



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

## Data and Reporting

### Preliminary Data

The preliminary data from your web survey administration will be available through our secure website as soon as they are available through the survey software, which is updated in nearly real time. You will not have access to these files until you have completed the Research Approval Form.

Preliminary data from the paper survey administration will be available through our secure website approximately 2-3 weeks after the surveys are received by the processing center.

There are several important differences between the preliminary data file and the final data file you will receive over the summer (See #5 in the Reporting section below for details).

### Reporting

In late summer 2015, you will receive an email notification that your CSS results have been uploaded. Your survey results include:

- 1) Institutional Profile Report. 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 first-time 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 [heri@ucla.edu](mailto:heri@ucla.edu)). Please note: **there is no requirement that students provide a Student ID.**

- 2) CIRP Construct Report. (in Excel and PDF). CIRP Constructs are global measures of academic and educational outcomes important to understanding and improving the student experience: 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 reports are: means, standard deviation, statistical significance, effect size and percentiles for your institution and comparison groups. Additionally, scores on each construct have been calculated for each respondent and are included in your final data file.



- 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 executive summary of your CSS Survey.
- 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
  - Matched data from the CIRP Freshman Survey will also be included (if applicable)
  - We now include the responses from students who have started, but not completed, the web survey. In order to be considered a “partial,” the respondent must have read and accepted the informed consent and completed at least 10% of the items on the survey.

### **Using Data for Local Research**

Campuses use the data file for a variety of analyses such as admissions, retention, academic performance, departmental profiles, and so forth. In fact, any item contained on the survey could be used to define interesting subsets for study (e.g., students interested in the humanities vs. those interested in professional fields, residential vs. commuting students, or in-state versus out-of-state students). Your group codes can be used to identify subgroups that are institutionally specific, such as students living in Alpha Residence Hall versus those in Beta Residence Hall. Your locally defined additional questions can be used to identify additional subsets such as students indicating an interest in online or web-based courses vs. those who do not. Even if you do not currently plan to use the data file, your institution might find it useful in the future. This data file (and your Institutional Profile) will be available for download until September 2016.

### **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 before you can have access to your data file.
- For more information, please refer to the Confidentiality and Privacy document located here: <http://www.heri.ucla.edu/CSSoverview.php#forms>.