<table>
<thead>
<tr>
<th>University Goal</th>
<th>Objectives</th>
<th>Expected Results (Outcomes)</th>
<th>Assessment Instrument(s)/Procedures/Costs</th>
</tr>
</thead>
</table>
| The University will provide effective administrative services to support its mission. | The OIE will produce and distribute an institutional fact book containing data on characteristics of the student body, enrollment, faculty, resources, facilities, and other aspects of the University. | A. The Fall 2006 Fact Book will be posted to the website as information is received.  
B. 80% of department chairs, academic deans, and administrators will indicate satisfaction with the Fact Book. | Fact Book User’s Satisfaction Survey to be administered at the end of Spring 2006 |
| The OIE will coordinate the course evaluation process each semester.            | A. The course evaluation comments will continue to be typed by OIE staff to ensure confidentiality.  
B. The Course Evaluation process will be studied and changed to save time and money. |                                                                                                                                                                                                                          | Feedback from faculty, department chairs, deans, etc. |
| The OIE will coordinate the university-wide survey program.                    | A. A OIE Client Satisfaction Survey will be developed and administered.  
B. Scheduled surveys will be administered by the OIE on a continuous basis.  
C. 80% of all department chairs, deans, and administrators will indicate satisfaction with the work of the OIE as indicated on the OIE Client Satisfaction Survey. |                                                                                                                                                                                                                          | A. Results of Employer Survey  
B. Results of all scheduled surveys.  
C. OIE Client Satisfaction Survey |
The OIE will work with academic and non-academic departments to develop and/or revise objectives, self-studies, and plans for improvement on a continuous basis.

All academic and non-academic departments will be involved in the institution’s planning and assessment process. The OIE will conduct workshops on planning and assessment as deemed necessary.

Feedback from faculty, staff, department heads, deans, etc.

*Forward all forms to the dean by October 31 for review.*
<table>
<thead>
<tr>
<th>Objectives</th>
<th>Expected Outcome</th>
<th>Actual Outcome</th>
<th>Problems Encountered</th>
<th>Action Taken/Plan(s) For Improvement</th>
</tr>
</thead>
</table>
| The OIE will produce and distribute an institutional fact book containing data on characteristics of the student body, enrollment, faculty, resources, facilities, and other aspects of the University | A. The Fact Book will be distributed by January 15, 2006  
B. 80% of department chairs, academic deans, and administrators will indicate satisfaction with the Fact book | A. The Fact Book was not distributed.  
B. A Fact Book User’s Satisfaction Survey was not developed. | A. Fact Book was distributed later than date indicated.  
B. None | A. OIE will post information on the website as information is received.  
B. A Fact Book User’s Satisfaction Survey will be developed to be distributed with the Fall 2006 Fact Book |
| The OIE will coordinate the course evaluation process each semester.      | A. The course evaluation comments will be typed by the OIE staff to ensure confidentiality.  
B. Course evaluation results will be compiled and distributed within four weeks of the evaluation administration.  
C. The OIE Director will continue to search for more efficient methods of evaluating faculty by students. | A. All course evaluation comments were typed by OIE staff.  
B. Course evaluations were compiled and reports distributed within four weeks of evaluation administration. | A. None  
B. None | A. None  
B. None |
| The OIE will coordinate the university-wide survey program.              | A. Copies of all departmental assessment tools will be kept on file in the OIE.  
B. 80% of department chairs, academic deans, and administrators will indicate satisfaction with the work of the OIE. | A. All assessment tools are on file in the OIE.  
B. Client Satisfaction Survey was not administered | A. None  
B. Survey not developed. | A. None  
B. Survey will be developed during 2006-2007 year. |
The OIE will work with academic and non-academic departments to develop and/or revise objectives, self-studies, and plans for improvement on a continuous basis.

All academic and non-academic departments will be involved in the institutional planning and assessment process.

All departments of the university participated in the 2005-2006 planning and assessment process.

None

None

Forward all forms to the dean by October 31 for review.
<table>
<thead>
<tr>
<th>Plans Implemented</th>
<th>Plans Not Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) All surveys administered by OIE on web page</td>
<td>(1) The Employer Survey is still being developed.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I/S staff working in OIE two days a week to work on student database and other</td>
<td></td>
</tr>
<tr>
<td>projects as required</td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td>(2).</td>
</tr>
<tr>
<td>(3)</td>
<td>(3)</td>
</tr>
<tr>
<td>(4)</td>
<td>(4)</td>
</tr>
<tr>
<td>(5)</td>
<td>(5)</td>
</tr>
<tr>
<td>(6)</td>
<td>(6)</td>
</tr>
<tr>
<td>(7)</td>
<td>(7)</td>
</tr>
<tr>
<td>(8)</td>
<td>(8)</td>
</tr>
<tr>
<td>(9)</td>
<td>(9)</td>
</tr>
<tr>
<td>(10)</td>
<td></td>
</tr>
</tbody>
</table>

*Forward all forms to the dean by October 31 for review.*
**SHORT-RANGE PLANS: FIRST YEAR**

<table>
<thead>
<tr>
<th>Plans</th>
<th>Strategies to Implement</th>
<th>Completion Date</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update website with more dynamic information</td>
<td>Work with faculty and staff to determine information needed on website</td>
<td>On-Going</td>
<td>IEC</td>
</tr>
<tr>
<td>Hire full-time computer programmer/analyst</td>
<td>Create new position</td>
<td>As soon as possible</td>
<td></td>
</tr>
</tbody>
</table>

Approved:  
Unit Head/Director

Approved:  
Dean/Vice President

*Forward all forms to the dean by October 31 for review*
MEDIUM-RANGE PLANS: YEARS TWO AND THREE

Department: Office of Institutional Effectiveness
Academic Years: 2008-2009 & 2009-2010

Year Two

(1) Annual Assessment Conference

(2)

(3)

(4)

(5)

Year Three

(1) Workshop on Planning and Assessment

(2) Annual Assessment Conference

(3)

(4)

_________________________________________  ______________________________
Approved:                                                    Approved:
Unit Head/Director                                           Dean/Vice President

Forward all forms to the dean by October 31 for review.
### RESOURCES REQUIRED FOR PLANS (ONE-YEAR PLANS)

**Department:** Office of Institutional Effectiveness  
**Year:** 2007-2008

<table>
<thead>
<tr>
<th>PLANS (Refer to One-Year Plans)</th>
<th>HUMAN RESOURCES (Faculty, Staff, Consultants, etc.)</th>
<th>PHYSICAL RESOURCES (Supplies, Material, Equip., etc.)</th>
<th>OTHER RESOURCES (Printing, Postage, Telephone, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update website to include more dynamic information</td>
<td>AVAILABLE</td>
<td>CURRENTLY STAFFED</td>
<td>CURRENT FUNDS</td>
</tr>
<tr>
<td>Hire new computer programmer/analyst</td>
<td>None</td>
<td>45,000</td>
<td>None</td>
</tr>
</tbody>
</table>

**TOTAL RESOURCES NEEDED**  
- $0  
- $45,000  
- $0  
- $0  
- $0  
- $0

**GRAND TOTAL OF RESOURCES NEEDED** (Human Resources + Physical Resources + Other Resources)  
- $0

*AVAILABLE means budgeted in current year’s budget.*  
*In listing AVAILABLE HUMAN, PHYSICAL, AND OTHER RESOURCES, please place an asterisk (*) by any items funded from external sources such as federal, private, contractual, revenue generated, or other such sources external to the university.*

**Dean/Vice President:** ___________________________  
**Date:** ___________________________

*Forward all forms to the dean by October 31 for review.*
RESOURCES REQUIRED FOR PLANS (TWO-YEAR PLANS)

Department: Office of Institutional Effectiveness
Year: 2008-2009

<table>
<thead>
<tr>
<th>PLANS</th>
<th>HUMAN RESOURCES (Faculty, Staff, Consultants, etc.)</th>
<th>PHYSICAL RESOURCES (Supplies, Material, Equip., etc.)</th>
<th>OTHER RESOURCES (Printing, Postage, Telephone, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct Assessment Conference</td>
<td>AVAILABLE</td>
<td>AVAILABLE</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td></td>
<td>Needed</td>
<td>Needed</td>
<td>Needed</td>
</tr>
<tr>
<td></td>
<td>Current Staff</td>
<td>Current Funds</td>
<td>Current Funds</td>
</tr>
<tr>
<td></td>
<td>$250</td>
<td>$150</td>
<td>$100</td>
</tr>
</tbody>
</table>

TOTAL RESOURCES NEEDED: $250

GRAND TOTAL OF RESOURCES NEEDED (Human Resources + Physical Resources + Other Resources): $500

AVAILABLE means budgeted in current year’s budget.
In listing AVAILABLE HUMAN, PHYSICAL, AND OTHER RESOURCES, please place an asterisk (*) by any items funded from external sources such as federal, private, contractual, revenue generated, or other such sources external to the university.

Dean/Vice President: ____________________________

Date: __________________

Forward all forms to the dean by October 31 for review.
## RESOURCES REQUIRED FOR PLANS (THREE-YEAR PLANS)

Department: Office of Institutional Effectiveness  
Year: 2009-2010

<table>
<thead>
<tr>
<th>PLANS</th>
<th>HUMAN RESOURCES (Faculty, Staff, Consultants, etc.)</th>
<th>PHYSICAL RESOURCES (Supplies, Material, Equip., etc.)</th>
<th>OTHER RESOURCES (Printing, Postage, Telephone, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AVAILABLE</td>
<td>NEEDED</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>Workshop on Planning and Assessment</td>
<td>Current Staff</td>
<td>None</td>
<td>Current Funds</td>
</tr>
<tr>
<td>Annual Assessment Conference</td>
<td>Current Staff</td>
<td>$250</td>
<td>Current Funds</td>
</tr>
</tbody>
</table>

**TOTAL RESOURCES NEEDED**  
$ $250  
$ $150  
$ $100

**GRAND TOTAL OF RESOURCES NEEDED** (Human Resources + Physical Resources + Other Resources)  
$500

AVAILABLE means budgeted in current year’s budget.  
In listing AVAILABLE HUMAN, PHYSICAL, AND OTHER RESOURCES, please place an asterisk (*) by any items funded from external sources such as federal, private, contractual, revenue generated, or other such sources external to the university.

Dean/Vice President:  
Date:  

*Forward all forms to the dean by October 31 for review.*
The University of West Alabama
Professional and Support Staffing Plan

Department: Institutional Effectiveness
Academic Year: 2007-2008

Please indicate how each of the following factors will affect staffing for the next academic year.

1. Results of Self-Study (How effective was your department in achieving the goals set during the past year?)

   The Office of Institutional Effectiveness did not meet all of its goals for 2005-06 due to an increase amount of statistical requests from all areas of the University.

2. Assessment Plan (Is your staff adequate to achieve the results desired for the upcoming year?)

   No.

3. Availability of current staff (How many of your current staff will be retiring, going on leaves of absences, returning from leaves of absences, etc.?)

   We currently have two full-time staff in the Office of Institutional Effectiveness, the Director and secretary. Most of the secretary’s time is spent on course evaluations and data entry but assists the director with special projects throughout the year.

4. Availability of part-time help/work-study, etc.

   We have one work-study student who works approximately 20 hours a week. Her main duties are data entry and delivering reports to other offices.

5. Other factors affecting your staffing

   While our office has been very productive, I believe an additional staff person would help us become any more valuable to the University as a whole. In addition to an increased workload on-campus, the statewide database is becoming increasingly more important, especially in relationship to the Alabama Commission on Higher Education.

Based on the factors described above, the following changes in professional and support staffing are requested for the upcoming academic year.

Due to an increased amount of workload both on-campus and from the statewide student database, it is my recommendation that the Office of Institutional Effectiveness hire an additional staff person as a computer programmer/analyst. This person’s main responsibility would be to maintain the statewide student database and relieve the director of IPEDS reporting responsibilities. In addition, this person would work with the director to gather statistical data for special requests from faculty, staff, and students and from outside agencies and individuals.

_________________________________________    __________________________
Department Head Signature                     Date