



**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

****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

edward.weathersbee@mga.edu

Q2. Who is the person responsible for this report?

Adon clark

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)

School of Aviation

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 School of Aviation educates and prepares students for technical and management careers in the aviation, aerospace, and related industries, who understand the industry and organizations they are part of, and the communities they serve.

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

Expand aviation training opportunities throughout the campuses that we serve to allow for more accessibility

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 School of Aviation will ensure that its students meet prescribed student learning outcomes in their academic programs.

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)

There is an assessment for each course taught within the School of Aviation and are completed by the course instructor at the end of each semester. These assessments evaluate each learning outcome of that course. Compiled and analyzed by the Department Chairs, these assessments assist the Department Chair with completing the assessments of their respective departments objectives. This data is then used by the Dean to assess the how well the School of Aviation did on meeting its objectives.

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

Of the student outcomes measured, at least 80% of the established Target Performance for Student Outcomes is achieved.

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 over the past two years that exceeded the 80% target.

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?

The data has shown that there has been improvement in the overall percentage of courses meeting their individual learning outcomes. However, the data collection from the instructors needs to be streamlined and will be encouraged more from the chairs, and the dean.

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 School of Aviation will ensure that the schedule of classes will efficiently meet student needs across five campuses.

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)

2a. Class utilization 2b. Average faculty load; Number of overloads for full-time faculty

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

2a. Class utilization will average 85%. 2b. Average: 12 credit hours per full time faculty member

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

Based on past class utilization data of the School of Aviation and the past class utilization data of the University. Average Credit Hours target is based on the past number of credit hours that faculty in the School of Aviation have taught.

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)

The School of Aviations average class utilization was 60%. However, the 85% target may have been a little too aggressive as the average class utilization for the University was 45%. The average number of credit hours for full time faculty member was 15.5%.

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?

The SOA classrooms are divided into 4 different areas, and the faculty offices are located in the general area of them (AST, AMT, Flight, and ATC). If there is low enrollment in a certain area, then the class utilization will be reflective of this, and bring the average down. Two of our areas are at capacity on classrooms, and two of our areas had low enrollment for a couple of semesters. The SOA only has two classrooms that hold more than 32 students. Class utilization will increase as the enrollment in these areas continue to increase. We will also pay close attention to the classrooms that are scheduled to ensure we are making the best use of our space. The School of Aviation has hired another faculty member, and another one will start in the Spring. This should bring the average number of credit hours closer to the 12 target. However, with our enrollment increasing, it could stay stagnant until we get more faculty lines.

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 School of Aviation will make sure that chairs, directors, and faculty are well informed about policy, procedures, and initiatives that support the college and school mission.

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)

A survey was set up in D2L to measure how the faculty and staff of the SOA felt about being informed about policy, procedures and the college and university initiatives.

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

The target was to receive an average score of 4.0 across all questions on a scale of 5.

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

The nature of the courses at the SOA are fast paced, and busy. Sometimes information does not get to a faculty member who is in class all day, 4 days a week, and some beyond that. There is not a very good chance that we will get a 5/5 average, but we want to strive to get as close as possible.

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)

100%

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?

We have learned that because of flight schedules, class schedules, tower schedules, and the Deans and Chairs schedules, it is all but impossible to get everyone together at the same time. We have realized that scheduled meetings are not the best way to disseminate information. A newsletter sent out to all faculty and staff monthly seems like a better way to keep faculty informed. This will be the change that is made this coming year.

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

N/A

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)

N/A

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

N/A

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

N/A

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)

N/A

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?

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) 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.

Each department and program with the School of Aviation (SOA) has established clear outcomes and measures of success. While the majority of benchmarks were met, there were a few that were not, and those have been addressed in the plans and reviewed by the departments, and the Dean. Our goals and objectives always point to the mission of the School and the University. We will continue to have purpose when creating our learning outcomes in our courses, our programs, our departments, and our school. We will improve on the ways in which we disseminate information to our faculty and staff, to make it available and timely to each one of them. Our schedule of courses will continue to evolve in order to ensure that it fits the needs of our students, as well as the university.

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)

USG High Impact Practice Initiative, USG Momentum Year, Low-Cost No-Cost Books. The School of Aviation has applied for a \$1 Million grant that is focused on increasing the enrollment from our closest surrounding counties. Currently, these only make up about 5 percent of the enrollment of our School.

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 School of Aviation will ensure that its students meet prescribed student learning outcomes in their academic programs. 2) The School of Aviation will ensure that the schedule of classes will efficiently meet student needs across five campuses. 3) The School of Aviation will make sure that chairs, directors, and faculty are well informed about policy, procedures, and initiatives that support the college and school mission. 4) All departments in the School of Aviation whose curriculum and procedures are overseen by the Federal Aviation Administration (FAA), will meet the requirements of the FAA.

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).