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

ERAC Staff Development Day 2021

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Office of Institutional Research & Strategic Analytics

Office of Institutional Research and Strategic Analytics

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
- Surveys
  - Survey Data
  - Survey Services
- Overview of Other OIRSA Services
- Data Governance
  - Data Cookbook

Institutional Data

Data Center

Home » Data Center

Provost's Policy
Services & Resources
✖ Data Center
University Profile
Common Data Set
Admissions
Enrollment
Graduation & Retention
Faculty & Staff
Survey Data
Analytics Portal
✚ Data Governance
Contact Us

The OIRSA Data Center is home to current and past information about Le... including Census Data, the Common Data Set, the University Profile, our ... tools and a variety of other Reports & Presentations.

And, although many university constituents may not realize it, the data w... year appear throughout the university in a variety of familiar formats, inclu... a Glance and the Undergraduate Admissions Class Profile, both of which a... Lehigh marketing and recruitment efforts.
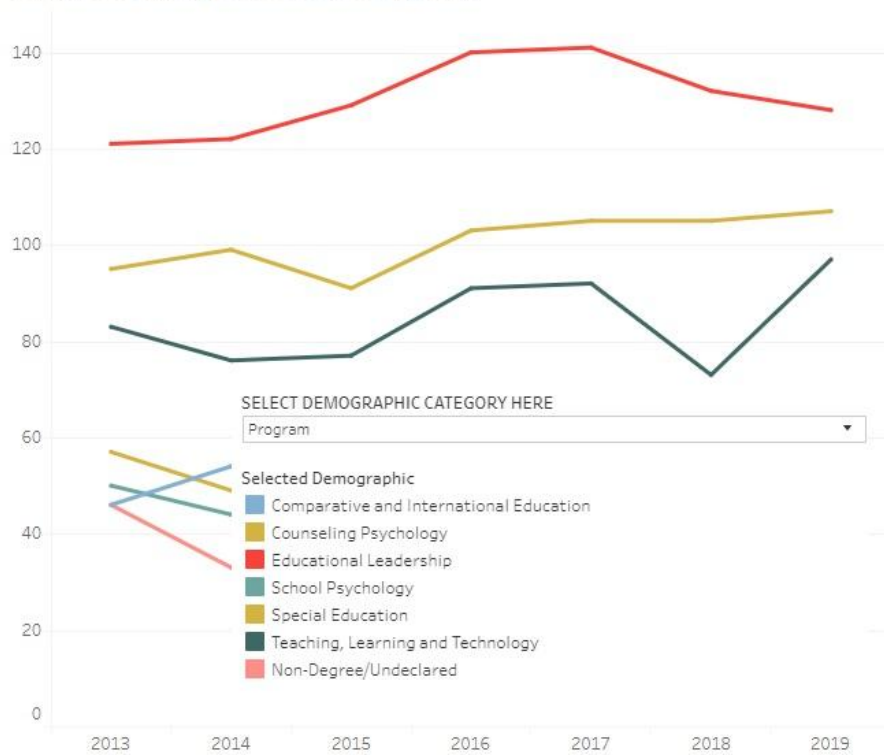
Requests for data not already housed in the OIRSA Data Center can be m... telephone at 610-758-5890 or by email at oir@lehigh.edu.

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

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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

OIRSA Request Form

- https://oirsa.lehigh.edu/make-request
- To submit requests to OIRSA
- Includes documentation for what to consider when making a request for our services

Surveys

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

NSSE national survey of student engagement

OIRSA First-Year Survey

OIRSA COVID-19 Faculty and Staff Survey May 2020

OIRSA Senior Survey

HEDS DIVERSITY AND EQUITY CAMPUS CLIMATE SURVEY

Surveys

OIRSA Survey Initiatives

1. Collect and disseminate survey data to inform decision-making
2. Coordinate surveys administered across campus
3. Offer guidance and assistance with survey design, implementation, and analysis

Other OIRSA Services

- Consultations
  - Survey design/data analysis
  - Data management/visualization (Tableau)
  - Targeted analyses
- Training Resources
  - oirsa.lehigh.edu/training-resources
- Other OIRSA responsibilities
  - Submissions to external surveys/rankings
  - Verification of official university data
  - Confidential electronic ballots
  - Course Evaluations

oirsa.lehigh.edu/make-request

Training Resources

Home » Services » Training Resources

Provost's Policy
✖ Services
  What We Do
  Course Evaluations
  Electronic Ballots
  Survey Services
  ✖ Training Resources
    Tableau Documentation
✚ Data Center
✚ Data Governance
  Related Links
  Contact Us

Throughout the course of the year, OIRSA staff will be involved in conducti_
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 _
    addresses the basics of carrying out a successful survey pro_
    constructing a quality survey tool. Practical tips cover strate_
    and yield meaningful data that can answer relevant questi_
  - **Assessment Toolbox:** Data Visualization Basics for Survey_
    *Caroline Seguin, Business Intelligence Analyst, Lehigh Univ_
    This session discusses how to best represent survey data vis_
    prevent misuse and misunderstanding of information.
  - **Assessment Toolbox:** Working with Data in Excel from a S_
    Zane Kratzer, 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.

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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 Stewardship Roles at Lehigh

- Data Steward
  - Designated senior University official with planning and policy-level responsibilities for data in their functional area.

- Data Manager
  - University staff 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://oirsa.lehigh.edu/data-stewardship

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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 nearly 200 definitions representing 8+ areas of the University:
  - Bursar
  - Faculty Affairs
  - Finance stem
  - Financial Aid
  - Graduate Admissions
  - Institutional Research & Strategic Analytics
  - Pride Center
  - Registration & Academic Services

- In progress:
  - Development & Alumni Relations
  - 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

Data Governance: Data Cookbook
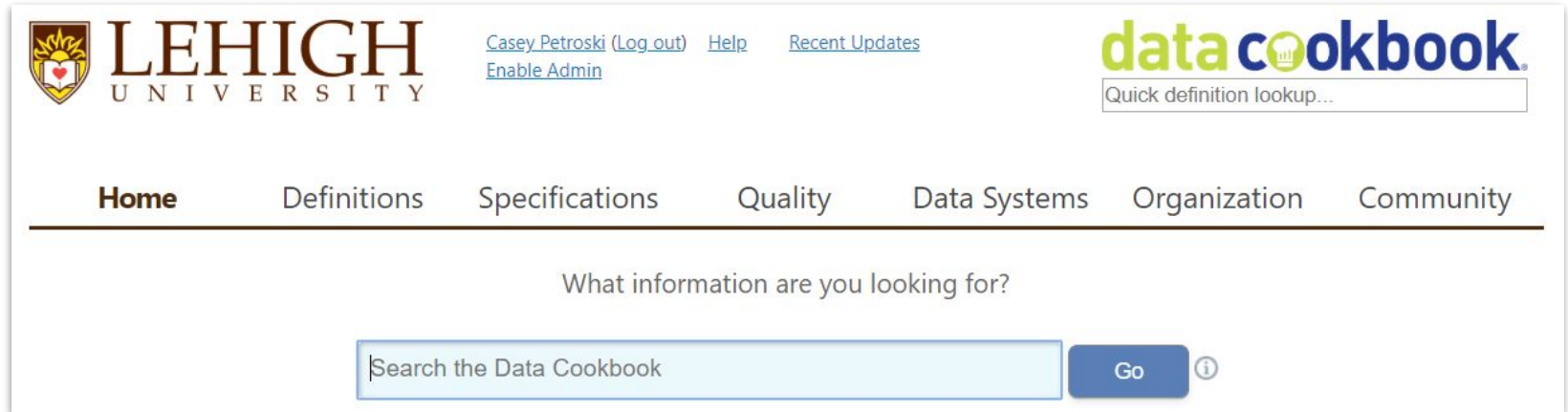
How to Browse Definitions

Data Governance: Data Cookbook

How to Search for Definitions

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Definition Example:

(continued):

Data Governance: Data Cookbook

Technical Definition Example

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

First Generation College Student
Synonyms: **First Gen, 1st Generation, 1st Gen**

Approved   Version 1

Technical Definitions ⓘ

Data System: CollegeNET
Time Context: None specified
Technical Definition:

ADMIT Application:
Application > Bio/Demo/Contact tab > First Generation?

There are no linios yet

Data System: EnrollmentRx/Salesforce
Time Context: None specified
Technical Definition:

Contact Object:
FirstGen__c

There are no linios yet

Data System: Ellucian Banner ERP
Time Context: None specified
Technical Definition:

SABSUPL_FLAG5

Data Governance: Data Cookbook

Additional Information Provided on Definition Entries

First Generation College Student
Synonyms: **First Gen, 1st Generation, 1st Gen**

Approved   Version 1

Other Information: ⓘ
SOURCE OF DEFINITION: ⓘ None specified

CLASSIFICATION: ⓘ Class III: Institutional Confidential/Proprietary Information

🏛 FUNCTIONAL AREAS ⓘ
Admissions - Graduate
Admissions - Undergraduate
Financial Aid
Institutional Research & Strategic Analytics

Lehigh's Data Classifications: https://oirsa.lehigh.edu/classification-data

📖 SYNONYMS ⓘ
First Gen
1st Generation
1st Gen

📖 RELATED DEFINITIONS (1) ⓘ
Data Steward

Office of Institutional Research & Strategic Analytics

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