

## APASP Metric Definitions

The following Glossary defines how metrics were calculated for the Academic Program and Administrative Services Prioritization project (APASP). APASP attempted to follow standard reporting definitions; however, it should not be assumed these numbers match other published numbers. Typically, the difference in reporting is based on the decision to follow who paid for the instruction or follow a course rubric to a particular department or even, in some cases, a combination of both.

Technical definitions are provided for those individuals familiar with the Banner student and/or finance system who have a desire to reproduce the calculated numbers.

**Unit of Analysis** – Program of study being evaluated by the APASP Taskforce. Each unit of analysis has its own datasheet.

**Quintiles** – A scoring approach to be used to normalize the centrally provided quantitative data. Each metric will be compared against comparable units of analysis (i.e. associate, bachelor, graduate levels) and the 5-year average or trend will be assigned a score of 1-5 depending on how that metric ranks.

**Trend** – The Trend statistic is used to show the slope (or slant) of the data for the last 5 years. The closer the number is to a positive 1, the less variability there is between the data points. Likewise, the closer the number is to -1, the more variability can be found in the data.

**Instructional FTE** – Individuals in positions categorized as professors (all ranks), adjuncts, instructors, or graduate assistants who are also listed as an instructor of record. The FTE is calculated based on the number of hours the individual was paid out of an instructional index associated with the department. For the purposes of this metric, departments like deans' offices and the provost's office are not considered academic departments.

- *Technical definition:* Hours recorded in the Banner payroll system for the reporting time period paid out of an index labeled with an instructional program code with either (1) a position in the account code 61123, or 61126, or (2) a faculty employee class, i.e. one beginning with F. Hours associated with sabbatical pay are not included in this or any subsequent FTE total.

Note: full-time employed individuals may be split between multiple units of analysis and/or instructional and research FTE, depending on how the individual has been paid during the reporting time period. Therefore, while the instructor may be working as a 1.0 FTE, the instructional FTE for the individual is only that portion of the pay out of funds marked for instruction.

**T/TT Instructional Faculty FTE** – All individuals who are in positions categorized as Faculty and are either tenure status or currently on tenure-track. Typically this relates to individuals who have a rank of Professor, Associate Professor, or Assistant Professor but it is not limited to those ranks as we do have some other ranks, like instructors, who have a tenure status. The FTE is calculated based on the number of hours the individual was paid out of an instructional index associated with the department. For the purposes of this metric, departments like deans' offices and the provost's office are not considered departments.

- *Technical definition:* Hours recorded in the Banner payroll system for the reporting time period paid out of an index labeled as instruction. The position must be associated either with (1) an account code of 61123 or (2) a faculty employee class, i.e. one beginning with F, and the

individual must have a tenure code of PT (probationary tenure or tenure track) or CT (full, or continuous, tenure)

Note: full-time employed individuals may be split between multiple units of analysis and/or instructional and research FTE, depending on how the individual has been paid during the reporting time period. Therefore, while the instructor may be working as a 1.0 FTE, the instructional FTE for the individual is only that portion of the pay out of funds marked for instruction.

**Personnel Cost (w/o benefits)** – Expenses associated with employee payment. This includes contract employees (faculty, professional, and administrator), graduate assistants, classified, and part-time or temporary employees. Benefits paid on behalf of the employee are not included in these figures.

- *Technical definition:* Includes all expenses based on level 1 account codes and not equal to 614BEN. Data is summarized by the fiscal year where the expense is recorded and into the organization level associated with the unit of analysis.

**Personnel Benefit Cost** – Expenses associated with the university provided benefits. These benefits include the university contribution to medical insurance, retirement, and taxes. It does not include any contribution made by the employee.

- *Technical definition:* Includes all expenses based on level 1 account code and equal to 614BEN. Data is summarized by the fiscal year where the expense is recorded and the organization level has been associated with the unit of analysis.

**Faculty Personnel Cost** – A subset of the Personnel Costs (w/o benefits) that only captures expenses paid as a contract faculty. Included in this cost are all positions associated in the Human Resource system as faculty (e.g. professors, associate professors, assistant professors, instructors, and adjuncts). It does include faculty who may or may not be listed as the instructor of record. It does not include graduate assistants. The individual must be paid out of the organizational level associated with the unit of analysis.

- *Technical definition:* Same parameters as used for the personnel cost (w/o benefits) but only for those individuals paid out of the level 1 account code equal to 610FAC. Data is summarized by the fiscal year where the expense is recorded and the organization level has been associated with the unit of analysis.

**Research Faculty FTE** – All individuals who are in positions categorized as Faculty and are paid out of a research funding stream. Can include both tenure/tenure-track faculty but also non-tenure track. Includes individuals from all funds BUT those funds have to be able to be linked to a unit of analysis. The FTE is calculated based on the number of hours the individual was paid out of a research index associated with the financial unit linked to the unit of analysis.

Note: full-time employed individuals may be split between multiple units of analysis and/or instructional and research FTE, depending on how the individual has been paid during the reporting time period.

- *Technical definition:* Hours paid from either (1) an account code of 61123 or (2) a faculty employee class, i.e. beginning with F, and paid out of a program code labeled as research.
  - Note: full-time employed individuals may be split between multiple units of analysis and/or instructional and research FTE, depending on how the individual has been paid during the reporting time period.

**General Education Credit Hours** – General education credit hours associated with a course rubric that is “owned” by the same department as the unit of analysis. General Education credit hours for students

enrolled in courses during the summer, fall, and spring are summed for each fiscal year. The funding of the instructor is NOT considered for this metric.

- *Technical definition:* Enrollments are captured as the official census day reporting (15<sup>th</sup> class day for Fall and Spring and end of term for summer). Students who add or drop these courses after the 15<sup>th</sup> day are not captured in the totals. Course sections with attributes EHV, EXPR, FL, HCC, H&C, LAB, L&A, LASC, NS, SS, WRAD, WRIM, WRIN, X, Y and M in SSRATTR are included as general education course sections. However, course attributes have not been applied consistently to sections over the years, so math courses are added separately via the SCRATTR table. Additionally, the courses WRIT 101 & 201 and all SPNS, RUSS, JPNS, FRCH, GRMN, LATN and ARAB courses were flagged as general education manually.

**General Education Credit Hours per Instructional FTE** – The number of general education credit hours taught by an instructor, paid for by the department. If the department is not directly paying the instructor (for example, your Dean is paying), those credit hours are not included in the calculation. The denominator of this metric is the instructional FTE (defined above) who also is listed as the instructor of record. The numerator of this metric might not match the total general education credit hours since this metric requires that the individual be paid directly out of the department. General Education credit hours for students enrolled in courses during the summer, fall, and spring are summed for each fiscal year.

- *Technical definition:* The denominator of this metric takes the group created from the instructional FTE calculation and limits it to only those listed as the instructor of record for a general education course. The numerator is the subset of the general education credit hours generated by an instructor of record in the denominator.

**Ratio of Credit hours from Non-majors to Total Hours Generated** – Measures the service the department provides to other programs. The total credit hours generated by any course rubric “owned” by the department represents the denominator of the metric. The funding of the instructor does not impact this metric. If the data sheet is for an undergraduate unit of analysis, only course numbers of 499 and below contribute to the total sum of credit hours. If the data sheet is for a graduate unit of analysis, courses with 500-600 course numbers, are summed for the total credit hours. The credit hours are captured as of the official census reporting day (15<sup>th</sup> class day for Fall and Spring and end of term for summer). The numerator reflects the hours generated for those students who are in any major not within the department/unit of analysis. Credit hours for students enrolled in courses during the summer, fall, and spring are summed for each fiscal year.

- *Technical definition:* SCHs are assigned based on the number of credits each student is enrolled for in each course section, and according to how each rubric (subject code) is assigned to a college and department in Banner by the Registrar’s Office. Non-major SCHs are those SCHs generated by students taking a course owned by a department that falls outside any of their majors.

**Credit Hours from Graduate Level Courses** – Total credit hours generated as of the official census reporting day (15<sup>th</sup> class day for Fall and Spring and end of term for summer) in courses at the 500-600 level. The metric does not consider the level of the student nor how the instructor is paid. Credit hours for students enrolled in courses during the summer, fall, and spring are summed for each fiscal year.

- *Technical definition:* Enrollments are captured as the official census day reporting (15<sup>th</sup> class day for Fall and Spring and end of term for summer). Students who add or drop these courses after the 15<sup>th</sup> day are not captured in the totals. SCHs are assigned based on the number of 500 – 600 level credits each student is enrolled for in each course section, and according to how each

rubric (subject code) is assigned to a college and department in Banner by the Registrar's Office. *The metric does include all variable credit courses for the number of credits the student is taking the course for.*

**Number of Majors** – All students with a declared undergraduate major in the program as of the official census reporting day (15<sup>th</sup> class day for Fall and Spring and end of term for summer). Students are counted in all majors they have declared. The metric represents a yearly total calculated by taking enrollments for summer, fall and spring and dividing by 2.

- *Technical definition:* All four potential major fields are included, sourced from the Banner table SGBSTDN.

**Number of Concentrations/Options** – All students with a declared concentration/option in the program as listed in the APASP unit of analysis and as of the official census reporting day (15<sup>th</sup> class day for Fall and Spring and end of term for summer). Concentrations/options can apply to both undergraduate and graduate programs. The metric represents a yearly total calculated by taking the enrollments for summer, fall and spring and dividing by 2. This information is not weighted or scored within the APASP review but instead provides additional information about the program. Note: not all students declare a concentration so the sum of the concentrations does not always match the total count of majors.

- *Technical definition:* Same as for majors above, only there are 12 possible concentration fields to include from SGBSTDN.

**Number of Minors** - All students with a declared minor in the program as of the official census reporting day (15<sup>th</sup> class day for Fall and Spring and end of term for summer). Students are counted in all minors they have declared. The metric represents a yearly total calculated by taking the enrollments for summer, fall and spring and dividing by 2. This information is only weighted or scored within the APASP review for a unit of analysis identified as a stand-alone minor. For other units of analysis, it is provided as additional information about the program.

- *Technical definition:* Same as for majors above, only minor fields are included from SGBSTDN.

**Number of Graduate Students** – All students with a declared graduate program of study as of the official census reporting day (15<sup>th</sup> class day for Fall and Spring and end of term for summer). Students are counted in all programs they have declared. The metric represents a yearly total calculated by taking the enrollments for summer, fall and spring and dividing by 2.

- *Technical definition:* All four potential major fields are included, sourced from the Banner table SGBSTDN.

**Degrees Awarded** – All students who received an official award in the program by the official reporting day (end of term snapshot in the OCHE Student Data Warehouse for fall, spring and summer). The data represents students who received an award during the summer, fall and spring terms. Double majors and double awards are counted in the appropriate programs.

- *Technical definition:* All awards recorded in the OCHE Student Data Warehouse end of term snapshots, which are taken after the Registrar's Office has finished processing degrees at the close of a term to their satisfaction.

**Minors Awarded** – All students who received an official award for a minor program of study by the official reporting day. The data represents students who received an award during the summer, fall and spring terms. Students who receive awards in multiple minors are reported in each appropriate program.

- *Technical definition:* All awards recorded in the OCHE Student Data Warehouse end of term snapshots, which are taken after the Registrar's Office has finished processing degrees at the close of a term to their satisfaction.

**Student FTE / Instructional FTE Ratio** – The numerator, student FTE, is the number of credit hours taught by an instructor paid for by a department and converted to FTE. If the department is not directly paying the instructor (for example, your Dean is paying), those credit hours are not included in the calculation. The denominator is the instructional FTE (professors (all ranks), adjuncts, instructors, or graduate assistants and also listed as an instructor of record). For definition of FTE, refer to APASP Terminology document.

- *Technical definition:* SCHs are assigned based on the number of credits each student has enrolled under for each course section and then assigned to a department based on who is paying the instructor from an instructional index during the approximate time period of that term. SCHs are split proportionally in cases of co-taught courses according to the assigned percent responsibility in Banner. The SCHs are split again for each instructor with multiple instructional funding sources, proportionally. SCHs from undergraduate courses, numbered 499 and below are converted to FTEs by dividing by 30; graduate SCHs are similarly converted by dividing by 24. Instructional FTE are defined as above, with only the noted modification.

**Time to Degree** – How long it takes a student to graduate.

- *Technical definition:* The calculation takes all completers from the given year and counts back to the first semester they were enrolled at that level. The calculation does not take into consideration if the student stopped out or if they changed programs. The values are presented in the number of years it takes to graduate.

**Sophomore Persistence Rates** – The percent of students who have reached sophomore status in the fall and returned the next fall. If they do return, they are credited to the departments that “owned” the students declared programs as a sophomore. They do not need to demonstrate progress to a degree (i.e. become a junior the next year) nor stay within the sophomore program.

**UG SCH per Instructional FTE** – The number of undergraduate credit hours (course level 499 or below) taught by an instructor, paid for by the department. If the department is not directly paying the instructor (for example, your Dean is paying), those credit hours are not included in the calculation. The denominator of this metric is the instructional FTE (defined above). Credit hours for students enrolled in courses during the summer, fall, and spring are summed for each fiscal year.

- *Technical definition:* Same as above, only restricted to undergraduate course numbers.

**UG SCH per T/TT Faculty FTE** - The number of undergraduate credit hours (course level 499 or below) taught by T/TT Faculty, paid for by the department. If the department is not directly paying the faculty (for example, your Dean is paying), those credit hours are not included in the calculation. The denominator of this metric is the T/TT Faculty FTE (defined above) who also is listed as the instructor of record. Credit hours for students enrolled in courses during the summer, fall, and spring are summed for each fiscal year.

- *Technical definitions:* Same as above, only restricted to undergraduate course numbers and tenured and tenure track FTEs.

**Graduate SCH per Instructional FTE** – The number of graduate credit hours (course level 500-600) taught by an instructor, paid for by the department. If the department is not directly paying the

instructor (for example, your Dean is paying), those credit hours are not included in the calculation. The denominator of this metric is the instructional FTE (defined above) who also is listed as the instructor of record. Credit hours for students enrolled in courses during the summer, fall, and spring are summed for each fiscal year.

- *Technical definitions:* Same as above, only restricted to graduate course numbers.

**Graduate SCH per T/TT Faculty FTE** - The number of graduate credit hours (course level 500-600) taught by T/TT Faculty, paid for by the department. If the department is not directly paying the faculty (for example, your Dean is paying), those credit hours are not included in the calculation. The denominator of this metric is the T/TT Faculty FTE (defined above) who also is listed as the instructor of record. Credit hours for students enrolled in courses during the summer, fall, and spring are summed for each fiscal year.

- *Technical definitions:* Same as above, only restricted to graduate course numbers and tenured and tenure track FTEs.

**Grant and Contract Expenditures per T/TT and Research Faculty** – Expenditures generated by T/TT and research faculty. The grant/contract expenditures were provided by the Office of Research and Sponsored Programs (ORSP) along with the name of the Primary PI for the grant/contract. Dollars that are not administrated through (ORSP) are not included in this metric. The Primary PI is then associated to departments. Grant/contract expenditures are distributed based on how the faculty was paid by the departments. Expenditures are reported on a fiscal year basis.

- *Technical definitions:* The data provided by ORSP were first collapsed by primary PI and fiscal year, resulting in one record per individual per fiscal year. This data was then joined to FTE data for T/TT faculty (either 61123 account code or faculty employee class) as well as non-tenurable faculty with at least 50% of their funding coming from research indexes. Postdoctoral fellows were excluded. The grant expenses were then divided among the organizational units funding the primary PIs, proportional to the degree of funding.

**IDC Generated per T/TT and Research Faculty** – Indirect costs (IDC) generated from Grant and Contract Expenditures per T/TT and Research Faculty defined above.

- *Technical definition:* The data provided by ORSP were first collapsed by primary PI and fiscal year, resulting in one record per individual per fiscal year. This data was then joined to FTE data for T/TT faculty (either 61123 account code or faculty employee class) as well as non-tenurable faculty with at least 50% of their funding coming from research indexes. Postdoctoral fellows were excluded. The grant expenses were then divided among the organizational units funding the primary PIs, proportional to the degree of funding.

**Non-Faculty FTE** – All FTE not categorized as Faculty or Graduate Assistants. This includes classified staff, contract professional/administrators as well as student and temporary workers hired by the department. For definition of employee FTE, refer to APASP Terminology document.

- *Technical definition:* The simple negation of the definition of Instructional FTE above.