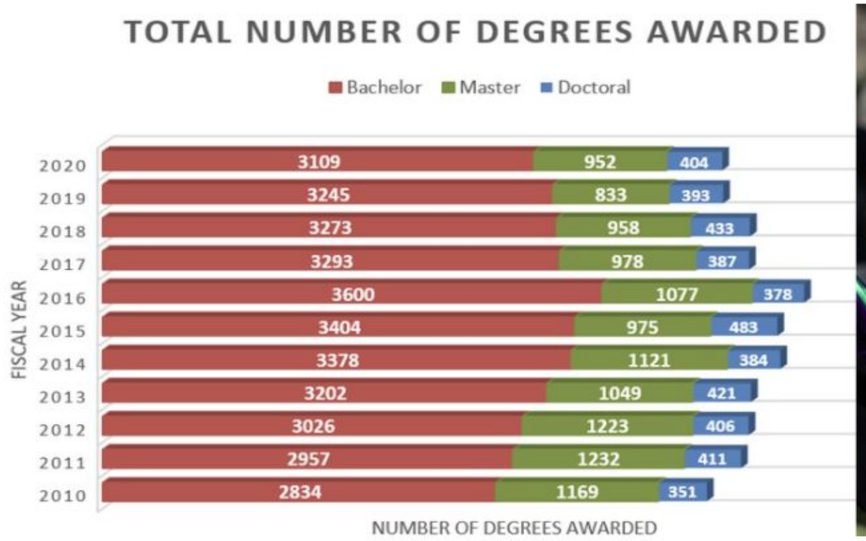
MĀNOA INSTITUTIONAL RESEARCH OFFICE (MIRO) PRESENTS

Data Preparation and Usage for Common Data Set and External Surveys

MIRO Virtual Symposium Series

MĀNOA INSTITUTIONAL RESEARCH OFFICE



Mission

The **Mānoa Institutional Research Office (MIRO)** provides information and research-based analysis to fulfill mandatory reporting requirements and support university decision making for institutional effectiveness. Read more...

Announcements

- Check out the 2020 Earth Day Survey Executive Summary and Earth Day Survey Project Video.
- Attend **MIRO's Virtual Symposium** series to learn more about our projects and data tools.
- MIRO is featured in NSSE's "Lessons from the Field." (NSSE publication, video)

Did You Know?

- Most recent data showed, UH Mānoa's 4-year graduation rate doubled in 8 years. Read more...
- View our website tutorial videos in English, Hawaiian, Japanese, Chinese (Mainland China), Chinese (Taiwan), Korean, Tagalog, French, Spanish, and Russian. (Tutorial PPT)

Common Data Set Initiative

A collaborative effort between publishers and the educational community

IPEDS & CDS

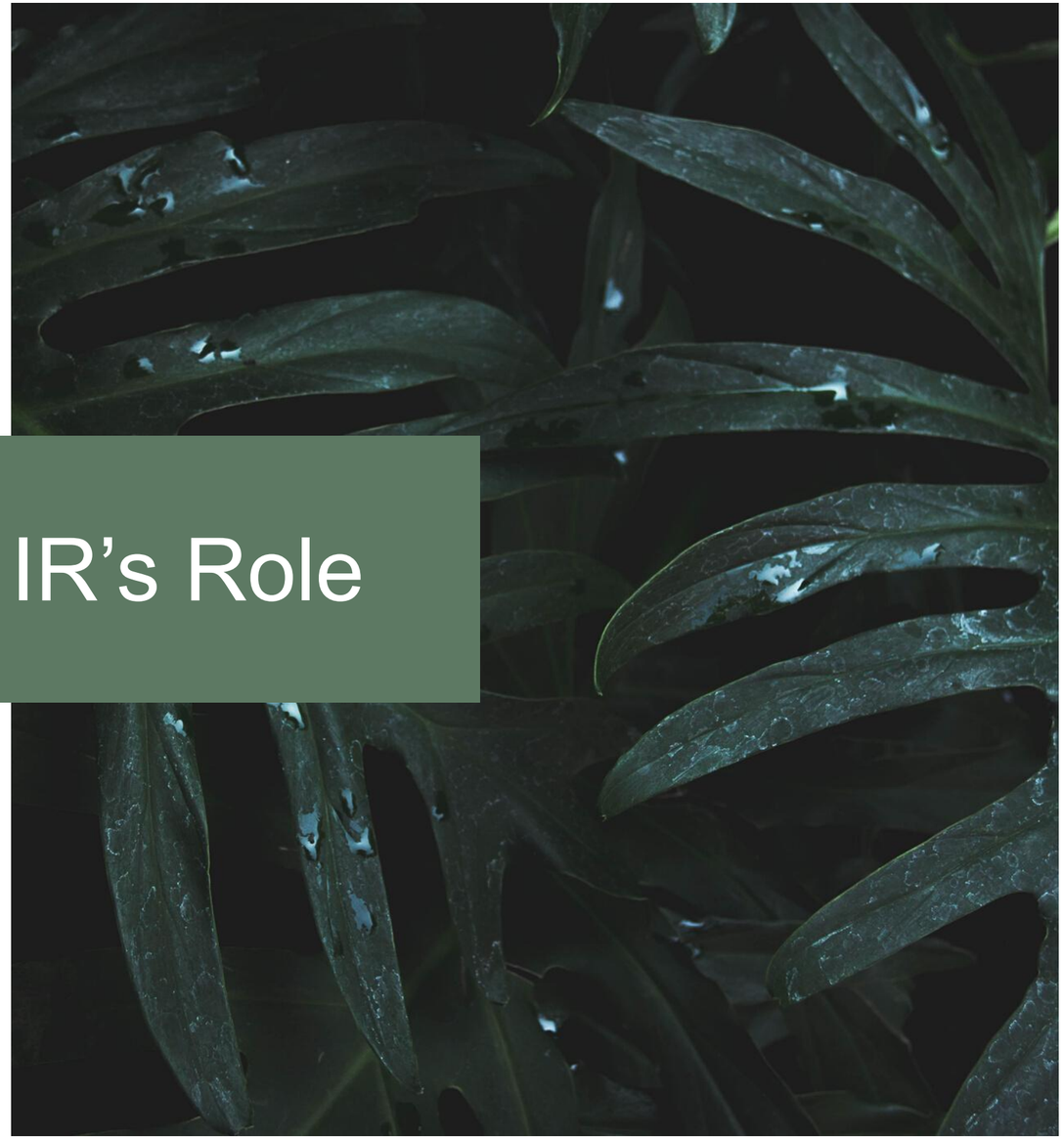
Guests Speakers

Robert Morse

Chief Data Strategist at U.S. News & World Report,
CDS Advisory Board Member

Ashley Robinson-Spann

Senior Director at The College Board,
CDS Advisory Board Member



IR’s Role

Two Tasks

- Coordinate Information Collection Across Campus
- Calculate and Enter Data

Task 1: Collect Information from Other Offices

Main Challenges

- Different deadlines
- Similar questions
- Massive email communication

Our Solution

A Consolidated Data Set and a Streamlined Collection Schedule

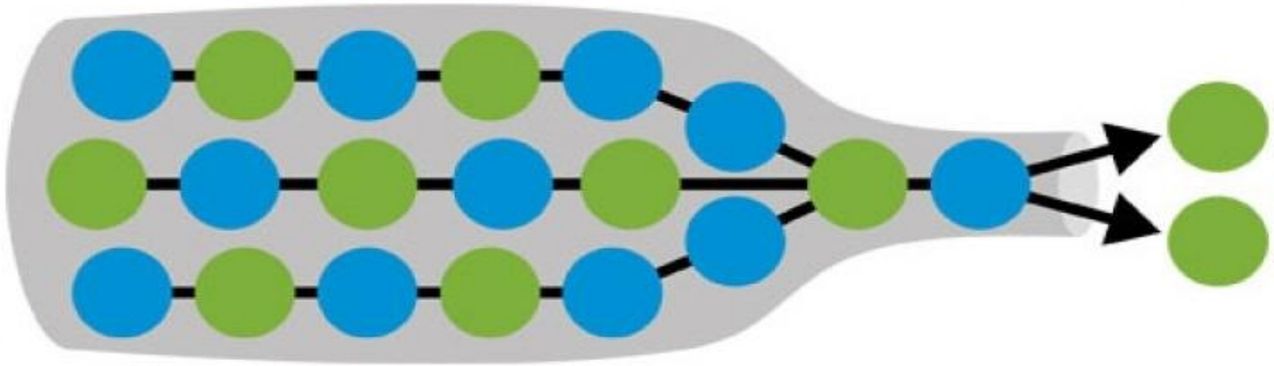
Admissions	Career Services	Athletics
Student Life & Development	Alumni	Registrar
IT	Commuter Service	Library
Fiscal	Residence Life	Human Resources
Financial Aid	Disability Service	Research Services

Consult with Participating Offices

Need for Improvements

- Too much one-on-one communication
- Data download and upload
- Risks of human errors

Two Bottleneck Issues



Manually downloading & saving data

Communicating with each office on a **one-on-one** basis

Goal: Reduce the cumbersomeness of manually downloading and saving data

Solution: transform the consolidated dataset to a format that offices can easily enter and upload their answers to.

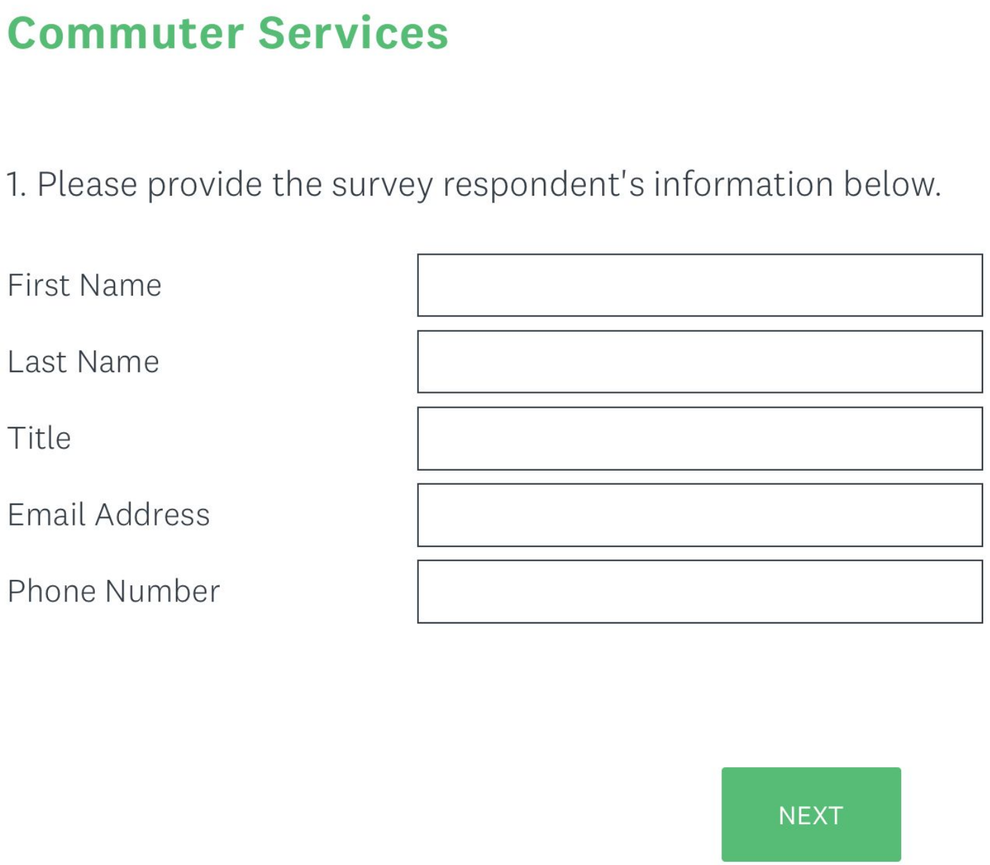
Two types of Information Provider Offices:

1) Offices that have **minimum data entry**
2) Offices that submit **different data** each year

Offices with Minimum Data Entry Use a Consolidated Online Questionnaire

- Career Services
- Student Life & Development
- Disability Service
- Library
- IT
- Commuter Service
- Residence Life
- Alumni

Input Survey Provider’s Information



Offices Use Online Survey to Submit Data

Offices Review and Revise Answers

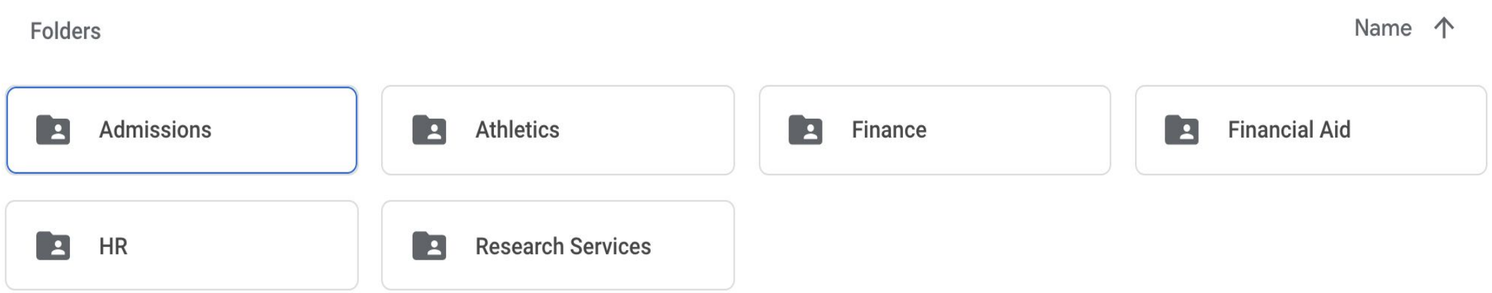
Commuter Services

Welcome to MIRO data collection survey. Please review the following questions and their answers based on the latest academic year. The answers are provided from your office last year. If you believe there is a change in the answers, please write down the change in the comment box below each question.

2. The latest data you provide is Academic Year (please specify the range, e.g., 2019-2020)

3. Does your institution currently partner with a car sharing company (e.g. Zipcar, Enterprise CarShare) that makes car rentals accessible around campus to undergraduates younger than 25?
Current Answer: Yes

Great Efficiency Improvement Using Online Survey



- Admissions
- Athletics
- Registrar
- Fiscal service
- Financial Aid
- Research Services
- Human Resources

Offices Provide Different Data Each Year: Use Google Shared Folders to Submit Data

Google Folder Collection Example

Folders

Archive

Last year's data

Files

New data needed

Faculty: Salaries
Please report the salaries of full-time instructional faculty members in for the 2020-2021 academic year.
Note that U.S. News's grid has been revised this year to significantly conform to revisions in Form 2 from the American Association of University Professor (AAUP) data collection. U.S. News's two main changes are that we no longer are collecting fringe benefit expenditures (now collecting salaries only) and are newly collecting on full-time faculty categorized as 'instructor', 'lecturer' and 'no rank'. Because of the changes, data your institution reported for 2019-2020 academic year are not displayed for reference below and will not be incorporated into a rolling two year average for the upcoming 2021 Best Colleges rankings calculations.
Include the unduplicated combined total of "Primarily Instructional" and "Instructional/Research/Public Service" aggregating all faculty across gender and tenure/non-tenured status. Exclude faculty who are clinical or basic science faculty, located in schools of medicine and/or military faculty.
Primarily Instructional refers to an occupational category used to classify persons whose specific assignments customarily are made for the purpose of providing instruction or teaching. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time providing instruction or teaching.
Instructional/Research/Public Service refers to an occupational category used to classify persons for whom it is not possible to differentiate between instruction or teaching, research, and public service because each of these functions is an integral component of his/her regular assignment. Regardless of title, academic rank, or tenure status, these employees spend the majority of their time providing instruction, research, and/or public service.
These definitions of instructional faculty are used by AAUP and should be reported to U.S. News the same way to the fullest extent applicable.

AY 2020-2021 HR salaries

Instructions

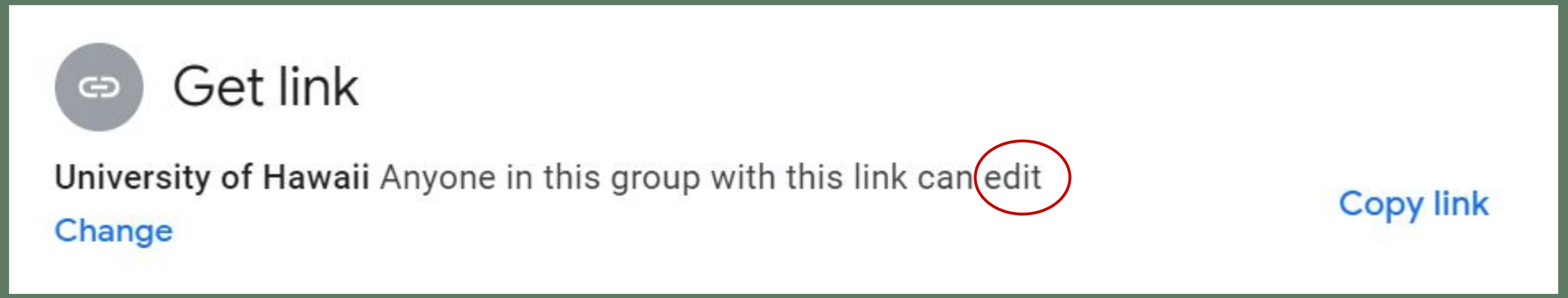
1. 4273648survey completion time: the data is usually reviewed and provided in May, it is suggested that survey respondents complete the survey on April 1st each year. If April 1st falls on a Saturday, Sunday, or holiday, the deadline is postponed to the end of the next workday.
2. Data year: provide Academic Year 2020-2021 data
3. To open the file in the Google shared folder, please click "Open with" first and then choose the app to open with.

Open with
Connected apps
DocHub - View, Edit & Sign PDFs
Google Sheets
Suggested third-party apps
Lumin PDF
Connect more apps

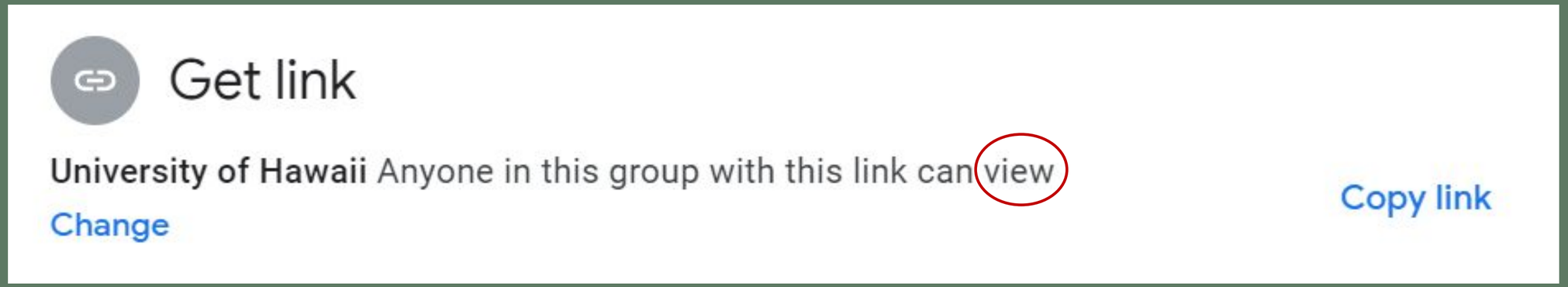
4. Archive: previous years' data can be found in the archive.
5. Please contact Kelly (jungta@hawaii.edu) if you have any questions.

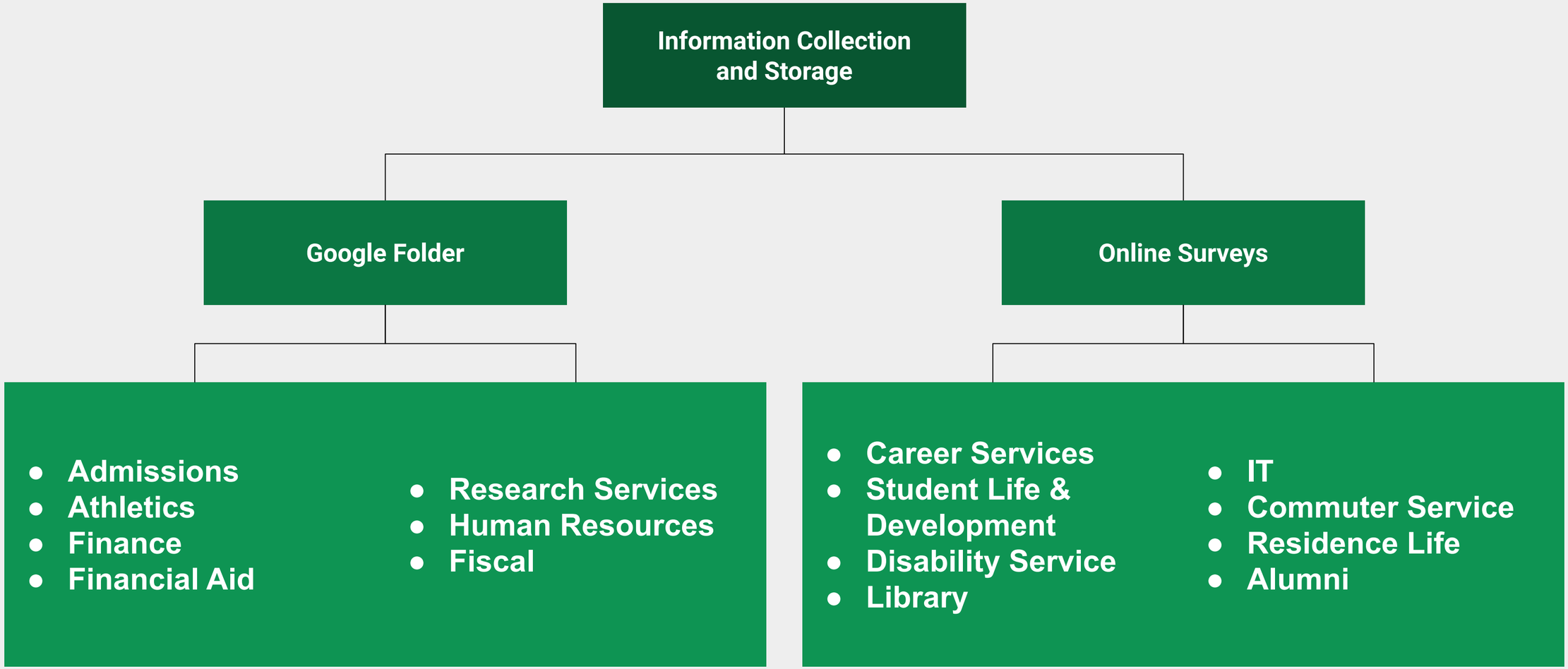
Read Me_System HR

Offices have Editor’s Role When Collection Window is Open



Change from Editor to Viewer Once Data are Moved to Archive Folder




Information Collection and Storage
Google Folder
Online Surveys
Admissions
Athletics
Finance
Financial Aid
Research Services
Human Resources
Fiscal
Career Services
Student Life & Development
Disability Service
Library
IT
Commuter Service
Residence Life
Alumni

MIRO’s Internal Information Collection Cycle

Fall Collection:

Admissions
Athletics
Financial Aid
Career Services
Residence Life
Commuter Services
Disability Services
Military Transfers
Registrar
Student Life and Development
ITS

Winter Collection:

Financial Aid (Annual Expenses)

Spring Collection:

Fiscal (January)
Research Service (January)
Library (February)
HR (March)
Alumni (March)
Finance (April)

Fall Collection Communication Timeline

Late July:
Update Contact

⇨

Late August:
Send Invitation,
6-week Collection Window Starts

⇨

4th Week:
1st Reminder

⇨

5th Week:
2nd Reminder

Efficient Communication

Invitation Email Templates

Aloha XXXX,

The MIRO External Survey Data Collection system is now open for your Office's data update for **AY 2021-2022.** It's that time of the year to prepare the data requested by the major college guide publishers. For your convenience, we compiled the necessary surveys together so that they're easily accessible from one email. The data collection window closes on **October 15**. Please click the following Survey Monkey link to update the data AY2021-2022 (or the latest data available): Survey Link

Please carefully read the instructions at the beginning of the survey as they contain important information on how to find the previous year's data for your reference. MIRO will use the data available on October 15 to answer the external surveys.

Thank you in advance for your help with Mānoa's student recruitment efforts. If you have any questions about data updates, please contact XXXX at email address. Thank you for your time and collaboration.

Best Regards,
Mānoa Institutional Research Office (MIRO)

Resources on the Symposium Page

RESOURCES

Email Templates

Email Invitation to Offices Using Online Survey	Email Template
Email Invitation to Offices Using Google Shared Folder	Email Template
Email Reminder	Email Template

Consolidated Questions for Offices Using Online Surveys

Alumni	Career Services
Commuter Services	Disability Services
Information Technology	Library
Military Transfers	Registrar
Residence Life	Student Life

Consolidated Questions for Offices Using Google Shared Folders

Admissions	Questions	Instructions
Athletics	Questions	Instructions
Finance	Finance Questions Institutional Income Questions	Finance Instructions Institutional Income Instructions
Financial Aid	Tuition and Cost Questions Financial Aid Questions	Tuition and Cost Instructions Financial Aid Instructions
Human Resources	Questions	Instructions
Research Services	Questions	Instructions

Task 2:
Calculate and Prepare Data

Main Challenges

- Many Surveys Requests Data at Different Times
- Lots of Calculations Needed
- Different Reporting Formats

Automating Data Preparation

Create New Variables in Virtual Database (MySQL)

Create New Variables in SPSS (Syntax)

Generate Data in Required Format in Excel (Pivot Table)

Example: Create a New Variable in a Ranking Survey

New Variables in SPSS (times_subject)

times_subject
Arts & Humanities
Business & Economics
Clinical, Pre-clinical and Health
Computer Science
Education
Engineering & Technology
Law
Life Sciences
Physical Sciences
Psychology
Social Sciences

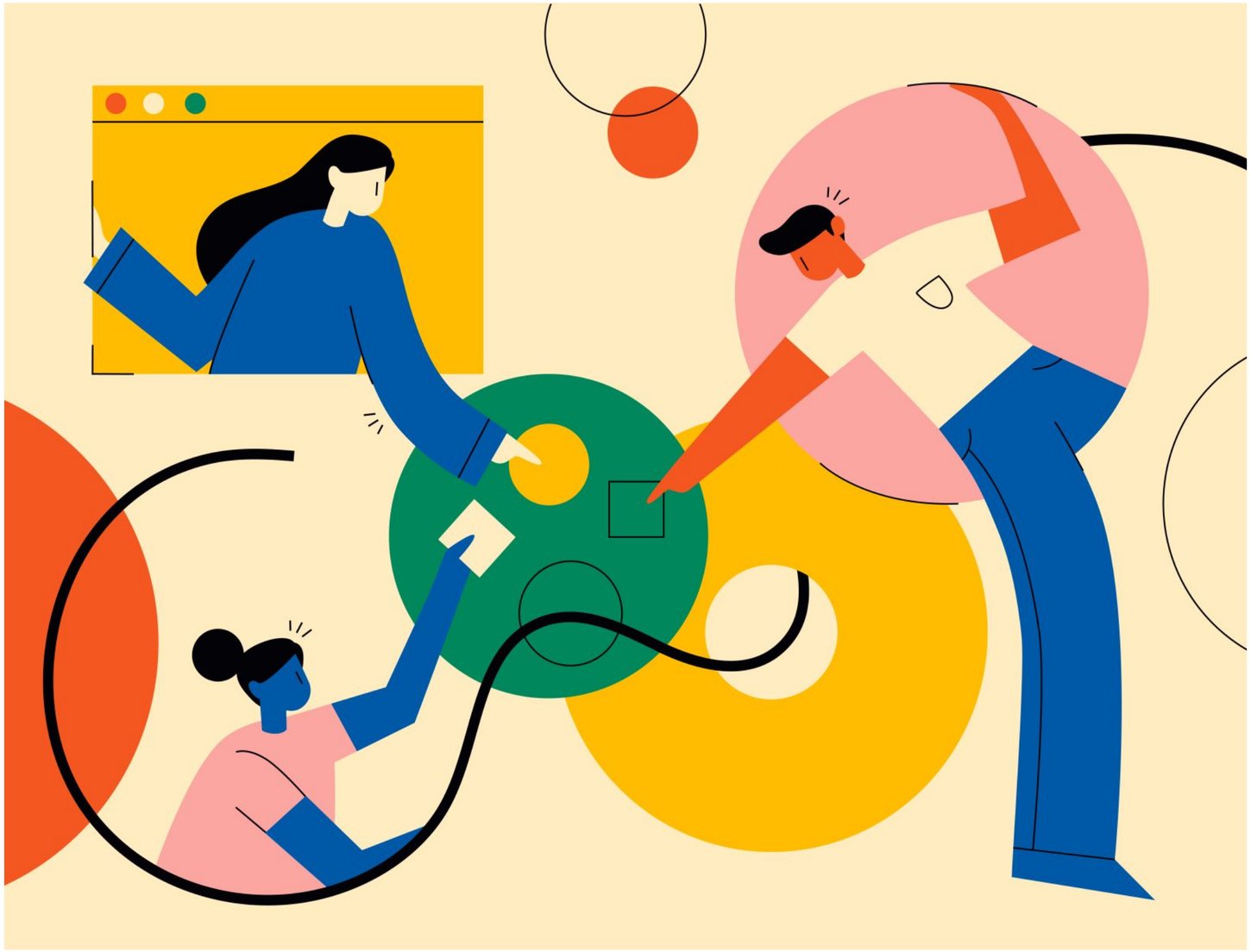
Excel Pivot table (use the new variable to generate reporting data

Number of international students by overall and by subject:	
International2	Y
Row Labels	**Sum of FTE_CDS**
Arts & Humanities	322.00
Business & Economics	310.33
Clinical, Pre-clinical & Health	71.67
Computer Science	44.67
Education	112.33
Engineering & Technology	151.67
Law	21.67
Life Sciences	178.67
Physical Sciences	84.67
Psychology	26.00
Social Sciences	127.67
#NULL!	146.67
Grand Total	**1598.00**

Great Efficiency, Less Pain

External Surveys Offering CDS Data Entry

- U.S. News & World Report
- The Peterson’s
- The College Board
- Fiske



Careful Planning & Thoughtful Communication

Q & A Session

MIRO Symposium

Mānoa Institutional Research Office (MIRO) https://manoa.hawaii.edu/miro/
University of Hawai‘i at Mānoa

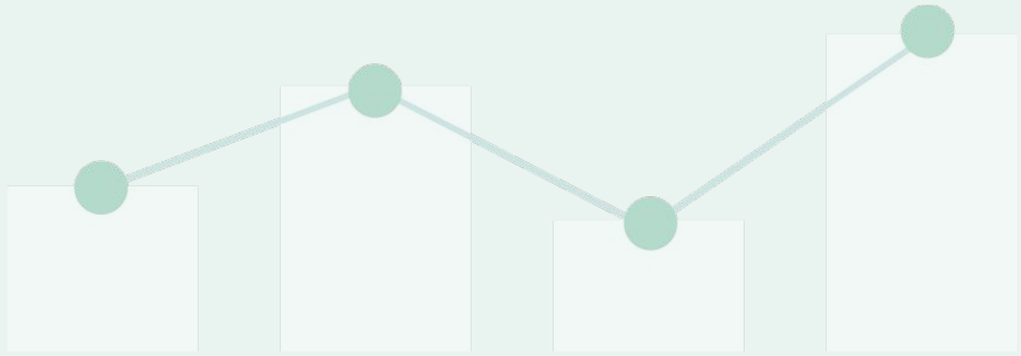
Q1: How does the IR decide which external surveys to participate in? Who do you consult with and what are the deciding factors?

Q2: It is time-consuming to collect data and I am the only data collector on campus. What are some tips to help reduce the time spent on data collection ?

Q3: We haven’t received the Wintergreen Orchard House Survey yet, did you get yours?

Q4. What tools have you used to improve the process of data collection and calculation to report on the CDS and external surveys? What do you wish you had known earlier?

Q5: How do you collect data from many offices and ensure its accuracy?



Q6: Have you used external surveys' data entry service for CDS? How has your experience been?

Q7: How do you deal with offices that fail to respond to IR's data collection requests for the CDS and external surveys?

Q8: How do you organize and store completed external surveys and make them easily accessible to campus stakeholders?

Q9: We have limited personnel, but unlimited requests on data analysis and presentations. Do you have suggestions on the situation?

Q10. How do you create efficient processes to maximize the IR office's output, while juggling with multiple projects and deadlines?

Q11: It is a very manual process to compile the data for the CDS and the external surveys. What would you recommend where to start with?

Mahalo!

Manoa Institutional Research Office