



# Bulletin

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## The Newsletter of the Indiana Association for Institutional Research

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INAIR Bulletin is a publication of the Indiana Association for Institutional Research, a regional affiliate of the Association for Institutional Research. Please submit direct inquiries or comments to Sonia Ninon at [sninon@ivytech.edu](mailto:sninon@ivytech.edu)

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### President's Message

(Linda Ferguson)



Greetings Colleagues,

Now that we have all (hopefully) survived the Fall crush and have settled into the demanding routine pace we've become accustomed to, it's time to think about sharing what we've learned. As you know, the Call for Proposals for the 2015 AIR Forum in Denver (May 25-29) has just closed. As noted in the last newsletter, INAIR

had a real presence at the 2014 AIR Forum in Orlando with a significant number of presentations and I hope the same will be true this year. If you submitted a proposal for the national conference, please consider also submitting that proposal for our INAIR conference. Planning for the 2015 INAIR conference is in full swing under the leadership of our Vice President and Conference Chair, Cory Clasemann-Ryan, and our Conference Committee Chair, Mike King. So much work and planning goes on regarding logistics and program details, but ultimately it's our members who determine the success of the conference – by sharing their knowledge, expertise and experiences with their colleagues via presentations and workshops. The INAIR 2015 Call for Proposals will be going out soon so there's no time like the present to be thinking about what you'd like to share.

Your Executive Board will be meeting in December so please contact me (or any board member) with thoughts and ideas for the organization or the conference. We truly welcome your input.

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#### Executive Board

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(Indiana State  
University)

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## Vice President's Message

(Cory Clasemann-Ryan)

Planning for the 2015 INAIR Conference is in high gear. I am pleased to announce the conference will take place on **March 5 and 6, 2015**, at the JW Marriott in Indianapolis. We received a lot of feedback indicating how much people enjoyed being in downtown Indianapolis this year, so we are happy that we are able to return to a nearby location again in 2015. We will soon be posting information on how to reserve a room at the hotel under the group rate, so be sure to keep an eye out for this information in your email and on the INAIR website. Although we have a block of rooms set aside for our group, reserving a room early is always helpful as it helps us plan for contingencies should the original block fill.



You will also want to be watching your email over the next couple of weeks as we will soon be sending out the call for proposals. Our theme for the conference will be “Excellence in Decision-Making,” so proposals centered on this theme are particularly encouraged. Many of our offices continue to take on additional compliance reporting responsibilities, so it is important that we also continue to stress the important work we do in driving our institutions forward in their ability to make informed decisions. Hopefully the ability to focus on the “research” side of our jobs will provide a renewed energy!

Finally, there is still a need for people to help on the planning committee. If you are interested in helping in this role, please let me know.



## From the Publications Committee

(Sonia Ninon)

Sincere thanks to everyone who contributed to this newsletter. The Publication Committee is pleased to reintroduce the series “How We Do IR” which will feature IR offices throughout the state. We are also leveraging the skills and expertise of INAIR members through a new piece titled “Technology Tricks.” Please contact Sonia Ninon at [sninon@ivytech.edu](mailto:sninon@ivytech.edu) if you would like your department to be featured in the next INAIR newsletter and/or share a technology trick.

## How We Do IR: Office of Student Data, Analysis & Evaluation, IUPUI

(Sonia Ninon and Dr. Michele Hansen)

After a long hiatus, the Publication Committee kicked this installment of “How We Do IR” with an overview of the Office of Student Data, Analysis & Evaluation at IUPUI. The Office of Student Data, Analysis & Evaluation (OSDAE) is a new office formed to align with IUPUI’s new strategic plan and provide decision support to optimize strategic enrollment management and enhance student learning and success. The office is comprised of 10 staff members: 4 full-time staff, 3 shared positions (one between Ivy Tech and IUPUI, one focusing on Web Technologies and Systems Applications, and one providing administrative support), and 3 graduate assistants.



**Left to right:** Steven Graunke (*Director of Student Data, Analysis, and Evaluation*), Stephen Hancock (*Management Analyst for Student Data, Analysis, and Evaluation*), Jessicah Rauch (*Research Assistant (GA)*); Michele Hansen (*Executive Director of Student Data, Analysis, and Evaluation*), Gulshan Patil (*Manager of Systems Applications and BI Reports*), Jennifer Wright (*Research Assistant (GA)*), Norma Fewell (*Enrollment Management Data Analyst*), Janice Childress (*Assistant Director of Student Data, Analysis, and Evaluation*). Not pictured: Anne Weiss (*Research Assistant (GA)*) and Heather Carson (*Executive Administrative Assistant*)

With more than a decade of experience in IR and Assessment, Dr. Michele Hansen is the Executive Director of OSDAE. Steven Graunke, Director of Student Data, Analysis & Evaluation, also has a number of years of experience in Higher Education and oversees the survey design and analysis processes. According to Dr. Hansen, the office's flexibility and nimbleness enable it to handle a myriad of research projects including program evaluation, assessment of student learning, strategic enrollment management, and survey research.

According to Dr. Hansen, the top three hot topics of OSDAE are as follows:

- 1) A partnership with IT on the Business Intelligence (BI) initiative. This will enhance their capability to provide decision makers with data in a timely manner. It will also allow for decision makers to drilldown into the data to examine trends by school, program level, and plan level.
- 2) Analyzing transfer students. IUPUI and Ivy Tech Central Indiana have a shared staff position occupied by Stephen Hancock who analyzes the transfer data.
- 3) Providing decision support for strategic enrollment management (providing information about enrollment trends as well as the supports that students need to successfully attain their degrees).

OSDAE provides decision support for some key units and offices at IUPUI including the Division of Undergraduate Education, Enrollment Services, Admissions, University College, and Academic Affairs.

#### **Top 7 Best Practices**

1. High level of knowledge regarding statistical analyses and visual presentation tools. Research methods and approaches so decision makers are able to understand what and why behind the data
2. Presentations at AIR
3. Pushing data out to users using Tableau reports
4. Institute best practices in survey design, program evaluation, and assessment of student learning.
5. Document what we are doing and the process we follow
6. Get our head in the literature (e.g., Inside Higher Ed and Chronicle of Higher Ed)
7. Get to know stakeholders, the local context, and the information people need

#### **Advice for IR Professionals**

1. Know the local context and the information needs of key stakeholders
2. Focus on conducting sound empirical investigations of what works to improve student learning and success using appropriate techniques and tools
3. Stay connected with colleagues in the field

## Job Openings

The IU School of Medicine is seeking applicants for an Associate Director Decision Support position. For further details, go to <https://jobs.iu.edu/joblisting/index.cfm?jlnum=12442&search=2>.

The Business Intelligence Competency Center has posted two Business Intelligence (BI) Analyst positions at the Purdue West Lafayette campus. For the full description and to express interest, please apply online at <http://www.purdue.edu/hr/careers/> and reference Job Number 1402714.

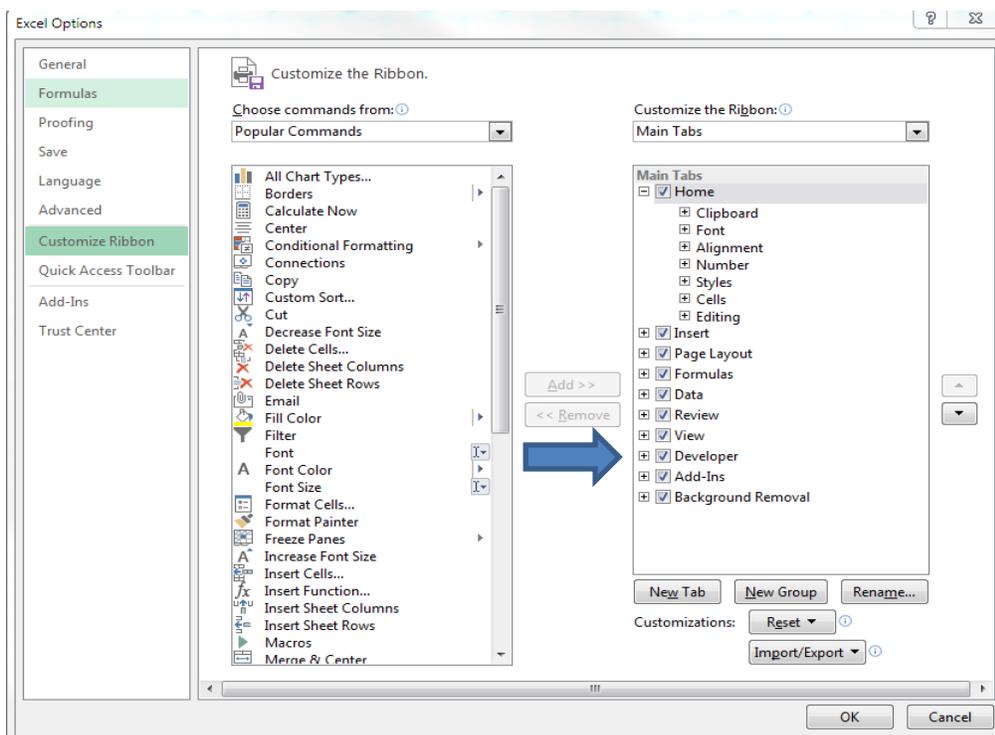
## Technology Tricks

### Tech Trick for Removing Blank Rows from an Excel File

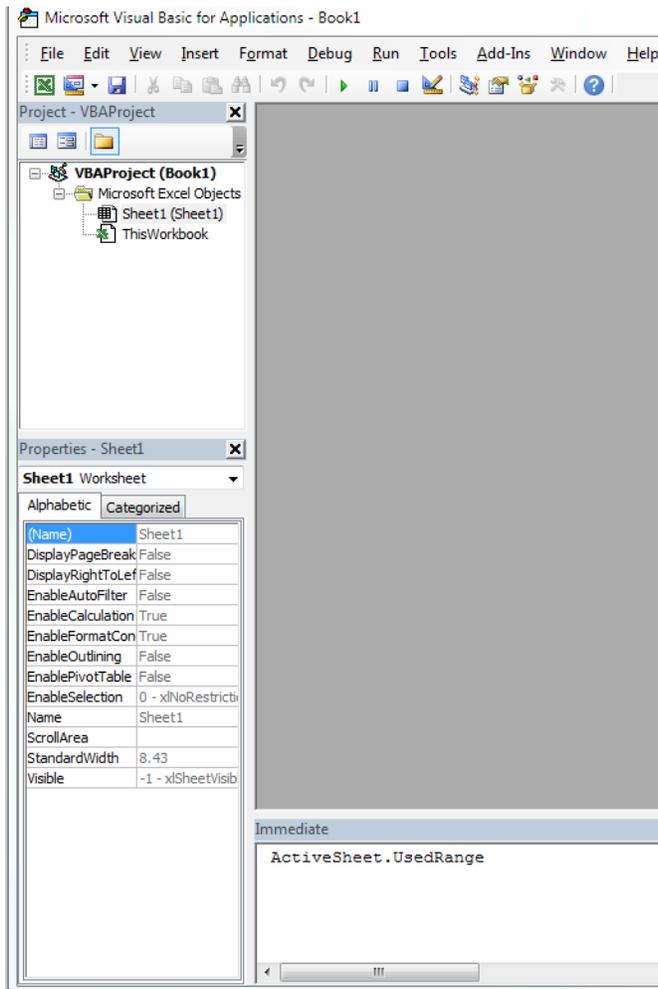
(Ryan Johnson)

Deleted values and empty formatted cells can create trailing rows and columns in an Excel document. The extra rows and columns will increase the file size unnecessarily, and can lead to longer data processing times. It is possible to remove the empty cells via a quick VBA command entered into the Immediate Window in Excel.

To do this, you will first need to have the Developer Tab enabled, which is a one-time change. Select File -> Options -> Customize Ribbon, and check the Developer option and click OK.



From this point forward, you will be able to remove trailing rows/columns in an Excel document by first selecting all rows, and then navigating to Developer -> Visual Basic. Once in Visual Basic, be sure that the Immediate Window is displayed as shown below. It can be toggled on by pressing CTRL + G. In the Immediate Window, enter `ActiveSheet.UsedRange` as shown below:



It is important to note that the code is case sensitive. After typing it in, press Enter, and all trailing rows/columns will be removed.

## Tech Trick for Customizing Outputs in SAS

(Steven Graunke)

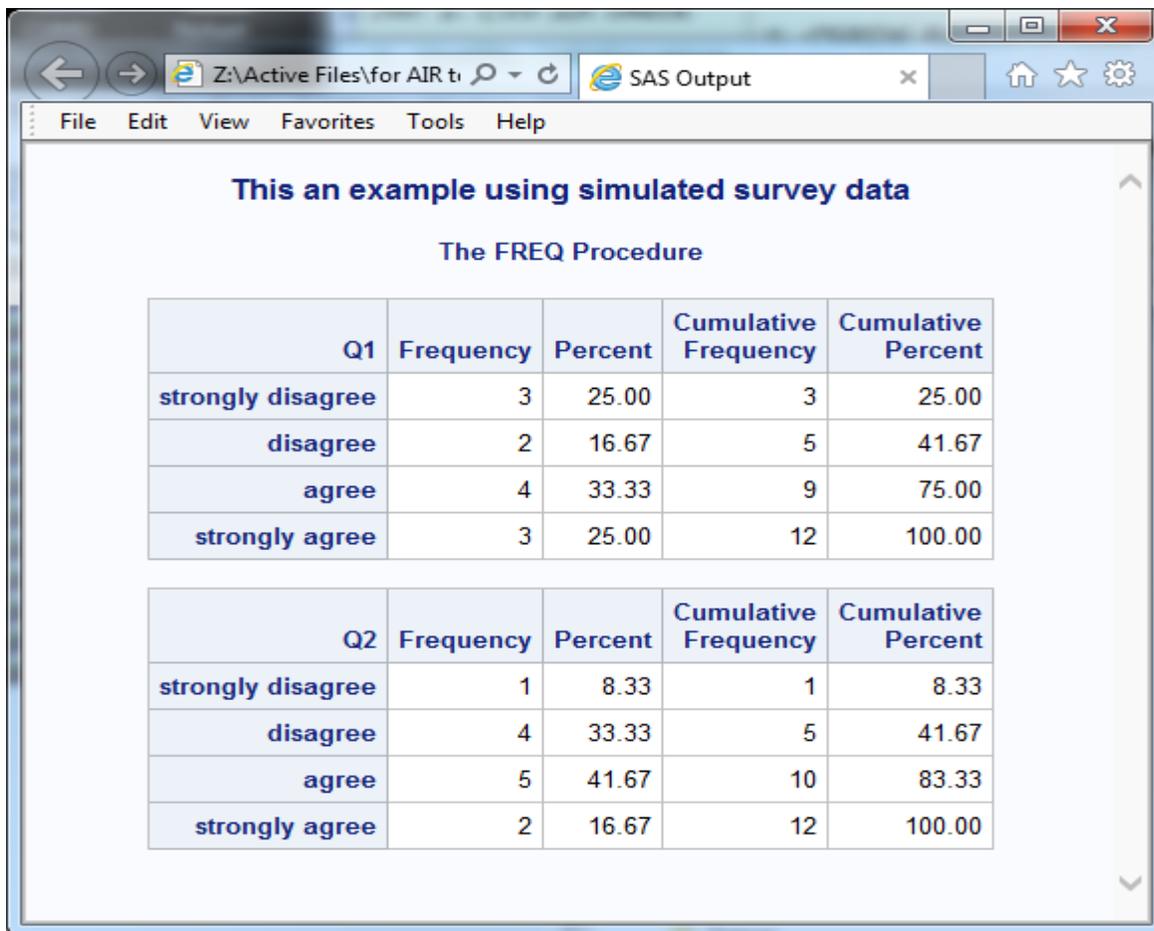
One of the benefits of the SAS system is the many output options available. These options provide SAS users with a variety of different ways to customize reports and share findings with different audiences.

The default option in SAS is to export results to an HTML file, which is saved as a temporary file that is deleted when SAS is closed. HTML files can be saved to a hard drive or share drive using a %let statement. For example, the following code will export the html file “test” to a “My Documents” folder.

```
%let MYPATH=C:\My Documents;
```

```
ods html path="&MYPATH" file='test.html';
```

Any analyses conducted after this step will then be saved in the html file. The resulting file would look like the following:



**This an example using simulated survey data**

**The FREQ Procedure**

Q1	Frequency	Percent	Cumulative Frequency	Cumulative Percent
strongly disagree	3	25.00	3	25.00
disagree	2	16.67	5	41.67
agree	4	33.33	9	75.00
strongly agree	3	25.00	12	100.00

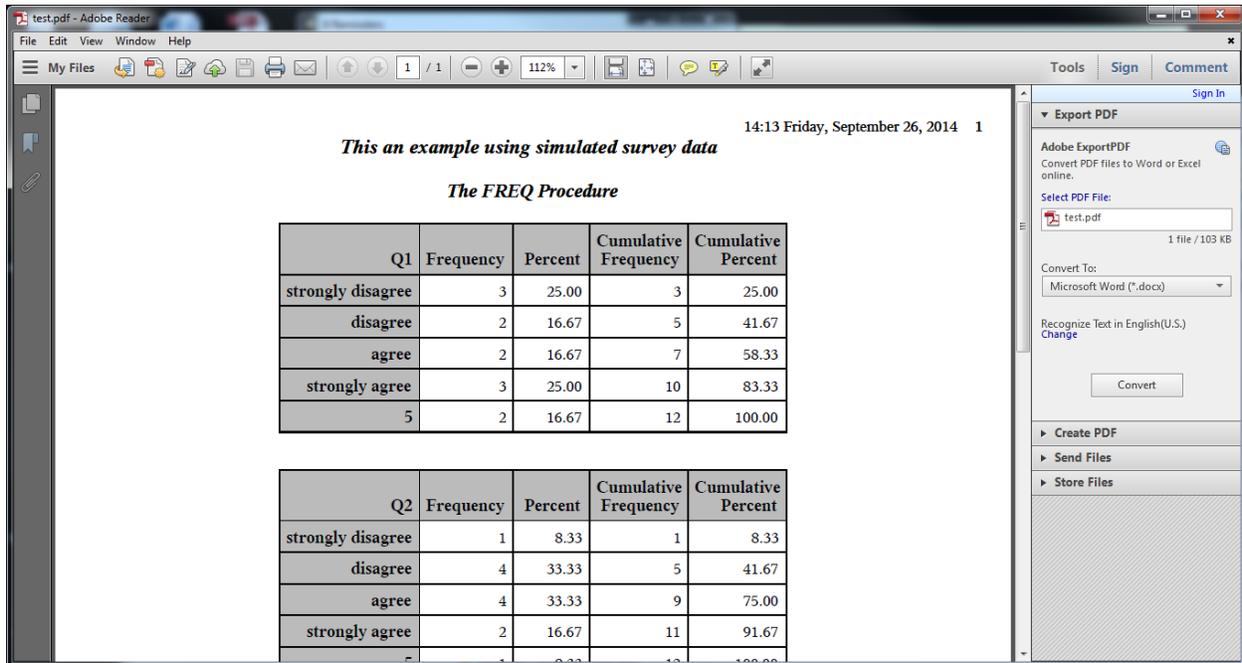
  

Q2	Frequency	Percent	Cumulative Frequency	Cumulative Percent
strongly disagree	1	8.33	1	8.33
disagree	4	33.33	5	41.67
agree	5	41.67	10	83.33
strongly agree	2	16.67	12	100.00

The ods statement can then be adapted to a variety of other formats. For example, if you wanted to generate the same report as a .pdf file, the following code would work well:

```
ods pdf file="C:\My Documents\test.pdf";
```

This would produce a .pdf like the following:

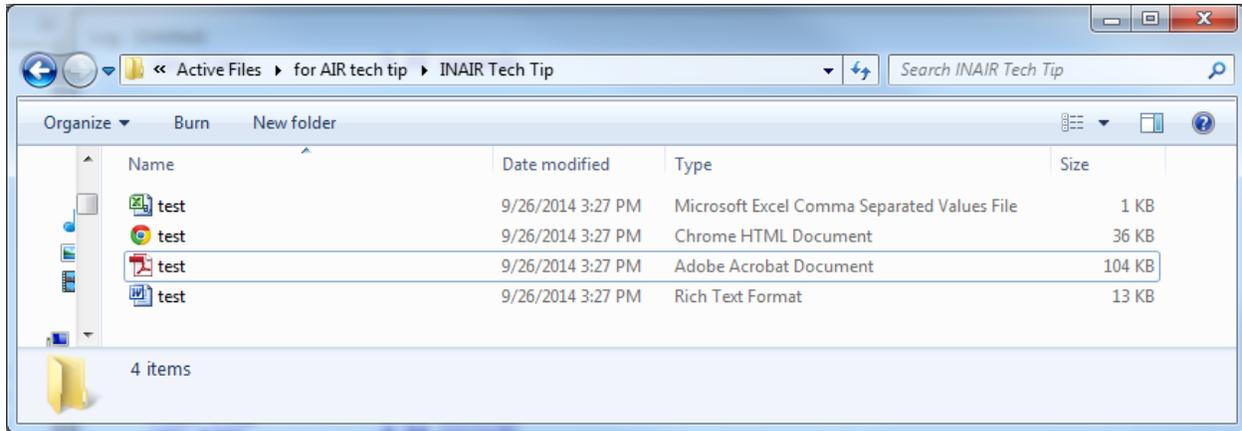


Analyses can also be exported to .rtf documents using `ods rtf` for simple editing in Word. Other options such as `ods csv` will produce output in a .csv file, which can be useful for bringing a dataset from SAS into Excel.

Finally, analyses can be exported in all four formats simultaneously without closing output windows. The following code will create four files of each format in the same folder:

```
%let MYPATH=Z C:\My Documents\;
ods html path="&MYPATH" file='test.html';
ods pdf file="C:\My Documents\test.pdf";
ods rtf file="C:\My Documents\test.rtf";
ods csv file="C:\My Documents\test.csv";
```

All files could then be closed simultaneously using the statement `ods _all_ close;`. The four files would then open at the same time and be stored in the designated folder like this:



This is just a handful of the many options available for customizing output in SAS. Please consult the references below for even more tips and tricks to improve your SAS output.

Smith, K. D. (2014). *ODS Techniques: Tips for Enhancing Your SAS Output*. Cary, NC: SAS Institute

Delwiche, L. D. & Slaughter, S. J. (2008). *The Little SAS Book: A Primer* (4<sup>th</sup> Ed.). Cary, NC: SAS Institute

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## Calendar of Events

November 19-22, 2014: 2014 ASHE Annual Conference will be held in Washington, D.C. For more information, visit <http://www.ashe.ws/page.asp?page=791>.

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## Staying Connected!

Find useful information, Tech tips, and good reads in the October 2014 AIR e-newsletter at <http://www.airweb.org/eAIR/Pages/eAIRNewsletterOct2014.aspx>.

Interested in doing evaluation work? Join the Indiana Evaluation Association group on [LinkedIn](#).

Follow the latest news and trends in Higher Education by subscribing to *Inside Higher Ed* and *The Chronicle of Higher Education*.