Office of Institutional Research and Effectiveness

FY 2011-12 Strategic Plan: Outcomes

1. Augment IR Infrastructure

A. Integration of Data across Areas/Sources/Time (including: admissions, enrollment, state- and cash-funded, Denver Campus and Anschutz Medical Campus, financial aid, instructors and classes, retention, degrees, SIS/ISIS, longitudinal, ISIS/HR, longitudinal HR data)

1. Needs Identification for data integration priorities (longitudinal and cross-functional)

a) Measurement: By November 1, 2011, develop initial list of prioritized needs related to data integration

Paula, Dave and Christine met on 10/24/2011 to elucidate list. Paula pulled list together to vet and prioritize. Prioritized list finalized on 11/7/11.

b) Measurement: By March 1, 2012, update data integration prioritized needs list using feedback gleaned from meetings with specific units/groups

During outreach sessions, groups did not provide this type of feedback. Therefore, any prioritization that occurs will have to be done in the absence of this feedback.

B. Report Enhancement While there have been preliminary meetings, this effort is being moved to FY13 due to being short-staffed for the majority of FY12.

1. Integration of Total Instruction: Denver Campus and Anschutz Medical Campus; State- and Cash-Funded

a) Measurement: By May 30, 2012, develop draft enrollment report integrating data from the Denver Campus and the Anschutz Medical Campus

b) Measurement: By June 30, 2012, finalize and post new enrollment report that integrates Denver Campus and Anschutz Medical Campus data

2. Admissions Reporting

a) Measurement: By May 30, 2012, develop draft admissions report for review by Barb Edwards (Fall admissions report and enhancements to weekly reports)

b) Measurement: By June 30, 2012, finalize and post new admissions report to IR website
3. **Longitudinal Reporting** – progress in dataset mapping this fiscal year; move measurements to FY13
   
a) **Measurement:** By April 30, 2011, develop draft longitudinal enrollment report (that integrates SIS and ISIS data) for review
   
b) **Measurement:** By May 30, 2012, finalize and post new longitudinal enrollment report (that integrates SIS and ISIS data) to IR website

4. **Cross-Functional Reporting**
   
a) **College/Major/Department Data (will need for DBR)**
      
(1) **Measurement:** By May 30, 2012, develop draft enrollment reports that provide college/major/department, HC, SCH, admissions, SCH x faculty/course type data
   
(2) **Continue development of methodology/strategy to predict/estimate/project Fall apps/admits/enrollments—This was deferred to FY13 to allow the Student Lifecycle Analyst to fully participate in this endeavor.**
      
(1) **Measurement:** By May 1, 2012, develop strategy for automating enrollment projection report currently provided to leadership
   
(2) **Measurement:** By June 1, 2012, meet with leadership to evaluate draft enrollment projection report and solicit input for modifications

5. **Faculty Workload Reporting (See Project 20110095 for measures, due dates, etc.)**

6. **Library of Definitions/Explanations**
   
a) **Internal Guidelines, Report Definitions/Standards**
      
(1) **Measurement:** By March 31, finalize Excel templates (will need for Deans’ Budget Retreat)
      
      *Completed 3/13/2012 [Christine and Jeff]*

(2) **Measurement:** By May 31st, finalize SSRS template and present to staff at a Staff Meeting
      
      *Deferred as a result of being short-staffed.*

b) **Inclusion of Analytic Blurbs (e.g., DBR); Provide Context for Content**
(1) Measurement: By October 15, 2011, identify which DBR elements will include analytic blurbs
   Completed 9/19/2011

(2) Measurement: By December 1, 2011, have analytic blurbs incorporated in all elements identified in above measure
   Completed 12/9/2011 (delayed due to some data corrections to one of the sections and “emergency” requests).

2. Enhance Customer Satisfaction

A. Outreach

1. Identify groups/types of users: Frequent User Group vs. Random User Group
   a) Measurement: By October 30, 2011, use Project Tracker to define and identify two groups of users: Frequent Users and Random Users
      Completed 10/27/2011: Query and Excel file provided to identify frequent and random users and units.

2. Attend/Initiate Meetings (e.g., departmental, AD/ASG, ASAL, IRAG, OGC, Exempt Professional Assembly, Faculty Assembly, New Employee Orientation, Equal Opportunity Planning Group, Coordinators of specialized accreditations, Coordinators/Program Directors of Program Reviews, Faculty Groups, brown bag) and solicit input (new/enhance/modify reports/website)
   a) Measurement: By October 1, 2011, identify existing meetings to attend for outreach purposes and IR staff to attend/present
      Completed 10/7/2011
      Christine attended: Library Leadership Group 11/15/11, PT Faculty/Staff Meeting on 12/7/11

   b) Measurement: By October 1, 2011, develop a list of questions to ask and information to review (e.g., reports provided on website, website design/organization) during the outreach sessions an brown bags
      Completed 10/7/2011

   c) Measurement: By December 15, 2011, develop initial brown bag lunch for user group (either Frequent User Group or Random User Group or other) as a part of IR’s outreach activities
Emailed Business School, CAP, CAM, SEHD, CEAS, SPA, CLAS, Grad School, CON, SODM, SOP, SOM, CSPH, PR/Marketing, Student Affairs, and International Affairs on 12/11/2011 to offer them opportunity for a brown bag.

Business School Council meeting: 3/14/12 at 11:30
PR/Marketing: 1/30/12 at 10:30
SPA Faculty Council: 2/10/12 at 10:30; SPA Staff meeting: 1/12/12 at 2:00
CON: 1/4/12 at 3:00
SOM UME: 3/1/2012 at 9:00
SOM Executive Committee: 2/21/12 at 8:15
SOM Department Administrators’ Meeting: 2/9/12 at 8:15
SOP: 5/2/12
Student Affairs Leadership Council: 2/16/12
SOM Dept. of Surgery Leadership Development Program: 6/20/12

3. Use Project Tracker for frequent reports/needs

   a) Measurement: By December 15, 2011, use Project Tracker to identify reports not currently presented via the IR website that are frequently requested (note: these new reports may overlap with others mentioned elsewhere in this plan!) (JLF, casb, NES) 11/18/11 Jeff developed query; 12/1/11 Christine modified query, created Excel file from that query and distributed it to staff to review list of potential reports

   b) Measurement: By January 30, 2012, develop a timeline for integrating these reports within the IR website

User group info emailed April 30, 2012.

B. Enhance IR Website – This was deferred to FY13 so that our external consultant could complete work on My Portal and additional functionality

1. My Portal / Direct Links to Reports -- Consultant Work

   a) Measurement: By June 30, 2012, add functionality to the IR website’s My Portal page to allow an authenticated user to save shortcuts to existing Report Library reports

   b) Measurement: By June 30, 2012, add functionality to the IR website’s My Portal page to allow an authenticated user to save specific parameters for SSRS reports as shortcuts
3. Crosstraining/Professional Development of IR Staff

A. SSRS training – As a result of being short-staffed, this effort is being moved to FY13

1. Measurement: by May 15, 2012, hold an in-house introductory SSRS training session for IR staff who have had minimal or no exposure to SSRS report development, and schedule follow-up trainings, if necessary

2. Measurement: by June 4, 2012, identify enhancements of existing reports and/or new reports that can be accomplished via SSRS and assign at least one to each IR staff member who has not had significant exposure to SSRS

B. SQL/Query/SAS training

1. Measurement: by June 1, 2012, identify gaps in existing SQL and query development knowledge amongst IR staff and locate/schedule beginning, intermediate, or advanced in-person or self-paced training opportunities for each staff member that are appropriate to each gap

   After much discussion, it was determined that most staff would be best served by free training that Jeff knew about – Jeff to put something together and let staff know where it’s at. Advanced knowledge needs met by having Jeff, Dave, Nate and Keith serve as office experts/consultants for SSRS and advanced SQL programming. Courses from Learn It First on SQL programming purchased for Nathan to go through, to be made available to the rest of the office on a strictly as-needed basis (in compliance with Learn-It-First's licensing agreements).

2. Measurement: by June 30, 2012, assess ongoing IR projects that will require SAS skills and determine appropriate level of training for IR staff members needed to achieve the required skill levels

   SAS-related projects identified April 30, 2012 (DBR, Grad/retention rate projects/analyses, SURDS, salary equity analyses, plus a variety of ad hoc requests).

3. Measurement: by June 1, 2012, schedule in-house cross-training opportunities and/or formal training classes for IR staff identified via in Measurement #2.

   This was not completed because the office was not fully staffed.

C. Projects/Requests for crosstraining

1. Measurement: By August 31, 2011, create draft of crosstraining opportunities for IR staff members

   Completed: Staff emailed on 8/25/2011

2. Measurement: By June 11, 2012, have worked with IR staff members to identify specific opportunities for each and strategies for crosstraining/handoffs

   Use matrix at: P:\2011\20110247_StrategicPlanFY2012Measurements\OIRE Crosstraining.xlsx
D. Code Library / "How To" Library

1. Measurement: By August 20, 2011, identify and communicate where the “How To" library resides
   Completed: Staff emailed on 3/20/2012.

2. Measurement: By November 1, 2011, include a button within Project Tracker that redirects users to the “How To" library
   Completed: 11/17/2011

E. Provide each staff member with at least one professional development opportunity during fiscal year 2011-12.

1. Measurement: By September 12, 2011, each IR staff member will delineate and rank at least three professional development opportunities to occur during fiscal year 2011-12
   Completed 9/13/2011

2. Measurement: By October 20, 2011, decisions made by each respective IR supervisor, in conjunction with Director, to select at least one of these opportunities for each IR staff member and make plans to participate in them.
   Completed 9/20/2011