



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](http://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.

For paper surveys: the preliminary data file (in CSV format) will be available **three weeks** after the completed questionnaires are received at our processing facility. There are instructions on the CIRP Web Portal under the Portal Data Syntax tab on to how to convert this file into an SPSS file for analysis.

For web surveys: 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 December 2013, several deliverables will be uploaded to [www.cirpsurveys.org](http://www.cirpsurveys.org) for all institutions:

- 1) Institutional Profile Report (in Excel and PDF). The Institutional Profile summarizes your survey data for first-time full-time male, female and all respondents. Comparative national normative responses from all institutions participating in The CIRP Freshman Survey will also be included in the report. In addition, you will receive separate summary reports profiling part-time students, transfer students, and all survey respondents at your institution.
- 2) 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 Self-Concept, Social Self-Concept, Pluralistic Orientation, Social Agency, Civic Engagement, College Reputation Orientation, and Likelihood of College Involvement. 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.

- 3) 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.
- 4) PowerPoint Presentation. An editable summary of your CIRP Freshman 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.
- 5) Graduation Rate Calculator. An Excel spreadsheet that allows you to calculate your expected graduation rate using your own CIRP results. This tool can be used to take into account how institutional mission and priorities influence persistence rates, as well as shape detailed measures of institutional success.
- 6) 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 2014.

In January 2014, all institutions will receive a copy of *The American Freshman: National Norms Fall 2013* (PDF) for download. We will post this PDF to coincide with the release of the national norms. The primary contact will receive an email from us when it is available for download on the CIRP Web Portal. A print copy of the monograph will also be mailed.

## **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 CIRP Freshman Survey collects personal identifiers and potentially sensitive demographic data. Student responses to these survey items make it possible to link CIRP Freshman Survey data with data from several sources such as other CIRP surveys (e.g., the YFCY, 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 CIRP Freshman Survey data:

- Your survey collection procedures and data storage systems must be secured (e.g., locked storage, official representatives designated as proctors, etc.).
- Viewing student responses to questions on the CIRP Freshman 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.