Administrative Data Sources at Penn State, April 2022

This document provides information to new administrators, managers, and analysts about what data sources are available at Penn State. It focuses on sources of administrative data but sources for survey data are also mentioned.

Contents

What is Administrative Data?

The institution generates administrative data through the day-to-day transactions of its enterprise systems. Student data can include student biographical, enrollment, course, grades, and advising information. Human Resources data can include job profile, location, rank, and whether the position is considered full or part-time. Financial data can include purchase details, budget allocations, and grant expenditures.

Data from daily transactions are transferred into non-operational systems for reporting. This document covers data from reporting systems such as iTwo or the Data Digest and not what is available in the operational business systems (e.g. Workday or SIMBA).

Several summary facts and figures reside in the Data Digest (https://datadigest.psu.edu/) while more specific information can often be found in iTwo (Institutional Insight). If you go to http://itwo.psu.edu and enter your Access ID and password, you may automatically have access to certain things based on your job family and title. Appendix A provides more information about navigating dashboards within iTwo. Appendix B outlines how to request access if you do not already have it.

A Note about the iTwo and Upcoming Reporting Systems Changes

After little over a decade of use at Penn State, iTwo has become a major source for creating and viewing reports and dashboards. Technology continues to change, however, and the platform that iTwo runs on, Oracle Business Intelligence Enterprise Edition, is reaching the end of its lifecycle. Through the University's RFP process, Azure Modern Data Platform was identified as the solution to support an enterprise-wide institutional data repository (IDR). OBIEE will be retired no later than June 2024.

The progress to bring up the IDR started in 202021 and is ongoing. At the time of this document's publication, the project does not yet have a public website for additional information but one is anticipated within the course of the year. Interested parties are encouraged to monitor the iTwo website at https://opair.psu.edu/institutional-research/resources/itwo/ as more information will be posted as it becomes available.

iTwo Access

iTwo has two levels of information available. The top level contains pre-created dashboards where users can filter for the criteria they need, such as college, campus, year, etc. The second information level involves subject models such as Term Enrollment, Course Enrollment, or Human Resources. These subject areas allow users to build their own queries. Information regarding how to view dashboards is available in Appendix A while an overview of the security or these models is described in Appendix B.

The Interactive Data Dictionary (https://www.warehouse.ais.psu.edu/datadictionary/) contains a list of all generally available models as well as their field definitions.

Student

The University transitioned from its old student system (ISIS) to the new student system (LionPATH) in 2016. The old and new data formats are somewhat incompatible and are usually split between sources containing either the old or the new formats. Resources containing current data are provided first within each category. Resources for older information are marked as (Legacy).

Admissions

Admissions decisions are handled separately by student career (graduate, undergraduate, medical, etc.) Admissions data is also generated and processed separately by the associated offices. The information below pertains to undergraduate and graduate admissions. The College of Medicine and the Law Schools maintain their own information.

iTwo

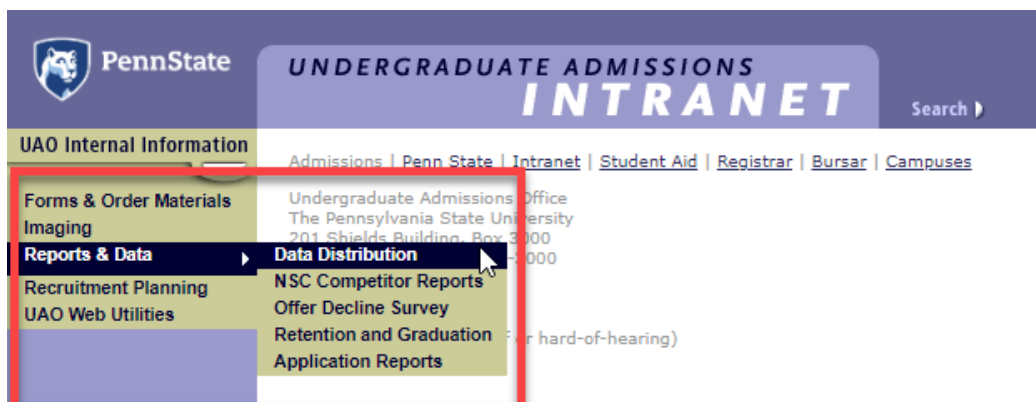The following dashboards are available in iTwo:

- **Student – Admissions:** Information about graduate and undergraduate applicants, offers, and admits.
- **Student – Sample Reports > Admissions:** Additional graduate and undergraduate information.
- **Commonwealth Campuses > Admissions:** Arranged for campus-centric viewing.
- **Dean Dashboards > Admissions:** Arranged for college-centric viewing.
- **Undergraduate Admissions and Enrollment:** Includes a two-year comparison as well as a year-to-year trend view with options that include flex-start campus, ALEKS, NSO, and housing assignment.

Note: Individual detail-level information is also available on iTwo for those with appropriate access (see Appendix B below for additional security information).

Undergraduate Admissions Intranet

Week by week admissions information is available via the Admissions Intranet at http://intranet.uao.psu.edu. Access can be requested from this page via the Service Desk Request Forms link.

At the UAO site, go to Reports & Data.

- **Data Distribution:** Week by week statistics at various stages of the application process by common categories such as campus, college, and degree.
- **NSC Competitor Reports:** Shows where applicants went if they did not choose Penn State.
- **Offer Decline Survey:** Browse the results of a questionnaire sent to those declining an offer.
- **Application Reports:** Additional reports.

Graduate School Executive Suite

Contact the Graduate School at gradschoolasr@psu.edu for more information.

Common Data Set

The Common Data Set was developed as a collaborative effort among the College Board, U.S. News and World Report, publishers Wintergreen/Orchard House, and several colleges and universities. A link to the files for each year can currently be found at https://opair.psu.edu/project/common-data-set/. The admissions statistics for each undergraduate Penn State campus are reported separately.

- **Section C:** First-time, first-year admissions- includes counts, demographics, admissions requirements, and average test scores.

For additional information regarding admissions sources, contact the following offices:

- Graduate Admissions (gradschoolhelp@psu.edu or gradschoolasr@psu.edu for access-related questions)
- Undergraduate Admissions (admissions@psu.edu)
- Dickinson Law (dickinsonlaw@psu.edu)
- Penn State Law (admissions@pennstatelaw.psu.edu)
- College of Medicine (https://med.psu.edu/contact)

Enrollment (Term and Class)

iTwo

The following dashboards are available on iTwo:

- **Student – Enrollment and Instruction:** All student-related topics built from the Student Records (SR) portion of the data.
  - Adult Learners (Graduate and undergraduate by campus)
  - Class Meeting Patterns (statistics on meeting times and days)
  - Course Enrollment (includes Course Enrollment, Class Section Information, and Under-Enrolled Classes)
  - Scholar Grade Information (requires additional access)
  - Scholar Term information (includes Scholar Enrollment Counts, Scholar Completed Plan Counts, Scholar Units and FTE, Student Enrollment, Term Enrollment, and Operational Analyses)
  - Scholar Transfer Credit (For all careers for all active, activated students with posted transfer credits for the articulated term)
  - Scholar Year over Year (Enrollment, FTE, and Unit comparisons)
  - Student Credit Hours (unofficial)

- Additional information is available at
  - **Canvas > Enrollments in Active Canvas Courses**
  - **Commonwealth Campuses > Chancellor Dashboard**
  - **Commonwealth Campuses > Commonwealth Campuses**
  - **Commonwealth Campuses > Course Enrollment**
  - **Commonwealth Campuses > Student Enrollment**
  - **Commonwealth Campuses > Term Enrollment**
  - **Dean Dashboards > Course Enrollment**
  - **Dean Dashboards > Dean Dashboard**
  - **Dean Dashboards > Student Enrollment**
  - **Dean Dashboards > Term Enrollment**
  - **Graduate School > Enrollment**
  - **Student – Sample Reports > Course Enrollment**
  - **Student – Sample Reports > Instructor**
  - **Student – Sample Reports > Official Subject Areas**
  - **Student – Sample Reports > Student Advisor**
  - **Student – Sample Reports > Student Enrollment**
  - **Student – Sample Reports > Term Enrollment**
  - **University Budget Office > Official Enrollment** (current and legacy data)

- **Student and Instruction (Legacy)**: Provides student and course information from the legacy pre-2016 system (ISIS).

Data Digest

Publicly available university numbers are at http://datadigest.psu.edu. These numbers are reported externally to various reporting agencies and are also used internally for benchmarking and strategic planning.

- Summary > Degree Level, Campus, and Historic Enrollment
- Demographics > Demographics, Perm. Address, and International
- Academic Plans
- Penn College

IPEDS Fall Enrollment

Lists each question on the IPEDS (Integrated Post-Secondary Education Survey) and how they were reported. https://opair.psu.edu/institutional-research/publications-and-reports/ipeds/fall-enrollment/.

- **Part A** - Fall Enrollment
- **Part B** – Fall Enrollment by Age and Gender
- **Part C** – Residence of First-time Undergraduates
- **Part D** – Total Undergraduate Entering Class
- **Part E** – First-Time Bachelors Cohort Retention Rates
- **Part F** – Student to Faculty Ratio

Common Data Set

The Common Data Set is a reporting standard used by publishers of admissions guides and others seeking basic information about colleges and universities. Each campus is reported separately. https://opair.psu.edu/project/common-data-set/

- **Section B--** Enrollment and Persistence: Counts, demographics, federal aid numbers, and graduation rates
- **Section E**-- Academic Offerings and Policies: Types of programs (e.g. first year, honors)
- **Section F** -- Student Life: Greek and ROTC counts, co-curricular activities and housing.
- **Section H** – Financial Aid
- **Section I --** Instructional Faculty and Class Size

Graduation, Degrees, and Time to Degree

iTwo

- **Student – Enrollment and Instruction > Student Enrollment**

Data Digest

- **Degrees Awarded:** https://datadigest.psu.edu/dashboards/degrees-awarded/
  - Degree Type
  - Demographics
  - Campus & Plan
  - Historic

Graduation and Retention: https://datadigest.psu.edu/dashboards/graduation-and-retention/

- o Summary
- o Campus
- o Demographics
- o Federal Aid (starting campus/college only)

IPEDS Graduation Rates

Lists each question on the IPEDS (Integrated Post-Secondary Education Survey) and how they were reported. https://opair.psu.edu/institutional-research/publications-and-reports/ipeds/graduation-rates/

- **Section I** – Establishing Cohorts
- **Section II** Bachelor's or equivalent degree-seeking subcohort
- **Section III** Other degree/certificate-seeking subcohort
- **Graduation and transfer-out rates**
- **4-year average rates**
- **Summary**

Common Data Set

https://opair.psu.edu/project/common-data-set/

- **Section B--** Enrollment and Persistence: Counts, demographics, federal aid numbers, and graduation rates

Other Student

iTwo

Post-Graduation Survey

All graduating students within a term are surveyed regarding post-graduation plans. The results of this survey are available in iTwo under **Post-Graduation Survey > First Destination Post-Grad Survey**.

Outreach and Online Education

Outreach maintains an extensive set of dashboards for World Campus-specific topics, students, and courses. These require additional security. They can be accessed at **Outreach and Online Education > OOE Landing Page.** Contact Outreach Analytics and Reporting (oarsupport@outreach.psu.edu) for additional information.

Student Tutoring

Student Tutoring tracks number and types of visits to the learning centers. Class information for relevant courses is brought over so associated course statistics and grades can be tracked. For more information or to request access, contact Neil Johnson at rnj1@psu.edu.

Graduate School Executive Suite

The Graduate School also maintains placement information for their PhD students. Contact gradschoolasr@psu.edu for more information.

Office of Planning, Assessment, and Institutional Research

The website houses several other reports of possible interest, including the following:

- **Peer Comparisons:** Comparisons with Big 10 and AAU Institutions on a variety of measures including students, faculty, financial stability, and US News Rankings. https://opair.psu.edu/institutional-research/peer-comparisons/

- **We Earn:** Summarized longitudinal earnings information for Penn Staters since 2001 as well as industry and major. https://weearn.psu.edu/

   National Results
   - Median Year 1, 5, and 10 National Earnings of Alumni
   - Earnings Percentiles of Alumni Working in the United States
   - Post-Secondary Employment Outcomes Explorer

   Pennsylvania Results
   - Median Year 1, 5, & 10 Pennsylvania Earnings of Alumni
   - Earnings Percentiles of Alumni Working in Pennsylvania
   - Ratio of Alumni Student Loan Debt to Earnings
   - International STEM Alumni Outcomes

- **Weekly Enrollment Reports:** Going back to Fall 2020, these provide weekly snapshots for a term
   - Penn State Overall
   - Year over Year summary, UP, and CWC
   - Campus Summary
   - Campus Diversity
   - Year over Year Weekly Trend

Office of Student Aid

Much of the Financial Aid data are confidential and not available to the University community except in aggregate form. For additional information contact Bob Quinn (req1@psu.edu) or Fawn Patchell (fsp5002@psu.edu).

Student Affairs Research and Assessment (SARA)

Student Affairs Research and Assessment (SARA) seeks to evaluate and improve the student experience and their educational outcomes by providing data relevant to Student Affairs, the academic colleges, and the Commonwealth Campuses. Additional information is found at https://studentaffairs.psu.edu/assessment.

Starfish

No data source information available.

University Survey Coordinating Committee (USCC)

This committee was formed to coordinate large-scale survey efforts across Penn State to reduce the survey burden on students, faculty, and staff as well as improve the quality of the information gathered. Additional information, a schedule of surveys, and contact details can be found at https://pennstatesurvey.psu.edu/.

Human Resources

Penn State transitioned from its legacy HR system to Workday in January 2018. Like student data, HR data is split between the old format and the new format. Resources containing current data are provided first within each category. Resources for older information are marked as (Legacy).

For information on reporting from within Workday, submit an inquiry to the WorkLion Maintenance Office at through the WorkLion portal at https://worklion.psu.edu/.

iTwo

- **Human Resources:** Links to current and legacy HR information within various reports.

Data Digest

Data Digest's Faculty and Staff dashboard contains officially reported human resource data by categories such as headcount, gender, employee classification, race/ethnicity, rank, and age. https://datadigest.psu.edu/dashboards/faculty-and-staff/

IPEDS Reporting Dashboard: Human Resources

Contains what was reported to the federal government via the IPEDS surveys for Human Resources. https://opair.psu.edu/institutional-research/publications-and-reports/ipeds/human-resources/

- **Part A1-A3:** Full-time instructional staff
- **Part B1-B2:** Full-time non-instructional staff
- **Part C:** Medical School staff
- **Part D:** Graduate assistants
- **Part E and F:** Part-time staff
- **Part G1-G4**: Salaries
- **Part H:** New hires
- HR Summary

Common Data Set

Common Data Set contains officially reported human resource data by campus.

- **Section I -**- Instructional Faculty and Class Size

Financial

Penn State transitioned from its legacy system (IBIS) to a new financial system for Integrated Management, Budgeting, and Accounting (SIMBA) starting July 1, 2020. Like student and HR data, financial data is split between the old format and the new format. Resources containing current data are all housed within the SIMBA system. Resources for older information are marked as (Legacy).

SIMBA

The SIMBA project implemented the SAP S/4HANA business system (ERP) to replace its financial and other integrated systems, including Penn State's legacy Integrated Business Information System (IBIS).

- All university wide financial reporting as of 7/1/2020 and after can be accessed at https://www.simba.psu.edu/ .
- Additional information regarding security access to the SIMBA financial system can be found at: https://www.simba.psu.edu/faqs/faqssecurity/
- The SIMBA Reporting Resources Page is a one-stop shop that works as a navigation portal to the training and resource materials related to SIMBA reporting. This includes related courses, simulations, Snip-its, and more. (https://www.simba.psu.edu/support/supportresourcesreporting/)

University Budget Office

The Budget Office serves as the steward for the University Budget. Information about the operating budget, tuition, and various reports for public accountability can be found at https://budget.psu.edu/.

Common Data Set

Common Data Set contains officially reported financial data by campus.

- **Section G** – Annual Expenses
- **Section H** – Financial Aid

iTwo (legacy)

- **Financial Information:** Several historical financial reports used by many in the financial community.

Facilities

25Live Room and Event Scheduling

Penn State uses collegeNET 25Live for scheduling at https://25live.collegenet.com/psu/. Faculty, staff, and students can log in and search for events or perform other basic actions. Scheduling-related reports are available if you have appropriate access. More information can be found on the Registrar's site at http://www.registrar.psu.edu/collegenet/ .

LionspaceFIS

Facilities Resources and Planning within the Office of the Physical Plant maintains an online facilities application at http://lionspacefis.psu.edu. Anyone with a Penn State Access ID can log in and view campus maps and building information. With additional access, you can view room assignments, square footage, or room usage information. More information can be found at https://opp.psu.edu/facilities-information-system-lionspace-fis.

Research-Related

Research applications and their data are beyond the scope of this document but here are some good sources to get started.

- **Senior Vice President for Research website:** https://www.research.psu.edu/
- **Annual Report of Research Activity:** https://www.research.psu.edu/ovpr
- **Penn State College of Medicine Research Concierge:** https://research.med.psu.edu/research-support/concierge/
- **Strategic Information Management System (SIMS):** Michael Stedelin (mjs926@psu.edu), Office of Research Information Systems https://www.research.psu.edu/oris
- **SciVal** is a research metrics benchmarking platform: Michelle Hutnik (mzh17@psu.edu), http://scival.com
- **Pure Research Portal:** Michelle Hutnik (mzh17@psu.edu), https://pennstate.pure.elsevier.com
- **Institute for Research on Innovation and Science (IRIS)** is a member consortium of universities anchored by an IRB-approved data repository hosted at the University of Michigan's Institute for Social Research**.** Penn State Contact: Michelle Hutnik (mzh17@psu.edu), website: https://iris.isr.umich.edu/about/
- **Research and Development Expenditures Dashboard: https://datadigest.psu.edu/research/**
    - **Penn State Fiscal Year 2020--**Research and development expenditures for all Penn State business areas
    - **NSF HERD Survey Fiscal Year 2020**—Comparison of Penn State UP/Hershey/ARL to other institutions in the Higher Education Research and Development Survey

Other

Activity Insight

An online software tool to help faculty members collect, organize, and display their data for the purposes of annual reviews, promotion and tenure, and more. https://activityinsight.psu.edu/

Data Digest

- **Community Survey**—This University-wide survey was launched in February 2020 as part of ongoing efforts to promote equity, inclusion, and diversity on campus. The results are shared on a dashboard accessible via https://opair.psu.edu/community-survey/.

- **Penn State Voters by PA County & Legislative District**—Shows counts of students, employees, and alumni in each district and county as well as research-related expenditures in FY 2020 and combined FY 2016-2020. https://datadigest.psu.edu/voters/

eSteward

Brings together data needed for the management and stewardship of donor gifts with the scholarship and program endowments/accounts that the gifts support. http://ais.its.psu.edu/services/esteward/

Nuventive

An online tool supporting both the assessment and strategic planning functions at Penn State. Log in credentials and data access are provided to faculty, staff, students, and administrators based on their roles and responsibilities. However, many reports are publicly available.

- **Assessment** —Assessment reports are available on unit websites. Contact Betty Harper (bjh17@psu.edu) for additional information.
- **Planning** –Reports are posted to the University strategic plan website https://strategicplan.psu.edu/. The Nuventive planning portal has two major levels – 1) the unit strategic plan data (list of units here: https://strategicplan.psu.edu/implementing-the-strategic-plan/unit-planning/ and 2) the institutional strategic plan dataset, which allows Nuventive users to see how the unit plans support the progress of the Penn State's strategic plan. Contact OPAIR strategic planning team (strategicplan@psu.edu) for more information.

Terra Dotta (formerly Studio Abroad)

Study abroad programs and data at https://ea.psu.edu/.

Less Readily Available Data

The data sources listed in this section are one level closer to the source data and require additional knowledge about each data element. Decision makers should not worry about having to use these sources but should be aware of their existence.

LionPATH PS Queries

These use operational data directly from the production system so they are less suitable for reporting requiring duplication of results across times. However, being from the live system, the data are very up-to-date. Certain data elements, such as veteran information, are also available here and not yet via the iTwo dashboards. If you have a reporting need not being met by the iTwo dashboards, contact LionPATH Support and submit a Faculty/Staff Enhancement Request

Data warehouse (Legacy)

The data warehouse contains mostly legacy data. It requires more technical knowledge to access but it was a powerful and flexible tool for those who knew how to use it.

Institutional Research Repository (IRR)

This repository houses an enhanced set of PS Queries taken at four snapshot points each semester. Official Student Enrollment data for some LionPATH terms is also available in the IRR.

Data exist in SQL tables and must be joined together as needed. SQL query skills are needed to use the IRR.

Access to the IRR must be requested in two steps. First, access to the SR_DATA_ANALYST queries within LionPATH must be obtained. Requests can be made through IIQ (https://identityiq.psu.edu).
For instructions see on how to do this, see https://pennstate.service-now.com/sp?id=kb_article_view&sysparm_article=KB0017954&sys_kb_id=94fb3830db0a41107fb5266e139619d1&spa=1.

Next, the Office of Planning, Assessment, and Institutional Research is the steward for the IRR. Send a request email to opair@psu.edu to be sent the IRR request form.

A Note about Privacy and Data Use

With the varying needs/purposes for data collection and dissemination, we should mention the University Privacy Office https://security.psu.edu/privacy/ and the importance of maintaining confidentiality for the collection, storage, and sharing of many data elements, specifically including, identifiable or personal information. The Privacy Office can help you navigate the different types of regulated data (e.g., HIPAA, PCI, GLBA, etc.), as well as advise on established requirements when working with non-regulated, but sensitive data elements. Contact them at privacy@psu.edu.
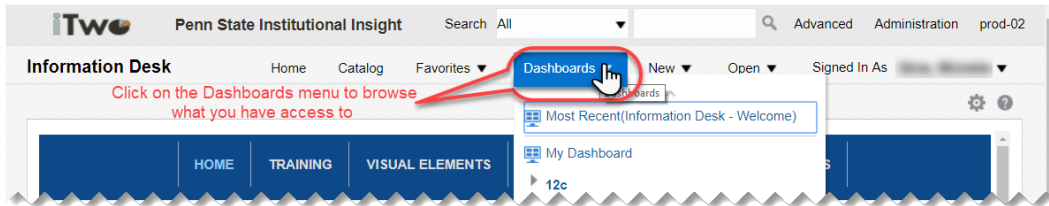
Appendix A: Requesting Access to Systems

Penn State is using IdentityIQ (IIQ) to provide a centralized mechanism for managing and governing various types of identity and access management-related information and processes across multiple systems. This may include information associated with user accounts; rules and processes for requesting, approving, and granting access to various systems; and tools and information used to review, audit, and revoke user access.
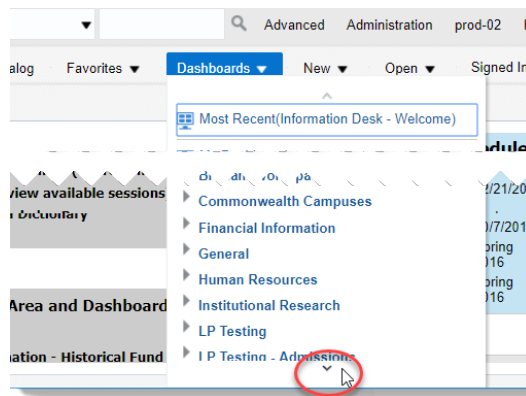
Appendix B: Finding Information in iTwo

iTwo houses much of the student, human resources, and financial data in a convenient format for reporting. In many cases, security has also been streamlined so that individuals within certain job families are granted automatic access based on their job descriptions. The following steps will walk you through getting started on iTwo.

1. Open your browser and go to http://itwo.psu.edu.
2. Log in with your Access ID and password. All full-time faculty and staff should have login access.
3. You will be taken to the Information Desk landing page.
4. Go to the Dashboards menu item (circled below) and click on it to get the drop down menu.

5. Use the scroll arrow at the menu bottom if the drop down is too small.

Appendix C: iTwo Security

iTwo access is differentiated by access to the iTwo tools and access to the data. The former allows you to view dashboards, create your own reports, or create dashboards. Access to the data depends on data type and whether it is at the summary or individual detail level.

All users with access to iTwo can see their iTwo security profiles through the following box (outlined in red) on the General Information landing page below.

Obtaining Access Tab

To see the available data and the different types of access associated with each, click on the Obtaining Access tab at the top of the Information Desk (the screen appearing by default when you first log in).

Accesses are all listed on this page but the major ones are listed below for convenience. Access to most data can be requested through https://prod.apps.psu.edu/workflow-bi/.

Student

Summary-level student information allows access to most student dashboards. These have counts of students by various attributes but you cannot drill down to see student names or other individually identifying information. Many job families, such as registrars or deans, have automatic summary-level access to student dashboards.

Detail/Identity level student information includes name, address, email, race/ethnicity, and number of credits.

Academic/Restricted-level: Some information, such as grades, are covered under FERPA law or are deemed by the institution to be otherwise sensitive (e.g. military, adult learner, or athletic information).

Human Resources

Basic count information is available for the entire university but access to individually-identifying fields, affirmative action fields, or salary is further controlled by business area and can be requested through the link shown above.

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