

**ACADEMIC AFFAIRS COUNCIL**

**AGENDA ITEM: 5.P**

**DATE: June 10, 2015**

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**SUBJECT: Credit Hour Production Report**

The Credit Hour Production Report is currently being used by three universities; Monte Kramer believes that the report has significant viability for institutional administrators if there is no other “workload” tracking capability in place at an institution. However, there are currently a number of limitations including: 1) a need for an enhancement that would add additional data elements from Colleague (i.e., identifying courses as in-load or overload; 2) run capacity for only the past academic year and not for current terms as it uses annualized salary and annual research salary as inputs; and 3) the capacity to only include full-time faculty.

Working with USD to develop the report, the system learned that USD had already developed their own report and interfaced it with Digital Measures, software used by USD to track faculty engagement including publications, research assignments, public service and other work related information. The tool is also used to track data necessary for tenure decisions. USD uses this information in conjunction with their workload data to generate management information. BAC discussed this process during their March 2015 meeting, and Monte Kramer sought to establish a user’s group to support changes and to look at enhancements to the system report. Interested institutions were asked to identify appropriate campus personnel and AAC representatives should be prepared to discuss involvement from Academic Affairs and issues with moving forward as a system in using a common tool/platform. Attachment I provides a brief explanation of the report and identifies who has access to run it. Attachment II provides the current specifications for the report.

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**RECOMMENDED ACTION**

Discussion and Recommendation.

<b>Title</b>	<b>Faculty Workload Online Program</b>
<b>Version</b>	1.0
<b>Date</b>	October 28, 2014
<b>Created by</b>	BOR/RIS
<b>Edited by</b>	
<b>Copyright</b>	South Dakota Board of Regents
<b>Process Owner</b>	Human Resources Budget
<b>Dept/Division</b>	RIS
<b>Get help with this process</b>	Doug Corwin 605-782-3229
<b>Processes</b>	Process name 1
	Process name 2
	Process name 3
	Process name 4
	Process name 5

**Description:**

This online program allows campuses and BOR staff to populate a credit hour production report for a fiscal year. This site is located online at <https://hr.sdbor.edu/workload/Main.aspx>.

This report will be used as a management tool to identify, analyze and review faculty workload data that is found in Colleague and Banner. Users can run this by campus, college/division, and department. This will allow management to review a high level overview of how faculty workload is dispersed among faculty members.

Once the report parameters are selected and the report has processed, it can be opened in an Excel spreadsheet and will populate the following data:

**Banner Data**

- Employee name
- Employee ID
- Position title
- Rank
- Colleague ID
- Tenure status
- Salary
- Research salary
- Research percent
- FTE
- Research salary
- Research percent
- Overload salary
- Department/Organization code

**Colleague Data**

- Academic term
- Section division
- Section department
- Instructional method
- Delivery method
- Section ID
- Subject
- Course number
- Section number
- Section location
- Cross listings

- Section title
- School type –
- Funding source
- Section load
- Enrollment
- Total credit hours
- Teaching load

### Website Screenshot Example

For: Black Hills State University

Black Hills State University ▼

Select Year 2014 ▼

Load all for BHSU

6VPAA1-Academic Affairs ▼

Load All Departments

6CEBS1-College of Ed and Behavior Sciences ▼

Save/Open in Excel

Show Specifications

Print Spreadsheet

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The following people presently can access the report.

Chris Assmus	USD
Kelli Shuman	SDSMT
Jennifer Vander Wal	SDSU
Kristy Ullom (Ahrendt)	DSU
Kent Anderson	USD
Veronica Paulson	NSU
Monte Kramer	BOR
Douglas Corwin	BOR/RIS
Adam Rosheim	USD
Deborah Radomski	SDSMT
Maxwell Kwenda	BHSU
Heather Forney	SDSMT
Kayla Bastian	BOR
Darren Tieman	BOR/RIS
Marilyn Halgerson	DSU
Matthew Heard	USD
Jared Heiden	USD

## Credit Hour Production Report

To access and run report: <https://hr.sdbor.edu/workload/Main.aspx>

### Specifications and Explanation of the Spreadsheet

1. Section data are from summer end of term and fall/spring census date frozen extract excluding zero credit, status C, and subject EXCH.

2. Faculty assignments were extracted from live Colleague at 15:04 on 5/6/2014.

3. Colleague report columns:

a) Term – includes 2013SU, 2013FA, 2014SP

b) SecDiv – Section Division. first value of SEC.DEPTS

c) SecDep – Section Department. first value of SEC.DIVISIONS

d) InstM – Instructional Method. first value of XH.FC.SEC.INSTR.METHODS

A Studio Course/Small Grp Instr

B Compet-Based/Self-Paced Sty

C Clinical Laboratory

D Discussion/Recitation

E Seminar

G Clinical Experience

H Ensemble

I Independent Study

J Design/Research

K Alternate Laboratory

L Laboratory

M Private Instruction

P Physical Education Activity

R Lecture

S Internship/Practicum

T Thesis

W Workshop

X SpTp-Obsolete 11SP-Do NOT Use

e) DeliM – Delivery Method. First value of XH.FC.SEC.LGC

001 Face to Face, Term Based

028 Face to Face, Non-Term Based  
 006 Correspondence-Term Based  
 015 Internet Async-Term Based  
 019 Internet Async-Non Term Based  
 018 Internet Synchronous  
 020 DDN Receive Site  
 025 DDN Host/Send Site  
 026 Interactive Video  
 040 Video Streamed  
 027 Technical Inst, Non Term Based  
 030 Blended/Hybrid  
 031 Emporium  
 098 Other  
 099 Emerging Technologies  
 011 Inact eff F04-Audio C-now 099

f) SectID – Section ID. XH.FC.COURSE.SECTIONS.ID

g) Subj – Subject. XH.FC.SEC.SUBJECT

h) Crs – Course number. XH.FC.SEC.COURSE.NO

i) Sec – Section number. XH.FC.SEC.NO

j) Loc – Section location. XH.FC.SEC.TOPIC.CODE

k) Xlist – contains ID of the primary section (XH.FC.CSXL.PRIMARY.SECTION) which groups cross listed sections together.

primary section: if this ID is the same as the ID in SectID column

subordinate section: if this ID is different from the ID in SectID column

If the cross listed sections are taught by different instructors, each section is listed under its respective instructor.

You may see cross listed sections missing primary or subordinate(s) for various reasons.

It could be because the missing sections have zero enrollment and are not captured by the extract.

It could be because the instructor has pebempl\_ecls\_code not in ('15', '16', '17', '18').

l) Title – Section title. XH.FC.SEC.SHORT.TITLE

m) Fund – Funding source. XH.FC.SEC.SCHED.TYPE

n) SecLd – Section Load. USD used CRS.LOAD, the Crs Cred column on their report. Since section data can be changed by universities, I choose to use SEC.LOAD.

o) Enroll – Enrollment = XH.FC.STC.CRED.COUNT \* the instructor's % responsibility (CSF.FACULTY.PCT)

p) TotHrs – Total credit Hours = XH.FC.STC.CRED.SUM\* the instructor's % responsibility (CSF.FACULTY.PCT)

q) TchLd – Teaching Load. CSF.FACULTY.LOAD

4. The csv file also includes Inst (the University code B, D, N, M, S, or U), FacID (instructor's Colleague ID), and Pcnt (% responsibility).

#### 5. Banner Information

a) When a person logs in, their university will be used to retrieve the information.

b) The first step is to select the year you want to review, now there are two (2013 and 2014).

c) The division drop down will show “Select Division”. The divisions shown are from Banner and represent level three (Deans and Directors) in the Banner hierarchy of ORGN codes.

d) Once a division is selected, the departments drop down will be loaded and “Select New Department” is shown after it is done. The departments come from levels three, four, and five in the ORGN code hierarchy. There may be some duplication because there are people loaded with an ORGN code in level three.

e) When a department is selected the progress bar will appear and continue until the resultant spreadsheet shows up.

f) You can click the “Show Specifications” button before you select a department or after the spreadsheet appears. You can close the specification sheet by clicking the “X” in the upper right hand corner and print or save the specifications by clicking the buttons at the bottom of the sheet.

#### 6. Banner report columns:

a) Name – Full name from SPRIDEN

b) Banner ID – Banner ID from SPRIDEN

c) CollID – Colleague ID from SPRIDEN

d) Rank – Current rank

e) Tenure – Current tenure

f) Position Desc. – Description from the rank

- g) Months – Number of months they were active
- h) Salary – Salary paid (From 22 May to the 21 May the following year) less the Overload amount. This includes the earn code DPO as well as others
- i) FTE – Utilized FTE (From 22 May to the 21 May the following year)
- o) Res. Salary – Salary paid over the term time period using fund codes with an 'R'
- k) Res. Percent – The Research Salary divided by the Salary
- l) Overload – Sum of the salary paid for Overload Positions

## 7. Printer Information

- a) You need to first setup your IE or Firefox printer information. To do this open either IE or Firefox and press the 'ALT' button. A menu bar will appear, select 'File then Page Setup'. Once on the page setup window, check the box marked 'Print Background Colors and Images'. Then click OK.
- b) To print the spreadsheet that is shown, click on the “Print” button. This will bring up another window showing the spreadsheet and a print dialog bow. In either IE or Firefox first select the color printer you want to use. Next click on the ‘Preferences’ button which will open another window,. Under the ‘Paper/Quality’ tab select the paper size. Then select ‘Landscape’ and if you want check the ‘Print on Both sides’ box. Then click ‘OK’ and the ‘Apply’ button on the original print dialog window. Now if you click the ‘Print’ button the report should be printed correctly.