




OFFICE OF
Institutional Research

Management Dashboards

<http://managementdashboards.nku.edu>

A yellow decorative graphic consisting of a triangle that tapers to the right, with a gradient effect.

MANUAL OF INSTRUCTIONS AND
EXERCISES FOR USE WITH THE
NORTHERN KENTUCKY UNIVERSITY
MANAGEMENT DASHBOARDS

September 5, 2019

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Management Dashboard

Introduction

IN THIS SECTION:

- Overview
- Trend Reports
- Build Your Own

Introduction

Office of Institutional Research

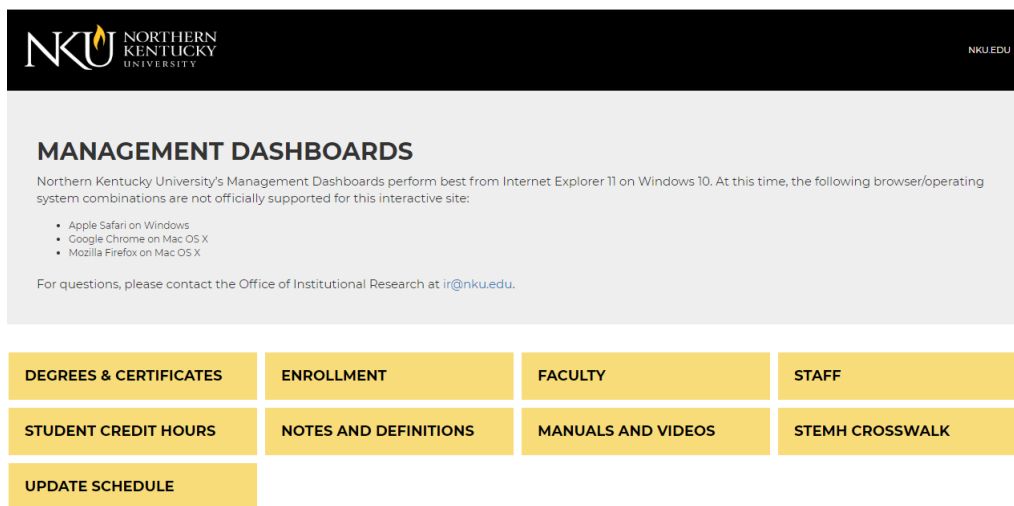
Management Dashboards

Overview

Welcome to Management Dashboards (MD). With this interactive data tool, you will be able to view enrollment, degrees, credit hours, and faculty/staff headcounts, as well as generate customized reports by major, degree level, and various student, faculty, and staff demographics. To help you get started, here is a brief overview of the data tool.

To access the Management Dashboards, go to <http://managementdashboards.nku.edu/>

When you first log into MD, you will see the MD landing page. From here, you have access to each dashboard. To view the data, click on one of the dashboards. The first time you enter with each session, the dashboard will require your login ID and password, which are the same as you use for email.

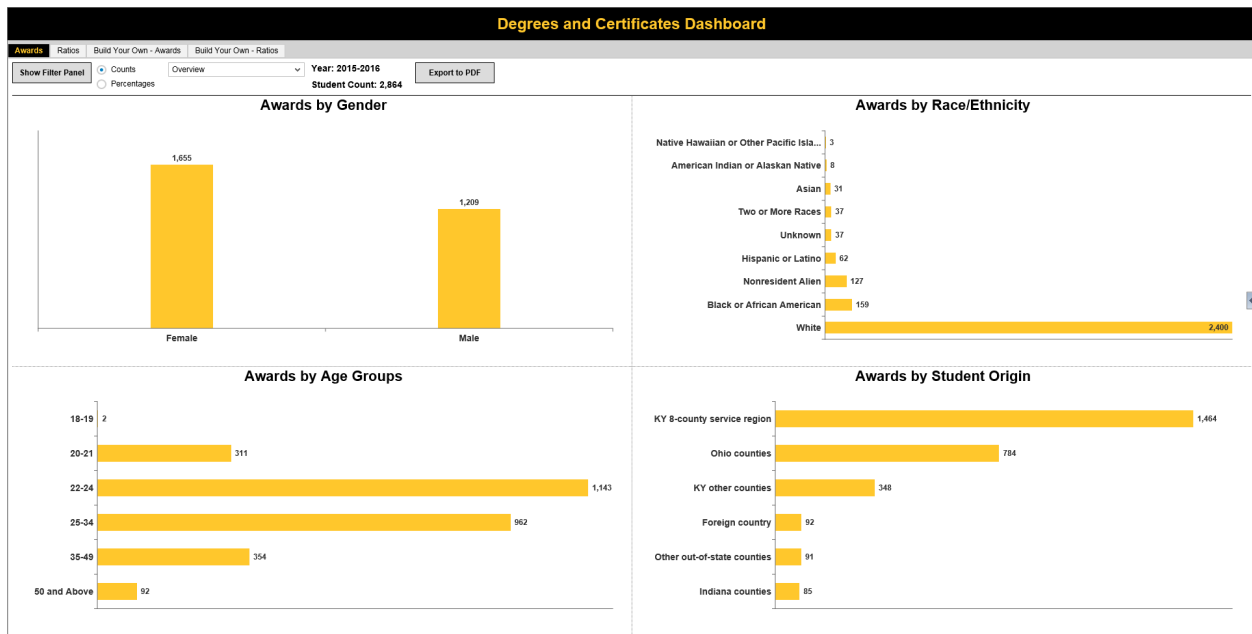


1. **Degrees & Certificates:** This dashboard provides the annual totals for degrees and certificates by award level. In addition, ratios are provided for several time-to-degree and hours-to-degree metrics.
2. **Enrollment:** This dashboard provides the unduplicated enrollment headcount for each semester by various student attributes, such as race/ethnicity, student level, and major.
3. **Faculty:** This dashboard provides the faculty headcount, both full-time and part-time, by several attributes, such as tenure status, academic rank, gender, and race/ethnicity.
4. **Staff:** This dashboard provides the staff headcount, both full-time and part-time, by attributes such as gender, race/ethnicity, SOC codes, and other factors.
5. **Student Credit Hours:** This dashboard provides data on student credit hours and course enrollments by a wide variety of attributes concerning students, faculty, and courses.
6. **Notes and Definitions:** Here, you can find definitions for each variable (dimension) within the Management Dashboards.
7. **Manuals and Videos:** On this page you will find this document, additional manuals by section, and an assortment of short videos providing tutorials and guidance on the different aspects within the Management Dashboards tool.

8. **STEMH Crosswalk:** The KY Council on Postsecondary Education has identified programs by CIP codes that are classified as science, technology, mathematics, engineering, and health. This is a crosswalk between the CIP codes and the NKU major codes for the STEMH majors.
9. **Update Schedule:** Dates in which tables are updated with the most current information are listed here.

Overview /Trend Reports

Each dashboard provides several views of the overall data. The default view is “Overview.”



Below is a diagram of the dashboard components found within each dashboard:



1. This dropdown provides an overview and several graphics for trends of the data.
2. As different selections are made in the filters, the total count for the dimensions displayed in the graphics will be given here.
3. Data in the graphics can be shown by counts or percentages.
4. This button allows you to export the displayed graphic(s) to PDF.
5. The Filter Panel can be used to change the graphics to reflect other years or different subpopulations.

To select a different view of the data, click the dropdown option:

Counts
 Percentages

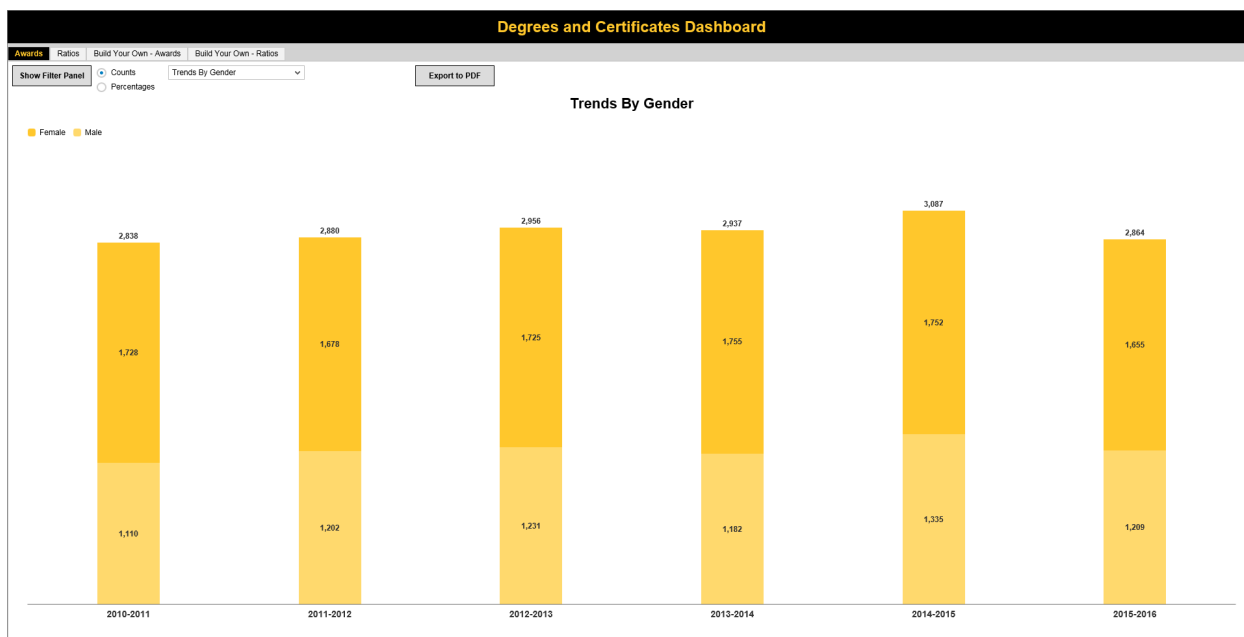
 Overview ▼

 Year: 2015-2016
 Student Count: 2,864

- Overview
- Trends By Gender
- Trends By Race/Ethnicity
- Trends By Age Groups
- Trends By Student Origin
- Trends By First Generation
- Trends By Low Income

For each dashboard, you will find several different trend reports. For example, in the Degrees and Certificates dashboard, there are multiple different trend reports: Trends by Gender; Trends by Race/Ethnicity; Trends by Age Groups; Trends by Student Origin; Trends by First Generation; and Trends by Low Income.

Below is shown the trends by gender graphic for Degrees and Certificates:



To view the data by percentages, select the “Percentages” radio button near the top of the screen:

Counts
 Percentages

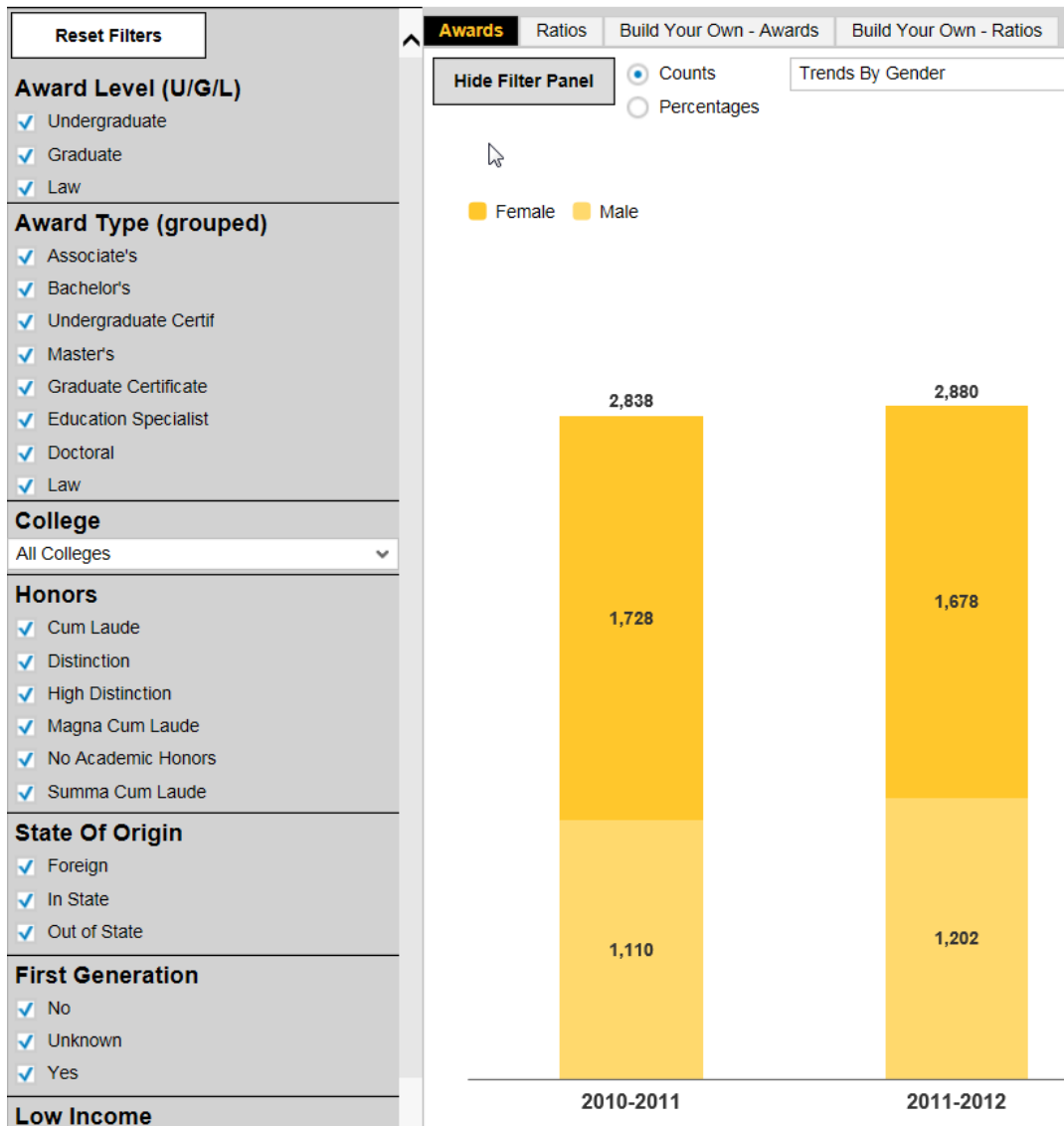
 Trends By Gender ▼

Using the Filter Panel

These trend reports also can be filtered by various dimensions. To open the filter panel, click “Show Filter Panel”:

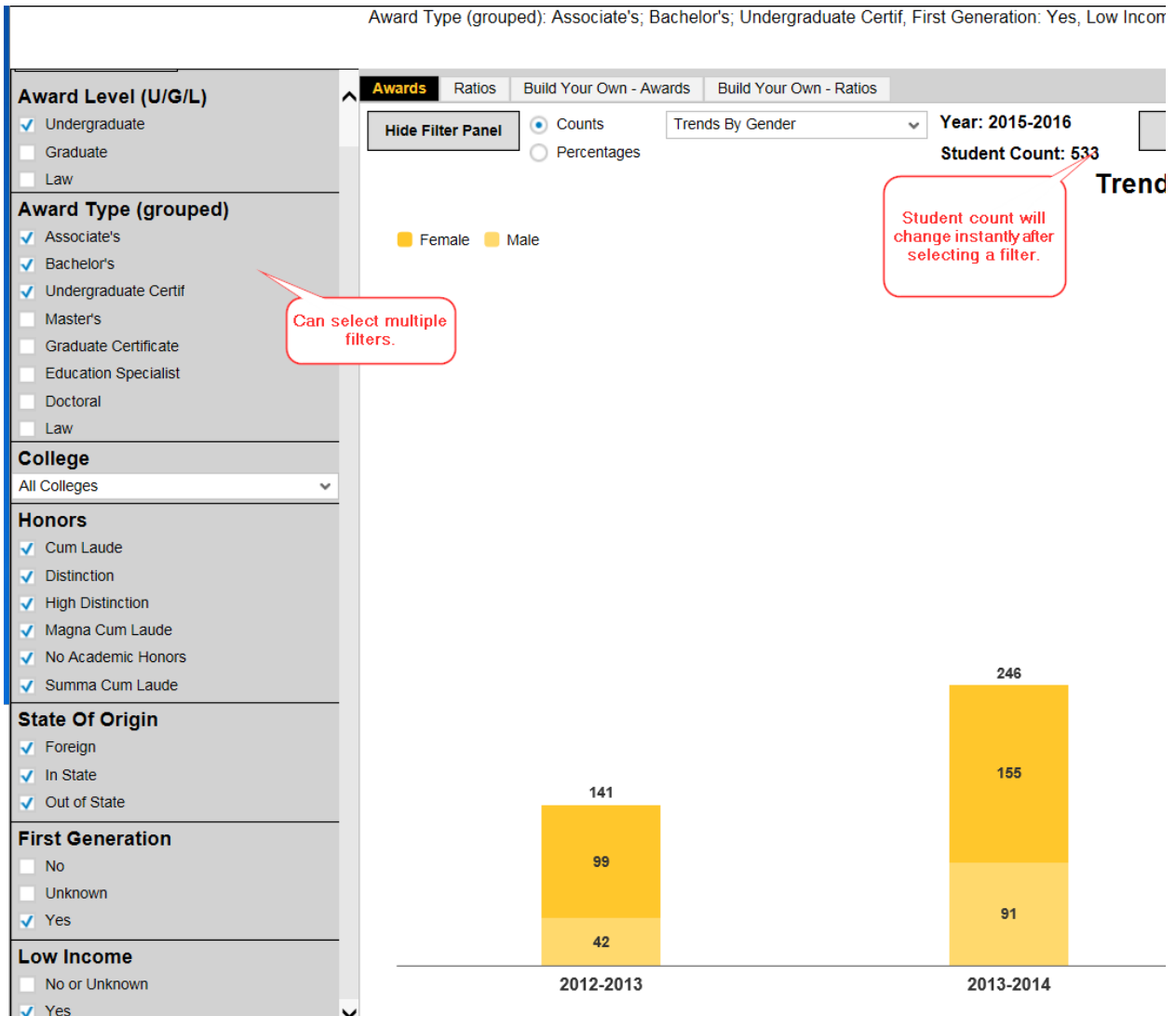


This will display the filter panel to the left of the report:



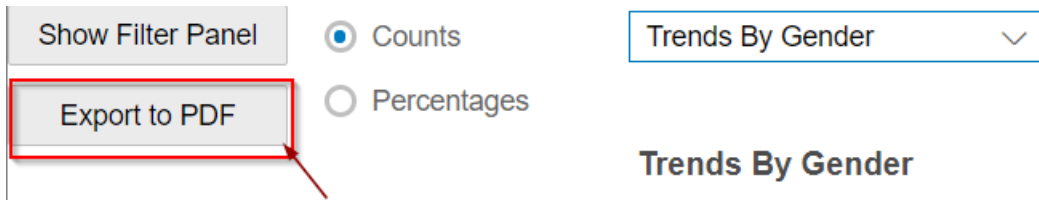
You can make multiple selections from the Filter Panel that will be reflected in the trend report. The graphic below illustrates Trends by Gender, filtered for undergraduate degrees and certificates, first generation, and low income graduates.

➔ **NOTE:** NKU added questions to the application in 2012, asking entering undergraduate students about the highest education level of their parents; therefore, the output on **First Generation** will be limited to 2012 and forward. You will notice that the proportion of students labeled as “unknown” on this dimension will diminish over time, as students who entered NKU prior to 2012 have departed.



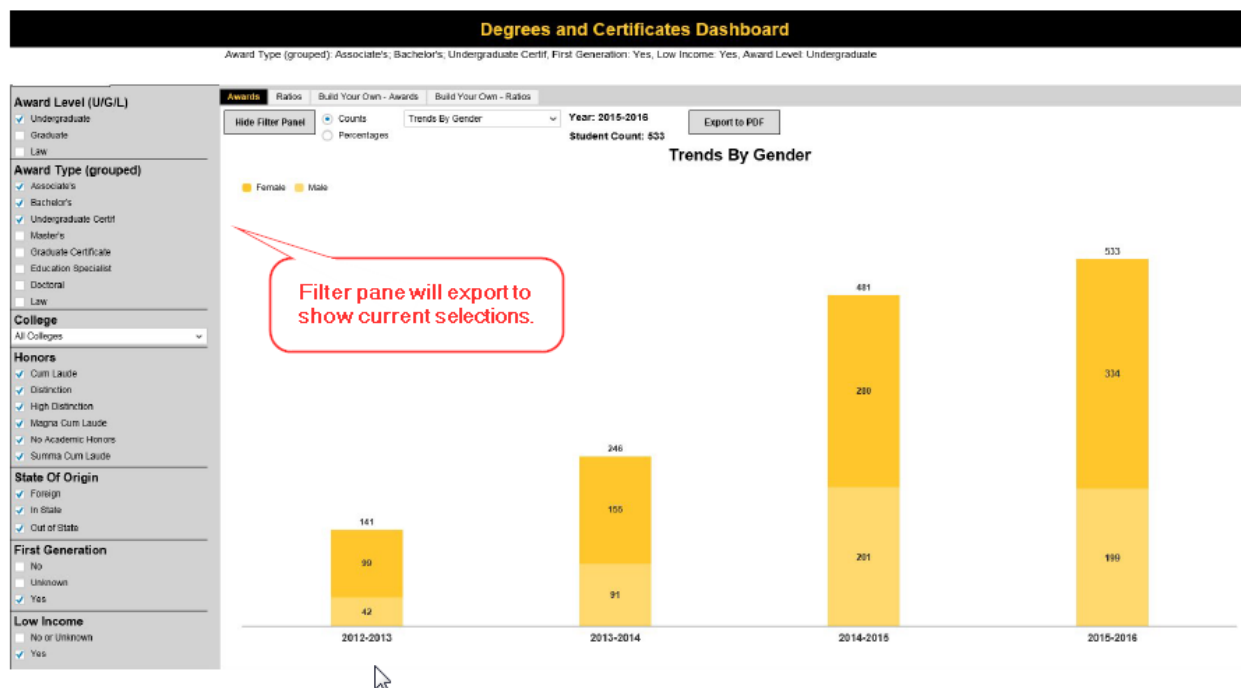
Exporting to PDF

Once you have made your filter selections, you can export the report to PDF by clicking “**Export to PDF.**” The export will be automatically generated.



➔ **NOTE:** It is advised that you leave the Filter Panel open when exporting to PDF, so that your current filtering selections are shown.

Example Header

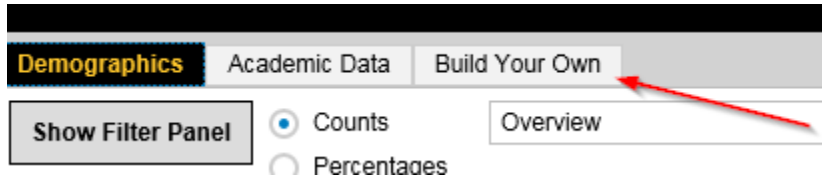


Example Footer

1

Build Your Own (BYO) Reports

To create customized reports, click the “Build Your Own” tab at the top of the page. This is an option within each dashboard.



Academic Semester	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008
Count	13,919	14,025	14,638	14,807	15,109

1. The two buttons at the top for “**Row Totals Off**” or “**Column Totals Off**” are toggle switches, and they will determine whether the subtotals for groups are displayed for the rows and/or columns. You may want the Row and/or Column Totals On for viewing in the screen output, and then you may select to turn Totals Off whenever you Export to Excel, so that you have the ability to manipulate a flat file in Excel.
2. For the Enrollment Dashboard, you can view data by fall, spring, or summer semesters. The default is fall, but any table built can automatically change to spring or summer with these buttons.

➔ **Note:** Only one semester can be displayed at a time, even when the dimension **Academic Year** is selected. Unduplicated headcounts for each semester should not be added together. If you need a measure of volume for the year, use the Student Credit Hours file to total course enrollments or credit hours.

3. Dimensions, or variables, available for BYO reports are listed in the Dimensions panel.
4. Use this window to search for a specific dimension by name.
5. Drag and drop dimensions that you would like to view in the columns pane. We have structured each dashboard with **Semesters** or **Academic Year** as the default.
6. Drag and drop dimensions that you would like to view in the rows pane. **Measures** is listed by default in each dashboard.
7. The Build Your Own app allows you to “pause” the generation of the data. This is useful when you are viewing data for dimensions with a large number of values, such as major or CIP code. You must click the “**Go**” button to see changes.
8. The view pane will display the selected data.
9. For results that do not fit within the window an internal scroll bar is generated.
10. This button will export your data to Excel.
11. The **Info** button will tell you which (if any) dimensions have a filter. This is a useful tool to remind you of the filters you currently have in use.
12. The **Reset** button will remove all filters. This is important to do when you want to start building a fresh table.

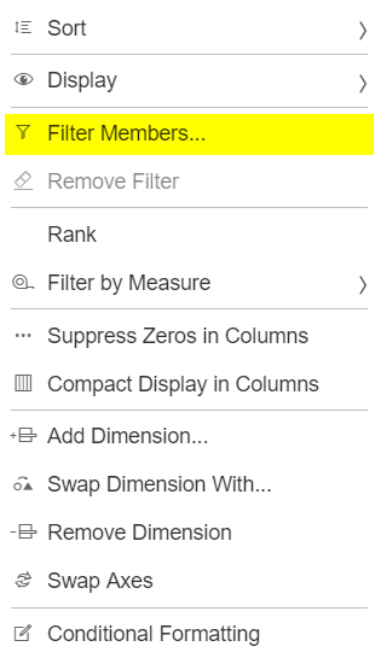
To create a customized report, drag and drop dimensions into the column and rows panes. For example, if you would like to create a fall enrollment report on undergraduate first-time transfers who have a STEMH first major, you would make the following selections: **Student Level**, **First Time Transfer**, and **First Major STEM+H Flag** and then press the **Go** button. See illustration below.

The screenshot shows the 'Build Your Own' report builder interface. The top navigation bar includes 'Demographics', 'Academic Data', and 'Build Your Own'. Below this are buttons for 'Info', 'Reset', 'Export', 'Row Totals Off', and 'Column Totals Off', along with radio buttons for 'Fall', 'Spring', and 'Summer'. The 'Fall' radio button is selected. A search bar is present with a 'Go' button highlighted in red. A message box says 'Don't forget to press go.' The interface is divided into 'DIMENSIONS' and 'ROWS' panes. The 'DIMENSIONS' pane lists various filters, and the 'ROWS' pane lists 'Measures', 'Student Level', 'First Time Transfer', and 'First Major STEM+H Flag'. The main table displays data for 'Academic Semester' (Fall 2004, Fall 2005, Fall 2006) across different 'Student Level' categories (Undergraduate, Graduate, Law) and 'First Time Transfer' status (No, Yes). The 'First Major STEM+H Flag' is also a dimension. The table shows counts for each combination of these dimensions.

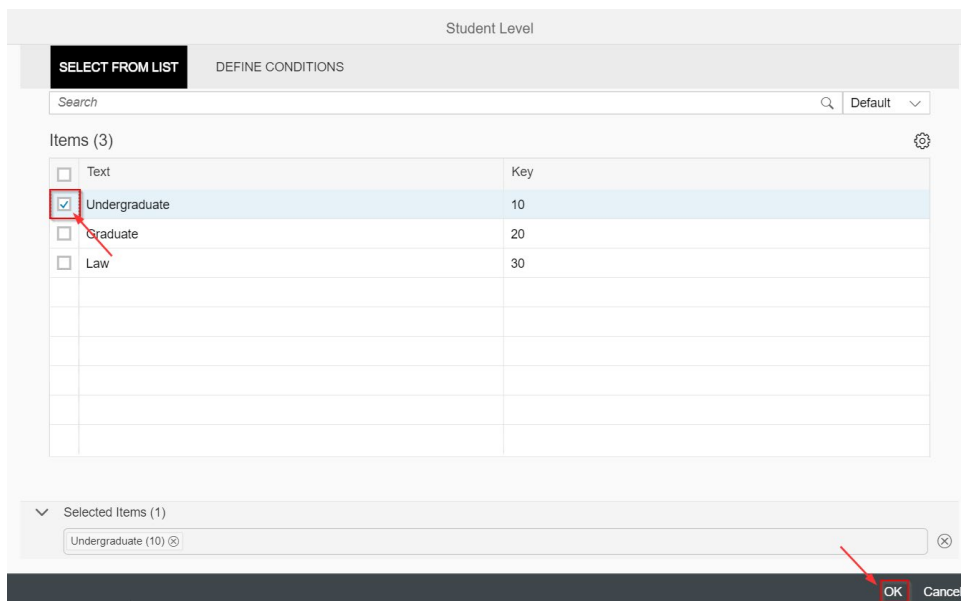
	Student Level	First Time Transfer	First Major STEM+H Flag	Acad	Fall 2004	Fall 2005	Fall 2006
Count	Undergraduate	No	No		9,181	9,121	9,504
		Yes	No		2,209	2,305	2,359
	Graduate	No	No		556	566	617
		Yes	Yes		123	115	188
	Law	No	No		1,011	1,075	1,180
		Yes	Yes		260	260	267
			No		578	581	521
			Yes		1	2	2

Filtering Dimensions

To filter the student population by student level you can filter within the dimensions. To do so, right-click on the dimension and the following window will open:



Select **“Filter Members.”** This will open a new window. Select **“Undergraduate”**, then select **“OK.”**



You can do the same for the dimensions of **First Time Transfer** and **First Major STEM+ H Flag**, selecting “Yes” for each. Once you have made your selections, the report should look like this:

	Student Level	First Time Transfer	First Major STEM+H Flag Acad	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008
Count	Undergraduate	Yes	Yes	123	115	188	169	199

Now add **First Major Department** to the list and select “**Row Totals On**” at the top of the page:

The screenshot shows the reporting tool interface with the following elements:

- Buttons: Info, Reset, Export, **Row Totals On** (highlighted), Column Totals Off, and radio buttons for Fall (selected), Spring, and Summer.
- Search bar with a "Go" button.
- DIMENSIONS** list: Measures, Academic Semester (checked), Academic Year, Age (5 ranges), Age (7 Ranges), Age (all), All First Time Student, Classification (all), Classification (grouped), Cohort A, Cohort B, County of Origin, Current Zip Code, Degree Seeking, First Generation, First Major, First Major CIP, First Major College, **First Major Department** (checked).
- COLUMNS** list: Academic Semester.
- ROWS** list: Measures, Student Level, First Time Transfer, First Major STEM+H Flag, First Major Department.
- Report Table:

	Student Level	First Time Transfer	First Major STEM+H Flag	First Major Depa	Fall 2004	Fall 2005
Count	Undergraduate	Yes	Yes	Advanced Nursing	2	2
				Allied Health	13	6
				Biological Science	18	21
				Business Informat	5	3
				Chemistry	13	8
				Communication		
				Computer Science	19	20
				Counseling, Socia	3	2
				Kinesiology and H	1	1
				Marketing, Sports		1
				Mathematics and :	6	9
				Nursing	36	28
				Physics & Geology	7	14
Result				123	115	
Overall Result				123	115	

➔ **Note:** Use “**Overall Result**” for the overall total of all selected dimensions.

To export the report, click “**Export**” in the top-left corner.

The screenshot shows the reporting tool interface with the following elements:

- Buttons: Info, Reset, **Export** (highlighted with a red arrow), Row Totals Off, Column Totals Off, and radio buttons for Fall (selected), Spring, and Summer.
- Search bar with a "Go" button.
- DIMENSIONS** list: Academic Semester.
- COLUMNS** list: Academic Semester.
- Report Table:

	Academic Semester	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008
Count		13,919	14,025	14,638	14,807	

The first tab of the Excel spreadsheet (CROSSTAB_2) will be the report:

	A	B	C	D	E	F	G	H
1		Student Level	First Time Transfer	First Major STEM+H Flag	First Major Department Academic Semester	Fall 2004	Fall 2005	Fall 2006
2	Count	Undergraduate	Yes	Yes	Advanced Nursing Studies	2	2	5
3	Count	Undergraduate	Yes	Yes	Allied Health	13	6	24
4	Count	Undergraduate	Yes	Yes	Biological Sciences	18	21	22
5	Count	Undergraduate	Yes	Yes	Business Informatics	5	3	5
6	Count	Undergraduate	Yes	Yes	Chemistry	13	8	10
7	Count	Undergraduate	Yes	Yes	Communication			
8	Count	Undergraduate	Yes	Yes	Computer Science	19	20	27
9	Count	Undergraduate	Yes	Yes	Counseling, Social Work and Leadership	3	2	6
10	Count	Undergraduate	Yes	Yes	Kinesiology and Health	1	1	11
11	Count	Undergraduate	Yes	Yes	Marketing, Sports Business & Const Mgt		1	
12	Count	Undergraduate	Yes	Yes	Mathematics and Statistics	6	9	11
13	Count	Undergraduate	Yes	Yes	Nursing	36	28	58
14	Count	Undergraduate	Yes	Yes	Physics & Geology	7	14	9
15	Count	Undergraduate	Yes	Yes	Result	123	115	188
16	Count	Undergraduate	Yes	Result		123	115	188
17	Count	Undergraduate	Result			123	115	188
18	Count	Overall Result				123	115	188

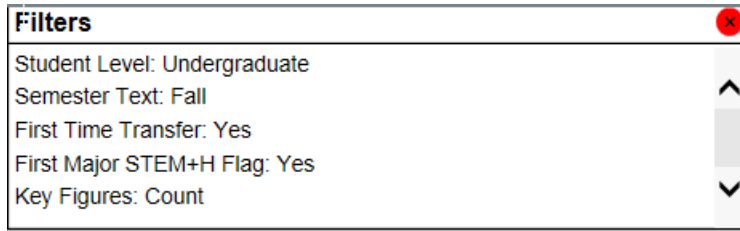
The second tab of the Excel spreadsheet (Selection CROSSTAB_2) will include the details of the dimensions and filters, as well as the date and time the report was created.

Export Time:	07-04-2017 16:04:22		
Data Source:	Management Dashboard Query	ZBODB_ZBO_O17_Q002	
Filters:			
	Student Level	Undergraduate	010
	Semester Text	Fall	Fall
	First Time Transfer	Yes	Yes
	First Major STEM+H Flag	Yes	Yes
	Key Figures	Count	86RCBSP2M3E63TVX6AW2B3EHL

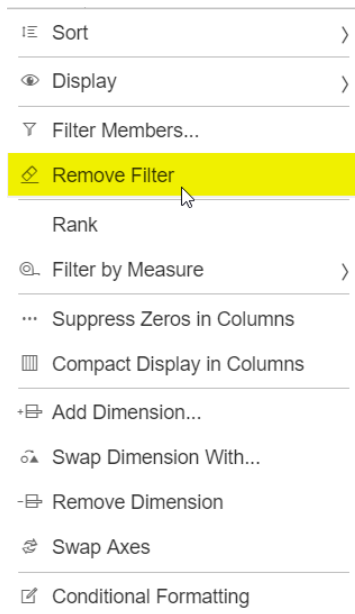
➔ **Note:** To create a new report, all filters must be removed. The first option you have is to hit the Reset button at the top of the page.

Academic Semester	Fall 2004	Fall 2005
Count	13,919	14,025

Your second option is to click on the **Info** button to review which filters are currently in use. This will allow you to remove only a portion of the filters that were used. For example, in the exercise above, here are the filters that are used, as displayed from the **Info** button.



Click the “X” at the top right corner to close the Info button and go to the dimension from which you want to remove the filter. Right-click the dimension and click **Remove Filter**. You must do this for each dimension that you want to remove the filter (unless you are removing all filters and use the Reset button). See example below.



For the next example, add **First Major** to the rows under the **First Major Department** and **Student Level**. Right click on **First Major** and select **Filter Members**.

- ➔ **Note:** Dimensions with a large number of values will provide a search window from which you must type in your desired values. The search window is case sensitive, so if the values are upper/lower case, you must type an upper case for the first letter. If the values in the dimension are in all upper case (such as **Course Abbreviations**), you must type in ALL CAPS.

Type “**Pre-Major**” into the search window, then click the top box making sure a check mark appears. This will select all fields, highlighting them blue. Then click “Ok”. See illustration below.

First Major

SELECT FROM LIST DEFINE CONDITIONS

Pre-Major ⊗ 🔍 Default ▾

Items (64) ⚙️

<input checked="" type="checkbox"/>	Text	Key
<input checked="" type="checkbox"/>	Accounting Pre-Major	70000329
<input checked="" type="checkbox"/>	Accounting Pre-Major (BSBA)	60005542
<input checked="" type="checkbox"/>	Art Education Pre-Major	70000020
<input checked="" type="checkbox"/>	Athletic Training Education Pre-Major	70000541
<input checked="" type="checkbox"/>	Bio Sci Pre-Dentistry Pre-Major (BS)	70000965
<input checked="" type="checkbox"/>	Bio Sci Pre-Forestry Pre-Major (BS)	70000966
<input checked="" type="checkbox"/>	Bio Sci Pre-Medicine Pre-Major (BS)	70000967
<input checked="" type="checkbox"/>	Bio Sci Pre-Optometry Pre-Major (BS)	70000968
<input checked="" type="checkbox"/>	Bio Sci Pre-Pharmacy Pre-Major (BS)	70000970

Selected Items (64)

Accounting Pre-Major (70000329) ⊗ Accounting Pre-Major (BSBA) (60005542) ⊗ Art Education Pre-Major (70000020) ⊗ Athletic Training Education Pre-Major (70000541) ⊗

OK Cancel

This will give you all majors that are designated as pre-majors. The bottom of your table should look like this.

Search	Go	Student Level	First Major Department	First Major Academic Semester	Fall 2013	Fall 2014	Fall 2015		
		Count	Undergraduate	Management	Result	538	478	452	
				Marketing, Sports Business & Const Mgt	Marketing Pre-Major	182	178	182	
					Sports Business Pre-Major	104	103	83	
					Result	286	281	265	
					Mathematics and Statistics	Mathematics Education Pre-Major	25	23	2
						Result	25	23	2
					Music	Music Education Pre-Major	47	44	55
						Music Pre-Major	47	5	9
						Result	94	49	64
					Nursing	Nursing Pre-Major BSN/No RN	315	334	299
						Nursing Pre-Major RN to BSN	19	7	10
						Result	334	341	309
					Physics, Geology & Engineering Technology	Engineering Pre-Major (BS)	70	67	59
						Physics Education Pre-Major (BA)	3		
						Result	73	67	59
					PolitScience/Criminal Justice/OrgLdrshp	Organizational Leadership Pre-Major	30	32	71
						Result	30	32	71
					Teacher Education	Early Childhood (Non-Cert) Pre-Major	13	14	14
						Early Childhood (Teacher Cert) Pre-Major	57	51	38
						Elementary Education Pre-Major	307	265	259
						Middle Grades Education Pre-Major	103	105	90
						Secondary Education Pre-Major		1	84
						Special Education Pre-Major		18	32
						Result	480	454	517
			Visual Arts	Art Education Pre-Major	26	18			
				Result	26	18			
			World Languages & Literatures	French Education Pre-Major		2			
				German Education Pre-Major	5	1			
				Spanish Education Pre-Major	6	7			
				Result	11	10			
			Result		2,740	2,498	2,385		
			Overall Result		2,740	2,498	2,385		

You can see here that there were 2,385 pre-majors in Fall 2015.

If you want all **BUT** a group of students you will want to use the Exclude feature. To test this, bring **Classification (grouped)** into your measures.

Search		Go	Classification (grouped)	Academic Semester	Fall 2013	Fall 2014	Fall 2015
DIMENSIONS > Measures ✓ Academic Semester Academic Year Age (5 ranges) Age (7 Ranges) Age (all) All First Time Student Classification (all) ✓ Classification (grouped) Cohort A Cohort B County of Origin Current Zip Code Degree Seeking First Generation First Major	COLUMNS Academic Semester	ROWS Measures Classification (grouped)	Freshman		3,532	3,281	3,140
			Sophomore		2,361	2,372	2,278
			Junior		2,485	2,444	2,440
			Senior		3,606	3,567	3,454
			School-based Scholars		645	982	1,036
			Undergraduate - other		487	464	458
			Count	Master's/Specialist's	1,399	1,320	1,224
				Graduate Studies - other	182	171	178
				Doctorate - EdD	60	62	51
				Doctorate - DNP	20	25	27
				Law	506	425	432
				Law - Non-degree		1	2
				Overall Result	15,283	15,114	14,720

1. Right click on **Classification (grouped)** and select **Filter Members**
2. Select the **Define Conditions** tab located at the top of the box

Classification (grouped)

SELECT FROM LIST
DEFINE CONDITIONS

Search Q Default ▾

Items (12) ⚙

<input type="checkbox"/>	Text	Key
<input type="checkbox"/>	Doctorate - DNP	100
<input type="checkbox"/>	Doctorate - EdD	90
<input type="checkbox"/>	Freshman	10
<input type="checkbox"/>	Graduate Studies - other	80
<input type="checkbox"/>	Junior	30
<input type="checkbox"/>	Law	110
<input type="checkbox"/>	Law - Non-degree	120
<input type="checkbox"/>	Master's/Specialist's	70
<input type="checkbox"/>	School-based Scholars	50
<input type="checkbox"/>	Senior	40

No items selected

⊗

OK Cancel

3. Choose the **Exclude** drop-down.
4. Set the Key equal to "50" and then press enter. You will now see your exclusion in the bar at the bottom of the box. Click **Ok**.

Classification (grouped)

SELECT FROM LIST **DEFINE CONDITIONS**

Include

Key equal to Value

1 Exclude (1)

Key equal to 50 2

Excluded Items (1)

I(=50)

OK Cancel

This time, your table will show all students **EXCEPT** the School-Based Scholars. You will find the totals for this selection at the bottom have changed. (For example, Fall 2015 enrollment was 14,720 = 13,684 +1,036).

Search		Go	Classification (grouped) Academic Semester	Fall 2013	Fall 2014	Fall 2015
DIMENSIONS	COLUMNS					
> Measures	Academic Semester		Count			
✓ Academic Semester			Freshman	3,532	3,281	3,140
Academic Year			Sophomore	2,361	2,372	2,278
Age (5 ranges)			Junior	2,485	2,444	2,440
Age (7 Ranges)			Senior	3,606	3,567	3,454
Age (all)			Undergraduate - other	487	464	458
All First Time Student			Master's/Specialist's	1,399	1,320	1,224
Classification (all)			Graduate Studies - other	182	171	178
✓ Classification (grouped)			Doctorate - EdD	60	62	51
Cohort A			Doctorate - DNP	20	25	27
Cohort B			Law	506	425	432
County of Origin			Law - Non-degree		1	2
Current Zip Code			Overall Result	14,638	14,132	13,684
Degree Seeking	ROWS					
First Generation	Measures					
First Major	Classification (grouped)					

Rows Totals On and Column Totals On

When you build a table with dimensions in the columns, you may want to include totals for both the rows and the columns. Simply use the toggle switches at the top to turn on the rows total and/or the column totals.

Here is an example. Open the BYO for Enrollment Management Dashboard. Drag-and-drop **Student Level** to the rows and **STEM+H Major Flag** to the columns. Filter **Academic Semester** to include Fall 2013, Fall 2014, and Fall 2015. Click the toggle button for “**Row Totals On.**” Your results should look like the following illustration.

Demographics Academic Data **Build Your Own**

Info Reset Export **Row Totals On** Column Totals Off
 Fall Spring Summer

DIMENSIONS

- ▼ NKU Housing
- Online Major
- Pace Major
- Payment Type (CPE)
- Payment Type (NKU)
- Race/Ethnicity
- Race/Ethnicity - URM
- Region of Origin
- Second Major
- Second Major CIP
- Second Major Colle...
- Second Major Dep...
- Second Major STE...
- Second Program of...
- State of Origin
- STEM+H Major
- STEM+H Major CIP

COLUMNS

- Academic Semester
- STEM+H Major Flag

		Academic Semester		Fall 2013		Fall 2014		Fall 2015	
		Student Level	STEM+H Major Flag	No	Yes	No	Yes	No	Yes
Count	Undergraduate			9,379	3,737	9,304	3,806	9,074	3,732
	Graduate			1,010	651	964	614	859	621
	Law			497	9	417	9	431	3
	Overall Result			10,886	4,397	10,685	4,429	10,364	4,356

If you need to include totals for the columns, click the toggle button for “**Column Totals On.**” Now your table will include totals for rows and columns.

Demographics Academic Data **Build Your Own**

Info Reset Export **Row Totals On** **Column Totals On**
 Fall Spring Summer

DIMENSIONS

- Second Major
- Second Major CIP
- Second Major Colle...
- Second Major Dep...
- Second Major STE...
- Second Program of...
- State of Origin
- STEM+H Major
- STEM+H Major CIP
- STEM+H Major Col...
- STEM+H Major De...
- ▼ STEM+H Major Flag
- STEM+H Program ...

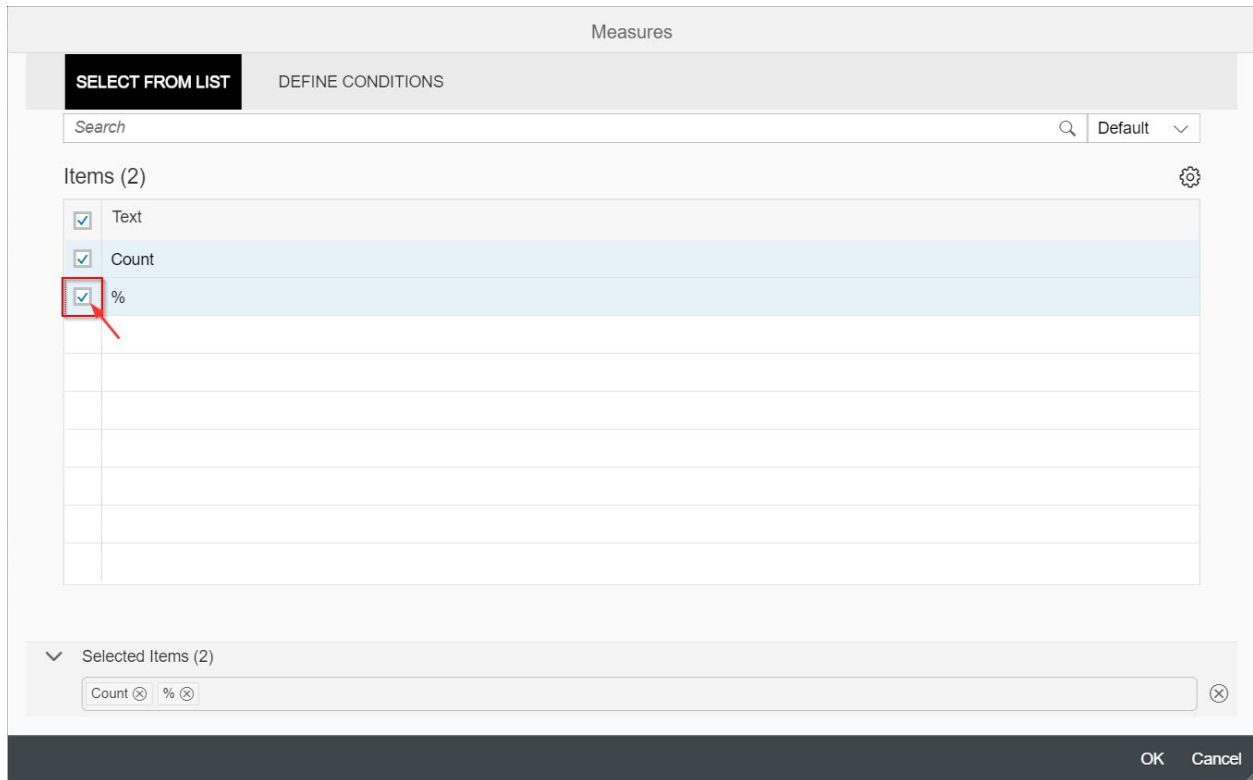
COLUMNS

- Academic Semester
- STEM+H Major Flag

		Academic Semester		Fall 2013			Fall 2014			Fall 2015			Overall Result
		Student Level	STEM+H Major Flag	No	Yes	Result	No	Yes	Result	No	Yes	Result	
Count	Undergraduate			9,379	3,737	13,116	9,304	3,806	13,110	9,074	3,732	12,806	39,032
	Graduate			1,010	651	1,661	964	614	1,578	859	621	1,480	4,719
	Law			497	9	506	417	9	426	431	3	434	1,366
	Overall Result			10,886	4,397	15,283	10,685	4,429	15,114	10,364	4,356	14,720	45,117

Selection of Measures

If you need to see percentages of the totals in this table, right click on **Measures**, click “**Filter Members**”, and then check “%” box. Then click **Ok**.



Your table should now look like this illustration.

	Student Level [±]	Academic Semester STEM+H Major Flag	Fall 2013			Fall 2014			Fall 2015			Overall Result
			No	Yes	Result	No	Yes	Result	No	Yes	Result	
Count	Undergraduate		9,379	3,737	13,116	9,304	3,806	13,110	9,074	3,732	12,806	39,032
	Graduate		1,010	651	1,661	964	614	1,578	859	621	1,480	4,719
	Law		497	9	506	417	9	426	431	3	434	1,366
	Overall Result		10,886	4,397	15,283	10,685	4,429	15,114	10,364	4,356	14,720	45,117
%	Undergraduate	%	86.2	85.0	85.8	87.1	85.9	86.7	87.6	85.7	87.0	86.5
	Graduate	%	9.3	14.8	10.9	9.0	13.9	10.4	8.3	14.3	10.1	10.5
	Law	%	4.6	0.2	3.3	3.9	0.2	2.8	4.2	0.1	2.9	3.0
	Overall Result	%	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0

Here you can see that the percent of total student headcount who are graduate students is about 10%, while the percent of STEMH majors who are graduate students is higher, around 14%.

Another way to view the same data is to drag the **STEM+H Major Flag** to rows, as shown below.

	Student Level	STEM+H Major Flag	Academic Semester	Fall 2013	Fall 2014	Fall 2015	
Count	Undergraduate	No		9,379	9,304	9,074	
		Yes		3,737	3,806	3,732	
		Result		13,116	13,110	12,806	
	Graduate	No		1,010	964	859	
		Yes		651	614	621	
		Result		1,661	1,578	1,480	
	Law	No		497	417	431	
		Yes		9	9	3	
		Result		506	426	434	
	Overall Result				15,283	15,114	14,720
	%	Undergraduate	No	%	71.5	71.0	70.9
			Yes	%	28.5	29.0	29.1
Result			%	85.8	86.7	87.0	
Graduate		No	%	60.8	61.1	58.0	
		Yes	%	39.2	38.9	42.0	
		Result	%	10.9	10.4	10.1	
Law		No	%	98.2	97.9	99.3	
		Yes	%	1.8	2.1	0.7	
		Result	%	3.3	2.8	2.9	
Overall Result			%	100.0	100.0	100.0	

While the overall percent of students who are graduate students is shown at 10.1% to 10.9%, the proportion of graduate students who are STEMH majors is now shown (39.2% to 42%).

Special Distinction under Build Your Own Degrees and Certificates

In the Degrees and Certificates Dashboard, there are two BYO tabs. The first tab (**Build Your Own – Awards**) is designed to show total counts of awards, while the second tab (**Build Your Own – Ratios**) provides calculated values for hours-to-degree and time-to-degree. When you right click on **Measures** in the **BYO – Awards**, all metrics will be listed; however, you should always go to the **BYO – Ratios** when you want to examine the time-to-degree and hours-to-degree metrics because it has been pre-built with a dropdown menu to select the type/level of award. The ratios are highly dependent upon the level of award, so the user should always examine the results independently for each type. For example, the amount of time taken and hours earned for an associate’s degree will be much different than the amount of time taken and hours earned for a bachelor’s degree. See the illustration below of the dropdown menu for award level on the **BYO – Ratios** in the Degrees and Certificate Dashboard.

Degrees and Certificates Dashboard

Build Your Own - Awards **Build Your Own - Ratios**

		Academic Year	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Bachelor's Associate's Bachelor's Undergraduate Certif 326 Master's 334 Graduate Certificate Education Specialist Doctoral Law	Hours to Degree Coll Only		142.2	141.3	140.6	139.7	139.4	138.2
	Hours to Degree Incl Dev		152.3	148.5	145.5	143.1	142.1	139.6
	Degree Count		1,974	1,980	2,109	2,143	2,214	2,196
	Years to Degree All		4.9	4.8	4.8	4.8	4.7	4.9
	Semester to Degree		8.7	8.7	8.6	8.4	8.4	8.5
	Years to Degree Excl Stopout		4.2	4.2	4.1	4.0	4.0	4.0
	%	%	100.0	100.0	100.0	100.0	100.0	100.0

Summary

For more details on how to use each of the Management Dashboard, please reference the following sections in this document. Also note that the Table of Contents at the beginning of this document and the Table of Contents on each divider page have embedded links for ease of navigation.

If you need more assistance or have questions about the appropriate data to use for your inquiries, please contact the Institutional Research office at ir@nku.edu or give us a call.

Management Dashboard

Enrollment

IN THIS SECTION:

- Overview
- Trend Reports
- Build Your Own
- Take Away Points

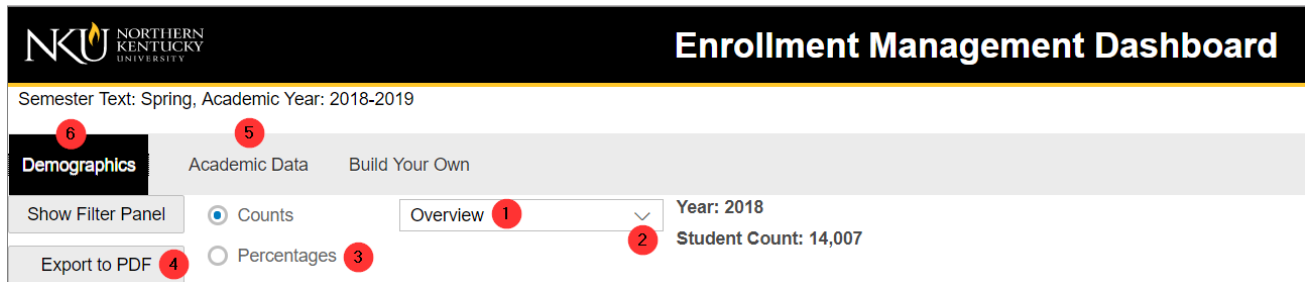
Enrollment

Management Dashboard:

Enrollment

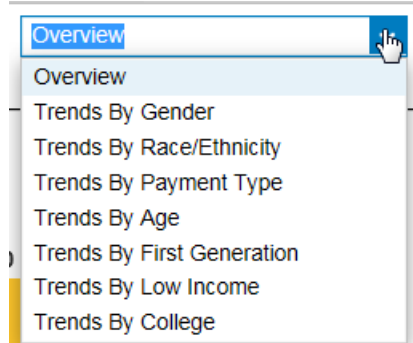
The Management Dashboard Enrollment file provides data on student headcount at NKU for each fall, spring, and summer semester, starting with Fall 2004.

Below is a diagram of the dashboard sections for the Enrollment Management Dashboard.



Standard Graphical Reports

1. The Overview shows a series of graphics reflective of the latest year, 2015-2016:
 - a. Enrollment by Gender
 - b. Enrollment by Race/Ethnicity
 - c. Enrollment by Payment Type
 - d. Enrollment by Age
2. Select the down arrow on the "Overview" bar to see six additional Trend reports.



3. Data are shown in terms of Counts or Percentages for any of the graphics presented.
4. If you wish to use one of the graphics in another document, choose "Export to PDF."
5. On the second tab, "Academic Data," view graphical information
6. For student level, degree-seeking, and full/part-time enrollment over time.

- For both Demographics and Academic Data tabs, a filter panel can be used to select certain subpopulations for the graphics. Combinations of subpopulations can be built for the graphics by using more than one filter.

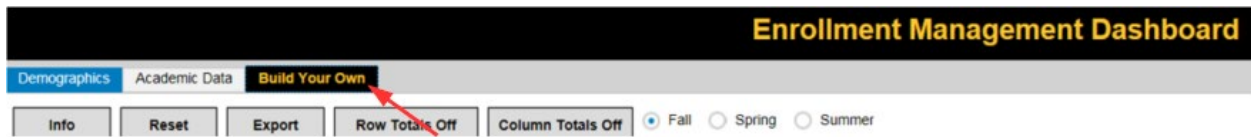
The filter panel includes the following sections and options:

- Year:** 2015-2016
- Term:** Fall
- Student Level:** Undergraduate, Graduate, Law (all checked)
- State Of Origin:** Foreign, In State, Out of State (all checked)
- Cohort:** Cohort B, Cohort A (both unchecked)
- College:** All Colleges
- Full/Part Time:** Full-time, Part-time (both checked)
- Degree Seeking:** No, Yes (both checked)
- Low Income:** No or Unkn, Yes (both checked)
- First Generation:** No, Unknown, Yes (all checked)

Build Your Own (BYO) Reports

The Management Dashboard provides a way to build your own enrollment tables. Provided are examples of reports and how to build them using the drag and drop feature.

At the top of the Dashboard find a tab called “Build Your Own”. Select this tab.



In this section will be a **crosstab** interface on which you can drag and drop “dimensions” into rows and columns. See illustration below.

Crosstab Diagram

DIMENSIONS

- > Measures
- ✓ Academic Semester
- Academic Year
- Age (5 ranges)
- Age (7 Ranges)
- Age (all)
- All First Time Student
- Classification (all)
- Classification (grou...)
- Cohort A
- Cohort B
- County of Origin
- Current Zip Code
- Degree Seeking
- First Generation
- First Major
- First Major CIP
- First Major College
- First Major Depart...
- First Major STEM+...
- First Program Of St...
- First Time Transfer

COLUMNS

- Academic Semester

ROWS

- Measures

By default, the dimension **Measures** has been placed under Rows, and **Academic Semester** has been placed in the Columns. This builds a simple table "Count" by "Semester" on the main table display:

Academic Semester	105	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016
Count	14,025	14,638	14,807	15,109	15,405	15,748	15,738	15,660	15,283	15,114	14,720	14,566

To view student by level, add **Student Level** from the dimension list to rows.

Simply drag-and-drop the dimension under **Measures** as illustrated here. Then select **Go**.

The screenshot shows a data analysis tool interface. At the top, there are buttons for 'Info', 'Reset', 'Export', 'Row Totals Off', and 'Column Totals Off'. To the right, there are radio buttons for 'Fall' (selected), 'Spring', and 'Summer'. Below these is a search bar with a 'Go' button. The main area is divided into 'DIMENSIONS' and 'ROWS' sections. The 'DIMENSIONS' list includes 'Academic Semester', 'Region of Origin', 'Second Major', 'Second Major CIP', 'Second Major Colle...', 'Second Major Dep...', 'Second Major STE...', 'Second Program of...', 'State of Origin', 'STEM+H Major', 'STEM+H Major CIP', 'STEM+H Major Col...', 'STEM+H Major De...', 'STEM+H Major Flag', 'STEM+H Program ...', 'Student High School', 'Student Level', 'Transfer (KCTCS)', 'Transfer (KY Public...', and 'Transfer Institution'. The 'ROWS' section contains 'Measures' and 'Student Level'. A red box highlights the 'Go' button with a '2' next to it. A red box highlights the 'Student Level' dimension in the 'ROWS' section with a '1' next to it, and a red arrow points to it with the text 'Drag the Dimensions under "Measures"'. The table below shows data for 'Academic Semester' with columns for 'Count', 'Fall 2004', 'Fall 2005', 'Fall 2006', 'Fall 2007', and 'Fall 2008'. The values are: Count: 13,919; Fall 2004: 14,025; Fall 2005: 14,638; Fall 2006: 14,807; Fall 2007: 15,109.

To remove the dimension from the output, drag the **Student Level** dimension from the rows back to the dimension list.

The screenshot shows the 'Enrollment Management Dashboard' interface. At the top, there are tabs for 'Demographics', 'Academic Data', and 'Build Your Own'. Below these are buttons for 'Info', 'Reset', 'Export', 'Row Totals Off', and 'Column Totals Off'. To the right, there are radio buttons for 'Fall' (selected), 'Spring', and 'Summer'. Red circles with numbers 1 through 4 highlight the 'Export', 'Row Totals Off', 'Column Totals Off', and 'Info' buttons respectively.

Export (1)

The Export button will export your selected output into an Excel worksheet where you can format or redesign, as needed. See diagram above, object 1.

Semesters (2)

At the top of the screen are buttons to select output for either fall semesters, spring semesters, or summer semesters. These buttons will work at any time, with recalculations done for any combination of dimensions selected in the rows or columns. See diagram above, object 2.

Row Totals and Column Totals Buttons (3)

The two buttons at the top for “Row Totals Off” and “Column Totals Off” are toggle buttons, and they will determine whether the subtotals for rows and/or columns are displayed. You may want the row or Column Totals On for viewing in the screen output, and then you may select to turn Row or Column Totals Off whenever you Export to Excel, so that you have the ability to manipulate a flat file in Excel. See diagram above, object 3.

Info and Reset Buttons (4)

The Info button will inform you of the filters that are currently in use. If you need to remove all filters, simply use the Reset button. If you wish to keep some current filters, but remove others, use the Info button to determine which filters are in use, then go to the dimension for which you wish to remove the filter and remove just that one (see section on removing filters).

Race/Ethnicity

Students self-report race and ethnicity on application materials. For federal and state reporting, responses are grouped into race/ethnicity, where all students who are Hispanic/Latino are counted first, then students are reported within their race. Students who select more than one race are reported as “two or more races.” Kentucky identifies students who are African American/Black; American Indian or Alaskan Native; Hispanic/Latino; Native Hawaiian or other Pacific Islander; and students of two or more races as Underrepresented Minority (URM). **You can view which race/ethnicity has been included within URM by nesting Race/Ethnicity under the Race/Ethnicity-URM dimension in the rows.**

Search		Go	Race/Ethnicity - URM ▲	Race/Ethnicity Academic Semester ▲	Fall 2010 ▲▼	Fall 2011 ▲▼	Fall 2012 ▲▼	Fall 2013 ▲▼	Fall 2014 ▲▼	Fall 2015 ▲▼
DIMENSIONS	COLUMNS		Asian	Asian	177	155	157	155	166	167
Low Income	Academic Semester		Nonresident Alien	Nonresident Alien	229	378	537	532	469	402
Military Relationship			Count	African American	961	944	929	970	997	976
NKU 8-County Serv...		URM		American Indian or Alaskan Native	39	39	43	47	55	51
NKU Housing				Hispanic or Latino	222	261	306	343	380	416
Online Major				Native Hawaiian or Other Pacific Islander	5	11	13	19	17	10
Pace Major				Two or More Races	101	157	212	237	253	318
Payment Type (CPE)				Unknown	712	616	476	303	205	131
Payment Type (NKU)			White	White	13,302	13,177	12,987	12,677	12,572	12,249
✓ Race/Ethnicity										
✓ Race/Ethnicity - URM	ROWS									
Region of Origin	Measures									
Second Major	Race/Ethnicity - URM	Nest Race/Ethnicity under Race/Ethnicity-URM in the Rows								
Second Major CIP	Race/Ethnicity									
Second Major Colle...										
Second Major Dep...										
Second Major STE...										
Second Program of...										
State of Origin										
STEM+H Major										

Student Classification

The dimension for **Classification (all)** provides all values that are reported to the Kentucky Council on Postsecondary Education. Some values have small numbers, so a second dimension, **Classification (grouped)**, has been created to consolidate some of those Kentucky values. Nest one dimension under the other to find what has been grouped. Be sure to select **Go**.

Search		Go	Classification (grouped) ▲	Classification (all) Academic Semester ▲	Fall 2013 ▲▼	Fall 2014 ▲▼	Fall 2015 ▲▼	Fall 2016 ▲▼	Fall 2017 ▲▼	Fall 2018 ▲▼	
DIMENSIONS	COLUMNS	Academic Semester	Freshman	Freshman	3,532	3,281	3,140	3,025	2,953	2,614	
			Sophomore	Sophomore	2,361	2,372	2,278	2,199	2,239	2,123	
			Junior	Junior	2,485	2,444	2,440	2,409	2,330	2,272	
			Senior	Senior	3,606	3,567	3,454	3,409	3,224	3,211	
			School-based Scholars	High School	645	982	1,036	1,122	1,415	1,534	
			Undergraduate - Nondegree	Undergraduate - Nondegree	173	173	193	225	186	179	
			Undergraduate - other	Auditor	12	14	11	15	14	12	
				Post-Baccalaureate Undergraduate Degree-seeking	302	277	254	239	211	213	
			Master's/Specialist's	Masters	1,368	1,281	1,187	1,229	1,164	1,805	
				Specialist's	31	39	37	44	59	46	
			Graduate Studies - other	Graduate Nondegree	158	85	84	68	53	60	
				Post-Baccalaureate Certificate	5	3	8	9	85	87	
				Post-Master's Certificate	19	23					
				Institutionally-defined Graduate Certificate		60	86	77			
				Doctor's Degree - EdD	36	28	26	33	35	38	
				Doctor's Degree Other (Coursework)	24	34	25	26	28	33	
				Doctorate - DNP	20	25	27	26	48	141	
				Law	506	425	432	408	442	426	
				Law - Non-degree			1	2	3	2	1

School-based Scholars (Dual Credit Students) and Non-Degree-Seeking Students

School-based Scholars (high school students who are dually enrolled in a college course) are found by using the **Classification** dimension. See the example above.

School-based Scholars are non-degree-seeking students, by CPE definitions. Using the **Degree-seeking** dimension with the **Classification** dimensions illustrates that relationship. In addition to School-based Scholars, other non-degree-seeking students include self-identified non-degree-seeking students (undergraduate and graduate) and auditors.

Search		Go	Degree Seeking ▲	Classification (grouped) ▲	Classification (all) Academic Ser	Fall 2013 ▲▼	Fall 2014 ▲▼	Fall 2015 ▲▼	Fall 2016 ▲▼	Fall 2017 ▲▼	Fall 2018 ▲▼
DIMENSIONS	COLUMNS	Academic Semester	No	School-based Scholars	High School	645	982	1,036	1,122	1,415	1,534
				Undergraduate - other	Undergraduate - Nondegree	173	173	193	225	186	179
					Auditor	12	14	11	15	14	12
				Graduate Studies - other	Graduate Nondegree	158	85	84	68	53	60
				Law - Non-degree	Doctor's Degree Professional Practice		1	2	3	2	1
				Freshman	Freshman	3,532	3,281	3,140	3,025	2,953	2,614
				Sophomore	Sophomore	2,361	2,372	2,278	2,199	2,239	2,123
				Junior	Junior	2,485	2,444	2,440	2,409	2,330	2,272
				Senior	Senior	3,606	3,567	3,454	3,409	3,224	3,211
				Undergraduate - other	Post-Baccalaureate Undergraduate De	302	277	254	239	211	213
			Yes	Master's/Specialist's	Masters	1,368	1,281	1,187	1,229	1,164	1,805
					Specialist's	31	39	37	44	59	46
				Graduate Studies - other	Post-Baccalaureate Certificate	5	3	8	9	85	87
					Post-Master's Certificate	19	23				
					Institutionally-defined Graduate Certific		60	86	77		
					Doctor's Degree - EdD	36	28	26	33	35	38
					Doctor's Degree Other (Dissertation)	24	34	25	26	28	33
					Doctorate - DNP	20	25	27	26	48	141
					Law	506	425	432	408	442	426
					Doctor's Degree Professional Practice						

STEM+H Majors

STEM+H Majors (science, technology, engineering, mathematics, and health fields) are an important subgroup identified by the state to be tracked as a metric. There are several STEMH flags built into the Enrollment Dashboard, and these flags are built based on the CPE definitions for STEM+H. The **STEM+H Major Flag** codes all students whose first OR second major is a STEMH major, which will yield the **highest unduplicated count for STEMH majors**.

STEM+H Major Flag Academic Semester		Fall 2014	Fall 2015	Fall 2016
Count	No	10,685	10,364	10,149
	Yes	4,429	4,356	4,417

The number of students with a first major in STEMH plus the number of students with a second major in STEMH is greater than the unduplicated count above, since some students with a first major STEMH will also have a second major STEMH. For example, in 2015, **4,267** students had a **first major STEM+H**, and **163** students had a **second major STEM+H**, but **74 are duplicates with a first and second major STEM+H**. Hence, the unduplicated count above includes the 74 students only once. Be sure to know which values you need when pulling these data.

First Major STEM+H Flag Academic Semester		Fall 2014	Fall 2015	Fall 2016
Count	No	10,757	10,453	10,218
	Yes	4,357	4,267	4,348

Second Major STEM+H Flag Academic Semester		Fall 2014	Fall 2015	Fall 2016
Count	No	14,922	14,557	14,383
	Yes	192	163	183

The **STEM+H Program of Study** dimension is also based on the unduplicated count between first and second major. Notice that when the **STEM+H Program of Study** dimension is nested under **STEM+H Major Flag**, the grand total for STEM+H majors is equal to the unduplicated count for **STEM+H Major Flag**.

Remember to select **Go**.

Search		Go	STEM+H Major Flag ▲	STEM+H Program Of Study Academic Semester ▲	Fall 2014 ▲▼	Fall 2015 ▲▼
DIMENSIONS	COLUMNS		No	Not assigned	10,685	10,364
First Major	Academic Semester			Result	10,685	10,364
Payment Type (CPE)				AAS in College of Business	32	27
Payment Type (NKU)				AAS in College of Health Professions	10	
Race/Ethnicity				BA in College of Arts & Sciences	102	91
Race/Ethnicity - URM				BA in College of Informatics	119	137
Region of Origin				BS in College of Arts & Sciences	1,166	1,082
Second Major				BS in College of Education	221	196
Second Major CIP				BS in College of Health Professions	330	362
Second Major College				BS in College of Informatics	1,000	1,038
Second Major Depart...				BSN in College of Health Professions	820	793
Second Major STEM+...			Yes	Certificate in College of Informatics	6	6
Second Program of St...				Doctor of Nursing Practice	25	27
State of Origin				Grad Cert in College of Health Prof	41	44
STEM+H Major	ROWS			Grad Cert in College of Informatics	19	15
STEM+H Major CIP	Measures			MS in Business Informatics	55	65
STEM+H Major College	STEM+H Major Flag			MS in Clinical Mental Health Counseling	60	60
STEM+H Major Depart...	STEM+H Program Of Study			Master of Science in Computer Info Tech	59	65
✓ STEM+H Major Flag				Master of Science in Computer Science	26	22
✓ STEM+H Program Of ...				Master of Science in Health Informatics		38
				Master of Science in Health Sciences		30
				Master of Science in Nursing		258
				Result	4,429	4,356
			Overall Result		15,114	14,720

Grand total matches unduplicated count for STEM+H Flag in first table

CIP Codes

Please also note that we have added CIP codes for all majors. Search on these dimensions if you are looking for enrollment by CIP code:

DIMENSIONS

- First Major CIP
- Second Major CIP
- STEM+H Major CIP

First Time Students

The dimension for **All First Time Students** includes the B-cohort (first-time, full-time bachelor's degree seeking); the A cohort (first-time, full-time associate's degree-seeking); first-time, part-time degree-seeking undergraduate students; first-time graduate level students; and first-time non-degree-seeking students. Nest these dimensions under **All First Time Students** to see the detail. Below, you will see that in Fall 2015, there were a total of 2,946 first-time students. The **B-cohort** was the largest group with **2,036**; the **A-cohort** had **169 students**; there were **458 new graduate students** and **162 new law students**; and the remainder of **121 were part-time or non-degree-seeking students**. (As a side note, you can also use the **Degree-seeking** dimension to find that 60 of the 121 other first-time students were non-degree-seeking.) Institutions generally track and report to federal and state agencies on their B-cohorts, but you may need to know about the other subgroups of new, first-time students (see table below).

Search		Go	All First Time Student	Student Level	Cohort B	Cohort A	First T	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	
DIMENSIONS		COLUMNS		No	Law	Result	Result	420	397	368	348	309	272
County of Origin	Academic Semester							420	397	368	348	309	272
Current Zip Code								733	12,712	12,812	12,326	12,289	11,774
Degree Seeking				No	No	No	107	65	129	114	108	121	
First Generation							Result 107	65	Part-time or Non-Degree Seeking			121	
First Major				No	No	No	22	17	212	196	130	169	
First Major CIP							Result 22	17	212	196	A Cohort		169
First Major College				Undergraduate		Result	129	82	341	310	298	290	
First Major Department					No	No	211	2,200	1,843	2,022	1,993	2,036	
First Major STEM+H F...						Result	211	2,200	1,843	2,022	B Cohort		2,036
First Program Of Study						Result	211	2,200	1,843	2,022	1,993	2,036	
First Time Transfer						Result	340	2,282	2,184	2,332	2,251	2,326	
Foreign Country			Yes		No	No	479	566	484	467	457	458	
Full Or Part Time						Result	479	566	484	467	457	458	
Gender	ROWS			Graduate		Result	479	566	484	467	457	458	
High School State	Measures					Result	479	566	484	New Graduate Students			458
Low Income	All First Time Student				No	No	196	178	180	158	117	162	
Military Relationship	Student Level					Result	196	178	180	158	117	162	
NKU 8-County Service...	Cohort B					Result	196	178	180	158	117	162	
NKU Housing	Cohort A					Result	196	178	180	New Law Students			162
Online Major	First Time Transfer					Result	196	178	180				
Page Main						Result	015	3,026	2,848	2,957	2,825	2,946	
						Overall Result	748	15,738	15,660	15,283	15,114	14,720	

Payment Types (CPE and NKU)

CPE requires institutions to report students who pay in-state tuition rates, out-of-state rates with reciprocity, out-of-state rates without reciprocity, and foreign tuition rates. NKU tracks additional variations of payment rates. You can see the relationship between these two dimensions by nesting one under the other. Details for these data are available for 2011 and forward.

Search		Go	Payment Type (CPE)	Payment Type (NKU) Academic Semester	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	
DIMENSIONS	Foreign Country	Academic Semester	Count	In-State	10,784	10,507	10,187	10,159	9,905	
	Full Or Part Time			Result	10,784	10,507	10,187	10,159	9,905	
	Gender			IES/NES	52	30	34	30	33	
	High School State			Out-of-State (International Exchange Student) from a Foreign	Result	52	30	34	30	33
	Low Income			Indiana Rate	447	413	394	357	362	
	Military Relationship			Ohio Reciprocity	419	451	483	448	357	
	NKU 8-County Service...			Result	866	864	877	805	719	
	NKU Housing			Grad Metro Rate			523	510	489	
	Online Major			Indiana Rate					1	
	Pace Major			Metro Rate	3,229	3,287	2,655	2,699	2,734	
	✓ Payment Type (CPE)			Non-Resident	807	972	1,007	911	834	
	✓ Payment Type (NKU)			Ohio Reciprocity					1	
	Race/Ethnicity			Result	4,036	4,259	4,185	4,120	4,063	
	Race/Ethnicity - URM			Overall Result	15,738	15,660	15,283	15,114	14,720	
	Region of Origin									
Second Major										
Second Major CIP										

Additionally you can look at those who have participated in the tuition incentive program. To look at this data remove **Payment Type (CPE)** from the rows and add **Tuition Incentive Program**. Be sure to filter **Payment Type (NKU)** to “Non-Resident” and “Ohio Reciprocity”. See the following illustrations.

Search		Go	Payment Type (NKU)	Tuition Incentive Program Academic Semester	Fall 2016	Fall 2017	Fall 2018	
COLUMNS	Academic Semester	Count	Non-Resident	No		976	1,025	
				Not available	805			
				Yes		619	951	
				Ohio Reciprocity	No		335	291
					Not available	359		
					Yes		4	

ROWS	
Measures	
Payment Type (NKU)	
Tuition Incentive Program	

Payment Type (NKU)

SELECT FROM LIST DEFINE CONDITIONS

Search

Items (7)

Filter to Non-Resident and Ohio Reciprocity

Item	Key
<input type="checkbox"/> Text	Key
<input type="checkbox"/> Grad Metro Rate	Grad Metro Rate
<input type="checkbox"/> IES/NES	IES/NES
<input type="checkbox"/> Indiana Rate	Indiana Rate
<input type="checkbox"/> Metro Rate	Metro Rate
<input checked="" type="checkbox"/> Non-Resident	Non-Resident
<input checked="" type="checkbox"/> Ohio Reciprocity	Ohio Reciprocity
<input type="checkbox"/> Resident	Resident

Selected Items (2)

Ohio Reciprocity Non-Resident

International Students

A student originating from a foreign country is not necessarily an international student; some are U.S. citizens who were living abroad at the time of application to NKU. To find the true count for international students, you must use the **Race/ethnicity** dimension. All international students are coded as Nonresident Aliens under **Race/ethnicity**. See the following illustration.

Search		Go	Race/Ethnicity - URM	Region of Origin Academic Semester	Fall 2014	Fall 2015	Fall 2016
DIMENSIONS	COLUMNS		Asian	Foreign	2	1	2
				In State	108	109	113
				Out of State	56	57	59
			Nonresident Alien	Foreign	469	402	1
				In State	3	6	3
				Out of State	954	1,007	1,068
			URM	Foreign	745	758	748
				In State	3	4	4
				Out of State	118	76	75
			Unknown	Foreign	84	51	42
				In State	2	4	5
				Out of State	8,846	8,585	8,587
			White	Foreign	3,724	3,660	3,439
				In State			
				Out of State			

International Students are Nonresident Aliens (1). Other students from foreign countries are not international students (2,3,4, and 5).

State and County of Origin

When you need to know the number of students from selected counties, it is imperative that you **first use the State of Origin dimension with County of Origin nested beneath**. There are several counties with the same name in multiple states. Below is an illustration flipping the normal output to show that there is an Allen county in Kentucky, Ohio, and Indiana. If you select only the **County of Origin**, you will get the total from the three states. Counties are provided for the tristate area (KY, OH, and IN).

First Generation

NKU added a question to the undergraduate application in 2012, asking students the highest education level of their parents/guardians. Students who answer that neither parent has earned a bachelor's degree or higher are coded as **First Generation** students. This follows the federal Trio definition. It is important to understand that the number of "unknown" from 2012 forward is a combination of students who submitted an application prior to 2012, as well as students who did not answer the question on the application. The proportion of "unknown" should diminish as pre-2012 admitted students graduate. **It is also important to examine this information for undergraduate students only**, as illustrated on the next page.

Search		Go	Student Level	First Generation	Academic Semester	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018
DIMENSIONS		COLUMNS									
Measures		Academic Semester									
Academic Semester											
Academic Year											
Age (5 ranges)											
Age (7 Ranges)											
Age (all)											
All First Time Student											
Classification (all)											
Classification (grouped)											
Cohort A											
Cohort B											
County of Origin											
Current Zip Code											
Degree Seeking											
First Generation											
First Major											
First Major CIP											
First Major College											
ROWS		Measures									
		Student Level									
		First Generation									
Count	Undergraduate	No	3,590	3,999	4,184	4,655	5,124	5,523			
		Unknown	3,648	3,410	3,255	2,495	1,741	912			
		Yes	5,878	5,701	5,367	5,493	5,707	5,723			
		Result	13,116	13,110	12,806	12,643	12,572	12,158			
	Graduate	Unknown	1,661	1,578	1,480	1,512	1,472	2,210			
		Result	1,661	1,578	1,480	1,512	1,472	2,210			
	Law	Unknown	506	426	434	411	444	427			
		Result	506	426	434	411	444	427			
	Overall Result		15,283	15,114	14,720	14,566	14,488	14,795			

Low Income

Students are designated as **Low Income** if they have completed the financial aid FAFSA and qualified for a Pell Grant. These data are not available until the annual report is submitted to CPE on November 15 for the preceding year's data. Therefore, please remember that the information is always a year in arrears, so the most recent year will show "no or unknown" for all students until that update from Financial Aid is available. Pell Grants are only available to undergraduate students, so it is important to use the Student Level dimension when examining the **Low Income** dimension, as illustrated below.

Student Level	Low Income	Semester	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	
Count	Undergraduate	No or Unknown	124	9,568	8,954	8,803	8,993	8,772	8,855	12,806
		Yes	906	3,638	4,563	Data not available till November 2016.				
	Graduate	No or Unknown	Pell Grants are available only to undergraduate students.		15	1,841	1,768	1,661	1,578	1,480
	Law	No or Unknown	Pell Grants are available only to undergraduate students.		16	575	548	506	426	434

Online and Accelerated Online Flag

Bring in the dimension **First Major Online** to show how many students were enrolled in majors that were accelerated online, face-to-face, or standard online. These are represented by AOL, No, and Yes, respectively (see the below screenshot).

Search		Go	First Major Online Academic Semester	Fall 2018
DIMENSIONS	COLUMNS		Count	
Classification (all)	Academic Semester		AOL	1,150
Classification (grou...)			No	12,966
Cohort A			Yes	679
Cohort B				
County of Origin				
Current Zip Code				
Degree Seeking				
First Generation				
First Major				
First Major CIP				
First Major College				
First Major Depart...	ROWS			
First Major Online	Measures			
First Major STEM+...	First Major Online			

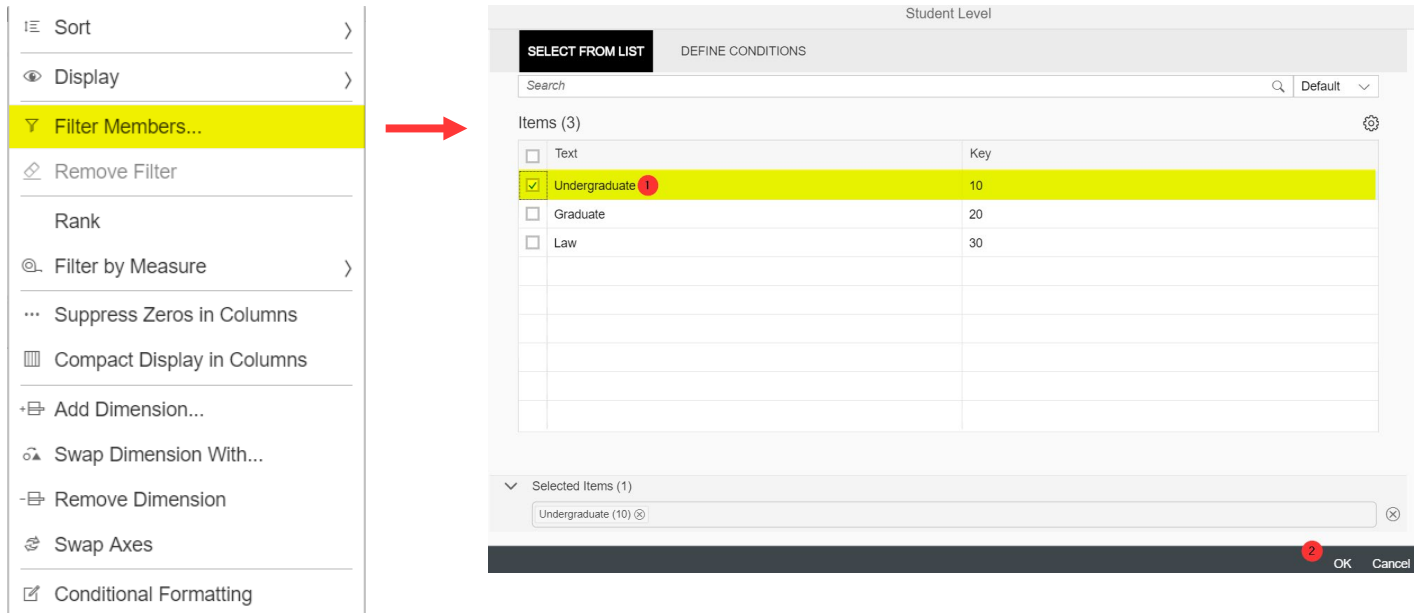
By bringing in the field **First Major College** we can determine how many students were in an AOL major for the given semester.

Search		Go	First Major College	First Major Online Academic Semester	Fall 2018
DIMENSIONS	COLUMNS		Count		
Classification (all)	Academic Semester		Chase College of Law	No	441
Classification (grou...)				AOL	55
Cohort A			College of Arts & Sciences	No	4,147
Cohort B				Yes	159
County of Origin			College of Business	AOL	258
Current Zip Code				No	1,872
Degree Seeking			College of Educ & Human Serv	No	1,607
First Generation				Yes	74
First Major				AOL	827
First Major CIP			College of Health Professions	No	1,199
First Major College				Yes	305
First Major Depart...	ROWS			AOL	10
First Major Online	Measures		College of Informatics	No	1,818
First Major STEM+...	First Major College			Yes	140
First Program Of St...	First Major Online		Grad Ed, Research & Outreach	No	47
First Time Transfer			Learning PLUS	No	1,534
			Undergraduate Academic Affairs	No	301
				Yes	1

As you can see, for the Fall 2018 semester there were 258 students enrolled in an AOL major within the College of Business.

Filter by Dimension

You can filter on dimensions to narrow your output. As an example, move **Student Level** and **First Generation** into the Rows. Right click on the **Student Level** dimension and select Filter Member.



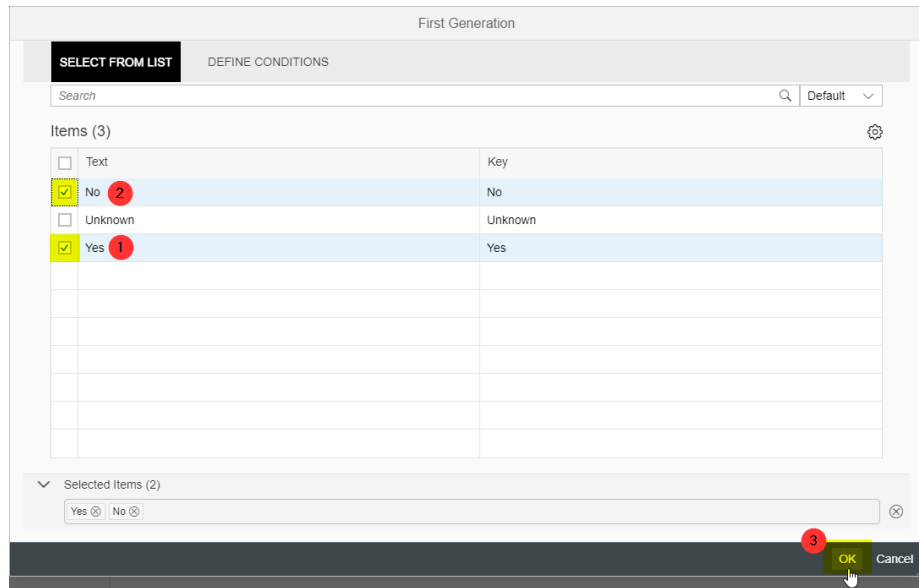
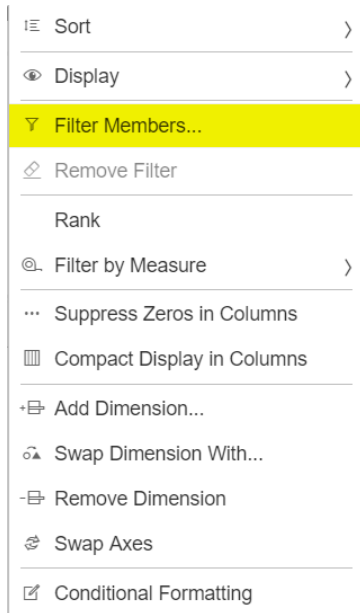
The screenshot shows a context menu on the left with 'Filter Members...' selected. A red arrow points to the 'SELECT FROM LIST' dialog box on the right. The dialog box is titled 'Student Level' and has two tabs: 'SELECT FROM LIST' and 'DEFINE CONDITIONS'. The 'SELECT FROM LIST' tab is active, showing a search bar and a list of items. The 'Items (3)' list has the following data:

	Key
<input type="checkbox"/> Text	
<input checked="" type="checkbox"/> Undergraduate	10
<input type="checkbox"/> Graduate	20
<input type="checkbox"/> Law	30

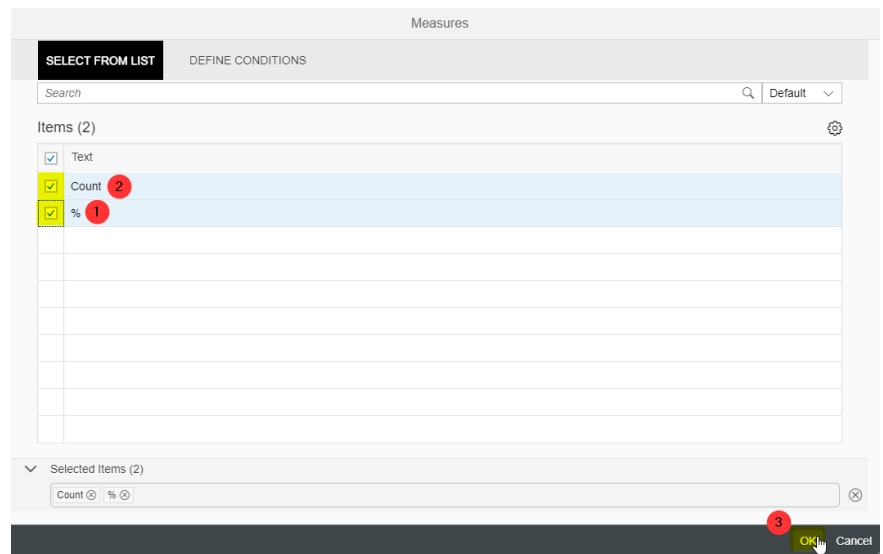
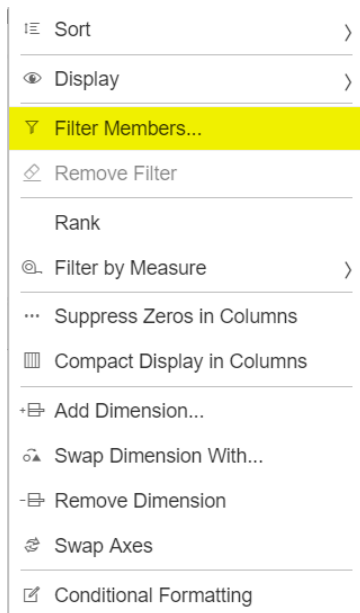
At the bottom of the dialog, the 'Selected Items (1)' section shows 'Undergraduate (10)'. The 'OK' button is highlighted with a red circle.

Check the box for **Undergraduate** from the list of options, and select **Ok**. Now the table is filtered to display only undergraduate students.

Do a second filter for the **First Generation** dimension with a right click, and choose **yes** and **no** (which will remove the unknowns).



Do a third filter on **Measures** with a right click to select **Count** and **%**.



The resulting output will show the percent of undergraduates who are first generation, **out of those who answered the question**. You will see that the percentage for First Generation students has declined somewhat, but know that the trend is influenced by the increase in the proportion of students who have answered the question on the application.

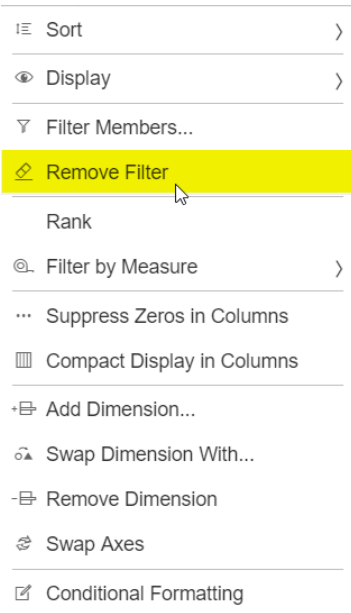
	Student Level	First Generation	Academic Semester	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018
Count	Undergraduate	No		2,891	3,590	3,999	4,184	4,655	5,124	5,523
		Yes		4,959	5,878	5,701	5,367	5,493	5,707	5,723
%	Undergraduate	No	%	36.8	37.9	41.2	43.8	45.9	47.3	49.1
		Yes	%	63.2	62.1	58.8	56.2	54.1	52.7	50.9

Removing Filters

To remove **all** filters, simply click the **Reset** button at the top of the screen. This will allow you to start fresh with building a new table.

If you wish to remove some of the filters and keep others, use the **Info** button to affirm which dimensions have been filtered. For example, in this exercise, if you click the Info button you will see the following.

This will show you that a filter is included for **Student Level**, **First Generation**, and **Count** and **%** are revealed under **Measures (Key Figures)**. If you wish to remove the filter for First Generation only, click the “X” at the top right corner to close the **Info** button, then right-click the dimension (**First Generation**), and select **Remove Filter**. This will add back in all the values for the dimension that were previously removed by using the filter.



Student Level	First Generation	Semester	ll 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
Undergraduate	No								2,883	3,586	3,992	4,400
	Unknown		12,668	12,726	13,030	13,206	13,517	13,322	5,512	3,662	3,425	3,175
	Yes								4,949	5,868	5,693	5,425
Undergraduate	No	%							21.6	27.3	30.5	33.2
	Unknown	%	100.0	100.0	100.0	100.0	100.0	100.0	41.3	27.9	26.1	23.8
	Yes	%							37.1	44.7	43.4	41.0

Another method to remove a filter is to right-click the **Filter Member** for the dimension (such as **Student Level** in this exercise) and select to add back in all or only some of the values for the dimension. Then choose **Ok**. See the screen below.

- ☰ Sort >
- 👁 Display >
- ☑ Filter Members... >
- 🗑 Remove Filter
- Rank
- 🔍 Filter by Measure >
- ⋮ Suppress Zeros in Columns
- 📄 Compact Display in Columns
- +📏 Add Dimension...
- 🔄 Swap Dimension With...
- 📏 Remove Dimension
- 🔄 Swap Axes
- 📄 Conditional Formatting



Student Level

SELECT FROM LIST
DEFINE CONDITIONS

Q Default ▾

Items (3) ⚙

<input checked="" type="checkbox"/>	Text	Key
<input checked="" type="checkbox"/>	Undergraduate	10
<input checked="" type="checkbox"/>	Graduate	20
<input checked="" type="checkbox"/>	Law	30

Selected Items (3)

Undergraduate (10) ⓧ
Graduate (20) ⓧ
Law (30) ⓧ
ⓧ

OK
Cancel

Now, if you selected all values for the **Student Level** and **First Generation** dimensions, the following table is shown.

Student Level ▲	First Generation ▲	Semester	Il 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
Undergraduate	No								2,883	3,586	3,992	4,175
	Unknown		12,668	12,726	13,030	13,206	13,517	13,322	5,512	3,662	3,425	3,273
	Yes								4,949	5,868	5,693	5,358
Graduate	Unknown		1,447	1,537	1,508	1,593	1,615	1,841	1,768	1,661	1,578	1,480
Law	Unknown		523	544	571	606	616	575	548	506	426	434
Undergraduate	No	%							18.4	23.5	26.4	28.4
	Unknown	%	86.5	85.9	86.2	85.7	85.8	84.6	35.2	24.0	22.7	22.2
	Yes	%							31.6	38.4	37.7	36.4
Graduate	Unknown	%	9.9	10.4	10.0	10.3	10.3	11.7	11.3	10.9	10.4	10.1
Law	Unknown	%	3.6	3.7	3.8	3.9	3.9	3.7	3.5	3.3	2.8	2.9

➔ Remember to remove filters before building a new table.

Take Away Points

Here is a summary of important points for reference.

1. Find the School-based Scholars under the **Student Classification** dimension.
2. Find international students coded as Non-resident Aliens under the **Race/ethnicity** dimension.
3. Always use the **State of Origin** as the first dimension when examining the **County of Origin** dimension.
4. Use the **Race/Ethnicity** dimension with the **Race/Ethnicity-URM** to find who has been grouped under URM.
5. Examine all the STEMH variables to determine which is the best to use when answering various questions.
6. Remember that the **All First Time Students** dimension is more inclusive than the first-time, full-time bachelor's degree-seeking cohort. If you need the latter, use the **Cohort B** dimension.
7. The **Payment Type (NKU)** is the dimension to use if you need to find students from OH or IN who qualify for tuition reciprocity.
8. **First Generation** data is limited to those students who have completed an undergraduate application starting in the Fall of 2012.
9. **Low Income** data will always be in arrears for the current year, since it is based on an annual report submitted by Financial Aid in November for the preceding year.

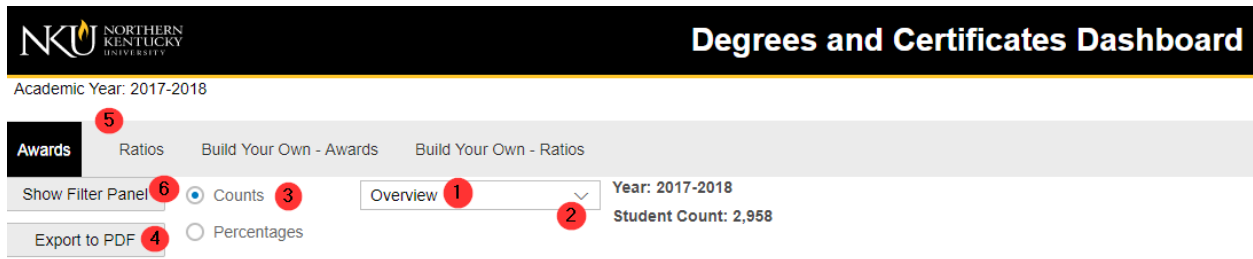
Divider

Management Dashboard:

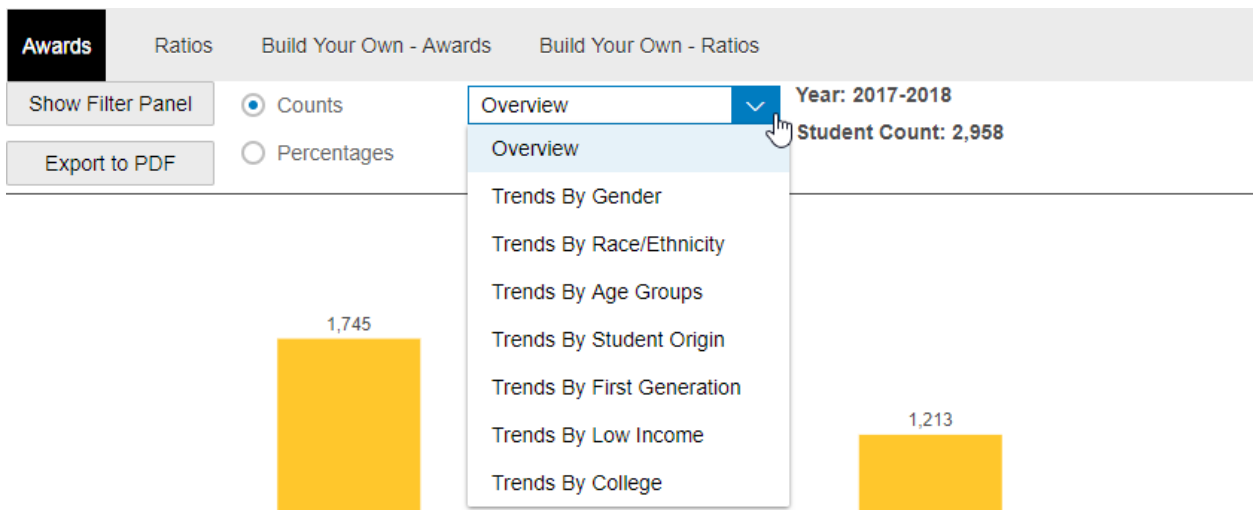
Degrees and Certificates

The Management Dashboard Degrees and Certificates file provides data back to 2010-2011 (includes awards for summer, fall, and spring terms of each academic year).

Below is a diagram of the dashboard sections for Degrees and Certificates.



1. The Overview shows a series of tables reflective of the latest year, 2015-2016.
 - a. Awards by Gender
 - b. Awards by Race/Ethnicity
 - c. Awards by Age Groups
 - d. Awards by Student Origin
2. Select the down arrow on the “Overview” bar to see additional Trend reports.



3. You can view data in terms of Counts or Percentages.
4. If you wish to use one of the tables in another document, choose “Export to PDF.”
5. On the second tab, “Ratios” are graphics arranged by metrics. See the section on the Ratios Tab for details.
6. For both Awards and Ratios tabs, use the Filter Panel to refine trend tables further. See illustration for these additional filters.

Reset Filters

Year
2015-2016

Award Level (U/G/L)

- Undergraduate
- Graduate
- Law

Award Type (grouped)

- Associate's
- Bachelor's
- Undergraduate Certif
- Master's
- Graduate Certificate
- Education Specialist
- Doctoral
- Law

College
All Colleges

Honors

- Cum Laude
- Distinction
- High Distinction
- Magna Cum Laude
- No Academic Honors
- Summa Cum Laude

State Of Origin


- Foreign
- In State
- Out of State

First Generation

- No
- Unknown
- Yes

The Ratios Tab

Select the Ratios Tab to view metrics for time-to-degree and hours-to-degree. See the dashboard diagram below for the Ratios tab.


NORTHERN KENTUCKY UNIVERSITY
Degrees and Certificates Dashboard

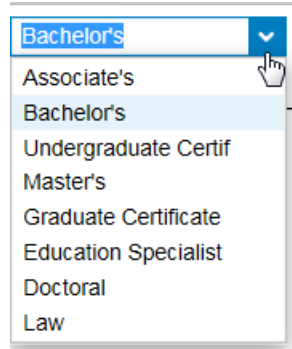
Award Type (grouped): Bachelor's

Awards **Ratios** Build Your Own - Awards Build Your Own - Ratios 2

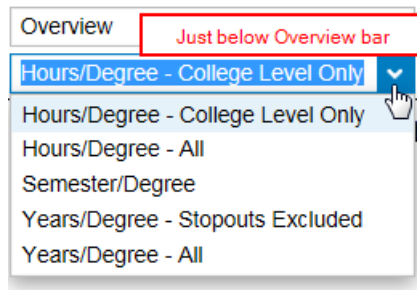
Hide Filter Panel 6 Overview 1 Bachelor's 3 Year: 2017-2018 Student Count: 2,218

Export to PDF 5 Hours/Degree - College Level Only 4

1. As before, the Overview tab shows a series of graphics reflective of the latest year for hours-to-degree and time-to-degree by Gender, Race/Ethnicity, Age Groups and Student Origin.
2. Select the drop-down arrow on the Overview bar to see additional Trend tables.
3. Next to the Overview is a second drop-down with “Bachelor’s” appearing as a default. You can switch views for graphics on time-to-degree and hours-to-degree for other award levels using this selection.



4. Just below is a third drop-down with “Hours/Degree – College Level Only” appearing in the selection menu.



- a. **Hours/Degree-College Level Only** provides graphics on the average number of credit hours to a degree, excluding developmental credit hours. These averages include transfer-in credit hours.
 - b. **Hours/Degree-All** will include developmental credit hours.
 - c. **Semester/Degree** provides graphics on the average number of fall and spring semesters taken to earn a degree or certificate.
 - d. **Years/Degree – Stopouts Excluded** presents graphics on the average number of years taken to earn a degree or certificate, excluding any student who was a stopout, defined here as students who have attendance gaps of two or more years. This follows the CPE definition used in Program Review.
 - e. **Years/Degree – All** presents graphics on the average number of years taken to earn a degree or certificate, including the time that stopouts took.
5. Use the **Export** function to export graphics in PDF.
 6. The filter panel can be used to select certain subpopulations for the graphics. Combinations of subpopulations can be built for the graphics by using more than one filter.

Graphics for Trends under Ratios Tab

Select the **Ratios** tab. Then in the Overview bar, select the **Trends by Low Income** report.

Awards
Ratios
Build Your Own - Awards
Build Your Own - Ratios

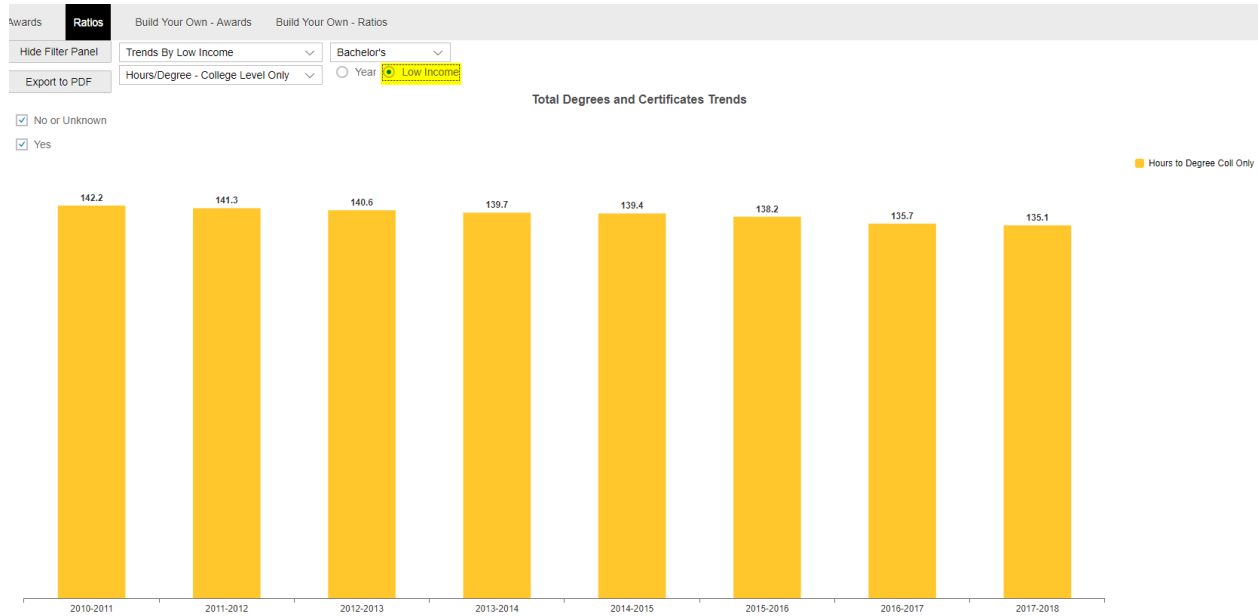
Show Filter Panel
 Counts
 Trends By Low Income

Percentages

Notice the top graphic will provide the overall values for the ratio selected, while the bottom graphic will display the values by year for the dimension selected (low income). At the top are buttons for **Year** and **Low Income**.



If you wish to see the data displayed by the dimension, rather than the year, select the **Low Income** button. (See illustration below.)



Build Your Own (BYO) Reports

The Management Dashboard provides a way to build your own awards tables as well as customized ratios tables. Provided are some examples of reports and how to build customized tables using the drag and drop feature.

At the top of the Dashboard is a tab called "Build Your Own - Awards". Select this tab.



In this section will be a **crosstab** interface on which you can drag and drop "dimensions" into rows and columns. See illustration below.

Search

DIMENSIONS	COLUMNS
<ul style="list-style-type: none"> > Measures A Cohort Student A Cohort Term Code Academic Honors Academic Semester Academic Semester +... ✓ Academic Year Age Range Award Conferred Award Level Award Type B Cohort Student B Cohort Term Code County of Origin First Generation First Major First Major CIP First Major College First Major Department First Major STEM+H F... Foreign Country Gender Low Income Military Relationship NKU 8-County Service... NKU Housing 	<ul style="list-style-type: none"> Academic Year
	ROWS
	Measures

Note: More complete definitions on these dimensions can be found in the **Notes and Definitions** section of the Management Dashboards.

MANAGEMENT DASHBOARDS

The image shows a grid of management dashboard buttons: DEGREES & CERTIFICATES, ENROLLMENT, FACULTY, STUDENT CREDIT HOURS, and NOTES AND DEFINITIONS. A red arrow points from the top-left button to the bottom-right button.

By default, the dimension **Degree Count** has been placed under Rows, and **Academic Year** has been placed in the Columns. This builds a simple table “**Degree Count by Academic Year**” on the main table display.

Academic Year	2010-2011 <input type="button" value="▲▼"/>	2011-2012 <input type="button" value="▲▼"/>	2012-2013 <input type="button" value="▲▼"/>	2013-2014 <input type="button" value="▲▼"/>	2014-2015 <input type="button" value="▲▼"/>	2015-2016 <input type="button" value="▲▼"/>
Degree Count	2,838	2,880	2,956	2,937	3,087	2,902

To view this table by **Award Type**, add **Award Type (grouped)** from the dimension list to rows.

Simply drag-and-drop the dimension under **Measures** as illustrated here. Select the Button to see the data

Search

DIMENSIONS		COLUMNS	Award Level	Award Type (grouped) Academic Year	2010-2011	2011-2012	2012-2013		
Measures	Academic Year	Degree Count	Undergraduate	Associate's	105	118	98		
				Bachelor's	1,974	1,980	2,109		
			Graduate	Undergraduate Certificate	8	29	15		
				Master's	485	493	491		
				Graduate Certificate	87	92	81		
				Education Specialist					
		Law	Doctoral	2	14	13			
			Law	177	154	149			
		ROWS							
		Measures							
		Award Level							
		Award Type (grouped)							

Drag and drop Award Level and Award Type (Grouped) to Rows

Now drag-and-drop **First Major College** to rows. Place **First Major College** directly under **Measures**.

Search

DIMENSIONS		COLUMNS	Award Level	Award Type (grouped) Academic Year	2010-2011	2011-2012	2012-2013		
Measures	Academic Year	Degree Count	Undergraduate	Associate's	105	118	98		
				Bachelor's	1,974	1,980	2,109		
			Graduate	Undergraduate Certificate	8	29	15		
				Master's	485	493	491		
				Graduate Certificate	87	92	81		
				Education Specialist					
		Law	Doctoral	2	14	13			
			Law	177	154	149			
		ROWS							
		Measures							
		First Major College							
		Award Level							
		Award Type (grouped)							

Remember to select the Button to see the data.

Totals On v. Totals Off Buttons

There are two buttons at the top of the Dashboards that say **“Row Totals Off”** and **“Column Totals Off.”** These are toggle switches which will turn on row and column totals when clicked. You may want the Row and/or Column Totals On for viewing in the screen output, and then you may select to turn Totals Off whenever you Export to Excel, so that you have the ability to manipulate a flat file in Excel. See illustration below as an example of the Row and Column Totals On.

Info Reset Export **Row Totals On** **Column Totals On**

Search

DIMENSIONS		COLUMNS		Academic Year								
		Award Level	Award Type (grouped) Gender	2015-2016			2016-2017			2017-2018		
				Female	Male	Result	Female	Male	Result	Female	Male	Result
A Cohort Term Code	Academic Year	Undergraduate	Associate's	22	18	40	26	43	69	19	43	62
Academic Honors	Gender		Bachelor's	1,229	967	2,196	1,305	933	2,238	1,305	913	2,218
Academic Semester			Undergraduate Certificate	2	17	19	5	8	13	2	34	36
Academic Semester + ...		Degree Count	Result	1,253	1,002	2,255	1,336	984	2,320	1,326	990	2,316
Academic Year			Master's	329	126	455	293	138	431	286	134	420
Age Range			Graduate Certificate	33	15	48	36	15	51	39	16	55
Award Conferred			Education Specialist	10	4	14	17	6	23	13	9	22
Award Level			Doctoral	8	5	13	16	2	18	18	2	20
Award Type			Result	380	150	530	362	161	523	356	161	517
Award Type (grouped)		Law	49	68	117	40	49	89	63	62	125	
B Cohort Student		Result	49	68	117	40	49	89	63	62	125	
B Cohort Term Code		Overall Result	1,682	1,220	2,902	1,738	1,194	2,932	1,745	1,213	2,958	
County of Origin												
First Generation												
First Major												
First Major CIP												
First Major College												

ROWS

- Measures
- Award Level
- Award Type (grouped)

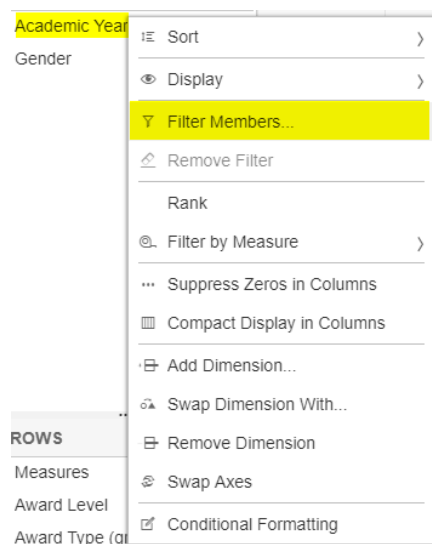
First Major and Second Major

Next, we will further customize the table by adding first major and second major.

Filtering on a Dimension

For this table we will **filter** dimension **Academic Year** to “2015-2016,” and dimension **First Major College** to “Arts and Sciences.”

Right-click on Dimension **Academic Year** (in Columns). Then select **Filter Member**. See illustration:



1. Check the box for “2015-2016” from the list of options
2. Click **Ok**. Now the table is filtered to the academic year 2015-2016.

Academic Year

SELECT FROM LIST
DEFINE CONDITIONS

Q
Default
▼

Items (8) ⚙️

<input type="checkbox"/>	Text	Key
<input type="checkbox"/>	2010-2011	2010
<input type="checkbox"/>	2011-2012	2011
<input type="checkbox"/>	2012-2013	2012
<input type="checkbox"/>	2013-2014	2013
<input type="checkbox"/>	2014-2015	2014
<input checked="" type="checkbox"/>	2015-2016 1	2015
<input type="checkbox"/>	2016-2017	2016
<input type="checkbox"/>	2017-2018	2017

▼ Selected Items (1)

2015-2016 (2015) ⊗
⊗

2
OK
Cancel

Next we will filter College to “**Arts and Sciences.**” Right-click on Dimension **First Major College** (in Rows). Then select **Filter Member**. See illustration:

The screenshot shows a pivot table with 'First Major College' selected in the Rows area. A context menu is open over it, with 'Filter Members...' highlighted. The menu options are: Sort, Display, Filter Members..., Remove Filter, Rank, Filter by Measure, Add Dimension..., Swap Dimension With..., Remove Dimension, Swap Axes, and Conditional Formatting.

1. Check the box for “**College of Arts and Sciences**” from the list of options.
2. Click **Ok**. Now the table is filtered to one college.
3. Bring over **First Major Department**.

First Major College

SELECT FROM LIST
DEFINE CONDITIONS

Q
Default ▾

Items (6) ⚙️

	Text	Key
<input type="checkbox"/>	Chase College of Law	11000010
<input checked="" type="checkbox"/>	College of Arts & Sciences 1	11000019
<input type="checkbox"/>	College of Business	11000038
<input type="checkbox"/>	College of Educ & Human Serv	11000045
<input type="checkbox"/>	College of Health Professions	11000076
<input type="checkbox"/>	College of Informatics	11000051

Selected Items (1)

College of Arts & Sciences (11000019) ⊗
⊗

2
OK
Cancel

Remember to select the Go Button to see the data.

At this point we have a degree count by department.

Degree Count by Department

	First Major College	First Major Department Academic Year	2015-2016	Overall Result
Degree Count	College of Arts & Sciences	Biological Sciences	75	75
		Chemistry	30	30
		Dean of Arts & Sciences	87	87
		English	72	72
		History & Geography	50	50
		Mathematics and Statistics	24	24
		Music	19	19
		Physics, Geology & Engineering Technology	96	96
		PolitScience/Criminal Justice/OrgLdrship	280	280
		Psychological Science	104	104
		Sociology, Anthropology, Philosophy	36	36
		Theatre & Dance	53	53
		Visual Arts	59	59
		World Languages & Literatures	13	13
			Result	998
	Overall Result	998	998	

Add dimensions for first and second major to rows. Add **Gender** to the columns.

Go

COLUMNS

Academic Year

Gender

....

ROWS

Measures

First Major College

First Major Department

First Major

Second Major

Select the Go button.

This will organize the data into the table shown on the next page.

Degree by First and Second Major

					Academic Year		2015-2016			
		First Major College	First Major Department	First Major	Second Major Gender	Female	Male			
COLUMNS	Academic Year	Degree Count	College of Arts & Sciences	Biological Sciences	Biological Sciences Major (BA)	No Second Major	1	1		
	Gender				Result	Biological Sciences Major (BS)	No Second Major	43	19	
						Result	43	19		
	Environmental Science Major (BS)				Biological Sciences Major (BS)	No Second Major	1			
					Geology Major (BS)	No Second Major	4	5		
					Result	6	5			
	Result			50	25					
	Chemistry			Chemistry Major (BA)	No Second Major	2				
				Result	2					
				Chemistry Major (BS)	No Second Major	16	12			
				Result	16	12				
	Result			18	12					
	ROWS			Measures	Dean of Arts & Sciences	Dean of Arts & Sciences	Integrative Studies (AA)	No Second Major	10	2
							Result	10	2	
							Integrative Studies (MA)	No Second Major	10	2
Result		10	2							
Integrative Studies Major (BA)		No Second Major	42				20			
Result		42	20							
First Major College	First Major Department	First Major	Second Major	Liberal Studies Major (BA)	No Second Major	1				
				Result	1					
				Result	63	24				

STEMH Majors

We will build a table to look at STEM (Science, Technology, Engineering, Math) + H (Health) majors.

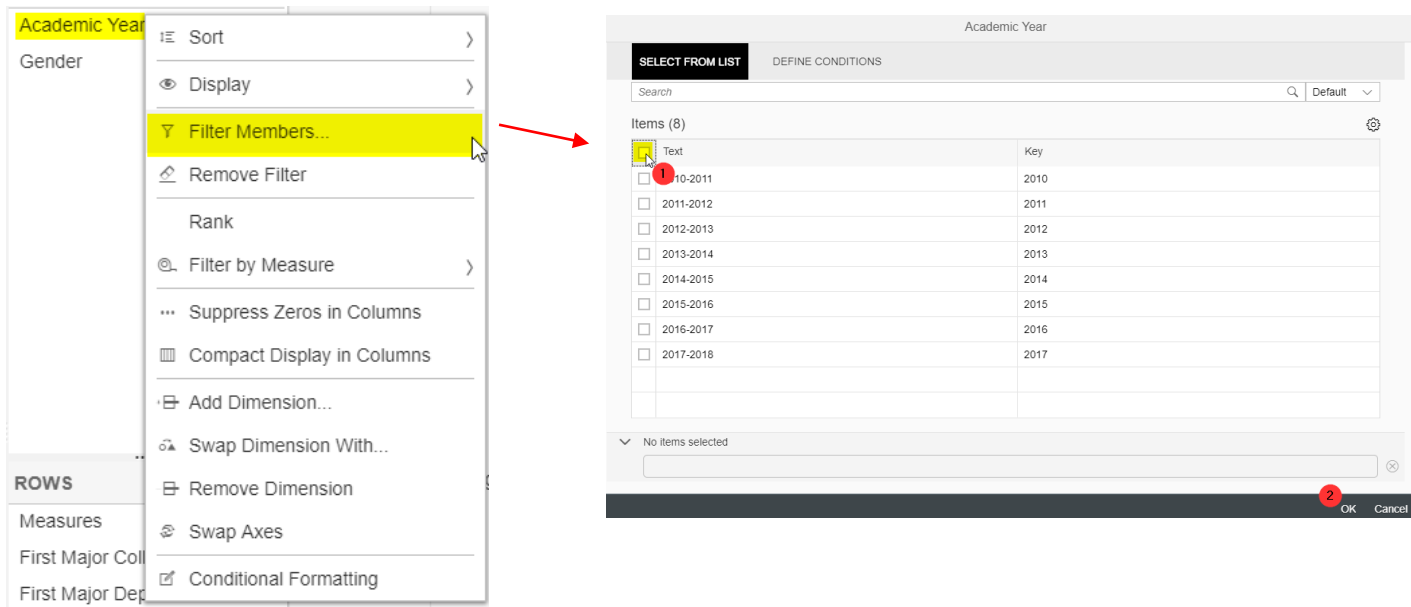
Before we continue, it is important to remove the filters we have placed on existing dimensions. Since we placed filters on **Academic year** and **College** in the above example we need to remove the filters by one of the following steps.

Remove Filters

To remove all filters, you can simply click the Reset button.

The screenshot shows a data analysis interface. At the top, there are tabs for 'Awards', 'Ratios', 'Build Your Own - Awards', and 'Build Your Own - Ratios'. Below the tabs are buttons for 'Info', 'Reset', 'Export', and 'Row Totals Off'. The 'Reset' button is highlighted in yellow, and a red arrow points to it. Below the buttons is a search bar with the text 'Search' and a magnifying glass icon, followed by a 'Go' button. Below the search bar is a table with columns for 'Academic Year' and 'Degree Count'. The 'Academic Year' column has a dropdown menu showing '2010-2011'. The 'Degree Count' column has a value of '2,83'. At the bottom of the interface, there are labels for 'DIMENSIONS' and 'COLUMNS'.

If you wish to remove only one filter, you must right-click on the dimension (such as **Academic Year** in Columns) and either click on **Remove Filter** (which will remove the filter for this dimension) or click **Filter Members** (which gives you the option to reinstate all values or to select a different subset of values). Select the top box to select all values, and then click **Ok**. See illustration below.



Use one of these methods to remove all filters.

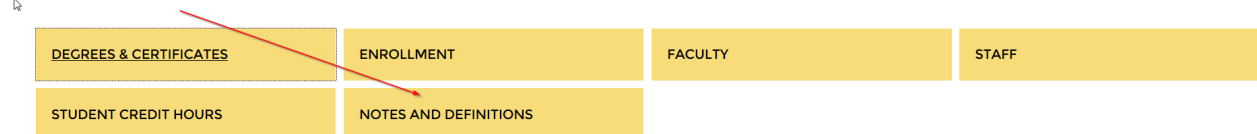
If you did not use the Reset button, remove dimensions for **First Major** and **Second Major**, by moving them back to the Dimensions list.

Let's examine all of the dimensions for **STEM+H**. Look in the dimension list and find the following:

- First Major STEM+H Flag**- Students whose first major is in a CPE-designated Science, Technology, Engineering, Mathematics or Health field are flagged with "yes."
- Second Major STEM+H Flag**- Students whose second major is in a CPE-designated STEM+H field are flagged with "yes."
- STEM+H Major Flag** – Students whose first or second major is STEM or Health are flagged with "yes".
- STEM+H Major College** – The college in which the student's STEMH major belongs. This will be the student's first major, if that major is STEMH, or the student's second major, if the first major is not STEMH.
- STEM+H Major Department** – The department in which the student's STEMH major belongs.

➔ **Note:** More complete definitions can be found in the **Notes and Definitions** section of the Management Dashboards.

MANAGEMENT DASHBOARDS

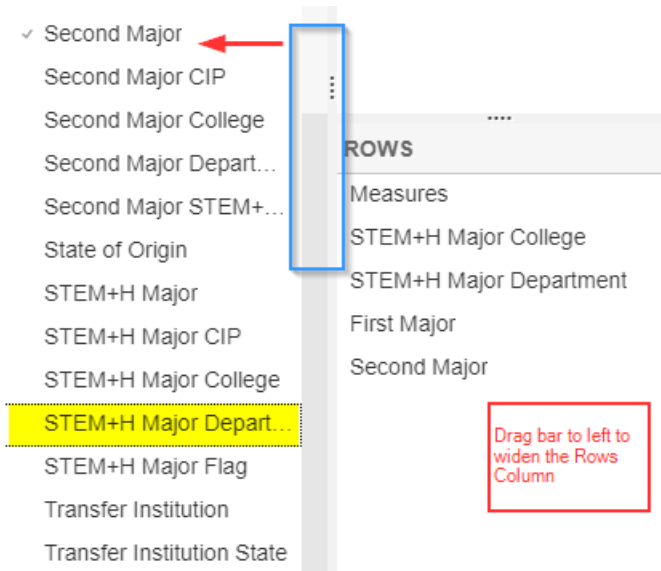


Right-click **Academic Year** and select the three most recent years (2013-14, 2014-15, 2015-16).

Now add dimensions: **STEM+H Major College** to rows (this yields the college of the first or second major, whichever is the STEMH major), **STEM+H Major Department**, **First Major**, and **Second Major**.

Hint: If you have trouble adding **STEM+H Major Department** to rows, you may have to widen the column to accommodate the lengthy label. Select the column bar and drag it to the left.

See illustration below:



To load the resulting table, select the **Go** button.

This will produce the following table.

	Go	STEM+H Major Colleg...	STEM+H Major Depart...	First Major ▲	Second Major Academic Year ...	2013-2014 ▲▼	2014-2015 ▲▼	2015-2016 ▲▼
COLUMNS								
Academic Year				Biological Sciences Major (BA)	No Second Major	2		2
				Biological Sciences Major (BS)	Environmental Science Major (BS)		1	
			Biological Sciences		No Second Major	54	53	62
				Environmental Science Major...	Biological Sciences Major (BS)			1
					Geology Major (BS)			1
					No Second Major	6	11	9
				Chemistry Education Major (...)	No Second Major	2		
			Chemistry	Chemistry Major (BA)	No Second Major		1	2
				Chemistry Major (BS)	No Second Major	18	14	28
				Mathematics Education Major	No Second Major	5	1	1
			Mathematics and Statistics	Mathematics Major (BS)	No Second Major	11	16	13
				Statistics Major	Statistics Major	2	2	4
				Statistics Major	Mathematics Major (BS)	1		
					No Second Major	3	7	6
			College of Arts & Scien...	Certificate in Automated Man...	No Second Major			1
				Certificate in Manufacturing ...	No Second Major	1		1
			Degree Count	Criminal Justice Major (BA)	Geology Major (BA)		1	
				Electrical & Electronics Eng T...	No Second Major	23	23	16
					French Major		1	
				Geology Major (BA)	Geography Major			1
					No Second Major	3	3	2
			Physics, Geology & Engi...	Geology Major (BA)	No Second Major	6	11	10
				Geology Major (BS)	Statistics Major	1		
				Manufacturing Engineering T...	No Second Major		1	
				Mech & Manuf Engineering T...	No Second Major	54	71	60
				Physics Major (BA)	No Second Major		1	2
				Physics Major (BS)	Mathematics Major (BS)	2		
					No Second Major	6	7	3
				Sociology Major	Geology Major (BA)		1	

Notice that a Sociology major appears under first major (even though that is not a STEMH major), because the student’s second major was Geology. Using either the **STEM+H Major Flag** or the **STEM+H Major College** will yield the totals reported to the state that include all awards for which the first or second major is STEM+H. (See totals for STEM+H awards in following illustration.)

		STEM+H Major Flag	STEM+H Major College...	2013-2014	2014-2015	2015-2016	
COLUMNS	Academic Year	No	Not assigned	2,076	2,165	2,011	
			Result	2,076	2,165	2,011	
		Degree Count	Yes	College of Arts & Sciences	200	226	225
				College of Business	19	10	8
				College of Educ & Huma...	58	57	48
				College of Health Profes...	370	346	362
				College of Informatics	214	283	248
				Result	861	922	891
		Overall Result		2,937	3,087	2,902	

Online and Accelerated Online Flag

The Degrees dashboard contains a flag to highlight degrees earned within the online and accelerated online programs. This can be found under the dimension **Online Major**.

		Online Major Academic Year	2015-2016	2016-2017	2017-2018	
DIMENSIONS	COLUMNS	Degree Count				
			No	2,497	2,568	2,578
			Yes	405	364	380

For the time being this dimension will only show the values “No” and “Yes”. However, starting in the 2019-2020 graduation year an additional flag called “AOL” will be present to indicate those who graduated from an accelerated online major.

Percent A & B Cohort, Percent Transfer

You can filter the dimension **Measures** to look at percent of graduates from various subgroups.

1. Right-click **Measures**, select **Filter Members**, and check the box for **Percent**. You will also have to uncheck the box for **Degree Count** so that you see just the percent. Click **Ok**.

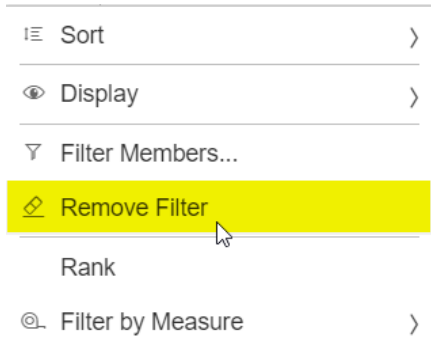
➔ **Note:** When you right click on **Measures** in the **BYO – Awards**, all available metrics will be listed; however, you should always go to the **BYO – Ratios** when you want to examine the time-to-degree and hours-to-degree metrics because it has been pre-built with a dropdown menu to select the type/level of award. The ratios are highly dependent upon the level of award, so the user should always examine the results independently for each type. For example, the amount of time taken and hours earned for an associate’s degree will be much different than the amount of time taken and hours earned for a bachelor’s degree. See the next section concerning the metrics available in the **BYO – Ratios** in the Degrees and Certificate Dashboard.

2. Right-Click **Academic Year**, Select **Filter Members**, and check the box for **2015-2016**. Click **Ok**.
3. Right-Click **First Major College**, Select **Filter Members**, and check the box for **College of Arts & Sciences**. Click **Ok**.

We will keep these filters on for the next couple of tables. Add **First Major College**, **B Cohort Student** and **B Cohort Term Code** to the rows. This will display the percent of awards that were earned by students who started in a B Cohort at any point in time. Notice that 2015-16 CAS award recipients include B Cohort members who started as far back as 2000. Also notice that only half (49.6%) of CAS award recipients were a member of a B Cohort. Be sure to click the **Go** button.

Search		Go	First Major College	B Cohort Student	B Cohort Term Code	Academic Year	2015-2016
DIMENSIONS	COLUMNS			No	Not Applicable	%	100.0
	> Measures	Academic Year			Result	%	50.4
	A Cohort Student				20001	%	0.2
	A Cohort Term Code				20011	%	0.4
	Academic Honors				20021	%	0.4
	Academic Semester				20031	%	1.6
	Academic Semester + ...				20041	%	1.6
	✓ Academic Year				20051	%	1.0
	Age Range				20061	%	1.4
	Award Conferred				20071	%	2.6
	Award Level				20081	%	2.8
	Award Type				20091	%	5.7
	Award Type (grouped)				20101	%	11.1
	✓ B Cohort Student				20111	%	31.9
	✓ B Cohort Term Code				20121	%	37.8
County of Origin				20131	%	1.4	
First Generation				Result	%	49.6	
First Major				Result	%	100.0	
First Major CIP				Overall Result	%	100.0	
	ROWS						
	Measures						
	First Major College						
	B Cohort Student						
	B Cohort Term Code						

To examine percent of transfer students earning degrees in 2015-2016, let's remove the filter from **First Major College**. To do this, right-click **First Major College**, and click Remove Filter as illustrated here:



Remove all dimensions except for **Measures**. Add **Award Type (Grouped)** and Filter for undergraduate awards by checking the boxes for the corresponding awards types (associate's, bachelor's, and undergraduate certificates). Add **Transfer Student**. Be sure to click the **Go** button to see your results.

Search		Go	Transfer Student	Award Type (grouped)	Academic Year	2015-2016
DIMENSIONS		COLUMNS				
A Cohort Student	Academic Year	Degree Count	No	Associate's		23
A Cohort Term Code				Bachelor's		1,426
Academic Honors				Undergraduate Certificate		13
Academic Semester				Result		1,462
Academic Semester + ...			Yes	Associate's		17
✓ Academic Year				Bachelor's		770
Age Range				Undergraduate Certificate		6
Award Conferred				Result		793
Award Level			Overall Result			2,255
Award Type			%	No	Associate's	%
✓ Award Type (grouped)				Bachelor's	%	97.5
B Cohort Student				Undergraduate Certificate	%	0.9
B Cohort Term Code				Result	%	64.8
County of Origin		Yes		Associate's	%	2.1
First Generation				Bachelor's	%	97.1
First Major				Undergraduate Certificate	%	0.8
First Major CIP				Result	%	35.2
First Major College		Overall Result			%	100.0
	ROWS					
	Measures					
	Transfer Student					
	Award Type (grouped)					

Notice that more than 35% of undergraduate awards in 2015-2016 were earned by transfer-in students.

Build Your Own (BYO) Ratios

Select the tab "Build Your Own Ratios" from the top of the Dashboard as illustrated:



A similar crosstab interface for adding dimensions to rows and columns allows you to build customized ratios.

The screenshot shows a web interface for building custom ratios. At the top, there are tabs for 'Awards', 'Ratios', 'Build Your Own - Awards', and 'Build Your Own - Ratios'. Below the tabs are buttons for 'Info', 'Reset', and 'Export', followed by a dropdown menu currently set to 'Bachelor's'. The main area is a table with columns for 'Academic Year' (2010-2011 to 2017-2018) and rows for various metrics. A red arrow points to the dropdown menu.

Academic Year	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Hours to Degree Coll Only	142.2	141.3	140.6	139.7	139.4	138.2	135.7	135.1
Hours to Degree Incl Dev	144.7	143.1	141.8	141.6	140.5	139.6	138.7	138.1
Degree Count	1,974	1,980	2,109	2,143	2,214	2,196	2,238	2,218
Years to Degree All	4.9	4.8	4.8	4.8	4.7	4.9	4.8	4.7
Semester to Degree	8.7	8.7	8.6	8.4	8.4	8.5	8.4	8.4
Years to Degree Excl Stopout	4.3	4.2	4.2	4.0	4.0	4.0	4.0	4.0
%	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0

Notice the dropdown menu at the top for selecting the level/type of award. Since time-to-degree and hours-to-degree metrics are highly dependent upon the level/type of award, output in this BYO table is pre-built to examine results independently for each type. The default is Bachelor's degree. Select other levels from this menu.

Notice that the **Measures** contain the same metrics found in the **Ratios** tab.

- Hours to Degree-College Level Only** provides the average number of credit hours to a degree, excluding developmental credit hours. These averages include transfer-in credit hours.
- Hours to Degree-incl Dev** will include developmental credit hours.
- Degree Count**-a count of degrees.
- Years to Degree – All** presents the average number of years taken to earn a degree or certificate, including the time that stopouts took.
- Semesters to Degree** provides the average number of fall and spring semesters taken to earn a degree or certificate.
- Years to Degree – Stopouts Excluded** presents the average number of years taken to earn a degree or certificate, excluding any student who was a stopout, defined here as students who have attendance gaps of two or more years. This follows the CPE definition used in Program Review.

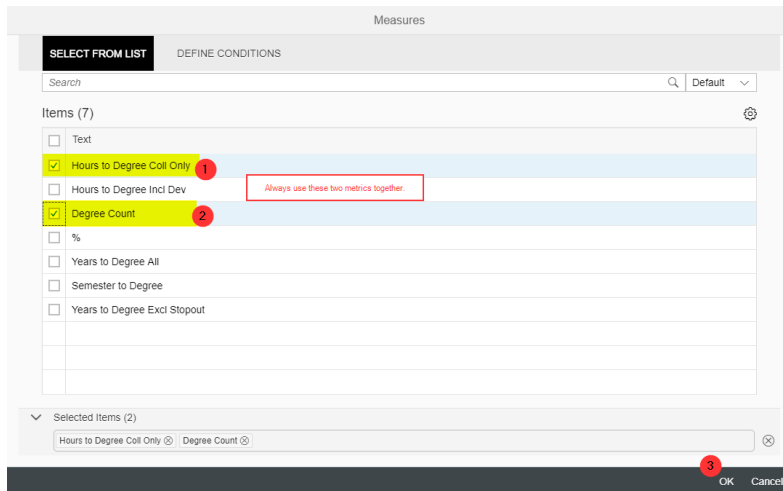
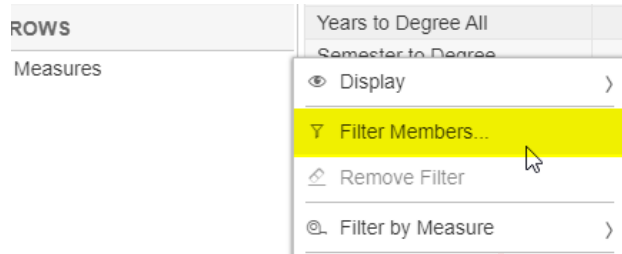
We will create a table to look at Hours to Degree, College Level Only.

➔ **Note:** Some students receive more than one award in a year. In order to have a full accounting for each award, as needed for Program Review, all awards are included in the calculations. Due to the interactive and summative nature of this tool, it is not possible to unduplicate those students at the higher organizational level (college and university). Therefore, the value for hours-to-bachelor's degrees reported in the Management Dashboard will be greater than what is reported on the Executive Dashboard, where we

have provided an unduplicated calculation by removing the second value for hours-to-degree for those earning a second degree in the same year.

Hours to Degree, College Level Only

Filter **Measures** to include **Hours to Degree Coll Only** and **Degree Count**.



Search		Go	Academic Year	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
DIMENSIONS	COLUMNS		Academic Year					
Measures			Hours to Degree Coll Only	142.2	141.3	140.6	139.7	139.4
<ul style="list-style-type: none"> > Measures A Cohort Student A Cohort Term Code Academic Honors Academic Semester Academic Semester +... ✓ Academic Year Age Range Award Conferred Award Level Award Type B Cohort Student B Cohort Term Code County of Origin First Generation First Major 			Degree Count	1,974	1,980	2,109	2,143	2,214
	ROWS		Measures					

It is important to include **Degree Count** when looking at **Hours-to-Degree** or **Time-to-Degree** in order to note when **calculations are based on a small n**. Always pair these metrics together.

In this table we added dimensions for **STEM+H Major College** and **First Major** to create table:

Hours to Degree by STEMH Major College

Search		STEM+H Major Colle...	First Major	Academic Year	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
				Hours to Degree Coll Only			131.0			
			Anthropology Major (BA)	Degree Count			1			
			Anthropology Major (BS)	Hours to Degree Coll Only		121.0				
				Degree Count		1				
			Biological Sciences Major (BA)	Hours to Degree Coll Only	169.5	162.6	154.0			163.0
				Degree Count	2	5	2			2
			Biological Sciences Major (BS)	Hours to Degree Coll Only	151.1	145.0	143.5	140.9	140.7	140.9
				Degree Count	42	62	76	54	54	62
			Chemistry Education Major (BA)	Hours to Degree Coll Only		165.0	169.0	171.0		
				Degree Count		2	1	2		
			Chemistry Major (BA)	Hours to Degree Coll Only	171.3	145.6	169.0		123.0	146.0
				Degree Count	3	5	4		1	2
			Chemistry Major (BS)	Hours to Degree Coll Only	144.5	153.0	144.8	137.4	145.0	135.9
				Degree Count	14	21	11	18	14	28
			Computer & Electronics Eng Tech Major	Hours to Degree Coll Only	165.3					
				Degree Count						
			Criminal Justice Major (BA)	Hours to Degree Coll Only					143.0	
				Degree Count					1	
			Electrical & Electronics Eng Tech Major	Hours to Degree Coll Only	142.0	155.0	149.7	163.0	167.9	170.8
				Degree Count	4	9	14	23	23	16
			Environmental Science Major (BS)	Hours to Degree Coll Only	157.0	138.8	142.8	141.5	149.2	154.8
				Degree Count	7	4	6	6	11	11

Notice that Hours to degree for Biological Sciences Majors is slightly higher than overall figures for Hours to degree, and is based on Degree Counts greater than 40. Conversely, Hours to Degree for Chemistry Education Majors are much higher than average; however, these values are based on very small degree counts.

Take Away Points

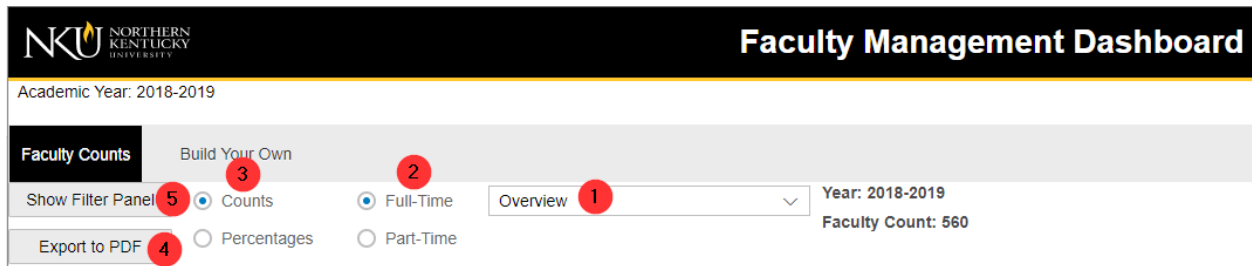
- Select the **Awards** tab to see annual totals by Degrees and Certificates. Select the **Ratios** tab to see various metrics concerning hours-to-degree and time-to-degree.
- Although all measures can be viewed in the **BYO – Awards**, always go to **BYO – Ratios** when you need to examine hours-to-degree and time-to-degree metrics so that values are calculated independently by award type.
- When filtering Measures to **Hours-to-Degree** or **Time-to-Degree**, remember to also include **Degree Count**, so that you know when calculations are based on small numbers.
- By default, on the **Ratios** tab and the **BYO – Ratios**, the award level is set to “Bachelor.” This can be changed to view other award levels.
- **Trends by Low Income** reports will show data for the latest year that is still pending. Low income is always reported in arrears, and is updated after November for the preceding year.
- When Building Your Own (BYO) tables, you can filter dimensions. Remember to remove the filter before building a new table.
- Consult the **Notes and Definitions** section of the MD to see complete details on dimensions used in the Degrees and Certificates Management Dashboard.
- In **BYO – Awards**, filter **Measures** to “Percent” to see percent of subgroups earning degrees.

Divider

Management Dashboard:

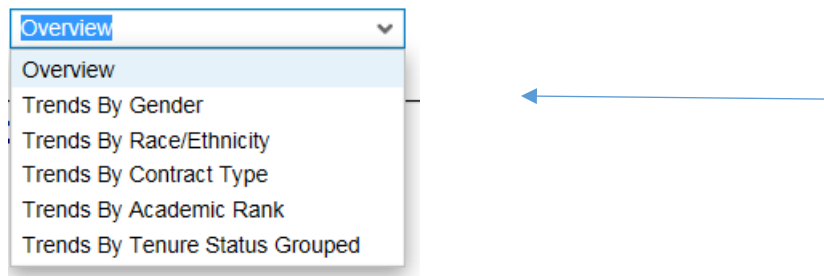
Faculty

The Faculty Management Dashboard provides data on full-time faculty starting with Fall 2007, and the data for part-time faculty begins with Fall 2010. Below is a diagram of the dashboard sections.



1. The Overview shows a series of tables reflective of the latest year, 2015-2016:
 - a. Faculty by Gender
 - b. Faculty by Race/Ethnicity
 - c. Faculty by Contract Type
 - d. Faculty by Tenure Status

Select the down arrow on the **Overview** bar to see 5 additional Trend reports.



2. Tables are, by default, set to show **Full-time** Faculty, but there is an option for **Part-time** Faculty graphics.
3. Data can be shown in terms of Counts or Percentages.
4. If you need to capture a graphic for inclusion in a report, choose **Export to PDF**.
5. A filter panel can be used to select certain subpopulations for the graphics. Combinations of subpopulations can be built for the graphics by using more than one filter.

Year
2015-2016

College
All Colleges

Academic Rank

- Assistant Professor
- Associate Professor Lecturer
- Lecturer II Professor
- Senior Lecturer

Tenure Status (grouped)

- Tenured Non-Tenured on Track
- Non-Tenure Track Ren
- Non-Tenure Track Tem

Build Your Own (BYO) Reports

The Management Dashboard provides a way to build your own faculty tables. Provided are some examples of reports and how to build them using the drag and drop feature.

At the top of the Dashboard is a tab called **Build Your Own**. Select this tab.

NKU NORTHERN KENTUCKY UNIVERSITY

Faculty Management Dashboard

Academic Year: 2018-2019

Faculty Counts **Build Your Own**

Show Filter Panel Counts Full-Time Percentages Part-Time

Overview Faculty Count: 560

Export to PDF

In this section will be a **crosstab** interface on which you can drag and drop **Dimensions** into Rows and Columns. See illustration below:

Faculty Counts **Build Your Own**

Info Reset Export Row Totals Off Column Totals Off

Search

DIMENSIONS		COLUMNS	Full Or Part Time	Semester	Fall 2007
<ul style="list-style-type: none"> > Measures Academic Rank Academic Semester Academic Year Chair CIP Code College Contract Type Department ✓ Full Or Part Time Gender Highest Degree Non Resident Alien Race/Ethnicity Race/Ethnicity - URM Staff as PT Faculty Tenure Status (all) Tenure Status Grouped Tenure Track 		Semester	Full-Time	Count	552
			Part-Time	Count	571
					<
		ROWS			
		Full Or Part Time			
		Measures			

By default, the dimension **Measures** has been placed under Rows, and **Semester** has been placed in the Columns. Also notice that by default, **Full or Part Time** has been added to Rows.

The default table shows counts by Full-time and Part-time.

Full Or Part Time	Semester	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016
Full-Time	Count	552	564	568	568	583	587	590	594	583	569
Part-Time	Count				542	500	523	523	495	496	475

Notice that Part-Time faculty counts are not available prior to Fall 2010. Full-time faculty counts go back as far as Fall 2007.

➔ **It is best practice in building any faculty table to bring in the “Full or Part time” dimension first. There is a vast difference between full-time faculty and part-time**

faculty data, and information is subject to misinterpretation if the full-time and part-time faculty data are not separated in the table.

Add dimensions for Tenure Status and Academic Rank.

For this table, filter for Full-time faculty only. On the next page are steps to filter on a dimension.

Filtering on a Dimension

Right-Click on the Dimension **Full or Part Time** and select **Filter Member**.

The screenshot shows a software interface with a context menu open over the dimension 'Full or Part Time'. The menu options include Sort, Display, Filter Members..., Remove Filter, Rank, Filter by Measure, Suppress Zeros in Rows, Compact Display in Rows, Add Dimension..., Swap Dimension With..., Remove Dimension, Swap Axes, and Conditional Formatting. The 'Filter Members...' option is highlighted in yellow. A red arrow points from this option to the 'SELECT FROM LIST' dialog box. The dialog box has a search bar and a table with two columns: 'Items (2)' and 'Key'. The table contains three rows: 'Text' (unchecked), 'Full-Time' (checked with a red '1' next to it), and 'Part-Time' (unchecked). Below the table, there is a 'Selected Items (1)' section with a dropdown menu showing 'Full-Time' and a red '2' next to it. The dialog box has 'OK' and 'Cancel' buttons at the bottom right.

Check the box for **Full-time** from the list of options, and select **Ok**. Now the table is filtered to Full-time counts only.

Add Dimensions: **Tenure Track** and **Academic Rank**. Be sure to select the **Go** button to see view your results.

DIMENSIONS	COLUMNS
> Measures	Semester
✓ Academic Rank	
Academic Semester	
Academic Year	
Chair	
CIP Code	
College	
Contract Type	
Department	
✓ Full Or Part Time	
Gender	
Highest Degree	
Non Resident Alien	
Race/Ethnicity	
Race/Ethnicity - URM	
Staff as PT Faculty	
Tenure Status (all)	
Tenure Status Grouped	
✓ Tenure Track	

The **Tenure Track** dimension flags faculty with a “yes” if they are Tenured *or* on Tenure Track. To add meaning, drag and drop the dimension **Tenure Status Grouped** under **Tenure Track**. (See illustration on next page.)

DIMENSIONS	COLUMNS	Full Or Part Time	Tenure Track	Tenure Status Grouped	Academic Rank Semester	Fall 2007	Fall 2008	Fall 2009
> Measures	Semester				Professor			1
✓ Academic Rank			No	Non-Tenure Track Renew	Assistant Professor	4	4	3
Academic Semester					Lecturer	88	93	95
Academic Year					Professor	1	3	2
Chair					Assistant Professor	3	3	1
CIP Code					Lecturer	83	93	71
College					Professor	112	99	105
Contract Type			Yes	Tenured	Associate Professor	122	123	140
Department					Assistant Professor	2	2	2
✓ Full Or Part Time		Count		Non-Tenured on Track	Associate Professor	8	8	3
Gender		Full-Time			Assistant Professor	129	136	145
Highest Degree								
Non Resident Alien								
Race/Ethnicity								
Race/Ethnicity - URM								
Staff as PT Faculty								
Tenure Status (all)								
✓ Tenure Status Grouped								
✓ Tenure Track								

Now remove both dimensions for **Tenure** by dragging them back to the dimension list, and add **Chair** above the **Academic Rank** on the row.

Full Or Part Time		Chair	Academic Rank Semester	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
Count	Full-Time	No	Professor	92	90	92	100	96	100
			Associate Professor	148	159	162	158	165	
			Assistant Professor	142	129	128	121	111	99
			Lecturer	161	181	167	161	142	148
			Lecturer II			11	15	33	29
			Senior Lecturer			2	9	21	16
		Yes	Professor	15	15	13	13	12	13
			Associate Professor	9	7	10	11	13	12
			Assistant Professor	2	2	2	2	1	1

➔ **Note:** Academic Chairs are also counted among the faculty. Chairs were reclassified on IPEDS reports in Fall 2014 as faculty, and this dataset has been revised to include Chairs for all years available. As a result, these counts will no longer match IPEDS pre-2014.

Next, build a table to examine part-time faculty.

First, remove the filter on **Full or Part-time** to include part-time faculty in the counts again.

Remove a Filter

You can remove **all** filters by simply clicking the Reset button at the top.

The screenshot shows the 'Faculty Management Dashboard' interface. At the top, there is a 'Faculty Counts' section with a 'Build Your Own' button. Below this, there are several control buttons: 'Info', 'Reset' (highlighted in yellow), 'Export', 'Row Totals Off', and 'Column Totals Off'. A 'Reset' button is also visible in a small popup window. The main data table has columns for 'Full Or Part Time', 'Semester', and years from 'Fall 2007' to 'Fall 2009'. The table shows counts for 'Full-Time' and 'Part-Time' faculty. The 'Reset' button is highlighted to indicate its function in removing filters.

If you need to remove some filters but keep others, then right-click the dimension you wish to change (such as **Full or Part-time**) and Select **Filter Member**. Then check the boxes for both options, and choose **Ok**. (Alternately, you can use the **Remove Filter** option in the first popup screen.)

The screenshot shows a context menu with the following options: 'Sort', 'Display', 'Filter Members...', and 'Remove Filter'. The 'Remove Filter' option is highlighted in yellow, indicating it is the selected action.

Add Dimension **Staff as PT Faculty** and remove **Chair** in the Rows.

The dimension **Staff as PT Faculty** identifies staff members who are also teaching. The PT Faculty counts will include faculty on primary assignments who are teaching as well as administrative staff members who are teaching a course on a secondary assignment (see illustration below).

	Full Or Part Time ▲	Staff as PT Faculty ▲	Academic Rank Semester ▲	Fall 2007 ▲	Fall 2008 ▲	Fall 2009 ▲	Fall 2010 ▲	Fall 2011 ▲	Fall 2012 ▲	
Count	Full-Time	N/A	Professor	113	102	108	107	105	105	
			Associate Professor	130	131	143	157	166	172	
			Assistant Professor	138	145	151	144	131	130	
			Lecturer	171	186	166	161	181	167	
			Lecturer II						11	
			Senior Lecturer						2	
	Part-Time	N/A	Professor							
			Associate Professor							
			Assistant Professor							3
			Lecturer				1			8
			Senior Lecturer							
			Part-Time Faculty				434	403		417
		Yes	Professor					7	6	9
			Associate Professor					8	7	8
			Assistant Professor					4	3	2
			Lecturer					19	11	3
			Lecturer II							
			Senior Lecturer							1
						68	70	72		

➔ **Note:** Since part-time faculty headcount includes staff who teach as adjuncts, there will be duplication among the headcounts between the Faculty Management Dashboard and the Staff Management Dashboard.

Adding Totals and Exporting Your Table

The two buttons at the top for **Rows Totals Off** and **Column Totals Off** are toggle buttons to turn totals on or off. You may want the row or column Totals On for viewing in the screen output, and then you may select to turn Totals Off whenever you Export to Excel, so that you have the ability to manipulate a flat file in Excel.

Build a table using the **Row Totals On** feature. Remove all dimensions except for **Full or Part Time** and **Academic Rank**. Click the button for Row Totals On. See illustration below.

Info Reset Export **Row Totals On** Column Totals Off

Search

DIMENSIONS		COLUMNS		Full Or Part Time	Academic Rank Semester	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011
> Measures		Semester		Full-Time	Professor	113	102	108	107	105
✓ Academic Rank					Associate Professor	130	131	143	156	166
Academic Semester					Assistant Professor	138	145	151	144	131
Academic Year					Lecturer	171	186	166	161	181
Chair					Lecturer II					
CIP Code					Senior Lecturer					
College					53					
Contract Type					Clinical Assistant P					
Department					Clinical Associate P					
					Clinical Professor					
✓ Full Or Part Time				Assistant Professor						
Gender				Professor of Practic						
Highest Degree				Result	552	564	568	568	583	
Non Resident Alien				Professor	5	6		7	6	
Race/Ethnicity				Associate Professor	2	2		9	7	
Race/Ethnicity - URM				Assistant Professor	3	2	2	4	3	
Staff as PT Faculty				Lecturer	20	13	7	20	11	
Tenure Status (all)				Lecturer II						
Tenure Status Grou...				Senior Lecturer						
				Part-Time Faculty	541	515	608	524	480	
				Result	571	538	617	564	507	
				Overall Result	1,123	1,102	1,185	1,132	1,090	

Now move **Gender** to the columns, and click **Column Totals On**. Click the **Go** button to view your results. Your table should look like this.

Info Reset Export **Row Totals On** **Column Totals On**

Search

DIMENSIONS		COLUMNS		Full Or Part Time	Academic Rank Gender	Fall 2007		Fall 2008		
> Measures		Semester		Full-Time	Professor	Female	Male	Female	Male	
✓ Academic Rank		Gender			Associate Professor	37	76	113	35	67
Academic Semester					Assistant Professor	55	75	130	58	73
Academic Year					Lecturer	74	64	138	78	67
Chair					Lecturer II	97	74	171	110	76
CIP Code					Senior Lecturer					
College					53					
Contract Type					Clinical Assistant P					
Department					Clinical Associate P					
					Clinical Professor					
✓ Full Or Part Time				Assistant Professor						
Gender				Professor of Practic						
Highest Degree				Result	263	289	552	281	283	
Non Resident Alien				Professor	2	3	5	4	2	
Race/Ethnicity				Associate Professor	1	1	2		2	
Race/Ethnicity - URM				Assistant Professor	2	1	3	1	1	
Staff as PT Faculty				Lecturer	13	7	20	9	4	
Tenure Status (all)				Lecturer II						
Tenure Status Grou...				Senior Lecturer						
				Part-Time Faculty	298	243	541	293	222	
				Result	316	255	571	307	231	
				Overall Result	579	544	1,123	588	514	

The **Export** button will export the table to Microsoft Excel, where you can format or redesign your table, as needed.

Faculty Management Dashboard

Faculty Counts **Build Your Own**

Info Reset **Export** Row Totals On Column Totals On

Add the dimensions **College** and **Department**. Since this produces a very large table, it may make sense to filter to one or two colleges. Illustrated below is the table filtered to the Colleges of Business and Informatics.

Remember, in order to filter, right-click the dimension **College**, select **Filter Members** and check “**Business**” and “**Informatics**”. Select **Ok**.

➔ **Note:** It is possible for a part-time faculty member to teach in more than one college or department. For those instances, the part-time faculty member is counted in each college and department in which he/she teaches. Therefore, part-time faculty are not unduplicated at the college or university level, due to the interactive and summative nature of this tool. In 2015-16, there were 10 part-time faculty who taught in two departments. Hence, the total part-time faculty count given in the Management Dashboard is 496; whereas, the Academic Snapshot, which is a static report that has the count unduplicated, shows 486.

Search		Go	Full Or ...	Academic Rank	College	Department Semester	Fall 2007	Fall 2008	Fall 2009	Fall 2010	
DIMENSIONS > Measures ✓ Academic Rank Academic Semester Academic Year Chair CIP Code ✓ College Contract Type ✓ Department ✓ Full Or Part Time Gender Highest Degree Non Resident Alien Race/Ethnicity Race/Ethnicity - URM Staff as PT Faculty Tenure Status (all) Tenure Status Grou... Tenure Track	COLUMNS		Count	Full-Time	Professor	College of Business	Accounting & Business Law	2	1	2	2
	Semester	College of Business				Economics & Finance	5	4	4	4	
		College of Business				Management	1	1	3	4	
	Semester	College of Informatics				College of Informatics	Marketing, Sports Business & Const Mgt	1	1	1	1
					Business Informatics		2	2	2	2	
	Semester	College of Informatics			College of Informatics	Communication	6	5	5	4	
						Computer Science	2	2	2	2	
	Semester	College of Business			College of Business	Accounting & Business Law	2	3	3	3	
						Economics & Finance	2	1	1	3	
	Semester	College of Business			College of Business	Management	7	7	7	6	
						Marketing, Sports Business & Const Mgt	7	7	7	7	
	Semester	College of Informatics			College of Informatics	Business Informatics	4	4	5	4	
						Communication	5	5	6	8	
	Semester	College of Business			College of Business	Computer Science	2	1	2	4	
						Accounting & Business Law	6	6	5	5	
	Semester	College of Business			College of Business	Economics & Finance	5	5	5	3	
						Management	1	3	3	3	
	Semester	College of Informatics			College of Informatics	Marketing, Sports Business & Const Mgt	2	2	4	6	
						Business Informatics	3	3	3	3	
	Semester	College of Informatics			College of Informatics	Communication	10	11	10	9	
Computer Science			6	7		9	7				
Semester	College of Business	College of Business	Accounting & Business Law	1	1	1	3				
			Dean of Business	2	2	3	3				
Semester	College of Business	College of Business	Economics & Finance	5	5	4	1				
			Management	2	4	3	2				

➔ **Remember to remove filters before building a new table.** Since **College** has been filtered to “**Business**” and “**Informatics**” in the above example, the filters should be removed. As before, you can hit the **Reset** button, or you can select **Filter Members** by right-clicking on the **College** dimension and select all of the colleges again, or select **Remove Filter**.

Academic Year
 Chair
 CIP Code
 ✓ College
 Contract Type
 ✓ Department
 ✓ Full Or Part Time
 Gender
 Highest Degree
 Non Resident Alien
 Race/Ethnicity

Sort
 Display
 Filter Members...
 Remove Filter
 Sure
 Suppress Zeros in Rows
 Compact Display in Rows
 Add Dimension...

Remember, College is still filtered!

Race/Ethnicity

Next, build a table with dimensions **Race/Ethnicity -URM** and **Race/Ethnicity**. The Kentucky Council on Postsecondary Education (CPE) identifies the following race/ethnicity categories as underrepresented minority (URM): African American or Black; Hispanic or Latino; American Indian or Alaskan Native; Native Hawaiian or Other Pacific Islander; and those who have declared two or more races. To see which race/ethnicity categories have been grouped under URM, nest the **Race/Ethnicity** dimension under the **Race/Ethnicity -URM** dimension, as illustrated below.

Info Reset Export Row Totals Off Column Totals Off

Search		Go	Full Or Part Time	Race/Ethnicity - URM	Race/Ethnicity	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011		
DIMENSIONS	COLUMNS	Go	Full-Time	Count	Asian	Asian	27	28	31	21	25	
						Asian				7	4	
						Black or African Amer				1		
						Hispanic/Latino				1		
						Unknown				1	1	
						White				4	2	
						American Indian or Al	2	2	4	3	2	
						Black or African Amer	31	32	33	29	25	
						Hispanic/Latino	8	7	9	6	5	
						Native Hawaiian or O						
						Two or More Races				3	4	
						Unknown	4	23	11		9	
						White	480	472	480	492	506	
						Asian	12	12	12	13	13	
DIMENSIONS	ROWS	Go	Part-Time	Count	Hispanic All Other	Hispanic All Other		1			1	
						Hispanic White Only	Hispanic White Only		1	1		
						Non-Resident Alien	Asian				4	2
							White					1
							American Indian or Al	1	1	1		1
							Black or African Amer	14	15	16	18	16
							Hispanic/Latino	5	6	16	3	6
							Native Hawaiian or O					
							Two or More Races					4
							Unknown	27	49	48	10	22

International Faculty

Unlike students, all international faculty and staff are designated by their race/ethnicity. To identify international faculty, use the **Non Resident Alien** dimension and nest the **Race/Ethnicity** dimension underneath (illustrated below).

Search	Go	Full Or Part Time	Non Resident Alien	Race/Ethnicity S	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011		
DIMENSIONS		COLUMNS									
Measures		Semester									
Academic Rank		Full-Time	Count	No	Asian	27	28	31	21	25	
Academic Semester				Black or African American	31	32	33	29	25		
Academic Year				Hispanic/Latino	8	7	9	6	5		
Chair				Native Hawaiian or Other							
CIP Code				Two or More Races				3	4		
College				Unknown	4	23	11		9		
Contract Type				White	480	472	480	492	506		
Department				Asian				7	4		
Full Or Part Time				Black or African American				1			
Gender				Hispanic/Latino	Yes			1			
Highest Degree		Unknown					1	1			
Non Resident Alien		Part-Time	Count	No	White			4	2		
Race/Ethnicity				American Indian or Alaska Native			1	1	1	1	
Race/Ethnicity - URM				Asian			12	12	12	13	13
Staff as PT Faculty				Black or African American			14	15	16	18	16
Tenure Status (all)				Hispanic All Other				1			
Tenure Status Grouped				Hispanic White Only				1	1		
Tenure Track				Hispanic/Latino			5	6	16	3	6
				Native Hawaiian or Other							
				Two or More Races						4	
				Unknown			27	49	48	10	22
		White			512	453	523	516	442		
		Asian	Yes						1		
		White						4	2		

Highest Degree

The final table we will build will organize full and part-time faculty by highest degree. Please note that the data on highest degree is only available for Fall 2014 and forward.

First, remove dimensions for **Race/Ethnicity**. Then add **Highest Degree**

For this table, it makes sense to filter the data on semesters Fall 2014 and Fall 2015. Hover over the dimension **Semester** in the **Column** and right-click. Select **Filter Member**; select Fall 2014 and Fall 2015, and hit **Ok**.

The image shows a two-step process in a BI tool. On the left, a context menu for the 'Semester' dimension is open, with 'Filter Members...' highlighted. A red arrow points to the right, where a 'SELECT FROM LIST' dialog box is shown. The dialog lists 12 items (semesters from 2007 to 2015) with checkboxes. 'Fall 2014' and 'Fall 2015' are checked. At the bottom, 'Selected Items (2)' are listed as 'Fall 2014 (2014)' and 'Fall 2015 (2015)'. 'OK' and 'Cancel' buttons are at the bottom right.

Shown below is **Highest Degree** for all semesters available

Search		Go	Full Or Part Time	Highest Degree Semester	Fall 2014	Fall 2015
DIMENSIONS	COLUMNS					
Measures	Semester		Full-Time	Count		
Academic Rank				Bachelor	2	3
Academic Semester				Doctor of Medicine	1	
Academic Year				Doctorate	357	332
Chair				Doctorate of Education	4	3
CIP Code				Juris Doctor	34	29
College				Masters	186	174
Contract Type				Unknown	10	42
Department			Part-Time	Count		
Full Or Part Time	ROWS			Bachelor	46	41
Gender	Full Or Part Time			Doctorate	79	56
Highest Degree	Measures			Doctorate of Education	2	
Non Resident Alien	Highest Degree			Education Specialist	1	1
Race/Ethnicity				Juris Doctor	35	27
				Masters	304	252
				Unknown	52	135

Remember that other dimensions can be added at any time, such as **College** (illustrated below). Just be sure to hit the **Go** button to view your results.

Search		Go	Full Or Part Time	College	Highest Degree Semester	Fall 2014	Fall 2015
DIMENSIONS	COLUMNS						
Measures	Semester			Chase College of Law	Juris Doctor	27	22
Academic Rank					Unknown		1
Academic Semester					Bachelor	1	1
Academic Year				College of Arts & Sciences	Doctorate	198	189
Chair					Juris Doctor	2	2
CIP Code					Masters	77	72
College					Unknown	8	16
Contract Type				College of Business	Doctorate	46	43
Department					Juris Doctor	3	3
Full Or Part Time	ROWS		Full-Time		Masters	14	15
Gender	Full Or Part Time				Unknown	1	1
Highest Degree	Measures				Doctorate	59	52
Non Resident Alien	College			College of Educ & Human Serv	Doctorate of Education	1	1
Race/Ethnicity	Highest Degree				Juris Doctor	1	1
Race/Ethnicity - URM					Masters	13	12
Staff as PT Faculty					Unknown		6
Tenure Status (all)				College of Health Professions	Bachelor	1	1
Tenure Status Grou...					Doctorate	13	11
Tenure Track					Doctorate of Education	3	2
					Masters	34	31
				College of Informatics	Unknown	1	8
					Bachelor		1
					Doctor of Medicine	1	
					Doctorate	38	35
					Masters	25	21

Take Away Points

Here is a summary of important points for reference.

1. By default **Full or Part time** dimension has already been added to the Build Your Own table.
2. You can filter on a dimension. Remember to remove the filter(s) before building a new table.
3. Academic Chairs are also counted among the faculty. As a result, these counts will no longer match IPEDS pre-2014.
4. Part-time faculty members will include staff who are teaching on secondary assignments. There will be duplication between the Faculty Management Dashboard and the Staff Management Dashboard counts as a result.
5. In order to identify international faculty, use the dimension **Non Resident Alien**.
6. **Highest Degree** is limited. It is only reported back to Fall 2014.

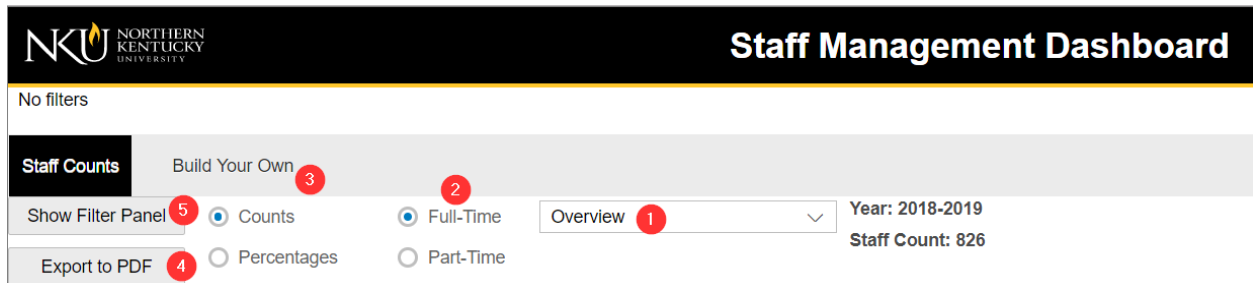
Divider

Management Dashboard:

Staff

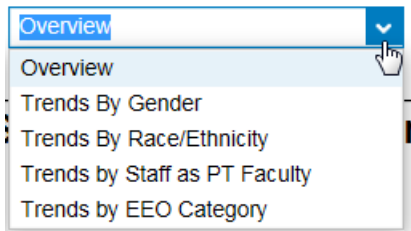
The Staff Management Dashboard provides data on full-time and part-time staff starting from Fall 2007. Some variables are limited, such as SOC codes which were initiated by the federal government for reporting in Fall 2012.

Below is a diagram of the dashboard sections.



1. The Overview shows a series of tables reflective of the latest year 2015-2016:
 - a. Staff by Gender
 - b. Staff by Race/Ethnicity
 - c. Staff Teaching as Part-Time Faculty
 - d. Staff Count by EEO Categories

Select the down arrow on the “Overview” bar to see additional Trend reports.



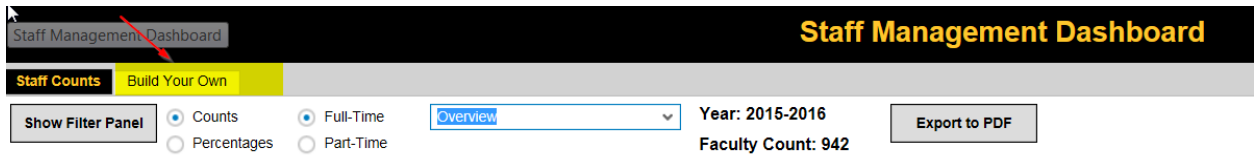
2. Tables are, by default, set to show **Full-time** Staff, but there is an option for **Part-time** Staff graphics.
3. Data can be shown in terms of Counts or Percentages.
4. If you need to capture a graphic for inclusion in a report, choose “Export to PDF”.
5. A filter panel can be used to select certain subpopulations for the graphics. Combinations of subpopulations can be built for the graphics by using more than one filter.

Build Your Own (BYO) Reports

Year	Staff Management D
2015-2016	
Division	
All Divisions	
Job EEO Code	
<input checked="" type="checkbox"/> Management	<input checked="" type="checkbox"/> Professional/Non-Fac
<input checked="" type="checkbox"/> Office and Administr	
<input checked="" type="checkbox"/> Technical/Paraprofes	<input checked="" type="checkbox"/> Skilled Crafts
<input checked="" type="checkbox"/> Service	

The Management Dashboard provides a way to build your own staff tables. Provided are some examples of reports and how to build them using the drag and drop feature.

At the top of the Dashboard is a tab called "Build Your Own". Select this tab.



The screenshot shows the top navigation bar of the Staff Management Dashboard. The 'Staff Management Dashboard' title is on the left, and 'Staff Management Dashboard' is on the right. Below the title bar, there are two tabs: 'Staff Counts' and 'Build Your Own', with 'Build Your Own' highlighted in yellow. Below the tabs, there is a 'Show Filter Panel' button, radio buttons for 'Counts' (selected), 'Full-Time', 'Percentages', and 'Part-Time', a dropdown menu set to 'Overview', 'Year: 2015-2016', 'Faculty Count: 942', and an 'Export to PDF' button.

In this section will be a **crosstab** interface on which you can drag and drop "Dimensions" into Rows and Columns. See the illustration below.

Crosstab Diagram

Search

DIMENSIONS	COLUMNS
<ul style="list-style-type: none"> > Measures Academic Semester Academic Year Also Faculty Department Division Employee Group ✓ Full Or Part Time Gender Highest Degree Job EEO Code Non Resident Alien Race/Ethnicity Race/Ethnicity - URM SOC 2-digit SOC 4-digit SOC 6-digit 	<ul style="list-style-type: none"> Semester
	ROWS
	<ul style="list-style-type: none"> Full Or Part Time Measures

By default, the dimension **Measures** has been placed under Rows, and **Semester** has been placed in the Columns. Also, Full or Part Time by default will be in the Rows. This builds a simple table “Count” by “Semester,” “Full or Part Time” on the main table display:

Full Or Part Time	Semester	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014
Full-Time	Count	862	914	931	954	985	1,012	1,018	984
Part-Time	Count	124	132	99	99	100	131	145	107

In the main table display are counts by Full-time and Part-time, starting with Fall 2007.

	Full Or Part Time	Semester	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
Count	Full-Time		862	914	931	953	985	1,012	1,018	984	942
	Part-Time		124	132	99	99	100	131	145	107	112

➔ **Note:** It is best practice in building any staff table to have the “Full or Part time” dimension first. There is a vast difference between full-time staff and part-time staff data, and information is subject to misinterpretation if the full-time and part-time staff data are not separated in the table.

Staff who Teach as Part-time Faculty

There are many staff who also teach as a part-time faculty member. To find these counts, add the Dimension “**Also Faculty**” to the rows. Remember to select the **Go** button to see the data.

....

ROWS

Measures

Full Or Part Time

Also Faculty

This will identify staff who have a secondary assignment teaching as part-time faculty.

	Full Or Part Time ▲	Also Faculty	Semester ▲	Fall 2007 ▲	Fall 2008 ▲	Fall 2009 ▲	Fall 2010 ▲	Fall 2011 ▲	Fall 2012 ▲	Fall 2013 ▲
Count	Full-Time	N/A		862	914	931	857	898	929	932
		Yes					96	87	83	86
	Part-Time	N/A		124	132	99	95	95	124	136
		Yes					4	5	7	9

➔ **Note:** On the Faculty Management Dashboard, part-time faculty who teach in more than one department will be counted within each department; therefore, there are duplications in the totals at the college and university level, due to the summative and interactive nature of this tool. For example, in 2015-16, there were 10 part-time faculty who taught in two departments. Staff who teach as part-time faculty are a subset of the part-time faculty who can be teaching in more than one department. The unduplicated count of staff teaching as part-time is provided in the Staff Management Dashboard. You will see that the count of “**Staff as PT Faculty**” in the Faculty Management Dashboard is higher than the “**Also Faculty**” count in the Staff Management Dashboard. In the example for 2015-16, there were three staff who taught in two departments, so the “**Staff as PT Faculty**” count in the Faculty Management Dashboard is 83, while the “**Also Faculty**” count in the Staff Management Dashboard is 80. If you are looking for an unduplicated count of staff who are teaching as part-time faculty, the Staff Management Dashboard is the appropriate source to use; whereas, if you need to count every department that has staff teaching as part-time faculty, the Faculty Management Dashboard is the appropriate source.

Job EEO Code and Employee Group

Next, remove dimension **Also Faculty** and add **Job EEO Code** and **Employee Group**.

Search		Go	Full Or Part Time	Job EEO Code	Employee Group Seme	Fall 2007	Fall 2008	Fall 2009
DIMENSIONS	COLUMNS				Contract Staff	8	11	10
Measures	Semester			Management	Faculty	24	27	22
Academic Semester					Staff	71	75	72
Academic Year				Professional/Non-Faculty	Contract Staff	55	55	85
Also Faculty					Faculty	46	47	44
Department				Computer, Engineering	Staff	295	305	314
Division			Full-Time	Office and Administrative	Contract Staff	17	17	20
Employee Group					Staff	142	141	139
Full Or Part Time				Technical/Paraprofessional	Contract Staff	6	6	3
Gender					Staff	21	25	24
Highest Degree			Count	Library Technicians	Staff			
Job EEO Code	ROWS			Skilled Crafts	Contract Staff	4	4	5
Non Resident Alien	Measures				Staff	74	82	82
Race/Ethnicity	Full Or Part Time			Service	Contract Staff	2	1	
Race/Ethnicity - URM	Job EEO Code				Staff	97	118	111
SOC 2-digit	Employee Group			Management	Contract Staff	1		
SOC 4-digit					Faculty			
SOC 6-digit					Staff	2	1	1
				Professional/Non-Faculty	Contract Staff	13	10	10
			Part-Time		Faculty	3	2	1
					Staff	11	8	6
				Office and Administrative	Contract Staff	8	5	3
					Staff	29	28	26

➔ **Note:** **Employee Group** shows staff with faculty contracts, including librarians, deans, and associate deans. Although librarians have faculty status at NKU, librarians at all higher education institutions must be reported separately from instructional faculty on federal reports. **Employee Group** also includes graduate students who are reported to IPEDS. No other student workers are included.

Job EEO Code is a classification system that is no longer used by IPEDS. Beginning in Fall 2012, **SOC Codes** are used to classify staff on federal reports. However, NKU has continued to utilize the Job EEO codes, because the categories are meaningful.

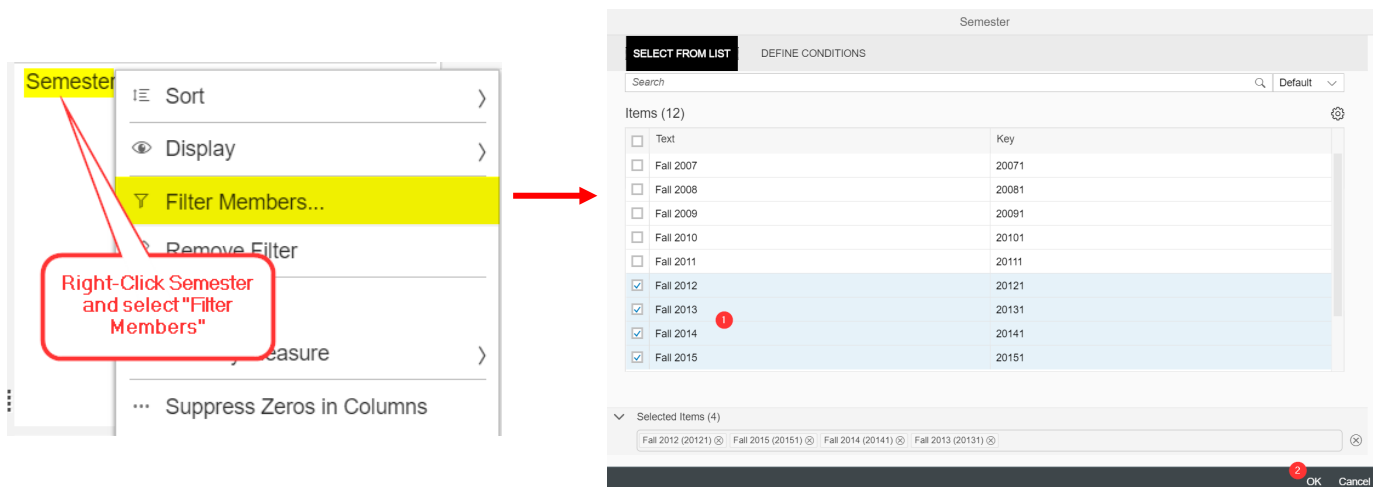
SOC Codes

Next, build a table to report staff by **SOC Code**.

For this table, filter on the dimension **Semester**, for Fall 2012 through Fall 2015, since data is not available prior to those dates.

Filter by Dimension

Hover over the dimension **Semester** in Column. Right-Click, select **Filter Members**, and select semesters Fall 2012 through Fall 2015. Click **Ok**. These steps are illustrated below.

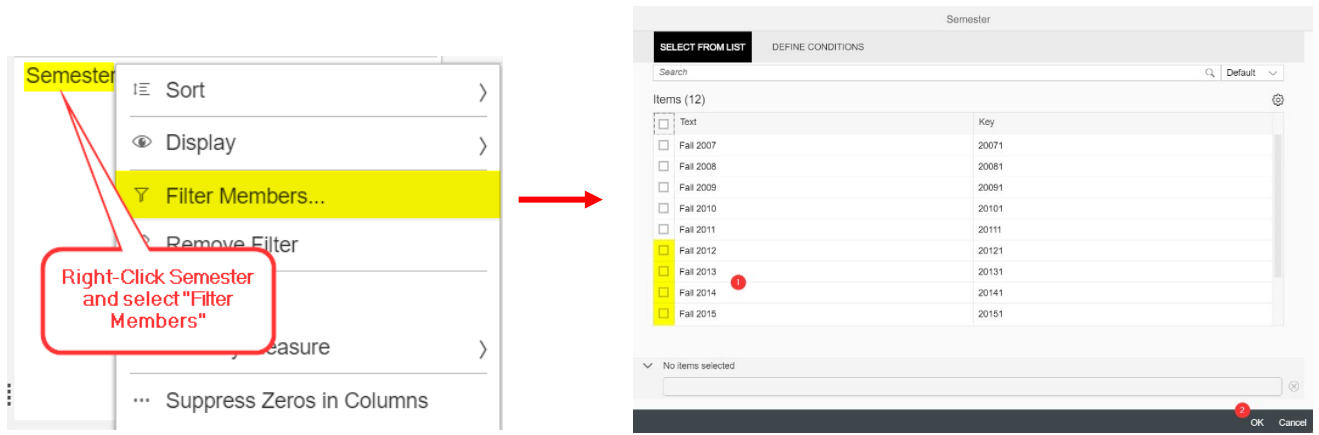


Now pull dimension **SOC 2-digit** to Rows (shown below).

Search		Go	Full Or Part Time	SOC 2-digit	Semester	Fall 2012	Fall 2013	Fall 2014	Fall 2015
DIMENSIONS		COLUMNS							
> Measures	Semester			Management Occupations	11	91	91	81	76
Academic Semester				Business and Financial Operations Occupations	99	103	103	103	98
Academic Year				Computer and Mathematical Occupations	120	118	110	110	109
Also Faculty				Architecture and Engineering Occupations	5	5	4	4	8
Department				Life, Physical, and Social Science Occupations	19	17	16	15	13
Division				Community and Social Service Occupations	21	96	108	95	93
Employee Group				Legal Occupations	23	2	2	1	1
Full Or Part Time			Full-Time	Education, Training, and Library Occupations	25	67	69	68	62
Gender				Arts, Design, Entertainment, Sports, and Media Occupations	53	49	52	50	50
Highest Degree				Healthcare Practitioners and Technical Occupations	9	9	9	8	8
Job EEO Code				Protective Service Occupations	17	16	15	17	17
Non Resident Alien				Building and Grounds Cleaning and Maintenance Occupations	37	110	108	101	107
Race/Ethnicity				Personal Care and Service Occupations	39	22	24	22	24
Race/Ethnicity - URM				Sales and Related Occupations	41	3	4	4	2
> SOC 2-digit				Office and Administrative Support Occupations	43	207	206	212	190
SOC 4-digit				Construction and Extraction Occupations	47	33	33	34	29
SOC 6-digit				Installation, Maintenance, and Repair Occupations	49	29	27	26	23
				Production Occupations	51	15	14	15	15
				Transportation and Material Moving Occupations	53	17	16	17	17
				Business and Financial Operations Occupations	13	6	4	4	6
				Computer and Mathematical Occupations	15	3	4	4	2
				Life, Physical, and Social Science Occupations	19	4	3	2	2
				Community and Social Service Occupations	21	47	53	6	5
				Legal Occupations	23	1	1	1	1

Since the example above placed filters on **Semester**, it is important to remove the filters before proceeding.

Remove Filters: The simple method for removing **all** filters is to click the **Reset** button. If you wish to remove only one of several filters, then right-click on the dimension (such as **Semester**, in this example). Select **Filter Members**, check all Semesters and click **Ok**. Steps are illustrated below. (Alternately, you can select **Removed Filters** to remove the filters.)



Race/Ethnicity

Next, build a table with dimensions **Race/Ethnicity-URM** and **Race/Ethnicity**. The Kentucky Council on Postsecondary Education (CPE) identifies the following race/ethnicity categories as underrepresented minority (URM): African American or Black; Hispanic or Latino; American Indian or Alaskan Native; Native Hawaiian or Other Pacific Islander; and those who have declared two or more races. To see which race/ethnicity category has been grouped under URM, nest the **Race/Ethnicity** dimension under the **Race/Ethnicity-URM** dimension, as illustrated below.

Info Reset Export Row Totals Off Column Totals Off

Search		Go	Full Or Part Time	Race/Ethnicity - URM	Race/Ethnicity Seme	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011					
DIMENSIONS	COLUMNS	Measures	Academic Semester	Semester	Full-Time	Count	Asian	Asian	5	7	5	5	5		
							Asian	Asian				2	1		
							Non-Resident Alien	Native Hawaiian or Other Pe					1		
							White	White				2	1		
							URM	American Indian or Alaskan	1	1	2	1	2		
								Black or African American	44	46	44	43	39		
								Hispanic/Latino	8	10	12	8	7		
								Native Hawaiian or Other Pe					1		
								Two or More Races				4	4		
								Unknown	19	71	58	4	9		
								White	785	779	810	884	916		
							Part-Time	Count	Asian	Asian			2	2	
									Asian	Asian				1	
									Non-Resident Alien	Black or African American				4	1
										Hispanic/Latino					
	White				1	2									
	American Indian or Alaskan														
	Black or African American		2	5	4	3									
	URM				1	1									
	Hispanic/Latino														
	Two or More Races					1									
	Unknown	47	70	13		4									
	White	77	60	78	86	88									

International Staff

Unlike students, all international staff are designated by their race/ethnicity. To identify international staff, use the **Non Resident Alien** dimension and nest the **Race/Ethnicity** dimension underneath (illustrated below).

Search		Go	Full Or Part Time ▲	Non Resident Alien ▲	Race/Ethnicity Semes!	Fall 2007 ▲▼	Fall 2008 ▲▼	Fall 2009 ▲▼	Fall 2010 ▲▼	Fall 2011 ▲▼
DIMENSIONS	COLUMNS				American Indian or Alaskan N	1	1	2	1	2
> Measures	Semester				Asian	5	7	5	5	5
Academic Semester				No	Black or African American	44	46	44	43	39
Academic Year			Full-Time		Hispanic/Latino	8	10	12	8	7
Also Faculty					Native Hawaiian or Other Paci					1
Department					Two or More Races				4	4
Division					Unknown	19	71	58	4	9
Employee Group				Yes	White	785	779	810	884	916
✓ Full Or Part Time					Asian				2	1
Gender					Native Hawaiian or Other Paci				1	
Highest Degree					White				2	1
Job EEO Code					American Indian or Alaskan N					
✓ Non Resident Alien					Asian			2	2	
✓ Race/Ethnicity				No	Black or African American		2	5	4	3
Race/Ethnicity - URM					Hispanic/Latino			1	1	1
SOC 2-digit					Two or More Races					1
SOC 4-digit					Unknown	47	70	13		4
SOC 6-digit					White	77	60	78	86	88
			Part-Time		Asian					1
					Black or African American					4
				Yes	Hispanic/Latino					1
					White					1
					White					2

Take Away Points

Here is a summary of important points for reference.

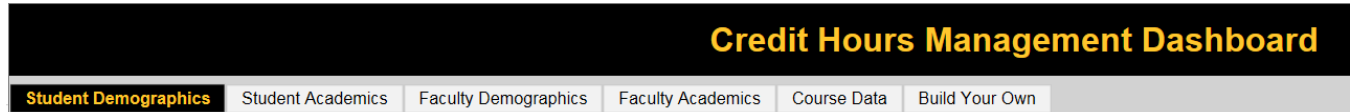
1. Full-time and Part-time staff counts are available back to Fall 2007. However, staff teaching as part-time faculty are reported beginning in Fall 2010.
2. While the Faculty Management Dashboard will count staff within each department they are teaching as a part-time faculty, the Staff Management Dashboard reports an unduplicated count of staff who are teaching as part-time faculty.
3. You can filter on a dimension. Remember to remove the filter(s) before building a new table.
4. Identify international staff using the dimensions **Non Resident Alien** and Race/Ethnicity.
5. **Employee Group** shows staff with faculty contracts, including librarians, deans and associate deans. **Employee Group** also includes graduate students who are reported to IPEDS. No other student workers are included.
6. Staff are reported by **SOC Code** beginning in Fall 2012.

Divider

Management Dashboard:

Student Credit Hours

The Management Dashboard Credit Hours file provides credit hours and course enrollment data from 2005-2006 and forward for fall, spring, and summer terms. Additionally, data can be displayed for annual totals.



There are six tabs across the top of the opening screen:

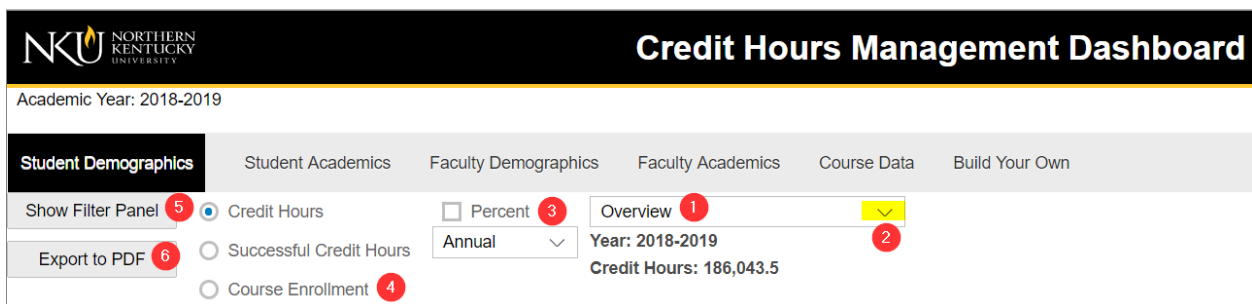
- Student Demographics
- Student Academics
- Faculty Demographics
- Faculty Academics
- Course Data
- Build Your Own

The first five tabs provide graphics for data within that category, and the last tab is provided to build your own tables.

Credit Hours: Student Demographics

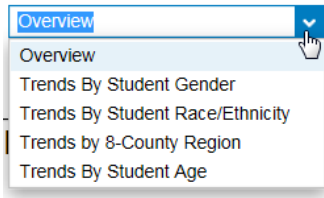
The **Student Demographics** tab shows credit hours and course enrollments by student demographic groups.

Below is a diagram explaining the dashboard offerings for **Student Demographics**.



1. The Overview shows a series of graphics reflective of the latest year, 2015-2016. The default term is Fall, but the term can be changed in the dropdown menu under item #3.
 - a. Credit Hours by Gender
 - b. Credit Hours by Race/Ethnicity
 - c. Credit Hours by 8-County Region
 - d. Credit Hours by Age Groups

2. Select the down-arrow in the Overview bar to see additional Trend reports.



3. Data can be shown in terms of Percent if desired. The Fall semester displays by default; however, spring and summer terms – or annual totals – can be displayed using the drop-down box here.
4. Here are radio buttons for Credit Hours, Successful Credit Hours (passing grades), or Course Enrollments.
5. The Filter Panel can be used to change the graphics to reflect other years or different subpopulations. See illustration for these additional filters.

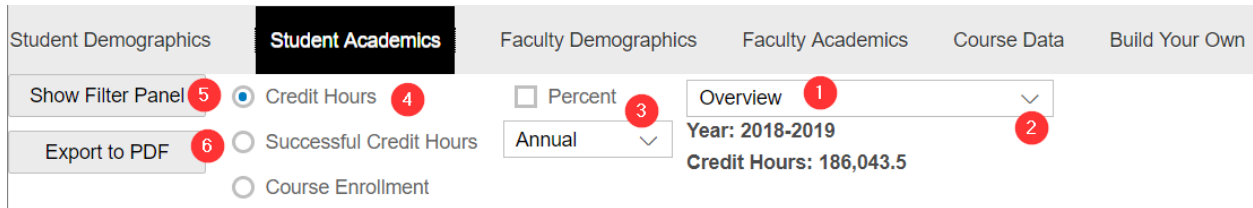
A screenshot of a filter panel with several sections. The "Year" section has a dropdown menu set to "2015-2016". The "First Major College" section has a dropdown menu set to "All Colleges". The "Course Level" section has three checked checkboxes: "Graduate", "Lower Division", and "Upper Division". The "Student Level" section has three checked checkboxes: "Undergraduate", "Graduate", and "Law". The "Degree Seeking" section has two checked checkboxes: "No" and "Yes". The "Low Income" section has one checked checkbox: "No or Unknown". The "First Generation" section has three checked checkboxes: "No", "Unknown", and "Yes". The "Cohort" section has two unchecked checkboxes: "Cohort B" and "Cohort A". The "Faculty Gender" section has three checked checkboxes: "Female", "Male", and "Not Available".

6. If you wish to use one of the graphics in another document, choose **Export to PDF**.

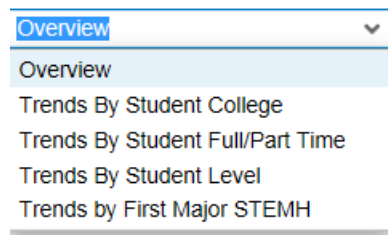
Credit Hours: Student Academics

The **Student Academics** tab will show credit hours and course enrollments by academic factors.

Below is a diagram explaining the dashboard offerings for **Student Academics**.



1. The Overview shows a series of graphics reflective of the latest year, 2015-2016. The default term is Fall; however, the term can be changed from the dropdown menu under #3.
 - a. Credit Hours by Student College
 - b. Credit Hours by Full-time and Part-time
 - c. Credit Hours by Student Level
 - d. Credit Hours by First Major STEM+H
2. Select the down-arrow in the Overview bar to see additional Trend reports.



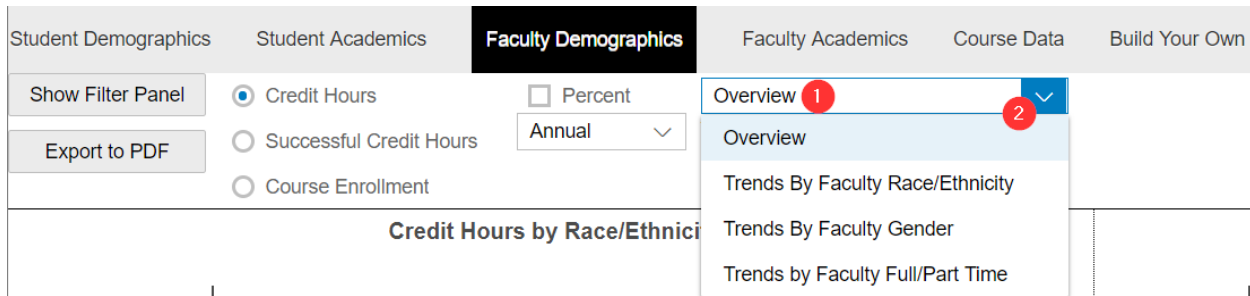
3. Data can be shown in terms of Percent if desired. The Fall semester displays by default; however, spring and summer terms – or annual totals – can be displayed using the drop-down box here.
4. Here are radio buttons for Credit Hours, Successful Credit Hours (passing grades), or Course Enrollments.
5. The Filter Panel can be used to change the years on the graphics or to display other subpopulations.
6. Here you can export to PDF.

➔ **NOTE:** The credit hours and course enrollments under **Student Demographics** and **Student Academics** are organized according to the college and department of the students' first major, not the college and department of the course. For example, general education credit hours from College of Arts and Sciences that are taken by students from other colleges are added to the college of the students' major, not necessarily to the College of Arts and Sciences. This information follows one of the factors used in the Budget Model.

Credit Hours: Faculty Demographics

Graphics in the **Faculty Demographics** section show credit hours and course enrollments by the demographic characteristics of the faculty teaching the courses.

Below is a diagram of the dashboard features for **Faculty Demographics**.



1. The Overview shows a series of graphics reflective of the latest year, 2015-2016. The default term is Fall.
 - a. Credit Hours by Race/Ethnicity
 - b. Credit Hours by Gender
 - c. Credit Hours by Full-time and Part-time
2. Select the drop-down arrow on the Overview bar to see additional trend reports.

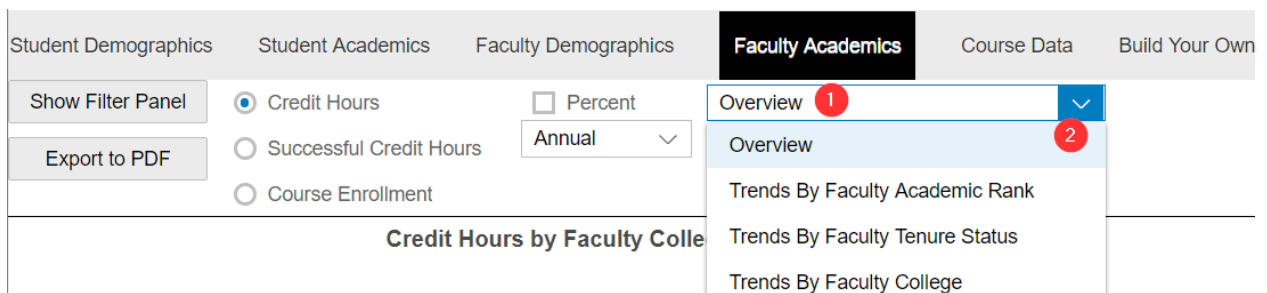
Other features in this dashboard are the same as for **Student Demographics** and **Student Academics**.

Credit Hours: Faculty Academics

Graphics in the **Faculty Academics** section display credit hours and course enrollments by academic characteristics of the faculty teaching the courses.

➔ **Note:** Credit hours and course enrollments under the **Faculty Demographics** and **Faculty Academics** tabs are organized by the college and department of the faculty member teaching the course, not by the college and department a course belongs under the academic architecture. This data follows the faculty member teaching the course and is the basis used for the Budget Model. In other words, the credit hours a faculty member may teach in another department will be totaled within the department of the faculty member, not the department where the course normally belongs.

Below is a diagram of the dashboard features for **Faculty Academics**.



1. The Overview shows a series of graphics reflective of the latest year, 2015-2016. The default term is Fall.
 - a. Credit Hours by Faculty College
 - b. Credit Hours by Faculty Tenure Status
 - c. Credit Hours by Faculty Academic Rank

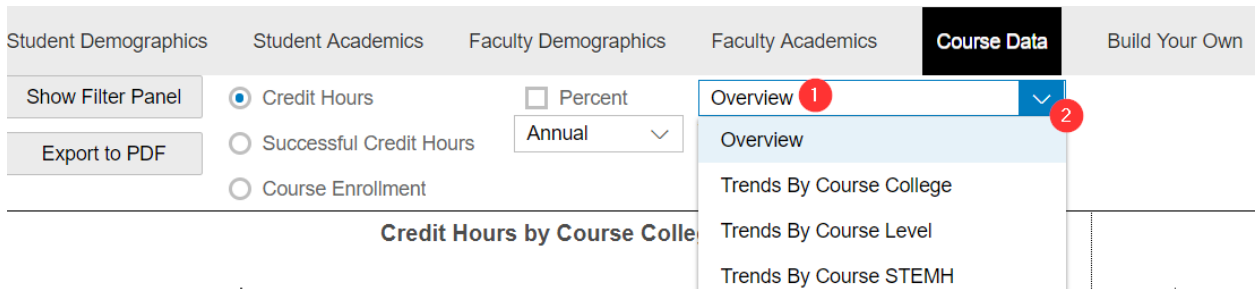
2. Select the drop-down arrow on the Overview bar to see additional trend reports.

Other features in this dashboard are the same as for **Student Demographics** and **Student Academics**.

Credit Hours: Course Data

The **Course Data** tab shows credit hours and course enrollments organized by the normal academic organizational structure. In other words, credit hours are summed by the college and department of the course.

Below is a diagram of the dashboard features for **Course Data**:



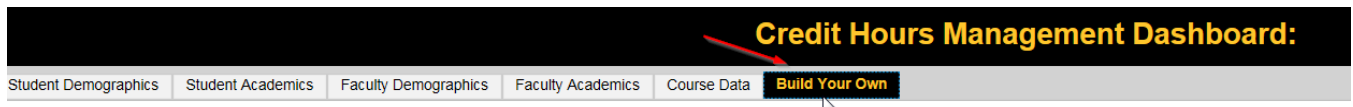
1. The Overview shows a series of graphics reflective of the latest year, 2015-2016. The default term is Fall.
 - a. Credit Hours by Course College
 - b. Credit Hours by Course STEMH
 - c. Credit Hours by Course Level
2. Select the drop-down arrow on the Overview bar to see additional trend reports.

Other features in this dashboard are the same as for **Student Demographics** and **Student Academics**.

Build Your Own (BYO) Reports

The Management Dashboard provides a way to build your own credit hour and course enrollment tables. Here are some examples of reports and how to build them using the drag-and-drop feature.

At the top of the Dashboard is a tab called "Build Your Own". Select this tab.



In this section will be a crosstab interface on which you can drag-and-drop dimensions into rows and columns. See the illustration below.

Search

DIMENSIONS	COLUMNS
<ul style="list-style-type: none"> > Measures ✓ Academic Year Academic Semester Course Abbreviation Course College Course Department Course Gen Ed Cat... Course Gen Ed Cat... Course Gen Ed Flag Course Level Course Number Course Online Course Pace Course Section Nu... Course STEM+H Flag Faculty Academic ... Faculty College Faculty Department 	<ul style="list-style-type: none"> Academic Year
ROWS	Measures

Note: More complete definitions on these dimensions can be found in the **Notes and Definitions** section of the Management Dashboards.

MANAGEMENT DASHBOARDS

By default, the dimension **Measures** has been placed under Rows, and **Academic Year** has been placed in the Columns. This builds a table with a number of measures on the main table display.

	Academic Year	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Credit Hours		338,865.0	348,042.5	357,889.5	362,374.0	371,963.0	373,905.5	376,038.0	369,779.0	363,907.5	355,483.0	349,044.0
Credit Hours %	%	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Percent Completed Successfully	%	77.8	84.9	85.2	86.0	85.5	85.1	84.6	85.9	86.8	87.6	87.9
Course Enrollments		118,955	122,620	125,928	127,603	130,903	132,469	132,713	130,788	128,615	125,801	124,148
Course Enrollments %	%	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Student Count		16,763	17,529	17,579	17,891	18,102	18,448	18,437	18,085	17,610	17,275	16,771
Faculty Count		1	1	1	1	1	1,221	1,198	1,237	1,249	1,197	1,213

➔ **Note:** The data files for reporting credit hours and course enrollments by the college and department of the faculty member have been created for 2010-11 and forward. Therefore, all dimensions concerning **Faculty Demographics** and **Faculty Academics** will display “not available” for prior years and show “1” on faculty count.

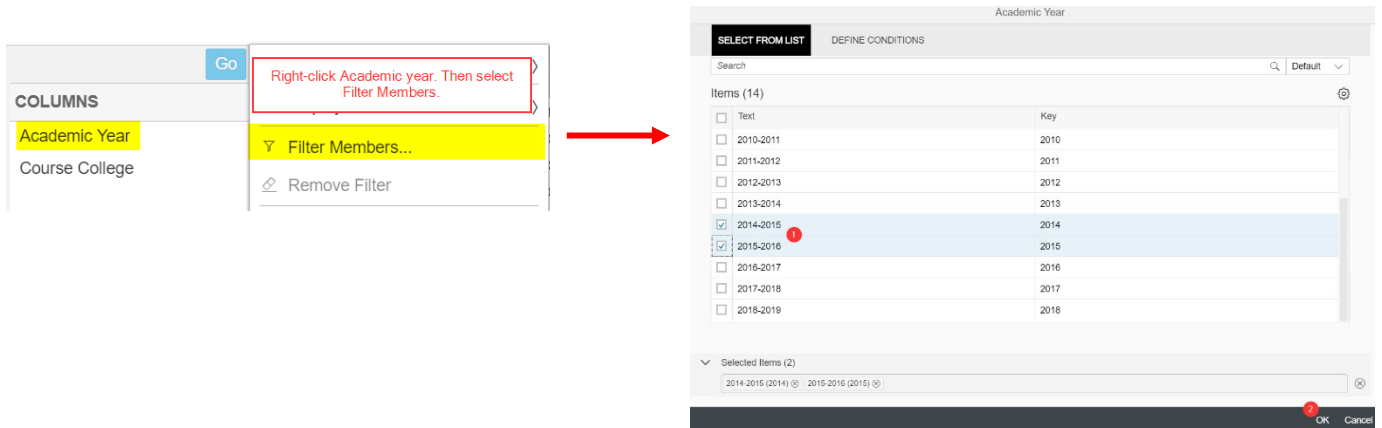
Credit Hours Generated by Faculty College

For our first table, we will examine the difference between credit hours organized by the college of the course versus the college of the faculty member.

Drag-and-drop the dimension **Faculty College** to Rows, and **Course College** to Columns as illustrated below.

The screenshot shows a data tool interface with a search bar at the top containing the text "Search" and a magnifying glass icon, and a blue "Go" button. Below the search bar are two main sections: "DIMENSIONS" on the left and "COLUMNS" on the right. The "DIMENSIONS" list includes: Measures, Academic Year (checked), Academic Semester, Course Abbreviation, Course College (checked and highlighted in yellow), Course Department, Course Gen Ed Cat..., Course Gen Ed Cat..., Course Gen Ed Flag, Course Level, Course Number, Course Online, Course Pace, Course Section Nu..., Course STEM+H Flag, Faculty Academic ..., Faculty College (checked and highlighted in yellow), and Faculty Department. The "COLUMNS" list includes: Academic Year and Course College. Below the "COLUMNS" list is a "ROWS" section containing: Measures and Faculty College. Two red arrows indicate drag-and-drop actions: one from "Course College" in the dimensions list to "Course College" in the columns list, and another from "Faculty College" in the dimensions list to "Faculty College" in the rows list.

Next, filter **Academic Year** to the last couple of years. Right-click **Academic Year**, select Filter Members. Then check boxes for 2014-2015, and 2015-2016. Click **Ok**. Steps are illustrated below.

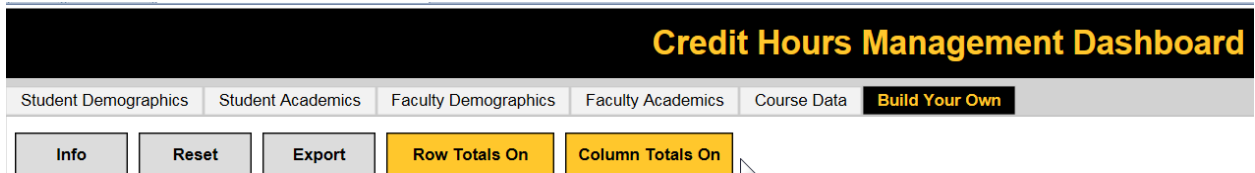


The resulting table will show faculty from Arts and Sciences teaching credit hours in Informatics. Another line shows faculty from Health Professions are also teaching credit hours in Informatics.

	Faculty College	Academic Year	2015-2016				Undergraduate Academic Affairs	
			Course College	ic & Human Serv	College of Health Professions	College of Informatics		Not assigned
Credit Hours	Chase College of Law						7.0	
	College of Arts & Sciences		136.0		258.0	52.0	406.0	
	College of Business					7.0	21.0	
	College of Educ & Human Serv		32,697.0				12.0	
	College of Health Professions			17,653.0	24.0	3.0	13.0	
	College of Informatics				48,281.0	82.0	90.0	
	Not assigned		693.0		24.0	879.0	223.0	8.0
	Undergraduate Academic Affairs					81.0		9,526.0

Row Totals and Column Totals Buttons

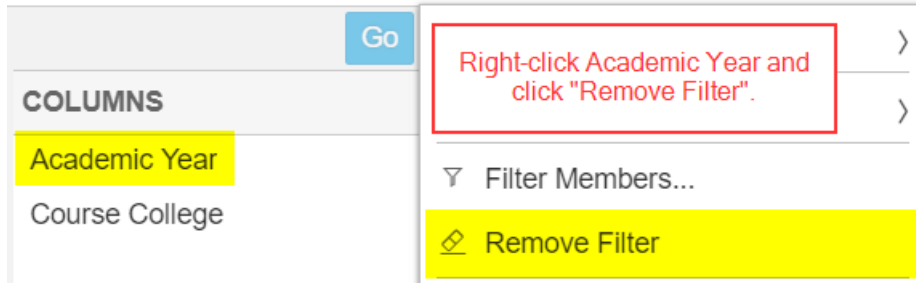
The two buttons at the top that show “Row Totals Off” and “Column Totals Off” are toggle buttons to turn row and column totals on or off. You may want the row or column Totals On for viewing in the screen output, and then you may select to turn row and column Totals Off whenever you Export to Excel, so that you have the ability to manipulate a flat file in Excel.



The **Export** button will export the table to Microsoft Excel. For this exercise, turn the Row Totals On.

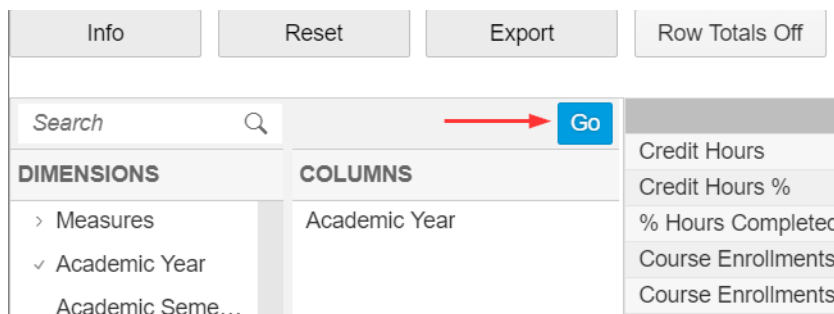
Student Credit Hours by Student Level

➔ **NOTE:** Before continuing, it is important to remove filters we have placed on a dimension. You can remove all filters by clicking the **Reset** button at the top. Or, if you wish to remove only one of several filters, right click the dimension (such as **Academic Year** in this example) and click **Remove Filters**. See illustrated below.



Go Button

You may have noticed that when you drag and drop dimensions into the columns or rows the table does not automatically change. In order to see your new data you must click the **Go** button, which is located just above the Columns (as seen below):



This button prevents you from having to deal with longer load times by loading all changes at once rather than one at a time as they occur. When the **Go** button is a darker blue (as seen above) it means you need to click it to see your data. When the button becomes a faded blue then your current data is being shown (see below).



Remove the dimensions **Course College** from the columns and **Faculty College** from the rows. Drag-and-drop **Student Full or Part-time** to Rows.

Now add dimension **Student Level**. Deselect the **Pause** button to load the new table.

	Student Full/Part-time	Student Level	Academic Year	2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016		
COLUMNS	Credit Hours	Full-time	Undergraduate	365	364,186.5	374,440.5	379,710.5	375,727.0	340.0	273,138.5	270,793.0	265,904.0	263,808.0	
			Graduate						840.0	7,266.0	7,828.0	7,463.0	7,244.0	
			Law						863.0	11,579.0	10,247.0	8,881.0	8,788.0	
		Part-time	Undergraduate	342.0	56,216.5	54,955.5	54,979.0	51,846.0						
			Graduate	15.0	17,078.0	17,912.0	17,823.0	19,180.0	18,042.0	16,663.0	15,566.0	14,544.0		
			Law	43.0	4,899.0	5,055.0	5,014.0	4,266.0	3,537.0	3,421.0	2,690.0	2,814.0		
COLUMNS	Credit Hours %	Full-time	Undergraduate	73.0	73.0	73.7	73.2	73.3	73.9	74.4	74.8	75.6	75.6	
			Graduate	1.8	1.6	1.5	1.8	2.0	2.0	2.2	2.1	2.1	2.1	
			Law	2.6	2.9	3.0	3.0	2.9	3.1	2.8	2.5	2.5	2.5	
		Part-time	Undergraduate	16.4	16.6	15.6	15.9	15.5	15.2	15.1	15.5	14.9		
			Graduate	4.8	4.7	4.8	4.8	5.1	4.9	4.6	4.4	4.2		
			Law	1.4	1.4	1.4	1.3	1.1	1.0	0.9	0.8	0.8		
ROWS	Percent Completed Successfully	Full-time	Undergraduate	84.2	85.3	84.9	84.0	84.2	85.2	86.1	87.1	87.5	87.5	
			Graduate	94.5	92.9	93.3	92.4	91.0	93.2	91.6	93.9	94.8	94.8	
			Law	96.4	98.9	97.1	97.9	96.4	97.4	96.3	97.4	96.4	96.4	
		Part-time	Undergraduate	83.6	83.4	82.7	83.5	80.8	83.7	85.4	85.3	85.5	85.5	85.5

From this table we can see that about 75% of the credit hours are taken by full-time undergraduate students. Full-time graduate students enroll in 2% of the credit hours; full-time law students enroll in 2.5% of all credit hours, and the remaining 20% of credit hours are earned by part-time students.

Also, you can see that the percentages of credit hours successfully completed (grades of A, B, C, D, or P) are highest for graduate and law students, and lowest for part-time undergraduate students.

Credit Hours by Transfer Students

Remove **Student Full or Part-Time** from Rows. Add **Student First-Time Transfer** to Rows, as illustrated. Click the **Go** button to view your results.

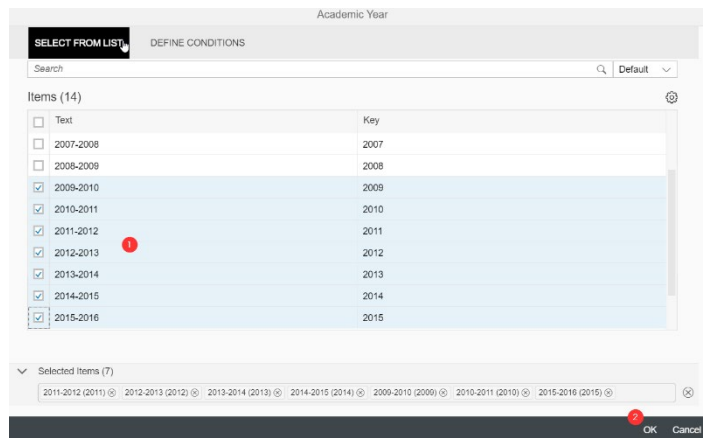
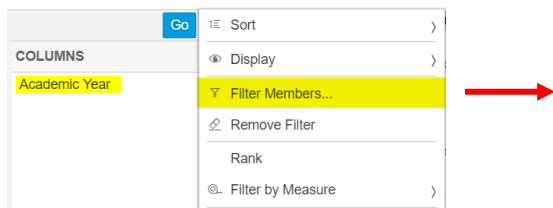
	Student First Time Transfer	Student Level	Academic Year	2011-2012	2012-2013	2013-2014	2014-2015
COLUMNS	Credit Hours	No	Undergraduate	321,623.0	313,112.5	310,634.5	307,912.5
			Graduate	26,720.0	25,308.0	24,491.0	23,029.0
			Law	15,249.0	15,116.0	13,668.0	11,571.0
		Yes	Undergraduate	12,446.0	16,242.5	15,114.0	12,970.5
			Graduate				
			Law				
	Credit Hours %	No	Undergraduate	85.5	84.7	85.4	86.6
			Graduate	7.1	6.8	6.7	6.5
			Law	4.1	4.1	3.8	3.3
		Yes	Undergraduate	3.3	4.4	4.2	3.6
			Graduate	83.7	85.1	86.2	87.0
			Law	91.2	92.7	92.6	93.9
% Hours Completed Successfully	No	Undergraduate	95.9	97.1	95.6	97.1	
		Graduate	80.9	80.9	81.8	82.0	
		Law					
	Yes	Undergraduate	113,070	110,243	109,345	108,540	
		Graduate	9,580	9,311	8,930	8,404	
		Law	5,698	5,558	5,088	4,329	
ROWS	Course Enrollments	No	Undergraduate	4,365	5,676	5,252	4,528
		Graduate	85.2	84.3	85.0	86.3	
		Law	7.2	7.1	6.9	6.7	
	Course Enrollments %	No	Undergraduate	4.3	4.2	4.0	3.4
		Graduate	3.3	4.3	4.1	3.6	
		Law	15,139	14,701	14,431	14,381	
Student Count	No	Undergraduate	2,424	2,301	2,203	2,031	
	Graduate	595	567	528	447		
	Law	1,091	1,437	1,285	1,117		

Here we can see that new, undergraduate transfer-in students enroll in approximately 4% of total credit hours generated. Credit hours generated by new transfer-in students peaked in 2012-2013 at 16,242.5. Additionally, successful credit hour completion by new, undergraduate transfer-in students (between 80-82%), is about five percentage points below the percent of credit hours successfully completed by other undergraduates (between 85-87%).

Credit Hours by Online Students

Remove **Student First Time Transfer** from Rows. Add **Student Online Majors** to the rows. Data for online majors is available beginning in 2009-2010. For this table we will filter on academic years.

Right-click **Academic Year**, select **Filter Members**. Filter on years 2009-2010 through 2015-2016. Click **Ok**. Follow the illustration below.



Select the **Go** button to view your results.

		Student Level	Student Online Major	Academic Year	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015...
COLUMNS	Academic Year	Undergraduate	No		326,387.0	321,801.5	322,055.0	316,910.0	312,108.5	306,910.0	301,...
			Yes		5,738.0	11,276.0	12,014.0	12,445.0	13,640.0	13,973.0	13,7...
		Graduate	No		22,646.0	21,858.0	23,189.0	19,034.0	17,331.0	15,860.0	14,9...
			Yes		855.0	2,603.0	3,531.0	6,274.0	7,160.0	7,169.0	6,84...
		Law	No		16,337.0	16,367.0	15,249.0	15,116.0	13,668.0	11,571.0	11,6...
			Yes	%	87.7	86.1	85.6	85.7	85.8	86.3	86.5
	Credit Hours %	Undergraduate	No	%	1.5	3.0	3.2	3.4	3.7	3.9	3.9
			Yes	%	6.1	5.8	6.2	5.1	4.8	4.5	4.3
		Graduate	No	%	0.2	0.7	0.9	1.7	2.0	2.0	2.0
			Yes	%	4.4	4.4	4.1	4.1	3.8	3.3	3.3
		Law	No	%	84.5	83.8	83.5	84.8	85.9	86.7	87.2
			Yes	%	86.3	87.3	85.0	87.0	87.3	88.5	86.0
% Hours Complete...	Undergraduate	No	%	91.6	92.4	91.1	92.5	91.8	93.2	92.5	
		Yes	%	86.4	93.1	92.2	93.3	94.8	95.4	95.6	
	Law	No	%	97.3	97.6	95.9	97.1	95.6	97.1	96.4	
		Yes	%	114,262	113,599	113,410	111,780	110,078	108,476	107,...	
	Course Enrollments	Undergraduate	No		1,947	3,800	4,025	4,139	4,519	4,592	4,502
		Graduate	No		8,334	8,009	8,262	6,719	5,958	5,369	5,040
Course Enrollment...	Undergraduate	Yes		319	983	1,319	2,592	2,972	3,035	2,938	
		Law	No		6,041	6,078	5,698	5,558	5,088	4,329	4,414
	Graduate	No	%	87.3	85.8	85.5	85.5	85.6	86.2	86.4	
		Yes	%	1.5	2.9	3.0	3.2	3.5	3.7	3.6	
	Law	No	%	6.4	6.0	6.2	5.1	4.6	4.3	4.1	
		Yes	%	0.2	0.7	1.0	2.0	2.2	2.1	2.1	

Credit hour production for graduates in online majors increased dramatically from 2011-2012 to 2012-2013. Beginning in 2010-2011, the percent of credit hours successfully completed by online graduate students has been higher than for other graduate students, averaging 92-95%.

Students in online majors will not be the only students taking online courses. This relationship can be seen in the following manner.

To simplify the output, change the filter on the **Academic Year** to limit to the most recent year, 2015-16. Remove **Student Level** from the rows, add **Course Online** to the rows, and move **Student Online Major** to the columns. Select **Row Totals On**, which will provide totals for the columns. In this example, we also want to select the **Column Totals On**. Click the **Go** button.

		Academic Year		2015-2016			Overall Result
COLUMNS		Course Online	Student Online Major	No	Yes	Result	
Academic Year	Credit Hours	No		276,908.0	1,966.0	278,874.0	278,874.0
		Yes		51,580.0	18,590.0	70,170.0	70,170.0
		Overall Result		328,488.0	20,556.0	349,044.0	349,044.0
Student Online Major	Credit Hours %	No	%	84.3	9.6	79.9	79.9
		Yes	%	15.7	90.4	20.1	20.1
		Overall Result	%	100.0	100.0	100.0	100.0
	% Hours Complete...	No	%	88.2	88.7	88.2	88.2
		Yes	%	85.5	89.3	86.5	86.5
		Overall Result	%	87.8	89.2	87.9	87.9
Course Enrollments	No			99,311	683	99,994	99,994
	Yes			17,397	6,757	24,154	24,154
	Overall Result			116,708	7,440	124,148	124,148
Measures	Course Enrollment...	No	%	85.1	9.2	80.5	80.5
		Yes	%	14.9	90.8	19.5	19.5
		Overall Result	%	100.0	100.0	100.0	100.0
Course Online	Student Count	No		14,517	287	14,775	14,775
		Yes		7,576	1,560	9,057	9,057
		Overall Result		15,250	1,620	16,771	16,771
	Faculty Count	No		1,082	227	1,087	1,087
		Yes		331	314	361	361
		Overall Result		1,186	470	1,213	1,213

Here you can see that 9.6% of the credit hours that online students took were not online courses, while 15.7% of the credit hours all other students took were in online courses. Grand total, more than 20% of the credit hours attempted were in online courses. Online majors were more likely to successfully complete online courses (89.3%) compared to the proportion of other students who successfully completed online courses (85.5%).

Credit Hours by Online Students – Accelerated Online

Using the right combination of dimensions can allow you to see what percent of credit hours are earned by accelerated online courses. Start by bringing in **Course Online** (as seen in the screenshot below). Press the **Go Button**. Here you can see overall online course credit hours for 2018-2019.

AOL refers to Accelerated Online credit hours; **Yes** refers to standard online; and **No** refers to the count of face-to-face credit hours.

Search		Go	Course Online	Academic Year	2018-2019
DIMENSIONS > Measures ✓ Academic Year Academic Semester Course Abbreviation Course College Course Department Course Gen Ed Category 1 Course Gen Ed Category 2 Course Gen Ed Flag Course Level Course Number ✓ Course Online	COLUMNS Academic Year ... ROWS Measures Course Online		AOL		22,495.0
		Credit Hours	No		130,558.0
			Yes		32,990.5
		Credit Hours %	AOL	%	12.1
			No	%	70.2
			Yes	%	17.7

Next, add **Course College** (see screenshot below).

Search		Go	Academic Year	2018-2019	
DIMENSIONS > Measures ✓ Academic Year Academic Semester Course Abbreviation Course College Course Department Course Gen Ed Cat... Course Gen Ed Cat... Course Gen Ed Flag Course Level Course Number Course Online Course Pace Course Section Nu... Course STEM+H Flag	COLUMNS Academic Year ... ROWS Measures Course College Course Online			186,043.5	
		Credit Hours			186,043.5
		Credit Hours %	%		100.0
		% Hours Completed Successfully	%		89.0
		Course Enrollments			66,643
		Course Enrollments %	%		100.0
		Student Count			15,341
		Faculty Count			1,017

After pressing the **Go Button** you can see that within the College of Business there were 3,803 credit hours generated by AOL courses.

Search		Go	Course College	Course Online	Academic Year	2018-2019
DIMENSIONS		COLUMNS				
Measures	Academic Year		Academic Affairs	No		770.0
Academic Year			Chase College of Law	No		6,268.0
Academic Semester				Yes		529.0
Course Abbreviation			College of Arts & Sciences	AOL		9,495.0
Course College				No		69,335.0
Course Department				Yes		14,075.0
Course Gen Ed Cat...		Credit Hours	College of Business	AOL		3,803.0
Course Gen Ed Cat...				No		12,614.0
Course Gen Ed Flag				Yes		4,468.0
Course Level			College of Educ & Human Serv	AOL		318.0
Course Number				No		12,049.0
Course Online				Yes		5,564.0
Course Pace			College of Health Professions	AOL		7,100.0
Course Section Nu...				No		6,992.0
Course STEM+H Flag				Yes		1,815.5
Faculty Academic ...			College of Informatics	AOL		1,779.0
				No		18,798.0
				Yes		6,272.0
			Not assigned	No		144.0
				Yes		3,588.0
			Undergraduate Academic Affairs	No		267.0
				Yes		

It is important to note that this number is derived from the number of AOL courses taught, not the number of students with AOL majors.

To find the number of students with AOL majors you will need to use the fields **Student Online Major** and **Student First Major College** (see below).

Go		Academic Year	2018-2019
COLUMNS		Credit Hours	186,043.5
		Credit Hours %	% 100.0
Academic Year		% Hours Completed Successfully	% 89.0
		Course Enrollments	66,643
		Course Enrollments %	% 100.0
		Student Count	15,341
		Faculty Count	1,017
ROWS			
Measures			
Student Online Major			
Student First Major College			

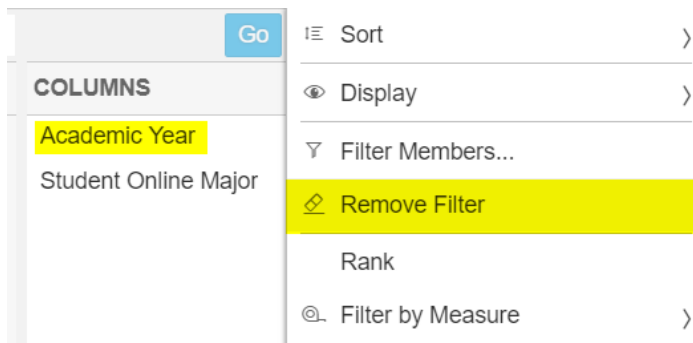
Filter to the College of Business (see screenshot).

Search		Go	Student Online Major	Student First Major College	Academic Year	2018-2019
DIMENSIONS	COLUMNS		Credit Hours	AOL	College of Business	2,024.0
Student First...	Academic Year		Credit Hours	No	College of Business	27,315.0
Student First...			Credit Hours %	AOL	College of Business	6.9
Student First...			% Hours Completed Successfully	No	College of Business	93.1
Student For...				AOL	College of Business	86.7
Student Full ...			Course Enrollments	No	College of Business	88.2
Student Gen...				AOL	College of Business	930
Student Grade			Course Enrollments %	No	College of Business	9,456
Student Gra...				AOL	College of Business	9.0
Student Hig...			Student Count	No	College of Business	91.0
Student Hig...			Faculty Count	AOL	College of Business	272
Student Level				No	College of Business	1,959
Student Low...	ROWS			AOL	College of Business	61
Student Millt...	Measures			No	College of Business	493
Student NK...	Student Online Major					
Student NK...	Student First Major College					

Under these dimensions, you see that there are only 2,024 credit hours within the AOL section of the College of Business. These are credit hours by the student major rather than course. In this case, accelerated online majors within the College of Business generated 2,024 credit hours.

Credit Hour Production by Course

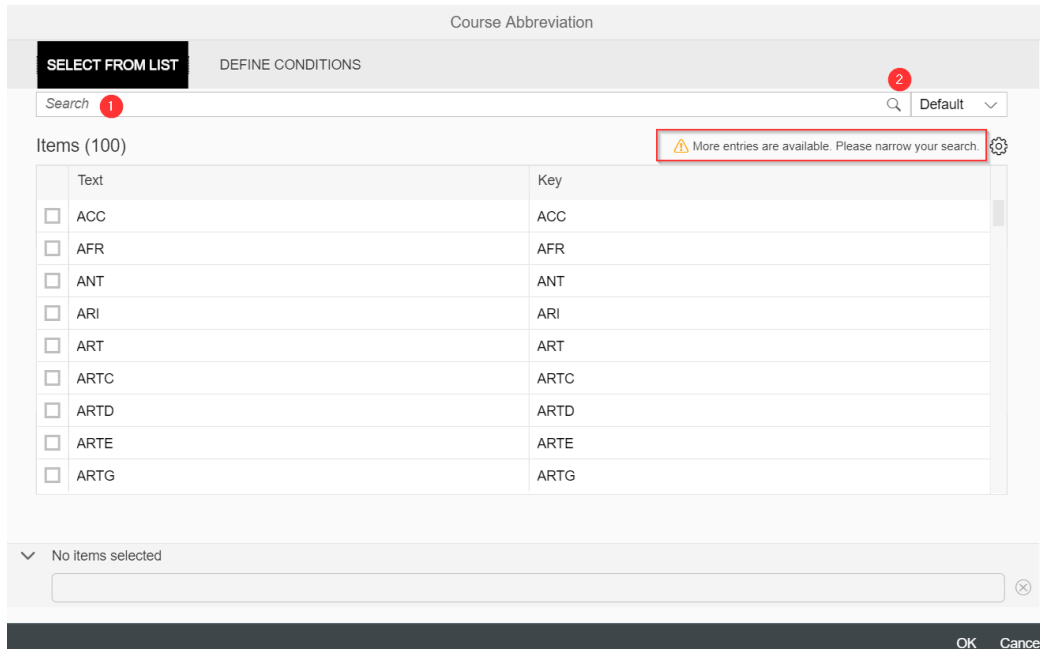
Before continuing, it's important to remove the filter we placed on **Academic Year**. Right-click **Academic Year**, and click **Remove Filter**. Follow the illustration below. Or, you can click on the **Reset** button to remove all filters.



If you did not click on **Reset**, remove **Student Online Major** from columns and **Course Online** from rows. Add **Course Abbreviation** and **Course Number** to the rows.

We will filter on these next two dimensions to display only UNV courses.

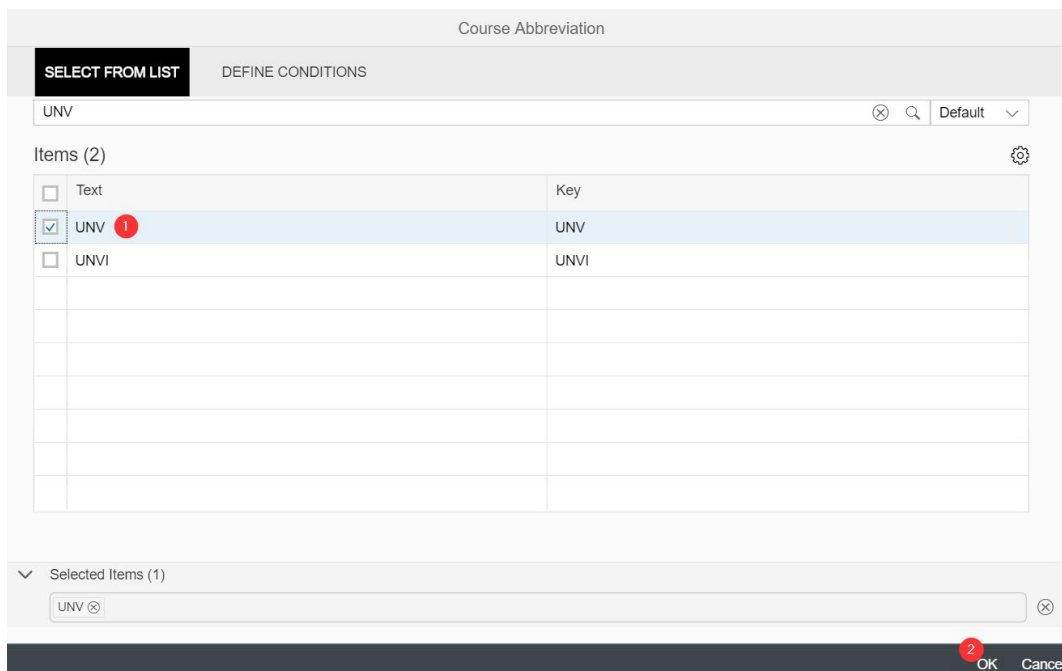
Right-click **Course Abbreviation**. Select **Filter Members**. Notice the message that appears. Since there are too many too many choices for the space available some choices are not being shown in the selection area. In this case, we will need to search for the course abbreviation we want. See the illustration below.



Type in the search bar “UNV” and click the magnifying glass. Now, the course abbreviation displays.

➔ **NOTE:** on dimensions with a large number of values, you must use upper/lower case, as used in the dimensions list. In other words, since the course abbreviations are in the dashboard with all caps, it will only accept course abbreviations typed in **ALL CAPS**.

Check the box for UNV and select **Ok**, as illustrated below.



Click the **Go** button to view your results. The resulting table provides data on UNV 101 and 301 credit hour production.

Credit Hours by First Major

Filtering on majors presents a similar situation. When you select the filter box, majors will not immediately appear as selections, because there are too many to display. We will create a table by first major to demonstrate filtering on this dimension.

Before proceeding, remember to remove the filter on **Course Abbreviation**. Select the **Pause** button.

Right-click **Course Abbreviation** and **Remove Filters**. Remove **Course Abbreviation** from Rows.

Add **Student First Major** to rows. We will filter on Biological Sciences.

Right-click **Student First Major**, and **Select Filter Members**. Notice that majors do not populate the dialog box. There are too many to display. We must enter a search term in the search bar.

Type **"Bio"**. (The dimension **Student First Major** is case sensitive; capitalize the first letter of the search term.). Select the magnifying glass (or hit enter). Now all majors beginning with Bio will display.

Student First Major

SELECT FROM LIST DEFINE CONDITIONS

Bio 1 2 Default ⌵

Items (100) ⚠ More entries are available. Please narrow your search. ⚙

Text	Key
<input type="checkbox"/> Accounting (MACC)	70000330
<input type="checkbox"/> Accounting Major	70000328
<input type="checkbox"/> Accounting Major (BSBA)	60005527
<input type="checkbox"/> Accounting Practice & Reporting Concent	70000331
<input type="checkbox"/> Accounting Pre (MACC)	70000334
<input type="checkbox"/> Accounting Pre-Major	70000329
<input type="checkbox"/> Accounting Pre-Major (BSBA)	60005542
<input type="checkbox"/> Acute Care (Online)	70000615
<input type="checkbox"/> Acute Care Concentration	70000635

Student First Major is case sensitive. For this example, use a capital B.

⌵ No items selected

OK Cancel

Student First Major

SELECT FROM LIST
DEFINE CONDITIONS

Bio ⊗ 🔍 Default ▾

Items (22) ⚙️

	Text	Key
<input type="checkbox"/>	Biochemistry Track	70000063
<input checked="" type="checkbox"/>	Biological Sciences Edu Pre-Major (BA)	70000039
<input checked="" type="checkbox"/>	Biological Sciences Education Track (BA)	70000028
<input checked="" type="checkbox"/>	Biological Sciences Education Track (BS)	70000027
<input checked="" type="checkbox"/>	Biological Sciences Major (BA)	
<input checked="" type="checkbox"/>	Biological Sciences Major (BS)	
<input checked="" type="checkbox"/>	Biological Sciences Pre-Major (BS)	
<input type="checkbox"/>	Chemistry/Biology Education Major (BA)	
<input type="checkbox"/>	Chemistry/Biology Education Major (BS)	

Selected Items (6)

Biological Sciences Major (BA) (70000025) ⊗
Biological Sciences Major (BS) (70000029) ⊗
Biological Sciences Edu Pre-Major (BA) (70000039) ⊗
Biological Sciences Edu

OK
Cancel

Check all entries for Biological Sciences, and click Ok.

Hint: Move the bar to the right to widen the output on the text of the majors.

Click the **Go** button to view your results.

Take Away Points

1. Use the **Student Demographics** tab to view graphics on or credit hours and course enrollments by student demographic characteristics.
2. Use the **Student Academics** tab to view graphics on credit hours and course enrollments by student academic attributes, like student level and college. This tab will organize credit hours taken by the college of the student, not the college in which the course belongs.
3. The **Faculty Demographics** tab provides data on credit hours and course enrollments organized by demographic characteristics of the faculty teaching the course.
4. The **Faculty Academics** tab shows credit hours and course enrollments by the academic attributes of the faculty member teaching the course. Here, credit hours are organized by the college of the faculty teaching the course, not by the college in which the course belongs.
5. Use the **Course Data** tab to see credit hours and course enrollments organized by the college where the course belongs, according to the academic architecture.
6. Complete definitions on credit hour dimensions can be found in the **Notes and Definitions** section of the Management Dashboards.
7. To filter on **Course Abbreviation**, you must enter the term in the search bar. Remember to type in ALL CAPS on this dimension. For example, enter "UNV" to filter on UNV 101 or 301 courses.
8. To filter on **Major**, you must enter the term in the search bar, with the first letter capitalized. For example, enter "Bio" to filter on Biology majors.
9. Remove filters on dimensions before building a new table.