

University Data Resources Available from the Office of Institutional Research and Strategic Analytics

ERAC Staff Development Day 2020

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The Office of Institutional Research and Strategic Analytics (OIRSA) is the source of comprehensive information regarding Lehigh University.

Part of the Provost's stem, we pride ourselves on collecting and disseminating reliable and valid institutional data in a responsive, timely and ethical manner.

University Data Resources Available from OIRSA

- Institutional Data
 - Data Center
 - Analytics Portal: Tableau Server
 - Requesting data
- Data Governance
 - Data Cookbook
- Surveys
 - Survey Data
 - Survey Services
- Overview of Other OIRSA Services

Institutional Data Data Center

Home » Data Center



The OIRSA Data Center is home to current data, including the Common Data Set, the University Profile, and more.

And, although many university constituents can access university data in a variety of familiar formats, we also offer data in formats both of which are used in Lehigh market research.

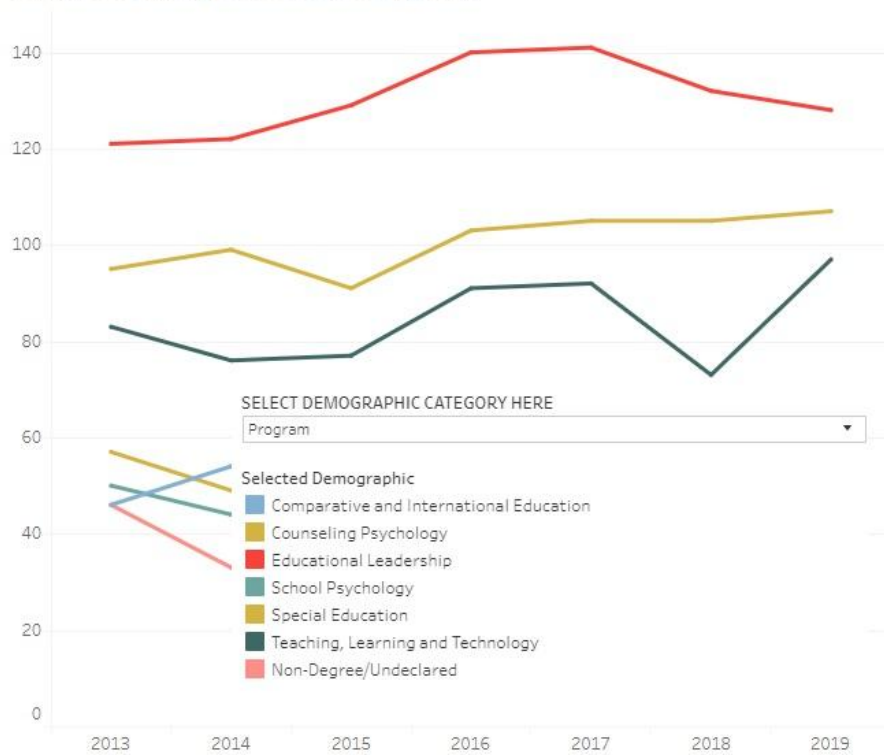
Requests for data not already housed in our system can be made at oir@lehigh.edu.

OIRSA Data Center

- <https://oirsa.lehigh.edu/data-center>
- Select between Data Visualization Tools in Tableau:
 - Census Visualizations
 - Completions by Degree and Major
- Or traditional static PDF reports:
 - Census Data
 - University Profile
- Link to Analytics Portal for licensed users

Institutional Data: Analytics Portal

Enrollment by Year per Selected Demographics



OIRSA Tableau Server

- <https://tableau.cc.lehigh.edu/>
- Custom data visualizations for licensed users
- COE-specific Census dashboard
- Department Profile Report
- Finance dashboards for Business Managers
- Research Expenditures by Principal Investigator/Faculty
- Student Diversity Trends by Major and Degree Program

Institutional Data

Make a Request

Home » Contact Us » Make a Request

Provost's Policy

Services

+ Data Center

+ Data Governance

Related Links

x Contact Us

Meet Our Team

Make a Request

In the service of supporting strategic planning, OIRSA for Lehigh stakeholders. We receive a variety of requests alongside our regular responsibilities. To optimize the information we need to address them.

Upon submitting the form, you will receive a copy within 2 business days to confirm receipt of your request.

An important note on data requests: Before submitting data you are seeking are already available there. Contact OIRSA for reporting to external organizations. If you need to contact Registration & Academic Services.

If you have a request regarding course evaluation or

[CLICK HERE TO SUBMIT A REQUEST TO OIRSA.](#)

OIRSA Request Form

- <https://oirsa.lehigh.edu/make-request>
- New tool for submitting requests to OIRSA
- Includes documentation for what to consider when making a request for our services

Data Governance

- Data governance formalizes behavior around how data are defined, produced, used, stored, and destroyed in order to enable and enhance organizational effectiveness.

The mission of Lehigh's data governance program is to promote data integrity and data quality to facilitate data-driven decision making.

- Data Governance Committees
 - Data Governance Executive Committee
 - Data Governance & Standards Committee

Data Governance: Data Stewardship

Data Management Roles at Lehigh

- **Data Steward**
 - Designated senior University official with planning and policy-level responsibilities for data in their functional area.
- **Data Manager**
 - University officials who have operational-level responsibility (collection, maintenance and dissemination) for data in their functional area.
- **Data User**
 - Individuals who have been granted access to institutional data in order to perform assigned duties or in fulfillment of assigned roles or functions within the University.

Find a list of Data Stewards and Data Managers here: <https://lts.lehigh.edu/services/explanation/data-management>

Data Governance: Data Cookbook

- What is it?
 - A collaborative data dictionary and data management solution
- What is it used for?
 - Create consistent data definitions across areas of the University
 - Provide transparency of data
 - Increase efficiency (help new and current staff find information)
 - Facilitate collaboration and conversation amongst areas
 - Enforce Data Governance stewardship and accountability

data  cookbook

Data Governance: Data Cookbook

- Currently we have over 100 definitions representing 5+ areas of the University:
 - Financial Aid
 - Graduate Admissions
 - Institutional Research & Strategic Analytics
 - Pride Center
 - Registration & Academic Services
- In progress:
 - Faculty Affairs
 - Finance
 - Human Resources
 - Undergraduate Admissions



Data Governance: Data Cookbook

- All current employees at Lehigh can access the Data Cookbook
 - Login with your Lehigh credentials at **lehigh.datacookbook.com** or on our website
- The Data Cookbook can help data users:
 - Increase understanding of commonly used terms
 - Increase efficiency
 - Support appropriate use of data

The screenshot shows the top portion of the Lehigh University Data Cookbook website. At the top left is the Lehigh University logo. To its right is the text "Office of Institutional Research & Strategic Analytics". Below this is a navigation bar with the following items: "PROVOST'S POLICY", "SERVICES" (with a dropdown arrow), "DATA CENTER" (with a dropdown arrow), "DATA GOVERNANCE" (with a dropdown arrow), "RELATED LINKS", and "CONTACT US" (with a dropdown arrow). The main heading "Data Cookbook" is displayed in a large, dark font. Below the heading is a breadcrumb trail: "Home » Data Governance » Data Cookbook". On the left side, there is a vertical menu with the following items: "Provost's Policy", "Services", "+ Data Center", "x Data Governance", "Data Cookbook" (which is highlighted with a vertical line), and "Data Governance Executive Committee". To the right of the menu, the heading "Data Cookbook" is followed by a paragraph: "The Data Cookbook is a collaborative data dictionary and data management metadata (data about data). It contains data definitions, data lineage, and is used for analytics and reporting across campus. This tool supports Lehigh by the Office of Institutional Research & Strategic Analytics." Below this paragraph is another paragraph: "The areas of the University currently represented with definitions in the Data Cookbook are: Student Services, Financial Aid, and Graduate Admissions. The Office of Institutional Research & Strategic Analytics is the lead for this project."

Data Governance: Data Cookbook

How to Browse Definitions



[Casey Petroski \(Log out\)](#) [Help](#) [Recent Updates](#)
[Enable Admin](#)

Home **Definitions** Specifications Quality Data System

View your organizations' terminology and definitions, both business (functional) definitions as well as technical definitions. Editors can create new definitions and moderators can approve them.

Tasks ⓘ

- Definitions

Browse Definitions

- Create a Definition
- Definition Queue

BROWSE OPTIONS

- Browse by name only
- Most recent first

Definitions ⓘ

Sort by:

-- Select --

Display:

Full Content

Filter by:

-- Workflow definition - -- Functional Area -- Definition Source -- Data Systems --

Displaying definitions **1 - 50** of **116** in total

← Previous **1** 2 3 Next →

Data Governance: Data Cookbook

How to Search for Definitions



[Casey Petroski \(Log out\)](#) [Help](#) [Recent Updates](#)
[Enable Admin](#)

datacookbook.

Quick definition lookup...

Home

Definitions

Specifications

Quality

Data Systems

Organization

Community

What information are you looking for?

Search the Data Cookbook

Go

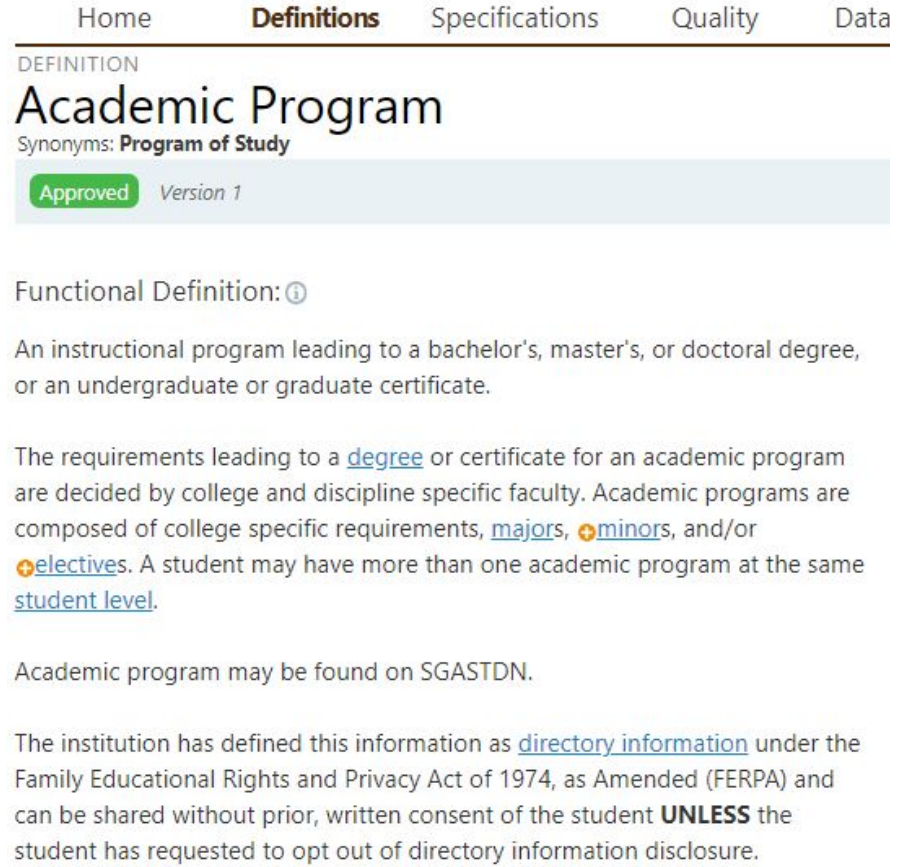


Data Governance: Data Cookbook

Functional Definition Example

1. Written for the general public
2. Provides context
3. Location of the field in a software application
4. Privacy limitations

*Notice the hyperlinks to Related Definitions



The screenshot shows a navigation bar with links for Home, Definitions, Specifications, Quality, and Data. Below the navigation bar, the page title is 'DEFINITION Academic Program'. Underneath the title, it lists synonyms: 'Program of Study'. A green 'Approved' badge and 'Version 1' are displayed. The 'Functional Definition' section includes an information icon and a paragraph: 'An instructional program leading to a bachelor's, master's, or doctoral degree, or an undergraduate or graduate certificate.' A second paragraph explains requirements: 'The requirements leading to a [degree](#) or certificate for an academic program are decided by college and discipline specific faculty. Academic programs are composed of college specific requirements, [majors](#), [+minors](#), and/or [+electives](#). A student may have more than one academic program at the same [student level](#).' A third paragraph states: 'Academic program may be found on SGASTDN.' The final paragraph discusses privacy: 'The institution has defined this information as [directory information](#) under the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA) and can be shared without prior, written consent of the student **UNLESS** the student has requested to opt out of directory information disclosure.'

Data Governance: Data Cookbook

Academic Program

Synonyms: Program of Study

Approved Version 1

Technical Definition Example

- Data System where the data item is located
- Object/Table/Column/Field Name

Technical Definitions ⓘ

Data System: [Ellucian Banner ERP](#)

Time Context: None specified

Technical Definition:

[SORLCUR_PROGRAM](#)

Data Governance: Data Cookbook

Other Information Provided on Definition Entries

Other Information:

SOURCE OF DEFINITION: ⓘ None specified

CLASSIFICATION: ⓘ [Class II: Restricted Information](#)

Classification of Data:

<https://oirsa.lehigh.edu/classification-data>

Academic Program

Synonyms: **Program of Study**

Approved Version 1

FUNCTIONAL AREAS ⓘ

Student

MODERATORS ⓘ

Data Steward - Student

SYNONYMS ⓘ

Program of Study

RELATED DEFINITIONS (13) ⓘ

Course Level

Degree

Graduate Admissions Defer

Graduate Admissions Inquiry

Graduate Admissions Lehigh Default

Graduate Admissions Offer

Graduate Admissions Refusal Incomplete

Graduate Admissions Started Application

Major

Student Academic Campus

Student Academic College

Student Academic Department

Student Level

Surveys

- Surveys are an important source of information about Lehigh community members to inform decision-making
- OIRSA administers Official Lehigh Surveys



Surveys

Survey Services

Home » Services » Survey Services

Provost's Policy

✕ Services

What We Do

Course Evaluations

Electronic Ballots

Survey Services

Training Resources

+ Data Center

+ Data Governance

Related Links

Contact Us

We are working to develop a process for coordinating the surveys that go out from various offices across campus

oirsa.lehigh.edu/survey-services

2017-2018 | 2018-2019 | 2019-2020 | 2020-2021

Lehigh University Student Survey Schedule: 2019-2020 Academic Year

For more information about a survey, hover your cursor over its block. Only recurring, large-scale (going to 500+ students) surveys are displayed here. Dates are approximate.

Survey	Recipients	May 2019	July 2019	September 2019	November 2019	January 2020	March 2020	May 2020	July 2020	Se
First Year Survey	First-year students	[Green bar]		May 15, 2019 August 21, 2019				May 13, 2020		
Course Evaluations, Summer1	All enrolled students	June 1, 2019 June 6, 2019	[Green bar]	<div style="border: 1px solid gray; padding: 5px;"> <p>Survey: First Year Survey</p> <p>Purpose: Assess factors that may affect a student's likelihood of graduating</p> <p>Recipients: First-year students</p> <p>Occurrence: Every year</p> <p>Contact: Wynntre Stout (was214@Lehigh.edu), OIRSA</p> <p>Notes:</p> </div>						
Wins Survey	First-year students		[Green bar]							
Alcohol EDU	First-year students									
Course Evaluations, Summer2 & Full Summer	All enrolled students			August 8, 2019						
Orientation	First-year students			August 21, 2019						

Student Population Legend

- Undergrads & Grads
- Undergrads only

Surveys

Survey Services

Home » Services » Survey Services

Provost's Policy

Services

What We Do

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Related Links

Contact Us

OIRSA serves as a resource to Lehigh University faculty and staff by providing guidance on survey implementation and analysis. The information from these surveys can be used to provide feedback about a particular program to faculty/staff, and alumni, or to provide targeted feedback about a particular program.

- For more information on Lehigh regulations involving Human Subjects

2017-2018 | 2018-2019 | 2019-2020 | 2020-2021

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Wins Survey	First-year students		June 14, 2019 August 9, 2019	
Alcohol EDU	First-year students			Jul October
Course Evaluations, Summer2 & Full Summer	All enrolled students		August 1, 2019 August 8, 2019	
Orientation	First-year students			August 21, 2019 September 18, 2019
Alcohol Use and Social Options at Lehigh, September batch	All undergraduates*			September 1, 2019 October 1, 2019

If you ever have any questions about the legitimacy of a survey, contact us at

inOIRSur@Lehigh.edu

Other Survey Services

We also offer guidance on survey design, implementation, and analysis

Other OIRSA Services

Training Resources

Home » Services » Training Resources



Throughout the course of the year, OIRSA staff will be involved in conducting based seminars on a number of topics regarding data visualization, data li data and strategic analytics at Lehigh. You can find some of our recent re

- Student Affairs Assessment Symposium, January 9, 2020
 - **Assessment Toolbox: Survey Design Basics and Best Prac**
Wyntre Stout, Research Analyst, Lehigh University
As a means of insight into the student experience, surveys i addresses the basics of carrying out a successful survey prc constructing a quality survey tool. Practical tips cover strate and yield meaningful data that can answer relevant questic
 - **Assessment Toolbox: Data Visualization Basics for Survey**
Caroline Seguin, Business Intelligence Analyst, Lehigh Univ
This session discusses how to best represent survey data vii prevent misuse and misunderstanding of information.
 - **Assessment Toolbox: Working with Data in Excel from a S**
Zane Krotzer, Data Research Scientist, Lehigh University
This session covers some tips and tricks of working with dat a few basic questions about our student population. Topics duplicate records, cleaning up messy data, and working wit
- Tableau training and other related resources here.

● Consultations

- Data management/visualization (Tableau)
- Developing best practices related to data governance
- Specific analyses
- Survey design/data analysis

● Training Resources

oirsa.lehigh.edu/training-resources

Other OIRSA Services

- Submission of institutional data to external surveys/rankings
- Verification of data
- Confidential electronic ballots
- Course Evaluations

oirsa.lehigh.edu/make-request

OIRSA Request Form

How can we help?

- I am looking for specific data/information
- I need OIRSA to verify data that I plan to submit to an external organization
- I need help managing/visualizing my data: Tableau consultation
- I need help developing best practices related to data governance
- I need help designing/analyzing a survey: Survey consultation
- I want to send a survey out to Lehigh students: Application to Conduct Student Surveys
- I need to request an electronic ballot
- I have a question about course evaluations
- Something else



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