

## FAQs – APS - BGSU

### 1. What are the General APS platform guidelines?

In order to take advantage of APS as a useful tool for academic and business management decision making, all platform users should understand and adhere to the following guidelines:

- APS metrics and benchmarking vary from other reporting as to timing and how the data has been organized, therefore comparisons to IPEDs and other reporting will not provide the same exact results. Comparisons for trending and direction are possible.
- APS can be used as one data point in leadership decision making when evaluating college and department performance; with all the variables and mapping made to align data to EAB standard definitions, the APS metrics cannot be used with a degree of precision as the only data point used for decision making.
- The data can be used broadly when compared to participating Universities for trending and an indication how our performance is directionally, then evaluated based on our student and business needs.
- The data should be used to raise questions and further investigation into academic performance using BGSU's year over year performance and against benchmarking cohorts.
- Best practices found through the use of the APS platform should be shared between departments and colleges.

### 2. What is the source of the data for EAB APS System? How much historical data was extracted?

The source for EAB APS data is PeopleSoft CSS, FMS, and HCM. We are extracting a rolling five years of historical data which is uploaded to the platform.

### 3. How frequently is the data being extracted from PeopleSoft CSS, FMS, and HCM and uploaded into EAB?

Monthly (on the 1<sup>st</sup> of each month). However, updates to the platform are not displayed in APS until 30 days after each semester.

### 4. What cost data was interfaced from PeopleSoft FMS into EAB APS?

We are only sending Direct Expenses from FMS to APS so that we can benchmark BGSU expenses against other EAB Peer Institutions. EAB typically exclude research costs in APS to allow for consistent data. The preferred method is to exclude at the fund level rather than the program level, if possible. The fund expenses includes:

- 10000 – BGSU BG Campus
- 11000 – BGSU – Firelands Campus
- 12000 – Public Service
- 13000 – Course Fees – BG Campus
- 15000 – F&A Recovery

17000 – Course Fees – Firelands Campus  
18200 – Faculty Start Up  
18300 – Distinguished Prof Emnnt Schlr  
18500 – Professional Dev/Research  
18600 – Other Designated  
18700 – Cost Share  
40000 – Federal Sponsored Programs  
41000 – Ohio Government  
42000 – Local Government  
43000 - Other

**Exclusions:** EAB excludes the following expenses from the APS Platform:  
Work Study

- Research (Function Code = 2)
- College Credit Plus (CCP)

#### **5. What Class Sections are included in APS?**

We are including all class sections that are being taught by BGSU Faculty, Graduate Assistants, and Adjunct Instructors for all courses that are being taught at BGSU Main and Firelands Campus. However, there are some exclusions, as follows:

- College Credit Plus (CCP)
- Study Abroad
- Credit By Exam
- Credit by Validation
- Portfolio Assessment

#### **6. Why are there so many “IP” grades within APS? This does not match the Final Grades recorded in PeopleSoft CSS.**

Whenever EARNED\_CREDIT = Y and Final Grade is blank, BGSU must send a non-blank grade to the APS System. In that case, we are sending a Final Grade of 'IP' to APS instead of the blank final grade.

#### **7. If a student is enrolled for classes in multiple departments, which department gets credit for this student’s credit hours (SCH)?**

APS system will display the student credit hour (SCH) in the department where the student is taking the largest number of courses for that term.

#### **8. How is SCH assigned?**

APS assigns Faculty to departments by the number of courses taught and assigns their home department to where the majority of the courses reside. The course is the “unit of analysis”. ***This may not line up to where salaries are paid.***

#### **9. How is Student Credit Hour (SCH) categorized?**

APS categorizes credits by department that offers the credit hour and not which program the student is enrolled in.

**10. What is the 51% Rule? How does that impact APS?**

If a student takes 51% of courses at the Main campus and 49% at the Firelands Campus, the campus on the student’s program plan stack will be flipped to MAIN and the student will be charged Main campus tuition rates. Conversely, if the student takes 51% of their courses at the Firelands campus and 49% at the Main campus, the campus on this student’s program plan stack will be flipped to FIRE and the student will be charged Firelands campus tuition rates. ***This is an internal BGSU Policy. APS will reflect that same information from PeopleSoft CSS.***

**11. How are we handling College Credit Plus (CCP) in APS?**

We are excluding CCP students for a specific term if they were active in the following CCP Academic Plan Codes for that term (supplied by Registration and Records). Here is the list of Academic Plan Codes as of 5/09/2019: CCNFFIRE, CCNFMMAIN, CCPFIRE, CCPFUNFIRE, CCPFUNMAIN, CCPMAIN, CCPNFNFIRE, CCPNFNMAIN, CCRDFIRE, CCRDMAIN, COLCRDFIRE, COLCRDMAIN, HSCHLFIRE, HSCHLMAIN, HSMMAIN, PSOAFIRE, PSOAMAIN, PSOBFIRE, PSOBMAIN, S2SFIRE, S2SMMAIN, TECHFIRE, TECHMAIN. Note: This specific list of Academic Plan Codes will be maintained as a “String Group” in PeopleSoft CSS (to add or remove Plan Codes from this list). We are also excluding all Class Sections where Session Code = ‘DEN’ to eliminate CCP Class Sections.

**12. How are we determining the EAB Tenure Code in APS?**

We are mapping the EAB Tenure Type based on the following criteria:

Tenure Code	Additional Criteria	EAB Tenure Type
NTK		Tenure Track
TEN		Tenure
FNT		Non Tenure Track
NOT		Depricated
<Null>	Employee Class starts with ‘G’	Graduate Assistant
<Null>	Employee Class = ‘F05’ or ‘F04’	Adjunct
<Null>	Employee Class = ‘F09’ or ‘FSM’ or ‘FWN’ AND Instructor Type = ‘Part Time’	Adjunct
<Null>		Other

**13. Are the new job codes and ranks mapped to APS?**

Yes, per the BGSU Collective Bargaining Agreement (CBA), effective 7/1/19, the new job codes and ranks are as follows:

<b>Current Rank &amp; Job Title</b>	<b>New Job Title</b>	<b>New Job Title</b>	<b>New Job Title</b>	<b>New Job Title</b>
Instructor	Asst Teaching Professor	Asst Research Professor	Asst Clinical Professor	Asst Practitioner Professor
Lecturer	Assoc Teaching Professor	Assoc Research Professor	Assoc Clinical Professor	Assoc Practitioner Professor
Senior Lecturer	Teaching Professor	Research Professor	Clinical Professor	Practitioner Professor

**14. Where do we find a list of benchmarked institutions for comparison?**

Within APS Tool,  
click on Drop Down next to label “**Academic Performance Solutions Home**”  
Click on “**APS Benchmarks**” then “**Cohort Profile**”  
Click on “**View all Institutions in your cohorts**”  
There are 3 different types of cohorts: (1) *EAB APS Recommended Group*, (2) *Enrollment/Budget Group*, (3) *Student Success Group*.

After you are finished reviewing the list of Benchmarked Institutions,  
click on the button labeled “Close” to go back to the APS dashboard

**15. How and when are benchmark cohorts considered?**

Three customizable cohort lists are available, made up of a minimum of 5 and a maximum of 15 participating institutions. Open enrollment occurs 3 times a year:

- February
- June
- October

**16. Who are BGSU’s benchmark cohorts?**

BGSU has selected three cohort groups (1) *EAB APS Recommended Group*, (2) *Enrollment/Budget Group*, (3) *Student Success Group*.

**EAB APS Recommended Group**

- Central Michigan University
- North Dakota State University
- Old Dominion University
- University of Maine at Orono
- University of Maryland – Baltimore County
- University of Montana

- University of North Carolina – Greensboro
- University of North Dakota
- University of Northern Colorado
- University of South Dakota

#### **Enrollment/Budget Group**

- Central Michigan University
- North Dakota State University
- Old Dominion University
- University of Maryland – Baltimore County
- University of Montana
- University of North Carolina – Greensboro
- University of North Dakota
- University of Wisconsin Milwaukee

#### **Student Success Group**

- Central Michigan University
- North Dakota State University
- Old Dominion University
- University of Maryland – Baltimore County
- University of North Dakota

#### **17. Which instructional staff falls under “Other”?**

Instructional staff without Rank, and Instructional staff not found in HCM employee File.

#### **18. How many Credit Hours determines “Full Time” faculty?**

Full-time status for faculty is 12 credit hours for fall and 12 credit hours for spring or 24 credit hours for the entire academic year. This number can be changed within the APS platform but the new Full-time status applies to all colleges within the university. Total IFTE represents the percentage of instructional staff who are teaching full time.

#### **19. If an instructor teaches 3 courses in Management and 1 course in Marketing, Where does the instructional staff get assigned?**

Instructional staff is assigned to the department where they teach the largest number of courses.

#### **20. What if an instructor teaches 2 courses in Management and 2 courses in Marketing, where does the instructional staff get assigned?**

Instructional staff is assigned to the department with higher student headcount of these courses.

**21. What if a new course prefix is added to PeopleSoft CSS for a specific semester?**

The APS Administrator will be notified to add the new course to the APS Platform.

**22. Where does the "room to grow capacity" in APS come from? How is it calculated?**

Departments with room to grow is not a calculation but rather a general guide to the circles found in that quadrant. Generally this quadrant shows departments with positive attempted student hour growth but lower levels of fill rate as compared to other departments. The goal is to guide investigation into these departments by clicking on the dots and looking at growth vs. capacity. In general EAB advises an 80% fill rate as ideal.

**23. My Cross-listed Course Information Does Not Match. How APS is handling it?**

The cross-listed indicator in PeopleSoft is used to identify those courses that should be cross-listed in APS. Courses indicated as cross-listed are then collapsed. The courses that do not have the cross-listed indicator will not be recognized as cross-listed.

**24. What type of information is presented in the COST tab?**

Only direct expenses (direct salaries, benefits, and operational expenses), no revenue and overhead information is held in APS. No overhead is included in expenses. The student, faculty and cost data is based on the course and rolled up to the college that offers the course. For example, courses offered by the College of Arts & Sciences roll up to the College of Arts & Sciences regardless of which degree program the student is enrolled in.

**25. How is Full-Time Equivalency (FTE) calculated (IFTE in APS)?**

Faculty are presented as both headcount and as Instructional Full Time Equivalency (ITFE) based on course load which is set at 24 hours per year in APS. ***In some areas this course load is not accurate and IFTE metrics should not be used.***

**26. How is student headcount captured in APS?**

Student headcount is captured at the end of each semester vs. on census date (15<sup>th</sup> day of the semester). The timing difference will result in a smaller number being reported in APS as compared to census data, so end of semester headcounts in APS provide the most similar data to what's reported at census date.

**27. How are credit hours/attempted credit hours presented in APS?**

Credit Hours: Attempted Credit Hours are based on registered non-transfer coursework only.

Attempted credits will not be analyzed throughout APS where gradable indicator code is 'No'.