IR Fact Book Design: Issues to Consider

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AIR Forum 2007
Goals of this Session

• Consider some issues related to the start-up or major redesign of your campus Fact Book
• Identify the major topics typically included in a Fact Book
• Discuss format issues
• Offer some helpful hints on getting started
• Show some examples
How to Begin

Issues to consider:

• Are there other Fact Books, sheets, websites already available? Who publishes these? Do you need to work collaboratively with others?

• If you are new on campus, is there a history to who publishes data, Fact Book-like info?

• Where do campus colleagues now go for data?

• Does your office or another office have a data warehouse or similar database? If so, how should the Fact Book relate to it?
More Issues to Consider

- What is the purpose of your Fact Book? Is this primarily an internal document or will it be used as a PR doc?
- How should your Fact Book relate to the institution’s mission, strategic goals, and assessment efforts?
- What is the style and philosophy of seniors administrators? How and what data do they currently use?
- Who is your audience?
More Issues to Consider

• How many IR staff do you have, what can you do with limited staff?
• What skills do the IR staff have?
  • Excel, SQL, web, graphics, rely on data from other offices
• Need to think about start-up time as well as how much effort will be needed each year for updates
• From where will you get the data?
What Information Do I Include in My Fact Book?

1. Traditional Topics
   - General info: institution mission, goals, strategic plan
   - List of administrators, org charts
   - Institution at a glance (Quick Facts, summary)
What Information Do I Include in My Fact Book?

2. Students

- Admissions
- Enrollment headcounts by level, major, college/school
- Student progression (retention, graduation)
- Degree programs offered, degrees awarded
- Student Affairs: organizations, Housing, etc.
- Honors/awards
- Tuition and fees, financial aid
- Unique features of your student body
What Information Do I Include in My Fact Book?

3. Faculty and Staff
   • Headcount by time status, EEO groups
   • Faculty retention
   • Honors/awards, highest degrees

4. Facilities
   • Number, sq ft of buildings
   • Acreage of campus
   • Breakdown by campus or sections of campus
What Information Do I Include in My Fact Book?

5. Finance

• Total college budget
• E&G expenditures, resident instruction
• Student financial aid
• Sponsored research
• Endowments
• Alumni giving
What Information Do I Include in My Fact Book?

• May want to consider:
  • Library: number of books, ALA ranking
  • Athletics: sports offered
  • Alumni: numbers by state or county, famous alums
  • Campus maps
  • Peers
What Information Do I Include in My Fact Book?

- Would not recommend:
  - Annual faculty publications
  - Unit/department mission, goals

- Why? Too much time needed for annual update and these are not usual for IR reporting
Formatting Issues

- Size: 8 ½ X 11, mini
- Spiral bound, hot glue binding
- Can include tabs for each section
- Colors
- Graphs and charts
- Orientation (portrait or landscape)
- Data entered in Excel, Word, Crystal Reports, PDF, other

The format will depend on your budget and the primary purpose of your Fact Book!
More Formatting Issues

- Many institutions have several versions
  - Traditional printed book
  - Web: pdf and/or html
  - CD
  - Mini Fact Book / fold-out Fact Sheet

- Choice will depend on:
  - Purpose of the Fact Book
  - Campus expectations, history
  - Your budget
  - IR staff skills
  - Time you have to devote to the project
Helpful hints on getting started

• What is your budget for this?
• What are the expectations for when it will be distributed
• Is there a history of a Fact Book on your campus?
• If you have an IR Advisory Board, ask their advice
• Spec out a draft, show it to your boss, your Advisory Board, and a few colleagues
More Hints

• Talk to your publications department / graphic communications to determine dates needed. Do they want whole document at one time, or section at a time?

• Fact Book cover – does it need to be special?

• When its released, advertise it!
Figure 1
THE UNIVERSITY OF GEORGIA
ADMINISTRATIVE ORGANIZATION
OCTOBER 2005

BOARD OF REGENTS
CHANCELLOR
PRESIDENT

SR VICE PRESIDENT
FINANCE AND
ADMINISTRATION

SR VICE PRESIDENT
ACADEMIC AFFAIRS
AND PROVOST

SR VICE PRESIDENT
EXTERNAL AFFAIRS

VICE PRESIDENT
STUDENT AFFAIRS
AND ASSOC PROVOST

VICE PRESIDENT
RESEARCH & ASSOC PROVOST

VICE PRESIDENT
INSTRUCTION & ASSOC PROVOST

VICE PRESIDENT
PUB SVC & OUTCH & ASSOC PROVOST

VICE PROVOST
ACADEMIC AFFAIRS

ASSEC PROVOST
ACADEMIC FISCAL
AFFAIRS

ASSEC PROVOST
1 CHIEF INFO
OFFICER

ASSEC PROVOST
INSTITUTIONAL
DIVERSITY

ASSEC PROVOST
INSTITUTIONAL
EFFECTIVENESS

ASSEC PROVOST
INTERNATIONAL
AFFAIRS

ASSEC PROVOST
UNIVERSITY
LIBRARY

DEAN COLLEGE
OF AGRICULTURAL &
ENVIRON SCI

DEAN COLLEGE
OF BUSINESS

DEAN COLLEGE
OF ENVIRONMENT &
DESIGN

DEAN SCHOOL
OF FOREST
RESOURCES

DEAN COLLEGE
OF JOURNALISM &
MASS COMM.

DEAN COLLEGE
OF PHARMACY

DEAN SCHOOL
OF PUBLIC &
INTERNL AFFAIRS

DEAN COLLEGE
OF VETERINARY
MEDICINE

DEAN COLLEGE
OF ARTS & SCIENCES

DEAN COLLEGE
OF EDUCATION

DEAN COLLEGE
OF FAMILY &
CONSUMER SCI

DEAN GRADUATE
SCHOOL

DEAN SCHOOL
OF LAW

DEAN COLLEGE
OF PUBLIC HEALTH

DEAN COLLEGE
OF SOCIAL WORK

*Detailed organization charts available at www.uga.edu/admin/ugaadmin.html*
# Average Academic Year Salaries of Instructional Faculty

## UGA and Selected Peers

### Academic Year 2003-04

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Professor</th>
<th>Associate Professor</th>
<th>Assistant Professor</th>
<th>All Ranks*</th>
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<tbody>
<tr>
<td>University of Maryland - College Park</td>
<td>$91,200</td>
<td>$80,300</td>
<td>$72,000</td>
<td>$76,600</td>
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<td>$86,200</td>
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<td>$86,700</td>
<td>$86,200</td>
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<td>$86,700</td>
<td>$86,200</td>
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<tr>
<td>Indiana University - Bloomington</td>
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<td>$96,800</td>
<td>$86,700</td>
<td>$86,200</td>
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<tr>
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<td>$102,300</td>
<td>$96,800</td>
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<tr>
<td>Arizona State University</td>
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<td>University of Nebraska - Lincoln</td>
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<td>$81,500</td>
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<td>$87,500</td>
<td>$81,500</td>
<td>$81,500</td>
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<tr>
<td>Virginia Polytechnic Institute</td>
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<td>$87,500</td>
<td>$81,500</td>
<td>$81,500</td>
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<tr>
<td>University of Kansas</td>
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<td>$87,500</td>
<td>$81,500</td>
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<tr>
<td>University of Georgia</td>
<td>$93,500</td>
<td>$87,500</td>
<td>$81,500</td>
<td>$81,500</td>
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<tr>
<td>Texas A &amp; M University - College Station</td>
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<tr>
<td>University of Chicago</td>
<td>$93,500</td>
<td>$87,500</td>
<td>$81,500</td>
<td>$81,500</td>
</tr>
</tbody>
</table>

*All Ranks include the ranks of instructor, lecturer and the category of "No Rank."

Average of bi-monthly salaries are converted to standard academic-year basis by applying a factor of 81.8% (2003) with the exception of Auburn State and Texas A & M where a factor of 79.8% has been applied and California - Davis where a factor of 89.6% has been applied.

## Average Academic Year Salary of Instructional Faculty

### University of Georgia (All Ranks)

### Fall Term 2000 - 2004

<table>
<thead>
<tr>
<th>Year</th>
<th>Salary</th>
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<td>2000</td>
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<td>2001</td>
<td>$70,400</td>
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<td>2002</td>
<td>$72,000</td>
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<tr>
<td>2003</td>
<td>$72,300</td>
</tr>
<tr>
<td>2004</td>
<td>$73,500</td>
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</table>

Source: American Association of University Professors
# TOTAL SPONSORED AWARDS BY AGENCY
## FISCAL YEAR 2004-05

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<thead>
<tr>
<th>Funding Source</th>
<th>General Research</th>
<th>Agricultural Experiment Stations</th>
<th>Instruction</th>
<th>Public Service</th>
<th>Cooperative Extension</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Agencies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Center for Disease Control</td>
<td>1,965,289</td>
<td>38,015</td>
<td></td>
<td></td>
<td></td>
<td>1,993,304</td>
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<td>Cooperative Ecosystem Studies Unit (Gulf)</td>
<td>51,533</td>
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<tr>
<td>Coop Ecosystem Studies Unit (Piedmont)</td>
<td>137,416</td>
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<td>255,498</td>
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<td>Institute of Museum &amp; Library Services</td>
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<td>2,325</td>
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<td>2,325</td>
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<tr>
<td>National Aero. and Space Administration</td>
<td>491,000</td>
<td></td>
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<tr>
<td>National Endowment for the Arts</td>
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<td>300,000</td>
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<td>300,000</td>
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<tr>
<td>National Institutes of Health</td>
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<td>840,000</td>
<td>28,896</td>
<td></td>
<td></td>
<td>39,357,156</td>
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<td>National Science Foundation</td>
<td>20,983,630</td>
<td>870,582</td>
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<td>22,179,432</td>
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<td>National Security Agency</td>
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<td>72,026</td>
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<tr>
<td>Peace Corps</td>
<td></td>
<td></td>
<td>10,000</td>
<td></td>
<td></td>
<td>10,000</td>
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<tr>
<td>Small Business Administration</td>
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<tr>
<td>US Agency for International Development</td>
<td>2,500,000</td>
<td></td>
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<td></td>
<td>2,746,659</td>
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<td>US Department of Agriculture</td>
<td>1,681,311</td>
<td>13,845,419</td>
<td>99,998</td>
<td>1,541,204</td>
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<td>21,314,437</td>
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<td>US Department of Agriculture/Hatch</td>
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<td></td>
<td>3,912,944</td>
<td></td>
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<td>3,912,944</td>
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<tr>
<td>US Department of Air Force</td>
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<td></td>
<td>331,785</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Some good examples: Print

- **UGA**  [http://www.oir.uga.edu/factbks.htm](http://www.oir.uga.edu/factbks.htm)
- Mississippi State  
  [http://www.msstate.edu/dept/oir/factbook.htm](http://www.msstate.edu/dept/oir/factbook.htm)
- Wake Forest University  
  [http://www.wfu.edu/ir/factbook.html](http://www.wfu.edu/ir/factbook.html)
- University of Delaware  
  [http://www.udel.edu/IR/fnf/index.html](http://www.udel.edu/IR/fnf/index.html)
- Tufts University  [http://www.tufts.edu/ir/factbook.html](http://www.tufts.edu/ir/factbook.html)

- Mini: Southeastern Louisiana Univ., George Mason, Georgia Tech
Some good examples: Web

- Miami Dade College  
  http://www.mdc.edu/ir/fbind.asp
- Georgia Tech  
  http://www.irp.gatech.edu/apps/factbook/
- South Carolina  
  http://kudzu.ipr.sc.edu/factbook/
- Florida  
  http://www.ir.ufl.edu/facts.htm
- William & Mary  
  http://www.wm.edu/ir/university-data.htm
- Nebraska  
  http://irp.unl.edu/factbook/factbook_index.shtml
- Kennesaw State  
  http://ir.kennesaw.edu/fb/fb2007_cover.aspx
### MSU FactBook Quick Glance

**College** | **Total FTE**
---|---
Agriculture and Life Sciences | 1,215.8
Architecture, Art and Design | 544.5
Arts and Sciences | 3,087.5
Business and Industry | 2,224.8
Education | 2,615.0
Engineering | 2,022.5
Forest Resources | 295.1
Veterinary Medicine | 397.1
*Other | 1,164.3
**Total** | **13,566.6**

*Includes Undeclared, Continuing Education, and Provost Office

**Student Full-Time Equivalent Fall 2005**

- **Undergraduate**: 11,287.5 (83%)
- **Graduate**: 2,279.2 (17%)

**Student Credit Hours Fall 2005**

- **Lower-Division**: 26,584 (14%)
- **Upper-Division**: 85,463 (47%)
- **Graduate**: 71,860 (39%)

**College** | **Total SCH**
---|---
Agriculture and Life Sciences | 14,077.0
Architecture, Art and Design | 6,790.0
Arts and Sciences | 84,823.0
Business and Industry | 24,944.0
Education | 26,891.0
Engineering | 15,870.0
Forest Resources | 2,095.0
Veterinary Medicine | 4,807.0
*Other | 7,348.0
**Total** | **187,645.0**

*Includes Undeclared, Continuing Education, Provost Office and Branch Campuses
STUDENT CHARACTERISTICS

DEGREES AWARDED PERCENT CHANGE*

<table>
<thead>
<tr>
<th>College</th>
<th>Under Graduate</th>
<th>Graduate</th>
<th>Total</th>
<th>Under Graduate</th>
<th>Graduate</th>
<th>Total</th>
<th>Under Graduate</th>
<th>Graduate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture and Life Sciences</td>
<td>340</td>
<td>78</td>
<td>418</td>
<td>293</td>
<td>72</td>
<td>365</td>
<td>-13.8%</td>
<td>-7.7%</td>
<td>-12.7%</td>
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<tr>
<td>Architecture, Art and Design</td>
<td>26</td>
<td>3</td>
<td>29</td>
<td>76</td>
<td>5</td>
<td>81</td>
<td>192.3%</td>
<td>66.7%</td>
<td>179.3%</td>
</tr>
<tr>
<td>Arts and Sciences</td>
<td>625</td>
<td>167</td>
<td>792</td>
<td>796</td>
<td>262</td>
<td>1,058</td>
<td>27.4%</td>
<td>56.9%</td>
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<td>Business and Industry</td>
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<td>179</td>
<td>920</td>
<td>646</td>
<td>135</td>
<td>781</td>
<td>-12.8%</td>
<td>-24.6%</td>
<td>-15.1%</td>
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<tr>
<td>Education</td>
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<td>349</td>
<td>963</td>
<td>512</td>
<td>290</td>
<td>802</td>
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<tr>
<td>Engineering</td>
<td>339</td>
<td>119</td>
<td>458</td>
<td>334</td>
<td>130</td>
<td>464</td>
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<td>9.2%</td>
<td>1.3%</td>
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<tr>
<td>Forest Resources</td>
<td>68</td>
<td>42</td>
<td>110</td>
<td>59</td>
<td>30</td>
<td>89</td>
<td>-13.2%</td>
<td>-28.6%</td>
<td>-19.1%</td>
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<tr>
<td>Veterinary Medicine</td>
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<td>53</td>
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<td>68</td>
<td>68</td>
<td>-</td>
<td>28.3%</td>
<td>28.3%</td>
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<tr>
<td><strong>Other</strong></td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total</td>
<td>2,756</td>
<td>990</td>
<td>3,746</td>
<td>2,719</td>
<td>992</td>
<td>3,711</td>
<td>-1.3%</td>
<td>0.2%</td>
<td>-0.9%</td>
</tr>
</tbody>
</table>

*Percentage varies widely due to departmental changes made during this time period
**Meridian Campus degrees awarded exclusively


**Meridian Campus degrees awarded exclusively
Institutional Research

Fact Books

2006-2007 Fact Book Now Available!

2005-2006
Wake Forest University
Office of Institutional Research

2004-2005
Wake Forest University
Office of Institutional Research
The Office of Institutional Research and Planning (IRP) is responsible for the development and maintenance of data resources to support the Georgia Tech community in strategic planning and policy-making processes. We are pleased to fulfill a portion of our mission with the 2006 Georgia Tech Fact Book. This publication was piloted in 1979 and is produced annually to serve the information needs of our internal constituents.

This edition captures student information through Fall Semester 2006 and fiscal year data through June 30, 2006. Some data sets show trends for ten years from 1997 through 2006 while others cover a five year period or provide the latest year's update.

Sources for the data and information are shown in the lower left hand corner of each page. It is assumed that the data provided by the source offices are recent and accurate. You may wish to contact the source office directly if additional information is required. Pages without a source listing were prepared by the IRP staff.

We invite your comments regarding the 2006 Fact Book and welcome suggestions for future editions. Your continued interest and support are appreciated.

Sandi Bramblett
Director
Office of Institutional Research and Planning

For additional information contact:
QUICK FACTS
STUDENT INFORMATION

Tuition and Fees

- Tuition and Fees, Fiscal Year 2007

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<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
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<tr>
<td>Undergraduate</td>
<td>$4,926</td>
<td>$20,272</td>
</tr>
<tr>
<td>Graduate</td>
<td>$5,620</td>
<td>$20,244</td>
</tr>
<tr>
<td>MBA Program</td>
<td>$7,282</td>
<td>$26,028</td>
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</table>

- Breakdown of Other Mandatory Fees (included in above):

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Student Activities</td>
<td>$226</td>
</tr>
<tr>
<td>Student Athletic</td>
<td>128</td>
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<tr>
<td>Student Health</td>
<td>254</td>
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## Admissions

### How to Download Tables

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<th>Description</th>
<th>Update Date</th>
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<tbody>
<tr>
<td>VII-1</td>
<td>Applied/Admitted Headcounts by Type of Student (1989-2006)</td>
<td>Annual update scheduled for October, 2007</td>
</tr>
<tr>
<td>VII-2</td>
<td>Relative Standing of Freshman Class Based on Scores of the College Board Scholastic Aptitude Test (SAT), Fall Terms (1990-2006)</td>
<td>Annual update scheduled for February, 2008</td>
</tr>
<tr>
<td>VII-3</td>
<td>Florida Public Community College Students Transferring to the University of Florida by Matriculation Date (1969-2006)</td>
<td>Annual update scheduled for February, 2008</td>
</tr>
<tr>
<td>VII-4</td>
<td>Total Number and Summary of New Graduate Students Enrolled with Upper Division Undergraduate Grade Point and GRE/GMAT Averages (Including Foreign Students) (1995-2006)</td>
<td>Annual update scheduled for February, 2008</td>
</tr>
<tr>
<td>VII-5</td>
<td>Total Number and Summary of New Graduate Students Enrolled with Upper Division Undergraduate Grade Point and GRE/GMAT Averages (Excluding Foreign Students) (1995-2006)</td>
<td>Annual update scheduled for February, 2008</td>
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</tbody>
</table>
Questions?
Comments?