

## Standard Data Reports for Department/Program Reviews and Annual Reports

The following is a list of longitudinal data reports provided annually to each associate dean and department/program chair for use in annual reports and department/program reviews. As appropriate, reports are prepared for each primary home department, program, or major, as well as for each Faculty and college-wide.

All reports can be found in the following Google Team Drive, each report named as indicated below: G:\Team Drives\Academic Division Reports\

### 1. Faculty Resources

- a. Number of faculty members, by appointment type, rank, gender, race/ethnicity
  - i. Fac-GenderRankAppt.pdf
  - ii. Fac-GenderRankAppt-College-wide.pdf
  - iii. Fac-RaceEthnicAppt.pdf
  - iv. Fac-RaceEthnicAppt-College-wide.pdf
- b. Teaching FTE, by primary home department and by program
  - i. Fac-TchFTE-byHomeDept.pdf
  - ii. Fac-TchFTE-byProgram.pdf
  - iii. Fac-TchFTE-College-wide.pdf
- c. Grant/research FTE, organized activity FTE, administrative FTE by primary home department
  - i. Fac-NonTchFTE.pdf
  - ii. Fac-NonTchFTE-College-wide.pdf
- d. Total number advisees, advisees per faculty by primary home department
  - i. Fac-AdviseeCounts.pdf
- e. Each faculty member's courses and enrollments by primary home department
  - i. Fac-CourseEnrollments-byInstructor.pdf
- f. Each faculty member's personnel details of hire, promotion, appointments, leaves by primary home department
  - i. Fac-PersonnelDetails.pdf
- g. Total FTE by home departments, summary by FTE type
  - i. Fac-TotalFTE-byHomeDept.pdf

## 2. Courses

- a. Course enrollments, totals per section
  - i. Courses-SectionEnrollmentTotals.pdf
- b. Mean enrollments by Faculty, program and level. Highest and lowest enrollment by Faculty, program and level. Largest 10 and smallest 10 enrolled sections. Lowest enrolled sections: level I under 10; level II under 8; level III under 6
  - i. Courses-Average+MaxMinSectionEnrollments.pdf
- c. Enrollments per teaching FTE
  - i. Courses-Credits per FTE-byProgram-Faculty.pdf
- d. Summary of Grades Earned: by Course, by Department and College-wide
  - i. Sem I Grades Summary by Course.pdf
  - ii. Sem I Grades Summary by Dept.pdf
  - iii. Interim Grades Summary by Course.pdf
  - iv. Interim Grades Summary by Dept.pdf
  - v. Sem II Grades Summaries by Course.pdf
  - vi. Sem II Grades Summaries by Dept.pdf

[Additional report to be distributed separately to individual department chairs only: Comparison of individual faculty members within given department to college average. Reports will include each faculty member's average grade and department average grade; frequency distributions of grades by faculty member and by department.]

- e. General Education credits
  - i. Total student credits earned in each specified GE requirement and percent of those credits earned in each program
  - ii. Student credits earned per GE within each department/program
- f. Off-campus offerings (Interim), leading St. Olaf semester off-campus programs, advising for non-St. Olaf-led off-campus [pending]

### 3. Students

- a. Number of declared majors each year
  - i. Students-MajorsDeclared.pdf
- b. Majors Awarded by gender, race/ethnicity/international
  - i. Students-MajorsGenderRaceEthnic.pdf
  - ii. Students-byFacMajorsGenderRaceEthnic.pdf
- c. Concentrations Awarded by gender
  - i. Students-ConcentrationsGender.pdf
- d. Interactive tool to select single/double/triple majors of interest
  - i. MajorsAwarded-InteractiveTool.xlsx
  - ii. Majors+ConcentrationsAwarded-InteractiveTool.xlsx
- e. Number of majors and concentrators certified for graduation or participation in graduation – website links updated each July:
  - i. [Undergraduate Majors, most recent 15 years](#)
  - ii. [Undergraduate Concentrations, most recent 15 years](#)
- f. First Destination Outcomes
  - i. [Classes of 2011 – 2014 searchable database by major, occupation, etc.](#)
- g. [Registrar staff is working with the Provost/Associate Provost to report on numbers of majors completing off-campus study, mentored undergraduate research, independent studies, and academic internships.]