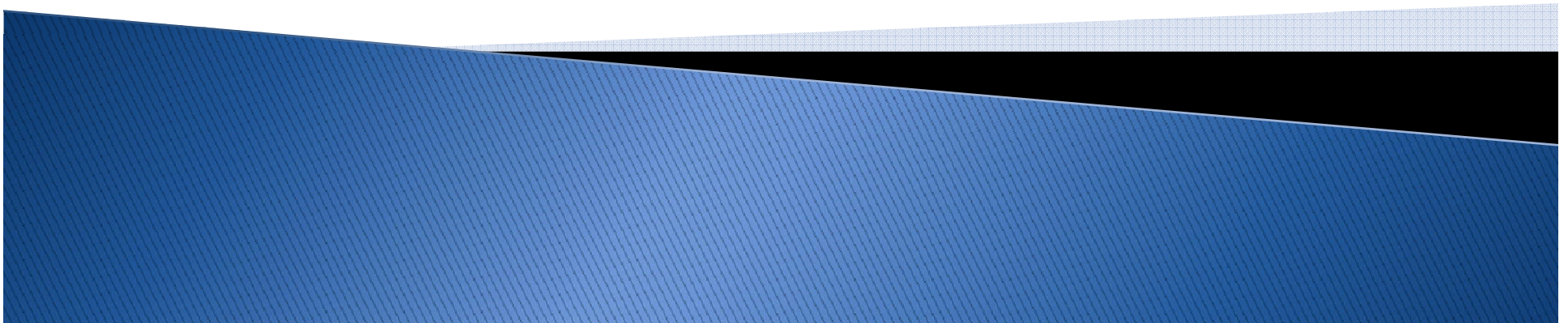# Coordinating Multiple Data Reports: Tips and Tricks

Presented by:
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Texas Association for Institutional Research Annual Meeting
Lubbock, TX March 2-5, 2009

College of the Mainland

- Comprehensive community college serving the mainland area of Galveston County, Texas
- Fall 2008 enrolled 3,561 credit students
  - 60% female
  - Ethnicity
    - 57% White
    - 19% Black,
    - 20% Hispanic
  - Average age 25 years
  - 28% FTIC
  - 69% part-time

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Achieving the Dream at COM

▸ Joined the initiative in 2006

▸ Focused on understanding and making better use of data to improve student outcomes.

▸ Led to a substantial increase in the reporting responsibilities for IR

  ◦ Evaluation studies for each strategy

  ◦ Cohort tracking

  ◦ Research studies on questions related to student success

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The Challenge

- How to coordinate a wide variety of reports *and* allow easy access for the end user

- Needed a tool that could be easily updated as new data and reports became available

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Solution—Data Repository

- Primary repository for all of our Achieving the Dream related data and evaluation/research studies
  - Model can be used to track any campus initiative, including Strategic Planning and QEP activities

- Three components
  - Report for tracking student success indicators
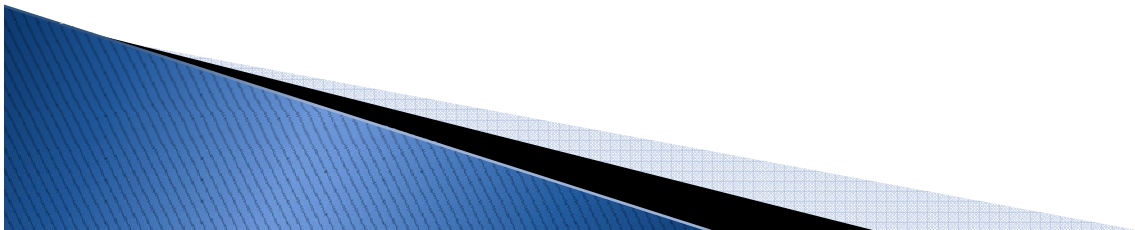 - Evaluation data and research studies
  - Definitions

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Data Repository

	A	B	C	D	E	F	G	H	I	J
1			College of the Mainland Achieving the Dream Data Repository							
2										
3	This document serves as the primary repository for all *Achieving the Dream* data,									
4	including indicators of student success and evaluation data.									
5										
6	**Report Card**									
7			The section includes both cohort and trend data on						Go to AtD Report Card	
8			student success indicators that are being tracked over							
9										
10	**Evaluation Data and Studies**									
11			This section includes data and information collected and						Go to Evaluation Data	
12			analyzed as a part of the evaluation of the intervention							
13										
14	**Definitions**								Go to Definitions Page	
15										
16										

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Elements of Report Card

- Outcome measures
- Targets
- Actual value

- Definitions
- Date last updated
- Drill down

	A	B	C	D	E
	College of the Mainland Achieving the Dream Report Card				
	Outcome/Measure	Two Year Target	Four Year Target	Actual	Last updated
	Academic Advising				
	Greater satisfaction with advisement process	-	-	0.87	SP 2005
	Completed degree plans for degree-seeking students	95%	99%		
	Completed degree plans for incoming degree-seeking students	80%	99%		

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Evaluation data/studies

- Links to evaluation data and related research studies

- Data typically collected at a specific point in time, not necessarily tracked annually

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Evaluation data/studies

College of the Mainland Achieving the Dream Evaluation Data and Studies

Redesigning Academic Advising System to Support Student Success

    Faculty Advisement Tracking

    Faculty Training-Fall 2007

    Faculty Training-Spring 2008

First Year Experience

    Focus Groups, Spring 2008

    Assessment of Students' Learning and Study Strategies, Spring 2008

    Assessment of Students' Awareness of College Culture and Expectations, Spring 2008

    College 411 Faculty Interviews, Spring 2008

Professional Development

    Learning Outcomes: What's Poverty got to do with it? 2/23/08

    The College Pipeline 6/18/08

    First Year Experience: Helping Students Achieve their Dream 6/19/08

    Effective Transitioning Processes 6/26/08

    Making a Positive Impact Upon Student Success 8/18/08

    Active Teaching Strategies 8/19/08

    First Year Experience and COM 8/20/08

    Enhancing Your Course with Technology 8/20/08

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How we did it

- **MS Excel document**
  - ◦ Allows for text, tables, graphics
  - ◦ Can link to other files

- **All data analyses done in SPSS and exported to MS Excel**
  - ◦ Created table format in SPSS

- **Word documents/reports saved as PDF files**

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Data Repository Demonstration

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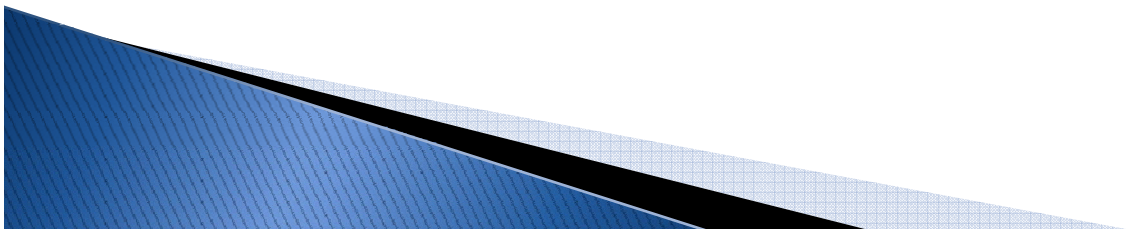
Notes on Report Card

- Separate workbook for each indicator

- Include menu with list of tables and graphics

- Include definitions, where appropriate

  ◦ Example: Achieving the Dream Cohort

- Include links to external documents

  ◦ Example: Degrees Conferred reports on IR web page

- Hide supporting sheets

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Notes on Formatting

- Within a sheet
  - Gridlines off
  - Freeze panes
  - Use text boxes to add notes/comments
- Tables
  - Use same format throughout
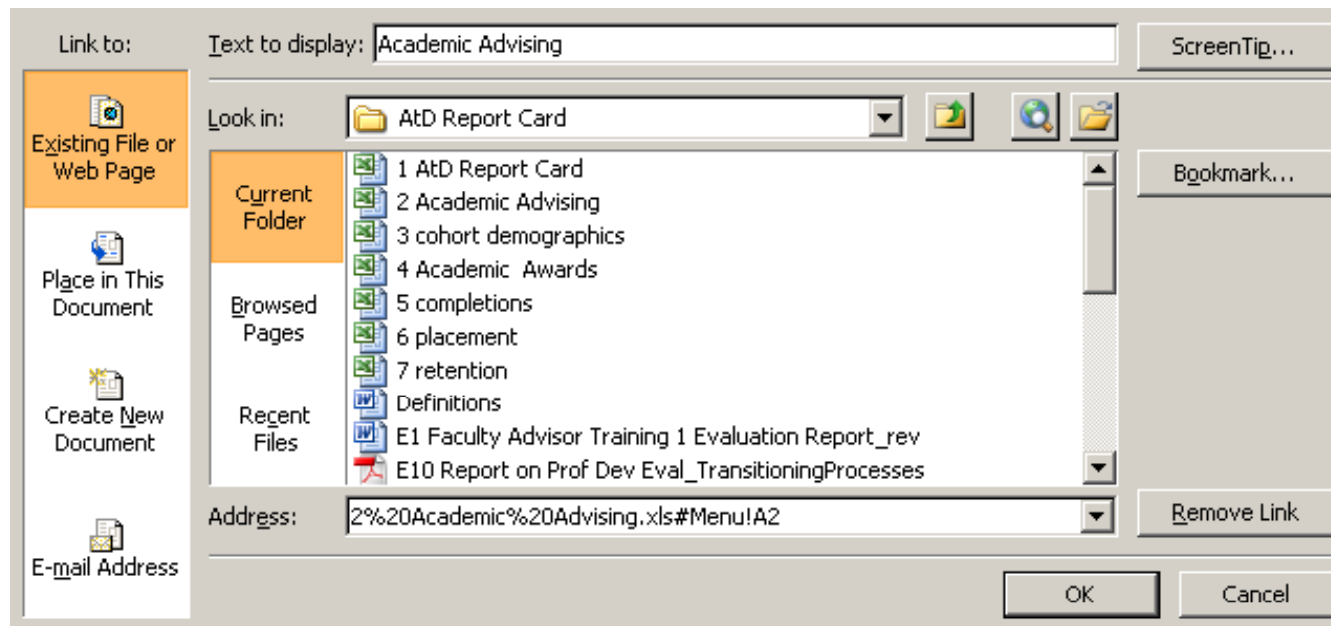   - Exception—tables from existing reports
  - Include source

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Notes on Formatting (cont.)

- Graphics
  - Use same color scheme throughout
  - Avoid busy graphs
  - Include data table with Graphs

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Creating links

- Highlight text
- Right-click and select 'Hyperlink'

Additional Tips

- Store all files in the same folder

- Develop a naming convention for all documents

- Include definitions

- Include tables and graphs where appropriate

- Provide training *before* rollout

- Access should be read ability only

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Additional Tips

Remember:
It will always be a work in progress

Questions?

Contact information

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