PROGRAM REVIEW WORKSHOP – DATA PULL
OVERVIEW / REFERENCE SHEET

Navigation Through the IR Website

1) Start on the IR Program Planning Data Site (as described in the Program Review Template document):
   http://ir.calstatela.edu/ir/Data/COLL.html

   Or from the IR homepage (http://www.calstatela.edu/institutionalresearch), select the “Program Planning Data Site” from the middle of the page

2) Select “Department Trend Data” from the top section (Or go to this page directly, if you prefer:
   http://ir.calstatela.edu/ir/Data/DEPT_Req.html#ART

   Note: You’ll want to explore other data accessible from this main/menu page of the Program Planning Data Site (see Other Data Resources on p.3, below)

3) Select your Department from the left-side menu, and confirm the top of the page under the heading updates to your department, as shown below (Sociology):

   ![Institutional Research: Interactive Reports](Image)

   General Options:
   • “Choose Your Term” drop-down menu
   • 3 Tabs with different levels of data: Department Total, By Degree, By Program
     o Most of the data you’ll pull can be accessed via “Department Total”
     o The “By Degree” & “By Program” tabs provide the data separated by Undergrad and Grad degrees and programs
   • Each internal data page includes the option to Download in Excel or CSV file format

Resources available online as of 10/11/17
DATA PULL from IR Program Planning Data Site – Department Data for Program Review Template, Section 2.0 Program Data (2.1 Enrollment Data & Appendices B, C, D)

1) Program Review Section (green section at the bottom of the page)
   - Provides Comparison Data: Department, College and the University
   - 5-year term history starting with the term you select on the main page (e.g., select Fall 2015 and you get Fall 15, 14, 13, 12, and 11)
   - Breakout by Undergraduate and Graduate (most options, see below)

   A) Gender Ratios - Enrollment / Students in the Major, Appendix B

   B) Enrollment & Degrees by Gender & Ethnicity – Enrollment / Students in the Major and Degrees, Appendix B
   - Breakout by Undergrad and Grad forthcoming – see other options below for alternative sources for this breakout

   C) FTES-FTEF-SFR – Faculty Utilization, Appendix D
   - Lower Division / Upper Division breakout, as well as overall Undergrad / Grad

2) Enrollment / Students in the Major (Appendix B)

   A) Enrollment Headcount by Gender & Ethnicity
   - Comprehensive overview of enrollment
   - Breakout by Student Level and Gender & Ethnicity, includes Undergrad/Grad Summary
   - Single term only (select on main page)

   B) Enrollment Headcounts History by Student Level
   - 5-year term history, starting with the term you select (e.g., select Fall 2015 and you get Fall 15, 14, 13, 12, and 11)
   - Student Level breakout: 1st Time Freshman, 1st Time Transfer, 1st Time PostBacc, Continuing Undergrad, Continuing Postbac, New Grad, Continuing Grad, Total

   C) Enrollment Headcount by Major, Student Level & Ethnicity
   - Single term only (select on main page)
   - Breakout by Major, Student Level and Ethnicity

   D) First Time Freshmen/Transfer (including Full Time) by Gender & Ethnicity
   - Single term only (select on main page)
   - Breakout by 1st Time Freshman/Transfer, All/Full-Time only and Ethnicity

3) Graduation and Persistence Rates (Appendix C)

   Three Reports Available: 1-6 Year Retention and Graduation for each of the following:
   - 1st Time full Time Freshmen
   - 1st Time Transfers
   - 1st Time Graduate Students

* For these reports, “choosing Your Term” on the main page is choosing a COHORT. Be sure to select a cohort that has had enough time to reach 6-year graduation (e.g. Fall 2009 cohort was eligible for 6-graduation in Spring 2015; annual graduation data is finalized in November)
4) Degrees *(Appendix B, C)*

- 8-term history, backward from the term you select on the main page (includes Summer and Winter terms)
- Some of these reports offer aggregate options on the internal report page

Three Reports Available:
- Degree Granted by Gender & Ethnicity
- Degree Granted by Degree Type & Ethnicity
- Degree Granted by Option (Major and Option)

5) Applicants for Admission (for program planning, growth/demand, etc.)

Three Reports Available:
- Applicants by Major/Option
- Applicants by Gender & Ethnicity
- Applicants by Academic Level

**OTHER DATA RESOURCES ON THE IR WEBSITE USEFUL FOR PROGRAM REVIEW**

These sections provide data with different levels of detail and options by which you can select and pull the data, so you may find it provides you with more robust data to inform your Program Review process.

1) **Data Tables** – From the IR Program Planning Data Site (http://ir.calstatela.edu/ir/Data/COLL.html):

**ENROLLMENT & DEMOGRAPHIC DATA**

A) **University: Admission, Enrollment & Graduation Rates** – Aggregated data for the entire University, some tables broken out by College (FTES-FTEF-SFR). Provides University comparison and benchmark data.

B) **College: Admission, Enrollment & Graduation Rates** – Aggregated data by College, some tables broken out by Department (FTES-FTEF-SFR). Provides College comparison and benchmark data.

C) **Daily Average Unit Load Report** – Daily students’ average unit load by student level and total enrollment. Comparison data can be pulled at the University level (College comparisons), College level (Department comparisons), or the Department level (major comparisons).

**ADMISSION DATA**

D) **Admission Tracking** (most recent Fall term) – Headcount, denied, and plan sorted by student level, major, ethnicity, College, and Department, provides totals and percentages

**COURSE DATA**

E) **Course Planning & Historical Course Data** – Course enrollment by sections, total headcount and FTES, average headcount and FTES. Can pull data by Academic Year (summary data) or individual term (detailed report), and can choose up to five AYs or Terms.
F) **Daily Bottleneck Course Analysis** – Course availability broken out by General Education and “Rush hour” GE courses, course demand (based on College Scheduler results), open/closed sections, average class size.

G) **Year to Year Schedule Comparison** – Course planning data can be pulled by all University, College, Department as well as by course component (lecture, lab, supervision, etc.), course level and GE category.

H) **Course List Search** – University Catalog search by Department, subject, course description and active/inactive status. Provides Quarter and Semester courses/equivalencies.

2) **Data Visualizations** (graphs, dashboards, etc.) – From the middle of the IR homepage ([http://www.calstatela.edu/institutionalresearch](http://www.calstatela.edu/institutionalresearch)), select the “IR Dashboards”

- Detailed data visualization with multiple options for selecting parameters of interest
- Mostly University level data with demographic parameters to choose
- Trend data visualized for easier interpretation
- Comparison data with parameter selected by the user

Scroll down to the lower part of the page to access the **Public Dashboards** (no login required!)

- **Graduation Initiative 2025**: Six dashboards that show historical freshman and transfer graduation rates. Data can be broken down by the college associated with a student’s major at entry but not by department.

- **Admission**: Six dashboards that display different visualizations of six years of fall term admission statistics.

- **Enrollment**: Five dashboards that provide enrollment data for the past eight years. Users can explore enrollment data by college, major, year, gender, ethnicity, and other important factors.

- **Retention and Graduation**: Designed to supplement the Graduation 2025 dashboard, these two additional dashboards show retention in fine-grained year-to-year detail, including available breakdowns at the department, academic plan and sub-plan levels.

- **Daily Enrollment**: Five dashboards that show enrollment data, updated on a weekly basis, during the enrollment cycle for a given term. Included is information about headcount, FTES, and the number of students who have enrolled in different academic plans and sub-plans.

- **Daily Class Availability**: Displays total enrollment and seats available in each course for the current term, including course component information (lecture, lab, etc.) and GE-Type.

- **Degree**: Three dashboards that show cumulative units at graduation and time-to-degree including two with breakdowns by academic plan.

- **CSU Peer Comparisons**: Four dashboards that show retention, persistence and graduation rates for freshmen and transfers across the 23 campus CSU system.

Additional dashboards are currently being developed and others are planned for the future. Check back for updates.