

INSTRUCTIONS FOR COMPLETING CAPE PROGRAM SELF-STUDY WORKSHEETS

30 October 2018

Please complete one self-study for each active program using the **Program Self-Study Worksheet** provided. This includes all undergraduate and graduate majors, minors, certificates, and rank (CEBS only) programs.

Save each document separately in Word format using the following naming convention: **CAPE_REF.docx**, where 'REF' refers to the program reference number. For example, CAPE_500.docx, CAPE_700.docx, and CAPE_0001.docx.

If two programs of the same degree type and/or level differ only in minimum number of hours required (e.g., undergraduate majors that do vs. do not require a minor or second major), these may be combined into a single self-study; however, it should be made clear in the **Program Summary (Part 1)** that this is the case. In populating the data portions of the self-study worksheet, sum the values from relevant rows. For example, if Program X had 75 enrollments in 2013/14, and Program Y had 25 enrollments that same year, enter 100 for 2013/14 under Enrolled Students in Part 2.a.

If a program has changed referenced numbers, the departmental data sheet will show two lines – one for the now-closed reference number and one for the newly-created reference number. Please combine these data into a single self-study for the program, using the current reference number. As above, sum the values from relevant rows to populate data portions of the self-study worksheet.

The accompanying **Department Data Sheet** provides data by department to be used to populate the self-study templates. A separate document provides **University-Wide Values** for each metric. For a given program self-study, choose the appropriate row(s)/cell(s) of data from both documents and enter into the self-study worksheet. Note that some data are not available or relevant for minors; in cases where no data are available, simply enter n/a in the data portions of the self-study worksheet.

When calculating **Cost per SCH (Part 4.a.)**, please use the following standards:

- If multiple programs at the same degree level share a largely-common set of courses and faculty (e.g., undergraduate major, minor, and/or certificate), the programs are to be considered together for the cost estimation only. Allocate faculty FTEF across all such programs and combine SCHP generated.
- Programs at the same degree level with largely-distinct sets of courses (e.g., an undergraduate major and specialized certificate) should be treated separately in terms of allocating FTEF and reporting SCHP.
- Programs at different degree levels (e.g., undergraduate and graduate majors) should be treated separately in terms of allocating FTEF and reporting SCHP.
- Use the table provided on the Departmental Data Sheet to itemize **Cost per SCH** for each program/set of programs. Insert additional rows in the table as needed.
- Estimate the number of **FTEF-TE Faculty** and **FTEF-NTE Faculty** currently contributing to each program/set of programs. Where faculty contribute a percentage of their teaching effort to a given program, allocate them as a percentage (e.g., two faculty members who each contribute 25% of their teaching effort to a program, the allocation would be $0.25+0.25=0.5$ FTEF).
- If there are full-time faculty wholly or partially dedicated to courses not associated with any departmental program being evaluated (i.e., service courses), please estimate their FTEF values and add as a separate line in the template (Note that will not need to calculate a cost for service courses, as there is no corresponding SCHP provided for those courses).
- Ensure that the sum of the rows for **FTEF-TE Faculty** and **FTEF-NTE Faculty** each equal the departmental totals provided.
- Use the formula provided in the **Cost per SCH** column to determine cost for each program/set of programs.
- Copy the estimated **Cost per SCH** from the relevant row to the **Program Self-Study Worksheet**.

An example table for **Cost per SCH** is given on the following page.

For questions or assistance in completing the **Program Self-Study Worksheet**, please email [Doug McElroy](#) or [Merrall Price](#).

EXAMPLE COST PER SCH ITEMIZATION						
Program	A. FTEF-TE Faculty	B. FTEF-TE Average Salary	C. FTEF-NTE Faculty	D. FTEF-NTE Average Salary	E. SCHP	Cost per SCH (A*B)+(C*D) E
Department	10	\$70,000	4	\$50,000	4650	\$194
001 (M.A.)	1.5		0		212	\$495
500 (B.A.)	4.0		1.0		988	\$334
501 (B.A.)	1.5		0.75		564	\$164
275 (minor)	1.5		0.5		453	\$286
0032 (cert.)	0.5		0.25		60	\$791
Service	1.0		1.5			