

Institutional Effectiveness Report

Assessment Summary

Administrative Unit: VSU Center at NSB Kings Bay

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Assessment Cycle (academic or calendar year): 2005/06-2007/08

Mission (related to VSU mission):

The mission of the VSU Kings Bay Center is to provide undergraduate and graduate education, and scholarly activities associated with such education, within the context of an off-campus center for a regional university as defined by Board of Regents of the University System of Georgia.

Assessment History (discuss here how and when the program developed its current assessment program, what it used prior to starting that program to assess its effectiveness, etc.):

Valdosta State University (VSU) began offering classes at Naval Submarine Base, Kings Bay, in 1981. Public Services provided the administrative infrastructure to support those classes as part of its overall off-campus programming from 1981 through part of 1996. During fall quarter, 1996 responsibility for administering the VSU Center at Kings Bay was transferred from Public Services and placed under the Associate Dean of the Graduate School. Beginning fall quarter, 1997 administrative responsibility for the VSU Center at Kings Bay was placed under the Dean of Faculty, Kings Bay.

Prior to 1996 assessment for the programs at NSB Kings Bay was the responsibility of the Division of Continuing Education. Starting in 1997 assessment became the responsibility of the Dean of Faculty, NSB Kings Bay. Assessment of faculty, courses and academic programs are the responsibility of the department involved.

Assessment is an ongoing process for the VSU Center, NSB Kings Bay, and adjustments are made as necessary. Formal assessment of the overall program at NSB Kings Bay is conducted through:

- Annual Evaluations
- Periodic Military Installation Voluntary Review (MIVER) reports, and
- Periodic Southern Association of Colleges and Schools (SACS) reports

Results of all review materials are maintained in the NSB Kings Bay Office on main campus. The Dean of Faculty, NSB Kings Bay, is responsible for collection, analysis, and dissemination of all assessment results.

Goals for Unit:

1. Coordinate and provide courses in support of the Associate of Arts (AA) degree, a restricted number of BA and BSEd degrees, and a limited number of master's degrees (relates to institutional goals 1 and 3).

2. Assist departments on main campus in recruiting, training, and maintaining a qualified part-time faculty to support academic programs at NSB Kings Bay (relates to institutional goals 2 and 4).
3. Maintain research sources for student use, including on-site branch of VSU Odum Library.
4. Maintain and improve student support services (financial aid, admissions, bookstore, advising, etc.).

Assessments (include when and to whom these are administered, and align goals with specific assessments):

Table 1: Course Offerings by Area and Level, 2006-09

Academic Year	# Area A Courses	# Area B Courses	# Area C Courses	# Area D Courses	# Area E Courses	# Area F Courses	# Upper Division Courses	# Graduate Courses
2006-7	15	9	22	21	13	18	27	22
2007-8	12	9	20	20	18	15	26	22
2008-9	15	9	21	21	16	18	27	22

2005-2006

- Assessment Results (submit an electronic file of the data collected):
 - Offered 137 courses in support of academic programs (Goal 1 and 2)
 - Administered Student Opinion of Instructor (SOI) for all courses (Goals 1 and 2)
 - Recruited 3 new part-time faculty members (Goal 2)
 - Provided training for staff working in admissions, financial aid, and bookstore (Goal 4)
 - Review of procedures for handling funds at VSU Kings Bay Center found minor problems
- Discussion/Dissemination of Results:
 - SOIs reviewed by on-site director, then provided to relevant departments for analysis
 - New and continuing part-time faculty data submitted to relevant departments for review
 - Three meeting held with all part-time faculty to discuss ongoing operations, including any changes being made
 - Problems with handling funds were discussed by Dean, Director, and Assistant Director. Director and Assistant Director developed improved method, communicated new method to relevant staff
- Modifications Made:
 - Goals 1-3, no modifications were recommended
 - Goal 4, changes were made in the manner in which funds received from admissions and bookstore were handled and deposited because the changes were recommended in a financial audit done by VSU

2006-2007

- Assessment Results (submit an electronic file of the data collected):
 - Offered 142 courses in support of academic programs (Goal 1 and 2)
 - Administered Student Opinion of Instructor (SOI) for all courses (Goals 1 and 2)
 - Recruited 3 new part-time faculty members (Goal 2)
 - Provided training for staff working in admissions, financial aid, and bookstore (Goal 4)
 - Conducted workshop for part-time faculty on improving teaching

- Discussion/Dissemination of Results:
 - SOIs reviewed by on-site director, then provided to relevant departments for analysis
 - New and continuing part-time faculty data submitted to relevant departments for review
 - Three meeting held with all part-time faculty to discuss ongoing operations, including any changes being made
- Modifications Made:
 - Training sessions for new faculty were restructured to include working sessions with IT staff from the VSU main campus on new tools to assist in teaching (WebCT, online options, etc.) and with Adult and Career Education faculty on teaching the older, non-traditional student. Reason was because there had been a larger than usual number of new faculty at KB in the past two or three years.

2007-2008

- Assessment Results (submit an electronic file of the data collected):
 - Offered 149 courses in support of academic programs (Goal 1 and 2)
 - Administered Student Opinion of Instructor (SOI) for all courses (Goals 1 and 2)
 - Recruited 3 new part-time faculty members (Goal 2)
 - Provided training for staff working in admissions, financial aid, and bookstore (Goal 4)
 - Review of procedures for handling funds at VSU Kings Bay Center found minor problems
- Discussion/Dissemination of Results:
 - SOIs reviewed by on-site director, then provided to relevant departments for analysis
 - New and continuing part-time faculty data submitted to relevant departments for review
 - Three meeting held with all part-time faculty to discuss ongoing operations, including any changes being made
 - Director Assistant Director discussed findings with financial aid and bookstore staff
- Modifications Made:
 - No recommendations for changes in goals 1-3
 - Changes more clearly delineating the funds from admissions and bookstore were put in place because of recommendations in a follow-up audit to the one in 2005-2006.

Dept. Head/ Director	Date	Dean	Date	VPAA	Date
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Adapted from: University of Alabama SACS site (<http://sacs.ua.edu/degreeInfo2.cfm?college=2&dept=50>);

University of Western Kentucky SACS Accreditation Review Process (<http://www.wku.edu/sacs/assessmentmanual.htm>) ; and

Mrs. Marila D. Palmer, VP-Executive Affairs & Planning, LeTourneau University, Presentation to 2008 SACS-COC Institute