

Understanding Data from Institutional Research

Office of Institutional Research

1/14/2014 Bruce 109
Kean Assessment Institute

Outline

- Who we are and what we do
- Where we obtain data & how we improve data quality
- Common questions about IR data
- Cooperation we need from campus communities
- Questions and Answers

2

Who we are & what we do

IR Mission, Vision & Values

MISSION

- The Office of Institutional Research supports and assists the University's planning and decision making through facilitating and coordinating the collection, analysis, and interpretation of institutional data in an effective, cohesive, and timely manner.

VISION

- The Office is committed to be a reliable and dependable information source for the University and strives to play a vital role in enhancing institutional effectiveness through supporting and promoting a culture of data-driven planning, decision-making, and assessment.

VALUES

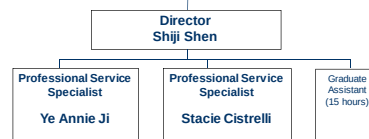
- Consistency, Reliability, Accuracy
- Quality, Excellence, Integrity
- Responsiveness, Timeliness, Professionalism

3

Who we are & what we do

IR Office Staff

Report to President



4

Who we are & what we do

Major Data Reports IR Generates - Mandatory External Reports

- **Federal**
 - IPEDS Fall Collection: Institutional Characteristics / Completion / 12-month Enrollment
 - IPEDS Winter Collection: Financial Aid / Graduation Rate 6-Year / Graduation Rate 8-Year
 - IPEDS Spring Collection: Human Resources / Fall Enrollment / Finance
 - New Surveys to Come: 2014-2015 Library / Admissions, 2015-2016 Outcome Measures
- **State**
 - SURE Enrollment: Fall enrollment, Spring enrollment, Transfer enrollment, 12-month enrollment
 - SURE Degree: Academic year completion / Summer completion
 - State IPEDS: Tuition & Fees / Applications & Admissions / Student Financial Aid
 - Other State Reports: Institutional Profile / NJASCU Source Book / Student & Parents Consumer Information ACT
- **Middle States**
 - Middle States Annual Institutional Profile

5

Who we are & what we do

Major Data Reports IR Generates - Various External Reports (examples)

- **College Guidebooks**
 - Princeton Review
 - College Board
 - Petersons
 - Common Data Set
- **Educational Agencies**
 - CGS/GRE
 - ACT
 - HEP - Higher Education Directory
 - NSF - Sci/Engineer Majors
- **Various Other Agencies**
 - US News
 - CUPA - HR
 - PEQIS
 - Barron's
 - Moody's
- ...



6

Major Data Reports IR Generates - Internal Data Reports

- **IR Web** – <http://ir.kean.edu>
 - Student Profile: Enrollment / Degree / Retention & Graduation
 - Faculty Profile
 - Fact Sheet / Fact Book
- **Student & Faculty Profile**
<http://ir.kean.edu/irhome/Factsheet/STFacProfile13FA.pdf>
 - Enrollment: First major, Second major, Course FTE
 - Degrees conferred
 - Faculty / Employee
- **Program Review Data Files**
 - Enrollment by gender, ethnicity, attendance status, academic program
 - Degrees conferred by gender, ethnicity, academic program
 - Years to degree by admission status
 - First-time full-time freshman graduation rate
- **Presidential Reports**
- **Other Reports**



7

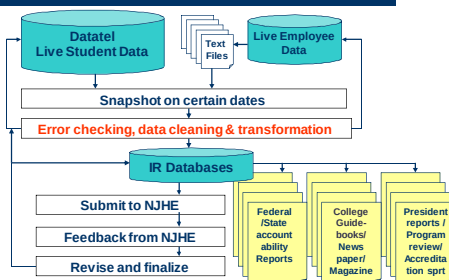
Data Sources

- **Datatel**
 - Applicants
 - Students
 - Course Sections
 - Adjunct Faculty
 - Faculty Office Hour
- **Human Resources**
 - Faculty
 - Staff
- **Other Sources**
 - Various Campus Offices
 - Various External Sources



8

Data Flow



9

Frozen Data vs. Live Data

- **Frozen Data vs. Live Data**
 - Frozen data are snapshots from data sources at certain points of time and would not change.
 - Live data will change as business goes on.
- **Frozen File Schedule**
 - After add/drop period
 - About 3-4 weeks into the semester
 - Fall: around September 25
 - Spring: around February 15



10

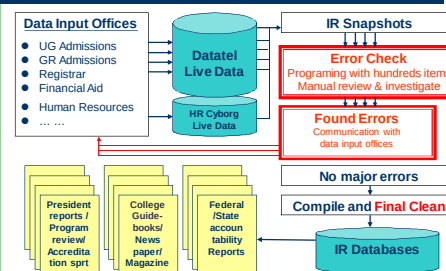
Importance of Data Quality

- IR data are official data submitted to the federal and state governments and used for external publications.
- IR data are used by public community including our potential students and their parents.



11

Data Cleaning Process



12

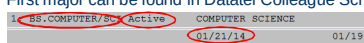
Common Questions on IR Data

- My program has more students than the number shown on IR report.
- We have so many second major students not showing in IR report.
- Does IR data include intended major or only declared major?
- The graduation rate for our program is so low, it cannot be right.
- The faculty count for our program is not right.
- We have so many advisees but our enrollment number is so low, why?



13

IR Data Definitions & Calculations Students for Individual Programs

- Student enrollment for individual programs is based on the first major in Datatel.
- First major can be found in Datatel Colleague Screen **SACP**


or Field **X.STTR.TERM.ACTIVE.PROGRAM** in STUDENT.TERMS file
- Only enrolled students are counted for each specific semester.
- Late registration records after file frozen date are not counted.
- One student is counted **ONCE** in ONE, not multiple, program.
- Second major is counted separately.
- Enrollment count does not look at advisors/advisees.

14

IR Data Definitions & Calculations Students FTE vs. Course FTE

- Student FTE (full-time equivalent)
 - Based on the students in each program – two methods:
 1. *Sum* of all the credits enrolled by students whose first major is in the program *divided* by 16 for UG, by 12 for GR (NJ).
 2. Number of full-time students *plus one-third* part-time students (Common data set method).
- Course FTE
 - Based on the course sections offered by the program
 - Section credits *times* students in the section regardless what major the students are in, then *divided* by 16 for UG sections, by 12 for GR sections

15

IR Data Definitions & Calculations Faculty for Individual Department

- Faculty Status
 - Based on the job title and special indicator in HR system,
- Faculty Department
 - Based on the cost center in HR system
- Faculty Program
 - Cannot identify yet. HR and VPAA office are working on an identifier for faculty program
- Adjunct Faculty Status
 - Extracted from KEAN.CONTRACTS in Datatel
- Adjunct Department
 - Based on the Cost Center in HR system

16

IR Data Definitions & Calculations Faculty FTE & Student-Faculty Ratio

- Faculty FTE (Full-time equivalent)
 - Number of full-time faculty *plus one third* of part-time faculty including adjunct faculty (IPEDS)
- Student-Faculty Ratio
 - Student FTE *divided* by Faculty FTE



17

IR Data Definitions & Calculations Retention & Graduation Rate

- Retention Rate
 - Cohort: First-Time Full-Time Freshmen
 - Track: Second Year Retention (Fall to Fall)
- Graduation Rate
 - Cohort: First-Time Full-Time Freshmen in fall semester
 - Track: Forward for 4, 5, and 6 years
- Year to Degree for Degree Completers
 - Cohort: Degree completers
 - Track: Backward to their start term to see how long it takes for them to get the degree

18

IR Data Definitions & Calculations Graduation Rate vs. Years to Degree

Graduation Rate vs. Degree Completers' Year to Degree

- Cohorts are different
 - First-time full-time freshmen: Starting points are the same.
 - Degree completers: Ending points are the same.
- Tracking methods are different
 - Graduation rate - Tracking forward from the same starting point to see how many out of the original entering cohort finally get a degree in 4 or 6 years.
 - Years to Degree - Tracking backward from the same ending point to different starting point to see how long it takes for each of them to get the degree.



19

Cooperation We Need from Campus Community

- IR depends on source data availability and source data consistency. e.g.
 - How to identify intended and declared major
 - How to identify faculty by academic program
 - How to identify Kean Ocean students
- Data and data quality depend on the efforts of the whole campus community.
- Communication and responsiveness are very important.



20

Appreciation



- We appreciate all the collaboration and cooperation from numerous campus offices over the past years, especially:

– Registrar Office	– Academic Affairs
– Undergraduate Admissions	– College Deans
– Graduate Admissions	– Center for Student Leadership
– OCIS	– Residence Life Office
– Human Resources	– Student Disability Office
– Budget Office	– Facilities
– Financial Aid Office	– Athletics Office
– General Accounting	– ORSP
– CAS Transfer Office	– Alumni / Foundation
– Kean Ocean	–
– Kean Wenzhou	–

21

Questions & Answers



We look forward to more collaborative and productive future years
Suggestions for improvement are always welcome.
Email us at ir@kean.edu

22