

SIRIS Reference Guide

Annual Academic Summaries



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■ What is Annual Academic Summaries?

The Annual Academic Summaries (AAS) dashboard uses standardized metrics to provide University leadership, Department Chairs, and other support staff with a clear and comprehensive snapshot of their departmental trends (students, instructors, and classes) over the past 10 years.

AAS can be accessed by a wide range of users, including:

- All faculty who have signed the usage agreement ([STARS Course AAS-0001: AAS Annual Academic Summaries User Agreement](#))*
- All staff with SIRIS authority
- Staff in certain roles have also been granted access pending their completion of the usage agreement (e.g. Student Services Officers, Department Managers)

**Note that users will be able to access AAS in bi.stanford.edu the day after completing the STARS user agreement.*

To request access for other staff members, please contact us at siris-support@lists.stanford.edu.

Currently, the dashboard has five tabs (differentiated by color) which show the following trend data:

OVERVIEW

# of Currently Appointed Professoriate (by Appointment Line and Rank)	This Year's Student Snapshot (by B-M-D Level)
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STUDENTS

Annual Counts of Degree Pursuits (by B-M-D Level)
Demographics by Sex
Demographics by URM
Degree Conferrals
Common Degree Plans (by B-M-D Level)

FACULTY & INSTRUCTORS

Faculty Headcount (by Rank)	Proportion of Faculty Teaching Annually (by Appointment Line and Rank)
Instructor Headcount (Professoriate & Non-Professoriate)	
# of Regular Classes Taught (Professoriate & Non-Professoriate)	
Avg Class Size (Professoriate & Non-Professoriate)	

CLASSES

of Classes Offered (by Quarter)
Total Student Enrollments (by Professoriate vs. Non-professoriate)
Average Class Size (by Professoriate vs. Non-professoriate)

Highest-Enrollment Courses (Undergraduate and Graduate)
Frequently Seen Degree Plans (by B-M-D Level)
of WAYS Courses Offered

COMPARISONS (*Allows you to compare your department to other departments along various metrics*)

Bachelor's Degrees Awarded
Master's degrees Awarded
Doctoral Degrees Awarded
of Appointed Faculty (Rank)
of Appointed Faculty (FTE)
of Appointed Faculty (Line)
of Professoriate Instructors
of Non-Professoriate Instructors
Average Class Size

METHODOLOGY & DEFINITIONS

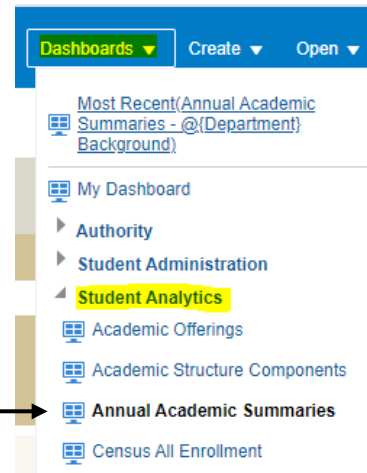
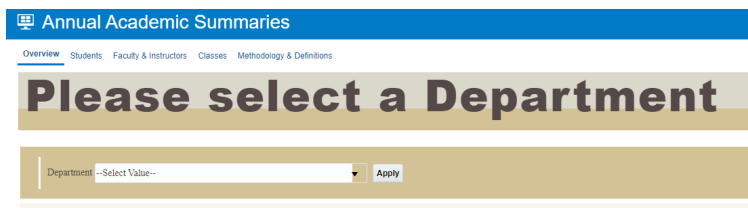
This tab provides detailed information on the methods used to create the reports in AAS, as well as definitions of key terms. Use this tab to understand new concepts and fields created in AAS, including an explanation of time (i.e., when data are snapshot throughout the academic year) and how professoriate and non-professoriate roles are defined.

Additional reports will be added to the dashboard in the coming months, including the following:

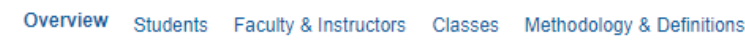
OVERVIEW	<i>Current Department Chair</i>
FACULTY & INSTRUCTORS	<i>Teaching Patterns</i> <i>General UG Class Teaching</i> <i>Indiv. Instruction of Ongoing Thesis Work</i> <i>Indiv. Instruction of Quarter-Based Projects</i>
CLASSES	<i>Outside Learners</i> <i>Cardinal Courses Classes</i>
COMPARISONS	<ul style="list-style-type: none"> <i>Average Teaching Load (Regular Classes & 1-1 Instruction)</i> <i>% of Classes Taught Outside Your Department</i> <i>Total # of Classes Taught</i> <i>Total # of Units Taught</i> <i>Total # of Units Taught to UG</i> <i>% of Classes Taught by Professoriate</i> <i>% of Students Taught by Professoriate</i> <i>% of Student Enrollments with a Plan Outside Your Department</i>

■ How to Navigate AAS

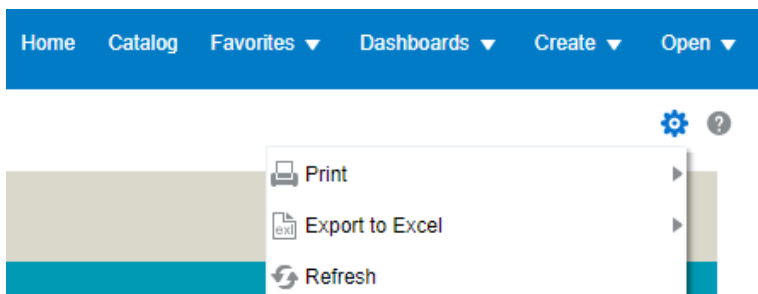
1. Go to **bi.stanford.edu**
2. Click on the **Dashboards** drop down menu in the upper right and choose **Annual Academic Summaries** under **Student Analytics**
3. Select a **Department** from the drop down menu and click **Apply**



4. Once you select a department, overview information will populate.
5. Click on any of the five **tabs at the top** to explore reports within the dashboard.



6. To **print or export** the entire dashboard or a single tab, click on the wheel in the top right corner



Having issues accessing or navigating AAS? Email us at siris-support@lists.stanford.edu

■ When should I use this dashboard?

Users should ask three questions when identifying the appropriate time(s) to utilize AAS:

➤ **Do you need a snapshot of an academic year in time or more current data?**

The tables and graphs in AAS are built using data snapshots at specific points in the academic year. (For an explanation of time in AAS, see the Methodologies & Definitions tab of the dashboard.) In other words, AAS provides yearly and quarterly snapshot data, but does not show real-time or day-old data. If you need more recent data, you should look to other reports in SIRIS or Student Administration. If using other SIRIS reports, note that data is as of the day before.

Examples:

Use AAS when you want to look at snapshot data for a specific academic year(s).

Do not use AAS when you are answering a real time question such as, “how many students are enrolled in units for the current quarter, as of this week?”

➤ **What grain of data you need? (i.e. row level data vs. aggregate data)**

Data in AAS are at an aggregate level, meaning AAS shows overall counts of things in specific categories and academic years, but it will not provide lists of individuals (such as students or faculty). If you need this type of row level data, you should look to other reports in SIRIS. The next section, *Where can I find more info about...?*, is a guide to related reporting that provides additional views of the data presented in AAS.

Examples:

Use AAS when you want to look at aggregate trend data for an academic year(s), such as counts of appointed faculty in a department each year by professoriate level.

Do not use AAS when you need a list of something, such as a list of all students enrolled in courses in your department for the current quarter.

➤ **Do you need to share data with department leadership and faculty?**

Something that sets AAS apart from other reporting in BI is that access can be granted to a wider group of users, including faculty, leadership, and staff in other relevant roles (see a description of who can access AAS on page 2 of this guide). If you need to share aggregate trend data over time with department leadership and/or faculty, AAS is ideal because you simply send them a link to the dashboard via email, without any report manipulation or exporting.

Guidelines for appropriate use of AAS:

- ✓ DO share with departmental faculty, academic administrative staff, and departmental instructors
- ✓ DO share within your department in relevant administrative contexts

- ✓ DO use these data for curriculum and department reviews
- ✓ DO consult with IR&DS if you have questions about using these data (irds-general@lists.stanford.edu)
- ✗ DON'T publish these data on a departmental website
- ✗ DON'T share with student audiences, external audiences, or with the media
- ✗ DON'T send it to staff who do not need the data to perform departmental duties
- ✗ DON'T cite these data in academic research without prior consultation with IR&DS

■ Where can I find more info about...?

While exploring Annual Academic Summaries, users may see trends or topics they want to dive into further. Below is a guide to reports and dashboards that provide additional views of the data presented in AAS.

OVERVIEW

AAS Report	Related Reporting
This Year's Student Snapshot (by B-M-D level)	Plan and Term Enrollment Dashboard Census All Enrollment Dashboard

STUDENTS

Annual Counts of Degree Pursuits (by B-M-D level)	Plan and Term Enrollment Dashboard Census All Enrollment Dashboard
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FACULTY & INSTRUCTORS

Proportion of Faculty Teaching Annually	Current Instructors by School (Report Library)
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CLASSES

# of Classes Offered (by quarter)	Counting Classes and Enrollment Summaries
Total Student Enrollments	Counting Classes and Enrollment Summaries Class Enrollment Summary
Frequently Seen Degree Plans	Course Taking by Plan and Subplan Class Enrollment Summary

Questions? Email us at siris-support@lists.stanford.edu