

**PROGRAM REVIEW DOCUMENTS
TABLE OF CONTENTS**

12/6/05

The program review documents are used for biennial and 6-year reports. These include reports on student credit hours, student FTE/FYE, degree majors awarded, degree minors, teaching licensures, fall term majors, fall term advisees, course sections offered, average class size, class size distributions, faculty FTE and ratios, current year faculty characteristics, and student placement.

NEW THIS YEAR: Current year faculty characteristics. Charts. Trend sheets (brief summary of all the detail).

	NOTES
TREND SHEETS	New this year. <u>Highly summarized form of the detail reports (4-5 pages vs 30 pages).</u> Percent change from previous year is given for many of the categories. Includes CURRENT YEAR FACULTY CHARACTERISTICS, which is not included in the detail report. View the detail report if you need more data. <u>SEE DETAIL REPORT EXPLANATION FOR MORE INFO ON EACH CATEGORY.</u>
Fall Term Majors	
Fall Term Majors by Ethnicity & Gender	Percents given for Students of Color, Female Students, and International Students.
Number of Fall Term Advisees	
Degree Majors	
Degree Minors	
Teaching Licensures	
Student Credit Hours by Rubric	
Student FYE Summary	Only FYE shown here. If you need term FTE, check the detail report.
Sections Offered & Course Enrollments	
Percent of Courses at Each Level	
Average Class Size	
Class Size Distribution showing percent of sections at each category	Shows percents only. See detail report for number of sections.
Current Year Faculty Characteristics	CURRENT YEAR information is shown (not included in detail report) and it is as of Nov 1. <u>Regular faculty including sabbaticals are shown. Adjuncts have been excluded.</u> Headcount and percents are shown. Characteristics include Rank, # Tenured, # of Minorities, # of International Faculty, # of Females, # with Terminal Degrees, Preliminary AY Faculty FTE (as of Nov 1).
AY Faculty FTE	Includes only academic year FTE (summer EDD has been excluded).
Faculty FTE Ratios	Sabbaticals have been excluded.

PROGRAM REVIEW DOCUMENTS
TABLE OF CONTENTS
12/6/05

CHARTS	<p>New this year. 7 data points were selected to give a visual representation of the department. 5 years of data shown for each data point. Fall Term Majors Fall Term Advisees Degree Majors/Certificates Awarded Student Credit Hours Generated Sections Offered UGrad and Graduate Average Class Sizes AY Faculty FTE A logarithmic scale was chosen for the representation so the base line is set at 1 (which means that if the data value is 1 a bar will not show).</p>
---------------	--

GRADUATE FOLLOW-UP DATA (Placement)	<p>Copies of the MnSCU Graduate Follow-up Reports are provided. <u>See attached instruction sheet showing how to read the report.</u> Reports are broken out by degree/degree major combinations. This is a summary report. MnSCU does provide more detailed information including employer names, names of colleges where students are continuing their education (NOTE: summary info only – not identifiable to specific student). Both Career Services (Sonja Rue) and Institutional Research have copies of these reports.</p>
--	---

DETAIL REPORT	NOTES
Fall Term Majors	<p>Majors as of the end of the fall term are listed, broken out by undergraduate/graduate levels. <u>Undergraduate/graduate status is determined by the student's classification.</u> So there might be a few mismatches between their classification and their major (i.e., undergraduate with a graduate-only major). A student with multiple majors is listed in each major (duplicated count).</p>
Fall Term Majors by Race/Ethnicity and Gender	<p>Headcounts and percents are shown by major. Unknown ethnicity has been grouped with the White category.</p>
Fall Term Advisees	<p>Number of registered advisees as of the end of the fall term for faculty in the department.. This is an unduplicated count.</p>

**PROGRAM REVIEW DOCUMENTS
TABLE OF CONTENTS**

12/6/05

Degree Majors Awarded	Denotes the degree majors/certificates awarded for each of your degree programs with the degree abbreviation. Fiscal year includes summer, fall, and spring terms (in that order). Students with multiple degree majors are listed in each major. This can result in a seeming mismatch between the major and the degree abbreviation. This usually means the degree (BA or BS) actually belongs to the other major and what you are looking at is the second major. Before FY00 teaching majors might be included in the regular major. It was not until FY00 that all teaching majors were given their own major ID numbers.
Degree Minors Awarded	Degree minors awarded by the department.
Teaching Licensures	Lists licensures granted in your program areas.
Student Credit Hours -- Summary	SUMMARY FOR DEPARTMENT. Grouped by Undergraduate/Graduate levels and then broken out by lower division, upper division, graduate levels. SCH go to the department who pays the salary of the instructor.
Student Credit Hours -- Detail by Rubric	DETAIL BY EACH RUBRIC WITHIN DEPARTMENT. SCH are on a fiscal year basis (Summer, Fall, Spring terms). Broken out by lower division, upper division, graduate levels for each individual rubric. These are students sitting in your classes including Tri-College students. SCH are assigned to the department that pays the salary of the instructor.
SCH Detail Behind FTE/FYE Summary	Shows you the actual student credit hours used to determine FTE or FYE. SCH are broken out by term.
Student Full-Time Equivalency (FTE/FYE) -- Summary	Gives you the Summer FTE, the Fall FTE, and the Spring FTE. Then gives you the fiscal year FYE. Formulas: For the FTE numbers, undergraduate SCH are divided by 15 and graduate SCH are divided by 10. For the FYE numbers, undergraduate SCH are divided by 30 and graduate SCH are divided by 20. Broken out by undergraduate/graduate levels and then by lower division, upper division, and graduate levels. Because FTE/FYE is based on the above Student Credit Hours, student FTE/FYE are assigned to the department that pays the salary of the instructor. These are students sitting in your classes including Tri-College students.

**PROGRAM REVIEW DOCUMENTS
TABLE OF CONTENTS**

12/6/05

Sections Offered and Course Enrollments	<p>The number of sections (where enrollment > 0) your department offered and the number of students enrolled. <u>Both classes with regular meeting times and one-on-one type courses are included.</u> Broken out by rubric and by lower/upper/graduate divisions. Summer is listed separately from the academic year numbers. Cross-listed courses show up in the department of the rubric. For example, ART/PHIL 320 would show ART 320 enrollment under Art/Design and PHIL 320 enrollment would show under Philosophy. Continuing Studies and Package courses are reported as a separate department. Fiscal year includes summer, fall, and spring terms.</p>
Sections Offered and Course Enrollments – Percentages	<p>Gives you the percentages rather than the raw numbers. Shows you, for example, the percentage of your sections that are offered at the lower level compared to the percentage of your course enrollments that are at the upper level.</p>
Average Class Size by Rubric	<p>Gives the average class size for the rubrics within your department. Broken out by undergraduate/graduate levels, and lower/upper/graduate divisions. Lectures, labs, activity courses, and studios are included. <u>One-on-one courses such as lessons, independent study, practicum, internship, student teaching, etc. have been excluded.</u> Stacked courses (such as Art 200/300/400 or Sped 425/525) and cross-listed courses were collapsed together for this analysis. Continuing Studies and Package courses are reported as a separate department.</p>
Class Size Distribution by Rubric	<p>Looks at section sizes grouped by increments of 10. The categories are 1-9, 10-19, 20-29, 30-39, 40-49, 50-74, 75-99, 100+. The number of sections in each category is given. The percentage of total sections that are in each category is also given. <u>Read across the row to get to 100%.</u> Broken out by rubric and by lower/upper/graduate divisions. Stacked courses (such as Art 200/300/400 or Sped 425/525) and cross-listed courses were collapsed together for this analysis. Continuing Studies and Package courses are reported as a separate department. Lectures, labs, activity courses, and studios are included. <u>One-on-one courses such as lessons, independent study, practicum, internship, student teaching, etc. have been excluded.</u></p>
Class Size Distribution by Rubric -- Departments with Graduate Programs	<p>Gives class size distribution for graduate courses in your department.</p>

PROGRAM REVIEW DOCUMENTS
TABLE OF CONTENTS
12/6/05

<p>Cumulative Class Size Distribution by Rubric</p>	<p>This analysis can be used for publicity purposes to emphasize the size of the courses offered by your department. Displays cumulatively how many of your sections have enrollments under a specified number. As an example, reading across a row :</p> <p style="text-align: center;">% < 10 % < 20 % < 30 % < 40 % < 50 Break % 50+ % 75+ % 100+ 7.8 17.2 42.2 56.3 82.8 17.2 10.9 4.7</p> <p>7.8% of total sections had under 10 students, 17.2% had under 20, 42.2% had under 30, 56.3% had under 40, 82.8% had under 50. Then there is a break where focus is shifted to how few sections have high enrollments. Read the rest of the row as: only 17.2% of total sections had 50+ students, only 10.9% had 75+, only 4.7% had 100+.</p> <p>The percentages are either increasingly or decreasingly cumulative depending on which side of the break you are on. The two nearest percentages on either side of the break add up to 100%. <u>ONLY UNDERGRADUATE SECTIONS ARE SHOWN.</u> Broken out by rubric and by lower/upper divisions. Stacked courses (such as Art 200/300/400 or Sped 425/525) and cross-listed courses were collapsed together for this analysis. Continuing Studies and Package courses are reported as a separate department. Lectures, labs, activity courses, and studios are included. <u>One-on-one courses such as lessons, independent study, practicum, internship, student teaching, etc. have been excluded.</u></p>
<p>Faculty FTE</p>	<p>Faculty FTE is not available before FY04. <u>Total FTE</u> is shown for the Department broken out by its components (including faculty, classified, MSUAASF, sabbatical, EDD, etc.) <u>Academic year Faculty FTE</u> is also shown broken out into instructional, chair/director, and release-time components. FTE data taken from the Budget Spreadsheets. It did not appear as if all classified FTE was entered into the spreadsheets for FY04.</p>

PROGRAM REVIEW DOCUMENTS
TABLE OF CONTENTS
12/6/05

Faculty FTE Ratios	Ratio of Fall majors to Academic Year Faculty FTE (sabbaticals have been excluded) Ratio of Fall advisees to AY Faculty FTE (sabbaticals have been excluded) 2 ratios are given for Student Credit Hours Ratio of SCH to Faculty Instructional FTE (actual time spent teaching) Ratio of SCH to Department Unclassified FTE (includes instructional, release-time, sabbaticals, & MSUAASF)
College Reports	Shows the other departments in your college. These trend reports and charts are on the Institutional Research web page under DEPARTMENT REPORTS at http://www.mnstate.edu/institut/index.htm
University-wide reports	Shows the totals for the four colleges and the totals university-wide. “No College” contains FYE, EXCH, LBST, PDEV credits that don’t belong to any college plus majors/degrees for Undeclared majors, Individualized Major, and University Studies. These trend reports and charts are on the Institutional Research web page under DEPARTMENT REPORTS at http://www.mnstate.edu/institut/index.htm