IPEDS Coordination
Several State Perspectives

Eric S. Atchison  Arkansas State University System
Carrie Mata, PhD  Oglethorpe University
                  North Carolina Independent Colleges & Universities
About Us

Eric Atchison
Vice President for Strategic Research, Arkansas State University System
eatchison@asusystem.edu

Carrie Mata
Vice President for Research & Planning, Oglethorpe University
Independent Contractor, NCICU
cmata@oglethorpe.edu | mata@ncicu.org
Our IPEDS Road Map

• Eric
  - 2008 Institution Keyholder
  - 2012 Administrative Unit Keyholder & State Coordinator N = 36
  - 2014 AIR IPEDS Educator
  - 2019 System Coordinator N = 5
  - 2020 Administrative Unit Keyholder & System Coordinator N = 6

• Carrie
  - 2011 System Coordinator (non-locking) Georgia N=25
  - 2012 Data Institute Fellow
  - 2014 AIR IPEDS Educator
  - 2016 System Coordinator (non-locking) Georgia N=25 and North Carolina N=36
  - 2018 Institution Keyholder & System Coordinator (non-locking) North Carolina N=36
Outline

• IPEDS Coordination Basics
• Assisting Keyholders
• Data Review
• Data Use
IPEDS Coordination Basics

Responsible for IPEDS-related coordination activities for a specified group of schools within a state or system

Certain viewing, verifying, and locking privileges in the data collection system (DCS)

Voluntary role
IPEDS Coordination Activities

- Coordination planning
- Universe maintenance
- Data submission & review
- Nonresponse follow-up
- Error resolution
- Sharing Best Practices

- definitely
- maybe
IPEDS Coordination Activities

1. Coordination planning
   - Determine which institutions you will coordinate
   - Determine the **level of access** to each institution and survey component
     - Locking access
     - Update access
     - View-only access
   - Convey any changes to the IPEDS Help Desk
IPEDS Coordination Activities

2. Universe maintenance
   • Maintain lists of postsecondary institutions in state or system, including those that are new, have closed, have been merged, or have changed sector
   • Communicate changes to the IPEDS Help Desk
IPEDS Coordination Activities

3. Data Submission and Review
   • Review institutional data
   • Submit data on behalf of institutions
     • Upload files in a fixed length, key value, or XML format into the DCS
   • Apply an additional lock after the keyholder
   • Ensure that IPEDS surveys are completed by or for the institutions
   • Ensure that they are submitted in a timely and accurate manner
IPEDS Coordination Activities

4. Nonresponse Follow-up
   • **Identify** institutions that have not responded within a certain timeframe (e.g., 2 weeks before close)

   • Contact institutions to **remind** them of **impending data submission deadlines** and offer help as needed
IPEDS Coordination Activities

5. Error Resolution
   • Resolve inconsistencies or errors in reporting
   • Serve as a resource to the institutions both in interpreting error messages and suggesting resolutions
Benefits of IPEDS Coordination

• Ensure data quality and consistency
• Address data inconsistencies
• Build state/system data systems around common components and definitions
• Build strong and shared data culture with institutions in your state
• Better understanding of state and national issues and subsequent utilization of data to address those issues
Assisting Keyholders

Provide training

• Go over the collection process with new keyholders

• Before the IPEDS collection cycle begins, discuss changes in survey components

• Go over common mistakes in IPEDS reporting

• Answer questions, especially those that are system-specific
Assisting Keyholders

• Encourage keyholders to begin working on surveys early. If there are problems, there is then time to correct them.

• Provide guidance or guidelines for each component and how your state or system typically reports the data for that component.

  • Are there uniform guidelines for how your institutions report or define data? Who interprets those definitions to align them with IPEDS definitions?
Assisting Keyholders

Provide assistance

• Explain how to resolve the various types of error messages. In some cases, you may want keyholders to call the state or system office first before calling the IPEDS Help Desk.

• Assist with the survey if needed.
  • A state or system office may upload data on behalf of the institutions.
Examples of Data Use

• System-level comparisons: Arkansas State University System
• State-level data analysis: Arkansas students enrolling in postsecondary institutions within 12 months of graduating from high school.
System Comparisons

• How does the Arkansas State University System compare to other public institutions in the state on metrics such as enrollment, completions, financial aid, and tuition & fees?
Addressing State Concerns

• Are Arkansas students enrolling in postsecondary institutions within 12 months of graduating from high school?
Features Available for Coordinators
### INSTITUTION STATUS

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Total (all Active) 0 38 38

Total 0 38 38

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## IPEDS 2019-20 Data Collection System

### New Veteran User List

### Export to File

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**Institutions Used One Last Chance**

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38 matching records were found.

Email List

EmailList.csv
Finance/HR/SFA/AL Contact List

- Enter search criteria to generate a Finance/HR/SFA/AL Contact List for a subset of the institutions you coordinate.

Contacts
- Human Resources
- Finance
- Student Financial Aid
- Academic Libraries

Include contacts from Coordinators
Attach current KeyHolder
- Yes
- No

Unit ID
Institution Name
OPE ID
Survey
- IC Header
  - Institutional Characteristics
  - Completions
  - 12-month Enrollment
Survey Status
- Not Applicable
- NO DATA
- No Data
- Has Data
Migration Status
- None Edited
- Reviewed
- Accepted
- Migrated
State
- Any State
- Alabama
- [Dropdown for other states]
### Finance/HR/SFA/AL Contact List

Enter search criteria to generate a Finance/HR/SFA/AL Contact List for a subset of the institution.

**Contacts**

- Human Resources
- Finance
- Student Financial Aid
- Academic Libraries

Include contacts from Coordinators: [ ]

Attach current KeyHolder: [ ] Yes [ ] No

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### Survey Materials

- [Survey Materials](#)
- [Survey Materials (All List)](#)
- [2019-20 Data Collection Schedule](#)
- [Changes to the IPEDS Data Collections from 2019-20 through 2021-22 Coordinator Handbook (PDF)](#)
- [Ad Hoc Support for New Coordinators](#)
- [2019-20 New Keyholder Handbook (PDF)](#)
- [2019-20 Calendar Flyer (PDF)](#)
- [Help Desk Flyer (PDF)](#)
- [Training Flyer (PDF)](#)
- [Using the Data Collection System](#)
- [Procedures for Responding to the 2019-20 IPEDS Surveys](#)
- [Institutional Burden](#)
- [Statutory Requirements for Reporting IPEDS Data](#)
- [FAQ Race/Ethnicity](#)
- [FAQ General](#)
- [Custom Comparison Groups](#)
- [Tutorial](#)
- [IPEDS Website Trainings & Outreach](#)
- [Glossary](#)
- [CIP Codes](#)
- [Human Resources/SOC Information Center](#)
- [IPEDS HR/SOC Browse Tool](#)
## Coordinator's Institutions

- Due to the large number of institutions you coordinate, you may want to enter search criteria.
- If you wish to see a list of all your institutions, simply click Submit.

### Institutions Table

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### Useful Links

- Coordinator Handbook (PDF)
- Ad Hoc Support for New Coordinators
- 2019-20 New Keyholder Handbook (PDF)
- 2019-20 Calendar Flyer (PDF)
- Help Desk Flyer (PDF)
- Training Flyer (PDF)
- Using the Data Collection System
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Questions / Ideas?

• Eric Atchison – eatchison@asusystem.edu

• Carrie Mata, PhD – cmata@oglethorpe.edu