2005-2006 Performance Evaluation

Name:	**Rod Myers**
Title:	**Research Analyst III, Institutional Research**
Evaluator:	**Barbara A. Stewart**
Period:	**March 1, 2005 through February 28, 2006**
Date:	**3/15/06**

NOTE: Documentation and written materials referenced below are not attached but are available in the Institutional Research Department, or on the internet.

A. 2005-2006 General Goals:

1. Provide excellent service to internal and external clients.

Measure: Coordinate efforts of information resources to provide timely and accurate data.
Measure: Provide both aggregated and raw data for use by IR, the university community, and external agencies.
Measure: Implement new ways of meeting the needs for reports, data, and analyses.

Goal met.
You continually worked toward process improvements. You successfully provided timely and accurate data in support of decision making and information needs of the university community. See specific details related to this general goal under the 2005-06 Specific Goals and Objectives.

2. Keep supervisor adequately informed of issues in area and seek feedback as appropriate.

Measure: Keep supervisor informed and up-to-date on all projects and initiatives via email and in person.
Measure: Regularly communicate with supervisor to gain historical perspectives on projects.
Measure: Regularly inform supervisor of workload and deadlines.

Goal met.
You kept me informed of all initiatives, projects, and workloads.

B. 2005-2006 Specific Goals and Objectives:

1. Manage data appropriately to serve the needs of the institution.

Measure: Facilitate knowledge management by designing and maintaining an I.R. "knowledgebase," an information system that ties together various information resources to improve the efficiency and accuracy of processes and reporting.

a) Develop, secure, and maintain an I.R. intranet server.
b) Design and maintain a data mart of PeopleSoft and legacy snapshot data for consistent and accurate reporting of current and historical data.
c) Implement a searchable e-mail repository of all I.R. e-mail.
d) Implement a searchable catalog of survey instruments and related data.
e) Implement an operational calendar to coordinate data collection and reporting, to analyze and forecast staff workloads, and to improve responsiveness to ad hoc requests.
f) Write, organize, and maintain the documentation of information resources, processes, etc.

Goal met.
Examples:

The IR knowledgebase will continually be in development. Contributions to its development are a responsibility of all staff members in the department. In support of the IR knowledgebase, you managed the server for the department. You worked extensively on data mart development to house data (see item 2 below for more details).

2. Develop and utilize the PeopleSoft student information system.

Measure: Participate in the development and utilization of the PeopleSoft information system and use of legacy data.
Measure: Develop reports and extracts using various PeopleSoft and pc-based tools.
Measure: Improve business processes that contribute to maintenance of accurate and consistent data in the PeopleSoft student information system.
Measure: Define common standards and procedures for extracting and reporting data.
Measure: Implement data warehousing/data mart solutions.
Measure: Implement tools such as ODBC for database access.
Measure: Resolve reporting issues among administrative units.
Measure: Resolve data integrity issues.
Measure: Develop systematic procedures for auditing data.
Measure: Prepare documentation on processes.
Measure: Implement new modules in PeopleSoft
Measure: Resolve security issues.

Goal met.
Examples:

IR Data Mart (DMIR):
In 2005 you redesigned the data mart to conform to best practices in data warehousing architecture (specifically star schemas and conformed dimensions). You implemented an Applicants star schema and populated DMIR with over five years of admissions data for all academic careers. This enabled you to generate counts of applicants, acceptances, and newly enrolled students in seconds, whereas it used to take well over an hour to extract and summarize the data.
Documentation: See DMIR Metadata Explorer online. *Print:* SS_Applicants.png (screenshot), SS_Applicants_diagram.png

You designed and tested a star schema for Degrees which will enable us to report degrees conferred with greater speed and accuracy. You used a test version to complete the IPEDS Completions survey this year. You are enhancing this star schema to facilitate reporting for various major surveys (IPEDS, Petersons, CGS/GRE, etc.).
Documentation: See DMIR Metadata Explorer online. *Print:* SS_Degrees.png (screenshot), SS_Degrees_diagram.png

You designed and tested a star schema for Classes which will be implemented after the Degrees star schema. You used a test version to generate reports for program reviews in Arts & Sciences and Business. You also used this test version to create reports of faculty instructional activity, faculty counts and FTE, and to respond to various surveys including AACSB, ABET, Barons, IPEDS, Petersons, and WASC.
Documentation: In progress. *Print:* IRDR_Star_Schemas_031406.gif

You developed training for the process of updating the data mart which includes step-by-step instructions a screenshots.
Documentation: (Not printed) DMIR_student_prep.pdf (4 pages), DMIR_student_guide.pdf (26 pages), DMIR_instructor_guide.pdf (17 pages), DMIR_quiz.pdf (1 page), DMIR_quiz_answers.pdf (1 page)

You modified the Reporting Metadata Explorer web application that you built for RDS to document DMIR. It documents the star schemas, the tables and fields (in DMIR as well as the source tables and fields in PeopleSoft), the joins between tables, and administrative processes and decisions. This documentation is comprehensive, extensive, and well prepared, and will provide a solid history and rich framework for managing and using this environment.
Documentation: http://only.scu.edu/ir/instrsch/scuonly/DMIR/docs/index.cfm
Sample screenshots: DMIR_sample_ADM_APPL_FACT.png, DMIR_sample_Table_Joins.png, DMIR_sample_Updates.png, DMIR_sample_Help.png, DMIR_sample_Modifying.png, DMIR_sample_Variables.png,

RDS/Cognos:
You met with the RDS administrator and the Admissions system manager to explain the Applicants star schema, which they adopted to overcome reporting difficulties that resulted from the RDS structure. You supplied them with copies of your documentation.

You met with the RDS administrator and the Student Finance system manager to discuss an historical data mart for Financial Aid.

3. Web application development.
Measure: Develop web applications, such as web-based surveys and web distribution of information via email.
Measure: Develop and maintain web application databases (including documenting structure and table relationships)
Measure: Maintain and enhance the department web page and web applications.
Measure: Publish in a timely fashion a variety of data and reports on a quarterly or annual basis

Goal met.
Examples:

DMIR Metadata Explorer:
You implemented online documentation for the IR data mart. This allows the IR staff to access the documentation from remote locations and allows you to provide updated information as soon as it is available. The web site requires authentication to access, which keeps outsiders from viewing our information while allowing you to easily add new users if/when others need access to the data mart.
Documentation: In progress—*Print:* See Reporting Metadata Explorer Information Architecture docs (Source: RME_IA.vsd [Visio] used to create RME_IA_DBSchema.gif, RME_IA_Application.gif, RME_IA_Login.gif, RME_IA_TablesAndFields.gif, RME_IA_TableJoins.gif, RME_IA_Admin.gif) .

IR Web Site Development and Maintenance:
You have made many updates to the IR Web site, as noted on the "What's New" page of the site.
Documentation: See http://www.scu.edu/ir/whatsnew.htm *Print:* IR_Web_Updates.png

4. PC hardware and software leadership.
Measure: Recommend new software and hardware solutions.
Measure: Manage shared department drive.
Measure: Manage data backup processes.
Measure: Troubleshoot software and network issues.

Goal met.
Examples:

Dell Server with Windows Server 2003:
You managed Elroy22, a file server with a RAID array to house IR shared documents and hold the backups of our computers.

5. Job knowledge.
Measure: Continue to develop expertise in information retrieval and analysis
Measure: Continue to attend technical training as appropriate.

Goal met.
Examples:

In March 2005, you attended the PeopleSoft HEUG conference in Las Vegas. You attended sessions related to data warehousing and reporting. You also presented a session on Reporting Metadata Explorer which was well attended and well received. Several people from Oracle, Cognos, and PeopleSoft (including the designers of RDS) complimented you on your work, and several universities requested copies of your web application and documentation.
Documentation: PowerPoint presentation: 10736A_Building_a_Reporting_Metadata_Explorer.ppt

In May 2005, you attended training in Cognos ReportNet Metadata Modeling. This training was helpful in designing the star schemas for DMIR and for using Cognos Framework Manager to join the tables in the data mart.

6. Documentation.
Measure: Maintain up to date documentation on all projects.
Measures: Complete documentation on projects and processes not documented during the 2003-04 review cycle.

Goal met.
Examples:

You continue to maintain accurate and easy-to-follow documentation on the complex processes you have developed and consider this part of any project on which you work.

See documentation examples referenced throughout this evaluation.

7. Other: Miscellaneous projects.

Goal met.
Examples:

Ad Hoc (Miscellaneous) Requests Summary
In the past year you completed 42 miscellaneous requests: 35 solo and 7 shared with other IR staff. The breakdown by requestor type is as follows:

Requestor	Count
Faculty	9
Other	7
Staff	25
Student	1

Among the organizations you helped were the colleges/schools of Arts & Sciences, Business, Engineering, and ECPPM, as well as various administrative and academic departments, external organizations, and parents of

prospective students.

Some of these requests were fairly easy and involved simply looking up figures from existing reports or writing quick queries of existing local data sources. Most of these requests were more complex, requiring special queries of PeopleSoft and ISIS databases and exploration of historical data files maintained by IR. Examples include:

- Faculty instructional activity reports for various departments
- Historical enrollments in classes and numbers of majors and minors
- Number of students enrolled in both ENGL 1 and ARTH 12 by RLC (Residential Learning Community)

Employee and Supervisor Comments:

Supervisor Comments 3/15/06: You have demonstrated strong technical leadership in the department, providing technical solutions that are of the highest quality. You continue to keep in mind the goals of the department and overall university goals as you develop projects.

You have successfully created a data mart environment with minimal direction. This is a tremendous feat since you have no resources at the university to help you. The success of this project is due to several factors: 1) the unique combination of your skills and talents; 2) the breadth of your knowledge about the university and institutional research; 3) your drive to continually produce only the highest quality work; 4) your dedication to our department's goals and objectives. In developing the data mart, you have carefully addressed operational needs of the IR staff, and have incorporated derived data elements in the reporting environment to facilitate reporting and analysis. For this, we owe you much gratitude.

Your data mart documentation is exceptional. It is detailed, clear, comprehensive, and up to date. It will be an invaluable resource for reporting and analysis.

You continue to be proactive and identify and resolve issues within the IR department before they become real problems. You implement solutions before they negatively impact staff efforts, something that is an important part of our successful operation. You have supported complex technical aspects in our department related to server security, remote access security, and data security.

I am honored to have you as a colleague. You are an exemplary employee in all respects. I thank you for your exceptional contributions this year.

Employee Comments/date:_____

PAY RECOMMENDATIONS:
Qualifies for merit increase.

SIGNATURES:

Employee: Rodney D. Myers Date: 16 MARCH 2006

Supervisor: Barbara Atkinson Date: 3/16/06