

INSTITUTIONAL RESEARCH/PUBLIC GRANTS AND CONTRACTS

Mission

The Office of Institutional Research/Public Grants and Contracts provides data driven reports for the purpose of evaluating current efforts and planning future initiatives for achieving Oklahoma State University-Oklahoma City's mission.

Vision

The Office of Institutional Research will be an integral and vital resource for planning and maximizing Institutional effectiveness by providing data reports that:

- Build integrity and trust with those using the data,
- Communicate the facts effectively and efficiently, and
- Meet the campus needs for tracking, evaluating and making critical planning decisions.

Core Values

Excellence – We seek excellence in all our endeavors and we are committed to continuous improvement.

Intellectual Freedom – We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

Diversity – We respect others and value diversity of opinions, freedom of expression, and other ethnic and cultural backgrounds.

Integrity – We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.

Service – We believe that serving others is a noble and worthy endeavor.

Stewardship of Resources – We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

Goals, Critical Success Factors, Objectives, and Strategies

Goal One. Reporting Function – President, Vice Presidents, faculty, and staff will use student data in planning and to promote institutional goals.

Critical Success Factors:

- For easy access and reliable use, 100% of the student data reports are located on the L-Drive.
- 100% of the student data report requests are met if the data is available on Systems and Computer Technology.
- For measurement against institution's goals, related student data is reported to Vice Presidents Council and others as requested each semester.
- On campus and off campus student data reports will be delivered on time 100% of the time.

***Objective 1.1:** President, Vice Presidents, faculty and staff will have access to student data and monitor status of patterns.*

Strategies:

- Student data reports are updated each semester.
 - Gather student data from Systems and Computer Technology and other sources.
 - Analyze and post updates.
 - Summarize results for presentations.
- Present reports to Vice President's Council and other committees and individuals as requested each semester.
- Reports include the following:
 - Enrollment Management Reports.
 - Student profiles by semester with Oklahoma State Regents for Higher Education enrollment and full time equivalent totals.
 - Internet profiles by semester.
 - Graduate profiles.
 - Headcount by high school, zip code, county.
 - Concurrent high school headcount.
 - Headcount, credit hours, full time equivalents for past 4 years.
 - Conferred degrees headcount.
 - Semester enrollments by classes, sections, headcounts, Credit hours, full time equivalents.
 - Schedule studies: remedial courses, internet courses, Cooperative agreement headcount.
 - Retention.
- Research data is updated for use in grant writing:
 - Census Bureau by state, city and county.

- High school Report Cards.
- Templates and narratives.
- Reports will be updated each semester and others created as needed.

Objective 1.2: *Student data reports are presented to Vice Presidents Council and other committees on the previous semester's performance.*

Strategies:

- Student data reports, i.e. Student Profiles, Enrollment, Degrees Conferred, etc, are reported in October, February, and July.

Objective 1.3: *The Annual Student Assessment Report is written and delivered on time to the Regents.*

Strategies:

- The Director of Institutional Research serves as an Ex-Officio member of the Assessment Committee.
- The report will summarize the assessment activities, reports, and minutes taken place that year.
- The report will be reviewed and approved by Instructional Assessment Committee and Vice President's Council each year.
- The Assessment Report will highlight the Oklahoma State Regents for Higher Education Student Assessment Report and Higher Learning Commission of North Central Association requirements.

Goal Two. Survey Scanning, Analysis, and Reporting Function - Conduct surveys and provide accurate and reliable reports.

Critical Success Factors:

- All surveys returned will be analyzed and reported promptly
- All survey reports will be accurate and easily understood
- The survey reports will be made available for use in planning

Objective 2.1: Survey reports will be presented, reviewed and used in planning.

Strategies:

- Instructional Evaluations will be analyzed and returned to Division Heads promptly after the last day for semester grades to be submitted. Division Heads will have time to review reports and return them to faculty prior to the beginning of the next semester.
 - Labels will be typed for survey packets, delivered to Division Head Secretaries, returned to Office of Institutional Research, scanned, analyzed, and reports developed.
 - A survey of the six Division Heads each semester will indicate they received the returned survey reports on time and describe how the reports were used.
- Upward Evaluation Reports will be available for use in review, evaluation, and planning.
 - Labels will be typed for Upward Evaluation packets, delivered to faculty and staff, returned to Office of Institutional Research, scanned, analyzed, and reports developed.
 - A survey of the President, Vice Presidents, Division Heads, and Directors will indicate they received the reports and describe how they used them.
- Assessment Surveys, i.e. Graduating Student Survey and Six-Month Graduate Follow-up Survey will be available for use in academic and student support services planning.
 - Labels will be typed for survey packets, delivered to Division Head Secretaries or mailed to students, returned to Office of Institutional Research, scanned, analyzed, and reports developed.
 - A survey of the President, Vice Presidents, Division Heads, and Directors will indicate they received the reports and describe how they used them.

Goal Three. Grant Writing Support Function: Provide support for an active public grant writing program.

Critical Success Factors:

- Present 20 or more grant opportunities to the Oklahoma State University-Oklahoma City Administration
- Support the grant writing goals of Oklahoma State University-Oklahoma City

Objective 3.1: The Director will visit with faculty Division Heads, Vice Presidents, and President to determine grant needs and interests at least once each fall and spring semester.

Strategies:

- Provide supporting research and writing resources for grant initiatives.
- Support for grant writing and submission is provided by appropriate public grants searches, assembling related data for use in grants, and coordinating the writing, review, and submission of the grants.
- Grants that include some form of research will contribute to Oklahoma State University System's goal of becoming a strong partner in "transforming Oklahoma into the Research Capital of the Plains".

Goal Four. The Oklahoma State University-Oklahoma City Institutional Research and Public Grant and Contract Office is professionally respected on campus, within the Oklahoma State University system, and across the state.

Critical Success Factors:

- Student related data and reports are delivered on time to on and off campus entities for planning, reporting, grant writing, and building the institution's future
- Monitor the development of a student data base for in-house research and planning by staff and faculty each semester

Objective 4.1: On campus and off campus, federal, state and system report requests are accurate and submitted in a timely manner.

Strategies:

- Response Time and "Can-Do" Attitude: Data from extensive data base is provided promptly on or before the due date with positive, helpful and can-do attitude.
- Federal Reports: Federal and other reports, i.e. Integrated Postsecondary Education Data System, are delivered on or before the due date.
- State Reports: Unitized Data System and other state required reports are delivered on or before the due date, i.e. Student Data and Class files, Full Year Professional Staff Data files, Remediation Studies, Policy Impact Study, Degrees Conferred, and Retention Rates.
- Student Assessment Report: The annual assessment report will be written, approved, and delivered to Regents on or before due date.
- Other Reports: Student related data reports for North Central Association Higher Learning Commission and other off campus requested reports are submitted on or before the due date.

Objective 4.2: The Office will continue to implement new technology and studies as appropriate for analysis, reporting, planning and professional development.

Strategies:

- The Director and staff will be current on new products and reporting formats by attending professional conferences, workshops, self-study, and taking courses.
- The Office of Institutional Research/Public Grants and Contracts will expand and improve as a respected and professional resource on campus, within the system and across the state.
- The Office will participate in local, state and national professional organizations and conferences, i.e. Oklahoma Association for Institutional Research and Planning.
- The Office will participate on the Unitized Data System and Oklahoma Education Information System Advisory Boards and report requirement changes and results to the campus.

- The Director will continue as a North Central Association Higher Learning Commission Consultant Evaluator and report changing requirements and new strategies to the Oklahoma State University-Oklahoma City campus and the Oklahoma State University system.
- The Office of Institutional Research will monitor the development of a student data base for in-house research and planning by staff and faculty.