



Guide to the NVU Office of Institutional Research

Note: This is a living document. As we gain more experience with the needs of the community, the guide may change or expand.

<https://www.northernvermont.edu/academics/support/office-institutional-research>

Directors

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Mission Statement

The NVU Office of Institutional Research, comprised of dedicated staff and technology resources, provides data and analysis to support our University's student-centered mission and strategic goals through the following approaches:

- Stewardship: Providing education and standards regarding data input, quality, integrity, and cultivation
- Quality Service: Emphasizing responsiveness, and anticipating and interpreting stakeholder needs
- Infrastructure: Managing structure and framework for useful production, collection, and analysis of data with regular, standardized reports
- Coordination with University-wide initiatives: Relating our work to student persistence and retention, grant activity, budget management, strategic planning, policy development, assessment, and innovation

Services/Available Data

At this time, the directors can provide both student enrollment data and course offering data. As we expand capacity and improve information flow, we should also be able to facilitate data relating to admissions and financial aid, but those options are currently more limited. However, the directors can forward requests to the appropriate data "owners" if the information needed falls within those categories.

Enrollment data (usually from a single term report) *not an exhaustive list*

- Term, ID, name, major, second major, minor, specialization, fed cohort, 1st gen status, class, advisor, credits attempted, credits earned, demographic information (race, sex, age, home location, etc), high school, active credits (FT/PT)
- Graduates by degree earned (for 1 term, or over multiple terms)
- Students who earned XYZ grade in a course(s) for a given term.
- Unregistered students (students enrolled in T term, but not T+1 term)

Enrollment analysis (usually requires multiple reports/terms)

- Headcount by term, for multiple terms, by any of the fields listed in bullet point 1 above
- Specific cohort by term, for multiple terms, by any of the fields listed in bullet point 1 listed above
- 4 year or 6 year graduation rates
- Percentage of selected cohort(s) who exhibit(s) xyz characteristic over a selected time period

Course data analysis

- DFWI rate for a particular class over a particular range of terms
- Overload cost analysis
- Course offering analysis
- Historical course and program enrollment

Tips on getting the best results from a data request

The more specific your request, the better your chances of getting the data you actually need on the first go around.

The link to our IT helpdesk for data requests can be found here:

<https://www.northernvermont.edu/academics/support/office-institutional-research>

Things to consider when requesting data:

- Population
 - What students are you asking about? All enrolled students? All undergrads? All matriculated (degree-seeking) students? All NVU? All NVU-Lyndon? All men/women/1st gen/19F fed cohort/Seniors/etc?
 - Generally speaking, retention rates are given by fed cohort, so if you want a different population measure, please specify, though some measures may not be possible to track given the currently available data.
- Time frame
 - Data is in our system by term, so if you need it by academic year, consider if you need the unduplicated student count (students enrolled both Fall and Spring only counted once) or term-based enrollment (student enrolled both Fall and Spring counted for each term enrolled/twice).
 - Retention requests need to have a start/end term (as well as a specified population).
- Complexity/Output
 - Do you need the raw data? Do you need the student-level data (linked to student name)? Do you just need the final numbers in a table? Do you need a combination of those things?
 - How urgent is your request? Please specify a “need by” date – we will attempt to honor these, but be aware that there is not fulltime staffing of this office, so more complex requests need to have a longer lead time if you have a deadline.

- Because of the way our data is entered and stored, not all fields are easily linked. Enrollment data doesn't automatically link with grade data on the course level, which doesn't link with graduation data, which doesn't link with stop-out data, and so forth. The more different reports need to be combined to fulfill a data request, the longer the request will take to fulfill. That doesn't mean it's not possible, just that it will take longer.
- Description/Note
 - Add as much detail as you can to the description in your request. If you are requesting data for a grant or report, including the text from the reporting form can be helpful.
 - Fields – if you know the specific fields you would like to include, please list them. If you do not know the names of the fields, then a short description of what you need and what you want to use the field/data for may help you get what you really need the first time around.