Identifying your Data Needs for the Self-Study

Prepared by the Office of Institutional Research and Assessment (OIRA)

Program Review PDI – Worksheet

A. Name the component(s) for which you think data will be needed.	B. Describe the data you will need for the component.	C. How will these data be useful for your program review?	D. Where can these data be accessed?	E. How will you analyze these data? Who can help you with data analysis?
Specify the component below for which you think data will be needed. Example: *"Program 'x' participation"*	Be specific about what data you need (e.g., student-level versus course-level data; one year versus multiple years). Example: *"Number of students who attended the program in the last two years, broken out by gender and age."*	Describe the intended use(s) of the data. Example: *"Knowing the number of students who attended the program, broken out by gender and age, will help us see how effective we are at reaching our target audience."*	Explain who has the data or where you can find the data that you need for your program review. Example: *"Existing departmental files; demographics from CUNYfirst."*	Detail any possible plans for data analysis. Example: *"Plan to present descriptive statistics. Will need help obtaining demographic data for those students who attended the program."*