Dean and Department Chair Story Board Reports
Version 2.1, Murphy, April 4, 2018

Student Info Tab

1. ***Overall Enrollment*** --What is the overall enrollment of our program? What is the overall enrollment in our college, a certain major, a minor, an inter/multi-disciplinary (IM) cluster or even by subplan? What was it last year? What proportion of our students are full time students or full time equivalents?

2. ***Demographic Profile*** **--** What is the demographic profile of the students in a unit? What is the breakdown of students by age, ethnicity and gender in our college, or in a particular department? How has this changed from last year?

3. ***Plan Demographic Trends*** **--** How has demographics changed over the past 4 years in our college? In our department? In our major, minor or other plan type?

4. ***Enrollment by Plan*** **--** What is the current student enrollment of a college or department's majors, minors, and IM clusters? What was the enrollment on the last of an earlier term?

5. ***Enrollment Trends*** **--** How has enrollment changed over the past 4 years in our college? In our department? In our major, minor or other plan type?

6. ***Contact List*** **--** Generate a quick contact list of students. Select by college, department, career, major, minor, and/or IM cluster and download to Excel.

7. ***Applied to Graduate*** **--** Generate a contact list of students who have applied to graduate. Select by graduation term, college, career and plan type (majors or minors) and download to Excel.

8. ***Students Not Enrolled*** **--** Who are the students that are not currently enrolled by college, department and level (graduate/undergraduate)? Note that "not enrolled" means that they are active students in Campus Solutions and have been enrolled in the last two years.

Course Enrollment Info

1. ***Alerts*** **--** Which class sections do not have faculty member assigned an instructor? Which class sections are over and under enrolled? To be over-enrolled a class section must have a waitlist. To be under-enrolled, the class section has less than 10 students enrolled.

2. ***Class Schedule*** **--** What is the current list of course sections for college or department? What is the section capacity, room capacity and actual enrolled total? How many students are on the waitlist?

3. ***Class Schedule Download*** **--** Generate a more detailed report for download that lists all the classes on the schedule by term, college, department and level (graduate/undergraduate).

4. ***Waitlist Analysis*** **--** Who are the students that are on the waitlist for a particular class? Who are the unique students that are on one or more waitlists for a particular course? Which students are waitlisted and not enrolled in any section of a course?

Admissions

1. ***Final Admissions Counts by Term (Grid) --*** Track applicant counts through various stages of the admissions funnel (Admit, Deposit, Registered, Enrolled), by admit term, college, department and plan.

2. ***Final Admissions Counts by Term (Graph) --*** Track applicant counts through various stages of the admissions funnel, using a graphic representation.

3. ***Deposit List -*** Generate a contact list of admits who have deposited. Select by admit term, college, admit type, department, career and plan and download to Excel.