

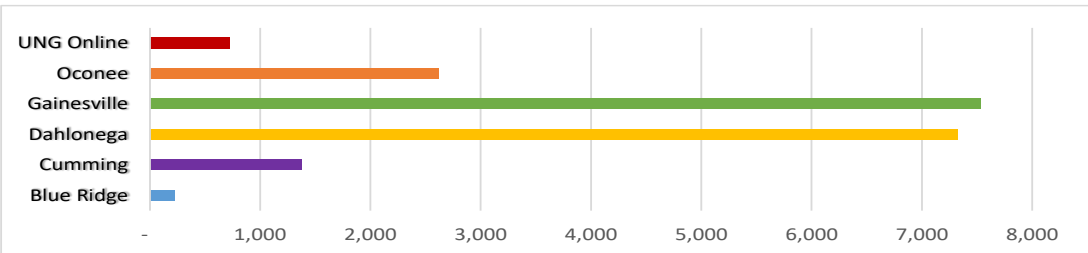
## INSTITUTIONAL EFFECTIVENESS NEWSLETTER

### WELCOME FROM THE ASSOCIATE PROVOST OF IE

Hello, everyone! Thank you so much for taking the time to check out the Fall 2020 IE Newsletter. As you scroll through the newsletter, you'll see that we've been keeping busy this semester. Many of our key dashboards have been updated to include fall census data (<https://ung.edu/institutional-effectiveness/dashboards/index.php>). We are also busy supporting assessment for a number of administrative/student support units and academic programs. We put a lot of time into creating and maintaining faculty records which are important to both reporting and accreditation.

This past year has been marked by many changes, but a lot of the work in the IE office remained the same: federal- and system-mandated reporting, accreditation updates, and support for institutional decision-making. What has changed significantly is the context in which we are evaluating or interpreting this information. As we adjust to the instructional and operational changes that have taken place in 2020, please let us know if we can help answer questions about how these changes might have affected planning and assessment within your own program or department.

## FALL 2020 CENSUS HIGHLIGHTS



UNG Enrollment: 19,793

Blue Ridge: 228 Cumming: 1,373 Dahlonega: 7,322 Gainesville: 7,529 Oconee: 2,615 UNG Online: 726

## THE MORE YOU KNOW

**Data Definition of the Month: Freshmen Index**  
Metrics used in admissions decisions that can be calculated with either an ACT score or an SAT score. The formulas for each are as follows:

$$SAT FI = (High\ school\ GPA \times 500) + SAT\ critical\ reading + SAT\ math$$

$$ACT FI = (High\ school\ GPA \times 500) + (ACT\ composite\ score \times 42) + 88$$

Note: The only high school courses that will be considered when calculating GPA are the Required High School Curriculum courses.

\*When both SAT and ACT freshman index exists, Freshman Index will display the highest index calculated.



## FACULTY RECORDS

The **Faculty Records** office receives documentation for all faculty files - including the faculty information sheet, curriculum vitae, and official transcripts when faculty are hired at UNG. From that point, the office is responsible for all file maintenance related to individual faculty members, including updates in Banner, OneUSG, and Laserfiche files.

### Staff Highlight:

**Dean Lieburn is the Faculty Records Coordinator**, and her major duties are entering managed faculty events (MFE) for faculty in OneUSG; tracking and updating promotion and tenure data; and working with the IT, HR, and Budget departments to process faculty contracts for academic and fiscal year faculty.

**Brenda Bishop is the Faculty Records Specialist**, and her major duties are assisting the Coordinator in all aspects of faculty records processing; supervising the department in the absence of the Coordinator; and initiating Banner updates with faculty changes. She also works with the Coordinator to ensure faculty documents such as contract addenda, extra compensation, and overloads forms are in place each semester and that faculty files are correct in the Laserfiche online repository.

**Caity Walker is the Faculty Records Associate**, and her major duties are creating and maintaining new faculty files; completing Banner entry to assign the Banner ID (900#); printing documents from HireTouch and Parchment for the faculty files; receiving official transcripts that come via postal mail; and updating departments about the status of files and required documentation to complete the files.

We work together to ensure that all faculty files are accurate and complete. Although most of this work happens behind-the-scenes, it supports a number of UNG's reporting and accreditation initiatives.

## DASHBOARDING 101

### Fall 2020 Census Dashboard

<https://ung.edu/institutional-effectiveness/dashboards/fall-2020-census-dashboard.php>

### UNG Historical Enrollment

<https://ung.edu/institutional-effectiveness/dashboards/historical-enrollment-data.php>

## IPEDS

**Integrated Postsecondary Education Data System (IPEDS)** is a system of interrelated surveys conducted annually by the National Center for Education Statistics, a part of the Institute for Education Sciences within the United States Department of Education, which gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs.

For more information, go to: <https://nces.ed.gov/ipeds/use-the-data>

# Assessment & Accreditation

## Area Spotlight: What is Administrative Assessment?

UNG administrative assessment includes both Administrative Units and Academic Support Units. The assessment of these units is designed to support the development and assessment of their goals and outcomes, assist units in determining the effectiveness of programs and services, and identifying opportunities for continuous improvement.

Ultimately, assessment assists units with meeting standards of excellence that best serve the university community and meet regional accreditation standards.

Administrative units being assessed during 2020-2021:

- ◆ Academic Affairs: Academic Engagement, ACTT Center & Tutoring Services, ESL & Summer Programs, Grants & Contracts, Learning Support, Research & Engagement, Supplemental Instruction, Teaching & Learning (CTLL), Dual Enrollment (once approved)
- ◆ Athletics
- ◆ Chief of Staff: State Government Relations & Economic Development, Continuing Education, Diversity & Inclusion, Communications, Events, Web Communications
- ◆ Leadership & Global Engagement: International Programs, Military Programs, Liaison & Military Ops, University Press
- ◆ NISTS
- ◆ University Advancement: Advancement Services, Alumni Relations, Development, Estate & Gift Planning, Community Outreach, Alumni Relations

## Program Spotlight: Human Services and Delivery Administration

The B.S. in Human Services and Delivery Administration (HSDA) program prepares students with the knowledge and skills necessary to serve individuals, families, groups, communities, and to support human services functions. The B.S. HSDA has been offered at UNG since 2011, and it was the first and only nationally accredited bachelor's level human service program in Georgia and the Southeast. As another first of its kind, the M.S. in HSDA program was approved in 2017 and designed to meet the economic needs of local and regional communities and as an advanced educational option for graduates from the sociology, psychology, and social work disciplines.

Dr. Carly Redding is the Director of Academic Engagement and associate professor in Sociology and Human Services (SaHS) where she serves as coordinator for the department. Dr. Redding joined the faculty at UNG in 2008 and has served as the SaHS department assessment coordinator since 2015. She works closely with faculty and the Department Head, Dr. Sara Mason, to develop quality assessment plans that focus on student learning expectations and program-level outcomes that measure the mastery of course objectives of program graduates.

Successful program assessment relies upon faculty expertise for the development of student learning outcomes, data collection, analysis of data, and use of results for instructional and program improvements that also inform planning and budgeting. Assessment activities also encourage the development of initiatives that promote student engagement, support student success, and identify needs within departments and the university community.



While examining factors impacting student success, Dr. Redding discovered that a number of UNG students and employees were struggling on a daily basis with food insecurity and many were in need of housing. This led Dr. Redding to propose the development of a UNG Food Pantry at the Gainesville Campus that also became an important service-learning project that gave HSDA students an opportunity to actively participate in the development and implementation of a program that utilized their career-related skills. The UNG Food Pantry program has been very successful with pantries now located on all five UNG campuses serving students, faculty, and staff. For more information about the UNG Food Pantry program: <https://ung.edu/sociology-and-human-services/food-pantry.php>

We would like to thank Dr. Redding, the professors, and departmental leadership in the Sociology and Human Services Department and the College of Arts and Letters for supporting assessment and student success at UNG!

Have questions about assessment or accreditation? Want to share your own assessment accolades? Send them to [ie@ung.edu](mailto:ie@ung.edu) to have them included in future newsletters!

## WHAT'S TO COME IN THE NEXT NEWSLETTER

- ◆ **Preparation for Our Upcoming SACSCOC Fifth Year Interim Report**
- ◆ **A Look Back at Five Years of the UNG QEP: On Time and On Target**
- ◆ **Which Way is Up?: COVID-19 and its Effect on Course Offerings and Course Modalities**
- ◆ **AY 2019—2020 USG Official FTF Retention and Graduation Rates**