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## **University of Southern Maine Departmental Indicator Report Definitions**

The word "USMDept" incites that EYE and COR courses have been allocated to their appropriate departments outside of MaineStreet (MS) **as approved by the Assistant Provost for Undergraduate Programs and Core Curriculum.**

A course's Academic Org Description (AO) code is tied to a Performance Indicator Department (PI Dept) code **defined by the Provost** so that the course and credit hours associated with it fall within the department of the Provost's choice. (i.e. a course AO of "USM Creative Writing" is tied to the "English" department **as defined by the Provost**; "USM Lewiston Auburn" and a Subject of "MUS" is tied to "LAC Other Program" department **as defined by the Provost**; "USM Academic Affairs" and a Subject of "ABU" is tied to "Business" department **as defined by the Provost.**

**Winter Session and Aspire courses** - All data excludes Winter Session and Aspire (HS Math) courses as identified by Registration & Scheduling Services.

**Instructional** is defined as:

- A course in MS with an SSR Component NOT equal to:
  - IND (Independent Studies) except Creative Writing (hard-coded SEM),
  - RSG (Independent Studies and Internships),
  - THS (Thesis),
  - FEX (field work, Internships, Apprenticeships),
  - MUS (Applied Music);
- A course in MS where the course "Description" (Title) does NOT contain:
  - internship,
  - externship,
  - student teaching,
  - independent study,
  - clinic,
  - clin, or
  - begin with practicum;

**Courses Taught** is defined as:

- The number of times a single course is taught in a semester (i.e. ENG 100 is taught two times in an AY: once in the fall and once in the spring. ENG 104 is taught twice: once in the fall and once in the spring).

**Sections Taught** is defined as:

- The number of course sections taught in semester (i.e. CMS 102 is had 8 sections taught in the two semesters in the AY. ENG 104 had 27 sections taught in the AY).

**Full Time and Part Time Faculty** is defined by the Faculty Union Code on the HR record:

- Where "Full-Time Faculty" = AFUM Full Time, Law Full Time, and Non Represented Full Time and where "Adjunct Faculty" = PATFA Part Time, Non Represented Part Time, Faculty, Other (Part-Time) and UM\_JOBCODE\_DESCR (Part-Time).

**Non-Duplicative Instructional Course** are determined as follows:

- Course career is removed so that a course is a course regardless of what level that course is taught at.
- A Course (ENG-100) is considered distinct within a USMDept.
- A section is counted as one section at the "Combined Section ID" level within a USMDept.
- English does NOT include Creative Writing.
- LAC is counted at the College Level to get a true Avg Class size and Sections Taught.

**Active Academic Plans** are defined as:

- Students enrolled in the Fall term as of October 15<sup>th</sup>
- Includes Double Majors
- Does NOT include Minors
- Counts Plans to the SubPlan level
- Conditionally admitted students are NOT reflected in this report

**Degrees awarded** looks at a Fiscal Year which is defined as: Degrees awarded between July 1 and June 30 of the fiscal year. (i.e., for 2015, the dates would be from July 1, 2014 to June 30, 2015).

**Base-Funded Faculty FTE** as identified by the Director of Finance, Academic Affairs:

- Includes a Part Time FTE Adjustment in English which removes the part time faculty teaching MFA Creative Writing courses.

**Part Time Faculty FTE:** Part Time FTEs are based on the COLLNAME and DEPTNAME on the HR Record as best it matches USMDept; does NOT include Creative Writing; Muskie is divided equally between Policy and Health.