

# Institutional Research for Rookies Like Me

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# Overview

- Getting Started on the Job
- “The Job”
- Service to Our School
- Things I wish I knew (better)
- Conclusion



# Getting Started on the Job

- My journey...(short version)
- 2<sup>nd</sup> day on the job – 2017 TAIR Conference



# Getting Started on the Job (continued)

- Trainings
  - SAS
  - PeopleSoft
- Working in PeopleSoft
  - Learning and understanding our flow chart...



# “The Job”

- Primary – Coordinating Board (CB) Reporting
  - Beginning/End of Term Primary Extract (pulls data files for student(s))
  - Load Tables for Student data
  - Flat File generation for Student Data
  - Use SAS programming to create Error Report
  - Send out emails to various offices to assist in correcting error(s)
  - Lather. Rinse. Repeat until errors are corrected



# “The Job” (continued)

- Ebb and Flow of CB Reporting
  - First Day of Classes
  - 12<sup>th</sup> Day of Classes
  - 20<sup>th</sup> Day of Classes
  - Finding errors
    - Reaching out to respective personnel to correct error(s)
      - Re-run reports in a timely manner so that corrections are picked up
  - Submit for approval for final submission to state



# “The Job” (continued)

- Whew!
- Work requests  
(Online and Ad-Hoc)

The screenshot shows the 'Data Request Form' page on the University of Houston's Institutional Research website. The page has a dark red header with the University of Houston logo and navigation links for 'Login to AccessUH', 'Give to UH', and 'Search'. Below the header, the breadcrumb trail reads 'UH Home > Institutional Research > Request Data > Data Request Form'. A left sidebar titled 'INSTITUTIONAL RESEARCH' contains links for 'About IR', 'Reports', 'Internal Dashboards', 'Request Data' (which is highlighted), and 'Feedback'. The main content area is titled 'Data Request Form' and includes a disclaimer: 'This data request form is only to be used to request data not found on the UH-IR website. We will process the request as quickly as possible but it may take up to two weeks to complete the request.' The form fields are: 'Date of Request' (with a subtext '(Enter today's date)' and a text box containing '02/08/2019'), 'Name of the Requestor' (text box), 'Phone \*' (text box), 'Fax' (text box), 'Email address' (text box), and a CAPTCHA field with the text '2297db68 h4am3' and a text box.

# “The Job” (continued)

- Knowing your Data
  - Familiarize yourself
  - Ask Questions
- Know your Role
  - How does what I do affect my office workflow?



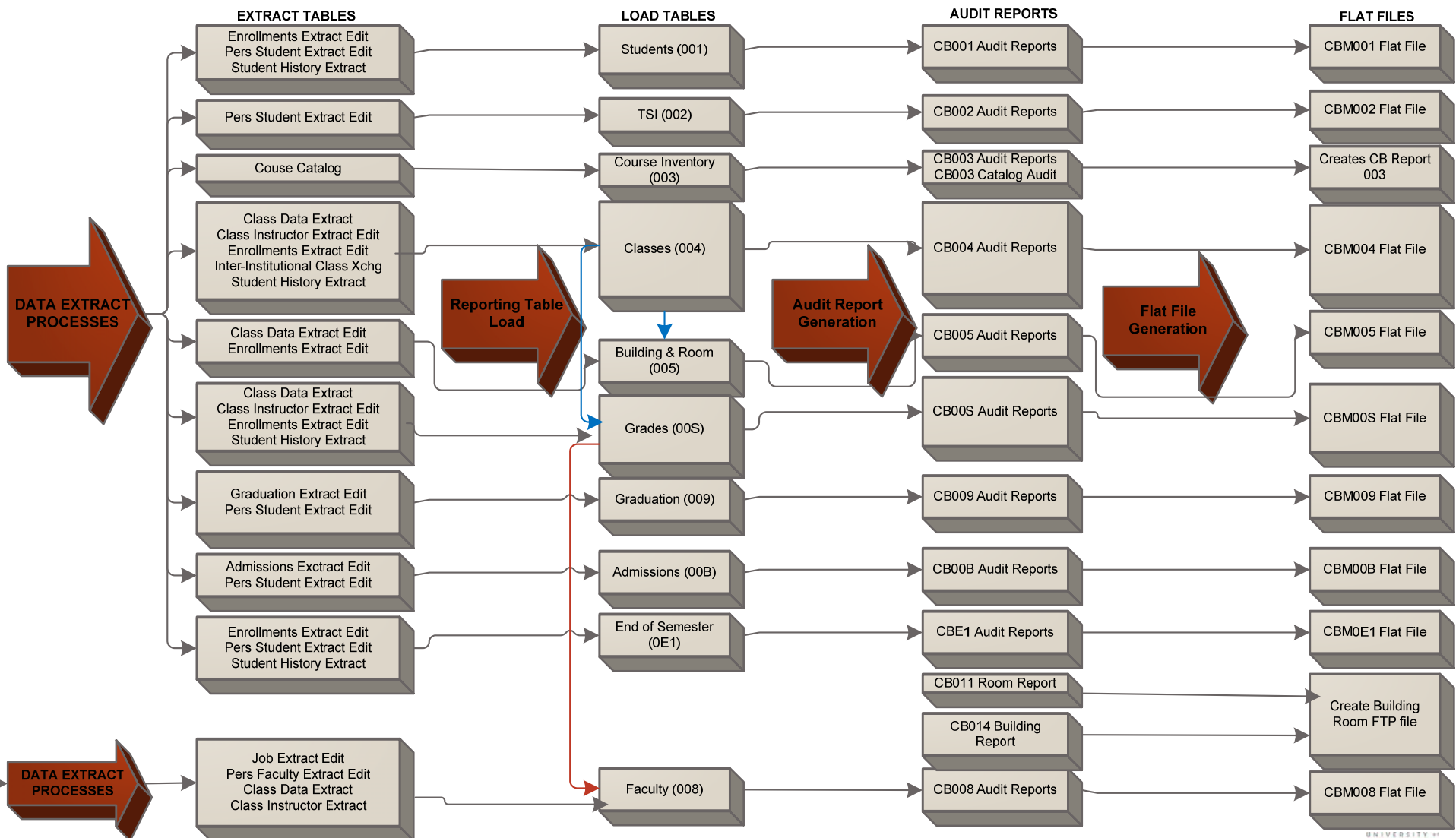


**Transactional Tables**

- Records and enrollment
- Curriculum Management
- Student Admissions
- Campus Community
- TSI Maintenance

**HRMS**

- Curriculum Management
- Transactional Tables



# “The Job” (continued)

- Apply your knowledge base
  - What is your primary software?
    - SPSS
    - SAS
    - Excel
  - Note that regardless, we all have the same aim for data analyses



# “The Job” (continued)

- Checking Your Work
  - What do I look for?
  - How do I know what I have is correct?
  - Where can I look to double check my data?



**HEADCOUNT AND CB1 SCH BY CLASSIFICATION AND CAREER  
NON FLEX ENTRY**

	20191	
	HC	CB1SCHT
<b>LEVEL</b>		
<b>GRAD</b>	7,416	72,114
<b>UGRD</b>	35,467	432,277
<b>All</b>	42,883	504,391

**HEADCOUNT AND CB1 SCH BY CLASSIFICATION  
NON FLEX ENTRY**

	20191	
	HC	CB1SCHT
<b>CLASSIFICATION</b>		
<b>1</b>	3,406	46,631
<b>2</b>	6,703	84,617
<b>3</b>	9,940	122,104
<b>4</b>	14,485	170,601
<b>5</b>	1,032	8,793
<b>6</b>	3,858	31,960
<b>7</b>	1,835	15,058
<b>8</b>	1,624	24,628
<b>All</b>	42,883	504,391

Semester: Fall Year: 2018

UH Fall Enrollment Trend

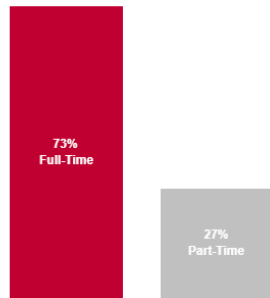


Fall 2018 Total Enrollment

**46,324**

Undergraduate	37,369
Post-Baccalaureate	1,121
Master's	3,934
Doctoral	2,295
Professional	1,605

Full-Time/Part-Time Status



Gender



# UNIVERSITY of HOUSTON

## Fall 2018 Facts

### Student Enrollment

College	Under-Graduate	Post-Baccalaureate	Graduate	Special Professional	Total
Architecture	728	2	86		816
Arts	1,411	39	224		1,674
Business	5,550	115	925		6,590
Education	2,399	65	865		3,329
Engineering	2,892	144	1,151		4,187
HRM	935	41	80		1,056
Law			79	698	777
CLASS	10,634	245	829		11,708
NSM	4,799	211	1,008		6,018
Nursing	14	94	49		157
Optometry			43	398	441
Pharmacy		5	88	509	602
Social Work			515		515
Technology	6,096	111	287		6,494
Exploratory Studies	1,911	49			1,960
<b>Total</b>	<b>37,369</b>	<b>1,121</b>	<b>6,229</b>	<b>1,605</b>	<b>46,324</b>

HRM—Conrad N. Hilton College of Hotel and Restaurant Management

CLASS — The College of Liberal Arts and Social Sciences

NSM— The College of Natural Sciences and Mathematics

Source: <http://uh.edu/ir/reports/new-statistical-handbook/>

Source: <http://uh.edu/ir/reports/facts-at-a-glance/facts-at-a-glance.pdf>

UH Fall Enrollment Trend

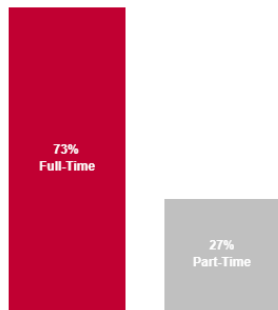


Fall 2017 Total Enrollment

**45,364**

Undergraduate	36,088
Post-Baccalaureate	1,246
Master's	4,174
Doctoral	2,249
Professional	1,607

Full-Time/Part-Time Status



Gender



# UNIVERSITY of HOUSTON

## Fall 2017 Facts

Student Enrollment

College	Under-Graduate	Post-Baccalaureate	Graduate	Special Professional	Total
Architecture	661	2	105		768
Arts	1,318	38	246		1,602
Business	5,346	156	996		6,498
Education	2,152	49	773		2,974
Engineering	3,097	170	1,287		4,554
HRM	924	40	100		1,064
Law			108	704	812
CLASS	10,172	266	841		11,279
NSM	4,544	252	994		5,790
Nursing	11	98	30		139
Optometry			37	406	443
Pharmacy		1	88	497	586
Social Work			494		494
Technology	6,056	140	324		6,520
Exploratory Studies	1,807	34			1,841
<b>Total</b>	<b>36,088</b>	<b>1,246</b>	<b>6,423</b>	<b>1,607</b>	<b>45,364</b>

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Source: <http://uh.edu/ir/reports/new-statistical-handbook/>

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# Service to Our School

- Communication
- Commitment
- Caring



# Service to Our School (continued)

- Communication

- Within the University

- Office of the University Registrar
    - Graduate Program/Student Records
    - Undergraduate Admissions
    - Graduate Admissions
    - International Admissions

- Within the Office

- Susan Moreno
    - Carmen Allen
    - Julie Nguyen
    - Vyas Krishnamurthy
    - Jorge Martinez
    - Akash Bhatt





# Service to Our School (continued)

- Commitment to Duty
  - Time Management
    - X% to A → Y% to B → Z% to C
- Caring
  - Campus Volunteering
  - Attending campus staff meetings
  - Participation in fairs/luncheons



# Things I Wish I Knew (Better)

- Blocks in the chains of communication
- “Go To” people when personnel changes are made
- Shortcuts in the programming

# Conclusion

- Work in IR can be overwhelming
- Team relationships
- Communication
- Nerds rule the world!

