

# Office of Institutional Effectiveness



## Instructions for Interactive Reports

(Updated: 5/22/2015)

The interactive reports enable users to perform data analysis on their own. Since this site contains detailed information, access is only granted on an as-needed basis. To request access, please fill out the [Interactive Reports Request Form](#).

### Step 1: Navigate to the OIE home page.

<https://oie.pepperdine.edu/default.aspx>

A screenshot of the OIE website home page. At the top is a dark blue header with "PEPPERDINE | Office of Institutional Effectiveness" in white. Below this is an orange navigation bar with links: "OIE", "Facts &amp; Figures", "Accreditation", "Assessment", "Program Review", "Educational Effectiveness", and "Educational Research". The main content area features a large graphic of four interlocking puzzle pieces in shades of blue and purple. The pieces are labeled: "ACCREDITATION LEADERSHIP" (top-left), "INSTITUTIONAL RESEARCH" (top-right), "EDUCATIONAL RESEARCH" (bottom-left), and "ASSESSMENT OF STUDENT LEARNING" (bottom-right). The letters "OIE" are centered in the middle of the puzzle pieces. To the right of the puzzle graphic is a sidebar with the OIE logo and a "MISSION" section containing text about the office's role and a "Read More..." link. Below the mission is a "CONTACT US" section with the office's name, phone number (310-506-6629), TAC 437, and email address (oie@pepperdine.edu). At the bottom of the sidebar is an orange button labeled "Data Request".

**Step 2: Navigate to the menu bar and click on **Facts & Figures** . After landing on that page, click on **Interactive Reports** .**

<http://oie.pepperdine.edu/facts-and-figures/interactive-reports.aspx#>

The screenshot shows the website's header with the Pepperdine University logo and the text "Office of Institutional Effectiveness". Below the header is a navigation bar with several menu items: "OIE", "Facts & Figures", "Accreditation", "Assessment", "Program Review", "Educational Effectiveness", and "Educational Research". The "Facts & Figures" item is circled in green, and a red arrow points to it. Below the navigation bar is the "Overview" section, which contains a paragraph about the OIE's Facts & Figures data and a list of links. The "Interactive Reports" link in the list is circled in green, and a red arrow points to it. To the right of the text is a sidebar menu titled "FACTS & FIGURES" with a list of links: "Overview", "Quick Facts", "Fact Book", "Common Data Set", and "Interactive Reports". The "Interactive Reports" link in the sidebar is circled in green, and a red arrow points to it. At the bottom of the page is a footer with the text "Copyright © 2015 Pepperdine University".

PEPPERDINE | Office of Institutional Effectiveness

OIE Facts & Figures Accreditation Assessment Program Review Educational Effectiveness Educational Research

## Overview

OIE's Facts & Figures contains an interactive and user-friendly set of data that Pepperdine faculty, staff, and administrators can use to better understand the nature and effectiveness of their programs.

The OIE database is released in several formats:

- **Quick Facts** provides an overview on current enrollment, retention and graduation; as well as faculty and staff demographics.
- The **Fact Book** provides more in-depth information in three primary categories: faculty, students and staff. Historical information is also housed in the Fact Book.
- The **Common Data Set (CDS)** initiative is a collaborative effort among data providers in the higher education community and publishers as represented by the College Board, Peterson's, and U.S. News & World Report. The combined goal of this collaboration is to improve the quality and accuracy of information provided to all involved in a student's transition into higher education, as well as to reduce the reporting burden on data providers.
- The **Interactive Reports** provide OLAP interface for users to access the OIE data warehouse. Currently, interactive reports are available for enrollment, retention and graduation data. (For departmental use only.)
- **College Navigator** is a school search engine for college-bound students. It consists primarily of the latest data from the Integrated Postsecondary Education Data System (IPEDS), the core postsecondary education data collection program for NCES – the National Center for Education Statistics.
- The **University & College Accountability Network (U-CAN)** is designed to offer prospective students and their families concise, Web-based consumer-friendly information about the nation's private, nonprofit colleges and universities in a common format. It was developed and is maintained by the National Association of Independent Colleges and Universities (NAICU).

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**FACTS & FIGURES**

- » Overview
- » Quick Facts
- » Fact Book
- » Common Data Set
- » Interactive Reports

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Step 3: Click on the orange button of the report you wish to access.

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OIE Facts & Figures Accreditation Assessment Program Review Educational Effectiveness Educational Research

## Interactive Reports (For departmental use only)

These interactive reports allow users to perform data analysis on their own. Since this site contains detailed information, access is only granted on an as-needed basis. To request access, please fill out our [Interactive Reports Request Form](#).

For a copy of the Interactive Reports Instructions, please download [here](#).

**Undergraduate Retention Report** Retention rate information on Seaver and Graziadio undergraduates.

**Undergraduate Degree Completion Report** Graduation rate information on Seaver and Graziadio undergraduates.

**Grad/Prof Degree Completion Data** Graduation rate information for graduate and professional programs.

**Enrollment & Performance Data**

**Seaver Enrollment & Performance Data** Seaver College enrollment headcounts with entrance GPA, admission test scores, and cum GPA for all majors and minors by full/part-time, gender, race/ethnicity. (Students with double majors/minors are counted more than once.)

**GSEP Enrollment & Performance Data** Graduate School of Education & Psychology enrollment headcounts with entrance GPA, admission test scores, and cum GPA for all majors by full/part-time, gender, race/ethnicity. (Students with double majors are counted more than once.)

**Graziadio Enrollment & Performance Data** Graziadio School of Business and Management enrollment headcounts with entrance GPA, admission test scores, and cum GPA for all majors by full/part-time, gender, race/ethnicity. (Students with double majors are counted more than once.)

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**FACTS & FIGURES**

- » Overview
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**Step 4: The Central Authentication Services (CAS) sign-on access page will appear and you can log in using your NetworkID and Password.**

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*Strengthening Lives for Purpose, Service, and Leadership*

## Central Authentication Service (CAS)

**Enter your NetworkID and Password**

NetworkID:

Password:  
   [Forgot Password?](#)

This Central Authentication Service (CAS) provides single sign-on access to Pepperdine University web services. Your log in to this CAS page allows you to access any of your web services for the next two hours, without having to log in again.

By logging in via CAS, you agree to abide by the University's [Computer and Network Responsible Use Policy](#).

**Security warning for shared use computers:** The only reliable way to sign out of CAS or other web applications is to exit your web browser.


**LOG OUT OF ANY SHARED USE COMPUTER BEFORE YOU LEAVE IT**

Pepperdine University provides a password management web site at <https://networkid.pepperdine.edu> that allows you to change or reset the password associated with your NetworkID. You must create a profile on that web site in order to use CAS.

If you have any problems using your NetworkID please contact the Information Technology Anytime Support Desk at (310) 506-HELP (4357).

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Powered by [Jasig Central Authentication Service 3.4.2.1](#)



**Step 5: Once logged in, you will be inside the OLAP cube.**  
**(Below is the default look of the report that you have selected. You can now start your analysis.)**

## Undergraduate Retention Report

(Updated: 03/06/2015)

The screenshot shows an OLAP report interface for 'Undergraduate Retention Report'. The interface includes several panes: 'Cube structure' on the left with a list of filters (e.g., CHURCH OF CHRIST, DIVISION - CURRENT MAJOR, etc.), 'Filter area' at the top, 'Rows area' containing 'RETENTION COHORTS', and 'Values' at the bottom with dropdowns for 'BASE COUNT', 'RETN COUNT', 'Non Return Count', and 'Retention Rate'. The main table displays the following data:


RETENTION COHOR	BASE COUNT	RETN COUNT	Non Return Count	Retention Rate
Fall 2008 TO Spring 2009	903	870	32	96.3 %
Fall 2008 TO Fall 2009	903	811	91	89.8 %
Fall 2008 TO Fall 2010	903	733	128	81.2 %
Fall 2008 TO Fall 2011	903	651	140	72.1 %
Fall 2008 TO Fall 2012	903	74	149	8.2 %
Fall 2008 TO Fall 2013	903	14	138	1.6 %
Fall 2008 TO Fall 2014	903	7	137	0.8 %
Fall 2009 TO Spring 2010	904	875	29	96.8 %
Fall 2009 TO Fall 2010	904	804	100	88.9 %
Fall 2009 TO Fall 2011	904	727	145	80.4 %

Pages: 1 2 3 All


Drag an item here to apply a filter

## Step 6: Performing the analysis. (Refer to sample layout on the next page.)

The area to the top of the left side of the screen is the **Cube structure**. This is where all the data items available for this report appear.

The hollow triangle next to  **Measures** means that there are hidden items. Click on it and it will expand. When items within the Measures button are selected, they appear as columns across the top of the **Display Area** below the **Menu Bar**.

When other items (Dimensions) are selected, by default they will appear as Rows in the **Display Area**. These items can also be displayed in columns by drag-and-drop into the **Columns area**.

Filters can also be applied to these items by clicking on the  button. Once a filter is applied, it will be noted in the **Filter area** at the top right panel.

When you have achieved the desired output, you can download into Excel for further analysis.

You can also click on the **Clear Display** button (the third button on the Menu Bar) to start a completely new session.

## Sample layout:

# Undergraduate Retention Report

(Updated: 03/06/2015)

**Measures**

- BASE COUNT
- GRAD COUNT
- RETN COUNT
- ACT Comp Diff NonRet vs Ret
- ACT Comp Non Returning
- ACT Comp Returning
- ACT Write Diff NonRet vs Ret
- ACT Write Non Returning
- ACT Write Returning
- Cum GPA Diff NonRet vs Ret
- Cum GPA Non Returning
- Cum GPA Returning
- Graduation Rate
- HS GPA Diff NonRet vs Ret
- HS GPA Non Returning
- HS GPA Returning
- Non Return Count
- Non Returning Rate
- Retention Rate
- SAT Math Diff NonRet vs Ret

RETENTION COHORTS	BASE COUNT	RETN COUNT	Retention Rate
Fall 2008 TO Spring 2009	781	758	97.1 %
Fall 2008 TO Fall 2009	781	704	90.1 %
Fall 2008 TO Fall 2010	781	673	86.2 %
Fall 2008 TO Fall 2011	781	640	81.9 %
Fall 2008 TO Fall 2012	781	72	9.2 %
Fall 2008 TO Fall 2013	781	12	1.5 %
Fall 2008 TO Fall 2014	781	5	0.6 %
Fall 2009 TO Spring 2010	784	763	97.3 %
Fall 2009 TO Fall 2010	784	699	89.2 %
Fall 2009 TO Fall 2011	784	665	84.8 %