

IMPROVING DATA REPORTING THROUGH SUCCESSFUL ALLIANCES

HUSTON-TILLOTSON UNIVERSITY

Jaya Soni

Director of Institutional Planning, Research and Assessment

Background

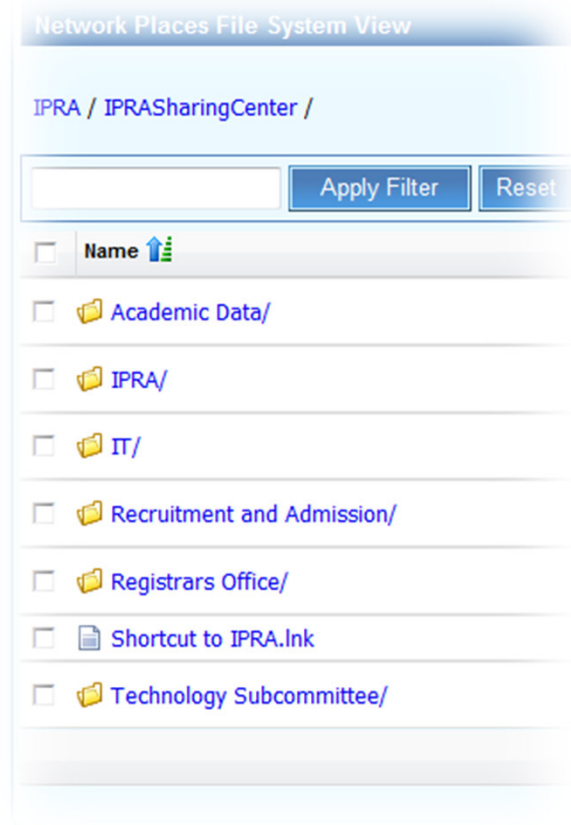


- Transition in IPRA
 - ▣ Interim Director initiatives.
 - ▣ New Director, continued with initiatives utilizing software background.

- Transition of IT
 - ▣ Utilized both consultant and in-house IT.
 - ▣ Moving toward in-house project based.

Initial Strategies

- Establish Sub-Committee
- Bi-weekly Meetings
- Shared Network Drive



Membership



- Director of IPRA
- Registrar
- Associate Registrar
- Director of Admission and Recruitment
- Associate Provost
- IT Coordinator

Major Topics



- Ensure that student data is collected according to IPEDS needs. (Ex. Race).
- With new/consortium programs, ensure student data is consistent with current practices.
- Reporting: Information is entered in ways conducive to reporting (specified fields).
- Movement away from custom entry towards standard entry to increase cost-effectiveness.

Tracking Issues:

	A	B	C	D	E	F	G
1	Issue and Purpose of Needed Change	Discussion Date	Resolution	Implementation Details	Implementation Date	Areas Most Impacted	Section in Manual
2	Transfer Students Inaccurately Identified as Freshman because transcript not in	12/5/2012	CX System Logic Update for Identifying Status	IT will need to update logic.	Ongoing- External Process Changes Needed.	IPRA	Registrar
3	FTF inaccurately identified as Sophomore because too many credits	12/5/2012	CX System Logic Update for Identifying Status	IT will need to update	Ongoing-Need to decide how to identify more accurately.	IPRA	Registrar
4	Student 12345 listed in erazer as transfer freshman, but really first time freshman, no previous creds. Dean of Lib.Arts called to check. 12/06/2012	12/6/2012	Resolved- Spoke with IT	IT is correcting issue.	Corrected 12/10/2012	Academic, IPRA	
5	Duplicate CEEB Codes - Use as identifiers	11/15/2012	Spoke with IT	Interim Shared Note	Ongoing	IPRA	IPRA
6	Need Ed institution type pulled correct in report	11/15/2012	Emailed IT.	Interim Shared Note	Ongoing	IPRA	IPRA
7	New fields added to Admission entry screen: Reg Form and Personal Info What are they for?	11/28/2012 by email	Jay is checking the SMO update	Information update	12/5/2012	Registrar	Admission and Recruitment

History of Data at Institution



- Understanding the campus data management system(s) on campus?
 - What SIS system is currently in use?
 - When was the system first implemented?
 - What components does the institution subscribe to?
 - Are all components actively utilized?
 - How are data entry standards maintained on campus?

Implementation Matrix

	Registrar's Office	Admission	Financial Aid	Academic Affairs	Student Affairs	Health Services	IPRA
Data Input Capability	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Usage	High	High	Medium	Medium	Very Low	None	Medium
Custom or Standard Entry	C+S	C+S	S	C+S	C+S	C+S	C
Custom or Standard Entry Reporting	C	C	C	C	C	C	C
Report Usage	Low, Prism	Low	Low	High	None	None	High

Expanded Membership



- Director of Financial Aid
- Student Services Coordinator for Special Adult Degree Program
- Director of Auditing and Reporting
- Director of Campus Life
- Dean of Students

Initiatives



- User guide to improve Consistency of Data Management.

- Implementation of Inactive System Modules.
 - Increased training for related areas.

- Campus projects:
 - Student email use.
 - Integration of tablets with SIS system.

Perspectives

What information have you discussed during the Data Review Subcommittee that you found most beneficial for your area?

- *“Data entry specifics, Business process development, and Policy implementation.”*
- *“Everything that we have discussed has been beneficial but I am not sure if I can name just one thing that I have found most beneficial. There are still a few issues that continue to plague us in terms of data and data collection.”*
- *“Student classifications. Student Entry status.”*
- *“The concept and ideas of uniformed data entry and field definitions have been most beneficial.”*

Perspectives



Why?

- *“From an IT standpoint, clarification and correction allows for a standard to be set and create less issues overall for the system/IT to handle.”*
- *“Ensures better understanding of data.”*
- *“How each department defines and populates fields affect other departments and it is crucial that we are uniformed.”*

Perspectives



What other topics regarding student data and CX would you like to see committee discuss?

- *“Refining the Admissions and Registration process.”*
- *“Reporting requirements as they become available.”*
- *“Defining data entry specifics and identifying links in the data of a student as they pass through to graduation.”*
- *“Cleaning data.”*
- *“Again, the uniformity of data entry and field definitions.”*

Challenges



- Ability to converse using shared language.
- Differing needs of committee members.
- Differing availability and resources of committee members.
- Sharing conversations with non-committee colleagues.
- Documenting incremental “success” and improvement.
- Limitations due to current processes external to data management.

Success



- ❑ Increased communication and understanding of various roles.
- ❑ Greater inclusion on SIS training.
- ❑ Enhanced understanding of data availability.
- ❑ Ability to work as a team when assisting staff with SIS system reporting needs.
- ❑ Expanded use of system- additional faculty and administrators.
- ❑ Cleaner report output.
- ❑ Reports created more quickly by IT.

Discussion:



- What techniques are employed at your campus to increase communication and understanding?
- What challenges does your campus face with data consistency?