

Glossary of Terms Used by Institutional Research and Academic Affairs (2008)

Census Date: The day when official enrollment is taken for each campus in the CSU system. It is the 20th day of instruction for each semester.

Census Data: All data are collected on Census date and have been approved by the Chancellor's Office. These are the official numbers for reports to the Federal government, State agencies, and various national organizations. The most important Census data submissions are Enrollment Reporting System-Student (ERSS) and Academic Planning Database (APDB).

ERSS (Enrollment Reporting System—Student): The Chancellor's Office uses this to monitor the status of all students enrolled in State-supported programs. It is the one of the sources for student FTE count of each campus in the CSU system.

APDB (Academic Planning Database): APDB reports provide information in support of academic planning and administration. These reports present information related to enrollment, student-faculty ratios, class size, mode of instructions, etc., by discipline, discipline category, and administrative structure. These reports are used locally to support such activities as the review and approval of newly proposed degree programs, as well as the continued evaluation of existing programs. They are also utilized by the Chancellor's Office to examine and assess the structure, workload and productivity of each campus's faculty in order to conduct its annual analysis of facility utilization.

Cohort: A cohort is a group of students *with similar college experience* (First-time freshmen, Undergraduate Transfers, and First-time Classified Graduates) who matriculate together in the same semester. (Statistical outcomes are considered more meaningful for a homogeneous group). Cohort Retention and Graduation Rates are the main measures of progress and success for each group as a whole. The number of students in a cohort remains fixed, unless a rare error is found in a later year (a senior wrongly classified as a freshman, for example); if necessary that cohort is recompiled (but this seldom affects group rates).

First-Time Freshman: A student who has not previously enrolled in an institution of higher education, but who may have earned some college units prior to matriculation. First-time, first-year (freshman) student: A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

Regular Admission: A student who meets all the stated academic requirements for admission to the University.

Exceptional Admission (Special Admit): Campuses are allowed to admit students who are not academically eligible for admission, but are considered disadvantaged. This category could also refer to students with special talents such as athletic or musical abilities. The number of these

special admits does not exceed 8 percent of all undergraduates who enrolled during the previous year.

Acceptance Rate (admission rate): Equals number of students admitted divided by number who applied. It is one of the criteria for evaluating a university's selectivity.

Yield Rate (show rate): Equals number of students enrolled divided by number admitted. It is one of the criteria for evaluating a university's recruitment effort.

Enrollment Status: A coding system which classifies the current enrollment of a student and distinguishes between new, continuing, returning, and transitory students.

Continuing Students: Refers to students who had enrolled the previous semester and returned for the current term.

Returning Students: Refers to students who had enrolled previously, left for more than one term, and were readmitted.

Transitory Students: Students primarily enrolled at another educational institution (often a high school) but have permission to take courses for credit at Sac State. Includes visitors from other CSU's and international students on one-to-one exchange programs.

Ethnicity-Other: Those who checked the category of "Other" have chosen this category and either do not fit in any of the given ethnic groups or may come from a multi-racial background.

Ethnicity-Unknown: Includes all individuals who did not self-report a racial/ethnic background or specifically "declined to state" their ethnicity. The group of "Unknown/Unreported" has been increasing in recent years.

Headcount of Major: Counts only the students who have declared majors. Anyone without a major counts as "Undecided" and is excluded from the enrollment count of colleges/departments.

Term GPA: Refers to the GPA a student has earned at the conclusion of a semester for courses taken in that semester.

Degree GPA: Refers to the overall (cumulative) GPA a student has earned at the time the degree was awarded. Includes Sac State and transfer courses.

Campus GPA: Refers to the cumulative GPA for Sac State courses only.

Weighted Teaching Units (WTU): It is a measure of faculty workload. For example, a lecture class that meets three hours per week generates 3 WTU. CS Number is generated at APDB file and used to define the type of courses.

For non-supervision courses (CS Number 01 thru 21), WTU is computed as the product of Course Credit Units and a "K factor" obtained as follows:

CS Number	K Factor	CS Number	K Factor
01 thru 04 (lecture)	1.0	16, 17 (lab)	2.0
05 thru 06 (seminar)	1.0	18 (activity)	6.0
07 thru 14 (activity)	1.3	19 thru 21 (activity)	3.0
15 (lab)	1.5		

For "supervision" courses (CS Number 23, 24, 25, 36, & 48), WTU is computed as the number of students enrolled times an adjusting factor obtained as follows:

CS Number	Adjusting Factor	CS Number	Adjusting Factor
23	1.000	36	0.333
24	0.667	48	0.250
25	0.500	77 and 78	Zero

Student Credit Units (SCU): Identifies the total number of earned course credit units for all students enrolled in a given section. For example, HRS 122 in spring 2007 was a 3-unit class with 48 students enrolled. Thus, SCU is computed as $48 * 3 = 144$.

Student Full-time Equivalent (FTES): The sum of Student Credit Units (SCU) divided by 15. Starting fall 2006, FTES is SCU/12 for *Classified* Graduate Students plus SCU/15 for all other students. (*Unclassified* Graduate Students include post baccalaureates pursuing a second bachelor's degree, or otherwise not admitted to a graduate degree, or credential program students; these students are combined with undergraduates when computing FTES.) For example, HRS 122 in spring 2007 was a 3-credit class with 47 undergraduate students and 1 classified graduate student enrolled. Thus, FTES is computed as

$$(47 * 3) / 15 + (1 * 3) / 12 = 9.4 + 0.25 = 9.65$$

NOTE: FTES calculated from the student enrollment file (ERSS) should be close, but not exactly equal, to that calculated from the course section file (APDB). Using the different file structures leads to different types of rounding error.

College/Department FTES: By using the same formula (see above), FTES is credited to the college/department which offers the courses. A student's FTE is credited to the English Department if that student took English 101 in a semester (regardless of the student's major).

Full-time Equivalent Faculty (FTEF): Each full-time (workload of 15 weighted teaching units) permanent faculty member is defined as 1.0 FTEF, even though he/she teaches only nine months a year. The FTEF for a part-time faculty member is defined as workload divided by 15. For example, a part-time faculty member teaching two three-unit classes is counted as $6 / 15 = 0.4$ FTEF.

All FTEF: Tenured or tenure track counts as 1.0 FTE. Faculty Early Retirement Program (FERP) counts as 0.5 FTE. Faculty not on tenure track is calculated as instructional WTU/15=1 FTE. It also includes any faculty on sabbatical.

Instructional FTEF: All faculty members are counted as instructional WTU divided by 15 regardless of their status. Therefore, All FTEF could be different from Instructional FTEF if the tenured or on tenure track faculty do not teach a full workload (15 WTU).

Instruction Faculty Fraction (IFF): An element that specifies the portion of a faculty appointment supported by instructional funds. For Example, a faculty member with a full-time teaching appointment would have an IFF of 1.0.

Instructional Administrative Fraction (IAF): Defines the administrative work assigned and the term of appointment, such as Department Chairs, Associate or Assistant Department Chairs, Athletic Directors, Coordinator of teacher education, Deans, Associate and Assistant Deans.

Other Support Fraction (OSF): Indicates the share of a faculty appointment that is supported by state budget funding, including the full appointment fraction (1.0) of a person who is teaching one or more sections and is being paid from state funds budgeted to accounts other than instruction or instructional administration, and reimbursed faculty time. For example, a librarian, administrator, or computer center professional who teaches a course that is funded from the total state support budget would have his/her full appointment time recorded as Other Support Fraction (OSF).

Student-Faculty Ratio (SFR): Student-Faculty Ratio is FTES divided by Instructional FTEF.

Staff Full-time Equivalent: The number of full-time equivalent staff employees. For example, if the clerical staff of a department includes one full-time secretary and another who works only 10 months a year, then the size of its clerical staff is $1 + 10/12 = 1.83$ FTE.

Grade:

Grade Codes

A-F - Letter grade (+/- grades except no A+ and no F+)

CR – Credit

NC - No credit

I – Incomplete

WU – Withdrawal Unauthorized

W – Withdrawal

Other Codes:

AU - Audit

RD - Report Delayed

RP - Report in Progress

Time to Degree: The total length of time it takes a student, from his/her first day of class, to receive a degree. For CSU analysis purposes, total time to degree (TTD) is a measure of the time lapse between matriculations to degree completion.

Retention Rate: This rate divides the cohort size into the sum of those continuing as undergraduates plus those who earned a degree during a defined period. The second year retention rate is a commonly used measurement (students who re-enroll one year after entry). For example, if there are 2,000 students in the 1999 first time freshman cohort and 1,000 of those students were still enrolled or graduated four years later, the 4 year retention rate would be 50% or $1,000/2,000$.

Graduation Rate: Refers to the proportion of entering undergraduates (First-time freshmen and Transfers) who earned a degree in a specified number of years. The six year graduation rate is a commonly used measurement.

Retention rate within Major: A tracking rate which is the sum of those continuing as undergraduates plus those who earned a degree during a defined period within their original majors.

Graduation Rate within Major: Refers to the proportion of entering undergraduates (First-time freshmen and Transfers) who earned a degree in a specified number of years within their original major.

Full-time Employee: Persons employed 100 percent time. Also includes persons on leave.

Permanent Faculty: Faculty who are tenured or on tenure track.

Temporary Faculty: Faculty who are not on tenure track nor in FERP program even if their total contract time or instructional WTU may be equal to 1.0 FTEF.

FERP Faculty: Refers to persons who participate in the Faculty Early Retirement Program.

Full-Time Graduate Student: A graduate student taking 8 or more units is considered full-time.

Full-Time Undergraduate Student: An undergraduate student taking 12 or more units is considered full-time.

Team-taught Courses: Refers to the courses taught by more than one faculty. The FTES of the courses is divided among the instructors, according to the percentage of instruction assigned to each instructor.

Faculty with Multiple Departments: Refers to the faculty who teach in more than one department. The FTES is divided among the departments based on course enrollment. The FTEF is also divided based on the proportion of the WTU/15 in each department.

Sources:

CSU Student Enrollment System Reference Manual, 2007

CSU Academic Planning Database Reference Manual, 2007

Human Resources Data documents, 2007