



SACRAMENTO STATE

Using Multiple Databases to Create Faculty Reports for the Campus Community

Nancy Hardy - Academic Planning Database Coordinator

Office of Institutional Research - California State University, Sacramento

INTRODUCTION

This poster presentation serves to identify and relate the processes and methods used in the Office of Institutional Research (OIR) to utilize information collected from the University's Common Management System (CMS), specifically in relation to Administration and HR data, to create meaningful and useful reports for the campus community.

PROCESSES

- Extract information from the CMS System for any given semester
- Perform standard APDB edits and submit final APDB report to the Chancellor's Office
- Use flat faculty and section summary files received from the Chancellor's Office to generate reports
- Extract information from Human Resources Database
- Extract information from Teaching Associates Database
- Verify and cross reference all data input

Term Workload

Search

Academic Institution: SACST Sacramento State

Primary Department: 187

Assigned FTE %: 100

Level: Undergraduate

CMIS gives us faculty workload for individual instructors including any Assigned, Distributed, Time Appt, Assignment or other support assignments.

CMIS & Components

Instructional Cost Summary

Faculty Status Summary

Instructor/Advisor Table

Search

Instructor Details

Effective Date: *Status: Active

Instructor Type: Instructor

Academic Institution: SACST Sacramento State

Primary Acad Org: 187 Communication Studies

Instructor Available: Available

Instructor/Advisor Role

Advisor Number: 1 Percent of Appointment: 100

Academic Career: UGRD Undergraduate

Academic Plan: UGD Undergraduate Degree

Academic Sub-Plan:

After acquiring *Course Section and Faculty Summary* files from the Chancellor's Office, we take the file and merge the section summary file with data provided by the Office of Human Resources. Once the data is merged and free of error, the following three base reports are created.

Instructional Personnel Cost by College (Fall 2010)

Department	Headcount	%	FTE	%	Instructional FTE	%	Student FTE	%
Arts and Letters	148	10.0%	148.0	10.0%	148.0	10.0%	1,274.7	10.0%
Business	148	10.0%	148.0	10.0%	148.0	10.0%	1,274.7	10.0%
Education	148	10.0%	148.0	10.0%	148.0	10.0%	1,274.7	10.0%
Engineering & Computer Science	148	10.0%	148.0	10.0%	148.0	10.0%	1,274.7	10.0%
Health and Human Services	148	10.0%	148.0	10.0%	148.0	10.0%	1,274.7	10.0%
Mathematics	148	10.0%	148.0	10.0%	148.0	10.0%	1,274.7	10.0%
Natural Sciences & Mathematics	148	10.0%	148.0	10.0%	148.0	10.0%	1,274.7	10.0%
Social Sciences & Humanities	148	10.0%	148.0	10.0%	148.0	10.0%	1,274.7	10.0%
Teaching Assistants	148	10.0%	148.0	10.0%	148.0	10.0%	1,274.7	10.0%
College Total	1,478	100.0%	1,478.0	100.0%	1,478.0	100.0%	12,747.0	100.0%

RESULTS

The *Instructional Costs* report reflects the actual cost of instructors to the university. Additionally, Faculty Workload and Full-time Equivalent Student (FTEs) demonstrate how well each Department/College is doing with regards to their instructional salary per WTU, as well as their instructional salary per FTEs. This process has been further developed by OIR to not only to collect data, but to generate reports to show each College how their faculty are doing in terms of costs to the college and to the university as a whole.

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The *Faculty Course Assignment* report details the instructor's workload by individual course(s), student course credit, enrollment per section, team teaching percentage, Weighted Teaching Unit and FTEs generated. Every department on campus will get a detail report of their faculty's teaching assignment. This report is also included in the Departmental Factbook for each Department and College.

Art Faculty Course Assignment (Fall 2010)

Name	Course	Section	Student Course Credits	Enrollment	Team Teaching	Student FTE	WTU
Parady, RS	ART 150	1	3	17	100	3.5	3.9
Parady, RS	ART 152	1	3	42	100	1.6	1.6
Parady, RS	ART 159	1	3	3	100	0.6	0.6
Parady, RS	ART 199	5	3	2	100	0.4	0.7
Parady, RS	Total			61		12.3	13.1
Pierce-Ulano, M	ART 133	7	2	26	100	3.5	2.0
Pierce-Ulano, M	ART 133	8	1	26	100	1.7	1.3
Pierce-Ulano, M	ART 133	9	2	29	100	3.9	2.0
Pierce-Ulano, M	ART 133	10	1	29	100	1.9	1.3
Pierce-Ulano, M	Total			110		11.0	6.6
Seban, L	ART 005	1	3	50	100	10.0	3.0
Seban, L	Total			50		10.0	3.0
Turilli, C	ART 001A	2	3	72	100	14.4	3.0
Turilli, C	ART 001B	1	3	69	100	13.8	3.0
Turilli, C	ART 107	1	3	42	100	8.4	3.0
Turilli, C	ART 119	3	3	2	100	0.4	0.5
Turilli, C	ART 195	2	3	2	100	0.4	0.7
Turilli, C	Total			187		37.4	10.2
Wagner-Ols, A	ART 133	3	2	26	100	3.5	2.0
Wagner-Ols, A	ART 133	4	1	25	100	1.7	1.3
Wagner-Ols, A	ART 133	5	2	26	100	3.5	2.0
Wagner-Ols, A	ART 133	6	1	26	100	1.7	1.3
Wagner-Ols, A	ART 134	1	2	17	100	2.3	2.0
Wagner-Ols, A	ART 135	1	1	17	100	1.1	1.3
Wagner-Ols, A	ART 139	2	3	2	100	0.4	0.5
Wagner-Ols, A	ART 199	0	3	1	100	0.2	0.7
Wagner-Ols, A	Total			139		14.2	10.7
Wetz, D	ART 003A	1	3	25	100	5.0	3.9
Wetz, D	ART 003B	1	3	25	100	5.0	3.9
Wetz, D	ART 003C	2	3	72	100	14.4	3.9
Wetz, D	Total			72		14.4	11.7
Grand Total				2,660		270.2	199.8

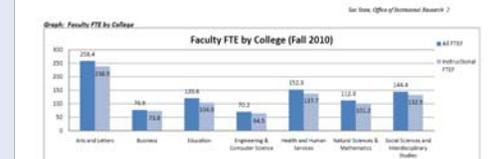
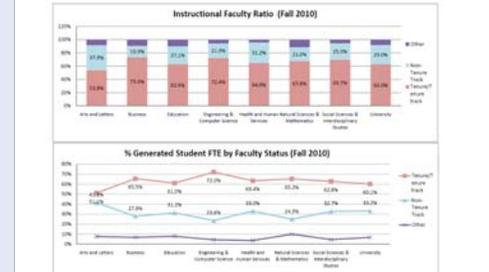
Faculty Status reports detail the instructor's workload. Comparisons are made for headcount, instructional FTE, All FTE and FTEs by department, by college, by Tenure/Tenured Track, FERP, Non-tenure track, and Teaching Assistants.

Faculty FTE and Student FTE by Faculty Status (Fall 2010)

College	Headcount	%	FTE	%	Instructional FTE	%	Student FTE	%
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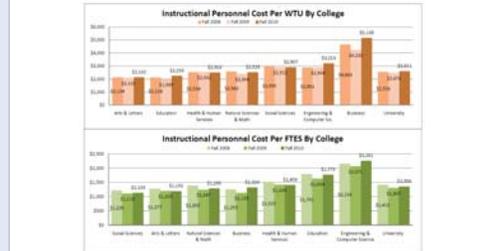
ANALYSES

The production of these 3 reports; Instructional Cost, Faculty Status and Faculty Course Assignment also provide data for the development, trend reports and analysis. Subsequently, the Provost, Deans, and College Chairs use these reports for budget allocation, planning and policy decision making.



FINDINGS & CONCLUSIONS

The production of the three reports are helpful to the campus community at large by showing the current year's cost in relation to faculty instruction for Colleges and the University as a whole. They are also used to create trends analyses. The 3 year comparison report shows the difference in cost per WTU and FTES, as well as related trends.



A Trend Analysis for Instructional Personnel Cost by College (Fall 2008-Fall 2010)

College	Headcount	%	FTE	%	Instructional FTE	%	Student FTE	%
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CONTRIBUTING INFO

APDB Summary Faculty and Section Files
California State University, Sacramento Office of Human Resources
California State University, Sacramento, Office of Institutional Research
California State University, Sacramento Office of Information Technology

CONTACT

Nancy Hardy, Academic Planning Database Coordinator
California State University, Sacramento
Office of Institutional Research
6000 "J" Street
Sacramento, CA 95819-6028
916-278-7914 (p)
916-278-6828 (f)
nhardy@csus.edu
www.csus.edu/oir

