KU THE UNIVERSITY OF KANSAS

College Office of Graduate Affairs

Guide to Graduate
Data Sources

Spring 2016

Preface

The COGA Guide to Graduate Data Sources is intended to provide Chairs, Directors of Graduate Study, and Graduate Advisors assistance in identifying useful sources of data particular to graduate education.

We define "data source" very broadly, to include the various system and reports that you might use to get data about an individual student, your degree program, your department or program, or the College or University as a whole.

That being said, this guide is not a comprehensive list of all possible data sources available at the University of Kansas. It provides only an at-a-glance view of those data sources that are commonly used to inform graduate processes.

Each data source is covered in one page, providing you a quick view of basic information about the source: what it is, what you might use it for, who owns it, how you can access it, and a few other useful details.

The Table of Contents is divided into two sections and is intended to help you find the data you need quickly. The first section lists data sources by system, the second by category or need. If you would like to explore a particular source in depth, start with the first list. If have a very specific question you want to answer, the content list by category/need will be more helpful.

Because our data sources are constantly changing, keeping this Guide up-to-date will be a challenge. But like other COGA Guides, we intend to update it each summer. Check back in Summer 2017 for a new version.

Contents

All Sources

By Category or Need

Admit / Prospect

WHAT?
What data does it provide? What are the key variables?

The **Prospect** system houses potential applicants in sub-pools (Applicants, Archive, Prospects, Suspects, Unsubmitted Applications) who may or may not have expressed interest in KU in different pools that can be filtered by name, program, matriculation date, etc.
The **Admit** system houses application documents by program from the initial submission of the application through the acceptance for graduate study in three Admit pools: current applications, the archive, and permit to re-enroll.
Application files must be manually transferred to the Admit Evaluation folder, which populates the **Admit Reader** queue for faculty evaluation of applicants for graduate study.

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

Used to identify and track prospective graduate students. By filtering GRE, McNair, and graduate conference information in Prospect, programs can take steps to broaden the field of applicants.

WHO?
Who creates the report? What office? How do you get access?

The Office of Graduate Admissions manages the system. Send requests for access to gapc@ku.edu.

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

The prospective student and applicant data is live and can be refreshed by clicking the blue refresh icon in the upper right corner.
GRE data is imported one to two times per month as scores are processed.
Graduate conference data is imported as conferences occur.

WHERE?
How do you access this data source? Where do you find it?

http://graduate.ku.edu/faculty-staff-resources
Expand the Program Management heading. Click Admit System | Prospect.

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

Prospect - All data pools listed on the left-hand side of the screen may be sorted and filtered by the column headings across the top of the screen. All data in the pool may be downloaded into an Excel-type file.
Admit - Double-clicking on any student row in Admit will pull up their full application, including supplemental documents and transcripts received by the Office of Graduate Admissions.
Additionally, applicant lists may be downloaded into an Excel-type file.
Admit Reader - Faculty evaluation scores and comments may be downloaded into an Excel-type file.

3G System

WHAT?

What data does it provide? What are the key variables?

> GA/GRA/GTA (3G) appointment data since the introduction of the system (Fall 2014)
> Variables (for each form/appointment):
> - 3G type (GTA, GRA, or GA)
> - FTE, hours/week, total appointment pay and bi-weekly pay rate
> - Employee ID
> - Name of supervisor
> - Description of duties
> - Academic information (i.e. academic department, hiring department and academic standing)

WHY?

What is the purpose or potential use of the data? How would a graduate program likely use this data?

> Used for appointing 3Gs. Search previously approved forms to confirm current and past appointment information. This will be a detailed summary to confirm eligibility in the future when enough terms are submitted through the system.

WHO?

Who creates the report? What office? How do you get access?

> Shared Service Center, Central Offices, and the Departments; a full process workflow is available here: http://ssc.ku.edu/3g-process-las
>
> ImageNow Power Users have the capability to grant and modify access: current Power Users are listed here: http://workflows.ku.edu/directory

WHEN?

Is it live data? Is it a periodic report? How often is the data updated?

> Data is live, updating as the workflow progresses.

WHERE?

How do you access this data source? Where do you find it?

> Read-only users (users not involved in the workflow) may use WebNow, a browser-based version of ImageNow. It allows users to access documents both on and off campus. WebNow requires Java to be installed on the computer.
> https://kuwebnow.ku.edu/

HOW?

Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

> Data cannot be exported or manipulated. Individual student forms/appointments , current or past, can be viewed in full, but summary data must be manually created by the department.

My Progress/Advising Tool (in the Kyou Portal)

What data does it provide? What are the key variables?

A summary of individual student record information. Advising report provides unofficial report of academic progress.

Variables:
- Student contact info
- Current and completed programs/degrees
- University milestones (e.g. final exams, oral comprehensive exam)
- Coursework enrollment by semester
- Cum GPA & GPA by term
- Academic standing (i.e. whether on probation)
- Enrollment holds
- Applications for graduation

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

Quick access to a student record to review enrollment, GPA, program requirement progress, milestones, etc.; an important document to review while advising future course enrollments.

WHO?
Who creates the report? What office? How do you get access?

Student Information Systems maintains & facilitates program. Data pulled from SARDS.

Complete the Request Form on the Student Information Systems site (http://sis.ku.edu/advisingtool-requestaccess). Specify in the *List of Job Duties* field that you will be "advising students" to ensure you will be granted full access.

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

Live data populating from SARDS (KU's central data warehouse).

WHERE?
How do you access this data source? Where do you find it?

In **myKU portal**, under the **Academics** heading on the left side navigation bar, select ***My Progress***.

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel)? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

Advising Reports can be pulled individually or batch downloaded to pdf reports. Data cannot be exported to Excel or manipulated.

Tableau: Daily Enrollment Counts

What data does it provide? What are the key variables?

> A crosstab report and bar chart of daily university enrollment headcounts and student credit hours (SCH) compared across two terms and census points (First Day of Classes, 20th Day of Classes, Graded Totals), which may be aggregated by various student characteristics (Domestic/Intl, Minority, Residency, Sex).

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

> Program-specific counts cannot be parsed from the report, but information may be used as a tracking tool for overall CLAS or professional school enrollments.

WHO?
Who creates the report? What office? How do you get access?

> OIRP developed the report and maintains the program; however Graduate Studies provides access and training. Submit a request via email to graduate@ku.edu for access.

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

> The data is refreshed nightly to reflect current enrollment.

WHERE?
How do you access this data source? Where do you find it?

> https://visualanalytics.ku.edu/ → Home/Projects → Academics → Daily Enrolled Counts

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

> Reports can only be manipulated by the options provided in the drop-down and list parameters and cannot be exported as a data file, only a pdf or image. **Users can create Custom Views to save parameters selected for future use.**

Tableau: Degrees Awarded

What data does it provide? What are the key variables?

> A crosstab report and bar chart of degrees awarded by Academic Year, Fiscal Year, or term. Degrees may be filtered by campus, school, department or degree level. Subplan information can be included. Degree recipient characteristics (ethnicity, gender, ethnicity & gender, or total) may be displayed in crosstab graphs (a data graph with columns and rows).

What is the purpose or potential use of the data? How would a graduate program likely use this data?

> Information may be used for program assessments for the purposes of University reporting, or reporting to discipline-specific organizations. It may also be a starting point for developing grant or scholarship application, or recruiting data.

Who creates the report? What office? How do you get access?

> OIRP developed the report and maintains the program; however Graduate Studies provides access and training. Submit a request via email to graduate@ku.edu for access.

Is it live data? Is it a periodic report? How often is the data updated?

> Data is updated weekly. Counts for the most recent degree year may be incomplete as backdated degrees are conferred.

How do you access this data source? Where do you find it?

> https://visualanalytics.ku.edu/ → Home/Projects → Academics → Degrees Awarded

Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

> Reports can only be manipulated by the options provided in the drop-down and list parameters and cannot be exported as a data file, only a pdf or image. **Users can create Custom Views to save parameters selected for future use.**

Tableau: Edwards Plans & Subplans

What data does it provide? What are the key variables?

      A comprehensive listing of Edwards Campus Plans and Subplans (codes and descriptions), organized by academic department.

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

      View degrees/programs and subplans within programs offered at the Edwards campus.

WHO?
Who creates the report? What office? How do you get access?

      OIRP developed the report and maintains the program; however Graduate Studies provides access and training. Submit a request via email to graduate@ku.edu for access.

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

      Data is updated daily.

WHERE?
How do you access this data source? Where do you find it?

      https://visualanalytics.ku.edu/ → Home/Projects → Academics → Edwards Plans & Subplans

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

      Reports can only be manipulated by the options provided in the Status list parameters and cannot be exported as a data file, only a pdf or image. Due to the nature of the raw data, options for data manipulation are extremely limited for this particular workbook.

Tableau: International Students

What data does it provide? What are the key variables?

A crosstab report displaying international student enrollments by semester.

Variables:
- Undergraduate/graduate
- New/continuing
- Amount of Applied English Center (AEC) enrollment (all/some/none) and AEC level
- KUAAP (KU Academic Accelerator Program) student group.

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

Program-specific counts cannot be parsed from the report, but information may be used as a tracking tool for overall graduate school enrollments in the AEC and KUAAP programs.

WHO?
Who creates the report? What office? How do you get access?

OIRP developed the report and maintains the program, which is based on data from International Student Services; however Graduate Studies provides access and training. Submit a request via email to graduate@ku.edu for access.

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

Data is updated at census points of each semester: the first day of classes, the 20th day of classes, and after grades are posted.

WHERE?
How do you access this data source? Where do you find it?

https://visualanalytics.ku.edu/ → Home/Projects → Academics → International Students

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

Reports can only be manipulated by the options provided in the Status list parameters and cannot be exported as a data file, only a pdf or image. Due to the nature of the raw data, options for data manipulation are extremely limited for this particular workbook.

Tableau: Major Counts

W_{HAT}?

What data does it provide? What are the key variables?

A crosstab report and bar chart of enrolled student counts by school, department, academic plan and subplan; also by degree level or student level. Counts by gender and ethnicity available for specified terms.

W_{HY}?

What is the purpose or potential use of the data? How would a graduate program likely use this data?

A snapshot of enrollment trends for comparison between departments and plans, if applicable.

W_{HO}?

Who creates the report? What office? How do you get access?

OIRP developed the report and maintains the program; however Graduate Studies provides access and training. Submit a request via email to graduate@ku.edu for access.

W_{HEN}?

Is it live data? Is it a periodic report? How often is the data updated?

While data refreshes regularly, the enrollment data for the current term will not continuously update. Counts for the current term will be reported as of official census points (start day, 20th day of classes, grades reported).

W_{HERE}?

How do you access this data source? Where do you find it?

https://visualanalytics.ku.edu/ → Home/Projects → Academics → Major Counts

H_{OW}?

Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

Reports can only be manipulated by the options provided in the drop-down and list parameters and cannot be exported as a data file, only a pdf or image. **Users can create Custom Views to save parameters selected for future use.**

Tableau: Veterans, Military Service Members and Military Connected

What data does it provide? What are the key variables?

A crosstab report and bar graph chart of veterans, active service members, or military connected (dependents/spouses) student counts on census day (20th day).

What is the purpose or potential use of the data? How would a graduate program likely use this data?

Information may be used as a tracking tool for overall University enrollment of Veterans, Military Service Members, and Military Connected students.   Data cannot be sorted by unit.

Who creates the report? What office? How do you get access?

OIRP developed the report and maintains the program; however Graduate Studies provides access and training. Submit a request via email to graduate@ku.edu for access.

Is it live data? Is it a periodic report? How often is the data updated?

Student counts and characteristics are set for the term on the 20th day of the semester.

How do you access this data source? Where do you find it?

https://visualanalytics.ku.edu/ → Home/Projects → Academics → Veterans, Military Service Members, & Military Connected

Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

Reports can only be manipulated by the options provided in the drop-down and list parameters and cannot be exported as a data file, only a pdf or image. **Users can create Custom Views to save parameters selected for future use.**

Tableau: Student Demographics

WHAT?
What data does it provide? What are the key variables?

> A crosstab report and bar chart of enrolled student headcount and student credit hours (SCH) by various demographic breakdowns.
>
> Counts do include students from KU Med Center unless you exclude them (see the governing campus field). Users may also filter by physical campus (i.e. Edwards, Lawrence, KUMC-Wichita, etc.).

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

> Program-specific counts cannot be parsed from the report, but information may be used as a tracking tool for overall graduate school enrollments by demographic information.

WHO?
Who creates the report? What office? How do you get access?

> OIRP developed the report and maintains the program; however Graduate Studies provides access and training. Submit a request via email to graduate@ku.edu for access.

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

> Data in that dashboard is as of 20th day, or end-of-term for summer, which is OIRP's official census point for summer terms.

WHERE?
How do you access this data source? Where do you find it?

> https://visualanalytics.ku.edu/ → Home/Projects → Academics → Student Demographics

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

> Reports can only be manipulated by the options provided in the drop-down and list parameters and cannot be exported as a data file, only a pdf or image. **Users can create Custom Views to save parameters selected for future use.**

Tableau: Graduate Admissions

What data does it provide? What are the key variables?

> This workbook provides academic, demographic and geographic information about graduate students in the KU admissions funnel in seven different views.

WHY?

What is the purpose or potential use of the data? How would a graduate program likely use this data?

> Departments may see a year-to-year snapshot of applicant geographical and official score information. Filtering through the various views may give a department an indication of how current applied and admitted applicants may affect the Program Profile for the coming year.

WHO?

Who creates the report? What office? How do you get access?

> OIRP developed the report and maintains the program; however Graduate Studies provides access and training. Submit a request via email to graduate@ku.edu for access.

WHEN?

Is it live data? Is it a periodic report? How often is the data updated?

> Data is refreshed on Monday mornings at approximately 9:00 a.m. The refresh will include application data from the prior week.

WHERE?

How do you access this data source? Where do you find it?

> https://visualanalytics.ku.edu/ → Home/Projects → Graduate Studies → Graduate Admissions

HOW?

Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

> Reports can only be manipulated by the options provided in the drop-down and list parameters and cannot be exported as a data file, only a pdf or image. **Users can create Custom Views to save parameters selected for future use.**

Tableau: Graduate Professional Debt

What data does it provide? What are the key variables?

Visualization of the average amount of student loan debt acquired during graduate study.
Variables – There are two "views" to visualize this data.
1. Based on School/College ("Graduate/Professional Debt"). Sorted by or compared between:
    - School/College
    - Degree year
    - Campus
    - Degree level
    - Also – by total value of debt, gender, ethnicity, residency
2. Based on Department ("Debt by Program")
    Total average debt by department program can be viewed by
    - Campus (e.g. all departments at Edwards)
    - Degree Level (e.g. all doctoral programs)

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

Units may use the information to advise students and to inform decisions about departmental aid (e.g. scholarships, fellowships, GTA/GRA/GA appointments, as well as length of appointments and number of appointments/amount of aid given per entering cohort.)

WHO?
Who creates the report? What office? How do you get access?

OIRP developed the report and maintains the program, which is based on data from the Office of Financial Aid & Scholarships; however Graduate Studies provides access and training. Submit a request via email to graduate@ku.edu for access.

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

Data is updated towards the end of each semester when Financial Aid reports their final numbers.

WHERE?
How do you access this data source? Where do you find it?

https://visualanalytics.ku.edu/ → Home/Projects → Financial Aid & Scholarships → Graduate Student /Professional Debt

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

School/College view – Bar graph form. Can be manipulated by multiple variables selected from drop-down menus.
Department/program – Bar graph form. Can be manipulated by degree level only.
Data **cannot** be exported to a spreadsheet.
Data **can** be downloaded as an image or PDF.

Tableau: Graduate Clearinghouse

What data does it provide? What are the key variables?

This workbook contains information on KU graduate student applicants who chose to attend another institution other than KU.

Variables: This workbook has three dashboards:

- The "Where To" dashboard allows you to see what institutions applicants chose to attend instead of KU. This data may be filtered to see the result for all applicants or only those admitted to KU. Data is available at the university, school, department or program and plan levels. You may also filter for previous degree institution.

- The "From State" dashboard shows the same data but with the number of applicants depicted by the state where they earned their previous degree.

- The "To State" dashboard shows the same data but with the number of applicants depicted by the state of the institution they chose to attend instead of KU.

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

Departments can learn which institutions they are primarily competing with for master's and/or doctoral students.

WHO?
Who creates the report? What office? How do you get access?

OIRP developed the report and maintains the program; however Graduate Studies provides access and training. Submit a request via email to graduate@ku.edu for access.

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

Each year KU requests National Student Clearinghouse data on students who were KU prospects or inquiries, or who applied or were admitted to KU. Reporting is updated every November.

WHERE?
How do you access this data source? Where do you find it?

https://visualanalytics.ku.edu/ → Home/Projects → Graduate Studies → Graduate Clearinghouse

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

Data **cannot** be exported to a spreadsheet.
Data **can** be downloaded as an image or PDF.

Tableau: Graduate Metrics

What data does it provide? What are the key variables?

This workbook provides ten years of historical information on graduate majors, GTA/GRA counts, and degrees awarded.
Variables: Data can be viewed by program, department, or school, and can be segmented by various demographic measures: campus, Edwards plan, ethnicity, gender, minority, program, residency, student level, underrepresented minority.

This workbook has five dashboards:
- The Majors dashboard charts historical headcount, mean student age, and mean GRE and TOEFL scores.
- The Major Percent dashboard provides a bar graph display of major counts.
- The GTA/GRA dashboard charts the GTA and GRA headcounts.
- The Number of Degrees dashboard charts master's, doctoral, and special degrees awarded.
- The Time to Degrees dashboard charts historical time to degree which may be segmented into master's and doctoral.

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

Provides departments with a comprehensive, historical view of their graduate student population, test scores, and completion rates.

WHO?
Who creates the report? What office? How do you get access?

OIRP developed the report and maintains the program, which is based on data pulled from the Academic Information Management System (AIMS). Graduate Studies provides access and training. Submit a request via email to graduate@ku.edu for access.

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

Updated weekly

WHERE?
How do you access this data source? Where do you find it?

https://visualanalytics.ku.edu/ → Home/Projects → Graduate Studies → Graduate Metrics

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

Data **cannot** be exported to a spreadsheet.
Data **can** be downloaded as an image or PDF.

Tableau: Graduate Student Stipend

What data does it provide? What are the key variables?

This workbook presents comparative data from AAU Data Exchange (AAUDE) member institutions for graduate student stipends starting from academic year 1997-1998.
Specific institutions are not identified with their data, per agreement with the AAUDE; however a list of the institutions included is provided.   Users may segment the data to compare public and private institutions as well as peer institutions. Users may also segment by the type of graduate appointment: GTA, GRA, or other Graduate Assistant.
Variables: This workbook has four dashboards:

- The Salary Range dashboard provides data on salary ranges and average salaries by academic year.
- The Salary Over Time dashboard compares KU salaries to other institutions over time.
- The Salary Table dashboard allows the user to compare minimum, maximum, average and mode salaries, headcount and FTE.
- The Department Salary Range dashboard and the Department Salary Over Time dashboard allow comparisons of the same variables on a departmental level.

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

This dashboard provides departments with a comparison of data on grad student stipend levels, which may aid in fundraising efforts and departmental budgetary decisions.

WHO?
Who creates the report? What office? How do you get access?

OIRP developed the report and maintains the program, which is based on data pulled from the AAUDE warehouse. Graduate Studies provides access and training. Submit a request via email to graduate@ku.edu for access.

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

AAUDE member institutions provide updates on an annual basis.

WHERE?
How do you access this data source? Where do you find it?

https://visualanalytics.ku.edu/ → Home/Projects → Graduate Studies → Graduate Student Stipend

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

Data **cannot** be exported to a spreadsheet.
Data **can** be downloaded as an image or PDF.

Tableau: Grad Advising *BETA testing*

WHAT?

What data does it provide? What are the key variables?

Information University milestones, employment, or major enrollment data for a selected group of students, usually based on department or program plan.

Variables – Data is presented for a chosen group of students. Groups can be chosen/sorted by:

- School/College
- Department
- Individual program within department (e.g. MA, PhD)
- Degree Level – across departments or schools (e.g. all certificate, Master's, Doctoral)
- Campus
- Term

Once a group of students has been chosen based on the above sorting selections, information for each of the following is available. A check appears in each column when it has been completed or is currently applicable to that student in that term:

Enrollment Columns:
- Has a hold
- Not enrolled
- Leave of Absence
- Cum GPA < 3.0
- Grade of C or below
- On probation
- Voluntary Discontinue
- Unsatisfactory Progress

Employment Columns:
- GA
- GTA
- GRA
- On probation
- Provisional (admit)

Milestones Columns:
- Master's Exam
- Master's Thesis
- Comp Exam
- Final Doc Exam
- Applied for Degree

WHY?

What is the purpose or potential use of the data? How would a graduate program likely use this data?

Programs would use this information to track a group of graduate students' progress towards degree or track a particular milestone, employment, or enrollment data point for a group of students, rather than looking up information on one student at a time.

WHO?

Who creates the report? What office? How do you get access?

The data comes from the Office of Institutional Research & Planning (OIRP) and is based on information from Campus Solutions. Graduate Studies provides access and training. Submit a request via email to graduate@ku.edu for access.

WHEN?

Is it live data? Is it a periodic report? How often is the data updated?

When the site is put into production, enrollment and milestone data will be updated daily. Employment data will be updated once per semester shortly after the 20th day for classes.

WHERE?

How do you access this data source? Where do you find it?

https://visualanalytics.test.ku.edu/ → Home/Projects → Graduate Studies → Graduate Advising → Advising List

HOW?

Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

Data **cannot** be manipulated beyond choosing the particular group of students.

Data **cannot** be exported to a spreadsheet.

Once a particular student group is chosen, the data **can** be downloaded as an image or PDF.

Tableau: 20ᵗʰ Day Reporting

WHAT?
What data does it provide? What are the key variables?

This workbook provides official KU enrollment numbers for all campus and all degree levels combined based on Fall 20ᵗʰ Day reporting.

Variables: The workbook has five dashboards:

- 20th Day shows charts with enrollment counts for the last ten years (plus current). There is a chart for First-Time Freshmen, Transfer Students, Returning Students and a Total. The counts can be filtered for the Lawrence/Edwards Campuses and the Medical Center.

- Breakdown shows the total student counts and includes a number of filters and segmentation choices including campus location, ethnicity, residency, and gender.

- World Location, US Location, and Kansas Location show maps with counts of the students from that location in the selected year.

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

Track overall University graduate enrollment trends.

WHO?
Who creates the report? What office? How do you get access?

OIRP developed the report and maintains the program; however Graduate Studies provides access and training. Submit a request via email to graduate@ku.edu for access.
The same data is also available in the University of Kansas Profiles (Fact Book) at
https://oirp.ku.edu/ku-profiles-fact-book

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

Updated every Fall semester as soon as official census number are available

WHERE?
How do you access this data source? Where do you find it?

https://visualanalytics.ku.edu/ → Home/Projects → Profiles → 20ᵗʰ Day Reporting

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

Data **cannot** be exported to a spreadsheet.
Data **can** be downloaded as an image or PDF.

DEMIS/AIMS: Financial Aid

What data does it provide? What are the key variables?

Provides an overview of how students are financing their graduate education, including need-based (through AY 2012) and non-need based loans, institutional grants and scholarships, tuition waivers, and state grants and scholarships. Indicates the percentage of graduate students utilizing each form of assistance in a given department and the total amount received. Also shows percentage of minorities and residents receiving aid, and the overall number of students who applied for financial aid. Includes awards for degree-seeking students enrolled as of 20th day in fall, spring, or summer terms.

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

Departments may use this information to monitor their graduate students' use of various forms of financial assistance. Reporting on institutional grants and scholarships is limited by the fact that not all grants and scholarships are currently reported through OIRP.

WHO?
Who creates the report? What office? How do you get access?

Part of OIRP's Academic Information Management System (AIMS) within DEMIS. Access is granted by Student Information Systems. Requestor's supervisor should email a request to the DEMIS administrator group, DEMIS_Admin@ku.edu

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

Reports are static data provided on an Aid year basis. Preliminary data for the current year is available in December. Final reports are made available each Spring semester

WHERE?
How do you access this data source? Where do you find it?

https://demisweb2.ku.edu/Portal → Academic tab → FY Academic Information Management System → Choose department
DEMIS may also be accessed through a link on the OIRP homepage at www.oirp.ku.edu.

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

Data **can** be exported as an excel file of select data, including financial aid data, for all KU units.
Data **can** be downloaded as an image or PDF for individual unit reports.

DEMIS/AIMS: Grad Student Satisfaction

What data does it provide? What are the key variables?

> Presents the results of KU's Graduate Student Satisfaction Survey. This survey is administered to all graduate students to rate their satisfaction with program quality, quality of instruction and advising, program climate, and whether or not they were advised on how to search for a job. Students are also asked to rate various obstacles to degree progress, and to indicate whether or not they would choose KU if starting over.

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

> Individual departments may use the information to monitor their students overall satisfaction with the program. These are more likely to be useful in larger departments where numbers assure some anonymity for the respondent.

WHO?
Who creates the report? What office? How do you get access?

> Part of OIRP's Academic Information Management System (AIMS) within DEMIS. Access is granted by Student Information Systems. Requestor's supervisor should email a request to the DEMIS administrator group, DEMIS_Admin@ku.edu

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

> Reports are static data provided on a periodic basis. Current reporting provides comparative data for surveys conducted in 2005, 2009, and 2013.

WHERE?
How do you access this data source? Where do you find it?

> https://demisweb2.ku.edu/Portal → Academic tab → FY Academic Information Management System → Choose department
> DEMIS may also be accessed through a link on the OIRP homepage at www.oirp.ku.edu.

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

> Data **cannot** be exported to a spreadsheet.
> Data **can** be downloaded as an image or PDF for individual unit reports.

DEMIS/AIMS: Graduate Support

What data does it provide? What are the key variables?

> Comparative data over a 10 year period on the total number and percentage of graduate students in a given department who hold a GTA, GRA, or GA appointment.

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

> Departments may use the data to track changes in GTA/GRA/GA appointments over time.

WHO?
Who creates the report? What office? How do you get access?

> Part of OIRP's Academic Information Management System (AIMS) within DEMIS. Access is granted by Student Information Systems. Requestor's supervisor should email a request to the DEMIS administrator group, DEMIS_Admin@ku.edu

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

> Reports are static data provided on an academic year basis based on Fall semester counts. New reports are made available each Spring semester.

WHERE?
How do you access this data source? Where do you find it?

> https://demisweb2.ku.edu/Portal → Academic tab → FY Academic Information Management System → Choose department
> DEMIS may also be accessed through a link on the OIRP homepage at www.oirp.ku.edu.

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

> Data **cannot** be exported to a spreadsheet.
> Data **can** be downloaded as an image or PDF for individual unit reports.

DEMIS/AIMS: Major Degree Counts

WHAT?
What data does it provide? What are the key variables?

> Provides enrollment and admission data for master's and doctoral programs over a 9-year period. Presents information on student demographics, GPA, cumulative hours, years to degree, and GRE scores for all enrolled, degree-seeking students in a given unit. Admission data includes variables related to student demographics and GRE scores comparing applied, admitted, and enrolled students.

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

> Departments may use this report to gain a broad, comprehensive snapshot of a program's graduate student population, to monitor key demographic indicators, and to track changes in application rates and admission yields over time.

WHO?
Who creates the report? What office? How do you get access?

> Part of OIRP's Academic Information Management System (AIMS) within DEMIS. Access is granted by Student Information Systems. Requestor's supervisor should email a request to the DEMIS administrator group, DEMIS_Admin@ku.edu

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

> Reports are static data provided on annual basis using Fall semester counts. Preliminary data for the current fiscal year is available in December. Final reports are made available each Spring semester.

WHERE?
How do you access this data source? Where do you find it?

> https://demisweb2.ku.edu/Portal → Academic tab → FY Academic Information Management System → Choose department
> DEMIS may also be accessed through a link on the OIRP homepage at www.oirp.ku.edu.

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

> Data **can** be exported as an excel file of select data, including major degree counts, for all KU units. Data **can** be downloaded as an image or PDF for individual unit reports.

DEMIS/AIMS: Student Credit Hour

WHAT?
What data does it provide? What are the key variables?

Comparative total student credit hour (SCH) production by academic year over a 10-year period. Graduate hours are presented separately and broken down by: 700/800 vs 900 level enrollments, instructor type (tenure or non-tenure track), percentage of total SCH taken by a department's own graduate majors, Edwards credit hours (beginning in FY13), and online credit hours (beginning in FY14).

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

To monitor changes in total SCH production over time, as well as to track changes to the delivery of those SCH (where taught, by whom, etc.).

WHO?
Who creates the report? What office? How do you get access?

Part of OIRP's Academic Information Management System (AIMS) within DEMIS. Access is granted by Student Information Systems. Requestor's supervisor should email a request to the DEMIS administrator group, DEMIS_Admin@ku.edu

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

Reports are compiled using 20th day data for Fall and Spring, end of term data for summer. Preliminary data for the current year is available in December. Final reports are made available each Spring semester.

WHERE?
How do you access this data source? Where do you find it?

https://demisweb2.ku.edu/Portal → Academic tab → FY Academic Information Management System → Choose department
DEMIS may also be accessed through a link on the OIRP homepage at www.oirp.ku.edu.

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

Data **can** be download an excel file of select data for all KU units that includes student credit hour summaries by term. These are not available in the PDF or online reporting.

COGA Report: Lapsed Enrollment

WHAT?
What data does it provide? What are the key variables?

A report that identifies students who have not been in a valid enrollment category for one or more semesters.

Variables – Students on the list fall into one of three categories:
1. Student was on an approved leave of absence that has now expired. Student's KU ID will be deactivated by the 60th day of classes if they do not return from leave and enroll.
2. Student was enrolled the previous semester, but has not enrolled yet during the current term. Student's KU ID will be deactivated by the 60th day of classes if they do not enroll.
3. Student has not been enrolled for one or more consecutive semesters. Student's KU ID was already deactivated during a previous term, but they still need to be moved to a valid enrollment category (enrolled, voluntary discontinue, leave of absence, or dismissal).

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

Programs use the information to better track student enrollment and mitigate lapsed enrollment, discontinuations, and increased time to degree. Programs contact the students and instruct to do one of the following ASAP; 1) enroll, 2) request a Leave of Absence, or 3) Voluntary Discontinue.

WHO?
Who creates the report? What office? How do you get access?

COGA creates the report based on data received from the Office of Graduate Studies. It is sent out to department support staff via email. Instructions are provided to guide follow-up with students.

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

The report is provided to departments every Fall semester, usually early October. The data is based on enrollment after the 20th day of classes of that Fall semester. If a student takes action (enrolls, goes on leave of absence, or voluntary discontinues) between the time the data is pulled and the time the report is sent, no further action is needed.

WHERE?
How do you access this data source? Where do you find it?

It is sent via email from COGA shortly after the 20th day of classes

HOW?
Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

The report is provided in the form of a Word document.

COGA Report: Out of Time/Early Warning

WHAT?
What data does it provide? What are the key variables?

A report that identifies 1) doctoral students who will be out of time to complete their degree within the current or next two academic years, and 2) students whose oral comprehensive exam has expired (> 5 years old) or will soon expire.

Variables - The calculation of time to degree (TTD) takes into account:
- Calculated beginning with first graduate enrollment in the department.
- Whether a Master's was completed as well (8 years total time for PhD only, 10 years for students who completed a Masters in the department)
- Lapsed enrollment up to one academic year (this counts *against* time to degree).
- Approved Leave of Absence or time spent on Voluntary Discontinue (these do *NOT* count against time to degree).

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

Programs use the information to
- Advise students and track both individual doctoral student's satisfactory academic progress and overall departmental time to degree averages.
- Take note of students who will soon exhaust their allowable time limit to complete their PhD degree.
- Support academic monitoring, including the student and advisor in the development of a departmental mentoring agreement (i.e. a mutual agreement between advisor and mentor to ensure accountability and support the mentoring relationship) in order to complete on time.
- If necessary, petition a time limit extension with an accompanying Degree Completion Agreement.

WHO?
Who creates the report? What office? How do you get access?

COGA creates the report based on data received from the Office of Institutional Research and Planning (OIRP). It is sent out to department DGSs and support staff via email.

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

The data is pulled shortly after the 20th day of classes each Fall semester. COGA sends the report out to departments then in mid- to late-October.

WHERE? / HOW?
How do you access this data source? Where do you find it? Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

Excel spreadsheet sent to DGSs, Cc: to the graduate support staff member.

COGA Report: GPA Probation

What data does it provide? What are the key variables?

A report that identifies students whose academic status has changed, or is at risk of changing, based on their cumulative GPA.

Variables – Students on the report fall into one of four (4) academic status change categories:
- Academic Probation– Students whose cumulative GPA fell below a 3.0 as a result of the most recent term or summer session;
- Return to Good Standing – Students who were on academic probation for the most recent terms and raised their GPA to a minimum 3.0.
- Warning ONLY– Students whose GPA has fallen close to a 3.0 and are at risk of probation in the future.
- Continued Unsatisfactory Progress – Students who were on academic probation for the most recent term and failed to raise their GPA to a minimum 3.0.

WHY?
What is the purpose or potential use of the data? How would a graduate program likely use this data?

Programs use the information to advise students and to either:
1. Increase academic monitoring for students who will be on probation or who are in the "Warning" category; OR
2. reconsider a student's continuation in the program and take the appropriate action (i.e. recommend dismissal, voluntary discontinue, or if there are exceptional circumstances, take action to petition for one semester of continued probation.)

WHO?
Who creates the report? What office? How do you get access?

COGA creates the report based on GPA data received from the Office of the University Registrar. It is sent out to department DGSs and support staff via email. Instructions are provided to guide advising of students and any departmental action that may be needed.

WHEN?
Is it live data? Is it a periodic report? How often is the data updated?

The data is pulled by the Registrar's office the Monday after the grade entry deadline following the close of each semester and summer session. COGA sends out the report to departments within a few days.

WHERE? / HOW?
How do you access this data source? Where do you find it? Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

Excel spreadsheet sent to DGSs, Cc: to the graduate support staff member.

Master's & Doctoral Program Profiles (MPP/DPP)

WHAT?

What data does it provide? What are the key variables?

One-page snapshots of key program-level data. The profiles include summary data on faculty profiles (tenure and non-tenure track), graduate student enrollment (including demographic breakdowns), application and admissions yields, student financial support, and time to degree. Doctoral profiles also contain information on postdoctoral employment plans.

WHY?

What is the purpose or potential use of the data? How would a graduate program likely use this data?

The profiles are intended to ensure transparency of key program metrics. Their primary target audience is prospective graduate students. Schools/divisions and departments may use the data to monitor key public metrics over time.

WHO?

Who creates the report? What office? How do you get access?

Prepared by OIRP for Graduate Studies

WHEN?

Is it live data? Is it a periodic report? How often is the data updated?

New profiles are updated each year and are made available late in the Spring semester.

WHERE?

How do you access this data source? Where do you find it?

http://graduate.ku.edu/2015-program-profiles
May also access from Graduate Studies' home page, www.graduate@ku.edu. Click on Program Profiles in the bottom right corner.
Each individual graduate program should also have their profile(s) posted to their department website.

HOW?

Is the data a screen display only? Can you export reports (e.g. as .csv (Excel))? Can you manipulate the data in the system (e.g., with many Visual Analytics views)?

PDF file viewed or downloaded from Grad Studies' or an individual departments' website