

## COURSE AUDITS

### Definitions, Explanations and Examples

#### Overview

The "Course Audits" comprise two major reports with additional summaries:

- **The Course Offering Audit** for each subject lists the distribution of undergraduate courses by class-size categories. It also lists each class, which falls below the minimum class size designation in the current year. To help with the administration of the minimum class-size policy, a historical listing of all such courses along with their enrollments are listed in a separate table, *Undergraduate Courses below Minimum Class Size (Policy)*. In addition, a list has been provided for each department, identifying the related departmental courses or cross-listed courses in order to assist in the review of courses identified as below minimum class size.
- **The Faculty Course Analysis** details, by department of study, all courses and enrollments (including individual studies enrollments) taught by **permanent ladder rank faculty**. Noted in these reports are classes which are "related," "concurrent," or which involve split teaching responsibilities. For each department of study, a table, the *Permanent Ladder Rank Payroll Faculty Annual Teaching Summary*, lists (a) the total courses taught, (b) enrollments associated with those courses, and (c) the enrollments in individual studies courses.

A summary for each division, *Permanent Payroll Faculty Annual Teaching Summary*, provides per-FTE ratios for each department of study. A campus total page consolidates the divisional totals. Seven-year summaries of this data are displayed graphically in four charts:

- *Courses Taught per Permanent Payroll Faculty FTE,*
- *Individual Study Enrollments per Permanent Payroll Faculty FTE*
- *"Regular" (non-individual study) Enrollments per Permanent Payroll Faculty FTE, and*
- *Enrollments in Courses (regular and individual study) per Permanent Payroll Faculty FTE*

Courses and enrollments are reported in the following formats:

- **Course Offering Audits.** Includes all regularly scheduled, credited courses offered within a single subject. Each course section is counted as an individual course.
- **Faculty Course Analysis.** Includes all course sections and individual studies enrollments taught by permanent ladder rank payroll faculty. Organized by faculty department of studies affiliation, these reports include teaching responsibilities both within and outside the department of studies.

## Methodology

Two measures used at UCSC to account for instructional activity: course credit and enrollment.

1. The term "course credit" refers to the number of courses taught by a faculty member.
2. The term "enrollment" refers to 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.** Course credit is normally prorated according to the percentage of time an instructor spends in the classroom (e.g., an instructor who is present only one of three days per week receives credit for one-third of the course. The total enrollment of classes are shown in the *Faculty Course Analysis*, however, enrollments are prorated in the *Permanent Ladder Rank Payroll Faculty Annual Teaching Summaries*.
- **Related courses.** The instructor receives credit for one course and credit for the sum of the enrollments in the related courses.
- **Concurrent courses.** The instructor receives one course credit for each course (a total of two courses) and credit for the sum of the enrollments in the concurrent courses.
- **Cross-listed courses.** The instructor receives half a course credit for each cross-listed courses (a total of one course) and credit for the sum of the enrollments in the cross-listed courses.
- **Courses offered for less than five units.** The instructor receives prorated course credit based on the number of units assigned to the course (e.g., a two-unit course is prorated at 40%). The full class enrollments are shown in the *Faculty Course Analysis*, however, enrollments are prorated in the *Permanent Payroll Faculty Annual Teaching Summaries*.

## Definitions

**Course.** Credited sections (e.g., lectures, discussions, studios, labs, and field) which meet regularly as a group.

**Regular enrollment.** Enrollments in credited, non-individual studies courses.

**Individual studies enrollment.** Enrollments in courses where in students participate as individuals, not as a member of a group. Enrollments in these courses are classified according to the course level (e.g., 001 through 199 is designated as undergraduate, 200 through 299 is designated as graduate).

**Subject.** Courses associated with a specific course name (e.g., art, biology, and music).

**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)."

**Lower division.** Courses numbered 001 through 099.

**Upper division.** Courses numbered 100 through 199.

**Graduate.** Courses numbered 200 through 299. Note 301 courses (zero credit) are excluded from the "Course Audits".

**Permanent Payroll faculty.** All ladder-rank faculty and lecturers with security of employment who were paid for their teaching responsibilities.

**FTE for individual faculty** (in the Faculty *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. Using the following criteria, such "course relief" adjustments have been made with the data:

- Department and Committee Chairs receive a 0.20 negative FTE adjustment (with the exception of the literature, biology, and psychology chairs that receive a 0.40 adjustment). The Writing Program Chair and Science Communication Program Chair also receive 0.20 negative adjustments.
- Senate service is compensated as follows:  
Senate Chair and the Divisional Chair, Planning and Budget Chair, and Academic Personnel Chair each receive a 0.40 negative FTE adjustment. Negative 0.20 adjustments are given to the Committee on Privilege and Tenure Chair, the Committee on Educational Policy Chair, the Committee on Graduate Council Chair and the members of the Committee on Academic Personnel and members of Committee on Planning and Budget.
- The Office of the Academic Vice Chancellor makes determination of this "course relief" adjustment.

**Department and Division Faculty FTE** (*Permanent Payroll Faculty Annual Teaching Summaries*). The information is based on payroll full-time equivalent ladder rank faculty, adjusted for leaves, sabbaticals, and Department Chair and/or Academic Senate service (see above). Department and divisional adjusted FTE are equal to the sum of the unit's adjusted permanent faculty FTE.

**Split instruction.** 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).

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

**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 units of credit.

**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 discipline for credits.

## Examples

The principles for assigning course and enrollment credit are determined by UCSC. The methodology for calculating student workload FTE is common throughout higher education, although the policies that determine how FTE are assigned to instructors and departments are the responsibility of the campus. At UCSC, the Executive Vice Chancellor is responsible for the campus's internal accounting policies. Modifications to these policies may be requested by contacting the Office of Institutional Research and Policy Studies (9-2446).

Accounting for a five-unit course taught by a single instructor is usually straight-forward. Accounting for courses that are

- taught by more than one faculty member,
- related to another course,
- taught concurrently,
- listed by two or more departments, or
- assigned less than five credits

(or some combination of the above) is more complex. The following pages provide examples of how course credit, enrollment and student workload FTE are calculated for

1. a two-credit laboratory course taught by a single instructor,
2. two related five-credit courses,
3. two cross-listed courses taught by four instructors from three departments, and
4. two concurrent courses taught by two instructors with different levels of responsibilities.

**Example One:** A two-credit laboratory course with 17 students taught by a single instructor

Examples of two-credit laboratory courses include BIOL 107L, PSYC 003L and EART 110L.

Course Credit. Two credits are 40% of the five credit standard. The instructor receives credit for teaching 0.40 courses in the *Course Audits* report.

Enrollment. The enrollment in the course on the third week census date was 17; this enrollment is recorded in the *Course Audits* "Faculty Course Analysis" report.

Instructor Enrollments. This is a standardized measure of the total units generated by a course. Reported only in the *Course Audits* report, it is calculated by multiplying the number of students by the course credit. In this example, the instructor enrollments generated by this course would be 6.8 credits (17 students x 0.4 course credits). This index provides a measure of total units generated by an instructor, department, or division, *but it is not commonly used for reporting purposes*. The number of full-time enrollments produced by a department's ladder faculty is summarized in the "Permanent Payroll Teaching Summary" in the *Course Audits* report.

Full-time Equivalents (FTE). Student FTE is a measure of the number of full-time students taught by a unit or faculty member. In an academic year, one full-time undergraduate student would be enrolled for 15 credits for all three quarters, a total of 45 credit units. One full-time graduate student would be enrolled for 12 credits for all three quarters, a total of 36 credit units.

The FTE for an instructor of an undergraduate class is calculated by multiplying the course enrollments by the course credits (student credit hours) and dividing by 45. In the example, the FTE generated by the class would be  $(0.4)(17)/45$  or 0.151 FTE. Campus and divisional averages of fall, winter and spring student FTE (also referred to as "student workload") is reported *Instructional Load Summary*.

**Example Two:** Two related 5-credit courses taught by two instructors from the same department. As of third week census, ART 70 has 18 students and ART 111A has 8 students.

Definition Related courses are assigned different designations for different groups of students (e.g., lower division and upper division, undergraduate and graduate).

Examples of two related courses include ART 70 and ART 111A; LTSP 118 and LTSP 218; BIOL 117 and BIOL 200.

Course Credit The two related courses are counted as one course. In this example, the ART 70 and ART 111A are worth 5.0 credits or 1.0 course. The two instructors equally sharing the responsibilities receive 0.50 credit each.

	Course Count	Instructor A	Instructor B
Art 70	0.5	0.25	0.25
Art 111A	<u>0.5</u>	<u>0.25</u>	<u>0.25</u>
Total	1.0	0.50	0.50

Enrollment The enrollment on the third week census date is recorded in the *Course Audits* "Faculty Course Analysis" report. These courses are noted as related courses in the report.

	Enrollment Count	Instructor A	Instructor B
Art 70	18	18	18
Art 111A	<u>8</u>	<u>8</u>	<u>8</u>
Total	26	26	26

Instructor Enrollments. To calculate the course's contribution to the total department's enrollment, multiply the enrollment of each course by course credit for each instructor (0.5 in this case). This is summarized in the "Permanent Payroll Teaching Summary" in the *Course Audits* report.

	Instructor A	Instructor B	Enrollment Total
Art 70	$18 * 0.5 = 9$	$18 * 0.5 = 9$	= 18
Art 111A	$8 * 0.5 = \underline{4}$	$8 * 0.5 = \underline{4}$	= <u>8</u>
	13	13	= 26

Full-time Equivalent (FTE). The workload FTE generated by these courses as represented in totals presented in the *Instructional Load Summary* is as follows:

Art 70	$18 * 5 = 90$
Art 111A	$8 * 5 = \underline{40}$
	130 student credit hours

$$130/45 = 2.89 \text{ FTE}$$

Instructor A and Instructor B each receive  $(0.5)(2.89 \text{ FTE})$  or 1.45 FTE for the course.

**Example Three:** Two cross-listed 5-credit courses, Legal Studies 146 taught 10 students and PHIL 146 has 16 students. Instructors A and B are from the Legal Studies department, Instructor C is from the Politics Department and Instructor D is from the Philosophy Department. The faculty share the instructional responsibilities equally.

Definition A course is termed "cross-listed" when it is listed by two departments.

Examples of cross-listed courses include LGST 146 and PHIL 146, WMST 112 and POLI 112, OCEA 118 and BIOL 171.

Course Credit The two cross-listed courses are counted as one course. In this example, LGST 146 and PHIL 146 are 5 credit courses (or 1.0 course). The four instructors sharing the responsibilities equally receive 0.25 credit each.

	Course Count	Instructor A	Instructor B	Instructor C	Instructor D
LGST 146	0.5	0.125	0.125	0.125	0.125
PHIL 146	<u>0.5</u>	<u>0.125</u>	<u>0.125</u>	<u>0.125</u>	<u>0.125</u>
Total	1.0	0.250	0.250	0.250	0.250

Enrollment The enrollment as of third week census date is recorded in the *Course Audits* "Faculty Course Analysis" report. These courses are noted as cross-listed courses in the report.

	Enrollment Count	Instructor A	Instructor B	Instructor C	Instructor D
LGST 146	10	10	10	10	10
PHIL 146	<u>16</u>	<u>16</u>	<u>16</u>	<u>16</u>	<u>16</u>
	26	26	26	26	26

Instructor Enrollments To calculate the course's contribution to the total department's enrollment, multiply the enrollment of each course by 0.25 course credit for each instructor. This is summarized in the "Permanent Payroll Teaching Summary" in the *Course Audits* report.

	Instructor A	Instructor B	Instructor C	Instructor D	Enrollment Count
LGST 146	$10 * 0.25 = 2.5$	$10 * 0.25 = 2.5$	$10 * 0.25 = 2.5$	$10 * 0.25 = 2.5$	= 10
PHIL 146	$16 * 0.25 = \underline{4.0}$	$16 * 0.25 = \underline{4.0}$	$16 * 0.25 = \underline{4.0}$	$16 * 0.25 = \underline{4.0}$	= <u>16</u>
	6.5	6.5	6.5	6.5	26

Full-time Equivalents (FTE) The workload FTE generated by these courses as represented in totals presented in the *Instructional Load Summary* is as follows:

LGST 146	$10 * 5 = 50$
PHIL 146	$16 * 5 = \underline{80}$
	130 student credit hours
	$130/45 = 2.88$ FTE

All instructors generated  $(0.25)(2.88)$  or 0.72 FTE.

Instructors A and B generated 1.44 FTE for Legal Studies  
 Instructor C generated 0.72 FTE for the Politics Department  
 Instructor D generated 0.72 FTE for the Philosophy Department

**Example Four:** Two concurrent courses taught by two instructors with different levels of responsibilities. Concurrent courses are usually a combination of a lecture and a laboratory. POLI 080T has 15 students enrolled and POLI 081 has 15 students. POLI 080T is a 5-credit course while POLI 081 is a 2-credit course.

Definition Concurrent courses are courses with different designations that are taught in the same room and at the same time.

Examples of two concurrent courses include POLI 080T and POLI 081, CMPE 123 and CMPE 123L, CMMU 070 and CMMU 080L.

Course Credit. If the two concurrent courses are both lectures, they are counted as two courses, but if they are a combination of a lecture and a laboratory, they are counted as 1 course plus the proportion of the laboratory credit to the 5-credit standard. In this example, the POLI 080T is worth 5 credits and POLI 081, 2 credits (total of 7 credits) or 1.4 courses. The two instructors splitting the responsibilities receive credit proportionate to their responsibilities.

	Course Count	Instructor A	Instructor B	
POLI 080T	1.0	0.75	0.25	
POLI 081	<u>0.4</u>	<u>0.30</u>	<u>0.10</u>	(Note: Instructor A is responsible for
	1.4	1.05	0.35	75% of both classes)

Enrollment. The enrollment of the course as of third week census date is recorded in the *Course Audits* "Faculty Course Analysis" report. These courses are noted as concurrent courses in the report.

	Enrollment Count	Instructor A	Instructor B
POLI 080T	15	15	15
POLI 081	<u>15</u>	<u>15</u>	<u>15</u>
	30	30	30

Instructor Enrollments. To calculate the course's contribution to the total department's enrollment, multiply the enrollment of each course by course credit of each instructor. This is summarized in the "Permanent Payroll Teaching Summary" in the *Course Audits* report.

	Instructor A	Instructor B	Enrollment Count
POLI 080T	$15 * 0.75 = 11.25$	$15 * 0.25 = 3.75$	= 15.0
POLI 081	$15 * 0.30 = \underline{4.50}$	$15 * 0.10 = \underline{1.50}$	= <u>6.0</u>
	15.75	5.25	= 21.0

Full-time Equivalents (FTE). The workload FTE generated by these courses as represented in totals presented in the *Instructional Load Summary* is as follows:

POLI 080T	$15 * 5 = 75$	$75/45 = 1.67$ FTE
POLI 081	$15 * 2 = \underline{30}$	$30/45 = 0.67$ FTE
	105 SCH	$105/45 = 2.33$ FTE

For each class, the instructor receives the appropriate proportion of the FTE.

	Course FTE	Instructor A	Instructor B
POLI 080T	1.67	$(0.75)(1.67) = 1.25$	$(0.25)(1.67) = 0.417$
POLI 081	<u>0.67</u>	$(0.75)(0.67) = 0.50$	$(0.25)(0.67) = 0.167$
Total	2.33	1.75	0.583