

Case Studies: Education

Inquiries and Advising Database

Continuing Education at Regional Centers, Grand Valley State University

Project began by interviewing and working closely with the director of regional centers and the center coordinators to identify key needs for capturing and managing data on prospective students. An easily accessible system was developed to meet these needs. This involved both importing batches of records from external sources and inputting essential information on individual students inquiring about GVSU programs. The information could then be used for “mailings” to select groups, invitations to events, etc. It included a contact management system for tracking all interactions with the prospects, including advising sessions. The project was later expanded to include tracking of contacts and advising sessions throughout the student’s college career and even as alumni.

Faculty & Staff, Student Teachers, “Trends and Tracking” Database; Data Management System in support of NCATE Accreditation Review

College of Education, Grand Valley State University

Over four years, developed a comprehensive system to track data on faculty and staff, teaching loads, student teachers and their placements, state test scores, university enrollments, and faculty assessments by program.

Initially interviewed many administrative heads and managers, and key users, and assessed data needs of all units and programs. Developed plan for streamlining processes and consolidating database components for more efficient and cost-effective use. This included a faculty and staff module, keeping track of key demographic data as well as teaching and administrative workloads. A centralized student information module was then developed to track key admission requirements and dates as well as multiple student teacher placements by semester and school.

These components provided a highly efficient system for managing faculty, staff and student data, as well as coordinating this with official university enrollment data and state test scores, to eliminate the need for duplicate data entry.

Finally, this system was used as the basis for providing consistent data that could be pulled into a “trends and tracking” module and also correlated with program and faculty assessment data to demonstrate trends and success in meeting national accreditation (NCATE) standards. This led to a very successful review process and on-site review.

The result is an ongoing system for efficient, cost-effective tracking of key information and an ability to measure success in achieving immediate objectives (such as student retention, diversity, shorter time to completion), as well as a strong foundation for the next accreditation review cycle.

Some smaller projects:

Faculty/Staff Info Database

Dean's Office, College of Community and Public Service, GVSU

Streamlined processes and system for handling faculty and staff info, as well as salary info, schedules and overloads, adjunct, tenure-track and sabbatical info.

Scheduling Data Management

Director of Gen Ed, College of Interdisciplinary Studies, GVSU

Automated process of importing "scheduling" data from Excel spreadsheets into Access database, compiling summaries on emphasis areas and "themes" and generating reports of this data for specified terms

Graduate Assistantships and Grants Applications

Division of Graduate Studies and Grants Administration, GVSU

Automation of data on categories of grad assistants in programs throughout the university, and pushing this out to summary report for selected academic year.

Database to input key information from grant applications for tracking of their status and progress and reporting the outcomes of projects

Composite State Test Scores for Charter Schools

Charter Schools Office, GVSU

Database app to compile composite test scores (MEAP and MME) for the charter schools based on the percentage of students from each public school district. Automates the compilation of test scores and generates reports.