"DELETE" BEFORE YOU CLICK "SEND"!

Prohibited from directory information

The following data is prohibited from appearing in directory information:

- Student's Social Security Number (SSN),
- Race/ethnicity,
- Citizenship,
- Nationality,
- Gender,
- Grades and
- Class schedule.

When in doubt, call IR at Ext. 2188

Life in the IR:
News You Can Use

Send us your unit needs for IR training.

Office of Institutional Research & Effectiveness
September/October 2015

Institutional Research: Keeping You Informed   www.pvamu.edu/ir

Faculty Workload Documents

EFFECTIVE IMMEDIATELY Individuals submitting Faculty Information MUST place the documents on the **Faculty Information share drive**. Documents should not be sent by email, campus mail, fax, or delivered as hardcopies to the IR Office. Beginning September 1, documents sent by any means other than being placed on the Faculty Information share drive will not be accepted. All documents must be signed.

Workload Dates to Remember
Fall Workshop Dates – November 3 & 4
Fall Workload Due Date – November 9

Sharing Directory Information

Recently, FERPA TrainTraq Course 11012 was updated. The training lists personally identifiable information that cannot be shared with individuals off campus by IR Staff or by PVAMU faculty and staff who have access to our reports. **The data that should not be shared is shown in the "Prohibited from Directory Information" header of this newsletter.** These data should be deleted before sending reports. If you have questions about sharing specific data with others, please call IR at Ext. 2188 or email ire@pvamu.edu.

Trainings on As-Needed Basis

Beginning in September, general **IR Trainings** will only be offered on an "as-needed" basis based on feedback from college/unit needs for their staff. We would like to train as many people as possible in each department to accurately use our shared data reports and online resources. The trainings available are shown below.

- Beginning Excel
- Intermediate Excel
- Using IR Online Resources
- Using Tableau Reports

ATTENTION DEANS and UNIT HEADS: Look for your invitation/reminders to complete the "Unit Needs for IR Training" Survey. We need your input!

"NEW"- Faculty Dashboard

Our newest dashboard is the **"Faculty Data"** dashboard which provides you with term-by-term faculty data by college and department. The dashboard presents data summaries by gender, ethnicity, tenure status, time status, teaching level, and faculty rank. Efforts to develop more data dashboards to offer you access to data 24 hours a day, 7 days a week continue. In development now is a dashboard for **"Unduplicated Enrollments by Academic Year"** that will be a tremendous help for units preparing annual reports.

New "DATA REQUEST FORMS"

Submitting a data request is now FASTER and EASIER. We have revised and simplified our **Student** and **Faculty** data request forms to make them shorter and more user-friendly. The forms require less information about the purpose of the request, and key data variables have been combined for fewer selections to get the data you need. Using the forms is beneficial for all of us.

WE ARE DOING BETTER! The percent of requests from our Data Request Forms increased 11%--from 46% for May/June to 57% for July/August. Use our "simplified" form to submit your next request.

Recent IR Presentations

IR staff were invited to participate in the 2015 Academic Affairs Faculty and Staff Pre-Conference Workshops where we made two presentations. Links to the presentations are below and on the **IR Website** in the "Popular Links" section of our homepage. IR topics presented were: "**Using Data to Drive Decisions and Strategies**" and "**Activating Faculty in Banner**". We hope you will review the presentations and let us know if you have questions or need further assistance.

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