hope will be useful to Academic Affairs and the departments. We will follow up with a quick survey to determine how useful people found it to be.
Produce materials and conduct activities designed to increase the knowledge of the JMU planning process	3/1/99	On Hold	0	This was put on hold this year due to the changes in the planning process. When the new Master Plan is published we intend to assist with the university-wide promotion.
Conduct a Fall 1998 facilities utilization study.	12/31/98	3/1/99	100	The document was completed and shared with the university community. Received some positive feedback about it. I created a proposal to reconfigure the course schedule based on the study's results. Will discuss proposal with Doug Brown in a couple of weeks.
Develop university-wide performance indicators.	6/30/99		50	Currently assisting with the division's development of indicators. OIR continues to monitor many performance indicators.
Update OIR's Common Data Set on the Web.	2/15/99	2/13/99	100	Completed and placed on the Web. Many other institutions and the college guides use data from this report.
Complete all mandated reports and questionnaires accurately and on time.	6/30/99		98	All reports will be completed by June 30. Many thanks to Rosemary and Chuck for their detailed and accurate work with these reports.
Produce useful management information reports accurately and on time. These include products such as the Statistical Summary, General Education survey, and the BOV book.	2/1/99	3/1/99	100	Statistical Summary was completed and placed on the Web. Received several positive comments.
	2/1/99	2/5/99	100	BOV book always provides useful information. I understand that a member of the Board has shared this with people at SCHEV and DPB, suggesting that it is a model for this type of information.
	6/30/99		85	For the second year conducted a survey of General Education students. Will discuss the draft with Linda Halpern and Violet Allain before the end of June. Final report will be completed in early July.

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Produce materials and conduct activities designed to increase the knowledge of the Office of Institutional Research activities.	6/30/99		95	We did two mailings in the fall about our activities. Currently moving to email announcements. Sent email announcements about the Statistical Summary and utilization study. Many people have commented to me that they received the information and found it to be useful.
Complete evaluation of Procurement	9/15/98	9/15/98	100	Completed on time. A recent conversation with a Procurement staff indicated that the results are being used.
Complete phase I evaluation of Facilities Management	12/31/98	1/20/99	100	Completed to specifications of Facilities Management. Director made several comments about the usefulness of the study and how it was conducted. Am currently assisting with Phase II.
Complete evaluation of Accounts Payable	12/31/99	1/20/99	100	Completed to specifications of Accounts Payable. Director made several comments about the usefulness of the study and how it was conducted.
Train A&F staff in program evaluation techniques			40	Conducted a workshop on program evaluation in April. Another workshop is planned for July. The objective is to ensure that A&F staff have the knowledge and skills to lead self-studies.
Assist with the development and implementation of the vision and objectives for the Division of Institutional Effectiveness.	6/30/99		50	I have participated in the development of the vision and objectives. Developed a program design for the division.
Analyze and begin collection of information for the SACS Self-Study	6/30/99		75	This is proceeding well. Currently collecting data from departments about the materials that may answer the Criteria. Graduate student built a large database that will be used to track information received and placed in the library.
Improve the usability of OIR's Web site	6/30/99		0	This was not completed this year. Plan to assign a GA to project this fall. However, I have received several positive comments from internal and external people about the usefulness of the site.
Participate in the development of a comprehensive institutional solution to the problems in maintaining the facilities inventory.	6/30/99		80	The inventory is being transferred from OIR to Resource Planning. Rosemary is teaching Mack Moore how to do the inventory. We intend to monitor the coding of important spaces such as classroom and class labs.

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Clarify OIR's mission within the context of a growing, diverse institution.	6/30/99		25	Am planning a retreat for my office this fall. Maybe would invite you and others in the division to participate. It is probably good that we waited to clarify the mission because of the reorganization.