

COURSE AUDIT REPORTS OVERVIEW

Definitions, Explanations and Examples

Published Reports

The following reports are published on <https://iraps.ucsc.edu/personnel-statistics/instructional-activity/course-audits.html>

Annual Reports

- *Annual Teaching Summary per Permanent Payroll Faculty FTE by Division and Department* provides a summary of adjusted course counts, regular course enrollments and individual study enrollments per permanent adjusted payroll faculty FTE for each division and department, as well as campus totals.
- *Annual Instructional Detail by Campus, Division and Department* provides permanent budgeted and adjusted payroll faculty FTE, and adjusted course counts, regular course enrollments, individual study enrollments, and total enrollments by class level, and includes per permanent adjusted payroll faculty FTE ratios at the campus, division, and department levels.

Historical (Six-Year) Summaries

- *Historical Teaching Summaries by Division and Department* provides summaries per permanent adjusted payroll faculty FTE by division and department of:
 - (Adjusted) Course Counts
 - (Adjusted) Regular (non-individual study) Course Enrollments
 - (Adjusted) Individual Study Enrollments
 - Adjusted Total Enrollments (regular and individual study courses)
- *Historical Teaching Summary by Division and Course Level* provides summaries per permanent adjusted payroll faculty FTE (both in tables and graphs) by division of:
 - (Adjusted) Course Counts
 - (Adjusted) Regular (non-individual study) Course Enrollments
 - (Adjusted) Individual Study Enrollments
 - (Adjusted) Total Enrollments (regular and individual study courses)

Unpublished Reports

The following reports are distributed to each division but are not published.

- *Faculty Detail Course Analysis* indicates for each individual ladder rank and SOE faculty member, their budgeted and adjusted FTE, courses taught and adjusted course counts and enrollments (including individual studies enrollments).
 - *Faculty Service Detail* provides a listing of ladder rank and SOE faculty noting the sabbatical, leave, and other course relief used in determining their adjusted FTE.
 - *Historical Non Cross-Listed Undergraduate Courses Below Minimum Class Size* is a listing by department and academic year of non cross-listed courses. This report is provided to assist programs with administration of the minimum class-size policy.
 - *Historical Cross-Listed Undergraduate Courses Below Minimum Class Size* is a listing by department and academic year of cross-listed courses for which the total enrollment fell below the minimum class size designation. This report is provided to assist with the administration of the minimum class-size policy.
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Methodology for Adjusting Course Counts and Enrollments

The Course Audits report two measures of instructional activity for ladder rank and SOE faculty: course counts and enrollments.

1. "Course counts" are the number of regularly scheduled, for credit, non-individual study courses taught by an individual faculty member, a department and/or a division.
2. "Enrollments" are the number of students enrolled in a course on the third week census date.

For some types of courses, reporting of teaching activity involves proration between instructors and departments. Guidelines for the reporting of these instructional activities are summarized below.

- **Split teaching responsibilities ("Team taught courses"):** course credit (course counts and enrollments) are split evenly among the primary instructors (e.g., courses taught by two instructors are split in half, courses taught by three instructors are divided into thirds).
- **Courses with no primary instructor:** course counts and enrollments for courses taught by (a) secondary instructor(s) and overseen by a supervisory instructor(s) are credited to the secondary instructor(s).
- **Courses taught by faculty with split appointments:** course counts and enrollments for courses taught by faculty with a split appointment are distributed to departments (and divisions) based on the distribution of the faculty members appointment. (e.g., a faculty member with a 60-40 split appointment between two departments would have their course counts and enrollments partitioned 60-40 to the two departments.)
- **Related courses:** the instructor(s) receive(s) prorated credit for each of the related courses for a total of one course, and credit for the sum of the enrollments in each of the related courses.
- **Concurrent courses:** the instructor(s) receive(s) prorated credit for each of the concurrent courses for a total of one course, and credit for the sum of the enrollments in each of the concurrent courses.
- **Cross-listed courses:** the instructor(s) receive(s) prorated credit for each of the cross-listed courses for a total of one course, and credit for the sum of the enrollments in each of the cross-listed courses.
- **Courses offered for other than five credits:** course and enrollment credits in classes with a unit value less than or greater than 5 are normalized to the standard five unit value (e.g., a two-credit course is prorated at 40% for both course counts and enrollments). The full class enrollments are shown in the campus summary report *Faculty Detail Course Analysis*, however, enrollments are prorated in the *Annual Teaching Summary per Permanent Payroll Faculty FTE by Division and Department*.

Definitions

Concurrent courses. Two distinct courses which, though offered simultaneously, require student enrollment in all sections (e.g., Community Studies 070/080L, Computer Engineering 123/123L). Students receive six to ten credits.

Course. Credited section (e.g., lecture, discussion, studio, lab, and field) which meets regularly as a group.

Cross-listed courses. Two distinct courses offered simultaneously by two disciplines (e.g., Legal Studies 146 and Philosophy 146, Women Studies 112 and Politics 112). A student may enroll in only one course for credits.

Department and Division Faculty FTE (*Annual Teaching Summary per Permanent Payroll Faculty FTE by Division and Department*). The information is based on permanent payroll full-time equivalent ladder rank faculty, adjusted for leaves, sabbaticals, and Department Chair and/or Academic Senate service granted by the Campus Provost/Executive Vice Chancellor's Office (CP/EVC). Department and divisional adjusted FTE are equal to the sum of the unit's adjusted permanent faculty FTE.

FTE for individual faculty (*Faculty Detail Course Analysis*). The budgeted and adjusted FTEs are noted next to the faculty member's name. FTE adjustments are made for department and committee chairs and specific Academic Senate service.

Graduate (course level). Courses numbered 200 through 299. Note 301 courses (zero credit) are excluded from the course audit reports.

Individual studies enrollment. Enrollment in a course wherein students participate as individuals, not as a member of a scheduled class. Enrollments in these courses are classified according to the course level (e.g., 001 through 199 are designated as undergraduate course enrollments, 200 through 299 are designated as graduate course enrollments) and do not reflect the level of the students enrolled in the courses.

Lower division (course level). Courses numbered 001 through 099.

Minimum class size policy. The minimum class size policy states "In the event that enrollment in a class falls below this specified norm (LD course less than twelve; UD course less than eight) in two consecutive offerings, the class, with an enrollment below the norm, should be conducted again only with the approval of the Chancellor or his designees(s)."

Permanent payroll faculty FTE. Represents the full-time equivalency of ladder and SOE instructors who were on payroll and theoretically available to teach classes. It is adjusted for sabbaticals, leaves, administrative responsibilities, and course relief granted by the Campus Provost/Executive Vice Chancellor's Office (CP/EVC).

Regular course enrollment. Enrollment in a credited, non-individual study course. Enrollments in these courses are classified according to the course level (e.g., 001 through 199 are designated as undergraduate course enrollments, 200 through 299 are designated as graduate course enrollments) and do not reflect the level of the students enrolled in the courses.

Related courses. One course offered under two or more names. Usually related courses are offered within a department, a lower division course offered with an upper division course (e.g., Art 70/Art 111A, Biology 117/Biology 200, Earth Science 102/Ocean Science 280).

Split instruction ("Team teaching"). A faculty member participates less than full time in classroom instruction responsibilities (e.g., the instructor may lecture only one day per week, others are responsible for the course on the remaining days).

Upper division (course level). Courses numbered 100 through 199.
