



NSSE 2009 Population File

Thank you for joining us.

The Webinar will begin at 12:00 EDT.

Some general advice before we begin:

Sound:

- Please turn up your computer speakers or plug in your headphones to listen to the Webinar. For best results, close all other applications as they may interfere with the audio feed for this Webinar.

What to do if you don't hear anything:

- If you cannot hear anything, click on "Meeting" in left of dark grey tool bar at the top of the screen and select "Audio Setup Wizard." Complete the first part of the Wizard, which ends with a speaker test, in order to ensure you are properly connected for webinar audio. If you cannot hear anything after this, please consult your technology support person.
- If this does not work, you may need to consult your technology support person. The Webinar is being recorded. You will be able to view the session on the NSSE Web site several days after the live session.

Using the Chat feature:

- The Chat window will be available throughout the presentation for participants to interact with presenters and each other.

NSSE 2009 Population File



Presented by:
Jennifer Brooks
Kevin Guidry



Agenda



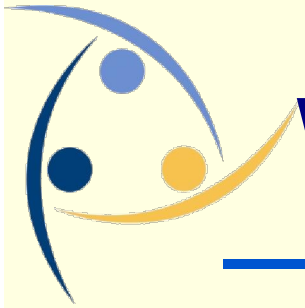
1. Why is it important?
2. What goes into it?
 - ◆ First-year and senior definitions
3. Who will prepare it?
4. What happens after you submit it?
5. Questions



Importance of the pop file



Photo credit: Pint of Bitter (<http://flickr.com/photos/ghinterm/>)



What goes into the pop file?

Required:

- ◆ Student name and contact information, including:
 - ◆ E-mail addresses for all modes
 - ◆ Postal addresses for Paper and Web+ modes
- ◆ Unique student ID
- ◆ Enrollment status
- ◆ Gender
- ◆ Class



What goes into the pop file?

Strongly recommended:

- Race
- SAT/ACT scores
- BCSSE identifier (if also administering BCSSE)



What goes into the pop file?

Optional:

- Up to five institution-specific group variables are available (required for some oversampling)



Photo credits: jeremy.wilburn (<http://flickr.com/photos/jeremywilburn/2729353935/>)
mcwetboy (<http://flickr.com/photos/mcwetboy/359552498/>)



Who are first-year students?

First-year students:

- ◆ *Any student* who is considered in the academic first year, as defined by credit hours



- Enrolled in fall semester
- Reasonably expected to remain in first year come spring semester
- Include all part-time, distance education, non-traditional students
- **Note that this is more than first-time students!**

Photo credit: jeremy.wilburn (<http://flickr.com/photos/jeremywilburn/2729310587/>)



Who are Senior students?

Seniors:

- ◆ Any student who is expected to graduate in spring or summer of the current academic year



- Include all part-time, distance education, non-traditional students



Population file template

- ◆ Population file must be submitted as Excel file to the Institution Interface
- ◆ Make your job easy and use the NSSE-provided template available on the Interface:

	A	B	C	D	E	F	G	H
1	FirstName	LastName	StudentID	PrimaryEmail	SecondaryEmail	Class	CreditHours	Enrollment
2	Amanda	McComb	1234567	amccomb@iumail.edu		Senior	96	FT
3	Nicholas	Bannister-Andrews	987654	nbannist@iumail.edu	nicky@yahoo.com	Freshman	15	PT
4	Jamie	Salazar	454322	jsalaz@iumail.edu	jamie@hotmail.com	Senior	99	FT
5	Kevin	Tharp	998765	ktharp@iumail.edu	k.dub@aol.com	Freshman	0	FT
6	Amy	Holman	499999	achelle@iumail.edu		Senior	97	FT
7	Tara	Arick	487366	tarick@iumail.edu		Freshman	12	FT
8	Jennifer	Lott	840599	jlott@iumail.edu	jlott@gmail.com	Senior	95	PT
9	Nick	Roberts	448488	nickrob@iumail.edu		Freshman	16	FT
10	Jennifer	Lee	393999	jelee@iumail.edu		Senior	98	FT



Getting it done

- ◆ Who will prepare the population file for your institution? Registrar? Central IT?
- ◆ Do you have a good relationship with them?
- ◆ How much time will they need?
- ◆ How much work will you need to do?



As you submit the pop file

We must check all population files as thoroughly as possible for accuracy. This includes:

- ◆ Ensuring overall numbers make sense
- ◆ Checking for missing data
- ◆ Ensuring that details make sense



After you submit the pop file

NSSE requires pop files by Oct 30 so that there is time to clean the hundreds of files submitted in time for a successful spring administration.

- ◆ While we do our best to catch issues at the time of upload, in many cases there are ongoing conversations to clarify problems with pop files
- ◆ It is critical to address pop file issues with urgency



After you submit the pop file

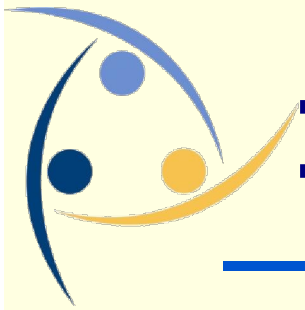
If students become ineligible for NSSE between fall and spring:

- ◆ You can remove students from the file anytime
 - ◆ If done by January 15, we will replace them with unsampled students if available
- ◆ Students cannot be added to the population file once it's approved



Important Dates

- ◆ October 30, 2008: Population file submission deadline
- ◆ January 15, 2009: Update of ineligible students that can be replaced (if available)
- ◆ March 3, 2009: Update of ineligible students that cannot be replaced in the file
- ◆ If at any point you discover errors in your pop file, contact your Client Services Team



Important Resources

- ◆ Population File Instructions
- ◆ Population File FAQs
- ◆ Population File Excel Template



Questions

1. Which email addresses (campus, personal, preferred, etc.) and mail addresses (local, home, etc.) are likely to get the highest response rate?
2. When do we send university letterhead?
3. We may have fewer than 400 students in our freshman and senior classes, how much time should be expect to spend formulating contact information for the survey?



Questions

4. Are there any changes to file structure of the student population file from last year to this year?
5. When will sampling occur and how is my bill associated with the sample date?
6. How is the population file updated? Do we refresh at our end or do you folks handle that?



Questions

7. How do we handle repeated seniors from one year to the next (those who do not graduate and stay longer to obtain more credits)?
8. How do you handle associate students in the NSSE population file?
9. How do you define a "senior?"

We welcome your feedback!

Feedback form: www.cpr.iub.edu/qform.cfm?qform_id=28

Webinar archives: www.nsse.iub.edu/webinars/archives.cfm



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