NKU | OFFICE OF Institutional Research

Management Dashboards

http://managementdashboards.nku.edu

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

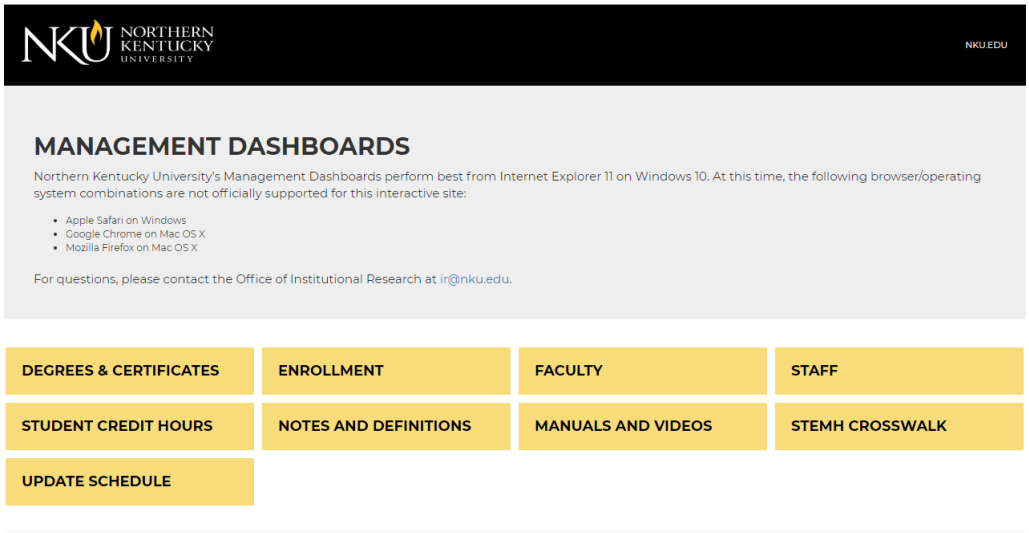
Management Dashboards

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.

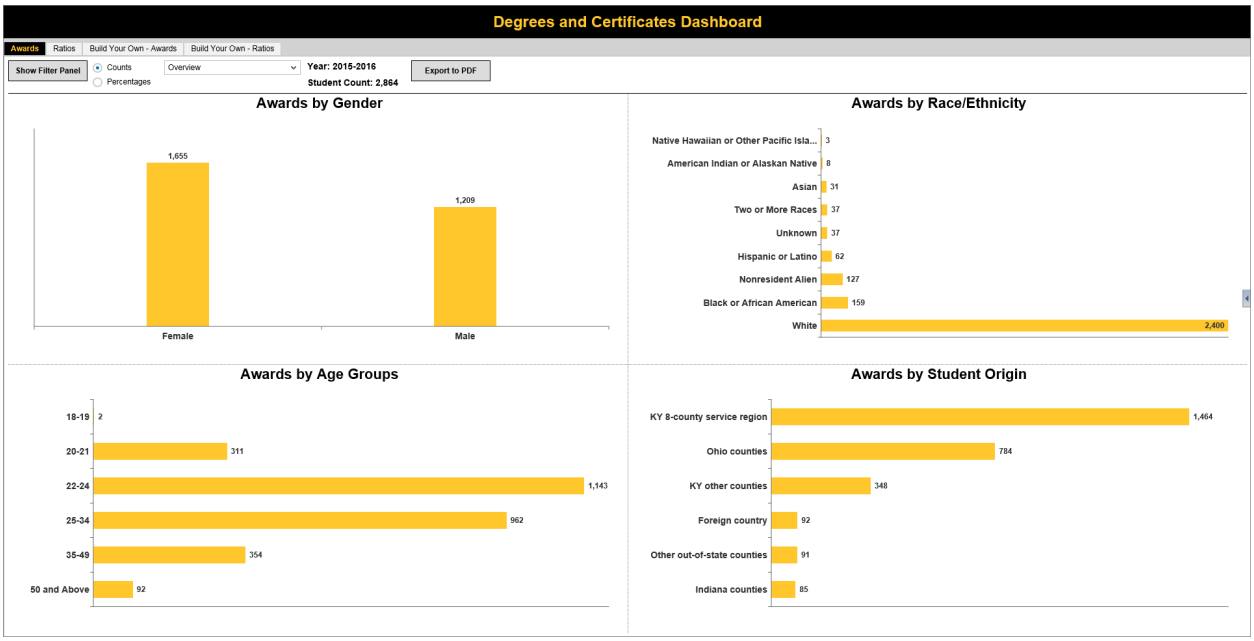


1. **Degrees & Certificates**: This dashboard provides the annual totals for degrees and certificates by award level. In addition, ratios are provided for several time-to-degree and hours-to-degree metrics.
2. **Enrollment**: This dashboard provides the unduplicated enrollment headcount for each semester 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

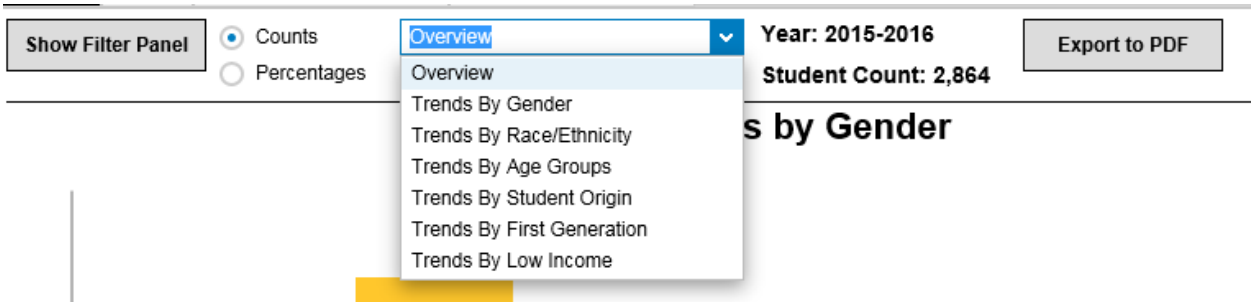
Each dashboard provides several views of the overall data. The default view is "Overview."



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

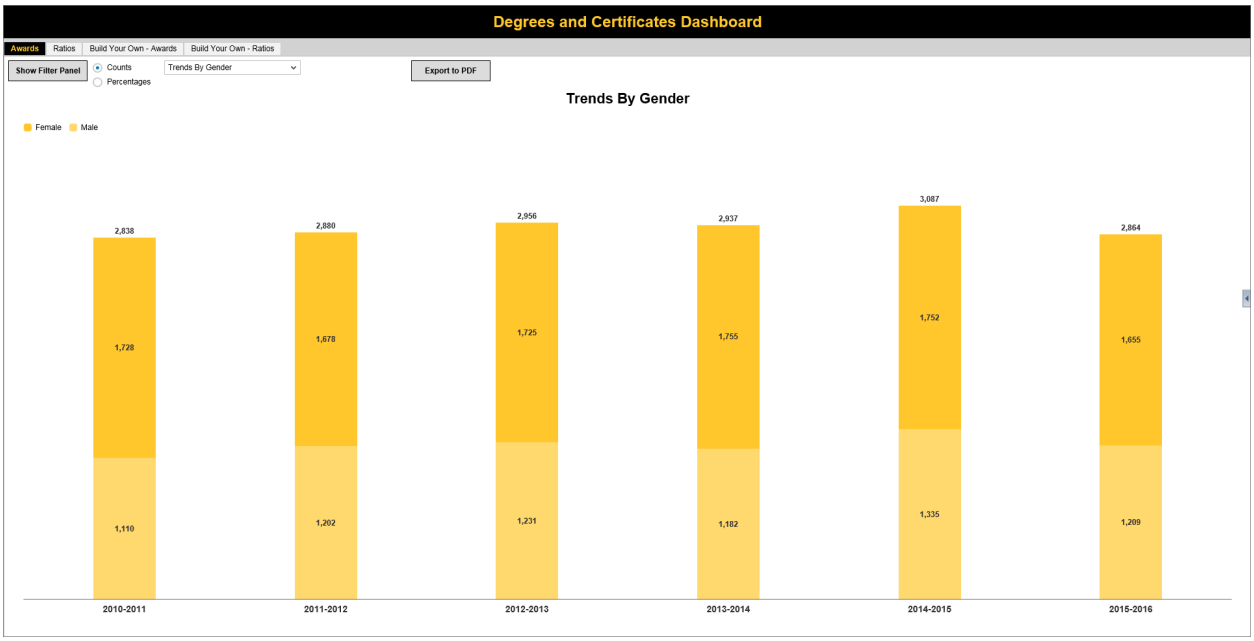
1. This dropdown provides an overview and several graphics for trends of the data.
2. As different selections are made in the filters, the total count for the dimensions displayed in the graphics will be given here.
3. Data in the graphics can be shown by counts or percentages.
4. This button allows 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:



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.

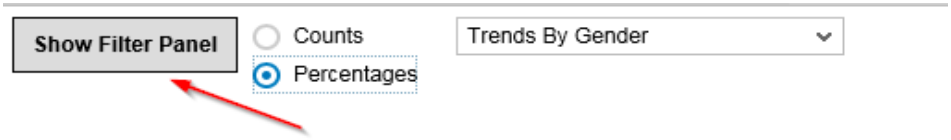
Below is shown the trends by gender graphic for Degrees and Certificates:



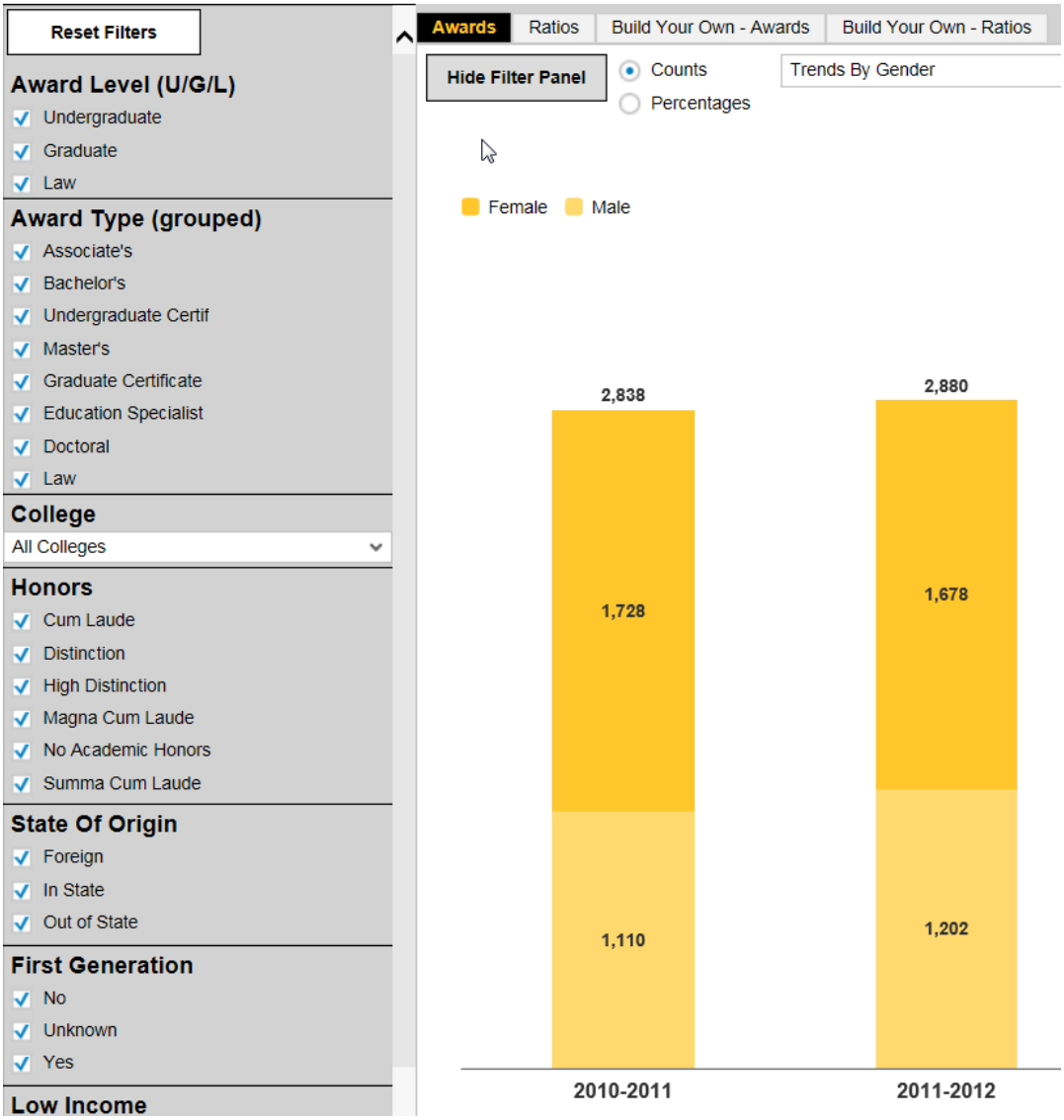
To view the data by percentages, select the “Percentages” radio button near the top of the screen:

Using the Filter Panel

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

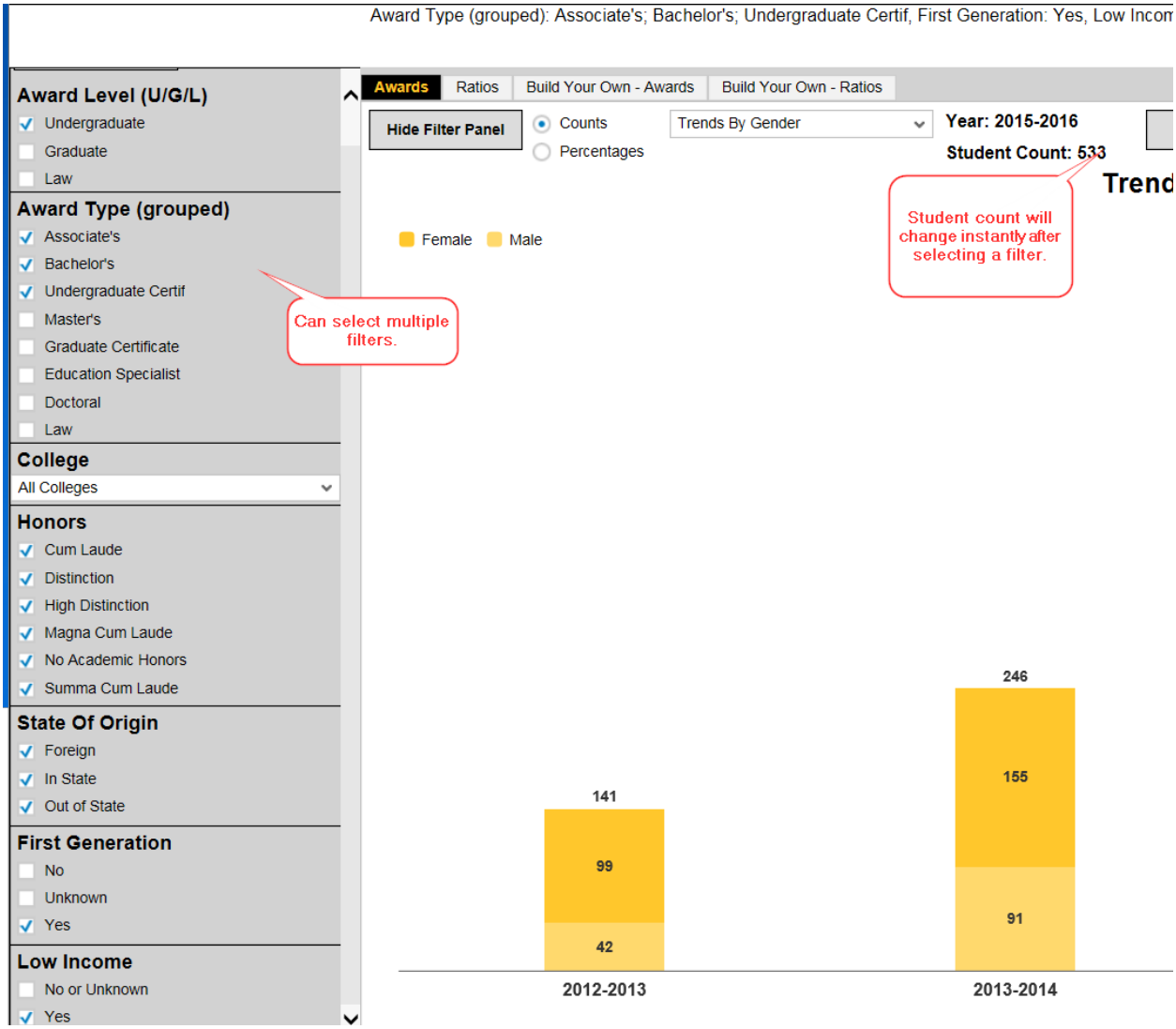


This will display the filter panel to the left of the report:



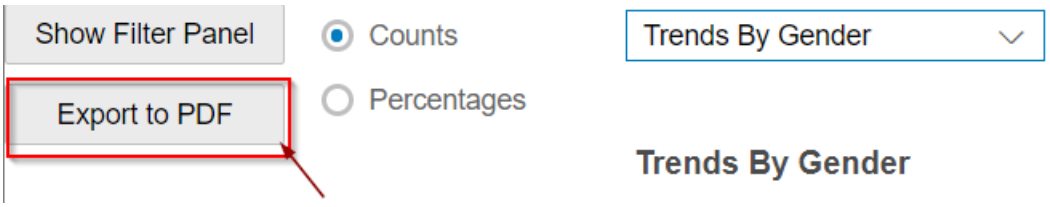
You can make multiple selections from the Filter Panel that will be reflected in the trend report. The graphic below illustrates Trends by Gender, filtered for undergraduate degrees and certificates, first generation, and low income graduates.

➔ **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.

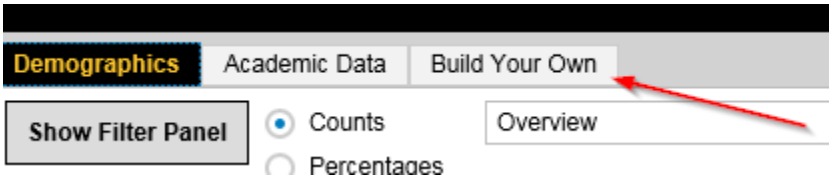


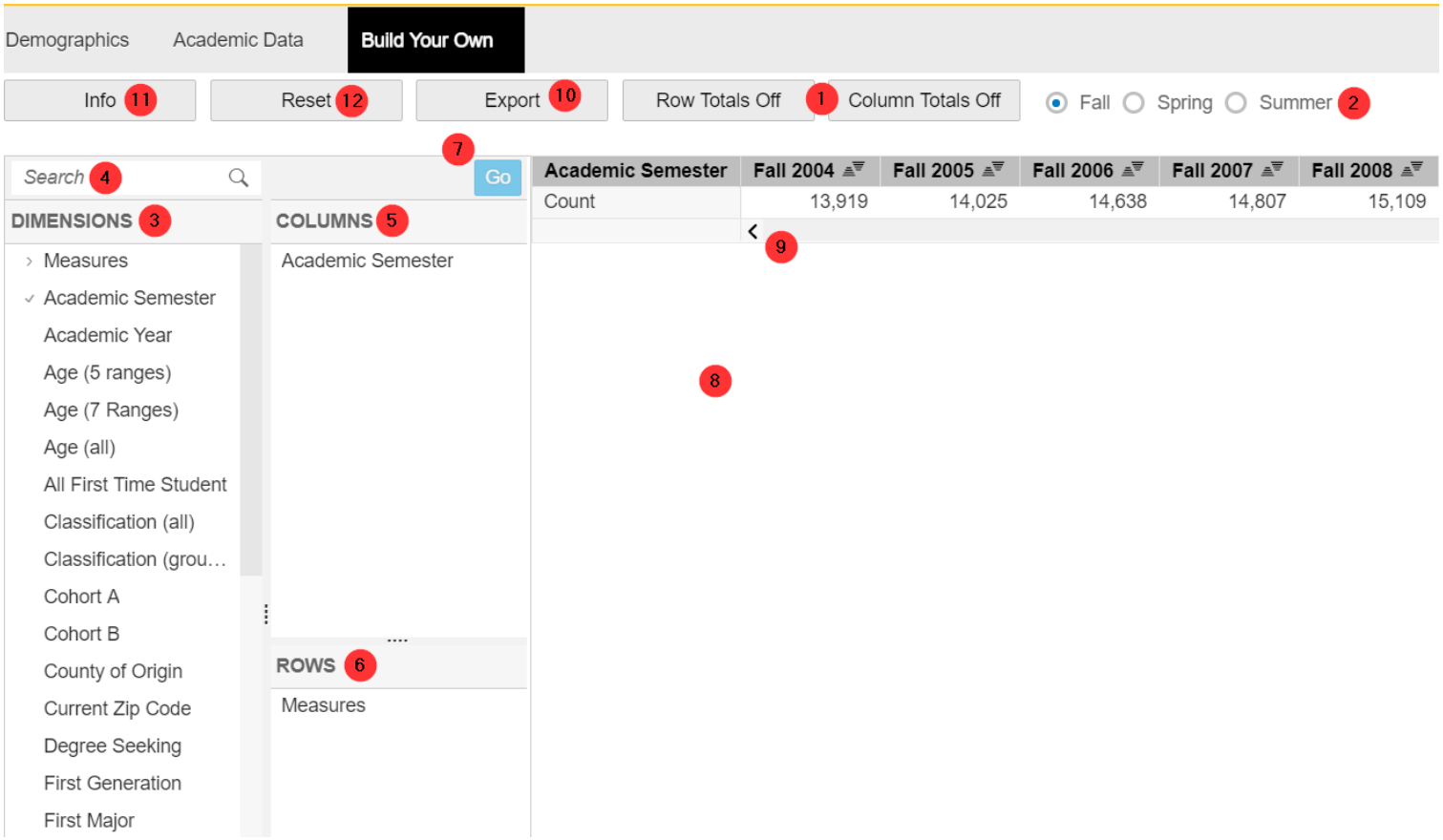
➔ **NOTE:** It is advised that you leave the Filter Panel open when exporting to PDF, so that your current filtering selections are shown.

Example Header

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.



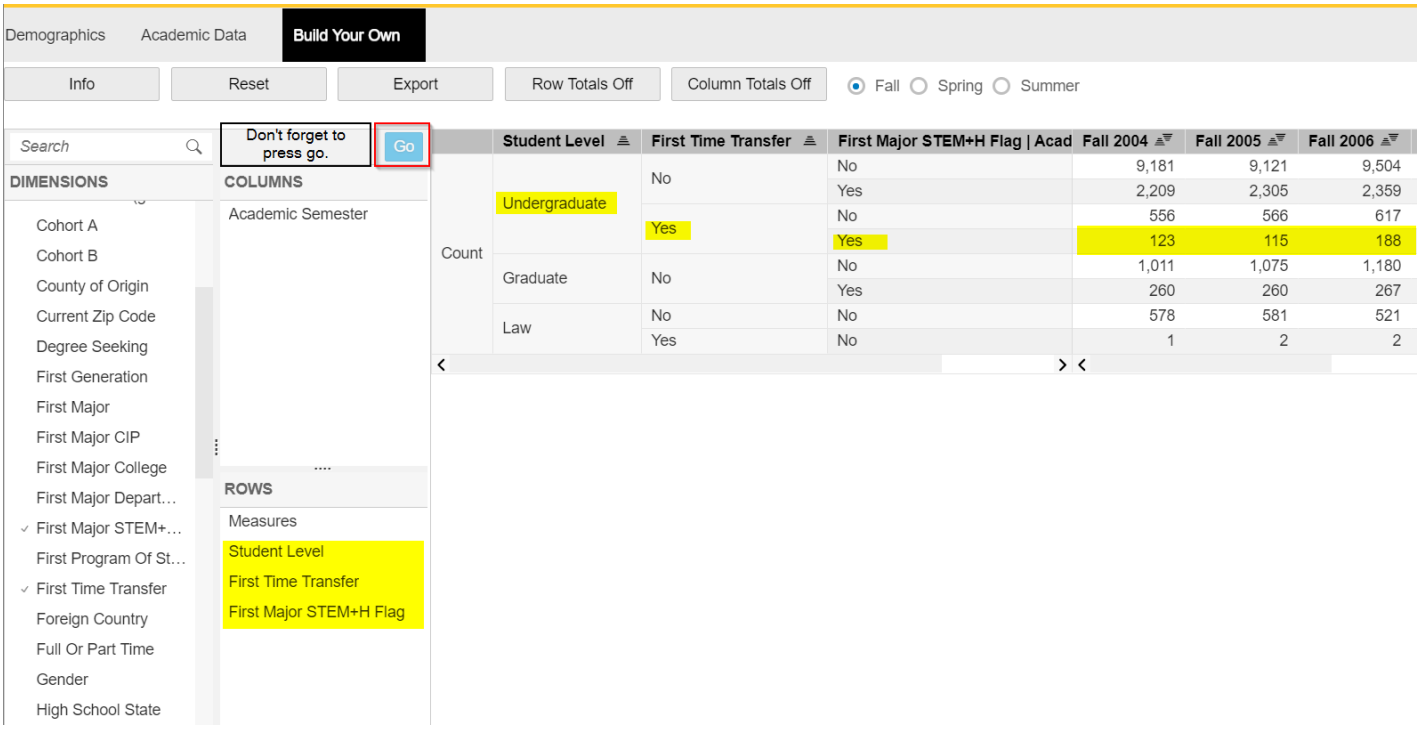


1. The two buttons at the top for "**Row Totals Off**" or "**Column Totals Off**" are toggle switches, and they will determine whether the subtotals for groups are displayed for the rows and/or columns. You may want the Row and/or Column Totals On for viewing in the screen output, and then you may select 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.

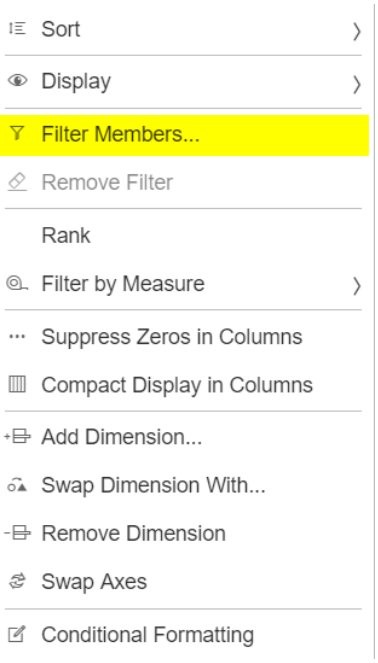
3. Dimensions, or variables, available for BYO reports are listed in the Dimensions panel.
4. Use this window to search for a specific dimension by name.
5. Drag and drop dimensions that you would like to view in the columns pane. We have structured each dashboard with **Semesters** or **Academic Year** 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.

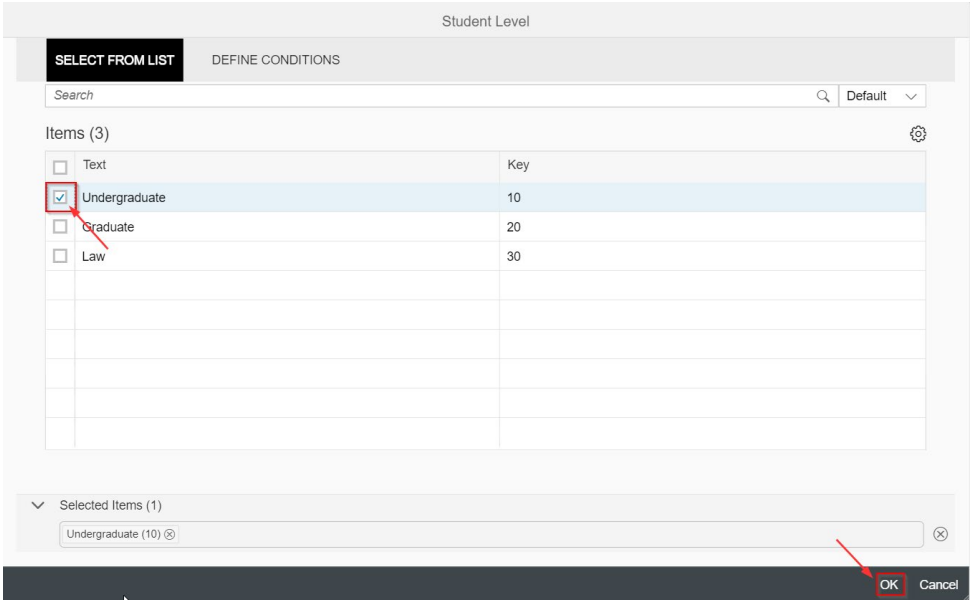


Filtering Dimensions

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:



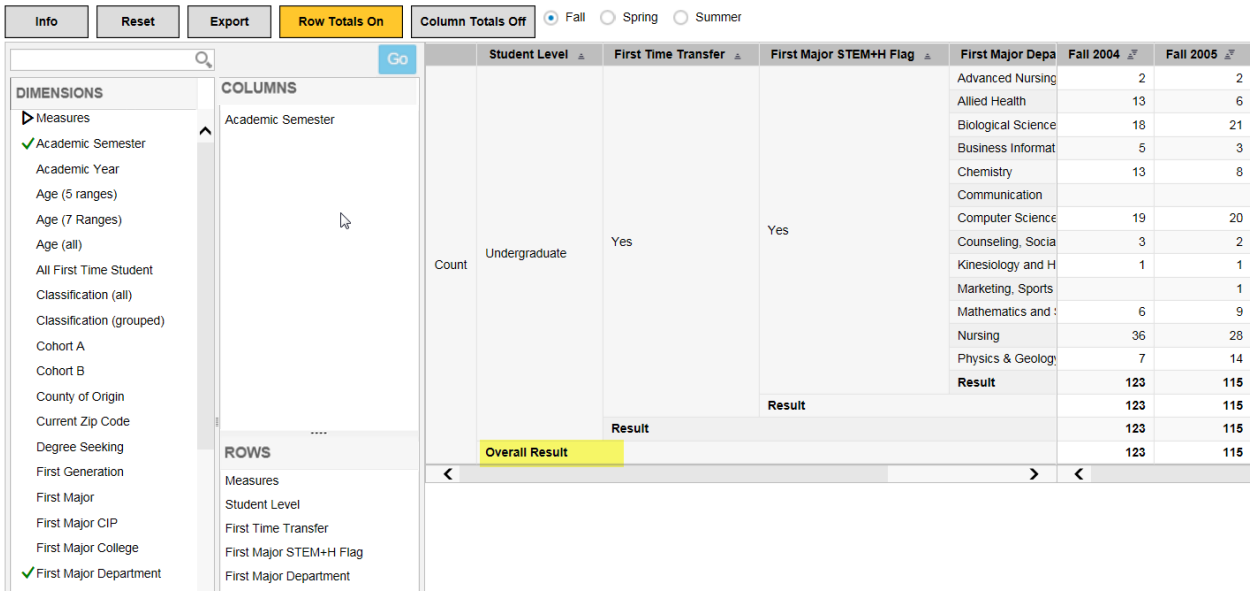
Select "**Filter Members**." This will open a new window. Select "**Undergraduate**", then select "**OK**."



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:

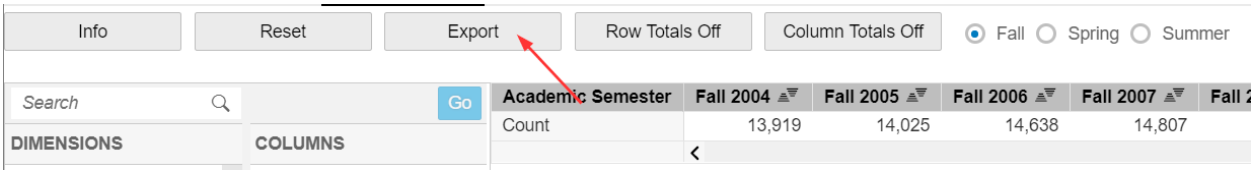
	Student Level	First Time Transfer	First Major STEM+H Flag | Acad	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008
Count	Undergraduate	Yes	Yes	123	115	188	169	199

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



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

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



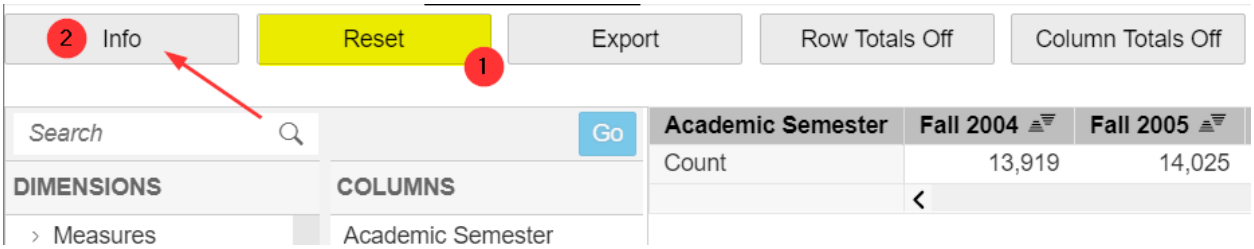
The first tab of the Excel spreadsheet (CROSSTAB_2) will be the report:

	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

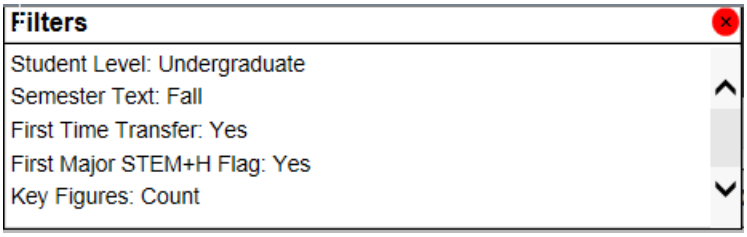
The second tab of the Excel spreadsheet (Selection CROSSTAB_2) will include the details of the dimensions and filters, as well as the date and time the report was created.

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

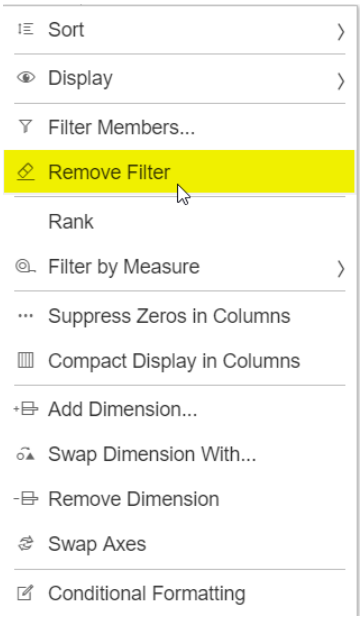
➔ **Note**: To create a new report, all filters must be removed. The first option you have is to hit the Reset button at the top of the page.



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.



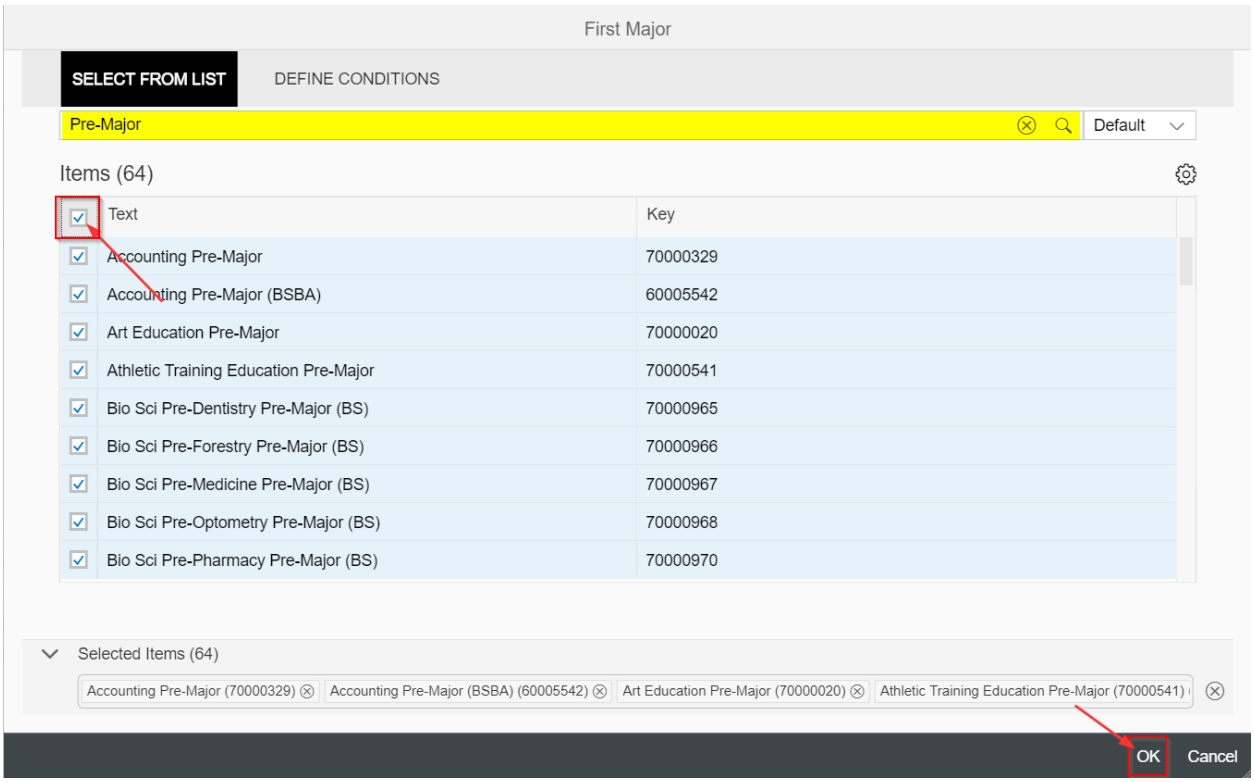
Click the "X" at the top right corner to close the Info button and go to the dimension from which you want to remove the filter. Right-click the dimension and click **Remove Filter**. You must do this for each dimension that you want to remove the filter (unless you are removing all filters and use the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



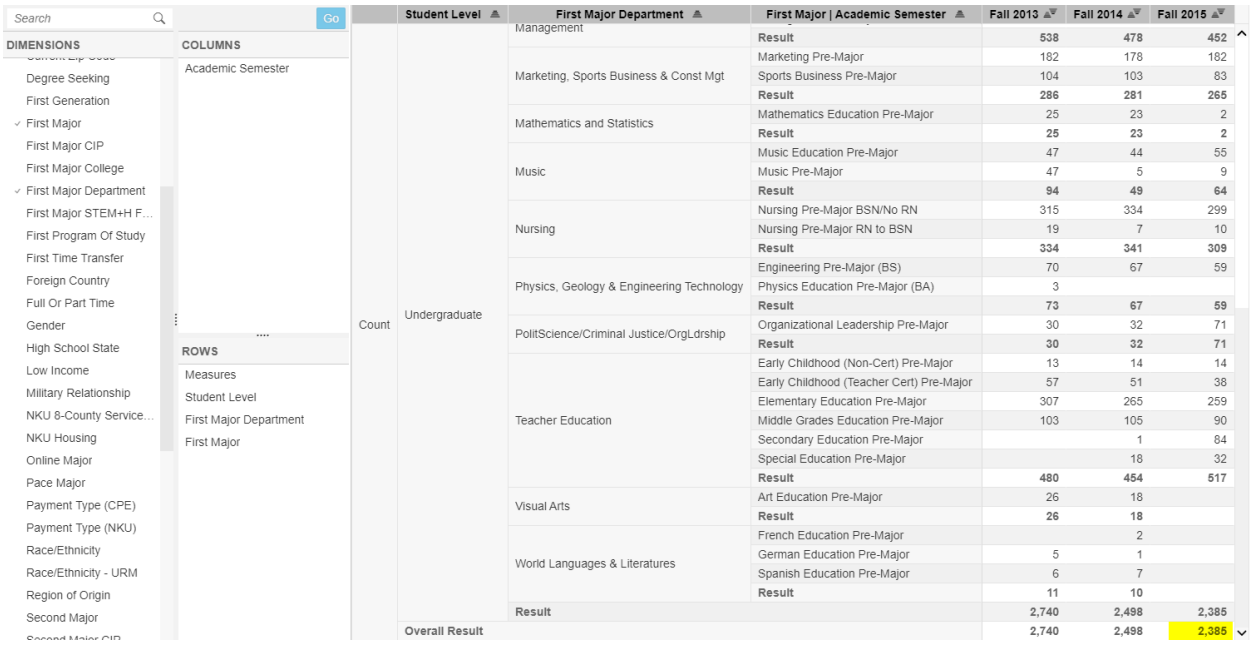
For the next example, add **First Major** to the rows under the **First Major Department** and **Student Level**. Right click on **First Major** and select **Filter Members**.

➔ **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.

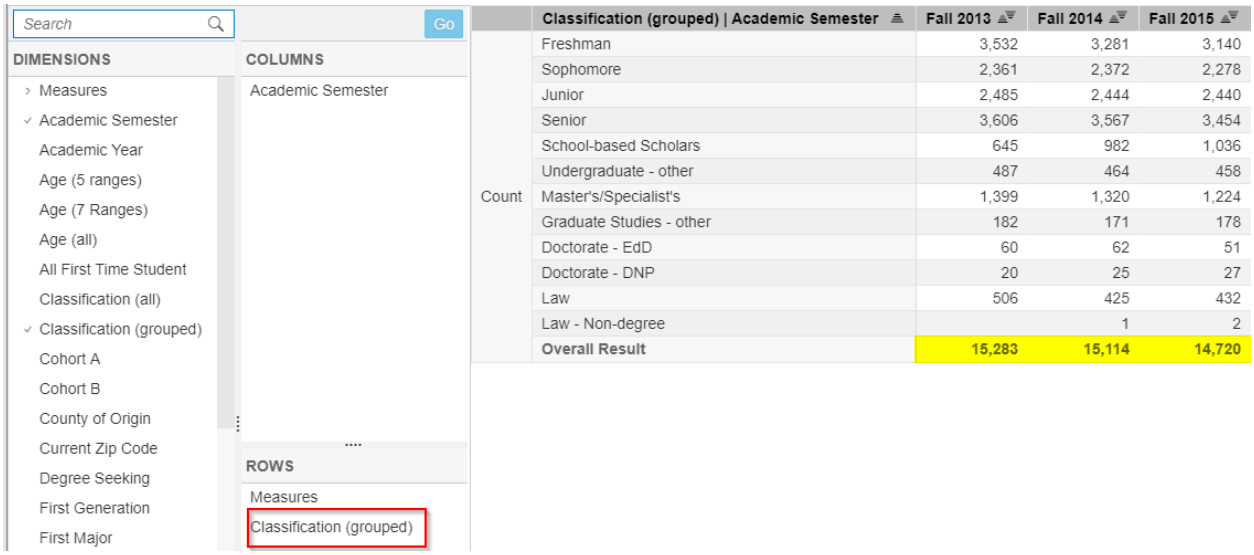


This will give you all majors that are designated as pre-majors. The bottom of your table should look like this.

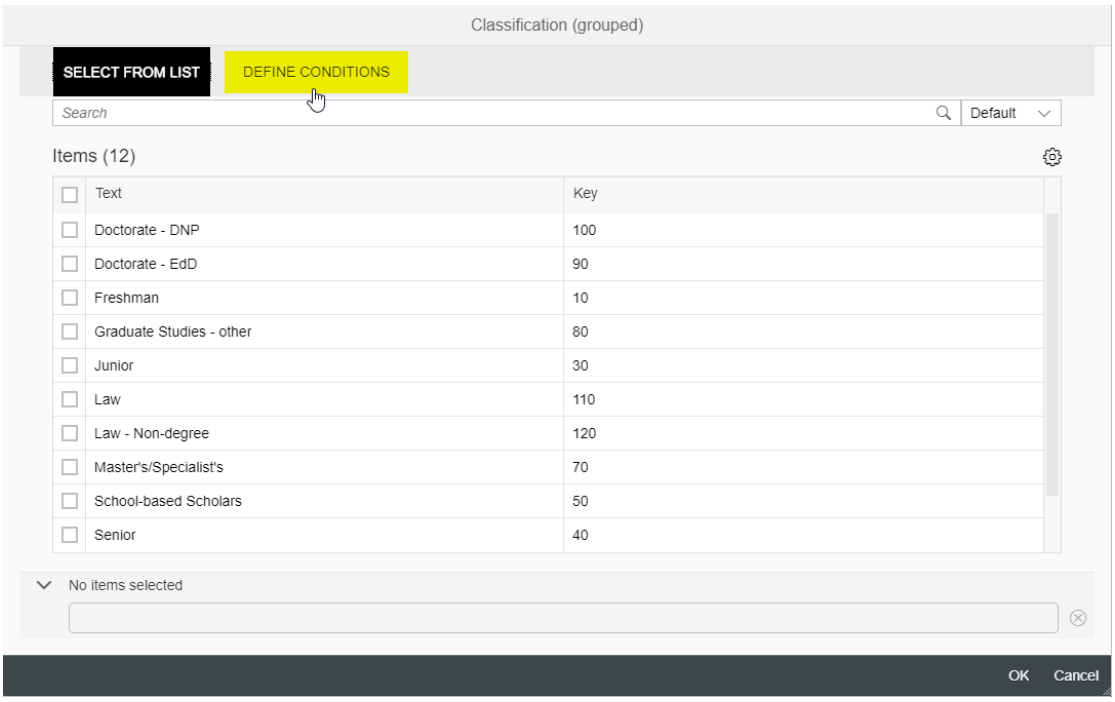


You can see here that there were 2,385 pre-majors in Fall 2015.

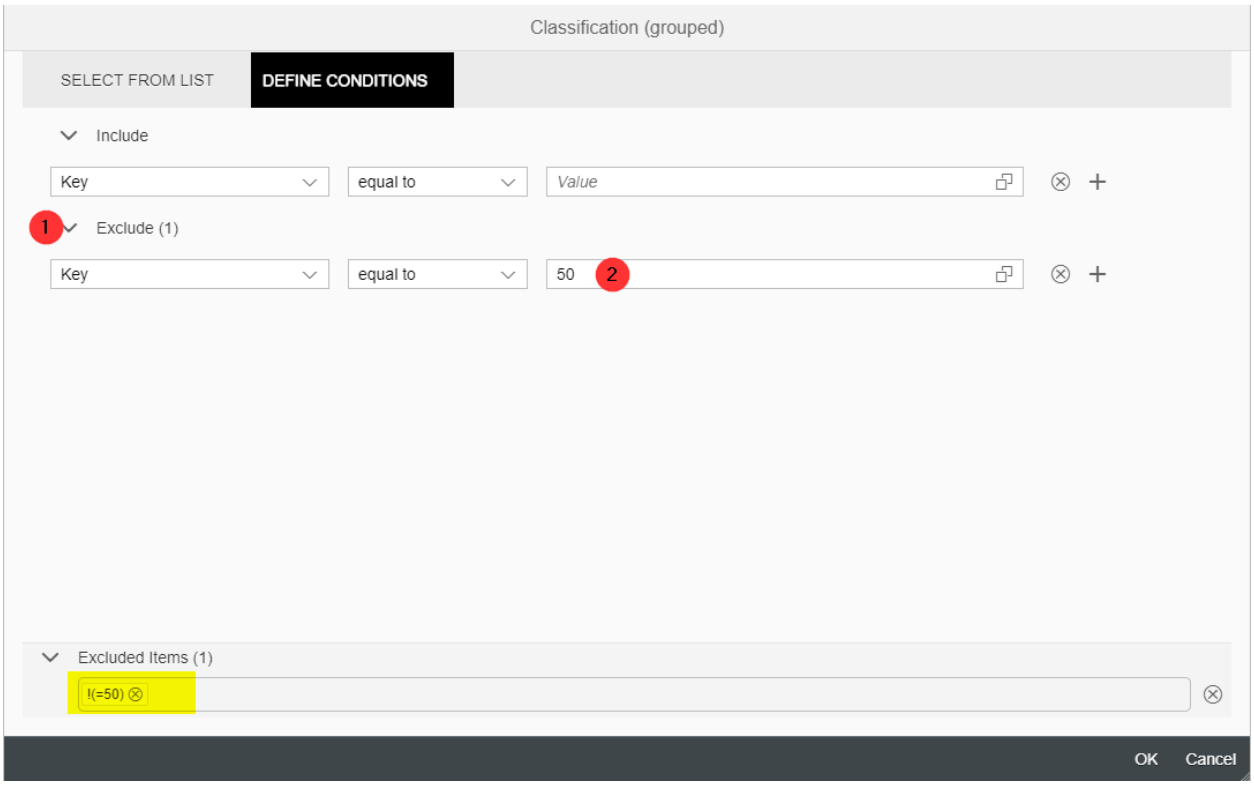
If you want all BUT a group of students you will want to use the Exclude feature. To test this, bring **Classification (grouped)** into your measures.



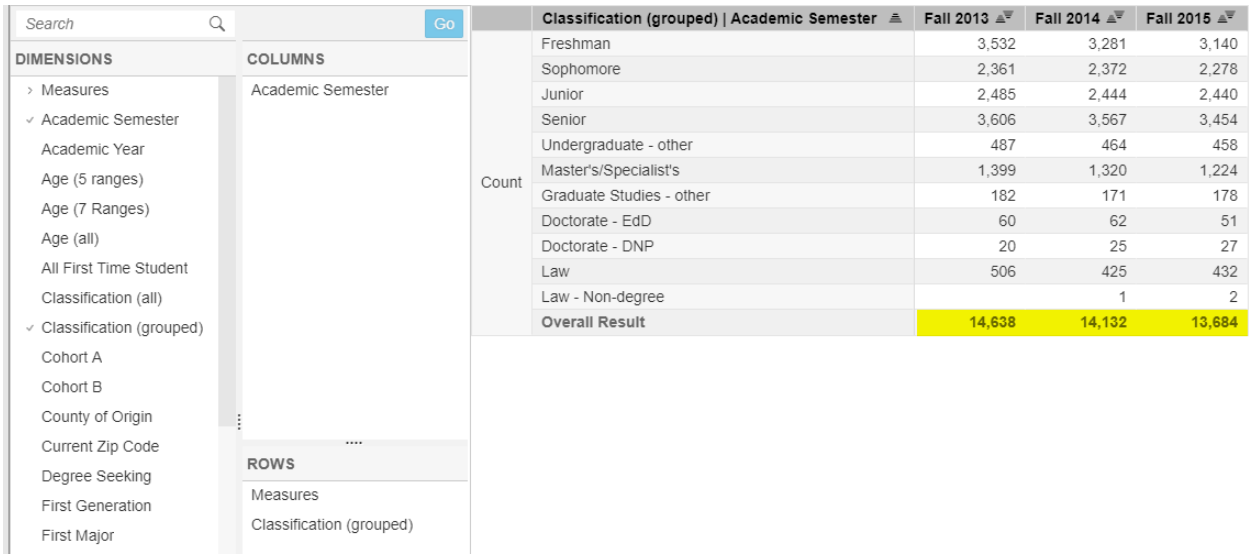
1. Right click on **Classification (grouped)** and select **Filter Members**
2. Select the **Define Conditions** tab located at the top of the box



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**.



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).

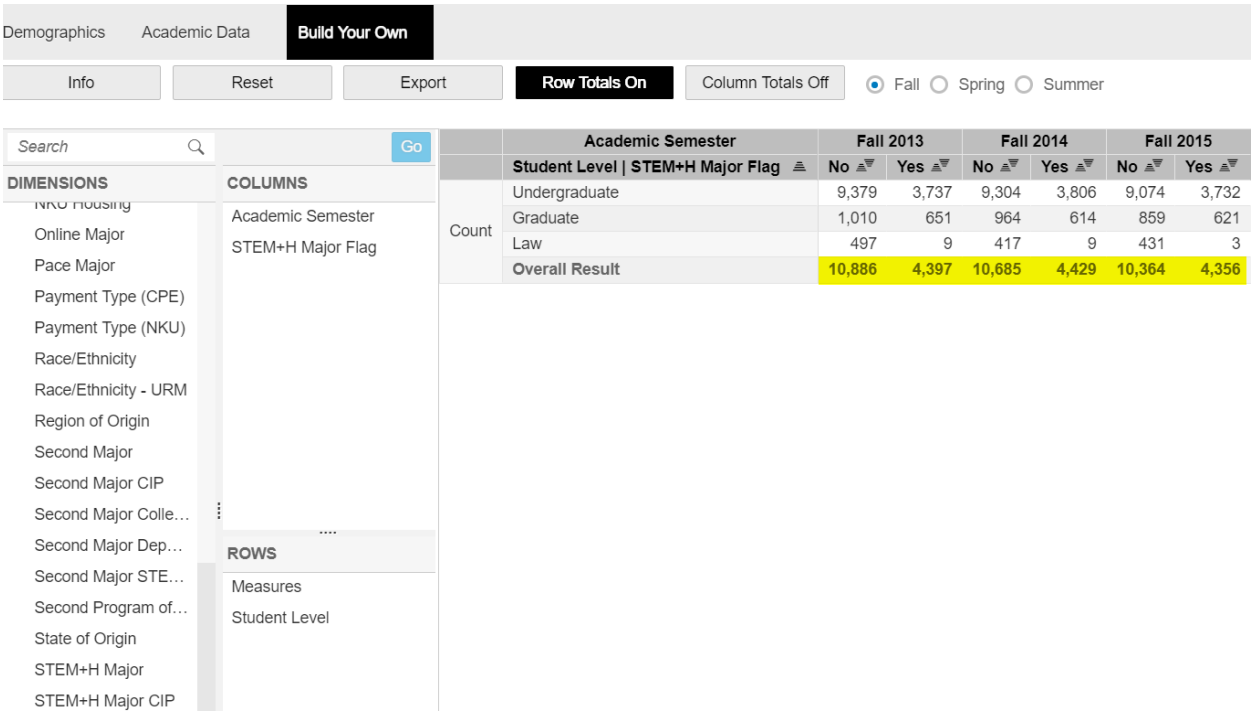


	Classification (grouped) | Academic Semester	Fall 2013	Fall 2014	Fall 2015
Count	Freshman	3,532	3,281	3,140
	Sophomore	2,361	2,372	2,278
	Junior	2,485	2,444	2,440
	Senior	3,606	3,567	3,454
	Undergraduate - other	487	464	458
	Master's/Specialist's	1,399	1,320	1,224
	Graduate Studies - other	182	171	178
	Doctorate - EdD	60	62	51
	Doctorate - DNP	20	25	27
	Law	506	425	432
	Law - Non-degree		1	2
	Overall Result	**14,638**	**14,132**	**13,684**

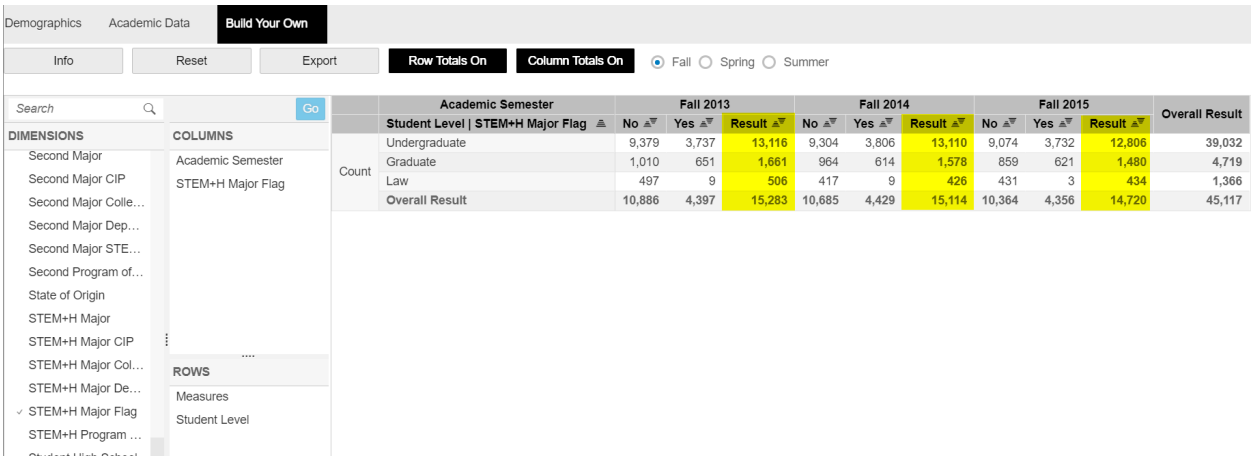
Rows Totals On and Column Totals On

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.

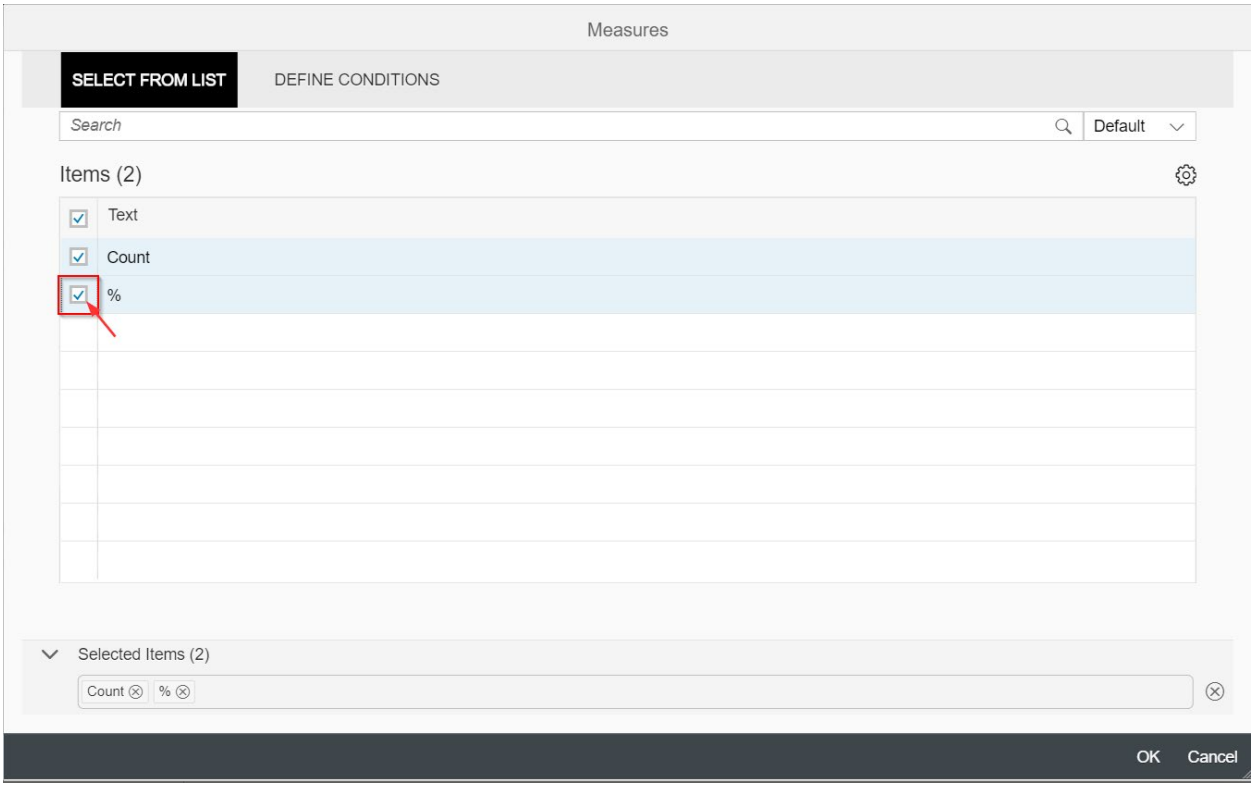


If you need to include totals for the columns, click the toggle button for "**Column Totals On.**" Now your table will include totals for rows and columns.



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.

		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**
%	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%.

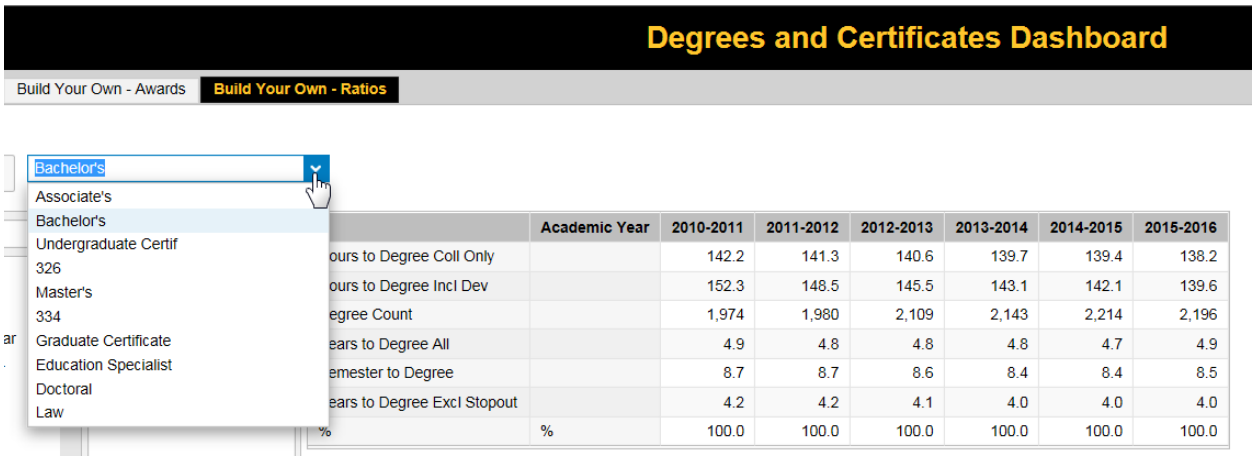
Another way to view the same data is to drag the **STEM+H Major Flag** to rows, as shown below.

	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 earn 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.



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

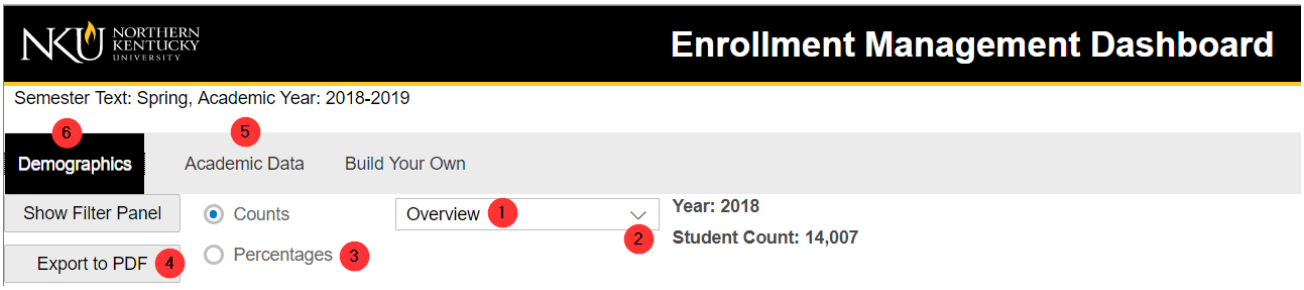
Office of Institutional Research

Management Dashboard:

Enrollment

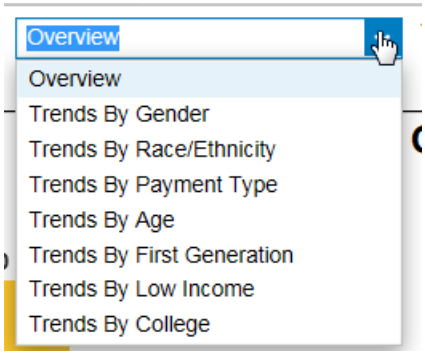
The Management Dashboard Enrollment file provides data on student headcount at NKU for each fall, spring, and summer semester, starting with Fall 2004.

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



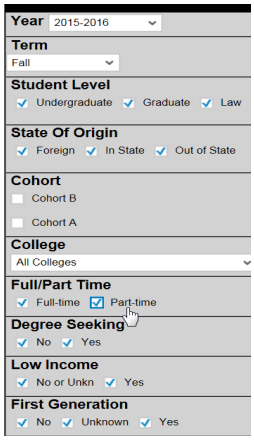
Standard Graphical Reports

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.

7. 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.



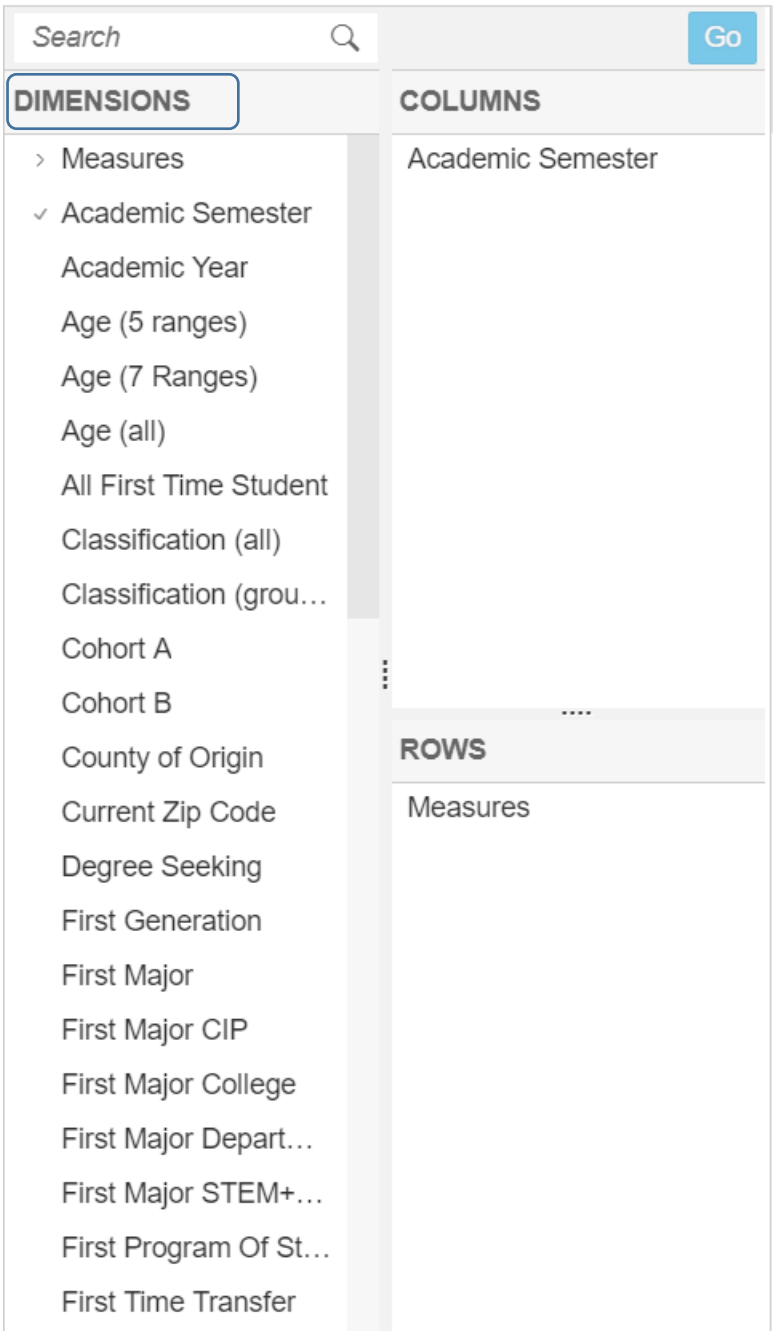
Build Your Own (BYO) Reports

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

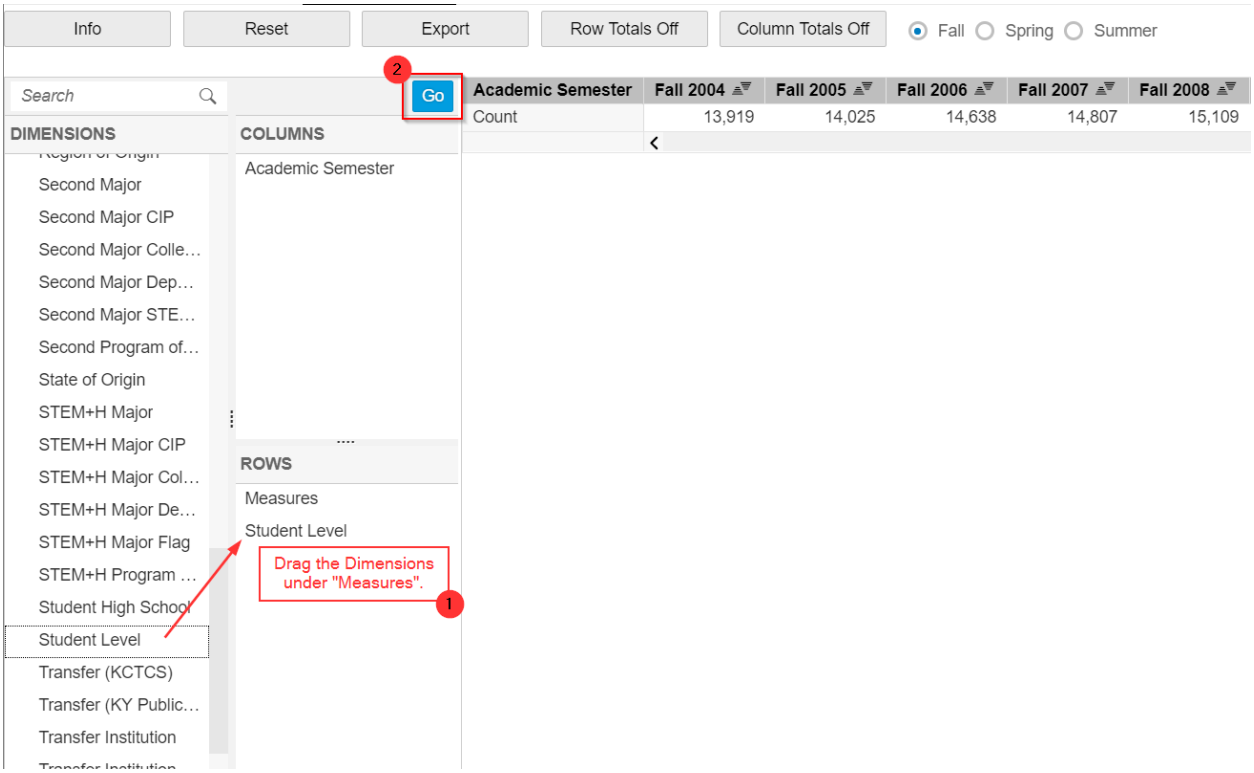


By default, the dimension **Measures** has been placed under Rows, and **Academic Semester** has been placed in the Columns. This builds a simple table "Count" by "Semester" on the main table display:

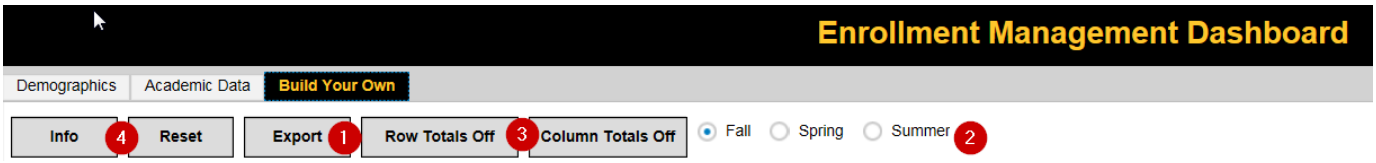
Academic Semester	005	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016
Count	14,025	14,638	14,807	15,109	15,405	15,748	15,738	15,660	15,283	15,114	14,720	14,566

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**.



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



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)

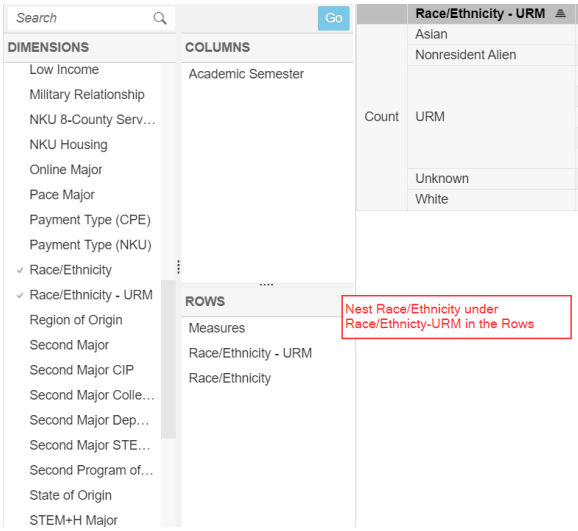
The two buttons at the top for “Row Totals Off” and “Column Totals Off” are toggle buttons, and they will determine whether the subtotals for rows and/or columns are displayed. You may want the row or Column Totals On for viewing in the screen output, and then you may select to turn Row or Column Totals 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

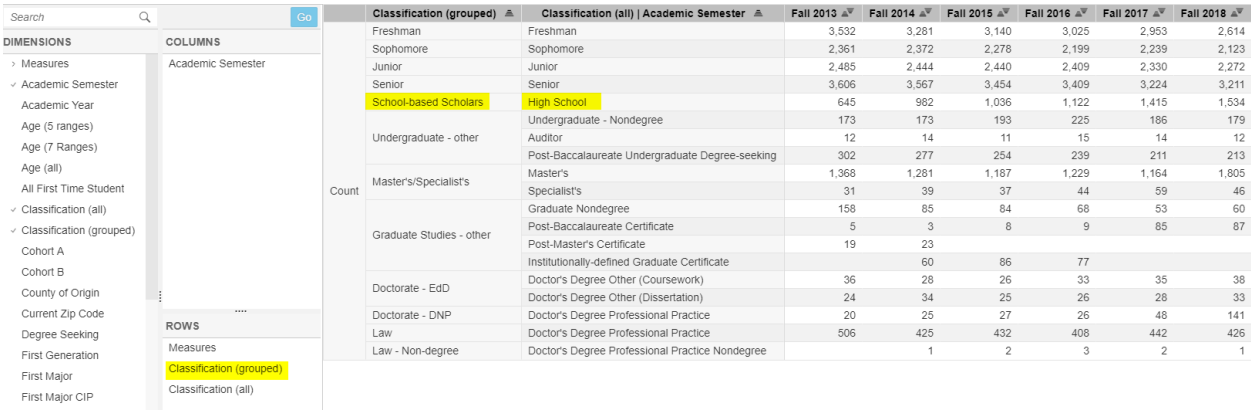
Students self-report race and ethnicity on application materials. For federal and state reporting, responses are grouped into race/ethnicity, where all students who are Hispanic/Latino are counted first, then students are reported within their race. Students who select more than one race are reported 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.



	Race/Ethnicity - URM	Race/Ethnicity | Academic Semester	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
Count	Asian	Asian	177	155	157	155	166	167
	Nonresident Alien	Nonresident Alien	229	378	537	532	469	402
	URM	African American	961	944	929	970	997	976
		American Indian or Alaskan Native	39	39	43	47	55	51
		Hispanic or Latino	222	261	306	343	380	416
		Native Hawaiian or Other Pacific Islander	5	11	13	19	17	10
		Two or More Races	101	157	212	237	253	318
	Unknown	Unknown	712	616	476	303	205	131
	White	White	13,302	13,177	12,987	12,677	12,572	12,249

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**.

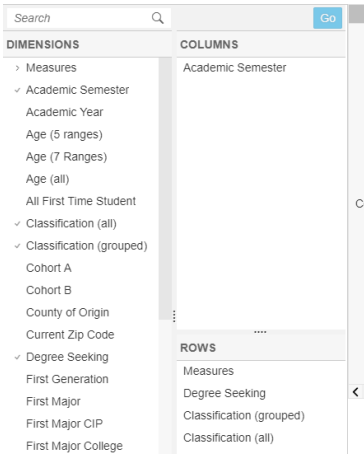


	Classification (grouped)	Classification (all) | Academic Semester	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018
Count	Freshman	Freshman	3,532	3,281	3,140	3,025	2,953	2,614
	Sophomore	Sophomore	2,361	2,372	2,278	2,199	2,239	2,123
	Junior	Junior	2,485	2,444	2,440	2,409	2,330	2,272
	Senior	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 - other	Undergraduate - Nondegree	173	173	193	225	186	179
		Auditor	12	14	11	15	14	12
		Post-Baccalaureate Undergraduate Degree-seeking	302	277	254	239	211	213
	Master's/Specialist's	Master's	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		
	Doctorate - EdD	Doctor's Degree Other (Coursework)	36	28	26	33	35	38
		Doctor's Degree Other (Dissertation)	24	34	25	26	28	33
	Doctorate - DNP	Doctor's Degree Professional Practice	20	25	27	26	48	141
	Law	Doctor's Degree Professional Practice	506	425	432	408	442	426
	Law - Non-degree	Doctor's Degree Professional Practice Nondegree		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.



	Degree Seeking	Classification (grouped)	Classification (all) | Academic Ser	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018
Count		School-based Scholars	High School	645	982	1,036	1,122	1,415	1,534
	No	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
	Yes	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
		Master's/Specialist's	Master's	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		
		Doctorate - EdD	Doctor's Degree Other (Coursework)	36	28	26	33	35	38
			Doctor's Degree Other (Dissertation)	24	34	25	26	28	33
		Doctorate - DNP	Doctor's Degree Professional Practice	20	25	27	26	48	141
		Law	Doctor's Degree Professional Practice	506	425	432	408	442	426

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

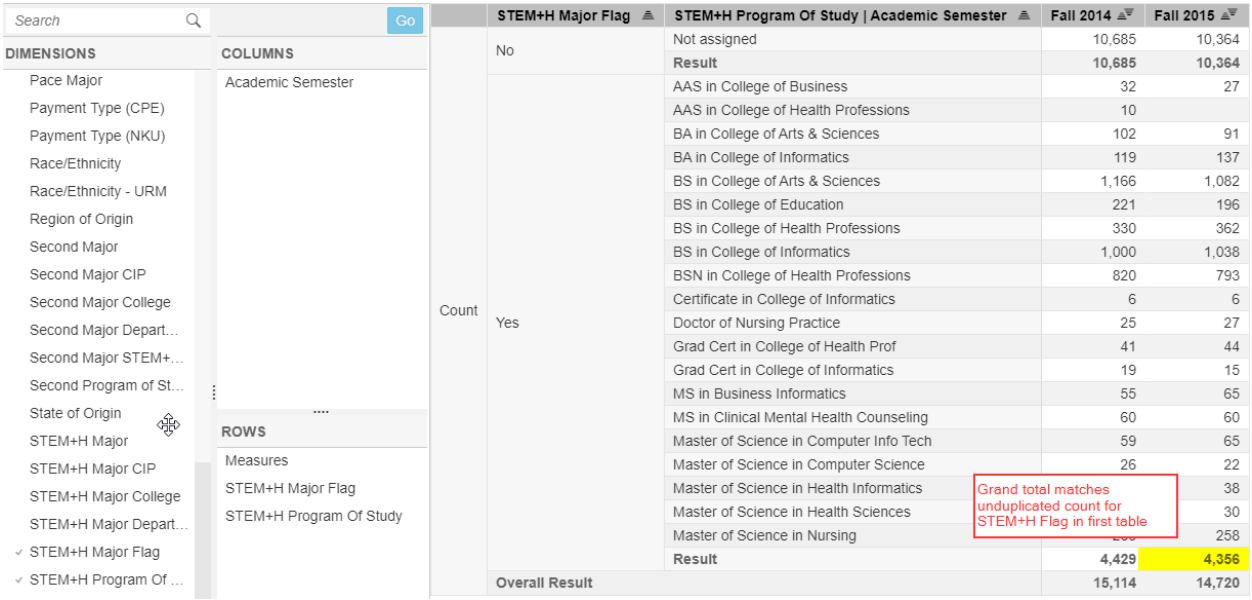
The number of students with a first major in STEMH plus the number of students with a second major in STEMH is greater than the unduplicated count above, since some students with a first major STEMH will also have a second major STEMH. For example, in 2015, 4,267 students had a first major STEM+H, and 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

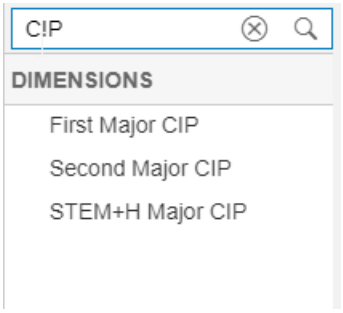
The **STEM+H Program of Study** dimension is also based on the unduplicated count between first and second major. Notice that when the **STEM+H Program of Study** dimension is nested under **STEM+H Major Flag**, the grand total for STEM+H majors is equal to the unduplicated count for **STEM+H Major Flag**.

Remember to select **Go**.



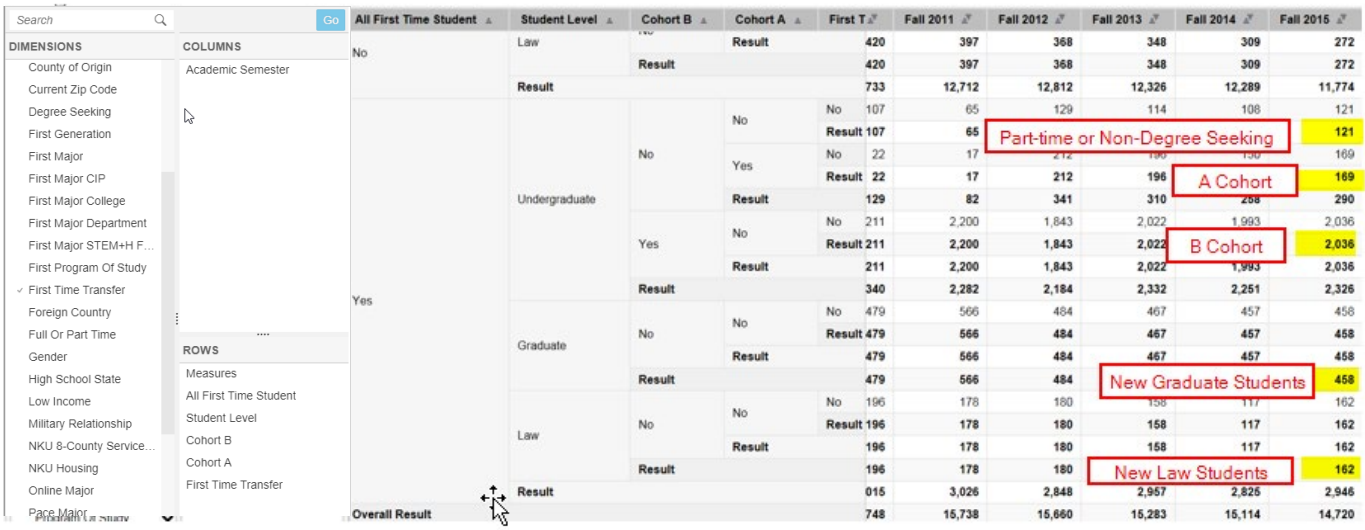
CIP Codes

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:



First Time Students

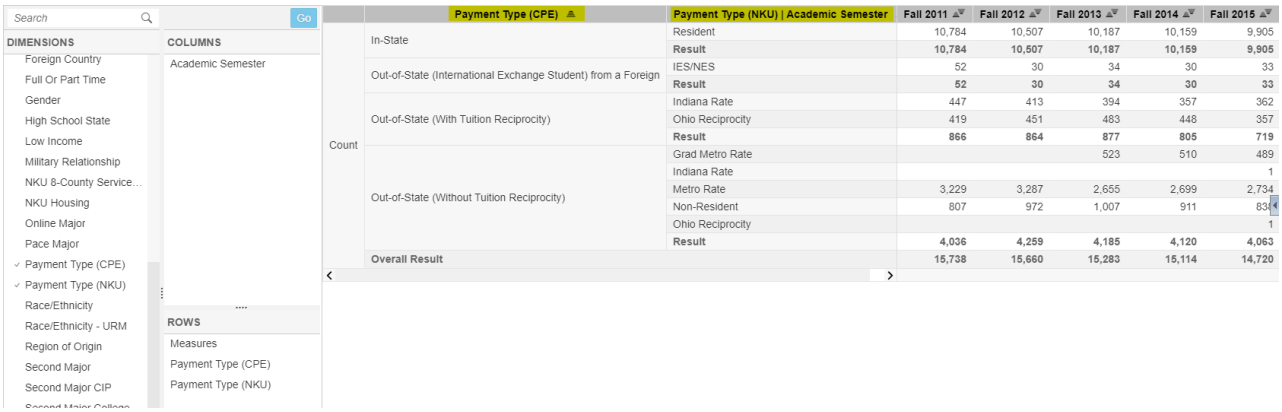
The dimension for **All First Time Students** includes the B-cohort (first-time, full-time bachelor's degree seeking); the A cohort (first-time, full-time associate's degree-seeking); first-time, part-time degree-seeking undergraduate students; first-time graduate level students; and first-time non-degree-seeking 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).



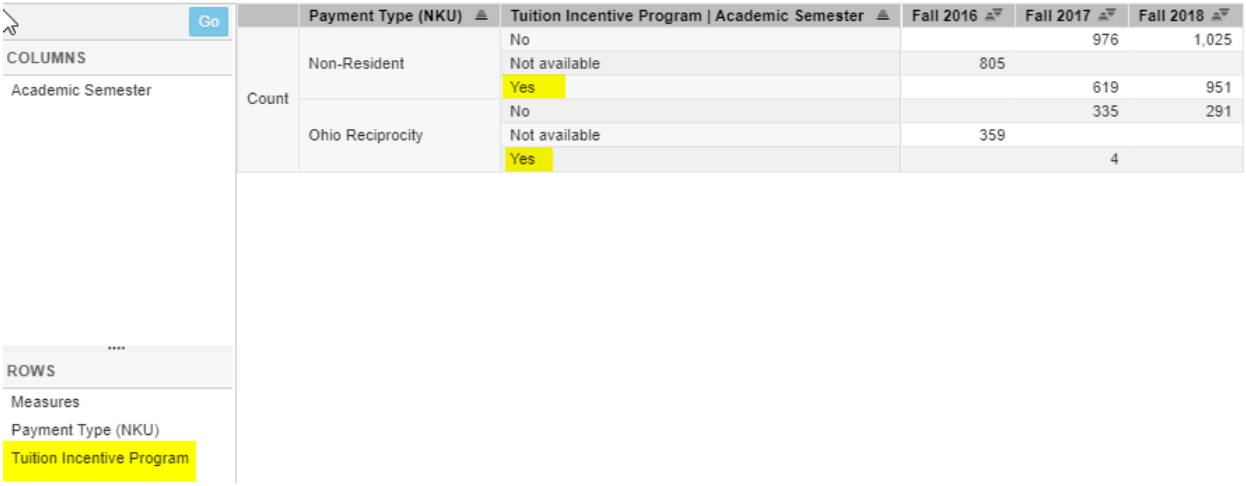
All First Time Student	Student Level	Cohort B	Cohort A	First T	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
No	Law		Result		420	397	368	348	309	272
		Result			420	397	368	348	309	272
	Result				733	12,712	12,812	12,326	12,289	11,774
Yes	Undergraduate	No	No	No	107	65	129	114	108	121
				Result	107	65	129	114	108	121
			Yes	No	22	17	212	196	158	169
				Result	22	17	212	196	158	169
		Result			129	82	341	310	266	290
		Yes	No	No	211	2,200	1,843	2,022	1,993	2,036
				Result	211	2,200	1,843	2,022	1,993	2,036
			Result		211	2,200	1,843	2,022	1,993	2,036
		Result			340	2,282	2,184	2,332	2,251	2,326
	Graduate	No	No	No	479	566	484	467	457	458
				Result	479	566	484	467	457	458
			Result		479	566	484	467	457	458
		Result			479	566	484	467	457	458
	Law	No	No	No	196	178	180	158	117	162
				Result	196	178	180	158	117	162
			Result		196	178	180	158	117	162
		Result			196	178	180	158	117	162
	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

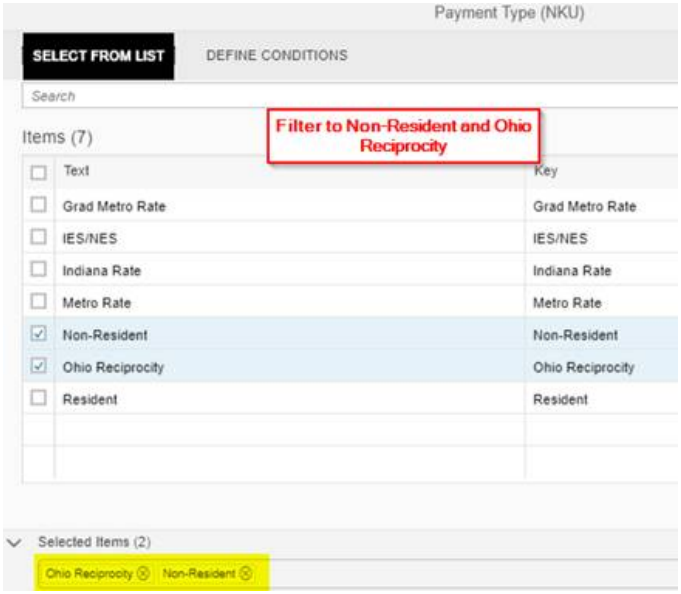
Payment Types (CPE and NKU)

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.



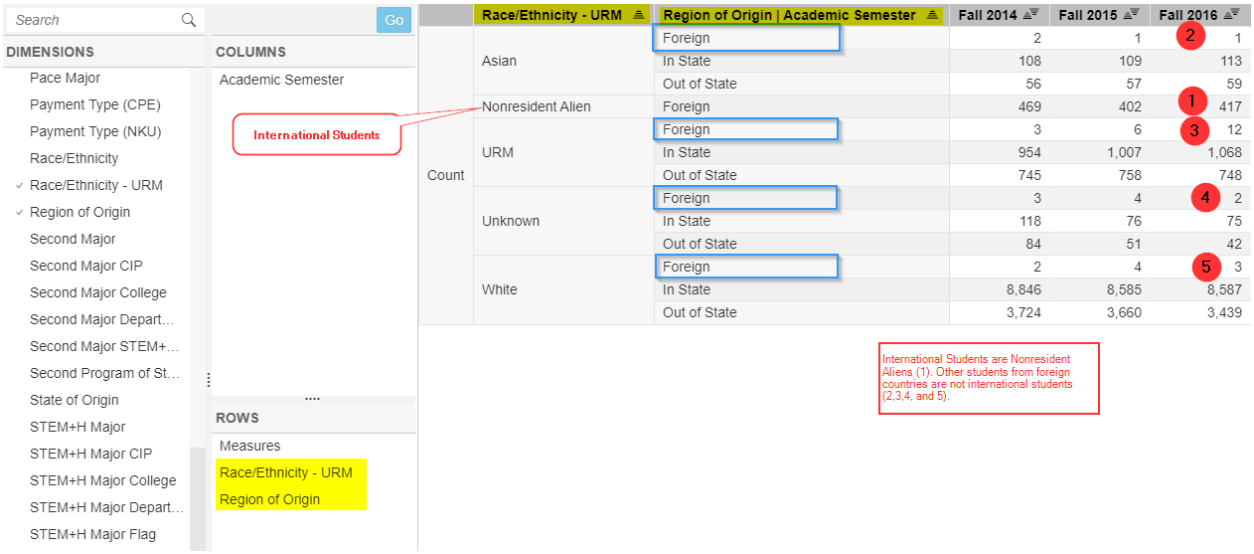
Additionally you can look at those who have participated in the tuition incentive program. To look at this data remove **Payment Type (CPE)** from the rows and add **Tuition Incentive Program**. Be sure to filter **Payment Type (NKU)** to "**Non-Resident"** and "**Ohio** Reciprocity". See the following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





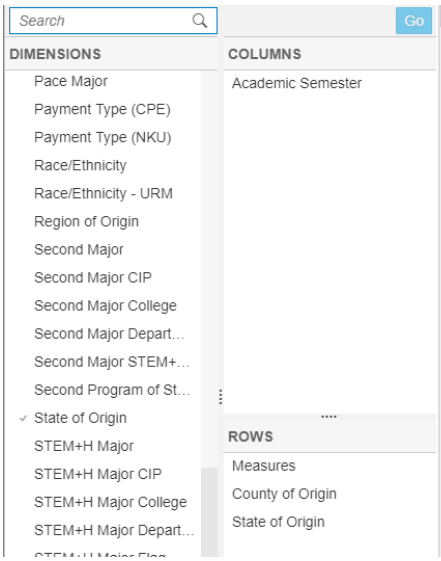
International Students

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.



State and County of Origin

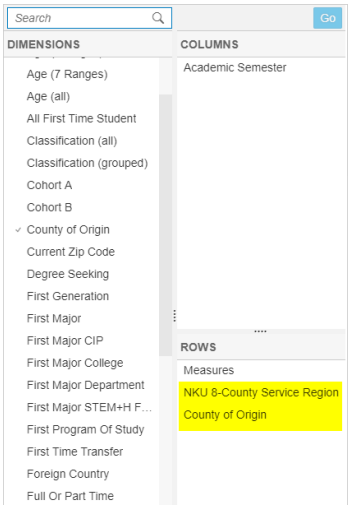
When you need to know the number of students from selected counties, it is imperative that you first use the **State of Origin** dimension with **County of Origin** nested beneath. There are several counties with the same name in multiple states. Below is an illustration flipping the normal output to 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).



	County of Origin	State of Origin | Academic Semester	Fall 2013	Fall 2014	Fall 2015	Fall 2016
Count	Adair	Kentucky		2	4	3
		Result		**2**	**4**	**3**
	Adams	Ohio	24	22	21	15
		Result	**24**	**22**	**21**	**15**
	Allen	Indiana				
		Kentucky	3	1	1	2
		Ohio	3	3	5	7
		Result	**6**	**4**	**6**	**9**
	Anderson	Kentucky	17	16	23	20
		Result	**17**	**16**	**23**	**20**
	Ashland	Ohio	2	1	1	
		Result	**2**	**1**	**1**	
	Ashtabula	Ohio		1	1	1
		Result		**1**	**1**	**1**
	Athens	Ohio	2	4	4	3
		Result	**2**	**4**	**4**	**3**
	Auglaize	Ohio	2	3	4	3
		Result	**2**	**3**	**4**	**3**
	Barren	Kentucky	8	8	4	5
		Result	**8**	**8**	**4**	**5**
	Bartholomew	Indiana	2	2	2	2
		Result	**2**	**2**	**2**	**2**

NKU 8-county Service Region

Kentucky defines service regions for each of the public universities. There are eight counties identified as the service region for NKU: Boone, Bracken, Campbell, Carroll, Gallatin, Grant, Kenton, and Pendleton. Nest the **County of Origin** under the **NKU 8-county Service Region** dimension to see this relationship. See illustration below.



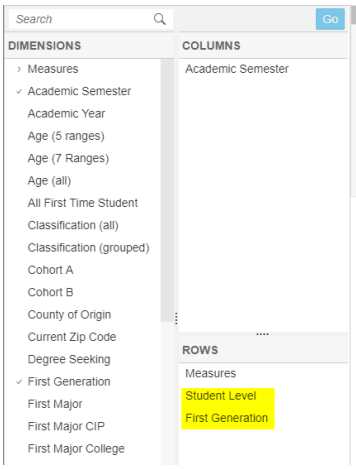
	NKU 8-County Service Region	County of Origin | Academic Semester	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018
Count	KY 8-county service region	Boone	2,410	2,417	2,486	2,438	2,562
		Bracken	52	56	56	63	73
		Campbell	2,075	1,895	1,890	1,811	1,861
		Carroll	29	20	16	14	16
		Gallatin	80	74	72	74	66
		Grant	305	322	306	304	286
		Kenton	3,048	2,797	2,766	2,858	2,804
		Pendleton	238	253	237	232	217

Student High School

Currently, the high school from which a student graduated is available for most undergraduate students.

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.



	Student Level	First Generation | Academic Semester	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018
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**

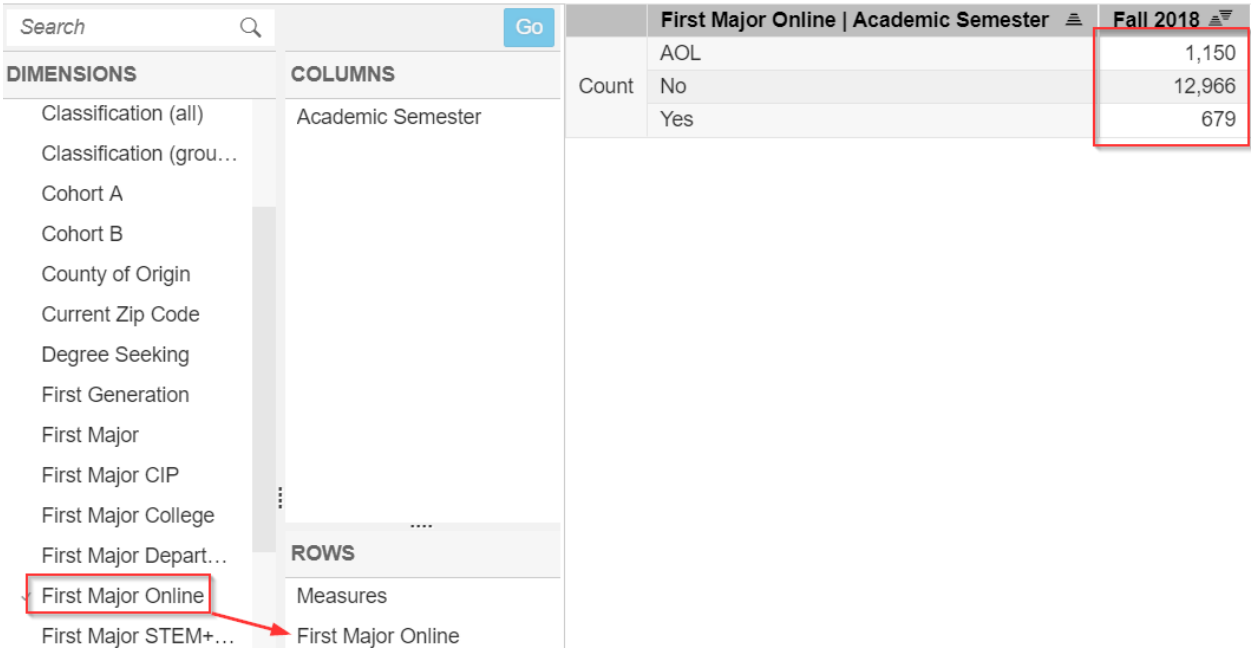
Low Income

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.

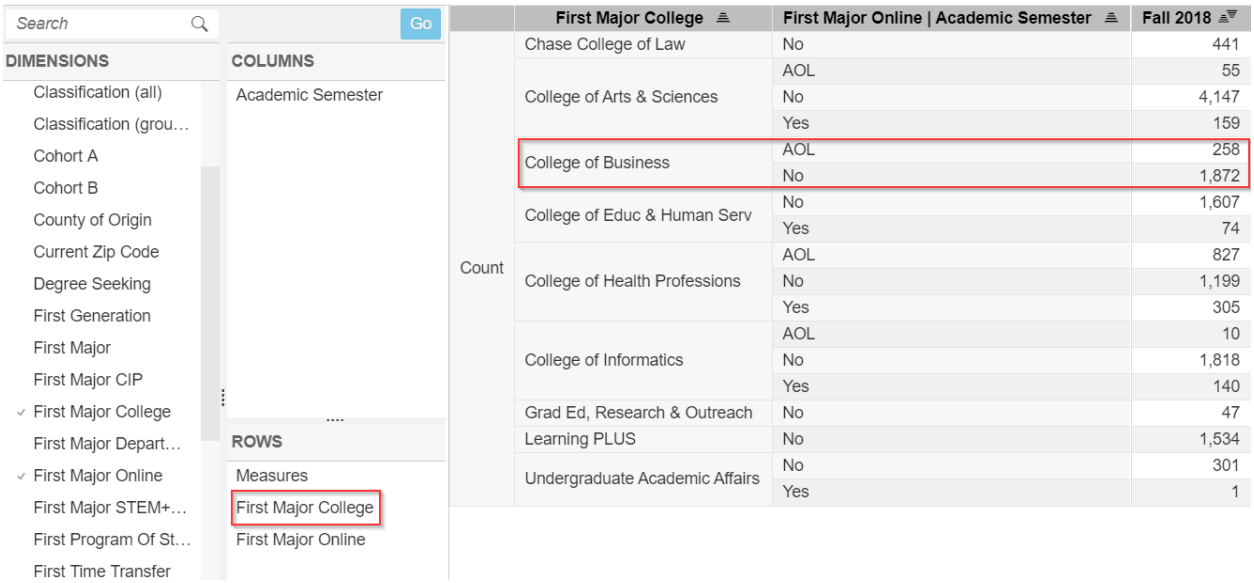
	Student Level	Low Income | Semester		Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
Count	Undergraduate	No or Unknown	124	9,568	8,954	8,803	8,993	8,772	8,855	12,806
		Yes	906	3,638	4,563	Data not available till November 2016.				
	Graduate	No or Unknown	Pell Grants are available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



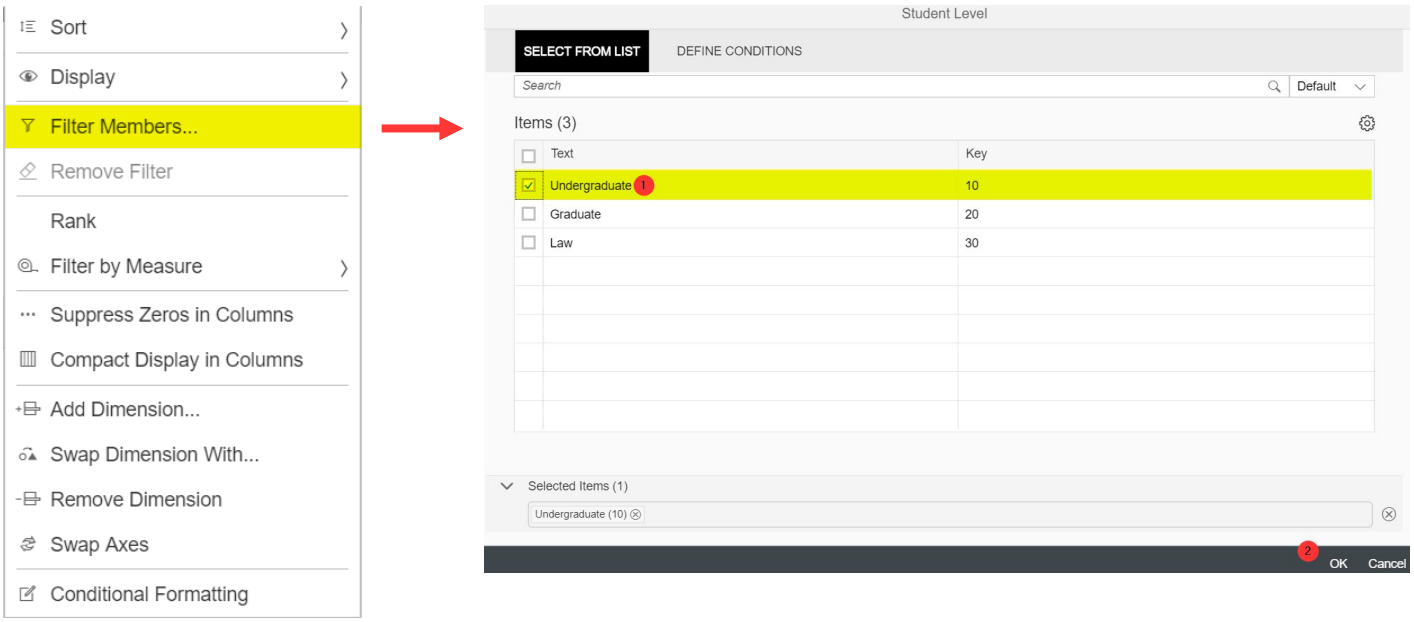
By bringing in the field **First Major College** we can determine how many students were in an AOL major for the given semester.



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

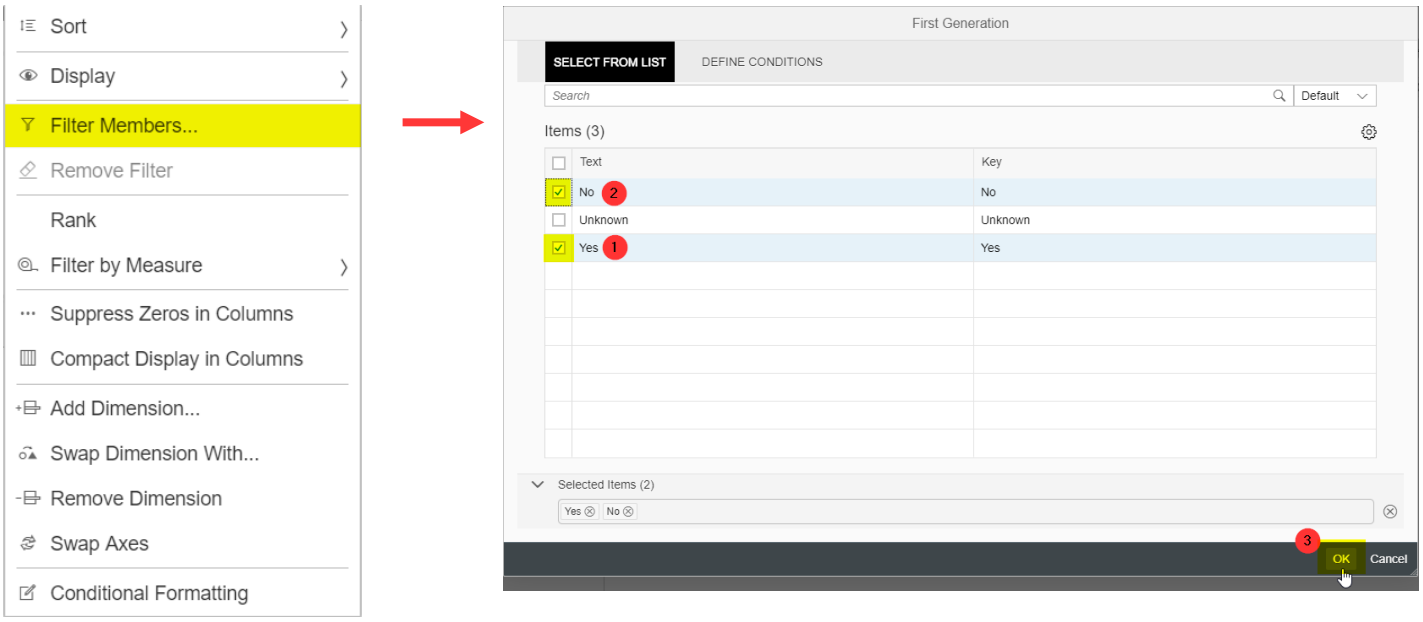
Filter by Dimension

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.

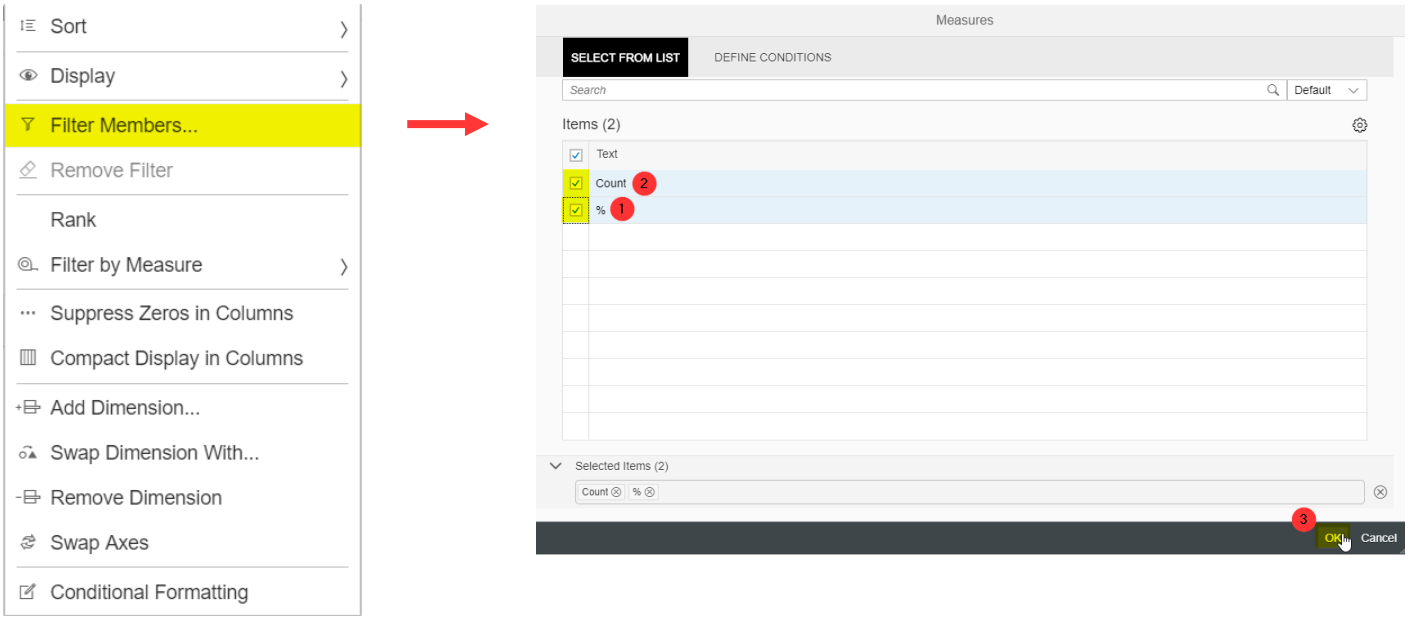


Check the box for **Undergraduate** from the list of options, and select **Ok**. Now the table is filtered to display only undergraduate students.

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 **%**.

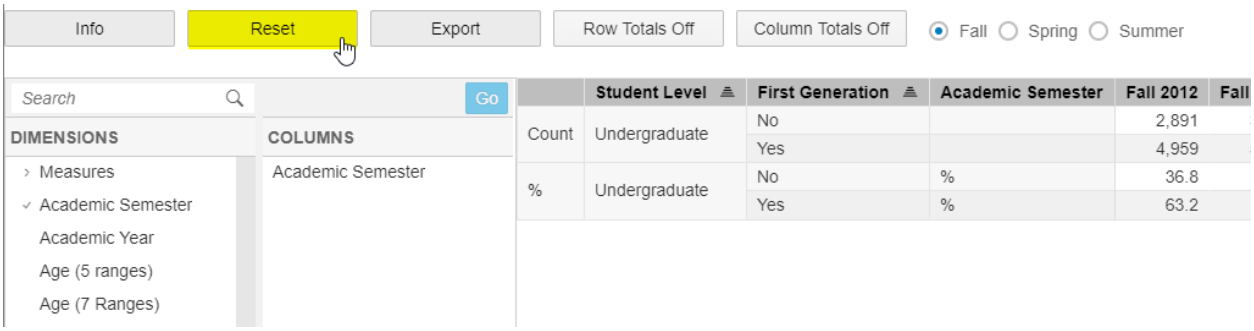


The resulting output will show the percent of undergraduates who are first generation, **out of those who answered the question**. You will see that the percentage for First Generation students has declined somewhat, but know that the trend is influenced by the increase in the proportion of students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

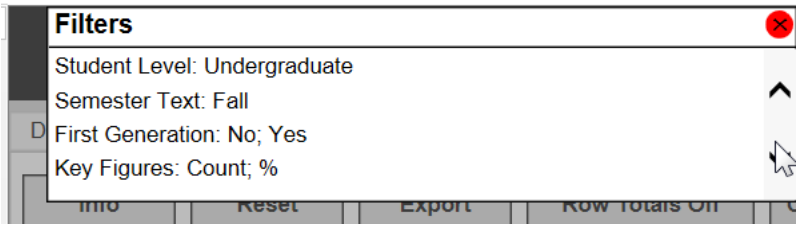
	Student Level	First Generation	Academic Semester	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018
Count	Undergraduate	No		2,891	3,590	3,999	4,184	4,655	5,124	5,523
		Yes		4,959	5,878	5,701	5,367	5,493	5,707	5,723
%	Undergraduate	No	%	36.8	37.9	41.2	43.8	45.9	47.3	49.1
		Yes	%	63.2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

Removing Filters

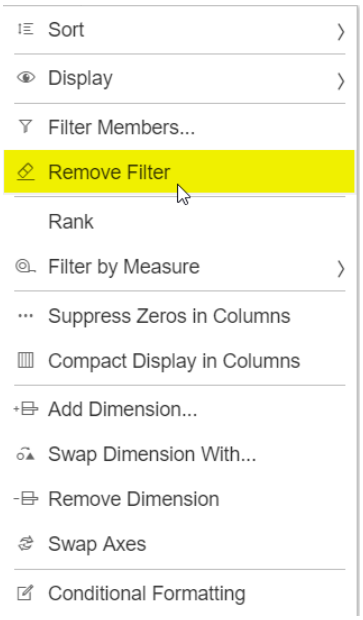
To remove **all** filters, simply click the **Reset** button at the top of the screen. This will allow you to start fresh with building a new table.



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.

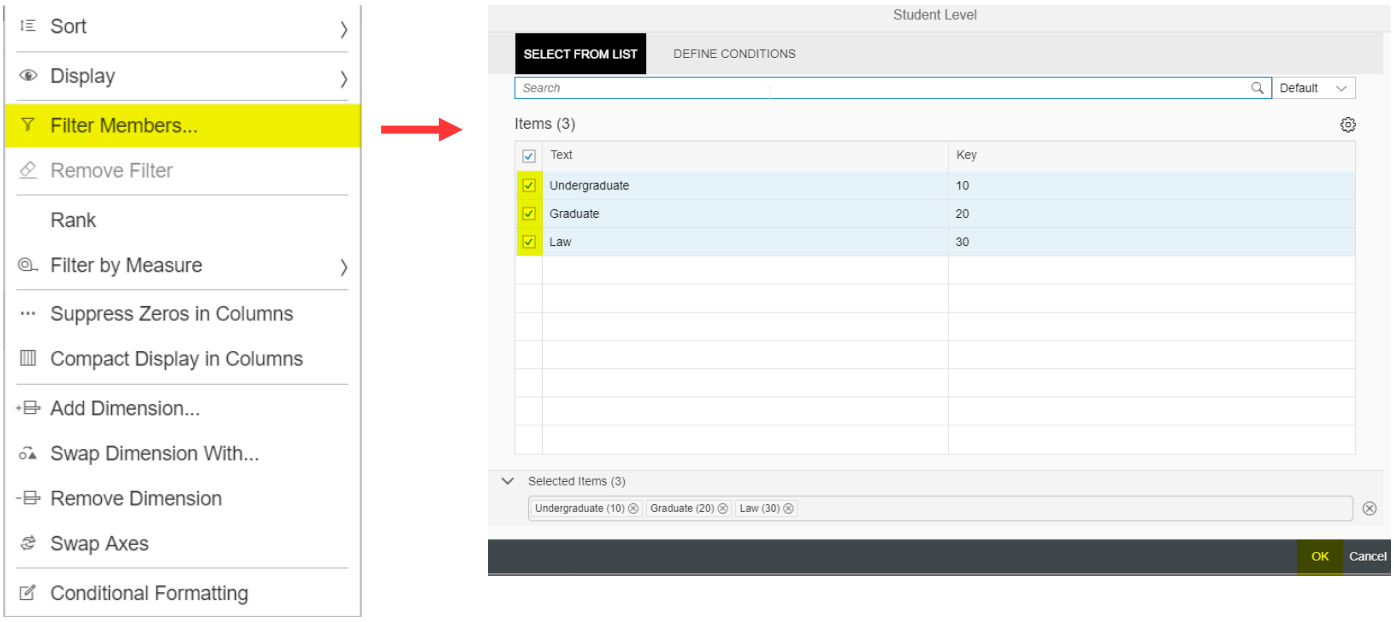


This will show you that a filter is included for **Student Level**, **First Generation**, and **Count** and **%** are revealed under **Measures (Key Figures)**. If you wish to remove the filter for First Generation only, click the "X" at the top right corner to close the **Info** button, then right-click 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 2
	No								2,883	3,586	3,992	4
Undergraduate	Unknown		12,668	12,726	13,030	13,206	13,517	13,322	5,512	3,662	3,425	3
	Yes								4,949	5,868	5,693	5
	No	%							21.6	27.3	30.5	
Undergraduate	Unknown	%	100.0	100.0	100.0	100.0	100.0	100.0	41.3	27.9	26.1	
	Yes	%							37.1	44.7	43.4	

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.



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

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
	No								2,883	3,586	3,992	4,175
Undergraduate	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
	No	%							18.4	23.5	26.4	28.4
Undergraduate	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.

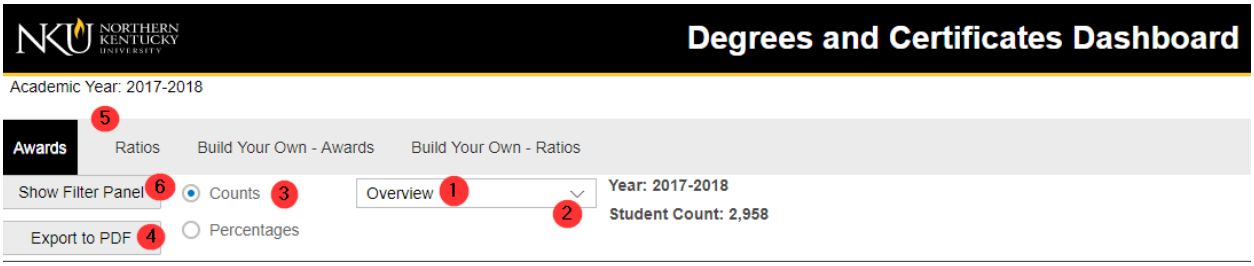
Divider

Management Dashboard:

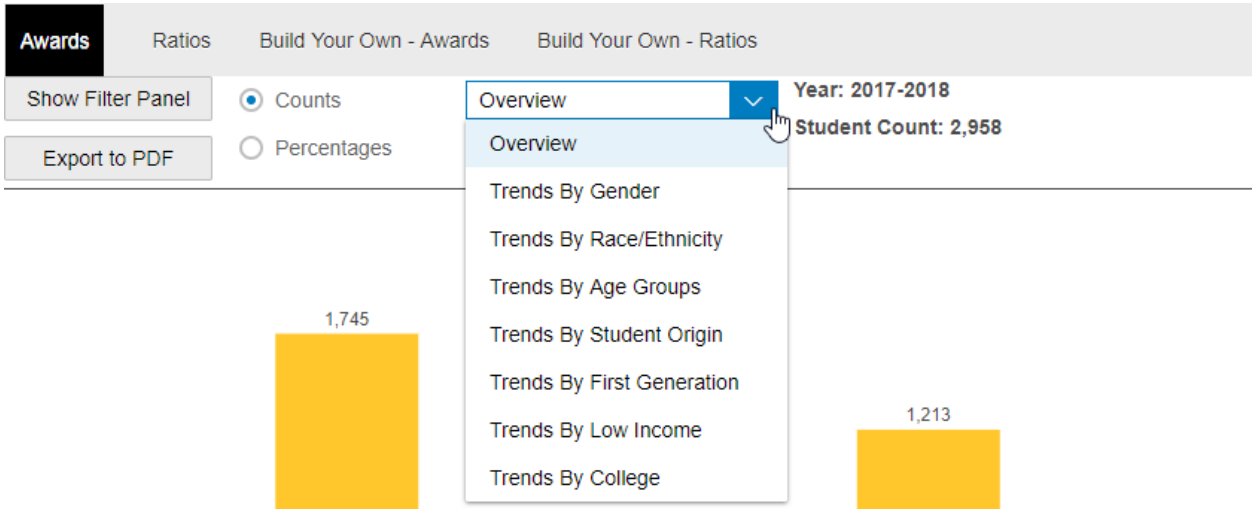
Degrees and Certificates

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).

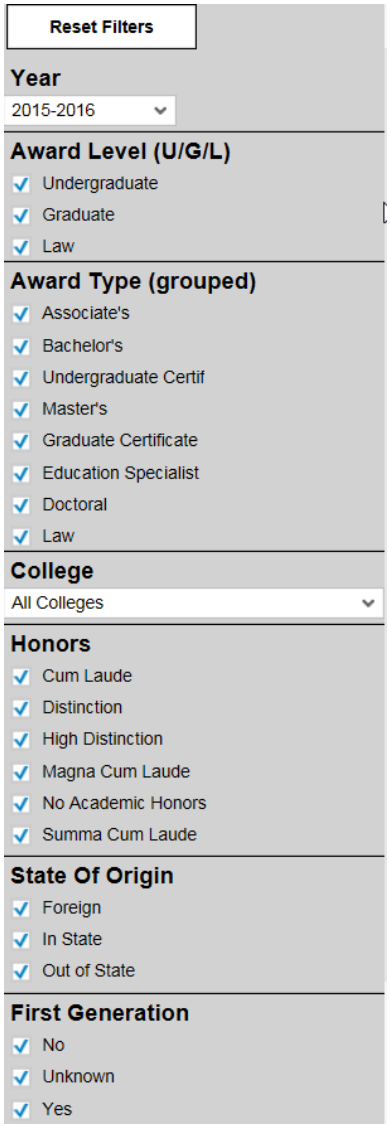
Below is a diagram of the dashboard sections for Degrees and Certificates.



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.

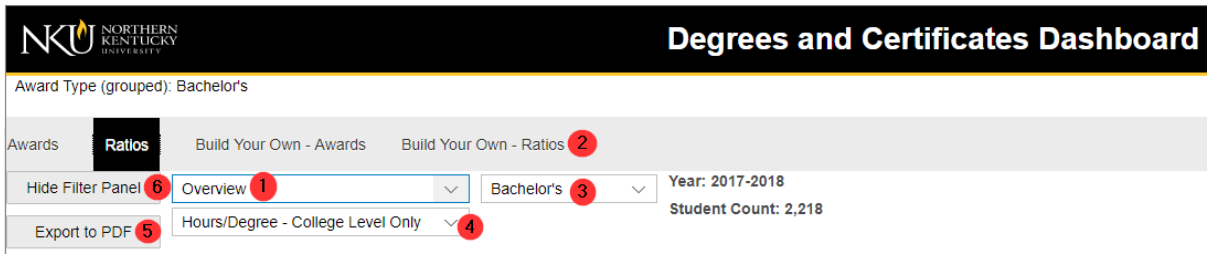


3. You can view data in terms of Counts or Percentages.
4. If you wish to use one of the tables in another document, choose "Export to PDF."
5. On the second tab, "Ratios" are graphics arranged by metrics. See the section on the Ratios Tab for details.
6. For both Awards and Ratios tabs, use the Filter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

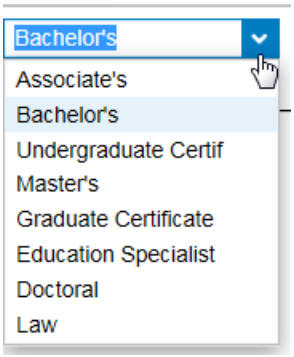


The Ratios Tab

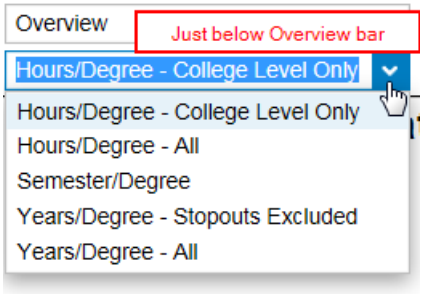
Select the Ratios Tab to view metrics for time-to-degree and hours-to-degree. See the dashboard diagram below for the Ratios tab.



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.



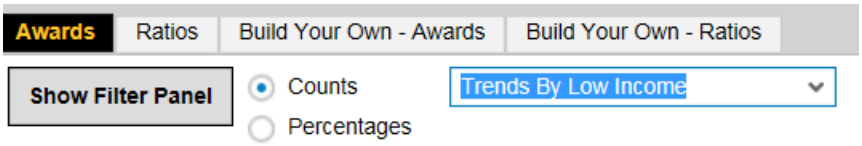
4. Just below is a third drop-down with "Hours/Degree – College Level Only" appearing in the selection menu.



   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.

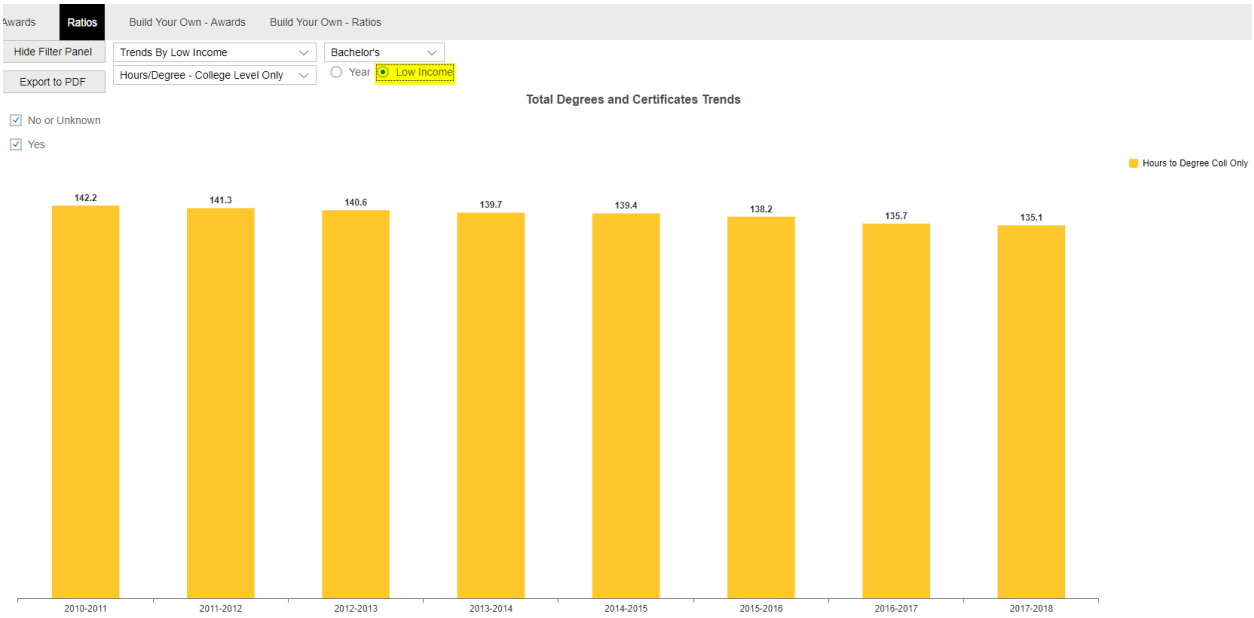
Graphics for Trends under Ratios Tab

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



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.)

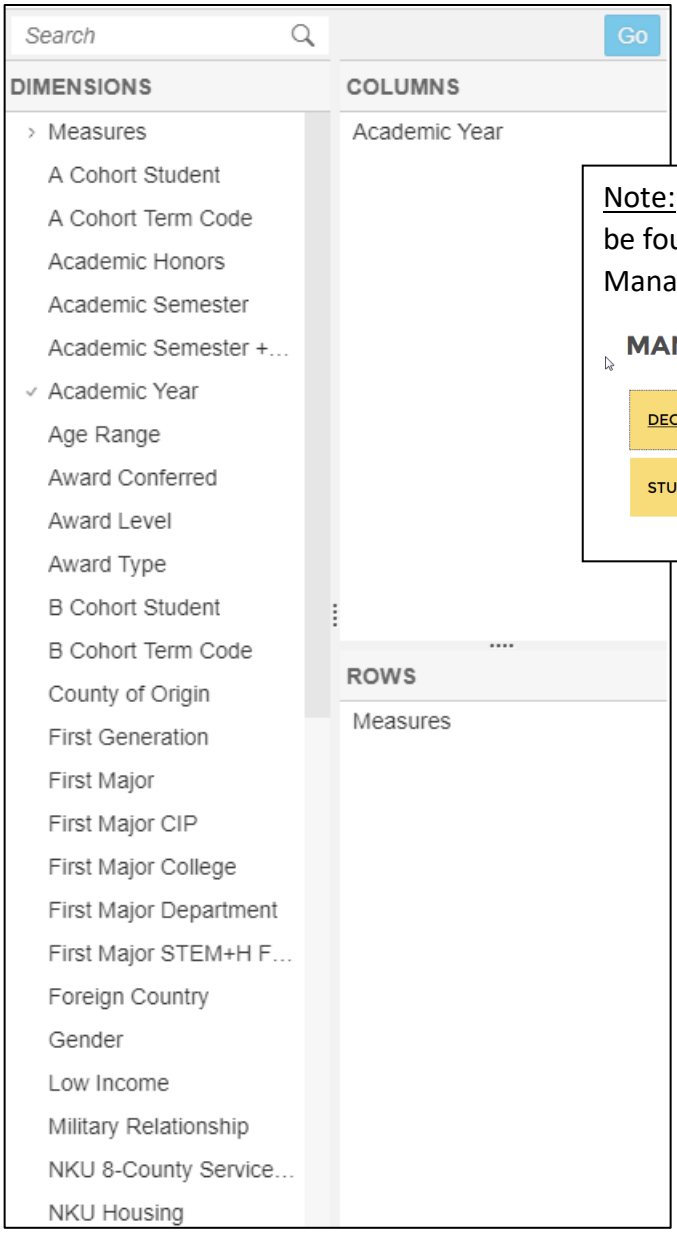


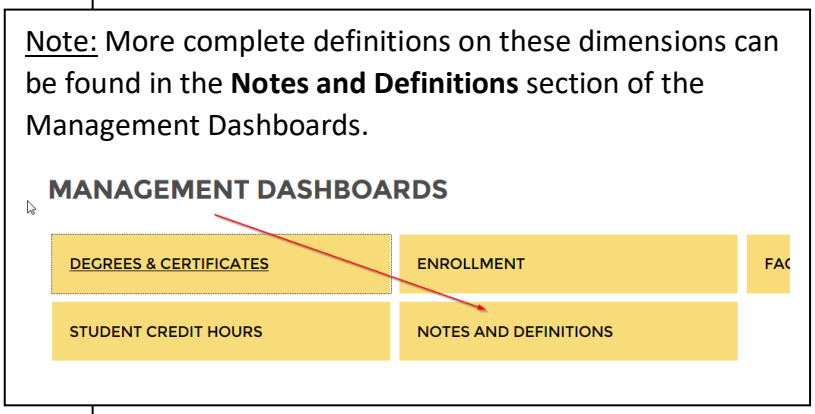
Build Your Own (BYO) Reports

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.



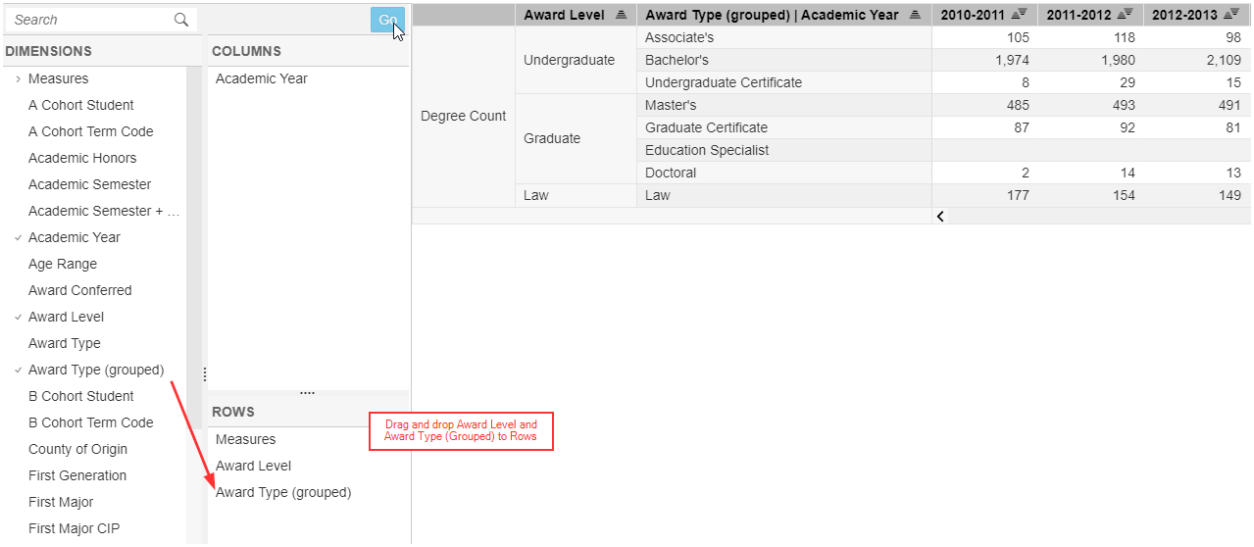


By default, the dimension **Degree Count** has been placed under Rows, and **Academic Year** has been placed in the Columns. This builds a simple table "**Degree Count by Academic Year**" on the main table display.

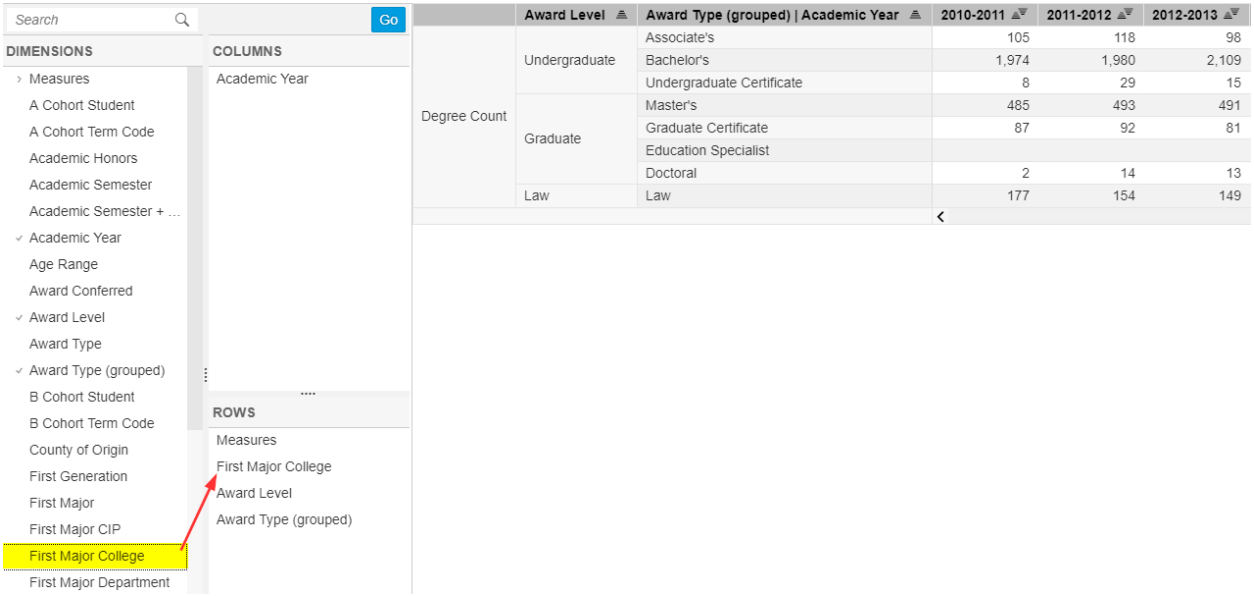
Academic Year	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Degree Count	2,838	2,880	2,956	2,937	3,087	2,902

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 Go Button to see the data



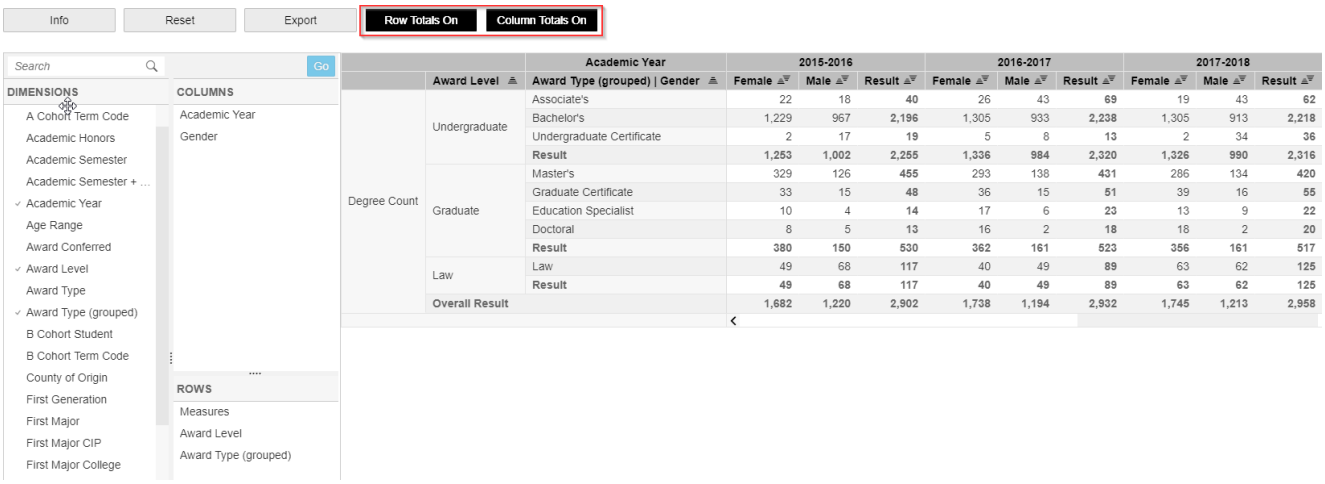
Now drag-and-drop **First Major College** to rows. Place **First Major College** directly under **Measures**.



Remember to select the Go 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.



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

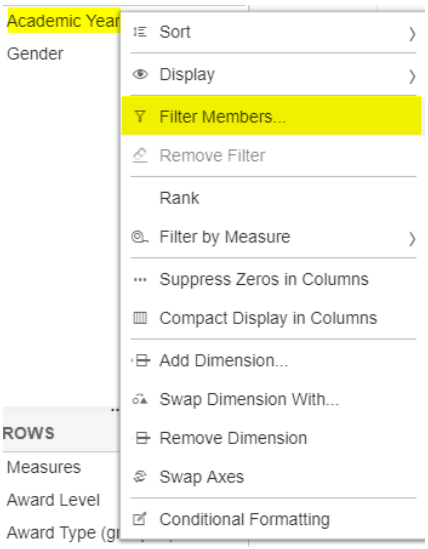
First Major and Second Major

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

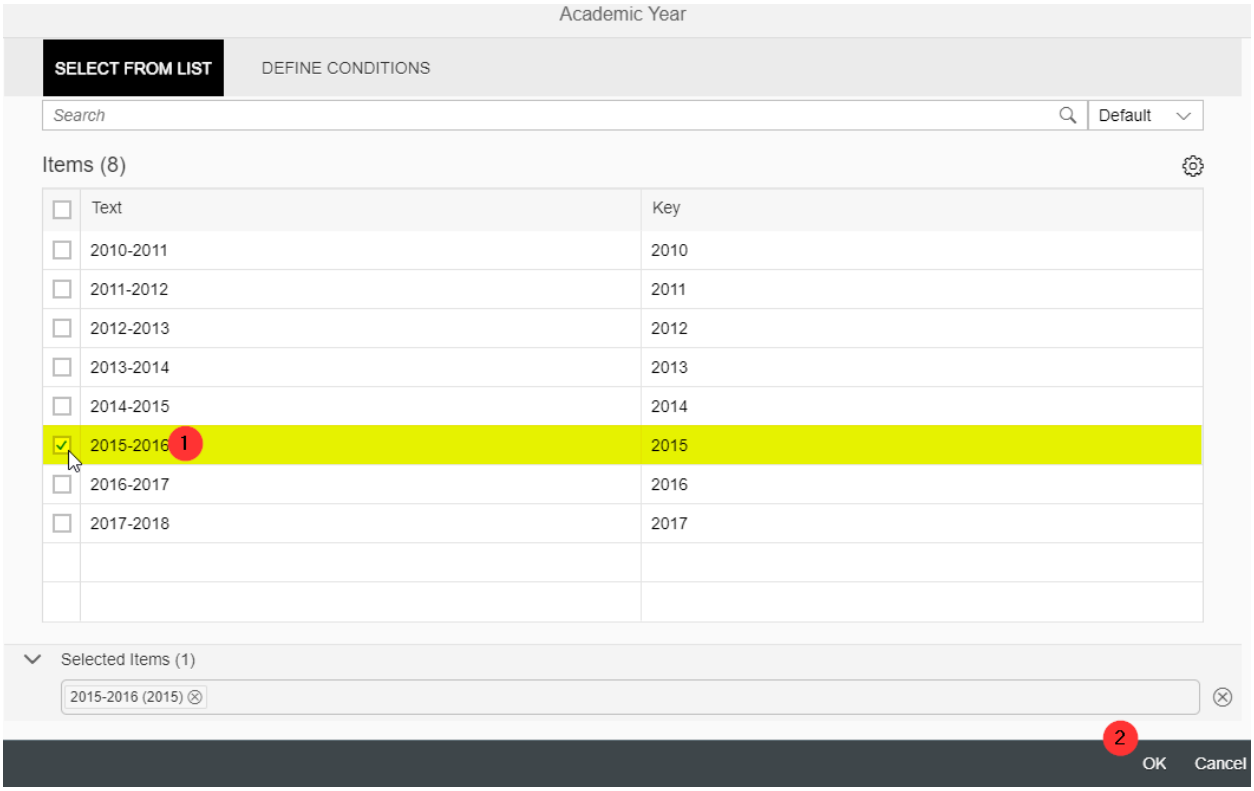
Filtering on a Dimension

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

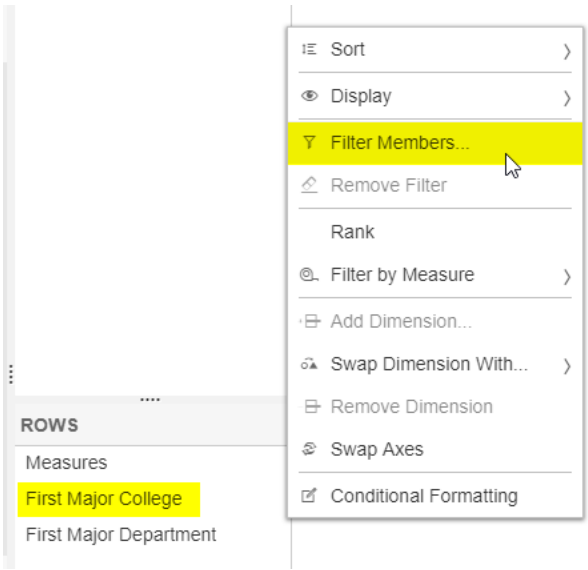
Right-click on Dimension **Academic Year** (in Columns). Then select **Filter Member**. See illustration:



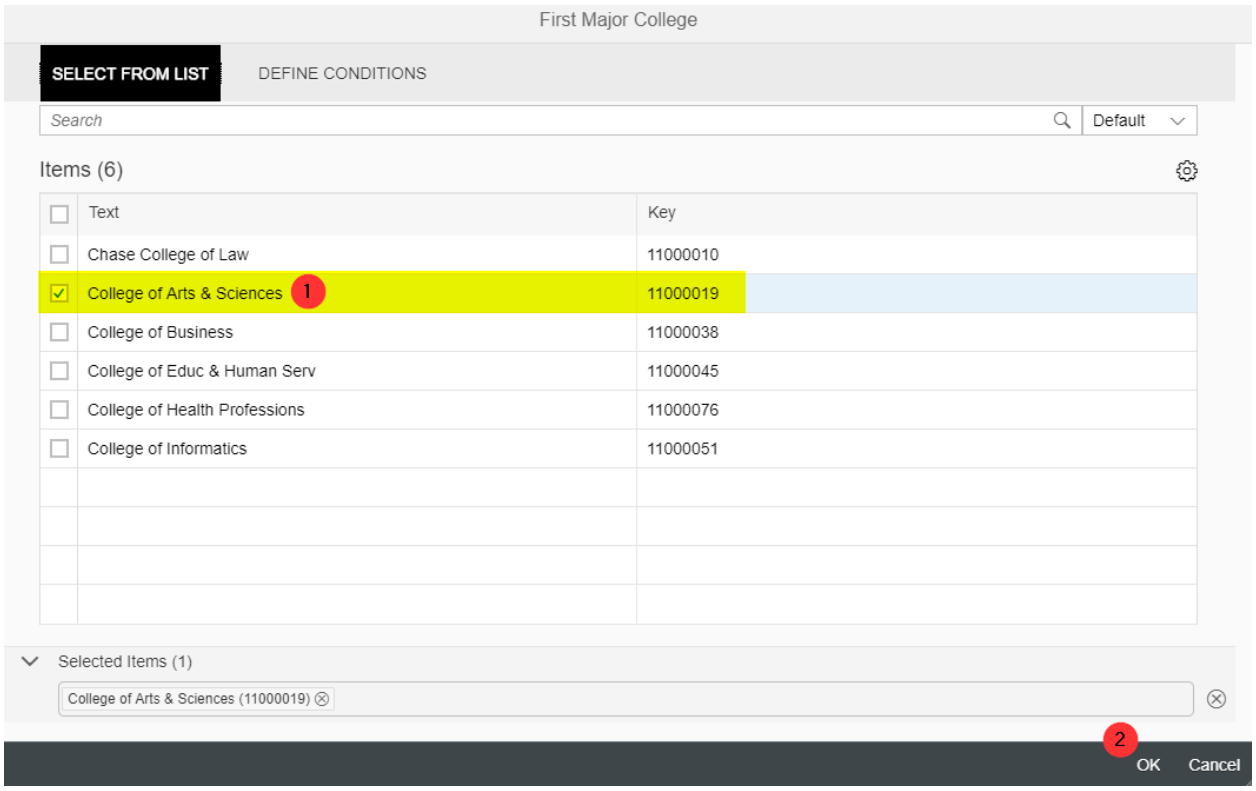
1. Check the box for "2015-2016" from the list of options
2. Click **Ok**. Now the table is filtered to the academic year 2015-2016.



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



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**.



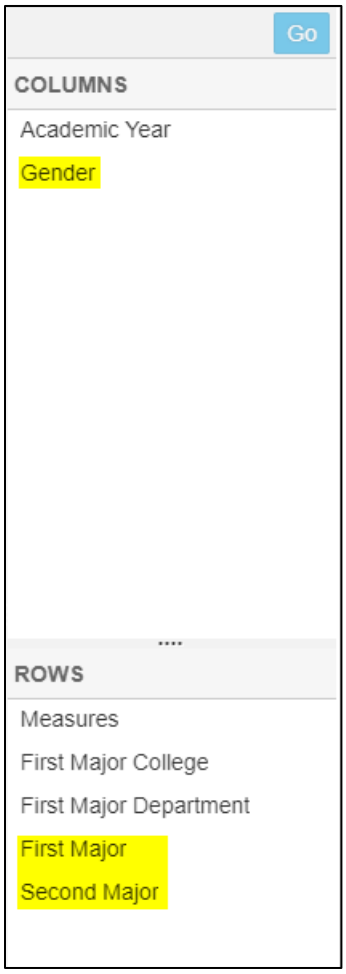
Remember to select the Go Button to see the data.

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**	**998**
	Overall Result		**998**	**998**

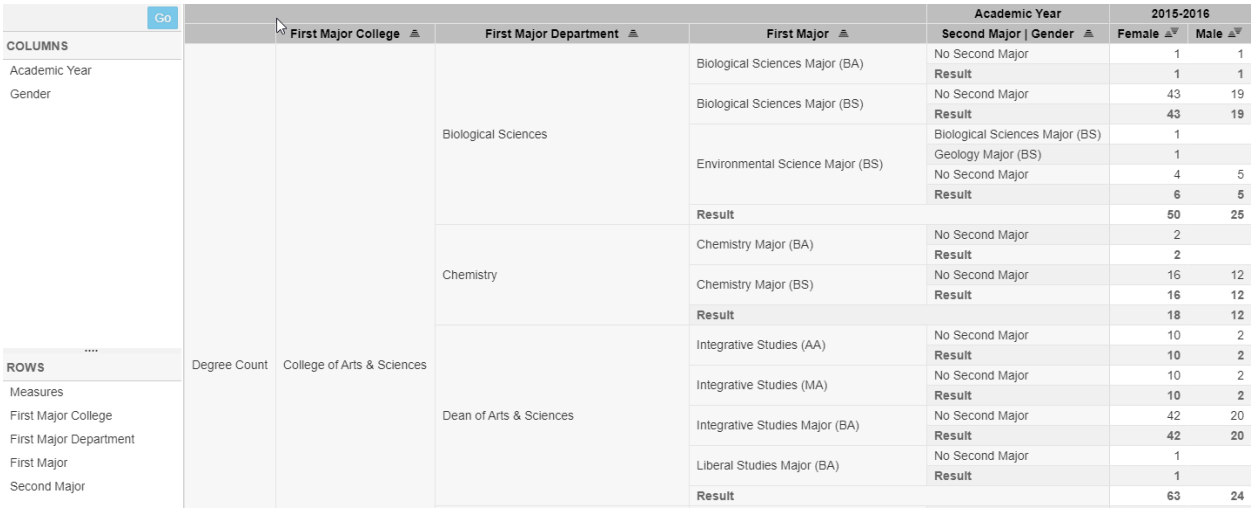
Add dimensions for first and second major to rows. Add **Gender** to the columns.



Select the Go button.

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

Degree by First and Second Major



Go

COLUMNS

Academic Year

Gender

ROWS

Measures

First Major College

First Major Department

First Major

Second Major

	First Major College	First Major Department	First Major	Academic Year	2015-2016	
				Second Major | Gender	Female	Male
Degree Count	College of Arts & Sciences	Biological Sciences	Biological Sciences Major (BA)	No Second Major	1	1
				Result	**1**	**1**
			Biological Sciences Major (BS)	No Second Major	43	19
				Result	**43**	**19**
			Environmental Science Major (BS)	Biological Sciences Major (BS)	1	
				Geology Major (BS)	1	
				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**
		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**
			Liberal Studies Major (BA)	No Second Major	1	
				Result	**1**	
			Result		**63**	**24**

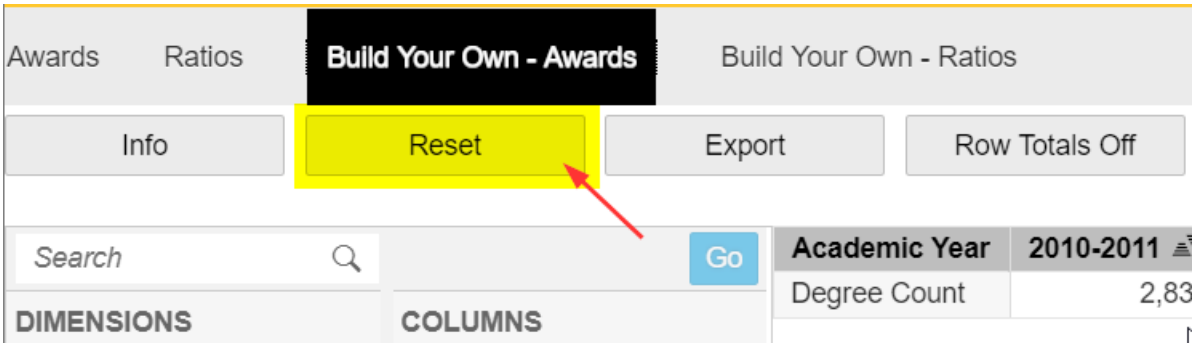
STEMH Majors

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

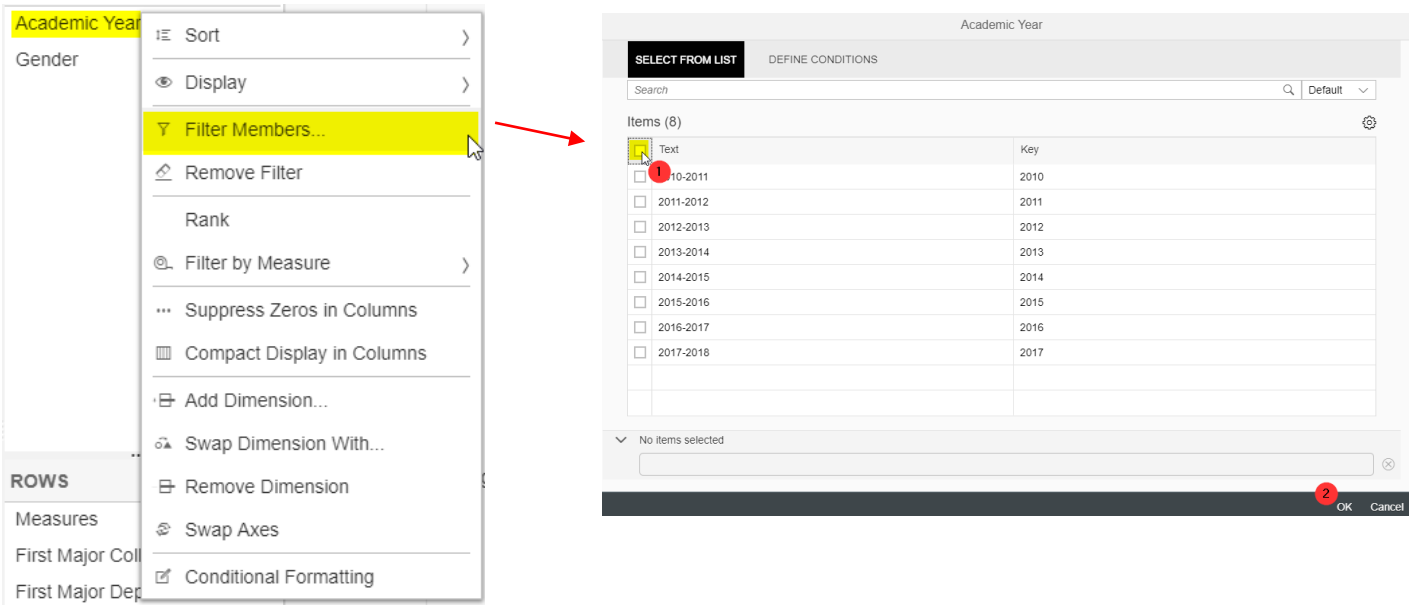
Before we continue, it is important to remove the filters we have placed on existing dimensions. Since we placed filters on **Academic year** and **College** in the above example we need to remove the filters by one of the following steps.

<u>Remove Filters</u>

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



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.



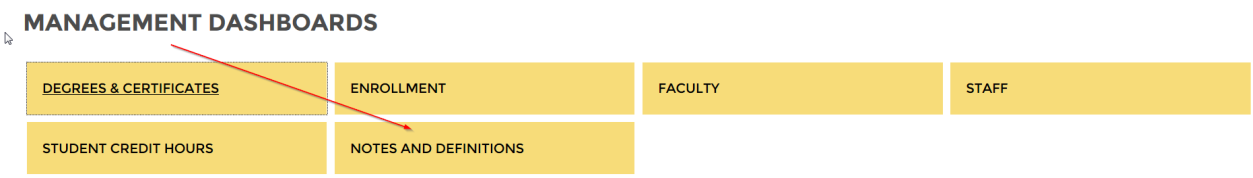
Use one of these methods to remove all filters.

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:

a. **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."
b. **Second Major STEM+H Flag-** Students whose second major is in a CPE-designated STEM+H field are flagged with "yes."
c. **STEM+H Major Flag** – Students whose first **or** second major is STEM or Health are flagged with "yes".
d. **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.
e. **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.

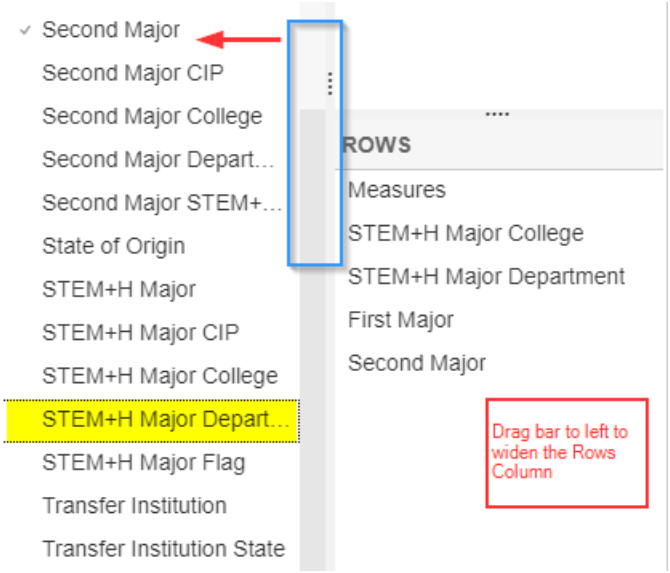


Right-click **Academic Year** and select the three most recent years (2013-14, 2014-15, 2015-16).

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:

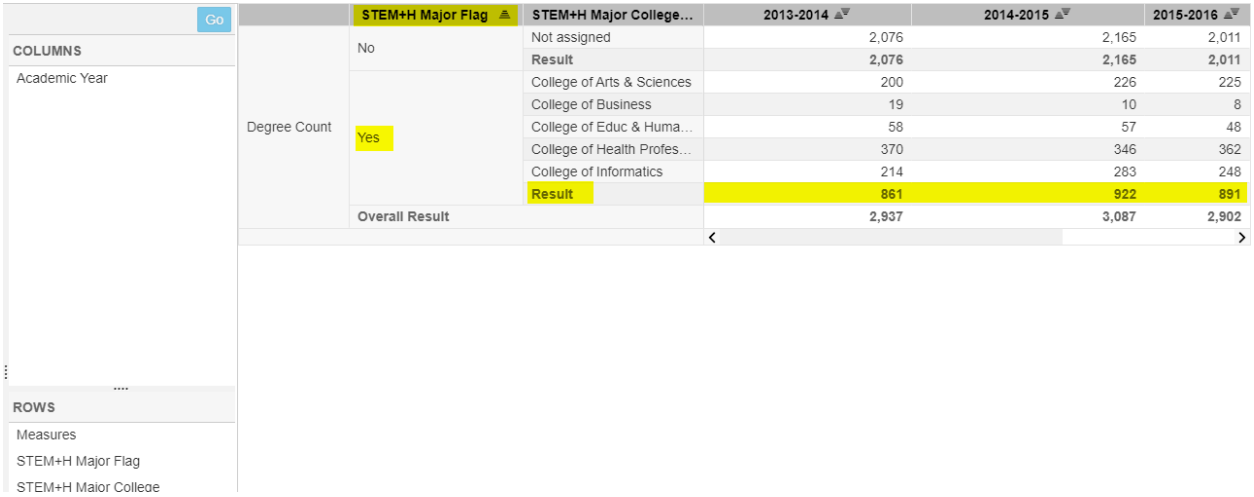


To load the resulting table, select the **Go** button.

This will produce the following table.

	STEM+H Major Colleg...	STEM+H Major Depart...	First Major	Second Major | Academic Year	2013-2014	2014-2015	2015-201...
Degree Count	College of Arts & Scien...	Biological Sciences	Biological Sciences Major (BA)	No Second Major	2		2
			Biological Sciences Major (BS)	Environmental Science Major (BS)		1	
				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	Chemistry Education Major (...	No Second Major	2		
			Chemistry Major (BA)	No Second Major		1	2
			Chemistry Major (BS)	No Second Major	18	14	28
		Mathematics and Statistics	Mathematics Education Major	No Second Major	5	1	1
			Mathematics Major (BS)	No Second Major	11	16	13
				Statistics Major	2	2	4
			Statistics Major	Mathematics Major (BS)	1		
				No Second Major	3	7	6
		Physics, Geology & Engi...	Certificate in Automated Man...	No Second Major			1
			Certificate in Manufacturing ...	No Second Major	1		1
			Criminal Justice Major (BA)	Geology Major (BA)		1	
			Electrical & Electronics Eng T...	No Second Major	23	23	16
			Geology Major (BA)	French Major		1	
				Geography Major			1
				No Second Major	3	3	2
			Geology Major (BS)	No Second Major	6	11	10
				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	

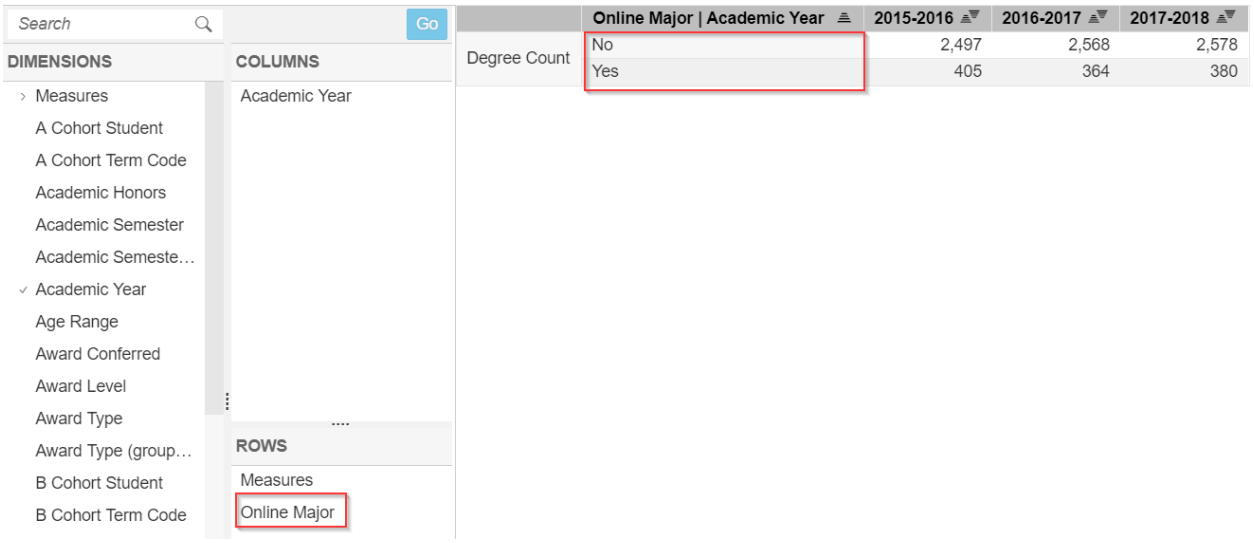
Notice that a Sociology major appears under first major (even though that is not a STEMH major), because the student's second major was Geology. Using either the **STEM+H Major Flag** or the **STEM+H Major College** will yield the totals reported to the state that include all awards for which the first **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
Degree Count	No	Not assigned	2,076	2,165	2,011
		Result	2,076	2,165	2,011
	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
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

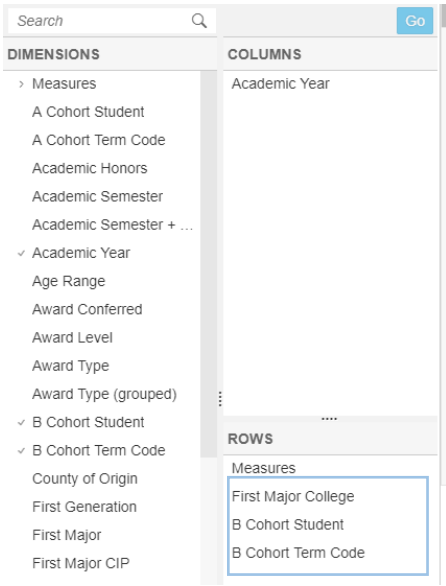
You can filter the dimension **Measures** to look at percent of graduates from various subgroups.

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.

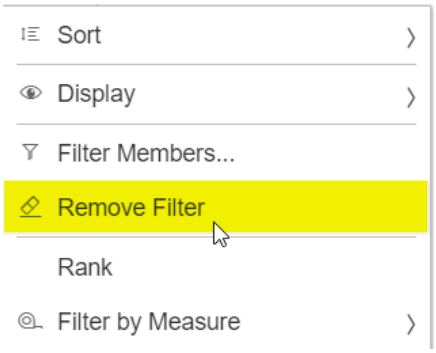
2. Right-Click **Academic Year**, Select **Filter Members**, and check the box for **2015-2016**. Click **Ok**.
3. Right-Click **First Major College**, Select **Filter Members**, and check the box for **College of Arts & Sciences**. Click **Ok**.

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.

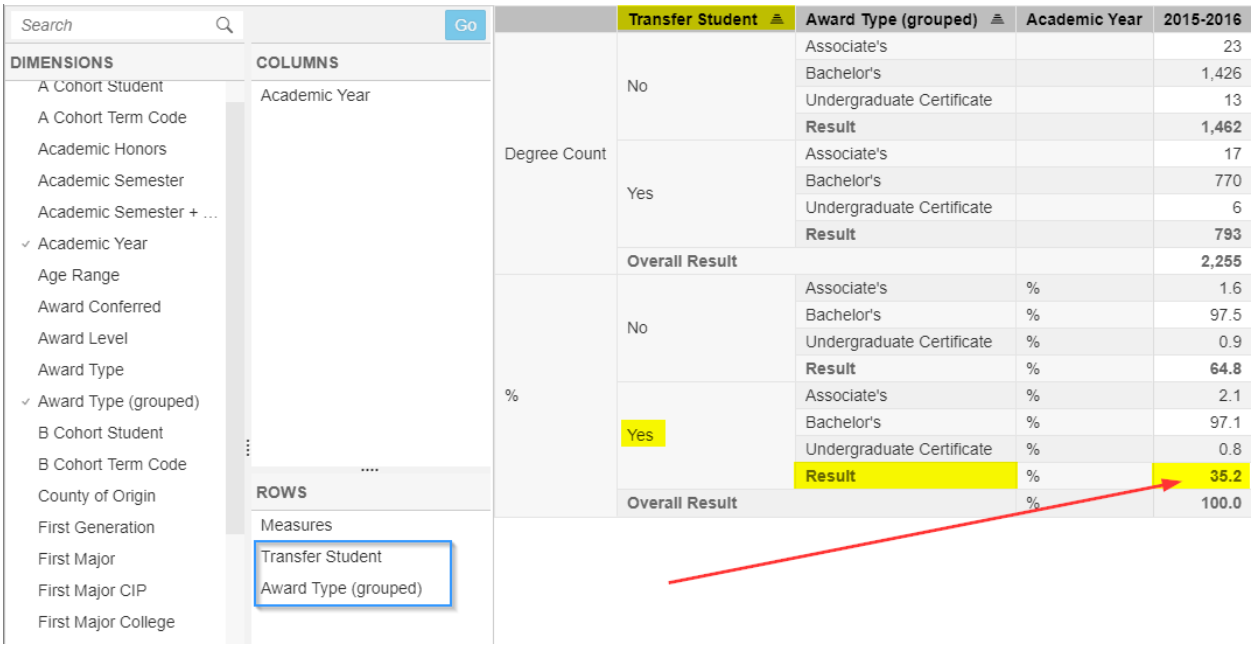


	First Major College	B Cohort Student	B Cohort Term Code	Academic Year	2015-2016
%	College of Arts & Sciences	No	Not Applicable	%	100.0
			Result	%	**50.4**
		Yes	20001	%	0.2
			20011	%	0.4
			20021	%	0.4
			20031	%	1.6
			20041	%	1.6
			20051	%	1.0
			20061	%	1.4
			20071	%	2.6
			20081	%	2.8
			20091	%	5.7
			20101	%	11.1
			20111	%	31.9
			20121	%	37.8
			20131	%	1.4
			Result	%	**49.6**
		Result		%	**100.0**
	Overall Result			%	**100.0**

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.



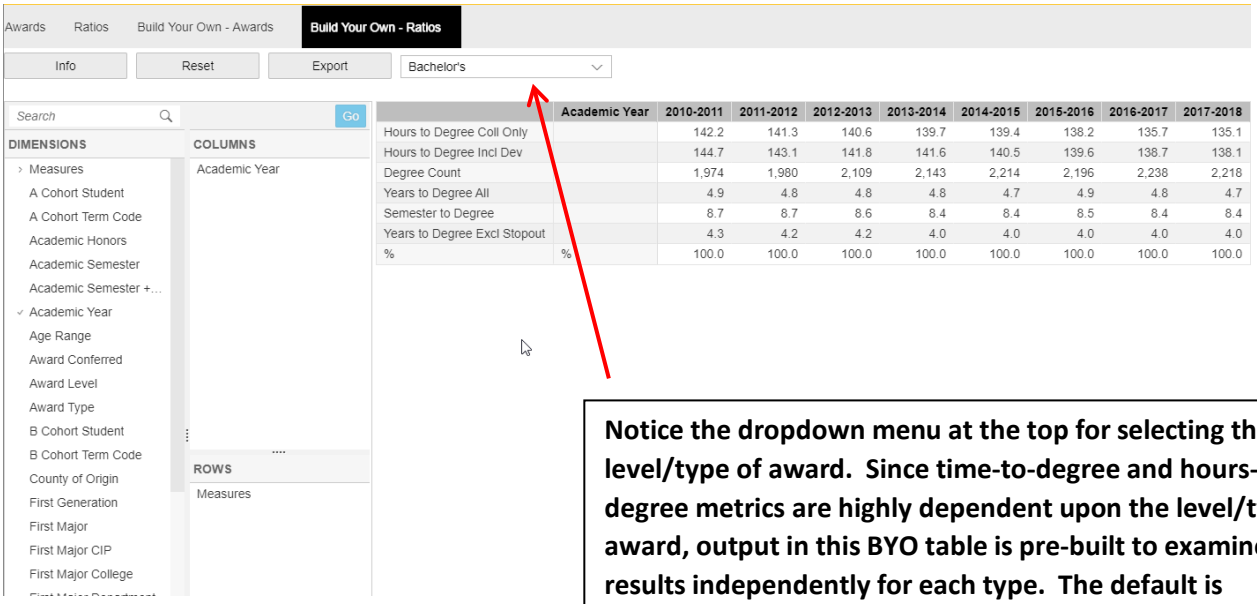
	Transfer Student	Award Type (grouped)	Academic Year	2015-2016
Degree Count	No	Associate's		23
		Bachelor's		1,426
		Undergraduate Certificate		13
		Result		**1,462**
	Yes	Associate's		17
		Bachelor's		770
		Undergraduate Certificate		6
		Result		**793**
	Overall Result			**2,255**
%	No	Associate's	%	1.6
		Bachelor's	%	97.5
		Undergraduate Certificate	%	0.9
		Result	%	**64.8**
	Yes	Associate's	%	2.1
		Bachelor's	%	97.1
		Undergraduate Certificate	%	0.8
		Result	%	**35.2**
	Overall Result		%	**100.0**

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.



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.

a. **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.
b. **Hours to Degree-incl Dev** will include developmental credit hours.
c. **Degree Count**-a count of degrees.
d. **Years to Degree – All** presents the average number of years taken to earn a degree or certificate, including the time that stopouts took.
e. **Semesters to Degree** provides the average number of fall and spring semesters taken to earn a degree or certificate.
f. **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.

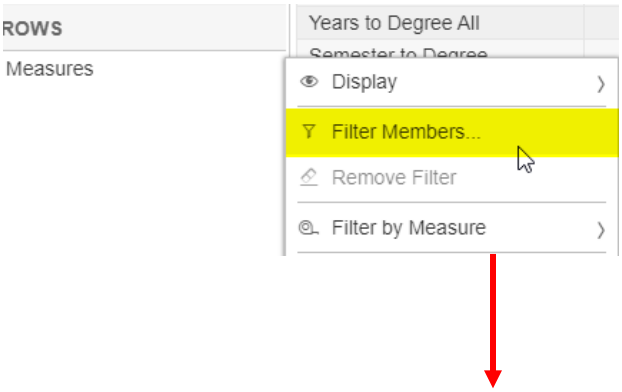
We will create a table to look at Hours to Degree, College Level Only.

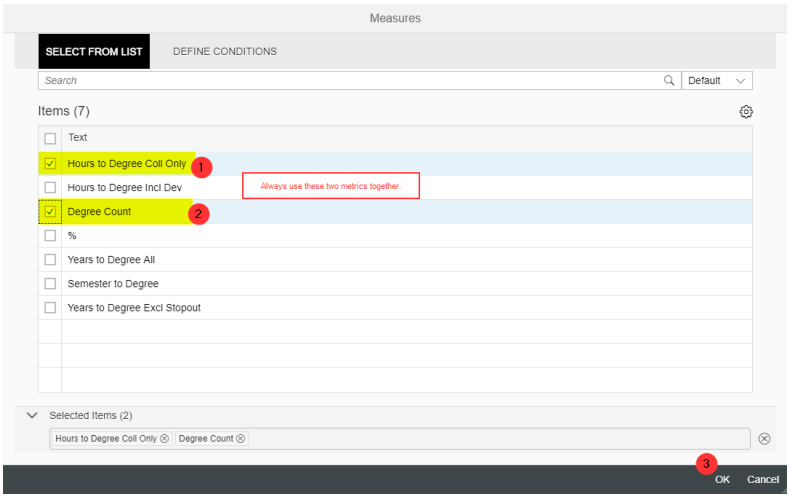
➔ Note: Some students receive more than one award in a year. In order to have a full accounting for each award, as needed for Program Review, all awards are included in the calculations. Due to the interactive and summative nature of this tool, it is not possible to unduplicate those students at the 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

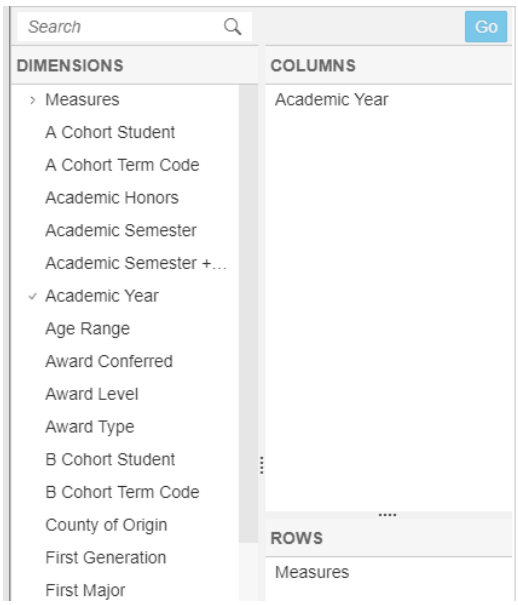
have provided an unduplicated calculation by removing the second value for hours-to-degree for those earning a second degree in the same year.

Hours to Degree, College Level Only

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





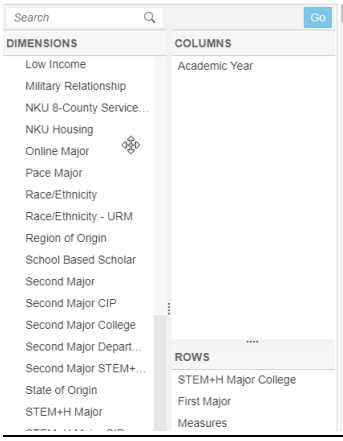


Academic Year	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Hours to Degree Coll Only	142.2	141.3	140.6	139.7	139.4
Degree Count	1,974	1,980	2,109	2,143	2,214

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



STEM+H Major Colle...	First Major	Academic Year	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
College of Arts & Scie...	Anthropology Major (BA)	Hours to Degree Coll Only			131.0			
		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	3					
	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

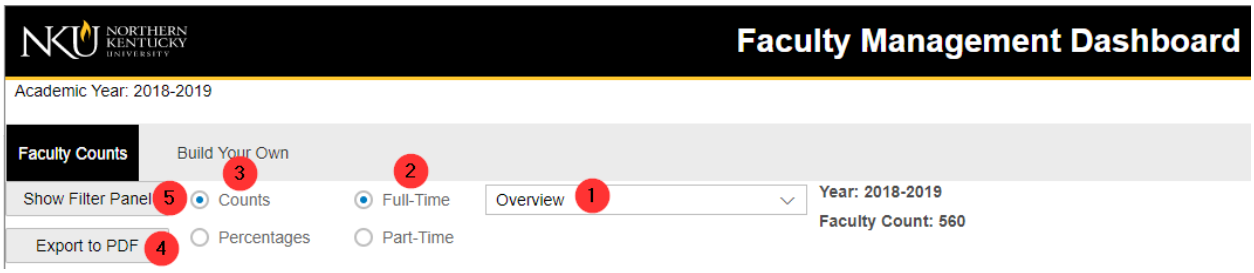
- Select the **Awards** tab to see annual totals by Degrees and Certificates. Select the **Ratios** tab to see various metrics concerning hours-to-degree and time-to-degree.
- Although all measures can be viewed in the **BYO – Awards**, always go to **BYO – Ratios** when you need to examine hours-to-degree 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:

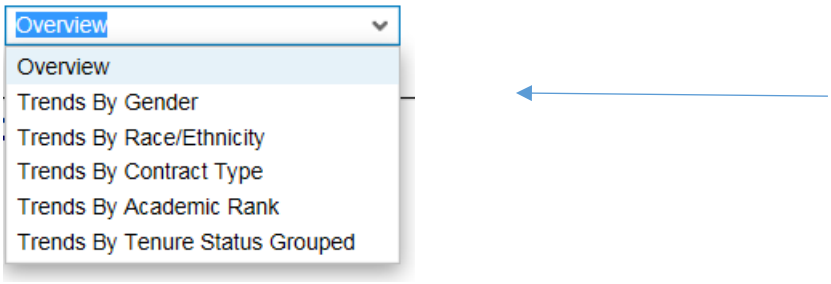
Faculty

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.

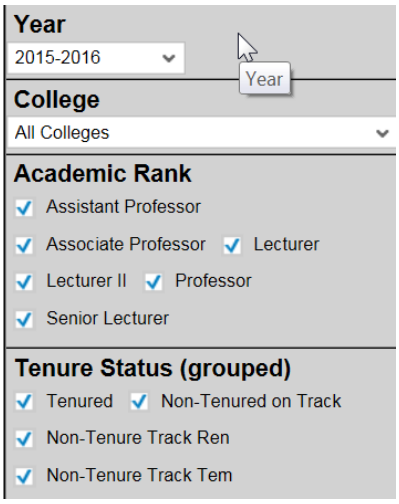


1. The Overview shows a series of tables reflective of the latest year, 2015-2016:
    a. Faculty by Gender
    b. Faculty by Race/Ethnicity
    c. Faculty by Contract Type
    d. Faculty by Tenure Status

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



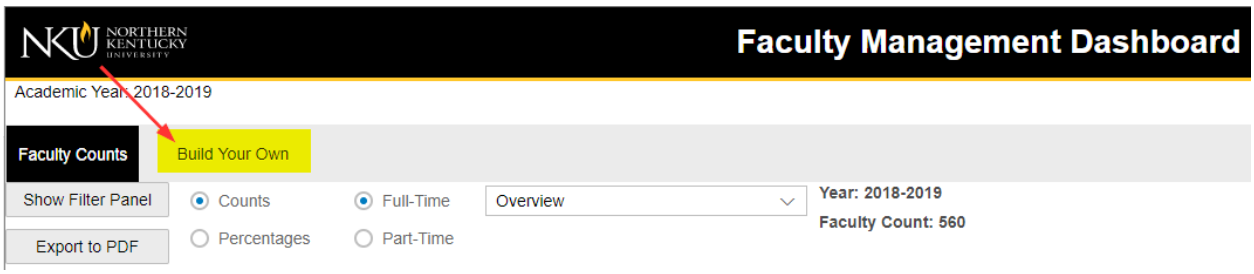
2. Tables are, by default, set to show **Full-time** Faculty, but there is an option for **Part-time** Faculty graphics.
3. Data can be shown in terms of Counts or Percentages.
4. If you need to capture a graphic for inclusion in a report, choose **Export to PDF**.
5. A filter panel can be used to select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



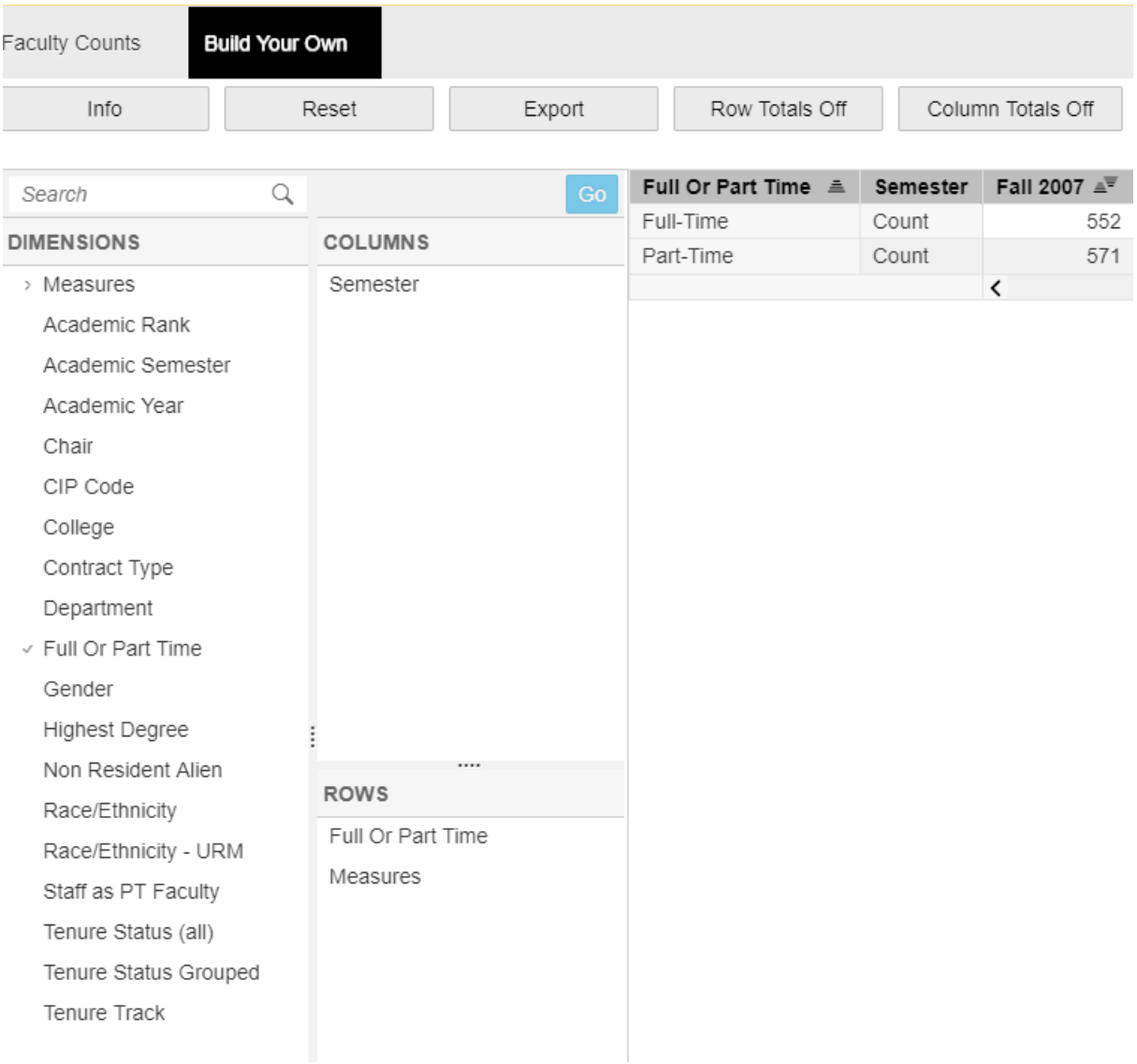
Build Your Own (BYO) Reports

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.



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



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 <u>best practice</u> 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**

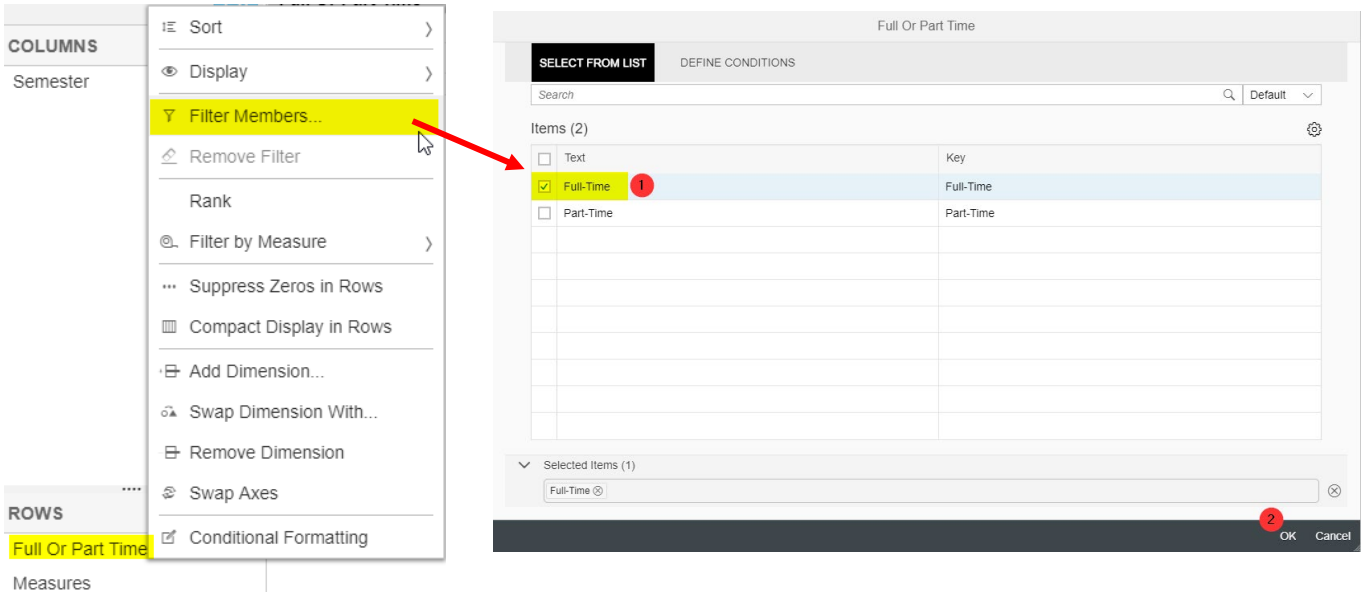
faculty data, and information is subject to misinterpretation if the full-time and part-time faculty data are not separated in the table.

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.

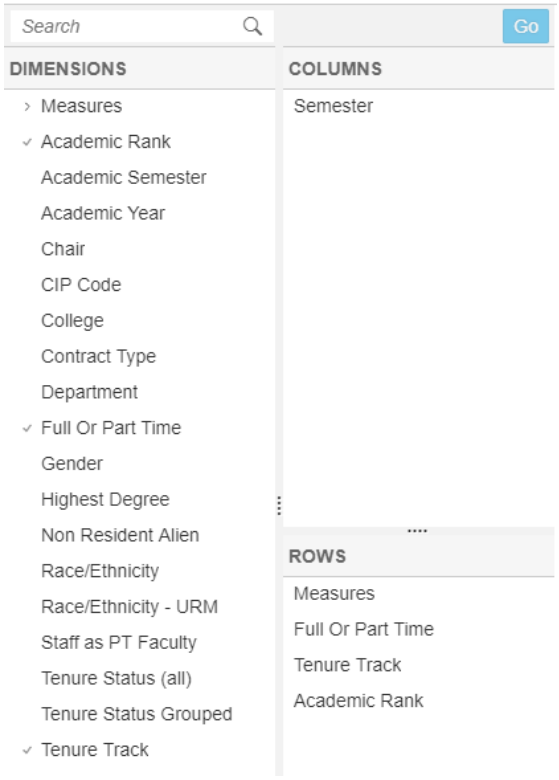
Filtering on a Dimension

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



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.



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.)

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	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

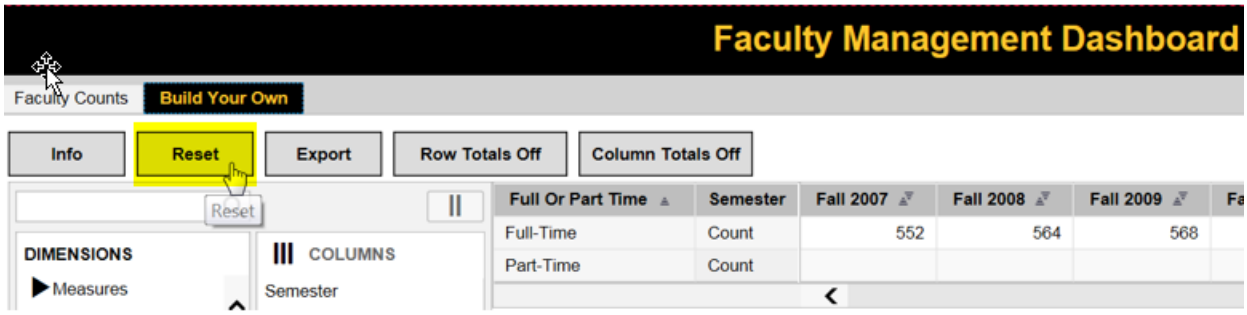
➔ **<u>Note:</u> Academic Chairs are also counted among the faculty. Chairs were reclassified on IPEDS reports in Fall 2014 as faculty, and this dataset has been revised to include Chairs for all years available. As a result, these counts will no longer match IPEDS pre-2014.**

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

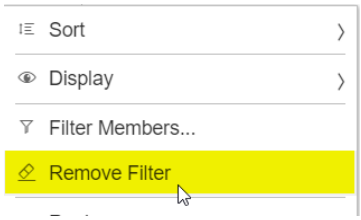
First, remove the filter on **Full or Part-time** to include part-time faculty in the counts again.

<u>Remove a Filter</u>

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



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.)



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).

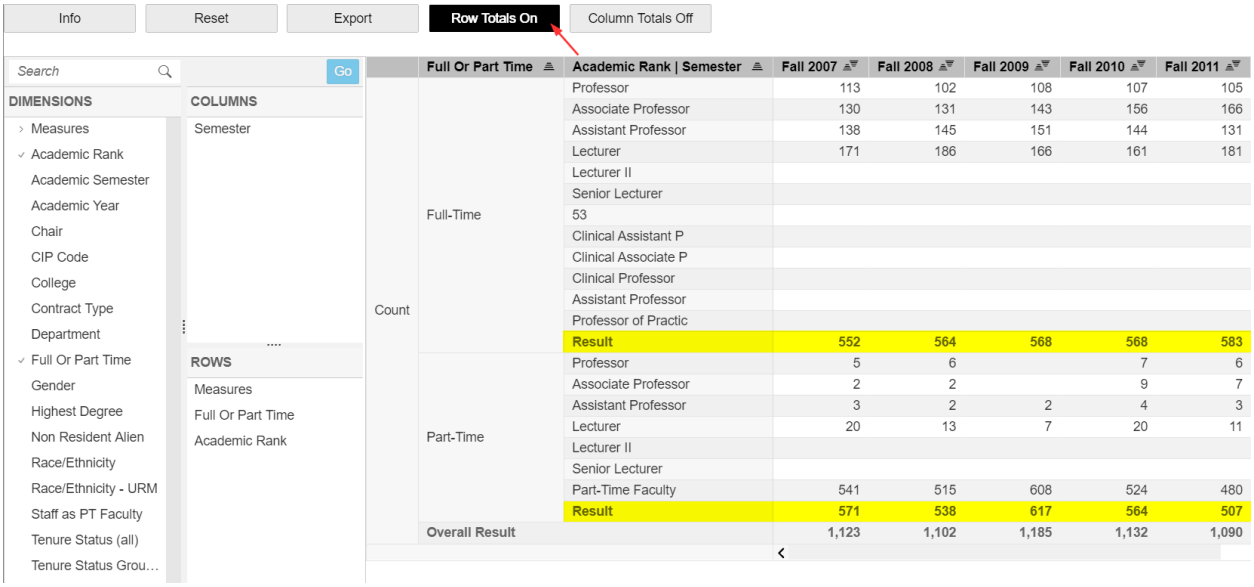
	Full Or Part Time	Staff as PT Faculty	Academic Rank | Semester	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012
Count	Full-Time	N/A	Professor	113	102	108	107	105	105
			Associate Professor	130	131	143	157	166	172
			Assistant Professor	138	145	151	144	131	130
			Lecturer	171	186	166	161	181	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
			Part-Time Faculty				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

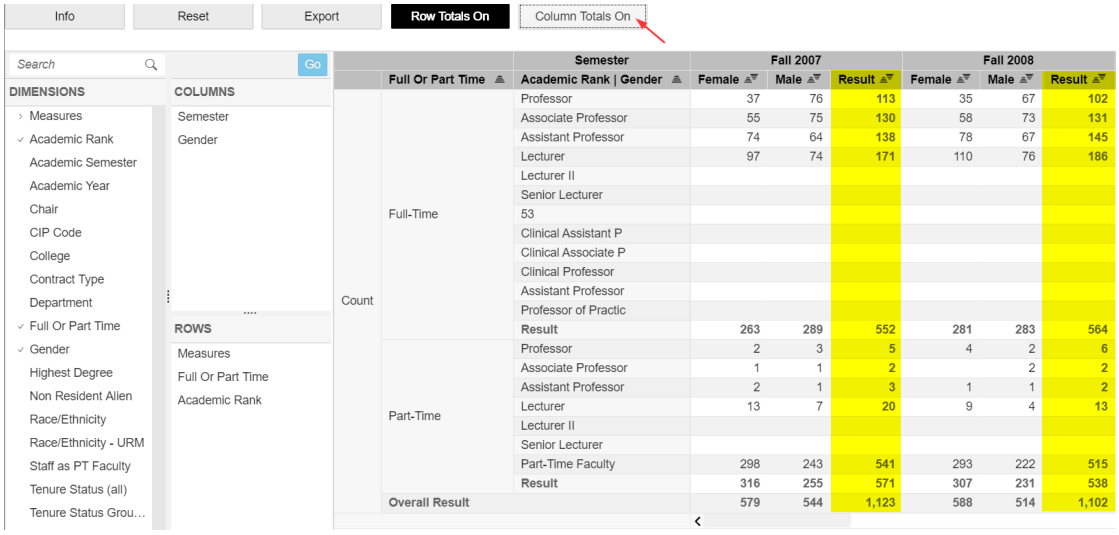
The two buttons at the top for **Rows Totals Off** and **Column Totals Off** are toggle buttons to turn totals on or off. You may want the row or column Totals On for viewing in the screen output, and then you may select to turn Totals Off whenever you Export to Excel, so that you have the ability to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



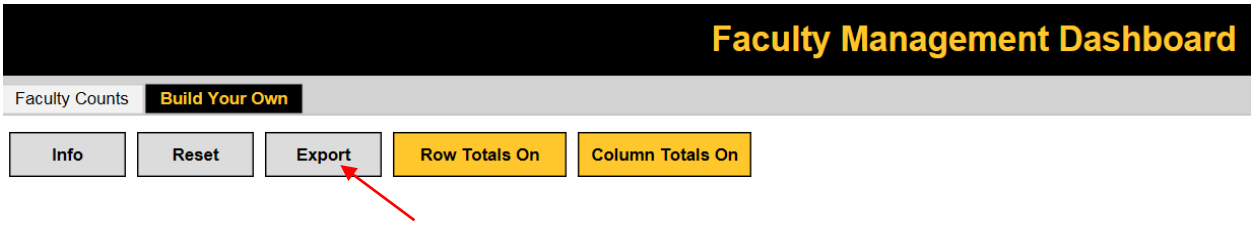
	Full Or Part Time	Academic Rank | Semester	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011
Count	Full-Time	Professor	113	102	108	107	105
		Associate Professor	130	131	143	156	166
		Assistant Professor	138	145	151	144	131
		Lecturer	171	186	166	161	181
		Lecturer II					
		Senior Lecturer					
		53					
		Clinical Assistant P					
		Clinical Associate P					
		Clinical Professor					
		Assistant Professor					
		Professor of Practic					
		Result	552	564	568	568	583
	Part-Time	Professor	5	6		7	6
		Associate Professor	2	2		9	7
		Assistant Professor	3	2	2	4	3
		Lecturer	20	13	7	20	11
		Lecturer II					
		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.



		Semester	Fall 2007			Fall 2008		
	Full Or Part Time	Academic Rank | Gender	Female	Male	Result	Female	Male	Result
Count	Full-Time	Professor	37	76	113	35	67	102
		Associate Professor	55	75	130	58	73	131
		Assistant Professor	74	64	138	78	67	145
		Lecturer	97	74	171	110	76	186
		Lecturer II						
		Senior Lecturer						
		53						
		Clinical Assistant P						
		Clinical Associate P						
		Clinical Professor						
		Assistant Professor						
		Professor of Practic						
		Result	263	289	552	281	283	564
	Part-Time	Professor	2	3	5	4	2	6
		Associate Professor	1	1	2		2	2
		Assistant Professor	2	1	3	1	1	2
		Lecturer	13	7	20	9	4	13
		Lecturer II						
		Senior Lecturer						
		Part-Time Faculty	298	243	541	293	222	515
		Result	316	255	571	307	231	538
	Overall Result		579	544	1,123	588	514	1,102

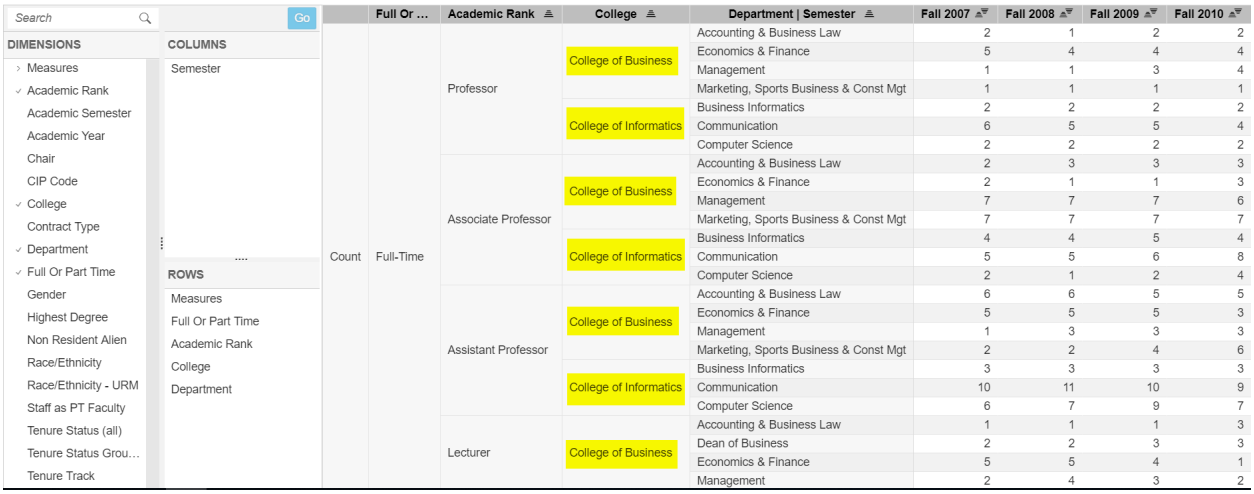
The **Export** button will export the table to Microsoft Excel, where you can format or redesign your table, as needed.



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.

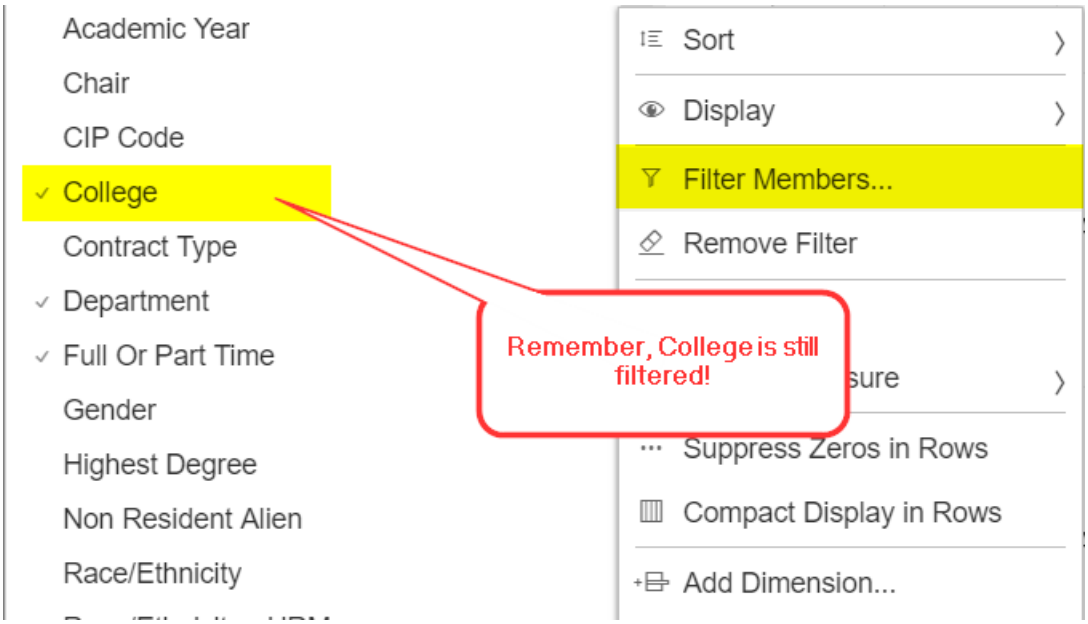
Remember, in order to filter, right-click the dimension **College**, select **Filter Members** and check "**Business**" and "**Informatics**". Select **Ok**.

➔ **<u>Note:</u> 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.**



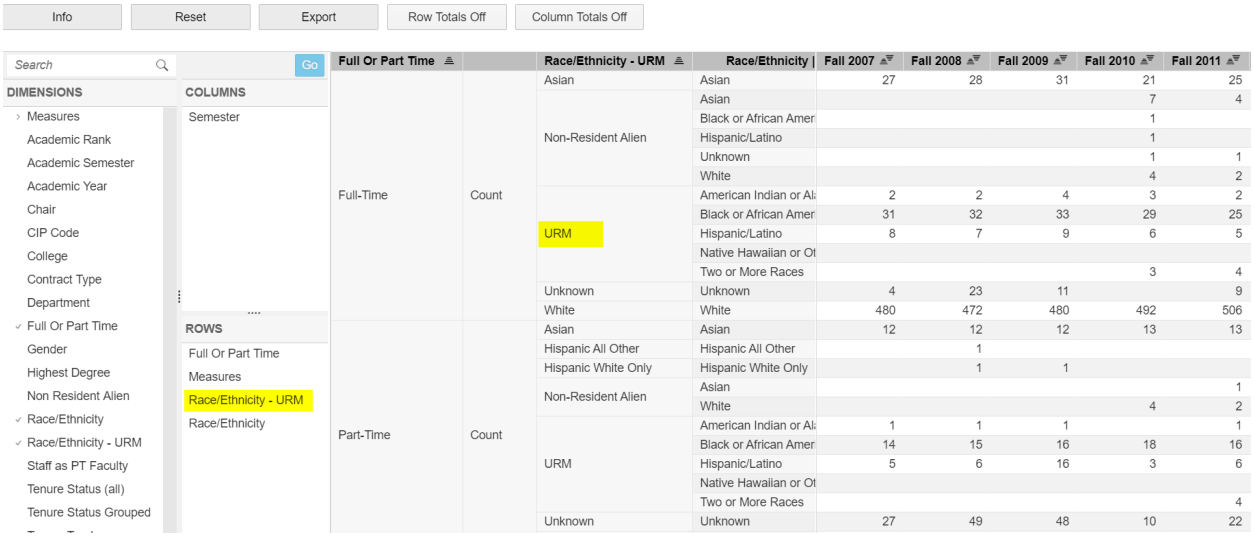
	Full Or …	Academic Rank	College	Department | Semester	Fall 2007	Fall 2008	Fall 2009	Fall 2010
Count	Full-Time	Professor	College of Business	Accounting & Business Law	2	1	2	2
				Economics & Finance	5	4	4	4
				Management	1	1	3	4
				Marketing, Sports Business & Const Mgt	1	1	1	1
			College of Informatics	Business Informatics	2	2	2	2
				Communication	6	5	5	4
				Computer Science	2	2	2	2
		Associate Professor	College of Business	Accounting & Business Law	2	3	3	3
				Economics & Finance	2	1	1	3
				Management	7	7	7	6
				Marketing, Sports Business & Const Mgt	7	7	7	7
			College of Informatics	Business Informatics	4	4	5	4
				Communication	5	5	6	8
				Computer Science	2	1	2	4
		Assistant Professor	College of Business	Accounting & Business Law	6	6	5	5
				Economics & Finance	5	5	5	3
				Management	1	3	3	3
				Marketing, Sports Business & Const Mgt	2	2	4	6
			College of Informatics	Business Informatics	3	3	3	3
				Communication	10	11	10	9
				Computer Science	6	7	9	7
		Lecturer	College of Business	Accounting & Business Law	1	1	1	3
				Dean of Business	2	2	3	3
				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**.



Race/Ethnicity

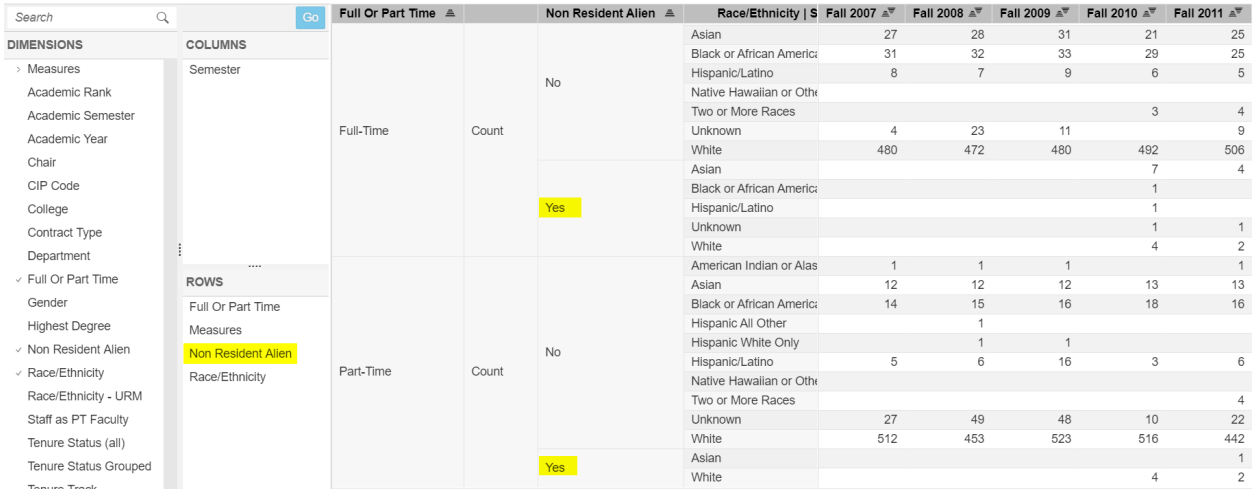
Next, build a table with dimensions **Race/Ethnicity -URM** and **Race/Ethnicity**. The Kentucky Council on Postsecondary Education (CPE) identifies the following race/ethnicity categories as underrepresented minority (URM): African American or Black; Hispanic or Latino; American Indian or Alaskan Native; 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.



Full Or Part Time		Race/Ethnicity - URM	Race/Ethnicity	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011
Full-Time	Count	Asian	Asian	27	28	31	21	25
			Asian				7	4
		Non-Resident Alien	Black or African Amer				1	
			Hispanic/Latino				1	
			Unknown				1	1
			White				4	2
		URM	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 Ot					
			Two or More Races				3	4
		Unknown	Unknown	4	23	11		9
		White	White	480	472	480	492	506
Part-Time	Count	Asian	Asian	12	12	12	13	13
		Hispanic All Other	Hispanic All Other		1			
		Hispanic White Only	Hispanic White Only		1	1		
		Non-Resident Alien	Asian					1
			White				4	2
		URM	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 Ot					
			Two or More Races					4
		Unknown	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).



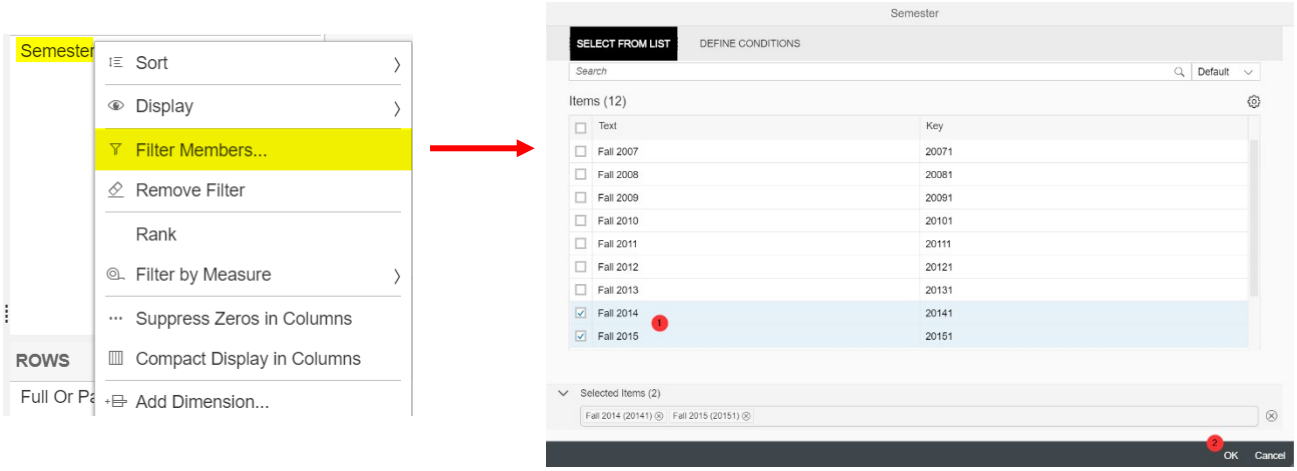
Full Or Part Time		Non Resident Alien	Race/Ethnicity | S	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011
Full-Time	Count	No	Asian	27	28	31	21	25
			Black or African Americ	31	32	33	29	25
			Hispanic/Latino	8	7	9	6	5
			Native Hawaiian or Othe					
			Two or More Races				3	4
			Unknown	4	23	11		9
			White	480	472	480	492	506
		Yes	Asian				7	4
			Black or African Americ				1	
			Hispanic/Latino				1	
			Unknown				1	1
			White				4	2
Part-Time	Count	No	American Indian or Alas	1	1	1		1
			Asian	12	12	12	13	13
			Black or African Americ	14	15	16	18	16
			Hispanic All Other		1			
			Hispanic White Only		1	1		
			Hispanic/Latino	5	6	16	3	6
			Native Hawaiian or Othe					
			Two or More Races					4
			Unknown	27	49	48	10	22
			White	512	453	523	516	442
		Yes	Asian					1
			White				4	2

Highest Degree

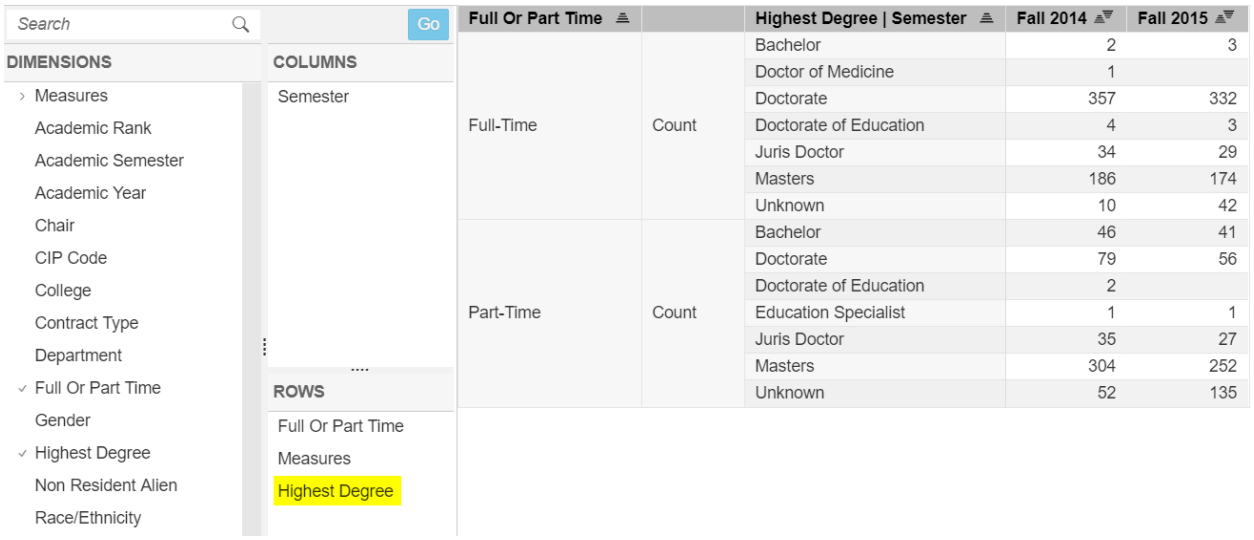
The final table we will build will organize full and part-time faculty by highest degree. Please note that the data on highest degree is only available for Fall 2014 and forward.

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**.

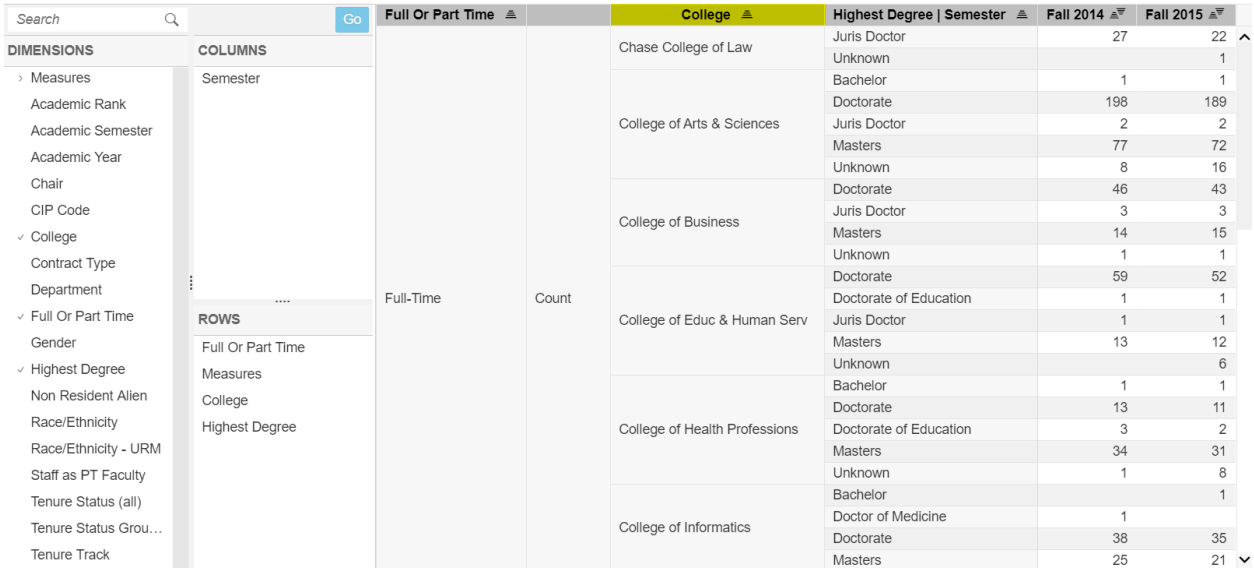


Shown below is **Highest Degree** for all semesters available



Full Or Part Time		Highest Degree | Semester	Fall 2014	Fall 2015
Full-Time	Count	Bachelor	2	3
		Doctor of Medicine	1	
		Doctorate	357	332
		Doctorate of Education	4	3
		Juris Doctor	34	29
		Masters	186	174
		Unknown	10	42
Part-Time	Count	Bachelor	46	41
		Doctorate	79	56
		Doctorate of Education	2	
		Education Specialist	1	1
		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.



Full Or Part Time		College	Highest Degree | Semester	Fall 2014	Fall 2015
Full-Time	Count	Chase College of Law	Juris Doctor	27	22
			Unknown		1
		College of Arts & Sciences	Bachelor	1	1
			Doctorate	198	189
			Juris Doctor	2	2
			Masters	77	72
			Unknown	8	16
		College of Business	Doctorate	46	43
			Juris Doctor	3	3
			Masters	14	15
			Unknown	1	1
		College of Educ & Human Serv	Doctorate	59	52
			Doctorate of Education	1	1
			Juris Doctor	1	1
			Masters	13	12
			Unknown		6
		College of Health Professions	Bachelor	1	1
			Doctorate	13	11
			Doctorate of Education	3	2
			Masters	34	31
			Unknown	1	8
		College of Informatics	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.

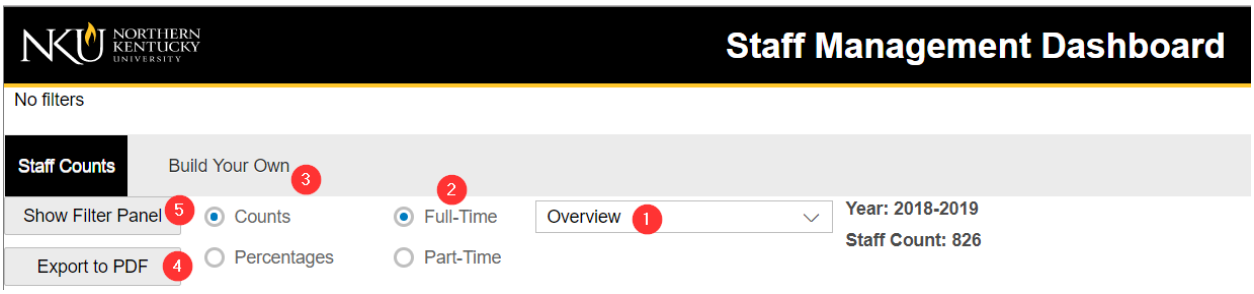
Divider

Management Dashboard:

Staff

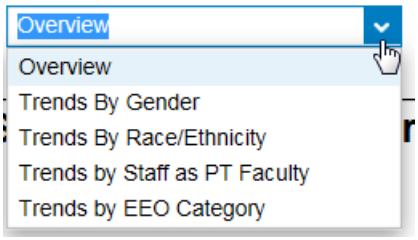
The Staff Management Dashboard provides data on full-time and part-time staff starting from Fall 2007. Some variables are limited, such as SOC codes which were initiated by the federal government for reporting in Fall 2012.

Below is a diagram of the dashboard sections.



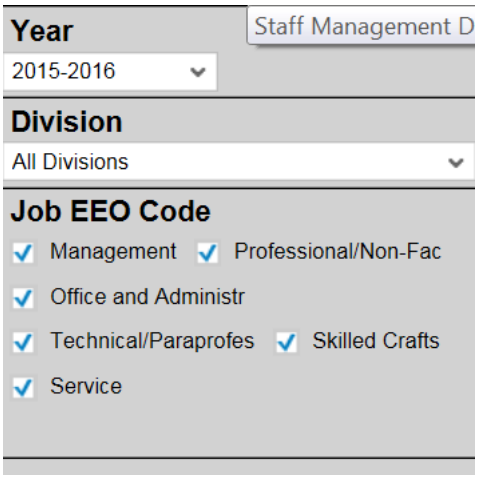
1. The Overview shows a series of tables reflective of the latest year 2015-2016:
    a. Staff by Gender
    b. Staff by Race/Ethnicity
    c. Staff Teaching as Part-Time Faculty
    d. Staff Count by EEO Categories

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



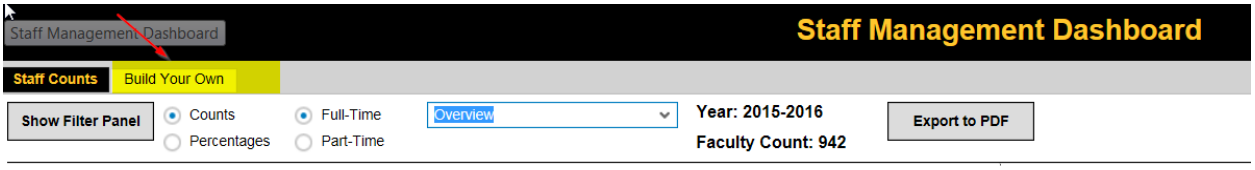
2. Tables are, by default, set to show **Full-time** Staff, but there is an option for **Part-time** Staff graphics.
3. Data can be shown in terms of Counts or Percentages.
4. If you need to capture a graphic for inclusion in a report, choose “Export to PDF”.
5. A filter panel can be used to select certain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

Build Your Own (BYO) Reports



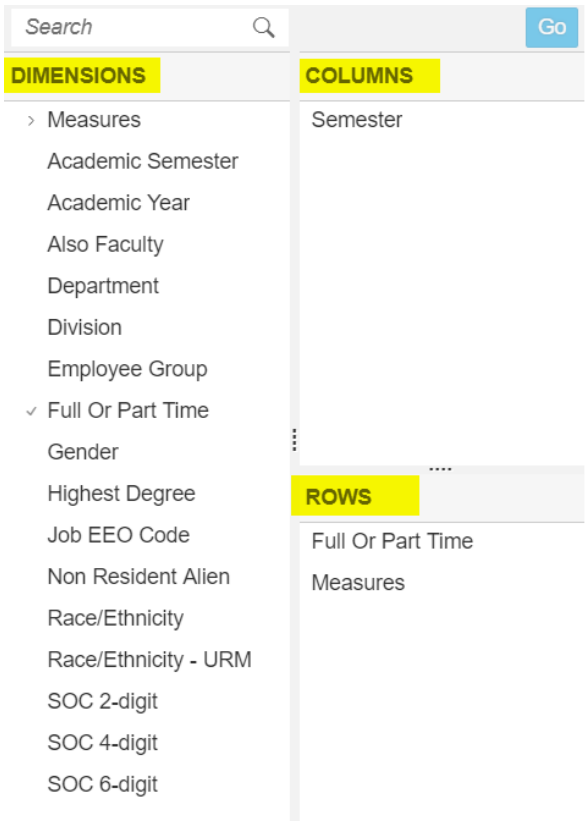
The Management Dashboard provides a way to build your own staff tables. Provided are some examples of reports and how to build them using the drag and drop feature.

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



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



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

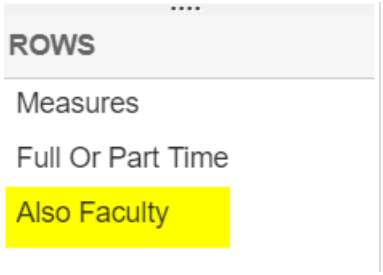
In the main table display are counts by Full-time and Part-time, starting with Fall 2007.

	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

➔ **<u>Note</u>: It is <u>best practice</u> 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.



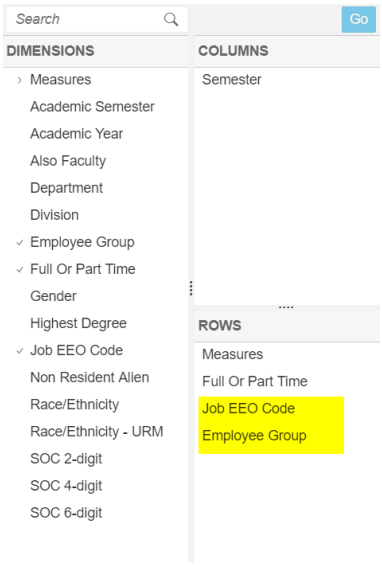
This will identify staff who have a secondary assignment teaching as part-time faculty.

	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**.



	Full Or Part Time	Job EEO Code	Employee Group | Seme	Fall 2007	Fall 2008	Fall 2009
Count	Full-Time	Management	Contract Staff	8	11	10
			Faculty	24	27	22
			Staff	71	75	72
		Professional/Non-Faculty	Contract Staff	55	55	85
			Faculty	46	47	44
			Staff	295	305	314
		Computer, Engineering	Staff			
		Office and Administrative	Contract Staff	17	17	20
			Staff	142	141	139
		Technical/Paraprofessional	Contract Staff	6	6	3
			Staff	21	25	24
		Library Technicians	Staff			
		Skilled Crafts	Contract Staff	4	4	5
			Staff	74	82	82
		Service	Contract Staff	2	1	
			Staff	97	118	111
	Part-Time	Management	Contract Staff	1		
			Faculty			
			Staff	2	1	1
		Professional/Non-Faculty	Contract Staff	13	10	10
			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.

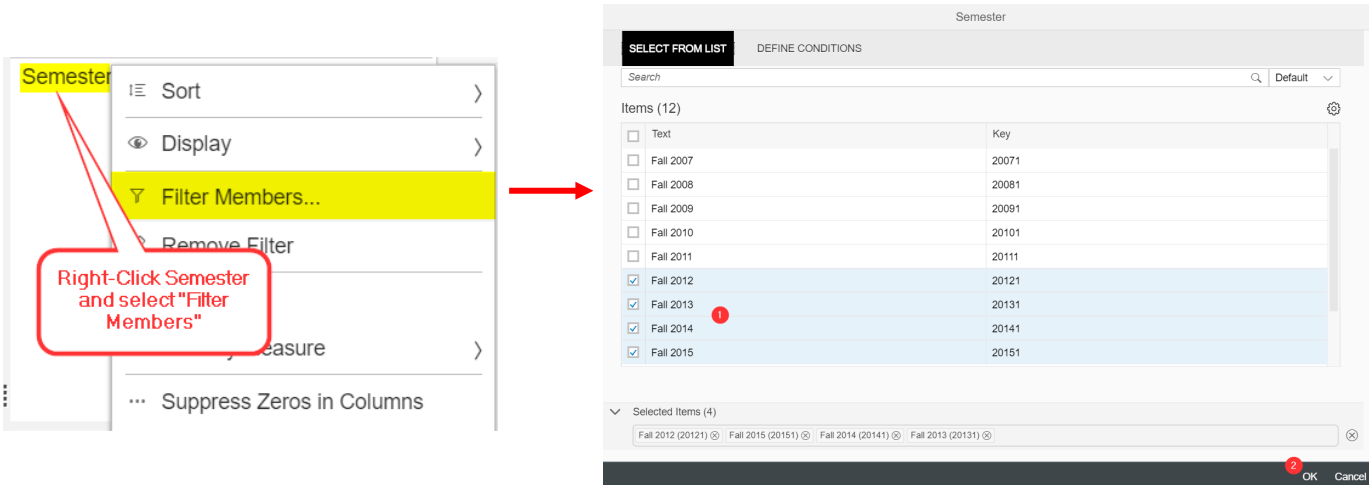
SOC Codes

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

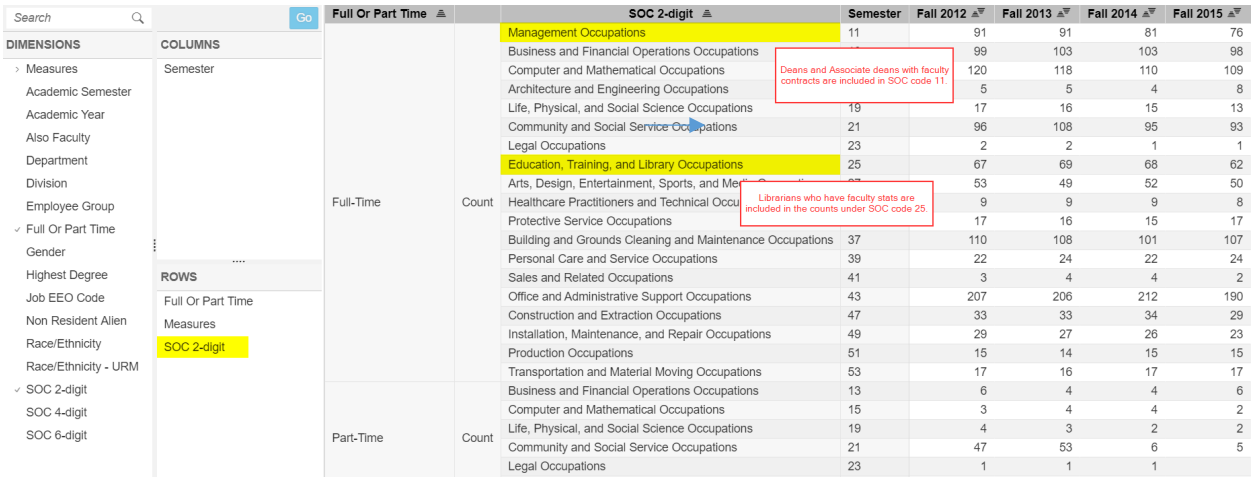
For this table, filter on the dimension **Semester**, for Fall 2012 through Fall 2015, since data is not available prior to those dates.

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.



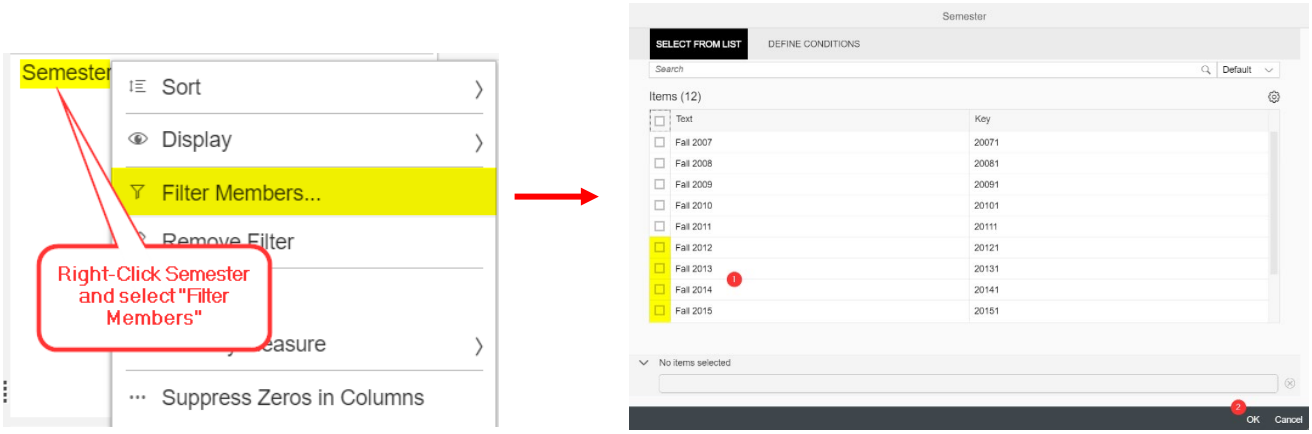
Now pull dimension **SOC 2-digit** to Rows (shown below).



Full Or Part Time		SOC 2-digit	Semester	Fall 2012	Fall 2013	Fall 2014	Fall 2015
Full-Time	Count	Management Occupations	11	91	91	81	76
		Business and Financial Operations Occupations		99	103	103	98
		Computer and Mathematical Occupations		120	118	110	109
		Architecture and Engineering Occupations		5	5	4	8
		Life, Physical, and Social Science Occupations	19	17	16	15	13
		Community and Social Service Occupations	21	96	108	95	93
		Legal Occupations	23	2	2	1	1
		Education, Training, and Library Occupations	25	67	69	68	62
		Arts, Design, Entertainment, Sports, and Me		53	49	52	50
		Healthcare Practitioners and Technical Occu		9	9	9	8
		Protective Service Occupations		17	16	15	17
		Building and Grounds Cleaning and Maintenance Occupations	37	110	108	101	107
		Personal Care and Service Occupations	39	22	24	22	24
		Sales and Related Occupations	41	3	4	4	2
		Office and Administrative Support Occupations	43	207	206	212	190
		Construction and Extraction Occupations	47	33	33	34	29
		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
Part-Time	Count	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	

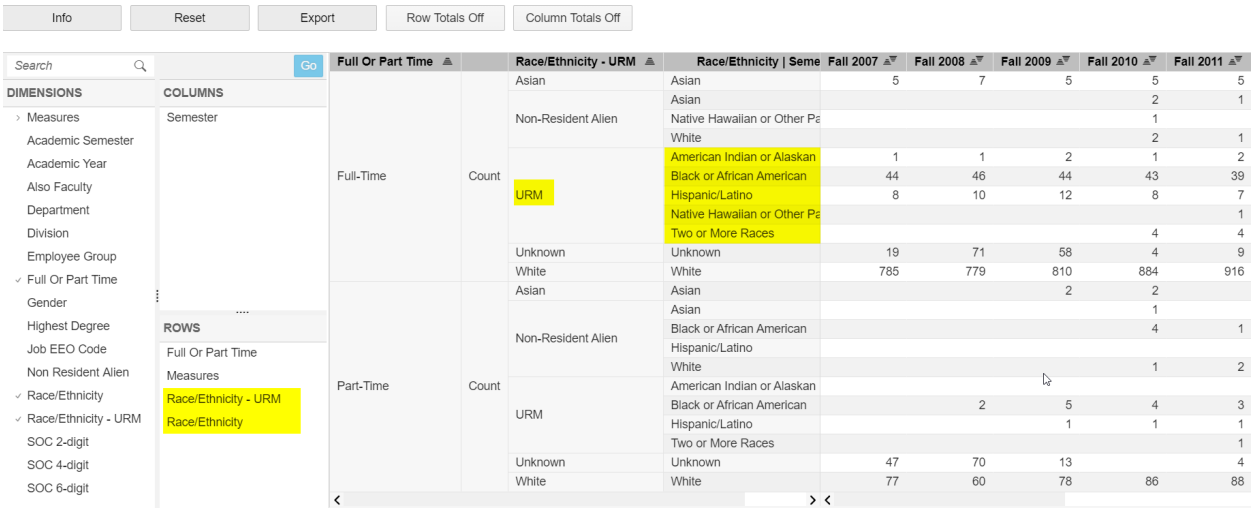
Since the example above placed filters on **Semester**, it is important to remove the filters before proceeding.

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

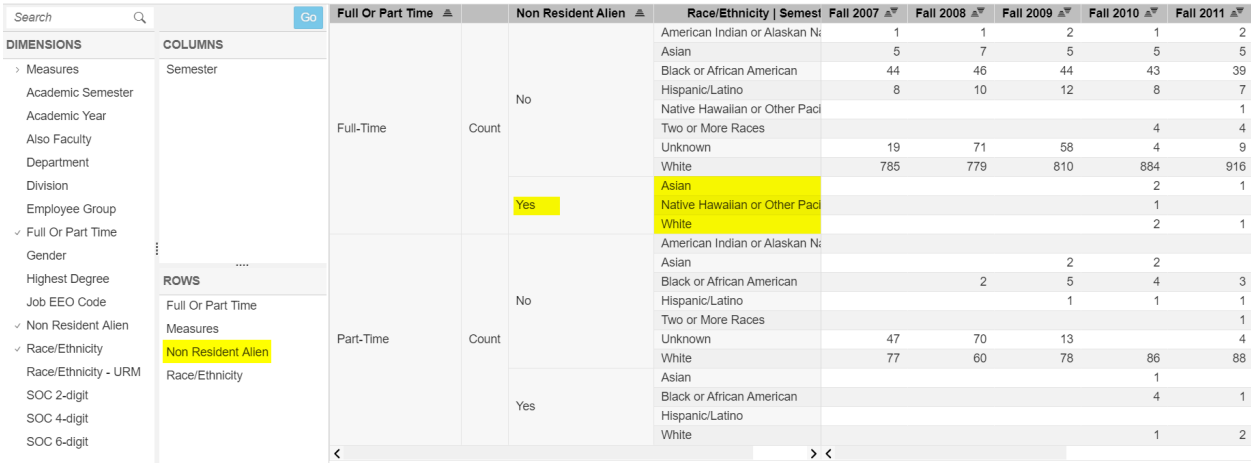
Next, build a table with dimensions **Race/Ethnicity-URM** and **Race/Ethnicity**. The Kentucky Council on Postsecondary Education (CPE) identifies the following race/ethnicity categories as underrepresented minority (URM): African American or Black; Hispanic or Latino; American Indian or Alaskan Native; 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.



Full Or Part Time		Race/Ethnicity - URM	Race/Ethnicity | Seme	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011
Full-Time	Count	Asian	Asian	5	7	5	5	5
		Non-Resident Alien	Asian				2	1
			Native Hawaiian or Other Pa				1	
			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 Pa					1
			Two or More Races				4	4
		Unknown	Unknown	19	71	58	4	9
		White	White	785	779	810	884	916
Part-Time	Count	Asian	Asian			2	2	
		Non-Resident Alien	Asian				1	
			Black or African American				4	1
			Hispanic/Latino					
			White				1	2
		URM	American Indian or Alaskan					
			Black or African American		2	5	4	3
			Hispanic/Latino			1	1	1
			Two or More Races					1
		Unknown	Unknown	47	70	13		4
		White	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).



Full Or Part Time		Non Resident Alien	Race/Ethnicity | Semest	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011
Full-Time	Count	No	American Indian or Alaskan Na	1	1	2	1	2
			Asian	5	7	5	5	5
			Black or African American	44	46	44	43	39
			Hispanic/Latino	8	10	12	8	7
			Native Hawaiian or Other Paci					1
			Two or More Races				4	4
			Unknown	19	71	58	4	9
			White	785	779	810	884	916
		Yes	Asian				2	1
			Native Hawaiian or Other Paci				1	
			White				2	1
Part-Time	Count	No	American Indian or Alaskan Na					
			Asian				2	2
			Black or African American		2	5	4	3
			Hispanic/Latino			1	1	1
			Two or More Races					1
			Unknown	47	70	13		4
			White	77	60	78	86	88
		Yes	Asian				1	
			Black or African American				4	1
			Hispanic/Latino					
			White				1	2

Take Away Points

Here is a summary of important points for reference.

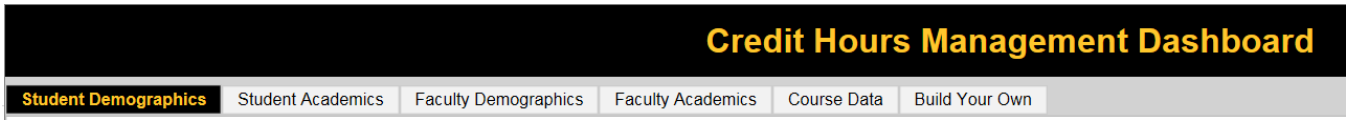
1. Full-time and Part-time staff counts are available back to Fall 2007. However, staff teaching as part-time faculty are reported beginning in Fall 2010.
2. While the Faculty Management Dashboard will count staff within each department they are teaching as a part-time faculty, the Staff Management Dashboard 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:

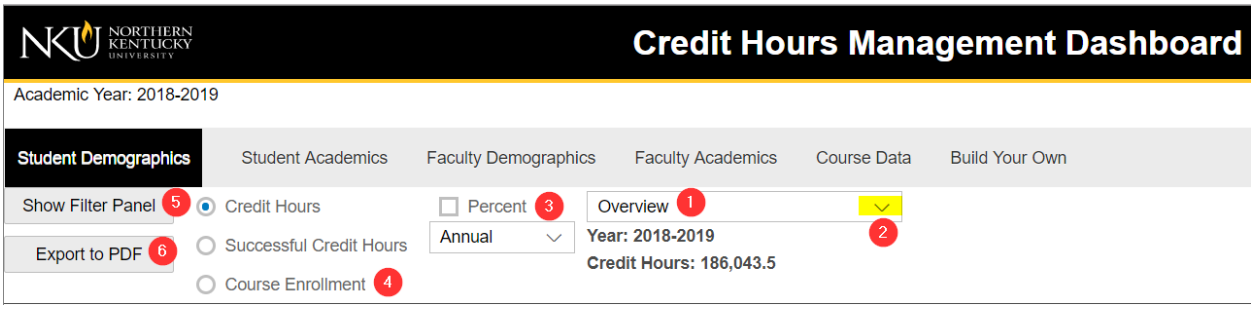
- Student Demographics
- Student Academics
- Faculty Demographics
- Faculty Academics
- Course Data
- Build Your Own

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

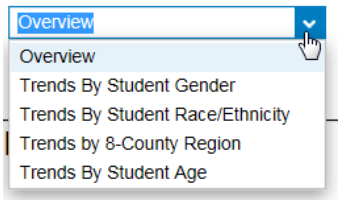
The **Student Demographics** tab shows credit hours and course enrollments by student demographic groups.

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

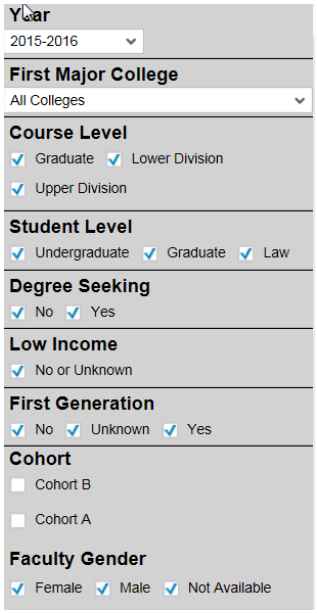


1. The Overview shows a series of graphics reflective of the latest year, 2015-2016. The default term is Fall, but the term can be changed in the dropdown menu under item #3.
    a. Credit Hours by Gender
    b. Credit Hours by Race/Ethnicity
    c. Credit Hours by 8-County Region
    d. Credit Hours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

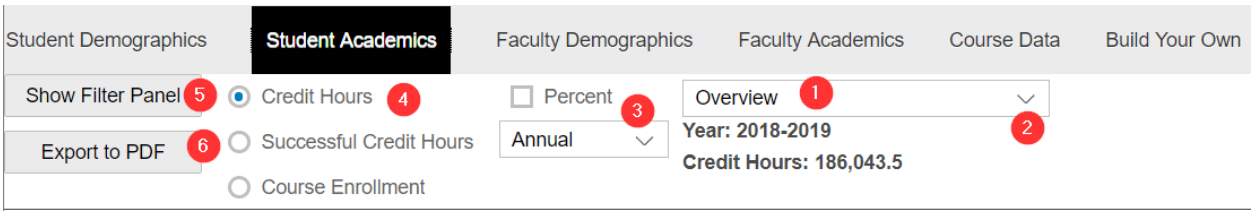


6. If you wish to use one of the graphics in another document, choose **Export to PDF**.

Credit Hours: Student Academics

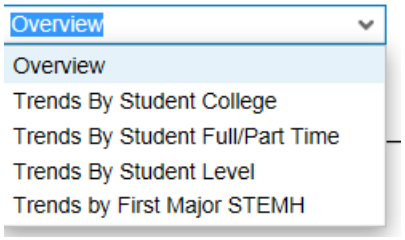
The **Student Academics** tab will show credit hours and course enrollments by academic factors.

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.



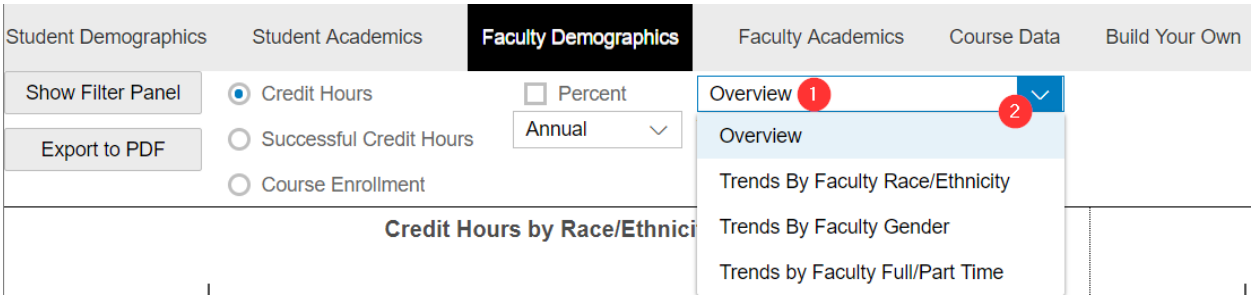
3. Data can be shown in terms of Percent if desired. The Fall semester displays by default; however, spring and summer terms – or annual totals – can be displayed using the drop-down box here.
4. Here are radio buttons for Credit Hours, Successful Credit Hours (passing grades), or Course Enrollments.
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.

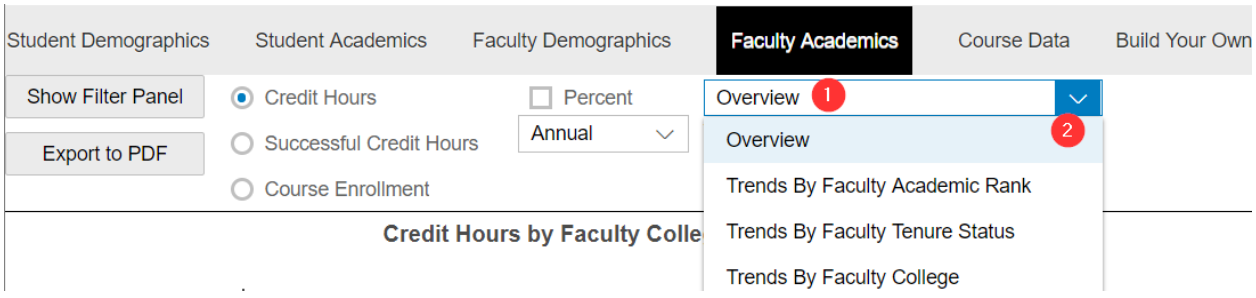
Other features in this dashboard are the same as for **Student Demographics** and **Student Academics**.

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

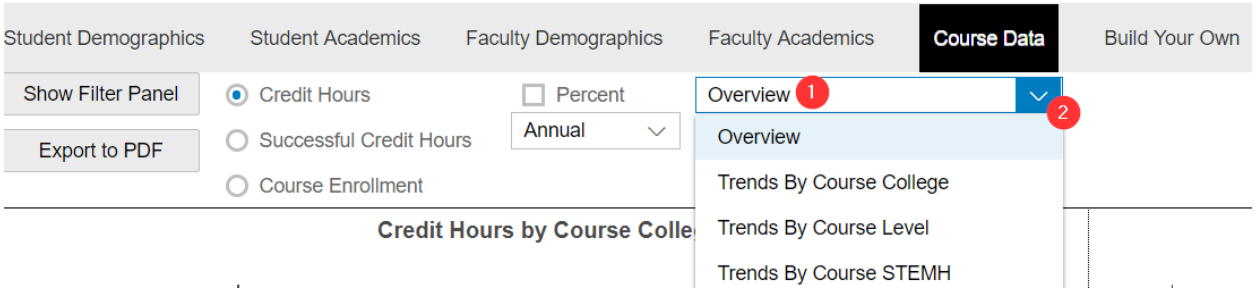
2. Select the drop-down arrow on the Overview bar to see additional trend reports.

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**:



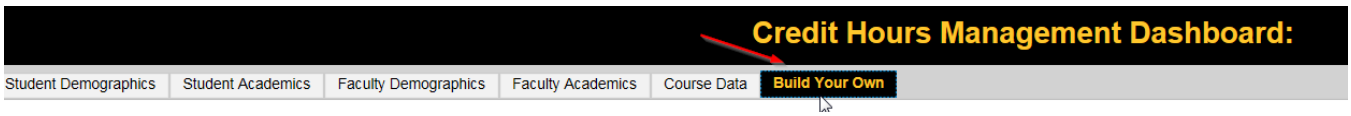
1. The Overview shows a series of graphics reflective of the latest year, 2015-2016. The default term is Fall.
    a. Credit Hours by Course College
    b. Credit Hours by Course STEMH
    c. Credit Hours by Course Level
2. Select the drop-down arrow on the Overview bar to see additional trend reports.

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

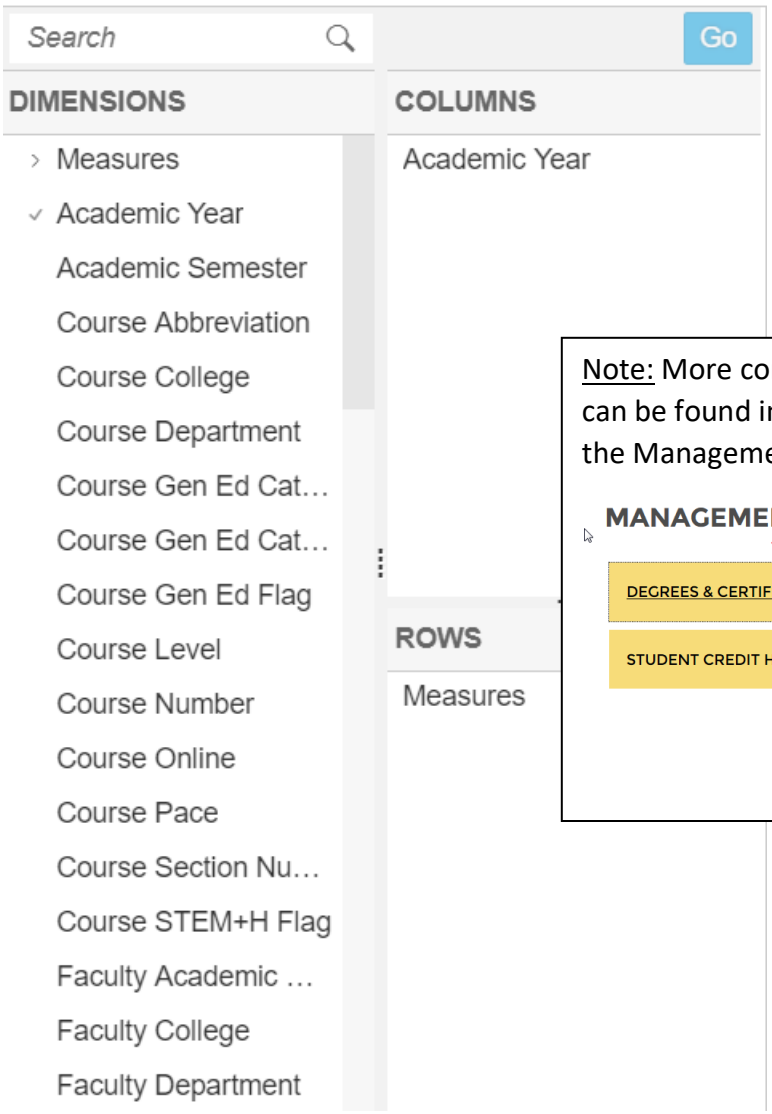
Build Your Own (BYO) Reports

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.

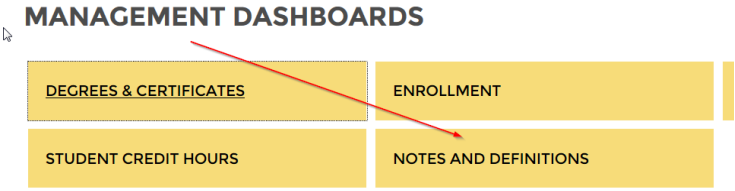
At the top of the Dashboard is a tab called “Build Your Own”. Select this tab.



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



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

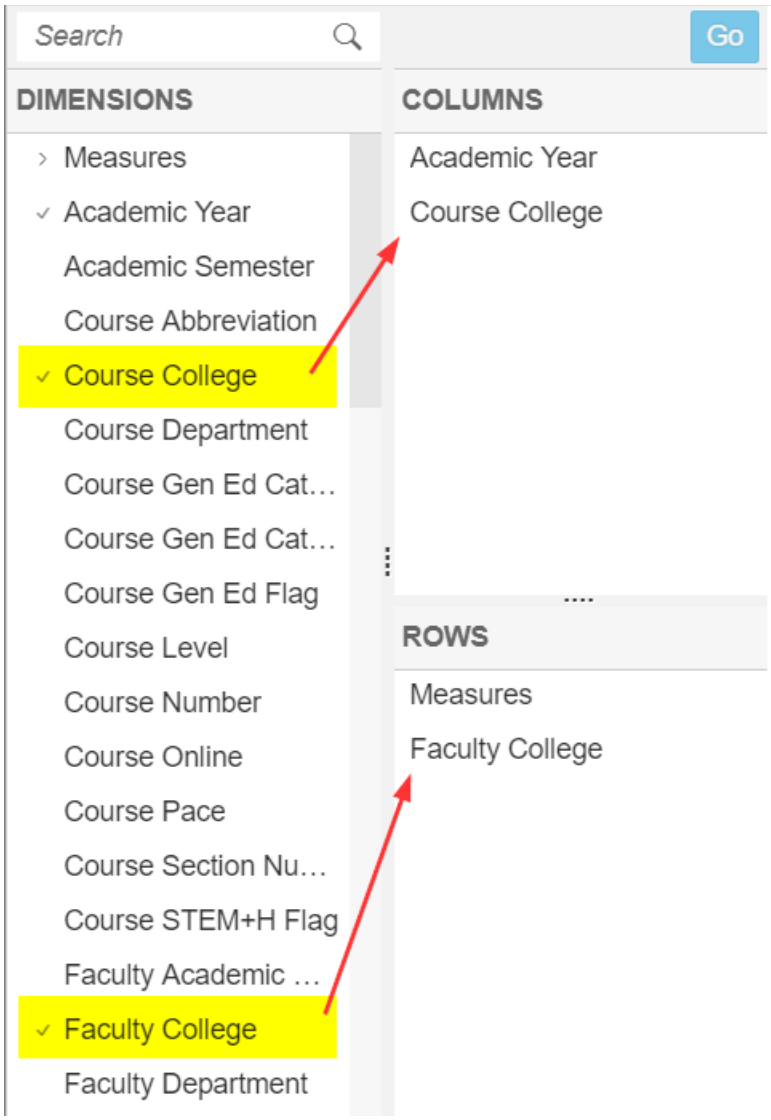
	Academic Year	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Credit Hours		338,865.0	348,042.5	357,889.5	362,374.0	371,963.0	373,905.5	376,038.0	369,779.0	363,907.5	355,483.0	349,044.0
Credit Hours %	%	100.0	100.0	100.0	100.0	100.0	100.0	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.

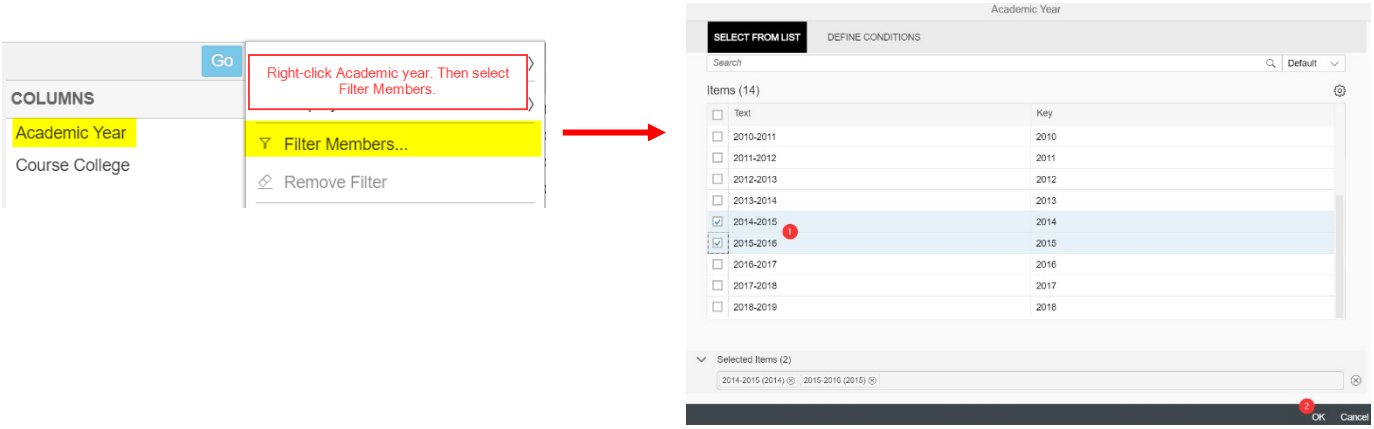
Credit Hours Generated by Faculty College

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.



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.

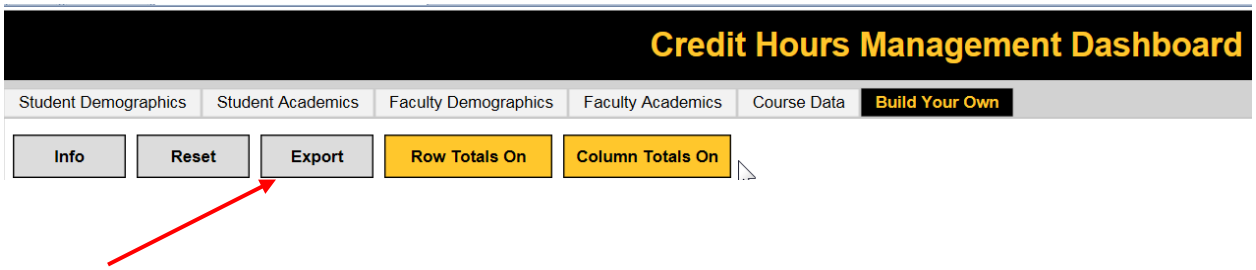


The resulting table will show faculty from Arts and Sciences teaching credit hours in Informatics. Another line shows faculty from Health Professions are also teaching credit hours in Informatics.

		Academic Year	2015-2016				
	Faculty College	Course College	c & Human Serv	College of Health Professions	College of Informatics	Not assigned	Undergraduate Academic Affairs
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

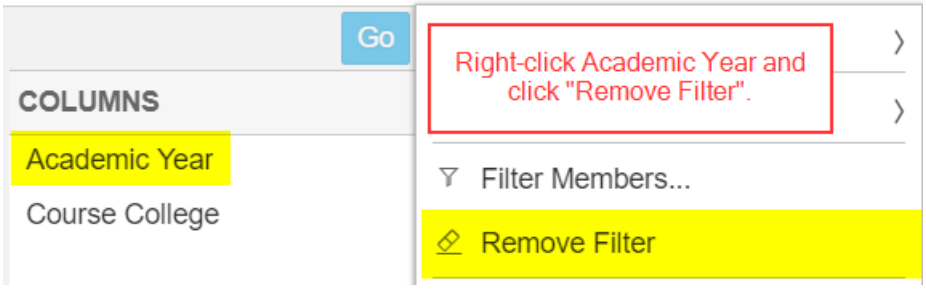
The two buttons at the top that show “Row Totals Off” and “Column Totals Off” are toggle buttons to turn row and column totals on or off. You may want the row or column Totals On for viewing in the screen output, and then you may select to turn row and column Totals Off whenever you Export to Excel,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

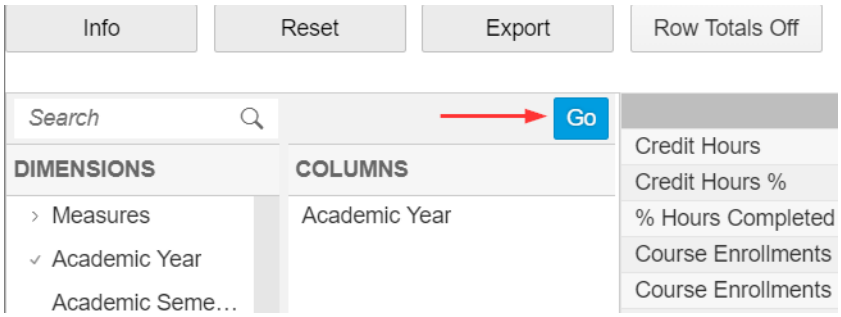
Student Credit Hours by Student Level

➔ **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.

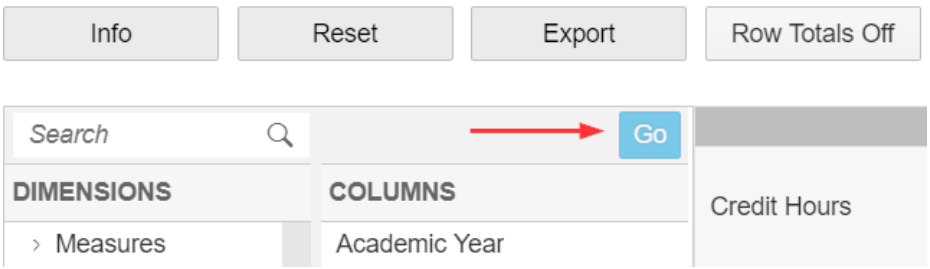


Go Button

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):

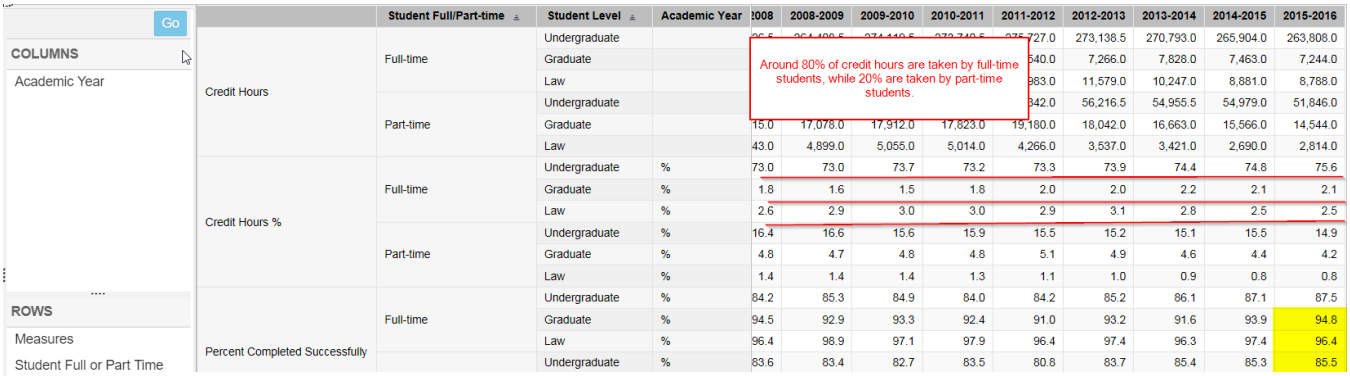


This button prevents you from having to deal with longer load times by loading all changes at once rather than one at a time as they occur. When the **Go** button is a darker blue (as seen above) it means you need to click it to see your data. When the button becomes a faded blue then your current data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



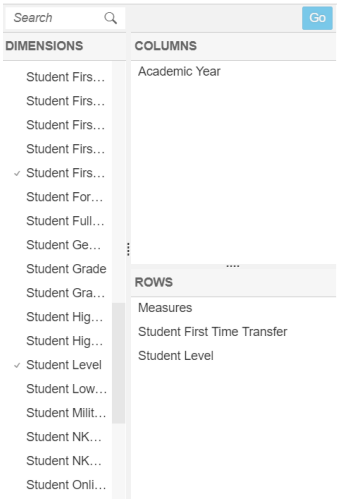
	Student Full/Part-time	Student Level	Academic Year	2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Credit Hours	Full-time	Undergraduate						727.0	273,138.5	270,793.0	265,904.0	263,808.0
		Graduate						540.0	7,266.0	7,828.0	7,463.0	7,244.0
		Law						983.0	11,579.0	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
Credit Hours %	Full-time	Undergraduate	%	73.0	73.0	73.7	73.2	73.3	73.9	74.4	74.8	75.6
		Graduate	%	1.8	1.6	1.5	1.8	2.0	2.0	2.2	2.1	2.1
		Law	%	2.6	2.9	3.0	3.0	2.9	3.1	2.8	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
Percent Completed Successfully	Full-time	Undergraduate	%	84.2	85.3	84.9	84.0	84.2	85.2	86.1	87.1	87.5
		Graduate	%	94.5	92.9	93.3	92.4	91.0	93.2	91.6	93.9	94.8
		Law	%	96.4	98.9	97.1	97.9	96.4	97.4	96.3	97.4	96.4
		Undergraduate	%	83.6	83.4	82.7	83.5	80.8	83.7	85.4	85.3	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
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
Credit Hours %		Undergraduate	%	85.5	84.7	85.4	86.6
		ate	%	7.1	6.8	6.7	6.5
			%	4.1	4.1	3.8	3.3
	Yes	Undergraduate	%	3.3	4.4	4.2	3.6
% Hours Completed Successfully	No	Undergraduate	%	83.7	85.1	86.2	87.0
		Graduate	%	91.2	92.7	92.6	93.9
		Law	%	95.9	97.1	95.6	97.1
	Yes	Undergraduate	%	80.9	80.9	81.8	82.0
Course Enrollments	No	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
	Yes	Undergraduate		4,365	5,676	5,252	4,528
Course Enrollments %	No	Undergraduate	%	85.2	84.3	85.0	86.3
		Graduate	%	7.2	7.1	6.9	6.7
		Law	%	4.3	4.2	4.0	3.4
	Yes	Undergraduate	%	3.3	4.3	4.1	3.6
Student Count	No	Undergraduate		15,139	14,701	14,431	14,381
		Graduate		2,424	2,301	2,203	2,031
		Law		595	567	528	447
	Yes	Undergraduate		1,091	1,437	1,285	1,117

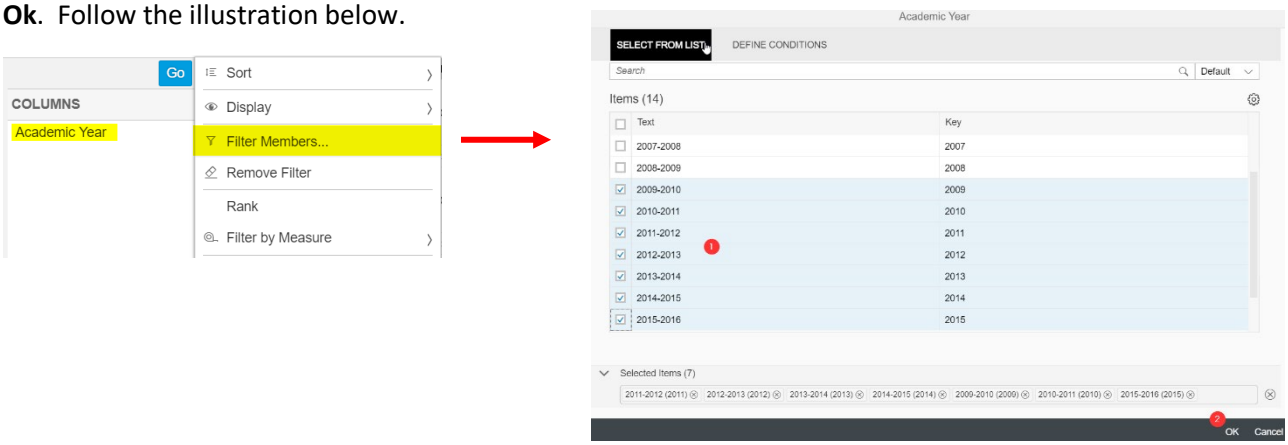
Transfer students generate about 4% of the total credit hour production.

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%).

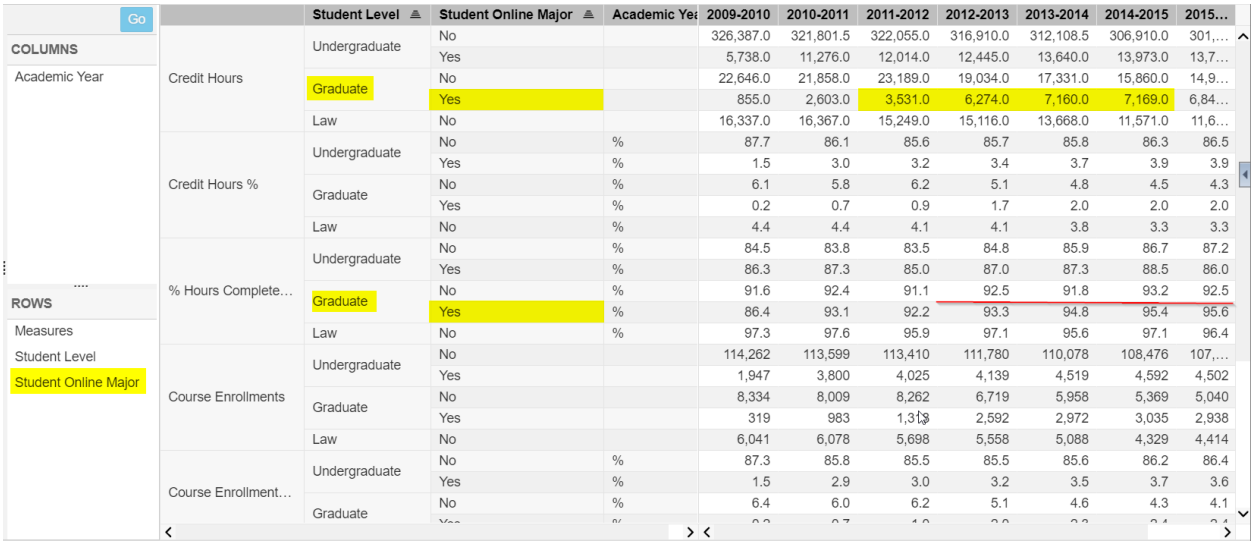
Credit Hours by Online Students

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.

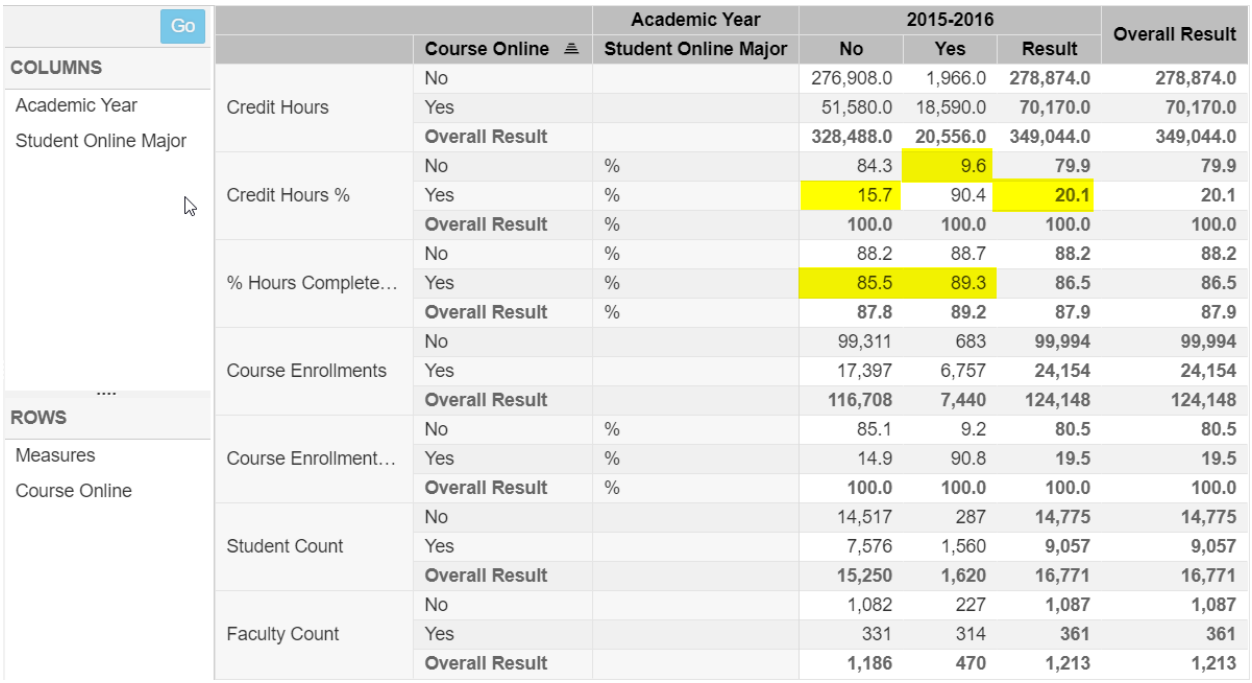


	Student Level	Student Online Major	Academic Ye	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015...
Credit Hours	Undergraduate	No		326,387.0	321,801.5	322,055.0	316,910.0	312,108.5	306,910.0	301,...
		Yes		5,738.0	11,276.0	12,014.0	12,445.0	13,640.0	13,973.0	13,7...
	Graduate	No		22,646.0	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...
Credit Hours %	Undergraduate	No	%	87.7	86.1	85.6	85.7	85.8	86.3	86.5
		Yes	%	1.5	3.0	3.2	3.4	3.7	3.9	3.9
	Graduate	No	%	6.1	5.8	6.2	5.1	4.8	4.5	4.3
		Yes	%	0.2	0.7	0.9	1.7	2.0	2.0	2.0
	Law	No	%	4.4	4.4	4.1	4.1	3.8	3.3	3.3
% Hours Complete...	Undergraduate	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
	Graduate	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
Course Enrollments	Undergraduate	No		114,262	113,599	113,410	111,780	110,078	108,476	107,...
		Yes		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
		Yes		319	983	1,313	2,592	2,972	3,035	2,938
	Law	No		6,041	6,078	5,698	5,558	5,088	4,329	4,414
Course Enrollment...	Undergraduate	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
	Graduate	No	%	6.4	6.0	6.2	5.1	4.6	4.3	4.1

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.



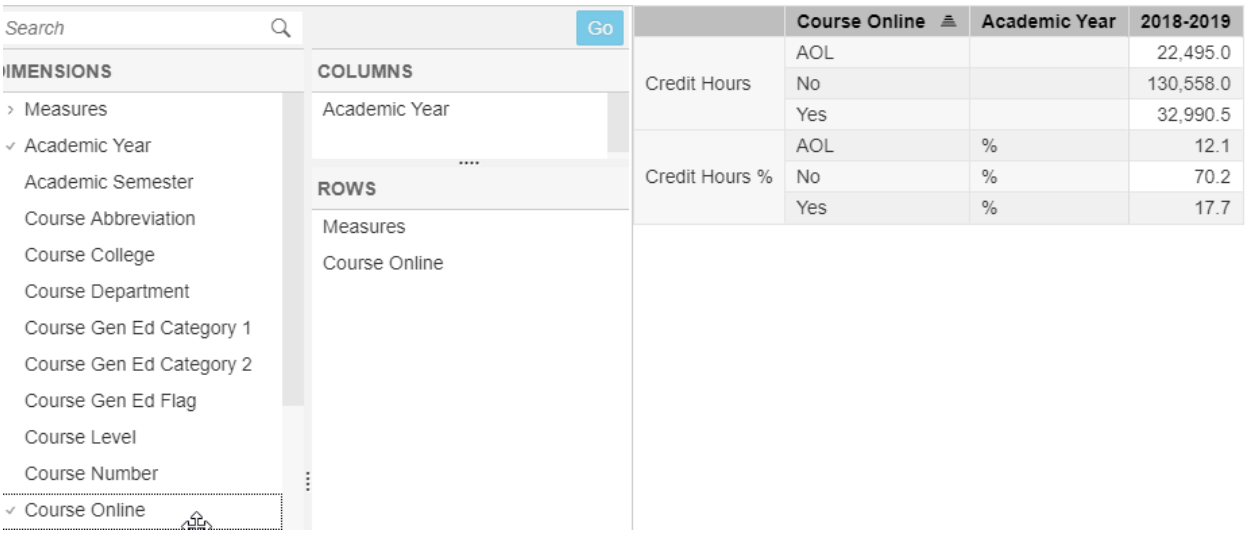
		Academic Year	2015-2016			Overall Result
	Course Online	Student Online Major	No	Yes	Result	
Credit Hours	No		276,908.0	1,966.0	278,874.0	278,874.0
	Yes		51,580.0	18,590.0	70,170.0	70,170.0
	Overall Result		**328,488.0**	**20,556.0**	**349,044.0**	**349,044.0**
Credit Hours %	No	%	84.3	9.6	79.9	79.9
	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**
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**
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

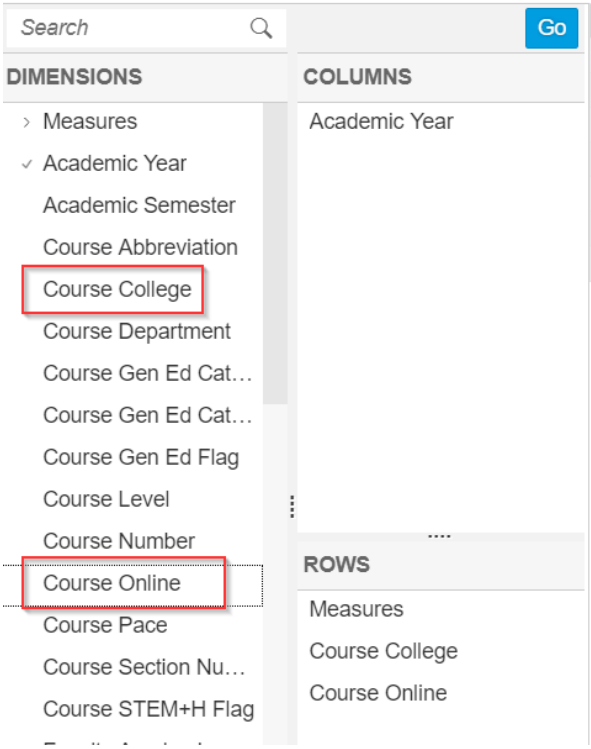
Using the right combination of dimensions can allow you to see what percent of credit hours are earned by accelerated online courses. Start by bringing in **Course Online** (as seen in the screenshot below). Press the **Go Button**. Here you can see overall online course credit hours for 2018-2019.

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



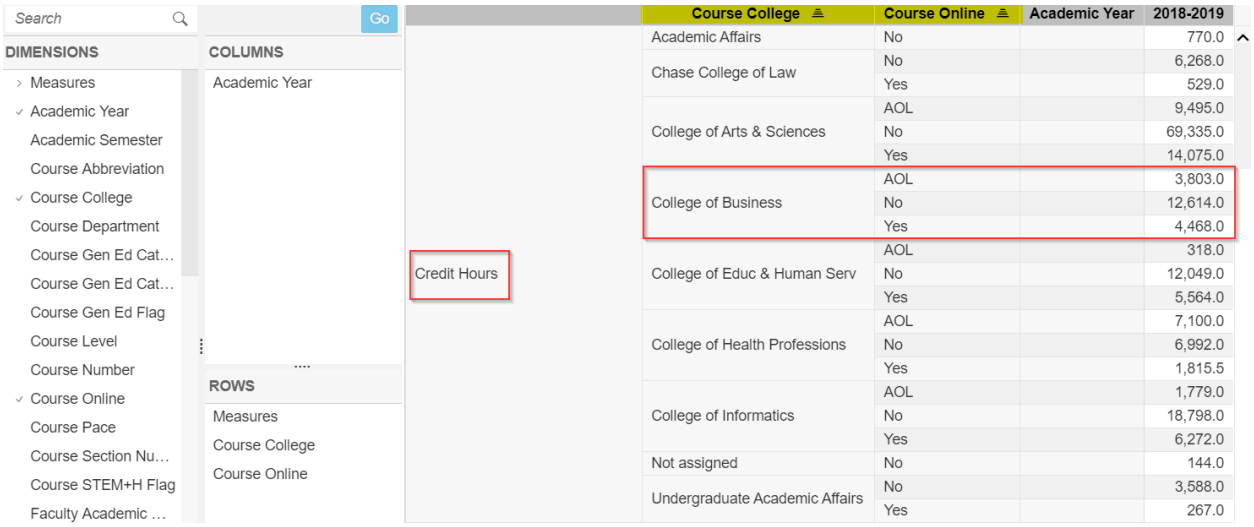
	Course Online	Academic Year	2018-2019
Credit Hours	AOL		22,495.0
	No		130,558.0
	Yes		32,990.5
Credit Hours %	AOL	%	12.1
	No	%	70.2
	Yes	%	17.7

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



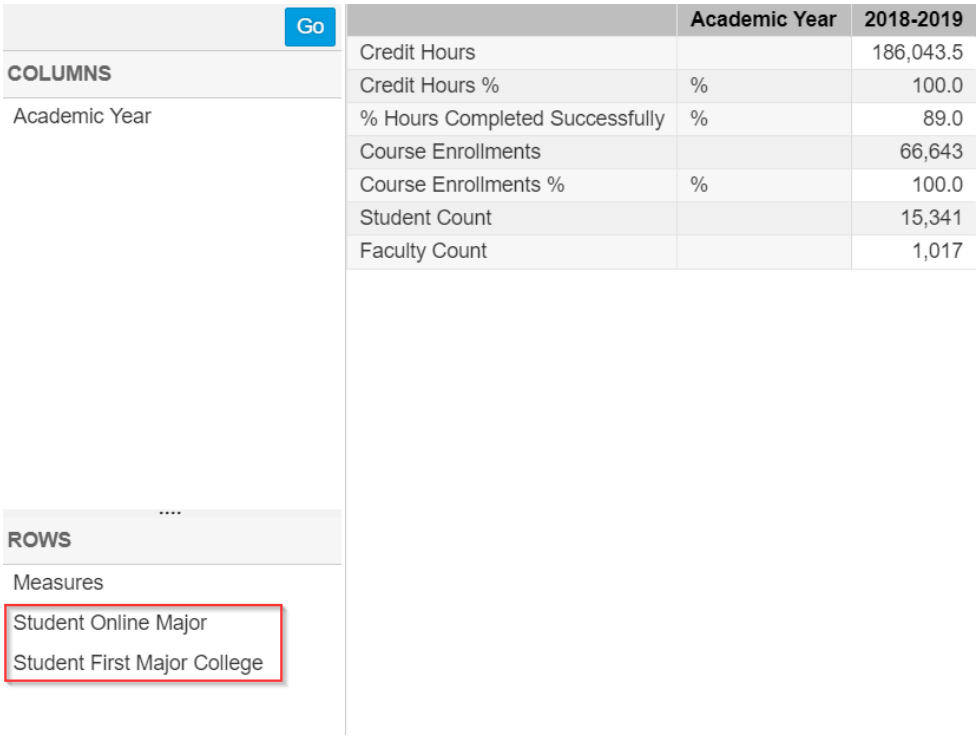
	Academic Year	2018-2019
Credit Hours		186,043.5
Credit Hours %	%	100.0
% Hours Completed Successfully	%	89.0
Course Enrollments		66,643
Course Enrollments %	%	100.0
Student Count		15,341
Faculty Count		1,017

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

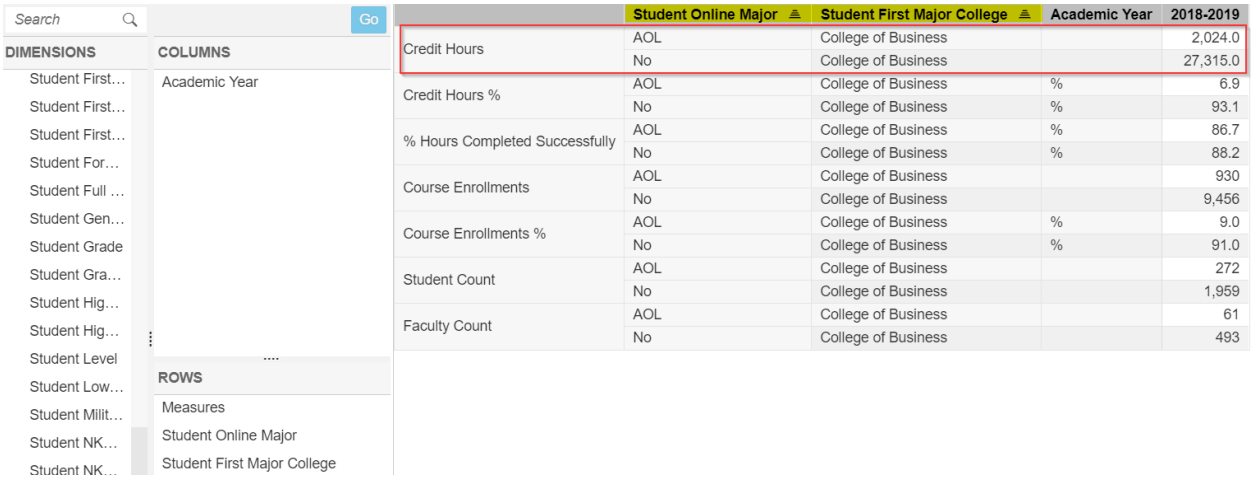


It is important to note that this number is derived from the number of AOL courses taught, not the number of students with AOL majors.

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).



Filter to the College of Business (see screenshot).

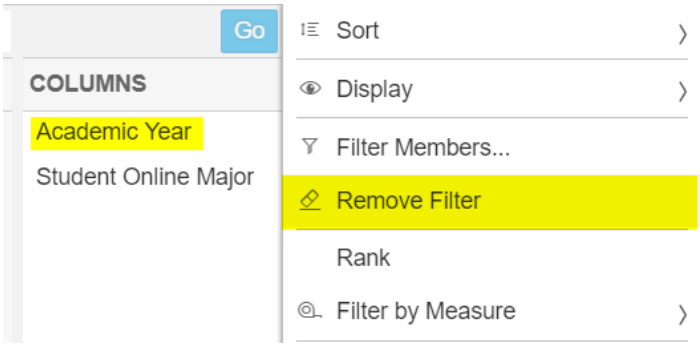


	Student Online Major	Student First Major College	Academic Year	2018-2019
Credit Hours	AOL	College of Business		2,024.0
	No	College of Business		27,315.0
Credit Hours %	AOL	College of Business	%	6.9
	No	College of Business	%	93.1
% Hours Completed Successfully	AOL	College of Business	%	86.7
	No	College of Business	%	88.2
Course Enrollments	AOL	College of Business		930
	No	College of Business		9,456
Course Enrollments %	AOL	College of Business	%	9.0
	No	College of Business	%	91.0
Student Count	AOL	College of Business		272
	No	College of Business		1,959
Faculty Count	AOL	College of Business		61
	No	College of Business		493

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

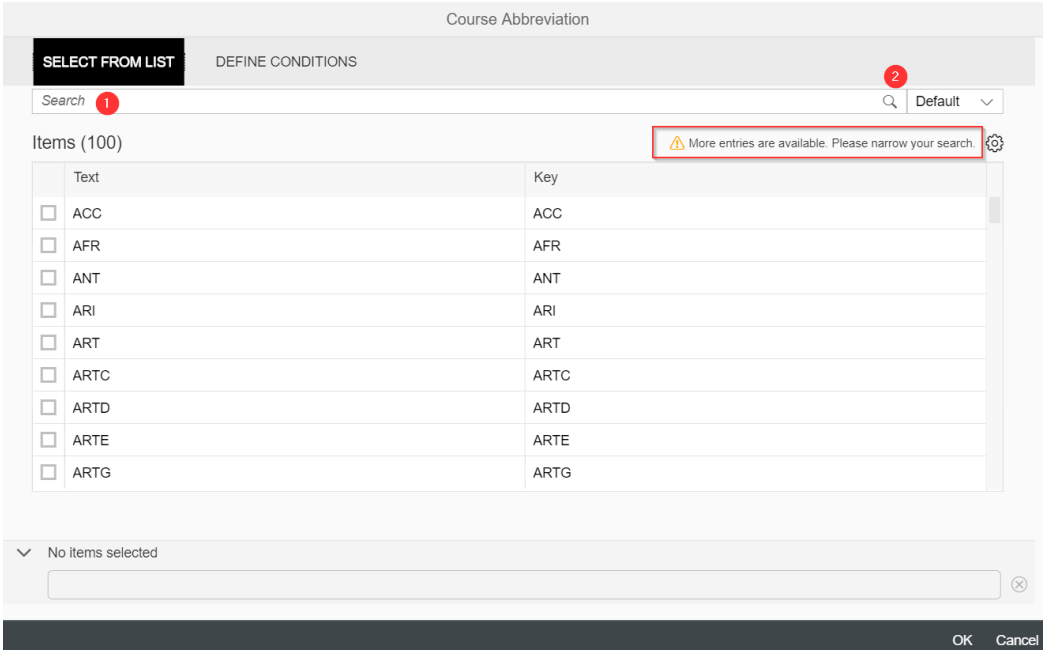
Before continuing, it's important to remove the filter we placed on **Academic Year**. Right-click **Academic Year**, and click **Remove Filter**. Follow the illustration below. Or, you can click on the **Reset** button to remove all filters.



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.

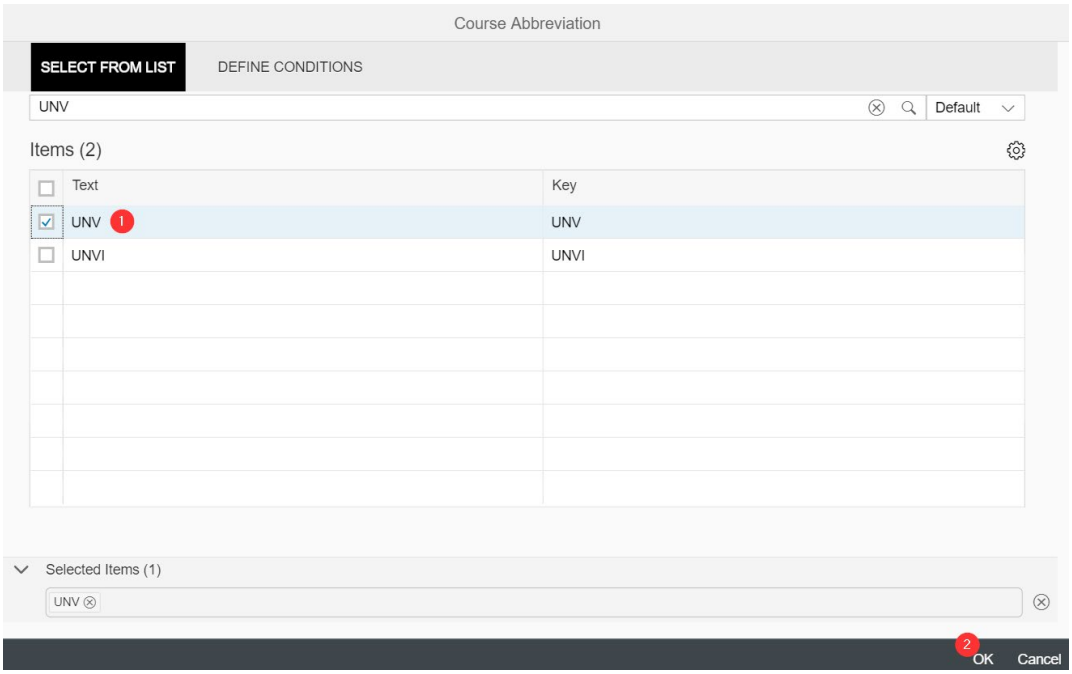
Right-click **Course Abbreviation**. Select **Filter Members**. Notice the message that appears. Since there are too many too many choices for the space available some choices are not being shown in the selection area. In this case, we will need to search for the course abbreviation we want. See the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

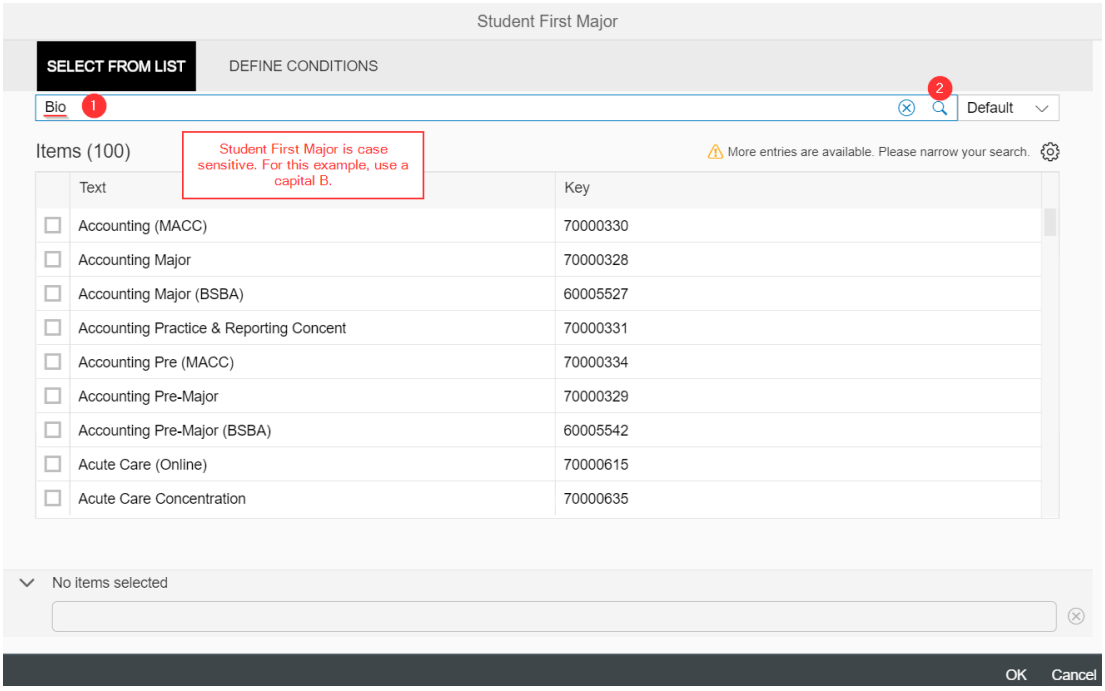
Before proceeding, remember to remove the filter on **Course Abbreviation**. Select the **Pause** button.

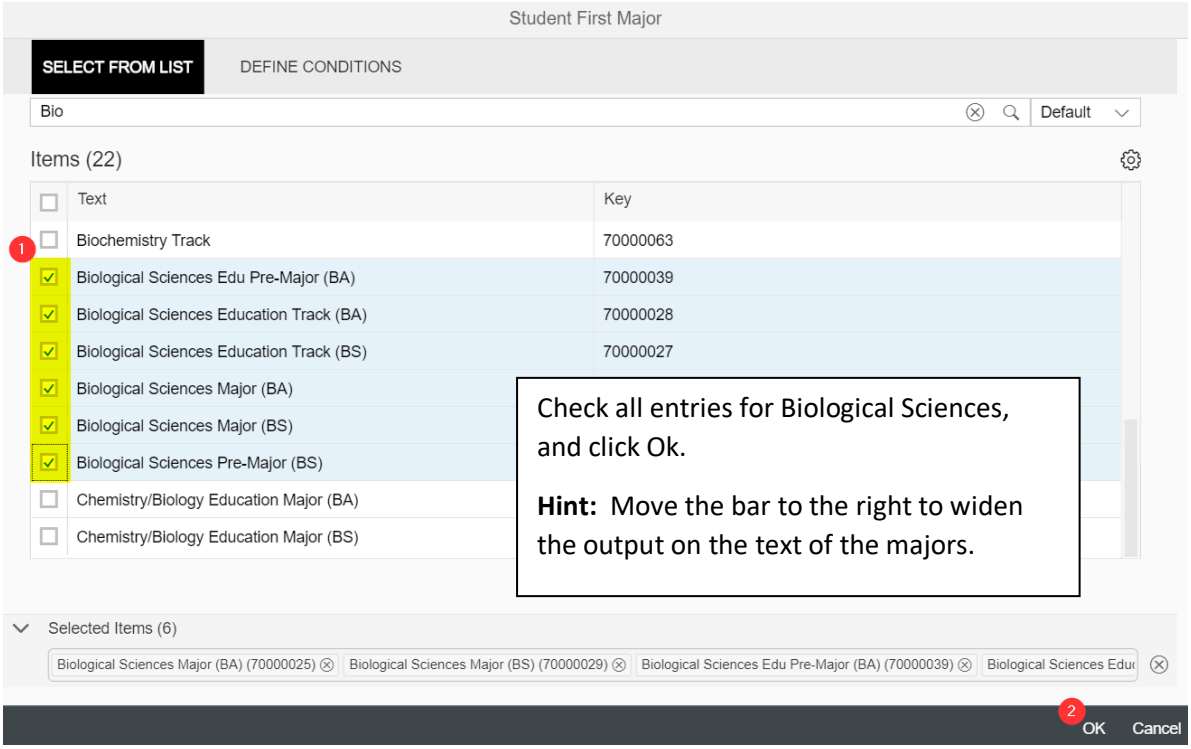
Right-click **Course Abbreviation** and **Remove Filters**. Remove **Course Abbreviation** from Rows.

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 "**B**io". (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.





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.