

Association for Institutional Research 2010-11 IPEDS Workshops

Overview

The Association for Institutional Research (AIR) produces workshops on the Integrated Postsecondary Education Data System (IPEDS) so that organizations can provide IPEDS training to their members and constituents. These workshops are presented in a face-to-face format and are designed for IPEDS data users and data providers. Each one-day workshop is an independent meeting that can be scheduled in conjunction with a co-hosting organization's existing event or offered as a stand-alone workshop. IPEDS Workshops are provided at no charge to the co-hosting organization and individual workshop participants. Funding is provided by the National Center for Education Statistics (NCES).

Workshops are built around pre-established training themes. Workshops might focus on: understanding the IPEDS collection process, leading an IPEDS cycle on campus, involving campus stakeholders, assuring that data requirements and definitions are understood, using IPEDS data tools to do analysis and create various data reports, and recognizing the varied needs of data consumers.

Higher education associations, state higher education groups, AIR affiliated organizations and other groups with members who provide or use IPEDS data may request to co-host an IPEDS Workshop. Approximately 20 co-hosted IPEDS Workshops will be held each year. IPEDS Workshops are designed to accommodate 20–40 participants. AIR can provide an online registration request process for workshop participants, structured curriculum, workshop materials, one or two instructors (including travel costs), lunch and breaks for up to 40 participants and a meeting room with Internet access. Co-hosting organizations may not charge participants to attend the IPEDS Workshop.

AIR may provide travel assistance for some workshop participants. Individual workshop participants may request up to \$500 to offset the actual cost for travel to the IPEDS Workshop. The total travel assistance provided may not exceed \$15,000 per workshop.

IPEDS Workshop Content

Each IPEDS Workshop will include six hours of instruction. Most IPEDS Workshops will be developed around two modules (one three-hour module in the morning and a second three-hour module in the afternoon). AIR has developed training modules addressing the following four themes:

- Leading (Managing) an IPEDS Cycle
- IPEDS Data as the Public Face of an Institution
- IPEDS Data and Benchmarking: Supporting Decision Making and Institutional Effectiveness
- IPEDS Finance Training

Each theme, described in detail below, includes one or two modules consisting of demonstrations, discussions, PowerPoint presentations, and exercises; hands-on computer training is incorporated where appropriate to the content and when Internet access is available. Themes and modules may be mixed, or organizations may request training to address a specific IPEDS-related topic not included in the existing themes.

Training Themes

Leading (Managing) an IPEDS Cycle

Module 1 of this theme provides new IPEDS Keyholders and other higher education professionals a context for understanding an IPEDS data collection cycle. It includes an overview of the IPEDS data collection process, an introduction to each of the IPEDS component surveys, a description of the role and responsibilities of IPEDS Keyholders, and an update on recent changes or additions to IPEDS surveys.

Module 2 provides IPEDS Keyholders a framework for managing the IPEDS collection process, regardless of the particular data system used by an institution. It includes an overview of continuous improvement and project management principles, applying these principles to an IPEDS collection cycle, developing a continuous internal data process, and establishing standardized databases and queries.

IPEDS Data as the Public Face of an Institution raises the level of awareness among higher education professionals about the importance of accuracy and consistency in data reported to IPEDS. Examples of real IPEDS data used in the public domain will be incorporated, enabling participants to understand how IPEDS data are used by governmental and non-governmental entities. This module includes presentations, discussions, exercises and demonstrations utilizing IPEDS data tools and resources. Topics include:

- Data sources (within IPEDS surveys)
- IPEDS lifecycle
- Public and institutional use of IPEDS data
- Data nuances and context for interpreting the data

IPEDS Data and Benchmarking: Supporting Decision Making and Institutional Effectiveness

Module 1 of this theme introduces the fundamentals of creating benchmarks to measure institutional effectiveness. The module provides an overview of the types of comparison groups that can be constructed using IPEDS data, with examples of appropriate use. Participants will use actual data from the IPEDS surveys, including the IPEDS Data Feedback Report and Executive Peer Tool. Exercises and resources will demonstrate processes to establish key performance indicators and identify variables to refine comparison groups.

Module 2 focuses on practical applications for using IPEDS data in an institutional effectiveness (accreditation) self-study. Participants will use enrollment data to create a benchmarking study, discuss specific research questions, and identify the types of comparison groups and key performance indicators that could address each. Participants will also learn how to extract and analyze data using the IPEDS Data Center. This module also presents useful techniques for effectively communicating data results to various constituencies.

IPEDS Finance Training

IPEDS Finance Training for IR Professionals presents eight objectives including an introduction to higher education finance, GASB vs. FASB, key accounting concepts, a review of the general purpose financial statements and how they relate to the finance survey, common errors, reporting comparison challenges, and finally where and how the data is used. An exercise is included that gives participants a hands-on experience in filling out the IPEDS Finance Survey using data from a fictional university. This module is designed specifically for those persons who are not financial experts and have no training in the field of finance or accounting. Since the Institutional Researcher is typically not the person filling out the IPEDS survey, this section focuses more on a general understanding of higher education finance and how and why the IPEDS Finance data are used.

IPEDS Finance Training for Business Officers/Accountants presents eight objectives including an introduction to IPEDS, how the survey data is used, recent changes resulting from Technical Review Panel recommendations, common errors, reporting comparison challenges, and finally an overview of IPEDS resources. To provide hands-on training, an exercise is included where the participant will use provided fictional financial statements to complete the survey. This module builds on a general knowledge base and help the accountant understand the survey and its uses more holistically.

Note: Organizations interested in **IPEDS Finance Training for Business Officers/Accountants** should Contact ipedsworkshops@airweb.org or 850-385-4155 x202.

2010-11 Workshop Dates and Request Process

IPEDS Workshops can be delivered at anytime during the year. AIR invites requests to co-host an IPEDS Workshop. Requests may be submitted to www.airweb.org/IPEDSworkshopsrequest. AIR will review requests and notify organizations through six review cycles as shown in the Workshop Request and Notification Timeline below.

You may submit workshop requests at any time up to the request deadline that coincides with your requested workshop date. For example, if you want to request a workshop for March 12, 2011, you can submit the request any time before October 15, 2010. In most cases, you will be notified on the first notification date that falls after your request is submitted.

Once an IPEDS Workshop has been scheduled, a minimum of 12 weeks is recommended to organize and market the event to potential participants. Additional planning time provides the greatest chance for successfully generating a workshop attendance of 20-40 participants.

Workshop Request and Notification Timeline

Proposed workshop date falling between: September 15 – November 14, 2010	
Request deadline	June 30, 2010
Notifications made	July 7, 2010

Proposed workshop date falling between: November 15, 2010 – January 14, 2011	
Request deadline	August 16, 2010
Notifications made	August 23, 2010

Proposed workshop date falling between: January 15, 2011 – March 14, 2011	
Request deadline	October 15, 2010
Notifications made	October 22, 2010

Proposed workshop date falling between: March 15, 2011 – May 14, 2011	
Request deadline	December 6, 2010
Notifications made	December 13, 2010

Proposed workshop date falling between: May 15, 2011 – July 14, 2011	
Request deadline	February 14, 2011
Notifications made	February 21, 2011

Proposed workshop date: July 15, 2011 – September 14, 2011	
Request deadline	April 15, 2011
Notifications made	April 22, 2011

Questions? Contact the AIR IPEDS Workshop staff
 at ipedsworkshops@airweb.org or 850-385-4155 x202.

IPEDS Workshop Request Details

Requests for an IPEDS Workshop should include the following information:

1. Contact information for the organizational liaison
2. Organization name and a brief description
3. Requested Workshop content. Generally two modules will be combined to make a full day event. Choose two from the following:
 - a. Leading (Managing) an IPEDS Cycle – Module 1
 - b. Leading (Managing) an IPEDS Cycle – Module 2
 - c. Data as the Public Face of an Institution
 - d. IPEDS Data and Benchmarking: Supporting Decision Making and Institutional Effectiveness – Module 1
 - e. IPEDS Data and Benchmarking: Supporting Decision Making and Institutional Effectiveness – Module 2
 - f. IPEDS Finance Training for IR Professionals
4. Description of the potential participants for the workshop (job titles, job function, novice, expert, etc.)
5. Description of specific ways (if any) the co-hosting organization/unit/group will promote the proposed workshop to potential attendees in order to attract 20 – 40 participants
6. Supplemental information to describe unique aspects of the co-hosting organization, needs of potential participants, or special training topic requests (if any)

Responsibilities of a Co-Hosting Organization

IPEDS Workshops require no financial commitment or in-kind contribution from the co-hosting organization. AIR will provide full support for the event; however, it is expected that the co-hosting organization will:

- Provide a liaison as the official point of contact between the co-hosting organization and AIR staff
- Cooperate with AIR in promoting the IPEDS Workshop to potential participants
- Provide physical and e-mail addresses of potential participants to AIR with the understanding that AIR may send direct invitations to promote the IPEDS Workshop*
- Identify online reviewers to assist in selecting individuals to receive travel assistance
- Provide feedback to AIR after the workshop to guide improvements in the delivery of future IPEDS Workshops

* AIR will not share or release names and addresses to any third parties. AIR will not retain or additionally use contact addresses of non participants after the conclusion of the IPEDS Workshop. IPEDS Workshop

participant information will become part of AIR's database for follow up evaluations and announcements about future training events and services.

Responsibilities of AIR

AIR will provide the following at no cost to the co-hosting organization and participants:

- Information to announce the IPEDS Workshop and availability of travel assistance
- An online registration site
- Travel assistance for some individual workshop participants for up to \$500 each (based on actual costs) not to exceed \$15,000 per workshop
- An online review process for registration requests and travel assistance requests
- Notifications of travel award decisions, payments to individuals, and all related accounting functions
- On-site logistics for lunch, breaks, meeting space, and Internet access for up to 40 participants (if in-kind support is not provided by the co-host)
- All workshop materials
- One or two workshop leaders per Workshop (including travel costs)

IPEDS Workshops Funding Information

The Association for Institutional Research (AIR) is contracted to produce 20 IPEDS Workshops annually at no charge to the co-hosting organization and the individual workshop participants. Funding for the 2010-2011 IPEDS Workshops is provided by the National Center for Education Statistics (NCES) through a contract with RTI International.