APASP Terminology

2Y – Associate and Certificate programs at Missoula College

5YA – The normalization technique used for prioritization scoring all centrally provided quantitative data. Five years of data are provided but only the 5 year average will be used for scoring. For newer units with fewer than 5 years of data, the average will be over the years the unit has operated.

Academic Program – Within Schools/Colleges/Departments and Programs (those that do not have a home department), the unit of analysis will be: all undergraduate degrees (minors, options, AA/AS, certificates, BA/BS, etc.) and graduate degrees (professional degrees, MA/MS, PhDs, options, graduate certificates, etc.)

Academic Year – Fall and Spring semesters (winter session is counted under spring).

Administrative Service – Within University Sectors, the unit of analysis will be: all administrative sectors, units, centers; services and functions provided within each sector.

All-funds – Any dollar that is administered through the university financial system. Includes general funds, designated, auxiliary, foundation, grant, and plant funds.

Criteria – The categories of assessment (both quantitative and qualitative) that will be used to evaluate programs and services.

Curtailment – See Retrenchment

Discontinuance – See Retrenchment

Essential – Describes that service or program which is *necessary* for UM to fulfill its mission, vision, and values.

Expense – Any dollar spent through the University financial systems.

Diversity – encompasses many societal dimensions, including but not limited to race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. At its core, diversity involves acceptance of and respect for those differences among individuals and groups that moves beyond simple tolerance. Diversity needs to be considered achieve excellence.

Faculty Classifications – Faculty are classified in two different ways in the APASP datasheets:

- **Instructional FTE** – instructors (tenure-able, non-tenure-able, teaching assistants) in a program providing instruction regardless of funding source (general fund, grant, foundation, etc., as long as it is categorized as instruction).
- **T/TT**– Counts faculty as Tenure (T) and Tenure-Track (TT).

FTE (Full-time Equivalent) – The normalization technique used to compare either students or employees consistently, regardless of how much interaction they have with the University.

The formula to create a student FTE is:
   i.   Add up the total credit hours attempted by the student.
   ii. For an undergraduate student divide the credit hours by 15 for a semester FTE or 30 for an annual FTE. For graduate students divide the credit hours by 12 for a semester FTE or 24 for an annual FTE.

The formula to create an employee FTE is:
   i.   Determine if the employee is a faculty or non-faculty.
   ii. Add up the hours worked as reported in the HR system
   iii. For a Faculty on an academic year contract, divide hours worked by 1520. For a non-faculty position divide the hours worked by 2080.

Graduate level courses – Courses with numbers in the 500's or 600's. For purposes of calculating graduate Student Credit Hours (SCH), graduate students taking 400 level courses for graduate credit will be included.

Indirect Costs (IDC) – the portion of a research award that covers overhead costs (the cost to the University of managing the award).

Interdisciplinary Programs – Programs that share student credit hours with other programs across campus where the productivity is primarily measured by contribution to general education and number of majors/minors/certificates.

Majors – A count of the students who are officially listed in the Banner system with the intent to participate in a specific academic program. It does include all the programs the student has declared, first-major, second-major, etc.

Moratorium - the academic program remains in the catalog and on the approved list of programs, but the institution has temporarily suspended admission to the program (BOR Policy 303.4).

Professional – Academic Programs, both graduate and undergraduate, with specialized requirements for accreditation and licensure (examples include Carpentry, Law, Pharmacy, and Education)

Quintiles – A scoring approach to be used to normalize the centrally provided quantitative data. Each metric will be compared against comparable units of analysis and the 5 year average or trend will be assigned a score of 1-5 depending on how that metrics ranks.

Ranking Categories – The Task Force will use the established Criteria, Rubric, and Weightings to place programs and units into the following categories: highly effective, effective, satisfactory, modification required, urgent action required. Specific recommendations for action may vary within and across the categories.

Recommendations – Proposed action steps based on a program/service's unit report and ranking category submitted to the implementation body (President's Cabinet) for consideration.

Research Assistant – graduate students paid to support faculty research in the program.

Retrenchment – Language invoked in various Collective Bargaining Units at UM for specific processes to discontinue (see termination) a program or service in accordance with all labor agreements, shared governance procedures, MUS Policies, and state statutes outside the scope of the APASP charge

Revenue – The income to a unit of analysis. All possible funding sources will be provided. Since general funds are typically not considered a revenue to a unit, the total general fund expenses for that time period will be a proxy to general fund revenue.

Rubric – the scaled rating system used to evaluate programs based on the criteria.

Sector – Sectors for review will include the following: President's Office, Academic Affairs, Administration and Finance, Research and Creative Scholarship, Student Affairs and Enrollment Management, Athletics, Integrated Communications, Information Technology.

Stakeholders – persons with interest or concern regarding the future of the University of Montana including faculty, staff, administrators, students, parents, civic Leaders, community members, tax-payers, alumni, etc.

Student/Faculty Ratio – The ratio of the number of students majoring in the unit of analysis and the associated faculty FTE.

Student Credit Hours (SCH) – The sum of all attempted hours per course as of the official census reported date.

Student Success – Persistence, retention, and completion of students during their programs of study.

Sustainability – "a process of change in which the exploitation of resources, the direction of investments, the orientation of technological development and institutional change are all in harmony and enhance the current and future potential to meet human needs and aspirations" (The World Commission on Environment and Development). This is guided by principles of inclusion that reflect diverse economic, societal, and environmental world views.

Teaching Assistant – graduate students paid to perform instruction or academic support for the program.

Termination - the academic program has been (or will be) withdrawn from the catalog and no students will be admitted to the program (BOR Policy 303.4).

Trend – An analysis showing the slope of the quantitative metric over the analysis period (Note: trends will not apply to units with 3 years or less of data).

UG – Undergraduate Program

Undergraduate level courses – All courses lower than 500 level not taken for graduate credit.

Unit of analysis – all activities on campus, both academic and administrative, to be evaluated with at least four years of data available for review.

Unit Head – the administrator leading an academic program or administrative service. "Director" means the head of a non-academic unit. "Chair" or "Department Head" means the head of an academic unit.

Unit report – The online form filled out for evaluation by the APASP Task Force by the unit head or designee of the program or service, who may collaborate with others to file the assessment report.

Weights – Percentages that determine how heavily a given criteria will be considered compared to the other criteria.