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AUBURN UNIVERSITY

**SYLLABUS**

**1. Course Number:** HIED 8480 Hybrid

 **Instructor:** Dr. David DiRamio

**Course Title**: Institutional Research and Decision Support

**Credit Hours:** 3 semester hours

**Canvas site:** https://auburn.instructure.com/login

**Class Meetings:** Mondays, 5:00 - 7:50 pm, Haley Center 2468

**Meeting Dates (9):** 8/22, 8/29, 9/12, 9/26, 10/10, 10/31, 11/14, 11/28, 12/5

**Office:**  Haley Center 4096, phone (334) 844-3065

**Office Hours:** Mondays and Thursdays: 2:00 - 4:45 (appointment preferred)

**E-mail:** diramio@auburn.edu

**Prerequisites:**  None

**2. Date Syllabus Prepared:** August 16, 2016

**3. Required Text:** Howard, R. D., McLaughlin, G. W., & Knight, W. E. (Eds.). (2012). *The handbook for institutional research.* San Francisco: Jossey Bass. ISBN 0470609532

**4. Course Description:** This course offers training essential to the preparation of the successful administrator and for achieving regional accreditation. The focus is on the components of a program of institutional research and assessment than can support the comprehensive planning, analysis, decision support, and management needs of the institution.

**5. Course Objectives:** Upon completion of this course, students will be able to:

1. Provide leadership in the development of a comprehensive program of institutional research and assessment;
2. Articulate and implement the components of a comprehensive program of institutional research and assessment;
3. Chose and use of data to conduct institutional research;
4. Chose appropriate research strategies for the most frequently encountered problems within a program of institutional research designed to support campus planning and decision making; and
5. Provide a framework for understanding and developing information to support planning and decision-making.

**6. Course Content:**

**I. What Is Institutional Research and Why Do We Do It?**

A. Institutional effectiveness, assessment, accountability, and improvement

B. Policy, planning, and governance

C. Faculty issues

D. Enrollment management (tracking and forecasting)

E. Technology, tools, and skills

**II. Key Components of Institutional Research.**

A. General data collection and reporting

B. Standard production reports (IPEDS, etc.)

C. Ad hoc requests

D. Historical and comparative key performance indicators

**III. Institutional Assessment**

A. Assessment and accountability

A. Developing performance measures

B. Student outcomes assessment

C. Peer analysis and rankings

D. Assessing programs, services, and the campus environment

# IV. Policy, Planning, And Governance

A. Environmental analysis and forecasting

B. Strategic planning

C. Policy analysis and policy research

D. Working with trustees and boards

E. Legal issues

**V. Faculty Issues**

A. Workload and productivity

B. Evaluations and promotion

C. Inter-institutional comparisons (salaries, etc.)

**VI. Student Outcomes Assessment**

A. Use of the admissions master and student records database

B. Surveys of student attitudes and attributes

C. Student exit survey.

D. Follow-up and tracking: Survey of alumni (placement and attitudes).

**VII. Enrollment Management**

A. Tracking and forecasting

B. Cost and access

C. Financial aid

D. Retention, attrition, and persistence

**VIII. Technology, Tools, and Skills.**

A. Evaluating information and computing technology

B. Student information and tracking systems

C. MIS and decision support

D. Data management

E. Values and ethics

**7. Course Requirements:**

I. **Regular attendance and class participation** are essential for successful completion of the course. Active and mature participation includes asking questions, sharing experiences, and contributing to the class community. You are part of a classroom community and the total learning environment depends upon the contributions of each individual. Absence must be handled as it would be in a professional position on campus: Planned for and communicated in advance. Since our class physically meets only nine (9) times, excessive absences (more than two) may result in a lower grade for the course. Extenuating circumstances will be considered on an individual basis, especially if negotiated ahead of time.

A successful HIED 8480 student demonstrates initiative in the area of participation. You are responsible for adding to the knowledge base during class by discussing input prepared and gained from your readings and coursework. The quality (not the quantity) of participation is important. Students who come to class unprepared to discuss course material will be downgraded accordingly. All student voices are important, so please do not monopolize classroom discussion.

II. **Weekly readings and Discussions postings.** Post a short reflection about an assigned reading. Assigned readings are posted weekly by the instructor and include sections from the textbook, journal articles, and/or articles from The Chronicle of Higher Education. Instructor may use your posting for discussion in class. You may also be directed by the instructor to react to another student’s posting.

III. **Semester assignments.** Students are required to complete semester assignments by the due dates given in class. These (approximately) six assignments typically include hands-on use of data and Web resources for analysis. The assignments often take the form of case studies approach and students will likely prepare an executive summary of results and recommendations.

IV. **Final paper.** Students shall prepare a final paper (not to exceed 15 pages in length, excluding references) based on a topic of interest in institutional research and educational administration. Remember: This final paper can serve as a vehicle for thesis or dissertation proposal preparation. Please discuss topic and approach with instructor prior to beginning.

Note: All papers will be prepared according to the *APA Style Manual* (6th edition).

**8. Grading and Evaluation Procedures:**

The final grade for the course will be based on the following:

Class participation in

 discussion/activities …………... 200 pts.

Weekly Discussions Postings…… 200 pts.

Semester Assignments…………... 300 pts.

Final paper……………………….. 300 pts.

Total……………………… 1000 points

The following grading scale will be used:

900 - 1000 = A

800 - 899 = B

700 - 799 = C

600 - 699 = D

Below 600 = F

**9. Class Policy Statements:**

A. Students are expected to attend all class meetings and participate in all classroom exercises (Tiger Cub, p. 73). Should students need to be absent for any reasons, please contact the course instructor before missing that class meeting.

B. Students are responsible for initiating arrangements for missed work due to excused absences (Tiger Cub, p. 74)

C. Students who need special accommodations should make an appointment to discuss the Accommodation Memo during office hours as soon as possible. If you do not have an Accommodations Memo, contact the Program for Students with Disabilities, in 1244 Haley Center as soon as possible. Telephone: 334-844-2096.

D. All portions of the Auburn University Honesty Code can be found in the Tiger Cub (Title XII) will apply in this class.

E. A grade of incomplete will not be given except under extreme circumstances as determined by the instructor.

**10. Important Dates & Deadlines**

August 22 Week 1. In-class meeting in Haley Center 2468: First class session, introductions, syllabus, etc.

August 29 Week 2. In-class meeting in Haley Center 2468: Web seminar on IPEDS, ACHE, and Alabama College System. Bring your own laptop (not required). Read *Handbook* (textbook) pp. 644-655 (Ch. 36) to prepare for this class.

September 5 *No class - Happy Labor Day!*

September 12 Week 3. In-class meeting in Haley Center 2468: What is IR? Prepare for readings and discussion. Read *Handbook* pp. 3-56. Also, assigned readings in Canvas folder "Week 3." Post about reading in Canvas Discussions.

September 19 **Online only\*\*** Week 4. More… What is IR (keys and components)? Prepare for readings and discussion. Read *Handbook* pp. 3-129. Also, assigned readings in Canvas folder "Week 4." Post about reading in Canvas Discussions forum.

September 26 Week 5. In-class meeting in Haley Center 2468: Institutional assessment. Prepare for readings and discussion. Read *Handbook* pp. 73-132. Also, check for assigned readings in Canvas folder "Week 5." Post about reading in Canvas Discussions forum.

October 3 **Online only\*\*** Week 6. Accountability and assessment. Read *Handbook* pp. 299-324 and pp. 371-385. Also, check for assigned readings Canvas folder "Week 6." Post about reading in Canvas Discussions forum.

October 10 Week 7. In-class meeting in Haley Center 2468: Faculty issues. Prepare for readings and discussion. Read *Handbook* pp. 550-593 and assigned readings in Canvas folder "Week 7." Post about reading in Canvas Discussions forum.

October 17 **Online only\*\*** Week 8. Faculty issues (cont'd). Read *Handbook* pp. 165-182 and assigned readings Canvas folder "Week 8." Post about reading in Canvas Discussions forum.

October 24 **Online only\*\*** Week 9. Policy, planning, and governance. Prepare for readings and discussion. Read *Handbook* pp. 133-164 and pp. 183-202. Also, check for assigned readings in Canvas folder "Week 9." Post about reading in Canvas Discussions forum.

October 31 Week 10. In-class meeting in Haley Center 2468: Student outcomes assessment. Prepare for readings and discussion. Read *Handbook* pp. 237-255. Check for assigned readings in Canvas folder "Week 10." Post about reading in Canvas Discussions forum.

November 7 **Online only\*\*** Week 11. IT and records management. Prepare for readings and discussion. Read *Handbook* pp. 325-370 and readings in Canvas folder "Week 11." Post about reading in Discussions forum.

November 14 Week 12. In-class meeting in Haley Center 2468: Enrollment management. Read *Handbook* pp. 237-255 and assigned readings in Canvas folder "Week 12." Post about reading in Canvas Discussions forum.

*November 21-25 No class. Thanksgiving Break!*

November 28 Week 14. In-class meeting in Haley Center 2468: Contemporary Issues in IR. Prepare for readings and discussion. Read *Handbook* pp. 478-501 and check for assigned readings in Canvas folder "Week 14." Post about reading in Canvas Discussions forum.

December 5 Week 15. In-class meeting in Haley Center 2468: Semester Review and Discussion. **Final paper and all work due.**

11. Relevant Journals/Periodicals/Other resources available in/through Auburn RBD Library:

* Research in Higher Education (Association for Institutional Research)
* Assessment Update (Jossey-Bass, Inc., Publishers)
* Academe (AAUP)
* Journal of Higher Education
* Change
* The Chronicle of Higher Education
* Education Week
* New Directions for Institutional Research (Jossey-Bass, Inc., Publishers)
* Planning for Higher Education (SCUP)

12. Web sites related to Institutional Research and Assessment:

* Association for Institutional Research (AIR) http://airweb.org/
* National Center for Educational Statistics (NCES) http://nces.ed.gov/
* National Center for Public Policy and Higher Education http://www.highereducation.org/
* The Alabama College System http://acs.cc.al.us/
* Alabama Commission on Higher Education http://www.ache.state.al.us/
* Alabama Department of Education http://www.alsde.edu
* The National Center for Higher Education Management Systems (NCHEMS)

 http://www.higheredinfo.org/

* Southern Association of Colleges and Schools (SACS) www.sacs.org
* Southern Association for Institutional Research (SAIR)

 http://www.sair.org/

* College Board

http://www.collegeboard.com/highered/ http://www.collegeboard.com/counselors/

* The Chronicle of Higher Education http://chronicle.com
* Compendium of National Data Sources on Higher Education (SOAR/SHEEO)

 http://www.sheeo.org/soar