



EAB

Academic Performance Solutions

# APS Platform User Guide

September 2018



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## About Academic Performance Solutions

Now more than ever, institutional success depends on university leaders taking a strategic, methodical approach to university management—and that starts with the right data. Academic Performance Solutions (APS) is a solution designed to empower academic and financial leaders with the department-specific performance and cost data—as well as reliable peer benchmarks—they need to make more effective decisions.

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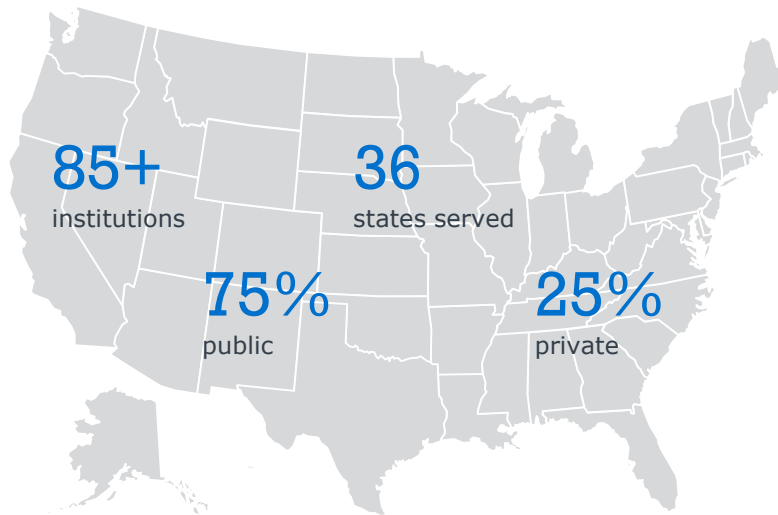
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# Introduction to Academic Performance Solutions

## A Broad and Diverse Membership



### The APS Platform

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



### Departmental Peer Benchmarks

Apples-to-apples comparisons to peers and aspirational peers performance



### Structured Analytics

Analyses to support academic planning conversations and decisions



### National Collaborative

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

## Three Areas of Focus for APS-Driven Analysis

### Academic Program Review

Strategically evaluate department health on an annual basis.

*Critical analyses:*



Completion Rates



Enrollment Trends



Intercurricular Dependencies

### Budget and Resource Allocation

Identify opportunities to standardize and streamline resource allocation decisions.

*Critical analyses:*



Course Bottlenecks



Costs per Student Credit Hour



Consolidation Opportunities

### Course and Workload Planning

Improve student outcomes by aligning offerings with demand.

*Critical analyses:*



Seat Utilization



Distinct Course Offerings



Instructional Staff Mix and Workload



# Getting Started

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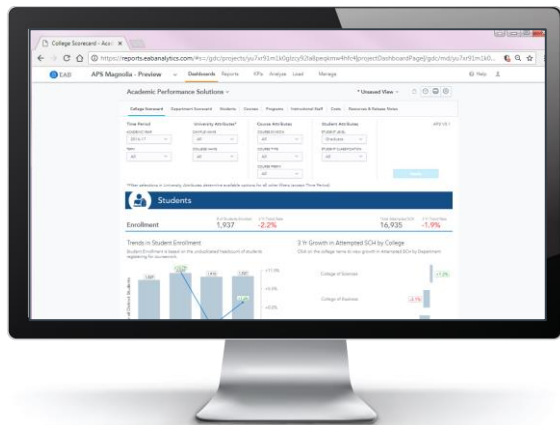
SECTION

1

# One APS Platform - Two Dashboards

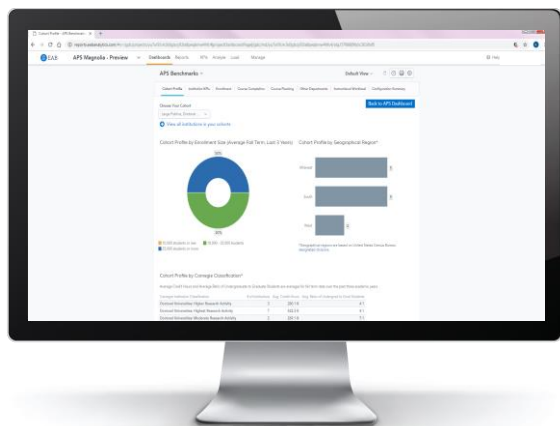
The APS platform contains two dashboards: the Academic Performance Solutions dashboard and the APS Benchmarks dashboard. Use the dashboards to identify specific opportunities to improve resource allocation.

## Academic Performance Solutions dashboard



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

## APS Benchmarks dashboard



- ▶ Compare your institution to up to three custom cohorts on key student, course, and instructional staff metrics like class size, enrollment, and fill rates.
- ▶ Identify departments at your institution that differ from your peers' departments in areas, such as growth in attempted credits or fill rates.

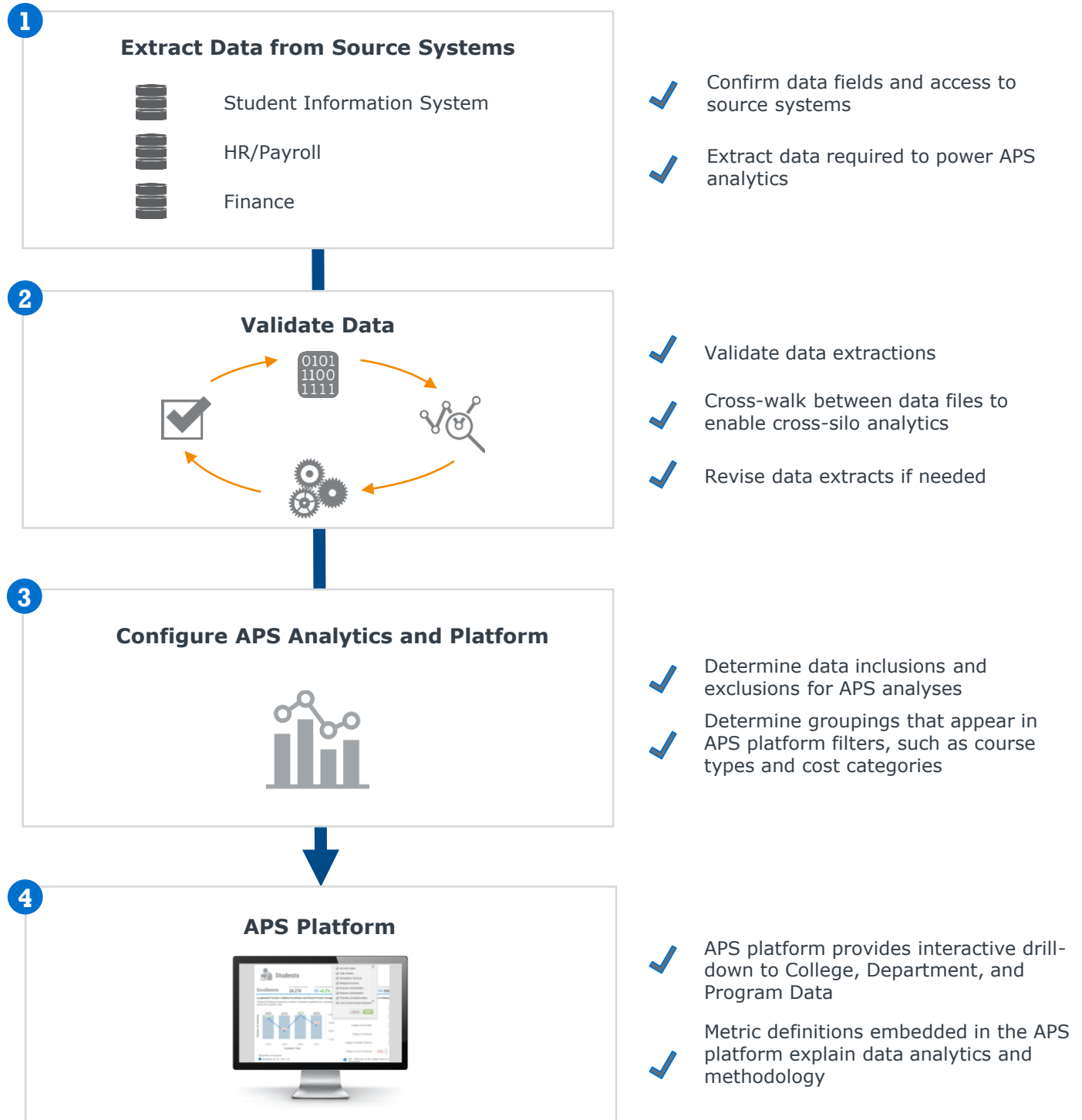
## ▶ Platform Troubleshooting

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

# Your Data's Journey from Source System to APS Platform

APS Technical team collaborates with your internal experts to ensure the APS platform is underpinned by meaningful data.

## Summary of Data Validation and Configuration Steps



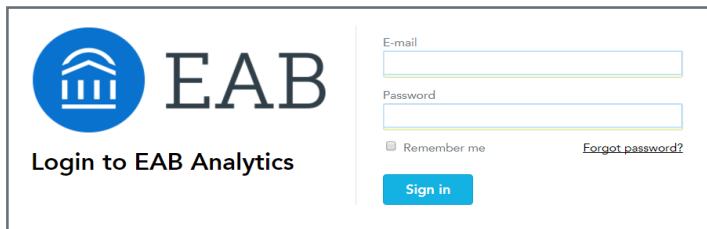
# Accessing the APS Platform

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## Logging In

- 1 Open the login page

<https://reports.eabanalytics.com>



- 2 Enter your institutional e-mail address and APS password<sup>1</sup>.

- 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.



### Access EAB.com

As part of your membership, APS members have access to EAB.com, which is a hub of EAB best practice research, APS toolkits, webconferences, and other resources.

**Log in or create your account [online](#).**

1) This is not the same as your EAB.com username and password.



# APS Platform Methodology and Terms

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SECTION

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# Double-Clicking on Configuration and Methodology

APS extracts data from multiple source systems – student, HR, and finance – in an effort to improve data transparency across your institution. Our implementation team then validates and configures the data in a thorough process. Since the data is configured specifically for APS, your configuration decisions will affect how your data appears in the platform. It may differ from the way it appears in other data sources.

Below is a brief overview of APS’s approach methodology. Contact your dedicated consultant for additional information.

## Students

### Attempted Student Credit Hours (SCH)

Calculated based on where credit was attempted, not by major.



Student Major:  
Communication

Student Courses for  
Academic Year 2016:  
ENG101 and HIS101

Academic Year	2016-17
College Name	# of Registered Students
College of Arts and Humanities	16,357
College of Business	5,041
College of Education	1,132
College of Health Sciences	871
College of Sciences	14,493

Counted once in the College of Arts and Humanities.

Academic Year	2016-17
Department Name	# of Registered Students
Communication	6,685
Dance	
English	7,484
French	1,918
German	
History	4,647

Counted once in English Department, once in History Department. Not included in Communication Department enrollment.

## Instructional Staff

### Assignments

Made based on where instructional staff teach the majority of their courses, not the department that pays their salary. This reflects where instructors are spending most of their time and accounts for instructors who teach a large share of courses outside of their home department.

## Costs

### Direct Cost by Department

Reflects department general ledger, which is consistent with academic leadership’s view of department-level and college-level budget. It is typically calculated as a composite of four cost categories: Instructional Staff Salaries, Non-Instructional Staff Salaries, Employee Benefits, and General Operating Costs. This methodology ensures that central overhead costs are not considered when determining the cost per student credit hour.

Cost Categories (may differ by institution)

- 1 Instructional Staff Salaries:** Salaries for instructional staff
- 2 Non-Instructional Staff Salaries:** Salaries for non-instructional staff, paid by departments or colleges
- 3 Benefits:** Benefits for instructional and local staff
- 4 General Operating Expenses:** General operating expenses paid by departments or colleges, such as lab equipment and paper used to print exams

Source: Academic Performance Solutions.

## Sections

### Cross-listed Sections

Identified when either the member provides an indicator or when the APS Technical Team flags sections offered at the same place and time. Once identified, logic is applied so that only one section is counted to represent the single physical instance of the section.

The data from the cross-listed sections are combined into a single primary section. To determine which section is the primary section, we use the following criteria: highest enrollment, highest class capacity, highest total attempted student credit hours (SCH). When looking at the course reference number for the primary section, you will see a rollup (enrolled students, capacity, completion, etc.) for all the cross-listed sections.

*Example: Three cross-listed sections of HIS310 and POL340*

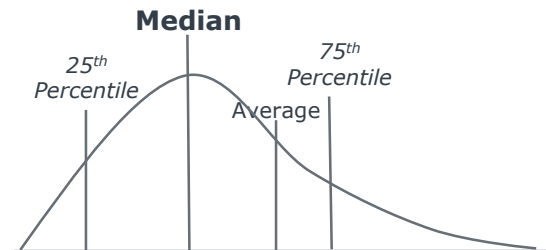
	Section	POL340	HIS310	Shown in APS as
<b>Highest Enrollment</b>	1	15 students enrolled	10 students enrolled	POL340 with 25 enrolled students
<b>Highest Class Capacity</b>	2	10 students enrolled 15 set class capacity	10 students enrolled 10 set class capacity	POL340 with 20 enrolled students and 25 capacity
<b>Highest Total Attempted SCH</b>	3	10 students enrolled 15 set class capacity 24 attempted SCH	10 students enrolled 15 set class capacity 30 attempted SCH	HIS310 with 20 enrolled students, 30 capacity, and 54 SCHs

## Metrics

### Median

Represents the 50<sup>th</sup> 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 whereas averages are impacted by particularly high or low values.



### 3-Year Trend Rates

Calculated by considering the end of each academic year, with two intervals in which the growth occurred.

$$\text{APS 3 year Compound Annual Growth Rate (CAGR)} = \sqrt[3]{\frac{\text{End Value}}{\text{Base Value}}} - 1$$

### Weighted Average

Accounts for different size institutions across the cohort within the APS Benchmarks dashboard. The value of each institution is weighted by its total attempted credit hours, giving greater weight to larger institutions in the cohort.

# 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. Within the APS platform, you can also hover over metrics to view the definition and formula.

## Academic Year

Base academic year, corresponding to the trailing year of your institution's term calendar.

*For example, to view your institution's Fall 2016 data, select 2016-17 in the Academic Year filter, and then select Fall in the term filter. The platform includes up to five years of data.*

## Account Detail

Account codes are tied to each transaction or 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, which is on the Costs tab.*

## Attempted Credits

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


$$\text{A} + \text{B} + \text{C} + \text{W} + \text{F} = \text{Attempted Credits}$$

*Sum of all attempted credits by students in the course*

## Attempted SCH per Instructor

The ratio between the total number of attempted student credit hours (SCH) taught and the total full-time equivalent instructors. Attempted credits are weighted by the percent responsibility associated with each instructor per section.

## Benefits

Account codes that designate benefits for instructional and local staff.

## Bottleneck Courses

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

## Class Capacity (also called Maximum and Total Capacity)

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

## Class Size

Number of students enrolled in a section at the last posted enrollment date.

## Cohort Profile - Undergraduate to Graduate Ratio

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

## Cohort Profile - Large Size Institutions

The number of cohort institutions with 25,000 or more enrolled students.

## Cohort Profile – Medium Size Institutions

The number of cohort institutions with between 10,000 and 25,000 enrolled students.

## Cohort Profile – Small Size Institutions

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.

*Example calculation:*

$$\left( \begin{array}{l} 170 \\ \text{Target enrollment using} \\ \text{80\% target fill rate)} \end{array} - \begin{array}{l} 120 \\ \text{Actual enrollment} \end{array} \right) \div \begin{array}{l} 25 \\ \text{Average section capacity} \end{array} = \begin{array}{l} 2 \\ \text{Collapsible sections} \end{array}$$

## College of Student Major

The college associated with the major in which a student is enrolled. This field is used to create the Intercurricular Dependency Matrix in the APS platform.

## Compound Annual Growth Rate (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.

## Count of Cohort Institutions

The number of institutions in the cohort.

## Count of Cohort Institutions [% of Total]

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 class capacity at the time of the last posted enrollment date.

## Course Reference Number

Unique identifier for each section.

## Credit Hours per Instructor

The ratio between the total number of credit hours taught and the total full-time equivalent instructors. Credit hours is weighted by the percent responsibility associated with each instructor teaching that section.

## 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.

*Example calculation:*

$$\left( \begin{array}{l} \$14M \\ \text{College} \\ \text{Instructional} \\ \text{Staff Salaries} \end{array} + \begin{array}{l} \$1.2M \\ \text{College Non-} \\ \text{Instructional} \\ \text{Staff Salaries} \end{array} + \begin{array}{l} \$3.9M \\ \text{College} \\ \text{Benefits} \end{array} + \begin{array}{l} \$1.7M \\ \text{College General} \\ \text{Operating} \\ \text{Expenses} \end{array} \right) \div \begin{array}{l} 103,601 \\ \text{College Attempted Student} \\ \text{Credit Hours (SCHs)} \end{array} = \begin{array}{l} \$200.77 \\ \text{Total College Cost} \\ \text{per SCH} \end{array}$$

## Distinct Course Offerings

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

## Distinct Sections Offered

The count of sections offered based on the selected time period.

*Note: Cross-listed sections are only counted once. Data is rolled into the primary section.*

## Earned Credits

The sum of total earned credit hours in a course section that a student completes. Typically the attempted credits, minus withdrawal and failing grades.

## Full-time Instructional Workload

The number of credit hours taught by a full-time instructor at the institution. This value is configured at the term level.

*Note: Many institutions do not have expectations that instructional staff teach in the summer and have configured the full-time workload to be zero credit hours. If this is the case at your institution, any instructors teaching a course during that term would be considered full time for the term.*

## Function/Purpose Description

Describes what the expense is intended for, such as research, instruction, or academic support. Optional to use.

## Fund Description

The source of funding for a financial transaction.

## **General Operating Expenses**

Account codes that designate general operating expenses paid by departments or colleges.

## **Instructional FTE (IFTE)**

Calculated for each instructional staff member, the ratio of credit hours taught to the full-time instructional workload. This metric does not take into account non-instructional responsibilities, like research, committee work or advising. This value is configured at the term level.

## **Instructional Staff Headcount**

A count of unique staff ids associated with registered coursework.

*Note: Only includes staff ids associated with non zero enrollment census courses offered.*

## **Instructional Staff Salaries**

Account codes that designate salaries for instructional staff. Instructional staff data are attributed to the department that pays their salary, even if the instructional staff member teaches in another department.

## **Last Posted Enrollment**

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.

## **Median Credit Hours Taught**

The median value of the number of credit hours taught per instructor, across all instructional staff. Credit hours are weighted by the percent responsibility associated with each instructor teaching that section.

## **Median Sections Taught**

The median value of the total number of sections taught per instructor, where each section taught is weighted by the percent responsibility associated with each instructor teaching that section.

## **Median Student Credit Hours (SCH) Taught**

The median value of the number of attempted student credit hours (SCH) taught per instructor, across all instructional staff. Attempted SCH are weighted by the percent responsibility associated with each instructor per section.

## **Necessary Sections**

The number of sections necessary to accommodate all registered students for a course with 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.

## **Non-Instructional Staff Salaries**

Account codes that designate salaries for non-instructional staff, paid by departments or colleges.

## **Organizational Detail**

The divisional breakdown or cost center that receives or disburses a payment.

## Own Majors

Students who take a course in 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.

## Section Fill Rate

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

*Example Calculation:*

$$\begin{array}{l} 157 \\ \text{Actual student enrollment in the} \\ \text{section in one academic term} \end{array} \div \begin{array}{l} 180 \\ \text{Maximum capacity in the section} \\ \text{in one academic term} \end{array} = \begin{array}{l} 87.2\% \\ \text{Fill rate for the section in the} \\ \text{academic term} \end{array}$$

## Service Majors

Students who take a course in a college or department that is not associated with their declared major in a term or academic year.

## Student to IFTE Staff Ratio

Ratio between the total number of students registered for coursework and the total number of full-time equivalent instructors associated with registered coursework.

## Student to Total Instructional Staff Ratio

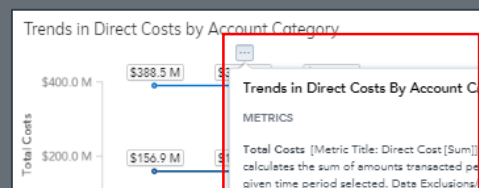
Ratio between the total number of students registered for coursework and the total number of instructors associated with registered coursework.

## Unearned Credits

The difference between attempted and earned credit hours.

### ▶ View Metric Definitions in the APS Platform

Hover on any report and click the ellipsis icon to open the 'Metrics & Filters' drop-down menu. Click on the 'Metrics & Filters' drop-down menu to view definitions for each component of the analysis, including formulas.





# Academic Performance Solutions Dashboard

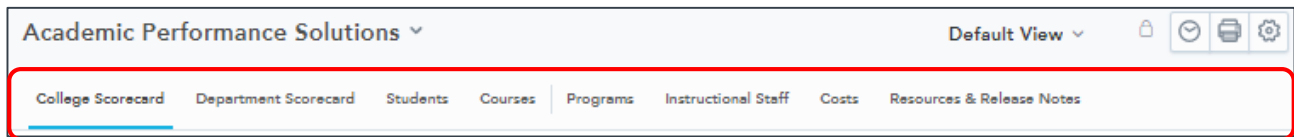
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SECTION

3

# Navigating Tabs and Reports

There are eight tabs in the APS platform. Each tab includes a variety of filters and drilldown options to narrow your analysis, as well as reports.



## Tabs

### College Scorecard

College-level overview of key student, HR, and financial metrics that shows side by side comparisons of college performance.

- ▶ Critical reports:
  - 3 Yr Growth in Attempted SCH
  - Intercurricular Dependencies
  - Distribution of Section Fill Rates
  - 3 Yr Avg. % Change in Course Offerings
  - Trends in Instructional Staff Headcount

### Department Scorecard

Department-level overview of key student, HR, and financial metrics that shows side by side comparisons of department performance.

- ▶ Critical reports:
  - 3 Yr Growth in Attempted SCH
  - Comparison of Demand vs Capacity
  - Intercurricular Dependencies
  - 3 Yr Avg. % Change in Course Offerings
  - Instructional Staff Mix by Assigned Department

### Students

Analyses centered around student progress, such as course completion rates and final grades.

- ▶ Critical reports:
  - Completion Rate vs Attempted Credit Hour Production by Course
  - Earned Credits and Final Grades by Course Code
  - Impact of Course Bottlenecks on Course Completion

### Courses

Analyses focused on course qualities, such as class size, consolidation opportunity, and offerings compared to demand.

- ▶ Critical reports:
  - Trends in Median Class Size and Class Capacity
  - Top Courses With Section Consolidation Opportunity
  - Change in Distinct Course Offerings vs Attempted SCH

### Programs

Program-level analyses by student level, such as enrollment trends.

- ▶ Critical reports:
  - Trends in Student Enrollment In Programs by Student Level and Term
  - Trends in Student Enrollment by Program

### Instructional Staff

Analyses by instructor type, such as headcount, sections taught, and credit hours taught.

- ▶ Critical reports:
  - Trends in Instructional Staff Headcount
  - Trends in IFTE Staff
  - Trends in Median Student Credit Hours (SCH) Taught

### Costs

College and department-level analyses focused on costs, such as cost per credit hour and trends in direct costs by account category.

- ▶ Critical reports:
  - Trends in Direct Costs
  - Costs Per Credit Hour

### Release Notes & Resources

Brief summary of recent and archived updates that have been made to the APS platform, as well as accompanying resources to provide further detail.

- ▶ Types of notes:
  - Feature update
  - Bug fix
  - Analytics update
  - UX update

# Setting Filters

All tabs in the APS platform include filters to help you customize your analyses and reports. You can also save these filters in customized dashboard views for convenience and easy use.

The screenshot shows a navigation bar with tabs: College Scorecard, Department Scorecard, Students, Courses, Programs, Instructional Staff, Costs, and Resources &... Below the navigation bar, there are four filter panels:

- Time Period:** Includes dropdowns for 'ACADEMIC YEAR' (set to 2016-17) and 'TERM' (set to All).
- University Attributes\*:** Includes dropdowns for 'CAMPUS NAME' (set to All) and 'COLLEGE NAME' (set to All).
- Course Attributes:** Includes dropdowns for 'COURSE DIVISION' (set to All), 'COURSE TYPE' (set to All), and 'COURSE PREFIX' (set to All).
- Student Attributes:** Includes dropdowns for 'STUDENT LEVEL' (set to All) and 'STUDENT CLASSIFICATION' (set to All).

## Time Period

**Available on all tabs except Release Notes & Resources**

- Academic Year
- Term

## University Attributes

**Available on Department Scorecard, Students, and Courses tabs**

- Campus Name

*Also available on College Scorecard and Programs tabs*

- College Name

*Also available on Programs and Costs tabs*

- Department Name

**Available on Instructional Staff tab and Instructional Staff section of College and Department Scorecards tabs**

- Assigned College Name
- Assigned Department Name

## Course Attributes

**Available on College Scorecard, Department Scorecard, Students, and Courses tabs**

- Course Prefix

*Also available on Instructional Staff tab*

- Course Division
- Course Type

## Student Attributes

**Available on College Scorecard, Department Scorecard, Students, and Programs tabs**

- Student Level
- Student Classification

## Program Attributes

**Available on Programs tab**

- Degree Name
- Major Name

## Staff Attributes

**Available on Instructional Staff tab and Instructional Staff section of College and Department Scorecards tabs**

- Instructor Type
- Instructor Rank
- Employee Class

## Cost Attributes

**Available on College and Department Scorecard tabs**

- Fiscal Period
  - Account Category
- Also available on Costs tab*
- Organizational Detail
  - Account Detail
  - Fund Description
  - Function/Purpose Description

Please note: Filters hold across tabs unless changed, except on the Programs, Instructional Staff, and Costs tabs.

## Smart Filters

Smart filters include a built-in hierarchy to ensure the options in each drop-down menu are relevant for your analysis. These filters are organized by attributes and are available on all tabs.

Within the University Attributes, the hierarchy is designed from top to bottom, so your college and department options are limited by your selected campus, and the department options are limited by your selected college. All of the University Attributes also apply to the filter categories to the right, so set your filters from left to right.

The screenshot shows a filter interface with five columns: Time Period, University Attributes\*, Course Attributes, Student Attributes, and a version indicator 'APS V2.1.7'. The Time Period column has 'ACADEMIC YEAR' set to '2016-17' and 'TERM' set to 'All'. The University Attributes\* column has 'CAMPUS NAME', 'COLLEGE NAME', and 'DEPARTMENT NAME' all set to 'All'. The Course Attributes column has 'COURSE DIVISION', 'COURSE TYPE', and 'COURSE PREFIX' all set to 'All'. The Student Attributes column has 'STUDENT LEVEL' and 'STUDENT CLASSIFICATION' both set to 'All'. An 'Apply' button is located on the right side of the interface.

Since University Attributes are the parent filters for all filters to the right, changing these filters will reset selections in Course and Student Attributes.

If you don't see a specific course type or student classification of interest, that indicates it is not available for your selected college or department.

## Applying Filters

Make multiple filter selections, then apply all filters at once.

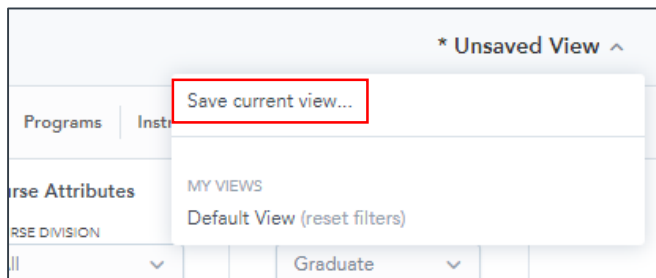
The screenshot shows the same filter interface as above, but with some changes. In the University Attributes\* column, 'DEPARTMENT NAME' is now set to 'Biology, Che...' (italicized). In the Course Attributes column, 'COURSE DIVISION' is now set to 'Lower Division' (italicized). The 'Apply' button is now highlighted in a darker blue color, indicating it is ready to be clicked.

New selections are *italicized*, indicating that they have not yet been applied.

The Apply button will illuminate when a new selection has been made. Click the button to update the data on the page based on your filter selections.

## Saving Dashboard Views

Click on the drop-down arrow next to 'Unsaved View' to save specific filtered settings in a unique dashboard view. For example, deans can select departments within their college as their dashboard home view.



## Viewing Active Filters

Scroll to the bottom of the page for a summary of active filters. This makes it easier to run the same analysis in the future.



# Drilling 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 analysis provides a high-level longitudinal view of institutional enrollment over time. However, the same data can be dissected in the following ways:

College Name	# of Registered Students
College of Arts and Humanities	
College of Business	
College of Education	
College of Health Sciences	
College of Sciences	

## ▶ College Level

Click on the *View Student Coursework Enrollment Trends by College* report to open a view of student coursework enrollment trends by college. This cut of the data is helpful for provosts to see high-level trends.

Department Name	# of Registered Students
Art	1,850
Communication	6,685
Dance	
English	7,484
French	1,918
German	

## ▶ Department Level

Click on the college name to see departments in that college. This provides a view of student coursework enrollment trends by department, which deans can use to assess enrollment growth or decline in their college departments.

Academic Year	2016-17
Course Division	# of Registered Students
Doctoral	129
Graduate	106
Lower Division	6,187
Upper Division	1,347
Rollup	7,484

## ▶ Course Division Level

Click on the department name, such as English, to see course divisions in that department. This provides a view of student coursework enrollment trends by course division (lower division, upper division, etc.).

Academic Year	2016-17
Course Level	# of Registered Students
100-Level	4,80
200-Level	2,82
Rollup	6,18

## ▶ Course Level

Click on the course division, such as Lower Division, to see course levels in that division. This provides a view of student coursework enrollment trends by course level.

Course Code	# of Registered Students	Registered
ENGL110C	2,355	
ENGL112L	2,666	
ENGL114L	473	
ENGL126C	31	
ENGL127L	45	
ENGL129		

## ▶ Course Code Level

Click on the course level, such as 100-Level, to see the data displayed by course code.

Course Ref No	# of Registered Students	Registered
10352		17
10353		19
10354		19
10355		19
10356		22
10357		19

## ▶ Section Level

Click on the course code, such as ENGL110C, to see sections in that code. This provides a view of student coursework enrollment trends by course reference number.

# Printing and Exporting

Users are able to print, download, and export analyses in the APS platform. This allows users to leverage analyses outside of the platform, such as for presentations.

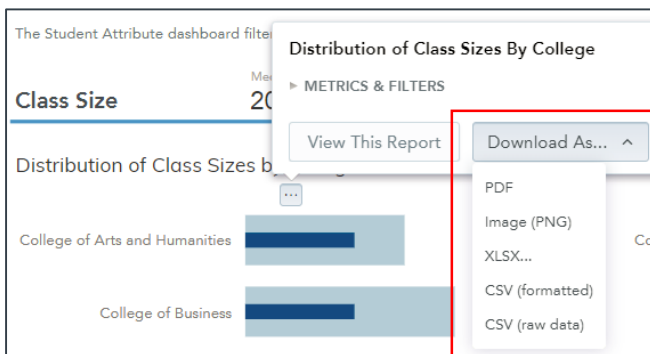
## Printable Dashboard View

Click on the printer icon to open a PDF version of the dashboard with all active filters included. Print the PDF once it appears. For consistency of information, all prints will include a dashboard filter audit trail at the bottom of the page.



## Downloads and Exports

Click on the 'Download As...' button to download the contents of the graphic in PDF, Excel, and CSV format. Images are also savable for inclusion in data presentations on campus.







# APS Benchmarks Dashboard

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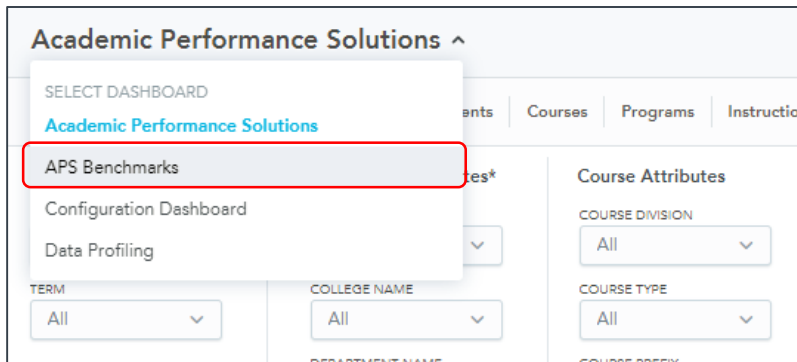
SECTION

4

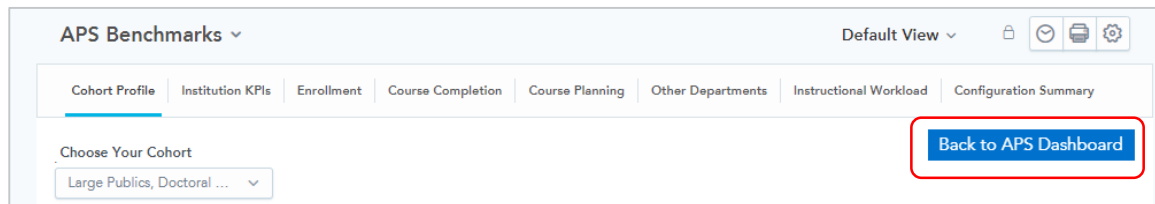
# Accessing the APS Benchmarks Dashboard

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

- 1 At the top left, click on the 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.

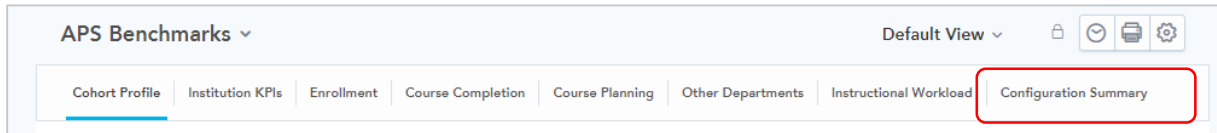


# Benchmarking Configurations

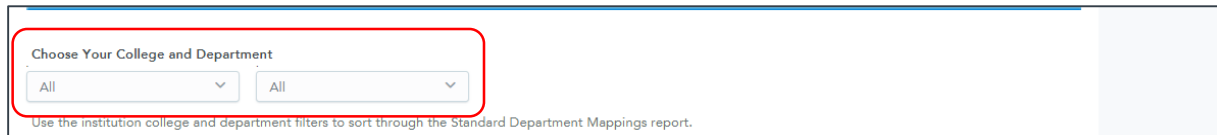
All filters and terms (e.g. department, course type, etc.) in the APS Benchmarks dashboard are based on standardized APS values and may not match values in your Academic Performance Solutions dashboard, which is specific to your institution.

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.

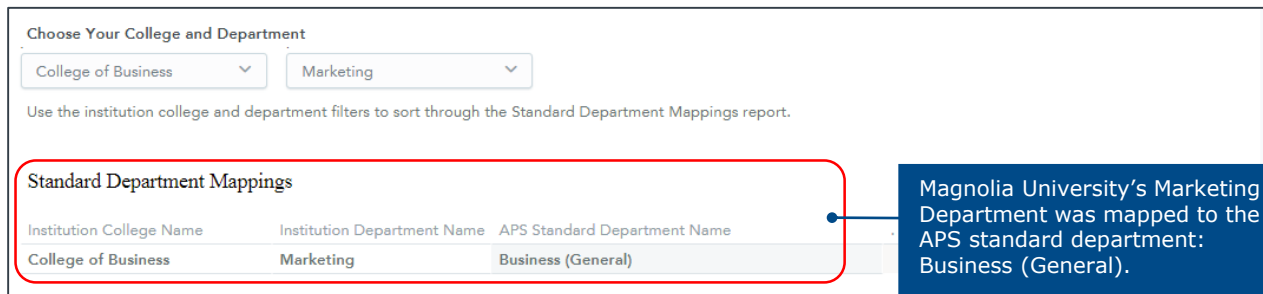


- 2 Using the My Institution Colleges and Institution Department Name filters, filter the configuration mappings.



- 3 Use the table to view the mappings from your institutional data to the APS standard name<sup>1</sup>.

Example Department Configuration:



Magnolia 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.

1. Only APS standard names that were mapped to your institutional data will appear. See Appendix A for a comprehensive list of APS standard names.

# Custom Cohorts

Institutions are able to compare their data to three distinct cohorts, which have been custom-built based on each institution's specifications.

## Selecting Your Cohorts

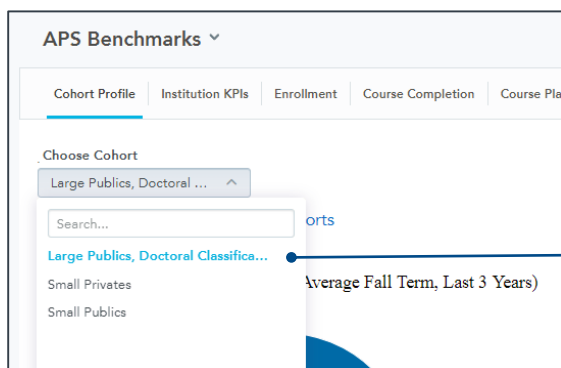
Each institution's executive sponsor will work with their dedicated consultant to choose up to three custom cohorts, consisting of five to fifteen APS member institutions. To preserve data confidentiality and anonymity, custom cohorts cannot include less than five institutions.

## Changing Your Cohorts

The executive sponsor or value lead will discuss changes with their dedicated consultant several times a year to change or update their custom cohorts based on changes in the collaborative or in institutional strategy.

## Choosing Cohorts in the Benchmarks Dashboard

Each tab in the APS Benchmarks dashboard has a Choose Cohort filter at the top of the page. Click on the drop-down menu to open a list of your institution's custom cohorts. Select the cohort you'd like to view.



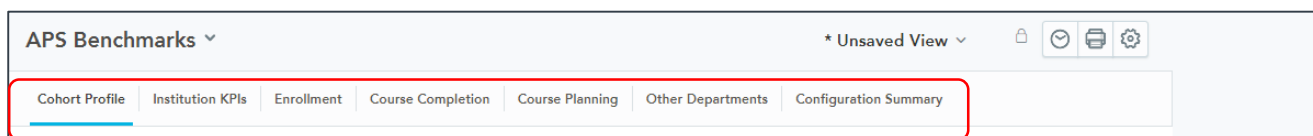
Each institution can name their custom cohorts. Magnolia University chose to name their cohorts: Large Publics, Doctoral Classification; Small Privates; Small Publics.

## ▶ Changing Your Configurations

Your institution can also make changes to how your data is mapped to the APS standard definitions for benchmarked attributes. Contact your dedicated consultant to discuss any changes to these configurations.

# Reports in the Benchmarks Dashboard

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



## Tabs

### Cohort Profile

Provides overview of cohort characteristics.

- ▶ Critical reports:
  - Cohort Profile by Enrollment Size
  - Cohort Profile by Geographical Region
  - Cohort Profile by Carnegie Classification

### Institution KPIs

Includes key performance metrics, where users can compare their institution to the cohort.

- ▶ Critical distribution and trends reports:
  - Enrollment
  - Attempted Credit Hour
  - Course Completion Rate
  - Class Capacity

### Enrollment

Enrollment-related metrics to compare department size and growth.

- ▶ Critical reports:
  - Attempted Credit Hours per Student
  - Student Enrollment in Registered Coursework
  - 3 Year Average Growth in Attempted Credit Hours per Student by Standard Department

### Course Completion

Course completion metrics by department.

- ▶ Critical reports:
  - Earned Credit Hours per Student
  - Course Completion Rate
  - Course Completion Rate by Standard Department

### Course Planning

Metrics to inform course planning decisions.

- ▶ Critical reports:
  - Median Class Fill Rate
  - Median Class Size by Standard Department
  - Median Class Fill Rate by Standard Department

### Other Departments

Shows departments offered by peers in your cohort that your institution does not offer and how many institutions offer it, as well as enrollment and course completion trends.

- ▶ Critical report:
  - Other Departments Offered by Your Cohort

### Instructional Workload

Median workload per instructor and total workload per IFTE metrics viewable by assigned department and instructor type and rank.

- ▶ Critical reports:
  - SCH Taught
  - Sections Taught
  - Credit Hours Taught

### Configuration Summary

How your institution's data was mapped to APS standard values.

- ▶ Standard Mappings:
  - Department
  - Course Type and Level
  - Student Level and Classification
  - Term

# Filters in the Benchmarks Dashboard

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
3. Student Level
4. Course Type

### Enrollment, Course Completion, Course Planning, Other Departments, and Instructional Workload tabs

1. Choose Your College  
*Note: This is not a standardized attribute, but will impact departments that appear in your analyses.*
2. Academic Year
3. Term
4. Course Type
5. Course Division
6. Course Level
7. Student Level
8. Student Classification

### Instructional Workload tab

1. Assigned Department
2. Instructor Type
3. Instructor Rank

**Choose Cohort**  
Large Publics, ...

**Choose Your College**  
College of Busi...

**APS Benchmark Filters**

ACADEMIC YEAR  
2017-18

TERM  
All

DEPARTMENT  
All

COURSE TYPE  
All

COURSE DIVISION  
All

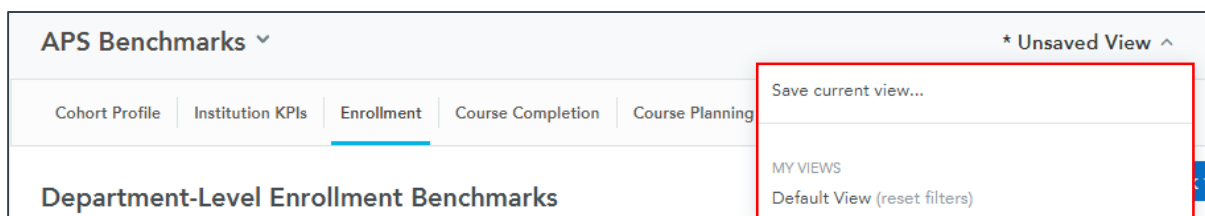
COURSE LEVEL  
All

STUDENT LEVEL  
All

STUDENT CLASSIFICATION  
All

## 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.

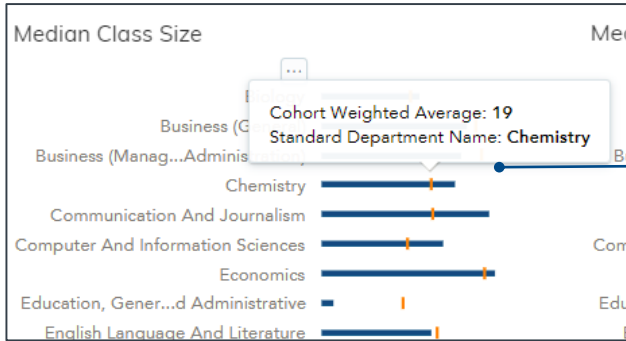


Please note: Filters will hold across tabs unless changed. Additionally, selecting a different year with the Academic Year filter may change the size of the cohort, since not all members have data for all available years.

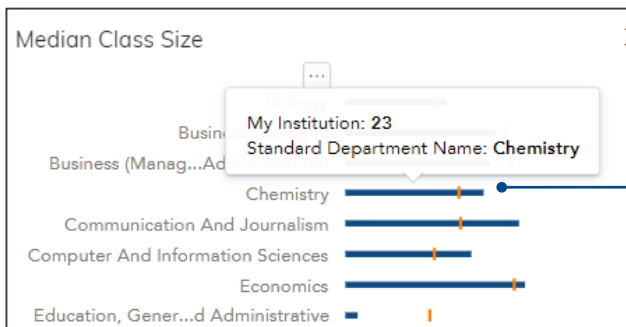
# Navigating the Benchmarks Dashboard

## View Institution and Benchmark Metrics by Department

Dig into metrics for enrollment, course completion, and course planning to see how your institution compares to the cohort.



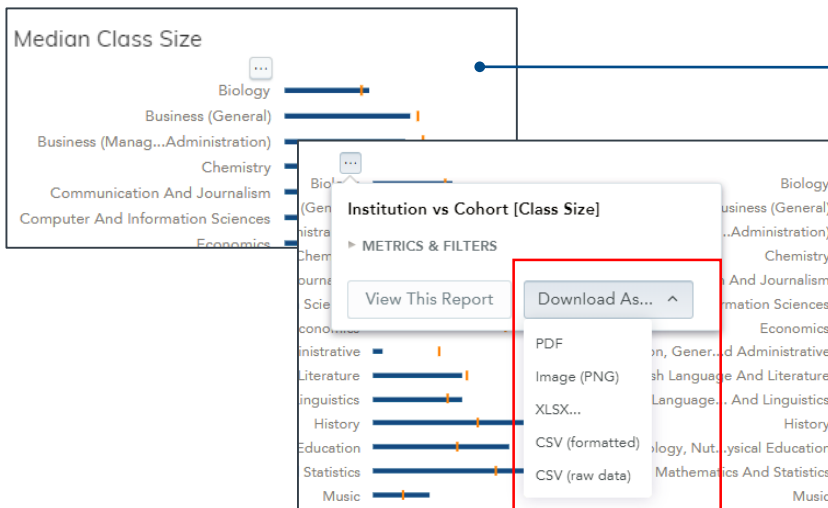
**Hover** over the orange line to see the cohort weighted average of attempted credit hours taught per student. The cohort benchmark for the Chemistry Department is 19.



**Hover** over the blue line to see your institution's attempted credit hours taught per student. In this example, Magnolia University's attempted credit hours for the Chemistry Department is 23.

## Downloads and Exports

Click on the 'Download As...' button to download the contents of the graphic in PDF, Excel, and CSV format. Images are also savable for inclusion in data presentations on campus.



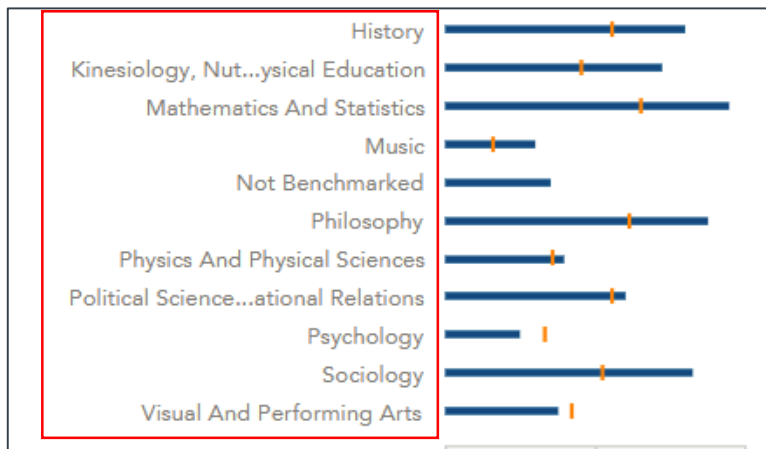
- **Hover** over the top center of the bar chart until the ellipsis icon appears above the chart
- **Click** on the ellipsis icon to download and save the data

# Drilling into Department 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. Your institution may have more than one department mapped to an APS standard department. Drill into the report to see where your departments have been mapped to.

## How to Drill into Standard Departments

- 1 Click on the department name, which is an APS standard department, located on the x-axis of the chart to open a pop-up window. Only departments to which your institution's departments were mapped will appear.



- 2 View the Department Name column to see if more than one of your institution's departments were mapped to the APS standard department.

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

Standard Department Name	Department Name	Cohort Weighted Average	My Institution	Difference (My Inst - Cohort)
Political Science And International Relations	Peace Studies	22	16	-6
	Political Science	22	25	3
Rollup		22	24	2

Magnolia University's Peace Studies and Political Science Departments were mapped to the APS standard department: Political Science and International Relations.

- 3 To view a comprehensive list of department mappings, go to the Configuration Summary tab.



# Appendix

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SECTION

5

# Appendix A: APS Benchmark Values

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

## 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

## Standard Course Types

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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 instructor 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

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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

## Standard Instructor Types

---

- 1. Tenure**  
Status with respect to permanence of the position.
- 2. Tenure Track**  
Positions that lead to consideration for tenure.
- 3. Non-Tenure Track**  
Instructional staff that are considered non-tenure earning positions, typically focused solely on teaching.
- 4. Graduate Assistant**  
Enrolled at institution as a graduate student (not a faculty member) while teaching classes. Typically paid a reduced salary or provided a stipend.
- 5. Adjunct**  
Non-tenure track instructional staff serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis.

## Standard Instructor Ranks

---

- 1. Lecturer**  
Individuals appointed primarily to provide instruction. Lecturers are typically non-tenure track staff who possess the same qualifications as regular faculty or have achieved significant professional expertise in a field of study.
- 2. Instructor**  
Individuals that either have a doctorate or equivalent professional degree or are working toward one. Instructors primarily demonstrate effectiveness through teaching. This rank is often the first step toward the tenure-track and can provide an opportunity for evaluating an individual's qualifications prior to promotion to assistant professor.
- 3. Assistant Professor**  
Tenure-track instructional staff with a doctorate or equivalent professional degree. Assistant professor responsibilities include teaching, research or other scholarly activity, and service to the field and institution (e.g., student advising).
- 4. Associate Professor**  
The associate professor possesses the same qualifications as the assistant professor, but also has an established reputation as a scholar or professional, shows a high degree of teaching proficiency, and has demonstrated service to the institution.
- 5. Professor**  
The professor possesses the same qualifications as the associate professor, and, in addition, has a distinguished record of advanced research or creative work and of leadership in the field of study.
- 6. Clinical**  
Teaching staff, typically holding a professional position in an occupation such as law or medicine. May also be referred to as "professor of practice."

# Appendix B: Frequently Asked Questions

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## 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, data is refreshed each term. 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?

Yes, institutions can restrict user access to cost data. Work with your business analyst to set permissions. Users will see "Restricted" in place of cost KPIs and "no data" in all data reports.

## 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. To access the Configuration Dashboard, 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 When will costs metrics be added to the APS Benchmarks dashboard?

Instructional staff and costs metrics will be added in late 2018.

## 7 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.

**8** 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. For a list of APS standard departments, please see page 34.

**9** Who has access to the APS platform?

User access is determined by the executive sponsor. Most institutions grant access to a variety of stakeholders, including deans and department chairs.



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