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 Faculty Affairs Manager to secure a custom link to edit and resubmit.

Q1. Submitters Email

matthew.zimmerman@mga.edu

Q2. Who is the person responsible for this report?

Matthew Zimmerman

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)

> History

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 Department of History mentors students pursuing the study of History at the baccalaureate degree level. The History program at Middle Georgia State University prepare students to meet the growing demand for research and analytical skills in Central Georgia and beyond.

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

> Increase enrollment; Decrease credit hours at graduation; Decrease DWF rates; Improve graduation retention rate

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 FY24. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY25.

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

> Maintain and/or increase enrollment in the History BA program.

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)

Count of enrolled History BA students

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

1% enrollment growth (Fall to Fall)

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

past performance data

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)

Fall 2022: 90 Fall 2023: 92 % Increase: 2.22%

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?

Securing the future of the History BA depends largely on attracting new students into the program. As such, we will continue our concerted efforts to attract and enroll newly-admitted and undertake recruiting attempts in US History surveys and Area B courses. We will continue strong recruiting efforts in collaboration with Admissions, especially in promoting the career-focused public history, secondary education, and documentary film concentrations, notably in examining opportunities for community outreach and partnerships.

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

Improve timely graduation in the History BA program.

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)

Credit hours at graduation (Fall to Fall)

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

1% decrease in number of credit hours at graduation

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

past performance data

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)

Average credit hours at graduation Fall 2022: 135.7 Fall 2023: 135.7

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?

In the next assessment cycle, we will continue to focus on enrollment and retention, which will serve to enhance the History BA's graduation rates. Specifically, we will include an analysis of graduation rates conducted by a department committee and design a strategy to improve retention rates in the next cycle.

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

Improve student success across all History courses

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)

DWF rates (Fall to Fall)

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

1% decrease in DWF rates across all History courses

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

past performance data

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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)

Student Success Rate Fall 2022: 74.5% Fall 2023: 77.29% Decrease: 2.79

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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.

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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?

Making faculty aware of their individual success rates and imparting on them the importance of student success has had a tremendous effect. The department will make further efforts to make faculty aware of their individual rates. The department chair will consult with faculty members falling below a 70% success rate in order to identify obstacles to student success and determine appropriate solutions. The department will also continue conducting a series of "best practices" round-tables for faculty to discuss and analyze pedagogical approaches.

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

Improve student retention in the History BA program.

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)

Retention rate of History majors (Fall to Fall)

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

1% increase in Historical Reregistration rate

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

past performance data

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)

Retention Fall 2022: 60.00 Fall 2023: 65.28 Increase of 5.28 percentage points

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 plan to continue this positive trend through more effective communication with students and more efficient scheduling. In order to address variations in student availability for face-to-face courses, we will continue to experiment with our days/times for course offerings. Experiments with one-day-per-week upper-level course offerings and hybrid classes in order to capture as many students as possible has shown some effectiveness, and is a methods we will continue and expand.

36. Based on your goals and objectives listed above please indicate their connection with MGA's Strategic Plan (https://www.mga.edu/about/strategic-plan/docs/Strategic_Plan_2023-2028.pdf) by checking all associated and relevant Strategies from the list below. (Check all the apply)

☑ Champion Student Success 1. Demonstrate standards of excellence in all academic programs

☑ Champion Student Success 2. Grow student engagement at all degree levels

☑ Champion Student Success 3. Expand enrollment and graduation

☑ Lead Innovation and Economic Opportunity 4. Ensure high-demand programs for workforce and career alignment

☑ Lead Innovation and Economic Opportunity 5. Use Center for Middle Georgia Studies to drive University outreach

☑ Lead Innovation and Economic Opportunity 6. Coordinate faculty scholarship and grant awards to build University reputation

☑ Build Culture and Identity 7. Plan, resource, and promote campus roles and identities

☑ Build Culture and Identity 8. Pursue great-place/college -to-work designation

☑ Build Culture and Identity 9. Promote culture of wellness throughout the MGA community

☑ Build Culture and Identity 10. Compete and win at the NCAA Division II level

☑ Sustain Fiscal Resilience and Brand Value 11. Apply data-driven accountability to all operations

☑ Sustain Fiscal Resilience and Brand Value 12. Maintain access, affordability and value for all students

☑ Sustain Fiscal Resilience and Brand Value 13. Grow and diversity streams of revenue

37. Please indicate which of the following actions you took as a result of the 2022/2023 Assessment Cycle **(prior 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 Assistance

☑ 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 indicate which of the following actions you will take as a result of the 2023/2024 Assessment Cycle **(current cycle)** (Note: These actions must be 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 Assistance

☑ 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 [   ]

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

The implementation of the past year's initiatives year has yielded positive results in enrollment, retention, and student success in the current year, as outlined in the analysis of Objectives in this report. In the next assessment cycle, we will continue to focus on enrollment and retention, which will serve to enhance the History BA's graduation rates. Specifically, our initiative for the next cycle will be to include an analysis of graduation rates conducted by a department committee and design a strategy to improve retention rates in the next cycle.

40. 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)

Working closely with local and regionally-based stakeholders, we have formed meaningful partnerships that will assist in expanding the Department's community presence and in further developing our Public History program. This will play a role in enrollment and retention as the program provides career-oriented options with area stakeholders. The department has developed relationships with the Museum of Aviation and 21st Century Partnership, and, through National History programming, with the Bibb County Board of Education. In partnership with the Center for Middle Georgia Studies, the department is working to develop further community partnerships.

41. 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) The Department of History will maintain its enrollment as measured by a count of enrolled History BA students. 2) The Department of History will improve its efficiency in graduating students by 1% as measured by total number of graduates. 3) The Department of History will improve its student success rate by 1% as measured by DWF rates in courses associated with the History BA program. 4) The Department of History will increase retention in the History BA program as measured by its retention rate.

42. 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.

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