

APS Campus Team at UWM

Minutes from Meeting #1

November 30, 2017

1. Purpose of the APS Campus Team

Gesele Durham, Director of IR and Vice Provost for Institutional Effectiveness, called the meeting to order. She described the purpose of the APS Campus Team as follows:

- a. Develop strategies for using the Academic Performance Solutions (APS) tool at UWM.
- b. Discuss and address data reliability and validity issues.
- c. Document how the tool is being used at UWM by compiling case studies that can serve as models for others.

The APS Campus Team will meet once per month and should have at least one representative from each school and college.

2. Use Case #1: Analyzing Course Completion Rates

Amanda Cook, Research Analyst, delivered a presentation about how to use APS to analyze course completion rates at the department, course, and section level. The slide deck for this presentation was circulated via email after the meeting and is also available upon request. A condensed version of the slide deck will be posted to the APS webpage.

3. Discussion / Questions

Over the course of the meeting, several questions about the APS platform were raised. After the meeting, Gesele and Amanda searched for definitive answers to these questions (see below).

- a. *How can we add people to APS?*
 - i. Please send your requests to Amanda. She will compile the requests and send them over to EAB on a weekly or biweekly basis.
- b. *What should I do if I'm having access issues?*
 - i. If you've logged in before (at <https://reports.eabanalytics.com>) but have forgotten your password, click on the "forgot my password" link. If you have never logged in and clicking on the "forgot my password" link doesn't work for you, email Amanda so that she can have EAB send you a reactivation link.
- c. *How often is the APS data refreshed?*

- i. As of now, it's a manual process that doesn't occur on a set schedule. The next upload is expected to be in January. Eventually, EAB wants to refresh the data each semester.
- d. *How are incompletes counted?*
 - i. They are counted as unearned credits, just like Fs and Ws. If an incomplete is changed to a letter grade after the end of a term, it shows up as a letter grade in APS.
- e. *When will be able to look at D-F-W rates and/or grade breakdowns?*
 - i. This is a priority for EAB's development team, but there isn't a timeline yet.
- f. *How can we look at the proportion of majors to non-majors in particular courses or departments?*
 - i. This is something that APS is designed to do, but the necessary data from UWM hasn't been uploaded to the platform yet. EAB will try to include it in their next data refresh.
- g. *Update on the fill rate issue (i.e., the enrollment cap in the system not reflecting the "actual" or "desired" enrollment cap for many courses):*
 - i. This is an issue that other campuses are experiencing as well. The solution being pursued by L&S—to use a separate field in PAWS to enter the "ideal size" for each course—seems promising. Let's keep track of how it goes for them and see whether it's something we want to do university-wide.
- h. *Benchmarking tab:*
 - i. The Benchmarking Tab is less useful at this point than the Benchmarking Data Reports. The reason is that the Benchmarking Tab doesn't divide the institutions into cohorts of similar institutions, but the Benchmarking Data Reports do. If you're still interested in using the Benchmarking Tab, there's a recent webinar from EAB that offers some ideas ([link to webinar](#)).
- i. *What are the five things I should be doing with APS?*
 - i. The APS tool is quite new, and it can be used in so many different ways, so there aren't any definitive answers to this question. Amanda and Gesele think the best way to proceed is as follows:
 1. Amanda will continue to translate EAB's resources into UWM-specific examples.
 2. If an APS user has a specific problem they would like to address using APS, it would be great if they could let Amanda know so that they can work on it together.

3. Over time, this group will generate a set of evolving “best practices” for using APS at UWM.

4. Next Meeting

The next meeting of the APS Campus Team will be on Thursday, December 21 from 2-3pm in Lubar N440.

Subsequent meetings will take place on the last Thursday of each month from 2-3pm in Lubar N440.