Academic Program Review – Data

Office of Planning and Budgets, Office of the Registrar, Graduate School, and Outreach and Engagement data should provide much of the information you need to answer the six essential questions that provide the framework for a self-study. You may, of course, include peer data from other institutions as needed.

- Use data as a foundation for analysis, but data should only be included in the self study to aid in clarification.

1. OFFICE OF PLANNING AND BUDGETS

A variety of information is available from the Office of Planning and Budgets web site (http://opbweb.msu.edu). Select Institutional Studies.

- If you have questions, please contact Bethan Cantwell at 355-9273 or cantweb@msu.edu.

Longitudinal data from 1994 forward is represented based on the current organizational structure. This may vary from reporting done by other offices. Most reports have the ability to drill down to unit and sub-unit data.

Planning Profile Summary (PPS) contains detailed data on faculty, academic staff, non-academic staff, students, research, budget, courses, etc. These are formatted with a base year of 1994-95 and the most recent four years of data. A glossary is available if you click on the “?” mark at the top of the PPS page.

- Selecting PPS Reports will open another browser window from which you can select a Major Administrative Unit (MAU) or unit/sub-unit level data.
- If you wish unit-level data, scroll down to:
  - Select a unit to navigate to unit reports organized within listed units.
  - Select the MAU and another window will be opened from which you can select the unit you want.

Standard Reports are a series of reports by semester of course capacity, academic staff, budget, course capacity, degrees conferred, enrollments, and student credit hours. There are breakdowns by gender, race/ethnicity, major, etc.

University Metrics Tools permits you to download and save an Excel workbook that contains several report templates and graphs. These are based on the data in the Planning Profile Summary.

- Select and save Unit Data Report Templates and Graphs.xlsb.
- Directions are available in the first tab.
- Look up the Aggregated Unit Code (AUC) for the unit you are interested in and/or Row IDs for different data elements.
- Enter the AUC or Row Ids in the spaces indicated.

Inventory leads to the Space Inventory. You need to logon using your MSUNetID and a password. You can request access by contacting Marsha O’Neill at 432-9927. The basic reports contain a report of “Room Square Footages by Unit of Assignment.”
2. THE GRADUATE SCHOOL

GradInfo contains four tables related to master’s and doctoral programs. They include: First-time in program at an award type, enrollment counts, award counts, completion tables, and program faculty gender, citizenship and race/ethnicity. The URL is https://login.msu.edu/?App=J3200.

University Distinguished Fellowships (UDF) and University Enrichment Fellowships (UEF) awards history – These data are not available in GradInfo. If you need these data, please contact Judith Stoddart, Interim Associate Provost for Graduate Education and Interim Dean of the Graduate School, stoddart@msu.edu.

Graduate Student Exit Survey data from those submitting a thesis or a dissertation are available from the Graduate School upon request.

3. OUTREACH AND ENGAGEMENT

Outreach and Engagement Measurement Instrument (OEMI) https://oemi.msu.edu/Default.aspx?ReturnUrl=%2f. This is the instrument individuals use to submit their data. Some outreach and engagement data are included in the Office of Planning and Budgets PPS Report Generator.

4. OFFICE OF THE REGISTRAR

Sources of information available on the Office of the Registrar (RO) Web site (http://www.reg.msu.edu/) include the following:

Enrollment and Term End Reports - These reports represent official university counts made available throughout each term. Semester and fiscal year information are available beginning with Summer 1994.
   • To view the reports, click on the “Gen Info & Policies” tab.
   • Select “Enrollment and Term End Reports.”
   • These reports are available to the public and require no security to access.

Enrollment and Awards Reports – These reports represent enrollment and awards for ten years and include enrollments and awards by college. Reports are also available for Graduate Certificates, Linked (undergraduate and graduate) Programs, Minors, and Specializations.
   • To view the reports, click on “Programs and Courses.”
   • Select “University Curriculum and Catalog.”
   • Under the Reports section, choose Special Reports.
   • These reports are available to the public and require no security to access.

Historical Enrollment and Term End Reports - These reports represent official university counts and include information beginning with 1897 through Spring 1994. Specific reports have been added, discontinued and changed through the years. Therefore differences may exist between these reports and the Enrollment and Term End Reports.
   • To view the reports, click on the “Gen Info & Policies” tab.
   • Select "Historical Enrollment and Term End Reports."
   • These reports are available to the public and require no security to access.

Student Information Generator - The Student Information Generator allows authorized university officials to create reports for current students (students registered/enrolled in the last two years). These reports hold student-term-level information such as current major, term and cumulative GPA, term and total credits, academic standing, award status, local and permanent addresses, etc. In addition, the Degree Requirement Query Builder tool may be used to generate student degree requirement data based on the requirements from Degree Navigator.
   • To access the Student Information Generator, click on the “Faculty and Staff” tab.
   • Select “Online Forms Menu,” then “Student Information Generator, and finally “Query Builder.”
   • Data are limited by authorized College(s), Department(s), and/or Major(s).
   • Those needing access should contact their College Security Administrator (https://www.reg.msu.edu/Forms/UserAssist/SecurityList.asp).
Sources of information available on the University Curriculum and Catalog Web site (http://www.reg.msu.edu/ucc/ucc.asp) include the following:

Special Reports through University Committee on Curriculum (UCC) - The following reports can be used in conjunction with the official Enrollment and Term End Reports. All trend reports contain 10 fiscal years of data. (Note: A Fiscal Year (FY) represents data within the Summer, Fall, and Spring terms; e.g. FY07 represents Summer 06, Fall 06, and Spring 07.)

- **Administrative Changes** – This provides a list of all administrative changes that have resulted in structural or department realignments. The list can be found at http://www.reg.msu.edu/ucc/AdminChanges.asp.

- **Academic Program Reports**

  **Programs Offered - University Summary**
  Programs Offered By College
  Programs Offered By College, By Department

  **Programs Discontinued or Added over the Past Ten Years**

  **Student Awards by Program** (Degrees, Specializations, Minors, etc.)

  **Student Enrollments by Program**

- **Course Reports**

  **Unique Courses Offered - University Summary**
  Unique Courses Offered By College
  Unique Courses Offered By College, By Department

  **Average Student Credit Hours per Section - University Summary**
  Average Student Credit Hours per Section By College
  Average Student Credit Hours per Section By College, By Department

If additional student data are required (and not fulfilled by the reports listed above), please submit a data request to the Office of the Registrar as specified below.

- Click on “Gen Info & Policies” tab on the Office of the Registrar website (www.reg.msu.edu).
- Select “Data Requests” and complete the online form.
- Please allow up to two weeks for your request to be fulfilled. More extensive requests may take longer than two weeks.

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