

## **INSTRUCTIONS FOR COMPLETING DOCTORAL PROGRAM WORKBOOK**

Attached is an Excel workbook with multiple spreadsheets that are intended in part to provide data for you to verify and in part to collect additional data from you. Never before have so many people worked so hard to provide so much data that we know is going to be so wrong! Please keep in mind that we have not had a good system for distinguishing between master's and doctoral students in the University's data. We hope that by providing detailed data, even data that we know won't be completely accurate, that we are making life easier for you than it would be if you were to try to provide this information from scratch.

The data being provided and collected are those that would be collected via the most recent draft of the National Research Council (NRC) Research Doctorate Assessment Program Questionnaire. We expect only minor changes to this Questionnaire before it is fielded by the NRC.

There are multiple lists in this workbook that include personal information. This information is being provided for verification purposes only. Personal student information will not be provided to the NRC; only aggregated student information will be shared beyond the University. The listing of program faculty will be provided to the NRC at the appropriate time; all necessary IRB approvals or exemptions will be obtained before proceeding with the NRC study.

Before you start reading through the long list of instructions, please know that we really want to make this as easy for you as possible. Send any questions about how to fill out the spreadsheets, what to do when you find errors, or any other issues related to the process to [riley.235@osu.edu](mailto:riley.235@osu.edu). We will respond to your e-mail and we will post the questions and our answers on our website at <http://oaa.osu.edu/irp/nrc.php>. If you prefer to talk with someone, please call the Office of Institutional Research and Planning at 2-1340. Dave Riley answers that number. Just tell Dave that you have a question related to the NRC questionnaire and he will transfer you to a member of our team who can help you. If we can't resolve your questions via e-mail or phone calls, we'll be happy to come to your office to assist you.

### **General Instructions**

- 1. PLEASE DO NOT DELETE ANY INFORMATION FROM THE SPREADSHEETS.** The spreadsheets include a list of faculty, a list of doctoral students enrolled Autumn Quarter 2005, lists of doctoral applicants who were admitted and/or enrolled for 2002-03 through 2004-05, lists of doctoral graduates, and lists of entering doctoral students by cohorts. If there are names that do not belong on the list, please place an X in the last box of the list, which we have cleverly titled "Remove from List." We have enabled "Track Changes" in the spreadsheets, but would appreciate it if you would highlight any additions or changes to the lists. We welcome any type of highlighting – colored cells, colored type, bold print, whatever.

2. **PLEASE DO NOT CHANGE ANY OF THE COLUMN HEADINGS.** If we have labeled any columns in a way that doesn't make sense to you, we'd like to know that, but any changes to column headings will create problems for our programming.

### Specific Instructions by Spreadsheet

1. **Program Faculty Listing:** Please check the listing of program faculty for completeness and accuracy. We have used the most recent NRC Program Questionnaire definition of program faculty. For your information, this definition is provided at the top of the spreadsheet. The NRC may additionally ask for associated program faculty. Should that occur, we will provide a listing of faculty fitting the new definition for your review and update.
2. **Faculty Demographics Summaries:** It is not necessary for you to review and update this page. Based on your corrections to the Program Faculty Listing on the previous tab, we will update this summary.
3. **Student Demographics Summaries:** It is not necessary for you to review and update this page. Based on your corrections to the Doctoral Student Details on the next tab, we will update this summary.
4. **Doctoral Student Details:** Please check this listing for completeness and accuracy. The list should include only doctoral students. Doctoral students are those graduate students whose intent is to earn the PhD AND for whom your program's belief or intent is that they will earn the PhD. For many programs, this may involve making some judgment calls about whether students are master's or PhD students. **All information provided in this listing is as of Autumn 05.**
5. **Program Scope and Policies:** These are questions that someone in your program will need to answer. The first part asks you to list the particular areas of research emphasis in your program and to choose those areas from the subfields in the accompanying taxonomy. The taxonomy is in a word document attached to this e-mail and is very similar to the taxonomy we expect the NRC to provide.
6. **Admissions and Enrollment:** This is a combination of tables we ask you to complete and tables we ask you to verify. We think it will be clear which are which when you look at them.
7. **Admit\_Enroll\_GRE\_Details:** Please check this listing for completeness and accuracy. The list should include only doctoral students. It's not necessary for you to check the GRE score data – we really just need to make sure we get the right people on the list.
8. **Doctoral Student Support:** There are seven tables in this spreadsheet.
  - The first table summarizes counts of full-time first-year doctoral students, and the underlying data for this table can be found in the spreadsheet called "Doctoral Student Details." All students with a "Y" in the column "Full-Time First-Year" are counted here.
  - We have completed the second table, since tuition, fees, and health insurance are standard across campus (additional program fees are not to be included).

- You need to provide the “typical” amount of summer support and academic year stipend support on the third table. “Typical” is the NRC’s word. What they’re after is not really an average, but rather the support amount that the majority of your students receive.
  - The fourth table is really just a single question and an estimate is fine.
  - The next two tables go together. For example, if you provide most of your doctoral students with a year of fellowship, two years of teaching assistantships, one year of research assistantship, and another year of fellowship, then you’d mark “Yes” in the first table and in the fellowship/traineeship, teaching assistantship, and research assistantship columns, and the numbers 2, 2, and 1 in the “Number of Years of Full Support” column.
  - The last table is intended to get at patterns as well. For Autumn 2005, please provide counts of supported students by type of support and by number of years in your program.
9. **Degree Completion 1:** You only need to fill in the first two tables. The third table will be updated once we have the data on your graduates back, and the others draw on data provided in other spreadsheets.
  10. **Time\_to\_Degree\_Median Details:** Please check this listing for completeness and accuracy. The list should include only doctoral students. This list supports summarized data on the previous tab and is a listing of your doctoral graduates from academic years 2004-05, 2003-04, and 2002-03.
  11. **Completions Cohorts:** Please check this listing for completeness and accuracy. The list should include only doctoral students who entered in the Autumn quarter of the provided cohort year. These lists, once verified and corrected, will be used to fill in retention and degree completion tables.
  12. **Postdoctoral Scholars:** These are questions someone in your program will need to answer.