User Guide

2020 - 2021
VALUES

ACCURACY
Deliver correct & precise information

COMMUNICATION
Connect through dialogue

CUSTOMER FOCUS
Delight our customers

INNOVATION
Introduce new approaches

INSIGHT
Contribute to deeper understanding

RESPECT
Treat others well

MISSION

Serve as a trusted partner providing data and analytical expertise to support planning and decision-making.

VISION

Be an industry leader in the use of data and analytics to drive institutional and student success.
AIR Services at a Glance

Analytics
Texas State Reporting (TSR)
Dashboards and Data Visualization
Self Service Data Solutions
Research Study Assistance

Institutional Reporting
Institutional Reporting provides collection, analysis, interpretation, and communication of data and the strategic use of information for the effective decision-making and planning of colleges and the system.

Primary focus areas include:

- Student data
  - Credit and Non-Credit enrollment data

In consultation with Institutional Reporting, clients receive:

- A completion timeline
- Information regarding the methodology used to extract data
- Data or report in an appropriate format for the request
- Insights or Executive Summary upon request
- Notification of delivery or deployment

Services Outside of AIR
Oversight of business processes related to data integrity
Development and modification of Query Viewer/Manager queries in iStar
Subject matter expertise (Human Resources, Financial Aid, Administration and Finance, iStar, Records and Enrollment Services, etc.)
Institutional Effectiveness lonestar.compliance-assist.com
Survey creation
PowerPoint presentations
Organizational Development lonestar.edu/OrganizationalDevelopment.htm

External institutions may request data by submitting a request through our Public Records Department. Email them directly at PublicRecords@lonestar.edu or visit the website at http://www.lonestar.edu/public-records.htm.
AIR Request Process

Overview

- Client submits online request via Service Center at lonestar.service-now.com.
- Request is received by AIR.
- Ticket is assigned to an AIR Analyst.
- AIR Analyst contacts the client to review details of the request and determine due date.
- AIR Analyst completes the request for the client and submits it for internal review.
- Following quality assurance review, the report is delivered in the requested format to the client and the ticket is closed.
- Client receives online survey to evaluate AIR’s services.

What You Can Expect

- Timely communication regarding the status of your request
- Accurate data and clear explanation of how data are derived
- Help in understanding data provided
- Notification of delivery or deployment
How to Read an AIR Report

Banner or Logo – Shows it’s an official AIR report.
Title – Describes what the report is about.
Header – Identifies what each row of the report contains.
Report Body – Contains the data elements.
Footnotes—Lists data element specifics like how they were identified or special things to consider. Also lists the source, ticket number and initials of the analyst who created the report.

Basic Report Anatomy

Banner
Title
Header
Report Body
Footnotes

Lone Star College
New, Continuing and Returning Students
Official Day Spring 2018

<table>
<thead>
<tr>
<th>System-wide</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Headcount (Duplicated)</td>
<td>84,179</td>
<td>100.0%</td>
</tr>
<tr>
<td>New</td>
<td>7,664</td>
<td>9.1%</td>
</tr>
<tr>
<td>First Time in College (FTIC)</td>
<td>2,619</td>
<td>3.1%</td>
</tr>
<tr>
<td>Continuing from Spring 2017 to Spring 2018</td>
<td>40,884</td>
<td>48.6%</td>
</tr>
<tr>
<td>Continuing from Fall 2017 to Spring 2018</td>
<td>68,793</td>
<td>79.3%</td>
</tr>
<tr>
<td>Returning</td>
<td>4,636</td>
<td>5.5%</td>
</tr>
</tbody>
</table>

Numbers and percentages will not equal total because students may be in both continuing Spring to Fall and Spring to Spring.

Student Headcount: Student is counted once per college attended.
New: First-time student at LSC.
First Time in College (FTIC): Student has 0 college credit hours at start of term.
Continuing from Fall 2017 to Spring 2018: Current students who attended LSC in Fall 2017.
Returning: Students who attended LSC sometime in the past other than the previous term.

Source: AIR Official Day Spring 2018
TKT0037105
cah
How to Read a Power BI Report

Report Tabs

Banner – Shows the report is from AIR.
Title – Describes what the report tab is about.
Slicers — Filters the report.
Report Visualizations – Contains the data.
Footnotes—Lists sources, timestamps of when report was last updated, and AIR-approved logo to designate that it is official.
How to Read a Power BI Report

Appendix Tab

Banner – Shows the report is from AIR.
Title – Describes what the report tab is about.
Report Summary — Explains the report.
Data Elements – Provides data definitions.
Links — Hyperlinks to AIR’s Data Dictionary, LSC’s FERPA disclaimer, and AIR’s data request form.
How to Read a Power BI Report

How to Use This Report Tab

Banner – Shows the report is from AIR.
Title – Describes what the report tab is about.
How to Print — Explains how to print the report.
How to Screenshot – Explains how to take a screenshot of the report.
How to Create a PowerPoint — Explains how to create a PowerPoint of the report.
Where can I find…?

You’re in need of information, but not sure where to go. Is that on the AIR website? Internet or Intranet?

Below is a quick guide to the information available on AIR’s various sites. AIR Analysts can also guide you through our many resources.

**AIR Website**

Public

Lonestar.edu/AIR

- Fast Facts
- Day 1 Reports
- Official Day Reports
- AIR Newsletters
- Links to other resources

**AIR Service Center**

Public

lonestar.service-now.com

- Report or Project Requests
- Training Videos
- Access Requests (Dashboard, Power BI License, Civitas)
- Links to Reporting Resources (Dashboard, Discovery, Civitas, AIR Website, Intranet, User Guide)

**Discovery**

Internal

Discovery.lonestar.edu

- Power BI
  - Completion & Success
  - Graduates
  - Persistence

**AIR Portal**

Internal

air.lonestar.edu

- Credit enrollment
- Non-credit enrollment
- Strategic Planning KPIs
- Paid/Unpaid
- Contact Lists

**AIR SharePoint**

Internal

intranet.lonestar.edu

(College Services/AIR)

- System & Collegespecific operational reports
- Miscellaneous reports and information
External Reporting Services

THECB (Texas Higher Education Coordinating Board)  http://www.thecb.state.tx.us/
Texas Higher Education Accountability System—Find data for Closing the Gaps Key Measures

- Participation
- Success
- Excellence

CIP Codes – Interactive CIP Codes Guide
Faculty Salaries – Average Faculty Salaries by Year
List of Institutions –Download lists of postsecondary institutions by category.

Course Inventory – WECM (Technical) Courses, ACGM (Academic) Courses, Academic Unique Needs Courses, Degree Programs (Clearinghouse) Awards, Texas Workforce Education (WECM)

National Community College Benchmark Project (NCCBP)
ASALFS Students Pursuing Additional Education
This report tracks students (graduates, completers and non-returners) who were enrolled in a Texas public community, state or technical college during a given academic year and were enrolled in a Texas public institution the following fall.

TACC (Texas Association of Community Colleges)  https://www.tacc.org/
Tuition and Fee Survey
Community College Enrollment
Texas Community Colleges

Texas Pathways  http://wwwapps.lonestar.edu/morpheus/pathways/

IPEDS  https://nces.ed.gov/ipeds/
IPEDS is the primary source for data on colleges, universities, and technical and vocational postsecondary institutions in the U.S.

College Navigator – Find and compare general information for U.S. colleges and universities.
IPEDS Data Center – Look up and compare institutions by one or more variables.

Executive Peer Tool – Create comparisons between a focus institution and peer institutions using all of the data available in the printed IPEDS Data Feedback Report and additional variables from the latest collection year.

TEA (Texas Education Agency)  https://tea.texas.gov/
AEIS (Academic Excellence Indicator System) – The AEIS pulls together a wide range of information on the performance of students in each school and district in Texas.

District Reports, Campus Reports, P-16
Snapshot-School District Profiles – Find statistics such as ethnicities, drop-out rates, special needs, and economically disadvantaged.
Quick Links

Analytics and Institutional Reporting (AIR)

Website: www.lonestar.edu/air
AIR Portal: air.lonestar.edu
Discovery: discovery.lonestar.edu
Service Center: lonestar.service-now.com
Email: so-air@lonestar.edu
SharePoint: intranet.lonestar.edu
Public Records: lonestar.edu/public-records.htm