

Guidelines for the Required Data Exhibits
To Support the SJSU Self Study Report and Program Planning Process
(prepared by Office of Institutional Effectiveness & Analytics, July 28, 2014)

1) What are the Required Data Exhibits (RDEs)?

Required Data Exhibits contain a set of basic contextual information that addresses a range of common academic program's characteristics for the last five fall semesters, including course and student (major) enrollment, new student admissions, degrees awarded, and retention and graduation rates. The Office of Institutional Effectiveness and Analytics (IEA) prepares the RDEs (total of 10 data exhibits) as official data for the Program Planning Committee and reviewers as they evaluate the presentation of the programs. For retention and graduation rates, the college and university level information is available strictly for comparison purposes and does not require being a part of the Program Planning report.

2) Do the academic programs expect to use RDEs in the Program Planning Report?

The program should comment on data trends that are unusual, and to highlight data that figure in the self study report. Many programs may regularly compile the data required, but not all do so in a systematic or regular way. If your program has readily available data that are consistent with the basic requirements in the exhibits, you may provide the information on your own forms or in your own formats and are not required to use the exact forms included in the data exhibits. If your program does not regularly publish such information or have it in a comparable form, the exhibit forms and calculation instructions are provided for assembling and presenting the required information. However, the RDEs are required to be enclosed in the Program Planning report for the Program Review.

3) How do the academic programs request the RDEs?

An RDE report can only be requested once per review cycle. To obtain the most up to date information, the program planning chair typically submits the request shortly before the Program Planning Report gets started. The RDE requests should be submitted via e-mail to Gabriela Garcia (gabriela.garcia@sjsu.edu). Please allow for a one week turnaround time.

4) What do the RDEs included?

The RDEs contain course and student (major) enrollment, new student admissions, degrees awarded, and retention and graduation rates. The information was grouped into two primary sections: a) Curriculum and Instruction, and b) Students Information.

a) **Curriculum and Instruction (Data Exhibits 1 to 4)** includes enrollment information from the course perspectives.

- *Data Exhibit 1. Number of Course and Section Offered*

This exhibit provides the number of courses and sections offered by the program under review. The data are broken down by course type (activity, lab, lecture, seminar, and supervision) and course level (lower division, upper division, and graduate).

Course Level		Fall 1	Fall 2	Fall 3	Fall 4	Fall 5
Lower Division	Course	# Course Count	# Course Count	# Course Count	# Course Count	# Course Count
	Section	# Sect Count	# Sect Count	# Sect Count	# Sect Count	# Sect Count
Upper Division	Course	# Course Count	# Course Count	# Course Count	# Course Count	# Course Count
	Section	# Sect Count	# Sect Count	# Sect Count	# Sect Count	# Sect Count
Graduate Division	Course	# Course Count	# Course Count	# Course Count	# Course Count	# Course Count
	Section	# Sect Count	# Sect Count	# Sect Count	# Sect Count	# Sect Count
Total	Course	# Course Count	# Course Count	# Course Count	# Course Count	# Course Count
	Section	# Sect Count	# Sect Count	# Sect Count	# Sect Count	# Sect Count

- **Data Exhibit 2. Average Headcount Enrollment per Section**

This exhibit provides the average number of students enrolled in each section offered by the program under review. The data are broken down by course type (activity, lab, lecture, seminar, and supervision) and course level (lower division, upper division, and graduate).

Course Level	Fall 1	Fall 2	Fall 3	Fall 4	Fall 5
Lower Division	N	N	N	N	N
Upper Division	N	N	N	N	N
Graduate Division	N	N	N	N	N
Total	N	N	N	N	N

- **Data Exhibit 3. Student/Faculty Ratios**

This exhibit is comprised of three tables. The first table provides Student to Faculty Ratio (SFR) averages broken down by course level. The second table provides Full-time Equivalent Student (FTES) averages broken down by course level. The third table provides Full-time Equivalent Faculty (FTEF) averages broken down by course level. Note: $SFR = FTES/FTEF$

Course Level	Fall 1	Fall 2	Fall 3	Fall 4	Fall 5
Lower Division	Average SFR	Average SFR	Average SFR	Average SFR	Average SFR
Upper Division	Average SFR	Average SFR	Average SFR	Average SFR	Average SFR
Graduate Division	Average SFR	Average SFR	Average SFR	Average SFR	Average SFR
Total	Average SFR	Average SFR	Average SFR	Average SFR	Average SFR

- **Data Exhibit 4. Course Enrollment by Student Majors**

This exhibit consists of an Induced Course Load Matrix table which provides information on the number of students enrolled in courses offered by the program under review. The data are broken down by course level and student major. The “Unduplicated Headcount” column only counts a student once regardless of the number of courses they are enrolled in as offered by the program under review. Hence, it is the unduplicated count of students. The remaining columns include duplicate counts.

Fall Semester 1		Courses Offered		
Student Major	Unduplicated Headcount	Lower Division	Upper Division	Total
Major 1	N	# Seats Filled	# Seats Filled	# Seats Filled
Major 2	N	# Seats Filled	# Seats Filled	# Seats Filled
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:				

Total	N	# Seats Filled	# Seats Filled	# Seats Filled
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b) **Student Information (Data Exhibits 5 to 10)** contains basic contextual information about student enrollment, related to student's declared majors (rather than course enrollment).

- *Data Exhibit 5. Application, Admission, and Enrollment of New Students*

This exhibit provides the number of applicants and percent of admits, enrollment, and show rate. These data are broken down by cohort type (First-time Freshmen, New Undergraduate Transfer, and First-time Graduate). Note: Admit Rate (Admission/Application); Enrollment Rate (Enrollment/Application); Show Rate (Enrollment/Admission).

Cohort Type	Fall 1				...				Fall 5			
	# Applicant	Admit Rate	Enroll Rate	Show Rate	# Applicant	Admit Rate	Enroll Rate	Show Rate	# Applicant	Admit Rate	Enroll Rate	Show Rate
First-time Freshman	N	%	%	%	N	%	%	%	N	%	%	%
New Undergraduate Transfer	N	%	%	%	N	%	%	%	N	%	%	%
New Credential	N	%	%	%	N	%	%	%	N	%	%	%
First-time Graduate	N	%	%	%	N	%	%	%	N	%	%	%

- *Data Exhibit 6. Headcount Enrollment by Class Level with FTES*

This exhibit provides the headcount of students in the program under review broken down by class level (Freshman, Sophomore, Junior, Senior, Post-Bac, and Graduate). The last row provides the total FTES.

	Fall 1	Fall 2	Fall 3	Fall 4	Fall 5
Freshman	N	N	N	N	N
Sophomore	N	N	N	N	N
Junior	N	N	N	N	N
Senior	N	N	N	N	N
Post-Bac/2 nd BA	N	N	N	N	N
Graduate	N	N	N	N	N
Total Headcount Enrollment	N	N	N	N	N
Total FTE Enrollment	# FTES	# FTES	# FTES	# FTES	# FTES

- *Data Exhibit 7. Headcount Enrollment by Major and Concentrations*

This exhibit provides headcount enrollment of undergraduates and graduates broken down by concentration.

	Fall 1			...			Fall 5		
	UG	Grad	Total	UG	Grad	Total	UG	Grad	Total
Major/Concentration 1	N	N	N	N	N	N	N	N	N
Major/Concentration 2	N	N	N	N	N	N	N	N	N
:	N	N	N	N	N	N	N	N	N
:	N	N	N	N	N	N	N	N	N
Total	N	N	N	N	N	N	N	N	N

- **Data Exhibit 8. Degree Awarded by Major and Concentration**

This exhibit provides the number/count of degrees awarded (bachelor’s and master’s) for an academic year (summer + fall + spring) broken down by concentration.

	Academic Year 1			...			Academic Year 5		
	Bac	Master	Total	Bac	Master	Total	Bac	Master	Total
Major/Concentration 1	N	N	N	N	N	N	N	N	N
Major/Concentration 2	N	N	N	N	N	N	N	N	N
:	N	N	N	N	N	N	N	N	N
:	N	N	N	N	N	N	N	N	N
Total	N	N	N	N	N	N	N	N	N

- **Data Exhibit 9. 1st Year Retention Rates by URM & Non-URM**

This exhibit provides the headcount of entering students for a given cohort along with the first year retention rate for that cohort. In addition to totals, the data are broken down by URM (Under-represented-Minorities) and Non-URM (Non-Underrepresented-Minorities) for each group of new students (First-Time Freshmen, New Undergrad Transfer, and First-Time Graduate).

	Cohorts				
	Fall 1	Fall 2	Fall 3	Fall 4	Fall 5
# Total Entering	N	N	N	N	N
1 st Year Retention Rate	%	%	%	%	%
# URM	N	N	N	N	N
1 st Year Retention Rate	%	%	%	%	%
# Non-URM	N	N	N	N	N
1 st Year Retention Rate	%	%	%	%	%

- **Data Exhibit 10. Graduation Rates by URM & Non-URM**

This exhibit provides the headcount of entering students for a given cohort along with the graduation rate for that cohort. For first-time freshmen, a six year graduation rate is provided. For New Undergraduate Transfer students and First-time Graduates, a three year graduation rate is provided. In addition to totals, the data are broken down by URM and Non-URM for each group of new students.

	Cohorts				
	Fall 1	Fall 2	Fall 3	Fall 4	Fall 5
# Entering	N	N	N	N	N
Graduation Rate	%	%	%	%	%
# URM	N	N	N	N	N
Graduation Rate	%	%	%	%	%
# Non-URM	N	N	N	N	N
Graduation Rate	%	%	%	%	%

*Note: Under-represented Minority (URM) = African-American, Hispanic, and American-Indian students
 Non-under-represented Minority (Non-URM) = White and Asian/Pacific Islander students
 * Excluded Foreign Nationals, Non Responses, and Decline to State*

5) Can we access to the historical RDEs beyond 5 year period?

The RDEs are available for the last 15 years. The information is posted online at <http://www.iea.sjsu.edu/Assessment/ProgRev/>

6) If we have questions, who do we contact for further assistance?

For assistance with RDEs, contact Office of Institutional Effectiveness and Analytics at 408-924-1520 or Gabriela Garcia at 408-924-2764.