

Presentation for:
Mississippi Association for Institutional Research (MAIR)
Presented: April 12, 2013
Location: Jackson, MS

***It's not a Race...It's a Stampede:* How to keep from being Overwhelmed in the IE/IR Department**

Justin Chandler, Research & Information Specialist
Rhonda Loper, Research & Information Specialist
Suzanne Simpson, Director of IRP

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Friday, April 12, 2013
9:00-9:45am

Location: MPB Auditorium

This presentation will provide an in-depth look at the balancing act the IE/IR specialist faces while participating in the "Data Race." It will take a closer look at the various workloads and challenges; from administrative changes, SACS accreditation, to the daily responsibilities of course surveys and information requests. The three members of the Delta State University marathon team understand, all too well, the importance of endurance when faced with the multiple of tasks to which they are assigned. There will be a discussion on techniques that has been developed to assist in shortening the "personal finish time" of each individual marathoner. This session will provide an interactive environment, so bring your running shoes. Join us for a fun informative session and learn about the importance of passing the baton in order to "Keep the Pace in the Data Race!"

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Outline

- Icebreaker
- Administrative Changes
- Technological Changes
- Job Responsibilities (Part 1)
- Job Responsibilities (Part 2)
- Organization
- Team Work



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The Warm-up

Icebreaker Instructions:

- If you are sitting near a green baton, pick it up and read the IE/IR related word
- Quickly create a team and develop a short description of that word
- When called upon, be prepared to share your description with the group



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At The Starting Line

Administrative Changes

- Got A Cramp
- Pulled a Hamstring
- Twisted Ankle
- Tripped Over Hurdle
- Created Team
- Joining the team
- Mapping out the path
- Running partners
- Finalizing our team



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At The Starting Line

Technological Changes


- Banner updates

Forms [Title Bar]

! *ERROR* Invalid version of SOAFOLK.

OK

Ellucian

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Internet Native Banner (INB)

[DSU Production Database \[DSU\]](#)

[PPRD Database \[PPRD\]\(TEST PURPOSES ONLY\)](#)

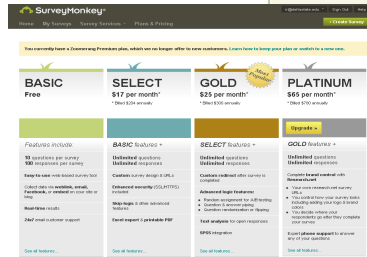
(INB pages are best viewed with 1024 x 768 resolution)

At The Starting Line

Technological Changes

- Campus Labs Updates
- Faculty/Student Login Problems
- Survey Monkey Limitations

There has been an error.
 Please ensure that cookies are enabled in your browser.
 Contact Campus Labs support if the problem persists.
support@campuslabs.com
 716.270.0000

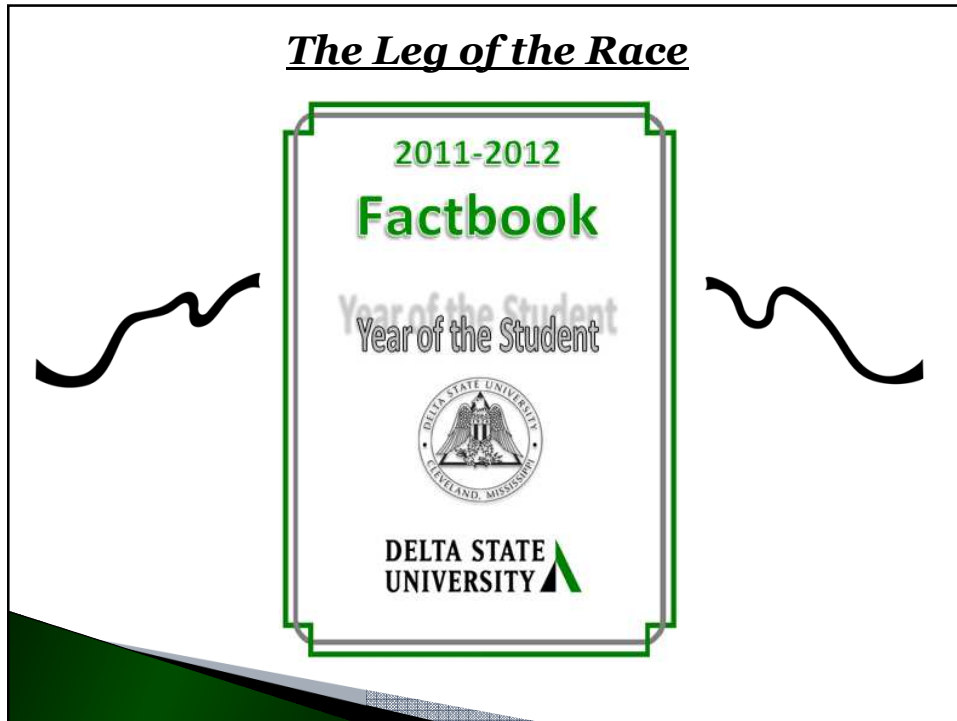


The Leg of the Race

Job Responsibilities – Part 1

- IPEDS
- IHL
- College surveys
- SACS
- Information Requests








The Leg of the Race

Job Responsibilities – Part 2

- Course Surveys
- Campus Surveys
- Outside Surveys



 PART OF THE HIGHER ONE FAMILY



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Keeping the Pace

Organization

- Shared drives and files
- Shared calendars
- Information request form
- Student workers and OIT

**Institutional Research and Planning
Information Request Form**

Name: Dept/Company:

Phone: Fax:

Email:

Date Needed By: (mm/dd/yy)

Please note that if a request requires access of system data and analysis, the processing time could vary. A representative from our office will contact you within 48 hours of the initial request.

Request:
(Be specific)

Purpose:
(How will results be used/applied?)

- Local Disk (C:)
- DVD-RAM Drive (D:)
- jchandler on 'saturn\data\Administration\Academic_Affairs\Institutional_Research' (H:)
- Shared on 'saturn\data\Administration\Academic_Affairs\Institutional_Research' (I:)
- Team Banner on 'saturn.deltastate.edu\data\CollaborationArea' (K:)
- CollaborationArea_SACS (S:)
- Deans&Chairs Information (T:)
- Applications (W:)



Keeping the Pace

Team Work

- Types of Marathons
 - Relay
 - Half Marathon
 - Full Marathon
- D.I.S.C. Personality Quiz
 - Dominance
 - Influence
 - Stability
 - Compliance



Keeping the Pace

Dominance—Describes the way you deal with problems, assert yourself and control situations.

Comparatively High

- Enjoy competition and challenge
- Are goal orientated and want to be recognized for their efforts
- Aim high, want authority; generally resourceful and adaptable
- Are usually self-sufficient and individualistic
- May lose interest in projects once the challenge has ended and they tend to be impatient and dissatisfied with minor details

Comparatively Low

- Tend to want peace and harmony
- Prefer to let others initiate action and resolve problems
- Are quiet and indirect in their approach to most situations
- Are usually cautious and calculate risks carefully before acting
- Generally well liked because of their mild gentle nature

Influence—Describes the way you deal with people, the way you communicate and relate to others.

Comparatively High

- Are strongly interested in meeting and being with people
- Are generally optimistic, outgoing, and socially skilled
- Are quick at establishing relationships
- Sometimes their concern for people and people's feelings may make them reluctant to disturb a favorable situation or relationship

Comparatively Low

- Are usually socially passive
- Quite frequently have an affinity for things, machinery and equipment
- Are generally comfortable working alone
- Frequently have a tendency to be analytical and once they have sorted the facts out they communicate them in a straightforward direct way
- Tend to take little at face value
- They may have learned and developed good social skills but they only bring these into play when logic dictates such tactics

Steadiness—Describes your temperament—patience, persistence, and thoughtfulness.

Comparatively High

- Are usually patient, calm and controlled
- Have a high willingness to help others particularly those they consider as friends
- Generally they have the ability to deal with the task in hand and do routine work with patience and care

Comparatively Low

- Tend to enjoy change and variety in their work and non-work life
- Are expansive by nature and tend to not like routine and repetitive work/activities
- They enjoy stretching themselves intellectually and physically

Compliance—Describes how you approach and organize your activity, procedures and responsibilities.

Comparatively High

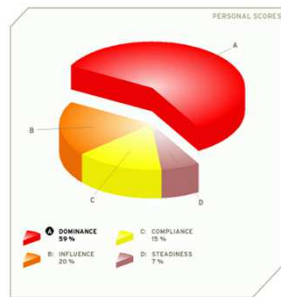
- Are usually peaceful and adaptable
- Tend not to be aggressive
- Tend to be cautious rather than impulsive
- Avoid risk-taking
- Act in a tactful, diplomatic way and strive for a stable, ordered life
- Are comfortable following procedures in both their personal and business life
- They prefer sticking to methods that have proved successful in the past; have a high acceptance of rules and regulations

Comparatively Low

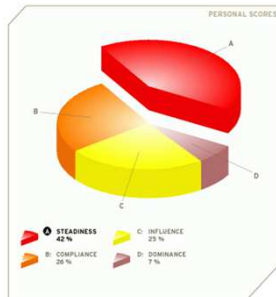
- Are independent and uninhibited
- Resent rules and restrictions
- Prefer to be measured by results and are always willing to try the untried
- Free in thought, word and deed, they long for freedom and go to great lengths to achieve it.
- They feel that repetitive details and routine work is best "delegated" or avoided



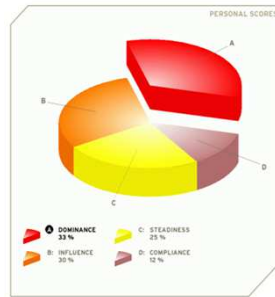
Keeping the Pace



Justin Chandler



Rhonda Loper



Suzanne Simpson



Finish Line Ahead

*“The data race has started,
now lace up your shoes and
start running!”*



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Questions & Discussion



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Contact Information

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