

**XAVIER UNIVERSITY OF LOUISIANA**  
**Office of Planning and Institutional Research**

One Drexel Drive • Box 98  
New Orleans, Louisiana 70125-1098  
(504) 520-7566

To: Mr. Calvin Tregre  
Dr. Elizabeth A. Barron

From: Treva A. Lee  
Institutional Research Officer  
V. Allen Gale  
Associate Institutional Research Officer

Date: November 24, 2003

Re: Planning Document 2003-2008

Enclosed is the 2003-2008 Planning Document for the Office of Institutional Research.

: Enclosure

## **INSTITUTIONAL RESEARCH PLANNING DOCUMENT OCTOBER 2003**

### **MISSION STATEMENT**

The Office of Institutional Research contributes to the mission of Xavier University by collecting, analyzing, and distributing information about Xavier for all purposes, but especially in support of the university's planning and assessment activities.

### **LONG RANGE GOALS**

The Institutional Research Office is a support office for the entire university and as such contributes to all goals of the university. It supports directly the university goals calling for the institutionalization of planning and assessment, improving assessment, and improving the use of technology in the distribution and analysis of information.

The long-range goals are as follows:

1. To continue to contribute to information flow in support of the university's mission and to improve the flow.
2. To continue to contribute to assessment activities in support of the university's mission and to improve assessment.
3. To continue to evaluate the effectiveness of the institutional research processes and use the evaluation process for improvement.
4. To continue to upgrade the use of technology, both within the Office of Institutional Research, in its linkages with the University's database, and with the world-wide technological community.
5. To interact with other university offices to share resources and information, both in hard copy and electronically.

### **GOALS--PROGRESS REPORTS AND PLANS**

**Goal 1. To continue to contribute to information flow in support of the university's mission and to improve the flow.**

#### **Progress Report**

While continuing to carry out its work in the preparation of external and internal reports, the office is continuing to investigate methods of gathering, analyzing and distributing data in a more efficient fashion. Good working relationships with the Information Technology Center and the Registrar's Office have helped in the gathering of information. Each fall term a frozen variables data file is created from the university's mainframe by ITC. The Office of Planning and Institutional Research now has the ability to download the four-week student data file via the BRIO software system and develop pivot tables which generate reports for much of the requested data. As a result the University Profile was completed one month prior to its usual production date; a *Quick Facts* pamphlet was developed; the Common Data Set has been placed on the Office of Planning and Institutional Research website, and a "Fast Facts" reference sheet is located on our website as well.

Once again the most current University Profile was placed on the university's web page to allow even more access to individuals requesting aggregate data concerning the institution. This increases consistency in data reporting while allowing for easier data compilation of both internal and external reports. In addition, the Institutional Research Office will use the *Common Data Set* for publishers of college guidebooks and to provide routinely requested university information to external sources.

In the university's on-going commitment to making The Office of Institutional Research an integral part of the university, the position of Associate Institutional Research Officer is now a part of the organizational structure of the Office of Planning and Institutional Research. Additionally, recent restructuring of the Planning, Institutional Research and Title III office has now placed Title III as a separate entity from the Planning and Institutional Research area. As a result, much of the expenditure support (computers, many office supplies, software, etc.) that came from Title III will now be relied upon to come from the University's budget.

Many granting organizations require statistics for proposals and for annual reports. This Office is always open to requests for assistance in the preparation of such reports. This Office also continues to respond to numerous requests for information from many publishers of college guidebooks, and city, state, federal and private organizations. A tracking method has been developed to identify the number of requests, its originator, and the turn around time in fulfilling a request. During the past year the office received an additional 25 data/information requests in addition to the on-going activities of this office. Ninety-five percent of these requests were completed with an average turn around time of 1-2 days.

## **Plan**

The Institutional Research Office contributes to information flow and analysis in accord with the following calendar:

- August:           Download and distribute the *Common Data Set* forms from appropriate website.  
*Person responsible is Treva A. Lee.*  
*Person responsible for monitoring compliance is the Director of Planning.*
- September       Prepare and distribute the *Graduate Study Report* with the assistance of other University units.  
*Persons responsible are V. Allen Gale and Mrs. Nedra M. Kelly. Person responsible for monitoring compliance is the Institutional Research Officer.*
- October:           Complete and submit web-based *Institutional Characteristics Survey* of IPEDS Report.  
*Person responsible is Mr. V. Allen Gale.*  
*Person responsible for monitoring compliance is the Institutional Research Officer.*
- Complete and submit Graduate Tracking Data to administrators and chairs of academic departments.  
*Persons responsible are V. Allen Gale and Mrs. Nedra M. Kelly.*  
*Person responsible for monitoring compliance is the Institutional Research Officer.*

- November: Complete and submit SACS report with assistance from other university units.  
*Person responsible is Treva A. Lee.*  
*Person responsible for monitoring compliance is the Associate VP for Academic Affairs.*
- File copy of AAUP Report submitted by VPAA office.  
*Person responsible is Pearl Algere-Lonian and Treva A. Lee.*  
*Person responsible for monitoring compliance is the VP for Academic Affairs.*
- December/  
January: Submit web-based Fall Enrollment Survey of IPEDS Report with assistance from Registrar.  
*Person responsible is Treva A. Lee and Mrs. Joann Taylor.*  
*Person responsible for monitoring compliance is the Institutional Research Officer.*
- October -  
January: Prepare and distribute the University Profile with assistance from other university units.  
*Persons responsible are Treva A. Lee, V. Allen Gale, and Mrs. Nedra M. Kelly.*  
*President's Office is responsible for monitoring compliance.*
- November -  
January: Prepare and distribute a University "Quick Facts" with assistance from other university units.  
*Person responsible is Treva A. Lee, V. Allen Gale, and Public Affairs Representative.*  
*Person responsible for monitoring compliance is the Institutional Research Officer.*
- January: Submit web-based Finance Survey of IPEDS Report with assistance from other University units.  
*Person responsible is Mr. Edward Phillips.*  
*Person responsible for monitoring compliance is the Institutional Research Officer.*
- April: Complete and submit the UNCF Campaign Questionnaire with assistance from other university units.  
*Person responsible is Treva A. Lee.*  
*Person responsible for monitoring compliance is Director of Planning.*
- Submit web-based Graduation Rate Survey of IPEDS report.  
*Person responsible is Registrar & Mr. V. Allen Gale.*  
*Person responsible for monitoring compliance is Institutional Research Officer.*

**Goal 2: To continue to contribute to assessment activities in support of the university's mission and to improve assessment.**

### **Progress Report**

Several assessment reports are performed annually, CIRP, Opinion Surveys, Courtesy & Efficiency, to name a few. In addition, this year the Office of Institutional Research prepared various ad hoc assessment reports. These included data collection for UNIV1010/1020 course evaluations; the NAPLEX study, serving on five program review committees (Drexel, Family Life Center, Campus Ministry, Financial Aid, and Graduate Placement), Business Department retention analyses, compilation of data for two grant proposals, a freshman orientation evaluation, and consultant service to the Lila Wallace Arts project for the university's Art Department. The staff of the Office of Institutional Research attends meetings of the University's Planning Council and the Associate Institutional Research Officer works closely with the Office of Graduate Placement by assisting, gathering and reporting on information of recent graduates.

The staff of the Institutional Research office continues to keep abreast of trends within the field of Institutional Research by attending national, regional, state and special interest group conferences. This year staff members attended AIR, SAIR, LAIR, and presented at the first annual Institutional Research conference held for HBCUs at Spelman College.

### **Plan**

The Institutional Research Office will continue to contribute to assessment activities in accordance with the following calendar:

October: Analyze and report on data from the National Survey of Student Engagement (NSSE) or other surveys administered to students.  
*Person responsible is Treva A. Lee and V. Allen Gale.*  
*Person responsible for monitoring compliance is Director of Planning.*

Attendance at SAIR Conference.  
*Person responsible is Treva A. Lee and V. Allen Gale.*  
*Person responsible for monitoring compliance is Mr. Calvin Tregre.*

November: Prepare and distribute Student Evaluation of Faculty forms.  
*Persons responsible are Treva A. Lee, V. Allen Gale, and Mrs. Nedra M. Kelly.*  
*Person responsible for monitoring compliance is Director of Planning.*

January: Conduct analysis and distribute report of CIRP survey of incoming freshman.  
*Person responsible is Treva A. Lee.*  
*Person responsible for monitoring compliance is Director of Planning.*

Distribute reports on Student Evaluation of Faculty from fall semester.  
*Persons responsible are Nedra M. Kelly, V. Allen Gale and Treva A. Lee.*  
*Person responsible for monitoring compliance is Director of Planning.*

- March - April: Perform a cost per student semester hour analysis of the academic departments and colleges.  
*Person responsible is V. Allen Gale.*  
*Person responsible for monitoring compliance is the Institutional Research Officer.*
- April: Prepare and distribute Student Evaluation of Faculty forms.  
*Persons responsible are Treva A. Lee, V. Allen Gale, and Mrs. Nedra M. Kelly.*  
*Person responsible for monitoring compliance is Director of Planning.*
- Administer Student Opinion Survey or other student survey.  
*Persons responsible are Treva A. Lee and V. Allen Gale.*  
*Person responsible for monitoring compliance is Director of Planning.*
- May/June: Attendance at AIR and/or LAIR conference  
*Person responsible is Treva A. Lee and V. Allen Gale.*  
*Person responsible for monitoring compliance is Mr. Calvin Tregre.*
- June: Distribute reports on Student Evaluation of Faculty from spring semester.  
*Person responsible is Mrs. Nedra M. Kelly and Treva A. Lee.*  
*Person responsible for monitoring compliance is Director of Planning.*

In addition to carrying out the activities described in the above calendar, the Office of Institutional Research will continue to cooperate with all departments, both academic and non-academic, that request assistance with assessment activities.

**Goal 3. To continue to evaluate the effectiveness of the institutional research processes and use the evaluation process for improvement.**

### **Progress Report**

During the 2002-03 academic year, the Office of Institutional Research continued a more stringent evaluation of the institutional research process. The Office of Institutional Research now has in place a procedure to annually evaluate the actual institutional research process and its effectiveness in facilitating the functions and mission of the university. This process is used to assess whether improvements are needed in the institutional research process. Based on findings of previous years' survey, we now place many reports distributed by this office on our website. Moreover based on assessment of office processes conducted during the 2001-02 academic year, it was our goal this academic year to bring more timeliness to report distribution while maintaining effective institutional research processes. The placement of the reports produced by this office on the web has decreased distribution time in getting reports to the university community. These include current and historical documents such as, the University Profile, Common Data Set, Opinion Surveys, Freshman CIRP report, and the Institutional Research Office's Planning Document. Feedback continues to be extremely positive regarding the dissemination of information in this format.

## **Plan**

The Institutional Research office will continually evaluate the effectiveness of its institutional research process through the use of the Institutional Research Assessment Sheet (*IRAS*) and use its findings for the improvement of its process. The office will do this annually when the University Profile is distributed and place an assessment sheet on our website for easy access by the university community.

As more and more campus units implement assessment into their planning documents, this office has been called upon to assist with the task of fulfilling their assessment requests. The addition of Mr. Allen Gale as Associate Institutional Research Officer, has allowed this office to share the ever-increasing work requests made and we will now be able to provide data and assessment reports in a more timely fashion.

On-going: *IRAS* assessment tool which reflects the surveys, reports, and the activities conducted by the Office of Institutional Research during the past year.  
*Persons responsible are Treva A. Lee and V. Allen Gale.*  
*Person responsible for monitoring compliance is Director of Planning.*

On-going: Distribute *IRAS* to individuals within the university who have received Institutional Research reports via the web and annually through the University Profile distribution.  
*Persons responsible are Treva A. Lee and Mrs. Nedra M. Kelly.*  
*Person responsible for monitoring compliance is Director of Planning.*

On-going: Analyze results of the *IRAS* and make improvements as needed to the process of institutional research based on the findings of the *IRAS*.  
*Person responsible is Treva A. Lee.*  
*Person responsible for monitoring compliance is Director of Planning.*

On-going Placement of Institutional Research work request on web page that will identify the unit making the request and type of data needed.  
*Persons responsible are Treva A. Lee and P. J. Christie.*  
*Person responsible for monitoring compliance is Director of Planning.*

**Goal 4. To upgrade the use of technology, both within the Office of Institutional Research and in its linkages with the University database.**

## **Progress Report**

As the university moves towards its goal of electronically linking the entire university, the Office of Institutional Research moves towards its goal of linking electronically with other offices on campus. In addition, as other offices get larger computers and more sophisticated software, Institutional Research has been able to share computer files with these units.

All persons within the office have been trained on BRIO Query Software and now have access to the official four-week student enrollment file.

Using Scantron® software we are able to generate custom form descriptions for scannable forms used by the university officials; this reduces the costs of having to pay an outside agency to develop a custom form description by allowing this task to be completed in house. We utilized this technology with the Freshmen Orientation Evaluation, three of the five program review committee surveys.

The continued positive relationship between this Office and the Information Technology Center and Registrar's Office allows the generation of data reports from the university's database in a timely fashion.

This office became the first office on campus to utilize the online survey capability of the SCT/Banner 2000 software. It will be utilized once again to conduct another survey for Human Resources on childcare services for university employees.

Additionally in the spring, the annual opinion survey of students (NSSE this year) was conducted online. This was our second venture into doing student surveys via the web. The response rate was 31%, up from 18% the previous year.

## **Plan**

The Office of Institutional Research plans to upgrade the use of technology as follows:

1. Continued use of Microsoft Access to enter and organize information about recent graduates has proven to be effective. Once again selected data about graduating students will be electronically loaded into Microsoft Access since it was very effectively utilized last year.
2. Continued demands of external granting organizations, has made it especially important that this Office be able to generate detailed reports of enrolled students and graduates by major (including entering major and current major), gender, and ethnicity. This Office will directly generate such reports from the university's database.
3. Each fall semester the office will receive a 'data-dump' of student data through the Banner system and use BRIO Query to generate reports.
4. Use of the Internet will continue; greater use of this resource will be investigated by way of researching websites of other universities that are similar to size and demographics of Xavier to see what data they have placed on their websites.
5. An electronic Factsheet will be used to embrace the utilization of technology on this campus. Users of the web will be able to access information about university statistics via the Planning and Institutional Research link on Xavier's homepage.
6. Purchase of an LCD projector for use when Institutional Research does presentations of various reports so that the office does not rely on other campus entities to provide this equipment.

**Goal 5. To interact with other university offices in order to share resources and information.**

**Progress Report**

This Office already interacts with many university offices to obtain and share information, especially the Registrar's Office, Admissions Office, Financial Aid, and the Information Technology Center. Of special importance is continued coordination with GradStar, Alumni, Career Services, Institutional Advancement, and Public Affairs and Communications Offices to discuss sharing information and possibly databases. Talks will continue to facilitate sharing of data. Data obtained by this Office is now shared with the Institutional Advancement, Alumni Office and Public Affairs and Communications Office.

**Plan**

Advanced technology developments in the area of financial aid data retrieval will continue to promote more accurate, effective, and efficient data reporting to external agencies. Coordination with GradStar in the gathering of information about recent graduates will continue to avoid duplication of effort.

**RESOURCES REQUIRED**

(This section, including the budget, was previously combined with the Planning Office.)

As noted earlier, recent restructuring of the Planning, Institutional Research and Title III office has now placed Title III as a separate entity from the Planning and Institutional Research area. As a result, much of the expenditure support (computers, many office supplies, software, etc.) that came from Title III will now be relied upon to come from the University's budget. Within the next year, new computers will be needed for staff members to continue meeting the more sophisticated and technical demands of both external (government and granting agencies) and internal entities. Additionally, uniformity of financial aid data (Common Data Set) will assist this office in the deciphering of information for reporting purposes. With the increased desire of the university to focus more heavily on assessment and student outcomes, this equipment will assist the university in achieving this goal.

<i>Item</i>	<i>Amount requested for 2003-2004</i>
Stipends	\$1000
Travel	\$4000
Equipment	
Supplies	\$13,000
Other	\$2000

We have requested more for supplies (\$2000) because of increased costs of surveys, more requests for other surveys to be done (i.e. program review surveys) and increased costs of student evaluation forms due to more faculty members requesting *all* of their courses be evaluated rather than the university policy of random selection of two courses for returning faculty members.

Other than that, this is the same amount requested last year. At some point we will need to upgrade our scanner. That will probably cost about \$8000.