

IPEDS NOTES:

IPEDS Schedule for 2002-2003

- July 15 ID's and Passwords will be distributed to all institutions
Distribution will be by e-mail unless there is no designated keyholder. If no designated keyholder, letter will be sent to CEO.
- July 22 Registration opens

Fall Collection, **September 9 through October 22**, includes:

- Institutional Characteristics
- Completions

Winter Collection, **November 25 through January 22**, includes:

- Employees by Assigned Position¹
- Salaries¹
- Enrollment
- Fall Staff²

Spring Collection, **March 5 through April 16**, includes:

- Student Financial Aid
- Finance³
- Graduation Rates

Please pay particular attention to screening questions on the IC and at the beginning of each IPEDS Screen. These questions determine which screen format you receive. If you don't answer correctly, you will be unable to edit and lock your data.

New CIP has been published. New CIPs will not be mandatory until 2004 (Enrollment) and 2004-2005 Completions.

NCES is stepping-up emphasis on getting the data in clean and on time. They have had some problems with partial reporting and non-respondents that they didn't have with the paper forms. NCES is now reporting those institutions that did not respond (or only partially responded), by survey, for appropriate action by the USDE.

Racial/Ethnic Reporting for IPEDS:
Nothing New

¹ Required this year (was optional last year). Number of Full-Time Faculty reported here must equal number of faculty reported on Salary and Fringe Benefits of Full-Time Instructional Faculty.

²Fall staff component is available for your convenience – it is not required by EEOC in even-numbered years.

³ IPEDS Workshops on August 5 and 7 will have a special session dedicated to the new IPEDS Finance Form.

FACILITIES CALCULATIONS

1. Student Clock Hours – a measurement of the total weekly hours of scheduled instruction for all of an institution's students. It is computed for each course by multiplying the number of time the course meets each week by the number of hours of each course meeting (rounded to the nearest ½ hour) and multiplying that product by the number of students. Thus, if a course with 20 students meets Tuesdays and Thursdays from 9:00 a.m. until 10:30 a.m. , the number of student clock hours resulting from that class would be 60 (2 meetings per week x 1.5 hours per meeting x 20 students).

2. Weekly Room Hours of Instruction in Classrooms⁴ – the number of hours each week that each classroom is used for regularly scheduled classes. Thus, a classroom that is used Mondays, Wednesdays, and Fridays from 9:00 a.m. until 1:00 p.m. and on Tuesdays and Thursdays from 8:30 a.m. until noon would generate 19 room hours (4 hours per day x 3 days per week + 3.5 hours per day x 2 days per week).

3. Average Weekly Room Hours of Instruction in Classrooms⁴ - is calculated by dividing the total room hours of instruction in classrooms by the total number of classrooms. In more general terms, it is the average number of hours of instruction that an institution's classrooms are used for instructional purposes each week. It is also referred to as the Room Utilization Rate (RUR).

4. Average Weekly Room Hours of Instruction in Class Laboratories⁵ - is calculated by dividing the total room hours of instruction in laboratories by the total number of laboratories. In more general terms, it is the average number of hours of instruction that an institution's laboratories are used for instructional purposes each week. It is also referred to as the Room Utilization Rate (RUR).

5. Average Weekly Use of Student Stations in Classrooms – is calculated by dividing the total number of student clock hours generated in classrooms by the total number of student stations in classrooms. It can be thought of as the average number of hours each week that each classroom student station is used. The average weekly use of student stations can serve as an indicator of the adequacy of the number of student stations in classrooms. A norm which has been frequently cited is 22.75 hours per week. This figure is based on the assumption that the average weekly use of classrooms is 35 hours and that there is 65% utilization of student stations when classrooms are in use.

⁴ A classroom is defined as a room used to conduct classes that do not require special-purpose equipment for student use. It is by definition a general use facility which could be used for teaching the lecture portion of any course. If a room has special equipment which ties it to a particular subject matter, then it is a class laboratory and its use would not be included here.

⁵ A class laboratory is defined as a room primarily used for regularly scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study. This definition excludes rooms used for regularly scheduled classes which have no special-purpose equipment (i.e., classrooms) and also excludes rooms with special-purpose equipment that are not used for regularly scheduled classes (i.e., other kinds of laboratories).

3. Percent Student Station Utilization, Classrooms and Class Laboratories – Percent student station utilization indicates the average percentage of student stations that are occupied when classrooms or class laboratories are in use. It is calculated by dividing the student clock hours generated in classrooms (or class labs) by the potential student clock hours for classrooms (or class labs) and multiplying by 100 to convert to a percentage. Potential student clock hours is calculated on a room-by-room basis by multiplying the number of student stations in each room by the room hours of instruction (see item 1, above) generated by the room. It indicates the number of student clock hours that would be generated if every room were filled to capacity (i.e. if the number of students equaled the number of stations) each time a course met in the room.

The percent station utilization assesses the utilization of rooms only when they are in use. It indicates how close to capacity an institution's courses are to the rooms in which they are scheduled. It does not indicate, however, the overall efficiency of utilization because it does not take into account how frequently a room is used. Percent student station utilization is also referred to as the student occupancy rate (SOR). Norms for station utilization are 65% for classrooms and 75% for class labs. The higher percentage for class labs reflects the assumption that these rooms, although utilized less frequently than classrooms because of their specialized configuration and/or equipment, are usually closer to being filled to capacity when they are in use.

4. Student Clock Hours of Instruction – (see item 1) are computed by multiplying for each course the number of hours that the course meets each week by the number of students enrolled. (To compute the number of hours that the course meets each week, the class length is rounded to the nearest ½ hour and multiplied by the number of times the class meets weekly). Student Clock Hours of Instruction are calculated for classrooms, laboratories, and for “other” (rooms coded other than 110 and 210).

Space Factors – A space factor is the assignable square feet of a given type of space divided by the student clock hours generated by that type of space. It combines into a single factor the concept of weekly room hours, percent station utilization, and assignable square feet per student station. The lower the space factor, the more effectively the space is being utilized for instructional purposes. Space factors must relate to a specified type of space and can be defined in two ways. For example, the space factor for classrooms can be calculated as shown below:

1. Space Factor for Classrooms = the Assignable Square Feet of classrooms divided by the student clock hours generated in classrooms; and
2. Space Factor for Classrooms = the Average Square Feet student station size divided by the product of the average weekly room hours x percent station utilization.

Although the two are equivalent, they may produce slightly different results because of the rounding which is inherent in the second formula.

Facilities and Funding

The Building Data Summary is used to provide several components of the Building Maintenance Step of the MRR. We get the net assignable E&G square footage, the building perimeter, and maintenance cost. The maintenance cost is calculated on the replacement cost of buildings. The replacement cost is updated every year using information from the Budget and Control Board. If you report the replacement cost or the E&G square footage incorrectly, it will affect the amount generated in the MRR.

Some problems that consistently occur:

1. Institution forgets to update replacement cost before sending facilities data to CHEMIS
2. Institution keys replacement cost incorrectly (usually increasing the replacement cost considerably)
3. Includes non-E&G square footage as E&G
4. Reporting fewer potential student clock hours than actual (causes utilization to be over 100%)
5. Reporting student station counts incorrectly.