



# Academic Insights Management (AIM) Dashboard

*compiled by the Office of Institutional Research*

## Overview

### Introduction

The Academic Insights Management (AIM) Dashboard was created as a source of information for review and evaluation of departmental activity at Missouri State University. Information contained within the dashboard environment has been developed with the purpose of assisting administrators in planning and managing the scope and direction of university academic units. Although many more factors could have been included in the dashboard, the data elements selected were viewed as the most essential in developing comparative and trend data.

All data is presented with the academic unit in which it originated. Therefore, when a department reorganizes trend data will be split between the old and the new location. As a result it will appear like there is missing data in the tables, graphs, and [OLAP](#) cubes. Because Argos automatically assigns zeros whenever there is missing data, zeros will be displayed in the new department prior to the change and in the old department after the change. For example, Fashion and Interior Design moved from the College of Natural and Applied Science (CNAS) to the College of Business Administration (COBA) effective 2010. Thus for this department calendar years/fiscal years 2006-2010 and fall 2006-fall 2009 will be displayed with CNAS; fall 2010 and calendar year/fiscal year 2011 and beyond will be displayed with COBA.

### Information Sources

The transition to Banner presented a number of challenges in the selection of data sources and the preparation of trend information. Information through summer 2009 is based on Phoenix data; fall 2009 and forward is based on Banner. To maintain continuity and to develop a clear map for the future, Phoenix data was mapped onto Banner classifications. In some cases this transition resulted in the omission of some data elements. Generally, the omission of data was based on a judgment that the information was not comparable.

Data tables have been created that combine Phoenix and Banner data into a single table. Future information will be appended to these data tables to maintain the speed and consistency of these data.

[Census](#) data was used for the following data elements:

- Majors [Headcount](#)

- [Credit Hour](#) Production\*
- Number and Percent of Sections
- Average [Section size](#)
- Fall to Fall Retention

\*Due to the reallocation of Credit Hours to Lab sections, performed in order to assign credit to faculty for teaching Labs, Student Credit Hour (SCH) production reported in AIM may vary slightly from other sources.

Delaware Study information was derived from summary reports from the National Study of Instructional Costs and Productivity conducted by the University of Delaware as well as from internal data. See the Interpretive Notes section for specific information about these data.

Proficiency Profile and Major Field (MFAT, ACAT, ACE) test scores were supplied by the Assessment division of the Faculty Center for Teaching and Learning.

Scholarship activities were derived from the [Digital Measures - Activity Insights](#) database. See the Interpretive Notes section for specific information about these data.

### **Limitations and Future Enhancements**

The dashboard has been designed to aid in academic reporting, specifically to provide information for the Departmental and College Annual Reports. The dashboard will continue to develop in an effort facilitate data access and continue support of academic reporting.

Enhancements that have been completed since the initial roll-out include:

- Revised Majors OLAP analysis to include gender & race/ethnicity – **COMPLETED February 2010**
- Revised Credit Hour Production OLAP analysis to include course number and course enrollment – **COMPLETED February 2010**
  - \*Both the Enrollment Management and Access OLAP cube analyses were revised.
  - \*\*SCH is the default measure, but Enrollment can be selected. Please refer to documentation or call for training on how to make Enrollment visible.
- Enhanced Research & Scholarship Data - **COMPLETED March 2010**
  - a. Pulled Digital Measures info as of 3/1/2010.
  - b. Reviewed Digital Measures reporting categories.
- Added University of Delaware Study Information (OLAP Analysis). - **COMPLETED March 2010**
- Enrollment Management - Headcount by Major – **COMPLETED April 2010**
  - a. Revised OLAP analyses to include student class, student type and secondary program of study.
  - b. Revised Majors initial table to breakout BSED majors.
- Student Success-Retention

- a. Added MSU overall retention for comparison and n of original retention cohort.  
– **COMPLETED April 2010**
- b. Added retention by major (OLAP analysis). – **COMPLETED January 2011**
- Added Degrees Conferred OLAP Analysis– **COMPLETED January 2011**

Recent enhancements include:

- Addition of faculty count by group in Resources & Productivity. **COMPLETED**
- Addition of faculty rank (such as Full Professor, Associate, etc.) in Resources & Productivity. **COMPLETED**
- Addition of average student credit hours (SCH) by faculty group in Resources & Productivity. **COMPLETED**
- Addition of faculty salary information in Resources & Productivity. **COMPLETED**
- Addition of a line entitled “GEP/IDS/UHC” that contains credit hours from courses with these three course codes which were taught by Regular Instructional Staff from the specified College and/or Department in Credit Hour Production by Level. **COMPLETED**
- Addition of Departmental Profiles faculty and support staff information in Resources & Productivity. **COMPLETED**

Planned future enhancements include:

- Addition of Grant Activity in Research & Scholarship to be supplied by the Office of Sponsored Research.

## Interpretive Notes

The AIM dashboard is organized into six main sections with multiple sub-sections. A general description of these sections follows. For more information about individual data elements please refer to the Glossary at the end of this document.

Data displays are characterized in two ways: Static and Dynamic. Static data displays include tables and graphs in which specific University/College/Department information is illustrated. Dynamic data displays are derived from [OLAP](#) cube options. Within each section below the available dimensions and measures are listed. The default (initial data display) items are in bold.

### A. University Overview

- a. This section provides insight into the performance of the University overall in a variety of categories. It is a static view and it was designed to provide summary information at the University level. The [OLAP](#) cube analyses within the remaining sections can also provide university level information. The static view for each of the remaining sections applies to a specific College and/or Department only.

### B. Enrollment Management

- a. Credit Hour Production: This section reports the total student credit hours produced from the department's courses by course level for the calendar year. Additional detail can be obtained from the [OLAP](#) cube.
  - Available measures are: [Credit Hours](#) and [Enrollment](#).
  - Available dimensions are:

<a href="#">Calendar Year</a>	Department
<a href="#">Course Level</a>	Subject
Academic Period	Course number
College	Section number
- b. Headcount by Major: This section reports the number of departmental majors at the baccalaureate and graduate levels by program of study as of the 4th week of the fall semester. Unless otherwise noted, student headcount by college of major is reported as an unduplicated count by college and department of the student's primary program of study (first major). Additional detail can be obtained from the [OLAP](#) cube.
  - Available measures are: [Headcount](#) and [Credit Hours](#).
  - Available dimensions are:

<b>Academic Period</b>	Gender
<b>College</b>	<a href="#">Age Group</a>
Department	<a href="#">Race/Ethnicity</a>
Program	<a href="#">Geographic Origin</a>
Program Desc	<a href="#">Primary Program IND</a>
<a href="#">Student Level</a>	<a href="#">Student Campus</a>

[Student Type](#) [China Campus](#) IND  
[Student Class](#) [Day/Eve](#) IND

- The OLAP cube contains a count of students by both first and second major, therefore some students will be duplicated in the totals. To obtain an unduplicated count select only 'Y' in the 'Primary Program IND' dimension.
- c. **Degrees Conferred:** This section reports the number of students completing departmental degree programs by fiscal year. Programs that were ended prior to the Banner transition in Fall 2009 may not have a current program description available in the system. The legacy major code and degree have been provided in the program code field to assist in identifying these programs. [Student Type](#) is only available Fall 2009 forward because of recording changes between Phoenix and Banner. Programs will be grouped according to the 2010 Classification of Instructional Program (CIP) Codes.

Additional detail can be obtained from the [OLAP](#) cube.

- Available measures are: [Headcount](#), Average Credit Hours, and Average GPA.
- Available dimensions are:
 

<a href="#">Fiscal year</a>	GPA group
<a href="#">Student level</a>	Gender
<b>Degree</b>	<a href="#">Race/Ethnicity</a>
Academic Period	<a href="#">Student Type</a>
College	CIP 6 digit
Department	CIP 4 digit
Program	
Program Description	

## C. Access

- a. **Access Overview:** This section displays student credit hours that were generated in class sections by instructional format/modality for the calendar year.

Additional detail can be obtained from the [OLAP](#) cube.

- Available measures are: [Credit Hours](#) and [Enrollment](#).
- Available dimensions are:
 

<a href="#">Calendar Year</a>	Department
<a href="#">Instructional Format</a>	Subject
Academic Period	Course Number
<a href="#">Course Level</a>	Section Number
College	

- b. **Access by Course Level:** This section displays student credit hours that were generated in class sections by instructional format/modality for each of four course levels (lower division, upper division, graduate, and GEP/IDS/UHC) by calendar year.

Additional detail can be obtained from the [OLAP](#) cube.

- Available measures are: [Credit Hours](#) and [Enrollment](#).
- Available dimensions are:

<a href="#">Calendar Year</a>	Department
<a href="#">Instructional Format</a>	Subject
Academic Period	Course Number
<a href="#">Course Level</a>	Section Number
College	

#### D. Student Success

- a. Retention: This section reports fall to fall student retention by College/Department of the student's primary program of study in the first measured term of attendance. A student is considered retained if he/she returns to the university, regardless of College/Department of primary program of study in the following fall.

Official retention is calculated based on the IPEDS first-time, full-time new in college cohort for the first term of attendance. This section reports retention of this group of students by College/Department and the university overall. In addition, retention by student class of degree –seeking undergraduates is also reported in this section. Percent retained includes students who have graduated.

Additional detail can be obtained from the OLAP cube. See the Glossary of terms for more specific information about these data.

- Available measures are:

<a href="#">1st Sem Count</a>	<a href="#">% Retained Same Department</a>
<a href="#">Count Retained</a>	<a href="#">Count Same Major</a>
<a href="#">% Retained</a>	<a href="#">% Retained Same Major</a>
<a href="#">Count Not Returned</a>	<a href="#">Count Change Department</a>
<a href="#">% Attrition</a>	<a href="#">% Attrition-Change Department</a>
<a href="#">Count Graduated</a>	<a href="#">Count Change Major</a>
<a href="#">Count Same Department</a>	<a href="#">% Attrition-Change Major</a>

- Available dimensions are:
 

<b>Academic Period</b>	First measured term of attendance
<b>College SEM1</b>	College of primary program of study in first term measured
Department SEM1	Department of primary program of student in first term measured
Program SEM1	Primary program of study in first term measured
<a href="#"><u>Student Level</u></a>	In first term measured
<a href="#"><u>Student Type</u></a>	In first term measured
<a href="#"><u>Student Class</u></a>	In first term measured
Time Status SEM1	Time status (full-time, part-time) in first term measured
<a href="#"><u>Student Campus SEM1</u></a>	Campus of dominant enrollment in first term measured
Deceased Status	Indicator that a student is deceased. Data available only Fall 2009 and forward. Y=student is deceased. Deceased students are excluded from retention analysis.
Gender	
<a href="#"><u>Race/Ethnicity</u></a>	
<a href="#"><u>Age Group</u></a>	As of first term measured
Geographic Origin Group	Missouri, Out of State, International, Unknown
Phoenix Geo Origin	Phoenix geographic origin codes; prior to Fall 2009
Banner Geo Origin	Banner geographic origin; Fall 2009 and forward
Cohort	Denotes that the student began as first-time, full-time new in college (IPEDS cohort) at the university in first term measured. Official university retention is reported from this group of students.
China Campus	Yes or No indicator that the student is taking courses primarily at the Dalian China campus in first term measured
Registered Ind	Yes or No indicator that the student is registered as of fall census date in the second term measured
HS GPA	
HS Percentile	

ACT Comp Group	
Department SEM2	Department of primary program of student in second term measured
Program SEM2	Primary program of study in second term measured
<a href="#">Student Class</a> SEM2	in second term measured
Time Status SEM2	Time status (full-time, part-time) in second term measured
<a href="#">Student Campus</a> SEM2	Campus of dominant enrollment in second term measured

- b. Learning Outcomes: This section reports information about the ETS Proficiency Profile also known as the General Education Exit Exam by fiscal year. The Proficiency Profile is a graduation requirement for all undergraduate students. The average student score by College/Department is compared to the national 50<sup>th</sup> percentile and the national 80<sup>th</sup> percentile by fiscal year. Percent of College/Department scores within benchmarking percentile ranges are also displayed for the most recent fiscal year.
- c. Specific Subject Assessments: This section reports the number of scores above and below the 50<sup>th</sup> and 80<sup>th</sup> percentile ranges by fiscal year. The subject specific tests include the Major Field Assessment Test (MFAT), the Area Concentration Achievement Tests (ACAT) and the ACE. The ACE is no longer being administered so data ends with fiscal year 2009. Average test scores for students within the College/Department are also displayed by fiscal year. Data is displayed based on the Student's program of study rather than on the specific tests given by the department. Therefore, all tests taken by your students will display as available options. For example, if Biology students also took a Psychology subject test, then Psychology will be an option for Biology—and the data displayed will reflect scores generated on the Psychology test by Biology majors. Not all departments employ a Major Fields Test.

#### E. Resources and Productivity

- a. Credit Hour Production by Faculty Classifications: This section reports the total student credit hours produced from the College/Department's courses by instructor's faculty classification for calendar years. Additional detail can be obtained from the [OLAP](#) cube.

- Available measures are: [Credit Hours](#).
- Available dimensions are:

<a href="#">Calendar Year</a>	College
<a href="#">Faculty Group</a>	Department
Academic Period	Subject

- b. Sections by Level: This section reports the average section size and number of sections by level of the courses. Average section size was calculated by dividing the total of included section enrollments by the number of scheduled sections.



Exclusions are listed in the [Section Size](#) definition.

Additional detail can be obtained from the [OLAP](#) cube.

- Available measures are: **Section Count**, Average Section Size, and [Enrollment](#).

- Available dimensions are:

<a href="#">Calendar Year</a>	Department
<a href="#">Course Level</a>	Subject
Academic Period	<a href="#">Faculty Group</a>
College	

- c. [Sections by Faculty Classification](#): This section reports the average section size and number of sections by faculty classification. Average section size was calculated by dividing the total of included section enrollments by the number of scheduled sections. Exclusions are listed in the [Section Size](#) definition. Additional detail can be obtained from the [OLAP](#) cube.

- Available measures are: **Section Count**, Average Section Size, and [Enrollment](#).

- Available dimensions are:

<a href="#">Calendar Year</a>	Department
<a href="#">Course Level</a>	Subject
Academic Period	<a href="#">Faculty Group</a>
College	

- d. [Student to Faculty Ratio](#): This section reports the student-faculty ratio for all levels of instruction. It is calculated by dividing total [FTE](#) students enrolled by the [FTE](#) of the Total [Instructional Staff](#) as of fall [census](#) date.

- e. [CUPA Survey Comparison](#): This section reports the results of the CUPA-HR [National Faculty Salary Survey](#) for Four-Year Institutions. This survey collects and compares faculty salaries by discipline and rank at a point in time each fall. There are 247 Master's degree-granting public institutions which comprise the peer comparison group in this report. Additional detail can be obtained from the [OLAP](#) cube.

- Available measures are: MSU Number of Persons, MSU Average Salary, Peer Average Salary, Peer Median Salary, Peer Minimum Salary, Peer Maximum Salary, Peer Number of Persons, Peer Number of Institutions, MSU:Peer Salary Average Ratio, and MSU:Peer Median Salary Ratio.

- Available dimensions are:

College	Department
<a href="#">CIP Code</a>	CUPA Discipline CIP Code with Description
Title ( <a href="#">Academic Rank</a> )	<a href="#">CUPA Rank</a> (Numeric)

- f. [Departmental Profiles](#): This section recreates the previously printed document from the OIR, providing academic faculty and support staff information through OLAP display, summary charts, and downloadable tables.

- Available measures are:

Headcount	Fall FTE
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- Available dimensions are:

College	Department
Staff Category	Academic Rank
HR Year	Tenure
Separate Unit	Organization
Degree Category	Terminal Degree Indicator
Name	Personnel Descriptors

- Summary charts provide (% of Regular Faculty):

Tenure Status	Highest Degree Level
Gender	Race / Ethnicity

- Tables report:

- By Year selected, the College & Department Headcount by Gender
- By Year selected, the College & Department Headcount by Race / Ethnicity

g. Delaware Study Comparisons: OLAP cube display only. Because of the complexity of these data detailed notes are provided in this section.

- NOTE: The University of Delaware provides the Delaware comparison ratios, we cannot recreate those figures.
- The MSU XXX to DEL XXX ratios column compares the MSU average with the Delaware comparison group average.
- Available measures are:

**MSU SCH to DEL SCH** This measure is expressed as the percentage value of the ratio of two ratios [(MSU ratio/DEL ratio)\*100]. The MSU information is derived from internal data. The Delaware information is provided by The university of Delaware.  
MSU SCH = MSU SCH per FTE Faculty.

**MSU AVE Sect to DEL AVE Sect** This measure is expressed as the percentage value of the ratio of two ratios [(MSU ratio/DEL ratio)\*100]. The MSU information is derived from internal data. The Delaware information is provided by The university of Delaware.  
MSU AVE Sect = MSU Sect per FTE Faculty.

**MSU SCH per FTE Faculty** This measure is derived by dividing the sum of MSU Student Credit Hours by the FTE Faculty figure for each Delaware Faculty Group.  
Note - When FTE is less than 1 the quotient

reflects the SCH generated for 1 FTE assuming each FTE fraction is generating the same number SCH (e.g., if FTE equals .25, and SCH equals 100 then 1FTE equals 400;  $100/.25 = 400$ ).

MSU Sect per FTE Faculty

This measure is derived by dividing the number of MSU Sections by the FTE Faculty figure for each Delaware Faculty Group.

Note - When FTE is less than 1 the quotient reflects the average number of sections taught for 1 FTE assuming each FTE fraction is teaching the same number of sections (e.g., if FTE equals .25, and number of sections equals 2 then 1FTE equals 8;  $2/.25 = 8$ )

MSU FTE Faculty

This measure is derived by summing the FTE value for each member within each Delaware Faculty Group.

- NOTE - The only **appropriate** level of interpretation is at the level of the five faculty categories within each individual unit. Summary data at any other level (i.e., Departmental or College) while available is an artifact of the way Argos handles data and is erroneous/meaningless.
- Available dimensions are:

**Fall**

**Area**

**College**

[Delaware Faculty Group](#)

**Department**

h. Delaware Cost Study: OLAP cube display.

- Cost Reported
  - Based on actual expenses as reported in Expense by Account Report created by financial services. Only those expenses allocated to the reported unit are reflected here.
  - Monies were allocated to sub-units of departments as follows:
    - Faculty were assigned to sub-units based on Department Head and Dean input.
    - Faculty salaries and benefits were allocated based faculty primary assignment.
  - All other expenses were prorated based on number of full-time faculty in sub-unit. For example if sub-unit A had 3 faculty, sub-unit B had 5 faculty and sub-unit C had 8 faculty then the following ratios were used to allocated expenses:
    - Sub-unit A expenses = total expenses \*  $3/16$
    - Sub-unit B expenses = total expenses \*  $5/16$

- Sub-unit C expenses = total expenses \* 8/16 (or ½)

Although this method is not exact it is the best approximation we have available.

- Expenses do not include research buy-outs (process for identifying and reporting is currently being developed).
- MSU Ratios
  - MSU Cost per SCH ratio is calculated based on total expenses for the unit divided by total Student Credit Hours generated (undergraduate and graduate combined) by students in the courses taught by the unit's instructional staff.
  - MSU Cost per FTE ratio is calculated based on total expenses for the unit divided by total Full-Time Equivalent Students (undergraduate and graduate combined) enrolled in the courses taught by the unit's instructional staff.
- Comparison ratios
  - Comparison ratios are calculated using the average of three types of comparison figures:
    - Carnegie Classification ("Comprehensive" is used for all units)
    - Highest Degree Available (Baccalaureate, Masters, or Doctorate is used based on the highest degree available from the unit)
    - Undergraduate/Graduate Mix (based on the number of majors and degrees granted by the unit one of four options are used
      - UG degree: 75-100%
      - UG degree: 50-<75%
      - UG degree: 25-<50%
      - UG degree: 0-<25%
    - An average was chosen to smooth out any potential issues or deviations in data associated with any one comparison figure.

#### F. Research and Scholarship

- a. Scholarship: This section reports peer reviewed scholarship activities in the categories of Book, Book Chapter, Journal Article, Art Exhibitions and Artistic Performances.

Criteria used for inclusion:

- Book - Status of published; date published within reporting year.
- Book Chapter - Status of published; date published within reporting year.
- Journal Article - Status of published; date published within reporting year; peer-reviewed.
- Art Exhibition - Academic; peer-reviewed; end date within reporting year

(except permanent collection which has an end date only once the piece is removed from the collection).

- Performance - Academic; peer-reviewed; end date within reporting year

b. Grant Activity: *Coming Soon*

## Glossary

Academic Rank:	Faculty ranks are summarized in four categories: Professor (Including Distinguished Professor) Associate Professor Assistant Professor Instructor (Including Senior Instructor, regardless of Tenure status or eligibility)								
Age Group:	This dimension in the OLAP cube analyses groups students within seven age categories. These categories are:  <table> <tr> <td>Under 18 years</td><td>40 to 59 years</td></tr> <tr> <td>18 to 21 years</td><td>60+ years</td></tr> <tr> <td>22 to 24 years</td><td>Unknown</td></tr> <tr> <td>25 to 39 years</td><td></td></tr> </table>	Under 18 years	40 to 59 years	18 to 21 years	60+ years	22 to 24 years	Unknown	25 to 39 years	
Under 18 years	40 to 59 years								
18 to 21 years	60+ years								
22 to 24 years	Unknown								
25 to 39 years									
Calendar Year (CY):	A combination of terms beginning with the spring term and concluding with the fall term. For example, Calendar Year 2006 begins with Spring 2006 and concludes with Fall 2006.								
Census Date:	The officially designated day in an academic term when the University takes official student and employee counts. The census date for student counts is the end of the twentieth day of classes in a semester or the end of the second week of classes in an eight-week summer session. The census date for employee counts is October 1.								
CIP Code:	Classification of Instructional Programs code, developed by the U.S. Department of Education's National Center for Education Statistics.								
Course Level:	The level of offering for instructional courses. Course levels are assigned relative to the intended degree of complexity or expected level of student comprehension. Course levels identified within each discipline category are: <ol style="list-style-type: none"> <li>1. Lower Division (courses numbered 0-299)</li> <li>2. Upper Division (courses numbered 300-599)</li> <li>3. Graduate Division (courses numbered 600 +)</li> </ol> A fourth category was created to distinguish GEP/IDS/UHC sections from departmental offerings.								
Credit Hour:	Also called Student Credit Hour ( <a href="#">SCH</a> ). A unit of measure that represents one student engaged in an activity for which one hour of credit toward a degree or certificate is granted upon successful completion. Total student credit hours for a department are calculated by multiplying the credit hour value of scheduled								

	courses by the number of students enrolled.
CUPA:	The College & University Professional Association for Human Resources (CUPA-HR) is the national authority on compensation surveys for higher education HR professionals.
CUPA Rank:	A numeric assignment of <u>Academic Rank</u> used by CUPA, which enables sorting. 1 = Professor, 2 = Associate Professor, 3 = Assistant Professor, and 5 = Instructor.
Day/Eve IND:	<p>An additional dimension used to assign students to a "campus" based on the dominance of their course enrollment.</p> <p>Day: Students are in this category if 50 percent or more of their credit hours consist of "Day" courses (courses that start before 4 p.m.) or "Arranged" courses (courses with no specific meeting time).</p> <p>Evening: Students are in this category if 50 percent or more of their credit hours consist of "Evening" courses (courses that start at 4 p.m. or later)</p> <p><b>**Not Available**</b>: Campus of dominant enrollment is not available for academic periods prior to Fall 2009.</p>
Degree Program:	A specified curriculum of study that leads to the awarding of a degree/diploma or certificate.
Delaware Faculty Group:	<p>There are five categories of faculty groups used to report information from the National Study of Instructional Costs and Productivity conducted by the University of Delaware.</p> <ol style="list-style-type: none"> <li>1. <u>Tenured\Tenure eligible</u> is an individual appointed to tenure track position. They may be tenured or on track for tenure</li> <li>2. <u>Other Regular</u> is an individual who has a full-time instructional faculty assignment but who is not tenure eligible.</li> <li>3. <u>Supplemental faculty</u> is an individual who does not have a regular instructional appointment. This group includes per-course (appointed to teach on a course-by-course basis), Academic Administrators, or any member of the professional staff whose primary function is something other than instruction.</li> <li>4. <u>Graduate Teaching Assistant</u> is a graduate student whose appointment is to teach.</li> <li>5. <u>All Faculty Combined</u> is the sum of the previous four categories.</li> </ol>
Enrollment:	A duplicated count specific to each category of courses.
Faculty Group:	There are five classifications of instructional faculty. See Delaware Faculty Group for the categories specific to the National Study of

Instructional Costs and Productivity conducted by the University of Delaware.

6. [Tenured\Tenure eligible](#) is an individual appointed to a position that may lead to the granting of tenure. Academic ranks typically associated with tenure eligibility are full professor (including distinguished professor), associate professor, assistant professor, and instructor.
7. [Other Regular](#) is an individual who has a full-time instructional faculty assignment but who is not tenure eligible.
8. [Supplemental faculty](#) is an individual who is contracted to teach on a course-by-course basis. This classification includes per-course faculty and members of the professional staff whose primary function is something other than instruction.
9. Graduate Teaching Assistant is a graduate student whose appointment is to teach.
10. Academic Administrator is an individual whose primary appointment is in Executive Administration (i.e. Provost, Assoc. Provost, Dean, Assoc. Dean)

Fiscal Year (FY):

A combination of terms beginning with the summer term and concluding with the spring term. For example, Fiscal Year 2006 begins with Summer 2005 and concludes with Spring 2006.

Full-Time Equivalent (FTE):

There are two FTE measures.

1. As a student measure, FTE represents a constructed count of the equivalent number of full-time students enrolled in courses as of an official census date by department/college. An FTE student count is the equivalent of one student who is deemed to be carrying a standard student load in accordance with institutional standards. Calculation of total FTE students in a department/college is made by dividing total student credit hours, generated at a given course level by the appropriate standard student load. For undergraduate students, a standard student load for a 16-week semester is 15 hours; for graduate students, 12 hours.
2. As an instructional faculty measure, a full-time individual is considered to be 1.00 FTE. A part-time person, such as Per Course faculty, is assigned a FTE of 0.25 for each 3 credit hour course taught. A Graduate Teaching Assistant is assigned a FTE of 0.5.

Geographic Origin:

Characterizes from where students come originally. There are four categories: International, Missouri, Out of State, Unknown

Headcount:

An unduplicated count specific to each category (e.g., Program,



Gender, Race/Ethnicity, etc.).

Instructional Format:

Characterizes course delivery formats and locations. The specific categories and their definitions are below.

Arranged	Sections that do not have a set meeting time or place and are not an internet section
Blended	Sections that combine traditional face-to-face instruction with internet instruction. Typically these sections have reduced seat time.
China Campus	Sections taught at the Dalian campus
Dual Credit	Sections taught in high schools for which students receive credit both toward a high school diploma as well as college credit.
Evening/Weekend	Sections that have a start time of 4:00 or later or are held any time on Saturday or Sunday
Interactive Video	<u>BearNet</u> allows a live classroom-to-classroom audio-video connection. Students are able to see and speak with students and instructors in BearNet interactive classrooms at other sites. The interactive classroom is designed to foster discussion and interaction, while limiting intrusion by technology. These classrooms are operational in Springfield, Joplin, Lebanon, Mountain Grove, Neosho, Nevada, and West Plains. Classrooms are being developed in other areas throughout southwest Missouri as well.
Internet	A course that meets entirely online requiring no traditional classroom time.
Intersession	Sections that occur between the regular Fall, Spring, and Summer semesters. The credit hours are reported with the semester that follows the intersession.

Media/Telecourse/CD	iCourse lectures are available on iTunesU through the MSU website or can be purchased in CD-Rom sets which may be viewed on personal computers. iCourse content can be downloaded from a computer to any MP-3 player for portable listening and video pod viewing.
Off Campus	Sections that are taught in an off-campus location (e.g., Lebanon, Joplin, West Plains, etc.)
Traditional	Traditional face-to-face instruction.

Instructional Staff:	The group of individuals employed to teach undergraduate and graduate level courses. See Faculty Group for the specific classifications of instructional staff.
OLAP Cube:	OLAP stands for Online Analytic Processing. It is an Argos function which allows dynamic interplay with data elements. These data elements are organized into two categories: <u>Dimensions</u> – These are the categories by which data can be organized. Some common dimensions are College, Department, and Student Class. <u>Measures</u> – These are the data elements that are measured. The most common measures are counts (e.g., Headcount or Enrollment) and Averages.
Other Regular Faculty:	The group of individuals employed full-time for the purpose of instruction, but who are not tenure eligible such as visiting professor ranks and non-tenure track instructors.
Primary Program Indicator (IND):	An indicator used to designate a student's primary program of study or first major. A value of 'Y' designates the student's primary program of study and a value of 'N' designates any secondary programs of study for this individual.
Race/Ethnicity:	This dimension in the OLAP cube analyses characterizes students in such a way that each student is counted only once. In addition to identifying students attending classes at the China Campus, the categories for this dimension mirror the federal reporting classifications. In order to standardize race/ethnicity reporting with federal requirements additional categories were added in Fall 2009. These new categories are Native Hawaiian or Other Pacific Islander, and More than one race. Prior to Fall 2009 only one primary race/ethnicity was reported, and Native Hawaiian or Other Pacific Islander was included in the 'Asian' category. The

specific categories are: China Campus, Non-Resident Alien, Hispanic OR Latino, American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White or Caucasian, More than one race, and Unknown.

Retention:

<b>1st Sem Count</b>	Count of registered students as of fall census in the active term (first term measured). Students are categorized by the college/department of their primary program of study.
<b>Count Retained</b>	Count of students that returned to the university the following fall term, regardless of the college/department of primary program in the second fall term.
<b>% Retained</b>	Percent of students that returned to the university the following fall term, regardless of the college/department of primary program in the second fall term. Percent retained includes students that have graduated. ( $\% \text{ Retained} = \text{Count Retained} + \text{Count Graduated} / 1\text{st Sem Count}$ )
<b>Count Not Returned</b>	Count of students that did not return to the university in the following fall term and did not graduate.
<b>% Attrition</b>	Percent of students that did not return to the university in the following fall term and did not graduate. ( $\% \text{ Attrition} = \text{Count Not Returned} / 1\text{st Sem Count}$ )
<b>Count Graduated</b>	Count of students that graduated in or after the first term measured, but before the second term measured. Students are counted in only one measure; if a student graduates and returns for a 2nd degree the student is counted in graduated.

Count Same Department	Count of students that returned to the university the following fall term with a primary program of study in the same department as the first term measured.
% Retained Same Department	Percent of students that returned to the university the following fall term with a primary program of study in the same department as the first term measured. Percent retained includes students that have graduated. ( $\% \text{ Retained} = \text{Count Same Department} + \text{Count Graduated} / 1\text{st Sem Count}$ )
Count Same Major	Count of students that returned to the university the following fall term with the same first major as the first term measured. 4 digit major code is used.
% Retained Same Major	Percent of students that returned to the university the following fall term with the same first major as the first term measured. Percent retained includes students that have graduated. ( $\% \text{ Retained} = \text{Count Same Major} + \text{Count Graduated} / 1\text{st Sem Count}$ )
Count Change Department	Count of students that returned to the university the following fall term with a primary program of study in a different department than the first term measured.
% Attrition-Change Department	Percent of students that returned to the university the following fall term with a primary program of study in a different department than the first term measured. ( $\% \text{ Attrition} = \text{Count}$

Change Department / 1st Sem Count)

Count Change Major      Count of students that returned to the university the following fall term with a different first major than the first term measured. 4 digit major code is used.

% Attrition-Change Major      Percent of students that returned to the university the following fall term with a different first major than the first term measured. (% Attrition = Count Change Major / 1st Sem Count)

Student Level      In first term measured, student level is associated with the course work in the academic outcome. For example, undergraduate, graduate, etc.

Section Size:      A constructed measure calculated by dividing course section enrollments (less exclusions) by the number of course sections scheduled (less exclusions).

Typically, average section size is calculated by level of instruction; e.g., lower (LD), upper (UD), and graduate division (GD). Sections that have the same instructor and meeting days/times, however, are combined and counted as a single section. In the event that these combined sections crossed course level boundaries (i.e., the cross-listed sections contained sections from more than one level) the group was labeled as the level that provided the greatest enrollment.

Exclusions from the section count calculation include those that are taught in high schools, taught outside of the US (e.g., Study Away, China Campus), and sections that are not taught via the internet and do not have a designated meeting time/day.

Student Campus:      Students are assigned to a "campus" based on the dominance of their course enrollment according to the following definitions.

Springfield Campus: Students are in this category if 50 percent or more of their credit hours are in courses taught in classrooms on the Springfield campus, as well as selected courses designed primarily for campus-based students that must be taught using off-campus locations (e.g. internships, student teaching).

China Campus: Students are in this category if more than 50 percent of their credit hours consist of courses taken in the Dalian China location.

Online Campus: Students are in this category if more than 50 percent of their credit hours consist of courses in the Online instructional method.

Off Campus: Students are in this category if 50 percent or more of their credit hours are in courses designed to serve students in an off-campus setting that does not require students to come to the main Springfield campus. This includes courses offered in Joplin, West Plains, and other off-campus locations (including BearNet sites, dual credit courses taught in high schools and foreign study).

**\*\*Not Available\*\*:** Campus of dominant enrollment is not available for academic periods prior to Fall 2009.

Student Class:

There are 12 Student Classifications. These classifications are: Precollege, Freshman, Sophomore, Junior, Senior, Non Degree Seeking UG, Postbaccalaureate, Graduate-Teacher Certification, Graduate-Unclassified, Masters, Specialist, and Doctorate

Student Credit Hour (SCH):

A unit of measure that represents one student engaged in an activity for which one hour of credit toward a degree or certificate is granted upon successful completion. Total student credit hours for a department are calculated by multiplying the credit hour value of scheduled courses by the number of students enrolled.

**\*\*NOTE\*\*:** We reallocate Credit Hours to LAB Sections so that the person teaching the lab will have Student Credit Hours associated with the work. There are a few exceptions, such as for when a. There is no instructor assigned to the section b. The section is Dual Credit c. The section is a Program Assessment d. The section is Music Recital Attendance e. CFD 160, 255, 260, 354, 360, 454, 455 applies all credit to the lecture.

Student/Faculty Ratio

A constructed measure calculated by dividing FTE students

(S/F Ratio):	enrolled by FTE instructional staff assigned to credit hour generating instructional activities.																		
Student Full-Time Equivalent:	<p>A constructed count calculated by dividing the total number of credit hours generated in a department's courses for given course levels by the applicable standard student load for a semester. The following calculations are used in determining student full-time equivalencies:</p> <table> <tr> <th><u>Course Level</u></th><th><u>SCH per semester</u></th></tr> <tr> <td>Undergraduate</td><td>15</td></tr> <tr> <td>Graduate</td><td>12</td></tr> </table>	<u>Course Level</u>	<u>SCH per semester</u>	Undergraduate	15	Graduate	12												
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Undergraduate	15																		
Graduate	12																		
Student Type:	<p>There are four groups of students: First-Time, Continuing, Readmit, and Reclassify. The full range of Student Type is:</p> <table> <tr> <td>Continuing-Degree Seeking GR</td><td>First Time-PreCollege</td></tr> <tr> <td>Continuing-Degree Seeking UG</td><td>First Time-Transfer UG</td></tr> <tr> <td>Continuing-Non Degree GR</td><td>Readmit-Degree Seeking GR</td></tr> <tr> <td>Continuing-Non Degree UG</td><td>Readmit-Degree Seeking UG</td></tr> <tr> <td>Continuing-PreCollege</td><td>Readmit-Non Degree GR</td></tr> <tr> <td>First Time-Degree Seeking GR</td><td>Readmit-Non Degree UG</td></tr> <tr> <td>First Time-New in College</td><td>Readmit-PreCollege</td></tr> <tr> <td>First Time-Non Degree GR</td><td>Reclassify-NonDeg UG to Deg</td></tr> <tr> <td>First Time-Non Degree UG</td><td>UG</td></tr> </table>	Continuing-Degree Seeking GR	First Time-PreCollege	Continuing-Degree Seeking UG	First Time-Transfer UG	Continuing-Non Degree GR	Readmit-Degree Seeking GR	Continuing-Non Degree UG	Readmit-Degree Seeking UG	Continuing-PreCollege	Readmit-Non Degree GR	First Time-Degree Seeking GR	Readmit-Non Degree UG	First Time-New in College	Readmit-PreCollege	First Time-Non Degree GR	Reclassify-NonDeg UG to Deg	First Time-Non Degree UG	UG
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Supplemental Faculty:	The group of individuals who are contracted to teach on a course-by-course basis. This classification includes per-course faculty and members of the professional staff whose primary function is something other than instruction.																		
Tenure\Tenure Eligible Instructional Staff:	The group of individuals who are eligible for tenure and are employed in one of the following academic ranks: Full professor (including distinguished professors), associate professor, assistant professor, and instructor.																		