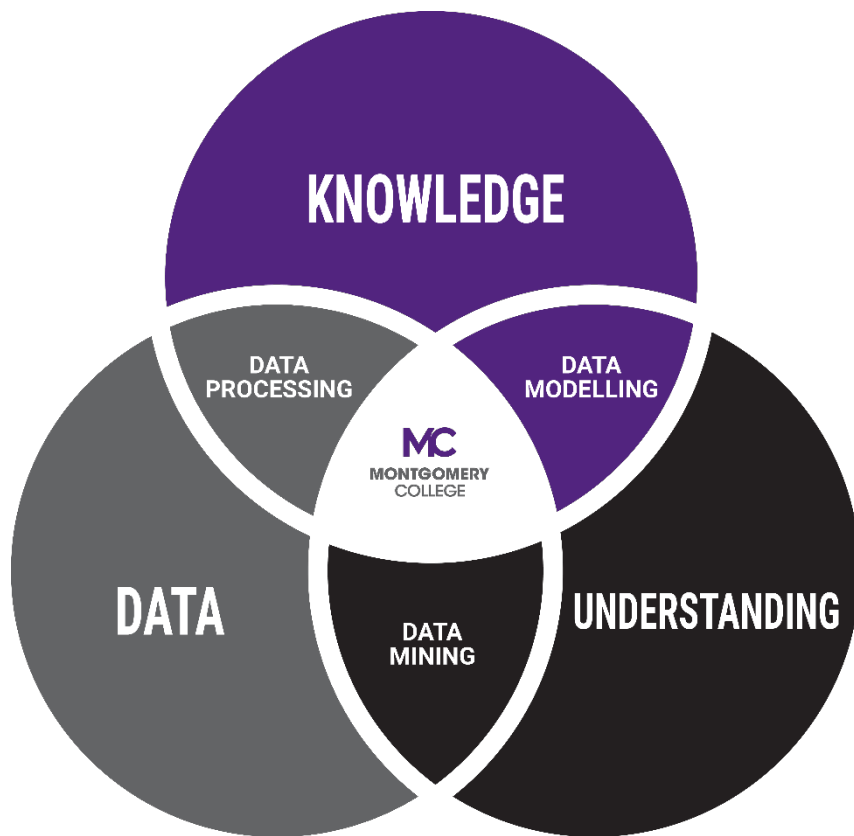




Office of Institutional Research & Effectiveness

# Annual Report for Fiscal 2024



October 2024  
Arlene W. Blaylock, PhD  
Director

# Office of Institutional Research and Effectiveness Annual Report for Fiscal 2024

## Overview / Role

The Office of Institutional Research and Effectiveness (OIRE) operates under the auspices of the Office of the President and is supervised by the Chief Analytics and Insights Officer. The role of OIRE is to provide data and information to support Montgomery College's mission, strategic plan, and data-driven decision-making, as well as to support data needs for units throughout the College. OIRE procures, collects, analyzes, interprets, and disseminates accurate and relevant data and information in various formats. OIRE is the official reporting unit for Montgomery College and oversees the College's Institutional Review Board (IRB).

## Goals

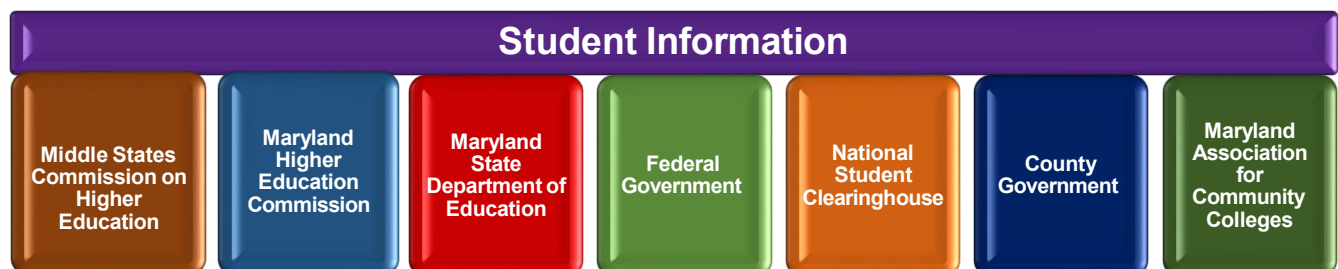
The core goals of OIRE are to:

- Provide accurate data on time to internal and external data users
- Work collaboratively with institutional research colleagues at all Maryland community colleges to ensure consistency in reporting to the Maryland Higher Education Commission
- Support the Montgomery College Strategic Plan
- Generate reports and analyses for senior leaders' use in decision-making
- Create dashboards on various metrics
- Work collaboratively with and across college units on data needs
- Work in collaboration with information technology and records and registration units on data matters to ensure data and data tables necessary for OIRE's reporting responsibilities are accurate and updated
- Manage and coordinate all activities of the Institutional Review Board
- Coordinate and host the annual data summit

## External Reporting Bureaucracies

OIRE manages, coordinates, and provides a broad range of data required by numerous bureaucracies, including the federal, state, and county governments (Figure 1). The officialdoms to which OIRE is required to provide data include the National Center for Educational Statistics or IPEDS (federal government), the Maryland Higher Education Commission (MHEC), the Maryland State Department of Education (MSDE), the Middle States Commission of Higher Education (MSCHE), the Maryland Association for Community Colleges, the National Student Clearinghouse, the Federal Reserve Bank, and the County Council of Montgomery County Maryland. The reporting requirements to these bureaucracies typically involve detailed student-level data driven by specific dates, times, and file layouts and specifications. Noncompliance or late submission of data/information to the federal and state can lead to financial or other penalties.

Figure 1: External Reporting Bureaucracies



## Internal Reporting Responsibilities

OIRE provides data and information within the College to support various data needs (Figure 2). To fulfill the unit's responsibilities, OIRE:

- Produces reports and dashboards that inform the college of student-related information
- Produces the College's enrollment projections
- Provides data to support accreditation
- Supports the efforts of the data asset management team
- Provides data in support of grant initiatives (e.g., TRIO, NSF)
- Assists with the development and design of surveys and focus group research in collaboration with internal constituents
- Responds to multifaceted ad hoc requests for data and information from units and departments throughout the college
- Conducts research for and in coordination with other units (e.g., counseling)
- Produces the fall enrollment report, highlights, and infographics
- Works collaborative with USG on work related to ACES program
- Creates and updates dashboards

The provision of internal data generally involves mining a wide range of data sources to answer specific questions related to various characteristics of enrollment, analyses of student success on assorted performance metrics, or something much more intricate. Many reports, infographics, and dashboards are available on the OIRE [website](#).

Figure 2: Internal Reporting



## **FY 2024 Overview of Reporting Accomplishments**

During fiscal 2024, OIRE completed 81 ad hoc data requests from faculty, staff, and administrators with a wide range of complexity. Note that the number of ad hoc requests for data and information is understated and encompasses only those that came through the project request portal. Countless other ad hoc requests come via telephone calls, emails, face-to-face conversations, and direct data requests from senior leaders. As such, the number of requests generated through the project request portal does not capture the accurate volume of work that OIRE produced. In addition, OIRE staff served as members of the Institutional Review Board (IRB) and participated in the review of 15 IRB applications. OIRE's executive associate coordinates the activity and work of the IRB. In addition, OIRE submitted at least 37 detailed level reports required by the state and federal government, developed surveys, and assisted with survey and focus group questions development, administration, and analysis for internal customers.

### **Highlights of the Work and Projects by OIRE's Staff in FY 2024**

#### **Surveys: External and Internal**

- SpeakUpMC Survey on Sexual Violence (Coordinated the promotion, implementation, and analysis of this biennial, collegewide, MHEC-mandated survey gauging the incidence, response to, and effects of sexual assault and violence at MC.)
- International Student Survey (IIE)
- National Association of Schools of Music Data Survey(NASM)
- Higher Education Arts Data Services Data Survey (HEADS)
- Montgomery College Student Satisfaction Survey
- Montgomery College Prospective Graduation Survey
- Worked and consulted with several units and provided guidance, assisted with the development and deployment, and analysis of several internal surveys
  - SHaW Center Needs Assessment Survey
  - Paralegal Studies Program Graduate Survey
  - Spring 2024 Transfer Student Information Literacy Pilot Study
  - WDCE Health Sciences Program Follow-Up Surveys
  - TechMAP IT Survey
  - SpeakUpMC Survey on Sexual Violence
  - Student Parent Survey
  - Basic Needs Survey

#### **Internal Reporting**

- Produced updated data metrics and reports for the fall snapshot, spring snapshot, and the annual report on students in the ACES program, as well as actively participated on the ACES committee with colleagues from Montgomery College, Universities of Shady Grove, and the University System of Maryland
- Produced the fiscal year enrollment projections
- Produced the fall semester profile, fall enrollment report, and infographics
- Created enrollment and performance metric dashboards and updated OIRE's website
- Provided data to support current grants (e.g., NSF and TRIO) and grant applications
- Mined data in Starfish and produced and prepared a report on the findings, involving manual data mapping to Banner data.

## External Reporting

- Prepared and submitted data for state-aid reports to MHEC (CC-2, CC-2A, CC-2D, CC-4, CC-5)
  - Enrollment Report for Credit Courses for Fiscal Year Ending June 30<sup>th</sup> (CC-2)
  - Enrollment Report for Programs Approved for Statewide Funding (CC-2A, Fall and Spring submissions)
  - Enrollment Report for Health Manpower Funding (CC-2D, Fall and Spring submissions)
  - Data submission for MACC Dashboards
  - Summary of Full-time Equivalent Students (CC-4 Exhibit VI)
  - Reconciliation of Full-time Equivalent Students (CC-4, Exhibit XII)
  - Student Faculty Ratio (CC-4, Exhibit XIII)
  - Estimated Credit and Equated Credit Enrollment (CC-5)
- Prepared and submitted data in predetermined file specifications and formats for all required surveys and reports to MHEC, MSDE, Federal Reserve Bank of Richmond, and NCES including:
  - Course Information System
  - Degree Information System
  - Degree Progress Report
  - Distance Education Survey
  - End-of-term System
  - Enrollment Information System
  - Financial Aid Information System
  - Opening Fall/Spring Enrollment (S-7)
  - Student Registration System
  - Non-resident Tuition for Undocumented Immigrants (S-20)
  - Near Completers Report
  - S-6 Supplemental form with credit and weekly student contact hours
  - External Credit System (ECS) Annual File
  - ESOL-FTES (English for Speakers of Other Languages)
  - Maryland Approved Program Completer System (MAPCS) Annual File
  - Employee Data System (EDS) Annual Data File
  - Report on Students Receiving Accommodations for Disabilities
  - 2024 Performance Accountability Report
  - CTE Enrollment and Technical Skills Assessment
  - Richmond's Federal Reserve Bank Survey of Community College Outcomes
  - National Postsecondary Student Aid Study (NPSAS)
- **IPEDS: Federal Government Reporting**
  - Completion
  - Fall Enrollment
  - Graduation Rates
  - Institutional Characteristics
  - Net Price Calculator
  - Student Financial Aid
  - Outcomes Measure Survey
  - Finance
  - Academic Libraries
  - Human Resources
  - Institutional Characteristics
  - 12 Month Enrollment

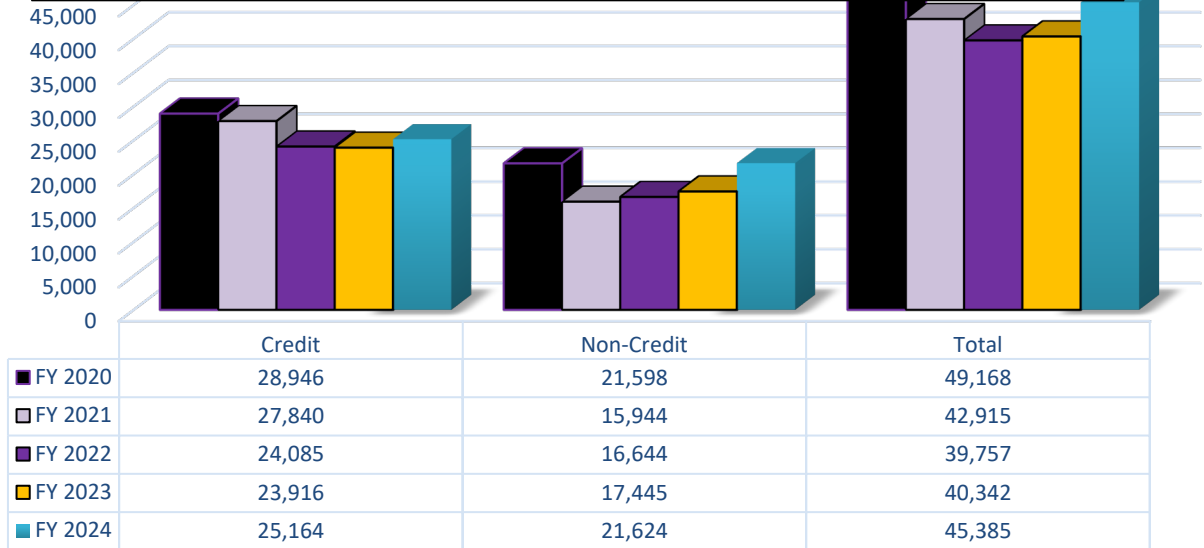
## **Other Projects**

- Orchestrated the annual Data Summit.
  - Hosted a Maryland Community College Research Group (MCCRG) meeting
  - Hosted the Maryland Association of Institutional Researchers (MdAIR) Spring Institute
  - Continued work with data stewards as part of the Data Asset Management Plan
  - Sat on various collegewide and external committees and participated in college governance
  - Supported and worked collaboratively with various units across the College (e.g., Financial Aid, Information Technology, Finance, Grants, Academic Affairs)
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- The above lists are a partial inventory of projects and reports completed by OIRE in fiscal 2024. The lists are meant to capture a broad-range view that highlights the responsibility, commitment, and effort of OIRE staff in support of the work for the College.

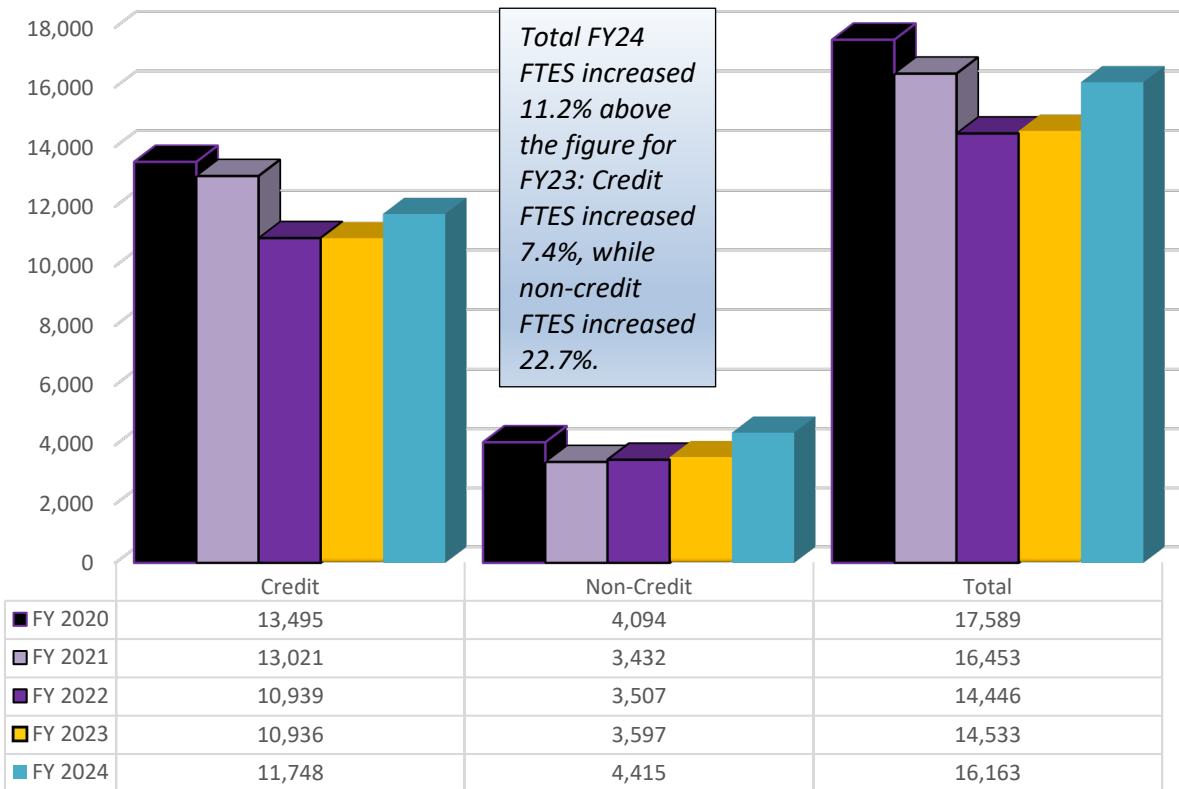
## A Snapshot of Selective FY 2024 Data

**Figure 1: FY 2020 to FY 2024 Credit and Non-Credit Unduplicated Headcount**

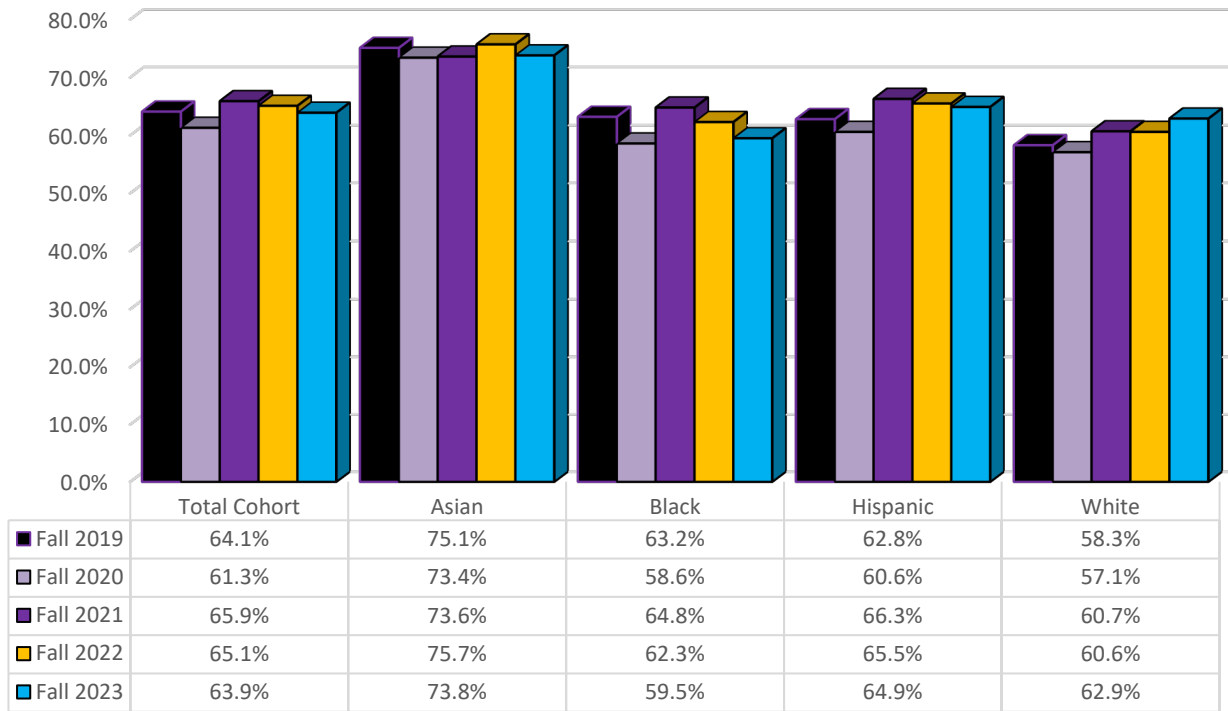
*In FY24, total unduplicated enrollment increased 12.5% above the enrollment in FY23. Unduplicated credit students increased 5.2% and non-credit students increased 24.0%.*



**Figure 2: Full-Time Equivalent Students: FY 2020 - FY 2024**



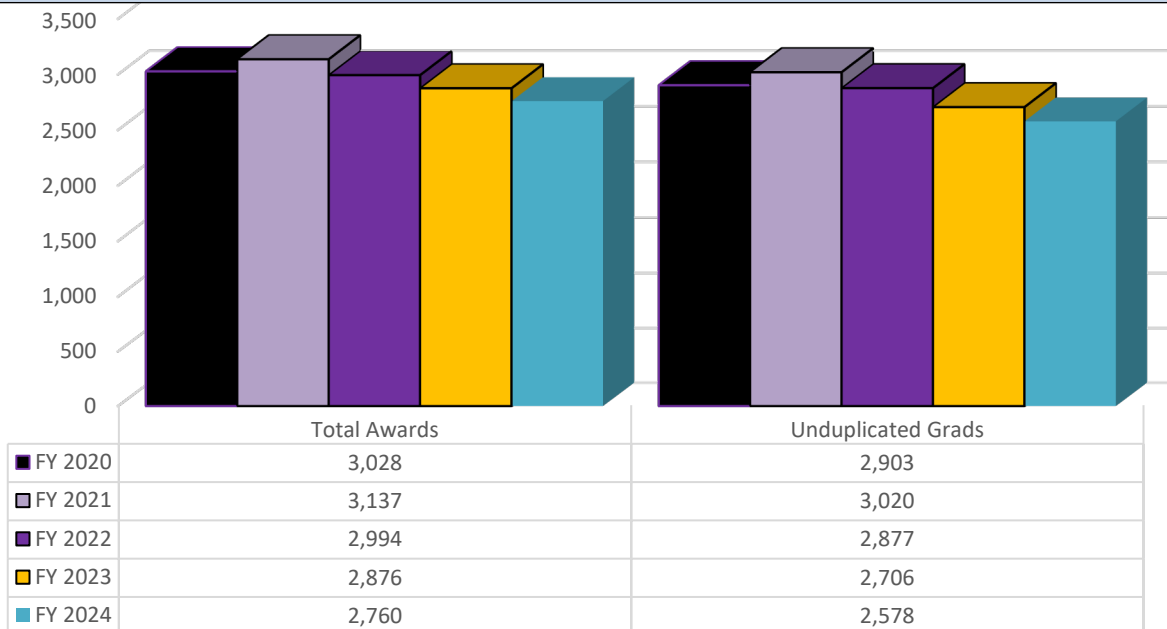
**Figure 3: Fall to Fall Retention of FTEIC  
Fall 2019 Entering Cohort to Fall 2023 Entering Cohort**



*Overall, 61.3% to 65.9% of first-time ever in college (FTEIC) students return one year after entering MC. Consistently across all five cohort groups, the fall to fall retention rate is highest for Asian students.*

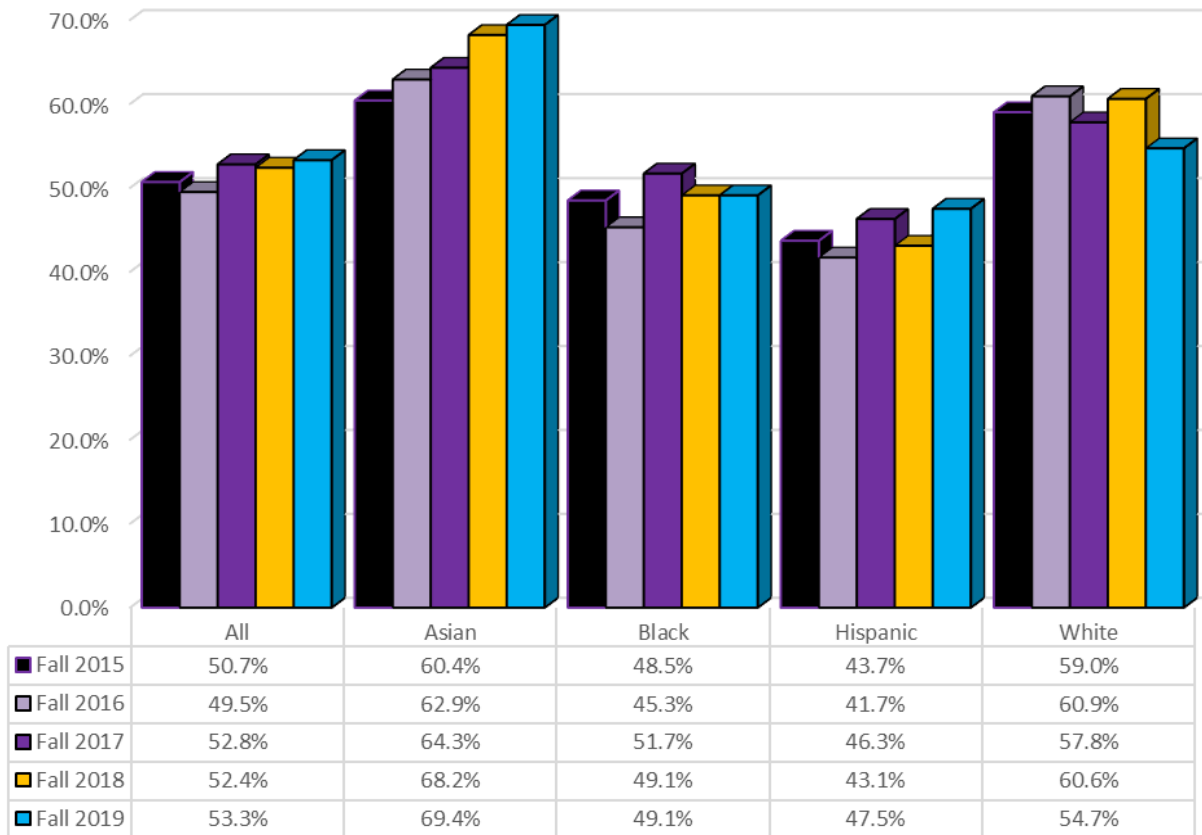
**Figure 4: Number of Awards and Graduates**

*The number of awards and graduates declined for three consecutive fiscal years. The number of awards granted in FY24 dropped 9% percent below FY20 and 4% percent below FY23. Correspondingly, the number of FY24 graduates was 11.2% below FY20 and 4.7% below the figure for FY23.*





**Figure 5: Graduation-Transfer Rate After Four Years  
Entering PAR Cohorts Fall 2015 to Fall 2019**



*The Degree Progress cohort model is a metric reported in the Performance Accountability Report. This model tracks the graduation/transfer rate of first-time, full- and part-time students, four years after entry, who attempted at least 18 credit hours within the first two years of initial enrollment. Across cohorts, the graduation/transfer rates are consistently highest for Asian and White students and lowest for Black and Hispanic students.*

*Of note: Compared to the previous cohort (fall 2018), Hispanic students' graduation/transfer rate increased 4.4 percentage points while White students' graduation/transfer rate dropped 5.9 percentage points.*

Dr. John Hamman, Chief Analytics and Insights Officer  
Dr. Arlene Blaylock, Director of OIRE and IRB Chair  
Ms. Daphne Alfelor, Executive Associate and IRB Coordinator

**OIRE Staff**

Mr. Clary Brown, Research Analyst  
Dr. Bo Chan, Senior Research Analyst  
Mr. Ross Conover, Senior Research Analyst  
Mr. Scott Poese, Senior Research Analyst  
Dr. Pallabi Roy, Coordinator of Reporting

Please visit the website for more data and information.

[website](#)