



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

TFS Data and Reporting

Preliminary Data

The preliminary data from your web survey administration will be posted at www.cirpsurveys.org as soon as they are available. The preliminary data is processed **each night** the survey is live, and you can access it on an ongoing basis. Your primary contact will receive an automatic email from us as soon as results are posted. You will not have access to these files until you have completed the Research Approval Form on the CIRP Web Portal.

Preliminary data from the paper survey administration will be available at www.cirpsurveys.org **three weeks** after the completed questionnaires are received at our processing facility.

Reporting

In December 2015, you will receive an email notification that your TFS results have been uploaded to www.cirpsurveys.org. Your survey results include::

- 1) Institutional Profile Report (in Excel and PDF). The Institutional Profile summarizes your survey data for first-time full-time, male, female and all respondents. Comparative national normative responses from all institutions participating in The CIRP Freshman Survey will also be included in each summary report. In addition, you will receive separate summary reports profiling part-time students, transfer students, and all survey respondents at your institution.
- 2) Enrollment Management Report. The Enrollment Management Report disaggregates the data by students' institutional choice. The data compares students by male/female, who indicated that your campus was their first-choice institution against their peers who indicated they enrolled at an institution that was less than their first choice.
- 3) 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, Academic Self-Concept, Social Self-Concept, Pluralistic Orientation, Social Agency, Civic Engagement, College Reputation Orientation, and Likelihood of College Involvement. 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.

- 4) 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.
- 5) PowerPoint Presentation. An executive summary of your CIRP Freshman Survey.
- 6) Graduation Rate Calculator. Allows you to calculate your expected graduation rate using your own CIRP results. This tool can be used to take into account how institutional mission and priorities influence persistence rates, as well as shape detailed measures of institutional success.
- 7) 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
 - 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 one question on the survey. Partial data becomes available in the preliminary data at the survey close date.

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 versus 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 all other deliverables) will be available on the CIRP Web Portal until September 2016.

In January 2016, all institutions will receive a print copy of *The American Freshman: National Norms Fall 2015*. The PDF version will be available for download at www.cirpsurveys.org. The primary contact will receive an email from us when it is available for download on the CIRP Web Portal.

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 our 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 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/cirpoverview.php#forms>