



COOPERATIVE INSTITUTIONAL RESEARCH PROGRAM  
at the HIGHER EDUCATION RESEARCH INSTITUTE AT UCLA

## Data and Reporting

Your primary contact will receive an automatic email from us as soon as results are posted. Please note that you do not have access to these files until you have completed the Research Approval Form.

The preliminary data is processed **each night** the survey is live, and you can access it on an ongoing basis. We include the responses from students who have started, but not completed, the web survey in the data returned to you in your final data file and reporting. In order to be considered a “partial”, the respondent must have read and accepted the informed consent and completed at least one question on the survey. Partial data becomes available in the preliminary data at the survey close date. Having the “partial” web responses increases the utility of the data on campus by allowing you to conduct more robust and meaningful analysis on campus.

In August 2014, several deliverables will be available for all institutions:

- 1) Institutional Profile Report (in Excel and PDF). This includes summary data for your men, women, as well as all respondents in the aggregate. Within your Institutional Profile, separate tabs contain summary reports profiling full-time students, part-time students, transfer students, and all survey respondents at your institution. Comparative responses from all institutions participating in the CSS are included in each summary report.

If students completing the CIRP Freshman Survey and the CSS provide consistent and matchable ID numbers, your Institutional Profile will contain a longitudinal report comparing freshman responses to those provided on the CSS in the Institutional Profile. If you are uncertain which identifier to use, contact us (at 310.825.7079 or [CSS@ucla.edu](mailto:CSS@ucla.edu)). Please note: there is no requirement that students provide a student ID.

- 2) CIRP Constructs Report (in Excel and PDF). CIRP Constructs are global measures of academic and educational outcomes of interest to institutions: Habits of Mind, Satisfaction with Coursework, Student-Faculty Interaction, Academic Self Concept, Social Self Concept, Academic Disengagement, Leadership, Civic Engagement, Social Agency, Sense of Belonging, Positive and Negative Cross Racial Interaction, Civic Awareness, Pluralistic Orientation, and Overall Satisfaction. Included in the CIRP Construct Report are: means, standard deviation, statistical significance, effect size, and

percentiles for your institution and comparison groups in the CIRP Construct Report. Additionally, scores on each construct for each respondent have been calculated and are included in your dataset.

- 3) Theme Report (in Excel and PDF). CIRP Themes organize results around specific areas of interest for easy access (e.g., Health and Wellness, Career Planning, Diversity). Included in the Theme reports are: summarized frequencies, means, standard deviation, statistical significance, and effect size for your institution and comparison groups.
- 4) PowerPoint Presentation. An editable summary of your CSS Survey results. This report presents a cohesive visual narrative of your results and can function as a “stand alone” presentation or be included with other presentations.
- 5) Final Data File. The final data file differs from the preliminary data file in several important ways:
  - The data have been cleaned
  - Construct scores have been calculated and included for each respondent
  - Aggregated variables (e.g., race, major, occupation) have been created and included

The final data file is an important resource for digging deeper into the results on campus. Any item on the survey could potentially define interesting subsets for investigation—students interested in the humanities vs. those interested in professional fields, residential vs. commuting students, in-state versus out-of-state students (the locally defined additional questions can be used to identify subsets that are institutionally specific, such as students indicating an interest in online or web-based courses versus those who do not).

Two additional reporting packages are available for additional fees.

1. The Standard Reporting package includes the following:
  - PowerPoint executive summary of your data with two comparison groups
  - Extended Comparison Group Report
2. The Reporting Plus Package includes all of the above, plus an individual consultation on your institution’s results with CIRP staff (2 hours)

### **Confidentiality**

Please note the following considerations with respect to students’ confidentiality when using the data file:

- HERI never releases student names in association with survey responses.

- In order to receive an electronic data file, you must certify your compliance with a confidentiality agreement. The Research Approval Form states that the data will be used solely for statistical analyses and reporting of aggregated information, and NOT for the investigation of specific individuals. You must complete this form on the CIRP Web Portal, and it must be completed before you can have access to your data file.
- The College Senior Survey collects personal identifiers and potentially sensitive demographic data. Student responses to these survey items make it possible to link CSS data with data from several sources such as other CIRP surveys (e.g., the CIRP Freshman Survey, the Your First College Year (YFCY) Survey and the Diverse Learning Environments (DLE) survey), your campus registrar's office, other nationwide assessment instruments, and local assessment efforts.

**Students' right to confidentiality as research subjects must remain a priority.** Please inform and reinforce to your students that the questionnaires are handled in a confidential and professional manner. Following are some specific points to consider with respect to the confidentiality of College Senior Survey data:

- Your survey collection procedures and data storage systems must be secured.
- Viewing student responses to questions on the College Senior Survey (other than the names of respondents for tracking purposes) prior to data processing is considered a breach of confidentiality. Assure students that no one at your institution will examine individual responses to survey questions.
- Your data file will not include personal identifiers such as name, address, and telephone number, but will include student ID#.
- HERI does not release identifiable data to other researchers or to other agencies.
- The Research Approval Form states that the data will be used solely for statistical analyses and reporting of aggregated information, and not for the investigation of specific individuals.