
From: Hensley, Frances S
Sent: Tuesday, October 07, 2003 10:38 AM
To: McGuffey, Michael J
Cc: Denman, Sarah N
Subject: FW: Data Needs

Mike, here is the list of data needs I have received so far from the deans. I will send more as I receive them.

- the successor to the Research and Creative Arts Bulletin will need to have access to faculty research on an annual basis.
- we would like an interface that would let us know if GAs (who, after all, are drawing a stipend) are actually enrolled for the semester of their appointment.
- various national surveys ask for information re grants, student profiles, enrollments, racial representation, etc., so we would like easy access to the number of graduate assistants by full-time/part-time status, race, gender, and funding source--by department, and a faculty breakdown by department, race and gender.
- we would like a data warehouse that keeps and updates graduation statistics: the number of degrees awarded in each major going back 10 years.
- we need reports showing undergraduate GPAs and undergraduate institutions. (This last information goes on the graduation list but often it is very difficult to find.)

(Graduate College)

We should be able to generate these reports in office and on demand (as needed):

- 1.) Student transcripts
- 2.) 2.) Graduation lists

[Concerning these two: The transcript print request forms (SHARQTC) & (GJAPCTL) and the graduation list print request form (SWRCOMM) **should also be accessible from the "Dean's Menu."**]

- 3.) General College population information for COLA (a listing of all COLA students currently enrolled with ID's, addresses, email addresses, etc.)
- 4.) Reports that list students by major, minor, second majors, advisor, class standing, GPA, probation, suspension - and also the ability to mix and match information of this type. As Dean, I am especially concerned that we are able to print out a list of our majors by department. I think it is amazing that we have to request information like this and wait weeks to receive it.
- 5.) The ability for our Associate Dean to have on-demand information concerning COLA students on probation or suspension is very important for our advising and our retention plans.
- 6.) Social justice / racial breakdowns for data on social justice action plans, etc. Important for us in assessing how well we are doing in these areas and also in reporting information to Betty Cleckley's office annually.
- 7.) Scholarship / and Promise recipients. Very valuable for retention, personal contact, reporting data, etc.

- 8.) A class roster printout routine that works in some fashion other than a “screen shot” capture. (This may already exist, we are not sure). Right now, we can only print out class roster information from Banner one screen at a time. This is tedious and a time-waster.
- 9.) Graduation history reports: such as, a report that can include a range of years in which we can see by year and/or total graduates information by colleges on: major; minor; second major; average number of hours completed; GPA’s by class, major, and overall GPA; honors grads; number of semesters attended; former probationers that graduate; ACT score - GPA relationships. All of this information would be invaluable in helping us to see patterns and to enhance our abilities to respond to student needs.
- 10.) Reporting systems for tracking: college transfers (in and out of COLA) by numbers, college, and majors; drop outs by numbers, class, and majors; tracking Undecideds by numbers, class, the amount of time spent as an Undecided, and their eventual majors.

11). Batch processing capabilities. Here’s an example: Say Dr. Jones retires and all of her 120 advisees must be changed to Dr. Smith. Currently, we must do this by individual student entries. However, the Computer Center can do this for us in a batch, but it would be helpful and a time-saver all around if we could have that capability as well. Also, in terms of a Banner code or major title changes (Humanities), those student entries must be changed individually if we do it here. It would be nice to have the capability to do that “en masse” here.

Also critical: Detailed written instructions for generating each report should be provided by the Computer Center to those authorized with report access.

College of Liberal Arts

Tentative graduation dates,
 Students by program by year,
 Pre-Business students who think they know what they want to major
 College of Business

The reports that I request from Institutional Research are:

KA_SEX_RACE.SAS (Enrollment breakdown by gender, race, full-time, and part-time)
 KA_CITIZENSHIP.SAS (Enrollment breakdown by gender, race, full-time, part-time, degree level, citizenship)

Reports that are generated without a request are:

Course Information by Division, Department, and Course (Reports for fall and spring semesters are really the only ones I use.)
 Five -Weeks Summer Salaries for Teaching One to Six Hours
 Faculty Characteristics (Rank, degree, years of service, salary, etc.)
 Course Evaluation Summaries (every semester)
 Grade Distribution by Instructor (every semester)

College of Education and Human Services

graduation rates
 Attrition rates
 employment of graduates
 licensure and certification of graduates
 students by gender and ethnicity
 students by program by year

College of Nursing and Health Professions

10/10/03:

Add: from CITE:

- 1) List of students in CITE major codes who have not yet graduated. Results should include: full name, SS#, permanent address, phone, MU email address, major, major code, GPA, term admitted, last active term. Ideally, results would be sent electronically for importing into Excel or Access. Individual entering query should have the capability of entering what term to begin the query – in other words how far to go back in the records.
- 2) Query by major number of students in a certain major code who have not yet graduated but have completed selected courses. This would help in setting up the following semester of graduate courses to offer.
- 3) Once CAPP is up and running a way to query against CAPP about courses needed to graduate. In other words a way to do some predictive modeling about courses needed for the next semester.
- 4) Electronic list of students in a certain major code who are enrolled in the current semester. Results should be similar to DNS011 we now receive as a paper copy.
- 5) Summary list as to the number of students in a certain major code for the current semester; then for a certain time frame, that have not yet graduated
- 6) List of students who have graduated in a certain time frame.