Using SPSS, Access, and Excel for CBM004 Reports

> TAIR 2015 – Session G5 Presented by Jane Haas Del Mar College

# Step 1: Import raw data from certified CBM004 text file into SPSS

#### \* Read the text data file from the Coordinating Board.

\* Replace the path below R:\IRE-Limited\CBM Files\Downloaded Raw Data Files\CBM 04\YearFolder\File name.txt

data list file='R:\IRE-Limited\CBM Files\Downloaded Raw Data Files\CBM 04\FA2013\04\_12013.txt' fixed records=1

/1	prefix	8-14 (a)
	crsnum	15-21(a)
	sect	22-28 (a)
	sch	29-32 <mark>(2)</mark>
	devex	33-34
	instype	35
	crstype	36
	loccode	37 (a)
	cnthrs	38-41
	cip	42-51 (a)
	instmode	52
	zip	53-57
	fac_id	58-66 (a)
	resp	67-69
	weeks	70-71
	ugnaf	72-74
	sem	75
	χr	76-79
	instfice	80-85
	ugaf	86-88
	ugnsf	89-91

### EXECUTE.

#### VARIABLE LABELS

'Subject Prefix' prefix 'Course Number' crsnum 'Section Number' sect sch 'Semester Hour Value' 'Dev Enrollment Exceeds State Limit' devex instype 'Instructional Type' 'Course Type' crstype loccode 'Location Code' 'Contact Hours' cnthrs 'Approval Code CIP' cip instmode 'Instructor Mode' 'Zip or Country Code' zip fac\_id 'Instructor Code' 'Responsibility Factor' resp weeks 'Number of Weeks' 'Enrollment NOT affected by UG SCH limit' ugnaf sem 'Semester' 'Year' yr instfice 'Inter-institutional FICE' 'Enrollment affected by UG SCH limit' ugaf 'Enrollment not state-funded'. ugnsf



#### VALUE LABELS

instype 1 'Lecture' 2 'Lab' 3 'Clinical' 4 'Electronic' 5 'Co-op' 6 'Internship' 7 'Practicum'/ crstype 1 'General Academic' 2 'Regular Technical' 4 'Technical (Workforce)'/ loccode'1' "In-District" '2' "Out-of-District" '3' "Out-of-State" '4' "Foreign Country" '5' "Correctional Institution" '6' "Inter-Institutional" '7' "Military Bases" '8' "Primary or Secondary School" '9' "Individual Telecommunications"

'A' "Auxiliary Location" 'B' "Out-of-District Entity" 'H' "High School for Dual Credit"/

instmode 1 'Face to Face' 2 'Internet' 3 'Video Tape/TV' 4 'Interactive Video'

- 5 'Multiple or Other Electronic Media' 6 'Hybrid'/
- sem 1 'Fall' 2 'Spring' 3 'Summer I' 4 'Summer II'/.

EXECUTE.

\* Look for duplicate courses to identify potential problems or team-teaching:

COMPUTE dup=0. SORT CASES BY prefix crsnum sect (A) . IF (prefix=lag(prefix)) and (crsnum=lag(crsnum)) and (sect=lag(sect)) dup=1. FREQUENCIES VARIABLES=dup /ORDER\_ANALYSIS. EXECUTE.

\* If the responsibility factor is off by a decimal point, correct: COMPUTE resp=resp\*10.

\* If the instructor ID is invalid ("Staff"), change to "999999999": IF (fac\_id="Staff") fac\_id="999999999". EXECUTE . \* If the data file looks clean you should save it at this point as "04\_12013.sav" (04\_#YEAR is Access name)
\* Import to Access database.

\*Note: Prior to Fall 2013 SCH value was single digit (e.g. 3), now it has 2 decimals, so in the CBM flat file it will be "300" \*Current syntax will import text to SPSS as "3.00" (with decimals), however Access will import text as "300" (without decimals) \*Before adding semester table to main "cbm004" database, remember to divide 300 by 100 and format field to have decimals

### Formulas:

Enroll = ugnaf 'Enrollment NOT affected' + devex 'Dev Enrollment Exceeds State Limit' + ugaf 'Enrollment affected by UG SCH limit' + ugnsf 'Enrollment not state-funded'.

Total CH = enroll\*cnthrs 'Contact Hours'

Funded CH = (ugnaf 'Enrollment NOT affected' + ugaf 'Enrollment affected by UG SCH limit') \* cnthrs Excess Developmental CH = devex 'Dev Enrollment Exceeds State Limit' \* cnthrs 3-peat CH= ugnsf 'Enrollment not state-funded' \* cnthrs \*Since there are formulas for TOTALS in Access, this can be done after importing to have totals in SPSS file

\*\*\*\*\*\*

\*Compute TOTAL Enrollment, Contact Hours and Total Semester Credit Hours:

\*1) First compute TOTAL Enrollment. COMPUTE enroll=0. COMPUTE enroll=devex+ugnaf+ugaf+ugnsf. EXECUTE.

\*Check if enrollment adds up. DESCRIPTIVES VARIABLES=devex ugnaf ugaf ugnsf enroll /STATISTICS=SUM.

\* 2) Compute Total SCH. COMPUTE TotalSCH=0. COMPUTE TotalSCH=enroll\*sch. EXECUTE.

### \*Check if SCH total matches CBM certified edit.

DESCRIPTIVES VARIABLES=TotalSCH /STATISTICS=SUM.

## \* 3) Compute Total CH:

## \* A) Compute Total Funded CH.

COMPUTE CHfund=0. COMPUTE CHfund=(ugnaf+ugaf)\*cnthrs. EXECUTE.

## \* B) Compute Total Excess Developmental CH.

COMPUTE CHdevex=0. COMPUTE CHdevex=devex\*cnthrs. EXECUTE.

\* C) Compute Total 3-peat CH. COMPUTE CHnsf=0. COMPUTE CHnsf=ugnsf\*cnthrs. EXECUTE.

\*D) Add all CH (funded+developmental+3peat). COMPUTE TotalCH=0. COMPUTE TotalCH=(CHfund+CHdevex+CHnsf). EXECUTE.



\*Check totals. DESCRIPTIVES VARIABLES=CHfund CHdevex CHnsf TotalCH /STATISTICS=SUM.



\* Or just do "Enroll \* CH". COMPUTE TotalCH=0. COMPUTE TotalCH=enroll\*cnthrs. EXECUTE.

\*Check if CH total matches CBM certified edit. DESCRIPTIVES VARIABLES=TotalCH /STATISTICS=SUM.

\*\*\*END of Syntax

# Step 2: Run queries in Access 1) Calculate Totals 2) Assign Faculty (Status, Name)

# Step 3:

Export Access Data File to Excel
Make Adjustments (see "Notes")
Subtotal by Div/Dept/Discipline
Copy Special Sections to own tab
Do Pivot Tables

1		Tran	sformir	ng "qry	CBMO	04CHby	DivDep	otSecti	on_TE	RM" i	nto "(	CBM004	TERM Fir	nal"		
2	MSC	I														
3	Add I	Militar	y Scienc	e. MAN	UALLY.	In red. C	Get data	extrac	ted fro	m Colle	eague	(CSAR to f	find course	s, CRSE-Cou		
4																
5	Secti	ons Co	ount													
6	1) Ne	Need to adjust for '% responsibility'' (Cnt=1*Resp/100)														
7	2) Ne	Need to do stacked classes. MANUALLY. Make a note which class it was stacked with														
11																
12	SCH	& Enro	ollment	Adjustr	nent											
13	1) Ad	justed	Enrollm	ent=Enr	oll*%Re	esponsibi	lity									
21	3) Ca	lculate	e <b>"Total</b>	SCH" =	Adj. Eni	*SCH Va	lue									
22																
23	Secti	on co	de Look	-up												

33	Inser	t/arra	nge colu	mns in	this or	der, so	when	copy da	ta for n	nultiple	semes	ters everyt	ning will li	ine up:
34										condit				
35	свмос	4CHbyD	)ivDeptSecti	ombines	s makes '	'Course	Section		qry	format		inserted*	replaced	inserted*
36	Α	В	С	D	E	F	G	н	I	J	К	L	м	Ν
			Disciplin					Course					SCH	
37	Div	Dept	e	prefix	crsnum	sect	FE	Section	Туре	Resp	Enroll	Adj Enr	value	Total SCH
38	BPT	NRED	Registere	RNSG	1300	090		RNSG 130	LEC	50	63	=K36*J36/100	3.0	=L36*M36
39	BPT	NRED	Registere	RNSG	1300	090		<b>RNSG 130</b>	LEC	50	63	31.5	3.0	94.5
40										<100				
41								Added a	afer CBM	extractio	n with s	eparate qry	inserted*	inserted
42	0	Р	Q	R	S	Т	U	v	w	X	Y	Z	AA	AB
			Funded	Excess	3peat	Total	Facult	fac_id	PERSTAT	Fac_		POS_		
43	СН	Wks	СН	Dev CH	СН	СН	y ID	_ID	_HRP_ID	Name	Status	TITLE	Cnt	Note
44	48	16	3024	0	0	3,024	451335			Dawod,	FT	INSTRUCTOR, N	=1*J36/100	stacked &
45	48	16	3024	0	0	3,024	452042	52-04-223	2	Pellegrir	FT	INSTRUCTOR, N	0.50	other notes
46													cond format	:< <b>1</b>
47	Add	the fo	llowing s	heets t	o "qry(	свмоо	4CHby	DivDept	Section	TERM"	so eve	rything is in	one file:	
48	Note: If	vou make	e anv changes	in this main	n data shee	t, copy the	change to	"subtotals" s	heet! If cha	nge affects "	Special sec	tions" or "Avg Clas	s size" then co	py there as well.
40	► H	subtotal	s qryCBM	004CHby	DivDeptS	ectionFA	12 Spe	cialSections	Special	V AvgCl	assSz / e	excluded / Full-p	artSCH / PRO	enroll / notes /

## **Adjustment for Team-taught and Stacked Classes:**

							-		-								
					crsnu				Enro		SCH				Statu		
1	Div	Dept	Discipline	prefix	m	sect	Туре	Resp	Ш	Adj Enr	value	Total SCH	Total CH	Fac_Name	S	Cnt	Note
31	AS	ARTS	Art	ARTS	2356	151	LEC	100	9	9.0	3.0	27.0	864	Byers, Diana	FT	0.5	stacked w/ 2357.150
32	AS	ARTS	Art	ARTS	2356	500	LEC	100	12	12.0	3.0	36.0	1,152	Janko, Jeffrey	PT	1.0	
33	AS	ARTS	Art	ARTS	2357	150	LEC	100	5	5.0	3.0	15.0	480	Byers, Diana	FT	0.5	stacked w/ 2356.151

1598	BPT	NRED	Health Science	HPRS	1204	571	LEC	50	16	8.0	2.0	16.0	512	Jimenez, Benjamin	PT	0.5	Team-taught
1599	BPT	NRED	Health Science	HPRS	1204	571	LEC	50	16	8.0	2.0	16.0	512	Asuncion, Louie	FT	0.5	
1600	BPT	NRED	Health Science	HPRS	1204	709	LEC	100	21	21.0	2.0	42.0	1,344	Fanger, Robert	FT	1.0	
1601	BPT	NRED	Health Science	HPRS	1204	710	LEC	100	14	14.0	2.0	28.0	896	Asuncion, Louie	FT	1.0	
1602	BPT	NRED	Health Science	HPRS	1204	800	LEC	33	19	6.3	2.0	12.5	399	Vela, Bernadette	PT	0.33	Team-taught
1603	BPT	NRED	Health Science	HPRS	1204	800	LEC	33	19	6.3	2.0	12.5	399	Jimenez, Benjamin	PT	0.33	
1604	BPT	NRED	Health Science	HPRS	1204	800	LEC	34	19	6.5	2.0	12.9	418	Asuncion, Louie	FT	0.34	
1605	BPT	NRED	Health Science	HPRS	1206	090	LEC	100	23	23.0	2.0	46.0	736	Black, Chris	FT	1.0	

# Subtotals and Checking:

	1	Div	Dept	Discipline	prefix	crsnum	sect	Adj Enr	Total SCH	Total CH	Cnt	Note
	1078	AS Tota	l					19,553.0	57,500.0	1,108,976	998.0	
+	1087			Health Information Technology Total				98.0	282.0	6,032	8.0	
+	1096			Medical Laboratory Technology Total				93.0	265.0	11,648	7.0	
+	1106			Occupational Therapy Assistant Total				121.0	363.0	13,056	6.0	
+	1113			Pharmacy Technology Total				25.0	70.0	2,960	5.0	
+	1125			Physical Therapist Assistant Total				121.0	368.0	13,232	6.0	
+	1139			Respiratory Therapy Total				<mark>84.0</mark>	201.0	9,360	5.0	
+	1147			Surgical Technology Total				24.0	96.0	5,568	2.0	
	1148	A	LHE Tota	al				566.0	1,645.0	61,856	39.0	
	1293	E	BUSI Tota	al				1,963.0	5,821.0	111,904	126.0	
	1405	C	OMS Tot	tal				1,357.0	4,288.0	117,312	93.0	
	1502	0	EHE Tot	al				591.0	1,721.0	66,032	40.0	
	1597	н	UMS Tot	tal				1,203.0	3,699.0	104,528	85.0	
	1664	1	EDU Tota	al				674.0	2,350.0	59,200	60.0	
	1761	N	IRED Tot	al				1,012.0	2,260.0	85,008	39.0	
	1826	P	UBS Tot	al				1,193.0	3,932.0	100,224	53.0	
	1942	Т	ECH Tota	al				1,144.0	3,935.0	112,608	96.0	
	1943	BPT Tota	al					9,703.0	29,651.0	818,672	631.0	
	1944	Grand T	otal					29,256.0	87,151.0	1,927,648	1629.0	
	1945								87,143	1,927,520		CBM edit summary
	1946								8	128		add MSCI
	1947								87,151	1,927,648		Grand Total
	1948								0	0		Difference

## Special Sections and Pivot Tables:

37	Registered Nurse Education	1	7	14	224								
38	Off-Campus Total	5	61	176	3,776								
39	Grand Total	254	5,395	15,984	313,712								
40													
133	Dual Credit by Location:												
134	Row Labels	Sum of Cnt	Sum of Adi Enr	Sum of Total SCH	Sum of Total CH	.25	Р	roces	s Techno	logy	892	168	1060
135		6	181	543	8,688	.26	v	Veldin	g Applied	l Technology	1252		1252
136	Dual Credit - DMC	22	276	890	21,200	.27	TECH T	otal			3138	797	3935
137	🗄 Dual Credit - HS	24	683	2,110	43,024	.28 BPT Total				24,551	5,100	29,651	
138	🗄 eLearning - Internet DC	27	722	2,166	36,800	.29	Grand To	otal			65,459	21,692	87,151
139	Grand Total	79	1,862	5,709	109,712	30					F/T SCH	P/T SCH	Total SCH
140											.,	.,	
161	Off-Campus by Location					4 4		Subto	tals 🖉	qryCBM004CHb	yDivDeptSec	t-FA13	%PT Spec
162	Row Labels 🏹	Sum of Cnt	Sum of Adj Enr	Sum of Total SCH	Sum of Total CH								
163	■ Off-Campus	5	61	176	3,776								
164	Grand Total	5	61	176	3,776								
M	Oresp Subtotals	qryCBM	004CHbyDivD	eptSect-FA13	/ %PT / Spe	cialSe	ctions 🖉	Spe	cialPV	d			

76	To get '	'Enrollm	ient His	tory" table for Pro	ogram I	Review								To get totals for PR E	nrollmen	t History			To get FT/PT total	s for PR		
77	Copy fr	om "qry	CBM00	4" enrollment for	each p	rogram u	inder rev	iew						1) Higlight the dat	a, insert	pivot table	this order:	<ol> <li>Copy pivot table &amp; remove all value</li> </ol>				
78	Change	FE" co	lumn ir	to "PR Course" &	CONC	ATENATE	(A3, " ",	B3). Then o	copy/past	e special values o	ver itse	lf.		Row Labels=PR Co	nr, SCH, CH	H Row Labels=PR Course (FE), Values =						
79 Add "special sections" designation (such as CLN, I-net, Flex, stacked) manu									ally										Sum of Cnt	Cc 🔻		
															Sum of	Sum of	Sum of	Sum of				
80	prefix	crsnum	sect	PR Course (FE)	Туре	Resp	Adj Enr	Total SCH	Total CH	Fac_Name	Status	Cnt	Note	Row Labels	Cnt	Adj Enr	Total SCH	Total CH	Row Labels 🐣	FT PT	Grand	l Tota
81	BCIS	1305	001	BCIS 1305 (stack w	LEC	100	5.0	15.0	480	Dufrain, Barbara	FT	0.5	stacked w/ITS	BCIS 1305 (stack w	/ 4.5	60	180	5760	BCIS 1305 (stack	3.5	1 4.5	
82	BCIS	1305	002	BCIS 1305 (stack w	LEC	100	10.0	30.0	960	Hattox, David	FT	0.5	stacked w/ITS	BCIS 1305 CHS	1	9	27	864	BCIS 1305 CHS		1 1	
83	BCIS	1305	003	BCIS 1305 (stack w	LEC	100	3.0	9.0	288	Dufrain, Barbara	FT	0.5	stacked w/ITS	BCIS 1305 I-net (st	a 2.5	60	180	5760	BCIS 1305 I-net	2.5	2.5	
84	BCIS	1305	004	BCIS 1305 (stack w	LEC	100	9.0	27.0	864	Thorn, Ann	FT	0.5	stacked w/ITS	BCIS 1305 I-net DC	1	15	45	1440	BCIS 1305 I-net	1	1	
85	BCIS	1305	005	BCIS 1305 (stack w	LEC	100	7.0	21.0	672	Frederick, Patricia	FT	0.5	stacked w/ITS	GAME 1304 Hybrid	1	18	54	1728	GAME 1304 Hyb	1	1	
86	BCIS	1305	151	BCIS 1305 (stack w	LEC	100	7.0	21.0	672	Dufrain, Barbara	FT	0.5	stacked w/ITS	GAME 2459 Hybrid	1	8	32	768	GAME 2459 Hyb	1	1	
87	BCIS	1305	152	BCIS 1305 (stack w	LEC	100	5.0	15.0	480	Hattox, David	FT	0.5	stacked w/ITS	GISC 1311 Flex	1	21	. 63	2016	GISC 1311 Flex		1 1	
88	BCIS	1305	300	BCIS 1305 CHS	LEC	100	9.0	27.0	864	Samo, Teri	PT	1.0	not stacked	GISC 1491 Flex	1	7	28	672	GISC 1491 Flex		1 1	
89	BCIS	1305	500	BCIS 1305 (stack w	LEC	100	7.0	21.0	672	Upshaw, Susan	PT	0.5	stacked w/ITS	IMED 1301 Hybrid	1	17	51	1632	IMED 1301 Hybri	d	1 1	
90	BCIS	1305	501	BCIS 1305 (stack w	LEC	100	7.0	21.0	672	Upshaw, Susan	PT	0.5	stacked w/ITS	IMED 1301 I-net	1	16	i 48	1536	IMED 1301 I-net	1	1	
91	BCIS	1305	709	BCIS 1305 I-net (sta	LEC	100	10.0	30.0	960	Davis, Phillip	FT	0.5	stacked w/ITS	IMED 1305 Hybrid	1	9	27	864	IMED 1305 Hybri	d	1 1	

# Thank You!

# Jane Haas

Del Mar College Office of Strategic Planning and Institutional Research 101 Baldwin Blvd., HA-157 Corpus Christi, TX 78404 Phone (361)698-1552, Fax (361)698-1090 E-mail jhaas@delmar.edu