

## **Standard Data Set – Methodology, Definitions, & Notes**

### **History & Process**

The data sets were initiated by the Academic Program Review process. The process for selecting the data elements was driven by the Deans, particularly the former Dean of Arts and Sciences, and the Provosts. In the early 2000s, Deans requested that the data be available on a yearly basis with information that would eventually span ten years. From 2000 to 2013, the standard data sets were used for Central Position Management. Used for planning and review, the primary audiences are the Division of Academic Affairs, as well as the colleges and academic departments.

Data are gathered from a variety of university systems. For example, student data are pulled from the Banner student information system. This system also includes course data (for calculating student credit hours, percent of courses taught by faculty, and courses taken meeting minimums) and student data for elements such as grades, majors, degrees, and test scores. Academic departments provide faculty teaching information by assigning faculty members to courses in Banner. The Office of Research and Economic Development is the source for grants awarded information, and the Accounting Office provides a Section I expenditure report. Faculty salaries incorporate information from the PeopleSoft HR system and the *Oklahoma State University Faculty Salary Survey by Discipline*. This data is vetted by Academic Affairs. The Office of Institutional Analysis (OIA) freezes information at a point in time, then cleans and recodes the data to the appropriate area if needed. OIA then reports the information officially.

All reports are subject to OIA processes and quality control and are reviewed internally in OIA before being released. If Deans, Department Heads or Academic Affairs have feedback, then that information is incorporated.

It is up to the Provost and the Deans to assess the report. The data is just the first step. Exploring the underlying reasons for a particular result is key to interpreting departmental information.

### **General Notes**

- The datasets cannot be “summed” to get college or university totals since not all programs are included in a specific department.
- The datasets show departments. In some cases, there are programs that have majors and degrees but no faculty, credit hours, or budgets. Unless a college asks for a program level report, a standard data set is not produced, but the data is rolled into the college total. Some majors and degrees are split between departments on a 50/50 basis, which is why some programs show fractions instead of whole majors/degrees. Other interdisciplinary majors are distributed to different departments based on the home department of the faculty member advising the student.
- What gets published?
  - “Departments” are published if the academic unit has students, credit hours, and faculty.

- Exceptions to this could be large programs where it is important to show students.
- If the program you are looking for isn't published, go to the "Program and Major Counts" on this webpage for student headcount information:  
<http://www.uwyo.edu/oia/student/eos/index.html>.
- Programs not published (not an exhaustive list)
  - Air Force ROTC
  - Army ROTC
  - Food Science & Human Nutrition
  - Interdisciplinary Studies
  - Mathematics Science
  - Organizational Leadership
  - Self-Designed Major
  - Special Education
  - Undeclared majors
- Science and Mathematics Teaching Center is a joint program in Arts & Sciences and Education. The data are split between the two colleges based on specific agreements for each data element. In the case of majors and degrees, the information is split with a 50/50 allocation. The program is shown under both colleges with the complete counts for planning purposes.

### **Data Element Descriptions**

#### **1. Number of majors (fall end-of-semester) – all sites.**

- This is the number of students in a program.
- Primary majors – unduplicated headcounts: This counts each student at the university only once for the major the student declares as his/her primary program.
- Secondary majors – duplicated headcounts: This counts students multiple times. Up to four majors can be declared at one time, so a student would count once in his/her primary major and up to three times as a secondary major. The student level of bachelor's, master's, etc. is based on the program associated with the major, with the possibility of two different levels of majors. For example, a student with a primary program of BS in Civil Engineering can also have a secondary program with a MS in Civil Engineering. If the student has a third major of Computer Science, the determination of bachelor's or master's depends on the Civil Engineering program it is associated.
- Certificates can be undergraduate or graduate level.
- NOTE: For some interdisciplinary majors, the student is counted in the advisor's home department. Exceptions are Natural Science and Biology where the number of students is divided 50/50.

#### **2. Number of degrees awarded – all sites. Academic year figures include the previous summer through 2005-06. Beginning in 2006-07, academic year includes the following summer.**

- Summer 2006 degrees are not shown in this element but are available at this website:  
[http://www.uwyo.edu/oia/files/degrees/summ\\_06.pdf](http://www.uwyo.edu/oia/files/degrees/summ_06.pdf)

- Primary degrees: The number of degrees awarded. Because students can receive more than one degree, this is based on degrees not students.
  - Secondary degrees: Students may declare more than one major under each degree. This counts the additional majors attached to a degree.
  - NOTE: For some interdisciplinary degrees, the degree is counted in the advisor's department. Exceptions are Natural Science and Biology where the number of students is divided 50/50.
- 3. Average ACT composite and high school GPA of undergraduates compared to college & university averages (end-of-semester).**
- The highest ACT composite is shown for those students in the department who have an ACT score in the Banner student information system.
  - The high school GPA is shown for the students who declared a major in the department and have a high school GPA recorded in the Banner student information system.
- 4. Average GRE scores (verbal plus quantitative) of masters and doctoral level students compared to college & university averages (end-of-semester).**
- For the GRE scores entered into the Banner student information system, this is the average for those majors.
  - Some departments do not require GREs.
  - A new "Revised GRE" test went into effect August 1, 2011 with a different scoring system. Students are still coming in with test scores taken under the prior version, so for a while, we will have scores to report under both scoring systems.
- 5. Amount of grants awarded.**
- Information provided by the Office of Research & Economic Development in the Summary of External Awards at the University of Wyoming by fiscal year.
- 6. Number of tenured and tenure-track faculty and extended term and extended-track academic professionals – all sites. Fall census for the year.**
- Faculty FTE: Tenured and tenure-track faculty
  - APL FTE: Extended term and extended-track academic professional lecturers
  - Res Sci FTE: Extended term and extended-track academic professional research scientists
  - See [definitions](#) for FTE
- 7. Department salary comparisons of full-time instructional faculty by rank.**
- Nine-month equivalent salaries for full-time instructional faculty
  - Rank of tenured and tenure-track faculty, meaning professors, associate professors, and assistant professors
  - Comparisons to the Oklahoma State University (OSU) Institutions – these institutions include most of the public, doctoral land-grant universities in the United States.
  - Comparisons to the special study of 50 Public Research Universities – these institutions were selected by a team of faculty and administrators to represent the universities that UW competes with for faculty recruitment and retention.
  - Methodology and ratios for faculty salary averages:

- The OSU Department Average is a weighted average reflecting the actual composition of UW departments and discipline averages by rank from the OSU Survey.
- Example: School of Pharmacy, assume 5 professors, 9 associate professors, and 1 assistant professor. To get the OSU department average for Pharmacy...

$$\begin{aligned} \text{OSU Pharmacy Average Salary} = & \\ & \text{Average OSU Professor Salary} \times 5 + \\ & \text{Average OSU Associate Professor Salary} \times 9 + \\ & \text{Average OSU Assistant Professor Salary} \times 1 = \\ & \text{Total} \div 15 \text{ (total number of UW professors, associates, assistants in Pharmacy)} \end{aligned}$$

- The UW Department Salary Factor is then calculated by dividing the Average Salary by the OSU Department Average. The UW College Salary Factors and the Total University Salary Factor are weighted the same way and use the same methodology.

**8. Student credit hours by level – based on the department offering the course. Academic year figures include the previous summer through 2005-06. Beginning in 2006-07, academic year includes the following summer.**

- NOTE: Summer is included in the academic year figures. The separate listing for summer is provided for additional information.
- All credit hours offered by a department regardless of instructional method are included.
- These credit hours are based on what the department offers. These credit hours are used for items 9 – 12 because these credit hours consider a complete course.
- Cross-listed courses: There is a code for every cross-listed course. The cross-listed courses are added together and allocated to the section with the largest enrollment. If equal, then credit is given to the first department based on alphabetical order.
- Outreach courses are determined by the site listed on the course and include both UW Casper and Outreach Credit Programs.
- See [definitions](#) for Lower, Upper, Grad/Prof

**9. Grading averages of Group 1 & Group 2 by lower division, upper division, and graduates compared to college & university averages – all sites (based on department offering the course).**

- All students taking courses in the department.
- See [definitions](#) for Lower, Upper, Grad/Prof, Group 1, Group 2

**10. Average group instruction (Group 1) class sizes by lower, upper, and graduate level compared to college & university averages (based on department offering the course).**

- Outreach courses are counted in the location where they are taught. There is a different section number assigned to each location. The locations are added together to allow the course to be counted once with all students in the course.
- See [definitions](#) for Lower, Upper, Grad/Prof, Group 1, Group 2

**11. Number of group instruction (Group 1) classes falling below university minimums and percent of total group instruction classes in each category (based on department offering the course).**

- Lower & Upper class size minimum: 10 students

- Graduate or Professional class size minimum: 5 students
- Outreach courses are counted in the location where they are taught. There is a different section number assigned to each location. The locations are added together to allow the course to be counted once with all students in the course.
- See [definitions](#) for Lower, Upper, Grad/Prof, Group 1, Group 2

**12. Percentage of group instruction (Group 1) classes taught by faculty type (based on department offering the course).**

- TD/TT Faculty – Tenured/Tenure-track, includes administrators, chairs, and any faculty with this status
- Ext Term AP Lecturers – Extended term or Extended term track academic professional lecturers
- Graduate Assistants
- Other – includes clinical faculty, retired faculty, visiting faculty, UW employees, any instructors without an extended term appointment, and professionals that are not paid by UW (i.e. volunteers, experts in specialized fields such as lawyers, elected officials, superintendents of school districts, etc.)

**13. Student credit hours by level – based on the faculty home department. Academic year figures include the previous summer through 2005-06. Beginning in 2006-07, academic year includes the following summer.**

- These credit hours are based on the faculty teaching. If a faculty member has half the responsibility for the course, he/she gets half the credit hours. The courses are divided between as many faculty and departments as are reported.
- These credit hours show the faculty effort for any teaching they are doing inside or outside the department, therefore they reward interdisciplinary teaching.
- The Student FTE calculated in this item is used for calculating the ratio of department expenditures to student FTE.
- NOTE: Summer is included in the academic year figures. The separate listing for summer is provided for additional information.
- Outreach courses are determined by the site listed on the course and include both UW Casper and Outreach Credit Programs.
- See [definitions](#) for Lower, Upper, Grad/Prof

**14. Instructional and academic support expenditures including summer, graduate assistants, and allocation of college central funds.**

- Information is provided by Accounting from the Schedule I Report: University of Wyoming Analysis of Current and Plant Fund Expenditures (Exclusive of Revolving and Agency Fund Expenditures).
- Information from the instructional and academic support sections is used.
- Dept Exp = Department Expenditures of Section I instructional and academic support accounts
- Summer School = Dollars expended solely for summer school

- Other Expenditures = Expenditures based on start-up funds, tuition differentials, released time, etc.
- Graduate Assistants = Dollars that were centrally held were allocated by Academic Affairs to the academic departments.
- College Pool Allocation = Central funds for the Dean's Office and any other central accounts are allocated proportionally to the departments based on their expenditure distributions.
- Employer Paid Benefits are not included.

**15. Ratios of expenditures to degrees awarded and to student FTE of faculty home department.**

- Total Expenditures / Total Degrees Awarded
  - Total Expenditures, item 14
  - Total Degrees Awarded, item 2
  - This ratio was changed to include both primary and secondary degrees beginning in 2005-06.
- Total Expenditures / Student FTE
  - Total Expenditures, item 14
  - Student FTE of faculty home department, item 13

**16. Cost data as reported to the *National Study of Instructional Cost and Productivity (Delaware Cost Study)*. Includes expenditures from all sections of the budget. Does not include non-academic programs, units, or most interdisciplinary programs.**

- Information is provided by Accounting and is balanced to match the University Income Statement.
- Direct Expenditures for Instruction
  - Salaries = All wages paid to support the instructional function in a given department or program during the fiscal year. While these are largely faculty salaries, it includes staff, academic professionals, graduate student stipends (but not tuition waivers), and any other personnel who support the teaching function and whose salaries and wages are paid from the department's/program's instructional budget.
  - Benefits = Salaries multiplied by the average benefit rate at UW. In FY15, 37% was used.
  - Non-Personnel = Items such as travel, supplies and expenses (e.g. printing, search expenses), non-capital equipment purchases (lab supplies, office equipment and software), etc., that are typically part of a department or program's cost of doing business.
  - Total Instruction = Salaries + Benefits + Non-Personnel
- Research Activities = All direct funds expended for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. This would include institutional funds that are separately budgeted explicitly for the purpose of matching grant funds. Total direct services expenditures only.
- Public Service = All direct funds separately budgeted specifically for public service and expended for activities established primarily to provide non-instructional services beneficial to groups external to the institution. Total direct service expenditures only.
- Total Expenditures = Total Instruction + Research Activities + Public Service

**17. Ratios of instructional expenditures (from the Delaware Cost Study), degrees awarded, and student FTE of faculty home department.**

- Expenditure information is provided by Accounting and is balanced to match the University Income Statement.
- Total Instruction / Total Degrees Awarded
  - Total Instruction, item 16
  - Total Degrees Awarded, item 2
- Total Instruction / Student FTE
  - Total Instruction, item 16
  - Student FTE, faculty home department, item 13

**Definitions**

- **FTE:** Full-time equivalent
  - For employees, FTE represents the appointment of individuals. For instance, a .5 FTE represents an employee contracted for 20 hours/week.
  - For students, FTE is based on student credit hours in this report. Lower-level credits are counted as 1 FTE for 30 hours/academic year. Upper-level credits are counted as 1 FTE for 24 hours/academic year. Graduate or Professional are counted as 1 FTE for 18 hours/academic year.
- **Group 1 / Group 2**
  - Group 1: Group instruction courses include lectures, discussions, labs, seminars, recitations, studio classes.
  - Group 2: Individualized instruction includes independent study, internships, lessons, practicums, and research (includes independent, thesis, and dissertation research).
- **Level**
  - Lower: 1000-2000 level classes
  - Upper: 3000-4000 level classes
  - Grad/Prof: 5000-6000 level classes
    - 5000-level are graduate
    - 6000-level are professional
    - Professional students include Law, Doctor of Nursing Practice, Doctor of Pharmacy, and Medical Education.
- **Site:** Refers to where students are taking classes: Laramie, Outreach (including UW Casper and Outreach Credit Programs), or as professional development.