

ASSESSMENT REPORT FOR

Office of Institutional Research

(Administrative or Educational Support Unit)

September 1, 2002 to August 31, 2003

(Assessment Period Covered)

July 16, 2003

(Date Submitted)

Expanded Statement of Institutional Purpose Linkage:

Institutional Mission/Goal(s) Reference:

Texas A&M International University, a Member of the Texas A&M University System, is committed to the preparation of students for leadership roles in their chosen profession and in an increasingly complex, culturally diverse state, national, and global society... Through instruction, faculty and student research, and public service, Texas A&M International University is a strategic point of delivery for well-defined programs and services that improve the quality of life for citizens of the border region, the State of Texas, and national and international communities.

Administrative or Educational Support Unit Mission Statement:

The mission of the Office of Institutional Research is to serve the University by providing information and analysis to support data based decision making in support of institutional effectiveness. The Office of Institutional Research is responsible for state reporting, statistical reporting, information analysis, data collection and other ad hoc reports.

Intended Administrative Objectives:

- 1.** The Office of Institutional Research will provide student, course, and faculty data and statistics in a timely manner.
- 2.** The data provided will be as accurate as possible for all our reporting.
- 3.** The office will maintain a web page with facts and statistics to help respond to some of the data requests.

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Intended Administrative or Educational Support Objective:

1. The Office of Institutional Research will provide student, course, and faculty data and statistics in a timely manner.

First Means of Assessment for Objective Identified Above:

1a. Means of Unit Assessment & Criteria for Success:

Meet all the deadlines for the Texas Higher Education Coordinating Board reports.

1a. Summary of Assessment Data Collected:

All Texas Higher Education Coordinating Board reports were initially submitted by their due dates.

1a. Use of Results to Improve Unit Services:

Care will continue to be taken in the submission of all reports and due dates will be monitored closely.

Second Means of Assessment for Objective Identified Above:

1b. Means of Unit Assessment & Criteria for Success:

Question # 3 of the 2003 Institutional Research Survey of Services Provided administered by the office will indicate a 90% combined response of "always" and "often" receiving timely data.

1b. Summary of Assessment Data Collected:

Question # 3 of the survey indicates that 100% of the respondents received the request in a timely manner (Always = 84.2%; Often = 15.8%)

1b. Use of Results to Improve Unit Service:

Although the office has limited personnel and demands continue to increase, the Office of Institutional Research will strive to fulfill requests in a timely manner.

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Intended Administrative or Educational Support Objective:

2. The data provided will be as accurate as possible for all our reporting.

First Means of Assessment for Objective Identified Above:

2a. Means of Unit Assessment & Criteria for Success:

Throughout the year, edits are run to find errors in student and course data in the student information system (SIS). Errors are also found when verifying data for reports created from our SIS. Any errors found are sent to the appropriate office to be corrected.

2a. Summary of Assessment Data Collected:

Most errors were corrected before the Texas Higher Education Coordinating Board reports were finalized and certified.

2a. Use of Results to Improve Unit Services:

Data accuracy and cleanup is a continuous process throughout the year. Any data errors found are sent to the appropriate office for correction.

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Intended Administrative or Educational Support Objective:

3. The office will maintain a web page with facts and statistics to help respond to some of the data requests.

First Means of Assessment for Objective Identified Above:

3a. Means of Unit Assessment & Criteria for Success:

Questions # 9 and # 10 of the Institutional Research Survey of Services Provided administered by the office will show that at least 30% of the respondents use the web page. Of those that used the web page, at least 90% will rate it as "Good", "Very Good", or "Excellent".

3a. Summary of Assessment Data Collected:

Question # 9 of the survey indicates that 31.6% of the respondents have used the web page. Of those that have used it, 100% rated the web page as "Good" or "Very Good" (Good = 33.3%; Very Good = 66.7%)

3a. Use of Results to Improve Unit Services:

An attempt will be made to increase the number of respondents who use the web page by updating it more often and by directing them to the web page when appropriate.

SUPPORT DOCUMENTATION

Enter any document referenced above in this summary table. There are two examples listed below. If no documents are cited, please remove the two examples from the table.

SOURCE	LOCATION/Special Instructions
2003 Institutional Research Survey of Services Provided	SACS Resource Room Killam Library Building Room 334-C
Institutional Research Web Page	www.tamtu.edu/admin/oire

