

OIRA GUIDE

The following guide provides helpful information on how to navigate the wealth of information that is available on the OIRA website: <https://oira.utk.edu/>. Learn to navigate the *Reports* page, the *Fact Book*, the *Online Reporting Tool*, and the *Top 25 Dashboard*.

REPORTS

The REPORTS tab includes the following side-bar menu:

- Common Data Set
- Fact Book *This is also accessible through a top-menu tab
- Student Retention & Graduation
- U.S. News Rankings
- Archive
- Request New Report

*NOTE: “Fact Book” is available in the REPORTS side-bar menu and also in OIRA’s main website top-bar menu.

The following section of this document provides a breakdown of each side-bar tab in REPORTS.

Common Data Set

NOTE: The Common Data Set (CDS) was created to improve the quality and accuracy of standard data items reported by university officials for dissemination in college guidebooks, media, and other publications, while reducing the administrative burden that is required to compile this information. The CDS provides standard questions and definitions that capture most of the requested data from publishers' such as College Board, Peterson's Guide, and U. S. News & World Report.

➤ **Important Components for Student Life**

- Student Life data-set includes:
 - % total in-state and % total out-of-state enrolled students
 - % of total student population who join sorority or fraternity life
 - % of total student population who live in university-affiliated housing
 - % of total student population who live off campus/commute
 - % of students age 25 or older
 - average age of full-time students [21]
 - average age of all students [21]
 - list of activities offered with an "X" mark that we offer them
 - type of ROTC offered
 - types of on-campus housing offered
- Enrollment & Persistence data-set includes:
 - Numerical breakdown of students enrolled by undergrad/grad, first-year versus non-first year, degree-seeking versus non

- Numerical breakdown of ALL students enrolled by race/ethnic category
- Provides total number of degrees awarded annually for the given year
- 4- and 6-year graduation rates for 2010 & 2011 cohort based on having received Pell grant, Stafford loans, or neither Pell nor Stafford

Fact Book (includes admissions data, enrollment data, faculty/staff data, financial data, facilities data, outcomes data, and archives)

NOTE: The data in this book reflect inclusive figures for the University of Tennessee, Knoxville, the Institute of Agriculture, and the Space Institute.

Admissions Data (may be important for student life)

- Data for First-Time Freshmen includes:
 - 10-year trend – # Applied, # Admitted, # Enrolled
 - Current year (Fall semester) enrolled students broken down by:
 - College, Gender, Race/Ethnicity
 - 20-year, 10-year, 5-year trend – Average SAT/ACT score, GPA, & High School class rank
 - 5-year trend – gender, # students full-time, # students part-time, college they're enrolled in, & race/ethnicity
 - 5-year trends – age & in-state/out-of-state/international
- Data for New Undergraduate Transfer Students includes:
 - 10-year trend – # Applied, # Admitted, # Enrolled
 - Current year (Fall semester) enrolled students broken down by:
 - College, Gender, Race/Ethnicity
 - 5-year trend – gender, # students full-time, # students part-time, college they're enrolled in, & race/ethnicity
 - 5-year trend – class level (freshmen, sophomore, junior, senior, undergrad special) & age
 - 5-year trend – ACT score/percentile
 - 5-year trends – age & in-state/out-of-state/international
- Data for First-Time Graduate and Professional Students includes:
 - Current year (Fall semester) enrolled students broken down by:
 - College, Gender, Race/Ethnicity

Enrollment Data (may be important for student life)

- Total current year (Fall semester) data includes:
 - # enrolled broken down by: class level, full-time/part-time, gender, race/ethnicity
 - # enrolled broken down by: college, level, gender, race/ethnicity
 - # enrolled broken down by: age, level (undergraduate & graduate/professional), gender
 - Top 10 “enrollment feeders” by Tennessee county, State, Country (where did our students come from who enrolled Fall semester this year)

- List of countries international students are from and # of students enrolled by country
- 20-year trend data includes:
 - Total # students enrolled broken down by gender & race/ethnicity
 - # Undergraduate students enrolled broken down by gender & race/ethnicity
 - # Graduate/Professional students enrolled broken down by gender & race/ethnicity
- 5-year trend data includes:
 - # Undergraduate students enrolled broken down by race/ethnicity, excluding nonresident aliens
 - # Undergraduate students enrolled who are nonresident aliens, broken down by race/ethnicity
 - # Graduate/professional students enrolled broken down by race/ethnicity, excluding nonresident aliens
 - # Graduate/professional students enrolled who are nonresident aliens, broken down by race/ethnicity
 - Total # students enrolled by level (specific breakdowns provided within undergraduate, graduate, and professional), full-time, and part-time
 - Total # of credit hours completed broken down by level (undergraduate and graduate/professional), college, and term (fall, spring, summer)
- Average credit hours taken in a semester, broken down by level (specific breakdowns provided within undergraduate, graduate, and professional)

Faculty/Staff Data

- This section includes # of full-time faculty broken down by college, appointment status, tenure status, and rank; age & length of service of full-time instructional faculty; 10-year trend of # of tenured versus # of non-tenured full-time instructional faculty
- Distribution of Employees data includes (**may be important for student life**):
 - Total # University employees broken down by EEO category and gender, race, budget entity, and level of education
 - EEO Categories:
 - Executive/Administrative/Managerial
 - Faculty types
 - Professional
 - Secretarial/Clerical (Supervisory & Non-supervisory)
 - Technical/Paraprofessional (Supervisory & Non-supervisory)
 - Skilled crafts (Supervisory & Non-supervisory)
 - Service maintenance (Supervisory & Non-supervisory)
- Trend data includes (all provided are 5-year trends; **may be important for student life**):
 - # of faculty by campus and faculty type
 - # of staff by campus and staff type (types of staff & full-time/part-time)
 - # of post-doctoral staff by campus (full-time & part-time)
 - # of graduate staff by campus and staff type (GTA's, GRA's, and GA's)

Financial Data

- Unrestricted Expenditures (Money Spent) broken down by function and % distribution (what % of total budget went to each function) – NOTE: this is provided as a 5-year trend
 - **Important for student life:**
 - Student Services
 - Institutional Support
 - Operation and maintenance of physical plant
- Unrestricted Revenue (Money Earned) broken down by function (total \$ earned) and % distribution (what % of total \$ earned came from each function) – NOTE: this is provided as a 5-year trend.
 - **Important for student life (?):**
 - Grants & Contracts
 - Sales & Services
 - Other Sources
- University financial analysis broken down by source and purpose, then source & purpose together
- Average salaries full-time instructional faculty broken down by college and rank
- 25-year Trend of median Graduate Assistant Stipends
- 5-year trend of student tuition and fees broken down by level

Facilities Data

- **Important for student life:** Total # and % of Occupancy in Student Residence Halls and Graduate Student Housing. This data-set includes:
 - # rooms in each residence hall
 - # students living in each residence hall as of end of Fall Semester (current year)
 - % rooms in each residence hall that are filled
- Other Info:
 - 5-year trend Main Library holdings and expenditures
 - 5-year trend Law Library holdings and expenditures
 - 5-year trend Space Institute Library holdings and expenditures
 - Websites for each of UT Knoxville campus libraries and centers

Outcomes Data = Retention & Graduate Rates & Degrees Conferred (likely important for student life)

- 10-Year Trend data includes:
 - Retention and graduation rates for first-time full-time freshmen from 2007-2016
 - Retention and graduation rates for first-time transfer students 2009-2016
 - Graduation rates only for first-time full-time freshmen
- Degrees conferred/awarded data includes:
 - 10-year trend degrees conferred by level (Bachelor's, Master's, Doctor's) from 2008-2017

- 5-year trend degrees conferred by college & also broken down by type (academic & professional) and by level (Bachelor's, Master's, Doctor's) from 2012-2017
- 5-year trend degrees awarded by major & by level (Bachelor's, Master's, Doctor's) from 2013-2017
- Degrees awarded in previous year, broken down by level, type, gender, and race/ethnicity

Archive – this provides the “Fact Book” from all previous years, earliest year available is 2002

Student Retention & Graduation

Retention and graduation trends and rates are examined for first-time full-time (FTFT) freshman cohorts at the University of Tennessee, Knoxville. Retention and graduation trends and rates are then calculated by subgroups including gender, residency, race /ethnicity, ACT Equivalent Scores, and High School grade point Average (HS_GPA).

*NOTE: this may be of importance to Student Life to see which populations of student to target programs or services to

- Provides complete report on retention & graduation of first-time full-time freshmen from 2000-2016.
 - Report notes the years of specific events (e.g. 1st year of Hope Scholarship, year the Student Success Center was initiated, year that Merit Scholarship changed)
 - Report focuses on 1st to 2nd year retention rates and 6-year graduation rates
 - Retention & Graduation rates are broken down by gender, race/ethnicity, minority status, Tennessee residency status, ACT equivalent score, and high school GPA

U.S. News Rankings

U.S. News World Report releases the Best Colleges Rankings each fall. These undergraduate rankings are used by students to help them decide where to apply to college. Rankings are based on criteria such as retention and graduation rates, peer assessments, student selectivity, and faculty and financial resources.

*NOTE: much of the criteria of these rankings are not related to student life

- U.S. News & World Report 2018 Best Colleges Rankings – Summary Report includes:
 - Provides UTK's overall rankings in the last three years, where UTK has improved & regressed and where peer/aspirant institutions have improved & regressed
- Appendix A: UTK and Peer Comparisons Table includes (**may be of interest to student life**) comparison of UTK to list of Peer and Aspirational colleges in the following:
 - National University ranking
 - Public Schools ranking
 - Peer Assessment

- HS counselor score
- Graduation & retention rank
- Faculty resource rank
- Selectivity rank (qualities of incoming students)
- Financial resources rank
- Alumni giving rank
- Appendix B: Methodology
 - Provides explanation for the above items on which universities are ranked

Archive

- This page includes:
 - Archives of the Common Data Set for each year beginning in 2006
 - Archives of Student Retention & Graduation for each year beginning in 2014
 - Archives for News Rankings for each year beginning in 2017

ONLINE REPORTING

The ONLINE REPORTING tool is another tab in the top-menu of OIRA's main website. Components that may be of interest to student life include:

- Online Fact Book (Enrollment)
- Online Fact Book (Degrees Awarded)

The Online Fact Book for Enrollment and Degrees Awarded allows you to create your own report based on your selecting criteria for the report. Every report will give you a breakdown of gender, race/ethnicity, and level (Undergraduate/Graduate and levels within each) for the number of students who fall within the criteria you select.

Online Factbook: Enrollment

- Create your own report, breaking down student data by the items listed below. The report will give you the **number of students enrolled** that fall within the categories you specify.
 - Academic Term (dating back to Fall 2013)
 - College (Optional; Arts & Sciences are broken down even further)
 - Department (Optional)
 - Major (Optional)
 - Concentration (Optional)
 - Gender
 - Residency
 - Full-time/Part-time
 - NOTE: It will automatically give you the breakdown of gender, race/ethnicity, & level (Undergraduate & Graduate/Professional and each level within these categories) within the categories you specify.

Online Facebook: Degrees Awarded

- Create your own report, breaking down student data by the items listed below. The report will give you the **number of students awarded a degree** that fall within the categories you specify.
 - Academic Year (dating back to 2013-2014)
 - College (Optional; Arts & Sciences are broken down even further)
 - Department (Optional)
 - Major (Optional)
 - Gender
 - Residency
 - NOTE: It will automatically give you the breakdown of gender, race/ethnicity, & level (Bachelor's, Master's, Doctor's)

TOP 25 DASHBOARD

Click on the “Top 25 Dashboard Definitions” button to learn how to navigate this page to see how UTK compares to Top 25 peer and aspirant institutions and has improved or regressed in areas specific to the Top 25 ranking.

Areas of interest to student life may include:

- First-year retention rate (retention from first- to second- year for first-time full-time freshmen)
- Six-year graduation rate
- Master’s and professional degrees awarded
- Teaching and Support Expenditures
- Fiver year average Philanthropic Support