



Department Student Data Planning Guide

The purpose of the Department Student Data Planning Guide is to help inform the development of a strategy to collect, manage, and prepare department-level data that results in use that informs student experiences and their success. Student data are often collected and maintained within localized settings and disconnected from other student data, limiting the use of the data to advance student success. Creating data collection and management plans with clear definitions of student data supports an organization's data readiness. Being data ready will advance the utility of data, support meaningful assessments, and inform strategy for processing of data into UA's data warehouse with UAIR. Complete the below fields pertaining to student data being collected or targeted data that requires a strategy to begin data collection in your organization that are not centralized in the data warehouse. (e.g. student organization membership, ID swipes of signature or series of events, retention program participation).

Description/Goals/Outcome: Provide a brief description of the student data. A shared understanding of the program with stated goals and measurable outcomes supports future use of the student data.

Values: Describe the values of the data that defines participation in the program. This may include multiple definitions given varied levels of engagement or all students represent full participation. Criteria for participation should be supported by theory and evidence indicating support for student success.

Data collection and management plan: Document a plan for data collection, processing, and management informed by the below questions:

- How are you collecting the data? (i.e. paper sign-in sheets, CatCard swipes, other)
- What unique student indicator is being used (i.e. ID number, email)
- Where are these data stored?
- What confidentiality or access permissions are there to the data?
- Do you have a process for cleaning and checking the accuracy of this data?
- Who is the data steward responsible for data lifecycle management and data quality?

EXAMPLE: Supplemental Instruction

Description/Goals/Outcomes:

Supplemental Instruction (SI) is a free service that provides regularly scheduled, out-of-class study sessions. SI sessions are led by trained students who have previously taken the course and attend every lecture. They are well-informed about what's happening in the course and maintain a strong understanding of the course content. SI Sessions—open to all students in the class—review important course concepts, predict and practice test items, develop test prep strategies, and discuss readings. SI seeks to advance student success within core coursework and timely persistence to graduation.

Data Values:

- Ranges from 0 up to 360 uses of SI per semester
- Participation = 3+ visits based on literature and internal analyses

Data collection and management plan:

- Cat Card Swipes are used by a THINK TANK SI Leaders
- Stored in the SI UA Box file which are transferred into Tutor Trac by THINK TANK staff
- Data are reviewed weekly by SI Leaders for validity and trends
- Data reflects both academic semesters and joined for an academic year
- Data are cleaned and available for end of semester reports, and linked to student ID to further support assessment of SI and inform planning for SI in the next academic year