

# DATA TOOLS FOR DEPARTMENT CHAIRS

CHAIR'S LEADERSHIP ACADEMY  
September 7, 2023

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# OBJECTIVES

1

Practice navigating to the **CSUN Counts** public dashboards

2

Develop understanding of **dashboards for enrollment tracking**

3

Develop understanding of **dashboards for student-centered scheduling**

4

Identify where and how to **request additional data and/or support**

# AGENDA



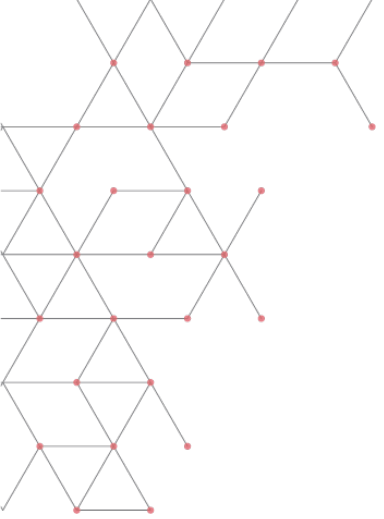
GETTING STARTED 1

FINDING US AND FINDING DASHBOARDS 2

TRYING IT OUT 3

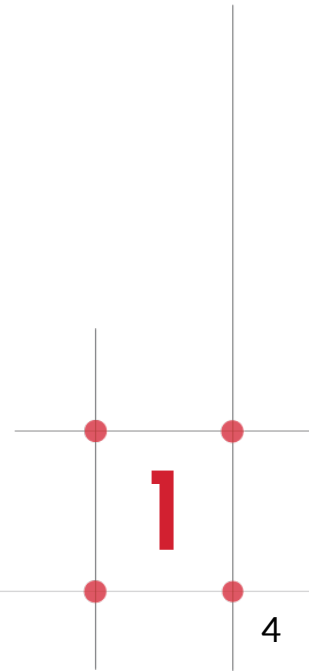
FINDING HELP 4

REFLECTING 5



# **BEFORE WE BEGIN**

## **WE WANT TO HEAR FROM YOU!**



# What is one word you think of when you think of CSUN students?



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# How confident do you feel navigating to CSUN's dashboards?

Not at all confident

Not very confident

A little confident

Very confident

To



0



2

# HOW CAN YOU FIND US AND OUR DASHBOARDS?

# THREE WAYS TO FIND US



- 1** [CSUN home page](#) -> search for “Institutional Research” or “IR”
- 2** Google Search -> “CSUN Institutional Research”
- 3** Bookmark our web page: [csun.edu/institutional-research](https://csun.edu/institutional-research)



# WANT TO CONTACT US?

Data consultants are here to help!

The screenshot shows the CSUN Institutional Research website. The header includes the CSUN logo, 'Division of Academic Affairs', and 'Office of Institutional Research'. A search bar is located in the top right. The navigation menu at the top features links for 'HOME', 'EXPLORE CSUN DATA', 'OFFICE OF ACADEMIC ASSESSMENT & PROGRAM REVIEW', 'CONTACT US / REQUESTS' (circled in blue), and 'GUIDES'. The main content area is divided into three sections: 'EXPLORE CSUN DATA' with links like 'Snapshot Dashboard' and 'Fall CSUN Student Snapshots'; 'OFFICE OF ACADEMIC ASSESSMENT & PROGRAM REVIEW' with links like 'Academic Assessment' and 'Program Review'; and 'GUIDES'. A large image of a 'CSUN QUICK FACTS FALL 2022' flipbook cover is displayed, with a 'CLICK FOR FULL SIZED VERSION OF THE FLIPBOOK' link above it. A 'DOWNLOAD FALL 2022 QUICK FACTS' link is visible at the bottom of the flipbook image.

# WANT TO CONTACT US?

Data consultants are here to help!



The screenshot shows a web browser window with the URL [csun.edu/institutional-research/contact-us](https://www.csun.edu/institutional-research/contact-us). The page header includes the CSUN logo, the Division of Academic Affairs, and the Office of Institutional Research. A navigation bar contains links for HOME, EXPLORE CSUN DATA, OFFICE OF ACADEMIC ASSESSMENT & PROGRAM REVIEW, CONTACT US / REQUESTS, and GUIDES. A search bar is located in the top right corner. The main content area features a large group photo of staff members. Below the photo are three buttons: SEF RESOURCES, APDB GUIDE, and DATA REQUESTS. On the left side, there is a sidebar menu under the heading 'EXPLORE CSUN DATA' with links to Snapshot Dashboard, Fall CSUN Student Snapshots, CSUN Profiles, Common Data Set, CSUN Counts, Inside Counts, Insights from OIR Newsletters, and Archives. Below this is the heading 'OFFICE OF ACADEMIC ASSESSMENT & PROGRAM REVIEW' with links for Academic Assessment and Program Review. At the bottom, there are sections for MAILING ADDRESS (Office of Institutional Research, California State University, Northridge) and PHONE & OFFICE NUMBERS (Tel: (818) 677-3277, Fax: (818) 677-5080).

# WANT TO CONTACT US?

Data consultants are here to help!

CONTACT US | California State

csun.edu/institutional-research/contact-us

<b>Amaya Lopez</b> Data Consultant Contact for: Office of Student Success, Advancement <a href="mailto:amaya.lopez@csun.edu">amaya.lopez@csun.edu</a> Extension: 4395	<b>Ana Quiran</b> EOP Data Analyst Contact for: Foster Youth programs <a href="mailto:ana.quiran@csun.edu">ana.quiran@csun.edu</a> Extension: 4576	<b>Candice Liu</b> Administrative Analyst <a href="mailto:candiceliu@csun.edu">candiceliu@csun.edu</a> Extension: 3363
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<b>Krystle Cronin</b> Administrative Support Coordinator <a href="mailto:krystle.cronin@csun.edu">krystle.cronin@csun.edu</a> Extension: 4554	<b>Ron Nguyen</b> Database Reporting Consultant <a href="mailto:ronald.nguyen@csun.edu">ronald.nguyen@csun.edu</a> Extension: 6781	<b>Sabrina Rife</b> Data Consultant Contact for: CHHD, COH, MCCAMC <a href="mailto:sabrina.rife@csun.edu">sabrina.rife@csun.edu</a> Extension: 3227
<b>Vana Khachatourian</b> Lead Data Consultant Contact for: Student Affairs <a href="mailto:vana.khachatourian@csun.edu">vana.khachatourian@csun.edu</a> Extension: 2042		

# WHAT ABOUT THE DASHBOARDS?

<https://www.csun.edu/counts/>



A screenshot of the CSUN Institutional Research website. The browser address bar shows 'csun.edu/institutional-research'. The page header includes the CSUN logo, 'Division of Academic Affairs', and 'Office of Institutional Research'. A red navigation bar contains links for 'HOME', 'EXPLORE CSUN DATA', 'OFFICE OF ACADEMIC ASSESSMENT &amp; PROGRAM REVIEW', 'CONTACT US / REQUESTS', and 'GUIDES'. A search bar is located on the right. The main content area features a left-hand navigation menu with sections: 'EXPLORE CSUN DATA' (containing Snapshot Dashboard, Fall CSUN Student Snapshots, CSUN Profiles, Common Data Set, CSUN Counts, Inside Counts, Insights from OIR Newsletters, and Archives), 'OFFICE OF ACADEMIC ASSESSMENT &amp; PROGRAM REVIEW' (containing Academic Assessment and Program Review), and 'GUIDES'. The main content area displays a large image of a 'CSUN QUICK FACTS' flipbook cover for 'FALL 2022'. The cover features a photograph of the CSUN building and the text 'CLICK FOR FULL SIZED VERSION OF THE FLIPBOOK', 'CSUN INSTITUTIONAL RESEARCH', 'CSUN QUICK FACTS', 'FALL 2022', and 'CSUN OIR'. A 'DOWNLOAD FALL 2022 QUICK FACTS' link is visible at the bottom of the flipbook image.



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**LET'S TRY IT OUT**

# ALWAYS START AT CSUN COUNTS

<https://www.csun.edu/counts/>

The screenshot shows a web browser window with the URL [csun.edu/counts/](https://www.csun.edu/counts/). The page features a red header with the text "CSUN | COUNTS" and the "INSTITUTIONAL RESEARCH" logo. Below the header is a large banner with the word "Dashboards" and a graphic of a donut chart and a bar chart. The main content area contains several red buttons: "Institutional Research Standard Dashboards Tutorial" and "Don't know where to start? View Video How To's and FAQ's". Below these are four dark grey buttons with icons: "Standard Dashboards", "Build Your Own Reports", "Registration Reports", and "IR Data Glossary". The lower section is titled "CSUN Graduation Initiative 2025 Metrics" and includes a dropdown menu for "Choose Graduation Rate Type:" set to "Freshmen 4 Year". A note says "For more years and breakdowns, visit our Graduation Rates dashboard!". Below this, the text "Freshmen 4 Year - Graduation Rates" is displayed. At the bottom, a progress bar shows "University Goal - 30.0%" and "27.71%".

ALWAYS START  
AT CSUN CO

https://www.csun.

If you scroll down..



CSUN Counts - Dashboards

csun.edu/counts/

2012 2013 2014 2015 2016 2017 2018

Fall Entry Cohorts

Scroll down to see  
Freshmen 4 Year - Graduation Rates by College

Login to Additional Dashboards on COUNTS Server

Survey Data

Use Counts On the Go for Mobile!

CSUN LOADs Academic Assessment Dashboards

Visit CalState Pays

More Dashboards From the Chancellor's Office!

Legacy Site – CSUN by the Numbers

Legacy Site – Registration Reports

Feedback

If you need special accommodation to access any documents on this page, please contact CSUN's Universal Design Center at 818-677-5898



# LOG IN, SELECT COUNTS, AND LOOK FOR DEPARTMENT CHAIR TOOLS

OR

Tableau Server  
counts.csun.edu/#/site/#!/explore

Search for views

Explore Top-Level Projects

New Select All

Type	Name	Actions	Projects	Workbooks	Views
Folder	Academic Resources	...	0	3	8
Folder	Additional CSUN Counts Dashbo...	...	0	14	51
Folder	Admissions Planning Tools	...	0	22	40
Folder	Advising Tools	...	0	13	31
Folder	Cabinet Data Tools	...	0	3	7
Folder	COVID Attestation and Testing	...	0	0	0
Folder	CSUN Counts	...	0	44	137
Folder	Deans Tools	...	0	8	16
Folder	Department Chair Tools	...	0	19	47
Folder	Department-Specific CSUN Cou...	...	0	4	11

Tableau Server  
counts.csun.edu/#/site/#!/explore

Search for views, metrics, workbooks, and more

Explore Top-Level Projects

New Select All

Sort By: Name (a-z)

Project thumbnails:

- Advising Tools
- Cabinet Data Tools
- COVID Attestation and Testing
- CSUN Counts
- Deans Tools
- Department Chair Tools (circled in blue)



Department Chair Tools - Table x +

counts.csun.edu/#/site/IR/projects/24

Explore / Department Chair Tools

Department Chair Tools ☆ ⓘ ...

Owner von Collin, Corinne

New Select All

Type	Name
<input type="checkbox"/> ☆ ⓘ	Degree Progress Dashboard - Social & Behavioral Science
<input type="checkbox"/> ☆ ⓘ	FTF Student List Dashboard
<input type="checkbox"/> ☆ ⓘ	FTT Student List Dashboard
<input type="checkbox"/> ☆ ⓘ	GE Course Dashboard
<input type="checkbox"/> ☆ ⓘ	Grade Distribution Dashboard
<input type="checkbox"/> ☆ ⓘ	New Students Headcounts with Majors & Minors
<input type="checkbox"/> ☆ ⓘ	New Students Majors&Minors - BETA
<input type="checkbox"/> ☆ ⓘ	Requirements Not Met Dashboard
<input type="checkbox"/> ☆ ⓘ	Student List Dashboard

Search for views, metrics, workbooks, and more

Department Chair Tools - Table x +

counts.csun.edu/#/site/IR/projects/24

Explore / Department Chair Tools

Department Chair Tools ☆ ⓘ ...

Owner von Collin, Corinne

New Select All

Content Type: All Sort By: Type

Dashboard Name	Description	Thumbnail
Degree Progress Dashboard - ...	The "Degree Progress Dashboard" displays information taken from the student's Degree	
FTF Student List Dashboard		
GE Course Dashboard	Shows Headcounts and FTES in Courses which meet GE Requirements	
Grade Distribution Dashboard		
New Students Headcounts with...		
New Students Majors&Minors ...		
Requirements Not Met Dashb...	The "Requirements Not Met Dashboard" displays information taken from the student's Degree	
Student List Dashboard		



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**WE'RE HERE TO  
HELP**

**Drop in  
for office  
hours**

# DATA & DONUTS OFFICE HOURS

In person Office Hours  
are held in VH 270

\*10/3 and 11/7 in person hours will be held in EU 106



Scan the QR code  
to access the Zoom

**Wednesday, September 6th**  
1 PM - 2 PM

**Tuesday, September 12th**  
10 AM - 11 AM

**Wednesday, September 20th**  
1 PM - 2 PM

**Tuesday, October 3rd\***  
10 AM - 11 AM

**Wednesday, October 18th**  
1 PM - 2 PM

**Tuesday, November 7th\***  
10 AM - 11 AM

**Wednesday, November 29th**  
1 PM - 2 PM

# TUTORIALS AND GUIDES

CSUN | COUNTS INSTITUTIONAL RESEARCH

## Dashboards

Institutional Research Standard Dashboards Tutorial

Don't know where to start? View Video How To's and FAQ's

Standard Dashboards Build Your Own Reports Registration Reports IR Data Glossary

### CSUN Graduation Initiative 2025 Metrics

Choose Graduation Rate Type: Freshmen 4 Year For more years and breakdowns, visit our Graduation Rates dashboard!

CSUN | COUNTS Graduation Rates

#### Freshmen 4 Year - Graduation Rates

University Goal - 30.0%

Year	Graduation Rate
2019	14.21%
2020	14.59%
2021	14.74%
2022	16.31%
2023	22.60%
2024	24.79%

# FIND TUTORIALS AND GUIDES MADE FOR CHAIRS

The screenshot shows a web browser window with the URL `csun.edu/counts/tutorials.php`. The page header includes the CSUN logo and 'COUNTS' on the left, and 'INSTITUTIONAL RESEARCH' on the right. The main content area features a large banner with the word 'Dashboards' and a graphic of a donut chart and bar chart. Below the banner is a section titled 'Standard Dashboards Tutorial' with four red buttons: 'STANDARD DASHBOARDS', 'BUILD YOUR OWN REPORTS', 'REGISTRATION REPORTS', and 'DON'T KNOW WHERE TO START?'. Underneath are three dark grey boxes with white text: 'Content For New Faculty', 'Content For Deans And Associate Deans', and 'Content For Department Chairs'. A red arrow points from the right side of the image to the 'Content For Department Chairs' box. Below these boxes is a notice for 'IR Data Consultants Office Hours for Fall 2022' with dates and times, and a link to 'Drop in to talk to IR Data Consultants'. The 'TUTORIALS' section is highlighted in red and contains three video thumbnails: 'Getting Started with...', 'Navigating CSUN Counts', and 'Student Characteristics'.

# FIND TUTORIALS AND GUIDES JUST FOR CHAIRS

CSUN COUNTS INSTITUTIONAL RESEARCH

## Dashboards

### Content For Department Chairs

**STANDARD DASHBOARDS** **BUILD YOUR OWN REPORTS** **REGISTRATION REPORTS** **DON'T KNOW WHERE TO START?**

IR Data Consultants Office Hours for Fall 2022  
Tuesday, November 15th: 11AM-12PM IN ROOM EU 132  
Tuesday, December 6th: 2PM-3PM IN ROOM VH 277  
[Drop in to talk to IR Data Consultants](#)

These are some dashboards that we have heard that Department Chairs find useful for their work. Please help us to curate this page by sending us your feedback on the usefulness of these dashboards and/or feedback on other dashboards that you find useful and why (email your feedback to [ir@csun.edu](mailto:ir@csun.edu))

### Who Are your Students?

**Student Characteristics Standard**  
Take a look at longitudinal

**Student Characteristics BYOR**  
Look at breakdowns by

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# HOW DID WE DO?

Scan the QR code or type the URL to complete a brief survey



SCAN ME

OR

<http://bit.ly/IRatCLA2023>



**THANK YOU!**