



Jackson State University Institutional Research, Planning, and Assessment

Recently, questions have been raised about the roles and responsibilities of the Department of Institutional Research, Planning, and Assessment (DIRPA). This information is intended to address as many of these questions as possible. If you have additional questions that are not clarified in this document, please email Shemeka McClung (shemeka.s.mcclung@jsums.edu).

- 1) What are the roles and responsibilities of DIRPA as pertains to Institutional Research?**
Institutional Research serves as the University's clearinghouse for internal and external reports. This includes reports to the Board of Trustees for Institutions of Higher Learning for the State of Mississippi, regular reports to the Federal Government, and special requests, such as those demanded by SACS, for information about the institution, which may be directed to the President or other officers of the University. Institutional Research collects, stores and analyzes data, performs key studies, secures and provides relevant management information, coordinates and shares data and serves as the **official** institutional source for data and analytical information about the University.
- 2) From where does IR staff retrieve the data?**
For most internal data requests, data is received from the Banner system. This data is considered "live" data and is retrieved as reported in the Banner system. In some instances, it is necessary to utilize frozen files for retrieving data for external and internal reporting.
- 3) How do I request data?**
All data requests should be written submissions using the online data request form located on the Institutional Research website. Data requests should be descriptive of the desired data.
- 4) At any time, should I make a data request of a Systems Analyst or Research Associate directly?**
NO.
- 5) What is the standard return time on submitted data requests?**
As standard practice, DIRPA will return all data requests within 3 business days of the receiving date and time.
- 6) Does DIRPA analyze data?**
Yes, DIRPA analyzes data. The degree and specificity of the analyzation is determined by the type and purpose of the data source.
- 7) Does DIRPA have a reporting mechanism by which data can be received?**
Yes, Tiger Reports is the current DIRPA reporting mechanism. Access to Tiger Reports can be obtained by contacting Sherice McElroy at 601-979-0499.
- 8) As a University employee, can I request report types available in Tiger Reports?**
Yes. You may do so by contacting Sherice McElroy at 601-979-0499. DIRPA will accommodate requests as much as possible.

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9) What are the roles and responsibilities of DIRPA as pertains to Institutional Effectiveness?

DIRPA functions to demonstrate institutional effectiveness through the assessment of student learning outcomes and the assessment of the effectiveness of services provided by administrative and educational support units as well as academic program areas. Personnel facilitates the assessment process including annual assessment planning and reporting for all academic and nonacademic program units of the University. In addition, DIRPA serves as an integral component of the SACS accreditation process for the University.

10) Are the annual reports and the assessment reports the same?

While the annual reports and the assessment reports have similar components, they are not the same. Usually, within the annual reports, a department and/or program unit highlights yearly accomplishments and goal attainments. Within the assessment report, a department and/or program unit identifies its goals, establishes means of measurement and criteria for success, and report results and plans made for using the results to improve products and services.

11) Should assessment plans and reports be submitted annually?

Yes.

12) What is the difference between the assessment plan and the assessment report?

The assessment process includes two distinct components: planning and reporting. In the planning phase, a program unit identifies its goals, means of measurement, and criteria for success. Planning occurs prior to the beginning of the academic year. In the reporting phase, a program unit documents its results and uses those results to improve programs, goods, and services. Reporting occurs at the close of the academic year.

13) Will my assessment plan and report be peer reviewed?

Yes, assessment plans and reports are peer reviewed by members of the University assessment team using a standard rubric and established criteria of excellence.

14) How are assessment team members selected?

Assessment team members are selected based on measured understanding of the assessment process. Team members also agree and are willing to attend professional development trainings provided by DIRPA to enhance skills and abilities in goal setting, assessment measures and criteria for success, results analysis, and usage and planning of results with improvement in products and services.

15) When and how should I expect to receive feedback on my plan/report?

Assessment team committee members will utilize Qualtrics and other electronic media to provide electronic copies of feedback to all program and academic units.

16) Will the Department of Institutional Research, Planning, and Assessment offer training and workshops?

Yes, workshops will be held throughout the academic year. All workshops (group and one-on-one) training sessions dates and times will be posted on the DIRPA website. These workshops will address all components of DIRPA—Research, Planning, and Assessment.

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17) What are the roles and responsibilities of DIRPA as pertains to Institutional Assessment?

DIRPA is responsible for the administration of a number of University assessments including the Undergraduate English Proficiency Examination (UEPE), Graduate English Competency Examination (GECE), and ACT Residual. Students are encouraged to take these assessments early in their matriculation through their various degree programs as requirements for participation are met. In addition, DIRPA takes responsibility for national assessments including ACT (American College Test), GRE (Graduate Record Examination), LSAT (Law School Admissions Test), CHES (Certified Health Education Specialist), and NBCC (National Board for Certified Counselors). All national assessments are administered as outlined in the guidance provided by the testing company.

18) What are the **current fees assessed for University examinations?**

Students are assessed a \$1.00 fee for the Undergraduate English Proficiency Examination (UEPE). The cost of the Graduate English Competency Examination (GECE) is \$15.00. The fee for the ACT Residual is \$48.00. ACT Residual fees are payable via money order or through JSU Marketplace.

19) What are the fees assessed for national examinations?

Students are encouraged to visit the online sites for all national examinations. Each examination is specific in its requirements including payment of fees. Direct links to all national assessments offered at Jackson State University can be found at www.jsums.edu/dta.

20) Who do I phone for questions pertaining to University and national assessments at Jackson State University?

For any inquires pertaining to University and national assessments, please contact Rosella Houston at 601-979-2616 or Arnitra Hunter at 601-979-0203.