

THE STUDENT RECORD

SPECIAL REPORTING ISSUE

A NEWSLETTER PUBLISHED EACH SEMESTER FROM THE STUDENT COMPETENCY CENTER (SCC)

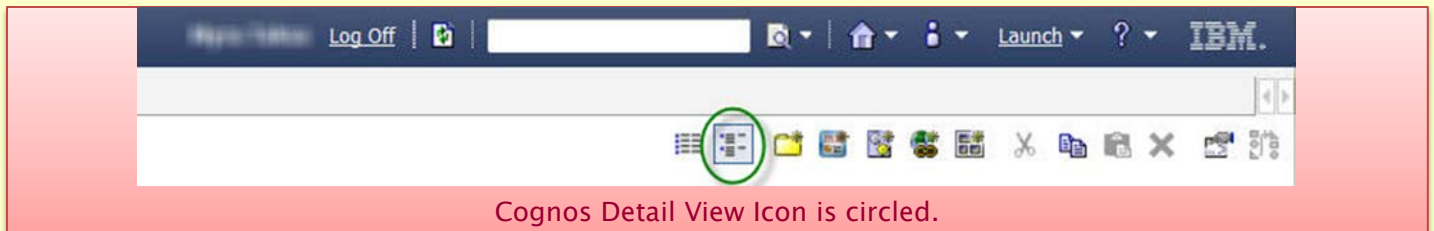
Cognos Student Community Report Descriptions

Myra Taksa,

Director – Applications Development & Support Services

You may have noticed something new when you used Cognos recently to run a Student Report. There are now descriptions associated with each report. If you do not see these descriptions, you may need to change your settings by selecting the Detail View – click the Detail View icon on your Cognos Panel (see graphic below).

Please see *Report Descriptions* on page 3



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A Word from Jodi: Data Makes a Difference

Dr. Jodi Levine Laufgraben, Vice Provost for Academic Affairs & Institutional Research

In June 2015, Temple will submit its next accreditation report, the five-year Periodic Review Report, to Middle States. An entire section of the report is dedicated to the extent to which we have linked institutional planning and budgeting. An institution conducts ongoing planning and resource allocation based on its mission and goals, develops objectives to achieve them, and utilizes the results of its assessment activities for institutional renewal (Middle States Commission on Higher Education, Characteristics of Excellence, 2011).

All aspects of this standard require the use of data and one of our objectives in the Student Competency

Center is to provide our schools, colleges, and departments with data to help them make informed decisions. The use of data in decision-making will become even more important in the soon to be implemented decentralized budget environment. When designing new reports or enhancing existing ones, our goal is to provide the user community with what we assess and reporting types like to refer to as “digestible” information – information that is easy to chew on and digest! Or more simply, useable and actionable information.

For example, the reports developed when we implemented wait listing were designed to help

Please see *A Word from Jodi* on page 8

RECENTLY COMPLETED IMPROVEMENTS

Duplicate Courses Data Report

Susan McCaffrey, Advising Director – University College

The Student Competency Center has been busy creating more reports to satisfy the needs of the departments. One of the reports that took a team effort is the “Duplicate Courses Data Report.” This tool identifies students who are registered for a class that they have already completed in transfer. Additionally, it lists students registered for courses that are equivalent classes to a class that was taken in transfer. For example, if a course number changed but the course was still equivalent to the previous number, the report will identify these students who had the class in transfer under the old number and were registered for the class under the new number! Lastly, the report displayed Special Interest Groups (SIGS) like honors students, international students, RCC students and student athletes; these students all have special scheduling needs that this report can help address.

Advisors find this Cognos report helpful because they can use the email addresses to notify these students

and help them register for an alternate class (so that they do not take a class unnecessarily and prolong their time to graduation)! It also allowed advisors to remind students that if they intentionally took a duplicate class to refresh their math, science, or foreign language skills, that they would only be able to receive credit for one instance of the class. Up until recently, each advising unit managed their own list and contacted their students.

In mid-November, an additional function went “live” related to this report. This process created an automatic email that was sent to the students if they registered for a duplicate transfer and Temple class. This email was only sent once to the student and once to the associated advising office. The email identified the duplicate class and gave students suggestions on what to do. The feedback we have had has been positive and we are looking forward to seeing our initial list shrink as students begin to make informed changes to their roster.

CURRENT SEMESTER	TRANSFER COLLEGE	TRANSFER SEMESTER	TRANSFER TITLE	TRANSFER COURSE	TRANSFER TITLE	SUBJECT	COURSE	TEMPLE SEMESTER	GRADE	CREDIT HOURS	CURRENT or HISTORICAL TYPE	EQUIVALENT OR NONEQUIVALENT COURSE
201336	Advanced Placement Exam	201036	American History	HI000A	Hist of US 1877-Present	HIST	1102	201036	A	3	h	N
201336	Bucks County Community College	201036	Prin Management	MGM230	Organization & Manag	HRM	1101	201103	C	3	h	N
201336	Community Coll of Philadelphia	198836	Financial Acct	ACC101	Principles of Acct I	ACCT	0001			3	c	E
201336	The University of Tampa	201303	Writing & Inquiry	FYW101	Analytical Reading & Writing	ENG	0802			4	c	N
201336	Drexel University	200803	Financial Acct Fnd	ACC115	Financial Accounting	ACCT	2101			2.5	c	N
201336	Community Coll of Philadelphia	199603	Intern Algebra	MAT118	Elementary Algebra	MATH	0701			3	c	N
201336	University of Delaware	201136	Oral Comm Business	COM212	Business Communications	BA	2102	201203	A	3	h	E

Duplicate Courses Data Report (Partial)

Report Descriptions from page 3

The following Student Community Reports are currently available via Cognos:

Admissions and Recruitment Reports**Comparative Admissions Summary**

Compares current admission activity with that of a previous term for: Applications Received, Applicants Admitted, Applicants Denied, Applicants Deposit Paid and Applicants Registered.

Graduate Application Information (Based on Online Application Responses)

Provides a report of a graduate applicant's completed SSB application form. In a more user-friendly way, the report captures the applicant's answers to application questions that are found in INB on SAAQUAN (Application Questions and Answers). The report user selects the appropriate application semester and either a TUID or last name of the applicant, and the report returns a link from which the user can download the report.

Graduate Application Summary

Contains the pertinent information on a graduate application found in INB on SAAADMS (Admissions Application), SOAPCOL (Prior Colleges), and SOATEST (Test Score Information), such as the semester and program applied to, the personal information of the applicant, prior colleges, submitted test scores, and current status of the application checklist.

Undergraduate and Graduate Admissions List – (Single Line/Row per Student)

Students that have applied for admission for a specific semester. Also available for SIG

reporting.

Undergraduate and Graduate Applicant Decision List

Applicants by their latest decision for a specific semester

Undergraduate and Graduate Prospect Recruitment List

Prospects that have shown interest in Temple University for a specific semester.

Catalog and Scheduling Reports**Cross List Comparison Report by Term, Group**

Allows schedulers to identify a group of courses for a particular term that are cross listed using a specific cross list group identifier code. The report can be sorted by semester, campus code, course college code, subject code.

Cross List Detail Report by Group, CRN

Slight variation of the Cross List Comparison Report by Term, Group. It allows schedulers to identify a group of courses listed by their cross list group identifier code and by CRN.

Cross List Summary Comparison Report by Term, Group

Allows schedulers to identify a group of courses listed by their cross list group identifier code and by term in order to check the maximum enrollment of each individual course as well as the total maximum number of students enrolled in each cross listed group of courses.

Instructor Course/Section Assignment List

Report Descriptions continued on page 4

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Provides the schools/colleges with a list of courses that identifies which instructor teaches each course and who the primary instructor of record is for each course during a particular term.

Scheduling Offering

Provides a list of every course offered during a particular term

Scheduling Offering Summary and Detail Report

Provides the schools/colleges a more detailed look at the list of every course offered during a particular term. This report also includes the percentage of students enrolled in each course as well as the courses grade mode. (??mode?)

Scheduling Offering with Meeting Hours

Provides the schools/colleges a more detailed look at the list of every course offered during a particular term. It also includes the number of meeting hours offered for each course.

Section Summary

Total of the number of courses in certain statuses and the percentage of how many of those courses are filled to capacity

TU Course Catalog Summary Report

Basic course information that appears in Banner Catalog

Records and Registration Reports**Academic Standing Report**

Students who have had a change in their academic standing for the selected term. Academic standing changes include academic good standing, academic warning, academic probation, and academic dismissal. Can be

"I find the range of data contained in the Cognos community reports to be broad enough to fulfill 90% of my needs."

Barbara J. Bennett-Yates

Registrar-Beasley School of Law

selected to run for a special interest group (SIG) which is a defined subset of students.

Class List Report

Students who are registered for a specific section, course, or range of courses in a specific semester. Can be selected to run for a special interest group (SIG) which is a defined subset of students.

Class Rank Report

Ranking of students by cumulative GPA for the specified term, college, level and class code. Can be sorted by last name or rank. Also available for Dentistry using pertinent criteria.

Compulsory School/Colleges Courses

Identifies students who have had one or more unsuccessful attempts at compulsory courses within a school or college. The report is limited to the pre-defined courses required by every program within a school/college and therefore isolates those students who may need extra attention or may need advice about transferring to another school/college within Temple.

Current Student Enrollment Headcount Summary Report

Student enrollment summary for a particular college.

Dean's List Report

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Students on Dean's List for a specific semester. If the dean's list status on the SHAINST form in Banner is equal to "DL" for the selected term on the prompt page, the student is selected for the report.

Degrees Awarded Summary

Count of the degrees awarded by semester(s) chosen. Used to obtain specific populations of graduates based on biographical information.

Duplicate Courses Data Report

Students who have completed a course in transfer and who are subsequently registered for the same course at Temple. This report can identify any of four groups: students who are currently registered for the duplicate class; students who have completed the duplicate class; students who are registered for a direct equivalent of the duplicate class; or students who have completed a direct equivalent of the duplicate class. The goal of this audit report is to identify affected students and ensure that currently registered students choose a different class and that students with graded duplicate courses have the transfer credits changed to "NT" for no credit.

Future Program Report

Students who have had a Change of Program processed for a future semester – those with a program code in a future semester that is different from the program code in the current semester

Grade Distribution Report

Undergraduate and graduate course grade distribution by term, course and section. Also available for Dentistry and Law

Graduation Report

Graduates for a particular term. This report can be further defined by college, campus, level and degree

Mid-Term Progress Ratings for a Semester

Listing of students by academic period who received a mid-term progress rating. This report can be further defined by college, campus, CRN, and subject code. Can be selected to run for a special interest group (SIG) which is a defined subset of students.

Orientation/Testing/Advising List

Students in a particular school or college who have been admitted and have either paid their tuition deposit, or had their tuition deposit waived. It shows which orientation session, if any, has been scheduled and includes curriculum information, cohort data, placement test scores, and contact information.

Registered Student and Address List

Students registered for the semester and school chosen. Report provides academic, biographical, billing, athletic, attribute, and cohort information. The user may include or exclude students at Japan Campus, marked confidential, deceased, students, student level, and/or viewing the secondary major. The particular columns that are returned for any selected population can also be chosen from the "selected columns" option. There is also a SIG version of the report.

Stopped Out Students Report

Undergraduates with inactive student status and no degree awarded. The report can be used by the schools and colleges to contact students who have "stopped out" without completing their degrees to encourage their

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Report Descriptions from page 5

returning before they possibly lose credits. The user must pick a range of two terms in between which a student last attended Temple University. This report may be sorted by college.

Student Hold Report

Students with holds on their accounts. Two different reports can be produced. The first report allows users to identify students with a specific type of hold. If a specific hold type is not selected, the report will contain all holds. The second report option allows users to filter holds on three conditions: holds that block registration, holds that block transcripts, and holds that block graduation. The user may also filter by a specific date range and college.

Waitlist Report – Count of Students Currently Waitlisted

Identifies sections with students on the waitlist as well as the maximum enrollment of the section. It includes students notified but not yet registered or dropped. The report can be selected by campus, college, subject or any combination of these options.

Waitlist Report – Section Analysis

Identifies sections by term, course, campus, college and CRN with a count of students on the waitlist. More details about the sections are provided, such as maximum enrollment and cross-list information. The report can be selected by campus, college, subject or any combination of these options.

Waitlist Report – Students Waitlisted

Identifies students currently waitlisted for a section including student program, level, waitlist priority, and email address. This report can be selected by campus, college, subject or any combination of these options.

Waitlist Report – Summary of Notifications Sent

Identifies sections with waitlisted students where at least one student was notified of an available seat. May be sorted by course subject, number, and CRN and provides a count of students on a waitlist that have been notified and are still in “pending status,” have registered, dropped themselves from the waitlist, or have been dropped from the waitlist. This report can be selected by campus, college, subject or any combination of these options.

Meet the SCC Reporting Team

Brian Forman, Executive Director – Applications Development & Support Services

The Student Competency Center Student Reporting Team is led by Myra Taksa as part of her role as a Director, Applications Development and Support Services. Myra is mainly supported by Senior Software Developers Helene Houser, Denise King, Dawn Yost and Michael Wasserleben. Additional report development assistance is provided by Lead Software Developers Anna Hsieh and Marilyn Solomon.

This team is responsible for the development and support of all Student Reports.



The Student Competency Center Reporting Team
Back from left to right, Mike, Denise and Myra.
Front from left to right, Marilyn, Anna and Helene.
Missing from photo – Dawn.

Training Information



Cognos User Training Sessions are being made available via recordings. Cognos Report Studio is available now and Query Studio and Consumer will be available at a later date. For approval to view the recordings, please contact Myra Taksa via email at myra@temple.edu. Once approved, you will receive access information via email.

Banner Student User Training is coordinated through designated Banner Student trainers in each academic unit who train new staff within their units. For the academic units, these trainers are:

College of Health Professions and Social Work

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College of Liberal Arts

Anar Khandvala

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For non-academic units, the SCC will reach out to the supervisors or individuals when we receive new security access requests to set up the needed training.

Periodic INB/SSB training sessions are offered in Wachman Hall through Human Resources. To sign up for a class, go to TUportal and click on the Staff Tools tab, then Learning and Development.

For any additional Banner Student training requests, please contact Susan McCaffrey at smccaffr@temple.edu.

A Word from Jodi from page 1

schools, colleges and departments understand where there was demand for seats and the prospective registrations “left on the table” by students unable to register for certain courses. Information in these reports can inform scheduling, staffing and advising decisions. The reports help programs plan and students to succeed, especially when seats are made available in the courses that students need to make progress towards their degrees.



Did You Know?

The Top 3 requested Student Community Reports for FY 12–13 were:

1. Undergraduate and Graduate Admissions List – (Single Line/Row per Student)
2. Graduate Application Information (based on online application responses)
3. Class List

Contact Us

Student Competency Center

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E-Mail:

SCC@TEMPLE.EDU

Web:

Coming Soon

Our goal is to continue to provide the reports. We hope you will continue to use the data in meaningful ways.

PS: We are already beginning to prepare our Middle States report. If you have examples of how you are using the Cognos Community reports or other data reports to inform planning and decision making, please send me an email (jodih@temple.edu). We are always looking for good data stories!

Tips from the SCC

Did you know that you can schedule your Cognos Report to run overnight and available to you the next business day? To learn how, go to:

http://www.temple.edu/ers/Training_Material/how_to_schedule_a_report.pdf

By the Numbers

Student Community Reporting – FY 12–13

Cognos Report Folder	Total
Admissions and Recruitment	27,268
Catalog and Scheduling	2,957
Continuing Education	2,756
Records and Registration	14,688
TUJ Group	70
Grand Total	47,739

