Office of Institutional Research (OIR)
Texas Higher Education Coordinating Board Reporting

Begin

- OIT generates initial report using TX connection scripts or local scripts
- OIR extracts data elements from Banner/Define
- Does OIR build the initial dataset?
  - Yes: OIT sends initial report to OIR
  - No: OIR extracts additional data elements from Banner/Define

Are additional fields needed?
  - Yes: Contact data owner for additional items, e.g., Hazelwood
  - No: OIR extracts additional data elements from Banner/Define

Does OIR have access to the data needed?
  - Yes: Data owner gathers the information
  - No: OIR extracts additional data elements from Banner/Define

Data owner sends information to OIR

Does OIR build the initial dataset?
  - Yes: OIR generated data
  - No: OIR extracts additional data elements from Banner/Define

Data is merged into one dataset

Can the calculated fields be done programmatically?
  - Yes: Develop SPSS syntax or Access expressions to calculate fields
  - No: Fields are calculated manually, i.e., Salary, First-time in College

Calculate fields, e.g., salary, Teaching Load Credit

Develop SPSS syntax or Access expressions to calculate fields

Format data to meet THECB requirements

Initial Submission to THECB

Are corrections needed?
  - Yes: Review THECB Edit Report
  - No: Resubmit to THECB

Review THECB Edit Report

Certify Report

Upload certified files to UT System

Create Mini files for Provost Office

Upload certified files to Datamart for UTSA offices, i.e., Provost, Budget

Review process for improvements, i.e., programming

End

- Review individual records
  - Check source systems, i.e., Banner, DEFINE
  - Contact departments for clarification

- Manually correct report fields

- Resubmit to THECB

- Data owner gathers the information
  - Data owner sends information to OIR

- Data is merged into one dataset

- End