



**Middle Georgia
State University**

Title.

Middle Georgia State University Administrative Assessment

Instructions. This form is used to collect administrative assessments for each budgeted unit at Middle Georgia State University (academic and nonacademic units). Departments should include a brief mission statement (describing what they do and who they serve), goals the department or unit is working to accomplish (in a 5 year time frame. Your goals and objectives should be reported out individuals, linked to the plan imperatives and strategies, align with the measurable objectives from the previous year , and defined and measurable objectives for the upcoming year. This form should be completed by each budgeted unit no later than the end of July. NOTE: All fields are required, please place NA or O in response field ONLY if the numbered objective is not being utilized, otherwise full responses are required. Provide ALL necessary information requested to the fullest extent possible, such that a peer reviewer is not required to assume any information not provided. Utilize the provided assessment scoring rubric drafting guideline to evaluate your report prior to submission. https://www.mga.edu/institutional-research/docs/IEB_Administrative_Score_Card.pdf

****Please SUBMIT the form within 30 minutes of opening this page. If you wait too long to submit you may lose your work**** In the event that you need to edit your submission, you may contact the Director of Institutional Effectiveness to secure a custom link to edit and resubmit.

Q1. Submitters Email

david.biek@mga.edu

Q2. Who is the person responsible for this report?

David M. Biek, Ph.D.

Q3. For which year are you completing this report?

- FY 23 (July 2022-June 2023)
- FY 24 (July 2023-June 2024)
- FY 25 (July 2024-June 2025)

Q4. To which division of the University is your unit assigned?

- Office of the President

- Advancement
- Academic Affairs
- Fiscal Affairs
- Enrollment Management
- Student Affairs

Q5. For which department or area are you reporting? (Ex. Financial Aid, Library, OTR, Athletics, etc)

School of Education & Behavioral Sciences

Q6. The mission and goals of the department should be consistent over a 5 year period, although some institutional changes may necessitate and prompt a change in mission or goals for specific departments. In this section, report the mission statement for your department.

The School is a dynamic academic community that brings faculty, students, and community stakeholders together to inspire and empower the next generation of professionals, practitioners, and scholars.

Q7. What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years.

1. Rigorous academic programming - four new graduate degrees by Fall 2022 (Criminal Justice, Education x2, Social Work, and/or M.A. in Psychology); new "completion degree" - B.S. in IDS; new B.S. in Sociology; participate in MGA Direct - at least two programs (Psychology and Criminal Justice). ALL graduates of the School will have at least ONE "signature experience" (undergraduate research, service learning, internship, peer mentoring, etc.) by graduation. 2. Disciplinary, interdisciplinary and applied scholarship - at least five publications co-authored by faculty from two or more disciplines by 2022; found and launch a scholarly journal focused on interdisciplinary research and perspectives in social justice – Southeastern Journal of Social Justice and Equity (tentative/working title); CARE center generating more than \$250,000 annual revenue by 2022 with 5 faculty as associate members (revenue estimate revised down, July 2019); Complete launch and rollout of MGRACE - Middle Georgia Regional Aging Center of Excellence; emphasis on school social work, school psychology, and an interdisciplinary approach to drug and alcohol or other area of counseling in faculty collaborations/applied scholarship (revised topic/area, July 2019). 3. Innovative partnerships - with at least five school districts in our service area, including our innovative Interns as Teachers program, buildout and maturing of pre-college academic pipelines in education, criminal justice and psychology. Social Work faculty to collaborate and take a lead role in the MaconAIM social services collaborative in Macon-Bibb. Continue School's involvement with and work on Macon-Bibb/AARP/WHO Age-Friendly Initiative. CARE center partnering with multiple service agencies in region to work on identified problems. MGA Thrive Summit follow-up and continuance – partnering with sister institutions of higher education to advance the Middle Georgia region. 4. Community engagement - THE regional community resource center for drug/alcohol counseling training, research on successful aging, teacher preparation, social work education, civic engagement/participation and homeschool resource center. The MGA Thrive Summit, CARE and MGRACE centers each has a significant outreach/community engagement focus; Southeastern Journal of Social Justice has regional presence/impact.

0. Each year, every department should identify objectives the department hopes to accomplish in the next year. These should align with departmental goals and the MGA strategic plan. In the next section you will be reporting on the objectives you set and whether or not you achieved them in FY23. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY24.

8. Objective 1: What was this department's first objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.

5% overall enrollment growth for our School's programs.

9. Objective 1: Detail specifically how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort, etc)

Enrollment tracking and analysis. Fall 2023 vs. Fall 2022 (year-over-year as of 8/24/2023) - # of majors and credit hour production.

10. Objective 1: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)

5% increase in # of declared majors; 5% increase in credit hour production.

11. Objective 1: Provide details for your target performance level established (i.e. accreditation requirement, past performance data, peer program review, etc)

Reasonable/moderate enrollment growth target - 5% is also sustainable long-term.

12. Objective 1: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)

of Declared Majors in SEBS, Fall 2023 - 1267 vs. 1287 in Fall 2022; represents a decline of 1.6%. Several majors show increases, including the B.S. in Psychology (3.2% increase) and the A.S. in Criminal Justice (84% increase). # of Credit Hours produced in SEBS, Fall 2023 - 16,489 vs. 17010 in Fall 2022; represents a 3.1% decline. Social Work and Elementary Education credit hours are up, most other subject areas show a slight decline.

13. Objective 1: Did your department meet this objective?

- The department did not meet this objective.
- The department met this objective.
- The department exceeded this objective.

14. Objective 1: Improvement Plans and Evidence of changes based on an analysis of the results: What did your department learn from working toward this objective? What changes will you make based on this effort next year?

We are likely experiencing the Fall 2022 freshman enrollment decline working its way "through the snake", as these folks are now sophomores. Enrollment is building behind those "missing" folks, though and we are optimistic about enrollment patterns in our School.

15. Objective 2: What was this department's second objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.

Build and implement a Volunteer Portal for the School's students to facilitate work with the various community partnerships we have.

16. Objective 2: Detail specifically how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort, etc)

Design, implementation and rollout of this portal our our School's website.

17. Objective 2: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)

Volunteer Portal completed and available for use.

18. Objective 2: Provide details for your target performance level established (i.e. accreditation requirement, past performance data, peer program review, etc)

Need for such a portal was clear to help us with student engagement and community outreach initiatives.

19. Objective 2: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)

20. Objective 2: Did your department meet this objective?

- The department did not meet this objective.
- The department met this objective.
- The department exceeded this objective.

21. Objective 2: Improvement Plans and Evidence of changes based on an analysis of the results: What did your department learn from working toward this objective? What changes will you make based on this effort next year?

Next steps are to encourage faculty and programs to utilize the portal; continue to refine the portal experience/efficacy.

22. Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.

Submit TWO graduate program proposals to the Board of Regents - Doctorate in Public Safety and a Master of Education with a Focus on Literacy.

23. Objective 3: Detail specifically how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort, etc)

Completion of objective.

24. Objective 3: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)

100% complete - both programs submitted.

25. Objective 3: Provide details for your target performance level established (i.e. accreditation requirement, past performance data, peer program review, etc)

Part of Academic Master Plan - strategic program growth; work with community partners suggested need for both programs.

26. Objective 3: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)

100% complete - both programs. The Doctor of Science in Public Safety was submitted to the BOR during AY23, approved in May 2023 at BOR and substantive change prospectus was submitted and approved to SACSCOC in June 2023. The Master of Education in Curriculum & Instruction with a Literacy Focus was submitted to the BOR during AY23; sent back for revision and incorporation of new GA Legislative requirements for literacy. Resubmission to BOR is pending MGA shared governance approval, anticipated in August and September of 2023.

27. Objective 3: Did your department meet this objective?

- The department did not meet this objective.
- The department met this objective.
- The department exceeded this objective.

28. Objective 3: Improvement Plans and Evidence of changes based on an analysis of the results: What did your department learn from working toward this objective? What changes will you make based on this effort next year?

Next steps are implementation/rollout of both programs. The DSPS is on-track to launch in January 2024, and we are currently accepting applications. The M.Ed. is planned for an August 2024 launch.

29. Objective 4: What was this department's fourth objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.

Focus on getting at least 15% of our declared majors to adopt a minor or certificate add-on

30. Objective 4: Detail specifically how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort, etc)

Enrollment tracking and analysis.

31. Objective 4: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)

15% of all SEBS majors will also have a declared minor.

32. Objective 4: Provide details for your target performance level established (i.e. accreditation requirement, past performance data, peer program review, etc)

Continuous improvement of previous year's metric. In July 2022, 6.5% of SEBS majors had declared a minor - we want to keep pushing for more adoption to help give students a refined academic/career purpose and focus.

33. Objective 4: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)

As of 8/23/23, 5.9% of SEBS students have declared a minor. We graduated a large group of students in the past year.

34. Objective 4: Did your department meet this objective?

The department did not meet this objective.

The department met this objective.

- The department exceeded this objective.

35. Objective 4: Improvement Plans and Evidence of changes based on an analysis of the results: What did your department learn from working toward this objective? What changes will you make based on this effort next year?

We graduated a large number of students this past year, many of whom were included in the former count of declared minors. We will continue work with professional advisors and faculty mentors to encourage uptake on this initiative.

36. Based on your goals and objectives listed above please indicate their connection with MGA's Strategic Plan (https://www.mga.edu/about/docs/Strategic_Plan_Overall_DB.pdf) by checking all associated and relevant Imperatives / Strategies from the list below. (Check all the apply)

- Grow Enrollment with Purpose 1. Expand and enrich the face to face student experience
- Grow Enrollment with Purpose 2. Expand and enrich online instruction into new markets
- Own Student Success 3. Develop academic pipelines and expand degrees
- Own Student Success 4. Expand student engagement and experiential learning
- Build Shared Culture 5. Attract talent and enhance employee development and recognition
- Build Shared Culture 6. Sustain financial health through resourceful fiscal management
- Build Shared Culture 7. Cultivate engagement with its local communities

37. Please indicate which of the following actions you have taken as a result of the 2021/2022 Assessment Cycle (Note: These actions are documented in reports, memos, emails, meeting minutes, or other directives within the reporting area)(Check all the apply)

- Disseminating/Discussing Assessment Results/Feedback to Appropriate Members of the Campus Community
- Disseminating/Discussing Assessment Results/Feedback to Appropriate External Stakeholders
- Faculty or Staff Support: Professional Development Activities, Trainings, Workshops, Technical Assistanceion 3
- Process Changes: Improve, Expand, Refine, Enhance, Discontinue, etc Operational Processes
- Request for Additional Financial or Human Resources
- Customer Service Changes: Communication, Services, etc
- Making Improvements to Teaching Approach, Course Design, Curriculum, Scheduling, other
- Evaluating and/or Revising the Reporting Lines Internal Assessment Processes
- Other

38. Please provide a comprehensive narrative outlining how assessment results are utilized for continuous improvement in this field. Your narrative should address the past, present, and future aspects of assessment, with specific emphasis on how these results inform decision-making and drive improvement efforts.

The School as a whole completed a 5-year strategic plan in 2018. Based on this plan and continual conversations with School leadership, faculty and staff, annual initiatives are developed. Work on these initiatives is followed closely utilizing a "distributed leadership" approach. Relevant data and project completion timelines are monitored and analyzed. Results are discussed at the School leadership level and shared with faculty on an ongoing basis, as well as once per year in a State of the School address (held early each Spring). Gaps in performance are addressed, initiatives are revised and clarified and the process of continuous improvement continues.

39. Please indicate (if appropriate) any local, state, or national initiatives (academic or otherwise) that are influential in the operations, or goals, and objectives of your unit. (Complete College Georgia, USG High Impact Practice Initiative, LEAP, USG Momentum Year, Low-Cost No-Cost Books, etc)

Complete College Georgia, USG Momentum Approach, USG High Impact Practices, and OER policies all inform our School's strategic plan and annual initiatives.

40. Please identify and detail three to four measurable objectives for the next fiscal year. In listing the objectives, please use the format shown in these examples. 1) The Department of X will improve services levels by 5% as measured by our satisfaction survey. 2) The department of X will provide training in ABC for at least 73 MGA faculty and staff.

1. 5% overall enrollment growth for our School's programs. 2. Hold a School-wide meeting to create a new 5-year Strategic Plan 3. Develop a "Standard Class Size" foundational document for School planning/administration purposes. 4. Focus on encouraging at least 15% of our declared majors to adopt a minor or certificate add-on

41. Optional Mindset Update (Academic Deans ONLY) Please provide an update on the implementation of your school based mindset plan/strategy. Include any adjustments to metrics for the FY23 as well as outcomes associated with your appraisal of your schools activities.

At our School's strategic planning meeting, our School's Momentum Plan will also be reviewed and updated. Much fruitful work has come of our previous Momentum/Mindset planning and initiatives, including the creation of a Volunteer Portal, work on the "Signature Experiences" concept, creation of a peer mentoring program, and the encouragement of our students to declare minors.

42. Optional: The following upload portal is available to supplement your report with supportive documentation should you wish to provide any (instruments, data, etc).