Introductions

Agenda
- What is IPEDS Coordination?
- IPEDS cycle
- Resources
- Working with Keyholders
- Using IPEDS data
What is IPEDS Coordination?

IPEDS Coordinator
- 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.
- Voluntary Role

Coordination Activities
- Coordination planning
- Universe maintenance
- Data submission
- Nonresponse follow-up
- Error resolution

- definitely
- maybe
Activities of IPEDS Coordinators

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

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

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
Tips for Verifying Data

• Compare each year’s data with as many prior years as possible
• Compare data compiled in IPEDS to other reports
  • Make sure the definitions are the same
• Compile data from peer institutions and use College Navigator to determine whether the institutions you are coordinating are portrayed correctly
• Perform visual trend checks and compile sheets with trend data for each school

Activities of IPEDS Coordinators

4. Nonresponse Followup
   • 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

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 to You

• 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
Benefits to NCES

- Reduction in institutional burden when states/systems submit data
- Increased data consistency, quality
- Decrease in amount of follow-up prompting by IPEDS Help Desk
- Help with universe

Qualities needed

- Management skills, time, resources
- Good working knowledge of postsecondary education statistics
- Ability to communicate and coordinate several activities simultaneously
- Willingness to carry out certain key responsibilities in collection and reporting of national data

Keys to Success

- Establish good relationships with your state or system colleagues, i.e., keyholders
- Know and understand your institutions so you are the data expert in your state or system
- Learn about IPEDS survey changes, and keep your state or system colleagues informed of changes
- Anticipate state or systemwide changes in policy and their impact on IPEDS survey components
- Communicate with NCES when you or your institutions have questions
Tips for Your IPEDS Team

• Create a positive work environment
• Thank people for taking the time to gather the data
• Be available to answer questions and provide your assistance
• Respect the timing of other projects your colleagues may be working on and schedule things you can, like prior year data collection, when workloads are lighter

IPEDS Cycle

Institutions
1. Enter data
2. Edit data
3. Lock data

NCES
1. Migrate data to Collection Level Data Center
2. Release Preliminary Data (make data public)
3. Release Provisional Data
4. Release Final Data

Collection & Dissemination Cycle
2018-19 Collection Calendar

<table>
<thead>
<tr>
<th>Components Included</th>
<th>Fall (6 weeks)</th>
<th>Winter (9 weeks)</th>
<th>Spring (12 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>August 8</td>
<td>September 5</td>
<td>December 12</td>
</tr>
<tr>
<td>Winter Collection for keyholders</td>
<td>Register by August 20</td>
<td>October 17</td>
<td>February 13</td>
</tr>
<tr>
<td>Spring Collection for coordinators</td>
<td>Register by August 20</td>
<td>October 31</td>
<td>February 27</td>
</tr>
</tbody>
</table>

Collection opens
- August 8
- September 5
- December 12

Collection closes for keyholders
- Register by August 29
- October 17
- February 13

Collection closes for coordinators
- Register by August 29
- October 31
- February 27

2018-19 Collection Calendar

Activities and the Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>What</th>
<th>Annual Coordinator Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Year</td>
<td>Winter Collection Start</td>
<td>Send a reminder to keyholders of start and close dates</td>
</tr>
<tr>
<td>Early</td>
<td>Fall Collection Start</td>
<td>Send a reminder to keyholders of start and close dates</td>
</tr>
<tr>
<td>Early</td>
<td>Fall Collection Close</td>
<td>Send a reminder to keyholders of start and close dates</td>
</tr>
<tr>
<td>Mid</td>
<td>Spring Collection Start</td>
<td>Send a reminder to keyholders of start and close dates</td>
</tr>
<tr>
<td>Mid</td>
<td>Spring Collection Close</td>
<td>Send a reminder to keyholders of start and close dates</td>
</tr>
<tr>
<td>Mid-April</td>
<td>Spring Collection End</td>
<td>Send a reminder to keyholders of start and close dates</td>
</tr>
</tbody>
</table>

Resources
https://nces.ed.gov/ipeds

DCS Reports & Tools
- Planning, Preparation, Registration
- Communications
- Data Submission & Locking
- Followup & Data Review

https://surveys.nces.ed.gov/ipeds
Planning, Preparation, Registration

List of Institutions (I)

<table>
<thead>
<tr>
<th>Institution</th>
<th>URL</th>
<th>Login</th>
<th>PASS</th>
<th>Role</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auburn University</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alabama State University</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>University of Alabama</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Southern California</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View Access Profile (R)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Survey</th>
<th>Original Access</th>
<th>Current Access</th>
<th>Link Order</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Alabama</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>University of Southern California</td>
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<tr>
<td>Alabama State University</td>
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<td>University of Southern California</td>
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<td></td>
</tr>
</tbody>
</table>
Additional Users/Passwords (T)

Registration Summary (R)

Unregistered Users (R)
Set Locking Email Preference (T)

Communications

Contact Phone, Email, and Mailing Lists (T)
Institution Reporting Status (R)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Sector</th>
<th>State</th>
<th>Reporting Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama &amp; A&amp;M University (198884)</td>
<td>I, N</td>
<td>1</td>
<td>Student Enrollment, Undergrad</td>
</tr>
<tr>
<td>Alabama Southern Community College</td>
<td>I, N</td>
<td>1</td>
<td>Student Enrollment, Undergrad</td>
</tr>
<tr>
<td>Alabama State University (197727)</td>
<td>I, N</td>
<td>1</td>
<td>Institutional Reporting Only</td>
</tr>
</tbody>
</table>

Sector/State/Reporting Method

<table>
<thead>
<tr>
<th>Institution Sector/State/Reporting Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Type: Per Sector, Per State, Per Reporting Method</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sector</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

Used One Last Chance (R)

<table>
<thead>
<tr>
<th>Institution(s) Used One Last Chance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Institution(s) Found</td>
</tr>
</tbody>
</table>
File Export (T)

Export a file using the following options:
- **Survey**: Select the survey.
- **Unit ID**: Enter the unit ID.
- **Institution Name**: Enter the institution name.
- **State**: Select the state.
- **Gender**: Select the gender.
- **Race**: Select the race.
- **Orphan**: Select the orphan status.
- **Program**: Select the program.
- **Field**: Select the field.
- **Term**: Select the term.
- **Format**: Select the format.
- **File Name**: Enter the file name.

Export Caveats, Edits, etc. (T)

- **Conditions**: Select the conditions.
- **Type**: Select the type of selection.
- **Date from**: Enter the date from.
- **Date to**: Enter the date to.

More Resources
Survey Materials

• Provides definitions for almost 500 postsecondary-related terms used in the collection and dissemination of IPEDS data
• PDF or online version
• With online version
  • Search for keywords within the terms or definitions
  OR
  • Pick a letter if you know exactly how the term is named within the glossary

IPEDS Glossary

IPEDS Handbooks

• Coordinators
  • Log in to DCS, go to Help menu

• New Keyholders
  • Log in to DCS, go to the Help menu
  • Report Your Data Page
Stay Connected

• IPEDS Listserv and IPEDS Coordinator Listserv
  • [https://ipedslistserv.rti.org/](https://ipedslistserv.rti.org/)
• IPEDS Twitter
  • Follow us at @ipeds_nces or visit our page at [https://twitter.com/ipeds_nces](https://twitter.com/ipeds_nces)
• This Week in IPEDS
  • IES Newsflash
    • [https://ies.ed.gov/newsflash/](https://ies.ed.gov/newsflash/)
      • Enter your email
      • Select National Center for Education Statistics
      • Then select Integrated Postsecondary Education Data System

Ad Hoc Support

• Ad Hoc Support for New Coordinators
  • DCS: Go to the Help Menu

AIR Tutorials

• The Association for Institutional Research has put together IPEDS video tutorials:
  • Provide key survey concepts and guidance for completing surveys as well as for using IPEDS data tools
• These tutorials are produced by AIR and approved by NCES
Trainings & Outreach

- Announcing Trainings & Workshops
- IPEDS Trainers
- Face-to-Face Workshops

IPEDS Help Desk

- The Help Desk is there to assist you!
- Toll-free number: 1-877-225-2568
- Email: ipedshelp@rti.org

Working with Keyholders
Working with Keyholders
• IPEDS Keyholders
  • Designated by an official institutional representative (e.g., President, CEO) to have in their possession the necessary UserID and password to gain access to the IPEDS data collection system to complete the survey
  • Responsible for entering and locking the data by each survey completion date

Working with Keyholders
• Keyholder responsibilities:
  • Submit accurate data on time
  • Manage and coordinate all aspects of data submission at the institution, including entering and locking data
  • Act as the institutional point of contact with NCES
  • Work with the state and system
  • Stay informed

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

• Provide guidance
  • 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?

• 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.

Using IPEDS Data
Wrap-up & Questions

What should you do with all this information?

• Share with others in your office and throughout the state/system, as appropriate
• Create your own listserv or hold a meeting/conference call to share changes for upcoming data collection cycles
• Use the sharing of these resources as a way to build strong working relationships with your keyholders and ensure consistent data across the institutions you coordinate
Thanks!

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