



Academic Program Review

Data Guidelines

The data used in the College Area Review process include several student enrollment measures, credit hours, program awards, program retention, summarized program transfer data, student faculty ratios, and discipline cost to educate. Data are for the last five years. Below are the guidelines and expected benchmarks for meeting our institutional and program goals. There are different data guidelines for disciplines and degree programs.

The data are provided by the Office of Institutional Research and Effectiveness and additional data or reports may be requested. Every effort will be made to accommodate such requests, if data are available and requested in a timely fashion. Please call Deborah Morris (240) 567-7312 for questions or to request additional information.

Data Reports	Data Guidelines	Expected Benchmarks
	Discipline Data	
Discipline Ratio	Full-time to part-time faculty ratio	55FT:45PT
Discipline Student Faculty Ratio	Student/Faculty Ratio	20:1
Cancelled Section Summary	Number of class sections cancelled (by course)	9%
Under 9 Enrolled Section Summary	Number of low enrollment sections in course per semester	11%
	Program Data	
Program Enrollment Data	Program enrollment over the last five years has not decreased by more than....	20%
Program Award Data	Percentage of program award in the last five years	At least 5 students per year

Selected Data Element Definitions

Full-Time to Part-Time Faculty Ratios

This ratio is the Full-time faculty ESH for a discipline divided by the total faculty ESH for the discipline. This result is Full-time half of the ratio, which is subtracted from 1 to calculate the Part-time, latter half of the ratio. An example of this ratio for Business Administration discipline (BA), for fall 2000 at Germantown is as follows. Full-time ESH was 21, and total ESH was 24. $21/24 = 0.88$. Then 0.88 is subtracted from 1, $(1 - 0.88)$ and the result is 0.12. The Full-time to Part-time faculty ratio for BA, fall 2000 at Germantown was 88:12.

Student Faculty Ratios

This ratio is the number of billed credit hours for a discipline or course, divided by the instructional ESH for the discipline or course. An example of this calculation for the Business Administration (BA) discipline for fall 2000 at Germantown – there were 447.0 billed credit hours, and 24 instructional ESH. $447/24 = 18.63:1$ student faculty ratio.