Request Website Location(s)
http://www.msubillings.edu/it/irap/
http://www.msubillings.edu/technology/onlineforms/
Request Form

Please complete all items to the best of your ability, for assistance in completing this request contact one of the Institutional Research, Analysis, and Programming staff. Be as specific as possible regarding your request. Upon receipt of your request, a staff member will contact you within two working days to confirm receipt and clarify request if required.

Contact Information
- First Name
- Last Name
- Email
- Phone / Extension
- Department/Office

Campus Affiliation
- Faculty
- Staff
- Student
- Other

Request Type
- One time information request
- Recurring information request
- Existing data application problem or revision
- New data application
- Other

Preferred Data/Reporting Format
- Excel
- PDF
- MS Word
- Other

Request Description (Provide Details)

Reason for Request

Preferred Data/Reporting Format

Please upload any additional documentation you may have regarding request

Drop files or click here to upload

Date Needed (mm/dd/yyyy)
Considerations

- Appropriate Office for Request
  - Duplicate requests to multiple offices
  - Sometimes it comes down to who can do most easily and/or who has time to do

- Data sensitivity – aggregated data vs record level data – Authorization to access
  - Billings Data Stewardship Practices UNDER DEVELOPMENT

- Definitions

- Timelines

- Institutional Priority
Responding

▪ Simple – Pre-existing information or straightforward
  ▪ Receive requested information

▪ More Involved – Aggregated and/or Data You Would Have Access To
  ▪ Email alerting you which staff member will be working on your request
  ▪ Contact for clarification
  ▪ Receive requested information

▪ Most Involved - Authorization to access information needed prior to providing request; extensive staff time to generate; coordination with other processes
  ▪ Staff needing record level/sensitive data they don’t have regular access to – FORM
  ▪ Students requesting record level/sensitive data – FORM UNDER DEVELOPMENT
Access - Institutional Research SharePoint Site
https://sharepoint2010.msubillings.edu/sites/IR/

- **SHARED DOCUMENTS**: institutional reports containing aggregate information
- **ONLINE RESOURCES**: external online resource websites
- **LINKS**: links to MSUB specific data applications.

**ADMIN GENERAL HAS ACCESS**
Student Profile – Today is Start of Discussion

Where we are:

▪ Multiple requests
▪ Multiple versions of information
▪ Inconsistent definitions
▪ Inconsistent timing
▪ Many staff hours redoing – in multiple offices
▪ Lack of trust in information available

Where we want to be:

▪ Agreed upon content
▪ Consistent definitions (common language when discussing issues)
▪ Prepared annually at same time
▪ Resource for multiple needs
▪ Knowledge of why different from information from another source
▪ Complete Trust in Information
Student Profile – Common Understanding

- Aggregate information about our student body
- Subset of an institutional profile
- Internal dataset of which components can be accessed for multiple uses

Uses
- Common understanding of institution
- Materials for prospective employee packages
- Grant applications
- Fund raising materials
- Recruiting materials
- Website statistics
- Research course projects
- Department/Program Annual Reports
Student Profile – Population of Interest

- For what **Timeframe**
  - Fall Census
  - Academic Year (Fall and Spring)
  - Fiscal Year (Summer, Fall and Spring)
  - Aid Year (Fall, Spring and Summer)

- At what **Institutional Structural Level**
  - Overall
  - Campus – University, City College
  - College – CAS, CAH, COB, COE, None, CC
  - Department

- **Student Level**
  - Undergraduate
  - Graduate

- **Student Types**
  - New Freshmen
  - New Transfers
  - All
  - High School
    - High School Connections
    - University Connections

- **Degree Level**
Student Profile – Special Sub-Populations

- Veterans
- American Indian
- On Campus Residents
- Disability Support Services
- Student Support Services
- International
- Pell or Subsidized Loan Recipients
- Non-Traditional Age
Student Profile – Categories of Information

- **Demographics**
  - Gender
  - Age
  - Residency
    - In State, Out of State, WUE
  - Geographic Origins

- **Racial/Ethnic**
  - MT
  - IPEDS

- **Financial Status**
  - FAFSA filed
  - Expected Family Contribution
  - Pell Eligible
  - Pell Recipient
Student Profile – Categories of Information

- Academic Preparedness (Prior to MSUB)
  - ACT Score (percentiles)
  - HS GPA
  - HS RANK

- Academic Experience (at MSUB)
  - Volunteer hours/Service Learning
  - Internships
  - Study Abroad
  - Engagement Survey Items
  - Satisfaction Survey Items
Student Profile – Measures

- Headcount
- Full Time Equivalent
- Percentages
- Ratios
Discussion

- Preparation one time a year is good
- Present trend data – options for consideration 3 yr, 5 yr, rolling average
- Add std dev were applicable
- Several items confound data
  - Inclusion/exclusion of high school students
  - University Campus and City College have different admission requirements – causes issue when presented as overall aggregate
- Part of this discussion is how we present ourselves.
- Reorganizations cause issues with departmental trend data – department changes for City College and College of Arts and Sciences are not kept up to date within Banner student
- High school students are not eligible for federal aid – skewing of percentages.
- At risk student definition needed
- Start with data elements we do capture; identify needed information and determine if we can capture that information in future.
- Category for inclusion should be information related to online.
Next Steps

- IR and other operational offices work together to develop a prototype student profile.
- Include definitions and note all applicable caveats.
- Bring back for discussion.