
University of Wisconsin System Administration
Instructional Analysis Information System (IAIS)

Curricular Analysis Report

By UWSA Office of Information Services
and Office of Policy Analysis & Research



This manual was produced using *Doc-To-Help*®, by WexTech Systems, Inc.

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IAIS - Curricular Analysis Report

Overview

The Curricular Analysis Report lists the total and average of student enrollment, student official credits, and student contact periods by FTE for courses funded by state instructional funds . These three student statistical categories are further broken down by student level and the instructor type of the major instructor for a section. The totals and averages within a statistical category and student level are grouped by type of instructor within UDD (Unit, Division, Department). This report also lists the total number and average number per FTE of primary and dependent sections, group instruction course credits, individual instruction credits and individual instruction enrollments by instructor type within UDD, with each UDD being printed on a separate page. The report is also summarized by division, unit and cluster level. This report is normally created for the fall term of the current year.

General Rules and Guidelines

Instructors

Instructors used for this report are employees who are associated with at least one course section or who are funded by state instructional funds. An attempt is made to match the student and curricular information of an instructor on the Central Data Request (CDR) with the unclassified appointment data of the October Payroll on the Human Resource database (HRIS).

Sections

A section is used for this report if *at least one student is enrolled in the section* and the section is *not*:

1. A January Practica section
2. A Study Abroad section
3. A UW Extension Credit Program section
4. A Cooperative Advanced Placement Program section
5. A Remedial section
6. An Unidentified section
7. A Dummy section

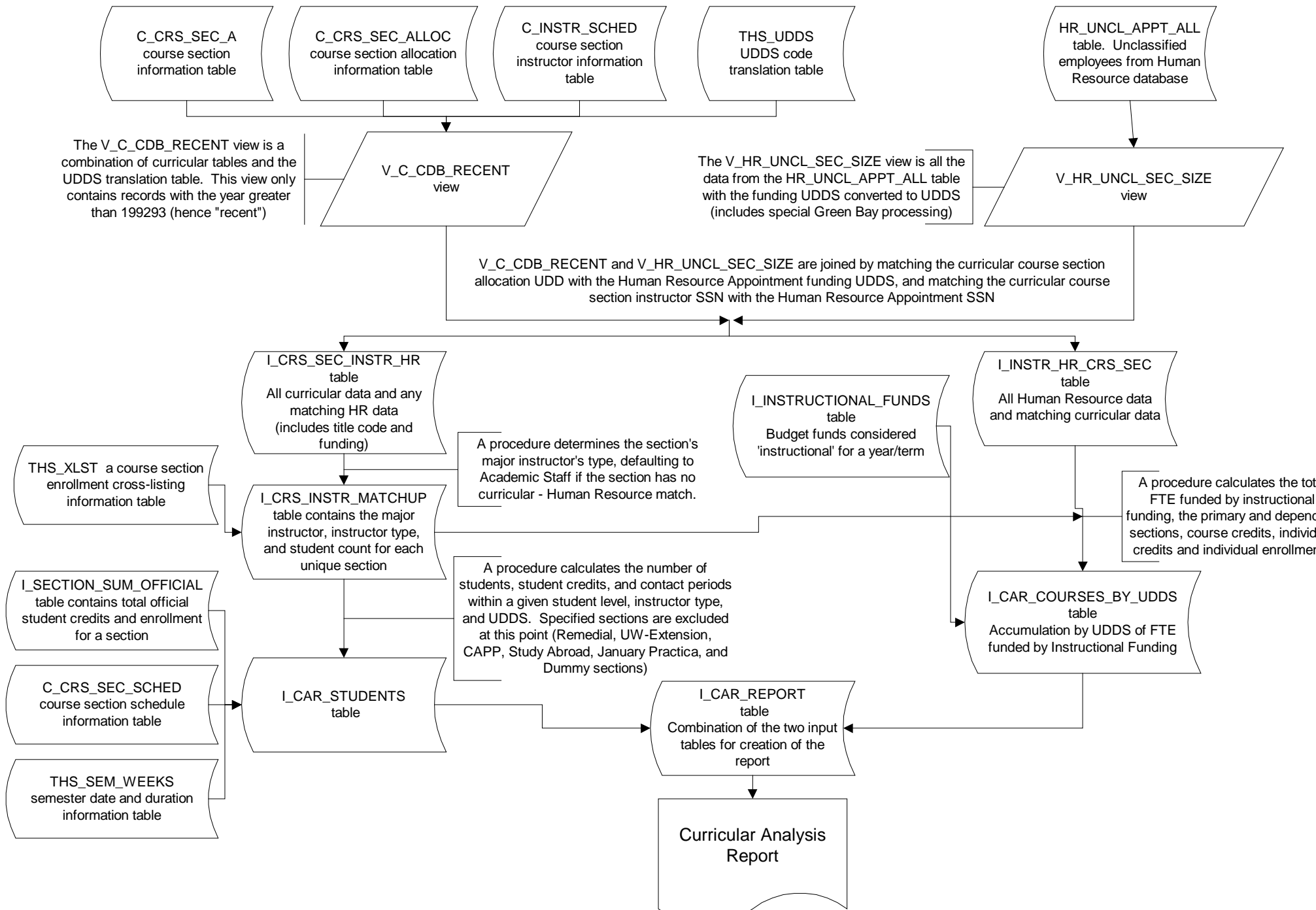
If a section is cross-listed to an enrollment carrying section, the students in the cross-listed section are added to the students in the enrollment carrying section for counting enrollment, student official credits, and student contact periods. The totals are considered one section and reported under the enrollment carrying section.

Summarizing Data

The following diagram is a high level overview of how the curricular, student, and Human Resource data are summarized to create the Curricular Analysis Report.

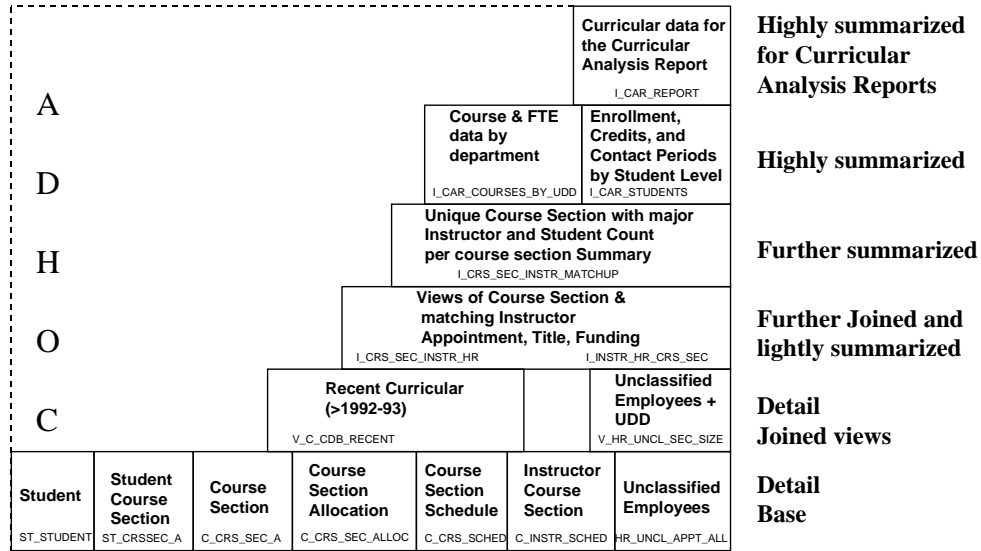
Curricular

Human Resources



Levels of Summarization

Curricular Analysis Data Views



g:\oia\iais\docs\car_rpt.ppt

Input Parameters Used By The Report

To view a report, run the IAIS report application, select the type of report you would like to see, and select the report you would like to view either by double clicking on the name of the report or by clicking on the 'View Report' button while the report name is highlighted. When the report is started a pop-up window will be displayed asking for the year, the term, and possibly the unit (depending on the report selected) for which the data for the report is to reflect.

Year: The year must be entered as a six-digit number (example: 199495).

Unit: The unit must be entered as a one character unit code with no quote marks (example: A).

Division: The division must be entered as a three character code with no quote marks (example: A07).

Department: The department must be entered as a five character code with no quote marks (example: A0720).

Report Levels

The Curricular Analysis Report has been broken down into several different reports with different levels of summarization.

Cluster Totals

Curricular Analysis data totaled within cluster. For Doctoral cluster there are two versions of this report, one which includes divisions A45 (Law), A53 (Medical School) and A87 (School of Veterinary Medicine) at UW-Madison, and one which does not include those divisions. Needs input parameter year.

Department Totals

Curricular Analysis data totaled within department. Needs input parameter year.

Department Totals - for a Single Unit

Curricular Analysis data totaled within department for a specific unit. Needs input parameters year and unit.

Department Totals - for a Single Division

Curricular Analysis data totaled within department for a specific division. Needs input parameters year and division.

Department Totals - for a Single Department

Curricular Analysis data totaled within department for a specific department. Needs input parameters year and department.

Division Totals

Curricular Analysis data totaled within division. Needs input parameter year.

Division Totals - for a Single Unit

Curricular Analysis data totaled within division for a specific unit. Needs input parameters year and unit.

Division Totals - for a Single Division

Curricular Analysis data totaled within division for a specific division. Needs input parameters year and division.

Unit Totals

Curricular Analysis data totaled within unit. There are two versions of this report for UM-Madison, one which includes divisions A45 (Law), A53 (Medical School) and A87 (School of Veterinary Medicine) at UW-Madison, and one which does not include those divisions. Needs input parameter year.

Unit Totals - for a Single Unit

Curricular Analysis totaled within unit for a specific unit. There are two versions of this report for UW-Madison, one which includes divisions A45 (Law), A53 (Medical School) and A87 (School of Veterinary Medicine) at UW-Madison, and one which does not include those divisions. Needs input parameters year, and unit.

Report Layout

The University of Wisconsin System													2/6/99			
Curricular Analysis													Page 1 of 13			
Term 1, 1997-98																
Division Summary																
	Professor		Assoc Prof		Asst Prof		Instructor		Legal Fac		Graduate Asst		Academic Staff		Total	
	Totals	Avg	Totals	Avg	Totals	Avg	Totals	Avg	Totals	Avg	Totals	Avg	Totals	Avg	Totals	Avg
A MSN																
07 COLLEGE OF AGRICULTURAL & LIFE SCIENCES																
DEPT. FTE	60.70		15.88		6.62		0.00		83.20		9.88		42.35		135.43	
PRIMARY SEC	146	2.4	35	2.2	23	3.5	0	0.0	204	2.5	13	1.3	60	1.4	277	2.0
DEPENDENT SEC	44	0.7	7	0.4	3	0.5	0	0.0	54	0.6	19	1.9	20	0.5	93	0.7
COURSE CRED	342	5.6	78	4.9	45	6.8	0	0.0	465	5.6	48	4.9	150	3.5	663	4.9
IND INST CR	2,256	37.2	763	48.0	456	68.9	0	0.0	3,475	41.8	0	0.0	383	9.0	3,858	28.5
IND INST EN	675	11.1	217	13.7	116	17.5	0	0.0	1,008	12.1	0	0.0	128	3.0	1,136	8.4
NON-ADD FTE	0.00		0.00		0.00		0.00		0.00		0.00		8.79		8.79	
ENROLLMENT																
LEVEL 1	825	316.4	267	305.3	125	292.7	0	0.0	1,217	311.3	237	107.0	820	62.1	2,274	117.6
LEVEL 2	3,130	150.4	544	91.1	464	185.4	0	0.0	4,138	141.3	693	245.2	1,630	52.2	6,461	102.0
LEVEL 3	522	39.9	126	41.2	90	68.7	0	0.0	738	42.3	17	0.0	80	64.4	835	44.6
LEVEL 4	1,117	45.9	276	44.9	197	113.9	0	0.0	1,590	49.3	38	0.0	149	140.6	1,777	53.4
LAW	8	459.8	2	625.0	1	666.7	0	0.0	11	497.7	0	0.0	1	3.0	12	33.3
MED/VET/PHM	15	65.1	3	55.7	1	0.0	0	0.0	19	66.8	0	0.0	73	532.5	92	218.3
Totals	5,617	92.5	1,218	76.7	878	132.6	0	0.0	7,713	92.7	985	99.7	2,753	65.0	11,451	84.6
STUDENT CREDITS																
LEVEL 1	1,748	670.5	576	658.6	219	512.9	0	0.0	2,543	650.6	447	201.9	1,968	148.9	4,958	256.4
LEVEL 2	7,246	348.1	1,325	221.8	712	284.6	0	0.0	9,283	316.9	803	284.2	3,525	113.0	13,611	215.0
LEVEL 3	1,294	98.8	375	122.5	256	195.5	0	0.0	1,924	110.2	28	0.0	201	161.7	2,154	115.2
LEVEL 4	2,659	109.2	743	120.8	416	240.5	0	0.0	3,817	118.4	43	0.0	362	341.7	4,222	126.8
LAW	211,206.9		51,562.5		1	666.7	0	0.0	271,221.7		0	0.0	5	14.8	32	88.9
MED/VET/PHM	37	160.5	5	92.8	3	0.0	0	0.0	45	158.2	0	0.0	2181,590.1		263	624.0
Totals	13,004	214.2	3,029	190.7	1,606	242.6	0	0.0	17,639	212.0	1,321	133.7	6,279	148.3	25,239	186.4
STUDENT CONTACT PERIODS																
LEVEL 1	2,184	837.7	653	746.6	221	517.6	0	0.0	3,059	782.6	562	253.8	2,234	169.1	5,854	302.7
LEVEL 2	8,614	413.9	1,491	249.6	1,010	403.7	0	0.0	11,114	379.4	1,389	491.5	4,929	158.0	17,431	275.3
LEVEL 3	1,498	114.4	379	123.8	283	216.2	0	0.0	2,160	123.7	57	0.0	236	189.9	2,452	131.1
LEVEL 4	2,946	121.0	793	128.9	439	253.8	0	0.0	4,178	129.6	61	0.0	448	422.9	4,686	140.8
LAW	251,436.8		51,562.5		1	666.7	0	0.0	311,402.7		0	0.0	5	14.8	36	100.0
MED/VET/PHM	40	173.5	5	92.8	3	0.0	0	0.0	48	168.8	0	0.0	2211,612.0		268	635.8
Totals	15,307	252.2	3,326	209.4	1,956	295.5	0	0.0	20,589	247.5	2,067	209.2	8,072	190.6	30,728	226.9

Report Definitions

1. Cluster Summary

The level of summarization for this report is at the cluster level. This report summarizes the total and average by FTE for course section enrollment, student official credits, and student contact periods which are funded by state instructional funds within the given Cluster.

2. Department

A two character code that indicates the level of organization immediately under that of Division, generally an academic area. Displayed only on department level reports.

3. Department Name

The name of the Course Section Allocation UDD (Unit-Division-Department) for the fall term of the current year. Displayed only on department level reports.

4. Department Summary

The level of summarization for this report is at the department level. This report summarizes the total and average by FTE for course section enrollment, student official credits, and student contact periods which are funded by state instructional funds within the given Unit/Division/Department. The department is derived from the Course Section Allocation UDD.

5. Dept. FTE - row

This row is the total instructional FTE funded with state instructional funds for the given level of summarization (department, division, unit or cluster) for a specified instructor type. (Example: the total instructional FTE funded by state instructional funds for Professors for the given level of summarization).

6. Dependent Sec - row (NEW)

This row is the total number and average by FTE of dependent sections of group instruction for each instructor type. (Example: the total number of dependent sections and the average number of dependent sections per FTE that are taught by Professors for the given level of summarization).

7. Division

A two character code that indicates the level of organization immediately under that of Unit - generally a school/college, campus in the UW Colleges, or major program area. Not displayed on unit or cluster level reports.

8. Division Name

The name of the Course Section Allocation UD (Unit-Division) for the fall term of the current year. Not displayed on unit or cluster level reports.

9. Division Summary

The level of summarization for this report is at the division level of a unit. This report summarizes the total and average by FTE for course section enrollment, student official credits, and student contact periods which are funded by state instructional funds within the given Unit/Division. The division is derived from the Course Section Allocation UD.

10. Enrollment

This group of statistics is the total number of students and an average number of students per FTE enrolled in each course section for both group instruction and individual instruction at the level of summarization for each instructor type. The Enrollment group is further broken down by student level. (Example: the total number of Level 1 students enrolled in each course section and the average number of Level 1 students enrolled per FTE that are taught by Professors at the given level of summarization).

11. Group Course Cred - row

This row is the total number and average by FTE of course credits of all group instruction for each instructor type. (Example: the total number of group course credits and the average number of group course credits per FTE that are taught by Professors at the given level of summarization).

12. Ind Course CR - row

This row is the total number and average by FTE of student official credits of individualized instruction for each instructor type. (Example: the total number of student official credits and the average number of student official credits per FTE that are taught in individualized instruction by Professors at the given level of summarization).

13. Ind Course EN - row

This row is the total number and average by FTE of student enrollment in each course section in the individualized instruction type for each instructor type. (Example: the total number of students enrolled in each course section and the average number of students per FTE that are taught in individualized instruction by Professors at the given level of summarization).

14. Instructor Type - Academic Staff - column

An academic staff instructor is an instructor whose title code does not fall under the guidelines for Legal Faculty or Graduate Assistants, or a section without a matching Human Resource employee. In order for a section to be processed under Academic Staff 1) its major instructor must have a title code that is not Legal Faculty nor

Graduate Assistant on an appointment OR 2) no Human Resource match was found for that section. Academic Staff is the default instructor type.

15. Instructor Type - Assoc Prof - column

An Associate Professor is an instructor whose title code is C30NN or C60NN. In order for a section to be processed under Associate Professor its major instructor must have one of the above title codes on an appointment.

16. Instructor Type - Asst Prof - column

An Assistant Professor is an instructor whose title code is C40NN. In order for a section to be processed under Assistant Professor its major instructor must have the above title code on an appointment.

17. Instructor Type - Graduate Assistants - column

Graduate Assistant is an instructor whose Title Code begins with a 'Y'. In order for a section to be processed under Graduate Assistants its major instructor must have a Title Code beginning with a 'Y' on an appointment .

18. Instructor Type - Instructor - column

An Instructor is an instructor whose title code is C50NN. In order for a section to be processed under Instructor its major instructor must have the above title code on an appointment.

19. Instructor Type - Legal Fac - column

The Legal Faculty column is a total and average statistics for the Professors, Associate Professors, Assistant Professors, and Instructor columns combined.

20. Instructor Type - Professor - column

A Professor is an instructor whose title code is C20NN. In order for a section to be processed under Professor its major instructor must have the above title code on an appointment.

21. Instructor Type - Total column

The Total column is a total and average statistics for all types of instructor columns combined.

22. Law - row

This row heading is a subheading under Enrollment, Student Credits, and Student Contact Periods groups. It labels totals and averages of students who are enrolled in the Law school at UW-Madison. Student Classification = L, or R.

23. Level-1 - row

This row heading is a subheading under Enrollment, Student Credits, and Student Contact Periods groups. It labels totals and averages of students who are a Freshman, Sophomore, UW Colleges' Special, or High School Special. Student Classification = A, B, I, or N.

24. Level-2 - row

This row heading is a subheading under Enrollment, Student Credits, and Student Contact Periods groups. It labels totals and averages of students who are a Junior, Senior, Undergraduate Special, or Wisconsin Resident Age 62 and over auditor. Student Classification = C, D, J, or S.

25. Level-3 - row

This row heading is a subheading under Enrollment, Student Credits, and Student Contact Periods groups. It labels totals and averages of students who are a Masters' candidate, Education Specialist, (except in comprehensive cluster) or Graduate Special. Student Classification = E or K.

26. Level-4 / ED SPEC - row

This row heading is a subheading under Enrollment, Student Credits, and Student Contact Periods groups. When it prints 'Level 4', it labels totals and averages of students who are Ph.D. candidate (Pre-prelim), or Dissertators (Post-prelim) at the Doctoral cluster. Student Classification = G, or H. When it prints 'ED SPEC', it labels totals and averages of students who are Education Specialists at the Comprehensive cluster. Student Classification = F. Although "F" is officially a Level 3 student classification, for this report it is split out and reported separately from Level 3 students.

27. Med/Vet/PHM - row

This row heading is a subheading under Enrollment, Student Credits, and Student Contact Periods groups. It labels totals and averages of students who are enrolled in Medical, Veterinary Medicine, or Pharmacy at UW-Madison. Student Classification = M, P, Q, U, V, or W.

28. Non-Add FTE

This data element is displayed on the Division Summary, Unit Summary and Cluster Summary reports, for these Non-Add FTE are not being prorated back to the department. It is the total FTE of employees who are funded by state instructional funds in a non-teaching department (departments that do not produce official credits).

29. Primary Sec - row

This row is the total number and average by FTE of primary sections of group instruction for each instructor type. (Example: the total number of primary sections and the average number of primary sections per FTE that are taught by Professors for the given level of summarization).

30. Student Credits

This group of statistics is the total number of student official credits and an average number of student official credits per FTE in both group and individual instruction for each instructor type. The Student Credits group is further broken down by student level. (Example: the total number of Level I student official credits taught and the average number of Level I student official credits taught per FTE by Professors for the given level of summarization).

31. Student Contact Periods - group statistics

This group of statistics is the total number of periods that students have contact with an instructor and an average number of periods per FTE that students have contact with an instructor in both group and individual instruction, for each instructor type. The Student Contact Periods group is further broken down by student level. (Example: the total number of Level I periods that students have contact with an instructor and the average number of Level I periods that students have contact with an instructor per FTE that are taught by Professors for the given level of summarization)

32. Term

The semester for which this report is generated. The report is normally generated for Term 1 (fall semester) only.

Term	Description
S	Summer
1	Fall
W	Winter
2	Spring

33. Totals - row

This row heading is a subheading under Enrollment, Student Credits, and Student Contact Periods groups. It labels total number of course section enrollment, student official credits and student contact periods and an average number of each of these statistics per FTE for each instructor type for all student levels.

34. Unit

The one character code indicating one of the fourteen University of Wisconsin institutions. Not displayed on cluster level reports.

35. Unit Abbreviation

The abbreviation for the highest level (unit) of the Course Section Allocation UDD for the fall term of the current year. Not displayed on cluster level reports.

36. Unit Summary

The level of summarization for this report is at the unit level. This report summarizes the total and average by FTE for course section enrollment, student official credits, and student contact periods which are funded by state instructional funds within the given Unit.

37. Year

The six digit (199495) instructional year for which this report is generated.

Example: "199495" for 1994-95.

How To

How to determine a section's Instructor Type

Each student counted in this report must be in a section with an associated instructor type. An attempt is made to match a section's major instructor to an instructor on the Human Resource database. Match the section's Instructor's SSN with the Human Resource SSN. Use the following rules to determine the instructor type:

1. If no match is found the Instructor Type defaults to 'AS' (academic staff).
2. If only one match is found the Instructor Type is derived from the instructor's Title code. For additional information see "How to derive an Instructor Type from a Title Code" on page 7.
3. If more than one match is found, a single Instructor Type is determined by using an algorithm. For additional information see "How to determine the Instructor Type for a Section with multiple Instructor - Human Resource matches" on page 8.

How to derive an Instructor Type from a Title Code

If an instructor's Title_code is C20NN, C30NN, C40NN, C50NN, or C60NN then the Instructor Type is Legal Faculty. If an instructor's Title_code starts with Y then the Instructor Type is Graduate Assistant. If the Title_code is anything else then the Instructor Type is Academic Staff. Instructor Type is ranked, highest to lowest, as Professor, Associate Professor, Assistant Professor, Instructor, Graduate Assistant, and Academic Staff.

Title Code	Instructor Type
C20NN	Professor
C30NN, C60NN	Associate Professor
C40NN	Assistant Professor
C50NN	Instructor
C20NN, C30NN, C40NN, C50NN, C60NN	Legal Faculty
Starts with 'Y'	Graduate Assistant
Any other title code	Academic Staff

How to determine the Instructor Type for a Section with multiple Instructor - Human Resource matches

When calculating numbers of primary or dependent sections, a section is counted only once, and listed in the column under its primary instructor's Instructor Type. Some primary or dependent sections are taught by more than one instructor, and the instructors may belong to different Instructor Types. The following steps are used to determine which instructor to match with a section.

The steps for determining which instructor to match with a primary or dependent section are listed in order of importance. Once a match is found, disregard the subsequent steps (for example, if a match is found using step # 2, disregard steps 3 & 4).

1. IF only one Human Resource match* is found use that instructor's human resource data regardless of the type of funding, prorated effort for credits and enrollments, and title code.
2. IF more than one Human Resource match* is found, use the match with the Human Resource funding UDD that matches the Course Allocation UDD**.
3. IF more than one Human Resource match* is found with a matching UDD, use the match with the highest prorated effort for credits and enrollments regardless of the type of funding and title code.
4. IF more than one Human Resource match* is found with a matching UDD and equal prorated effort for credits and enrollments, or prorated effort for credits and enrollments is zero for all instructors of the section, use the match with state instructional funding (fund + activity) regardless of title code.
5. IF more than one Human Resource match* is found with equal prorated effort for credits and enrollments, or prorated effort for credits and enrollments is zero for all instructors of the section, and all are funded with state instructional funds , use the match with the highest ranking title code. For more information see "How to derive an Instructor Type from a Title Code" on page 7.

* A match means a section's instructor has an SSN matches an SSN in the Human Resources database.

How to calculate an Instructor Type's Total FTE

Total the FTE_Split from the Human Resource data for all employees of a given title_code or title_code group within Student Level and UDD.

If an employee instructs a section and is funded by state instructional funds , his/her FTE is accumulated within his/her title-code or title-code group.

If an employee instructs a section but is not funded by state instructional funds his/her FTE is accumulated under Academic Staff, regardless of his/her title code.

If an employee is funded by state instructional funds in a teaching department, but does not instruct a section, his/her FTE is prorated over all student levels within his/her instructor type and UDDS.

If an employee is funded by state instructional funds in a non-teaching department (department that does not produce credits), his/her FTE is accumulated and reported as 'Non-Add' FTE at the division, unit and cluster level.

How to calculate an Instructor Type's Course Credits - Group Instruction Sections

To calculate total group instruction course credits for a UDDS and Instructor Type, first calculate the average number of student official credits earned in a section taught by the given Instructor Type. To calculate the average, total the student official credits earned in a section and then divide it by the number of students in that section, rounding to the nearest 100th. Sum the average credits for each section taught by the given Instructor Type within the UDD to get the total number of course credits for a UDD.

Student	Instructor	Course	Section	Credits
A	A	102	001	3
B	A	102	001	4
C	A	102	001	2

The average credits for this course-section is 3. (9 credits / 3 students)

How to calculate an Instructor Type's Course Credits - Individual Instruction Sections

To calculate individual instruction course credits for a UDD and Instructor Type, total the number of student official credits earned in a section taught by the given Instructor Type. Sum the total student official credits for each section taught by the given Instructor Type within the UDD to get the total number of individual course credits for a UDD. Because these are individual instruction sections, each student is treated as a separate section. Students can take independent course with an instructor on different topics, but the course and section numbers are the same. For example:

Student	Instructor	Course	Section	Credit
A	A	899	048	3
B	A	899	048	4
C	A	899	048	2

The total credits for this course-section is 9.

How to calculate Course Credits (Group Instructions) - Total

First, calculate the Primary Section Credits:

1. Eliminate all independent study sections (Type of Instruction = E, F, or I).
2. If all sections in a given course have the same type of instruction, total the average course credits for all sections.

3. If the sections in a given course have different types of instruction, total the average course credits for only the primary section. The primary section is determined by checking the type of instruction.
 - a. Total the average course credits only for sections with the Type of Instruction = 'C' (Lecture).
 - b. If no section in the course has Type of Instruction = 'C', total the average course credits only for sections with the Type of Instruction = 'S' (Seminar).
 - c. If no section in the course has Type of Instruction = 'C' or 'S', total the average course credits only for sections with the Type of Instruction = 'L' (Laboratory).
 - d. If no section in the course has Type of Instruction = 'C', 'S', or 'L', total the average course credits only for sections with the Type of Instruction = 'D' (Discussion).

Then, calculate Dependent Section Credits by summing the average course credits for all sections that do not have the same Type of Instruction as the Primary Sections.

Course Credits for Group Instructions are the sum of primary section credits and dependent section credits for each instructor type.

How to calculate Course Credits (Group Instructions) - Average

The Group Course Credits Average is the average number of group course credits per instructor FTE. To calculate the average divide the Group Course Credits - Total by the Instructor Type FTE total. Calculate to the nearest 1000th, but print to the nearest 10th.

How to calculate the Average Course Credits for a Section which offers variable credits

Total the number of student credits for each section then divide by the number of students in the given section. Example:

Course	Sec	Type of Instruction	Type of instructor
1001	001	C	Professor
			Student A = 3 credits (from student course section table)
			Student B = 3 credits (from student course section table)
			Student C = 5 credits (from student course section table)

Average Credits per Section:

$$\text{Professor, Lecture ('C')} = 11 \text{ credits} / 3 \text{ students} = 3.67$$

How to calculate Total Course Credits for a Given Type of Instructor

Example:

Course	Section	Instructor	Student	Credits	Avg Cred/Sec
1001	001	Prof-A	Student Y	4	3.6
			Student X	3	
			Student Z	4	
			Student Q	4	
			Student M	3	
1001	001	Prof-A			
1001	002	Assoc Prof-B	Student M	3	3.0
			Student N	3	
			Student R	3	
1001	002	Assoc Prof-B			
1001	003	Prof-F	Student I	5	4.3
			Student J	5	
			Student K	3	
			Student L	4	
1001	003	Prof-F			
1001	004	Prof-A	Student V	4	3.3
			Student W	3	
			Student U	2	
			Student O	4	
1001	004	Prof-A			
1001	005	Assoc Prof-X	Student a	3	3.4
			Student b	4	
			Student c	4	
			Student d	4	
			Student e	2	
1001	005	Assoc Prof-X			

The Course Credits for Prof-A (3.3+3.6)=6.9, Course Credits for Assoc Prof-B=3.0, Course Credits for Assoc Prof-X=3.4, and Course Credits for Prof-F=4.3.

Total Course Credits for instructor type Professor = 6.9+4.3 =11.2

Total Course Credits for instructor type Associate Professor = 3.0+3.4 =6.4

How to calculate the Average Course Credits per FTE for a Given Type of Instructor

To calculate the average course credits, divide the total course credits for a given instructor type by the FTE total of the Instructor Type. Calculate to the nearest 1000th, but print to the nearest 10th.

How to calculate Enrollment by Student Level

Total the number of students of a given student level enrolled in sections taught by the specified Type of Instructor within the given UDD. Total the students by counting the number of official students in each course section using a pre-created data view which contains official student population defined by the Office of Policy Analysis and Research.

How to calculate Enrollment per FTE by Student Level

Calculate the Total Enrollment by Student Level and divide that by the prorated Instructor Type's Total FTE for the specified Student Level.

How to calculate Student Credits by Student Level

Total the number of student official credits of a given student level in sections taught by the specified Type of Instructor within the given UDD. Total the student official credits by summing the number of official credits using a pre-created view which contains the official student credits defined by the Office of Policy Analysis and Research.

How to calculate Student Credits per FTE by Student Level

Calculate the Total Student Credits by Student Level and divide that by the prorated Instructor Type's Total FTE for the specified Student Level.

How to calculate Contact Periods by Student Level

- For Group Instruction Sections:

- 1) Subtract the begin time of a section from the end time of that section to get the number of minutes that the section meets (begin at 13:00 end at 14:50 (convert 13:00 & 14:50 to minutes from midnight by multiplying the hour by 60 and adding the minutes back, then subtract) $890 - 780 = 110$ minutes)
- 2) Divide the number of minutes by 50 minutes per period (standardized for all campuses) to get the number of periods per day that the section meets (rounded to the nearest tenth): $110\text{min}/50\text{min} = 2.2$ periods per day .
- 3) Multiply the number of periods per day that the section meets by the number of days in a week that the section meets to get the number of periods per week that the section meets. $(2.2 \text{ periods/day} * 2 \text{ days/week} = 4.4 \text{ periods/week})$
- 4) Multiply the number of periods per week by the number of weeks the section meets, then divide the product by the semester duration (the number of weeks in a semester at that campus) to prorate the periods over an entire semester.
- 5) Multiply the prorated periods by the number of students (enrollment) in each student level / instructor type for that section to get the contact periods for that student level/instructor type.

Example: A section meets for 4.4 periods per week, for 7 weeks in a 16 week semester.

	Enrollment	Prorated Periods	Contact Periods
Level 1	5	1.9	9.5
Level 2	20	1.9	38
Level 3	1	1.9	1.9
total	26	1.9	49 (rounded)

If there are no begin or end times for a section the student official credits are used as the contact periods.

- For Individualized Instruction Sections:

The student official credits are used as the contact periods.

How to calculate Contact Periods per FTE by Student Level

Calculate the Total Contact Periods by Student Level and divide that by the prorated Instructor Type's Total FTE for the specified Student Level.

How to prorate Instructional FTE by Section for An Instructor That Teaches Multiple Sections

Multiply the fund fraction for the instructor times the ratio of the percent effort the instructor reported for the section to the total percent effort he/she reported for all sections. Any remainder is added to the FTE of the first section. If the percent of effort is missing or 0-filled, then equally distribute the FTE among the sections.

Example:

Instructor FTE = 0.8	Section Taught	% of Effort	FTE for the Sec
	001	10	0.16 (0.8*10/50)
	002	20	0.32 (0.8*20/50)
	003	<u>20</u>	<u>0.32</u> (0.8*20/50)
Total =		50	0.80

How to prorate Instructional FTE by Student Level in a Section

1. If total official credits for the section are not zero, the FTE for the Student Level in a section is the FTE for the Section (from the above calculation) times the ratio of the official credits for the Student Level to the total official credits for the Section. When prorating instructional FTE for a student level, each student level receives a portion of the total FTE equal to the proportion of students official credits at a given level. Example:

Within a given section there are a total of 50 student credits, 10 student credits are Level 1, 40 student credits are Level 2. There is a total of 1.5 Academic Staff FTE associated with this section.

Prorated FTE for Level 1 = 0.3 FTE ($10/50 = 20\% * 1.5 \text{ FTE}$)

Prorated FTE for Level 2 = 1.2 FTE ($40/50 = 80\% * 1.5 \text{ FTE}$)

2. If the total official credits for the sections is zero, use enrollment to calculate the FTE for each Student Level as above (1.).
3. Whichever method is used, check the sum of the calculated FTEs by Student Level against the FTE for the Section, and apply any difference in FTE to Student Level-1.

How to Prorate Non-Teaching FTE over Student Levels

The FTE for an employee funded by state instructional funds must be accounted for regardless of whether or not that employee instructs a section.

If that employee is funded in a non-teaching department the FTE is accumulated as Non-Add FTE and printed on the Division, Unit & Cluster Summary reports only.

If that employee is funded in a teaching department but does not teach a section the FTE is prorated in proportion to the teaching FTE at that rank. Example:

Within a given rank (Professor) within a UDD:

6 (50%) of the instructional FTE are Level 1.

3 (25%) of the instructional FTE are Level 2.

2 (17%) of the instructional FTE are Level 3.

1 (8%) of the instructional FTE are Level 4.

If given that the total Non-Teaching FTE for Professors is 1 FTE

Prorated non-teaching FTE for Level 1 = 0.50 FTE ($50\% * 1 \text{ FTE}$)

Prorated non-teaching FTE for Level 2 = 0.25 FTE ($25\% * 1 \text{ FTE}$)

Prorated non-teaching FTE for Level 3 = 0.17 FTE ($17\% * 1 \text{ FTE}$)

Prorated non-teaching FTE for Level 4 = 0.08 FTE ($8\% * 1 \text{ FTE}$)

If there are no teaching FTE at that rank, the Non-Teaching FTE is prorated over student level totals in proportion to the total FTE of all ranks (faculty, graduate assistants, academic staff) and included in the total FTE of the teaching department. If the Non-Teaching FTE is Legal Faculty, then the FTE is prorated over student level totals both in proportion to the total FTE of all Legal Faculty ranks and total FTE of all types of instructors in the teaching department. If there are no teaching FTE in the department, the Non-Teaching FTE is assumed to be in Level 1.

Detail Data Elements Needed:

Table: UWSA.C_CRS_SEC

YEAR
TERM
UNIT
DIVISION
CAC
COURSE
SECTION
XLIST_IND
SEC_LEVEL
INSTR_TYPE (type of instruction on the report)

Table: UWSA.C_CRS_SEC_ALLOC

DDS
SEC_ALLOC_COEFF

Table: UWSA.C_CRS_INSTR_SCHED

INSTRUCTOR_SSN
PRO_EFF_SEC
PRO_EFF_CONT
PRO_EFF_CRED_ENRL
WKLY_FAC_CONT_HRS

Table: UWSA.THS_XLST

UNIT
DIVISION
CAC
COURSE
SECTION
ENRL_CARRY_UNIT
ENRL_CARRY_DIVISION
ENRL_CARRY_CAC
ENRL_CARRY_COURSE
ENRL_CARRY_SECTION

Table: UWSA.HR_UNCL_APPT (from October Payroll)

INSTRUCTOR_SSN
APPT_FUNDING_UDD
FUND
ACTIVITY
TITLE_CODE
FTE_SPLIT

Table: UWSA.THS_UDDS

UDDS_NAME
UDDS_ABBREV

Table: UWSA.ST_CRSSEC

Count of students
CREDITS_BY_SEC

Glossary of Terms

Activity

From the Human Resources database, the activity identifies the purpose for which money is being spent or budgeted. Activity 2 is instruction.

Appointment

An appointment is the association between a person providing services and a position at UW System based on statutes and appropriate personnel policies and procedures. Only one person is ever associated with a specific appointment at one time, but a person may hold more than one appointment.

Cluster

A way of grouping UW System institutions. UW-Madison and UW-Milwaukee are in the Doctoral Cluster. Other UW four year institutions are in the Comprehensive Cluster. Campuses in the UW Colleges are grouped in the UW Colleges Cluster.

Cooperative Advanced Placement Program

CAPP - Sections taught in a Wisconsin high school by a university approved high school teacher.

Course Section Allocation

The UDD of a section which must at least partially support the salary of the instructor(s) teaching the section. Taken from the Course Section Allocation table.

Cross-listed Section

A section with an 'X' in the xlist_ind field on the Course Section table. A cross-listed section is tied to an enrollment carrying section, and the enrollment carrying section is reported as the only section, with the total number of student enrollment, credits, and contact periods reported under this single section. The totals are reported under the instructor type the enrollment carrying section.

Department

A two character code that indicates the level of organization immediately under that of Division, generally an academic or administrative area.

Dependent Section

A Dependent Section is the instruction of this section "depends" on another section in the same course. Discussion and Laboratory sections "depend" on a section in the same course that is Lecture.

Division

A two character code that indicates the level of organization immediately under that of Unit. Generally a school/college, campus at UW Colleges, or major administrative or program area.

Enrollment

The number of official students enrolled in a course section.

Enrollment Carrying

A section with an 'E' in the xlist_ind field on the Course Section table. An enrollment carrying section can be tied to a cross-listed section. If it is, the enrollment carrying section is considered the only section, with the total number of students enrolled, student credits, and contact periods from cross-listed sections included in this enrollment carrying section.

FTE

Full Time Equivalent - 1.00 for a full time employee, 0.50 for a ½ time employee, etc.

Group Instruction

A teaching method where by a group of students normally meet with their instructor(s) in a specified time and place. Sections with a Type of Instruction of C (lecture), D (discussion), L (laboratory), and S (seminar) are considered group instruction type sections.

Individual Instruction

Individual Instruction includes sections that are usually determined by the span of supervision of a specific instructor rather than the meeting time and place or students taking individual topics with an instructor. Sections with a Type of Instruction of E (extended degree), F (field experience) and I (independent/individualized) are considered individual instruction type sections.

Instructional Fund

Instructional funds are GPR (General Program Revenue) funds with an Activity of 2. The funds used for budgeting instructional activity can change from year to year.

Instructor Type

The type of instructor for a section, derived from the title code.

Title Code	Instructor Type
C20NN	Professor
C30NN, C60NN	Associate Professor
C40NN	Assistant Professor
C50NN	Instructor
C20NN, C30NN, C40NN, C50NN, C60NN	Legal Faculty
Starts with 'Y'	Graduate Assistant
Any other title code	Academic Staff

January Practica

Short courses offered in January at UW-Green Bay. As of 1995-96 these courses are no longer offered.

Legal Faculty

An instructor with one of the following title codes:

Title Code	Instructor Type
C20NN	Professor
C30NN, C60NN	Associate Professor
C40NN	Assistant Professor
C50NN	Instructor

Major Instructor

If a section has multiple instructors the major instructor is the one that is assigned the greatest number of hours instructing the section. If there is no single instructor that teaches the greatest number of hours then the major instructor is the one with the highest ranking title code.

Official Credits

The number of credits earned by official students enrolled in a course section.

Official Student

Students who are not enrolled in excluded sections, and students who do not have a student classification of 'T' (WI resident receive federal OASDI benefits). Excluded sections include Extension, CAPP, Year Abroad, and Remedial sections. If a student is enrolled in any of the excluded sections, he/she is only excluded from the enrollment, credit, and contact period counts for this section. The student is not dropped from all counts.

Primary Section

The section is the main type of instruction for a course. If all sections of a course are the same type of instruction then all sections are primary sections. If the sections of a course are more than one type of instruction the sections taught by Lectures are considered the primary sections.

Prorated effort for credits and enrollments

For a section in which there are multiple instructors, this represents the effort an instructor expends relative to that of the other instructors. This can be either a proration percent for each instructor, or zero, which will be defaulted to have the workload equally divided among the multiple instructors associated with the section.

Remedial

Course sections for students who have deficiencies in English and/or mathematics.

Section

A group of students meeting at the same time and place for the same type of instruction with the same instructor.

Student Contact Periods

The number of actual hours per week an instructor spends teaching (in contact with) each student in a course section. For example, if an instructor teaches a group instruction section for three periods each week (each period is 50 minutes and the course is for the duration of the semester) and there are 30 students enrolled in that course section, there is 90 student contact periods (3 periods * 30 students) per week.

Student Enrollment

The number of official students registered in a specific course section. An official student is counted once for each section in which he/she is registered.

Student Level

A way to group students based on student classification.

Student Level	Student Classification	Classification Description
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1	A	Freshman
1	B	Sophomore
1	I	Special (non-matriculated student assessed undergraduate fees - UW Colleges only)
1	N	High School
2	C	Junior, Pharmacy 1
2	D	Senior, Pharmacy 2 and 3
2	J	Special (non-matriculated student assessed undergraduate fees - University & Doctoral cluster.)
2	S	WI resident age 62 or over, audit only
3	E	Masters
3	F	Education Specialist - printed on a separate line, not included in the Level 3 line for Comprehensive Cluster.
3	K	Special (non-matriculated student assessed graduate fees)
4	G	PhD (Pre-prelim)
4	H	PhD (Post-prelim)
Law	L	Law
Law	R	both Law and Graduate
Med/Vet/Phm	M	Medical
Med/Vet/Phm	P	Pharmacy Professional
Med/Vet/Phm	Q	both Medical and Graduate
Med/Vet/Phm	U	both Pharmacy Professional and Graduate
Med/Vet/Phm	V	Veterinary Medicine
Med/Vet/Phm	W	both Veterinary Medicine and Graduate

Student Official Credits

The number of credits earned in a course section by an official student.

Study Abroad

Course sections where a student takes courses both at a UW Institution and at a foreign institution as part of a study abroad program.

Term

The semester or term for which this report is created. There are four possible terms - 1 = fall, 2 = spring, S = summer, and W = winter. Generally this report is created for the fall term only.

Type of Instruction

The one character code indicating the instruction type of a course section, taken from the course section table.

Type of Instruction	Description	Instruction Category
C	Lecture	Group
D	Discussion	Group
E	Extended Degree	Individualized
F	Field Experience	Individualized
I	Independent/Individualized	Individualized
L	Laboratory	Group
S	Seminar	Group

UDD

The Unit, Division, and Department code in which the instructor is funded.

Unclassified

University of Wisconsin staff titles for appointments based on University of Wisconsin Unclassified Personnel Guideline #2 Attachment 1, and State Statutes. Unclassified staff generally consist of faculty and academic staff.

Unidentified Section

A section that has a section number of 'XXX'.

Unit

The one character code indicating one of the fourteen University of Wisconsin System institutions.

UW Extension Credit Program

Course sections funded by UW-Extension but reported by the institution offering the credits and collecting the fees.

Year

The 6 digit academic year for which the report is printed. ex. 199596

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