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Introduction to Academic Performance Solutions

A BROAD AND DIVERSE MEMBERSHIP

85+ INSTITUTIONS • 36 STATES SERVED • 75% PUBLIC • 25% PRIVATE

The APS Platform
Desktop access to key performance metrics that give visibility across student, HR, and finance data

Structured Analytics
Analyses to support academic planning conversations and decisions

Departmental Peer Benchmarks
Apples-to-apples comparisons to peers and aspirational peers performance

National Collaborative
Annual summit, webinars, and other opportunities for networking and learning

Three Areas of Focus for APS-Driven Analysis

Course Planning
Align your resources and needs by analyzing course capacity, specialization, and class size.

Critical analyses:
- Seat Utilization
- Distinct Course Offerings
- Class Size Distribution

Student Progress
Identify opportunities for improving outcomes through changes in resource allocation or program redesign.

Critical analyses:
- Completion Rates
- Course Bottlenecks
- Intercurricular Dependencies

University Operations
Increase efficiency and identify opportunities for program growth.

Critical analyses:
- Enrollment Trends
- Costs per Student Credit Hour
- Faculty Mix and Workload

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One APS Platform: Two Dashboards

The APS Platform contains two dashboards: the Academic Performance Solutions Dashboard and the APS Benchmarks Dashboard. Use the dashboards to identify specific opportunities for improving resource allocation.

Academic Performance Solutions Dashboard

- View institutional metrics and section-level data for students, courses, faculty, and costs.
- Surface opportunities at your institution to reallocate resources or prioritize investment.

APS Benchmarks Dashboard

- Compare your institution to the APS cohort on key student and course metrics like class size, enrollment, and fill rates.
- Identify departments at your institution that differ from your peers’ departments.
Your Data’s Journey from Source System to APS Platform

APS technical staff collaborate with your internal experts to ensure the APS platform is underpinned by meaningful data.

Summary of Data Validation and Configuration Steps

1. **Extract Data from Source Systems**
   - Student Information System
   - HR/Payroll
   - Finance
   - Confirm data fields and access to source systems
   - Extract data required to power APS analytics

2. **Validate Data**
   - Validate data extractions
   - Cross-walk between data files to enable cross-silo analytics
   - Revise data extracts if needed

3. **Configure APS Analytics and Platform**
   - Determine data inclusions and exclusions for APS analyses
   - Determine groupings that appear in APS Platform filters

4. **APS Platform**
   - APS Platform provides interactive drill-down to College, Unit, and Program Data
   - Metric definitions embedded in the APS Platform explain data analytics and methodology
Methodology

1. Classifying Course Data

Student Course Data Is Classified Based on Course Code and Grouped by Level to Display Metrics in Multidimensional Views

<table>
<thead>
<tr>
<th>Level</th>
<th>Division</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-</td>
<td>Lower Division</td>
<td>= Undergraduate Courses</td>
</tr>
<tr>
<td>150-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>200-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300-</td>
<td>Upper Division</td>
<td></td>
</tr>
<tr>
<td>400-</td>
<td></td>
<td></td>
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<tr>
<td>500-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>600-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>700-</td>
<td>Graduate</td>
<td>= Graduate and Doctoral Courses</td>
</tr>
<tr>
<td>800-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>900-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Aggregating Student Credit Hours

Attempted Student Credit Hours (SCH) Are Aggregated Across Students in Each Course

\[ \text{Each Student’s Individual Attempted Student Credit Hours} + \text{Each Student’s Individual Attempted Student Credit Hours} + \text{Each Student’s Individual Attempted Student Credit Hours} = \text{Total Attempted Student Credit Hours in the Course} \]

Attempted Student Credit Hours (SCH) Are Then Calculated by Course Categories and Over Time

\[ \text{Attempted SCH Aggregated by Course Categories} \]
\[ \bullet \text{By Level, Division} \]
\[ \bullet \text{By Course Type} \]
\[ \text{Attempted SCH Over Time} \]
\[ \bullet \text{The compound annual growth rate of the time period based on the first and final year values} \]

3. Examining Class Size and Section Size

Aggregate Enrollment and Maximum Section Size

\[ \text{Sum of all students enrolled in the course section at the last posted enrollment date} + \text{Sum of all students enrolled in the course section at the last posted enrollment date} + \text{Sum of all students enrolled in the course section at the last posted enrollment date} = \text{Actual Course Section Enrollment} \]
\[ \text{Maximum number of seats available in the course section for student registration} = \text{Maximum Section Enrollment} \]
4. Calculating Section Fill Rates

Section Fill Rate Is Calculated by Dividing a Course Section’s Class Size by the Set Class Capacity

Example Calculation

\[
\begin{align*}
\text{Fill rate} &= \frac{\text{Actual student enrollment}}{\text{Maximum capacity in the section}} \\
&= \frac{157}{180} = 87.2\% \\
\end{align*}
\]

Additional Descriptive Statistics Are Used to Display Metrics by Course Category

- The median represents the 50th percentile - the point in the middle of the set where half the course class size, section capacity, or fill rate in the set fall above and half fall below.
- The median better represents the central tendency of the data; averages are impacted by particularly high or low values.
- The 25th and the 75th percentile indicate the first quartile and the third quartile of the distribution respectively.

5. Calculating Completion Rates

Attempted and Earned Student Credit Hours (SCH) Are Aggregated Across Students in Each Course

\[
\begin{align*}
\text{Attempted Credits} &= A + B + C + W + F \\
\text{Earned Credits} &= A + B + C + W + F \\
\end{align*}
\]

Course Completion Rate Is Calculated by Dividing the Number of Earned Credit Hours by the Number of Attempted Credit Hours in a Course.

Example Calculation

\[
\begin{align*}
\text{Completion Rate} &= \frac{\text{Total SCH earned in the course}}{\text{Total SCH attempted in the course}} \\
&= \frac{126}{150} = 84.0\% \\
\end{align*}
\]

6. Examining Curricular Interdependency

Student Credit Hours Are Allocated to Corresponding Majors and Teaching Colleges

Example Distribution

- Undergraduate Major: Business
  - SCH taught by College of Business to Business Majors
  - SCH taught by College of Arts and Sciences to Business Majors
  - SCH taught by College of Education to Business Majors

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Methodology (cont.)

7. Aggregating Distinct Course Offerings

Distinct Course Offerings Are Aggregated Based on Unique Occurrences of a Course Code

Example Calculation

\[
\text{BIO 101} + \text{BIO 210} + \text{BIO 405} + \text{BIO 312} = \text{Count of Distinct Course Offerings}
\]

8. Assigning and Categorizing Faculty

Faculty Are Assigned to Colleges and Departments by Share of Classes Taught

- Faculty are assigned to a college and department based on where they teach the majority of their courses
- This reflects the reality of where instructional time is spent and accounts for faculty who teach a large share of courses outside of their home department

Faculty Are Categorized by Instructor Type

Tenure status is used to divide teaching faculty into instructor categories.

Faculty Headcount Is Aggregated by Instructor Type, Assigned College, and Assigned Department

Example Calculation

\[
\text{10 Tenured Instructors} + \text{8 Tenure Track Instructors} + \text{2 Non-Tenured Instructors} = \text{20 Instructors in the College of Fine Arts}
\]

9. Evaluating Courseload and Student Impact of Faculty

Faculty Workload Is Assigned for Each Course to Calculate Courseload by Instructor Type, Assigned College, and Assigned Department

Instructors’ percent responsibility for each course section taught is used to assign courseload.

Count of Distinct Course Sections Taught Is Calculated for All Teaching Faculty and Aggregated by Instructor Type, Assigned College, and Assigned Department

Example Calculation

\[
\text{BIO 101 Section} + \text{BIO 101 Section} + \text{BIO 210 Section} = \text{Instructor Courseload of 3}
\]

Count of Attempted Student Credit Hours (SCH) Taught Is Calculated for All Teaching Faculty and Aggregated by Instructor Type, Assigned College, and Assigned Department

Each Student’s Individual Attempted Student Credit Hours

Total Attempted Student Credit Hours
Methodology (cont.)

10. Quantifying Direct Costs

Instructional Costs Are Allocated to Departments and Colleges by Budgeted Department

- Instructional staff data are attributed to the department that pays their salary, even if the instructional staff member teaches in another department
- Costs reflect department budgets, which is consistent with academic leadership’s view of department-level and college-level budgeted cross structure

Direct Costs Are Categorized Based on Account Code Groupings

Direct costs are calculated as a composite of four cost categories: Instructional Staff Salaries, Non-Instructional Staff Salaries, Employee Benefits, and General Operating Costs. This ensures that central overhead costs are not considered when determining the cost per student credit hour.

Direct Costs Are Aggregated by Colleges and Departments Across Account Categories

Cost per student credit hour is calculated by dividing total direct cost by total attempted credit hours produced within a department or college.

Example Calculation

\[
\begin{align*}
\text{Instructional Staff Salaries} & \quad \$14M \\
\text{Non-Instructional Staff Salaries} & \quad \$1.2M \\
\text{Benefits} & \quad \$3.9M \\
\text{General Operating Expenses} & \quad \$1.7M
\end{align*}
\]

\[
\frac{\$14M + \$1.2M + \$3.9M + \$1.7M}{103,601} = \frac{\$200.77}{\text{Total College Cost per SCH}}
\]
**Key Terms**

Many of the terms and metrics within the APS Platform will be familiar to you, but may have different definitions across the membership. Below is the APS glossary of terms. You also have the ability within the APS Platform to hover over metrics to view the definition and formula.

**Attempted Credits**

The number of credits a student could earn by completing a section. Only registered, gradable, and non transfer coursework records are included.

**Bottleneck Courses**

Courses with course-level fill rates of 90% or higher.

**CAGR**

The mean annual growth rate across a time period, based on the first and final year values. Analyses in APS use a 3 year CAGR calculation.

**Class Capacity**

The maximum number of students allowed to enroll in a section.

**Class Size**

Class size is the number of students enrolled in a section at the last posted enrollment date.

**Cohort Profile - Undergraduate to Graduate Ratio**

This metric calculates the average ratio of enrolled undergraduate to graduate students, aggregated by institution within the cohort.

**Cohort Profile - Large Size Institutions**

This metric counts the number of cohort institutions with 25,000 or more enrolled students.

**Cohort Profile – Medium Size Institutions**

This metric counts the number of cohort institutions with between 10,000 and 25,000 enrolled students.

**Cohort Profile – Small Size Institutions**

This metric counts the number of cohort institutions with 10,000 or less enrolled students.

**Collapsible Sections**

The total number of sections that can be consolidated based on a target fill rate (75, 80, or 85%). This is calculated by taking the difference between actual enrollment and target enrollment for the course and dividing that by the average section capacity for the course.
**Key Terms (cont.)**

**College of Student Major**

The college associated with the major in which a student is enrolled. This field is used to create the inter-curricular dependency matrix.

**Count of Cohort Institutions**

This metric counts the number of institutions in the cohort.

**Count of Cohort Institutions [% of Total]**

This metric counts the number of institutions as a percentage of the total number of institutions in the cohort.

**Course Completion Rate**

The percentage of students that earned credit per course. Only registered, gradable, and non transfer coursework records are included.

**Course Enrollment**

The number of students enrolled in coursework during the selected time period.

**Course Fill Rate**

The proportion of total course enrollment against total set course capacity at the time of the last posted enrollment date.

**Degree Conferred**

The number of students who have graduated from a given major in a given time period.

**Direct Costs**

The sum of amounts transacted per fiscal period for the given time period selected. Direct costs are calculated as a composite of four cost categories: Instructional Salaries, Non-Instructional Salaries, Employee Benefits, and General Operating Costs. Only includes transactions mapped to a college or department and an account category in configuration.

**Direct Cost per Student Credit Hour**

The cost for an academic division to produce a single attempted credit hour, calculated by using the total direct costs divided by the total attempted credit hours produced.

**Distinct Course Offerings**

The count of unique course codes offered based on the selected time period.

**Distinct Sections Offered**

The count of unique sections offered based on the selected time period.
Key Terms (cont.)

**Earned Credits**

The sum of total earned credit hours in a course section that a student completes.

**Enrollment Capacity**

The maximum number of students allowed to enroll in a given course.

**Faculty Course Load**

The total number of sections taught per instructor within a given time period (typically a term or academic year), where each section taught is weighted by the percent responsibility associated with each instructor teaching that section.

**Last Posted Enrollment**

The last posted enrollment date is typically the number of students enrolled at the end-of-term enrollment, but this metric varies by institution. In some cases it may be adjusted end-of-term enrollment, or enrollment at the Census date. To confirm your institution’s last posted enrollment date, please contact your dedicated consultant.

**Major Enrollment**

The count of students enrolled in a program per term. Only students with registered coursework are included.

**Necessary Sections**

The number of sections necessary to accommodate all registered students for a target average fill rate (75, 80, or 85%). This is calculated by taking the difference between total sections offered and total collapsible sections, assuming a target fill rate and aggregated by course code.

**Number of Faculty**

A count of unique staff ids associated with registered coursework.

**Own Majors**

Students who are taught by the college or department associated with a student’s declared major in a term or academic year.

**Percent Responsibility**

The share of section responsibility allocated to an instructor. If an instructor is solely responsible for teaching a course section, that instructor’s percent responsibility is 100%. In cases where there are multiple instructors, APS uses percent responsibility to designate how much responsibility is given to each instructor. If the percent responsibility field within SIS is not populated, then APS evenly distributes responsibility to each instructor.

**Registered Students**

The count of unique students who were enrolled in registered coursework.
Key Terms (cont.)

**Section Fill Rate**

The proportion of total enrollment against set class capacity per course section at the time of the last posted enrollment date.

**Service Majors**

Students who are taught by a college or department that is not associated with their declared major in a term or academic year.

**Unearned Credits**

The difference between attempted and earned credit hours.

**Weighted Average**

The Benchmarks Dashboard uses a weighted average calculation to account for different size institutions across the cohort. The metrics using weighted average include: Median Class Size Compared to Cohort, Student Enrollment in Registered Coursework Compared to Cohort, and Course Completion Rate Compared to Cohort. The value of each institution is weighted by its total attempted credit hours; giving greater weight to larger institutions in the cohort.
Accessing the APS Platform

Getting Started in the APS Platform

1. Open the login page
   https://reports.eabanalytics.com

2. Enter your institutional e-mail address and password.

3. Click to sign in.
   If this is your first time accessing your account or if you have forgotten your password, please use the "Forgot password" link to create a new password.

Platform Troubleshooting

Please contact your dedicated consultant for assistance with user platform access, questions about dashboard functionality, or any other feedback.
Academic Performance Solutions Dashboard
Reports in the APS Dashboard

There are seven tabs in the APS Platform. The tables below and on the consecutive pages show the reports available in each tab.

College Scorecard Tab

Overview of college trends for provost-level users

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<tr>
<th>Section</th>
<th>Reports Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>Enrollments: Student Enrollment Trends in Coursework, 3 Year Growth in Attempted Credit Hours (SCH) By College</td>
</tr>
<tr>
<td>Interdependencies and Completion Rates</td>
<td>Intercurricular Dependencies: Attempted SCH By College – Taught to Own Majors vs Service Majors, Intercurricular Dependency Matrix By College</td>
</tr>
<tr>
<td></td>
<td>Course Completion: Distribution of Course Completion Rate By College, Median Course Completion Rates – Own Majors vs Service Majors</td>
</tr>
<tr>
<td>Courses</td>
<td>Class Size: Distribution of Class Size By College</td>
</tr>
<tr>
<td></td>
<td>Seat Utilization: Distribution of Section Fill Rates By College</td>
</tr>
<tr>
<td></td>
<td>Distinct Course Offerings: 3 Year Average Percent Change in Course Offerings By College, Distribution of Course Offerings and 3 Year Average Percent Change By Course Type</td>
</tr>
<tr>
<td>Faculty</td>
<td>Faculty Mix: Faculty Mix By Instructor Type, Faculty Mix By Instructor Type and Assigned College</td>
</tr>
<tr>
<td></td>
<td>Faculty Workload: Median Courseload Trends By Instructor Type, Median Courseload By Instructor Type and Assigned College</td>
</tr>
<tr>
<td>Costs</td>
<td>Total and Per Credit Hour Costs: Trends in Total Direct Costs By Account Category, Total Direct Costs By Account Category, Trends in Cost Per Credit Hour, Cost Per Credit Hour By Account Category</td>
</tr>
</tbody>
</table>
### Department Scorecard Tab

Department-level trends within your particular college for dean-level users

<table>
<thead>
<tr>
<th>Section</th>
<th>Reports Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>Enrollments: Student Enrollment Trends in Coursework, 3 Year Growth in Attempted Credit Hours (SCH) By Department</td>
</tr>
<tr>
<td></td>
<td>Capacity Planning: Department Level Comparison of Demand vs Capacity, Departmental Intercurricular Dependencies</td>
</tr>
<tr>
<td></td>
<td>Course Completion: Distribution of Course Completion Rates By Department, Median Course Completion Rates – Own Majors vs Service Majors</td>
</tr>
<tr>
<td></td>
<td>Class Size: Distribution of Class Sizes By Department</td>
</tr>
<tr>
<td></td>
<td>Seat Utilization: Distribution of Section Fill Rates By Department</td>
</tr>
<tr>
<td></td>
<td>Distinct Course Offerings: 3 Year Growth in Course Offerings By Department, Distribution of and 3 Year Growth in Course Offerings By Course Type</td>
</tr>
<tr>
<td>Faculty</td>
<td>Faculty Mix: Faculty Mix Trends By Instructor Type, Faculty Mix By Instructor Type By Assigned Department</td>
</tr>
<tr>
<td></td>
<td>Faculty Workloads: Median Courseload Trends By Instructor Type, Median Courseload By Instructor Type By Assigned Department</td>
</tr>
<tr>
<td>Costs</td>
<td>Total and Per Credit Hour Costs: Trends in Total Direct Costs By Account Category, Total Direct Costs By Account Category By Department, Trends in Cost Per Credit Hour, Cost Per Credit Hour By Department</td>
</tr>
</tbody>
</table>

### Students Tab

Student-centric analyses within a college or department

<table>
<thead>
<tr>
<th>Section</th>
<th>Reports Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollments</td>
<td>Attempted Credit Hour Trends by Course Division and Term, Student Enrollment Trends in Coursework By Student Classification</td>
</tr>
<tr>
<td>Completion Rates</td>
<td>Completion Rate vs Attempted Credit Hour Production By Course, Courses with the Highest Unearned Credit Hours, Bottom 30 Courses by Completion Rate</td>
</tr>
<tr>
<td>Course Bottlenecks</td>
<td>Number of Bottleneck Courses By Course Division (Fill Rate &gt;=90%), Impact of Course Bottlenecks on Course Completion (Fill Rate &gt;=90%)</td>
</tr>
</tbody>
</table>
## Reports (cont.)

### Courses Tab

Course and section analyses at the institution, college, or department level

<table>
<thead>
<tr>
<th>Section</th>
<th>Reports Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Capacity Utilization</td>
<td>Median Class Size vs Set Class Capacity Trends, Median Class Size vs Set Class Capacity By Course Type, Distribution of Section Fill Rates By Term</td>
</tr>
<tr>
<td>Section Consolidation Opportunity – Multiple Section Courses</td>
<td>Section Consolidation Total Opportunity (80% Target Fill Rate), Top Courses With Section Consolidation Opportunity (80% Target Fill Rate)</td>
</tr>
<tr>
<td>Opportunities for Expansion or Consolidation – Single Section Courses</td>
<td>Single Section Course Fill Rates, Low Fill Rate Courses, High Fill Rate Courses</td>
</tr>
<tr>
<td>Distinct Course Offerings</td>
<td>Longitudinal Trends in Distinct Course Offerings by Course Type, Distinct Course Offerings and Annual Percent Change By Course Type</td>
</tr>
<tr>
<td>Aligning Course Offerings with Enrollments</td>
<td>Change in Distinct Courses Offerings vs Attempted Credit Hours By Course Prefix, Top 20 Course Prefix Codes By Number of Distinct Course Offerings</td>
</tr>
</tbody>
</table>

### Programs Tab

Program-level analyses by student level

<table>
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<tr>
<th>Section</th>
<th>Reports Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Trends</td>
<td>Student Enrollment Trends by Student Level, Term; Student Enrollment Trends By Program</td>
</tr>
</tbody>
</table>
Reports (cont.)

Faculty Tab

Instructional activity by rank at the institution, college, or department level

<table>
<thead>
<tr>
<th>Section</th>
<th>Reports Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Mix</td>
<td>Teaching Faculty Mix By Instructor Type, Trends in Faculty Mix By Instructor Type, Faculty Mix By Course Division - Number of Sections Taught, Faculty Mix By Course Division - Attempted Credit Hours Produced</td>
</tr>
<tr>
<td>Faculty Workloads</td>
<td>Distribution of Courseload By Instructor Type, Median Courseload Trends By Instructor Type, Distribution of Median Courseload By Instructor Type and Course Division</td>
</tr>
<tr>
<td>Course Completion And Class Sizes</td>
<td>Distribution of Course Completion Rates by Instructor Type, Median Course Completion Trends By Instructor Type, Distribution of Class Sizes by Instructor Type, Median Class Size Trends By Instructor Type</td>
</tr>
</tbody>
</table>

Costs Tab

Direct costs associated with each college or department by account category

<table>
<thead>
<tr>
<th>Section</th>
<th>Reports Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Direct Costs</td>
<td>Trends in Direct Costs By Account Category, Current Distribution of Costs By Account Category</td>
</tr>
<tr>
<td>Per Credit Hour Cost</td>
<td>Trends in Cost Per Credit Hour By Account Category, Costs Per Credit Hour By Account Category</td>
</tr>
<tr>
<td>Cost Line Item Details</td>
<td>Line Items By College or Department</td>
</tr>
</tbody>
</table>

Release Notes & Resources Tab

Brief summary of updates that have been made to the APS platform

<table>
<thead>
<tr>
<th>Section</th>
<th>Reports Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release Notes</td>
<td>Contains notes on latest updates, including a way to access the APS Benchmarks Dashboard</td>
</tr>
<tr>
<td>Archived Release Notes</td>
<td>Contains past release notes</td>
</tr>
</tbody>
</table>
**Smart Filters Available in the APS Platform**

Smart filters in the APS Platform streamline your workflow by taking advantage of existing hierarchies in the data. These filters exist in the Programs, Faculty, and Costs Tabs. For example, after you select an Assigned College Name on the Faculty Tab filter, the only options in the Assigned Department Name dropdown menu will be departments that map to the selected college. This helps you quickly narrow your analysis, rather than having to scroll through the entire list of departments. The guide below outlines how to use the filters and where they can be found in the APS Platform.

**Using Smart Filters**

Set your filters in the order of the hierarchy. For example, on the Faculty Tab: First set the term, then college, then department.

![Smart Filters in APS Platform](image)

**Smart Filter Hierarchies in APS**

<table>
<thead>
<tr>
<th>Programs Tab</th>
<th>Faculty Tab</th>
<th>Costs Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>Term</td>
<td>College Name</td>
</tr>
<tr>
<td>College Name</td>
<td>Assigned College Name</td>
<td>Department Name</td>
</tr>
<tr>
<td>Department Name</td>
<td>Assigned Department Name</td>
<td>Financial Department</td>
</tr>
</tbody>
</table>

Note: The smart filters depend on the mappings defined within your institution’s data. For example, if you do not have a structure to relate majors to departments, then the department filter on the Programs Tab will not show any options after you have filtered by college.
Setting Your Dynamic Filters (General)

Academic Year
Selection of base academic year, corresponding to the trailing year of your institution’s term calendar. For example, to view your institution’s Fall 2014 data, select 2015 in the Academic Year filter, and then select Fall in the term filter. The platform includes up to five years of data.

Campus Name
Selection of campuses to include in view of analyses. Campuses are based on institutional source data.

Department Name
Selection of department(s) to include in view of analyses. Department names are based on institutional source data.

Course Division
Selection of course division(s) to include in view of analyses. Course divisions are categorized based on institutional source data.

Student Level
Selection of student level(s) to include in view of analyses. Student levels are categorized based on institutional source data.

Term
Selection of term(s) within the academic year to include in view of analyses. Term names and distinctions are based on institutional source data.

College Name
Selection of college(s) to include in view of analyses. College/school names are based on institutional source data.

Course Prefix
Allows for further drilldown into data by course prefix. Course prefixes are based on institutional source data.

Course Type
Selection of course type(s) to include in view of analyses. Course types are based on institutional source data. (For example, it is EAB best practice to exclude independent study courses from capacity analyses.)

Student Classification
Selection of student classification(s) to include in view of analyses. Student classifications are based on institutional source data.

Please note: Filters hold across tabs unless changed.
### Setting Your Dynamic Filters (Tab Specific)

#### Programs Tab
- **Degree Name**
  
  Selection of degree name(s) to include in view of analyses. Degree names are based on institutional source data.

- **Major Name**
  
  Selection of major name(s) to include in view of analyses. Major names are based on institutional source data.

#### Costs Tab
- **Organizational Code Detail**
  
  The divisional breakdown or cost center that receives or disburses a payment.

- **Fund Code Detail**
  
  Indicates the source of funding for a financial transaction.

- **Fiscal Period**
  
  Selection of fiscal period(s) to include in view of analyses.

- **Account Code Detail**
  
  Selection of account code(s) to include in view of analyses. Account codes are tied to each transaction to designate if it relates to an individual asset, liability, fund balance, revenue, and/or expenditure type. During configuration members map account codes to the categories available in this filter.

- **Program Code Detail**
  
  Designates the functional grouping of activities (instruction, research, etc.) and defines the function or purpose of a financial transaction.
Faculty Tab

- **Assigned College and Assigned Department**
  APS assigns instructors to the colleges and departments where he or she taught the largest share of courses. This may not correspond to the instructor’s home college or department.

- **Instructor Rank**
  Selection of faculty/instructors by instructor rank(s) to include in view of analyses. Ranks are based on institutional source data.

- **Employee Class**
  Selection of faculty/instructors by employee class to include in view of analyses. Employee class groupings are based on institutional source data.
Drilldown into the Analytics

The drilldown capabilities of the APS Platform allow for further detail and transparency into your institutional data at the click of a button.

For example, when viewing student enrollment trends under the College Scorecard tab, the initial analyses provides a high-level longitudinal view of institutional enrollment over time. However, the same data can be dissected in the following ways:

- **College Level**
  Provides a view of student coursework enrollment trends by college/school. This cut of the data is helpful for provosts in academic planning.

- **Department Level**
  Provides a view of student coursework enrollment trends by department. This cut of the data is helpful for deans in academic planning.

- **Course Division Level**
  Provides a view of student coursework enrollment trends by course division (lower division, upper division, etc.). This cut of the data is helpful for deans and department chairs in academic planning.

- **Course Level**
  Provides a view of student coursework enrollment trends by course level. This cut of the data is helpful for deans and department chairs in academic planning.
Additional Features

Downloads/Exporting

Within each analysis, a drop-down arrow will allow users to download the contents of the graphic in PDF, Excel, and CSV format. Images are also savable for inclusion in data presentations on campus.

Saved Views

This feature allows users to save specific filtered settings in a unique dashboard view for their convenience and ease in regular use of the tool. For example, as the College of Business Dean, one can select the departments within that college as their dashboard home view.

Printable Dashboard View

This feature allows users to print the current view of the dashboard with all active filters included. For consistency of information, all prints will include a dashboard filter audit trail at the bottom of the page.

Track Active Dashboard Filters

At the bottom of each dashboard, a summary of active filters appears — allowing for ease of future data replication.

Dashboard Metric Definitions

By hovering above each analytic, the drop-down arrow will allow users to view definitions for each component of the metric, including formulas.
Accessing the APS Benchmarks Dashboard

You can access the APS Benchmarks Dashboard from the Academic Performance Solutions Dashboard.

1. At the top left, click on drop-down menu next to Academic Performance Solutions. Click on the APS Benchmarks dashboard.

2. To navigate back to the Academic Performance Solutions Dashboard, click on the ‘Back to APS Dashboard’ button located at the top right of each page.

Platform Troubleshooting

Please contact your dedicated consultant for assistance with user platform access, questions about dashboard functionality, or any other feedback.
Benchmarking Configurations

All filters and terms (e.g. department, course type, etc.) in the APS Benchmarks Dashboard are based on standardized APS values and may not match values in your Academic Performance Solutions Dashboard, which is specific to your institution.

Use the steps below to view which APS standard values correspond to your institution’s departments, course types, etc. View the full list of standard definitions in the Appendix.

1. Click on the Configuration Summary Tab.

2. Using the My Institution Colleges and Institution Department Name filters, filter the configuration mappings.

3. Use the table to view the mappings from your institutional data to the APS standard name.

Example Department Configurations:

ABC University’s Marketing Department was mapped to the APS standard department: Business (General).

Business (General) is a filter option in the Benchmarks Dashboard, whereas Marketing is not an option.

In the table, click on the APS Standard Department Name to view a department rollup. The rollup shows which of your institution’s departments were mapped to the APS Standard Department.

1. Only APS standard names that were mapped to your institutional data will appear. See the Appendix for a comprehensive list of APS standard names.
Reports in the Benchmarks Dashboard

There are six tabs in the APS Benchmarks Dashboard. The table below shows the reports available in each tab.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Reports Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cohort Profile</td>
<td>Cohort Profile by Enrollment Size, Cohort Profile by Geographical Region, Cohort Profile by Carnegie Class (including # of institutions, average credit hours, and average ratio of undergrad to grad students)</td>
</tr>
<tr>
<td>Institution KPIs</td>
<td>Enrollments: Student Enrollment in Registered Coursework in the Cohort (at 25th, median, and 75th percentiles), 3 Year Average Change in Student Enrollment in Registered Coursework Compared to Cohort, Attempted Credit Hours Taught Per Student in the Cohort (at 25th, median, and 75th percentiles), 3 Year Average Change in Attempted Credit Hours Taught Per Student Compared to Cohort, Course Completion: Overall Course Completion Rate in the Cohort (at 25th, median, and 75th percentiles), Trends in Course Completion Rate Compared to Cohort, Course Planning: Class Size in the Cohort (at 25th, median, and 75th percentiles), Trends in Median Class Size Compared to Cohort, Class Capacity in the Cohort (at 25th, median, and 75th percentiles), Trends in Median Class Fill Rate Compared to Cohort</td>
</tr>
<tr>
<td>Department - Enrollments</td>
<td>Attempted Credit Hours Taught Per Student Compared to Cohort, Student Enrollment in Registered Coursework Compared to Cohort, Trends in 3 Year Average Growth of Attempted Credit Hours Per Student (including institution 3 year average change, # of cohort members, cohort 25th percentile, cohort median, cohort 75th percentile), Trends in 3 Year Average Growth of Student Enrollment (including institution 3 year average change, # of cohort members, cohort 25th percentile, cohort median, cohort 75th percentile)</td>
</tr>
<tr>
<td>Department - Course Completion</td>
<td>Earned Credit Hours Per Student Compared to Cohort, Course Completion Rate Compared to Cohort, Trends in Course Completion Rate (including institution course completion rate, # of cohort members, cohort 25th percentile median course completion, cohort median course completion, cohort 75th percentile median course completion)</td>
</tr>
<tr>
<td>Department - Course Planning</td>
<td>Median Class Size Compared to Cohort, Median Class Fill Rate Compared to Cohort, Trends in Median Class Size (including institution median class size, # of cohort members, cohort 25th percentile class size, cohort median class size, cohort 75th percentile class size), Trends in Median Class Fill Rate (including institution median class fill rate, # of cohort members, cohort 25th percentile class rate, cohort median class fill rate, cohort 75th percentile class fill rate)</td>
</tr>
<tr>
<td>Configuration Summary</td>
<td>Standard Department Mappings, Standard Course Type Mappings, Standard Course Division Mappings, Standard Course Level Mappings, Standard Student Level Mappings, Standard Student Classification Mappings.</td>
</tr>
</tbody>
</table>
Setting Your Dynamic Filters

You have the ability to set filters to customize your analyses and reports throughout the dashboard. You can also save these filters in customized dashboard views for convenience and easy use.

Filters Available by Tab

✈ Institution KPIs
1. Academic Year
2. Term

✈ Department Tabs
1. My Institution Colleges
2. Academic Year
3. Term
4. Department Name
5. Course Type
6. Course Division
7. Course Level

✈ Additional filters in Department - Enrollments and Department - Course Completion Tabs
1. Student Level
2. Student Classification

Please note: Filters will hold across tabs unless changed. Additionally, selecting a different year with the Academic Year filter may change the size of the cohort, since not all members have data for all available years.

Saved Views

After setting filters, save the settings as a custom view for future use. For example, the chair of the Biology department can select just the biology department as their home view.
Navigating the Dashboard

View Institution and Benchmark Metrics by Department

Within the department tabs, view metrics for enrollments, course completion, and course planning to see how your institution compares to the cohort.

Hover over the orange line to see the cohort weighted average of attempted credit hours taught per student. The cohort benchmark for the Business (General) Department is 9.

Hover over the blue line to see your institution's attempted credit hours taught per student. In this example, ABC University's attempted credit hours for the Business (General) Department is 18.

Download Charts and Raw Data

Export the data or image of each analysis in the platform to save or share it. You can download as a PDF, Excel, PNG, or CSV file.

Hover over the top center of the bar chart until the drop-down menu appears above the chart.

Click on the drop-down menu to download and save the data.
Navigating the Dashboard (cont.)

View Metric Definitions and Filters Throughout the Dashboard

Within all tabs, you can view metric definitions and filters by hovering over the chart until the drop-down menu arrow appears.

- Hover over the top center of the bar chart until the drop-down menu appears above the chart
- Click on the drop-down menu next to Metrics & Filters
Viewing Department-Level Data

We use a proprietary algorithm that matches the member department name to 43 APS-defined standard departments. Member departments that are not close matches are assigned to a ‘Not Benchmarked’ category. Within each department-level analysis, you can see how your departments were mapped.

How to View Mapping

1. Click on the department name located on the x-axis of the chart to open a pop-up window.

2. Hover over either the blue shaded or the orange shaded area to see the department rollup. The department rollup shows which of your departments were mapped to the standard department.

   Please note that department rollup values will not change when a college or department filter is applied. However, the data will update.

3. To view a comprehensive list of department mappings, go to the Configuration Summary Tab.
Appendix A: APS Benchmark Values

Standard Departments

For apples-to-apples benchmarking, we identified 43 standard departments. We use a proprietary algorithm that matches the member department name to 43 APS-defined standard departments.

1. Agricultural Sciences
2. Applied Arts and Crafts
3. Architecture and Planning Studies
4. Area, Ethnic and Cultural Studies
5. Biology
6. Business (General)
7. Business (Management and Administration)
8. Chemical Engineering
9. Chemistry
10. Civil Engineering
11. Communication and Journalism
12. Computer and Information Sciences
13. Criminal Justice and Homeland Security
14. Economics
15. Education, General and Administrative
16. Education, Teaching
17. Electrical and Computer Engineering
18. Engineering, General
19. English Language and Literature
20. Finance, Accounting, Taxation
21. Foreign Languages, Literatures, and Linguistics
22. Geological, Natural, and Earth Sciences
23. Health Services and Pharmaceutical Sciences
24. History
25. Kinesiology, Nutrition and Physical Education
26. Law, Legal Professions and Studies
27. Liberal Arts and Related Studies
28. Mathematics and Statistics
29. Mechanical Engineering
30. Medicine and Medical Sciences
31. Military Sciences and ROTC
32. Music
33. Natural Resources, Conservation and Sustainability
34. Nursing
35. Philosophy
36. Physics and Physical Sciences
37. Political Science and International Relations
38. Psychology
39. Social Science, General
40. Social Work and Public Administration
41. Sociology
42. Theological and Religious Studies
43. Visual and Performing Arts

Standard Course Divisions

1. Developmental
2. Graduate
3. Lower Division
4. Upper Division
5. Doctoral

Standard Course Levels

1. 000-Level
2. 100-Level
3. 200-Level
4. 300-Level
5. 400-Level
6. 500-Level
7. 600-Level
8. 700-Level
9. 800-Level
10. 900-Level
Appendix A (cont.)

Standard Course Types

To create standardized course types we used each member’s configurations in the Academic Performance Solutions Dashboard, as well as a comprehensive review of course type descriptions, campus codes, and maximum enrollment. Please note that even within the standardization process, there may be differences between institutions’ definitions or ability to separate course types. For example, not all institutions are able to specify online courses.

1. **Discussion/Seminar**
   Students prepare and present their original written work for discussion and critique.

2. **Individual Instruction**
   A student creates or works within an area of study for themselves under the direct or indirect faculty supervision. Research is nested within this category.

3. **Laboratory**
   Students engage in practical aspects of a course topic. This includes lecture/laboratory classes (as related to specialized space need) and studio classes (practical interaction with course, specialized space need).

4. **Lecture**
   The instructor gives lectures with minimal student-teacher interaction.

5. **Online**
   A course is taught online, either 100% online or as a hybrid format.

6. **Practicum**
   Career- or work-based learning takes place, usually outside of the classroom setting.

7. **Studio**
   Students learn and engage in either music or dance

Standard Student Levels

1. Graduate
2. Undergraduate

Standard Student Classifications

1. Freshman
2. Sophomore
3. Junior
4. Senior
5. Graduate

Standard Terms

1. Fall (includes Winter)
2. Spring
3. Summer
Appendix B: Frequently Asked Questions

1. How often is our data refreshed in the platform?
   APS establishes automated data feeds from your organization in order to minimize the amount of work required from your team over the long-run. Currently, we are working to establish monthly data feeds. However, in order to ensure the consistency of analysis, APS will update data in your platform once every term, one month after the completion of that term (in order to ensure that all of the last term’s data has been submitted into your systems). We don’t update the data more frequently because members are often conducting analyses over the course of several months within a term and we don’t want to run the risk of the data changing due to a monthly data update. (For example, organizations sometimes make minor retrospective edits to data such as changing student grades that could affect the metric output.)

2. Can we change the titles of the different analyses or filters to match our verbiage on campus?
   The format of the APS platform is standardized to EAB definitions to ensure we are delivering a uniform vision to all of our members. We are, however, including your institution’s unique language within each analysis and filter.

3. Do you have user provisioning? Can I decide who gets to see what?
   Currently, all users can see all data. However, user provisioning is on the product roadmap for APS and we anticipate members having access to this functionality by 2018. We initially recommend providing access to APS to a limited number of users and slowly expanding access across campus.

4. What if I want to see my data in a different format? Can I request new analyses be included in our platform?
   We are always looking for feedback from our members on the types of analyses that are of interest. If you would like to share your thoughts, your dedicated consultant can connect you with our product management team.

5. How can I know what is included in the data and how it is being calculated?
   All configuration decisions including data inclusions and exclusions are available for your reference in the Configuration dashboard of your platform. Simply select the drop-down arrow to switch between your Academic Performance Solutions dashboard and Configuration dashboard. Additional data definitions are embedded within the platform metrics and can be utilized by selecting the drop-down arrow below each metric title.

6. Why are the values different when comparing the data in the Benchmarking Data Reports on Class Size and Course Completion and the APS Benchmarks Dashboard?
   The Benchmarking Data Reports were published prior to the availability of the APS Benchmarks Dashboard. The data for the reports includes 43 members and includes only 2015 and prior data, while the dashboard includes 18 members who have validated data through 2016. Additionally, the reports include four cohort classifications while the dashboard includes a single cohort. Due to the different timeframes and cohort sizes, the benchmarked values are not comparable between the reports and the dashboard.

7. When will costs and faculty metrics be added to the APS Benchmarks Dashboard?
   Faculty and costs metrics will be added in the first half of 2018.
Can I reconfigure my institution’s mappings in the APS Benchmarks Dashboard?

Yes, you can reconfigure your institution’s mappings. Please work with your dedicated consultant and business analyst.

What is included in the “Not Benchmarked” category in the APS Benchmarks Dashboard?

All departments and other standardized attributes in your institutional data that did not map to an APS standard department will appear in the “Not Benchmarked” category. If you’d like for one of your departments to be mapped to a standard department, please work with your dedicated consultant and business analyst.