Setting-Up and Using EIS

Crafton Hills College Office of Research and Planning Training Document for EIS (Executive Information System)

Working with EIS (Executive Information System)

The following document illustrates how the San Bernardino Community College District Executive Information System (EIS) can be used to inform decision-making and planning for enrollment management. Specifically, this document provides step-by-step instructions for how to access EIS for the first time, how to set-up EIS on the user's desktop, and how to customize EIS to provide information that is specific to a Division.

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Accessing EIS for the First Time

1. Click on the following link or copy and paste it into the URL window: http://csb-sharep-01/EIS/Pages/Default.aspx.

Or

Browse to the following link
- Go to the CHC ORP Web Site www.craftonhills.edu/research
- Click on EIS (Executive Information System - CHC Intranet Only)


2. Click on the Excel Icon to the left of the "EIS Excel Sections Workbook." Currently, this is the only workbook that the CHC ORP has worked with and that contains methodologically sound information that has been verified over time. The information from this workbook is what is used to generate three of the tables in planning and program review for each discipline.

3. After the workbook is clicked on, the following Excel spreadsheet will open. You can click on the worksheets listed in below to become familiar with what is available. However, the one that we will be working with is the labeled "Section Efficiency." Click on "Section Efficiency."

4. After clicking on "Section Efficiency" the following worksheet opens. The information in this worksheet is old and not current until you refresh it. You will need to refresh the information every time you open the worksheet.

5. To refresh the information in the worksheet so that it is current as of yesterday evening, right mouse click on the bottom right cell (i.e. 81%), and click refresh.

6. After clicking on "refresh" the following security notice comes up, click OK.
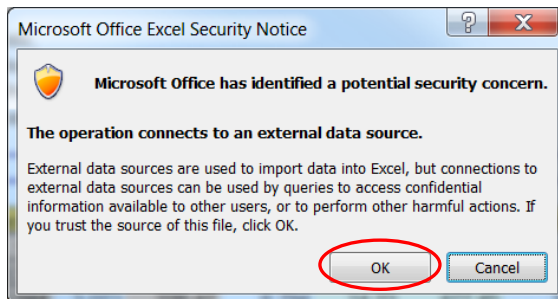
"Oh no, what will I do now?"

7. The next window will ask if you want to replace the contents of the destination cells, click "Yes."

5
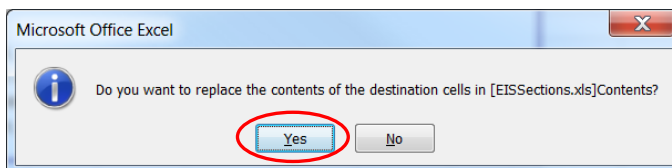
Setting-Up EIS

1. Under "CollegeSec" choose "C" for Crafton

2. Under "StatusSec" make sure that only active ("A") sections are chosen and de-select cancelled ("C"), pending ("P"), and sections on ("H"). There are may be reasons to include cancelled, pending, or sections that are on hold, depending on what you are doing. You can always go back and check these again.

3. In the Pivot Table Field List remove DIV and DeptSec from Row Labels (Click on and drag into the "Choose fields to add to report" window.)

Click on and drag to the "Choose fields to add to report" Window

4. From the "Choose fields to add to report" window click on and drag TermSec to Row Labels

5. From the "Choose fields to add to report" window find TermSemesterSec and TermYearSec and drag each field into the "Report Filter" window.

6. Under TermSemesterSec on the left choose the appropriate term: FA for fall, SM for summer, or SP for spring. In this case FA for Fall.

7. Click on TermYearSec on the left select multiple terms and deselect all of the WF, PC, and CS terms.

8. You are left with the enrollment section information for the current and prior fall semesters (see below).

CollegeSec	C		"LoadCompare" worksheet compares FacLoad with SecLoad.
LocationSec	(All)		
RptYear	(All)		
RptEstimatedSec	(All)		Report year depends on Section's End Date,
AccountingMethodSe	(All)		Census Totals (Enrollment, FTES) estimated until census date or PA posted
StatusSec	(All)		If section ended, "EnrActive" is final enrollment.
TermSemesterSec	FA		PA sections do not have a true Census Date, exclude from %Retention?
TermYearSec	(All)		Made Sections = Status "A" or "P"

| TermSec	#Sec	Units	Cap	EnrBeg	EnrMax	EnrCenT	EnrActive	FtesTotal	WSCH	FacLoad	Wsch/Fac	%Retent
1999FA	721	2,080.0	21,735	14,162	16,625	14,552	11,272	1,758.32	52,750	125.08	421.73	77%
2000FA	723	2,063.8	21,236	13,922	16,948	14,829	12,118	1,794.18	53,825	120.7	445.94	82%
2001FA	660	1,922.3	21,779	13,306	16,211	15,045	12,336	1,796.41	53,892	120.53	447.13	82%
2002FA	639	1,930.8	22,033	14,028	17,563	16,476	13,396	1,926.83	57,805	120.89	478.16	81%
2003FA	532	1,671.5	20,570	14,606	18,621	16,379	14,379	2,003.81	60,114	107.44	559.52	88%
2004FA	533	1,661.8	20,121	14,482	17,913	15,497	13,884	1,896.51	56,895	106.94	532.03	90%
2005FA	545	1,736.3	19,686	13,003	15,270	13,902	11,875	1,770.85	53,125	114.13	465.48	85%
2006FA	569	1,799.0	19,510	13,848	16,346	14,656	12,539	1,865.24	55,957	118.99	470.27	86%
2007FA	620	1,964.5	20,810	15,034	17,230	15,554	13,267	1,997.97	59,939	129.84	461.64	85%
2008FA	660	2,075.5	22,195	16,888	18,867	17,562	15,008	2,227.58	66,827	137.54	485.88	85%
2009FA	623	1,989.0	21,919	18,095	20,615	18,763	16,250	2,374.92	71,248	134.98	527.84	87%
2010FA	587	1,863.5	21,012	17,463	19,733	18,237	15,923	2,305.91	69,177	123.44	560.41	87%
2011FA	542	1,714.0	19,078	15,549	17,962	16,587	14,818	2,027.49	60,825	112.76	539.42	89%
2012FA	551	1,739.0	19,229	0	0	0	0	0.00	0	109.35	0.00	0%
Grand Total	8505	26,210.8	290,913	194,386	229,904	208,039	177,065	25,746.02	772,381	1682.61	459.04	85%

9. Save this on your Desktop by clicking on the save icon, or by clicking File and Save. In the future you do not have to set this up again. All you need to do is to refresh it each time you open the file. You can work from this file now to set-up the same file for spring and summer.
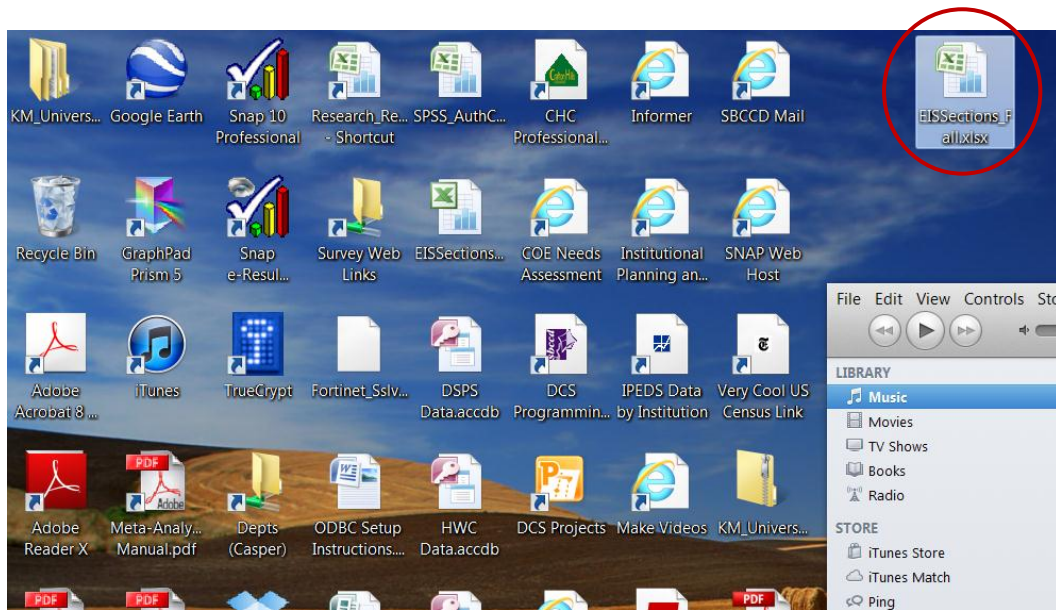
What if I want to look at the section information for courses in my Division only?

1. As an illustration, the Math, English, Reading, and Instructional Support will be used to illustrate how to set-up the section information for a specific division. First, drag the "DIV" field from the "Choose fields to add to report" window to the "Report Filter" window.
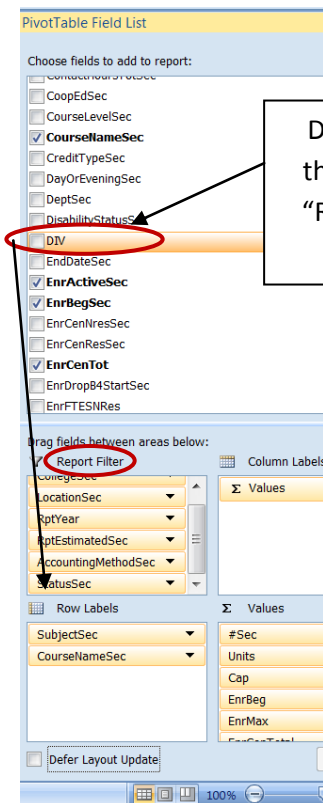
When you are done it will look like the following:

Drag "DIV" so that it is in the "Report Filter" window.

Drag "DIV" so that it is in the "Report Filter" window.
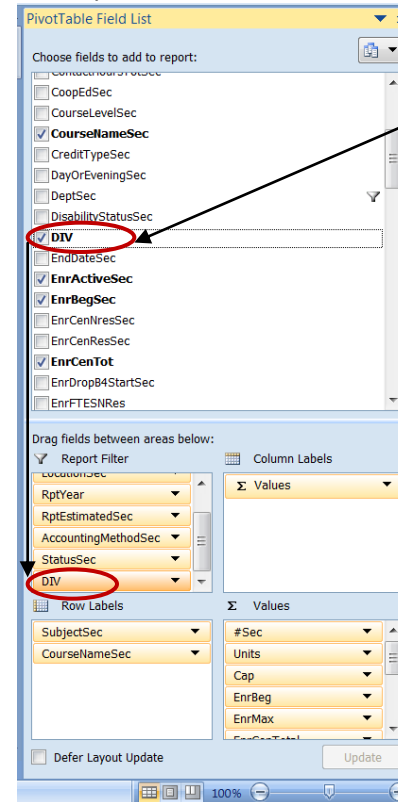
2. Next, click on "DIV," click on "Select Multiple Items," and choose the departments in your division. For the MERIS division choose CENRG for English and Reading, CMATH for math, and CTTRC for CHC and Library courses.

CollegeSec	C	
LocationSec	(All)	▾
RptYear	(All)	▾
RptEstimatedSec	(All)	▾
AccountingMethodSe	(All)	▾
StatusSec	(All)	
DIV	(All)	▾

☐ CBIT
☐ VSTU
☐ CBIOS
☐ CCMLG
☐ CPHSY
☐ CSOCS
☐ CPSS
☑ CENRG
☐ CINS

☑ Select Multiple Items

[OK]   [Cancel]

3. It is most likely that we are not interested in looking at this information for all of the fall semesters, and are probably interested in the current term only. However, you can play around with the views and move variables around. **You cannot mess up any of the data**.

    Accordingly, let's remove the "TermSemesterSec" and "TermYearSec" fields from the "Report Filter" window by dragging them into the "Choose fields to add to report" window.

    Next, let's drag the "TermSec" field from the "Row Labels" window to the "Report Filter" window. Finally, drag the "CourseNameSec" into the "Row Labels" window and "SubjectSec" from the "Choose fields to add to report" window to the "Row Labels" window. Make sure that "SubjectSec is above "CourseNameSec."

"Please, not more dragging."
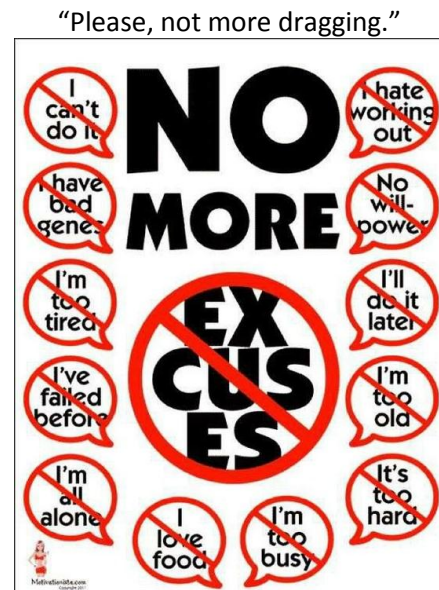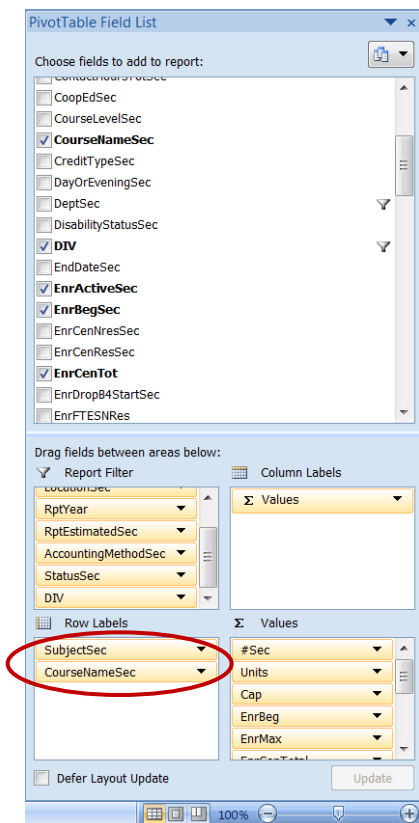
4. Now you can look at the number of active sections, enrollments, FTES, and WSCH/FacLoad ratio for the courses in your division. In addition, you can also add the "SynonymSec" field to the "Row Labels" window to examine enrollments by section.

SubjectSec	CourseName	#Sec	Units	Cap	EnrBeg	EnrMax	EnrCenTc	EnrActive	FtesTotal	WSCH	FacLoad	Wsch/FacL	%Retent
☐CHC	CHC-090X4	1	2.0	25	24	26	25	24	1.55	46	0.13	357.14	96%
	CHC-099X4	6	6.0	165	160	188	176	165	5.87	176	0.42	419.05	94%
	CHC-100	1	3.0	25	24	30	25	20	2.50	75	0.2	375.00	80%
CHC Total		8	11.0	215	208	244	226	209	9.91	297	0.75	396.57	92%
☐ENGL	ENGL-015	15	60.0	375	384	429	399	338	53.20	1,596	4.05	394.07	85%
	ENGL-101	24	96.0	594	606	664	621	525	82.80	2,484	6.48	383.33	85%
	ENGL-101H	4	16.0	8	2	3	2	2	0.27	8	0	0.00	100%
	ENGL-102	12	48.0	300	314	356	324	289	43.20	1,296	3.24	400.00	89%
	ENGL-102H	2	8.0	5	5	5	5	5	0.67	20	0	0.00	100%
	ENGL-109	1	3.0	65	22	22	20	19	2.00	60	0	0.00	95%
	ENGL-127X4	1	3.0	30	12	18	17	17	5.10	153	0.43	355.81	100%
	ENGL-152	2	8.0	50	48	55	50	36	6.67	200	0.54	370.37	72%
	ENGL-155	1	3.0	25	22	23	15	15	1.43	43	0.2	214.29	100%
	ENGL-155H	1	3.0	5	2	2	2	2	0.19	6	0	0.00	100%
	ENGL-232	1	3.0	30	31	32	31	30	3.10	93	0.2	465.00	97%
	ENGL-250	1	3.0	30	29	31	26	25	2.60	78	0.2	390.00	96%
	ENGL-261	1	3.0	30	26	26	17	15	1.62	49	0.2	242.86	88%
	ENGL-914	7	28.0	175	174	190	183	152	27.52	825	1.89	436.75	83%
ENGL Total		73	285.0	1,722	1,677	1,856	1,712	1,470	230.35	6,911	17.43	396.48	86%
☐LRC	LRC-900X4	7	0.0	7,000	1,186	1,205	1,191	1,173	0.00	0	0	0.00	98%
	LRC-907	1	0.5	75	19	45	28	40	1.97	59	0.07	845.71	143%
	LRC-920	1	2.0	25	6	8	6	4	0.40	12	0.13	92.31	67%
	LRC-925X4	2	1.5	130	15	21	16	17	1.32	40	0.21	188.21	106%
	LRC-960X4	2	2.0	60	34	42	42	38	4.34	130	0.28	464.76	90%
LRC Total		13	6.0	7,290	1,260	1,321	1,283	1,272	8.03	241	0.69	349.07	99%
☐MATH	MATH-090	10	40.0	340	357	398	373	302	51.34	1,540	2.7	570.47	81%
	MATH-090B	1	1.5	35	19	19	18	18	1.12	34	0.12	280.29	100%
	MATH-090C	1	1.0	35	16	19	16	18	0.98	29	0.1	292.57	113%
	MATH-095	15	60.0	520	533	616	581	463	80.51	2,415	4.05	596.35	80%
	MATH-095B	1	1.5	35	16	16	14	14	1.57	47	0.14	337.30	100%
	MATH-095C	1	1.5	35	14	15	15	15	1.51	45	0.14	323.81	100%
	MATH-102	8	32.0	260	278	323	292	238	38.75	1,163	2.16	538.20	82%
	MATH-103	3	12.0	105	105	127	117	78	15.60	468	0.81	577.78	67%
	MATH-108	3	12.0	125	92	117	111	101	14.80	444	0.27	1644.44	91%
	MATH-115	1	3.0	35	36	40	38	36	3.80	114	0.2	570.00	95%
	MATH-160	2	8.0	70	51	55	51	46	6.80	204	0.54	377.78	90%
	MATH-250	2	8.0	70	58	62	61	49	8.13	244	0.54	451.85	80%
	MATH-251	2	8.0	70	43	46	44	34	5.87	176	0.54	325.93	77%

◄ ►| Contents / SectionCnts / FTES by Term / CensusTotals / StuPerformance / **SectionEfficiency** / LoadCompare

5. Remember that you can save the excel spreadsheet on your desktop and open it at any time. All you need to do is refresh it each time you open it.