

# Institutional Research & Assessment



  
**INDIAN HILLS**  
COMMUNITY COLLEGE  
*Life. Changing.*

## INSTITUTIONAL RESEARCH & ASSESSMENT

The Office of Institutional Research & Assessment provides information to Indian Hills Community College employees to aid in data-informed decision-making. The information on the IR&A webpage comes from benchmarking activities (SENSE, CCSSE, CCFSSSE, & VFA), internal data collection efforts (enrollments & graduate surveying), and state & federal reporting (IPEDS & the Iowa Department of Education). It is an on-going effort to look at our institution and investigate the impact of initiatives and identify areas for improvement. Information is provided in a public format through the IHCC Roadmap and the Institutional Research webpage. Expanded information on all the topics in those areas are also provided to our internal audience in the G:Drive at G:\IR Information\sholliman.

The following sections will give you a more in-depth picture of how to use these resources.

### ROADMAP

The Institutional Roadmap gives an overview of assessment practices at Indian Hills Community College (IHCC) and the connections to Plans for Excellence, Program Review, and our Strategic Planning processes. <http://www.indianhills.edu/about/roadmap.pdf>

The first section of this document describes links on the IHCC Roadmap and the data on the Institutional Research & Assessment Webpage.

### WEBSITE & COMMON DRIVE DATA

#### Institution Profiles

Each term, IHCC "captures" data on a state determined count day. This static view is then used as part of our MIS Reporting requirements to the Iowa Department of Education. Using that capture data, the Office of Institutional Research & Assessment prepares an institution profile, one of students who are not concurrent enrollment, concurrent enrollment, international students and for each of its programs.

One of the uses of this information is for Program Review which occurs for programs every three years. The demographic information provided here are the most widely requested pieces of data concerning student demographics. To locate this information, go to the G:\IR Information\sholliman\PROFILE DATA, then click on the year you are interested in to see PDF reports for the whole institution. Alternately, program information is located in the Profile INST by Program pdf. To find spreadsheets for your individual program, click on the Individual Program Information folder in PROFILE DATA. If you want to customize the data, we suggest you save a copy of your program's spreadsheet to your drive before altering it.

#### Master Files

Another folder in the G:\IR Information\sholliman\PROFILE DATA\ is the Historic Summaries folder which contains master listings of enrollment, credit hours and graduates. These files are running totals for each term, all programs and by division at capture day. They provide quick overviews for programs to compare trends over time or to look at a group of programs over time. As new programs start and other programs are changed, those changes appear in this listing. The master files provide a wider overview of all IHCC enrollments, graduates, and credit hours without all the demographic information provided about each program. These files provide 5-6 years of trends, if you need information from further back, contact the Office of Institutional Research & Assessment as we have that information going back almost 15 years. Those files are located at: G:\IR Information\sholliman\PROFILE DATA\Historic Summaries.

#### Intent to Graduate Survey Results

As part of our desire to provide quality services, teaching, and learning for our students, Indian Hills developed a Graduate Survey which has been administered to graduates since Spring 2008. For the first two years, this survey was sent six-months after graduation. In 2010 as we worked to find a way to receive more feedback from students

who were soon to graduate, we moved this survey to an electronic version and asked those students who were applying for graduation to complete it. This format – eliciting responses from students who intend to graduate at the end of the term they are registering for – has been in place ever since.

The survey asks questions concerning courses, faculty, academic services, financial aid, health services, maintenance & grounds keeping, residence hall life, library services, county service centers, and cafeteria services. We also ask for information on the students' future educational plans, career plans, and provide space for written comments.

The responses to this survey are then tabulated and available to IHCC decision makers to aid in their improvement of programs, departments, and services. IHCC is committed to integrating student feedback into its decision-making processes and this is just one initiative used to collect feedback. The Intent to Graduate Survey flipbook contains graphical representation of the most recent five-years of responses.

Programs can also work with the Office of Institutional Research & Assessment to obtain results specific to their wider planning units.

The next section gives an overview of the state-provided information on the IHCC Roadmap, the Institutional Research & Assessment Webpage and information contained in the common drive.

## STATE PROVIDED INFORMATION

### *Education Outcomes*

The Education Outcomes Report is prepared through a partnership between the Iowa Department of Education's Division of Community Colleges and Workforce Preparation and Iowa Workforce Development's Labor Market Information Division.

“Iowa's community college system is the state's largest postsecondary education sector, offering a variety of education and training programs designed to meet state and regional economic needs. This report provides information about community college awards, time-to-degree, retention, migration, transfer to four-year institutions, employment and wages and career clusters. This information can assist community colleges with program development and improvement, particularly with career and technical education (CTE) programs.

As part of the Future Ready Iowa Initiative, the Iowa Department of Education (Department) partners with Iowa Workforce Development (IWD) to link state and national education and workforce data to monitor the outcomes of students enrolled in Iowa's 15 community colleges.” (Education Outcomes Certificate, Diploma, and Associate Degree Programs, report issued October 2020, p. v)  
<http://www.indianhills.edu/about/ir.php#Education Outcomes>.

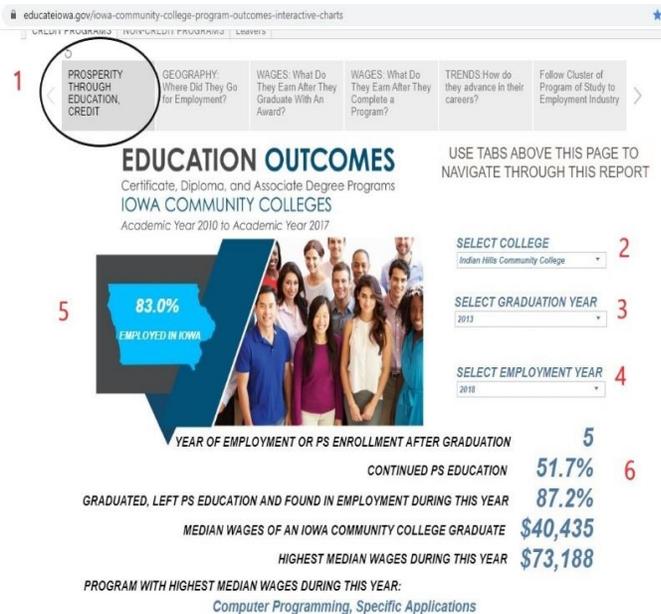
Interactive charts that compare outcomes by state and program are available on the IDOE's website at: <https://educateiowa.gov/iowa-community-college-program-outcomes-interactive-charts>.

### *State & IHCC Program Outcomes & Interactive Charts*

A wealth of information is provided by the Iowa Department of Education about student performance, post-graduation. The interactive charts provide wages, continuing education behavior, location, can be tracked over time and compared to other programs, institutions and statewide. We recommend you spend some time on this site investigating different options to find information that tells a quality story about your program. Once you understand what information is provided in the interactive charts, the data may also be accessed in spreadsheet form with 21a and 21b the most used pieces. If you have trouble finding this information, contact the IR&A Office.

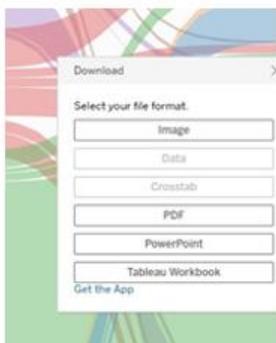
The steps to decipher the interactive charts follow. Go to the [website](#), select the tab you are interested in and use the drop downs to adjust Institution, Graduation year, Year of employment, Program, etc., to find the information and charts you are seeking. You will find it useful to run each chart a variety of ways, watching for any trends that stand out regarding your program. These charts can be downloaded, shared, and used in accreditation reporting, advisory meetings, and your program review report. The link and brief description of this data is also located in the Program Review Kick-off PowerPoint.

The chart below is an example of the information you can find about graduates in general.



Directions:

1. Select the first tab "PROSPERITY THROUGH EDUCATION, CREDIT"
2. Select the college, IHCC, another college or even statewide.
3. Select graduation year, try different years to see how the results change.
4. Select employment year, this can show you how they did the first year after college as compared to five years after.
5. Inside the Iowa graphic you will see the percentage of students who are employed after graduation.
6. Here you will find how many years after graduation the data applies to, what percentage of students continued post-secondary education, what percentage found employment that year, median wage, highest median wage, and which program had the highest median wages during the year.



After you find the information, you want you can save and share it.

Look at the bottom of the page and click this icon to download your chart or share a link.

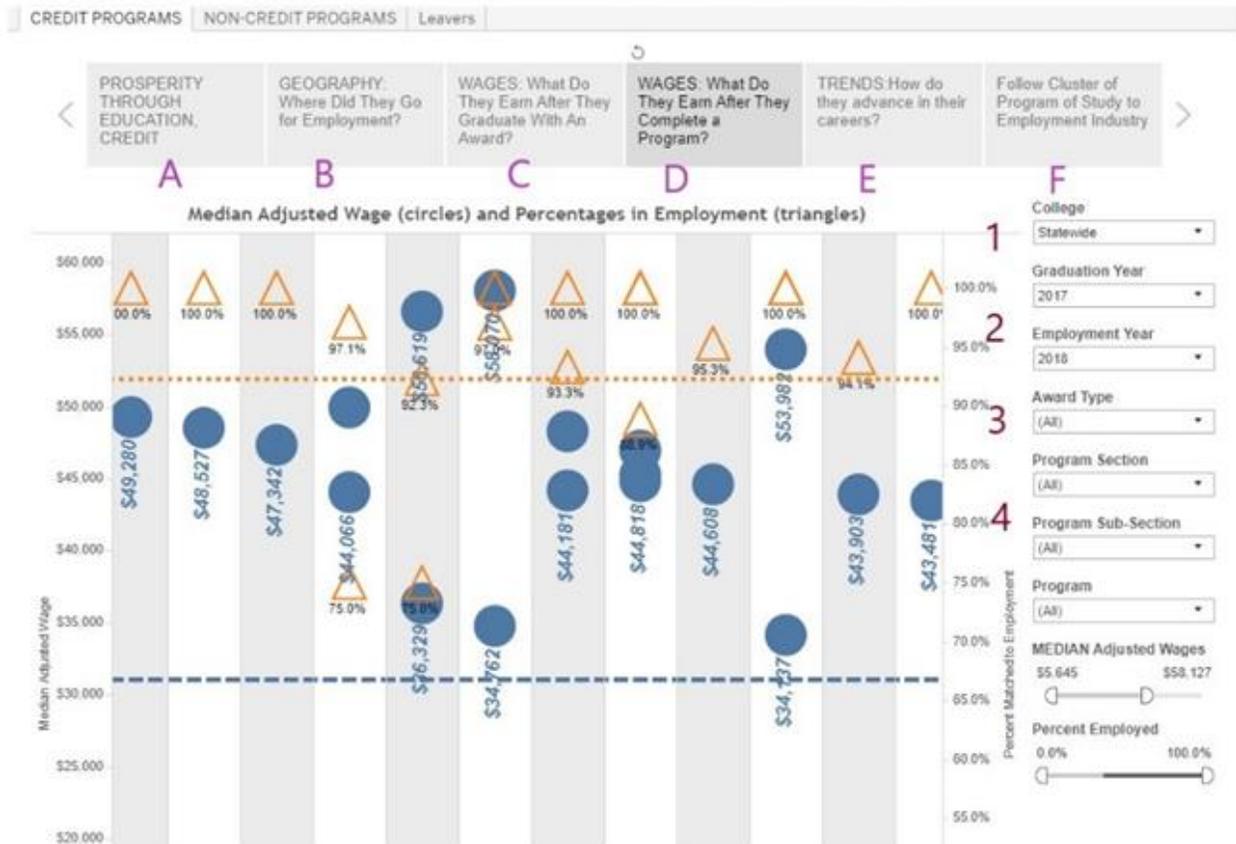


Then select image, PDF, or PowerPoint.



Interactive Chart Overview:

Iowa Community College Program Outcomes Interactive Charts



- A. General Graduate information as in the last example.
- B. Geography – gives you an idea of where graduates are working.
- C. Wages - this one gives an idea of what graduates are earning based on award type.
- D. Wages – this one is especially useful in comparing graduate earnings based on program.
  - 1. First select statewide, IHCC or any other college you are interested in comparing to.
  - 2. Select the period you want to analyze, the graduation year and the year of employment.
  - 3. Award type – such as which type of degree or certificate type.
  - 4. Select your program to see what earnings your graduates are receiving. Then try and select multiple programs to compare.
- E. Trends – will give you an interesting overview of how wages have changed in recent years.
- F. Clusters – gives you a colorful graphic showing what career clusters our students are working in.

Transfer Reports

“The Community College Transfer Report (CCTR), created by the Iowa Board of Regents, provides outcomes data (e.g., university GPA, retention, awards, credits earned) for Iowa community college students who transferred to an Iowa Regent university. The report started in 2015 and is updated annually around April. Reports are customized to each Iowa community college, and colleges are free to distribute any part of their report” (Personal correspondence with Jason Pontius, Associate Chief Academic Officer, Board of Regents, State of Iowa). These reports allow the institutions (Regents and Community Colleges) to identify areas of strengths and for potential improvements. Information in the report is broken out by the number of credit hours transferred in, institution, and a combination of both. The tables also provide data on first term and first year GPA, credit hours earned, retention, and graduation rates for these students. Overall, the reports have shown that community college students transferring to a Regent institution perform well, are retained, and graduate in a timely manner. These reports are housed on the Institutional Research & Assessment website, <http://www.indianhills.edu/about/ir.php#Transfer>.

### *Condition of the Community Colleges*

The Iowa Department of Education provides analysis of data from the 15 community colleges and produces both state and individual community college reports. One standard report is the Annual Condition of Iowa's Community Colleges which contains information on academic programs; enrollment data; student outcomes and measures of success. This report also contains information about the cost of attending and operating Iowa's 15 community colleges. This report is designed to help Iowans understand the multitude of opportunities and services provided by Iowa's 15 community colleges as they strive to meet the demands of their diverse students and communities. <http://www.indianhills.edu/about/ir.php#Condition>.

## **BENCHMARKING ACTIVITIES**

### **VFA (Voluntary Framework of Accountability)**

The VFA is the principal accountability framework for community colleges with measures defined to encompass the full breadth of the community college mission and the diversity of students' goals and educational experiences.

As stated on the Iowa Department of Education website, “The VFA system provides the opportunity for internal, inter-college, and state-wide comparisons and benchmarking, both in pre-set and customized groups of colleges or states. The VFA Measures are subdivided into three major categories: credit Student Progress & Outcomes (SPO), credit and noncredit Career and Technical Education (CTE), and Adult Basic Education Outcomes (ABE). SPO is based on two-year and six-year cohort tracking, while CTE and ABE track only one-year cohort progress during the year and one year past the cohort's formation.”

More than 60 community college leaders guided the 18-month development of the VFA resulting in the release of more appropriate measures. The VFA gauges student progress and outcomes including pre-collegiate preparation (such as developmental education and Adult Basic Education), academic progress and momentum points, completion and transfer measures, and workforce outcomes for career and technical education. IHCC's [Public VFA report](#) can be accessed through the IHCC Institutional Research Webpage.

### **IPEDS (Integrated Postsecondary Education Data Systems)**

IPEDS is the Integrated Postsecondary Education Data System. It is a system of interrelated surveys conducted annually by the U.S. Department of Education's National Center for Education Statistics (NCES). IPEDS gathers information from every college, university, and technical & vocational institution that participates in the federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. These data are made available to students and parents through the College Navigator college search Web site and to researchers and others through the IPEDS Data Center. To locate this information, go to G:\IR Information\sholliman\IPEDS Reports.

## ENGAGEMENT INITIATIVES

### *SENSE (Survey of Entering Student Engagement)*

“The Survey of Entering Student Engagement (SENSE), a product and service of the Center for Community College Student Engagement, helps community colleges discover why some entering students persist and succeed and others do not. Administered during the 4th and 5th weeks of the fall academic term, SENSE asks students to reflect on their earliest experiences (academic and services-related) with the college. SENSE serves as a complementary piece to the Community College Survey of Student Engagement (CCSSE), with a more narrowed focus on early student experiences” (Direct quote from the website: About SENSE at <https://www.ccsse.org/sense/>). Indian Hills Community College has participated in the SENSE survey during the Fall 2012, 2014, 2017 and 2021 terms. Results are used by the Deans Committee, Completion Committee, Co-Curricular Assessment, and HLC accreditation teams.

### *CCSSE (Community College Survey of Student Engagement)*

“Extensive research has identified good educational practices that are directly related to retention and other desired student outcomes. The Community College Survey of Student Engagement (CCSSE) builds on this research and asks students about their college experiences — how they spend their time; what they feel they have gained from their classes; how they assess their relationships and interactions with faculty, counselors, and peers; what kinds of work they are challenged to do; how the college supports their learning; and so on” (Direct quote from the website: About CCSSE, <https://www.ccsse.org/aboutsurvey/aboutsurvey.cfm>).

### *CCFSSE (Community College Faculty Survey of Student Engagement)*

“Developed in response to demand from the community college field, the Community College Faculty Survey of Student Engagement (CCFSSE) elicits information from faculty about their perceptions regarding students' educational experiences, their teaching practices, and the ways they spend their professional time—both in and out of the classroom. Offered as a companion to the CCSSE student survey, CCFSSE is an online census survey that invites all faculty teaching CCSSE-survey eligible courses at participating colleges to contribute their front-line perspectives on student engagement.” (Direct quote from the website: About CCFSSE at <https://www.ccsse.org/CCFSSE/CCFSSE.cfm>). IHCC first participated in CCFSSE in 2015 and, most recently, 2018. Both administrations were completed in the Spring term. Results are available for use by the Deans Committee.

The following pages will give you a more in-depth picture of resources and their location for your Program Review.

## PREPARING FOR PROGRAM REVIEW

### *Program Review Guide*

When it comes to planning for your program review, the Office of Institutional Research & Assessment is your go-to source for the data you will need for your presentation. Program Review narratives and data are contained in the SPOL Program Review template. The schedule of programs being reviewed each year is located at: G:\IR Information\CTE Program Review Schedule\Program Review Schedule.

If your program is up for review this year, the SPOL Program Review template is already loaded into your program and provides all the component questions you are to answer. Please read each carefully as some intend for you to associate to other components in SPOL, some require you to upload documents to a folder and others want you to look analytically at your program.

A Program Review Kick-Off session is held each year and programs are also welcomed to schedule individual work time with the IR&A Office to facilitate this process. The Program Review Kick-off PowerPoint also provides more information about content and links to the Iowa Department of Education interactive charts concerning Education

Outcomes. More information about the Iowa Department of Education interactive charts is provided in the section of this handbook titled: State Provided Information.

Finally, a new Program Director should check with the Associate Dean/Dean/Executive Dean to gain access to previous Program Review documents which will aid in this process. All the Program Review data pieces provided by the Office of Institutional Research & Assessment can be located in your Individual Program Profiles folders (G:\IR Information\sholliman\PROFILE DATA\Individual Program Information).

### *Individual Program Profiles*

This folder with your program code on it is where the term-by-term enrollment, graduate and transfer data for your individual program is housed. Each program should find spreadsheets containing term-by-term profile information – things like the number of students in your program and breakouts by race, sex, age, course load, where they come from, etc. The data in these spreadsheets may be organized in a way that is relevant to the accrediting bodies and/or program review.

You will also find term-by-term graduate information (with limited demographics), historic transfer information from National Student Clearinghouse (NSC), historic EMSI information (employment trends) and historic education outcomes tables. There are folders for each of your program levels. If there are missing pieces or things you believe are mistakes, please contact our office and we will work with you to either explain the data or find the mistake and correct it.

### *Summary of where to find needed information and data:*

**Program Files:** Curriculum, Advisory, Articulation, Faculty, Student Learning, Educational Resources, Retention, External Accreditation, Summation, Surveys (with IR assistance).

**Institution Research Webpage:** IHCC Roadmap, brief descriptions of all IR maintained data.

**Institution Research Files:** Enrollment, Graduates, Placement, Transfer, Profiles, SENSE/CCSSE/CCFSSE, IPEDS, VFA.

**Program Assessment:** Assessment data is housed in our SPOL software and training for any faculty or program person is provided as needed by the Institutional Research & Assessment Office.

**QFP (Quality Faculty Plan) & Student Perceptions:** Faculty files, Executive Dean, Associate Dean & Dean and Human Resources.

**Department of Education:** Annual Condition of the Community Colleges in Iowa, Education Outcomes. This information can also be accessed through the IR webpage or G:Drive.

**National Student Clearinghouse (NSC):** Transfer Information. Contact the Institutional Research & Assessment Office to coordinate this request. We will talk over what IHCC already has and what the program is looking to obtain, then work with IT to retrieve this information.

The next section gives you information on how you can obtain real-time data about your program.

## **INFORMER & LIVE EXCEL – REAL TIME DATA**

IHCC uses a software application called Informer to allow access to data, without going through Ellucian Colleague (Datatel). Informer “talks” to Ellucian and brings back our institution data in an excel format, making it easier to manipulate. Informer communicates with Ellucian through our network connection and previously created live excel queries are available in the Informer folder of the G:Drive at G:\Informer.

If you look at the above location, you will find almost 40 different queries IR & IT have created for use. There are also word documents in this folder, detailing how to run these queries. All faculty should know how to run the Privacy Information query to address telephone calls from parents/guardians about student performance. When you run files in Informer (double click on the icon), please make sure that IMMEDIATELY after opening you do a

SAVE AS and rename the spreadsheet with TEMPLATE at the end. Save to your own H Drive for access any time it is needed.

Next, go to the DATA tab of the live excel and click the REFRESH ALL icon. Your computer may ask if you want to make this a trusted file and you can tell it, "yes." After that, you will get prompts that you follow exactly to retrieve data from our system. The Office of Institutional Research & Assessment is happy to coordinate a training with any number of personnel to explain the queries in the Informer folder, how to run live excels and what the differences are between the queries. Contact us for any help, training, resources, data interpretation and organization.

## CONTACT US

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