

## Draft Working Group

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## Objectives

- Produce a single authoritative data source for calculation of Headcount and FTE for official reporting of major terms (Fall and Spring) for all USC campuses and professional schools
- Develop a methodology that is comprehensible, logical, accurate, and consistently repeatable over time
- Impose accurate population selection on the front end to eliminate the need for additional after-the-fact manipulation, completion, and/or calculation of data prior to reporting
- Align methodology to standards of IPEDS, CHE, SACS, and to extent possible, in-state peer institutions
- Establish consensus and sign-off on data by key stakeholders (OIRA, comprehensive campus IR directors, Registrar, Bursar, UTS, Chief Data Officer) before deliverables are reported to university leadership

## Methodology Narrative

At the close of business on the official Census Date (last Friday of October and March), extract point-in-time student enrollment and course section data directly from Banner to populate two relational tables under a single operational data store (nicknamed Uber File); the Uber File will be the singular and official source of all Headcount and FTE reporting as constrained by the Census Date.

## Specifications

- Two relational tables comprise the data store: person data and CRN data; all data elements required for official reporting cross tabulations will be included in the respective table
- Capture all student-course enrollment data except for registration status of DD (Drop/Delete, administrative), DW (Drop/delete, web), and AU (audit). Credit hours carried in courses labeled INTL and USC may be counted for calculation of semester full-time/part-time status but **cannot** be included in credit hour/FTE calculations for CHE
- Each row of data results from a unique combination of Person ID + Course Section (CRN); one student enrolled in 5 courses would be represented by five unique rows
- Banner table SGASTDN is the primary extract source for person-related data elements, including bio/demo, student type, student class level, and student major
- Banner table SFRSTCR (Student Course Registration Repeating Table) is the extract source for CRN data
- Headcount calculations
  - o Campus claiming of individuals is based on Campus's Major in which student is enrolled
  - o Headcount deliverable is a cross-tabulation of campus x level
- FTE calculations
  - o Campus claiming of individuals is based on campus offering the specific Course Section (CRN); CRN is flipped for this file to become the key element for FTE calculations
  - o Billable Credit Hours is the data element totaled for calculations on each CRN; for each CRN row totals are run for offering campus and level of student (SGASTDN\_Level\_Code)
  - o Varying denominators (see below) are multiplied by level of student (CHE Enrollment Type)
  - o Undergraduate is subdivided into Upper Division and Lower Division
  - o Graduate is subdivided into Masters and Doctoral level
  - o FTE deliverable for CHE is a cross-tabulation of totaling billable credit hours by campus and student level for each CRN
  - o FTE deliverable for website (public info) is a cross-tabulation of (a) student level x campus, and (b) campus x subject acronym

**Denominators for Full Time Equivalency applied to Level of Student (CHE "Enrollment Type")**

Undergraduate	15
Graduate-Masters	12
Graduate-Doctoral	9
SCCP (Pharmacy)	15
Medical School	Same as Headcount
Law School	14

**Caveats**

- Point-in-time is actually a small range of time; extract begins at 12:15 a.m. on the Saturday immediately following the Census Dates, and continues until the data extract is complete (a few hours)
- A point-in-time capture will have a margin of error, as it reflects what is in the system. Corrections made after the fact logically cannot be included in reports
- Student class level is a calculated, un-stored Banner field, subject to periodic change within Banner and subject to manual correction after-the-fact when CHE reports invalid combinations (future improvement of business logic may resolve some of these occurrences before CHE reporting)

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