

# A RECIPE FOR REPORTING SUCCESS USING DATA COOKBOOK

MARCH 7<sup>TH</sup>, 2017

 **University at Buffalo** The State University of New York



# Recipe for Reporting Success Data Cookbook

## Introductions

- Brief History of Data Governance and the Data Cookbook
- Data Cookbook Stewardship Group

## Demo

- Using the Cookbook
- Incorporating Data Cookbook into Reporting
  - SIRI
  - Tableau

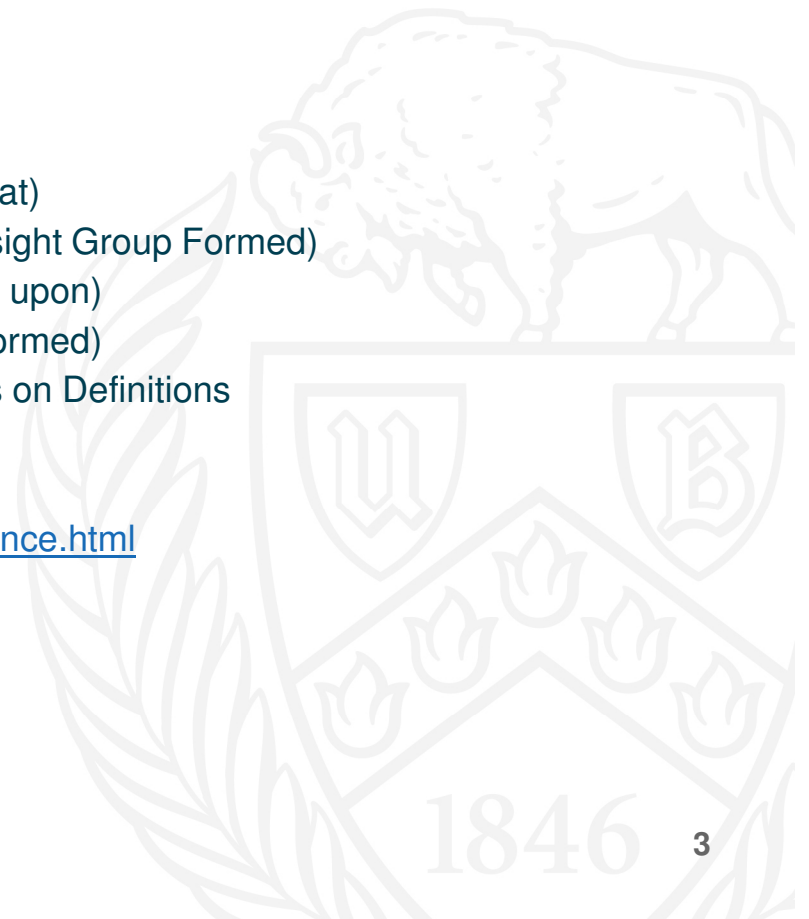
## Additional Information

- Review, Website, Questions, and Drawing



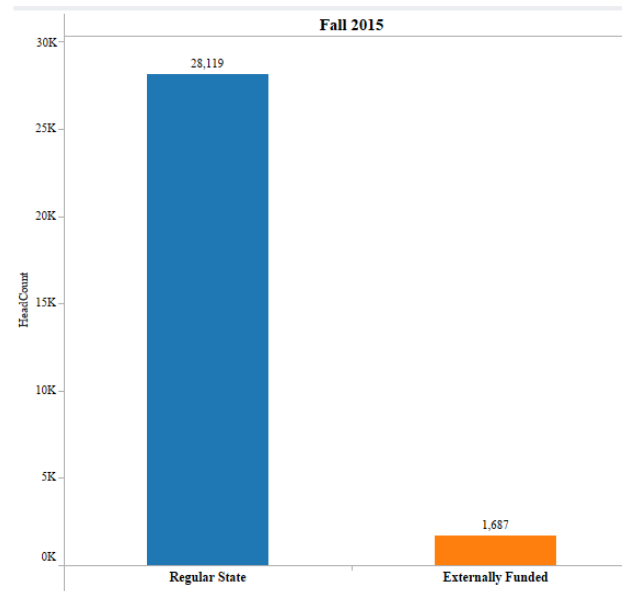
# Recipe for Reporting Success Data Cookbook

- Data Governance (Brief History)
  - Provost Initiative
    - February 2014 (Winter Senior Leadership Retreat)
    - March 2014 (Data Governance Executive Oversight Group Formed)
    - June 2014 (Data Governance Principals Agreed upon)
    - July 2014 (Data Stewardship Committee was Formed)
      - April 2015 Created Working Teams to focus on Definitions
  - <http://www.buffalo.edu/provost/oia/data-governance.html>



# Recipe for Reporting Success Data Cookbook

How to Define Regular vs Externally Funded Enrollment



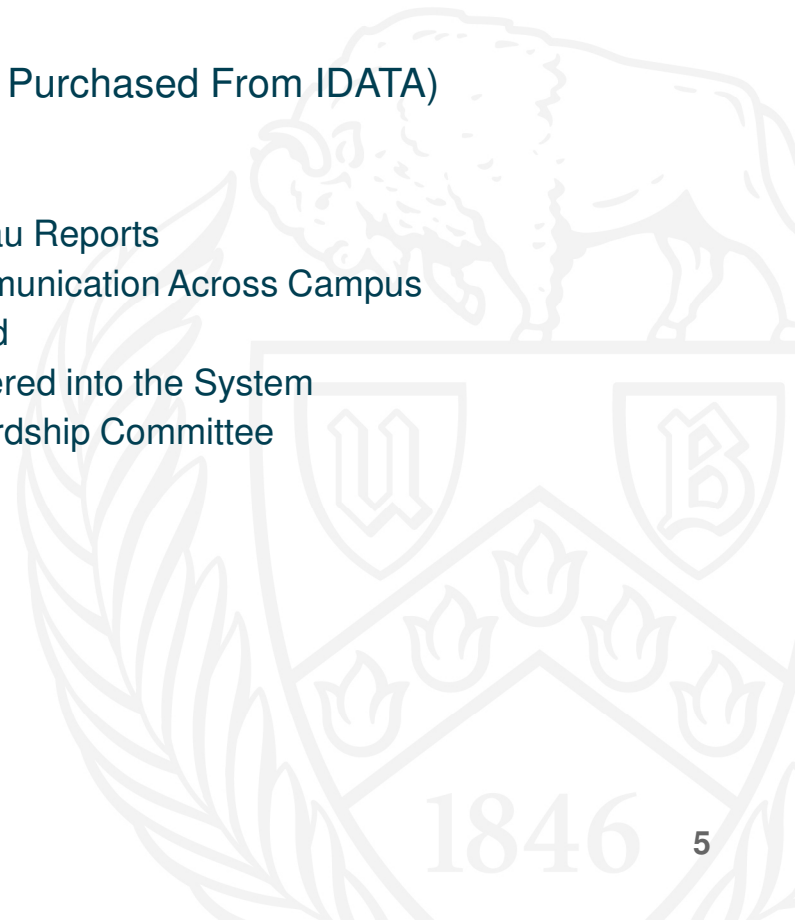
Search for a Tool ...

What are AAU and Other Universities Utilizing for their Data Governance Efforts?



# Recipe for Reporting Success Data Cookbook

- Data Cookbook (Brief History)
  - December 2015 (Data Cookbook software was Purchased From IDATA)
    - Provided UB with the Following:
      - Store Definitions
      - Incorporate Definitions into SIRI and Tableau Reports
      - A Common Lexicon to Assist with the Communication Across Campus
    - March 2016 Data Cookbook Training Completed
    - April 2016 over 600 Definitions imported or Entered into the System
    - February 2017 formed a Data Cookbook Stewardship Committee



# Recipe for Reporting Success Data Cookbook

## Data Cookbook Stewardship Committee

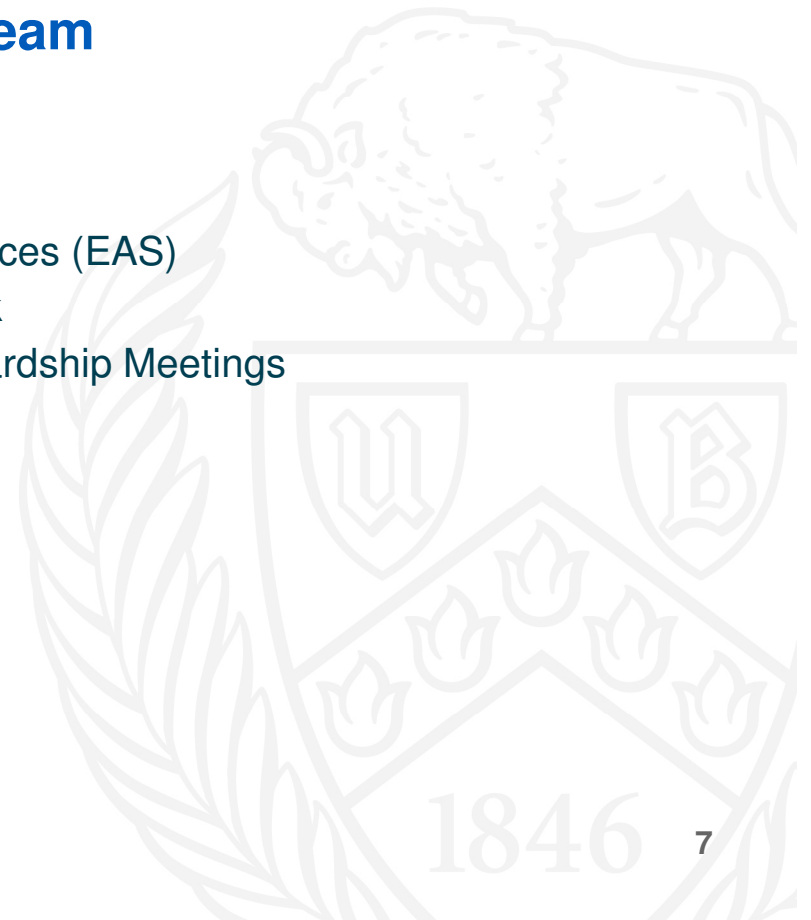


# Data Cookbook Post-Implementation

## Centralized Data Cookbook Oversight Team

- **Responsibilities Include:**

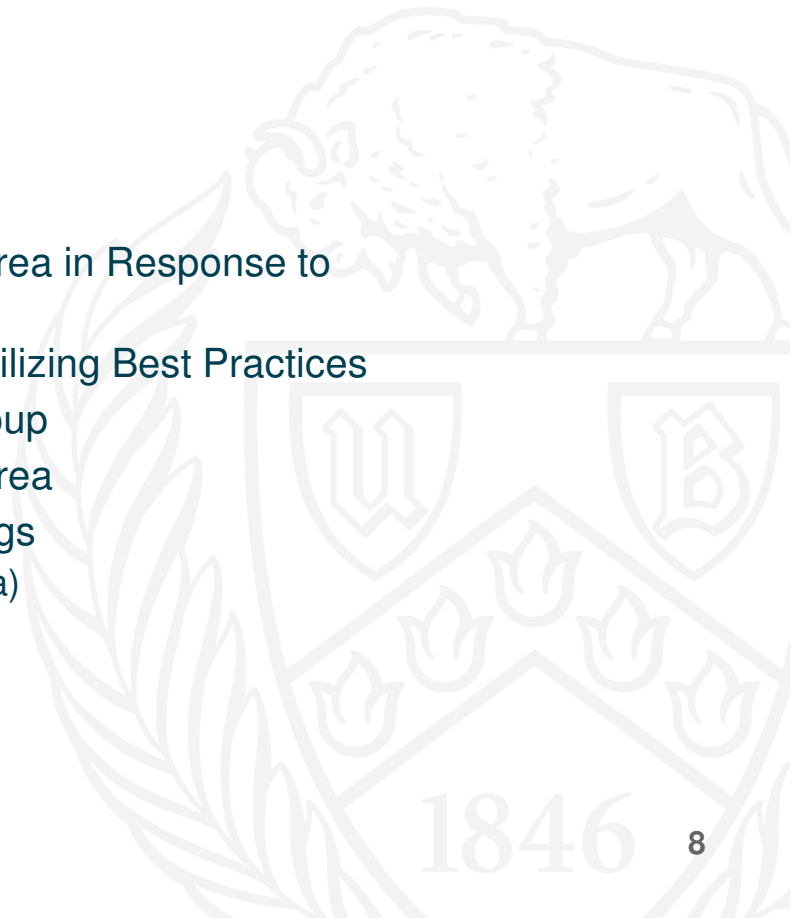
- Working alongside Enterprise Application Services (EAS)
- Serve as Administrators for the Data Cookbook
- Coordinate and Run the Data Cookbook Stewardship Meetings



# Data Cookbook Post-Implementation

## Data Cookbook Moderators

- **Responsibilities Include:**
  - Creating Definitions for Their Own Functional Area in Response to Reporting Needs of the Campus.
  - Entering Definitions into the Data Cookbook, Utilizing Best Practices
  - Working with the Data Cookbook Oversight Group
  - Approving Definitions Within Their Functional Area
  - Attend the Data Cookbook Stewardship Meetings  
(Representing Their Individual Functional Area)





## Using the Cookbook



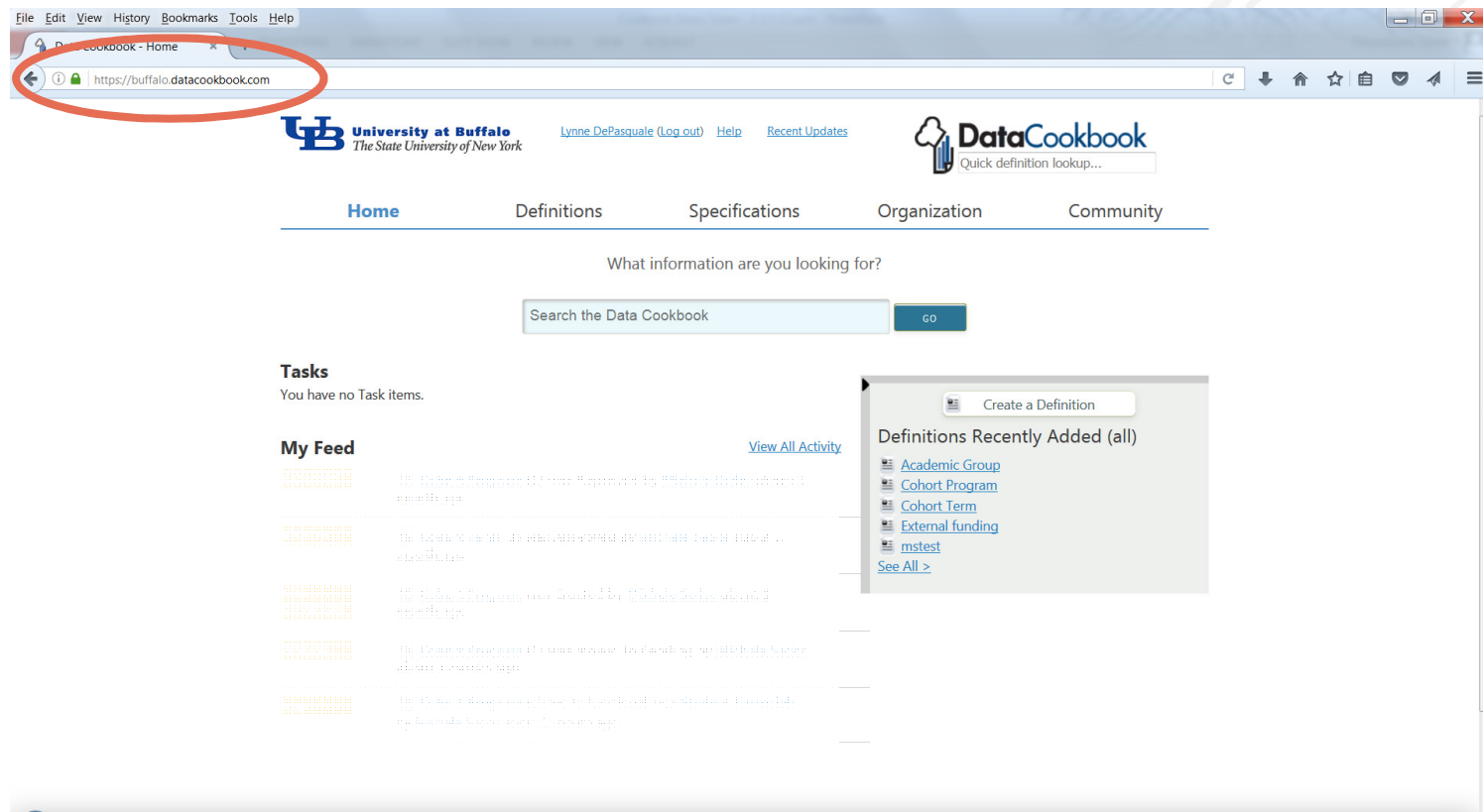
## Using the Cookbook

- Three ways to search:
  - From Home screen (Find Data)
  - Browse definitions
  - Quick Lookup box
- “Watch” definitions
- Community: shared definitions
- Specifications
- User profile and preferences



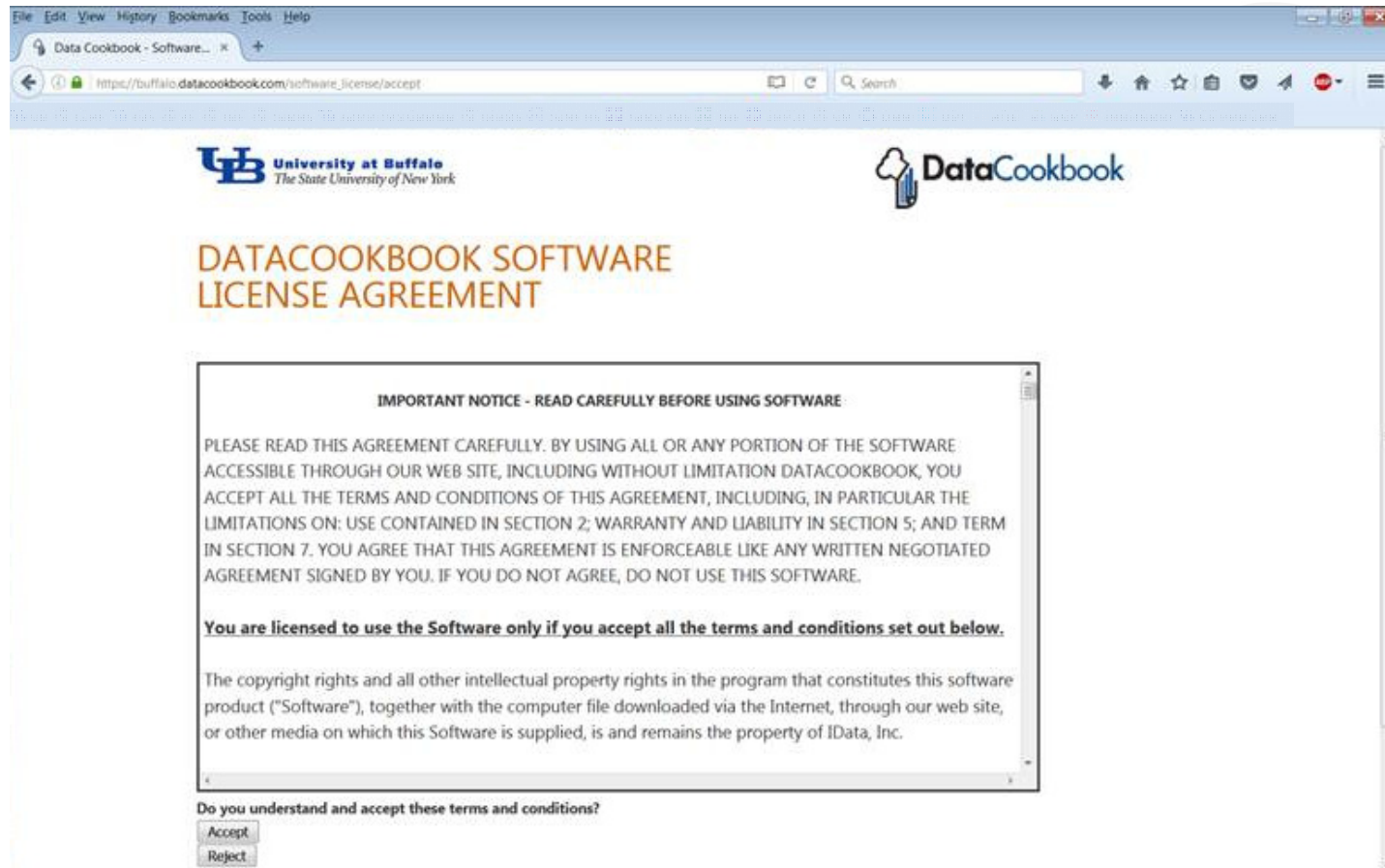
## Demonstration: Look Up a Definition

- In your browser, open the Data Cookbook site: <https://buffalo.datacookbook.com>
- Log in using your UBIT name and password



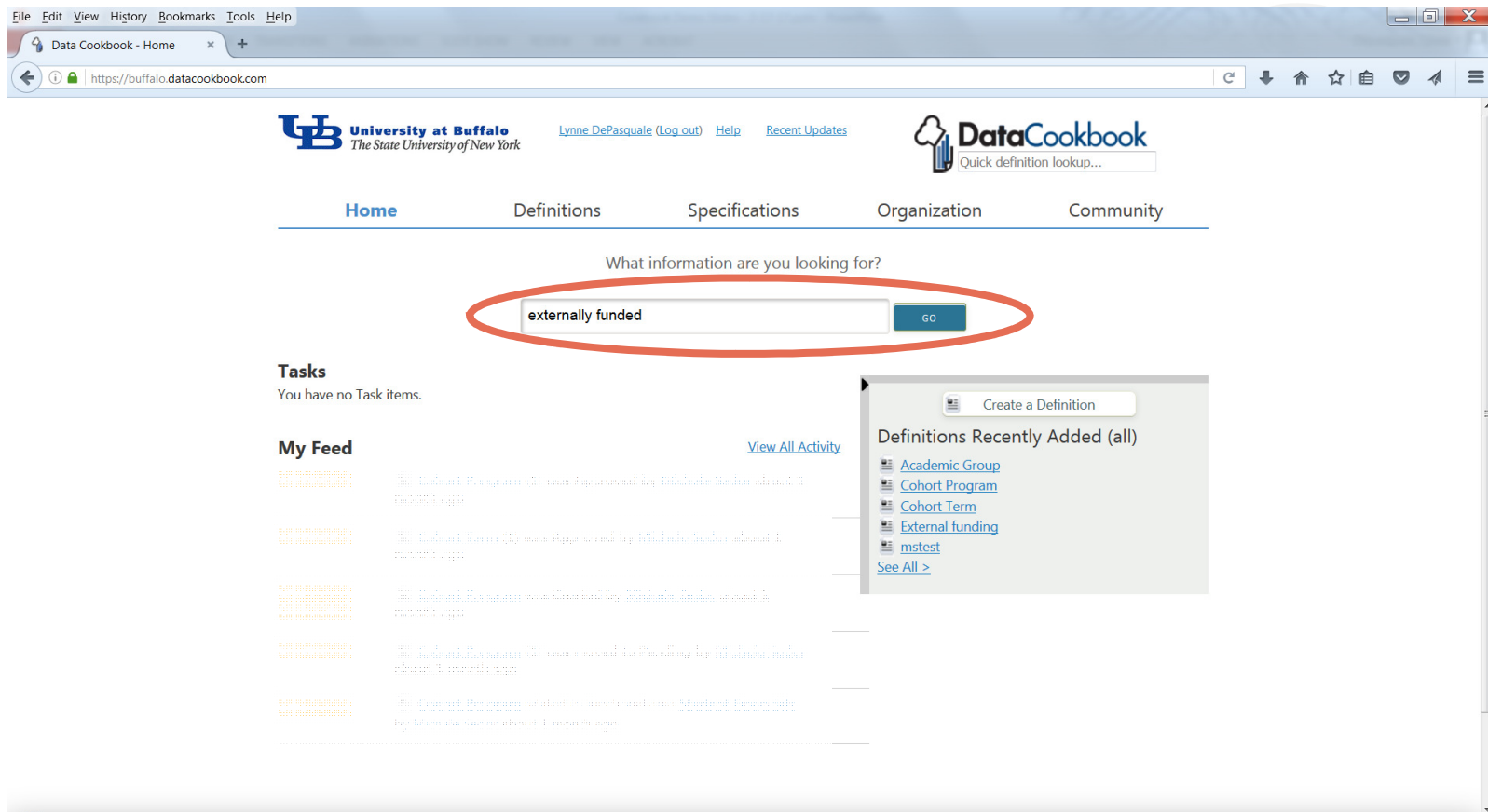
## Demonstration: Look Up a Definition

- The first time you log in, you should be prompted to accept the license agreement



## Demonstration: Look Up a Definition

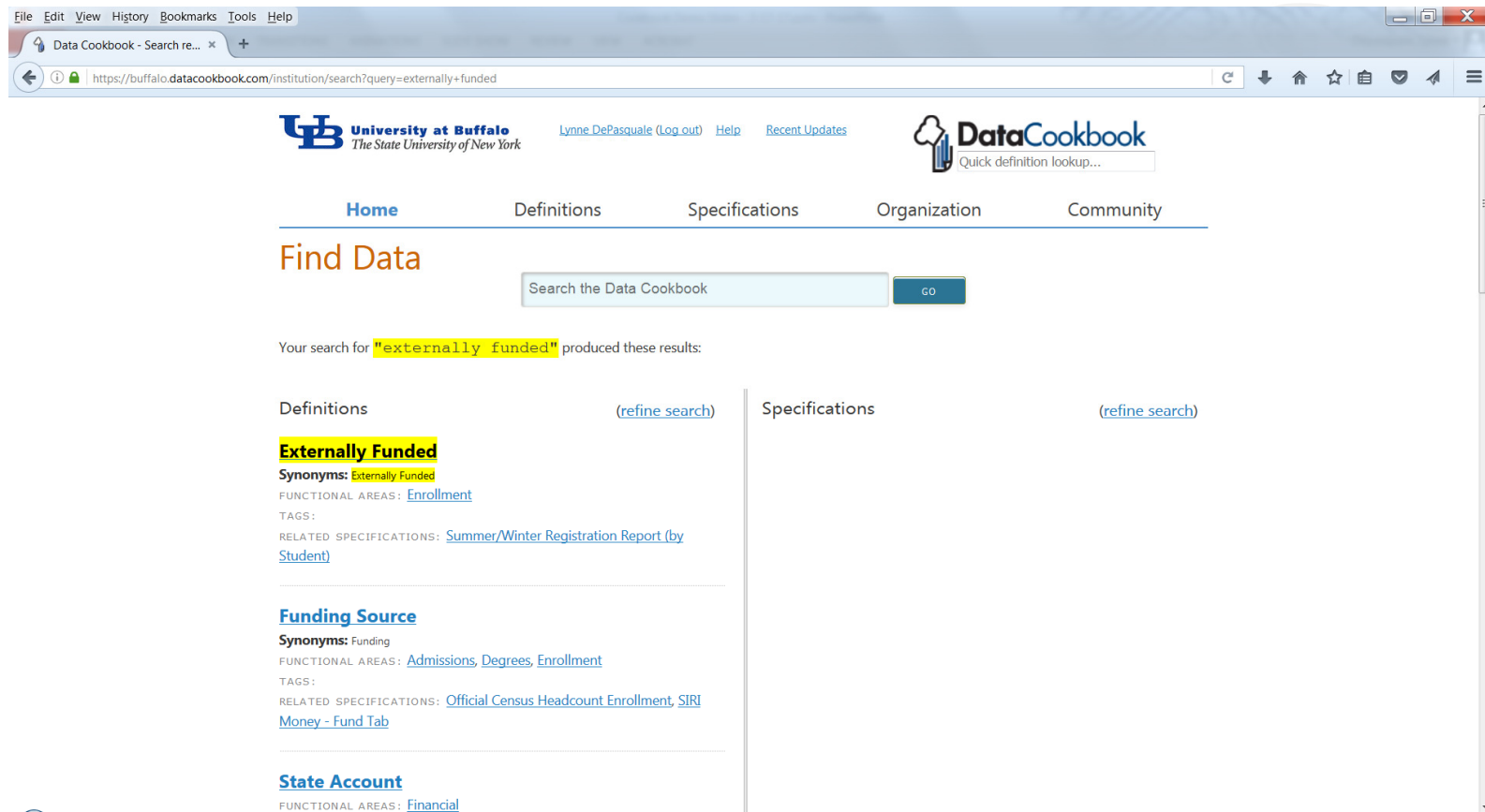
- Enter the term you are looking for in the “Search the Data Cookbook” box and click “GO”



The screenshot shows a web browser window displaying the Data Cookbook website. The browser's address bar shows the URL <https://buffalo.datacookbook.com>. The website header includes the University at Buffalo logo and navigation links for Lynne DePasquale (Log out), Help, and Recent Updates. A search bar with the text "Quick definition lookup..." is visible. Below the header, a navigation menu contains links for Home, Definitions, Specifications, Organization, and Community. The main content area features a search prompt "What information are you looking for?" with a search box containing the text "externally funded" and a "GO" button. The search box and button are circled in red. Below the search area, there are sections for "Tasks" (stating "You have no Task items."), "My Feed" (with a "View All Activity" link), and "Definitions Recently Added (all)" (listing items like Academic Group, Cohort Program, Cohort Term, External funding, and mstest).

# Demonstration: Look Up a Definition

- The search results will highlight words that match your search




The screenshot shows a web browser window displaying the Data Cookbook website. The search query is "externally funded", and the results are displayed in two columns: Definitions and Specifications. The "Externally Funded" definition is highlighted in yellow, showing synonyms, functional areas, and related specifications.


File Edit View History Bookmarks Tools Help

Data Cookbook - Search re... x +

https://buffalo.datacookbook.com/institution/search?query=externally+funded

 **University at Buffalo**  
The State University of New York

Lynne DePasquale (Log out) Help Recent Updates

 **Data Cookbook**  
Quick definition lookup...

Home Definitions Specifications Organization Community

## Find Data

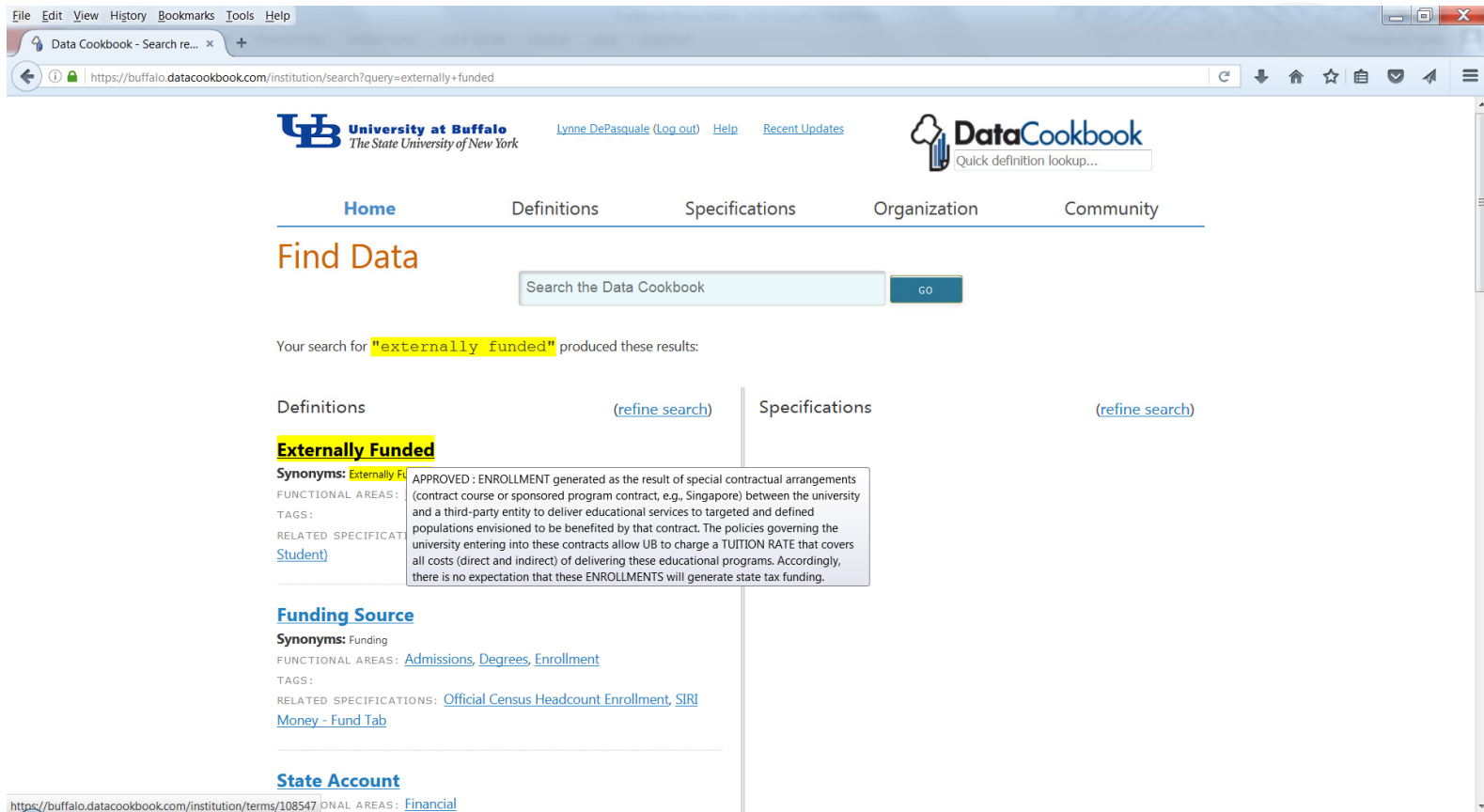
Search the Data Cookbook

Your search for "externally funded" produced these results:

Definitions <a href="#">(refine search)</a>	Specifications <a href="#">(refine search)</a>
<p><b>Externally Funded</b></p> <p><b>Synonyms:</b> Externally Funded</p> <p>FUNCTIONAL AREAS: <a href="#">Enrollment</a></p> <p>TAGS:</p> <p>RELATED SPECIFICATIONS: <a href="#">Summer/Winter Registration Report (by Student)</a></p>	
<p><b>Funding Source</b></p> <p><b>Synonyms:</b> Funding</p> <p>FUNCTIONAL AREAS: <a href="#">Admissions</a>, <a href="#">Degrees</a>, <a href="#">Enrollment</a></p> <p>TAGS:</p> <p>RELATED SPECIFICATIONS: <a href="#">Official Census Headcount Enrollment</a>, <a href="#">SIRI Money - Fund Tab</a></p>	
<p><b>State Account</b></p> <p>FUNCTIONAL AREAS: <a href="#">Financial</a></p>	

# Demonstration: Look Up a Definition

- Hover over a term in the search results to see the definition in a pop-up



The screenshot shows a web browser window displaying the Data Cookbook website. The search bar contains the text "externally funded" and the search results are displayed below. A pop-up definition is visible for the term "Externally Funded".

**Externally Funded**

**Synonyms:** Externally Funded

**FUNCTIONAL AREAS:** APPROVED : ENROLLMENT generated as the result of special contractual arrangements (contract course or sponsored program contract, e.g., Singapore) between the university and a third-party entity to deliver educational services to targeted and defined populations envisioned to be benefited by that contract. The policies governing the university entering into these contracts allow UB to charge a TUITION RATE that covers all costs (direct and indirect) of delivering these educational programs. Accordingly, there is no expectation that these ENROLLMENTS will generate state tax funding.

**RELATED SPECIFICATIONS:** [Student](#)

**Funding Source**

**Synonyms:** Funding

**FUNCTIONAL AREAS:** [Admissions](#), [Degrees](#), [Enrollment](#)

**TAGS:**

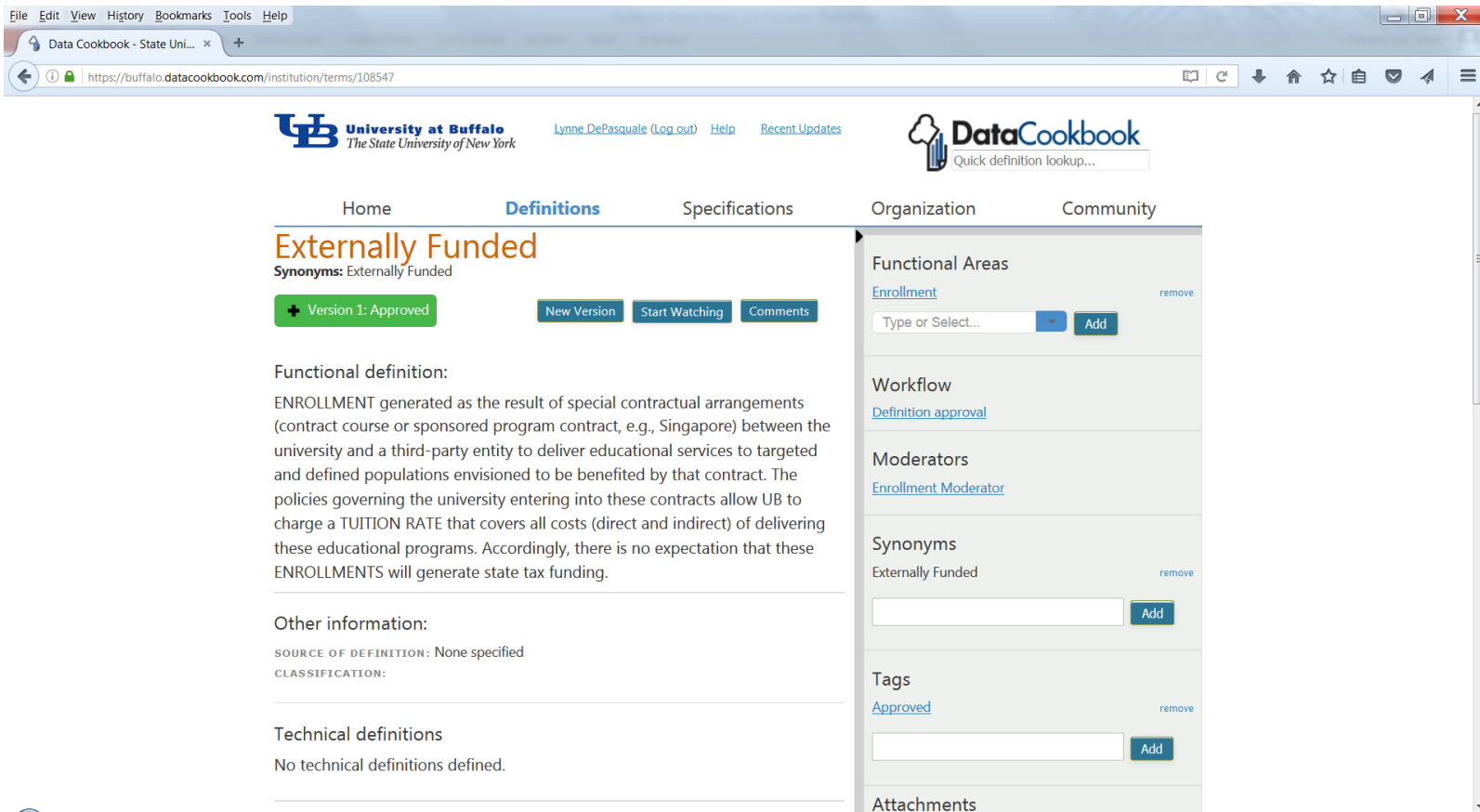
**RELATED SPECIFICATIONS:** [Official Census Headcount Enrollment](#), [SIRI Money - Fund Tab](#)

**State Account**

**FUNCTIONAL AREAS:** [Financial](#)

# Demonstration: Look Up a Definition

- Click on the term to bring up the full definition page

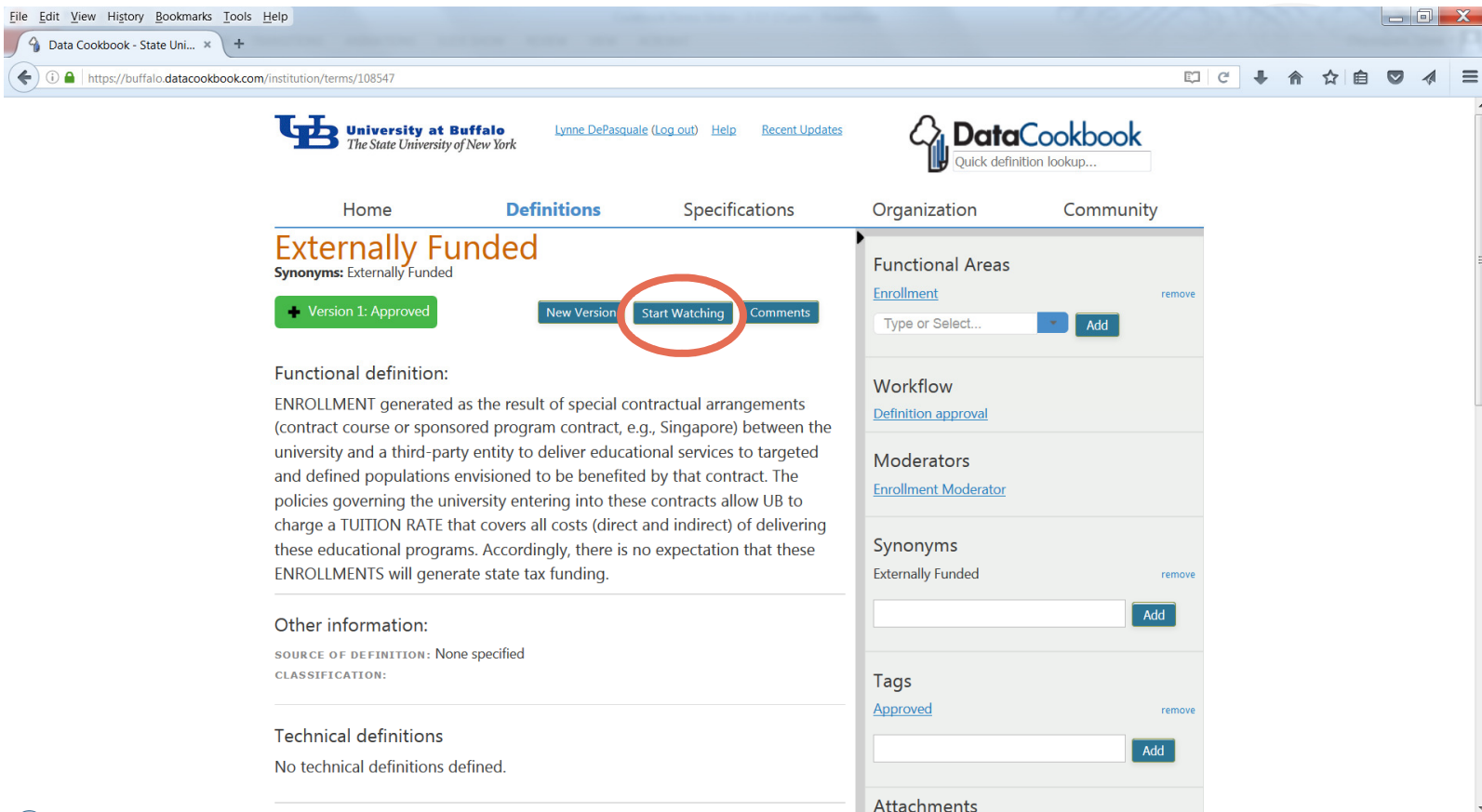


The screenshot shows a web browser window displaying the Data Cookbook website. The URL is <https://buffalo.datacookbook.com/institution/terms/108547>. The page title is "Externally Funded" with the synonym "Externally Funded". A green badge indicates "Version 1: Approved". There are buttons for "New Version", "Start Watching", and "Comments". The functional definition states: "ENROLLMENT generated as the result of special contractual arrangements (contract course or sponsored program contract, e.g., Singapore) between the university and a third-party entity to deliver educational services to targeted and defined populations envisioned to be benefited by that contract. The policies governing the university entering into these contracts allow UB to charge a TUITION RATE that covers all costs (direct and indirect) of delivering these educational programs. Accordingly, there is no expectation that these ENROLLMENTS will generate state tax funding." Other information includes "SOURCE OF DEFINITION: None specified" and "CLASSIFICATION:". Technical definitions are listed as "No technical definitions defined." The right sidebar contains sections for "Functional Areas" (with "Enrollment" and an "Add" button), "Workflow" (with "Definition approval"), "Moderators" (with "Enrollment Moderator"), "Synonyms" (with "Externally Funded" and an "Add" button), "Tags" (with "Approved" and an "Add" button), and "Attachments".



## Demonstration: Look Up a Definition

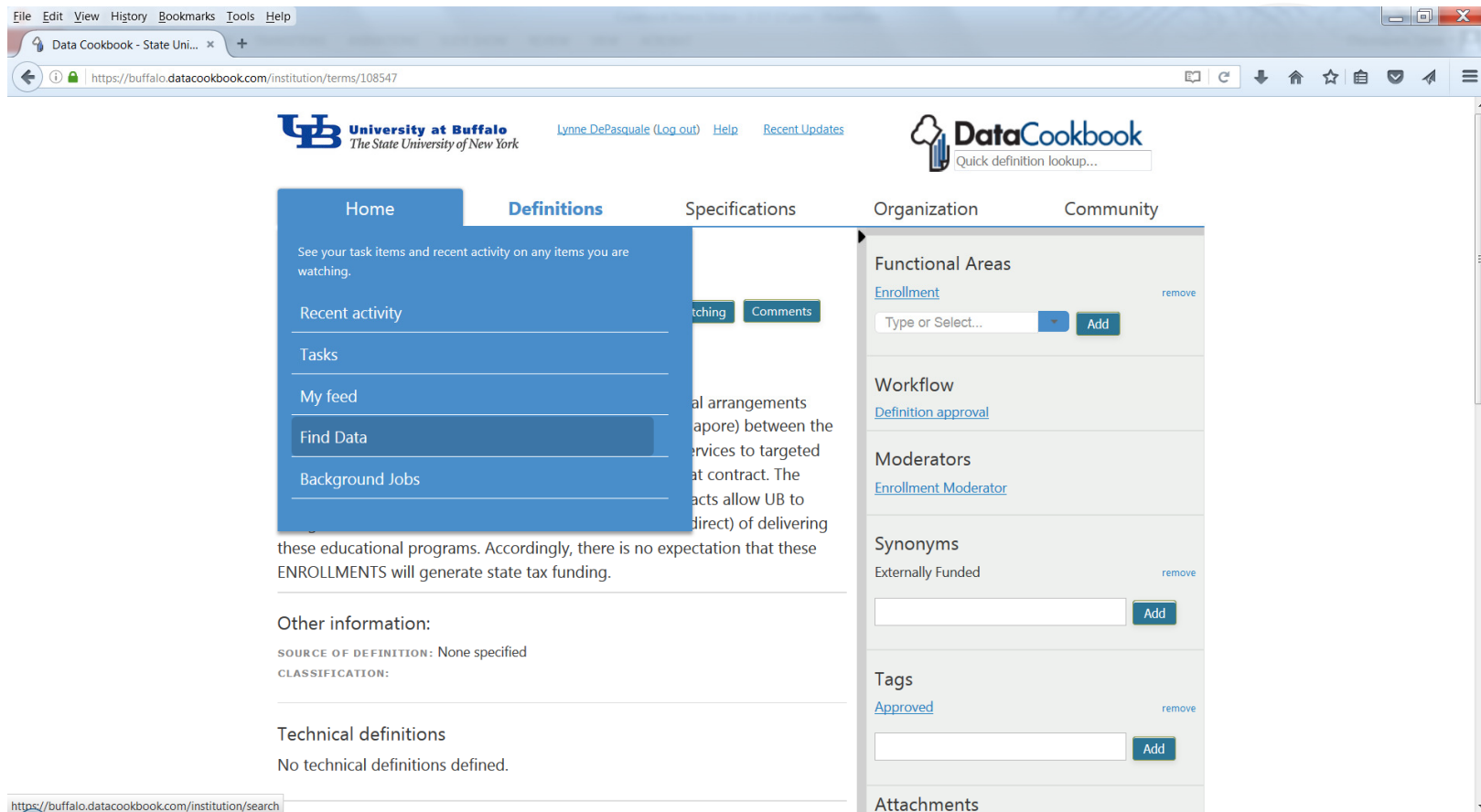
- Click the “Start Watching” button to receive an e-mail when an update is made to the definition



The screenshot shows a web browser window displaying the 'Data Cookbook' website. The page title is 'Externally Funded' and it lists synonyms as 'Externally Funded'. A green button indicates 'Version 1: Approved'. Below this, there are three buttons: 'New Version', 'Start Watching' (circled in red), and 'Comments'. The main content area contains a 'Functional definition' section with text about enrollment generated by special contractual arrangements. Below this is an 'Other information' section with 'SOURCE OF DEFINITION: None specified' and 'CLASSIFICATION:'. A 'Technical definitions' section states 'No technical definitions defined.' On the right side, there is a sidebar with sections for 'Functional Areas' (Enrollment), 'Workflow' (Definition approval), 'Moderators' (Enrollment Moderator), 'Synonyms' (Externally Funded), 'Tags' (Approved), and 'Attachments'.

# Demonstration: Look Up a Definition

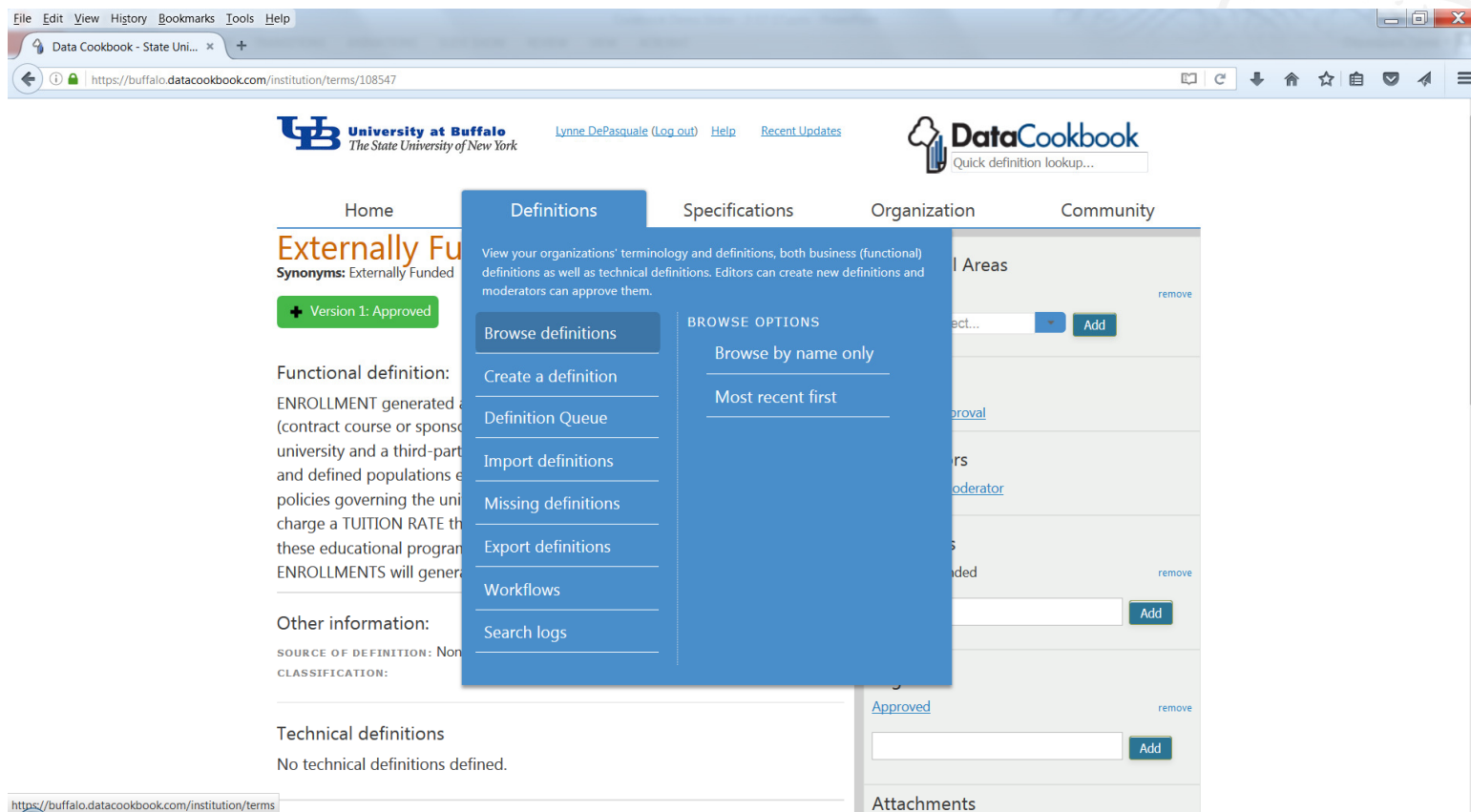
- You can return to the search by hovering over the “Home” tab and selecting “Find Data”



The screenshot shows a web browser window displaying the Data Cookbook interface. The browser's address bar shows the URL <https://buffalo.datacookbook.com/institution/terms/108547>. The page header includes the University at Buffalo logo and navigation links for [Lynne DePasquale \(Log out\)](#), [Help](#), and [Recent Updates](#). The main navigation bar has tabs for Home, Definitions, Specifications, Organization, and Community. The Home tab is active, and its dropdown menu is open, showing options: Home, Recent activity, Tasks, My feed, Find Data (highlighted), and Background Jobs. The main content area displays details for a term, including a description, 'Other information' (SOURCE OF DEFINITION: None specified, CLASSIFICATION:), 'Technical definitions' (No technical definitions defined), and a right-hand sidebar with sections for Functional Areas, Workflow, Moderators, Synonyms, Tags, and Attachments.

## Demonstration: Look Up a Definition

- You can also view all definitions by hovering over the “Definitions” tab and selecting “Browse definitions”



The screenshot shows a web browser window displaying the Data Cookbook website. The URL is <https://buffalo.datacookbook.com/institution/terms/108547>. The page features a navigation menu with tabs for Home, Definitions, Specifications, Organization, and Community. The 'Definitions' tab is active, and a dropdown menu is open, showing options: 'Browse definitions', 'Create a definition', 'Definition Queue', 'Import definitions', 'Missing definitions', 'Export definitions', 'Workflows', and 'Search logs'. The 'Browse definitions' option is highlighted. The background content includes a definition for 'Externally Funded' with a functional definition and a technical definition section.

## Demonstration: Look Up a Definition

- The “browse” view allows you to sort and filter by several dimensions

The screenshot shows the 'Definitions' page on the Data Cookbook website. A red oval highlights the 'Sort by' and 'Filter by' sections. The 'Sort by' section has a dropdown menu set to '-- Select --'. The 'Filter by' section has several dropdown menus: 'Workflow definition', 'Functional Area', 'Definition Source', 'Data System', 'Tag', and 'Classification'. Below the filters, there is a pagination bar showing '1' through '13' and a 'Next' button. The main content area displays two definition cards: 'A-V Room' and 'Academic Group'. Each card includes a title, source, version information, and classification details.

Definitions

Sort by: -- Select --

Display: Full Content

Filter by: -- Workflow definition -- -- Functional Area -- -- Definition Source -- -- Data System -- -- Tag -- -- Classification --

Displaying definitions 1 - 13 of 13 total

Download Definitions as CSV

Expand Technical Definitions?

**A-V Room**

Source: David Barnas

Version 1 of 1  
Created by Michele Sedor 9 months ago  
Approved by Dave Barnas 7 months ago

CLASSIFICATION:  
USED IN: 0 Specifications

FUNCTIONAL AREAS:  
• Space

TAGS: [PS1](#) [Use2](#) [Additional Use Description](#)

**Academic Group**

Version 1 of 1  
Created by Jonathan Hovey 2 days ago  
Approved by Jonathan Hovey 2 days ago

CLASSIFICATION:  
USED IN: 1 Specification

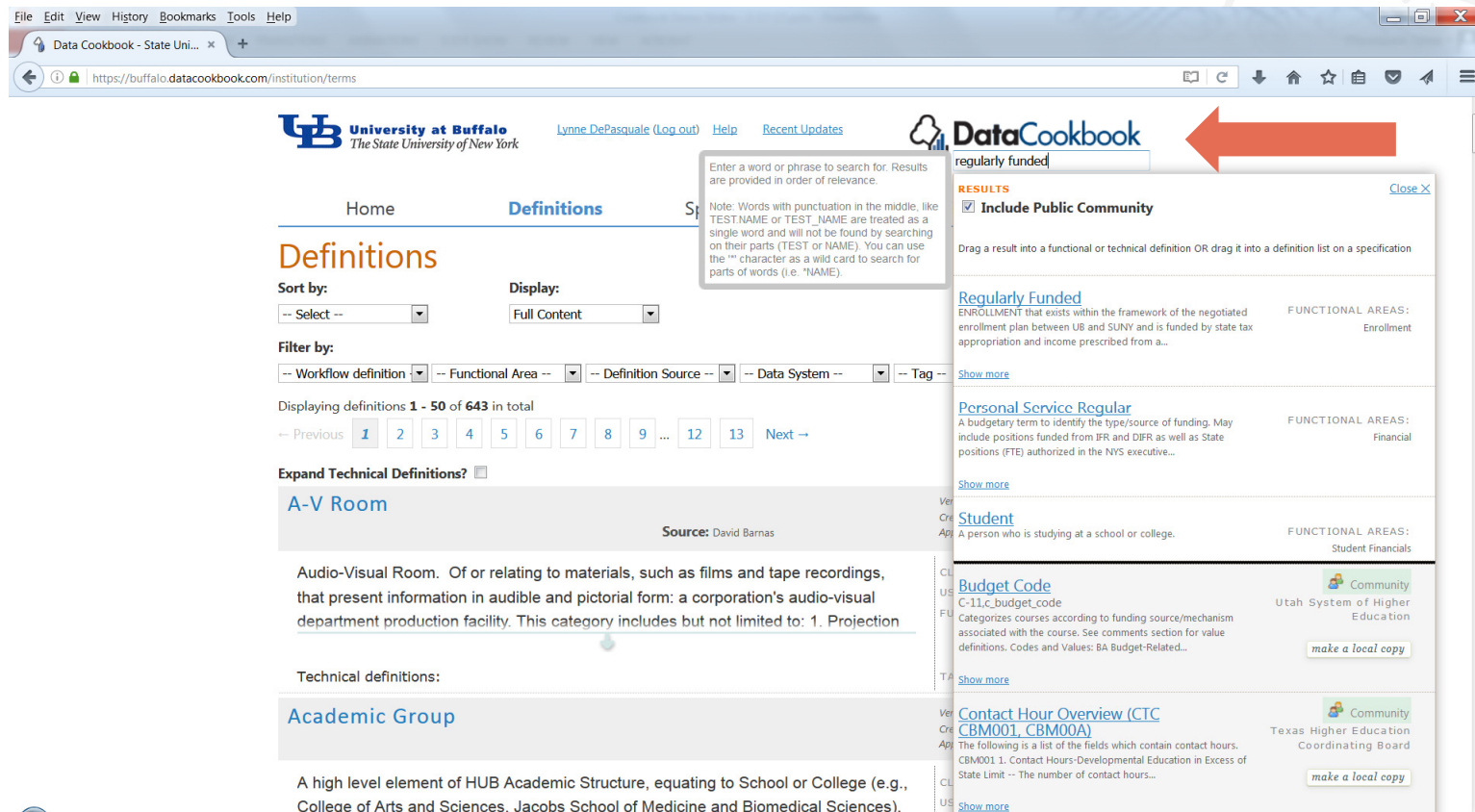
# Demonstration: Look Up a Definition

- You can search within the “browse” view using the search box

The screenshot shows the Data Cookbook website interface. The search bar at the top right contains the text "regularly funded" and is highlighted with a red circle. A tooltip is visible over the search bar, providing instructions: "Enter a word or phrase to search for. Results are provided in order of relevance. Note: Words with punctuation in the middle, like TEST NAME or TEST\_NAME are treated as a single word and will not be found by searching on their parts (TEST or NAME). You can use the '\*' character as a wild card to search for parts of words (i.e. \*NAME)." The main content area displays a list of definitions, with "A-V Room" and "Academic Group" visible. The "A-V Room" definition includes a source (David Barnas), version information (1 of 2), and classification details. The "Academic Group" definition includes a high-level description and classification details.

# Demonstration: Look Up a Definition

- You can also search from any page using the “Quick definition lookup” box at the top of the screen

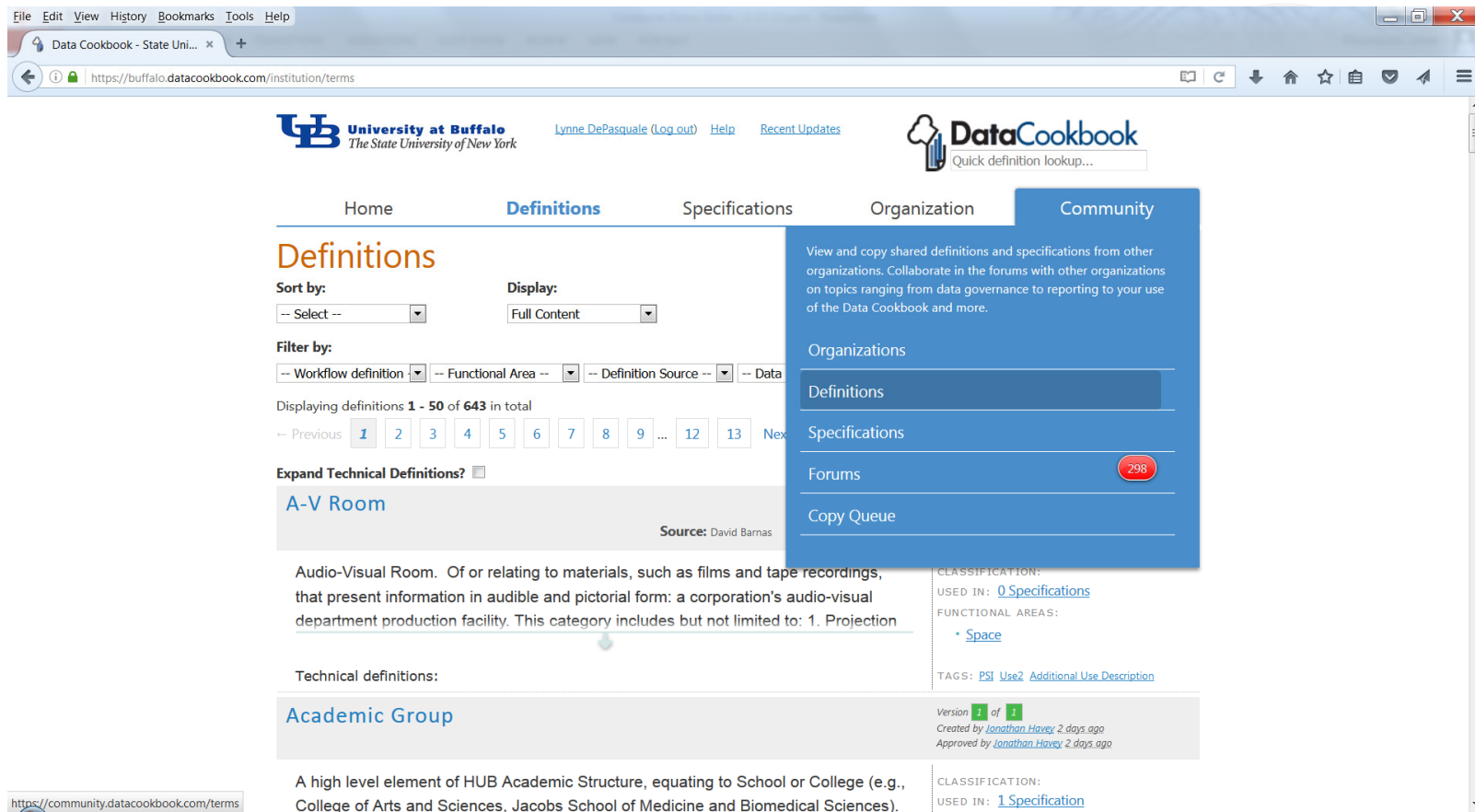


The screenshot shows a web browser window displaying the Data Cookbook website. The search bar at the top right contains the text "regularly funded". A red arrow points to this search bar. Below the search bar, a search results panel is visible, showing a list of definitions. The first result is "A-V Room", which is expanded to show its definition: "Audio-Visual Room. Of or relating to materials, such as films and tape recordings, that present information in audible and pictorial form: a corporation's audio-visual department production facility. This category includes but not limited to: 1. Projection".

The search results panel also shows other definitions like "Regularly Funded", "Personal Service Regular", "Student", and "Budget Code". A note above the search results states: "Enter a word or phrase to search for. Results are provided in order of relevance. Note: Words with punctuation in the middle, like TEST.NAME or TEST\_NAME are treated as a single word and will not be found by searching on their parts (TEST or NAME). You can use the '\*' character as a wild card to search for parts of words (i.e. '\*NAME')."

# Demonstration: Shared Definitions

- You can view definitions shared by other institutions under the “Community” tab



The screenshot shows a web browser window displaying the Data Cookbook website. The URL is <https://buffalo.datacookbook.com/institution/terms>. The page has a navigation menu with tabs for Home, Definitions, Specifications, Organization, and Community. The Community tab is selected, showing a sidebar with options: Organizations, Definitions, Specifications, Forums (with a red badge showing 298), and Copy Queue. The main content area displays a list of definitions. The first definition is for "A-V Room" by David Barnas. The definition text is: "Audio-Visual Room. Of or relating to materials, such as films and tape recordings, that present information in audible and pictorial form: a corporation's audio-visual department production facility. This category includes but not limited to: 1. Projection". To the right of the definition is a metadata panel with fields for CLASSIFICATION, USED IN (0 Specifications), FUNCTIONAL AREAS (Space), and TAGS (PSI, Use2, Additional Use Description). Below the definition is another entry for "Academic Group" with a high-level description and its own metadata panel.

<https://community.datacookbook.com/terms>

# Demonstration: Specifications

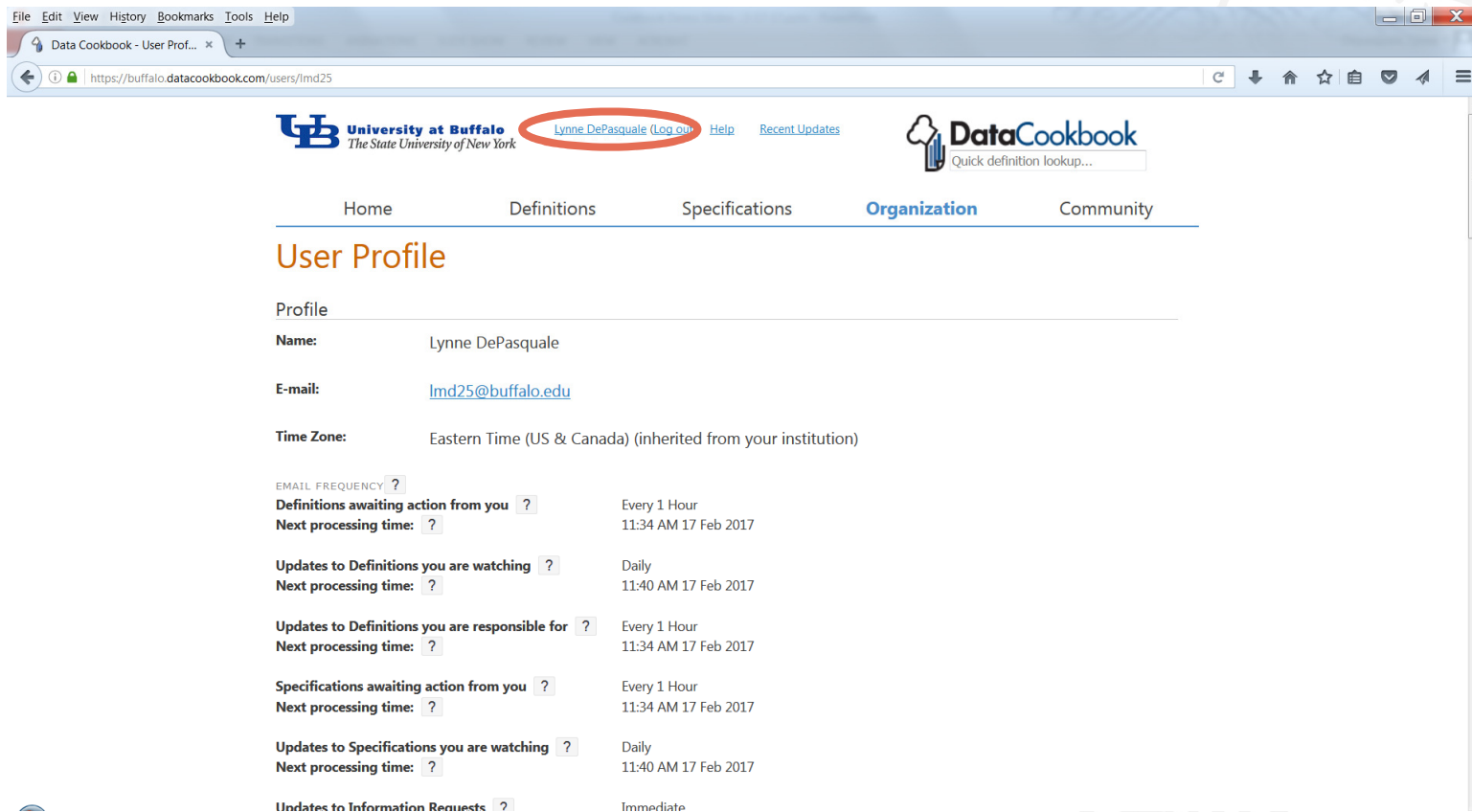
- You can also view specifications for reports that have been linked to Data Cookbook

The screenshot shows a web browser window displaying the Data Cookbook website. The URL is <https://buffalo.datacookbook.com/institution/terms>. The page features a navigation menu with tabs for Home, Definitions, Specifications, Organization, and Community. The Specifications tab is active, showing a dropdown menu with options: Browse specifications, Specification Queue, Workflows, and Search logs. Below the menu, the 'Definitions' section is visible, displaying a list of definitions. The first definition is 'A-V Room', which includes a description, technical definitions, and metadata such as source, classification, and tags. The second definition is 'Academic Group', also with a description and metadata. The page includes various filters and sorting options for the definitions list.



## Demonstration: User Profile

- View and edit your preferences, including definitions that you are watching, by clicking on your name at the top of the screen



The screenshot shows a web browser window displaying the user profile page for Lynne DePasquale. The browser's address bar shows the URL <https://buffalo.datacookbook.com/users/lmd25>. The page header includes the University at Buffalo logo and the user's name, **Lynne DePasquale**, which is circled in red. To the right of the name are links for [Help](#) and [Recent Updates](#). The Data Cookbook logo and a search bar are also visible. The navigation menu includes [Home](#), [Definitions](#), [Specifications](#), [Organization](#), and [Community](#). The main content area is titled **User Profile** and contains the following information:

**Profile**

**Name:** Lynne DePasquale

**E-mail:** [lmd25@buffalo.edu](mailto:lmd25@buffalo.edu)

**Time Zone:** Eastern Time (US & Canada) (inherited from your institution)

**EMAIL FREQUENCY ?**

<b>Definitions awaiting action from you ?</b>	Every 1 Hour
<b>Next processing time: ?</b>	11:34 AM 17 Feb 2017
<b>Updates to Definitions you are watching ?</b>	Daily
<b>Next processing time: ?</b>	11:40 AM 17 Feb 2017
<b>Updates to Definitions you are responsible for ?</b>	Every 1 Hour
<b>Next processing time: ?</b>	11:34 AM 17 Feb 2017
<b>Specifications awaiting action from you ?</b>	Every 1 Hour
<b>Next processing time: ?</b>	11:34 AM 17 Feb 2017
<b>Updates to Specifications you are watching ?</b>	Daily
<b>Next processing time: ?</b>	11:40 AM 17 Feb 2017
<b>Updates to Information Requests ?</b>	Immediate

## Live Demonstration

Data Cookbook site:

<https://buffalo.datacookbook.com>

**Note:** Data Cookbook can also be accessed from the Institutional Analysis website.



# Incorporating Data Cookbook into Reporting



Simple Research Question:

*What were our Credit Hours and Headcount in Summer 2012?*

As usual, there are many places we can go for answers. Everybody has their favorite source:

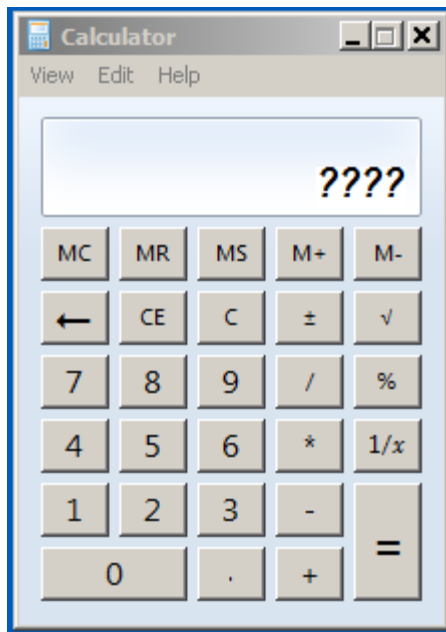
*~UB Info Source~*

*~SIRI Student Reports~*

*~Office of Institutional Analysis Dashboards~*



*How many different ways to calculate headcount can there be, anyway?*



## Report 1: Summer or Winter Students (All Reports) - SIRI

### Head Count

Externally Funded- 1543  
State Funded- 6961  
Total- 8504

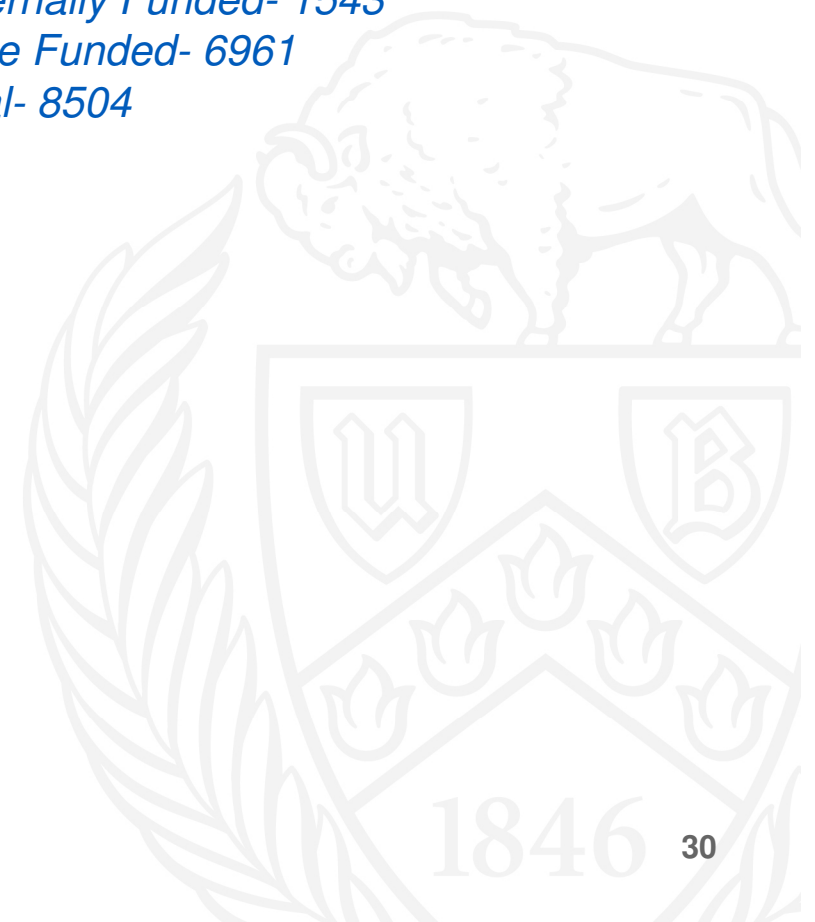
University at Buffalo  
State University of New York

Strategic Information Reporting Initiative (SIRI)

Student

Headcount and Credit Hours by School or College and Career  
Note: Students may have more than one School or College

Primary Academic Group	Primary (Billing) Career	Summer 2012		Headcount		Credit Hours	
		Externally Funded	State Funded	Headcount	Credit Hours	Headcount	Credit Hours
Architecture & Planning	Graduate			14	119.0	14	119.0
	Undergraduate			107	738.0	107	738.0
<b>Architecture &amp; Planning Total</b>				<b>121</b>	<b>857.0</b>	<b>121</b>	<b>857.0</b>
College of Arts & Sciences	Graduate			119	445.0	119	445.0
	Undergraduate	1059	9,888.0	2097	13,513.5	3156	23,401.5
<b>College of Arts &amp; Sciences Total</b>		<b>1059</b>	<b>9,888.0</b>	<b>2216</b>	<b>13,958.5</b>	<b>3275</b>	<b>23,846.5</b>
Dental Medicine	Graduate			1	1.0	1	1.0
<b>Dental Medicine Total</b>				<b>1</b>	<b>1.0</b>	<b>1</b>	<b>1.0</b>
Engineering & Applied Sciences	Graduate			217	466.0	217	466.0
	Undergraduate			869	5,131.0	869	5,131.0
<b>Engineering &amp; Applied Sciences Total</b>				<b>1086</b>	<b>5,597.0</b>	<b>1086</b>	<b>5,597.0</b>
Graduate School of Education	Graduate			508	2,511.0	508	2,511.0
<b>Graduate School of Education Total</b>				<b>508</b>	<b>2,511.0</b>	<b>508</b>	<b>2,511.0</b>
Law	Graduate			3	15.0	3	15.0
	Law School			53	240.0	53	240.0
<b>Law Total</b>				<b>56</b>	<b>255.0</b>	<b>56</b>	<b>255.0</b>
Management	Graduate	118	369.0	70	159.0	188	528.0
	Undergraduate	261	2,598.0	592	3,471.5	853	6,069.5
<b>Management Total</b>		<b>379</b>	<b>2,967.0</b>	<b>662</b>	<b>3,630.5</b>	<b>1041</b>	<b>6,597.5</b>
Medicine & Biomedical Sciences	Graduate			2	5.0	2	5.0
	Undergraduate			204	1,413.5	204	1,413.5
<b>Medicine &amp; Biomedical Sciences Total</b>				<b>206</b>	<b>1,418.5</b>	<b>206</b>	<b>1,418.5</b>
Nursing	Graduate			139	907.0	139	907.0
	Undergraduate			167	1,921.0	167	1,921.0
<b>Nursing Total</b>				<b>306</b>	<b>2,828.0</b>	<b>306</b>	<b>2,828.0</b>
Office of the Provost	Graduate			2	7.0	2	7.0
	Undergraduate			83	317.0	83	317.0
<b>Office of the Provost Total</b>				<b>85</b>	<b>324.0</b>	<b>85</b>	<b>324.0</b>
Public Health	Graduate			33	127.0	33	127.0
	Undergraduate			386	2,325.0	386	2,325.0
<b>Public Health Total</b>				<b>419</b>	<b>2,452.0</b>	<b>419</b>	<b>2,452.0</b>
Roswell Park	Graduate			1	3.0	1	3.0
<b>Roswell Park Total</b>				<b>1</b>	<b>3.0</b>	<b>1</b>	<b>3.0</b>
School of Pharmacy	Graduate			3	3.0	3	3.0
	School of Pharmacy			3	10.0	3	10.0
	Undergraduate			203	1,343.5	203	1,343.5
<b>School of Pharmacy Total</b>				<b>209</b>	<b>1,356.5</b>	<b>209</b>	<b>1,356.5</b>
Social Work	Graduate			233	1,338.0	233	1,338.0
	Undergraduate			1	1.0	1	1.0
<b>Social Work Total</b>				<b>234</b>	<b>1,339.0</b>	<b>234</b>	<b>1,339.0</b>
Undergraduate Education	Graduate			26	117.5	26	117.5
	Undergraduate	105	160.0	825	4,395.0	930	4,555.0
<b>Undergraduate Education Total</b>		<b>105</b>	<b>160.0</b>	<b>851</b>	<b>4,512.5</b>	<b>956</b>	<b>4,672.5</b>
<b>Grand Total</b>		<b>1543</b>	<b>13,015.0</b>	<b>6961</b>	<b>41,043.5</b>	<b>8504</b>	<b>54,058.5</b>



## Report 2: Headcount Enrollment by Unit- OIA Dashboards

Head  
Count

Externally  
Funded-  
1441

State  
Funded-  
6887

Total-  
8328

Headcount Enrollment by Unit Intended Majors Attributed to Unit of Interest <small>See Notes below</small>					
		Summer 2012			
Funding	Current Major	Undergraduate	Graduate	Total	
Regular State	College of Arts and Sciences	2,046	121	2,167	
	Combined Degree Programs	8	14	22	
	General University Space	1		1	
	Graduate School of Education		505	505	
	Jacobs School of Medicine and Biomedical Sciences	206	3	209	
	Law School		52	52	
	Office of Academic Affairs	807	14	821	
	Provost Enrollment	80		80	
	Roswell Park Institute		1	1	
	School of Architecture	109	14	123	
	School of Dental Medicine		1	1	
	School of Engineering and Applied Sciences	863	215	1,078	
	School of Management	590	61	651	
	School of Nursing	166	139	305	
	School of Pharmacy and Pharmaceutical Sciences	203	5	208	
	School of Public Health and Health Professions	399	32	431	
	School of Social Work		232	232	
	<b>Total</b>	<b>5,478</b>	<b>1,409</b>	<b>6,887</b>	
Externally Funded	College of Arts and Sciences	1,060		1,060	
	School of Management	262	119	381	
	<b>Total</b>	<b>1,322</b>	<b>119</b>	<b>1,441</b>	
<b>Grand Total</b>		<b>6,800</b>	<b>1,528</b>	<b>8,328</b>	

Report  
Information

## Report 1 and 2: Reconciliation

### SIRI Report Headcount

- 1543 Externally Funded (+102)
- 6961 State Funded (+74)
- 8504 Total (+176)

### OIA Dashboard Headcount

- 1441 Externally Funded
- 6887 State Funded
- 8328 Total

The externally funded category has a high percentage difference. One subcategory doesn't appear to even exist on the OIA Dashboard:

		Summer 2012	
		Externally Funded	
Primary Academic Group	Primary (Billing) Career	Headcount	Credit Hours
Undergraduate Education	Graduate		
	Undergraduate	105	160.0
<b>Undergraduate Education Total</b>		<b>105</b>	<b>160.0</b>

Externally Funded			
-	College of Arts and Sciences	1,060	
	School of Management	262	119
	<b>Total</b>	<b>1,322</b>	<b>119</b>

The source data for the SIRI Report reveals that the externally funded students attributed to Undergraduate Education were Gifted Math students— not countable for official enrollment at the time.



## Report 1 and 2: Reconciliation Continued

### SIRI Report Headcount

- 1543 Externally Funded (+102)
- 6961 State Funded (+74)
- 8504 Total (+176)

### OIA Dashboard Headcount

- 1441 Externally Funded
- 6887 State Funded
- 8328 Total

We still have 71 more students on the SIRI Report.

Further reconciliation reveals multiple causes. For example, one student who appears as registered in the data underlying the SIRI report does not appear in the data underlying the OIA Dashboard.

A quick peek at the HUB reveals why:

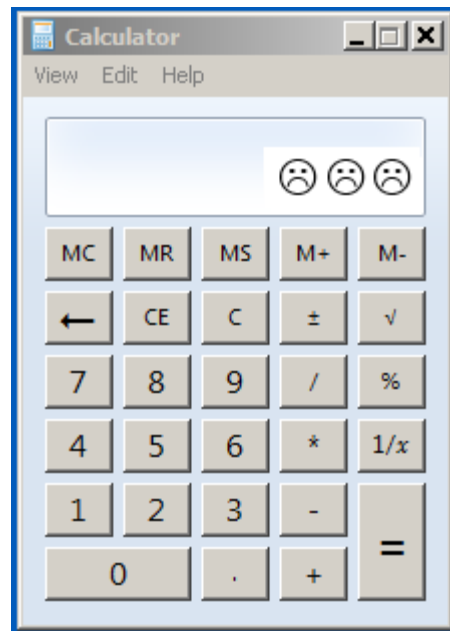
The Info Source view underlying the SIRI report counts students as enrolled even if they eventually resign all their classes. The SUNYIR process is sensitive to the timing of the drop. As a rule, data sources underlying SIRI student reports are dynamic, unlike official data sets, which are snapshots.

Classes

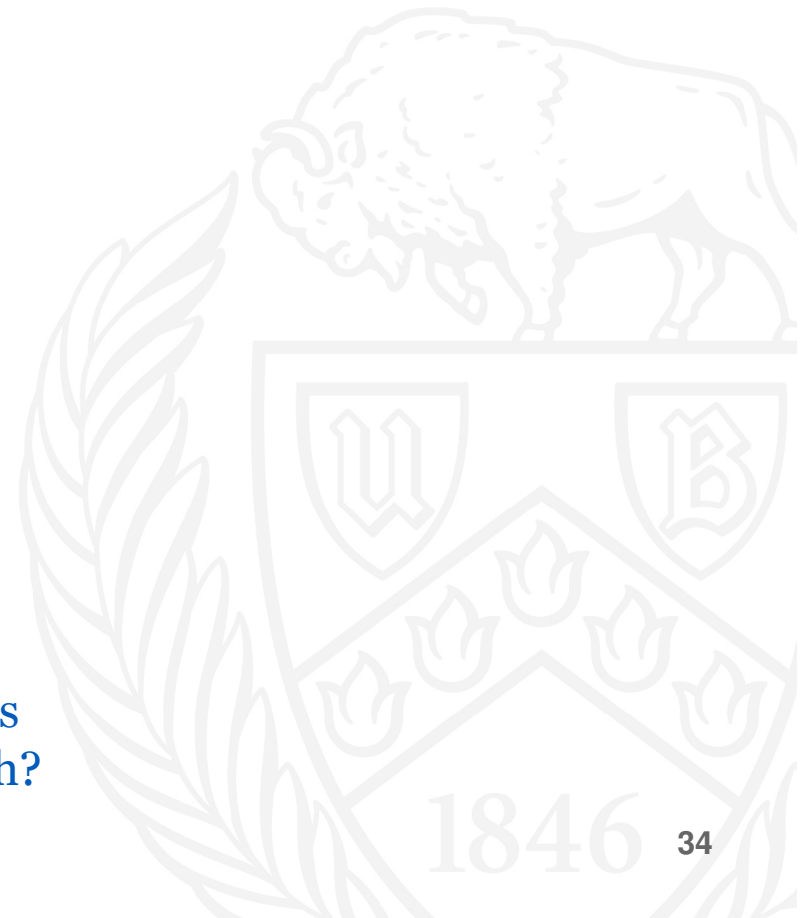
✔ Enrolled
⊗ Dropped
⚠ Wait Listed

Class	Description	Units	Grading	Grade	Status
<a href="#">ITA 101LEC-J (10516)</a>	Elem Italian 1st Semester (Lecture)	5.00	Letter Grading	R	⊗

## Our Results Thus Far...



How can anybody know why the headcount totals differ on these reports without extensive research?

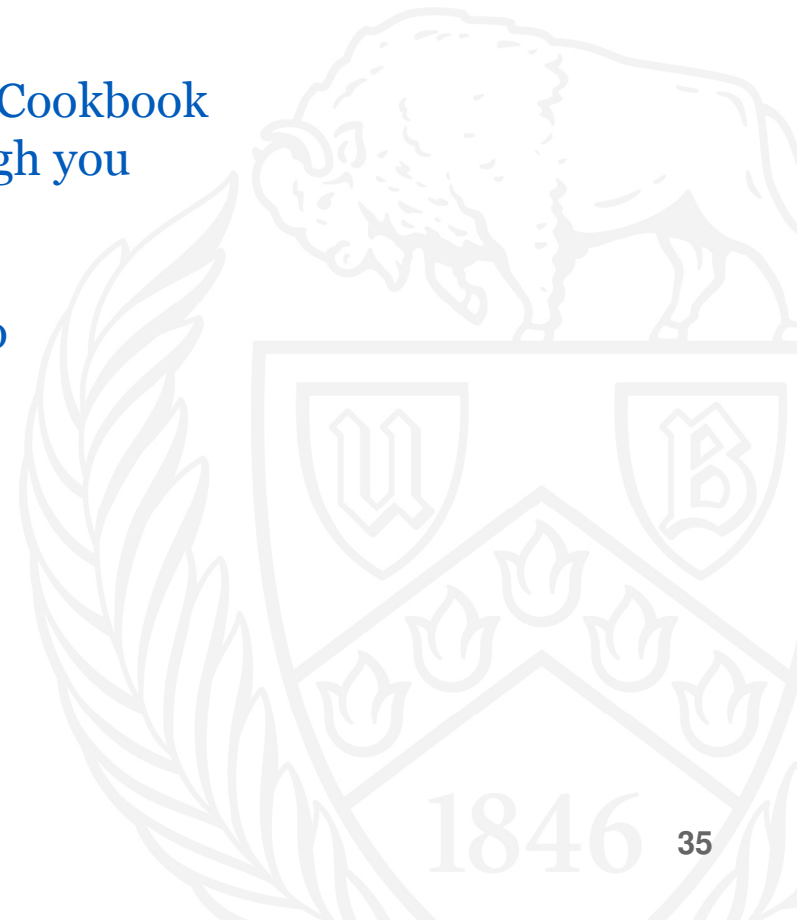


Fortunately, Data Cookbook has some nifty functionality that allows you to link from a report on a BI platform like OBIEE or Tableau to a Report Specification. The “spec” will pop up without requiring authentication.

The specification can have definitions from the Cookbook embedded within it. These are clickable, although you will have to log on to view the full definitions.

Both reports we viewed earlier have had links to Data Cookbook specifications added to them.

Let’s go try them out.



## Summer/Winter Registration Report (by Student)

*Note: These summaries are not to be used for official enrollment reporting*

Time run: 2/21/2017 4:49:30 PM

[View Report Definition](#)

*Headcount and Credit Hours by Estimated Funding Source and Career*

		Summer 2012	
Funding Source (Estimated)	Primary (Billing) Career	Headcount	Credit Hours
Externally Funded	Graduate	118	369.0
	Undergraduate	1425	12,646.0
<b>Externally Funded Total</b>		<b>1543</b>	<b>13,015.0</b>
State Funded	Graduate	1371	6,223.5
	Law School	53	240.0
	School of Pharmacy	3	10.0
	Undergraduate	5534	34,570.0
<b>State Funded Total</b>		<b>6961</b>	<b>41,043.5</b>
<b>Grand Total</b>		<b>8504</b>	<b>54,058.5</b>

*Headcount and Credit Hours by Matriculation Status and Career*

		Summer 2012				Headcount	Credit Hours
		Externally Funded		State Funded			
Matriculation Status	Primary (Billing) Career	Headcount	Credit Hours	Headcount	Credit Hours		
Matriculated	Graduate	117	366.0	1239	5,747.0	<b>1356</b>	<b>6,113.0</b>
	Law School			53	240.0	<b>53</b>	<b>240.0</b>
	School of Pharmacy			3	10.0	<b>3</b>	<b>10.0</b>
	Undergraduate	1320	12,486.0	4809	30,971.0	<b>6129</b>	<b>43,457.0</b>
Non-matriculated	Graduate	1	3.0	132	476.5	<b>133</b>	<b>479.5</b>
	Undergraduate	105	160.0	725	3,599.0	<b>830</b>	<b>3,759.0</b>
<b>Grand Total</b>		<b>1543</b>	<b>13,015.0</b>	<b>6961</b>	<b>41,043.5</b>	<b>8504</b>	<b>54,058.5</b>



### Summer/Winter Registration Report (by Student)

*Note: These summaries are not to be used for official enrollment reporting*  
 Time run: 2/21/2017 4:49:30 PM

*Headcount and Credit Hours by Estimated Funding Source*

Funding Source (Estimated)	Primary (Billing) Category
Externally Funded	Graduate
	Undergraduate
<b>Externally Funded Total</b>	
State Funded	Graduate
	Law School
	School of Pharmacy
	Undergraduate
<b>State Funded Total</b>	
<b>Grand Total</b>	

*Headcount and Credit Hours by Matriculation Status*

Matriculation Status	Primary (Billing) Career	Headcount	Credit Hours
Matriculated	Graduate		
	Law School		
	School of Pharmacy		
	Undergraduate		
Non-matriculated	Graduate		
	Undergraduate		
<b>Grand Total</b>			

**Data Cookbook Report Viewer - Internet Explorer**

**University at Buffalo**  
The State University of New York

## Summer/Winter Registration Report (by Student)

**Purpose**

Summarizes Summer and Winter Enrollment by student characteristics for enrollment management purposes. Helps administrators see what types of students enroll in Summer and Winter Sessions.

**Description**

For the Summer or Winter Term entered, student headcount and credit hours are totaled by Funding Source (State vs. Externally Funded), Matriculation Status (Regular or Non-matriculated), International or Domestic Status, Graduation Application Activity, and School or College (Academic Group) of primary major. The data is dynamic and all dimensions are operational in origin. Therefore, this report is not to be used for official enrollment reporting.



## Headcount Enrollment by Unit

Intended Majors Attributed to Unit of Interest  
*See Notes below*

Report Information

Undergrad
2

Data Cookbook Report Viewer - Internet Explorer

**UB** University at Buffalo  
The State University of New York Specification

### Headcount Enrollment by Unit

**Purpose**  
Summarize Official Enrollment by Term and Unit (e.g., Arts and Sciences, Management).

**Description**  
Intended majors are attributed to the Units as well as Approved majors. Only SUNY-countable students are included.

**Owner**

**Access Details**

## Additional Information



# Recipe for Reporting Success Data Cookbook

## Additional Information:

- Link to Our Data Cookbook Page
  - [www.buffalo.edu/provost/oia/data-governance/data-cookbook.html](http://www.buffalo.edu/provost/oia/data-governance/data-cookbook.html)
- Please submit questions about the Data Cookbook to the following e-mail address
  - [Data-cookbook@buffalo.edu](mailto:Data-cookbook@buffalo.edu)





# Recipe for Reporting Success Data Cookbook

**Questions?**



## Drum Roll Please....



and the Winner is....

