QER Data Workshop
Led by the Office of Institutional Research (IR)

Fall 2022
- Communication Science & Disorders
- Computer Science
- Law
- Music

Spring 2023
- Communication and Media
- Physics
- Psychology
- Theatre
- Nursing

Agenda

1) Introductions
2) Changes in QER data reporting from IR
3) Departmental Dashboards
4) How to get data from a dashboard
5) Example Self-Study Questions
6) Questions?
In previous years, the Office of Institutional Research (IR) generated 10 static data tables for departments to use for the QER Process. Now, IR will be giving you access to a new tool: the **Departmental Dashboards**

- This interactive tool will allow you to search for data relevant to your department and degree programs, and generate more insightful statistics.
- IR will provide additional resources/addendums when necessary.

**What are the Departmental Dashboards?**

- The **Departmental Dashboards** are an interactive tool that provides quantitative information on various student success and scholarly output metrics.
- They are updated on an annual basis.
How can you Utilize the Dashboards?

- To find information on your department’s admissions, enrollment, degrees, student experience, faculty, and resources
- To complete some of the self-study questions for your department’s Quality Enhancement Review
  - Find and use data
  - Insert screenshots of relevant visualizations into the document
- The QER self-study questions are available at www.provost.fsu.edu (click QERs at bottom of page)
  - Word document will be linked on QER home page

Where to Find the Dashboards

1. Go to the IR website: ir.fsu.edu
2. Click on the “Resources” tab
Where to Find the Dashboards

3. Click on “2022 Report” under the Departmental Dashboards header

Your page should now look like this:
Where to Find the Dashboards

Methodology details are included on the first page

How to use the Dashboards

Each tab can be clicked on to reveal different sets of visualizations

Click on the Student Flow Through tab
How to use the Dashboards

Here is the Student Flow Through page, which can be filtered by College, Department, Academic Plan Code, CIP Code and more.

Let’s **filter** by department for Computer Science:
- Click the arrow on the Department filter
- Select desired department
- The visuals will update to reflect your selection
What is a filter?

A filter is a tool used to select data based on conditions.
- You can apply multiple filters to the same visual.

The Admissions Funnel now shows statistics for the Computer Science Department’s female Masters students.

How can you use the Dashboards for QER?

Data for several of the self-study questions for the Quality Enhancement Review can be retrieved from the Departmental Dashboards.
- Insert screenshots of relevant visualizations into the document.
- The dashboards include information on your department’s curriculum, student experience, faculty, and resources.
How do I take a Screenshot?

The **Snipping Tool** (on most PCs) is a great way to copy images from part or all of your screen. You can use this tool to capture filtered visualizations from the dashboard and insert them into a Word document.

— Tool is called “Snip & Sketch” on Windows 10

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How to use the Snipping Tool

1) Type “Snipping Tool” into the **Search Bar** & open the app

2) Click the dropdown arrow next to **Mode** and select “Rectangular Snip”
How to use the Snipping Tool

3) Drag your mouse to select the area of screen you want to capture. You will now see your screenshot in the snipping tool.
4) Click on the “copy” button. You can now paste this screen-grab into a Word document (using Ctrl+V or right-click paste).

Snipping Tool Shortcut

**Keyboard Shortcut** to capture a Snip

- Press: Windows logo key + Shift + S
- Drag your mouse to select an area of the screen to capture
- Click on the pop-up of your screenshot
- Press the “Copy” button or Ctrl + C to copy image

You can also save the screenshot
In-Depth View of the Dashboards: Example Self-Study Questions

The following slides will outline what information can be found on each page of the dashboard to help make data retrieval faster.

Degree Program Overview

- “Table 1” of the QER
- IR will provide you with a Microsoft Excel spreadsheet to fill out for your department
- On the Report Details page of the Department Dashboards, use the key to determine the plan codes assigned to your department
  - All plan codes that are active are included in the key
    - Active are those plan codes where enrollment, degrees, or admissions applications have been found in the last five years
Degree Program Overview

• To copy information from any Power BI table, you can copy/paste from the dashboard
• For Table 1, after filtering on your department on the key:
  – Click top-left cell (highlights the row).
  – Hold down CTRL button and click on each row (selects rows)
  – Right-click, hover over “Copy” and select “Copy selection”
  – Open a new tab in the Table 1 spreadsheet. CTRL-V to paste contents
  – Insert contents into Degree Program Overview tab

Degree Program Overview

Table 1 information that you will generate:
- Required hours by degree
- Faculty Coordinator by Program
Faculty Information

- “Table 2” of the QER
- Units will receive a preliminary table from IR
- Source:
  - HR information obtained using OBI HR subject area
  - Employee file (OMNI) and ICS for degree information
- Verify the department roster and all information
  - If the information is incorrect on this table, it is also incorrect in the University data systems

Self Study Questions (SSQ)

These questions are not directly answered using the Departmental Dashboards. However, the dashboards could be used as a resource.

1) Substantial Changes
2) Academic Program History
3) Degree Program Description
4) Curriculum Review
SSQ #5 - Distance Learning

If you are using data to answer this question, you can navigate to the Student Flow Through Dashboard, apply filters, and scroll down to the “Online Credit Hours” visual.

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</tbody>
</table>

SSQ #6 - #8

These questions are not directly answered using the Departmental Dashboards. However, the dashboards could be used as a resource.

6) Common Prerequisites
7) Limited Access
8) Advising
SSQ #9 - Graduate Placement

Go to the Student Success Dashboard

- **Tip:** For this question, filter to the Program (CIP) level or Department level (not academic plan code level)
- Bachelor’s Degree Graduates: Post-Graduation Plans and Outcomes

- Repeat analysis for Masters students
- Additionally, you will generate rates of important external examinations/licensures when relevant
Go to the **Student Flow Through** tab, use the following visuals:
- Enrollment of Degree Seeking Students by
  - Gender
  - URM Status

**Tip:** For this question, filter to the Program (CIP) level or Department level (not academic plan code level)

- **Degrees Granted**
  - Click either box on the sex/gender filter
  - Click the arrow next to "all" under Race/Ethnicity to apply specific filters
The dashboards could be used as a resource for SSQ #11 & #12.

**Tip:** For this question, filter to the Program (CIP) level or Department level (not academic plan code level)

1) Time to Degree
2) Graduate Student Preparation
   - Can use Student Success Page to help, see visual below

Three relevant tabs:
   - Faculty Productivity Radar & Quintiles
   - Faculty Productivity Box Plots
   - Faculty Career Progression

**Tip:** For this question, filter to the Department level

Next, we will go over these 3 pages on the dashboard to explain what information you can gather from them.
Faculty Productivity Box Plots

2017 FSU Faculty Scholarly Productivity Against Peers at Public R1 Institutions

- Articles Per Faculty
- Percentage of Faculty with an Article
- Citations Per Faculty
- Percentage of Faculty with a Citation

2020 FSU Faculty Scholarly Productivity Against Peers at Public R1 Institutions

- Articles Per Faculty
- Percentage of Faculty with an Article
- Citations Per Faculty
- Percentage of Faculty with a Citation

Faculty Career Progression

2020 Individual FSU Faculty Scholarly Productivity Index Compared to Public R1 Peers
SSQ #14 - Faculty Workload

Go to the Faculty Headcount Page
- Analyze the Section Count and Enrollment totals by Primary Instructor

SSQ #15 - Faculty Retention

Go to Faculty Headcount Page
- Analyze Headcount by Gender and URM Status visuals
SSQ #16 - Teaching Assistants

Go to the Faculty Headcount page and analyze the Section Count and Enrollment totals by Primary Instructor visual.

• At the bottom of the list, you will find the counts of class sections and enrollment by other instructors (Adjuncts, Graduate Assistants)

SSQ #17 - #20

These questions are not directly answered using the Departmental Dashboards. However, the dashboards could be used as a resource.

17) Quality of Physical Resources
18) University Libraries
19) Unit Strengths and Weaknesses
20) Five-Year Outlook
Appendices

Go to the **Student Flow Through** tab, use the following visuals:
- Graduate Admissions Funnel
- Enrollment of Graduate Students by Gender and URM Status

Contact IR if you need assistance with the following appendices, which are not available on the Department Dashboards:
- Graduate Student Entering GPA and Standardized Test Scores

Appendices

These tables are completed by the department. If you need support, you can reach out to IR as a resource.

Complete and insert the following tables:
- Ph.D. Time to Degree
- Graduate Student Support Scores

Upload Faculty FEAS QER Vita
Questions?

Contact Information

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How to take a Snippet on Windows and Mac

- With both of these modalities, you have two ways of taking a snippet- if you know the keystrokes, you can use that, or you can use the little search bar on the top/bottom of your screen.
- Handy Windows users can even pin the snippet tool right to your task bar for ease of access!

**WINDOWS**
• To open the snippet tool on Windows, you can search for “snipping tool” or you can use the following keystrokes:
  
  WINOWS KEY+SHIFT+S

**MAC**
• To open the snippet tool on Mac, you can also search for the “snipping tool”, or use the following keystrokes:
  
  COMMAND+SHIFT+4
How to take a Snippet on Windows and Mac

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- To open the snippet tool on Windows, you can search for “snipping tool” or you can use the following keystrokes:
  
  WINDOWS KEY->SHIFT->S

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- To open the snippet tool on Mac, you can also search for the “snipping tool”, or use the following keystrokes:
  
  COMMAND->SHIFT->4

On both Windows and Mac, you do need to make sure you are holding down all three of the buttons mentioned to pull up your snippet tool.

Both options allow you to choose the area you are specifically taking an image of, and they also have an option to capture a full screenshot of your entire monitor screen.