# Creating a Big Impact IR Office on a Small Budget



### The University of Texas Health Science Center at San Antonio

### Office of Institutional Research

- Director:
  - Dr. Colby J. Stoever
- Staff:
  - Nancy Jones Database Report Writing Analyst
    Sharon Carpenter Database Report Writing Analyst

# Brief History - Before IR

Reporting was handled by a small IT group within the Office of the Registrar.

The IT group not only handled reporting but many other duties as well therefore reporting was not a high priority - except for Federal and State reports such as the CBM reports and IPEDS.

PeopleSoft queries, PeopleSoft constat pulls and Crystal Reports (that pulled from an in-house data-warehouse) were used for extracting information for the requests.

The PeopleSoft queries and constat pulls were done by our office so we were able to make changes when needed.

The Crystal Reports were created and updated by the IMS office, therefore we had a wait time before any changes or updates were made.

The in-house data-warehouse was only updated once a day from our PeopleSoft data in the early morning hours before regular business hours.

# No Aggregated Data Allowed

Raw data was sent in excel spread sheets to the different requestors for adhoc reports.

No statistics were provided.

The turn-around for providing the requested information was two to three weeks.

Inconsistent reporting by all departments to different News agencies, Magazines, local news and inter-departmental reports.

Frustration and distrust from other departments toward our office.

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### New office created June 2013

The University recognized there was a need for an institutional office dedicated to reporting.

Office of Institutional Research headed by Dr. Colby J. Stoever was created.

The small IT group in the Office of the Registrar was moved to the Office of Institutional Research.

Many changes occurred.

### Changes and Impacts Related to SAS

### CHANGE

- Installation of SAS on desk tops
- SAS Training
- Use SAS to produce reports and statistical measures
- Use SAS to pull CBM001, CBM009 and CBM00R data
- Use SAS to create a error report of CBM001, CBM009 and CBM00R data pulls
- Use SAS to pull IPEDs data
- Use SAS to pull CBM008 data
- Use SAS to create a error report of CBM008 data pull

### IMPACT

- Relatively inexpensive \$75
- 50% Ed Discount
- No more raw data in excel spread sheets
- Million dollar Impact
- Saved time and number of submissions to THECB
- Saved time and better data reporting
- New project given to us by President of UTHSCSA
- Saved time and number of submissions to THECB

# **Relatively Inexpensive**

University of Texas System has a SAS site license for all UT universities.

Since our office did not have a budget this was a feasible way of getting a software package to do data pulls, reports and statistical analysis.

The UTHSCSA IMIS office has a contract for 50% off on training.

We were able to go through the IMIS office to obtain SAS training.

Since our office did not have a budget this was a plus for us.

Use SAS to produce reports and statistical measures

\* More accurate data pulls.

\* No more release of raw data.

\* Consistent data reporting to departments and outside agencies.

\* Centralized Reporting.

# Use SAS to pull CBM001, CBM009 and CBM00R data

- \* More accurate data pulls.
- \* Can be run more than once without creating inconsistencies.
- \* Eliminates manual intervention of data correction.

# Use SAS to create an error reports for CBM001, CBM009 and CBM00R data

\* Find errors that THECB checks for in their Edit-Check report.

\* Helps to fix the errors, if any, before sending to THECB.

\* Saves time by having the errors fixed before submitting to THECB.

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# Use SAS to pull IPEDS data

\* More accurate data pulls.

\* Creates the same tables as on the IPEDS forms.

\* Eventually plan to create a text file with data to directly upload into the IPEDS site.

### Use SAS to pull CBM008 data

\* More accurate data pulls.

\* Can be run more than once without creating inconsistencies.

\* Eliminates manual intervention of data correction.

# Use SAS to create an error report of CBM008 data

- \* Find errors that THECB checks for in their Edit-Check report.
- \* Helps to fix the errors, if any, before sending to THECB.
- \* Saves time by having the errors fixed before submitting to THECB.

# Summary of SAS reporting

We went from only releasing raw data in excel spread sheets to the departments to creating reports and statistical output for the departments.

We also do a lot of requests for survey information such as CODA (Commission on Dental Accreditation), LBB (Legislative Budget Board), THECB (Texas Higher Education Coordinating Board) accountability measures and THECB (Texas Higher Education Coordinating Board) performance measures, US News and World report, HRSA (Health & Human Services) report data and many requests for grant information.

Since many of the surveys are done around the same time every year, we put alerts on our calendar to send email messages to us and the departments needing the information.

Reporting turnaround went from two to three weeks to 48 to 72 hours.

This led to the departments coming to us for information - gained their trust and less work for them.

Helped with consistent data reporting.

# Summary of SAS reporting continued

Since the student data reporting became more standardized and consistent we were asked to tackle the faculty data reporting to THECB.

Faculty data reporting Phase I-A was implemented the following year.

Phase I-B is starting now.

Phase II - entering all the awards, transcripts and degrees or faculty members, coming soon.

- Created a web presence for our office using WordPress. http://students.uthscsa.edu/data/uthscsa-institutional-research/
- WordPress allows us to edit and upload independently, without the assistance of IT.

Office of Institutional Research UTHSCSA



#### ional Research

earch (OIR) provides analytic and institutional data to the Health Science Center. ision-making with accurate and timely reporting of official data to internal and sponsible for IPED's and Texas Higher Education Coordinating Board (THECB) h Science Cent r, schools, and departments with accreditation reporting requirements, professional organization surveys, and grant writing by providing student and faculty data. OIR manages the online UTHSCSA factbook and collects campus-wide student, faculty and stuff survey information.

Fall Enrollment Fast Facts	
Foll Engellment by School	

Fall Enrollment by School

**OIR Major Projects** 

External Data Links

**OIR Staff** 

**OIR Internal Data Resources** 

Fall Enrollment by Gender

Fall Enrollment by Ethnicity

Graduation Fast Facts

Degrees Awarded by School

Degrees Awarded by Level

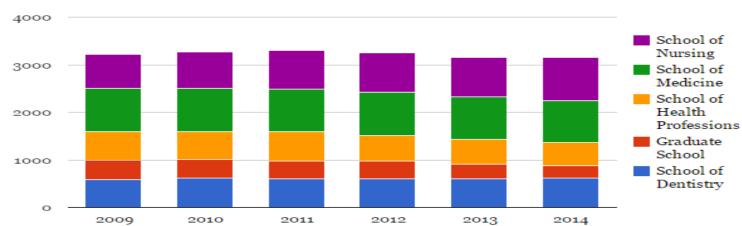
Degrees Awarded by Gender

Degrees Awarded by Ethnicity

### Fall Enrollment by School

Click on school names below to get school fall enrollment by gender, ethnicity, and level.

Fall	<u>School of</u> <u>Dentistry</u>	<u>Graduate School of</u> Biomedical Sciences	<u>School of Health</u> <u>Professions</u>	<u>School of</u> <u>Medicine</u>	<u>School of</u> <u>Nursing</u>	Total Enrollment
2009	592	393	605	913	720	3223
2010	616	390	585	914	765	3270
2011	608	373	613	901	799	3294
2012	606	362	546	911	824	3249
2013	609	308	519	896	816	3148
2014	619	266	487	878	897	3147



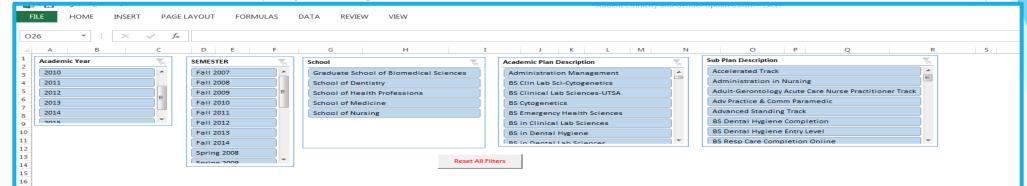
UTHSCSA Fall Enrollment

### Interactive data web tools: <u>http://students.uthscsa.edu/data/2014/07/uthscsa-pivot-table/</u>

AFSA Home	UTHSCSA Pivot Tabl	e				
Accreditation	Pivot Table Link	Description				
Academic Quality Enhancement	<u>Student Enrollment by Ethnicity and</u> Gender	Student Enrollment by Gender and Ethnicity for all Semester, Schools, Departments, Academic Plans, and Academic Sub-Plan				
Academic Assessment	Gender	Departments, Academic Flans, and Academic Sub-Flan				
Office of Institutional Research	<u>Student Enrollment by Student</u> <u>Classification</u>	Student enrollment by Student classification (level) for all semesters, Schools, Departments, Academic Plans, and Academic Sub-Plans				
Strategic Plan 📴	<u>Student Enrollment Ethnicity and</u> <u>Gender with Academic Career and</u>	Student Enrollment by Gender and Ethnicity for all Semester, Schools, Academic Career, Academic Program, Academic Plans, and Academic Sub-				
Graduate Program Review	Program	Plan				
WEAVE	Degrees Awarded	Degrees Awarded by Academic Year, School, Degree Level, Academic Plan, CIP Code, Gender, and Ethnicity				
Contact Us	Cat	gories: Enrollment Statistics, Institutional Research				
	This entry was posted on Wednesday, July 16th, 2014 at 1:09 pm					

• We train our customers to use data tools.

• We are continuously updating to include additional data elements.



	African-American	Asian	Hispanic	International	Native Amer	rican	Pacific Islander/Ha	waii	Two or More I	Races	Unknown	White	Grand Tota
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Continuing	96	207	486	131		8	8				112	1017	205
New	42	78	181	50		- 2	2				33	377	76
Fall 2008	155	345	732	185		12	2				145	1486	306
Continuing	115	232	497	145		10	0				103	1077	217
New	40	113	235	40		- 2	2				42	409	88
Fall 2009	151	383	775	165		13	3				174	1562	322
Continuing	108	269	524	137			,				122	1143	231
New	43	114	251	28		6	5				52	419	91
Fall 2010	136	397	797	142		8	3	4		24	239	1523	327
Continuing	99	293	569	123			7	2		3	141	1145	238
New	37	104	228	19		1	L	2		21	98	378	88
Fall 2011	127	411	842	136		9		13		47	163	1546	329
Continuing	100	305	609	116			7	12		32	135	1134	24
New	27	106	233	20		1	2	1		15	28	412	84
Fall 2012	138	416	845	143		4	1	12		43	154	1494	324
Continuing	102	306	599	100		4	1	11		31	127	1105	238
New	36	110	246	43				1		12	27	389	86
Fall 2013	145	454	785	143				4		71	139	1404	314
Continuing	106	331	554	115			3	2		42	107	1078	233
New	39	123	231	28				2		29	32	326	81

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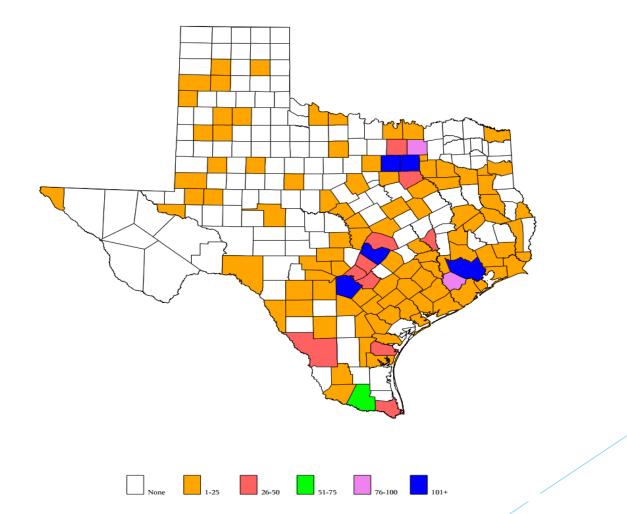
### • Maps

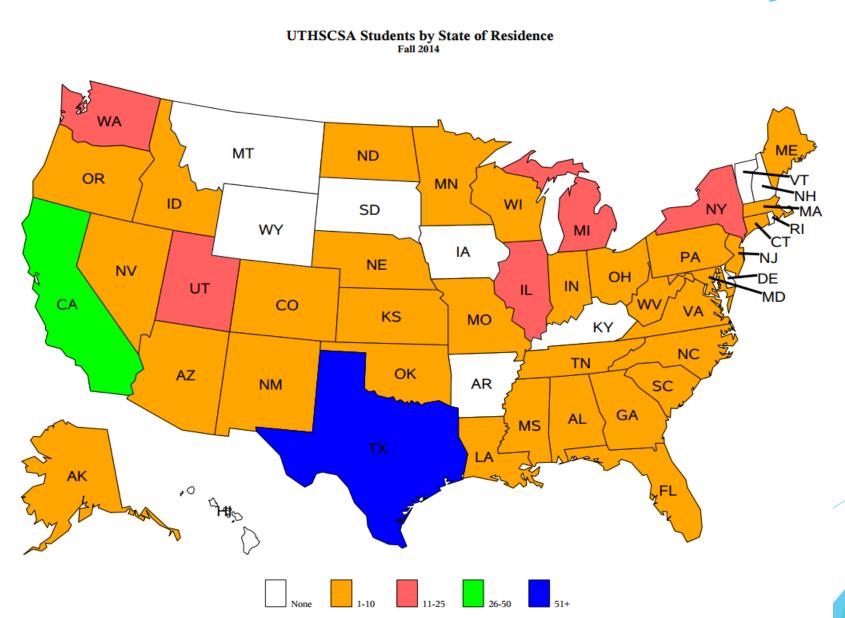
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	Texas Counties	Fall 2014 Graduate School Enrollment by Texas County of Residence 🧰	
	Texas Counties	Fall 2014 School of Dentistry Enrollment by Texas County of Residence 📷	
	Texas Counties	Fall 2014 School of Health Professions Enrollment by Texas County of Reside	ence
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	Texas Counties	Fall 2014 School of Nursing Enrollment by Texas County of Residence 詞	
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	USA	Fall 2014 School of Nursing Enrollment by State of Residence 📷	
	Showing 1 to 12 of 1	2 entries	<pre> ? Previous Next &gt;</pre>

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• Maps

All Texas UTHSCSA Students by County of Residence Fall 2014





- Cut response time from two weeks to 72 hour turnaround.
- Created reporting calendar to alert OIR and customers of recurring reports.
- Use SharePoint to house data request log/tracking.
- Implemented SAS and created SAS macros program.
- Created online Data Request Form and data email address.
- Created registration status reports.

#### AFSA Home

Accreditation

Academic Quality Enhancement

Academic Assessment

Office of Institutional Research

Strategic Plan

Graduate Program Review

WEAVE

Contact Us

#### Office of Institutional Research: Data Request Form

#### Office of Institutional Research: Data Request Form

Today's Date Required

#### For what school, are you request the data?

Dental School

1200

- School of Health Professions
- School of Medicine
- School of Nursing
- Graduate School of Biomedical Sciences
- Non-School Request

#### Enter your name (or the UTHSCSA employee requiring the data)

#### Enter UTHSCSA Email of requestor. Required

#### When do you need the data/information? (Note: Office of Institutional Research requires data request be submitted 72 hours before request due date. Some data requests require more time.) Required

02/03/2015

Use date format MM/DD/YYYY

#### Why are you making this data request? Required

- Grant information/need
- Need for accrediation report
- Data for a professional organization survey
- State Government report
- Federal Government report
- Licensing Board Information request
- Internal Reporting/ Internal Information Need
- Other

Is this a recurring request? Are you going to need the data again next year, term,ect.? \*

- Yes
- No No

Please tell us the information you need or want. Required

Site Actions 👻 📄 Browse Page Items List

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**Requests/Tasks/Projects** 

#### Manage Actions Share & Track Tags and Notes Workflows Content Editor Institutional Research Worksite

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- V Data Request Log Data Request Log Issue Tracking Log Task Type Status Date Created Title Destination of Information Requestor Internal Requestor Name External Requestor Name Priority Due Date Analysts Freedom of Info Request Date Completed **OIR Leave Request** Helpful Reporting Links Task Type : Data Request (10) Non Data Request Tasks or Assigments ■ Status : In Progress (5) Internal Report/Information Non-School Colory J Data In Progress 1/28/2015 Creation of (2) 1/30/2015 12:00 AM Colby No Discussions Request automated Request Normal Stoever student lists Team Discussion for certified reporting Recycle Bin Data In Progress 1/28/2015 Application Internal Report/Information Non-School Mok, Jacqueline L (2) 2/3/2015 12:00 AM Colby No Request Flow charts Request Normal Stoever All Site Content (2) Data In Progress 2/9/2015 SHP: MOT Internal Report/Information Health 🔳 Barnes, Karin J 2/12/2015 12:00 AM Nancy No Request enrollment Professions Normal Jones and graduation INEW . Data In Progress 11/11/2014 GSBS: PART 2 Internal Report/Information Graduate Paradise, Kathy (2) 2/16/2015 12:00 AM Nancy No Request - 2014 NSF-School Norma Jones, Colby NIH Survey of Graduate Stoever Students and Postdoctorates in Science and Engineering Data In Progress 1/28/2015 College Depart. of Ed. (IPEDS) Non-School 🛛 🖉 Stoever, Colby J (2) 2/25/2015 12:00 AM Colby No Request Affordability Request Normal Stoever, and Nancy Transparency Jones Explanation Form (CATEF) B Status : Waiting on data to be certified/completed (1)

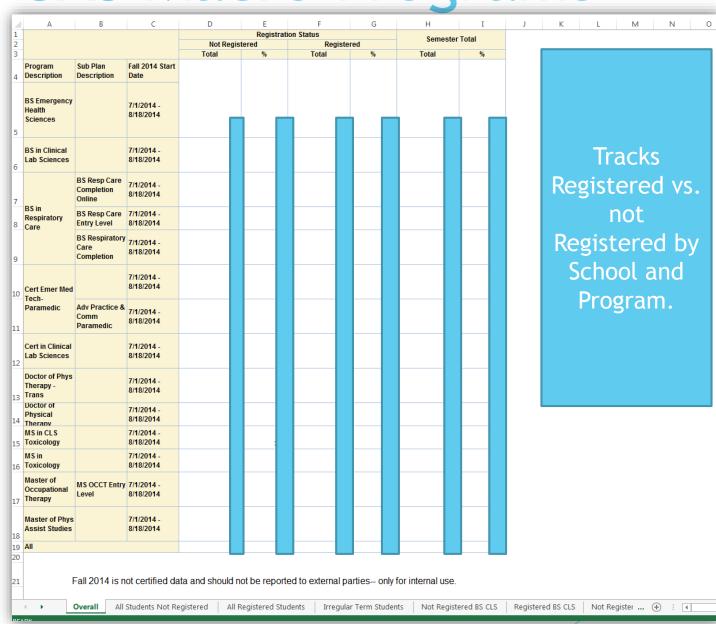
Task Type : Project (3)

#### **SAS Macro Programs** Freedom of Certified Data: Email, Address, Phone List, with optional FERPA conditions. Options to choose by semester or fiscal year-to create unduplicated report. Report can include by School, Acad Plan, or all UTHSCSA. Information Act With the following variables: First Name, Last Name, School, Acad Plan, Email, ADDRESS1 ADDRESS2 ADDRESS3 ADDRESS4 CITY COUNTRY STATE, Phone, Gender, Ethnicity Student Lists \*Choose 'YEAR' by semester or fiscal year 1 = by Semester - For example "rall 2013" 2 = by fiscal year to a cate and unduplicated report "2013"; %let vear = 1; \*Add semester if choosing option 1 above by semester, example "Fall 2013" or "Spring 2014"; \$let semester = Fall 2014; \*Add fiscal year if choosing option 2 above by fiscal year, example "2013" will pull 2012-2013; %let fyear = 2014; \* WHO: Choose 1 = by School 2 = by Acad Plan 3 = all UTHSCSA ; %let Who =3; \*\*Choose by specific School: School of Health Professions School of Nursing School of Medicine Dental School School of Graduate of Biomedical Sciences: %let school =; \*\*Choose specific acad plan if needed: example MSN FNP or MEDICINE; %let acad plan= ; \*\*\* FERPA Options Choose 1 = FERPA compliance (only those students without a non-disclosure '0' will be printed- must be chosen for public info requests.) 2 = NONFERPA (all students will be listed, not FERPA compliant, use this list for internal purposes only); %let ferpa =1; \*\*Email Choose 1 = for CAMP which is uthscsa email 2 = for HOME which is personal email 3 = for BOTH Home and Camp options; %let EmailType = 1; \*\*Address Choose 1 = for HOME which is local home mailing address 2 = for PERM which is permanent home address 3 = for BOTH:%let addresstype = 1;

### **SAS Macro Programs**

Semester Registration Status Reports ran weekly.

Assists with tracking and monitoring student registration.



### **SAS Macro Programs**

#### **Comparison of Fall 2012 to Fall 2014 Report**

#### **Overall UTHSCSA Enrollment**

SEME	STER	
Fall 2012	Fall 2014	Difference
3249	3147	-102

#### Overall UTHSCSA Enrollment by School

	SEME	STER	
School	Fall 2012	Fall 2014	Difference
Graduate School of Biomedical Sciences	362	266	-96
School of Dentistry	606	619	13
School of Health Professions	546	487	-59
School of Medicine	911	878	-33
School of Nursing	824	897	73
Grand Total	32 <b>49</b>	3147	-102

#### **Overall UTHSCSA Enrollment By Gender**

	SEME	STER	
Gender	Fall 2012	Fall 2014	Difference
Female	1998	1961	-37
Male	1251	1186	-65
Grand Total	3249	3147	-102

#### **Overall UTHSCSA Enrollment By Ethnicity**

	SEME	STER	
Ethnicity	Fall 2012	Fall 2014	Difference
African-American	138	155	17
Asian	416	411	-5
Hispanic	845	866	21
International	143	137	-6
Native American	4	6	2
Pacific Islander/Haw	12	2	-10
Two or More Races	43	58	15
Unknown	154	154	0
White	1494	1358	-136
Grand Total	3249	3147	-102

**Overall UTHSCSA Enrollment By Student Classification** 

	SEME	STER	
Student Classification	Fall 2012	Fall 2014	Difference
Freshman	59	29	-30
Sophomore	23	0	-23
Junior	436	603	167
Senior	340	193	-147
Post-Baccalaureate	23	12	-11
Master's Level	544	537	-7
Doctoral Level	329	287	-42
Special-Professional	118	117	-1
First Year Medical/Dental	320	332	12
Second Year Medical/Dental	320	313	-7
Third Year Medical/Dental	330	315	-15
Fourth Year Medical/Dental	329	317	-12
Professional Specialty (Medical/Dental)	78	92	14

Overall UTHSCSA Enrollment By New/Returning Students

	SEMESTER		
New Returning Students	Fall 2012	Fall 2014	Difference
New	864	908	44
Returning	2385	2239	-146
Grand Total	3249	3147	-102

#### **Overall UTHSCSA Enrollment By Residence**

	SEME	STER	
Residence	Fall 2012	Fall 2014	Difference
Texas	2834	2770	-64
U.S. other than Texas	267	257	-10
Foreign	148	120	-28
	3249	3147	-102

#### **Overall UTHSCSA Enrollment By Remote Site**

	SEME	STER	
Remote Site	Fall 2012	Fall 2014	Difference
	3234	3087	-147
000882	5	45	40
000884	10	15	5
Grand Total	324 <b>9</b>	3147	-102

### SAS Macro Programs - Accreditation

SREB Annual Survey 2013-2014 IV. Baccalaureate Program A. Total Enrollment Including New Admissions

BSN	
NSU	Total
789	789

#### B.1. (BSN) Number of enrolles who are Full Time



*Vote: Full-Time is a student enrolled in 12 or more credit hours as defined by IPEDS.* 

B.2. (BSN) Number of enrolles wo are Part Time

	BSN
Total	NSU
23	23

ote: Part-Time is a student enrolled in less than 12 credit hours as defined by IPEDS.

B.3-4. (BSN)Gender

Total
789

### Nursing Board Surveys

- US News and World Report
- Peterson's Survey
- ► GRE Survey
- LCME Medical School Survey

### **SAS Macro Programs**

Using SAS Macro programing has increased efficiency, accuracy, and the turn around time in our reporting.



### **Questions / Comments**