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 some additional websites that will be helpful.
Common Enrollment Reports
http://registrar.unc.edu/reports/

Comprehensive Class report in TarHeelReports
https://tarheelreports.unc.edu/

Top suggested reports

- **Comprehensive Financial Summary**: Fund and cash balances, and revenue and expenses, by source from the G/L Actuals ledger.
- **G/L Fund Balance**: Fund balances based on the GL Actuals ledger.
- **Income Statement**: Balance of revenue and expense accounts per accounting period.
- **Salary Alignment**: FTE salary for employees as well as market rates and ranges for SIRAs and SIRAs 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 overstays can end or extend University affiliations such as One Card access and email accounts.
- **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 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.

In addition, the OIRA site provides a variety of descriptive information about the University for use by our many constituents and the general public.