



# CDR Liaison

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CDR Liaisons are the institutional representatives responsible for the coordination of all activities at their institutions that relate to the preparation and submission of the Central Data Request (CDR). As a part of these coordination responsibilities, Liaisons work with functional area staff (such as Admissions, Financial Aid, and Registrar's Offices) and information technology staff to ensure the accuracy and completeness of CDR data submissions for their institution. The Office of Policy Analysis and Research (OPAR) also works with the Liaisons in preparing/validating reports to the U.S. Department of Education, State government, the Board of Regents, and other constituencies. This document summarizes the primary roles of the Liaison, other related responsibilities, and major analytical services provided by OPAR that may be of use to the Liaisons. A major resource for CDR Liaisons is the CDR Manual, available at <http://www.uwsa.edu/opar/cdr>.

## **Primary Role/Responsibility/Delegation**

### A. CDR Data Files Submissions

The CDR Liaison is responsible for the preparation and submission of sixth week student and curricular data (reflecting enrollments as of the date of record) and post-term student data. This data is submitted for the summer, fall, winter (if applicable), and spring terms. The CDR Liaison also assists the Financial Aid Office, when necessary, in preparing and submitting the annual financial aid CDR. A submission schedule is provided annually that outlines the various submission dates and deadlines.

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### B. CDR Editing and Data Verification

CEUS, the CDR editing software, is used to edit and correct the data once it has been submitted. The CDR Liaison is responsible for editing and signing off on each submission. They may edit the submissions themselves or designate another person to handle this process. All critical edits (ending in '1') must be addressed and resolved. The non-critical edits (ending in '2') should be examined and any erroneous records should be updated. Data element and edit descriptions can be found in the CDR Manual on the OPAR website.

A CEUS tutorial/walk-through can be found on the web:

<http://www.uwsa.edu/opar/cdr/ceus/index.htm>

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### C. Enrollment Reporting/Verification

Early in the fall semester, OPAR requests that each UW institution submit a preliminary enrollment report. This report is specifically for the UW System President to provide systemwide enrollment data to the Board of Regents early in the fall term. Detail is generally by student level, entrance status, and residency.

The report is based on the census date (10<sup>th</sup> day) headcount and FTE (full-time equivalent) enrollments for both the state supported and total populations. The state supported enrollments include a) GPR and remedial funded headcounts and b) GPR only supported FTE. The total enrollment figures include a) all headcount enrollments (less those exclusively studying abroad) and b) all FTE (less all study abroad credit activity).

Responsibility: Submit enrollment detail as requested on survey form

Related items: Fall CDR student and curricular submission

Contact: Sue Michalek, (608) 262-1751, smichalek@uwsa.edu

### D. Integrated Postsecondary Education Data System (IPEDS)

IPEDS is a collection of integrated institutional level surveys on enrollments, financial aid, degree completions and graduation rates, faculty/staff, and finances. The data collection is administered by the National Center for Education Statistics (NCES), a subsidiary of the U.S. Department of Education. Participation is federally mandated for all Title IV institutions. OPAR coordinates the generation and submission of all IPEDS surveys on behalf of each UW institution through the systemwide data systems (e.g. CDR, SFS, HR) and other central sources. IPEDS keyholders (usually designated as the CDR Liaison) are responsible for reviewing the data submitted (via the IPEDS web-based collection system) and collectively working with OPAR to resolve any concerns or questions. In the summer of each year, the IPEDS help-desk emails the known keyholder with a year specific login id and password. Each year, the keyholder must register for that specific academic year's collection to review, print, and save their survey data.

Responsibility: Registration and review

Related items: COOL, DataFeedback Reports, PAS, NCAA reporting

Contact: Sue Michalek, (608) 262-1751, smichalek@uwsa.edu

### E. Course Drop Report

Each year, OPAR prepares this legislatively mandated report on undergraduate course drop rates. CDR Liaisons are asked to provide the completed credits for their institution for the same population of students as included on the 6<sup>th</sup> week CDR submission. The report compares credits for which students were enrolled on the 6<sup>th</sup> week CDR submissions (for fall and spring terms) with credits that these students completed at the end of the term.

Responsibility: Submit completed credit information as defined on the request form

Contact: Kevin Welch, (608) 262-2623, kwelch@uwsa.edu

## F. Remedial Report

Every three years, OPAR prepares a required report for the Board of Regents on math and English remediation. The report includes information on UW System new freshmen who were identified as needing math or English remediation on the 6<sup>th</sup> week CDR submissions, completion of the remediation identified on the post-term CDR submissions, and associated retention/graduation rates. CDR Liaisons may be called upon to verify the information for students from their institution.

Responsibility: Ensure that data is submitted, verify information  
Contact: Mark Mailloux, (608) 265-9795, mmailoux@uwsa.edu

## G. Cost Recovery/Continuing Appropriation Report

Each year, in preparation for the Cost Recovery Report, OPAR requests the CDR Liaisons' assistance in identifying degree programs that operate on a cost recovery basis. This information is used to comply with 2001 Wisconsin Act 16 which states that the Board of Regents will report by October 31 annually on full cost-recovery programs.

The report is intended to capture activity on students in degree programs covered by the Distance Education and Service Based pricing policies. While only activity in programs uniquely identifiable on the CDR can be included in the Cost Recovery report (based on the student's declared major), a list of all full cost-recovery programs is requested.

Responsibility: - Work with CBO's (Chief Business Officers) to submit a list of a) Cost Recovery programs uniquely identifiable on the CDR and b) any other Cost Recovery programs not identifiable on the CDR.  
- Review and verify credit activity in programs that can be identified on the CDR as included in the Cost Recovery Report prepared by OPAR.

Contact: Sue Michalek, (608) 262-1751, smichalek@uwsa.edu  
Yufeng Duan, (608) 265-6776, yduan@uwsa.edu

## **Related Roles/Responsibilities**

### A. Accountability

Each year, OPAR coordinates the compilation and publication of the systemwide and institutional *Achieving Excellence* accountability reports. In early fall, OPAR asks UW Chancellors to designate an accountability contact person at their institution to assist with the preparation of institutional accountability reports. Preparation, editing, and review of the reports takes place through the fall semester, and the reports are presented to the Board of Regents early in the spring semester. Institution-level accountability reports include accountability measures provided by the institution as well as common measures provided by OPAR. CDR Liaisons can act as a resource to the accountability contact on issues related to institutional data and the common measures derived from CDR data.

Responsibility: Facilitate communication, act as a resource  
Related items: OPAR Coordinated Systemwide Surveys  
Contact: Todd Bailey, (608) 263-3743, tbailey@uwsa.edu

## B. Multiple Application and Admissions Database (MAAD)

MAAD includes data that identify and describe students who have applied for undergraduate enrollment at one of the UW institutions. Each month, institutions submit a file with information about applicants and the admission action taken on each application. OPAR works with a group of MAAD Contacts, primarily staff in Admissions Offices, to coordinate the submissions. Reports are produced that detail applicants by residency, race/ethnicity, gender, high school rank, and age. Additional information about MAAD and associated data elements can be found in the CDR Manual.

Responsibility: Facilitate communication, act as a resource

Contact: Kevin Welch, (608) 262-2623, kwelch@uwsa.edu

## C. UW Multicultural and Disadvantaged (M/D) Precollege Database

The UW M/D Precollege Database is used to provide information in support of M/D precollege programming. Precollege programming is intended to expand the pool of M/D high school graduates who apply to and enroll in the UW System. Currently, data submissions for this analytical database are decentralized with data collected and submitted to OPAR by the departments and programs providing the M/D programming. While a designated Precollege Director on each campus is responsible for the oversight of this process, future plans include centralizing the M/D precollege data reporting process, following the CDR model and, possibly, involving CDR Liaisons as liaisons to the M/D precollege database.

Responsibility: Facilitate communication, act as a resource

Related items: UW M/D Precollege Database Information at

<http://www.uwsa.edu/opar/precollege.htm>

Contact: Todd Bailey, (608) 263-3743, tbailey@uwsa.edu

## D. OPAR Coordinated Systemwide Surveys: National Survey of Student Engagement (NSSE), ACT Alumni Outcomes

UW System Administration via OPAR typically helps coordinate a systemwide survey of enrolled students or alumni each year. Results of these surveys are used in *Achieving Excellence*, the systemwide accountability report, and the institution-level *Achieving Excellence* reports. Results are also used for a variety of purposes at the campus level. The NSSE and ACT Alumni Outcomes surveys are the surveys most frequently coordinated by OPAR, throughout the UW System. For both the NSSE and the ACT Alumni Outcomes surveys, additional questions and/or reports are often included, which are then distributed to UW institutions via CDR Liaisons. CDR Liaisons are responsible for ensuring that the appropriate individuals on their campus are aware of the data products from these surveys.

National Survey of Student Engagement (NSSE) survey: UWSA intends to request systemwide participation every other year, barring unforeseen circumstances. Typically, the Provost is asked to designate a NSSE contact person for their institution. CDR Liaisons can help the NSSE contact with any issues related to acquiring an address list of enrolled students to whom the survey is administered.

ACT Alumni Outcomes survey: UWSA intends to request systemwide participation in years alternating with the NSSE, barring unforeseen circumstances. UWSA has served as an intermediary between campuses and ACT, and has asked CDR Liaisons to work with their institution's Alumni Office to provide addresses for distribution of the survey.

Responsibility: Facilitate communication, act as a resource

Related items: Accountability

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Mark Mailloux, (608) 265-6795, [mmailloux@uwsa.edu](mailto:mmailloux@uwsa.edu)

#### E. Transfer Information System (TIS)

TIS uses a database of undergraduate courses offered at UW institutions (and Wisconsin Technical Colleges (WTC)) and course equivalencies that show how the courses transfer to other UW's and WTC's. This information is provided to students via the TIS website. OPAR staff are part of the TIS team who work with TIS Contacts at the UW institutions to coordinate the associated data submissions.

Responsibility: Facilitate communication, act as a resource

Related items: TIS website at <http://www.uwsa.edu/tis>

Contact: Gail Bergman, (608) 262-6718, [gbergman@uwsa.edu](mailto:gbergman@uwsa.edu)

Todd Bailey, (608) 263-3743, [tbailey@uwsa.edu](mailto:tbailey@uwsa.edu)

### **OPAR Analytical Products/Services for CDR Liaisons**

OPAR provides a number of products and services to UW institutions. The following list includes OPAR products and services that may be particularly useful to CDR Liaisons. Information about additional OPAR reports and services is provided on the website at <http://www.uwsa.edu/opar/>.

#### A. CDR Analytical Database

After CDR data has been edited and verified, it is moved from a production to an analytical database. This database includes student, curricular, and financial aid data since the mid-70's. CDR Liaisons may obtain access to their institutional data in the analytical database.

Contact OPAR Data Area Manager:

Student Data, Gail Bergman, (608) 262-6718, [gbergman@uwsa.edu](mailto:gbergman@uwsa.edu)

Curricular Data, Sue Michalek, (608) 262-1751, [smichalek@uwsa.edu](mailto:smichalek@uwsa.edu)

Financial Aid Data, Kevin Welch, (608) 262-2623, [kwelch@uwsa.edu](mailto:kwelch@uwsa.edu)

## B. IAIS (Instructional Analysis Information System)

IAIS, like its predecessor, PMIS (Planning and Management Information System), is an analytical tool that draws together data from the CDR, budget, financial, and payroll systems to provide information on state-funded instructional activity. IAIS provides UW System Administration and UW System institutions with information to assist in general management, academic planning, and budget planning efforts. Standard analytical reports provide information on the production of student credit hours, instructional costs, and faculty teaching loads. IAIS is available to all UW institutions for their individual purposes. Both prepared reports, as well as access to raw data at various levels of aggregation, are available for ad hoc analysis. Contact OPAR for the IAIS application installation instructions, system requirements, and an authorization form.

Contact: Sue Michalek, (608) 262-1751, [smichalek@uwsa.edu](mailto:smichalek@uwsa.edu)  
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## C. Retention/Graduation Reports

OPAR uses CDR data to calculate fall-to-fall retention rates and annual graduation rates (bachelor's) of New Freshmen entering full-time. Some of these rates appear on the OPAR website and in publications such as *Achieving Excellence*. In addition, OPAR produces tabular reports with rates for a variety of subpopulations (race/ethnicity, gender, high school rank, and others). These reports are typically generated after the fall CDR post-term is finalized (late March). They are electronically distributed to CDR Liaisons. CDR Liaisons can help ensure that appropriate staff members on their campus are aware of these reports, but should exercise discretion in making them available, since, in some cases, small cell sizes may allow the identification of individual students.

Contact: David Blough, (608) 265-9796, [dblough@uwsa.edu](mailto:dblough@uwsa.edu)

## D. Student Statistics

Each year, OPAR posts a set of standard reports to its website. The majority of the reports provide information on fall enrollments, student headcount, and FTE. Ten-year trend data is provided as well as data broken out by race/ethnicity, gender, age, classification, and entrance status. Additional reports provide information on the degrees conferred by UW institutions.

Related items: Student Statistics at <http://www.uwsa.edu/opar/ssb/>  
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Acronyms:

CBO	Chief Business Officer
CDR	Central Data Request
CEUS	CDR Edit/Update System
COOL	College Opportunities On-Line
FTE	Full-time Equivalent
GPR	General Purpose Revenue
HR	Human Resources
IAIS	Instructional Analysis Information System
IPEDS	Integrated Postsecondary Education Data System
MAAD	Multiple Application and Admissions Database
M/D	Multicultural and Disadvantaged
NCAA	National Collegiate Athletic Association
NCES	National Center for Education Statistics
NSSE	National Survey of Student Engagement
OPAR	Office of Policy Analysis and Research
PAS	Peer Analysis System
PMIS	Planning and Management Information System
SFS	Shared Financial Systems
TIS	Transfer Information System
WTC	Wisconsin Technical College