



Kentucky State University
Office of Institutional Research and Analytics

Standard Operating Procedures
2026-2027

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Introduction

The Office of Institutional Research & Analytics (OIRA) serves as Kentucky State University's central resource for institutional data, analytics, strategic reporting, and decision support. The office is responsible for collecting, validating, analyzing, interpreting, and disseminating institutional data to support evidence-based decision-making across the University.

OIRA collaborates with academic and administrative units to ensure the integrity, accuracy, and consistency of institutional data while supporting strategic planning, accreditation, compliance reporting, enrollment management, student success initiatives, and institutional effectiveness. This manual establishes the operational procedures, standards, and best practices that guide the daily functions of the Office of Institutional Research & Analytics.

Mission Statement

The mission of the Office of Institutional Research & Analytics is to provide accurate, timely, and meaningful institutional data, analytics, and strategic insights that support informed decision-making, institutional effectiveness, accountability, and continuous improvement in advancing the mission of Kentucky State University.

Vision Statement

The Office of Institutional Research & Analytics strives to be a trusted strategic partner by transforming institutional data into actionable intelligence that supports student success, operational excellence, data-informed leadership, and continuous institutional improvement.

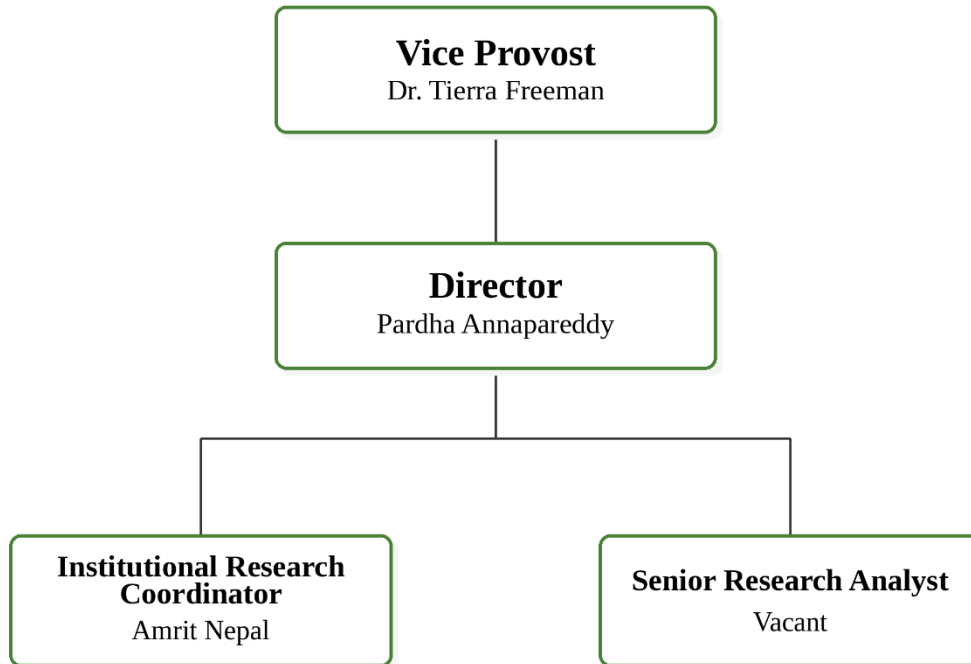
Major Activities

The Office of Institutional Research & Analytics is responsible for the following functions:

- Collect, validate, analyze, maintain, and disseminate institutional data related to students, employees, finance, financial aid, academic programs, and other operational areas.

- Serve as the University's official source for institutional reporting and ensure the accuracy and integrity of institutional data.
- Coordinate mandatory reporting to federal, state, and external agencies, including the Integrated Postsecondary Education Data System (IPEDS), Kentucky Council on Postsecondary Education (CPE), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Common Data Set (CDS), and other regulatory or accrediting organizations.
- Develop executive dashboards, business intelligence solutions, and self-service reporting tools using Argos, Power BI, SQL, and other institutional reporting platforms.
- Produce official institutional publications, including the Fact Book, Quick Facts, enrollment reports, student success reports, key performance indicator (KPI) reports, and other analytical publications.
- Conduct statistical analyses, predictive modeling, enrollment forecasting, retention and graduation analyses, faculty workload analyses, financial aid analyses, and strategic planning studies to support University leadership.
- Manage institutional surveys and assist with survey design, administration, analysis, and reporting for students, faculty, staff, administrators, and external stakeholders.
- Support institutional effectiveness, strategic planning, accreditation, academic program review, assessment activities, and continuous improvement initiatives.
- Develop and maintain institutional data definitions, documentation, reporting standards, and data governance practices to ensure consistency across the University.
- Provide consultation, training, and analytical support to the University departments in the appropriate use, interpretation, and reporting of institutional data.
- Review and validate institutional data prior to public release to ensure compliance with the University policies, FERPA, and applicable federal and state regulations.

Organizational Chart



Data Request and Workflow

The Office of Institutional Research & Analytics (OIRA) serves as the University's official source for institutional data and reporting. To ensure data accuracy, consistency, and compliance with the university policies, all requests for institutional data must follow the established request process.

External requests for institutional data must be submitted through the University's Open Records Request process. Internal requests from faculty, staff, and administrators must be submitted through the Office of Institutional Research & Analytics Information Request Form available at:

<https://www.cognitoforms.com/KentuckyStateUniversity2/OfficeOfInstitutionalResearchInformationRequestForm>



Upon submission, each request is automatically routed to the OIRE shared mailbox (oire@kysu.edu) and entered into the office's request tracking system. Requests are reviewed, prioritized, and assigned by the Director based on institutional priorities, reporting deadlines, available resources, and the complexity of the request.

Standard requests require a minimum of **five (5) business days** for processing. Requests involving complex analyses, large data extractions, or coordination with multiple departments may require additional time. Urgent requests should be identified at the time of submission and will be accommodated whenever operationally feasible.

Each request should include the following information:

- A clear description of the requested data or report
- Academic term(s) or reporting period
- Purpose of the request
- Intended audience
- Desired output format
- Required completion date

Incomplete requests may delay processing until sufficient clarification has been obtained.

As the University's official data steward, OIRA reserves the right to verify the purpose of a request and obtain additional information before releasing institutional data. Any report intended for external organizations or public distribution containing official institutional data must be reviewed and validated prior to release.

Upon completion, all data requests and supporting documentation—including SQL scripts, source files, working files, validation notes, final reports, and related correspondence—must be saved in the designated university network drive following the office's standard folder structure and file naming conventions. Maintaining complete documentation ensures consistency, facilitates future reference, supports audit requirements, and preserves institutional knowledge.



Confidentiality and Data Security

The Office of Institutional Research & Analytics (OIRA) is committed to protecting confidential institutional data and complying with the Family Educational Rights and Privacy Act (FERPA) and all applicable University policies.

Confidential information shall only be released to authorized individuals with a legitimate educational or business need. Sensitive data should not be transmitted through unsecured email. When necessary, files must be password protected or shared using approved University platforms such as Microsoft OneDrive or SharePoint.

Interdepartmental Collaboration

OIRA serves as the University's official source for institutional reporting and data standards. The office collaborates with academic and administrative departments to ensure data accuracy, maintain consistent reporting practices, and provide analytical support for institutional planning and decision-making.

Documentation and Records

All completed data requests, SQL scripts, reports, and supporting documentation must be maintained in the designated OIRA network drive using standardized folder structures and descriptive file names. Documentation should be sufficient to reproduce reports and support future reporting needs.

Professional Ethics

OIRA staff are expected to conduct all work with integrity, objectivity, professionalism, and confidentiality while adhering to the Association for Institutional Research (AIR) Statement of Ethical Principles, available at:

<https://www.airweb.org/resources/publications/statement-of-ethical-principles>