ANNUAL ASSESSMENT REPORT
AND
STRATEGIC PLANNING UPDATE
Year: 2004

Area or Unit Name: INSTITUTIONAL RESEARCH AND INFORMATION MANAGEMENT
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Section 1. Goals and Accomplishments

Goal 1: Provide management information necessary for administration to make data driven decisions.

- Designed, built, and continued to maintain a web site for the university’s SACS review. This web site allowed colleges and departments across campus to quickly and easily post data required for our SACS review in a consistent manner.
- Several new features and enhancements have been added to our Strategic Planning Annual Reports system. These features should make the annual reporting process much more user friendly.
- In preparation for the legislative session, many special reports were provided to administrators for the university’s Legislative Appropriations Request and to the Legislative Budget Board.
- Provided support and analysis for the university in an effort to more accurately report classroom utilization to the Coordinating Board.
- Made significant modifications to the Budget Prep reporting system. Completed enhancements to Budget Prep security and added several new reports.

Goal 2: Deliver data services, research and management information in a manner that supports the goals of academic, financial, and general administrative operations.

- Added a security enhancement to the TechReports system. Users are now able to use E-Raider ids and passwords instead of RACF security. This feature also allows IRIM to limit access to information based on a user’s department or job function.
- Added Student Evaluation of Course and Instructor reporting to the data warehouse. This allows access to the evaluations via the web for faculty, administration and students.
- Several major modifications were required by the state of Texas for our regular reporting to the Coordinating Board. These modifications required significant analysis and reprogramming efforts and were successfully completed on time.
- The University submitted its application to Phi Beta Kappa and was then asked to submit a supplemental application. This process required a large amount of analysis and data gathering by IRIM personnel.
- Provided reporting support and data analysis to the Athletics department in an effort to assist them with new reporting requirements from the NCAA.
- Provided reporting support and data analysis for Student Services related to their application for a Student Support Services grant.
- Reports for alumni surveys and currently enrolled students surveys were added to the data warehouse. The campus community can now access several years’ worth of data online.
- Added a mechanism to the data warehouse that allows users to access the course inventory via the web.
- Significant time and effort was spent in analysis and data gathering for multiple iterations of the Cost Study conducted by the Coordinating Board. This study may result in a new matrix to be used for formula funding generation.
- Developed a project tracking database. This allows IRIM personnel and management to monitor and track work done within the department.

Goal 3: Work force and work environment of the highest possible quality.

- All full-time employees participated in at least one on-campus training session. Most attended more than one. These workshops included but were not limited to: New Employee Orientation; Trust and Trustworthiness; Performance Management; EEO;
Employees served on various committees including: Academic Council; Enrollment Management; Incentive for Time Off; RUMP Group; and Strategic Planning Council.

One employee served on TTU Staff Senate.

IRIM participated in the Tech Can Share food drive and raised over 1,400 pounds of food.
Section 2. Universal Quantitative Data

There are no Universal Quantitative Data for this area/unit.
INSTITUTIONAL RESEARCH AND INFORMATION MANAGEMENT

Area/Unit Specific Information

Section 3a. Quantitative Information

There is No Area Specific Data in Calendar Year Section.
There is No Area Specific Data in Fall Section.
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Section 3b. Qualitative Information.

- Maintain course inventory on TechSIS and with THECB. Processed 366 course approvals and changes.
- Design, develop and maintain On Course degree audit plans. More than 200 degree plans in use by TTU advisors and students.
- Maintain "Reports to the State" web site for TTU system, University and Health Sciences Center.
- Maintain Tech Reports system for TTU and TTUHSC.
Section 4. Strategic Planning Update.

There is no strategic plan update for the current year.

Commentary:
Institutional Research and Information Management has had another very successful year. During the year we experienced the highest employee turnover in our history. However, all but one of the open positions has been successfully filled with very strong staff. In the coming year, IRIM staff will be under increased pressure and demands with the planned conversion of the current student records system to SCT Banner. This conversion is expected to require IRIM staff to rewrite hundreds of Tech Reports over the next two years. We will also rewrite all the reports furnished to state and federal agencies.

Implementation Plan:
IRIM programmers will need to acquire new skills in order to meet all these demands. Degree Audit staff will need to quickly learn the new system and be prepared to lead the conversion of current degree audit programs to the new format. Other IRIM staff will be closely involved in the conversion in ways yet to be determined. It will be vital to keep compensation levels competitive during this time of heavy stress in order to reduce the risk of additional turnover.