

## ACADEMIC PLANNING DATA BASE REPORTS (APDB)

Each semester the Faculty Assignments by Department Report (FAD) is created using the current schedule and faculty files. Once this report is completed, four other reports are generated from the data in the FAD.

COURSE SECTION REPORT  
SECTION SIZE FREQUENCY DISTRIBUTION  
COURSE AND SECTION DATA REPORT  
SUMMARY BY CLASSIFICATION AND LEVEL REPORT

### **FACULTY ASSIGNMENTS BY DEPARTMENT (FAD):**

Any individual with a teaching assignment on campus and/or any individual paid through instructional funds will be listed alphabetically by department in the FAD report. Each individual's rank and position fraction(s) are indicated along with any assigned time activity she/he may have. The report also displays the faculty member's section assignments, section enrollments and associated workload. In addition, department and/or school workload summaries are provided by faculty type and rank.

The FAD report is used as an auditing tool by the Chancellor's Office to examine the structure and workload of each campus' faculty for an annual study of faculty utilization. It can best be used by departments as a means of verifying workloads, time-bases, funding, etc. Campus administrators may use it as a means to gather data relating to workload trends. The FAD is an official faculty workload report and is subject to audit by the Board of Trustees and the Department of Finance.

One of the main concerns is the calculation of FTEF. The FAD calculates FTEF using the faculty master file which includes all faculty in a given department, school including unassigned faculty (meaning those with an instructional/administrative fraction but not assigned to courses). It calculates FTEF for coursework and assigned time and automatically adds the implied 3.0 WTU for course prep work. For example, a full-time faculty (1.0 time-base) who teaches 8.0 WTUs for coursework and 3.0 WTUs assigned time, is calculated as  $8 + 3 + 3 = 14$  WTUs/ $15 = .93$  FTEF. It differs from the CSR report FTEF which is calculated using the section file, meaning it includes only the portion of a full-time faculty position that was used to teach a given section. It does not include unassigned faculty.

### **COURSE SECTION REPORT (CSR):**

The CSR report provides information by level and mode of instruction for each school and department on campus. The report shows the distribution of Full-Time Equivalent Students (FTES) and faculty resources (FTEF) necessary to support the students. Also provided is the student/faculty ratio (FTES/FTEF) for each level of aggregation. The CSR also shows comparative percentages of a given level of instruction to the department as a whole or of a department to the school, or of a school to the entire campus.

At the C.O. the CSR report provides the principal data used for program reviews and for the study of student enrollment trends among disciplines. Other uses include special studies and

intercampus comparisons. It is an important tool for fiscal planning in the development of new facilities and approving modifications to existing facilities.

The CSR calculates **Non-Adjusted FTEF** from the section master file, meaning it includes the portion of a full-time faculty position that was used to teach a given section (faculty in the section file assigned to courses).

It differs from the FTEF calculated on the FAD which uses the sum of **all faculty** in a given department or school including unassigned faculty (those with assigned and administrative fractions, who may or may not teach courses). The CSR does generate Total 'Adjusted' FTEF by adding in unassigned faculty to the non-adjusted figures and creates a page of '**Adjusted' FTEF**.

### **SECTION SIZE FREQUENCY DISTRIBUTION REPORT (SSFD)**

The SSFD report identifies a set of frequency distributions of enrollments by mode of instruction (course classification number) for each school and department on campus. The report also displays the number of sections, which are considered to be under-enrolled and the average enrollments by mode of instruction. The report can be used at the campus to study under-and over-enrolled sections in order to readjust course offerings for upcoming terms. At the C.O. the report supplies information for inquiries regarding class size by campus and to supplement other information in the analysis of space utilization.

### **COURSE AND SECTION DATA REPORT (CSDR):**

The CSDR displays statistics on a wide variety of characteristics by classroom and supervision modes of instruction and three aggregated levels of instruction. The data in this report can be used by campus planners to analyze student enrollment and faculty workload trends. This report can also be used to make projections for curricula adjustments or to make comparisons between the different workload factors displayed.

### **SUMMARY BY CLASSIFICATION AND LEVEL REPORT (SCAL):**

The SCAL report displays the number of sections, FTES, FTEF, SCU, WTU, and average section size by mode and level of instruction for a given school, department, hegis discipline or category. The report provides an axis to analyze and evaluate faculty-staffing needs on campus, utilizing the mode and course level and student credit units. This report may also be useful in the analysis of how resources are currently being utilized across course classification categories within a given school or department rather than the instructor's tenure home.

Page breaks are placed between schools in all reports and set to print on regular paper size paper.