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Mission

The Office of Institutional Research and Planning (OIRP) reports the official university data to internal and external constituencies. We are a service office that helps the higher education community understand the institution by disseminating information.

Specifically the mission of OIRP is:

- To provide accurate statistical descriptions of the institution;
- To support planning processes;
- To respond to institutional research questions; and
- To provide data support to other units within the institution.

The strategies for accomplishing these goals are:

- To maintain a seamless data infrastructure that combines a variety of source systems into a single warehouse;
- To be knowledgeable about current planning activities and higher education issues in the state and at UM.
• To provide meaningful information that will assist decision and policy makers.

The Associate Vice President of Institutional Research and Planning reports to the Provost and Senior Vice President for Academic Affairs.

Customers

OIRP provides information to a variety of audiences, both internal and external to the University. Important internal campus customers include the administration (the President's Office, Vice Presidents' Offices, etc.); faculty; and staff (including various task forces, committees, senates etc.). In addition, academic programs such as College Park Scholars and Honors all benefit from our ability to track students who participate in their programs.

External customers for campus information range from the federal government to the state to the press. OIRP reports official university information to the federal government and to the state (Maryland Higher Education Commission - MHEC) and the University System of Maryland (USM). Both the State and the USM also have their own reporting requirements. Special groups, such as the NCAA or AAUP require reports on specific subpopulations of students and faculty. The rapidly expanding "college guide" and ranking magazines are also important customers for our work. Finally, UM is a member of the Association of American Universities (AAU) and The Consortium for Student Retention Data Exchange (CSRDE). As members, we participate in voluntary data exchanges that provide additional sources of information for peer analysis and decision support.

What all these consumers of OIRP information have in common is the need for official, reliable data. Since OIRP captures data at consistent intervals throughout the year, comparisons over time are possible (longitudinal tracking). Furthermore, consistent data definitions are used so that comparisons between campus units over time are also meaningful.
Data Sources

OIRP is not the *source* of university data. Instead data are recorded in other offices, such as Personnel, Admissions, Records and Registration, the Bursar, or Financial Aid. Data from these sources are combined into one data warehouse, which is maintained by the Office of Data Administration. Data sets that are used include:

- The Student Information System (SIS)
- Scheduling System
- Payroll & Human Resources System (PHR)
- Academic Resource System (ARS)
- Student Financial Aid (Source: Financial Aid Office)
- Grant and Sponsored Research (Source: Office of Research Advancement and Administration)

The data are stored in three forms: transactional, current warehouse and frozen warehouse. Transactional data are the "live" data files used by the university for routine functioning. Current warehouse data are extracted daily. Frozen data are "snapshots" of the current warehouse building a historical census of institutional data. The frozen data are primarily used for longitudinal analyses; it is not intended to track changes that occur on a daily basis. The frozen warehouse is maintained by OIRP.

Routine Mandated Reports

In its capacity as the university's official reporting unit, OIRP is obligated to fulfill mandates from the state and the federal governments by disseminating information about the university each year. These reports serve a variety of purposes including meeting data needs for state task forces and policy analyses. The following is a list of those reports and their purpose:

1. **Annual reports required by MHEC/USM**
   - High School Graduate System; Degree Information
OIRP Web Site

System; Opening Fall Enrollment, Financial Aid, Credit Hours of Enrollment, Transfer Student System, Application/Acceptance/Admission, Institutional SAT Profile, Enrollment Information System, Fall Enrollment Addendum, Employee Data System, Off-Campus Credit Instruction.

2. **IPEDS Reports**
   - Graduation Rates, Finance Survey, Salaries of Full-Time Instructional Faculty, Fall Enrollment Addendum, Completions Addendum, Institutional Characteristics.

3. **Federally required reports:**
   - Affirmative Action Report: annually completed report detailing the hiring patterns of minorities in all types of jobs at the university.

4. **Legislatively mandated reports:**
   - Faculty Workload reporting.
   - Managing for Results (MFR)

5. **Special Reports:**

In addition, reporting encompasses formal agreements between peer institutions to exchange data useful for national comparisons. OIRP also provides routine reports on enrollments, applications, salaries, degrees, and employees to the academic units. To provide information efficiently, OIRP disseminates data electronically to the campus community. This information is used for internal management and planning purposes.

**Support of Campus Planning, Decision Making and Policy Development**

Much of OIRP's involvement in campus policy development, planning, and decision-making has been through its membership on and support of major campus committees. OIRP has maintained membership on committees such as ACCESS, CAWG, Retention, and Enrollment Management. We also call
together the Academic Resource Group to work with the academic departments in meeting their data needs and in sharing information about the reporting requirements and processes. In addition to providing analyses to support agendas throughout the year, OIRP does in-depth analyses and reports that support policy decisions. Some examples of such efforts are as follows.

- Progressions: analyses of retention and graduation rates at all levels (university, college, and department) for graduates, undergraduates, natives and transfers, and all race/ethnic groups. These documents have supported the ACCESS committee, the annual planning cycle, retention committees, the retention retreat, and many other efforts throughout campus.
- Transfer Reports: examinations of the transfer student population.
- Diversity, Equity, and Affirmative Action: reports on Minority Achievement and studies of faculty and staff salary equity.
- CAWG: Campus Assessment Work Group works with OIRP to examine student behavior and satisfaction, campus climate, academic assessment of student performance, and alumni follow-up.
- Facilities Planning: providing statistics of actual and projected use of new and existing buildings. Needs for student classroom space, faculty and staff offices, and laboratories as well as scheduled classroom hours are calculated annually.
- College Guide Surveys/Standard Survey Response: Over the last few years, publications ranking universities and colleges (such as U.S. News and World Report and Money Magazine) have become more popular with students and parents as a tool in choosing which college to attend. OIRP completes the major college guidebook surveys and the Common Data Set (CDS) which includes most of the items commonly asked by such publications.
- Senate Elections Representation Committees: OIRP annually provides an analysis of faculty and staff counts by college and unit that is the basis for senate vote apportionment.
- PACAA (President's Advisory Council on Academic Affairs):
OIRP provides analysis of the impact of LEP (Limited Enrollment Program) policies (existing and proposed) for this committee.

- AAU Project for Research on Doctoral Education: A nationally sponsored, longitudinal project that tracks ten graduate programs, this report is done on an annual basis. It contains information on the enrollment and progress through the doctoral degree in a variety of different disciplines.
- Evaluation projects: OIRP has provided many resources (data, expert consultation, staff) in support of evaluation projects such as the Senior Task Force, the Diversity Evaluation Committee and Middle States Evaluation committee.

**Ad Hoc Requests**

Responding to ad hoc internal and external requests requires a significant portion of OIRP's resources. Outside agencies, other universities, and citizens request a variety of information. Providing timely and accurate data to any source is an important function of OIRP.