This Reference Booklet contains information about some of the various reports that Decision Support and Institutional Research creates to assist our administration, deans, department chairs, and directors in gathering needed information to make informed decisions for our university. Please remember that we are always available to assist you with any reporting needs.
Note from the Executive Director

Today, the insatiable thirst for information concerning the health and effectiveness of higher education institutions is widespread and growing. In response to the increasing demand for facts and figures, institutional research offices have worked hard to create reports that meet specific needs. With the increases in technology, reports are more comprehensive than in the past and, in many cases, they are interactive. However, this push to get the necessary information out in variable formats has resulted in data and reports that seem to be everywhere.

To offset the confusion as to where a particular report may be located or what it contains, the office of Decision Support and Institutional Research (DSIR) has created this booklet to help you navigate through APSU’s data and reports. While this booklet does not address every report our office generates, it does explain those that are widely used by the University. Within this publication, we share a brief description of the report as well as where the report is located electronically.

If, however, there is a desired report that you cannot find, please contact our office. We will be happy to either help you find it or to work with you to create a new report if it is not currently available.

Andrew L. Luna, Ph.D.

Executive Director
Introduction

Decision Support and Institutional Research has put together a cadre of reports designed to aid with institutional planning, management, and accreditation. While most of these reports are designed within Evisions’s Argos platform, the office has also created other reports, analyses, and White Papers as well. While some of these reports can be accessed from the DSIR webpage (www.APSU.EDU/DSIR), the dashboards generated from the Argos platform will require a username and password. This is the same username and password used to sign on to the APSU system.

The reports listed in this booklet are not an exhaustive list. While they include many of the important institutionally centered reports, there are many reports that are either departmental or divisional specific that are not included. Therefore, if a user cannot find a specific report needed, please contact the DSIR office.

There are two ways with which to access Argos. The first is to download Argos on the computer. The other option is to use the web viewer. While both methods provide similar results there are some differences.

In some cases, the user may want to further modify one of these dashboards in order to merge with another report, rearrange or add columns, or perform statistical analyses. To this end, when Argos displays any data table (i.e. a report with rows and columns of data), the user may right-click on the table to convert the data into an Excel spreadsheet if the user has downloaded Argos. If the user has accessed the reports in web viewer, clicking the wheel at the bottom right of the screen will convert the report to Excel. At this point, the user may customize the report.

Once the Argos system is accessed, a folder screen will appear. To get to the reports, click on the Banner folder (Green Arrow 1).
By clicking on the Banner folder (Green Arrow 2) various subfolders are listed. Most of these are for individual departments or divisions. For example, if a department requests a specific report or dashboard, DSIR may store it within that department’s folder. In many cases, only specific users will have access to see most of the reports within the individual department folders due to personally identifiable information (PII) that may be contained within the reports.

All of the reports and dashboards listed in this booklet, however, are within the _Department Reports folder which can be accessed by clicking on the _Department Reports folder (Green Arrow 3). These dashboards were designed and created by DSIR to create specific perennial reports that are commonly used by most institutions. Occasionally, DSIR created unique, uncommon reports that were based either on exclusive needs or to look at higher education management through a different set of paradigms.

By clicking on one of the reports, say Daily Enrollment, the user is given two choices. The first choice, highlighted to the right in blue, is the actual dashboard. The second choice is something that looks similar to the dashboard but allows the user to create a PDF of the report that can then be saved or sent via email to others. By clicking on the Run Dashboard button, the desired report will appear.
Application Tracking

Description

The Application Tracking dashboard resulted as a combined effort between DSIR and the Office of Admissions. Its purpose is to track applications over a period of time and to also determine both the Applied/Admitted yield as well as the Admitted/Registered yield. Furthermore, there is a “Registered on Census” graph that includes those students who were enrolled during the time that the institution’s official fall Census was taken. The data are based on those students who applied, were admitted, or registered on a particular day for a specific year.

Access the Data

A representation of the dashboard is below. When it is pulled up, the default is set for All students. Therefore, the chart will automatically populate for this group. To change the setting, scroll down to the desired group, as shown by the green arrow below, and highlight. The chart will momentarily update to the new group.

There are graphs for total applications, admissions, registrations, and registrations on Census. One can also compare the actual numbers for the various years as well as look visually at the ratio of admitted and registered yield for the current year. It is important to note that, because these data are pulled daily, they may not match other dashboards that may be pulling something differently and they should not be compared with Census data.
**Application Trends**

*Description*

The Application Trends dashboard simply tracks the number of daily applications received on that specific calendar day of the year. The numbers at the bottom represent the weeks of the year.

*Access the Data*

When this dashboard appears, it is blank. The user chooses what type of applications to view (Green Arrow 1). These could be Applied, Admitted, or Denied. Next, the user chooses the group to view (Green Arrow 2), followed by hitting the Go button.
Daily Enrollment

Description

This report tracks the daily enrollment numbers leading up to the fall or the spring semester while providing a two-year historical trend. For best results, this report should not be run until the end of the current semester when the existing new freshmen have transitioned into other student types. This report provides a breakdown of enrollment by college, department, and program. This report is designed to mimic Census and does not include supplemental enrollments.

Access the Data

When this dashboard appears, it is blank. The user must first choose the desired semester (Green Arrow 1), then choose the day to observe (Green Arrow 2), followed by pressing the Go button. Please note that the dashboard is not ready to run until after 10:45 a.m. each day. The user has flexibility to look at past semesters or days within a semester. One of the first set of numbers to display is the overall count (Green Circle) as well as the percent differential from the previous year.

Additionally, the user can get a sub report breakdown by LIBA Focus (Green Arrow 3), Student Type by College (Green Arrow 4), or breakdown by Department/Major (Green Arrow 5). Samples of these sub reports are on the following page.
Example of LIBA Focus Breakout by College

This is one of the reports from the Daily Enrollment dashboard.

Example of Student Type Breakout by College

This is a report from the Daily Enrollment dashboard.

Example of Department and Major Breakout

This is a report from the Daily Enrollment dashboard.

It should be noted that with these and any other tables contained within a dashboard, the user can convert them to an Excel spreadsheet for further customization.
**Daily Enrollment Lite**

*Description*

When many users of the Daily Enrollment report and Daily Student Credit Hours report requested a simpler, easier to read alternative, DSIR created the Daily Enrollment Lite report. This report contains only the essential elements of the original Daily Enrollment report and Credit Hour report. This report is designed to mimic Census and does not include supplemental enrollments.

*Access the Data*

When this dashboard appears, it is blank. The user must first choose the desired semester (Green Arrow 1), then choose the day to observe (Green Arrow 2), followed by pressing the Go button. Please note that the dashboard is not ready to run until after 10:45 a.m. each day. The user has flexibility to look at past semesters or days within a semester. One of the first set of numbers to display is the overall count (Green Circle) as well as the percent differential from the previous year.

The user receives the daily enrollment by level, college and classification. Additionally, credit hours by college and level are also displayed.
**Daily Retention**

*Description*

The Daily Retention report tracks the daily retention percentages leading up to the fall or the spring semester while providing percentages for the same day during the previous year as well as the final Census retention rate for the previous year. Retention is defined by the federal government as all first-time full-time, degree-seeking students who return for the following year. This report provides a breakdown of enrollment by Pell status, Tennessee Promise, gender and race. The full retention report displays the data broken down by all the categories that the past reports displayed (i.e. First Generation, Colleges, High School GPA, etc.).

*Access the Data*

When this dashboard appears, it is blank. The user chooses the desired semester (Green Arrow 1), then chooses the day to observe (Green Arrow 2), followed by pressing the Go button. Please note that the dashboard is not ready to run until after 10 a.m. each day. The user has flexibility to look at past semesters or days within a semester. To access the full report that is partially shown on the next page, click “View Full Retention Report” (Green Arrow 3).
This report is taken from the Daily Retention dashboard. The user can convert it to an Excel spreadsheet for further customization.
Daily SCH

Description

This report tracks the daily student credit hours generated leading up to the fall or the spring semester while providing a two-year historical trend. In most cases, student credit hour production is more important than enrollment because it is the measure of actual revenue generated. This report provides a breakdown of SCH by college, student type, classification, and modality.

Access the Data

When this dashboard appears, it is blank. The user chooses the desired semester (Green Arrow 1), then choose the day to observe (Green Arrow 2), followed by pressing the Go button. Please note that the dashboard is not ready to run until after 10 a.m. each day. The user has flexibility to look at past semesters or days within a semester. One of the first set of numbers to display is the overall count (Green Circle) as well as the percent differential from the previous year.

Additionally, the user can get a further breakdown of department by modality by clicking the link (Green Arrow 3). An example of this breakdown is shown on the following page.
Example of Department Breakdown by Modality

This is a report taken from the Daily SCH report dashboard. The user can convert it to an Excel spreadsheet for further customization.
Enrollment by Tennessee County

Description

This dashboard lists enrollments by state and county. The report is based on Census data and is updated each fall. The user is able to customize this report to isolate level, new freshmen, and/or major.

Access the Data

The user chooses the level (Green Arrow 1) followed by choosing whether all students or only freshmen should be included (Green Arrow 2). This is followed by choosing the major (Green Arrow 3). It should be noted that if the user chooses “All” in the Level and First-Time Freshman categories (no matter what major chosen), the report will display undergraduate and graduate as well as new freshmen.
Faculty Request Form

Description

The Provost has recently required all chairs to complete a special form as part of the process of requesting new faculty. The form requires narrative responses as well as data. The Faculty Request Form dashboard provides most of the data over a five-year period that will be required on this form. Data are based on fall Census.

Access the Data

When this dashboard appears, it is blank. The user chooses the department and the form will automatically populate. To compare departmental numbers with institutional numbers, choose “All” under Department to receive institutional comparisons.
**Five-Year Report**

*Description*

This report is similar to the Faculty Request Form above. However, the data in this report are based on an academic year (summer/fall/spring) rather than just fall Census. Data from this report can be useful during a department’s program review process and covers a five-year period.

*Access the Data*

When this dashboard appears, it is blank. The user chooses the department and the form will automatically populate. To compare departmental numbers with institutional numbers, choose “All” under Department to receive institutional comparisons.
Headcount and SCH Report

Description

This report provides the headcount and credit hour production by department separated by tenure/tenure track faculty, full-time non-tenure faculty, and part-time/adjunct faculty. The look of the report is different because it is presented as an Argos crosstab.

Access the Data

When the user chooses this report, a direction page appears. The user should select the term desired (Green Arrow 1), choose “Headcount and SCH” report in the dropdown menu (Green Arrow 2), then click on the preview button.

An example of one of the pages of the crosstab report is displayed below. As shown, the departments are displayed in alphabetical order and the headcount and student credit hours are displayed for each of the three groups of faculty.
Example of the Headcount and SCH Report

Below is part of the Headcount and SCH Report. It includes the headcount, SCH, and faculty count by faculty status for each department.

<table>
<thead>
<tr>
<th>Department</th>
<th>Department</th>
<th>Faculty Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Headcount</td>
<td>1. Tenure/TenureTrack 2. Full-time/NonTenure 3. Part-time/Adjunct Grand Total</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Headcount</td>
<td>76</td>
</tr>
<tr>
<td></td>
<td>SCH</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Faculty Count</td>
<td>4</td>
</tr>
<tr>
<td>Accounting, Finance, and Economics</td>
<td>Headcount</td>
<td>1381</td>
</tr>
<tr>
<td></td>
<td>SCH</td>
<td>3527</td>
</tr>
<tr>
<td></td>
<td>Faculty Count</td>
<td>13</td>
</tr>
<tr>
<td>Agriculture</td>
<td>Headcount</td>
<td>386</td>
</tr>
<tr>
<td></td>
<td>SCH</td>
<td>934</td>
</tr>
<tr>
<td></td>
<td>Faculty Count</td>
<td>6</td>
</tr>
<tr>
<td>Allied Health Sciences</td>
<td>Headcount</td>
<td>464</td>
</tr>
<tr>
<td></td>
<td>SCH</td>
<td>1154</td>
</tr>
<tr>
<td></td>
<td>Faculty Count</td>
<td>8</td>
</tr>
<tr>
<td>Art and Design</td>
<td>Headcount</td>
<td>757</td>
</tr>
<tr>
<td></td>
<td>SCH</td>
<td>2301</td>
</tr>
<tr>
<td></td>
<td>Faculty Count</td>
<td>13</td>
</tr>
<tr>
<td>Biology</td>
<td>Headcount</td>
<td>1766</td>
</tr>
<tr>
<td></td>
<td>SCH</td>
<td>3565</td>
</tr>
<tr>
<td></td>
<td>Faculty Count</td>
<td>18</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Headcount</td>
<td>720</td>
</tr>
<tr>
<td></td>
<td>SCH</td>
<td>1482</td>
</tr>
<tr>
<td></td>
<td>Faculty Count</td>
<td>11</td>
</tr>
<tr>
<td>College of Graduate Studies</td>
<td>Headcount</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>SCH</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Faculty Count</td>
<td>1</td>
</tr>
<tr>
<td>Communication</td>
<td>Headcount</td>
<td>671</td>
</tr>
</tbody>
</table>
Low Enrolled Courses

Description

This report lists all classes that have 5 or fewer students enrolled. This report is essentially a spreadsheet and when right clicking the report, it can be converted to an Excel file for further analysis. Information contained in this report is significant. However, the most important data are the course, number, section, fire code, maximum enrollment, and current enrollment. Fire code is the maximum number of students who can be placed into the room while maximum enrollment is the pre-established cap on that particular class.

Access the Data

When this dashboard appears, it is blank. The user chooses the term desired (Green Arrow 1), the part of term (Green Arrow 2), the subjects (Green Arrow 3), and the college (Green Arrow 4). If multiple choices within a pull-down menu are desired, hold down the SHIFT key while clicking on each choice.
**Major Tracking**

*Description*

This report follows majors from a given fall semester and displays what happened to them the following year. The first box counts how many student majors were in the chosen fall semester, how many stayed within the major, how many left the major but stayed within the college, how many graduated, and how many did not return. The report then indicates whether new students came from other majors as well as to what majors and colleges students from the selected major changed.

*Access the Data*

When this dashboard appears, it is blank. The user chooses the fall semester desired (Green Arrow 1) and the department desired (Green Arrow 2). This report traces student majors from a given fall semester (i.e. Fall 2021) and indicates the status of those majors during the following fall (i.e. Fall 2022). It does not track all of the changes to major that may have occurred throughout the year. Rather, it compares the official major from a given fall semester to the official major from the following fall semester.
Military Tracking

Description

APSU’s military affiliated students are classified in different ways from active military to dependents of military. This report allows the user to follow military students by type from one fall semester to the following fall semester. Included in this report are how many students returned, did not return, graduated, as well as the classification and majors of these students.

Access the Data

When this dashboard appears, it is blank. The user chooses the fall semester desired (Green Arrow 1) and the type of military affiliated student desired (Green Arrow 2). This report traces these military students from a given fall semester (i.e. Fall 2021) and indicates the status of those students during the following fall (i.e. Fall 2022). It does not track all of the changes to these students that may have occurred throughout the year. Rather, it compares the official enrollment of these students from a given fall semester to the official enrollment from the following fall semester.
**Military Affiliated by Major**

*Description*

This report tracks the number of military affiliated students by type and classification for each major during a given semester as well as indicating potential VA housing allowance status. This report includes a military affiliated student category “No Vet Status” so that all majors within a given area may be accounted.

*Access the Data*

When this dashboard appears, it is blank. The user chooses the fall semester desired (Green Arrow 1) and the type of military affiliated student desired (Green Arrow 2).
Performance Funding

Description
The Complete College Tennessee Act of 2010 included a provision for an outcomes-based funding formula model. Annually, the model assesses specific key performance indicators. This report includes most of the indices and displays them institutionally as well as by department. Included in the report are five-year trends in degrees conferred, credit hour production, 6-year graduate rate, student FTE, degrees per FTE and how many students crossed over the 30-hour, 60-hour, and 90-hour benchmarks.

Access the Data
When this dashboard appears, it is blank. The user chooses the desired department (Green Arrow) and the report automatically populates with the data. These data are taken from official Census numbers.
**Program Review and Accreditation**

**Description**

The State of Tennessee requires that all programs be accredited by the accreditation agency for the discipline or, if no accreditation is available, the program is required to undergo a formal periodic program review. The purpose of the accreditation/review process is to determine the effectiveness of the program. Data from the Program Review and Accreditation report provides the user with many different levels of reports to assess the efficacy of the program.

**Access the Data**

The first screen of the report is a navigational page. Here, the user will select the academic program and then click on the report wanted. The last two reports (Degrees by Race and DFW Counts) are not program specific. Choosing one of these reports will generate information for all academic programs. However, the user may convert the table to an Excel file and customize the output.

*Example of Degrees report from the Program Review and Accreditation Navigation Page*
By clicking on the Back button at the top right of the report (Green Arrow), the user will return to the Program Review and Accreditation navigation page.
**Example of Demographic and Enrollment Trend report from the Program Review and Accreditation Navigation Page**

This report allows the user to view demographic data on the program of interest. Here, the user can choose student level from the drop-down box (Green Arrow 1). To get information of first generation, Pell, Military Affiliation, and Age, the user should click on the button at the top left of this report (Green Arrow 2). Raw student data may be obtained by clicking on the button at the top right of this report (Green Arrow 3). The user can convert the data to an Excel file for further customization.

By clicking on the Back button at the top right of the report (Green Arrow 4), the user will return to the Program Review and Accreditation navigation page.
Example of Program/Courses report from the Program Review and Accreditation Navigation Page

In the report, the user chooses either first degree or second degree (Green Arrow 1), then clicks on the Go button. By clicking on the Back button at the top right of the report (Green Arrow 2), the user will return to the Program Review and Accreditation navigation page.
Example of Course Schedule report from the Program Review and Accreditation Navigation Page

In this report, the user will select the terms (Green Arrow 1) followed by the subjects (Green Arrow 2). The user can also type specific course(s) into the blank boxes (Green Arrow 3). Pressing the Go button populates the report.

By clicking on the Back button at the top right of the report (Green Arrow 4), the user will return to the Program Review and Accreditation navigation page.
Example of Degrees by Race report from the Program Review and Accreditation Navigation Page

Here, the user will choose the college (Green Arrow 1), followed by the major (Green Arrow 2), followed by race/ethnicity (Green Arrow 3) and level (Green Arrow 4). Clicking on Go will populate the report. The user may convert it to an Excel file for further customization.

By clicking on the Back button at the top right of the report (Green Arrow 5), the user will return to the Program Review and Accreditation navigation page.
Example of DFW report from the Program Review and Accreditation Navigation Page

The user will choose the term (Green Arrow) and press the Go button to populate the report. The user can convert to an Excel file for further customization.
Semester Summary by College

Description

This report displays data from Census to include race, ethnicity, classification, military affiliation, status, and credit hour production. The user will be able to quickly look at previous semesters as well as breakdown the data by college.

Access the Data

The user first selects the term desired (Green Arrow 1), then the college should be selected (Green Arrow 2). The form will then automatically populate.
Semester Summary by Department

Description

Similar to the Daily Semester Summary by College, this report displays data from Census to include race, ethnicity, classification, military affiliation, status, and credit hour production. However, the user will be able breakdown the data by college as well as look at previous semesters.

Access the Data

The user first selects the term desired (Green Arrow 1), then the college should be selected (Green Arrow 2). The form will then automatically populate.
Institutional Data

Enrollment, Retention, Graduation, and Employee data trends are all located on the DSIR website. These data are based on official Census and can be found at the link below:

https://www.apsu.edu/dsir/institutional-data.php

On the main DSIR page, click on the Institutional Data button (Green Arrow) for the trend reports.
Other Reports

In addition to the dashboards and institutional data, DSIR also offers longer, more detailed reports on a variety of subjects. While some of these reports are part of the department’s White Paper series, others are specific to a particular subject like key performance indicators and high school yield. These reports are listed under the “Reports” button (Green Arrow).
Factbooks

DSIR publishes an annual Factbook that contains an array of institutional data from Census. These data range from enrollment and degrees to the number of staff and faculty. To access this page, click on the Factbook button (Green Arrow).