

Institutional Snapshot

[Replaces Basic Institutional Data Forms — BIDs]

Purpose: The purpose of the *institutional snapshot* is to give the Evaluation Team a basic impression of the organization’s overall scope and nature of operations during a specified time frame preceding the on-site visit. Some of the data sets described below constituted the Commission’s old Basic Institutional Data Forms; several are new. However, we no longer provide a required set of forms you must fill out. Instead, we describe the data, suggest when appropriate where it might exist in other reports, and leave it to you to provide it to the team in the format most convenient to you. You may choose to integrate some of the data into the report in the form of charts or tables; you may choose to provide the team with copies of your IPEDS reports; you may provide internal or annual reports that contain much of the data. Teams have indicated that these data are helpful to them in gaining a quick understanding of the institution.

If any of the proposed information cannot be created without significant expenditure of money and/or staff time, you should be able to explain to the team why the institution has chosen not to collect the data.

Instructions: Except where noted, information should be provided at least for the two past complete fall semesters prior to the on-site evaluation visit. A completed institutional snapshot should be included as a part of the Self-Study Report submitted relative to either a Comprehensive Evaluation Visit or a Mandated Focused Visit.

1. Student Demography Headcounts

- A. Undergraduate Enrollments by Class Levels (Freshmen-Senior)
- B. Undergraduate Students by Degree Seeking and Non-degree Seeking Status (showing totals, with breakdowns by gender and by race/ethnicity per IPEDS report)
- C. Graduate/Professional Students by Degree Seeking and Non-degree Seeking Status (showing totals, with breakdowns by gender and by race/ethnicity per IPEDS report)
- D. Age Range of Undergraduate Students (24 and under; 25 and older)
- E. Numbers of Students by Residency Status of Credit-seeking Students who Come to a Campus or Site for Instruction
 - In-State Resident
 - Out-of State Resident
 - Non-US Resident

2. Student Recruitment and Admissions

- A. Number of Applications, Acceptances, and Matriculations for Each of the Following Categories of Entering Students
 - Freshman
 - Undergraduate Transfer
 - Graduate/Professional
- B. If your institution requires standardized test scores as a condition of admission, what instrument(s) do you require and what is the mean score for each?
 - Name of Test(s) Mean Score of Students Accepted

3. Financial Assistance for Students

- A. What percentages of your undergraduate and of your graduate students applied for any type of financial assistance?
- B. How many of your undergraduate students and of your graduate/professional students received financial assistance of any type? What percentage is this of your total enrollment? What percentages of your total enrollment received assistance in each of the following categories?

- | | Undergrad | Graduate/Professional |
|---|-----------|-----------------------|
| ■ Loans | | |
| ■ Work-Study | | |
| ■ Scholarships/Grants | | |
| ■ Academic Based Merit Based Scholarships | | |
- C. Using the formula cited below, what was the *tuition discount rate* (TDR) for undergraduate and graduate student populations? If this rate cannot be separated for these two categories, so note and simply report aggregate figures.

TDR = total institutional financial aid dollars as a proportion of income that would result from all students paying full tuition.

$$I = \text{Institutional Financial Aid Dollars Awarded for Tuition}$$
$$P = \text{Payments of Tuition Expected of Students and their External Aid}$$
$$\text{TDR} = I / (I + P) \text{ as a percentage}$$

4. Student Retention and Program Productivity

- A. What percentage of your first-time, full-time fall entering undergraduate students in the previous year returned for study during the fall semester on which this report is based? Please provide the following data in aggregate and with breakdowns by race/ethnicity per IPEDS categories.

Number Entering (NE)
Number Returning (NR)
NR/NE as percentage
- B. How many students earned graduate or professional degrees during the past year, and what was the distribution by race/ethnicity per IPEDS categories?
- C. Report the number of graduates in the previous academic year by college/program in keeping with the following Classification of Instructional Programs (CIP) codes.
 - Agriculture/Natural Resources (1, 3)
 - Architecture/Engineering/Engineering Technology (4, 14, 15)

- Biological & Physical Science (26, 40, 41)
- Business (52)
- Communications/Communication Technology/Fine Arts (9, 10, 50)
- Education/Library Science (13, 21, 25)
- Humanities/Interdisciplinary (5, 16, 23, 24, 30, 38, 39, 54)
- Health (51)
- Law (22)
- Mathematics/Computer Science (11, 27)
- Military Technology/Protective Services (29, 43)
- Personal Services/Consumer Services/Fitness (12, 19, 31)
- Psychology/Social Sciences & Services (42, 44, 45)
- Trades/Production/Transportation Health (46, 47, 48, 49)

D. List, by discipline and by name of test, the separate pass rates of undergraduate, and graduate/professional students sitting for licensure examinations as appropriate.

- a.
- b.
- c.
- d.
- e. Others

5. Faculty Demography

A. Indicate the headcount of faculty in the full-time and part-time categories according to highest degree earned.

Degree Level	Full-time	Part-time
Doctorate		
First Professional		
Master's		
Bachelor's		
Associate's		
None		

B. Indicate the headcount of faculty in the full-time and part-time categories according to each of the following breakdowns.

- Race/Ethnicity (using the standard IPEDS categories)
- Gender
- Rank

C. Report the number of faculty by college/program (full-time and part-time together) in keeping with the following Classification of Instructional Programs (CIP) codes.

- Agriculture/Natural Resources (1, 3)
- Architecture/Engineering/Engineering Technology (4, 14, 15)

- Biological & Physical Science (26, 40, 41)
- Business (52)
- Communications/Communication Technology/Fine Arts (9, 10, 50)
- Education/Library Science (13, 21, 25)
- Health (51)
- Humanities/Interdisciplinary (5, 16, 23, 24, 30, 38, 39, 54)
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6. Availability of Instructional Resources and Information Technology

A. Provide an account of the technology resources dedicated to supporting student learning (library sites, residence hall hook-ups, Internet Cafes, etc.) and explain how you monitor the level of their usage.

7. Financial Data

Please provide the following information for the past two completed fiscal years.

A. Actual Unrestricted Revenues

Tuition and Fees
 State/Local Appropriations (if applicable)
 Denominational Income (if applicable)
 Investment and Annuity Income
 Contributions
 Auxiliary
Other
 Total

B. Actual Unrestricted Expense

Instructional/Departmental/Library
 Student Services
 Operation and Maintenance of Plant
 Administration
 Fundraising
 Auxiliary
Other
 Total

C. If, in either of the past two completed fiscal years, the total in 7B exceeded the total in 7A above, how did the institution cover its shortfall?

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