Administrative Outcomes for Academic Programs (Spring 2020)

Most measures used for Administrative Outcomes for Academic Programs are available on-line through the Office of Institutional Research (IR) website and CatStats. The IR Student Data page, which includes data on University enrollment, retention, and degrees Awarded tables, can be found at:

https://www.ir.txstate.edu/student.html

Please note that restricted reports require the use of a VPN connection to the University when off-campus. For some measures, you will need to access CatStats (https://catstats.txstate.edu) directly.

Below is a list of commonly used measures along with instructions of where to locate the information on-line and how to find the information for your program in the tables.

**Enrollment for Fall-Fall comparison**
Location: Student Data page – General Enrollment reports

*Special Instructions:* Enrollment by level will be the most useful for Fall to Fall comparisons. When the report loads, use the filters on the top to narrow down information to your program. You can do this by using the College, Department, Major, and Major Concentration filters. You will also want to use the Level filter to make sure you are looking Undergraduate, Masters, or Doctoral students. The table and chart will show the enrollment.

This measure is usually based on the enrollment in the Fall from the current academic year to Fall of the prior academic year.

**Diversity (Gender and Race/Ethnicity)**
Location: Student Data page – General Enrollment reports

*Special Instructions:* In the “Student Demographics” report, use the filters on the left to narrow down information to your program. You can do this by using the College, Department, Major, and Major Concentration filters. You will also want to use the Level filter to make sure you are looking Undergraduate, Masters, or Doctoral students.

The table will display a breakdown based on both gender and race/ethnicity for the current semester. You can also see percentages displayed in the charts in the middle. To view the breakdown from the previous year, use the slider control at the top right under “Currently Viewing Year”.

This measure is usually based on demographic breakdowns in the current year, sometimes compared to the previous year.
Administrative Outcomes for Academic Programs (Spring 2020)

Retention Rate
Location: Student Data page – Committee and Special Reports – Academic Program Review

NOTE: There are multiple places where retention rates can be found. The instructions here refer to only one source of the information. The Academic Program Review report can also be accessed directly in CatStats.

Special Instructions: Please remember that retention refers to the percentage of students from the first-time, full-time cohort at the university returning for their second Fall semester. Retention can also be used for graduate students from their first to second Fall at Texas State. Persistence of students from their Junior to Senior year is not currently available in the system. Additionally, persistence from Spring to Spring is not currently available.

To access retention information, click on the link for “Academic Program Review” under “Committee and Special Reports” at the bottom of the page. Since this is a restricted report, you will need to be on-campus or connected to the University network via VPN.

After signing into CatStats using your NetID and password, you should see the “Table of Contents” view.

Select the appropriate retention table from those available under Students and Graduates (Freshman, Masters, or Doctoral) depending on the level of your program. When all filters are set to “All” or “Total” you will see the retention rate for all students at the university under 1 year, enrolled. You can then filter the display down to your specific program to see the retention rate for your program. If you have multiple programs under the same level and major, you can use the “CIP Code Values” field to separate out individual programs based on CIP code.

Graduation Ratio (Degrees awarded in an Academic Year compared to Fall Enrollment)
Location: Student Data page – General Enrollment reports and Degrees Awarded

NOTE: This measure is based on data from the prior academic year since graduation data for the current academic year is not available until after the current academic year ends (ie after degrees from the Summer term have posted.)

Special Instructions: Use the process above for Enrollment to identify the number of student enrolled in the previous Fall semester. Next switch to the Degrees Awarded by Level report on the Student Data page under “Retention, Persistence, and Graduation”. Using the filters at the top, narrow the display down to your program and student level. Remember, the total number of degrees awarded during the previous academic year will be used since this academic year is still in progress. Since we are currently in Academic Year 2020, the total for Academic Year 2019 should be used.

REMEMBER: The enrollment report displays based on calendar year by default, however the degrees awarded report uses academic years.
Administrative Outcomes for Academic Programs (Spring 2020)

**Graduation Rate**
Location: Student Data page – Committee and Special Reports – Academic Program Review

NOTE: There are multiple places where graduation rates can be found. The instructions here refer to only one source of the information. The Academic Program Review report can also be accessed directly in CatStats. Please remember that graduation rates are based on the first-time, full-time cohort from the Fall semester.

*Special Instructions:* Use the same process described above for Retention, except that you should select the “Graduation Rate” table instead of retention table from the “Table of Contents”. 6-year graduation rates are available for undergraduate and graduate programs. 5- and 10-year graduation rates are available for Doctoral programs.

**Time to Degree**
Location: Student Data page – Committee and Special Reports – Academic Program Review

NOTE: Time to degrees is based on first-time, full-time cohorts from the Fall semester.

*Special Instructions:* Use the same process described above for Retention, except click on the “Time to Completion” table from the “Table of Contents”. When set College, Department, and Major are set to “All” and CIP Code Values is set to Total you will see the median time to completion by student level for the university as a whole. You may then use the filters on the right to narrow the table down to your specific program.

If you need additional assistance or an outcome measure not included here, please contact the Office of Institutional Research for assistance.

Website: [https://www.ir.txstate.edu/](https://www.ir.txstate.edu/)

E-mail: ir@txstate.edu

Phone: 512-245-2386