Woods, Mark

| From: | Moss, Brian |
| :--- | :--- |
| Sent: | Wednesday, December 12, 2001 1:11 PM |
| To: | Springer, Patricia |
| Cc: | Woods, Mark |
| Subject: | RE: Withdrawals |

Mark is heading up this project. If you forward him the file (or ask him where to place it on the LAN), he can help.
--Brian

| -----Original | Message------ |
| :--- | :--- |
| From: | Springer, Patricia |
| Sent: | Wednesday, December 12, 2001 12:44 PM |
| To: | Moss, Brian |
| Cc: | Daum, Noelle M. |
| Subject: | Withdrawals |

Nothing urgent!
This message is just a bit of a nag. But I can't resist reminding you about this project every time we get a file back fróm data entry.
These data files are just the yellow forms which are filled out at the five campuses? campi?
The actual interviews with students are still in boxes someplace and have never been coded, etc. I plan to put this recent file in the Data Collection Center files on the I drive under "From Data Entry". Pat

## Transfer Purpose

- To Provide Educational Experiences Enabling Students to Transfer to Other Institutions of Higher Education.


## Educational Goal Fall 2001 Registrations---All Students



## Trend in Educational Goals Registrations 1995-2001




> OCC has 44 formal articulation agreements with 17 area postsecondary institutions.

There are agreements with 7 of the top 15 institutions that OCC graduates choose for continuing their education.

## 2002 Institutions in Articulation Agreements with OCC

- Clark Atlanta University
- Detroit College of Business
- Eastern Michigan University
- Ferris State University
- Kettering University
- Macomb College
- Madonna College
- Marygrove College
- North Carolina A \& T University
- Oakland University
- Rochester College
- Siena Heights College
- Specs Howard School of Broadcast Arts, Inc.
- U of D Mercy
- U of M Dearborn
- U of M Flint
- Wayne State University


## 1999-00 Graduates Most Likely to Continue Education at:

1. OCC
2. Oakland University
3. Wayne State Univ.
4. Eastern MI Univ.
5. Walsh College
6. U of M Dearborn
7. Madonna Univ.
8. U of M Flint
9. Baker College
10. Central Michigan U
11. U of Detroit Mercy
12. U of M Ann Arbor
13. Univ. of Phoenix
14. Lawrence Tech Univ
15. Western MI Univ
16. Michigan State Univ.

## Non-Returning Students Most Likely to Transfer to:

| 1. | Oakland University | 9. Western MI Univ. |
| :--- | :--- | :--- |
| 2. | Wayne State Univ. | 10. Baker College |
| 3. | Michigan State Univ. | 11. Grand Valley State |
| 4. | Eastern MI Univ. | 12. Kettering Univ. |
| 5. | Central Michigan U | 13. Lawrence Tech Univ |
| 6. | Macomb CC | 14. U of M Dearborn |
| 7. | Henry Ford CC | 15. Schoolcraft CC |
| 8. | Madonna Univ. |  |

## Continuing Education Trend of 1999/00 OCC Graduates



Reasons for Returning to OCC
$\checkmark 7 \%$ Gain Skills to Advance in Current Job
$\checkmark 8 \%$ Gain Skills for Current Job
$\checkmark 10 \%$ Gain Skills to find Job in Degree/Cert Field
$\checkmark 16 \%$ Gain Skills to find Job in Different Field
$\checkmark 18 \%$ Personal Enrichment
$\checkmark 41 \%$ Other Reasons

## Satisfaction of Students Who Transfer Before Obtaining OCC Degree/Cert


回 Winter $2000 \quad$ Fall $2000 \quad \square$ Winter $2001 \quad$ Fall 2001

- Satisfaction with Academic Preparation increases the longer students are retained (score is a composite of four items)
- Data collected from non-returning students who transferred to another institution prior to earning an OCC degree/certificate
- Scale $1=$ Very Dissatisfied, $4=$ Very Satisfied



# Non-Academic Preparation for Transfer---Graduate Satisfaction 

- Graduate Follow-Up Survey revised to include 7 items on nonacademic preparation for transfer
- All items achieved mean scores above the 3.0 Satisfied rating (scale $1=$ Very Dissatisfied, 2=Dissatisfied, 3=Satisfied, 4=Very Satisfied)
$\uparrow$ Highest Rated Item: Satisfaction with Obtaining Transcripts 3.56
$\downarrow$ Lowest Rated Item: Satisfaction with Faculty Information About Transfer Options 3.02


## Non-Academic Preparation for Transfer---Graduate Satisfaction



Scale: 1=Very Dissatisfied, 2=Dissatisfied, 3=Satisfied, 4=Very Satisfied

## Academic Preparation for Transfer <br> Graduate Satisfaction



* Graduate Follow-Up Survey revised to include 4 items on academic preparation for transfer
- All items achieved mean scores above the 3.0 Satisfied rating

会 Highest Rated Item: Satisfaction with General Education Preparation 3.47
$\downarrow$ Lowest Rated Item: Satisfaction with Workload Expectations Preparation 3.27

## Academic Preparation for Transfer Graduate Satisfaction



Scale: 1=Very Dissatisfied, 2=Dissatisfied, 3=Satisfied, 4=Very Satisfied

## Summary

- Overall, Graduates are satisfied with both academic and non-academic preparation for transfer.


## Future Improvements

- OCC has submitted a list of 75,000 students (since 1998) to be included in a transfer study with fouryear institutions.
- National Student Loan Clearing House data is now being used to more accurately track where students transfer after leaving OCC. (NonReturning Survey was formally used).
- The Graduate Follow-up Survey has been modified to provide greater detail on "Other Reasons" students return to OCC after graduation.


## Copies of the Institutional Effectiveness Report on Transfer are available from the Institutional Research Department



For additional information, please contact:
Office of Institutional Research
(248) 341-2123)

WWW.OCC.CC.MMi.US

## Tucker, Katerine

| From: | Springer, Patricia |
| :--- | :--- |
| Sent: | Tuesday, March 05, 2002 12:06 PM |
| To: | Tucker, Katerine |
| Subject: | FW: DESC / February Files |


-----Original Message-----
From: Mary Bennett [mailto:mbennett@dataentryservices.com]
Sent: Tuesday, February 26, 2002 3:08 PM
To: paspring@occ.cc.mi.us
Subject: DESC / February Files

Hi Pat,
Attached are the files for Student Withdrawal and Workforce Development. We will hold on to the documents until we hear from you.

| File Name | File Size | Count |
| :--- | ---: | ---: |
| SWS0202.DAT | 178,083 |  |
| WDS0202.DAT | 10,862 | 1263 |
| WDS20202.DAT | 13,528 | 197 |

Have A Great Day!
Mary Bennett
313-533-2299 x206

Tucker, Katerine

| From: | Springer, Patricia |
| :--- | :--- |
| Sent: | Wednesday, March 20, 2002 10:41 AM |
| To: | Tucker, Katerine |
| Cc: | Daum, Noelle M. |
| Subject: | Telemarketing results - 3/20 |

Pages finished through 3/19=529/760=70\%

## Date of Graduation

|  |  |  |  |  | Cumulative <br> Percent |
| :--- | :--- | ---: | ---: | ---: | ---: |
| Valid | $1998-99$ | Frequency | Percent | Valid Percent | 48.0 |
|  | 50100 | 813 | 48.0 | 48.0 | 72.0 |
|  | 62800 | 222 | 6.0 | 24.0 | 78.6 |
|  | 82100 | 322 | 9.5 | 9.6 | 88.1 |
|  | 122099 | 404 | 11.9 | 11.9 | 100.0 |
|  | Total | 3389 | 100.0 | 100.0 |  |

## Frequencies

## Date of Graduation $=1998$-99

Statistics ${ }^{\text {a }}$
Method of Response

| N | Valid | 969 |
| :--- | :--- | :--- |
|  | Missing | 659 |

a. Date of Graduation $=1998-99$

## Method of Response ${ }^{\text {a }}$

|  |  |  |  | Cumulative <br> Percent |  |
| :--- | :--- | ---: | ---: | ---: | ---: |
| Valid | Frequency | Percent | Valid Percent | .9 | .9 |
|  | L | 9 | .6 | .9 | 1.2 |
|  | Mailed Survey | 3 | .2 | 59.8 | 61.0 |
|  | Phone Survey | 278 | 35.6 | 28.7 | 89.7 |
|  | R | 20 | 17.1 | 1.2 | 91.7 |
|  | W | 80 | 4.9 | 8.3 | 100.0 |
|  | Total | 969 | 59.5 | 100.0 |  |
| Missing | No Response | 659 | 40.5 |  |  |
| Total | 1628 | 100.0 |  |  |  |

a. Date of Graduation $=1998-99$

## Date of Graduation $=\mathbf{5 0 1 0 0}$

Statistics ${ }^{\text {a }}$
Method of Response

| $N$ | Valid | 448 |
| :--- | :--- | :--- |
|  | Missing | 365 |

a. Date of Graduation $=50100$

## Method of Response ${ }^{\text {a }}$

|  |  |  |  |  |  |
| :--- | :--- | ---: | ---: | ---: | ---: |
|  | Frequency | Percent | Valid Percent | Percent |  |
| Valid | Mailed Survey | 257 | 31.6 | 57.4 | 57.4 |
|  | Phone Survey | 191 | 23.5 | 42.6 | 100.0 |
|  | Total | 448 | 55.1 | 100.0 |  |
| Missing | No Response | 365 | 44.9 |  |  |
| Total |  | 813 | 100.0 |  |  |

a. Date of Graduation $=50100$

## Date of Graduation $=\mathbf{6 2 8 0 0}$

Statistics ${ }^{\text {a }}$
Method of Response

| $N$ | Valid | 107 |
| :--- | :--- | :--- |
|  | Missing | 115 |

a. Date of Graduation $=62800$

## Method of Response ${ }^{a}$

|  |  |  |  |  | Cumulative <br> Percent |
| :--- | :--- | ---: | ---: | ---: | ---: |
| Valid | Mailed Survey | 65 | 29.3 | 60.7 | 60.7 |
|  | Phone Survey | 42 | 18.9 | 39.3 | 100.0 |
|  | Total | 107 | 48.2 | 100.0 |  |
| Missing | No Response | 115 | 51.8 |  |  |
| Total |  | 222 | 100.0 |  |  |

a. Date of Graduation $=62800$

## Date of Graduation $\mathbf{= 8 2 1 0 0}$

Statistics ${ }^{\text {a }}$
Method of Response

| $\mathrm{N} \cdot$ Valid | 162 |
| :---: | :--- |
| $\quad$ Missing | 160 |

a. Date of Graduation $=82100$

## Method of Response ${ }^{\text {a }}$

|  |  |  |  | Cumulative |  |
| :--- | :--- | ---: | ---: | ---: | ---: |
|  | Frequency | Percent | Valid Percent | Percent |  |
| Valid | Mailed Survey | 110 | 34.2 | 67.9 | 67.9 |
|  | Phone Survey | 52 | 16.1 | 32.1 | 100.0 |
|  | Total | 162 | 50.3 | 100.0 |  |
| Missing | No Response | 160 | 49.7 |  |  |
| Total |  | 322 | 100.0 |  |  |

a. Date of Graduation $=82100$

## Date of Graduation = 122099

## Statistics ${ }^{\mathbf{a}}$

Method of Response

| N | Valid | 211 |
| :--- | :--- | :--- |
|  | Missing | 193 |

a. Date of Graduation $=122099$

Method of Response ${ }^{\text {a }}$

|  |  |  |  |  |  |
| :--- | :--- | ---: | ---: | ---: | ---: |
|  | Frequency | Percent | Valid Percent | Cumulative <br> Percent |  |
| Valid | Mailed Survey | 107 | 26.5 | 50.7 | 50.7 |
|  | Phone Survey | 104 | 25.7 | 49.3 | 100.0 |
|  | Total | 211 | 52.2 | 100.0 |  |
| Missing | No Response | 193 | 47.8 |  |  |
| Total |  | 404 | 100.0 |  |  |

a. Date of Graduation $=122099$

Student Withdrawal Form Code Book

CHanker) in Bork Bockst Mistanta Valut is missingex lyio
(Revised: September 15, 2002)

| Variable | Field | Start | End | Type/Allowable Codes | Notes |
| :---: | :---: | :---: | :---: | :---: | :---: |
| SSN/ Student ID | 1 | 1 | 9 | Numeric | Adjust Student ID to nine digits by inserting zeros in front of the number. |
| Year | 2 | 10 | 13 | $\begin{aligned} & \text { Numeric (yyyy) } \\ & 9999=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Term | 3 | 14 | 14 | Numeric $1=$ Winter <br> 4=Summer 5=Fall | Any missing information should be coded as missing, using the appropriate number of nines. |
| Course1 | 4 | 15 | 21 | String NEEVS 8 Example: BECANE of. HIS205.1 CIS105.0 | Any missing information should be coded as missing, using the appropriate number of nines. |
| RegCode | 5 | 22 | 28 | String Example: 0002345 0006758 | Any missing information should be coded as missing, using the appropriate number of nines. |
| Credits | 6 | 29 | 31 | Numeric Example:07.0 <br> 99.9=Missing Becaute of. | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason1a | 7 | 32 | 32 | Numeric $1=y e s$ 9=Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason1b | 8 | 33 | 33 | Numeric $1=y e s$ 9=Missing | Any missing information should be coded as missing, using the appropriate number of nines. |


| Reason1c | 9 | 34 | 34 | $\begin{aligned} & \text { Numeric } \\ & 1=\text { yes } \\ & 9=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Reason1d | 10 | 35 | 35 | $\begin{aligned} & \hline \begin{array}{l} \text { Numeric } \\ 1=\text { yes } \\ 9=\text { Missing } \end{array} \\ & \hline \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason1e | 11 | 36 | 36 | Numeric $1=$ yes $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason1f | 12 | 37 | 37 | Numeric 1=yes $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason1g | 13 | 38 | 38 | $\begin{aligned} & \hline \text { Numeric } \\ & 1=\text { yes } \\ & 9=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason1h | 14 | 39 | 39 | $\begin{array}{\|l\|} \hline \text { Numeric } \\ 1=\text { yes } \\ 9=\text { Missing } \end{array}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason1i | 15 | 40 | 40 | $\begin{aligned} & \hline \begin{array}{l} \text { Numeric } \\ 1=\text { yes } \\ 9=\text { Missing } \end{array} \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason1j | 16 | 41 | 41 | Numeric 1=yes 9=Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason1k | 17 | 42 | 42 | $\begin{array}{\|l\|} \hline \text { Numeric } \\ 1=\text { yes } \\ 9=\text { Missing } \end{array}$ | Any missing information should be coded as missing, using the appropriate number of nines. |


| Reason11 | 18 | 43 | 43 | $\begin{aligned} & \text { Numeric } \\ & 1=\text { yes } \\ & 9=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Reason1m | 19 | 44 | 44 | $\begin{aligned} & \text { Numeric } \\ & 1=\text { yes } \\ & 9=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Course2 | 20 | 45 | 51 | String $\quad$ Example: $\quad$ HIS205.1 CIS105.0 999999.9=Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| RegCode | 21 | 52 | 58 | String <br> Example: <br> 0002345 <br> 0006758 <br> 9999999=Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Credits | 22 | 59 | 61 | $\begin{aligned} & \text { Numeric } \\ & \text { Example:07.0 } \\ & \text { 99.9=Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason2a | 23 | 62 | 62 | Numeric $1=y$ yes $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason2b | 24 | 63 | 63 | $\begin{aligned} & \text { Numeric } \\ & 1=\text { yes } \\ & 9=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason2c | 25 | 64 | 64 | Numeric $1=y e s$ $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason2d | 26 | 65 | 65 | $\begin{aligned} & \text { Numeric } \\ & 1=\text { yes } \\ & 9=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |


| Reason2e | 27 | 66 | 66 | Numeric 1=yes $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Reason2f | 28 | 67 | 67 | Numeric <br> 1=yes <br> $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason2g | 29 | 68 | 68 | Numeric 1=yes 9=Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason2h | 30 | 69 | 69 | Numeric $1=y$ es $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason2i | 31 | 70 | 70 | Numeric 1=yes $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason2j | 32 | 71 | 71 | Numeric 1=yes $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason2k | 33 | 72 | 72 | $\begin{array}{\|l\|} \hline \begin{array}{l} \text { Numeric } \\ 1=\text { yes } \\ 9=\text { Missing } \end{array} \\ \hline \end{array}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason2I | 34 | 73 | 73 | Numeric <br> 1=yes <br> $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason2m | 35 | 74 | 74 | Numeric 1=yes $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |


| Course3 | 36 | 75 | $81$ | StringExt <br> Example: 8 <br> HIS205.1 <br> CIS105.0 <br> 999999.9=Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| :---: | :---: | :---: | :---: | :---: | :---: |
| RegCode | 37 | ، 82 | 88 | String Example: 0002345 0006758 9999999=Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Credits | 38 | 89 | 91 | Numeric Example:07.0 IEE)S 4 99.9=Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason3a | 38 | 92 | 92 | Numeric 1=yes $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason3b | 40 | 93 | 93 | $\begin{aligned} & \text { Numeric } \\ & 1=y e s \\ & 9=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason3c | 41 | 94 | 94 | $\begin{aligned} & \text { Numeric } \\ & 1=y e s \\ & 9=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason3d | 42 | 95 | 95 | Numeric $1=y e s$ $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason3e | 43 | 96 | 96 | Numeric $1=y e s$ $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason3f | 44 | 97 | 97 | Numeric $1=y e s$ 9=Missing | Any missing information should be coded as missing, using the appropriate number of nines. |


| Reason3g | 45 | 98 | 98 | Numeric <br> 1=yes <br> $9=$ Missing | Any missing information <br> should be coded as <br> missing, using the <br> appropriate number of <br> nines. |
| :--- | :--- | :--- | :--- | :--- | :--- |
| Reason3h | 46 | 99 | 99 | Numeric <br> 1=yes <br> $9=$ Missing | Any missing information <br> should be coded as <br> missing, using the <br> appropriate number of <br> nines. |
| Reason3i | 47 | 100 | 100 | Numeric <br> 1=yes <br> 9=Missing | Any missing information <br> should be coded as <br> missing, using the <br> appropriate number of <br> nines. |
| Reason3j | 48 | 101 | 101 | Numeric <br> 1=yes <br> $9=$ Missing | Any missing information <br> should be coded as <br> missing, using the <br> appropriate number of <br> nines. |
| Reason3k | 49 | 102 | 102 | Numeric <br> 1=yes <br> $9=$ Missing | Any missing information <br> should be coded as <br> missing, using the <br> appropriate number of <br> nines. |
| Reason3l | 50 | 103 | 103 | Numeric <br> 1=yes <br> $9=$ Missing | Any missing information <br> should be coded as <br> missing, using the |
| appropriate number of |  |  |  |  |  |
| nines. |  |  |  |  |  |$|$| Any missing information |
| :--- |
| should be coded as |
| missing, using the |
| appropriate number of |
| nines. |


| Credits | 54 | 119 | 121) | $\begin{aligned} & \text { Numeric NEE)S4 } \\ & \text { Example:07.0 } \\ & 99.9=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Reason4a | 55 | 122 | 122 | $\begin{array}{\|l\|} \hline \begin{array}{l} \text { Numeric } \end{array} \\ 1=\text { yes } \\ 9=\text { Missing } \end{array}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason4b | 56 | 123 | 123 | $\begin{array}{\|l} \hline \begin{array}{l} \text { Numeric } \\ 1=y e s \\ 9=\text { Missing } \end{array} \\ \hline \end{array}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason4c | 57 | 124 | 124 | $\begin{array}{\|l} \hline \text { Numeric } \\ 1=\text { yes } \\ 9=\text { Missing } \end{array}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason4d | 58 | 125 | 125 | $\begin{array}{\|l\|} \hline \text { Numeric } \\ 1=\text { yes } \\ 9=\text { Missing } \end{array}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason4e | 59 | 126 | 126 | $\begin{array}{\|l\|} \hline \text { Numeric } \\ 1=\text { yes } \\ 9=\text { Missing } \end{array}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason4f | 60 | 127 | 127 | $\begin{aligned} & \text { Numeric } \\ & 1=\text { yes } \\ & 9=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason4g | 61 | 128 | 128 | $\begin{array}{\|l\|} \hline \text { Numeric } \\ 1=\text { yes } \\ 9=\text { Missing } \end{array}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason4h | 62 | 129 | 129 | $\begin{array}{\|l\|} \hline \text { Numeric } \\ 1=\text { yes } \\ 9=\text { Missing } \end{array}$ | Any missing information should be coded as missing, using the appropriate number of nines. |


| Reason4i | 63 | 130 | 130 | Numeric 1=yes 9=Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Reason4j | 64 | 131 | 131 | Numeric 1=yes $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason4k | 65 | 132 | 132 | $\begin{aligned} & \text { Numeric } \\ & 1=y e s \\ & 9=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason41 | 66 | 133 | 133 | Numeric 1=yes $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason4m | 67 | 134 | 134 | $\begin{aligned} & \text { Numeric } \\ & 1=y e s \\ & 9=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Course5 | 68 | 135 | 141 | String UEA $S 8$ Example: HIS205.1 CIS105.0 999999.9=Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| RegCode | 69 | 142 | 148 | String Example: $\quad 0002345$ 0006758 9999999=Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Credits | 70 | 149 | 151 | Numeric Example:07.0 99.9=Missing NEEIS 4 | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason5a | 71 | 152 | 152 | Numeric 1=yes $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |


| Reason5b | 72 | 153 | 153 | $\begin{aligned} & \hline \text { Numeric } \\ & 1=\text { yes } \\ & 9=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Reason5c | 73 | 154 | 154 | $\begin{aligned} & \hline \text { Numeric } \\ & 1=\text { yes } \\ & 9=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason5d | 74 | 155 | 155 | Numeric $1=y e s$ $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason5e | 75 | 156 | 156 | $\begin{array}{\|l\|} \hline \text { Numeric } \\ 1=\text { yes } \\ 9=\text { Missing } \end{array}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason5f | 76 | 157 | 157 | $\begin{array}{\|l\|} \hline \text { Numeric } \\ 1=\text { yes } \\ 9=\text { Missing } \end{array}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason5g | 77 | 158 | 158 | $\begin{array}{\|l} \hline \begin{array}{l} \text { Numeric } \\ 1=y e s \\ 9=\text { Missing } \end{array} \end{array}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason5h | 78 | 159 | 159 | $\begin{array}{\|l\|} \hline \text { Numeric } \\ 1=\text { yes } \\ 9=\text { Missing } \end{array}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason5i | 79 | 160 | 160 | Numeric $1=y e s$ $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason5j | 80 | 161 | 161 | $\begin{array}{\|l\|} \hline \begin{array}{l} \text { Numeric } \\ 1=\text { yes } \\ 9=\text { Missing } \end{array} \\ \hline \end{array}$ | Any missing information should be coded as missing, using the appropriate number of nines. |


| Reason5k | 81 | 162 | 162 | Numeric $1=$ yes $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Reason51 | 82 | 163 | 163 | $\begin{aligned} & \text { Numeric } \\ & 1=y e s \\ & 9=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| Reason5m | 83 | 164 | 164 | Numeric 1=yes $9=$ Missing | Any missing information should be coded as missing, using the appropriate number of nines. |
| RefundDate | 84 | 165 | 172 | Numeric (Year, Month, Day) <br> Example: <br> 19990110 <br> yyyymmdd | Any missing information should be coded as missing, using the appropriate number of nines. |
| Refund | 85 | 173 | 173 | Numeric $\begin{aligned} & 1=100 \% \\ & 5=\text { No Refund } \\ & 9=\text { Missing } \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |
| HomeCampus | 86 | 174 | 174 | $\begin{aligned} & \text { String } \\ & 1=\mathrm{AH} \\ & 2=\mathrm{HL} \\ & 3=\mathrm{OR} \\ & 4=\mathrm{RO} \\ & 5=\mathrm{SF} \\ & 9=\text { Missing } \\ & \hline \end{aligned}$ | Any missing information should be coded as missing, using the appropriate number of nines. |

# Adding New Monthly Data to the Student Withdrawal Master Data File 

## Step 1:

The data comes in via e-mail from the data entry company in a Word Perfect File.

- Save this file as a text file.


## Step 2:

- Open the file in Excel.

It will ask you to convert the file to an Excel format.

- Use the fixed width option.
- Follow the tutorial (the Wizard) about how to add arrows separating the data into different variables.
- When you are done with the tutorial, click "finish."
- Highlight all data, using the "Edit" option on your toolbar, click "copy"


## Step 3:

- Open SPSS
- open the "SWS Shell" file
- Paste the data from the Excel file into the SWS Shell, using the Edit option on the toolbar, and the command "paste"
- Now you need to make the variable course1 into 2 variables (a prefix variable and a course variable)
- Insert new variable (make it a string variable) called prefix1
- Go to transform, then compute
- The target variable is prefix1
- Use the string expression: SUBSTR [course1,1,3]
- Change existing variable
- Do the same for courses 2-4
- Use the "Save As" option under "File" on your toolbar.
- Save the file as "monthdump" (i.e. Decemberdump)

Step 4:

- In SPSS, open the "SWS Masterfile" file. Write down how many cases are in the file.
- Click "Data" on the toolbar, go down to "Merge" and it gives you two options at this point. You want to "add cases"
- SPSS will then ask you where you want to add the cases from. Choose your "monthdump" SPSS file.
- The computer will then add the month's cases to your master data file. To insure that your cases have been added properly, check and see how many cases are in the "SWS Masterfile" after the data has been merged. It should be significantly more than were in the masterfile when you wrote the number down before the merge.

From:
Sent:
To:
Cc:
Subject:

Springer, Patricia
Wednesday, March 13, 2002 10:36 AM
Tucker, Katerine
Baum, Noelle M.
Telemarketing progress

Some background:
There were 3 pages of applicants and 377 pages of former students to contact.
We make one pass through all the pages and then make a second pass to pick up all the people who weren't spoken with earlier by an interviewer.
Thus, we can consider the sample size to be 380 pages $\times 2$ passes $=760$ pages.
We have a tracking system where we keep track of hours spent and number of pages completed and the productivity ratio. The tracking system is located in I/Data Collection Center/Projects/Telemarketing/Spring 2002.
You may access it anytime you are curious about progress.
Current progress:
To date, 261 pages have been completed or roughly $34 \%$ of the total sample is completed.
The timeline says this phase of the project should be completed by $3 / 26$. You should know that the end pass through takes less time than the 1st pass; and you should know that we are currently hiring more interviewers, so I believe that we will be able to meet our goal.

New projects are frequently being inserted into the Data Collection Center schedule, and if it looks as if we can't finish Telemarketing on time, then you and I can approach Brian about priorities, but hopefully this will not be necessary.

## Research Data <br> 



Tucker, Katerine

| From: | Moss, Brian |
| :--- | :--- |
| Sent: | Wednesday, March 13, 2002 4:30 PM |
| To: | Brennan, Eileen; Bright, Yolanda; Cummings, Kris; Daum, Noelle M.; Foster, Gail; Fox, |
|  | Eleanor; Lisnov, Shari; Reid, Yolanda; Showers, Nancy; Sommer, Laurie; Springer, Patricia; |
| Cc: | Tucker, Katerine |
| Subject: | Orowsi, Martin |
|  | Website |

For those interested and unaware....
In addition to Google (in my opinion) being one of the last 'true' search engines, if you type in www.Google.com/unclesam you will be able to search all government sites. This come in handy when doing research related to labor market, population estimates, etc.

Just wanted to share.......
Brian G. Moss
Office of Institutional Research
Oakland Community College
140. S. Saginaw, 6th Floor

Pontiac, Michigan 48342
P: (248) 341-2141
F: (248) 232-4860

Tucker, Katerine
To:
Moss, Brian
Subject:

## RE: PDTC Data Set

------Original Message-----

| From: | Moss, Brian |
| :--- | :--- |
| Sent: | Wednesday, March 13, 2002 3:20 PM |
| To: | Tucker, Katerine |
| Subject: | PDTC Data Set |

Katherine-
Could you alter the label of the variable that relates to WORK in the PDTC dataset you created? Have Pat tell you the location if you do not recall where it is located. Also, we need to reverse the polarity of the question answers. (The highest \# should be most positive).

Thanks,
Brian G. Moss

Office of Institutional Research
Oakland Community College
140. S. Saginaw, 6th Floor

Pontiac, Michigan 48342
P: (248) 341-2141
F: (248) 232-4860


## STUDENT WITHDRAWAL

| ID | . Task Name | Start | Resource Names |  |
| :---: | :---: | :---: | :---: | :---: |
| 1 | Coordinate data entry pick-up TN: 1st day of month | Mon 1/3/00 | Pat Springer |  |
| 2 | Merge and validate data TN: 16th day of month | Mon 1/17/00 | Laura Hurst | - |
| 3 | Coordinate data entry pick-up TN: 1st day of month | Tue 2/1/00 | Pat Springer |  |
| 4 | Merge and validate data TN: 16th day of month | Wed 2/16/00 | Laura Hurst |  |
| 5 | Coordinate data entry pick-up TN: 1st day of month | Wed 3/1/00 | Pat Springer |  |
| 6 | Merge and validate data TN: 16th day of month | Thu 3/16/00 | Laura Hurst |  |
| 7 | Coordinate data entry pick-up TN: 1st day of month | Mon 4/3/00 | Pat Springer |  |
| 8 | Merge and validate data TN: 16th day of month | Mon 4/17/00 | Laura Hurst |  |
| 9 | Coordinate data entry pick-up TN: 1st day of month | Mon 5/1/00 | Pat Springer |  |
| 10 | Merge and validate data TN: $16 t$ day of month | Tue 5/16/00 | Laura Hurst |  |
| 11 | Coordinate data entry pick-up TN: 1st day of month | Thu 6/1/00 | Pat Sprinter |  |
| 12 | Merge and validate data <br> TN: 16th day of month | Fri 6/16/00 | Laura Hurst |  |
| 13 | Coordinate data entry pick-up TN: 1st day of month | Mon 7/3/00 | Pat Springer | $x N^{N}$ |
| 14 | Merge and validate data TN: 16th day of month | Mon 7/17/00 | Laura Hurst |  |
| 15 | Coordinate data entry pick-up TN: 1st day of month | Tue 8/1/00 | Pat Springer |  |
| 16 | Merge and validate data | Wed 8/16/00 | Laura Hurst |  |

STUDENT WITHDRAWAL

| ID | Task Name |  | Start | Resource Names |
| :---: | :---: | :---: | :---: | :---: |
| 17 | Coordinate data entry pick-up TN: 1st day of month |  | Fri 9/1/00 | Pat Spriger |
| 18 | Merge and validate data TN: 16th day of month |  | Mon 9/18/00 | Laura Hurst |
| 19 | Coordinate data entry pick-up TN: 1st day of month | 1 | Mon 10/2/00 | Pat Springer |
| 20 | Merge and validate data TN: 16th day of month |  | Mon 10/16/00 | Laura Hurst |
| 21 | Coordinate data entry pick-up TN: 1st day of month |  | Wed 11/1/00 | Pat Springer |
| 22 | Merge and validate data TN: 16th day of month |  | Thu 11/16/00 | Laura Hurst |
| 23 | Coordinate data entry pick-up TN: 1st day of month |  | Fri 12/1/00 | Pat Springer |
| 24 | Merge and validate data TN: 16th day of month |  | Mon 12/18/00 | Laura Hurst |

