
University of Houston - Fact Book 1999-2000

TERMS AND DEFINITIONS

Academic Year (AY)

Defined as the fall, spring, and summer sequence of semesters and identified by the second calendar year in the sequence. For example, the sequence fall 1999, and spring and summer 2000 is AY 2000 (or AY 00). Note: An *academic year* is equivalent to a *fiscal year* in Texas.

American College Test (ACT)

National standardized tests provided to 'college-bound' high school students by the American College Testing Program to provide a measure of the student's academic preparation. The current ACT addresses four areas with each scored separately: English, Mathematics, Reading, and Science Reasoning. An ACT composite score is derived from the separate scores. UH uses ACT scores as an admissions criterion for First-Time-in-College freshmen who do not submit SAT scores.

Base Year (BY)

The summer, fall, and spring sequence of semesters beginning in the summer of an even numbered calendar year. For example, the sequence summer and fall 1998 and spring 1999 is BY 1998 (or BY 98). **Continuing Students** Students who have previously attended the university. This includes students who continue from one semester to the next and students who have stopped attending and are returning.

Coordinating Board Reports (CBM Reports)

It is the policy of the department of Institutional Research in the Office of Planning and Policy Analysis to use these numbers to prepare data requests so that numbers can be tracked back to the THECB submissions.

All Texas public higher educational institutions must submit periodic reports to the Texas Higher Education Coordinating Board (THECB) to fulfill provisions of the Higher Education Coordinating Act of 1965 as amended (codified as Subtitle B, Chapter 61, Texas Education Code, 1971). These reports are used to determine each institution's state reimbursement funding. These reports are submitted electronically from University of Houston to the THECB. There are several edits reports that are generated by the THECB that ensure that the numbers match from one report to another. When the reports are without error and match with corresponding reports, the data is then *certified* by each institution. The process of certification occurs approximately two (2) weeks following data submission to the THECB. Only upon certification is the data used by the THECB to generate funding and various state reports that are distributed among all state public higher education institutions.

Below is a listing of the Coordinating Board Reports (CBM) with a brief description and semester due dates:

Report: **CBM001** Student Report

Description: Collects headcount, student demographics, classification, residence, major, semester credit hours (SCH), undergraduate & doctoral cap informaton.

Matches: SCH must match CBM004.

Submitted By/Due Dates: OPPA: November 1, March 15, August 15

Report: **CBM002** Student TASP Report

Description: Includes all undergraduate students (including transfers), who are registered for one or more CB approved courses during the reporting period.

Matches: TASP scores must match those reported to the state by last institution attended.

Submitted By/Due Dates: OPPA: February 1, June 15, October 1. Annual Report: October 1

Report: **CBM003** Course Inventory

Description: Lists all the courses that are approved by the Coordinating Board for University of Houston.

Matches: CBM004 courses are a subset of the course inventory.

Submitted By/Due Dates: OPPA: May 31

Report: **CBM004** University Class Report

Description: Semester credit hours taught as of the 12th class day for fall and spring and as of the 4th class day for summer. These courses also reflect those paid by students as of the 20th class day for fall and spring and the 15th class day during summer sessions.

Matches: CBM001 SCH and CBM008 faculty reported.

Submitted By/Due Dates: OPPA: November 1, March 15, August 15

Report: **CBM005** Building & Room Report

Description: Collects data reflecting the building and room assignments that are assigned as of the 12th class day reported on the CBM004 of the fall semester.

Matches: CBM004 room assignments.

Submitted By/Due Dates: Facilities Planning & Construction: November 1

Report: **CBM006** End of Semester Report

Description: Reflects official enrollment as of the final class day for each semester.

Matches: CBM004 courses submitted that reporting semester.

Submitted By/Due Dates: OPPA: February 1, June 15, October 1

Report: **CBM008** Faculty Report

Description: Collects data on the academic duties and services of each person who has a faculty appointment, regardless of their source of funds or their assignment. Reflects conditions as of the official census date of the fall and spring semesters.

Matches: CBM004 faculty of record is a subset of the CBM008.

Submitted By/Due Dates: OPPA: November 1, March 15

Report: **CBM009** Graduation Report

Description: Reflects degrees conferred during the fiscal year immediately preceding the fall semester in which the report is submitted. Only approved degree programs may be submitted.

Matches: CB approved Degree Program Inventory file.

Submitted By/Due Dates: OPPA: October 1

Report: **CBM00B** Admission Report

Description: Collects data to meet requirements of Sections 51.801-51.807 of the Texas Education Code mandated by HB 588 of the 75th Legislature. Reports completed application information for undergraduate, graduate and

professional student application for summer and fall terms. Data includes student demographics and admission actions.

Submitted By/Due Dates: OPFA: November 1

Course Enrollment (or Course-Section Enrollment)

A count of students enrolled in a course-section(s). A student taking more than one course-section will generate more than one course enrollment. Therefore, course enrollment figures should not be confused with student headcounts because the course enrollment figures will likely be higher. Also referred to as course-section or class seat count.

Day/Evening Students

Day students represent the number of students taking only day-time course-sections. Evening students are only taking evening course-sections. Students that take any combination of day and evening course-sections are counted in the 'Both' category. Evening course-sections are defined as sections with a start time at or after 5:00 PM, except for course-sections in the Colleges of Education and Technology and the Department of Geology where evening sections start at or after 4:00 PM. Note: In past fact books, a student taking at least one evening course-section and any number of day-time course-sections was classified as an evening student. This convention has been discontinued.

Common Data Set (CDS)

The concept of compiling a common data set resulted from several large data collectors including U.S. News and World Report, Princeton Review, and Wintergreen/Orchard House to collect a set of information that would be consistent. Definitions were standardized and are reported annually. Our office has included this information in our *Fact Book* as a source of information for our customers.

Degrees Reported or Degrees Awarded

A count of the number of degrees awarded to students during a specified period of time and reported as an official count for the period. For example, the number of degrees awarded during an academic year must be reported to the state by November 1 of the following year. Once reported and certified as correct, the reported figure does not change.

Doctoral Students

Students who have been accepted into a doctoral degree program and either have (1) earned a masters degree which the institution recognizes as the equivalent of one year's work toward the intended degree or (2) completed at least 30 credit hours of graduate level course work which the institution considers as work toward their intended degree.

Ethnicity or Racial/Ethnic Heritage

Ethnicity codes are based on federal and state standards. Categories are White/Other (White-Non Hispanic), African-American (Black-Non Hispanic), Hispanic, Asian American (Asian or Pacific Islander), Native American (American Indian or Alaskan Native), and International. The information is self-reported by the student. Missing data is reported in the '*Unknown*' category. International is defined as a non-resident alien, a person who is not a citizen of the U.S. and who is in this country on a temporary basis and does not have the right to remain indefinitely. A resident alien, a non-citizen who has been lawfully admitted for permanent residence, is reported in the appropriate racial/ethnic category along with U.S. citizens.

Faculty

Per the Coordinating Board, this includes all faculty (ranked, unranked, and student faculty) regardless of their source of funds or their assignment. This includes research faculty, librarians, administrators with faculty titles, and faculty who may be on leave. Faculty also includes adjunct, special, visiting, emeritus and lecturer.

Faculty and Staff Full-Time Equivalency (FTE)

Total percent of appointment for all assignments of an employee. A 100% (full-time) appointment equals 1.00 FTE,

a 49% (part-time) appointment equals .49 FTE, etc. The FTE is the sum of the percents stemming from each assignment (e.g., faculty, administrative, research). The FTE should not exceed 1.00, except in the case of overload appointments.

Faculty Full-Time, Nine Month Salary

Faculty salaries paid with a nine month contract.

Fiscal Year (FY)

In Texas, defined as the period starting September 1 and ending August 31, and identified by the last calendar year in the period. For example, September 1, 1999, to August 31, 2000, is FY 2000 (or FY 00).

First-Time-In-College Freshman (FTIC)

Students who attend the university for the first time after (1) earning a high school degree, (2) passing a high school equivalence examination, or (3) having earned less than 15 credit hours from another institution(s) of higher education. Students enrolled in the fall term who attended college for the first time in the prior summer term are included as are students who entered with advanced standing (college credits earned before graduation from high school).

Freshman Students

Undergraduate students who have earned fewer than 30 credits.

Full-Time Faculty

Faculty are considered full-time with a total FTE equal to or greater than 0.97.

Full-time Students (FT)

Undergraduate, post baccalaureate and special professional students are defined as full-time students if attempting twelve (12) or more credit hours during the semester. Full-time status for masters and doctoral students is defined as attempting nine (9) credit hours or more during the semester. This definition is consistent with the *Common Data Set* and *IPEDS* definitions.

Gender

Female or male, self-reported by the student. Note: Per state guidelines, 'male' is used as the default code for students who do not report their gender.

Grade Point Average (GPA)

UH uses a standard four point scale for GPA. The average GPA figures in this document are for students enrolled in each college, not the average grades of courses taught by each college.

- *Cumulative GPA* represents all graded academic performance for a student or population of students at the university for all semesters.
- *Semester GPA* represents the graded academic performance of a student or population of students during a single semester.

Graduate Students

Combined masters and doctoral students.

Graduate Courses

Courses taught at masters or doctoral levels of instruction. This is not dependent on the student level, but instead on the intended level of instruction.

Headcount (HC) also called 'Enrollment'

A count of students, faculty, and/or staff where each individual is counted once. This is in contrast to the FTE count

where an individual may be counted as less than or more than once.

Instructional Faculty

Includes all instructional staff (ranked, unranked, and student faculty).

Instructional Full-Time Equivalency (FTE)

Total instructional staff percent of appointment from all faculty assignments directed to instructional activities.

Integrated Postsecondary Education Data System (IPEDS)

Federally required annual surveys from the National Center for Education Statistics (NCES) which is part of the U.S. Department of Education. IPEDS surveys all postsecondary institutions, including universities and colleges, as well as institutions offering technical and vocational education beyond high school who receive federal funding. IPEDS began in 1986, replacing the Higher Education General Information Survey (HEGIS), which began in 1966.

Junior Students

Undergraduate students who have earned more than 59 but fewer than 90 credits.

Law Students

Students who have been accepted into either the LL.M. (master's program) or the special professional law degree program.

Lower Division Courses

Courses taught at the freshman or sophomore levels.

Lower Division Undergraduate Students

Students who are classified as freshmen or sophomores.

Masters Students

Students who have been accepted into a masters degree program and have earned an undergraduate degree; or who have been accepted into a doctoral degree program but have not (1) earned a masters degree nor (2) completed at least 30 credit hours of graduate level course work which the institution considers as work toward their intended degree.

Minority

'Minority' represents the sum of four racial/ethnic heritage categories: African-American, Hispanic, Asian American, and Native American. However, in some documents, such as the Legislative Appropriations Request (LAR), Asian Americans are not included in minority figures. There are new terminologies that can be used to determine minority status:

- *Represented Minorities* includes Asian Americans.
- *Under-represented Minorities* includes African-American, Hispanic, and Native American ethnic categories.

Mode of Admission

Categorizes the source and level of the new or progression students. These include first-time-in-college; undergraduate transfer; new post baccalaureate, graduate, and special professional, progression graduate, and transient students.

New Students

Students who attend the university for the first time. By definition, new graduate students include only students who are new to the university, not students who move from one degree level up to a higher degree level ('progression' students). By convention, the fact book has included progression graduate students in the tables of new students.

This convention has been continued with the numbers of progression students clearly identified in the tables.

Non-Duplicated Headcount

When counting individuals, a person may be appropriately included in more than one category. A non-duplicated headcount uses a rule by which the individual is counted only once. For example, a staff person may have more than one appointment with different titles. When producing a staff count by title, the individual could be counted once in each title category. When producing a non-duplicated headcount, the individual would be counted only once and associated with only one title, possibly based on the FTE per appointment.

Non-Tenure Track Faculty

Faculty who hold an appointment/position not eligible for tenure as defined in the *UH Faculty Handbook*.

Official Reporting Date (ORD)

The 12th class day for the fall and spring semesters and the 4th class day for each of the summer terms. The data collected as of this date is used to construct all Coordinating Board files and produce all student, faculty and course data and also referred to as ORD. The 12th class day, or ORD, represents a snapshot at that point in time whereas the student data base reflects the data at the current point in time, reflecting all changes, additions and deletions to the database.

Optometry Students

Students who have been accepted into the special professional optometry degree program.

Part-Time Faculty

Faculty are considered part-time with a total FTE less than 0.50 .

Part-Time Students (PT)

Based on federal guidelines, undergraduate, post baccalaureate, and special professional students are defined as part-time students if attempting less than twelve (12) credit hours during the semester. Part-time status for masters and doctoral students is defined as attempting less than nine (9) credit hours during the semester. This definition is consistent with the *Common Data Set* and *IPEDS* definitions.

Post Baccalaureate (or Postbaccalaureate) Students

Students who have earned an undergraduate degree or higher and (1) are seeking a second baccalaureate degree, (2) are seeking certification, (3) have been conditionally admitted for a graduate degree program pending the successful completion of certain undergraduate prerequisites, or (4) are taking occasional courses with a non-degree objective.

Progression Students

Students who have earned a previous degree at the University of Houston and are now in another higher education degree program at University of Houston without any semester break between completion and beginning the new degree program.

Ranked Faculty

Faculty with the titles of Professor, Associate Professor, Assistant Professor, or Instructor. There are other faculty positions that, although are non-tenure track, also include a rank in their title: adjunct, visiting, research, clinical and part-time faculty.

Research Assistants (RA)

Graduate Assistants with a research assignment.

Scholastic Assessment Tests (SAT)

National standardized tests provided to 'college-bound' high school students by the College Entrance Examination Board to provide a measure of students' academic preparation. The basic SAT consists of two sections which are

scored separately, the SAT Math and the SAT Verbal. The sum of the scores for each section is called the SAT Combined score. UH uses the SAT scores as an admissions criterion for FTIC freshmen. Note: In April, 1995, SAT introduced a new recentered scale for its test scores.

Semester Credit Hour (SCH)

The semester credit hour is defined as the credit hours assigned to a course. This is generally based on the number of hours the course meets per week. The SCH a course produces is determined by multiplying the enrollment of the course by the credit hours of the course. The SCH of a student is determined by adding the credit hours from all the student's courses. There are a number of ways to organize and report SCH.

Semester Credit Hours by Student Level or Classification (SCH-SL)

Using this methodology, SCH is aggregated by student level or classification. For example, the number of SCH generated by sophomore students (by classification) or by lower division students (by level). When SCH counts are shown for students majoring in a college or program, they are normally aggregated in this manner. Unless otherwise identified within a table or graph title or text, assume that SCH figures are aggregated by student level or classification.

Semester Credit Hours by Student/Course Level (SCH-SCL)

The state of Texas defines SCH production for reporting and formula funding purposes by the interplay between the academic level of a student (student level) and the instructional level of a course (course level). For the UH, the SCH-SCL relationship as defined by the THECB is shown in the table below.

Senior Students

Undergraduate students who have earned more than 89 credits.

Sophomore Students

Undergraduate students who have earned more than 29 but fewer than 60 credits.

Special Professional (or Professional) Students

Combined Law, Pharmacy and Optometry students.

Special Professional (or Professional) Courses

Courses taught at the special professional level (law, pharmacy and optometry).

Student Classifications

The classifications are freshman, sophomore, junior, senior, post baccalaureate, masters, doctoral, law, optometry, and pharmacy.

Student/Faculty Ratio (or Student-to-Faculty Ratio)

The UH definition is student FTE divided by instructional faculty and student FTE. There are several definitions for this ratio. The CDS defines student faculty ratio without teaching assistants and faculty and students in stand-alone graduate or professional programs such as medicine, law, dentistry, social work, business or public health and veterinary medicine are also excluded.

Student Full-Time Equivalency (FTE)

Student full-time equivalency is calculated by dividing the student/course level SCH generated (SCH-SCL) by the appropriate divisor as shown below per Texas Higher Education Coordinating Board guidelines:

- **Undergraduate FTE:** undergraduate student/course level determined SCH divided by 15 (the number of hours considered as a full-time student). *NOTE: IPEDS and CDS define Undergraduate FTE using 12 hours as a full time student.*
- **Masters FTE:** masters student/course level determined SCH divided by 12 (the number of hours considered as a full-time student). *NOTE: IPEDS and CDS define masters' FTE using 9 hours as a full time student.*

- **Doctoral FTE:** doctoral student/course level determined SCH divided by 9 (the number of hours considered as a full-time student). *NOTE: IPEDS and CDS define doctoral FTE using 9 hours as a full time student.*
- **Special Professional FTE:** special professional student/course level determined SCH divided by 12 (the number of hours considered as a full-time student). *NOTE: IPEDS and CDS indicate special professional FTE should be defined as per the institution's definition of a full time special professional student.*

Matrix of Student SCH Full-Time Equivalents

Student Definition	State THECB	Federal IPEDS	Data Standard CDS
<i>Undergraduate FTE</i>	15	12	12
<i>Masters FTE</i>	12	9	9
<i>Doctoral FTE</i>	9	9	9
<i>Special Professional</i>	12	12	12

THECB = Texas Higher Education Coordinating Board

IPEDS = Integrated Postsecondary Data System

CDS = Common Data Set

Student Level

Includes lower division (freshmen and sophomore) undergraduates, upper division (junior and senior) undergraduates, all undergraduates, post baccalaureate, graduate (masters and doctoral), and special professional.

Tenure Track Faculty

Faculty without tenure holding an appointment/position eligible for tenure as reported to the Coordinating Board.

Tenured Faculty

Faculty who have received tenure as reported to the Coordinating Board.

Texas Higher Education Coordinating Board (THECB or CB)

In 1965, the 59th Texas Legislature established the Texas Higher Education Coordinating Board and charged it with the responsibility of coordinating and monitoring colleges and universities in the state of Texas. THECB has broad powers and is directly responsible for the formula process used to make appropriation recommendations to the legislature for higher education.

Transient Students

Students who are taking courses at the university for transfer to another university where they are earning their degree.

Undergraduate Students

Degree seeking students who are classified as freshmen, sophomores, juniors, or seniors. Also, the sum of lower and upper division undergraduates.

Upper Division Courses

Courses taught at the junior and senior levels.

Upper Division Undergraduate Students

Students who are classified as juniors or seniors.