

V. INSTRUCTIONS FOR DATA COLLECTION

As part of the program review, The Graduate School requests that academic programs provide admissions, enrollment, and graduation statistics. 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

When possible, the data from the National Research Council's Assessment of Research Doctorate Programs should be incorporated into your program self-study in the doctoral education sections. We will work with individual units to provide customized peer reports that can be included for the participating doctoral programs.

The program is asked to obtain each of these items for the previous five academic years. These reports can be generated from any computer on the UNC network. Additionally, The Graduate School requests that electronic copies of all items (MS Excel format) be submitted with the self-study.

The Graduate School and the Office of Institutional Research and Assessment can also work together to provide customized reports of data as needed.

Reports from The Graduate School, the University Registrar's Office, and the Office of Institutional Research and Assessment will be used to generate most of the information for Program Reviews. Below are the websites which will be most helpful.

Common Enrollment Reports

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

The screenshot shows a web browser window displaying the 'Office of the University Registrar' website. The browser's address bar shows the URL 'http://registrar.unc.edu/Reports/index.htm'. The website header includes the university's name, 'THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL', and navigation links for 'UNC Calendar', 'Libraries', 'Maps', 'UNC Departments', and 'Search UNC'. The main navigation menu includes 'Home', 'Academic Calendar', 'Registration', 'Academic Services', 'Courses', 'Classrooms', 'Reports', 'Training', and 'About'. The 'Reports' section is active, showing a list of reports: 'Student Enrollment Statistics', 'Historical Enrollment Statistics', 'Dean's List & Degree Recipient List', 'Registration Section Status Summary Report', and 'Contact the Registrar About Student Data'. A central banner image shows a campus scene with trees and people. Below the banner, the text reads 'Please select a reports area to learn more about the types of reports available.' and a list of report links is provided. A 'RESOURCES' section on the right lists 'Enrollment Statistics', 'Institutional Research', 'Web Focus Reporting', 'Class Search', and 'Data Request Form'. A footer link says 'CONTACT THE ACADEMIC DATA TEAM'.

Admissions Reports

<http://gradschool.unc.edu/about/data.html>

The screenshot shows a Firefox browser window displaying the UNC The Graduate School Admissions Statistics page. The browser's address bar shows the URL <http://gradschool.unc.edu/about/data.html>. The page features a blue header with the UNC logo and navigation links for Prospective Students, Current Students, Faculty & Staff, and Alumni & Friends. A main navigation menu includes About, Academics, Admissions, Student Life, Funding, Policies, and News & Events. The Admissions Statistics page has a breadcrumb trail: Home > Admissions > Admissions Statistics. The main content area is titled "Admissions Statistics" and lists several data points with links: Applications Received to Date (6/15/2012), Average Applicant Test Scores, General Admission and Enrollment Data, and a list of admission statistics from 2005 to 2010. A right-hand sidebar contains "Related links" (Admissions Office Contacts) and "Key Dates" for September and October, including deadlines for health insurance, graduation applications, University Day, and class resumption.

- Applications
- Admissions vs. Denials
- Enrollees
- Demographic Information
- Residency Information
- GRE Scores

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 a search engine icon. The website's header includes navigation links: Home | Directory | Departments | News | Calendar | Search. Below the header, the main content area features a blue banner with the text "The University of North Carolina at Chapel Hill Office of Institutional Research and Assessment".

On the left side, there is a vertical menu 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 (with a lock icon). Below the menu is a search box with the text "Search this site" and a "Go" button.

The main content area is titled "Advancing the University through:" and includes the sub-heading "External Reporting, Planning Support and Institutional Effectiveness". Below this, a large image shows a classical building with a dome. To the right of the image, 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), WEAVEonline, Assessment Resources, Budget Planning Reports, Organizational File, FAQ, and How to Use This Site.

Below the main text, there is a paragraph: "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." This is followed by another paragraph: "In addition, the OIRA site provides a variety of descriptive information about the University for use by our many constituents and the general public." To the right of this text are two small images: one showing a building at night and another showing a sign for the University of North Carolina at Chapel Hill.

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 person.