

Glossary of Terms Used by Institutional Research and Academic Affairs (2014)

Census Date: The day when official enrollment is taken for each campus in the CSU system. It is the close of the fourth week of each semester. They usually occur on or around Oct 1st and March 1st.

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. Census data are also the result of rigorous data checking, cleaning and error correction process. 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 faculty 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 (enrollment 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.

Ethnicity-Other: Those who checked the category of "Other" have chosen this category and do not fit in any of the given ethnic groups. Multiracial became a new category and separated from "Other" since 2010.

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

Headcount of Major: Counts only the students who have declared majors and only their first 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.

Degree GPA: Refers to the overall (cumulative) GPA a student has earned at the time the degree was awarded.

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 segment (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 a "supervision" resource segment (CS Number 23, 24, 25, 36, & 48), WTU is computed as enrollment 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 $48 \times 3 = 144$.

Full-time Equivalent Student (FTES): FTES are calculated by dividing the sum of the Student Credit Units (SCU) by 15 for Undergraduates and 12 for Graduate Students. For example, if a course is a 3 credit unit class with an enrollment of 47 undergraduate students and 1 graduate student, the student FTE would be computed as $(47 \times 3) / 15 + (1 \times 3) / 12 = 9.4 + 0.25 = 9.65$. These FTES are allocated to the department offering the course, regardless of the instructor's affiliation.

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): All full-time faculty members are counted as 1 FTE. FTE for part-time faculty, early Retirement Program members (FERP) and Teaching Assistants are calculated based on their particular HR contracts. This also includes faculty on sabbatical and/or those without a current teaching load.

Instructional FTEF: Instructional FTEF: This incorporates only those faculty members with in-classroom workloads, including supervisory teaching, and/or instructors who are administrators or staff. The FTE for Full-time faculty is calculated as $WTU / 12$. The FTE for Part-time, FERP, and Teaching Assistants are calculated as $WTU / 15$. These FTEF are allocated to the department offering the course, regardless of the instructor's affiliation.

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.

Full-time Equivalent Staff: 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

CR – Credit

NC - No credit

I – Incomplete

WU - Unauthorized withdrawal

W – Withdrawal

Other Codes:

AU - Audit

Blank - No grade

RD - Report Delayed

RP - Report in Progress

SP - Satisfactory 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: The retention rate is a calculation of the sum of the counts of continuation and graduation divided by the number of students who originally entered at the same fall semester. College cohorts are based on the initial majors that students declared during the first semester at college.

Graduation Rate: The graduation rate is a calculation of the sum of the number of students who graduated within 6 or 4 years divided by the number of students who originally entered at the same fall semester. College cohorts are based on the initial majors that students declared

during the first semester at college. Therefore, students who graduated from a college other than the one they initially declared are still credited to their initial college selection.

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.

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

Temporary Faculty: Faculty who are not on tenure track or 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 9 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.

Faculty with Multiple Departments: Refers to the faculty teach at 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