

V. INSTRUCTIONS FOR DATA COLLECTION

As part of the program review, The Graduate School requests that academic programs provide admissions, enrollment, and graduation statistics for the previous five academic years to show trends. Each program is able to obtain these data directly from various campus research resources.

Programs will need to obtain the following information:

1. Degrees Awarded Statistics
2. Enrollments in Program by Term and Demographics
3. Credit Hours by Term and Demographics
4. Course Enrollment by Term and Level
5. Admissions Statistics
6. Graduate Student Exit Survey Reports
7. Various other data elements as needed for supporting the self-study narrative
8. When possible, the data from the National Research Council's Assessment of Research Doctorate Programs or other national rankings specific to the discipline should be incorporated into your program self-study in the doctoral education sections.

Reports from The Graduate School, the University Registrar's Office, and the Office of Institutional Research and Assessment will be used to generate some of the information for Program Reviews. The Graduate School and the Office of Institutional Research and Assessment can also work together to provide customized reports of data as needed. Below are the some additional websites that will be helpful.

Common Enrollment Reports

<http://registrar.unc.edu/reports/>

The screenshot shows the website for the Office of the University Registrar. The header includes the university name and navigation links. The main content area features a navigation menu with 'Reports' selected. Below the menu is a large banner image of a campus scene. The 'Reports' section is titled 'Reports' and includes a sub-section 'REPORTS' with a list of links: 'Dean's List & Degree Recipient List', 'Contact the Registrar About Student Data', 'Select an area to view the available reports', 'Deans List and Degree Recipient List', and 'Contact the Registrar about Student Data'. The footer contains contact information for the Registrar's office, including phone and fax numbers.

Comprehensive Class report in TarHeelReports

<https://tarheelreports.unc.edu/>

The screenshot shows the TarHeelReports website. The header includes the UNC logo and the text 'TarHeelReports'. The main content area is titled 'Top suggested reports' and lists several report categories with brief descriptions:

- [Comprehensive Financial Summary](#): Fund and cash balances, and revenue and expenses, by source from the GL Actuals ledger
- [G/L Fund Balance](#): Fund balances based on the GL Actuals ledger
- [Income Statement](#): Balances of revenue and expense accounts per accounting period
- [Salary Alignment](#): FTE salary for employees as well as market rates and ranges for SHRA and EHRA non-faculty positions
- [Employees](#): Employee information including important dates
- [Hires](#): Hire actions for employees during a selected period of time. Note: this is for hires entered in ConnectCarolina since October 1, 2014.
- [Affiliate](#): Information on all active affiliates or affiliates who were terminated within the last year. Users can track start and end dates for affiliates, so that originators can end or extend University affiliations (such as One Card access and email aliases).
- [Comprehensive Class](#): Class information used by users across campus
- [RAM Reports](#): Research Administration Management (RAM) Reports were developed through a partnership with the Office of Sponsored Research (OSR) and Information Technology Services (ITS) to provide an improved tool to manage sponsored project financials.

General University Statistics, Faculty Information, Student Information

<http://oira.unc.edu/>

The screenshot shows a Firefox browser window displaying the website <http://oira.unc.edu/>. The browser's address bar shows the URL, and the page title is "Home - Office of Institutional Research ...". The website header includes "UNC-Chapel Hill: Home | Directory | Departments | News | Calendar | Search" and "The University of North Carolina at Chapel Hill Office of Institutional Research and Assessment".

The main content area features a navigation menu on the left with the following items: Home, Facts and Figures, Planning and Decision Support, Institutional Effectiveness, What's New, Additional Resources, About Us, and Faculty and Staff Access. Below the menu is a search box with the text "Search this site" and a "Go" button.

The central content area is titled "Advancing the University through:" and includes the sub-heading "External Reporting, Planning Support and Institutional Effectiveness". Below this is a large image of a classical building with a dome. The text reads: "The Office of Institutional Research and Assessment (OIRA) provides data and other types of information about the University of North Carolina at Chapel Hill to support institutional decision making and achievement of our vision of becoming the nation's leading public university." Below this text is another image showing a night view of a building and a sign for the "UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL".

On the right side, there is a "Quick Links" section with the following links: Course Evaluations Online, Quick Facts Brochure (PDF), IPEDS Report, Common Data Set, Student Data, Retention and Graduation Reports, Faculty and Staff Data, Peer Comparisons, Voluntary System of Accountability (VSA), WEA/Eonline, Assessment Resources, Budget Planning Reports, Organizational File, FAQ, and How to Use This Site.

At the bottom right, there is a "Did You Know?" section with the text "Over 80% of graduating Carolina seniors stated" and a small image of a building.