Using Data to Inform, Persuade, and Make Decisions

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Why be data-savvy?

- To better manage your unit
- To know what others know about you
- To respond to inquiries
- To avoid reinventing the wheel

Our Goals for Today

- Learn about the data on the Management Information web site & other sites

- Understand the value of the data for the management of your unit

- Retrieve the data and move it into Excel for further analysis

Set a bookmark today:

http://www.dmi.illinois.edu

Departments and Executive Officers

- Department addresses & phone numbers
- Executive officers
- Staff directories
- Department URLs
- Department codes (old and new)

Let DMI know if anything needs updated.

Departments and Executive Officers

Example/Demo 1

- Find your own unit

- Click on the "Staff" link

- Click the Back arrow

- Click the "Excel extract" button, and save it to your desktop

- Go to your desktop and open the Excel file

Student Enrollment Reports

"Official 10-day" enrollments

- Final Statistical Abstract: campus totals, use for general information about campus.

- Enrollments by college, dept, program: degree, major, concentration, class, gender, race, citizenship, residency

Student Enrollment Reports

Typical uses

Trends in time by program

- Survey responses

- Grant proposals:

  - institutional characteristics

Course Information System

- All courses, sections, instructors, IUs since 1987; Instructional Unit (IU) is a credit hour

- Course history is tracked despite changes in rubric or number.

- Helpful FAQ explaining course processing & accounting.

- Many ways of viewing the data

Course Information System

Example/Demo 2

Summarize IUs generated by each faculty member paid by your unit for last year using an Excel Pivot table

Course Information System

Faculty Teaching History

- For Promotion & Tenure (P&T) documentation

- For annual evaluations

Course Information System

Example/Demo 3

Find all courses taught since 1987
by one faculty member.

Look at the P&T format and the table format.

Course Information System

Example/Demo 4

Get a summary of all offerings of NRES 293 (or other course) since 1987.

Course Information System

Example/Demo 5: Six-Ten Report

- Courses not offered in the past three years (fall, spring, summer terms, on- and off-campus)

- Courses failing to "make" in the average of the last two offerings:
  - 10 students for 100-400 level
  - 6 students for 500, 600, 700 level

Course/section Anomaly Report

<u>Normal</u>: instructor is paid on state funds from the unit offering the course.

<u>Anomaly</u>: anything else!

Anomaly reports are available in Course Information System, you will be asked to look at them twice during the year.

Two Course Accounting Systems

1. Credit for **offering** a course
- Determined by controlling dept
- Crosslisted Courses
  - controlling dept gets credit
- Used for external reporting
- Internal reporting:
  - class size, who is teaching….

Two Course Accounting Systems

2. Credit for **paying** for a course

- Determined by dept paying instructor

- Must be a dept **paying** the instructor
  - If courtesy - no pay - we use the offering dept

- Used for internal reporting
  - budget allocation, $ per IU

Campus Profile

Ten years of data summarized by department, college, and campus:

- Budgets & expenditures
- FTE and headcount employees
- Student enrollment, qualifications, retention, graduation rates
- Course enrollments & IUs
- much, much more!

Campus Profile – general notes

- Each page can be downloaded to Excel with a simple button

- Choose years ascending or descending

- Print option available on each page

Campus Profile
Types of Reports Available

Standard Profile

- One unit per page

- Most commonly used items

Campus Profile
Types of Reports Available

Strategic Profile

- One unit per page

- Two sets of Metrics
  - Campus-wide & College-specific (not departments)

- Three kinds of Charts
  - Strategic Dashboard, College Dashboard and Custom Charts

Campus Profile
Types of Reports Available

Custom Reports

You select Units and Items

Campus Profile

<u>Example/Demo 6</u>

- Retrieve a standard Campus Profile for the campus.

- Retrieve a Strategic Profile for the College of ACES (or your choice of college)

- Look at the Dashboards and Custom Charts for the Strategic Profile

Campus Profile

Example/Demo 7

Create a custom report of all items for the College of ACES to view in your browser.

Look at all the drilldowns!

Proposal Data System

All proposals submitted July 1, 1996 - June 30, 2016

- By Department

- By Agency/Sponsor

- By Investigator

Report may be summarized by department or by agency.

Does not include data from the myResearch Portal.

Tuition, Waiver, Appointments

What tuition is being charged to your students and what kind of waivers do they have?

How much will you need to reimburse another department for the tuition that was waived for the graduate assistant that you hired?

Peer salary study

Compares your faculty salaries with selected peer departments at other institutions.

Faculty Salary Equity Study

Faculty salaries as a function of :

- discipline
- rank
- years from degree
- first rank at UIUC
- time to tenure
- gender
- race
- administrative post

Which factors contribute significantly?

Faculty Salary Equity Study

<u>Two issues:</u>

1. Campus-wide, do gender and race affect salary significantly?

2. What salary is predicted for each individual and how does it compare to the actual salary?

Activity Reporting System

- Mandated by Federal and State reporting requirements

- Activities and cost sharing percents entered by your staff

- Useful data: current & obligated pay; appts and teaching assignments; salary & appt history to 1988

- Authorized users can change the paying dept for an instructor's course

Databases outside of DMI

Decision Support data warehouse
- Standard reports: Eddie
- Business Objects: drag & drop to create reports

Planning & Budgeting
- IPEDS: enrollments, degrees, faculty
- Campus databook: Retention, new student characteristics
- Underrepresented report – minorities & disabled students

Questions