



**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](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

jenia.bacote@mga.edu

Q2. Who is the person responsible for this report?

Jenia Bacote, J.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)

Office of Diversity and Office of Title IX

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.

Office of Diversity: The Office of Diversity, Equity, and Inclusion promotes institutional awareness and engagement of global perspectives, cultures, and identities in support of the mission, values, and strategic plan of Middle Georgia State University. Office of Title IX: The Office of Title IX promotes institutional compliance, education, and collaboration to encourage a safe, responsive, and supportive environment at Middle Georgia State University.

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

- Implement a sense of belonging strategy for the campus community
- Develop a Title IX education programming model for students that includes assessment
- Increase collaboration and resources from the external community for both offices
- Develop and improve the engagement of an official Title IX Compliance Team
- Hire a second staff member (in addition to the DEI Coordinator) to function as a Title IX Coordinator to assist with compliance and to address misconduct issues

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.

The Office of Diversity will conduct at least one (1) in-person DEI/Title IX training on each of the five campuses for faculty/staff during fall 2022 and spring 2023.

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)

This objective was measured by the number of Managers and Supervisors trainings conducted with Human Resources and Legal as well as trainings conducted in person by the unit alone.

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

The target outcome for this objective was at least one (1) in-person training conducted for faculty/staff who represent all five campuses.

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

The target level of one (1) initiative reflects an effort to provide one in-person training on each of the five campuses for a minimum list of 5 trainings.

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)

100%

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?

Based on the analysis of the results for this objective, the department learned that continued collaboration across units on campus increases the impact, reach, and awareness of unit goals. In this goal, the results included at least one training on each campus and/or faculty and staff from each of the five campuses. The department learned that this goal can be even more impactful by collaborating more and/or by conducting more smaller group interactions that provide professional development opportunities.

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

The Office of Diversity will recruit and train at least twenty-five (25 faculty/staff as DEI Understand Representatives for the MGA Diversity Committee initiative to provide student support and resource referral.

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)

This objective is measured by the number of participants who are recruited and trained.

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

25 faculty/staff

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

The target level of twenty-five (25) faculty/staff trainees reflects an effort to train a cross-section of faculty and staff across the five campuses. However, the goal is to recruit and train at least twenty-five (25) with the intention to recruit and train more faculty/staff than the base target level.

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)

0%

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?

Due to competing priorities and resources, this goal will be repeated to accomplish next academic year.

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

The Office of Title IX will draft and implement a Title IX campus training model that includes at least three (3) new annual programming initiatives.

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)

This objective was measured by the number of new annual programming initiatives that were held to increase Title IX awareness, education, and compliance.

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

The target outcome for this objective was three (3) initiatives in the form of training, workshops, or events to increase Title IX awareness, education, and compliance.

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

The target level of three (3) initiatives reflects an effort to develop annual initiatives each academic year that would help to expand Title IX education across the three residential campuses and awareness at the two commuter campuses.

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)

14 trainings, workshops or events

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?

Based on the analysis of the results for this objective, the department learned that continued collaboration across units on campus increases the impact, reach, and awareness of unit goals. The department learned that it may be helpful to include additional learning exercises and/or hypothetical situations to enhance the learning and practical use of the information by the attendees.

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

Increase USG-sponsored Sexual Assault Prevention for Undergraduates and AlcoholEdu for College online training from 10% completion to 30% completion among newly enrolled students for AY22-23.

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)

The department measured this objective by number of participants.

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

The target outcome for this objective was 30% completion rate.

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

The target performance level of 30% completion rate was based on past performance data. A 30% completion rate would reflect a 10% increase in completion rate based on past performance and completion 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)

0%

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?

Due to the set up process of new training modules with a new USG vendor and an impending new Title IX regulation roll out, this goal will be repeated to accomplish early in the next academic year 2023-2024 and will capture any additional students necessary to complete the new modules.

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](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.



During this assessment period of 2022-2023, the Office of Title IX enhanced its institutional visibility through an increase in engaging programming and initiatives. The increase in programming and initiatives was possible through the addition of a new staff full-time staff member who serves as an DEI Coordinator to assist the unit with diversity-focused activities so that the Title IX Coordinator could provide more strategic thought to enhancing campus compliance under Title IX. Assessment results are used in Title IX to measure and improve engagement of the campus with compliance under Title IX. The assessment results allow the unit to identify gaps in education and awareness and ways that these gaps can be addressed. As the institution's new strategic plan is finalized moving forward, the strategic plan for the Office of Diversity and the Office of Title IX will also incorporate institutional goals and priorities for the campus community.

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)

N/A

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. The Office of Diversity will elevate the profile of the MGA Diversity Committee by incorporating the committee into at least two (2) new programs, events, or initiatives per semester. 2. The Office of Title IX will increase compliance awareness among faculty and staff through at least 3 new programs, events, or initiatives. 3. Increase USG-sponsored Sexual Assault Prevention for Undergraduates and AlcoholEdu for College online training from 10% completion to 30% completion among newly enrolled students for AY23-24. 4. Recruit and train at least twenty-five (25 faculty/staff as DEI Understand Representatives for the MGA Diversity Committee initiative to provide student support and resource referral.

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.

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