Institutional Research, Office of; Records ua030

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English

M.E. Grenander Department of Special Collections & Archives
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary Information</td>
<td>3</td>
</tr>
<tr>
<td>Historical Note</td>
<td>3</td>
</tr>
<tr>
<td>Scope and Contents</td>
<td>4</td>
</tr>
<tr>
<td>Arrangement of the Collection</td>
<td>4</td>
</tr>
<tr>
<td>Administrative Information</td>
<td>4</td>
</tr>
<tr>
<td>Controlled Access Headings</td>
<td>5</td>
</tr>
<tr>
<td>Collection Inventory</td>
<td>6</td>
</tr>
<tr>
<td>Reports and Presentations</td>
<td>6</td>
</tr>
<tr>
<td>Wendell Lorang Space Management Committee Records</td>
<td>6</td>
</tr>
<tr>
<td>Office of Assessment Files</td>
<td>7</td>
</tr>
<tr>
<td>Website of the Office of Institutional Research</td>
<td>7</td>
</tr>
</tbody>
</table>
Summary Information

Repository: M.E. Grenander Department of Special Collections & Archives
Creator: State University of New York at Albany, Office of Institutional Research
Title: Office of Institutional Research, Planning and Effectiveness Records
ID: ua030
Date [inclusive]: 1929-2017
Physical Description: 5.5 cubic ft.
Physical Location: The materials are located onsite in the department.
Language of the Material: English
Abstract: Contains studies and reports on the State University of New York at Albany based on research conducted by the Office of Institutional Research.

Preferred Citation

Preferred citation for this material is as follows:


Historical Note

The Office of Institutional Research, Planning and Effectiveness is a major source of official data and statistics about the University. The Office has been a key developer of campus enrollment and revenue
projections, especially concentrating on undergraduate admissions and financial aid databases. The Office also conducts special studies and databased analyses which measure organizational effectiveness and which support campus management.

^ Return to Table of Contents

**Scope and Contents**

The Reports and Presentations series of this collection documents the day-to-day work done by the Office. It includes studies and reports completed by the Office on topics including faculty workload and salary; enrollment figures, goals and projections; tuition and student charges; degrees awarded; five year planning background documentation and outcome assessments. This series also includes both internal office correspondence and correspondence with a number of other offices and departments within the university. This collection also contains a series of outcome assessments and correspondence documenting the work done by the Office of Assessment, a subsidiary within the Office of Institutional Research. Finally, this collection includes a series of web crawls of the Office’s website.

^ Return to Table of Contents

**Arrangement of the Collection**

Collection was maintained in the original order after it was transferred.

^ Return to Table of Contents

**Administrative Information**

**Publication Statement**

M.E. Grenander Department of Special Collections & Archives

**Revision Description**

Encoded in EAD by Benjamin Covell Series level description created by Miles Lawlor. 2017 February 7 2018
Processing Information

Processed in 2018 by Miles Lawlor.

Access

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The University Archives are eager to hear from any copyright owners who are not properly identified so that appropriate information may be provided in the future.

Acquisition Information

All items in this collection were transferred to the University Libraries, M.E. Grenander Department of Special Collections and Archives.

Controlled Access Headings

- Educational evaluation
- School enrollment
- Workload
- Annual reports
- Administrative records
- UAlbany Academic Administration
Collection Inventory

**Reports and Presentations, 1929-2004**

*Date [inclusive]:* 1929-2004  
*Physical Description:* 4 cubic ft.

**Arrangement**

Series was maintained in the original order after it was transferred.

**Processing Information:**

Loose papers in each box were foldered in the order that they were found. Work orders, telephone service request forms, allocation transfers and similar routine paperwork no longer in retention removed in 2018 by Miles Lawlor.

**Scope and Contents**

This series contains a number of files documenting the activities of the Office of Institutional Research. This includes university profiles, and prepared presentations and reports on a number of different topics including staff salaries, staff workload analyses, enrollment projections, degree awarding trends, five year plans, student outcome assessments and the Student Information Retrieval System (SIRS) implemented in the 1980s. This series also includes departmental correspondence interspersed throughout.

^ Return to Table of Contents

**Wendell Lorang Space Management Committee Records, 1980-1986**

*Date [inclusive]:* 1980-1986  
*Physical Description:* 1.33 cubic ft.

**Arrangement**

Collection was maintained in the original order after it was transferred.

**Scope and Contents**

This series is made up of documents collected and created by Wendell Lorang, Associate Director of Institutional Research and Chair of the Space Management Committee. The documents in this series include correspondence, memoranda regarding space allocations, renovation and alteration requests, classroom move requests, and committee meeting minutes.

^ Return to Table of Contents
Office of Assessment Files, 1993-1999

Date [inclusive]: 1993-1999

Physical Description: 0.17 cubic ft.

Arrangement

Series was maintained in its original order after it was transferred.

Contents

This series contains outcome assessment reports, example surveys to be furnished to students, and departmental self-studies on how best to measure student success in a given major.

Website of the Office of Institutional Research, 2013 May 8-2018 August 2018

Date [inclusive]: 2013 May 8-2018 August 2018

Physical Description: 435 captures

http://www.albany.edu/ir/