From the Executive Producer....

I am enormously pleased to announce that our office is now fully staffed! Now that we have all of our vacant positions filled, we have begun the process of training and cross-training our staff.

Ms. Carrie John was our last hire and she came onboard on July 16th. Carrie is our Student Lifecycle Analyst and will be working in OIRE and with Dr. Raul Cardenas and me to develop strategies and reports to assess and enhance student success.

OIRE has been working with the Denver Campus academic units to develop a web-based interface for the Faculty Report of Professional Activities (FRPA) on the Denver Campus. This fall we will be working with academic units to beta test the interface as well as meeting with various groups to spread the word about this new methodology. Then in the winter, we will open the website to the schools and colleges so that faculty can enter their data. Collecting the information via this method will allow us to keep the information within a database that is searchable and, in subsequent years, pre-populate the online forms so that faculty will not have to enter data that already reside within the database. If you would like for us to demonstrate the interface to your unit or if you have any questions, please contact me! We'll be looking forward to gathering feedback from both the beta testing as well as the initial launch so that the new FRPA interface is as easy and functional as possible!

We have posted our FY 2012-2013 CIDE Strategic Plan to the website. It is based upon our annual strategic planning retreat, feedback received from you throughout the year and via our customer feedback survey, as well as input from CU Denver leadership. I encourage you to have a look and see what our goals and objectives are for this fiscal year. We welcome your comments and suggestions. Also, keep in mind that we are available to assist you with your strategic planning processes. So, if you need a little help in getting your process kick started or just need someone to help you develop measureable outcomes, give me a call!

Calendar of Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>9/11/12</td>
<td>Denver Campus Fall 2012 Census Enrollment Report Available</td>
</tr>
<tr>
<td>9/26/12</td>
<td>Anschutz Medical Campus Fall 2012 Census Enrollment Report Available.</td>
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<tr>
<td></td>
<td>Denver and Anschutz Medical Campus Summer End-of-Term Enrollment Report Available.</td>
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<tr>
<td>10/3/12</td>
<td>The Survey Working Group will meet.</td>
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<tr>
<td>10/15/12</td>
<td>The web portal application for the Fall 2012 HR Snapshot will be opened for</td>
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<tr>
<td></td>
<td>existing HR Liaisons to review and update any information. Please contact</td>
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<tr>
<td></td>
<td>Nathan Schwab for more information.</td>
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<tr>
<td>11/12/12</td>
<td>The AMC Institutional Research Advisory Group will meet.</td>
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"Now Showing": The Common Data Set (CDS) for the 2011-2012 year is now published on our website!

The CIDE User Portal has been revamped to allow users to login with their network login name and password. No more trying to remember a separate login for the CIDE User Portal. (That's one less thing to worry about!)

"Coming Attractions": A new website portal application to help Denver Campus Faculty track their professional activities will be launched around Thanksgiving. This will replace the paper forms for the Faculty Report of Professional Activities (FRPA). If you're interested in volunteering to become an advanced release beta tester, please contact Jeff Finch for more information.
Requesting Data from OIRE

To quickly and efficiently submit a request to OIRE, please use our online Data Request Form. This allows your request not only to be received by our automated tracking system, but also directly emails one of our Research Coordinators for processing. (Tip: To make future requests even easier to submit, apply for a User Account, which will then allow the Data Request form to be pre-filled with your name and contact information.)

To ensure that we meet your needs, it is important that we receive your request two to four weeks in advance of the date you require the information. Please be assured that we will work with you when emergency requests arise; however, so that all customers enjoy the same level of service and projects/requests are appropriately prioritized, it is important that we know of your needs as far in advance as possible. Also, keep in mind that the online Report Library is an excellent resource for information.

If you are planning an institutional survey of students, faculty, staff or alumni, please contact Dr. Christine Stroup-Benham. OIRE oversees institutional surveys in an effort to better coordinate survey administration timing, improve survey content, reduce survey fatigue, and enhance response rates. In addition, if you are developing a survey of your own for administration to any university constituency, Christine (or one of the other OIRE staff members) will be happy to consult with you.

FAQ: How many faculty do we have?

This question may seem simple to answer but often it isn’t. The University of Colorado Denver uses some 43 different faculty job titles that can make counting faculty a challenge. In IR we group faculty into 3 main categories, Instructional, Clinical and Research.

Most questions revolve around what we call the “Big Five” job titles in the Instructional area: Professor, Associate Professor, Assistant Professor, Senior Instructor and Instructor. These five job titles are located at both the Anschutz Medical Campus (AMC) and the Denver Campus (DC) and account for about 45 percent of total faculty at the University of Colorado Denver. Clinical and Research faculty, which have parallel “Big Five” faculty job titles as in the Instructional area, are mainly centered at AMC. UCD has about 320 clinical faculty (including clinical teaching faculty) and over 1,600 research personnel most of whom are Professional Research Assistants.

Other job titles include about 500 Lecturers, 286 Post-Doctoral Fellows and nearly 700 student faculty in several job titles. In addition, non-faculty personnel such as administrators can have separate faculty appointments. So if you make a request asking how many faculty we have don’t be surprised if we ask you what you mean by faculty.

Data Request Form ■ Main Phone: 303-315-2840 ■ IR Email: IR@UCDenver.edu
Newsreel: Community College vs. University IR

Having come from the small IR department at a local community college, I have been asked on numerous occasions how the two offices compare. In the small community college setting you have your hands in a little bit of everything. Cross-training is at the forefront in case someone is out on vacation or with an illness. Cross-training does occur frequently here, though on a smaller scale. With a larger campus, more people are necessary to fill the reporting needs of the campus community. This means that each employee often specializes in one or more areas, with a smaller amount of knowledge in one or two additional areas. For example, here Nathan and Bill are our HR reporting gurus, and all others focus mainly on student reporting.

Another very large difference is with the tools and techniques available. In a smaller office, there is no budget for SQL server or for custom applications. This can hinder the efficiency of an office if you must spend the first hour of every project just trying to find the last report completed, and remembering how you completed it. Here in our office we are lucky enough to have a custom project tracking application where we can store notes and queries. This way, when we receive a recurring request, often times we only need to change the date ranges and format the results. This allows us to provide our customers with a much faster turnaround time.

At the end of the day, small or large office, our goal remains the same: To help our students, and to support our institutional goals and strategic efforts.

Amanda Spears – Research Coordinator

Customer Survey / Website Feedback

As mentioned in our last edition, we closed our FY 2011-2012 customer satisfaction survey. As always, those results are available at all times and you can provide us with feedback anytime! We used those results during our strategic planning retreat and have developed a shorter, more targeted survey for FY 2012-2013. You can complete this new version each time you interact with CIIE or have a request fulfilled by our staff. The new instrument is available on the CIIE website, as are any results that are produced by your completion of the FY13 survey.

Yet another way to provide feedback! Many of the pages on the CIIE website have a link to a feedback form on which you can provide immediate comments/suggestions for a specific web page. This form is completely anonymous; however, you can choose to provide your name if you’d like to be contacted regarding the feedback you submit.

If there is anything that you would like to discuss in person, please do not hesitate to contact CIIE’s Assistant Vice Chancellor, Dr. Christine Stroup-Benham at x52835.
## Staff Spotlight:

**Hi! My name is Carrie John and I am the newest member of the OIRE team. I started on July 16th as the Student Lifecycle Analyst and am very excited to be here. I’m so excited, in fact, that I moved here from Pennsylvania just to explore the opportunity! My husband and I arrived to the area on July 5th and we love it so far.**

In the office, you will find me either in my office on the 3rd floor where the Faculty Assembly has offered me a home or sharing an office with a team member on the 10th floor where I can be closer to the heart of the OIRE team. My role is to serve as a liaison to the Division of Student Affairs where I work closely with Dr. Raul Cardenas on analyses that impact student success. This is perfect for me as I have a background in enrollment management and student affairs, as well as institutional research. This position marries my experiences very well.

When I’m not in the office, you might find me on a roller coaster or two. Traveling to different amusement parks is a favorite past time of mine. Ok, I’ll admit that I find it really cool that I can see Elitch’s from the office! My husband and I also enjoy going to sporting events together and we’ve already been to see the Rockies three times! We hope very soon to add a Broncos game to our list. We love the fact that Peyton Manning moved here, albeit ahead of time, just to be closer to us! ;-)

I’m enjoying getting to know all of my colleagues here at the University of Colorado Denver, so please feel free to stop by and say hello. If we can strike up a conversation about helping our students to succeed, that’s all the better. You’ll get to see just how excited I can get about the topic!

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## Staff Spotlight:

**Hello! My name is Hailey Winn and not only am I new to the CU Denver OIRE team, but I am also new to both IR and Colorado. I am originally from Michigan’s beautiful Upper Peninsula where I received my bachelor’s degree in mathematics. After college, I began my professional career as an accountant for a small environmental engineering firm. It didn’t take me long to realize that accounting was not my cup of tea, and I am so fortunate to have stumbled into the world of institutional research. As the coordinator for the OIRE, I am responsible for guidebook surveys, ad hoc requests, and learning everything I can about the University and the data we can provide.**

When I’m not in the office, you can find me hiking, camping, fishing, cooking, knitting, reading and enjoying as much live music as I can find!