

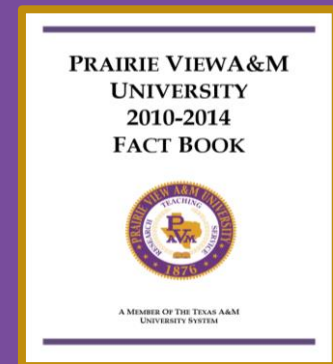
ABOUT US PVAMU DATA FACULTY WORKLOAD FORMS

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Institutional Research Forms

- [Data Request Form for Student Data](#)
- [Data Request Form for Faculty Data](#) (including SOS Results)
- [Training Registration](#)
- [Customer Satisfaction Survey](#)
- [IR Training Evaluation Form](#)

Life in the IR: News You Can Use



Office of Institutional
Research & Effectiveness

March/April 2015

INCREASING CUSTOMER DATA ACCESS...WE MEAN BUSINESS

IR: Serious About Data

www.pvamu.edu/ir

2010-2014 Fact Book

The [2010-2014 Fact Book](#) is now available! The Fact Book provides five years of data in several areas including Enrollment, Semester Credit Hours, Degrees Awarded, Success Measures, Faculty, Library, Fiscal, and Facilities. The Student Enrollment section encompasses enrollment by headcount, level, semester credit hours, gender, ethnicity, age distribution, states, counties, and top feeders. Information is arranged by sections with interactive links to make it easier to find the information you need.

March and April IR Trainings

The IR Staff is continuing to offer monthly [IR Trainings](#) to help our customers gain more benefits from the reports we make available to you. Registration is open for March and April Training dates.

- March 12 – Intermediate Excel
- March 26 – Faculty Workload
- April 9 – Using Tableau Reports
- April 24 – IR Online Resources

Spaces are limited, so register now!

Attended IR Trainings already? Let us know how we are doing by completing the [Training Evaluation Form](#).

We Want Your Annual Reports

Does your office prepare annual, state or national reports? **Please send us a copy.** The Office of IR responds to numerous surveys each year, and your annual reports may provide us with the information we need to present a more comprehensive view of the University to potential students and other external constituents. Please send copies of your reports to IRE@pvamu.edu.

Customer Satisfaction Month

March is the time for the Office of IRE to solicit customer feedback about our services. If you are a recent/current IR customer, complete the [Customer Satisfaction Survey](#) by March 31. It only takes about 5 minutes. We value your input.

Faculty Workload Workshop

Ginger Philips will be conducting a Faculty Workload Workshop on Thursday, March 26th. The workshop will be “hands-on” where individuals will receive personal assistance in accurately completing the Faculty Workload for their college or department. Attendees should bring their current Spring Excel sheets that will be provided by IR prior to the training. Don't miss this opportunity to get your

Workload completed without errors prior to the due date of **Friday, April 3**.

More Dashboards Coming Soon

IR Staff is in the process of developing Faculty Dashboards that will provide you with longitudinal faculty information by college and department. Data will include faculty headcount, faculty FTE, tenure status, rank, gender, and full-time/part-time status.

Help Us Serve You Better

Requests made to our office by email or phone are more likely to be overlooked. When you use our [Data Request Forms](#) to make your request, we prioritize and monitor the project from submission to completion. We also use incoming requests to develop future standard reports. It is an efficient process for us to better serve you. **Unfortunately, 54% of the requests received in January and February were NOT submitted using our forms.** We are asking you or your administrative assistant to use the Data Request Form to make your requests. The IR staff would really appreciate your support.

Email: IRE@pvamu.edu
Phone: 936-261-2188