Data Requests
Tracking What We Do

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Feeling a little overwhelmed with the workload?
Get organized – and track those data requests!

Why track data requests?

- Can better schedule priorities and plan projects
- Look back on past requests (so you don’t have to re-create the wheel each time)
- Can see things actually getting crossed off the list and all of what you are accomplishing!
- Helps with finding past reports or similar requests (in our DB we list the job that produced the report, and then the filename of the actual report)
- Can quickly see what’s outstanding
UND Institutional Research
Life-cycle of an RFI...

Ongoing...

RFI Request In → Record RFI → Prioritize → Process Request → Monitor Status → RFI Request Out

Easy to find link on website
Online Request

7. How will the information be protected to ensure confidentiality? Describe procedures and how information will be destroyed upon completion of the request.

8. Authorizing Administrator/Faculty
   Name
   E-mail Address
   Phone Number

The Authorizing Administrator/Faculty will be contacted for approval and must agree to the following:

Administrative Authorization: The requested information will be used for the above purposes only. As the UH administrator/faculty responsible for the organization or office outlined in this online request, I recognize that any other use of this information would be a violation of the University policy and Section 9 of the Code of Student Life. Further, I hereby agree that such violation may result in loss of the use of the University of Hawaii further information.

Submit
Reset

Additional Information for Item 5

1. All organizational/agency requests for student information must be limited to the information and the uses as described in Section 9 of the Code of Student Life.
2. The requesting agency must be a recognized University organization.
3. The request must include a specific statement as to the purpose for the request and how the information will be used.
4. Procedures as to how the confidentiality of information released will be assured must be stated by the organization.
5. The information provided cannot be used for profit in any way and, therefore, cannot be used for solicitation purposes other than for:
   a. membership recruitment
   b. newsletters and/or other organizational promotional materials
6. Any cost associated with the recovery of the information will be borne by

Code of Student Life

8-2 DIRECTORY INFORMATION

A. Directory information is information concerning a student that may be released publicly. It includes the following: name (all names on record); address (all addresses on record); e-mail address (all electronic addresses on record); phone number (all phone numbers on record); height, weight, and photos of athletic team members; date of birth; major field of study (all declared majors); minor field of study (all declared minors); class level; dates of attendance; enrollment status; names of previous institutions attended; participation in officially recognized activities and sports; honors/awards received; degrees earned (all degrees earned); date degree earned (dates of all degrees earned); and photographic, video, or electronic images of students taken and maintained by the institution.
Features of our RFI database

- Simple to create and modify! (Microsoft Access)
- Saved on our shared drive so we all can access.
- Quick and easy input “Form”. We all enter our own RFI’s.
- We can run a report that tells us what’s outstanding.

RFI Data Fields

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Type</th>
<th>Field Name</th>
<th>Data Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>control number</td>
<td>Text</td>
<td>key variables</td>
<td>Text</td>
</tr>
<tr>
<td>date submitted</td>
<td>Date/time</td>
<td>request taken by</td>
<td>Text</td>
</tr>
<tr>
<td>requested by</td>
<td>Text</td>
<td>output file ID</td>
<td>Text</td>
</tr>
<tr>
<td>department</td>
<td>Text</td>
<td>date mailed</td>
<td>Text</td>
</tr>
<tr>
<td>phone</td>
<td>Text</td>
<td>label charge</td>
<td>Text</td>
</tr>
<tr>
<td>external survey</td>
<td>Text</td>
<td>nbr of labels</td>
<td>Text</td>
</tr>
<tr>
<td>report id</td>
<td>yes/no</td>
<td>date needed</td>
<td>Text</td>
</tr>
<tr>
<td>report title</td>
<td>Text</td>
<td>on perm hold</td>
<td>Text</td>
</tr>
<tr>
<td>scheduled date</td>
<td>Text</td>
<td>hours</td>
<td></td>
</tr>
<tr>
<td>labels</td>
<td>Text</td>
<td>thesis/independent study</td>
<td></td>
</tr>
<tr>
<td>account number</td>
<td>Text</td>
<td>dissertation</td>
<td></td>
</tr>
<tr>
<td>description</td>
<td>Text</td>
<td>accountability measure</td>
<td></td>
</tr>
<tr>
<td>use &amp; purpose of data</td>
<td>Text</td>
<td>comments</td>
<td></td>
</tr>
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</table>
Outstanding RFIs

<table>
<thead>
<tr>
<th>Request By</th>
<th>Topic</th>
<th>Description</th>
<th>Scheduled</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carmen</td>
<td>ACT/Carmen</td>
<td>Provide details to ACT</td>
<td>11-Oct-06</td>
<td>Due Needed</td>
</tr>
<tr>
<td>Carmen</td>
<td>Annual Appropriation Committee</td>
<td>Make changes to the template</td>
<td>25-Oct-06</td>
<td>Due Needed</td>
</tr>
<tr>
<td>Carmen</td>
<td>Send in the details of the ACTOM applicant &amp; awards who are no longer needed</td>
<td>11-Oct-06</td>
<td>Due Needed</td>
<td></td>
</tr>
<tr>
<td>Carmen</td>
<td>Develop a plan for outbreak testing</td>
<td>26-Sep-06</td>
<td>Due Needed</td>
<td></td>
</tr>
<tr>
<td>Carmen</td>
<td>Develop an up-to-date matrix of the new cohort plan status</td>
<td>24-Aug-06</td>
<td>Due Needed</td>
<td></td>
</tr>
<tr>
<td>Carmen</td>
<td>Add the data for the three 'related' cohort students into the matrix</td>
<td>25-Aug-06</td>
<td>0702</td>
<td>Due Needed</td>
</tr>
<tr>
<td>Carmen</td>
<td>Look at using a new 'student number' by year, by program</td>
<td>26-Sep-06</td>
<td>Due Needed</td>
<td></td>
</tr>
</tbody>
</table>

Tuesday, October 17, 2006

Assessment of Institutional Research Office Services

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Client/Department</th>
<th>Description</th>
<th>Due Date/Learning Goal</th>
</tr>
</thead>
</table>

In order to assess the effectiveness of the Institutional Research Office at UIC, we ask that you respond to a 6-question survey about the data information, written above, that you received from the Office of Institutional Research. Your feedback will help us improve our services and processes.

Please keep in mind in your assessment: we can take of:

1. The information I received matched what I requested
2. The information I received was delivered in a timely manner
3. Other comments suggestions to help us better serve our clients

Once you have completed the survey, please mail this form to the Office of Institutional Research, Room 1206, 1111 S. Michigan Ave., Chicago, IL 60607. For a machine-readable copy, please scan the top section and email the file to Niall.Reardan@uic.edu.

Thank you very much for your input. If you need any further information, please contact our office at 312-413-4221.
The next time you feel like you are clinging to the end of a limb, consider utilizing an electronic form and database to help organize and track your data requests. This will allow more time for other projects.

Questions?

Thank you for attending!

http://www.und.edu/dept/datacol/index.html
Tracking What We Do

Presented at the November 2006 AIRUM Conference

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