



SACRAMENTO STATE

Using Multiple Databases to Create Faculty Reports for the Campus Community

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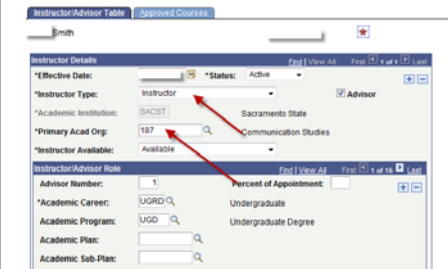
Office of Institutional Research - California State University, Sacramento

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



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.

Table: Instructional Personnel Cost by College (Fall 2010)

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.

Instructional Personnel Cost by College (Fall 2010)

Table: Instructional Personnel Cost by College (Fall 2010) - Detailed view of ART & A&T/STERN departments.

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)

Table: Art Faculty Course Assignment (Fall 2010) - Faculty list with course, section, credits, enrollment, team teaching, student FTE, and WTU.

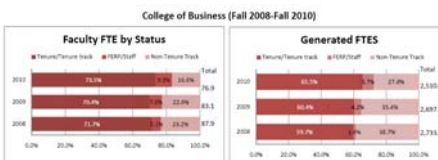
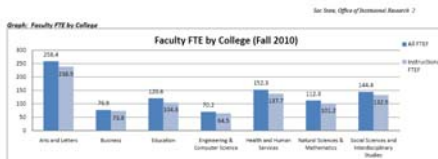
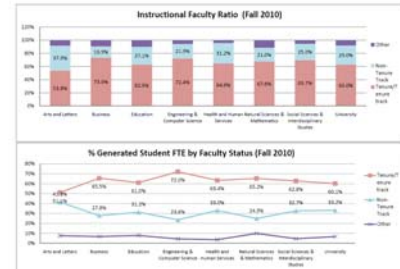
Faculty Status reports detail the instructor's workload. Comparisons are made for headcount, instructional FTE, All FTE and FTES by department, by college, by Tenure/Tenured Track, FERP, Non-tenure track, and Teaching Assistants.

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

Table: Faculty FTE and Student FTE by Faculty Status (Fall 2010) - Summary table with columns for Headcount, % FTE, % Instructional, % Non-Tenure, % FTES, and % FTES.

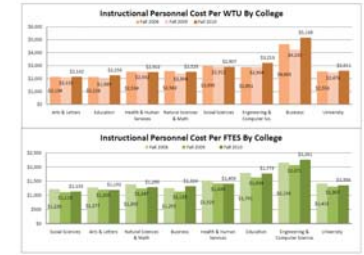
ANALYSES

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)

Table: A Trend Analysis for Instructional Personnel Cost by College (Fall 2008-Fall 2010) - Multi-year trend data.

CONTRIBUTING INFO

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

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