

FTES Unveiled, Revealed, and Demystified

Full Time Equivalent Students, FTES, is one of our most important measures and is used to evaluate a variety of things.

Census FTES is used as the basis for the funding we receive from the Chancellor's Office to run the university.

FTES, along with student count, is a measure of the size of our institution.

FTES, when paired with course classification and scheduling information, is used to compute facilities entitlement for the campus.

One way the Chancellor's Office evaluates facilities utilization and judges our need for additional space is by viewing the way FTES is broken out over the course of the week (how many FTES are generated in the morning between 8 and noon, in the afternoon, on the weekend, off-site, etc.).

We can arrive at an FTES number from two directions -- by evaluating student loads or by evaluating course enrollments.

Student FTES is the number of units a student is taking divided by 15 (the full-time student load and the load that students are expected to carry in order to graduate in four years).

Course FTES is calculated by multiplying the number of students enrolled in a course section by the number of credit hours for the course section and dividing that result by 15.

Either method generates the same total FTES number.

There has been discussion at the Trustees and Chancellor's Office level with regard to funding graduate education at the 12-unit level (student units divided by 12 instead of 15) but at present no funding has been approved to support this.

Campus Reporting of FTES

There are a variety of FTES breakouts employed across our campus and our system. What follows is a discussion of those different FTES splits, the uses to which different splits are put, where split data can be obtained and other related information.

Course-Generated FTES

Definition: Most academic departments sponsor a set of courses, the majority of which are required within a major that the department offers. Each course that a department wishes to offer must go through a formal approval process. See the Department Manual (<http://www.csuchico.edu/vpaa/manual/>) for more information about the course approval process.

Once approved, a section of the course can be offered by the department and any enrollments in the course will be calculated as FTES credited to that department.

Uses: Course-generated FTES split by the department offering the course is our best measure of service provided to the campus by a department.

Many departments offer courses that are required in other majors, or that fulfill General Ed and other graduation requirements. It is important that the department is monitoring the growth or decline of the FTES generated by their courses over time in order to be prepared to make appropriate shifts in course offerings and faculty assignments.

Facility-use analysis is done based on courses within an academic department and room allocation is based on course type and the amount of enrollment the department must handle. Contact APO for more information on facility use and justification.

Resources – Offices to Contact

Institutional Research (IR) – For customized reports on FTES by Department for previous terms based on official Chancellor’s Office census data.

Academic Publications, Facilities, and Database Services (APO) – For customized reports on FTES by Department for the current term.

Enrollment Management (ENR) -- For customized reports on FTES by department, listings of students majoring within colleges or departments, and general information regarding student records.

Resources – On the Web

APO: Ongoing FTES by Department can be found from the home page by clicking on [Administration | Data Store](#) and selecting the desired term under the heading [Enrollment and FTES Information](#).
<http://www.csuchico.edu/vpaa/enrolldata/>

Ongoing FTES by Department is available as soon as students begin registering for classes.

Census FTES can be found at this same location. There are several versions of Census FTES available including by College and Department, by Mode and Level, by Course Section, and by Course. Census FTES numbers are available when the census files have been declared official – usually around the fifth or sixth week of the semester.

Contact APO for more information about these pages.

ENR -- Current as well as past information regarding student records as it relates to a particular college or department.

Data used for reporting or analysis can be obtained at <http://em.csuchico.edu> (a login account is required. Please contact the Enrollment Management Technician at x5912 or enr-tech@csuchico.edu to obtain or administer an account).

FTES Trades

Definition: In most cases a faculty is appointed to one department which is his/her “home department.” However a faculty can have teaching or other types of assignments with other departments. Rather than create a separate appointment to the “other” department through Payroll, the faculty is informally reassigned on SIS+. In some cases the home department is financially reimbursed for this faculty loan. In other cases the home department may be credited with the FTES generated by the course(s) their faculty is teaching outside his/her home department.

Around the fifth or sixth week of class, APO sends a request to the College AASs for FTES trades. The AASs put together a memo listing the courses and FTES that need to be transferred from their college to another college and/or from another college back to them.

The FTES trades memos are sent to APO where a spreadsheet is created that incorporates these trades.

Uses: This adjusted FTES is used to allocate supplemental OE monies to the colleges. These trades do not include all faculty teaching outside their home department, but rather only those where an FTES trade arrangement has been made. Because of this, these numbers should only be used for the supplemental OE allocation.

Resources: The FTES trades spreadsheet is created in APO and the Academic Planning and Budget Office coordinates the actual allocation of supplemental OE.

Student-Major Generated FTES

Definition: FTES from the student file is based on the number of units each student is enrolled in divided by 15. The official census count of FTES does not include students who are Auditing a class. This FTES number is part of our ERSS submission to the Chancellor's Office.

Uses: We cannot easily split FTES by student-major because a student may have more than one major. Enrollment Management provides an analysis of FTES split by Major in which the FTES of a student with more than one major is prorated to the student’s various majors based on an equal division of FTES/number of majors. No weighted values are given to one major over the other.

Looking at FTES split by Student-Major allows us to evaluate the impact across campus of fluctuations in the number of students in various majors.

In order to graduate with a specific major, the student must take a set of required courses that include courses offered by the major department and courses offered by departments outside the major.

When we look at the number of students in a particular major and take into account their class level and status (continuing, new or transfer), we can make generalized predictions about future course consumption across campus related to these majors. This helps us determine the effect across campus of accepting new or transfer students into a given major. With limited campus resources, we need to be able to make such predictions in order to keep student demand balanced across campus so that we don’t have departments that are not able to offer sufficient sections to meet student need or that have resources to offer more sections than are required.

Resources – Offices to Contact

IR: for customized FTES information split by Student Major.

ENR : for customized FTES information split by Student Major.

Resources – On the Web

ENR: From the Home Page click on:

Administration | Academic Affairs, Provost etc. | Enrollment Management | Intranet
Or

<http://em.csuchico.edu> then click Intranet.

You will be asked to log in at this point using your Chico Domain user id and password. If you have not had access set up for you by Enrollment Management prior to logging in, you will need to contact the Enrollment Management Technician at x5912 or enr-tech@csuchico.edu

Once you have logged in, select Reports and Statistics, from here there will be a series of reports that can be opened that relate to both Census and Operational data.

Enrollment Management oversees this data.

Faculty-Generated FTES

Definition: With a very few exceptions, each faculty has one department assignment that is their primary assignment to what we call their “home department.” On SIS+, where workload information is collected, the home department is literally the first row of appointment information on the 1F3 screen (SIS+ allows for up to three assignments – whichever one is input first is considered the home department).

On the Faculty Workload report, ALL OF THE FTES that an individual faculty generates will be credited to that faculty's home department. If a Sociology faculty is teaching an Art class, a History class, a Math class, and a Sociology class all the FTES generated from the Art, History, Math and Sociology classes will be counted in the FTES total for the Department of Sociology.

Uses: Rather than giving us a picture of the FTES that the *courses* in a department are generating, this FTES split shows us the FTES that the *faculty* in a department are generating. Even for faculty who are loaned to other departments, the home department continues to pay the faculty's salary. When a financial reimbursement is made by the borrowing department to the home department, the rate of reimbursement is typically at a much lower salary rate than that of the loaned-out faculty. This split of FTES is most appropriate to tie back to allocation of faculty dollars to a department.

Resources – Offices to Contact

APO: The Workload Coordinator in APO can answer questions related to workload. The workload uses census enrollment for calculating FTES. After census is declared official, each department verifies the accuracy of the faculty assignment information in SIS+ and then submits their official faculty workload. APO reviews all workloads prior to submitting the information to the Chancellor's Office. Final workload FTES numbers are generally available around the twelfth week of the term.

IR: for customized reports for FTES split by Faculty.

Academic Year versus College Year Annualized FTES

Under the traditional Academic Year concept, "Academic Year Annualized FTES" is the average of two terms' FTES (or three for quarter campuses). The fall and spring semester FTES are added together and divided by two.

We are funded based on Annualized FTES, which is a fairly common unit of measurement and is reported to the Federal Government and CPEC among others. We currently receive \$6000 per annualized FTES which means that the \$6000 we receive for each annualized FTES is actually split between two terms (fall and spring) so we are really receiving approximately \$3000 for each FTES in the Fall and \$3000 per each FTES in the Spring or \$6000 per annualized FTES.

As of 2002, we are offering a state-support summer semester which is a different length and has far fewer enrollments than state-support fall and spring terms. With summer in mind, we could produce an annualized FTES as the sum of the three terms' FTES (fall+spring+summer) divided by three.

For the time being, we leave the concept of "Academic Year Annualized FTES" to mean the average of the fall and spring terms' FTES.

To arrive at an annualized number that combines summer, fall, and spring (summer being the first term of the academic year), we take the Academic Year Annualized FTES (Fall + Spring/divided by 2) and then add an "annualized" summer FTES number (summer FTES/divided by 2). We call this annualized Fall/Spring plus annualized summer number the College Year Annualized FTES.

Technical Documentation for FTES

Course-Generated FTES

FTES is based on the number of students enrolled in each active section multiplied by the total units for that section divided by 15. We differentiate between Official Census enrollment, stored in a field labeled "Census," and Ongoing Enrollment, stored in a field labeled "Enrolled." In addition, Auditors of a section are counted in a field called "Audits" and are not included in either the Census or Enrolled counts. The formula, using SIS+ field names from screen 129, is listed below for both Ongoing FTES and Census FTES.

Ongoing FTES = (Minimum Credit * Enrolled) / 15

Census FTES = (Minimum Credit * Census) / 15

The formula for calculating FTES is constant among reports except that some reports will get number-of-students-enrolled from the "Enrolled" (or ongoing) enrollment field and others will use the Census enrollment field as its source for number-of-students-enrolled.

Prior to the declaration of official census, the Enrolled field contains actively enrolled students. When census is declared official, we copy the enrollment numbers from the Enrolled field into the Census field. The Census field is never altered from that point on.

After Census is declared, we begin to process post-census adds and drops to the Enrolled field. When a student withdraws from a class after census the class remains on their record with a "W" in the Grade field AND the student continues to be counted as part of the Enrolled number. In other words, after Census, the

Enrolled field includes actively enrolled students enrolled either before or after census became final **plus** withdrawn students. Any FTES count run off the Enrolled field after census will most likely be inflated to some extent because this count may include withdrawn students.

When a course is first created and before a section of that course can be built for any term, the course must travel through the approval process and once approved, be added into the SIS+ Course Inventory File (CIF). In the CIF the course is identified as belonging to a particular College and Department.

When we add a section of a course into the Course Term File for a specific term, SIS+ allows us to change the department to which a course belongs. For example, BADM courses are assigned to the Department of Management (with the exception of one BADM class which is assigned to ACMS) in the CIF.

When a section of BADM is added to the Term File, the department is sometimes changed to ACMS or FNMK depending on the home department of the faculty who is actually teaching the section. Different sections of the same BADM class can report to different departments. When we calculate FTES based on the College and Department (taking Department from the Term File), we get a mix of FTES based strictly on the department to which the course is officially assigned and FTES based on the home department of the faculty teaching the course for that term.

Student-Major Generated FTES

A student may have more than one major. Initially, the first major a student declares will be placed in the primary major field. When a student declares a second major, if that major is offered within the college of the primary major, it is coded as Primary Major 2.

If the second major is in a different college (than the primary major 1), it is coded as Secondary Major 1.

When a student gets close to graduation, they may choose to have their secondary major switched with their primary major so there is nothing significant about the major being in the Primary Major 1 field.

Because a student may have more than one major, in order to split FTES by student's major a method of prorating FTES between a student's declared majors must be used in order to avoid double-counting a student's FTES.

Select Statement Logic and Caveats Related to the Generation of FTES

For Calculation of FTES from Course_Term

To generate *Ongoing FTES*

Note: the following Select only delivers accurate information up to the declaration of official census. From that point on, the Enrolled field includes in its count students who have withdrawn from the section.

Select whatever-fields-desired, (Credit_Min * Enrolled)/15 as Ongoing_FTES

From Chico_ODS.dbo.Course_Term

Where Term = a specific term

And Status <> 'X'

And Enrolled > 0

To generate *Census FTES*

Note: the Census field value will not change after census has been declared official. However, there are other fields involved in the calculation of FTES that can be altered that will cause a Census FTES count to be incorrect when done from the ongoing Data Store. Consequently, Census FTES should always be calculated from the Census Snapshot Data.

(Sections with census enrollment can be cancelled after census is official. A section that was closed prior to official census can be reopened after official census and can contain a value in the census field which was not part of the official census count. The units of a course can be inadvertently changed).

Select whatever-fields-desired, (Credit_Min * Census)/15 as Census_FTES

From Chico_ODS_Census.dbo.Course_Term

Where Term = a specific term

And Status <> 'X'

And Census > 0

For calculation of FTES from Student_Course (and other student tables)

Note: “Drop; Retained” appears on a student’s record when they have dropped a class after the second week but prior to the end of the fourth week (coded this way for accounting reasons—student only receives a partial refund). Dropped; Retained should not be included in an FTES count.

Withdrawn is assigned to courses dropped after the fourth week of class. Withdraws should not be included in an FTES count.

Current Registered Hours includes units for classes from which a student has Withdrawn. Consequently, using this field to calculate FTES is only valid prior to census.

The logic should include:

- courses for which Course_Status = E
- Official_Grade is null or not “W”
- Grade_Type <> ‘AU’ or is null (Audits are not counted)
- the section of the course has not been cancelled (a section can be cancelled and still have enrollment)

To generate *Ongoing FTES*

```
Select Student_Id, Sum(Attempted_Hours/15)
  From Student_Course
  Where Term = ‘2001F’
  And Course_Status = ‘E’
  And (Grade_Type <> ‘AU’ or Grade_Type is Null)
  And (Official_Grade <> ‘W’ or Official_Grade is Null)
  And Course-Subject + Course_Number + Course_Section In
    (Select Course_Subject + Course_Number + Course_Section
      From Course_Term
      Where Term = ‘2001F’
      And Status <> ‘X’)
  Group By Student_Id
```

To generate *Census FTES*

Use the same logic here as when generating ongoing FTES but this logic must be run against the Chico_ODS_Census tables.

```
Select Student_Id, Sum(Attempted_Hours/15)
  From Chico_ODS_Census.dbo.Student_Course
  Where Term = ‘2001F’
  And Course_Status = ‘E’
  And (Grade_Type <> ‘AU’ or Grade_Type is Null)
  And (Official_Grade <> ‘W’ or Official_Grade is Null)
  And Course-Subject + Course_Number + Course_Section In
    (Select Course_Subject + Course_Number + Course_Section
      From Course_Term
      Where Term = ‘2001F’
      And Status <> ‘X’)
  Group By Student_Id
```

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