



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

Data and Reporting

Your institution's preliminary data files will be posted at www.cirpsurvey.org as soon as they are available. Your primary contact will receive an automatic email from us as soon as results are posted. Please note that you do not have access to these files until you have completed the Research Approval Form on the CIRP Web Portal.

The preliminary data is processed **each night** the survey is live, and you can access it on an ongoing basis. We include the responses from students who have started, but not completed, the web survey in the data returned to you in your final data file and reporting. 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. Having the "partial" web responses increases the utility of the data on campus by allowing you to conduct more robust and meaningful analysis on campus.

In July 2014, several deliverables will be uploaded to www.cirpsurveys.org for all institutions:

- 1) The Institutional Profile Report. This includes summary data for your men, women, as well as all respondents in the aggregate. Within your Institutional Profile, separate tabs contain summary reports profiling first-time full-time students, part-time and transfer students, and all survey respondents at your institution. Comparative responses from all institutions participating in the YFCY are included in each summary report.

If students completing the CIRP Freshman Survey and the YFCY provide consistent and matchable ID numbers, your Institutional Profile will contain a longitudinal report comparing freshman responses to those provided on the YFCY in the Institutional Profile. If you are uncertain which identifier to use, contact us (at 310.825.7079 or heri@ucla.edu). Please note: there is no requirement that students provide a Student ID.

- 1) 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 Disengagement, Ease of Academic Adjustment to College, Student-Faculty Interaction, Satisfaction with Coursework, Sense of Belonging, Academic Self Concept, Social Self Concept, Pluralistic Orientation, Positive and Negative Cross Racial Interaction, Social Agency, Civic Awareness, Leadership, Civic Engagement, and Overall Satisfaction. 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.

- 2) 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.
- 3) PowerPoint Presentation. An editable summary of your YFCY Survey. This report presents a cohesive visual narrative of your results and can function as a “stand alone” presentation or be included with other presentations.
- 4) 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.

The final data file is an important resource for digging deeper into the results on campus. Any item on the survey could potentially define interesting subsets for investigation (e.g., students interested in the humanities vs. those interested in professional fields, residential vs. commuting students, in-state versus out-of-state students). The locally defined additional questions can be used to identify subsets that are institutionally specific, such as students who indicate an interest in online or web-based courses versus those who do not.

Your data file (and all other deliverables) will be available on the CIRP Web Portal until September 2015.

Two additional reporting packages are available for additional fees.

1. The Standard Reporting package includes the following:
 - PowerPoint executive summary of your data with two comparison groups
 - Extended Comparison Group Report
 - On-line data analysis system
2. The Reporting Plus Package includes all of the above, plus an individual consultation on your institution’s results with CIRP staff (2 hours)

An online data analysis tool is available for an additional fee. This allows you to examine the responses to the survey questions by running frequencies, crosstabs, means, and correlations. You do not need to know a statistical package; just point and click! **Note:** Institutions administering three CIRP surveys in the same academic year will receive the online data analysis tool for free.

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, and it must be completed before you can access your data file.
- The YFCY survey collects personal identifiers and potentially sensitive demographic data. Student responses to these survey items make it possible to link YFCY survey data with data from several sources such as other CIRP surveys (e.g., the TFS, DLE and CSS), your campus registrar's office, other nationwide assessment instruments, and local assessment efforts.

Students' right to confidentiality as research subjects must remain a priority. Please inform and reinforce to your students that the questionnaires are handled in a confidential and professional manner. Following are some specific points to consider with respect to the confidentiality of YFCY survey data:

- Your survey collection procedures and data storage systems must be secured (e.g., locked storage, etc.).
- Viewing student responses to questions on the YFCY survey (other than the names of respondents for tracking purposes) prior to data processing is considered a breach of confidentiality. Assure students that no one at your institution will examine individual responses to survey questions.
- Your data file will not include personal identifiers such as name, address, and telephone number, but will include student ID#, if provided.
- HERI does not release identifiable data to other researchers or to other agencies.
- 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.