University of South Florida
Office of Decision Support

USF InfoCenter

ABOUT

The USF InfoCenter is a product developed by the Decision Support System unit within the Office of Decision Support. The overarching function of the DSS unit is to provide relevant, accurate, and useful management information to variety of internal and external clients. As the leader in implementing a coherent reporting strategy for USF, DSS continues to develop tools, such as the InfoCenter, to drive this effort.

Websites:

InfoCenter   http://usfweb3.usf.edu/infocenter/
Decision Support Systems   http://ods.usf.edu/DSS/
Office of Decision Support   http://ods.usf.edu

OVERVIEW

The InfoCenter is divided in four main sections. This document outlines the aforementioned sections, providing a general visual depiction, key areas of focus, and additional relevant information.

Main Sections of the InfoCenter:

- *Executive Summary (also referred to as EIS)*
- *InfoMart*
- *Administrative Reports*
- *Surveys & Publications*

Additionally, it is worthwhile to note metadata made available to the user across every section of the InfoCenter.

Metadata:

- *My Briefcase*—allows users to save reports worked on during the current session for easy reference
- *Documentation*—provides users with system documentation and a glossary of terms, as well as other miscellaneous useful data links, including useful state and national sites
- *Sitemap*—provides users with the InfoCenter sitemap
- *Contact Us*—provides users with key contact information
- *Data Dictionary*—provides users with relevant data mappings, table definitions, and site usage statistics
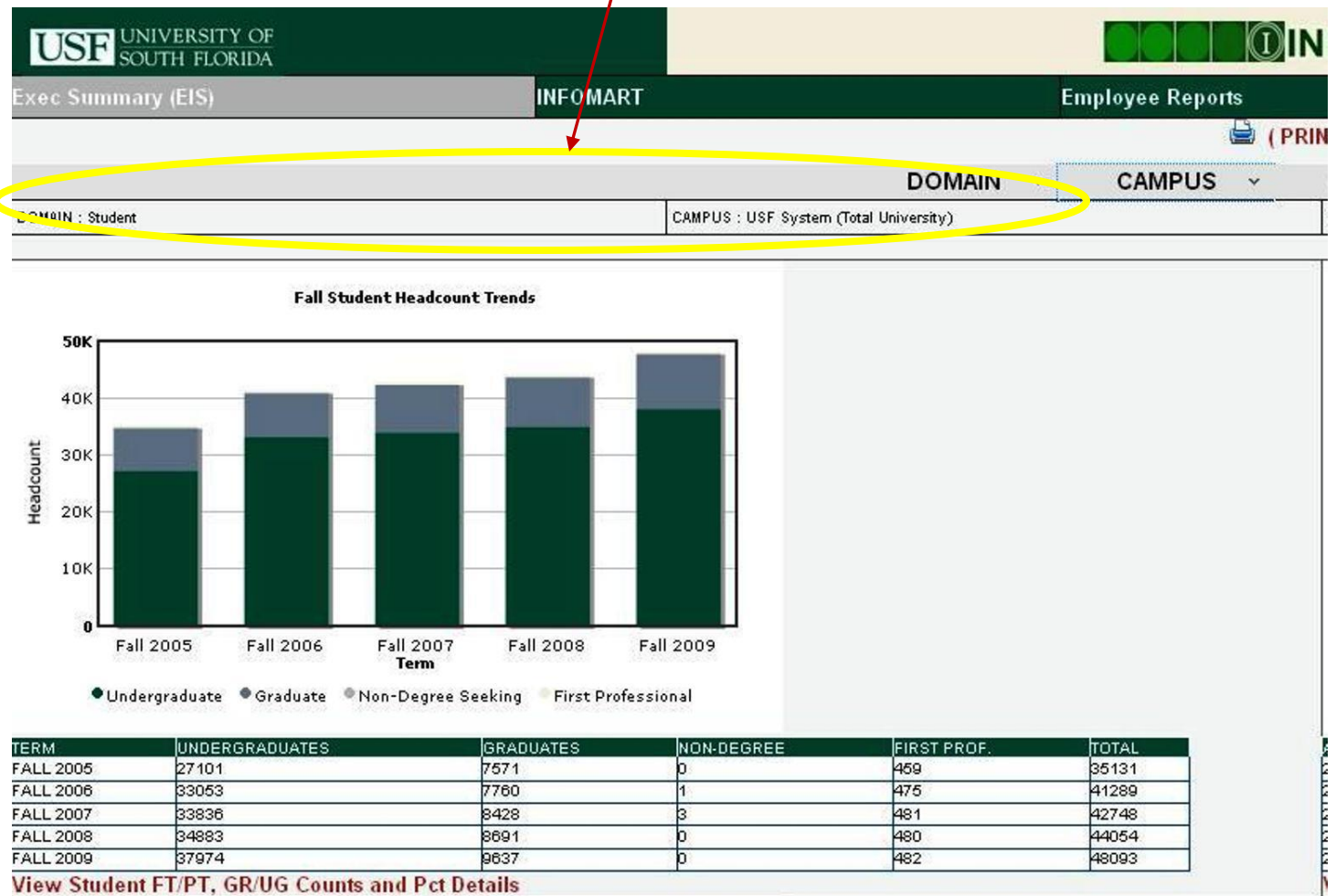
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EXECUTIVE SUMMARY (EIS)

This section interchangeably referred to as "Executive Summary" or "EIS-Executive Information System", houses a series of user-driven reports. Reports are designed by the users' selection of data by *domain* (i.e., student, faculty, finance, cross-functional), campus (i.e., USF System, USF System less USF St. Petersburg, Regional Campuses, USF Tampa, USF Sarasota-Manatee, USF St. Petersburg, USF Polytechnic), *college* (i.e., all colleges, all USF Health combined, all Except USF Health, and by individual college), and *department* (i.e., all departments and by department once a college is selected).

Shaded area lets the user know what section they are using.

Reports are driven by selection of data by these categories.

Section being used is also indicated in the upper right hand corner.

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EXAMPLE—Fall Student Headcount Trends

For ease of navigation, data selections made by the user are updated in this toolbar

Fall Student Headcount Trends

TERM	UNDERGRADUATES	GRADUATES	NON-DEGREE	FIRST PROF.	TOTAL
FALL 2005	27101	7571	0	459	35131
FALL 2006	33053	7760	1	475	41289
FALL 2007	33836	8428	3	481	42748
FALL 2008	34883	8691	0	480	44054
FALL 2009	37974	9637	0	482	48093

View Student FT/PT, GR/UG Counts and Pct Details

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INFOMART

The Infomart section of the InfoCenter provides users with reports on several data elements pertinent to students at the university. Such reports include: Student Headcount, Student Course Load, Student Credit Hours, Student FTE, and Degrees Awarded. Drop down options are available to the user to specify the parameters being sought.

EXAMPLE—Student Headcount

For example, a user could specify the *report type*—student headcount by ethnicity, *term*—Fall 2009, *benchmark*—final, *campus*—USF System (Total University), c*ollege*—All Colleges, *department*—All Departments, and *major*—All Majors. The user would then "generate the report" and the following would be generated:

Description of the report is provided for the user.

Parameters selected by user are visible.

Selected Parameters

Report Type : Student Headcount by Ethnicity
Term : Fall 2009
Benchmark : Final
Campus : USF System (Total University)
College : All Colleges
Department : All Departments
Major : All Majors

This report displays the absolute, aggregated number of individual students enrolled at USF. Reports include student data by ethnicity, by gender or by in-state/out-of-state residency. Data are displayed by term for any campus, college, department and/or major level.

STUDENT TYPE	NON RESIDENT ALIENS	BLACK	AMERICAN INDIAN	ASIAN	HISPANIC	WHITE	ETHNICITY - NOT REPORTED	TOTAL
ALL TYPES								
UNDERGRADUATE								
01 - FIRST TIME IN COLLEGE	43	211	11	300	481	2077	34	3157
02 - OTHER FRESHMEN	8	346	15	117	378	1194	40	2098
03 - SECOND YEAR	32	490	19	286	736	2806	77	4446
04 - THIRD YEAR	128	1204	49	547	1588	6663	275	10454
05 - FOURTH YEAR AND MORE	197	1967	85	976	2004	10180	270	15679
TOTAL UNDERGRADUATE	408	4218	179	2226	5187	22920	696	35834
GRADUATE								
06 - MASTERS/EDS FIRST YEAR	109	190	8	122	198	1331	35	1993
07 - MASTERS/EDS OTHER	233	439	26	185	419	3211	32	4545
08 - DOCTORAL RESEARCH FIRST YEAR	108	25	2	19	23	229	4	410
09 - DOCTORAL RESEARCH OTHER	346	148	4	65	124	1035	9	1731
10 - DOCTORAL PROFESSIONAL FIRST YR	0	10	1	30	17	101	5	164
11 - DOCTORAL PROFESSIONAL OTHER	0	28	4	97	37	293	6	465
TOTAL GRADUATE	796	840	45	518	818	6200	91	9308
NON-DEGREE SEEKING								
12 - NON DEGREE UNDERGRAD	72	101	5	53	126	654	18	1029
13 - NON DEGREE GRADUATE	41	127	7	83	113	773	26	1170
TOTAL NON-DEGREE SEEKING	113	228	12	136	239	1427	44	2199
TOTAL ALL TYPES	1317	5286	236	2880	6244	30547	831	47341
STUDENT TYPE	NON RESIDENT ALIENS	BLACK	AMERICAN INDIAN	ASIAN	HISPANIC	WHITE	ETHNICITY - NOT REPORTED	TOTAL

Left navigation menu: Student Headcount, Annual Unduplicated Heads, Student Course Load, New Student Headcount, Applied/Accept/Enroll Heads, New Student Course Load, Course Listing, Course Section Count, Student Credit Hours, Off Campus SCH, Student FTE, Degrees Awarded, Cumulative Degree History, Time to Degree

MY BRIEFCASE, DOCUMENTATION, SITEMAP, CONTACT US, DATA DICTIONARY

Metadata are consistent throughout most sections of the InfoCenter.

Toolbar: View Summary, View Detail, View Query, Print, Export to Excel, Report Documentation, Back to Search, SAVE to Briefcase

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For faculty related data, the employee related reports are also included in the InfoMart which provides users with reports on several data elements pertinent to faculty at the university. Such reports include: Employee Counts by Payplan, Faculty Counts by Tenure, Faculty Counts by Rank, Employee FTE by Payplan, Faculty FTE by Tenure, and Faculty FTE by Rank. Drop down options are available to the user to specify the parameters being sought.

EXAMPLE—Employee Counts by Payplan

For example, a user could specify the *report type*—Group by Payplan, *term*—Fall 2009, *benchmark*—final, *campus*—USF System (Total University), *division*—All divisions, *department*—All Departments, *payplan*—All payplans, *rank*—All ranks, *tenure status*—All tenure status, and *instructional status*—All.

The user would then "generate the report" and the following would be generated:

Description of the report is provided for the user.

Parameters selected by user are visible.

Metadata are consistent throughout all sections of the InfoCenter.

PAYPLAN	MALE	FEMALE	GENDER NOT REPORTED	TOTAL
- NO TITLE AVAILABLE	0	0	1	1
00 - OPS - OTHER	434	707	10	1151
01 - OPS - EXTRA STATE COMPENSATION	86	117	0	203
02 - OPS - PHASED RETIREMENT	1	3	0	4
05 - OPS - GRADUATE ASSISTANT	908	988	0	1896
06 - OPS - FACULTY ADJUNCT	710	706	0	1416
08 - OPS - FELLOWSHIP	63	36	0	99
09 - OPS - STUDENT ASSISTANT	1030	1386	32	2448
21 - A&P - REGULAR	740	1085	0	1825
22 - FACULTY	1309	987	0	2296
23 - USPS	685	1327	0	2012
24 - A&P - EXECUTIVE SERVICE	5	3	0	8
97 - NO TITLE AVAILABLE	1	0	0	1
98 - NON-COMPENSATED (SUS EMPLOYEE)	718	496	67	1281
99 - NON-COMPENSATED (NON SUS EMPLOYEE)	288	91	338	717
TOTAL	6978	7932	448	15358
PAYPLAN	MALE	FEMALE	GENDER NOT REPORTED	TOTAL

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ADMINISTRATIVE REPORTS

Another section included in the InfoCenter is the Administrative Reports section. This section evolved after specific reports, not readily accessible through other reporting tools, were repeatedly asked for by users. Such reports include: Student Counts (Funding), Student Counts (Physical), Student Headcount (CIP), Student Credit Hours (CIP), Degrees Awarded (CIP), Room Utilization, Term to Term Retention, Section Count by Size Range, Grade Distribution, Student Load Matrix (Counts by Homecampus), and Course Load Matrix. Drop down options are available to the user to specify the parameters being sought.

EXAMPLE—Degrees Awarded by CIP

For example, a user could specify the *degree type*—All degrees, *term/academic year*—academic year 2008-2009, *campus*—USF System (Total University), college--All colleges, *department*—All Departments, and *major*—All majors. The user would then "generate the report" and the following would be generated:

Description of the report is provided for the user.

Parameters selected by user are visible.

Metadata are consistent throughout all sections of the InfoCenter.

SURVEYS & PUBLICATIONS

Stemming from the goal of a "one-stop-shop" for data related needs, another section included in the InfoCenter is the Surveys & Publications section. A function of the Office of Decision Support collectively, includes survey administration and/or reporting. To this end, having one section where all survey related information is housed is useful for our users.

Surveys are grouped in two general categories, *external* and *internal* surveys. Additionally, the Office of Decision Support develops various publications, all of which are updated on an annual basis, in support of the data driven institutional environment of the University of South Florida.

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While both the survey and publications sections will continue to be updated as necessary and appropriate, the following is a listing of surveys, publications, and useful links currently found through this section of the InfoCenter. Basic information about each survey and publication listed, along with relevant links, are available.

External Surveys
American Association of University Professors (AAUP)
The Council of Graduate Schools and the Graduate Record Examinations (CGS/GRE)
USF Common Data Set (CDS)
Princeton Review
US News & World Report (USNWR)
Integrated Postsecondary Education Data System (IPEDS)
NSF-NIH Graduate Student & Postdoctorate Survey

Internal Surveys
USF Safety Guide
Candidate Surveys—Bachelor's and Graduate
The College Student Experiences Questionnaire (CSEQ)

Publications
USF Facts (pocket facts)
USF Planning & Performance Matrix
USF Points of Pride
BIG EAST Peer Comparisons
Useful Links*

*"Useful links" includes a series of important links sorted in the following category: National, State, and USF specific.