

TAIR 2007 Workshops

Tuesday, February 27, 2007, 9-12 pm

W1 – IPEDS Workshop for Beginners

Location: White Marlin

Presenters: Darline Morris and Paula Cox

Workshop Limit: 30 participants

This workshop will be an introduction to NCES/IPEDS data and the tools developed to access the data through the Peer Analysis System (PAS), the Dataset Cutting Tool (DCT), the Executive Peer Tool (ExPT), and the College Opportunities Online (COOL). The latest changes introduced by NCES/IPEDS will also be covered and participants will have the opportunity to practice hands-on exercises. There will be 30 laptops available.

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Tuesday, February 27, 2007, 1-4 pm

W2 – IPEDS Workshop for Advanced Users

Location: White Marlin

Presenters: Darline Morris and Paula Cox

Workshop Limit: 30 participants

This workshop will provide the audience with an update on the IPEDS data collection system and the new Peer Analysis System (PAS). It is designed to provide the target audience with knowledge of the complexity of IPEDS data and the skills needed to design, analyses and produce customized reports using the advanced capabilities of PAS. Participants will have the opportunity to practice hands-on exercises. In addition, this workshop will provide advanced training on the knowledge and skills needed to produce customized datasets and to download entire IPEDS survey data files using the Dataset Cutting Tool (DCT). After identifying the desired variables, users will select, generate, and download the appropriate datasets and documentation files. Users will then be able to import and analyze these data in the statistical software package of their choice.

W3 – Intermediate/Advanced MS Access for IR

Location: Marlin A

Presenters: Rick Leyva, Sue Kornfeld and Karen Laljiani

Workshop Limit: 30 participants

This workshop is intended for IR professionals with knowledge in using MS Access who are interested in learning intermediate and advanced MS Access for Institutional Research. The workshop is designed to provide step by step instruction with hands-on practice. Participants will leave this workshop with a better understanding of how to

create and design tables, queries, and reports using Visual Basic for MS Access as well as MS Access' user interface. Useful Access tips and tricks will also be shared.

W4 – Office Management for Institutional Research

Location: Marlin B
Presenters: Mary Lelik
Workshop Limit: 30 participants

A key feature of the effective institutional research office is its ability to disseminate useful information in a timely manner. A key challenge for many institutional researchers is the limited—or, in some cases, shrinking—amount of resources (human and otherwise) available to meet the growing demand for quality data and analyses. This module introduces and discusses proven management techniques that will assist IR professionals find the appropriate balance among competing priorities and set measurable, realistic and achievable goals. The aim is to provide participants with a useful set of time-management and organizational tools relevant to any IR office regardless of size or function.

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Wednesday, February 28, 2007, 8 am -12 pm

W5 – Using SPSS in Institutional Research

Location: White Marlin
Presenters: Joe Meyer
Workshop Limit: 30 participants

This workshop will demonstrate some of the ways that SPSS Windows can be used to automate descriptive reporting in institutional research offices. We will take a look at SPSS Tables, SPSS Custom Tables, and SPSS Report commands and how to apply them to specific reporting needs. We will examine ways of manipulating and restructuring data through the use of string and number functions. And, we will demonstrate the use of modular programming, macros and Sax basic language to better automate processes and format output. The only background required for the workshop is a basic knowledge of SPSS. The workshop will focus exclusively on improved reporting and will not address the use of inferential statistics. This will not be a hands-on workshop, but the presenter will run live demonstrations of SPSS programs for those in attendance. Participants will be provided with a CD/DVD of SPSS syntax examples they can take home.

W6- Writing IR Reports for the General Public

Location: Marlin A
Presenters: Cliff Adelman
Workshop Limit: 30 participants

Institutional researchers write reports for accrediting agencies and other academics, but have little practice in writing articles for the general public. In this workshop, participants will write—together—two articles on higher education issues for the newspapers. Background materials will be sent to participants ahead of time, so they will be familiar with the topics. The topics for this workshop will be chosen from the Spellings Commission report. Participants should leave this workshop with examples of how to write research results for the general public.

W7 – Newcomers to Institutional Research and Planning

Location: Marlin B

Presenters: Marilyn Greer

Workshop Limit: 30 participants

The TAIR Newcomer's Workshop has been completely re-vamped since last year because of our Newcomer's evaluations. In the new format, "Maintaining An Effective Institutional Research Office" will be presented by Dr. Marilyn Greer, Director, Institutional Research, The University of Texas M. D. Anderson Cancer Center. Topics include the various roles and key responsibilities of institutional research, necessary skills needed for a researcher, primary dogmas of assessment (surveys and focus groups), research resources, academic accreditation, and financial analysis and presentation of data. Included in the workshop will be guest panelists representing key areas of institutional research (THECB, public four-year and two year, private four year institutions) who will be presenting the 'hot topics' for their areas of expertise.

Newcomer's Wrap-Up (Friday, 10:45 – 11:45).

An overview of resources for institutional research newcomers will be presented as well as current trends in institutional research. A focus group will be conducted with participants to assess the learning outcomes of the Newcomer's Workshop.