**Program Review Items FAQ**

As in previous years, the following are notes to help guide you in the interpretation of the data.

* Although a specific masters or doctoral program may be under review, data will be provided for other degree programs with matching CIP codes. For instance, a department may also offer a bachelor’s degree with the same CIP. Data for the bachelor’s degree program will be included to simultaneously meet SACS-COC expectations.
* Items are calculated from data within DAIR unless otherwise specified.
* For departments with multiple programs being evaluated: Any item dealing with faculty will be the same across each template. Faculty will be reported at the departmental level. This includes items 9, 11, 13, 17, and 19.
* If undergraduate students begin as pre-majors or undecided or undetermined, a graduation rate is not calculated. Graduation rates will be calculated on students with declared majors in their first term of enrollment. This will be reflected in items 2 &3.

Item 2: Degrees Awarded in the Last Three Academic Years.

* A count of all degrees awarded under the CIP code for the years indicated (fall, spring, summer).

Item 3: Graduation Rates.

* This item tracks cohorts of students for a particular timeframe to see if they have graduated.
	+ The cohorts will be new students enrolled in the fall term with a major in the specific CIP code.

Item 4: Average Time to Graduation.

* This item is paired with Item 2.
* For those who graduated in Item 2, this is a calculation of the average length of time it took for the students in each cohort to graduate.
	+ This will only take into account bachelor’s students who graduated within 6 years, master’s students who graduated within 3 years, and doctoral students who graduated within 10 years.

Item 5: Fall to Fall Retention.

* This is a one-year retention rate for all students in academic plans with the CIP code of interest.
	+ Includes both new and continuing students.
	+ If a student graduated within the year, they are coded as returned.

Items 6 and 7: Percentage of Full-time Graduate Students with Financial Support and the Average Amount of Monthly Support

* This item relies on data from Human Resources.
* A list of graduate students enrolled in the fall term with their departments and salaries is obtained for all students who held a Research Assistant, Graduate Services Assistant, Teaching Assistant, or Teaching Fellows position during the academic year specified.
* This list is merged with DAIR’s files to obtain students who are in the academic plans with the CIP code of interest.
* Item 7 is calculated by dividing the number of students in the positions listed by the total number of graduate students within the academic plans with the CIP code of interest.
* Item 8 takes the average monthly salary for the students in each position.
* The department may identify additional forms of departmental support to supplement these figures.

Item 8: Student – Core Faculty Ratio.

* This item is a ratio of Full Time students (FTE) to Core faculty.
	+ Core faculty includes all Professors, Associate Professors, Assistant Professors, and Lecturers (excludes adjuncts and TFs) from the departments with programs under review.
		- Faculty data is obtained from the Provost’s Office.
	+ The FTE student calculation is the result of adding these 3 components together:
		- Summing all undergraduate SCH generated by the department and dividing by 15, to obtain the number of FTE undergraduates.
		- Summing all masters SCH generated by the department and dividing by 12, to obtain the number of FTE masters students.
		- Summing all doctoral SCH generated by the department and dividing by 9, to obtain the number of FTE doctoral students.

Item 9: Core Faculty External Grants.

* This item relies on data from the Office of Research and Innovation’s website.
* The Total Expenditures reports are used to:
	+ Count of the number of faculty members in each department who received grants during the year (part A)
	+ The total grant amount for each department (part C)
	+ Part B is calculated by dividing part C by the number of faculty in Item 13 from the appropriate years (which includes only Professors, Associate Professors, and Assistant Professors. Please note the difference in language for Fiscal years (FY) and Academic years. For example, FY 2016 refers to academic year 2015-16).

Item 10: Percentage of Full-time Students.

* This item is a percentage of the students in the academic plans with the CIP code of interest who are enrolled full-time during the fall semester of the year listed.
	+ Undergraduates are full-time if enrolled in 12 or more SCH.
	+ Master’s students are full-time if enrolled in 9 or more SCH.
	+ Doctoral students are full-time if enrolled in 9 or more SCH or enrolled in dissertation hours.

Item 11: SCH Generated.

* This item tabulates the number of SCH generated by each department for the fall semester of the year listed.
	+ Distributed Ed includes all hours conducted online (either in TX or out of state) and any hours conducted through video.
	+ Face-to-Face includes all hours conducted in a classroom, either on the Denton campus or any off site location.

Item 12: Number of Core Full-Time Faculty.

* Tabulations of gender and ethnic breakdowns are generated from faculty data that is obtained from the Provost’s Office.

Item 13: Student Demographics.

* Tabulations of gender and ethnic breakdowns are generated from DAIR official files and represent students in the academic plans with the CIP code of interest during the fall terms of each year listed.

Item 14: Cost of Instruction.

* Each individual faculty member’s (all faculty teaching a course) salary for the fall term is divided by the total number of courses taught by that faculty member for the fall semester. This provides an individual cost per course for each faculty member.
	+ An average is then calculated for the faculty ranks listed by department.

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