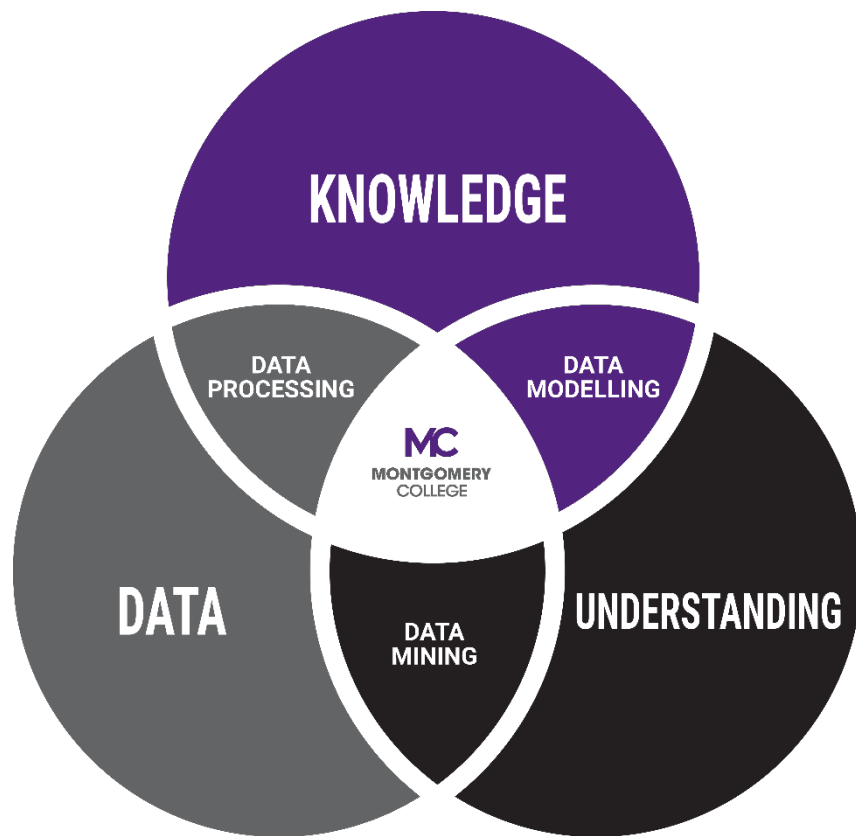




Office of Institutional Research & Effectiveness

Annual Report for Fiscal 2023



October 2023
Arlene W. Blaylock, PhD
Director

Office of Institutional Research and Effectiveness

Annual Report for Fiscal 2023

Overview / Role

The Office of Institutional Research and Effectiveness (OIRE) operates under the auspices of the Office of the President and is supervised by the Chief Analytics and Insights Officer. OIRE is the official reporting unit for Montgomery College. The role of OIRE is to provide data and information to support Montgomery College's mission, strategic plan, and data-driven decision-making and to support data needs for units throughout the College. It does so through collecting, analyzing, interpreting, and disseminating accurate and relevant data and information.

Goals

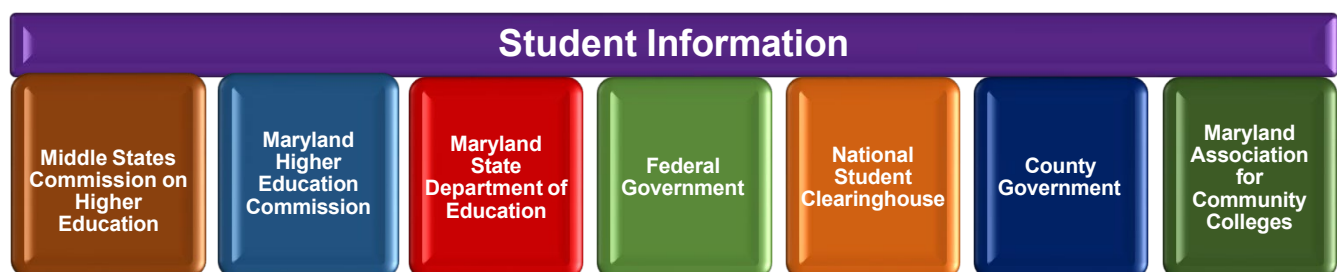
The core goals of OIRE are to:

- Provide accurate data in a timely manner to internal and external data users;
- Support the Montgomery College Strategic Plan;
- Generate reports and analyses for senior leaders' use in decision-making;
- Work collaboratively with and across college units on data needs;
- Work in collaboration with information technology and records and registration units on data matters to ensure data and data tables necessary for OIRE's reporting responsibilities are accurate and updated;
- Manage and coordinate all activities of the Institutional Review Board;
- Coordinate and host the annual data summit.

External Reporting Bureaucracies

OIRE manages, coordinates, and provides a broad range of data required by numerous bureaucracies, including the federal, state, and county governments (Figure 1). The officialdoms to which OIRE is required to provide data include the National Center for Educational Statistics or IPEDS (federal government), the Maryland Higher Education Commission (MHEC), the Maryland State Department of Education (MSDE), the Middle States Commission of Higher Education (MSCHE), the Maryland Association for Community Colleges, the National Student Clearinghouse, and the County Council of Montgomery County Maryland. The reporting requirements to these bureaucracies typically involve detailed student-level data driven by specific dates, times, and file layouts or specifications. Noncompliance or late submission of data/information to the Federal and state can lead to financial or other penalties.

Figure 1: External Reporting Bureaucracies



Internal Reporting Responsibilities

OIRE provides data and information within the college to support various data needs (Figure 2). To fulfill the unit's responsibilities, OIRE:

- Produces numerous reports that inform the college on student-related information;
- Produces the college's enrollment projections;
- Provides data to support accreditation;
- Supports the efforts of the data asset management team;
- Provides data in support of grant initiatives;
- Develops and assists with the development and design of surveys and focus group research;
- Responds to multifaceted ad hoc requests for data and information from units and departments throughout the college;
- Conducts research for and in coordination with other units (e.g., counseling)

The provision of internal data generally involves mining a wide range of data sources to answer specific questions related to various aspects of enrollment, analyses of student success on various performance metrics, or something much more intricate. Many reports, infographics, and dashboards are available on the OIRE [website](#).

Figure 2: Internal Reporting



FY 2023 Overview of Reporting Accomplishments

During fiscal 2023, OIRE completed 82 ad hoc data requests from faculty, staff, and administrators with a wide range of complexity. Note that the number of ad hoc requests for data and information is understated and encompasses only those that came through the project request portal. Countless other ad hoc requests come via telephone calls, emails, face-to-face conversations about data, and direct data requests from senior leaders. As such, the number of requests generated through the project request portal does not capture the accurate volume of work that OIRE produced. In addition, OIRE staff served as members of the Institutional Review Board (IRB) and participated in the review of 24 IRB applications. OIRE's executive associate coordinates the activity and work of the IRB. In addition, OIRE submitted over 30 detailed level reports required by the state and federal government, developed surveys, and assisted with survey and focus group questions development, administration, and analysis for internal customers.

Highlights of the Work and Projects by OIRE's Staff in FY 2023

Internal Reporting:

- Produced updated data metrics and reports for the fall snapshot, spring snapshot, and the annual report on students in the ACES program, as well as actively participated on the ACES committee with colleagues from Montgomery College, Universities of Shady Grove, and the University System of Maryland.
- Produced the fiscal year enrollment projections
- Produced and updated the Academic Tool Kit and the Student Success Score Card
- Produced the fall semester profile, enrollment report, and infographics
- Created dashboards and updated OIRE's website
- Provided data to support the data requirements of grants (e.g., NSF and TRIO)
- Assisted numerous offices/units with designing, developing, and analyzing surveys, survey questions, and responses.
- Sought selective wage data from the Maryland Longitudinal Data System Center on MC's AA degree recipients in the Maryland economy and prepared a written summary of that data.
- Mined data in Starfish, produced, and prepared a report on the findings, involving manual data mapping to Banner data.

Internal Surveys:

- Created and administered the Montgomery College Student Satisfaction Survey
- Montgomery College Prospective Graduation Survey
- Work and consulted with several units and provided guidance, assisted with the development and deployment of several internal surveys

External Reporting:

- Prepared and submitted state-aid reports to MHEC (CC-2, CC-2A, CC-2D)
 - CC-2 (State funded credit FTES for the fiscal year)
 - Enrollment Report for Programs Approved for Statewide Funding (CC-2A, Fall and Spring submissions)
 - Enrollment Report for Health Manpower Funding (CC-2D, Fall and Spring submissions)
- Prepared and submitted data in predetermined file specifications and formats for all required surveys and reports to MHEC and MSDE, including:
 - CTE Enrollment and Technical Skills Assessment
 - S-6 Supplemental form with credit and weekly student contact hours
 - Enrollment Report for Credit Courses for Fiscal Year Ending June 30th

- Degree Information System (DIS) Annual File
- External Credit System (ECS) Annual File
- ESOL-FTES (English for Speakers of Other Languages)
- End-of-Term (EOTS) Summer/Fall
- End-of-Term System (EOTS) Winter/Spring
- Opening Fall Enrollment and Opening Spring Enrollment
- Enrollment Information System (EIS) Summer/Fall
- Enrollment Information System (EIS) Winter/Spring
- Financial Aid Information System (FAIS) Annual Data File
- Maryland Approved Program Completer System (MAPCS) Annual File
- IPEDS Fall Collection for Institution Characteristics (IC); Completions (C); 12 Month Enrollment
- IPEDS Winter Collection for Student Financial Aid (SFA), Graduation Rates (GRS), Graduation Rates (GR200), Admissions and Outcome Measures
- IPEDS Spring Collection for Fall Enrollment (EF), Finance (F), Human Resources (HR), Academic Libraries (AL)
- Employee Data System (EDS) Annual Data File
- Report on Students Receiving Accommodations for Disabilities
- Annual Course Information System (CIS) Winter/Spring 2023 & Summer/Fall 2023 See Memo, Page 3, Option #1
- Produced and followed the guidelines for the 2023 Performance Accountability Report as mandated by MHEC. This included updating data on the performance metrics or statewide indicators of institutional effectiveness (80+ data points) as assessed by MHEC, an 8-page written analysis on a broad spectrum of the activities and initiatives that go on at Montgomery College's, as well as an analysis on the College's performance on those data metrics.
- Completed several external surveys (e.g., International Student Survey (IIE), National Association of Schools of Music (NASM), and Higher Education Arts Data Services (HEADS).

Others:

- Orchestrated the annual Data Summit, encompassing planning, sponsorship, and leadership roles. Securing an external keynote speaker proved to be a challenging task, requiring several attempts for successful scheduling.
- Hosted a Maryland Community College Research Group (MCCRG) meeting
- Hosted the Maryland Association of Institutional Researchers (MdAIR) Spring Institute
- Began the work with data stewards as part of the DAMT project
- Sat on various collegewide and external committees and participated in college governance
- Supported and worked collaboratively with various units across the College (e.g., Financial Aid, Information Technology, Finance, Grants)

This above list is a partial inventory of projects and reporting in which OIRE was involved or completed in fiscal 2023. The list provides a view of the broad range of projects and responsibilities completed by and attributed to the commitment and work of OIRE staff in support of the work of the College.

Below is a snapshot of data from Fiscal Year 2023.

A Snapshot of Selective Data for FY2023

**Figure 1: Unduplicated Enrollment FY2019 - FY2023
Credit and Non Credit**

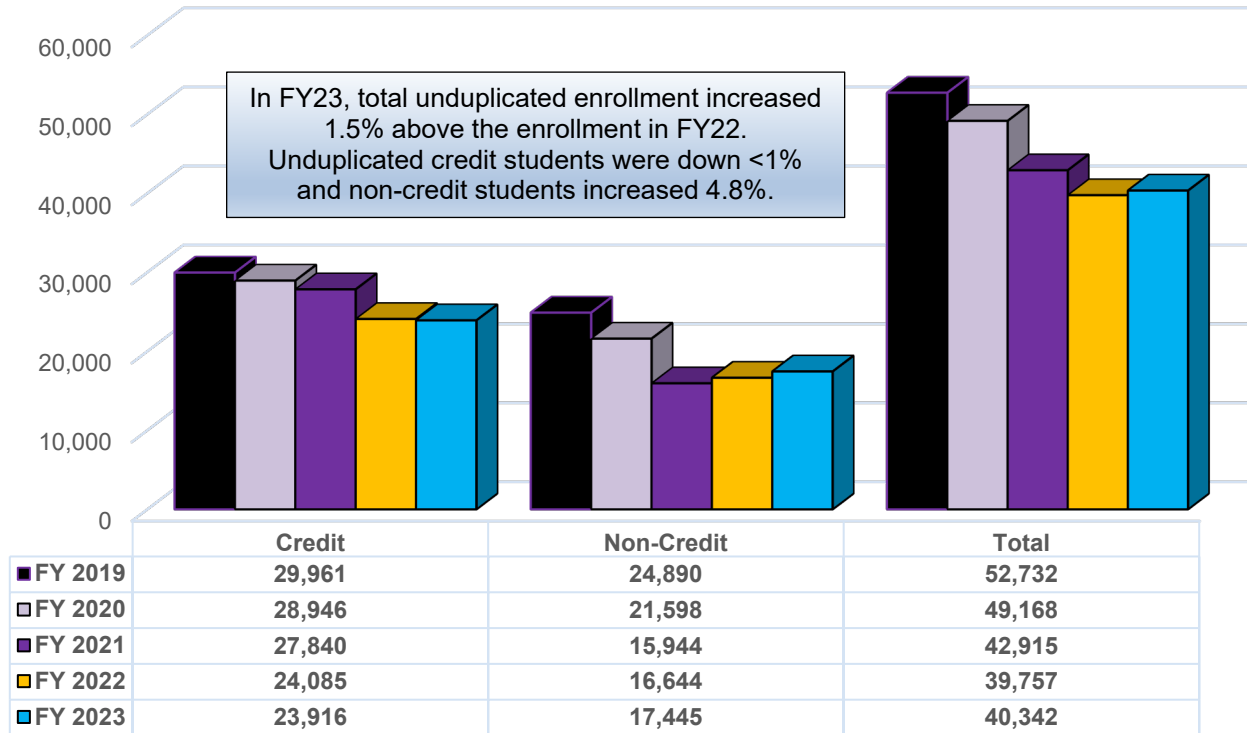
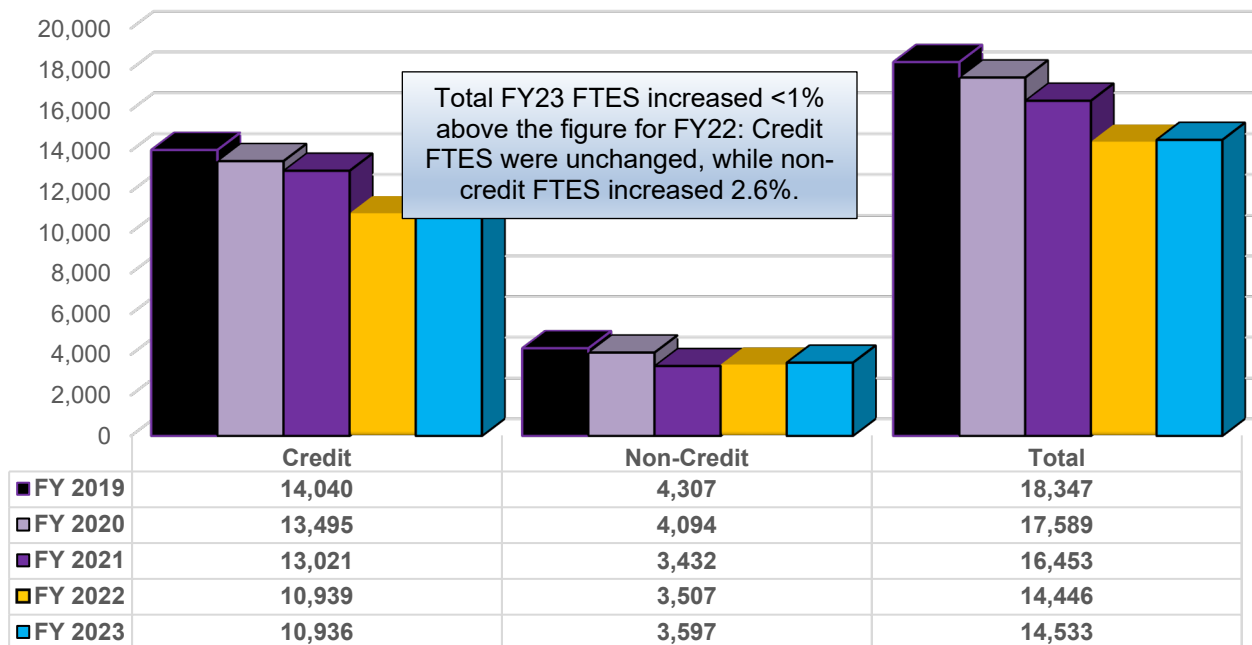


Figure 2: Full-Time Equivalent Students: FY2019-FY2023



**Figure 3: Fall to Fall Retention of FTEIC
Fall 2018 Entering Cohort to Fall 2022 Entering Cohort**

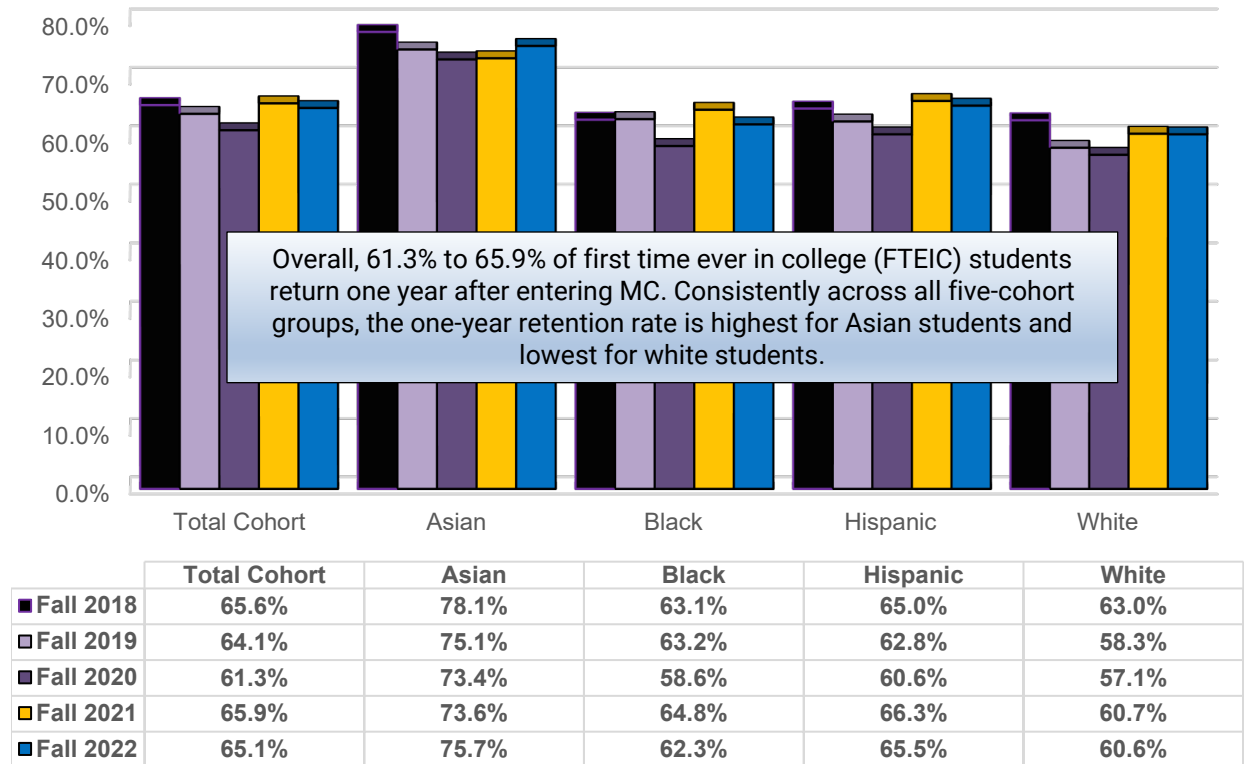
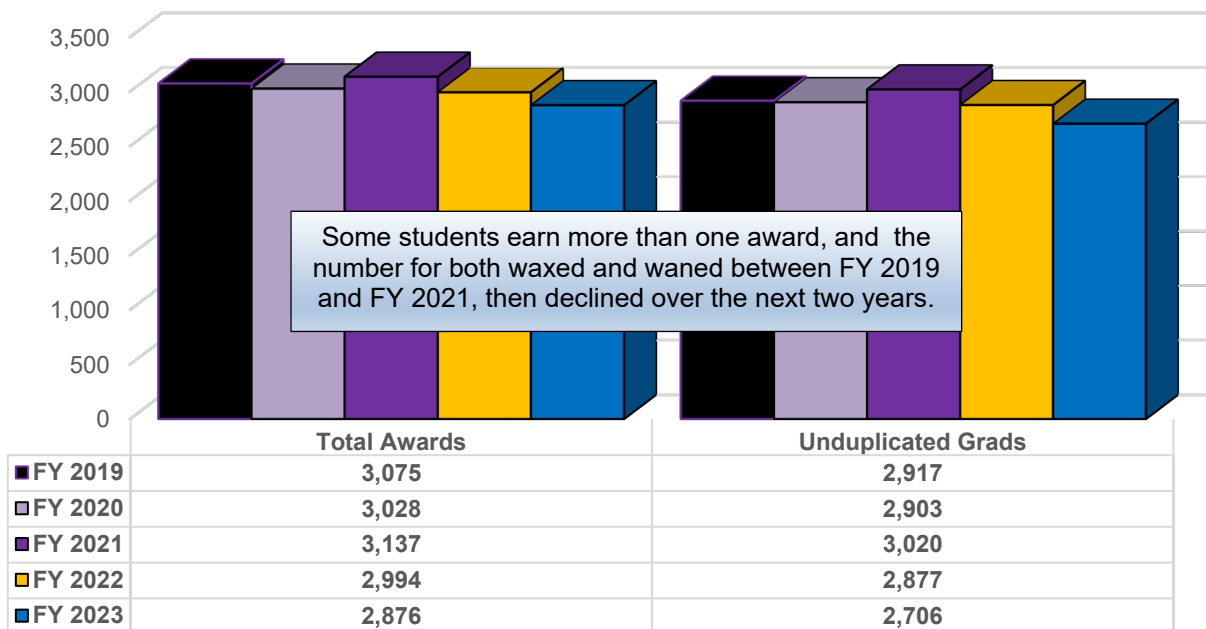
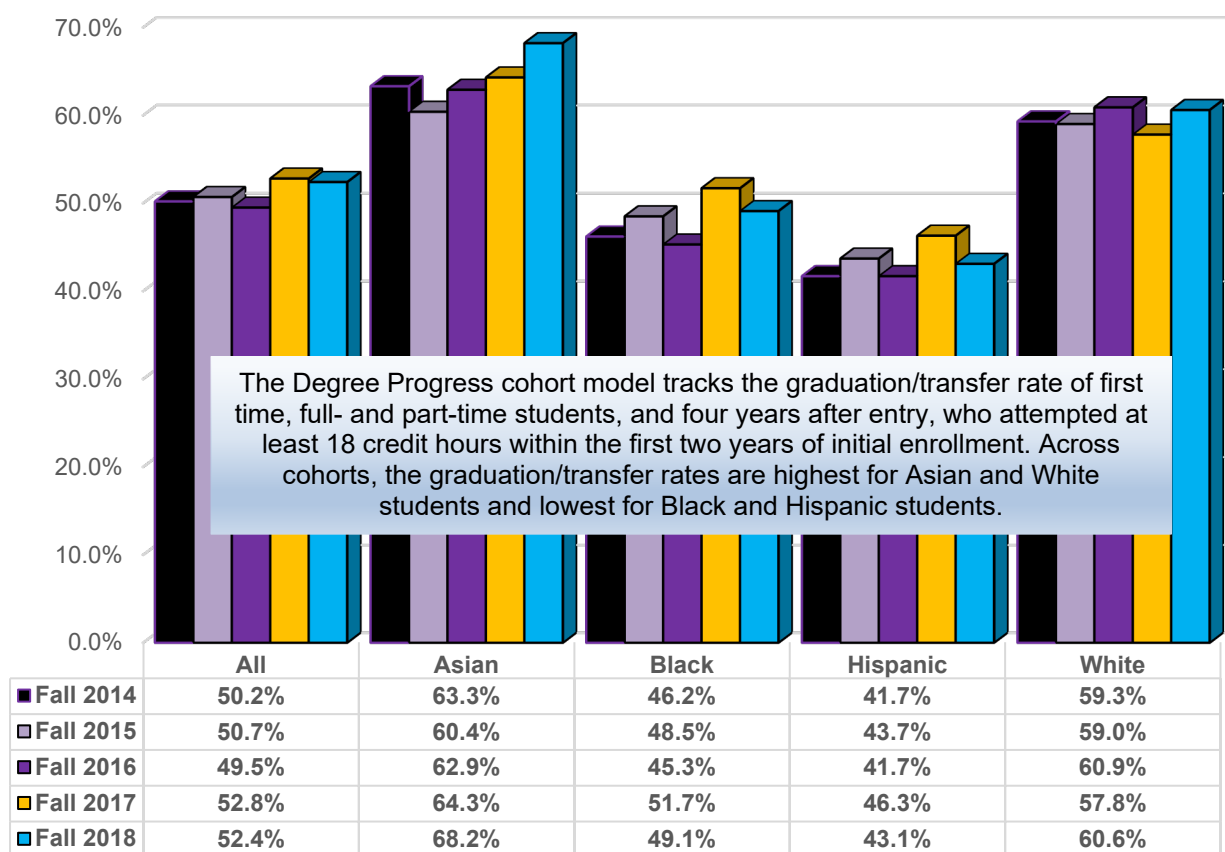


Figure 4: Number of Awards and Graduates



**Figure 5: Graduation-Transfer Rate After Four Years
Entering PAR Cohorts Fall 2014 to Fall 2018**



Dr. John Hamman, Chief Analytics and Insights Officer

Dr. Arlene Blaylock, Director of OIRE and IRB Chair

Daphne Alfelor, Executive Associate and IRB Coordinator

OIRE Staff

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Dr. Bo Chan, Senior Research Analyst

Mr. Ross Conover, Senior Research Analyst

Mr. Scott Poese, Research Analyst

Dr. Pallabi Roy, Coordinator of Reporting