





**MISSION/ MANDATE PERFORMANCE INDICATORS – COMMUNITY COLLEGES**

No.	Indicator	Source	Operational Definition
STUDENT CHARACTERISTICS			
A.	Percent credit students enrolled part-time	Campus data	Percent of fall credit students enrolled for fewer than 12 credits.
B.	Students with developmental education needs	Campus data	Percentage of first-time, fall credit student headcount needing developmental coursework in English, reading, and/or mathematics (excluding ESOL).
C.	Total unduplicated headcount enrollments in English for Speakers of Other Languages (ESOL) courses	Campus data	Total combined unduplicated headcount enrollment (credit and noncredit) in ESOL courses during the fiscal year.
D.	Financial aid recipients a. Percent receiving Pell grants b. Percent receiving any financial aid	Annual financial aid report	Percent of credit students receiving financial aid. Denominator is unduplicated annual credit student headcount; numerator of (b) is unduplicated count of students receiving any type of financial aid during the fiscal year as reported in annual financial aid report.
E.	Credit students employed more than 20 hours per week	CCSSE	Percent of credit students who were employed more than 20 hours per week while enrolled.
F.	Student racial/ethnic distribution a. African American b. Asian, Pacific Islander c. Hispanic d. Native American e. White f. Foreign g. Other	Enrollment Information System	Percent of fall credit students identified in each racial/ethnic group. Students with unknown or missing race/ethnicity are to be removed from the denominator.

<p>G. Wage growth of occupational degree graduates</p> <ul style="list-style-type: none"> <li>a. Median income one year prior to graduation</li> <li>b. Median income three years after graduation</li> <li>c. Percent increase</li> </ul>	<p>State UI and wage records; Jacob France Institute analysis</p>	<p>Percentage increase in the median annual income of full-time employed occupational program associate degree graduates during the following period: one year prior to graduation to three years after graduation.</p>
<p><b>ACCESS AND AFFORDABILITY</b></p>		
<p>1. Annual unduplicated headcount</p> <ul style="list-style-type: none"> <li>a. Total</li> <li>b. Credit students</li> <li>c. Noncredit students</li> </ul>	<p>Campus data</p>	<p>Unduplicated fiscal year headcounts, including out-of-service area and out-of-state students. Total (a) is the unduplicated number derived from (b) and (c).</p>
<p>2. Market share of first-time, full-time freshmen</p>	<p>MHEC Enrollment by Residence report</p>	<p>Percent of service area residents enrolled as first-time, full-time freshmen in any Maryland college or university who are attending the community college.</p>
<p>3. Market share of part-time undergraduates</p>	<p>MHEC Enrollment by Residence report</p>	<p>Percent of service area residents enrolled as part-time undergraduates at any Maryland college or university who are attending the community college.</p>
<p>4. Market share of recent, college-bound public high school graduates</p>	<p>High School Graduate System</p>	<p>Percent of new service-area public high school graduates enrolled in Maryland higher education who are attending the community college.</p>
<p>5. Enrollment in online courses</p> <ul style="list-style-type: none"> <li>a. Credit</li> <li>b. Noncredit</li> </ul>	<p>Campus data</p>	<p>Total fiscal year enrollments in credit and noncredit online courses (those in which 50 percent or more of the course content is delivered online).</p>
<p>6. Tuition and fees as a percent of tuition and fees at MD public four-year institutions</p>	<p>MAACC Databook, Governor's Budget Book</p>	<p>Ratio of tuition and fees for a full-time, service-area student to average tuition and fees for full-time resident undergraduate at Maryland public four-year institutions.</p>



**QUALITY AND EFFECTIVENESS: STUDENT SATISFACTION, PROGRESS AND ACHIEVEMENT**

7.	Graduate satisfaction with educational goal achievement	Graduate Follow-Up Survey	Percentage of graduates indicating that their educational goal was completely or partly achieved at the time of graduation.
8.	Non-returning student satisfaction with educational goal achievement	Non-Returning Student Survey	Percentage of students enrolled in the spring that neither received an award nor enrolled in the subsequent fall, who indicated that they had achieved their educational goal in attending the community college.
9.	Developmental completers	Degree Progress Analysis (Campus data)	Percentage of students in entering fall cohort with at least one area of developmental need, who, after four years, have completed all recommended developmental coursework. Denominator is unduplicated headcount of students identified as needing developmental coursework in English, reading, and/or mathematics (excluding ESOL). Students in numerator have completed all recommended developmental courses.
10.	Successful-persister rate after four years a. College-ready students b. Developmental completers c. Developmental non-completers d. All students in cohort	Degree Progress Analysis (Campus data)	Percent of first-time fall entering students attempting 18 or more hours during their first two years, who graduated, transferred, earned at least 30 credits with a cumulative grade point average of 2.0 or above, or were still enrolled, four years after entry. Four rates are reported for each cohort.
11.	Graduation-transfer rate after four years a. College-ready students b. Developmental completers c. Developmental non-completers d. All students in cohort	Degree Progress Analysis (Campus data)	Percent of first-time fall entering students attempting 18 or more hours during their first two years, who graduated with a degree or certificate and/or transferred to another institution of higher education, within four years. Four rates are reported for each cohort.

12. Performance at transfer institutions: a. Percent with cumulative GPA after first year of 2.0 or above b. Mean GPA after first year	Transfer Student System	Percent of transfers at Maryland public four-year colleges and universities with cumulative grade point averages of 2.0 and above; mean GPA after first year.
13. Graduate satisfaction with preparation for transfer	Graduate Follow-Up survey	Percent of transfer program graduates who transferred to a four-year institution who rated their preparation for transfer as very good or good.
<b>DIVERSITY</b>		
14. Minority student enrollment compared to service area population a. Percent nonwhite enrollment b. Percent nonwhite service area population, 18 or older	Enrollment Information System, U.S. Bureau of the Census/Maryland Office of Planning population statistics	The percentage of nonwhite full- and part-time students enrolled in the fall and the percentage of nonwhites 18 years of age or older in the service area population. Two percentages will be reported. May include multiple counties if service area is larger. Nonwhite students include African Americans, Asian Americans, Hispanics and Native Americans; nonwhite students do not include Foreign and Other. Students with unknown or missing race will be eliminated from the denominator. The number of nonwhites in the service area is determined by subtracting the number of whites from the total population.
15. Percent minorities of full-time faculty	Employee Data System	Minorities include African Americans, Asian Americans, Hispanics, and Native Americans.
16. Percent minorities of full-time administrative and professional staff	Employee Data System	Minorities include African Americans, Asian Americans, Hispanics, and Native Americans. Includes EDS occupational categories 1 and 6.

17. Successful-persister rate after four years a. African American b. Asian, Pacific Islander c. Hispanic	Degree Progress Analysis (Campus data)	Same definition as indicator 10, reported separately for African Americans, Asians, and Hispanics. Not reported for groups with fewer than 50 students in the cohort for analysis.
18. Graduation-transfer rate after four years a. African American b. Asian, Pacific Islander c. Hispanic	Degree Progress Analysis (Campus data)	Same definition as indicator 11, reported separately for African Americans, Asians, and Hispanics. Not reported for groups with fewer than 50 students in the cohort for analysis.
<b>ECONOMIC GROWTH AND VITALITY; WORKFORCE DEVELOPMENT</b>		
19. Occupational program Associate degrees and credit certificates awarded by program area: a. Business b. Data Processing b. Engineering Technology c. Health Services d. Natural Science e. Public Service	Degree Information System	Number of associate degrees and credit certificates awarded by major field (2-digit HEGIS level) per fiscal year.
20. Percent of career program graduates employed full-time in a related field	Graduate Follow-Up Survey	Percent of career program graduates employed full-time in jobs related or somewhat related to their academic major.
21. Graduate satisfaction with job preparation	Graduate Follow-Up Survey	Percent of credit career program graduates employed full-time in a related or somewhat related field to their academic major who rated their preparation for employment very good or good.

22.	Employer satisfaction with career program graduates	Employer Follow-Up Survey	Percentage of employers who rated the overall job preparation of career program graduates very good or good.
23.	Licensure/certification examination pass rates	Licensure Boards and Agencies	Number of first-time candidates tested and percent of graduates who passed on their first try licensing and certification examinations in each academic field offered at the institution for which such tests are conducted. Figures are to be reported separately for each exam.
24.	Enrollment in noncredit workforce development courses a. Unduplicated annual headcount b. Annual course enrollments	CC3, CC10, campus data	Unduplicated annual headcount and fiscal year total course enrollments in noncredit courses with workforce intent (open enrollment and contract courses).
25.	Enrollment in Continuing Professional Education leading to government or industry-required certification or licensure a. Unduplicated annual headcount b. Annual course enrollments	Campus data reported to the MCCACET Licensure and Certification Affinity Group for their annual report	Unduplicated annual headcount and fiscal year total course enrollments in noncredit courses with CPE intent, reported for fiscal year.
26.	Number of business organizations provided training and services under contract	Campus data	Unduplicated number of business and organizational units provided workforce and/or workplace related training and services under a contractual agreement, reported by fiscal year.
27.	Enrollment in contract training courses a. Unduplicated annual headcount b. Annual course enrollments	Campus data	Unduplicated annual headcount and fiscal year total course enrollments in workforce and/or workplace related contract training courses.

28. Employer satisfaction with contract training	Campus data using standard questions from affinity groups	Percentage of business and organizational units contracting for training and services who were very satisfied or satisfied.
<b>COMMUNITY OUTREACH AND IMPACT</b>		
29. Enrollment in noncredit community service and lifelong learning courses a. Unduplicated annual headcount b. Annual course enrollments	CC3, CC10, CC12, campus data	Unduplicated annual headcount and fiscal year total course enrollments in noncredit courses with general education intent.
30. Enrollment in noncredit basic skills and literacy courses a. Unduplicated annual headcount b. Annual course enrollments	CC3, CC10, campus data	Unduplicated annual headcount and fiscal year total course enrollments in noncredit courses with basic skills intent (e.g., ABE, GED, high school completion prep, college entrance prep courses).
<b>EFFECTIVE USE OF PUBLIC FUNDING</b>		
31. Percentage of expenditures on instruction	MHEC Form CC4	Amount of operating expenses that go to "instruction" (Exhibit II, Item 1 under Expenditures by Function, Column 1)/Total Educational and General Expenditures (Exhibit II, Line 2, Column 1).
32. Percentage of expenditures on instruction and selected academic support	MHEC Form CC4	Amount of operating expenses that go to "instruction" (Exhibit II, Item 1 under "Expenditures by Function, Column 1) plus amount of operating expenses that go to "academic support" (Exhibit II, Item 4 under "Expenditures by Function, Column 1) minus the amount of operating expenses that go to "academic administration" (obtained from campus sources)/Total Educational and General Expenditures (Exhibit II, Line 2, Column 1).



**ROYAL STATE UNIVERSITY  
400 OPERATIONS ADMINISTRATION FOR MERIT/GOVERNMENT AGENCY MEASURES**

Indicator	Special Timeframe Issues	BSU Objective	Indicator/Measure	Source	Operational Definition
<b>INPUTS</b>					
1	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	2.1	Number of undergraduates in teacher training programs	MHEC Fall freeze data	Number of Students in Elementary Education, Early Childhood Education, Special Education, English Education, Social Science Education, Math Education and Science Education
2	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	2.1	Number of undergraduates enrolled in nursing program	MHEC Fall freeze data	Self Explanatory
3	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	2.1	Number of students enrolled in IT programs	MHEC Fall freeze data	Number of students in Computer Science, Computer Technology and Management Information Systems
4	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	3.2	Number of online programs	University Course data file/ MHEC approved programs list	Courses noted as completely online and not only web-enhanced.
<b>OUTPUTS</b>					
5	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est)	1.3	Second-year undergraduate retention rate	EIS	The percent of full-time, first-time, degree seeking undergraduates that return the second year after their initial enrollment.

HOWARD STANLEY UNIVERSITY  
200 OPERATIONAL ADMINISTRATION FORMS, GOVERNMENTAL MEASURES

	FY 10: Fall 09 (est)					
6	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	1.4	Six-year undergraduate graduation rate	MHEC: EIS, DIS	The percent of an initial cohort of first-time, full-time, degree seeking students that have graduated from Maryland Public Higher Education Institutions in any of the six years subsequent to initial enrollment.	
7	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	2.1	Number of graduates from teacher education annually employed in Maryland	MDE Report on new teachers by LEA and Maryland Institution	Results from MDE (Maryland Department of Education) Report on new teachers by LEA and Maryland Institution.	
8	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	2.1	Number of graduates from undergraduate nursing	MHEC DIS	Self Explanatory	
9	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	2.1	Number of graduates from IT programs	MHEC DIS	Number of graduates from Computer Science, Computer Technology and Management Information Systems	
10	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	3.1	Number of enrollees	MHEC EIS	All undergraduates, including transfers	
11	FY 06: Fall 05	4.1	Number of alumni donors	Alumni office	Number of alumni making monetary	



ROYAL STATE UNIVERSITY  
2007 OPERATIONAL DEFINITIONS FOR MERACQON MEASURING MEASURES

		OUTCOMES			
	FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)			reports	contributions to the University or Foundation
12	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	4.2	Total R&D expenditures (Millions)	NSF	National Science Foundation data on federal, state, industrial, and institutional expenditures on Research and Development.
13	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	5.1	Percent of students satisfied with education received for employment	MHEC Alumni Survey	Results of Alumni Survey
14	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	5.1	Percent of students satisfied with education received for graduate/professional school	MHEC Alumni Survey	Results of Alumni Survey
<b>QUALITY</b>					
15	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	1.1	Courses taught by FTE core faculty	Course data file and faculty workload unit reports	All full-time tenured and tenure-track
16	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	1.2	Percent of faculty with terminal degrees	MHEC EDS	All core faculty as above

17	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	2.2	Pass rates for undergraduates teacher education program completers on PRAXIS II	Education Testing Service data	Self Explanatory.
18	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	2.3	Pass rates for graduates of the generic nursing program	DIS	Self Explanatory.
19	FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est) FY 09: Fall 08 (est) FY 10: Fall 09 (est)	4.1	Dollars of alumni giving	Alumni and Foundation data and reports	Cumulative total of monetary donations from alumni

GOPHIN S'WAYEE UNIVERSITY  
2007 OPERATIONAL DEFINITIONS FOR VTR/ACCOUNT/FAH/HHY/ML/SERIES/INDICATORS

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
1.	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)	1.1	Total student enrollment	EIS Fall freeze data file	Self-explanatory	Fall enrollment data are inputted into PeopleSoft System through online student self-service registration process. The enrollment data is frozen by the Office of Information Technology (OIT) based on the 20% cut-off date set by the Office of Enrollment Management (OEM). The freeze file is checked by the Office of Enrollment Management (OEM). OIT runs the MHEC Enrollment Information System (EIS) extract file from the freeze file. The extracted EIS file is forwarded to the Office of Institutional Research (OIR) for edit, consistency and verification checks. Any errors are resolved collaboratively with the data element custodian. Corrections are concurrently made to the source database in PeopleSoft and the freeze file, and a re-run of the EIS extract file is made. When the data passes OIR checks, the file is forwarded to MHEC with signature of the OIR

**COPPIN STATE UNIVERSITY**  
**2007 OPERATIONAL DEFINITIONS FOR MER/ACCOU/ENR/AR/ENR/MEASURES/INDICATORS**

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
2.	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)	1.1	Total student enrollment whose ethnicity is other than African-American	EIS Fall freeze data file	Self-explanatory	See the control procedures for measure #1 above.
3.	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)	1.2	Number of students enrolled in off-campus or distance education courses	Off campus enrollment form	The number of enrollments in courses offered off campus and through the Internet, IVN, etc. Note: this is not an unduplicated count, but the addition of enrollments in all distance education courses.	See the control procedures for measure #1 above.

COPPIN STATE UNIVERSITY  
2007 OPERATIONAL DEFINITIONS FOR AIN ACCOUNTABILITY MEASURES/INDICATORS

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
4.	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)	2.1	Number of undergraduate students in teacher education programs	EIS Fall freeze data file	The number of undergraduate students expressing interest in a teacher training program.	See the control procedures for measure #1 above.
5.	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)	2.1	Number of qualified students admitted into the teacher education programs	EIS Fall freeze data file	The number of undergraduate students meeting program requirements and admitted into a teacher training program.	See the control procedures for measure #1 above.
6.	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)	2.2	Number of undergraduates enrolled in IT programs	EIS Fall freeze data file	The number of undergraduates meeting program requirements and admitted into the IT programs identified through MAITTY. At CSU these programs are: Computer Science and Information System	See the control procedures for measure #1 above.

**COLLEGE OF NURSING  
2007-2008 ANNUAL PLAN PROPOSALS FOR MEASUREMENT AND INDICATORS**

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
7.	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)	2.3	Number of undergraduate students in Nursing	EIS Fall freeze data file	track of Management Science. The number of undergraduate students expressing interest in a baccalaureate nursing program.	See the control procedures for measure #1 above.
8.	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)	2.3	Number of qualified undergraduate students admitted into the Nursing program	EIS Fall freeze data file	The number of undergraduate students meeting program requirements and admitted into Nursing program.	See the control procedures for measure #1 above.
9.	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)	2.3	Number of qualified undergraduate students who were not admitted into the Nursing program	EIS Fall freeze data file	The number of undergraduate students meeting program requirements and not admitted into Nursing program.	See the control procedures for measure #1 above.
10.	FY 04: Fall 03 (est.)	4.1	Average number of	Academic	Total cumulative	Data is taken from the faculty

**GOPHIN STATE UNIVERSITY**  
**2007 OPERATIONAL DEFINITIONS FOR VERA ACCOUNTABILITY MEASURES/INDICATORS**

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
	FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)		days faculty spent in community outreach, public service and research activities	Affairs	days spend by full-time faculty in community outreach, public service and research activities divided by total number of full-time faculty.	workload report and reviewed by the Provost Office.
11.	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)	4.2	Percent of FT faculty with terminal degrees	EDS data file	Self-explanatory.	Employee data are entered into PeopleSoft System through the Office of Human Resources (HR). The employee data is frozen for all employees compensated by the institution as of September 30 of the current year. The freeze file is checked by HR. OIT runs the MHHC Employee Data System (EDS) extract file from the freeze file. The extracted EDS file is forwarded to the Office of Institutional Research (OIR) for edit, consistency and verification checks. Any errors are resolved collaboratively with the data element custodian. Corrections are concurrently made to the source database in PeopleSoft and the freeze

**GOPPIN STATE UNIVERSITY**  
**2012 OPERATIONAL DEFINITIONS FOR MIRA ACCOUNTABILITY MEASURES/INDICATORS**

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
12.	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)	4.2	Percent of newly hired FT faculty with terminal degrees	EDS data file	Self-explanatory	file, and a re-run of the EDS extract file is made. When the data passes OIR checks, the file is forwarded to MHEC with signature of the OIR director certifying the number of records. MHEC further edits the data and any errors found are resolved.  See the control procedures for measure #9 above.
13.	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)	5.3	Total number of students enrolled in urban teacher education, natural sciences, nursing and health sciences, criminal justice, and information technology academic programs	EIS Fall freeze data file	Self-explanatory	See the control procedures for measure #1 above.
14.	FY 04: Fall 03	6.1	Percent of private	Institution	Self-explanatory	Data provided and checked by the



**GORDON STATE UNIVERSITY  
2007 OPERATIONAL DEFINITIONS FOR MEASUREMENTS, MEASURES/INDICATORS**

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
	FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)		giving for scholarships			Office of Institutional Advancement.
<b>OUTPUTS</b>						
15.	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)	1.1	Percent of students whose ethnicity is other than African-American	EIS Fall freeze data file	Self-explanatory	See the control procedures for measure #1 above.
16.	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)	2.1	Number of students completing teacher training program (Except Praxis II)	Institution	Self-explanatory	Data provided by the School of Education.
17.	FY 04: FY 04 FY 05: FY 05	2.2	Number of baccalaureate	DIS data file	Use MAITI definition of IT	Degree data are entered into PeopleSoft System through the

GODDARD STATE UNIVERSITY  
2007 OPERATIONAL DEFINITIONS FOR MEASUREMENTS BY MEASURES/INDICATORS

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
	FY 06: FY 06 FY 07: FY 07 FY 08: FY 08 (est.) FY 09: FY 09 (est.)		graduates of IT programs		program: see #5	Office of Records and Registration (ORR). The degree data is frozen to include degrees and other formal awards which were actually conferred between July 1 of the previous year to June 30 of the current year. The freeze file is checked by ORR. OIT runs the MHEC Degree Information System (DIS) extract file from the freeze file. The extracted DIS file is forwarded to the Office of Institutional Research (OIR) for edit, consistency and verification checks. Any errors are resolved collaboratively with the data element custodian. Corrections are concurrently made to the source database in PeopleSoft and the freeze file, and a re-run of the DIS extract file is made. When the data passes ORR checks, the file is forwarded to MHEC with signature of the OIR director certifying the number of records. MHEC further edits the data and any errors found are resolved.

**GOPPIN STATE UNIVERSITY**  
**2007 OPERATIONAL DEFINITIONS FOR MINOR ACCOUNTABILITY MEASURES/INDICATORS**

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
18.	FY 04: FY 04 FY 05: FY 05 FY 06: FY 06 FY 07: FY 07 FY 08: FY 08 (est.) FY 09: FY 09 (est.)	2.3	Number of baccalaureate degrees awarded in Nursing	DIS data file	Self-explanatory	See the control procedures for measure #15 above.
19.	FY 04: FY 04 FY 05: FY 05 FY 06: FY 06 FY 07: FY 07 FY 08: FY 08 (est.) FY 09: FY 09 (est.)	2.3	Number of graduate degrees awarded in Nursing	DIS data file	Self-explanatory	See the control procedures for measure #15 above.
20.	FY 04: cohort of 1997 FY 05: cohort of 1998 FY 06: cohort of 1999 FY 07: cohort of 2000 FY 08: cohort of 2001 (est.) FY 09: cohort of 2002 (est.)	3.1	Six year graduation rate of all students	MHEC : EIS, DIS	The percentage of first-time, full-time degree-seeking undergraduates who graduated from any Maryland public four-year institution within six years of matriculation.	Data are taken from MHEC Retention and Graduation report. However the general control procedures for measures #1 and #15 above are applicable.
21.	FY 04: cohort of 1997 FY 05: cohort of	3.1	Six year graduation rate of all minority students	MHEC : EIS, DIS	The percentage of first-time, full-time degree-seeking	See the control procedures for measure #18 above.

CORPIN STATE UNIVERSITY  
2006 OPERATIONAL DEFINITIONS FOR MIRA/ACCOUNTABILITY MEASURES/INDICATORS

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
	1998 FY 06:cohort of 1999 FY 07:cohort of 2000 FY 08:cohort of 2001 (est.) FY 09:cohort of 2002 (est.)				undergraduates who graduated from any Maryland public four-year institution within six years of matriculation.	
22.	FY 04:cohort of 1997 FY 05:cohort of 1998 FY 06:cohort of 1999 FY 07:cohort of 2000 FY 08:cohort of 2001 (est.) FY 09:cohort of 2002 (est.)	3.2	Six year graduation rate of African-American students	MHHC : EIS, DIS	The percentage of first-time, full-time degree-seeking African-American undergraduates who graduated from any Maryland public four-year institution within six years of matriculation.	See the control procedures for measure #18 above.
23.	FY 04:cohort of 2002 FY 05:cohort of 2003 FY 06:cohort of 2004	3.3	Second year retention rate of all students	MHHC : EIS, DIS	The percentage of first-time, full-time degree-seeking undergraduates who re-enrolled at CSU one year after	See the control procedures for measure #18 above.

**GOVERNMENT OF THE UNIVERSITY OF CALIFORNIA**  
**2007 OPERATIONAL DEFINITIONS FOR PERFORMANCE MEASURES/INDICATORS**

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
24.	FY 07: cohort of 2005 FY 08: cohort of 2006 (est.) FY 09: cohort of 2007 (est.)	3.3	Second year retention rate of all minority students	MHEC : EIS, DIS	The percentage of first-time, full-time degree-seeking minority undergraduates who re-enrolled at CSU one year after matriculation.	See the control procedures for measure #18 above.
25.	FY 04: cohort of 2002 FY 05: cohort of 2003 FY 06: cohort of 2004 FY 07: cohort of 2005 FY 08: cohort of 2006 (est.) FY 09: cohort of 2007 (est.)	3.4	Second year retention rate of African-American students	MHEC : EIS, DIS	The percentage of first-time, full-time degree-seeking African-American undergraduates who re-enrolled at CSU one year after matriculation.	See the control procedures for measure #18 above.

GOVERN STATE UNIVERSITY  
2007 OPERATIONAL DEFINITIONS FOR MEASUREMENTS FOR MEASURES/INDICATORS

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
	2006 (est.) FY 09: cohort of 2007 (est.)					
<b>OUTCOMES</b>						
26.	FY 04: AY 03-04 FY 05: AY 04-05 FY 06: AY 05-06 FY 07: AY 06-07 FY 08: AY 07-08 (est.) FY 09: AY 08-09 (est.)	2.1	Number of teacher education graduates employed in Maryland	MSDE	Pertains only to "new hires who graduated from a USM institution and were hired by LEAs."	Data provided by the USM Office.
27.	1998 survey: 1997 bach degree recipients 2000 survey: 1999 bach degree recipients 2002 survey: 2001 bach degree recipients 2005 survey: 2004 bach degree recipients	2.2	Percent of baccalaureate IT graduates employed in Maryland	MHEC follow-up survey of graduates	(The percentage of bachelor's degree recipients from IT programs who held full- or part-time jobs in Maryland within one year of graduation as derived from the MHEC follow-up survey of graduates) X (the number of bachelor degree recipients from IT programs)	Data are taken from triennial alumni follow up survey, sponsored by MHEC. The survey is administered based on MHEC guidelines and the survey forms are processed by MHEC. Processed data are supplied back to the OIR electronically and this objective is calculated.

**2007 OPERATIONAL DEFINITIONS FOR AIR ACCIDENT LIABILITY MEASURES/INDICATORS**

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
28.	1998 survey: 1997 bach degree recipients 2000 survey: 1999 bach degree recipients 2002 survey: 2001 bach degree recipients 2005 survey: 2004 bach degree recipients	2.3	Percent of baccalaureate Nursing graduates employed in Maryland	MHHC follow-up survey of graduates	(The percentage of bachelor's degree recipients from the nursing program who held full- or part-time jobs in Maryland within one year of graduation as derived from the MHHC follow-up survey of graduates) X (the number of bachelor degree recipients from nursing program)	See the control procedures for measure #25 above.
29.	1998 survey: 1997 bach degree recipients 2000 survey: 1999 bach degree recipients 2002 survey: 2001 bach degree recipients 2005 survey: 2004 bach degree recipients	2.4	Median salary of CSU graduates	MHHC follow-up survey of graduates	Self-explanatory	See the control procedures for measure #25 above.

**CORPUS CHRISTI UNIVERSITY  
404 OPERATIONAL DEFINITIONS FOR MEASUREMENT ABILITY MEASUREMENT INDICATORS**

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
30.	1998 survey: 1997 bach degree recipients 2000 survey: 1999 bach degree recipients 2002 survey: 2001 bach degree recipients 2005 survey: 2004 bach degree recipients	2.4	Ratio of median salary of CSU graduates to U.S. civilian work force with bachelor's degree	MHEC follow-up survey of graduates/US Census Bureau	Midpoint of median salary category of US residents 25 and older who have a bachelor's degree. This information is provided by USM Office	Data is provided by the USM Office. However, the control procedures for measure #25 above are applicable.
31.	1998 survey: 1997 bach degree recipients 2000 survey: 1999 bach degree recipients 2002 survey: 2001 bach degree recipients 2005 survey: 2004 bach degree recipients	5.1	Percentage of alumni satisfied with education received for graduate or professional school one year after graduation	MHEC follow-up survey of graduates	The percentage of bachelor's degree recipients who enrolled in graduate or professional school within one year of graduation and who rated their preparation for advanced education as excellent, good, or adequate (fair).	See the control procedures for measure #28 above.
32.	1998 survey: 1997 bach degree recipients	5.2	Number of undergraduates employed in	MHEC follow-up survey of	The number of bachelor's degree recipients who held	See the control procedures for measure #28 above.



COPPIN STATE UNIVERSITY  
2011 OPERATIONAL DEFINITIONS FOR AIRAC COLLEGE/UNIVERSITY MEASURES/INDICATORS

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
	2000 survey: 1999 bach degree recipients 2002 survey: 2001 bach degree recipients 2005 survey: 2004 bach degree recipients		Maryland	graduates	full- or part-time jobs within one year of graduation.	
33.	1998 survey: 1997 bach degree recipients 2000 survey: 1999 bach degree recipients 2002 survey: 2001 bach degree recipients 2005 survey: 2004 bach degree recipients	5.2	Employment rate of undergraduates in Maryland	MHEC follow-up survey of graduates	(The percentage of bachelor's degree recipients who held full- or part-time jobs in Maryland within one year of graduation as derived from the follow up survey of graduates) X (the number of bachelor degree recipients).	See the control procedures for measure #28 above.
34.	1998 survey: 1997 bach degree recipients 2000 survey: 1999 bach degree recipients	5.2	Percentage of alumni satisfied with education received for employment one year after graduation	MHEC follow-up survey of graduates	The percentage of bachelor's degree recipients who rated employed full-time within one year of	See the control procedures for measure #28 above.

COPPIN STATE UNIVERSITY  
 AN OPERATIONAL DEFINITION FOR MEASUREMENTS, INDICATORS, MEASURES, AND INDICATORS

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
	recipients 2002 survey: 2001 bach degree recipients 2005 survey: 2004 bach degree recipients				graduation and who rated their education as excellent, good, or adequate (fair) preparation for their job.	
35.	FY 02: AY 01-02 FY 03: AY 02-03 FY 04: AY 03-04 FY 05: AY 04-05 FY 06: AY 05-06 FY 07: AY 06-07 (est.) FY 08: AY 07-08 (est.)	8.1	Coppin's full-time resident undergraduate tuition and fees	Governor's Budget Books	Full-time tuition and mandatory fees for resident undergraduates	Not applicable
36.	FY 02: AY 01-02 FY 03: AY 02-03 FY 04: AY 03-04 FY 05: AY 04-05 FY 06: AY 05-06 FY 07: AY 06-07 (est.) FY 08: AY 07-08 (est.)	8.1	Average tuition and fees for full-time undergraduates at other Maryland public institutions.	Governor's Budget Books	Average full-time tuition and mandatory fees for resident undergraduates	Not applicable
37.	FY 02: AY 01-02 FY 03: AY 02-03	8.1	Percent of savings comparing Coppin's	Institution	The difference between other	Not applicable

**COPPIN STATE UNIVERSITY  
2007 OPERATIONAL DEFINITIONS FOR MEASUREMENTS/INDICATORS**

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
	FY 04: AY 03-04 FY 05: AY 04-05 FY 06: AY 05-06 FY 07: AY 06-07 (est.) FY 08: AY 07-08 (est.)		tuition and fees to other Maryland public four year institutions.		Maryland public four year and Coppin's tuition and fees divided by other Maryland public four year tuition and fees	
<b>QUALITY</b>						
38.	FY 04: graduates who took PRAXIS II in FY 04; FY 05: graduates who took PRAXIS II in FY 05 FY 06: graduates who took PRAXIS II in FY 06 FY 07: graduates who took PRAXIS II in FY 07	2.1	Percent of undergraduate students who completed teacher training program and passed PRAXIS II (or the NTE, if applicable during the transition period)	Institution	The number of students who passed the PRAXIS II (or NTE if applicable) divided by the number of undergraduate students who took Praxis II.	Data provided by the School of Education.
39.	FY 04: FY 04 FY 05: FY 05 FY 06: FY 06 FY 07: FY 07 FY 08 FY 08(est.) FY 09 FY 09(est.)	2.3	NCLEX (Nursing) licensure exam passing rate	Institution	The number of undergraduate students who passed the NCLEX licensure exam divided by the number of students	Data provided by the School of Nursing.

**COPIEN STATE UNIVERSITY  
2007 OPERATIONAL DEFINITIONS FOR BUDGET ACCOUNTABILITY MEASURES/INDICATORS**

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
<b>EFFICIENCY</b>						
40.	Fiscal year basis	6.2	Rate of operating budget savings	<i>Efficiency Efforts of the USM</i>	Detailed definition included in report. Efficiency includes specific actions resulting on cost savings; cost avoidance; strategic reallocation; and revenue enhancement	Data provided by USM Office.
41.	Fiscal year basis	7.1	% of replacement cost expended in facility renewal and renovation	USM Office of Capital Budget	Expenditures from operating and capital budgets on facility renewal and renovation as a percentage of the total replacement value. USM Office will provide replacement value. < [Operating	Data provided by USM Office.

**GOPPIN STATE UNIVERSITY**  
**2007 OPERATIONAL DEFINITIONS FOR ATR/ACCREDITATION AHEAD MEASURES/INDICATORS**

Measure	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
42.	Fiscal year basis	7.2	Cost of raising \$1	UMF	facilities renewal (state-supported) + capital facilities renewal (amount included in Academic Revenue Bonds) divided by the 2% replacement value] multiplied by .02 >	Data provided by USM Office.
					Administrative and other costs associated with fund raising divided by total funds raised. Information will be provided by USM Office	

Source abbreviations:  
 EIS - MHEC Enrollment Information System  
 DIS - MHEC Degree Information System  
 UMF - University of Maryland Foundation  
 MSDE - Maryland State Department of Education



**PROSPECTING STATE UNIVERSITY  
2007 OPERATIONAL DEFINITIONS FOR MEASUREMENT INDICATORS**

Measure #	Special Timeframe Issues	Indicator/Measure	Source	Operational Definition	Control Procedures
1	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07(est.) FY 09: Fall 08(est.)	Number of undergraduates enrolled in IT programs	EIS	Generally, these are: Computer Science (including Computer and Information Science, Computer Studies, and Computer Information Technology), Computer Engineering, Electrical Engineering, Software Engineering, Systems Engineering, Telecommunications, Information Systems Management, Engineering Management, Decision and Information Technology, Geographic Information Systems, Graphic Design, and Nursing Informatics.	IT enrollment data are collected at fall census based on the student data procedures detailed below in <u>number 3</u> . In general, IT programs are those eligible to receive assistance under the Maryland Applied Information Technology Initiative (generally, these are: Computer Science, (including Computer and Information Science, Computer Studies, and Computer Information Technology), Computer Engineering, Electrical Engineering, Software Engineering, Systems Engineering, Telecommunications, Information Systems Management, Engineering Management, Decision and Information Technology, Geographic Information Systems, Nursing Informatics), FSU tracks IT majors through the Semester Enrolled Population Research File (M403/P409). IT majors and minors include the collaborative engineering program, computer science, GIS mapping science, and graphic design.
2	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07(est.) FY 09: Fall 08(est.)	Number of undergraduates and MAT post-bach. in teacher education	Institution	The number of undergraduate and post-baccalaureate (MAT) students who have been accepted and enrolled into a teacher-training program (in most institutions, acceptance into a teacher training program may require passing Praxis I).	Teacher education enrollment data are collected at fall census based on the student data procedures detailed below in <u>number 3</u> . Students select the teacher education major on their admissions application or through the change of major process. The Office of Information Services verifies enrollment in the secondary teacher education program by reviewing the students' course enrollment pattern. All secondary education majors have completed at least one of the following: EDUC200 EDUC201 EDUC202 EDUC308 PHEC497 ELED303 EDUC410 EDUC409 ELED403 EDUC445 ELED495 SCED496 EDUC497 EDUC300 EDUC392 EDUC391 ELED307 ELED494 EDUC447 EDUC300.
3	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06	Headcount enrollment (Fall Total in FY)	EIS	Self-explanatory.	<b>Student Data:</b> Enrollment data is reported each fall to USM, MHEC, and the U.S. Department of Education (ED) using definitions established by the ED. The Semester Enrolled Population Research File (M403/P409) is produced each semester on the EIS (M140) "census date", generally at the end of the

Measure #	Special Timeframe Issues	Indicator/Measure	Source	Operational Definition	Control Procedures
4	FY 08: Fall 07(est.) FY 09: Fall 08(est.)	Number of annual off campus course enrollments	Off campus enrolment form	The number of enrollments in courses offered off campus and through the Internet, IVN, etc. Note: this is not an unduplicated count, but the	drop/add period. This file contains demographic and academic data for each student enrolled for the term. It facilitates research based on the same data as reported to MHEC. The collection satisfies the requirement for a "census" file extract to be made at the time data is extracted for reporting to MHEC. The detailed student information is data entered by The Office of Admissions, Office of Graduate Services, the Office of the Registrar, Academic Departments, and other access points. The research file is maintained by the Office of Information Services. The Offices of Admission and Graduate Services are responsible for the initial student data entry which includes the demographic and academic information. Students complete a paper or web admission application. Students self select their degree status and program of study. The Offices of Admissions and Graduate Services are responsible for verification of their data entry. Once students are admitted the Office of the Registrar manages the academic record which includes all course registration, grading practices, degree audits, transcript, address changes, residency, and name changes. The Office of the Registrar is responsible for verification of their data entry. The Vice President's Office for Student and Educational Services is responsible for the data entry for changes of major and minors as students progress through their academic career. The Vice President's Office for Student and Educational Services is responsible for verification of their data entry. Academic Departments are responsible for building the academic course offerings and ensure faculty adhere to institutional policy in relation to the students' academic record. Other offices have responsibility for such things as student dismissal and probation, NCAA eligibility, health records, and services indicators. FSU uses PeopleSoft for its ERP system. The Office of Information Technology is responsible for maintaining the ERP system. The Office of Information Services verifies the student data with the responsible office through a process call Census Clean Up. Census Clean Up verifies student data field values, ensures credit hour counts, and other salient factors of the census collections.
	FY 04: Sum 03+Fa 03+Spr 04 FY 05: Sum 04+Fa 04+Spr	Number of annual off campus course enrollments	Off campus enrolment form		OIS uses data extracted from the FSU's student administration system - PeopleSoft Administrative Workflow System (PAWS) on the official semester census day to create a Course File which is then used for subsequent course inquiries. Distance education and off campus enrollment is calculated by counting all enrollment generated by a course in the summer, fall, and spring



Measure #	Special Timeframe Issues	Indicator/Measure	Source	Operational Definition	Control Procedures
05	FY 06: Sum 05+Fa 05+Spr 06 FY 07: Sum 06+Fa 06+Spr 07 FY 08: Sum 07+Fa 07+Spr 08 (est.) FY 09: Sum 08+Fa 08+Spr 09 (est.)	Percent of economically disadvantaged students	Common Data Set	sum of enrollments in all distance education and off campus courses. Off campus duplicative course enrollments for FY (summer, fall, and spring).	semesters. Included is the number of enrollments in courses offered off campus and/or through the Internet, IVN, etc. This is <u>not</u> an unduplicated count, but the total sum of enrollments in all distance education and off campus courses. The course file is produced each fall, intersession, spring and summer semesters on the SIS "census date". This file is used as input to produce course unit level file containing the total number of credit hours and courses taught by Faculty/Course, and instructional levels. This file contains student, course, and instructor information.
5	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07(est.) FY 09: Fall 08(est.)	Percent of economically disadvantaged students	Common Data Set	Number of degree-seeking undergraduate students, both full- and part-time, who applied for financial aid and who were determined to have financial need (from line H2c of the Common Data Set 2006-2007) divided by the total number of degree-seeking undergraduates. (Line H2a).	Financial need is defined as: financial need (from line H2c of the Common Data Set 2006-2007) divided by the total number of degree-seeking undergraduates. (Line H2a). Undergraduate students included are the number of degree-seeking full-time and less-than-full-time undergraduates who applied for and were awarded financial aid from any source. CDS definitions typically align with the U.S. Department of Education's integrated postsecondary education data system (IPEDS). The population is reported as unit record submission and is defined as any undergraduate student who submitted a FAFSA. This data entry is performed in the Office of Financial Aid and they are solely responsible for its accuracy. The data is reported through The Financial Aid Information System (FAIS) which provides information and will support analysis describing financial aid recipients and the amount of aid they receive during each academic year. A student is to be reported through this unit record system if he/she receives financial aid. The information reported for each student includes the student's identification number, the amounts of financial aid received through individual financial aid programs and information to determine the level of need. The population to be reported in the unit record submission is defined as any undergraduate or graduate student who received some form of financial assistance as defined in these instructions. A data record must be submitted for each financial aid award a student at the institution received. The 2007 unit record submission contains unit record data for financial aid distributed during the calendar

TOWSON STATE UNIVERSITY  
2007 OPERATIONAL DEFINITIONS FOR VPA/ACGJ/NAB/ETA/MS/SGS/INDICATORS

Measure #	Special Timeframe Issues	Indicator/Measure	Source	Operational Definition	Control Procedures
6	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07(est.) FY 09: Fall 08(est.)	Percent African-American (Fall Undergraduate in FY)	EIS	Self-explanatory.	period July 1, 2006 through June 30, 2007. The unit record data submission file is due on or before November 15, 2007. The Office of Information Service uses a copy of FAIS to complete the CDS H section, US News and World, Peterson Guide, and other financial aid submissions. African American undergraduate enrollment data is selected from the student data defined in <u>number 3 above</u> . African American enrollment definitions is established by USM, MHEC, and the U.S. Department of Education's integrated postsecondary education data system (IPEDS). This data is collected on the admissions application.
7	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07(est.) FY 09: Fall 08(est.)	Percent Minority (Fall Undergraduate in FY)	EIS	Minority: African-American, Hispanic, Asian American, Native American.	Minority undergraduate enrollment data is selected from the student data defined in <u>number 3 above</u> . Minority undergraduate enrollment definitions is established by USM, MHEC, and the U.S. Department of Education's integrated postsecondary education data system (IPEDS). This data is collected on the admissions application.
8	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07(est.) FY 09: Fall 08(est.)	Number of initiatives located at FSU	Institution	Work with state and local government agencies to attract initiatives to FSU's campus.	The Tawes Science/Technology Business Incubator was established on the Frosburg campus in Tawes Hall (the University's former science building no longer suitable for instructional purposes). In August of 2004, the Mountain Maryland Field Office of the United States Geological Survey (USGS) and the Department of Natural Resources (DNR) moved into the incubator. Three additional firms have established offices in Tawes Hall since the initial tenants arrived in 2004. Spectrum BioSciences moved into Tawes the following November 2004. In March 2005, the Geographic Information Systems (GIS) firm VARGIS became the fourth tenant of the incubator. Leading Edge Design and Systems (LEDS) moved into Tawes Hall in December 2005. Each of these tenants occupies physical space in the building. Two new private firms in 2007, Rain and Snow and Highland Consulting. The University graduated its first incubator company in 2006 to an area industrial park.
9	Fiscal year basis	Number of	DIS	Use definition of IT program:	IT undergraduates that received the award of the degree during the degree year

Measure #	Special Timeframe Issues	Indicator/Measure	Source	Operational Definition	Control Procedures
		undergraduate graduates in IT programs (annually)		see #1.	of 2006-07. The programs are consistent with those defined in number one and adhere to the <u>Degree Data</u> procedures listed below in number 11. Use definition of IT program: see number 1.
10	FY 04: Sum 03+Fa 03+Spr 04 FY 05: Sum 04+Fa 04+Spr 05 FY 06: Sum 05+Fa 05+Spr 06 FY 07: Sum 06+Fa 06+Spr 07 FY 08: Sum 07+Fa 07+Spr 08 (est.) FY 09: Sum 08+Fa 08+Spr 09 (est.)	Number of undergraduate and post-baccalaureate students completing teacher training program	Institution	The number of undergraduate and post-baccalaureate students who have completed all the requirements for teacher certification.	Teacher education undergraduates and graduates that received the award of the degree during the degree year of 2006-07. The programs are consistent with those defined in number one and adhere to the <u>Degree Data</u> procedures listed below in number 11. Students select the teacher education major on their admissions application or through the change of major process. The Office of Information Services verifies enrollment in the secondary teacher education program by reviewing the students' course enrollment pattern. Early Childhood and Elementary majors self select their program of study through the admission process. All secondary education majors have completed at least one of the following: EDUC200 EDUC201 EDUC202 EDUC308 PHEC497 ELED303 EDUC410 EDUC409 ELED403 EDUC445 ELED495 SCED496 EDUC497 EDUC300 EDUC392 EDUC391 ELED307 ELED494 EDUC447 EDUC300. In addition, the Office of Information Services and the Office of Field Experience in the College Education collaborate in identifying students to be included. The Office of Field Experience has the final sign off responsibility.
11	Fiscal year basis	Total bachelor's degree recipients	DIS	The number of students graduating with a bachelor's degree (note: this is NOT the number of bachelor's degrees awarded)	<u>Degree Data:</u> The degree data is reported each July to USM, MHEC, and each spring the U.S. Department of Education (ED) using definitions established by the ED. The M416 Degree File is produced at the end of each fiscal year (FY file contains degrees awarded for Aug, Dec, Jan, May) and is based on MHEC's DIS (M413). This file contains degree related academic data for each student graduating in the fiscal year. It facilitates research based on the same data as reported to MHEC. The collection satisfies the requirement for a "degree" file extract to be made at the time data is extracted for reporting to MHEC. The detailed student information is data entered by The Office of Admissions, Office of Graduate Services, the Office of the Registrar, Academic Departments, and other access points. This file contains one record for each student receiving a degree during the academic year (July 1 through June 30) specified. Because it contains the same data as is on the

Measure #	Special Timeframe Issues	Indicator/Measure	Source	Operational Definition	Control Procedures
12	FY 04: cohort of 2002 FY 05: cohort of 2003 FY 06: cohort of 2004 FY 07: cohort of 2005 FY 08: cohort of 2006(est.) FY 09: cohort of 2007(est.)	Second year retention rate: African-American Minority All students	MHEC: EIS, DIS	The percentage of first-time, full-time degree-seeking undergraduates who re-enrolled at any Maryland public four-year institution one year after matriculation. Minority: see #7 above. Data provided by MHEC.	<p>MHEC DIS Standard File, plus other census data as it was when degree information was reported to the MHEC, it facilitates research based on the same data as reported to the MHEC. The YY in the file name (M416_YY) is the academic year identification, e.g., M416_07 contains degree recipient information for the 2006-07 academic year. The data on the file is taken from the Institution's Peoplesoft Tables. For each student who has received one or more degrees or certificates at the institution during the academic year, there is one 300-character record. FSU uses Peoplesoft for its ERP system. The Office of Information Technology is responsible for maintaining the ERP system.</p> <p>Data for fiscal year actuals are taken from an annual report prepared each spring by the Maryland Higher Education Commission for the public four year institutions in Maryland showing the second-year retention rate for all students, second-year retention rate for minority students, second-year retention rate for African American students, six-year graduation rate for all students, six-year graduation rate for all minority students, and six-year graduation rate for all African American students. A report is prepared by MHEC and sent to the USMO and each campus. MHEC defines the cohort as: (Retention and Graduation Rates at Maryland Public Four-Year Institutions, MHEC 2005). "...Figures for the entering class of 1996 and beyond include changes resulting from the development of the Federal Graduation Rate Survey (GRS).</p> <ul style="list-style-type: none"> <li>• Retention rate of all first-time undergraduates and not just first-time freshman are included.</li> <li>• Students who are enrolled at multiple institutions are included more than once in the cohort. Prior to the 1996 cohort these cross-enrolled students were reported at only one campus on a randomly selected basis.</li> <li>• If an institution reports a new social security number for a student, the student is tracked on the basis of the new number. In earlier cohorts, these students were treated as having dropped from the institution. The impact of this change is greatest at institutions with large numbers of foreign students, who are often assigned a temporary identifications numbers when the initially enroll.</li> <li>• The method used to match student enrollment and degree attainment is based on the federal GRS procedures and on the recommendations of an</li> </ul>

2006/07 ANNUAL REPORT  
**PROSELYTING STATE UNIVERSITY  
 OPERATIONAL DEFINITIONS FOR MHEC MEASURES/INDICATORS**

Measure #	Special Timeframe Issues	Indicator/Measure	Source	Operational Definition	Control Procedures
					intersegmental workgroup. Information on cohorts from previous years remains unchanged...."
					See the control procedures for number 12 above.
13	FY 04: cohort of 97 FY 05: cohort of 98 FY 06: cohort of 99 FY 07: cohort of 00 FY 08: cohort of 01(est.) FY 09: cohort of 02(est.)	Six year graduation rate: African-American Minority All students	MHEC: EIS, DIS	The percentage of first-time, full-time degree-seeking undergraduates who graduated from any Maryland public four-year institution within six years of matriculation. Institutions may provide additional refinements based on IPEDS' national definition. Minority: see #7 above. Data provided by MHEC.	
14	1998 Actual - 97 DIS 2000 Actual - 99 DIS 2002 Actual - 01DIS 2005 Actual - 04 DIS 2008 Actual - 07DIS	Median salary of graduates	1998, 2000, 2002, 2005 Surveys = MHEC Follow-Up Survey of Graduates.	Median salary of bachelor's degree recipients.	Data are taken from the Alumni Follow-up Survey (see number 20), sponsored by MHEC, and reported to both MHEC and the USM. Because alumni data are reported in ranges, the SAS univariate procedure was used. The univariate performs parametric and nonparametric analysis of a sample from a single population. The UNIVARIATE procedure produces descriptive statistics and exploratory data analysis.
15	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07(est.) FY 09: Fall 08(est.)	Faculty Diversity FT: Women African-American	Institution	Full-Time Faculty (Self-explanatory).	<u>Employee Data:</u> The Employee Research Data File (M155) is produced at each institution each fall using the HRS files which have been "frozen" as of the Employee Data System (EDS) "census date". This research file contains the same data as that on the MHEC EDS Standard File (M156) plus other data needed for research and report generation purposes. For each employee, the institution's HRS (PeopleSoft) is used to produce one 260-character record containing certain demographic, academic and payroll information. The detailed employee information is data entered by The Office of Human

Measure #	Special Timeframe Issues	Indicator/Measure	Source	Operational Definition	Control Procedures
16	Fiscal year basis	Funds raised in annually giving (\$M)	UMF/V SE Report	Campaign cumulative total as of the end of each FY.	<p>Resources and by Payroll &amp; Employee Services. The Office of Information Services and the Office of Human Resources invest in a six week verification process of the data which involves querying and testing the data values for each employee. All issues are resolved by Human Resources by the time the file is submitted. Full-time Faculty include tenured, on-track, and non tenured. All appointees of academic rank and professional librarians will constitute the Faculty of Frostburg State University. Faculty are defined by using the University System Policy on Appointment, Rank, and Tenure of Faculty and Policy in the Employment System of Maryland. See <i>USM Policies and Statements</i> at <a href="http://www.usmd.edu/regents/bylaws/SectionII/">http://www.usmd.edu/regents/bylaws/SectionII/</a> and the Frostburg State University 2006 Faculty Handbook at <a href="http://www.frostburg.edu/admin/senate/fachdbk.htm">http://www.frostburg.edu/admin/senate/fachdbk.htm</a>. The definitions for race and ethnicity are established by USM, MHEC, and the U.S. Department of Education's integrated postsecondary education data system (IPEDS). Categories used to describe groups to which individuals, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are as follows: <u>Black</u>, non-Hispanic, American Indian/Alaska Native, <u>Asian/Pacific Islander</u>, <u>Hispanic</u>, <u>White</u>, non-Hispanic. Race/ethnicity unknown is the category used to report students or employees whose race/ethnicity is not known and who the institutions are unable to place in one of the specified racial/ethnic categories. FSU uses PeopleSoft for its ERP system. The Office of Information Technology is responsible for maintaining the ERP system.</p> <p>The Office of Development and Annual Giving are housed in the Division of University Advancement. The respective offices are responsible for collection, data entry, and auditing of the annual giving. The PeopleSoft Contributor Relations module is used as the management system. The Director of the Development Office provides OIS with the July version of the VSE report. The Division of University Advancement is solely responsible for this data. The VSE report is defined as CAE's Voluntary Support of Education (VSE) survey and is the authoritative national source of information on private giving to higher education and private K-12 schools, consistently capturing about 85</p>

**PROSPERING STATE UNIVERSITY  
2007 OPERATIONAL DEFINITIONS FOR MEASURES/INDICATORS**

Measure #	Special Timeframe Issues	Indicator/Measure	Source	Operational Definition	Control Procedures
					percent of the total voluntary support to colleges and universities in the United States. About a quarter of the nation's 4,000 institutions of higher education and about 250 precollegiate institutions fill out a survey each year. The survey collects data about charitable support, such as the source of gifts, the purposes for which they are earmarked, and the size of the largest gifts. Data on deferred giving and bequests are also collected. Questions about enrollment, expenditures, and endowment enable users of data to control for the size of the institution when conducting comparative research. Reporting is consistent with guidelines set forth by the <u>Council for Advancement and Support of Education (CASE)</u> , <a href="http://www.cae.org/content/pro_data_faq.htm#q1">http://www.cae.org/content/pro_data_faq.htm#q1</a> , Council for Aid to Education. 2007.

**ALUMNI**

	1998 Actual - 97 DIS 2000 Actual - 99 DIS 2002 Actual - 01DIS 2005 Actual - 04 DIS 2008 Actual - 07DIS	Median salary of graduates (\$000's)	1998, 2000, 2002, 2005 Surveys = MHEC Follow-Up Survey of Graduates.	The weighted average of the mid point of the salary ranges.	Data are taken from the <u>Alumni Follow-up Survey</u> (see number 20), sponsored by MHEC, and reported to both MHEC and the USM. Because alumni data are reported in ranges, the following formula must be used to adjust for the range: lower limit + [(n*.5 - cum freq)/freq in mid interval]*width of interval.
17					
18	Fiscal year basis	% of replacement cost expended in facility renewal and renovation	USM Office of Capital Budget	Expenditures from operating and capital budgets on facility renewal and renovation as a percentage of the total replacement value. USM Office will provide replacement value. <{Operating facilities renewal (state supported) + capital facilities renewal (amount included in Academic	Data are taken by OIS directly from the USMO's spreadsheet labeled "University System of Maryland Managing for Results Additional Information". The value definitions are Operating Facilities Renewal = amount EXPENDED in Object 14 (state supported only - BOR book actual year) and Capital Facilities Renewal = amount included in the Academic Revenue Bonds for facilities renewal. Facilities renewal is the planned renovation, adaptation, replacement, or upgrade of the systems of a capital asset during its life span such that it meets assigned functions in a reliable manner. See <u>USM Policies and Statements at SECTION VIII: Fiscal and Business Affairs Section VIII-10.10</u>

**PROSPOURING STATE OF MARYLAND  
FROSTBURG STATE UNIVERSITY  
CONTROL PROCEDURES FOR MEASUREMENT INDICATORS**

Measure #	Special Timeframe Issues	Indicator/Measure	Source	Operational Definition	Control Procedures
19	Fiscal year basis	Rate of operating budget reallocation	<i>Efficiency Efforts of the USM</i>	Revenue Bonds) divided by the 2% replacement value] multiplied by .02 >  Detailed definition included in report. Efficiency includes specific actions resulting on cost savings; cost avoidance; strategic reallocation; and revenue enhancement. USM Office will provide operating budget savings.	<a href="http://www.usmd.edu/regents/bylaws/Section VIII/">http://www.usmd.edu/regents/bylaws/Section VIII/</a>  Data are taken by OIS directly from the USMO's spreadsheet labeled "University System of Maryland Efficiency Efforts".
20	1998 Actual - 97 DIS 2000 Actual - 99 DIS 2002 Actual - 01DIS 2005 Actual - 04 DIS 2008 Actual - 07DIS	Percent of graduates from IT programs employed in Maryland	1998, 2000, 2002, 2005 Surveys = MHEC Follow-Up Survey of Graduates.	(The percentage of bachelor's degree recipients from IT programs who held full- or part-time jobs in Maryland within one year of graduation as derived from the follow up survey of graduates) X (the number of bachelor degree recipients from IT programs). See definition #1 of IT program.	<b>Alumni Follow-up Survey:</b> The Survey of Bachelor's Degree Recipients includes all students who earned a baccalaureate degree between July 1 and June 30 of the preceding year (students who have been out for at least 1 year - i.e., Survey 2004, conducted in 2005, included the students who graduated between July 1, 2003 and June 30, 2004). The Survey consists of 17 core questions as agreed to by the Maryland Higher Education Commission (MHEC), the USM office, Frostburg State University (FSU), and MICUA. The following demographic data is to be supplied by FSU for each graduate: gender, race, MHEC academic program code, and five digit home zip code. FSU must submit a written plan for the administration of the survey to MHEC and the USM office as follows: in mid-February a schedule for conducting the survey is due; two weeks prior to the administration of the survey a copy of the actual survey instrument is due. The Office of Information Services produces the Survey on a scannable "bubble" form, has it duplicated by March 1, and mails it out by March 15. The returned surveys are scanned by FSU Office of Information Services and an electronic file containing the data is sent to MHEC and the USM office by June 30 of the survey year. Once MHEC has received the data file, it prepares a printout of the responses and demographic information for Frostburg State's review. After the review is completed, statewide data is disseminated by MHEC by September 1. Use definition of IT program: see number 1.
21	FY 04: AY 03-04 FY 05: AY 04-	Number of students who completed all teacher training	MSDE	Self-explanatory. This information will be provided by the USM Office.	Data are reported to USM by the Maryland State Department of Education based upon annual teacher staffing reports filed by each local educational agency (LEA). The USM AVCAP submits an annual request to MSDE for a





Measure #	Special Timeframe Issues	Indicator/Measure	Source	Operational Definition	Control Procedures
	DIS 2002 Actual - 01DIS 2005 Actual - 04DIS 2008 Actual - 07DIS		2005 Surveys = MHHEC Follow-Up Survey of Graduates.	year of graduation.	
24	1998 Actual - 97 DIS 2000 Actual - 99 DIS 2002 Actual - 01DIS 2005 Actual - 04DIS 2008 Actual - 07DIS	Student satisfaction with education received for employment	1998, 2000, 2002, 2005 Surveys = MHHEC Follow-Up Survey of Graduates.	The percentage of bachelor's degree recipients employed full-time within one year of graduation and who rated their education as excellent, good, or adequate (fair) preparation for their job.	See the control procedures for number 22 above.
25	1998 Actual - 97 DIS 2000 Actual - 99 DIS 2002 Actual - 01DIS 2005 Actual - 04DIS 2008 Actual - 07DIS	Student satisfaction with education received for graduate or professional school	1998, 2000, 2002, 2005 Surveys = MHHEC Follow-Up Survey of Graduates.	The percentage of bachelor's degree recipients who rated their preparation for advanced education as excellent, good or adequate (fair).	See the control procedures for number 22 above.

Measure #	Special Timeframe Issues	Indicator/Measure	Source	Operational Definition	Control Procedures
26	FY 04: AY 03-04 FY 05: AY 04-05 FY 06: AY 05-06 FY 07: AY 06-07 FY 08: AY 07-08 (est.) FY 09: AY 08-09 (est.)	Days of public service per FTE faculty	USM Faculty Workload Report es.	Days spent in public service with public school systems, government agencies, non-profit organizations, and businesses. FTE faculty. The number of headcount faculty adjusted to reflect their assignment to the department. For example, faculty who held a joint appointment in another department or USM institution, and part-time tenured/tenure-track faculty, should be reported as a fraction based on their appointment to the reporting department. Also, if a faculty member is on sabbatical for a full year and is paid at half rate, then he/she should be counted as 0.50 FTEF. The expected load would be reduced by 50%. [# of Days Spent in Public Service Line 36 / FTEF Line 2 = Days of public service per FTE faculty]	Each academic department is responsible for completing the annual "USM Faculty Workload Report". Faculty data (i.e., name, primary department, rank, tenure status, employment status, etc) are pulled from the M435 data file for the fall and spring semesters. The Faculty Instructional Productivity File (M435 YYSX) is produced at each census for the fall and spring semesters on the "census date". This file is used by the PeopleSoft ERP to produce a report containing the total number of credit hours and courses taught by FTEs/FTE-Faculty, and instructional levels for the fall and spring semesters at each institution. This file contains a 223 character record containing student, course and instructor information in the following format (Student and HRS data base elements). Course data (i.e., course title, number, and section, enrollment, faculty name, etc.) are pulled from the LC01 for the fall and spring semesters. The LC01 is the live course file that is created via a PeopleSoft query. The two data files are merged into one file. Three summary reports are then created from the merged files for each department, each broken down by type of faculty (i.e., tenure/tenure track, department chair, other, etc.). Report #1 summarizes faculty by department; Report #2 summarizes courses by faculty tenure status by division. The Office of Information Services maintains the data and works with departments to resolve any issues. The Office of the Registrar manages the course schedule which includes all courses offered, grading practices, and faculty assignments. The academic departments provide data entry for faculty assigned to course instruction. The Office of the Registrar is responsible for verification of their data entry. For the Non-Instructional Productivity Reports, data is collected through a web-based interface and a paper survey. The data are scored in the SAS application. The data are summarized and a report is produced for each department containing summary numbers that can be inserted into lines 28-34 and line 36 on the non-instructional productivity section of the FWL report. The non-instructional productivity faculty data include: <ul style="list-style-type: none"> <li>• books published, including textbooks and edited works.</li> <li>• refereed works (such as journal articles, poems, short stories, etc.) published, including chapters in books.</li> <li>• non-refereed works published by commercial and non-commercial</li> </ul>

Measure #	Special Timeframe Issues	Indicator/Measure	Source	Operational Definition	Control Procedures
27	FY 04: AY 03-04 FY 05: AY 04-05 FY 06: AY 05-06 FY 07: AY 06-07 FY 08: AY 07-08 (est.) FY 09: AY 08-09 (est.)	Number of students involved in community outreach	Center for Volunteerism & National Service Annual Report	The number of students that engage in community service, volunteerism, service-learning, and national service activities.	<ul style="list-style-type: none"> <li>organizations, including newspaper articles.</li> <li>creative activities ("non-verbal research") completed or in which the faculty member had a meaningful participation, including artistic (musical, theatrical and dance) performances; art exhibits; recitals; concerts; etc.</li> <li>presentations given to conferences, seminars, etc. sponsored by professional associations.</li> <li>externally funded research and training grants received this year.</li> <li>faculty members in the department who were awarded externally funded research and training grants.</li> <li>dollar amount awarded this fiscal year from all externally funded research and training grants awarded to faculty members.</li> <li>days spent in public service with public school systems, government agencies, non-profit organizations, and businesses.</li> </ul> <p>The University's Center for Volunteerism and National Service provides opportunities for Frostburg students and faculty to engage in effective and needed community service, volunteerism, service-learning, and national service activities in western Maryland. The Director is responsible for managing the reporting data. The Director tallies the total number of students involved in all events. This is not an unduplicated count, but the sum of the all students and events supporting the community outreach initiatives.</p>
<b>QUALITY</b>					
28	FY 04: Summer 02+Fall FY 05: Summer 03 FY 06: Summer 03+Fall FY 07: Summer 04 FY 08: Summer 04	Percent of undergraduate and post-baccalaureate students who completed teacher training program and passed Praxis II	Institution	The number of undergraduate and post-baccalaureate students who passed the Praxis II (or NTE if applicable) divided by the number of undergraduate and post-baccalaureate students who took Praxis II.	The Praxis II cohort is determined by number 10 above. The FY cohort data is uploaded to the ETS Title II web site at <a href="https://title2.ets.org">https://title2.ets.org</a> . ETS has established the following control procedures: If the state DOE has completed the update of its licensure requirements, IHE's may begin editing their 2006-2007 cohort using the Title II website. During this period, IHE's may add or delete completers and edit their information as often as needed. Cohort closes to edits on December 15, 2007. ETS will attempt to match each program

Measure #	Special Timeframe Issues	Indicator/Measure	Source	Operational Definition	Control Procedures
29	04+Fall 04+Spring 05 FY 07: Summer 05+Fall 05+Spring 06 FY 08: Summer 06+Fall 06+Spring 07(est.) FY 09: Summer 07+Fall 07+Spring 08(est.)	(or the NTE, if applicable during the transition period)	Institution	Number of academic programs awarded professional accreditation from a national accrediting organization (e.g., NCATE and AACSB).	Accreditation involves applicant schools undergoing meticulous internal review, evaluation and adjustment – a process that can take many years. During this period, schools develop and implement a plan intended to meet the accreditation standards that ensure high quality of education. Institutions work for years through the candidacy process to achieve accreditation. Programs generally make changes over the years in everything from its vision statements, to its curriculum, to its methods of evaluating students.
30	FY 04: AY 03-04 FY 05: AY 04-05 FY 06: AY 05-06 FY 07: AY 06-07 FY 08: AY 07-08 (est.)	Course Units Taught by FTE Core Faculty	USM Faculty Workload Report	The total number of course units taught on load by each type of core faculty. All graded instructional activity and advising should be converted to 3-credit equivalent units. This conversion may be computed: <ul style="list-style-type: none"> <li>• through the number of course credit hours (i.e.,</li> </ul>	See the control procedures for number 28 above.

Measure #	Special Timeframe Issues	Indicator/Measure	Source	Operational Definition	Control Procedures
	FY 09: AY 08-09 (est.)			<p>credit hours attached to a course);</p> <ul style="list-style-type: none"> <li>• through the number of student credit hours generated in graded instructional experiences that do not follow the traditional course format (e.g., individual studies, supervision of dissertation research, etc.);</li> <li>• through the number of contact hours involved in teaching a course; or through the number of undergraduate and graduate advisees.</li> </ul>	

Source abbreviations:  
 EIS - MHEC Enrollment Information System  
 DIS - MHEC Degree Information System  
 UMF - University of Maryland Foundation  
 MSDE - Maryland State Department of Education

Template Objective		Indicator Type	Special Timeframe Issues	Indicator/ Measure	Source	Operational Definition	Control Procedures
SU	USM						
1.1	1.4	Quality	FY 04: 02-03 grads FY 05: 03-04 grads FY 06: 04-05 grads FY 07: 05-06 grads	Percent of nursing program graduates passing the NCLEX-RN licensing examination	Maryland Board of Nursing Website <a href="http://www.mbon.org/main.php?v=normal&amp;p=0&amp;c=education/nlce_x_stats.html">http://www.mbon.org/main.php?v=normal&amp;p=0&amp;c=education/nlce_x_stats.html</a>	The number of undergraduate nursing bachelor degree recipients who took and passed the NCLEX-RN exam the first time divided by the total number of Nursing bachelor degree recipients who took the exam.	Salisbury University (SU) collects the data annually from the Maryland Board of Nursing's (MBON) Website. The MBON publishes annually pass rate statistics for each degree-granting Nursing program in Maryland. The number of SU Nursing graduates sitting for the NCLEX-RN exam for the first time, and the number of those passing the exam are reported. By dividing those who passed by the population of test takers, the pass rate percentage is verified and reported.
1.2	1.2	Quality	FY 04: Test period 10/1/02 through 9/30/03 FY 05: Test period 10/1/03 through 9/30/04 FY 06: Test period 10/1/04 through 9/30/05 FY 07: Test period 10/1/05 through 9/30/06	Percent of undergraduate and MAT students who passed Praxis II.	Praxis II results from Educational Testing Service (ETS) through SU Education Department, and verified at Title II Website <a href="https://www.title2.org/index.htm">https://www.title2.org/index.htm</a>	The number of teacher education bachelor and MAT degree recipients who passed the Praxis II exam divided by the total number of teacher education bachelor degree and MAT degree recipients who took the Praxis II.	Salisbury University collects the data annually from SU's Education Department, and verifies it against the Title II Website. Title II of the Higher Education Act mandates annual reporting of pass rates on the PRAxis II. Educational Testing Service administers the PRAxis II exam, and reports annually (reporting period October 1 to September 30) on the number of test takers, those who pass the exam, and the resulting pass rate.
1.3	4.7	Quality	FY 04: 02-03 grads FY 05: 03-04 grads FY 06: 04-05 grads FY 07: 05-06 grads	Student satisfaction with education received for graduate or professional school	MHEC follow-up survey of recent graduates	The percentage of bachelor's degree recipients who enrolled in graduate or professional school within one year of graduation and who rated their preparation for advanced education as excellent, good or fair (adequate). Respondents who replied "I have not enrolled in graduate or	SU annually surveys its baccalaureate degree recipients using the MHEC-approved alumni survey instrument. The population represents any student who graduated with a baccalaureate degree in the previous academic year. Mailing addresses are drawn from alumni records excluding deceased/"no-contact" alumni. Each survey is coded and correlates, for tracking purposes, with a specific graduate. No less than three mailings are posted with the first mailing sent to all the population, and each subsequent mailing sent to non-respondents. Address changes provided by

					professional study." are excluded from the denominator.	the US Postal Service are coded as status "2" (Bad address, forwarded by UARA or USPS). Surveys returned with "No Forwarding Address" are coded "3" "Bad Address". Address change status, and responses are manually keyed into an SPSS database. The key operator initials the hardcopy documentation when completing data entry. Questions that bear multiple responses are left to the judgment of the key operator who makes a determination based upon responses to contiguous questions. Once all responses have been entered into the database, frequencies of the data are run to highlight potential inaccurately-keyed data. A random sample of surveys is checked against the database to verify the precision of data entry. Once the database is finalized, University Analysis, Reporting, and Assessment (UARA) conducts SPSS queries to generate the data in accordance with the operational definition.	
1.4	4.6	Quality	FY 04: 02-03 grads FY 05: 03-04 grads FY 06: 04-05 grads FY 07: 05-06 grads	Student satisfaction with education received for employment	MHEC follow-up survey of recent graduates	The percentage of bachelor's degree recipients employed full-time within one year of graduation and who rated their education as excellent, good, or fair (adequate) preparation for their job. Uncertain responses, if applicable, are excluded from the denominator.	Please refer to SU objective 1.3 for Alumni Survey control procedures.
2.1	1.2	Outcome	FY 04: as of 10/03 FY 05: as of 10/04 FY 06: as of 10/05 FY 07: as of 10/06	Estimated number of Teacher Education graduates employed in Maryland as teachers	MSDE LEA Report	New hires who graduated from Maryland Colleges/Universities and were hired by LEAs as of October of the fiscal year.	SU receives the MSDE LEA Report from the USMO. Data are reported to USM by the Maryland State Department of Education based upon annual teacher staffing reports filed by each local educational agency (LEA). The USM submits an annual request to MSDE for a list of the number of new hires who graduated from a Maryland college or university made by LEAs over the October to October reporting year in



							Maryland. The USMO distributes the list to Salisbury University for inclusion in the Accountability Report/MFR. Overall headcount is compared to Education degree recipients for reasonability.
2.2	1.3	Outcome	FY 04: 02-03 grads FY 05: 03-04 grads FY 06: 04-05 grads FY 07: 05-06 grads	Estimated number of Information Technology (IT) graduates employed in Maryland in an IT field	MHEC follow-up survey of recent graduates	The percentage of all bachelor degree recipients who responded to the survey, are working in MD, and are working in an IT field of all bachelor degree recipients responding to the survey, multiplied by the total number of bachelor degree recipients.	Please refer to SU objective 1.3 for Alumni Survey control procedures. The number of IT bachelor degree recipients comes from the DIS (Degree Information System) file. The PeoplesSoft SQR used to generate the DIS was designed in 2004 according to the existing MHEC-approved extract detail. All data items are subject to analytical review, and statistics are cross-checked with the Registrar's office. MHEC provides a secondary backup with their consistency/edit check procedures. Any discrepancies are resolved. UARA uses SPSS queries to extract the data from the DIS and alumni survey database in accordance with the operational definition.
2.3	1.4	Outcome	FY 04: 02-03 grads FY 05: 03-04 grads FY 06: 04-05 grads FY 07: 05-06 grads	Estimated number of Nursing graduates employed in Maryland as a health professional	MHEC follow-up survey of recent graduates	The percentage of NURS bachelor degree recipients (maj1, maj2, or maj3 = NURS) who responded to the survey, are working in MD, and are working as a health professional of all Nursing graduates responding to the survey, multiplied by the total number of Nursing bachelor degree recipients.	Please refer to SU objective 1.3 for Alumni Survey control procedures. The number of Nursing bachelor degree recipients comes from the DIS (Degree Information System) file. The PeoplesSoft SQR used to generate the DIS was designed in 2004 according to the existing MHEC-approved extract detail. All data items are subject to analytical review, and statistics are cross-checked with the Registrar's office. MHEC provides a secondary backup with their consistency/edit check procedures. Any discrepancies are resolved. UARA uses SPSS queries to extract the data from the DIS and alumni survey database in accordance with the operational definition.
2.4	1.1	Outcome	FY 04: 02-03 grads FY 05: 03-04 grads FY 06: 04-05 grads FY 07: 05-06 grads	Employment rate of graduates	MHEC follow-up survey of recent graduates	The percentage of bachelor degree recipients who held full- or part-time jobs within one year of graduation.	Please refer to SU objective 1.3 for Alumni Survey control procedures.
2.5	6.2	Efficiency	Fiscal year basis	% of replacement	USM Office of Capital Budget	Expenditures from operating and capital	SU receives the replacement cost analysis from the USMO as part of the Managing for Results

				cost expended in facility renewal and renovation	USM-provided	budgets on facility renewal and renovation as a percentage of the total replacement value.	Additional information transmittal. The SU Budget Office reviews the analysis for accuracy, and any discrepancies are resolved.
3.1	3.2	Input	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06	Percentage of African-American undergraduates	From SU Fact Books; source is Enrollment Information System	Total African-American undergraduates divided by the total number of undergraduates excluding students of unknown ethnicity.	The EIS (Enrollment Information System) file is the source for these data. The freeze date occurs at the end of drop/add, typically one week after the start of the semester. An additional two weeks are allowed to resolve incorrect/missing data items before the census file is considered final. Heavy focus is placed on collecting missing data for coop students from their home institution. The PeopleSoft SQR used to generate the EIS was designed in 2003 according to the existing MHEC-approved extract detail. All data items are subject to analytical review, and statistics are cross-checked with Admissions, International Student Services, and the Registrar. MHEC provides a secondary backup with their consistency/edit check procedures. Any discrepancies are resolved. UARA uses SPSS to extract the data from the EIS in accordance with the operational definition.
3.2	3.1	Input	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06	Percentage of minority undergraduates	From SU Fact Books; source is Enrollment Information System	The sum of all minority undergraduates, which includes the race/ethnicities of African-American, Hispanic, Asian-American, and Native American, divided by the total number of undergraduates excluding students of unknown ethnicity.	The EIS (Enrollment Information System) file is the source for these data. The freeze date occurs at the end of drop/add, typically one week after the start of the semester. An additional two weeks are allowed to resolve incorrect/missing data items before the census file is considered final. Heavy focus is placed on collecting missing data for coop students from their home institution. The PeopleSoft SQR used to generate the EIS was designed in 2003 according to the existing MHEC-approved extract detail. All data items are subject to analytical review, and statistics are cross-checked with Admissions, International Student Services, and the Registrar. MHEC provides a secondary backup with their consistency/edit check procedures. Any discrepancies are resolved. UARA uses SPSS to extract the data from the EIS

3.3	3.7	Input	Fiscal year basis	% of economically disadvantaged students attending SU	Common Data Set (refer to US News and World Report, SU submissions)	Number of degree-seeking undergraduate students, both full- and part-time, who applied for financial aid and who were determined to have financial need (from line H2c of the Common Data Set) divided by the total number of degree-seeking undergraduates (line H2a).	in accordance with the operational definition. Data are reported using the definition established by USM and taken from the Common Data Set, which is a collaborative effort among the higher education community, the College Board, Thomson Peterson's, and U.S. News & World Report, to develop clear, standard data items and definitions for reporting among U.S. higher education institutions--CDS definitions typically align with the U.S. Department of Education's integrated postsecondary education data system (IPEDS). SU's Financial Aid office prepares this portion of the CDS for University Analysis, Reporting, and Assessment using financial aid data compiled and reported in accordance with MHEC guidelines. The data is generated in accordance with the operational definition.
4.1	3.3, 3.4, 4.1	Output	FY 04: 2002 cohort FY 05: 2003 cohort FY 06: 2004 cohort FY 07: 2005 cohort	Second year retention rate: all students	EIS MHEC-provided	The percentage of first-time, full-time degree-seeking undergraduates who re-enrolled at any Maryland public four-year institution one year after matriculation.	SU annually receives retention and graduation rate data from the Maryland Higher Education Commission (MHEC). Each Spring, the MHEC prepares second-year retention and six-year graduation rate data for the most recent applicable Salisbury University cohorts of all freshmen students, African-American freshmen students, and minority freshmen students. These data are reviewed and compared with internally prepared rates using the same data files (EIS and DIS) that MHEC uses to prepare their rates. Any discrepancies are resolved.
4.2	3.3, 3.4, 4.1	Output	FY 04: 2002 cohort FY 05: 2003 cohort FY 06: 2004 cohort FY 07: 2005 cohort	Second year retention rate: African-American students	EIS MHEC-provided	The percentage of first-time, full-time degree-seeking African-American undergraduates who re-enrolled at any Maryland public four-year institution one year after matriculation.	Please refer to SU objective 4.1 for control procedures.
4.3		Output	FY 04: 2002 cohort FY 05: 2003 cohort	Second year retention	EIS	The percentage of first-time, full-time degree-	Please refer to SU objective 4.1 for control procedures.

			FY 06: 2004 cohort FY 07: 2005 cohort	rate: minority students	MHEC-provided	seeking minority undergraduates who re- enrolled at any Maryland public four-year institution one year after matriculation. Minority includes African- American, Hispanic, Asian-American, and Native American.	
4.4	3.5, 3.6, 4.2	Output	FY 04: 1997 cohort FY 05: 1998 cohort FY 06: 1999 cohort FY 07: 2000 cohort	Six year graduation rate: all students	EIS, DIS MHEC-provided	The percentage of all first-time, full-time degree-seeking undergraduates who graduated from any Maryland public four-year institution within six years of matriculation	Please refer to SU objective 4.1 for control procedures.
4.5	3.5, 3.6, 4.2	Output	FY 04: 1997 cohort FY 05: 1998 cohort FY 06: 1999 cohort FY 07: 2000 cohort	Six year graduation rate: African- American students	EIS, DIS MHEC-provided	The percentage of all African-American first- time, full-time degree- seeking undergraduates who graduated from any Maryland public four-year institution within six years of matriculation.	Please refer to SU objective 4.1 for control procedures.
4.6		Output	FY 04: 1997 cohort FY 05: 1998 cohort FY 06: 1999 cohort FY 07: 2000 cohort	Six year graduation rate: minority students	EIS, DIS MHEC-provided	The percentage of minority first-time, full- time degree-seeking undergraduates who graduated from any Maryland public four-year institution within six years of matriculation. Minority includes African-American, Hispanic, Asian American, and Native American.	Please refer to SU objective 4.1 for control procedures.
<b>Additional Indicators</b>							

AI.1	2.2	Outcome	FY 04: 02-03 grads FY 05: 03-04 grads FY 06: 04-05 grads FY 07: 05-06 grads	Median salary of Salisbury University graduates one-year after graduation.	SU salary data: MHFC follow-up survey of recent graduates	Self-explanatory. Salisbury University data are collected by the alumni survey question on annual salary and calculated using "median of grouped data" computation.	Please refer to SU objective 1.3 for Alumni Survey control procedures.
AI.2	2.2	Outcome	FY 04: 02-03 grads FY 05: 03-04 grads FY 06: 04-05 grads FY 07: 05-06 grads	Ratio of median salary of Salisbury University graduates one-year after graduation to the median salary of the U.S. civilian work force with bachelor's degree	SU salary data: MHFC follow-up survey of recent graduates US salary data: US Census Bureau/Bureau of Labor Statistics Current Population Survey (CPS)	Self-explanatory. Methodology: survey year matches CPS sample year. Salisbury University data are collected by the alumni survey question on annual salary and calculated using "median of grouped data" computation, divided by the median salary of US residents 25 years of age and older who have a bachelor's degree (from CPS Website).	Please refer to SU objective 1.3 for Alumni Survey control procedures. Data on the median income of US graduates are found in the U.S. Bureau of the Census and the U.S. Department of Labor's March Supplement of the Annual Demographic Survey (see the following website: <a href="http://ferret.bls.census.gov/macro/032004/perinc/new04_001.htm">http://ferret.bls.census.gov/macro/032004/perinc/new04_001.htm</a> ) Data controls, survey procedures, and estimation bounds for the ADS are presented on the Census Bureau's website.
AI.3		Input	Fall 2004 Fall 2005 Fall 2006 Fall 2007	Number of applicants to the professional Nursing program	SU's Nursing Department	All students who apply to the professional Nursing program in the given Fall semester.	Professional program admissions statistics are tabulated in SU's Nursing department. Students must first be admitted to the University. Students then apply for program-level admissions to the professional Nursing program. The requirements for admission to the Nursing program are more stringent than for admission to the university. Nursing faculty/staff operate the professional program applicant tracking process.
AI.4		Input	Fall 2004 Fall 2005 Fall 2006	Number of applicants accepted	SU's Nursing Department	The number of students who are conditionally admitted to the	Professional program admissions statistics are tabulated in SU's Nursing department. Students must first be admitted to the University. Students

			Fall 2007	into the professional Nursing program		professional Nursing program. These students must satisfactorily meet all criteria for admission before they are granted final admission.	then apply for program-level admissions to the professional Nursing program. The requirements for admission to the Nursing program are more stringent than for admission to the university. Nursing faculty/staff operate the professional program applicant/acceptance process matching applicant data against predetermined admission criteria.
AI.5	Input	Fall 2004 Fall 2005 Fall 2006 Fall 2007	Number of applicants not accepted into the professional Nursing program	SU's Nursing Department	Applicants who were rejected because they did not meet acceptance criteria, or who failed to follow through on their application to the professional Nursing program.	Professional program admissions statistics are tabulated in SU's Nursing department. Students must first be admitted to the University. Students then apply for program-level admissions to the professional Nursing program. Students not meeting criteria are rejected.	
AI.6	Input	Fall 2004 Fall 2005 Fall 2006 Fall 2007	Number of new enrollments in the professional Nursing program	SU's Nursing Department	Students who have enrolled in the institution, and have met all professional Nursing program criteria.	Professional program admissions statistics are tabulated in SU's Nursing department. Students must first be admitted to the University. Students then apply for program-level admissions to the professional Nursing program. If accepted, students are eligible to enroll officially as professional Nursing majors.	
AI.7	Input	Fall 2004 Fall 2005 Fall 2006 Fall 2007	Number of undergraduate Nursing majors	EIS file	Undergraduate students who are enrolled in the institution as of the census date, and have chosen Nursing as their program major.	The EIS (Enrollment Information System) file is the source for these data. The freeze date occurs at the end of drop/add, typically one week after the start of the semester. An additional two weeks are allowed to resolve incorrect/missing data items before the census file is considered final. Heavy	

						focus is placed on collecting missing data for coop students from their home institution. The PeopleSoft SQR used to generate the EIS was designed in 2003 according to the existing MHEC-approved extract detail. All data items are subject to analytical review, and statistics are cross-checked with Admissions, International Student Services, and the Registrar. MHEC provides a secondary backup with their consistency/edit check procedures. Any discrepancies are resolved. UARA uses SPSS to extract the data from the EIS in accordance with the operational definition.
AI.8	Output	2004: AY 2003-04 2005: AY 2004-05 2006: AY 2005-06 2007: AY 2006-07	Number of baccalaureate degree recipients in Nursing	DIS file	Students graduating in a given academic year with a Bachelor of Science in Nursing	The DIS (Degree Information System) file is the source for these data. The report freeze date occurs at the end of July each year for graduation dates in August and December of the prior year, and January and May of the current year. The PeopleSoft SQR used to generate the DIS was designed in 2003 according to the existing MHEC-approved extract detail. All data items are subject to analytical review, and statistics are cross-checked with the Registrar. MHEC provides a secondary backup with their consistency/edit check procedures. Any discrepancies are resolved. UARA uses SPSS to extract the data from the DIS in accordance with the operational definition





Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
1	2004 Actual: Fall 03 2005 Actual: Fall 04 2006 Actual: Fall 05 2007 Actual: Fall 06 2008 Est: Fall 07 (est.) 2009 Est: Fall 08 (est.)	1.1	Total enrollment	Enrolled Information System (EIS) Table - Fall	The total number of students enrolled.	The EIS Table is produced each semester on the EIS census date (generally a few days after the drop and add period) using definitions established by the U.S. Department of Education (ED). The file is comprised of data extracted from our Peoplesoft student information system that originates from our Admissions, Graduate and Registrar's Office and is considered "official" when a representative from each of these offices verifies the accuracy of the information and signs the "IPEDS Student Data Sign Off" form. The Institutional Research Director (IRD) generates a report, using the EIS Table as the source, that sums the total number of students enrolled. The IRD reviews the data for validity and consistency using prior year's data and enters the number in the MFR. Final review is by the Senior Associate Vice President for Academic Affairs (SAVPA).
2	2004 Actual: Fall 03 2005 Actual: Fall 04 2006 Actual: Fall 05 2007 Actual : Fall 06 2008 Est: Fall 07 (est.) 2009 Est: Fall 08 (est.)	1.2	Number of students in teacher training programs	EIS Table - Fall/ College of Education	The number of undergraduate students who have been accepted and enrolled into a teacher-training program. (Pre-education majors are not included). Also includes, the number of students who have received a bachelor's or higher degree and are enrolled in a post-baccalaureate certification program, resident teacher certification program or masters of arts in teaching program.	The EIS Table is produced each semester on the EIS census date (generally a few days after the drop and add period) using definitions established by the U.S. Department of Education (ED). The file is comprised of data extracted from our Peoplesoft student information system that originates from our Admissions, Graduate and Registrar's Office and is considered "official" when a representative from each of these offices verifies the accuracy of the information and signs the "IPEDS Student Data Sign Off" form. The IRD generates two standard reports, using the EIS Table as the source, (PROFITTT_UG_AGG_ENR and PROFITTT_GRAD_AGG_ENR) showing teacher training enrollments in each program. These reports are forwarded to the College of Education (COE) Coordinator of Accreditation and Assessment (CAA) who, along with the COE Associate Dean, review the data for validity and consistency using data from prior years. From the two reports, the CAA calculates the total number of students in teacher training

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
3	2004 Actual: Fall 03 2005 Actual: Fall 04 2006 Actual: Fall 05 2007 Actual: Fall 06 2008 Est: Fall 07 (est.) 2009 Est: Fall 08 (est.)	1.3	Number of undergraduate students enrolled in IT programs	EIS Table - Fall	The number of undergraduate (baccalaureate) students enrolled in Computer Science and/or Computer Information Systems programs and/or combined major programs (includes both Plan 1 and Plan 12).	The EIS Table is produced each semester on the EIS census date (generally a few days after the drop and add period) using definitions established by the U.S. Department of Education (ED). The file is comprised of data extracted from our Peoplesoft student information system that originates from our Admissions, Graduate and Registrar's Office and is considered "official" when a representative from each of these offices verifies the accuracy of the information and signs the "IPEDS Student Data Sign Off" form. The IRD generates a report, using the EIS Table as the source, that sums the total number of undergraduate (baccalaureate) students enrolled with a first or second major in Computer
4	2004 Actual: Fall 03 2005 Actual: Fall 04 2006 Actual: Fall 05 2007 Actual: Fall 06 2008 Est: Fall 07 (est.) 2009 Est: Fall 08 (est.)	1.3	Number of graduate students enrolled in IT programs	EIS Table - Fall	The number of graduate (masters and doctoral) students enrolled in Computer Science and/or Applied Information Technology programs (includes both Plan 1 and Plan 12).	The EIS Table is produced each semester on the EIS census date (generally a few days after the drop and add period) using definitions established by the U.S. Department of Education (ED). The file is comprised of data extracted from our Peoplesoft student information system that originates from our Admissions, Graduate and Registrar's Office and is considered "official" when a representative from each of these offices verifies the accuracy of the information and signs the "IPEDS Student Data Sign Off" form. The IRD generates a report, using the EIS Table as the source, that sums the total number of graduate (masters and doctoral) students enrolled with a first or second major in Computer

HOVSON UNIVERSITY OPERATIONAL DEFINITIONS

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
5	2004 Actual: Fall 03 2005 Actual: Fall 04 2006 Actual: Fall 05 2007 Actual: Fall 06 2008 Est: Fall 07 (est.) 2009 Est: Fall 08 (est.)	1.4	Number of qualified applicants who applied to nursing program	Microsoft Access Nursing Database. Students are admitted to the program every fall and spring semester and applicant information recorded is for each semester by the Admissions Coordinator.	A "qualified" applicant is defined as any applicant who has submitted all the required application materials and has a cumulative GPA of a 2.50 or higher. Students who submit an application, but withdraw at a later date, are not considered qualified.	The Admissions and Retention Coordinator (ARC) determines if an applicant is qualified. Admission requirements are stated in the Undergraduate Catalog. After the application deadline, applicants who have not submitted completed applications are considered ineligible by the Admissions Coordinator. Applicants who submit all application materials, but have a cumulative GPA lower than a 2.50, are reviewed by the admissions committee members. At that point students are ineligible for the program. The ARC forwards the number of qualified applicants to the IRD. The IRD reviews the numbers for consistency using prior years' data and then enters the percentage in the MFR. Final review is by the SAVPAA.
6	2004 Actual: Fall 03 2005 Actual: Fall 04 2006 Actual: Fall 05 2007 Actual: Fall 06 2008 Est: Fall 07 (est.) 2009 Est: Fall 08 (est.)	1.4	Number accepted into nursing program	Microsoft Access Nursing Database. Students are admitted to the program every fall and spring semester and applicant information recorded is for each semester by the Admissions Coordinator.	Selection for admittance is competitive and is based upon several factors, one of which is the cumulative grade point average. A minimum of a 2.50 on a 4.00 scale is required for admission consideration; however, most applicants maintain higher grade point averages. Admission to the program depends on the competitiveness of the applicant pool each	Completed applicant files are reviewed and decisions are made by the entire Admissions and Continuance Committee that is comprised of faculty members and the Admissions Coordinator. Decisions are recorded on the applicant files and the data is entered into the Microsoft Access Nursing Database. The ARC forwards the number of students accepted into the nursing program to the IRD. The IRD reviews the numbers for consistency using prior years' data and then enters the percentage in the MFR. Final review is by the SAVPAA.

**LOWSON UNDERGRADUATE NURSING PROGRAMS**

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
7	2004 Actual: Fall 03 2005 Actual: Fall 04 2006 Actual: Fall 05 2007 Actual: Fall 06 2008 Est: Fall 07 (est.) 2009 Est: Fall 08 (est.)	1.4	Number of undergraduates enrolled in nursing programs	EIS Table - Fall	<p>semester. All students are reviewed by an admissions committee comprised of nursing faculty members.</p> <p>The number of undergraduate (baccalaureate) students enrolled in the Nursing program (Pre-nursing majors are not included (Includes both Plan 11 and Plan 12).</p>	<p>The EIS Table is produced each semester on the EIS census date (generally a few days after the drop and add period) using definitions established by the U.S. Department of Education (ED).</p> <p>The file is comprised of data extracted from our Peoplesoft student information system that originates from our Admissions, Graduate and Registrar's Office and is considered "official" when a representative from each of these offices verifies the accuracy of the information and signs the "IPEDS Student Data Sign Off" form. The IRD generates a report, using the EIS Table as the source, that sums the total number of undergraduate (baccalaureate) students enrolled with a first or second major in Nursing (Plan 11 and Plan 12). The IRD reviews the numbers for validity and consistency using prior years' data and enters the number in the MFR. Final review is by the SAVPAA.</p>

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
8	2004 Actual: Fall 03 2005 Actual: Fall 04 2006 Actual: Fall 05 2007 Actual: Fall 06 2008 Est: Fall 07 (est.) 2009 Est: Fall 08 (est.)	3.1	Percent of minority undergraduate students enrolled	EIS Table - Fall	Minority defined as: African-American, Hispanic, Asian American or Native American. The percentage is derived by dividing the number of undergraduates who are minority by the total number of undergraduates.	The EIS Table is produced each semester on the EIS census date (generally a few days after the drop and add period) using definitions established by the U.S. Department of Education (ED). The file is comprised of data extracted from our Peoplesoft student information system that originates from our Admissions, Graduate and Registrar's Office and is considered "official" when a representative from each of these offices verifies the accuracy of the information and signs the "IPEDS Student Data Sign Off" form. The IRD generates a report, using the EIS Table as the source, that sums the total number and percent of undergraduate students enrolled by ethnicity. The combined total number and percent of African-American, Hispanic, Asian American, and Native American students is calculated, reviewed by the IRD for validity and consistency using prior years' data, and the percentage is entered in the MFR. Final review is by the SAVPAA.
9	2004 Actual: Fall 03 2005 Actual: Fall 04 2006 Actual: Fall 05 2007 Actual: Fall 06 2008 Est: Fall 07 (est.) 2009 Est: Fall 08 (est.)	3.2	Percent of African-American undergraduate students enrolled	EIS Table - Fall	The percentage of undergraduates who are African-American. The percentage is derived by dividing the number of undergraduates who are African-American by the total number of undergraduates.	The EIS Table is produced each semester on the EIS census date (generally a few days after the drop and add period) using definitions established by the U.S. Department of Education (ED). The file is comprised of data extracted from our Peoplesoft student information system that originates from our Admissions, Graduate and Registrar's Office and is considered "official" when a representative from each of these offices verifies the accuracy of the information and signs the "IPEDS Student Data Sign Off" form. The IRD generates a report, using the EIS Table as the source, that sums the total number and percent of undergraduate students enrolled by ethnicity. The total number and percent of African-American students is calculated, reviewed by the IRD for validity and consistency using prior years' data, and the percentage is entered in the MFR. Final review is by the SAVPAA.

COMMON DATA SET OPERATIONAL DEFINITIONS

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
10	2004 Actual: Fall 03 2005 Actual: Fall 04 2006 Actual: Fall 05 2007 Actual: Fall 06 2008 Est: Fall 07 (est.) 2009 Est: Fall 08 (est.)	3.7	Percent of economically disadvantaged students	Common Data Set	Number of degree-seeking undergraduate students, both full- and part-time, who applied for financial aid and who were determined to have financial need (from line H2c of the Common Data Set) divided by the total number of degree-seeking undergraduates. (line H2a).	The financial aid database for the Common Data Set (CDS) is produced annually in the fall term by the Associate Director of Financial Aid (ADFA) and is comprised of information extracted from the Peoplesoft student information system. Data from several files are combined in the database, including all institutional, federal, state, and private aid received by students, in addition to data on financial aid applications received. The ADFA compares the fund totals of each financial aid program on the four aid reports to the current fund totals in Peoplesoft. Separate queries are run to verify that the number of financial aid applicants in the database is consistent with the number of students showing in the Peoplesoft student information system as having applied for aid. The combined financial aid database is joined with a database of enrollment information provided by the SAVPAA's office. The ADFA then extracts information from the final database to answer standardized questions on the financial aid section of the CDS report. To ensure validity and consistency, the ADFA compares answers from the current year with those from prior years and then forwards that information to IR. The IR staff review the data for comparability and consistency to past trends. Any discrepancies are resolved in discussions with the FAAD. After review, the data is entered in the Common Data Set according to the definitions prescribed by the CDS. The percentage is computed as defined by the MFR operational definition for this measure. The IRD reviews the percentage for comparability to past trends and then enters the percentage in the MFR. Final review is by the SAVPAA.

**HOWSON UNIVERSITY OPERATIONAL DEFINITIONS**

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
11	2004 Actual: Fall 03 + Spring 04 2005 Actual: Fall 04 + Spring 05 2006 Actual: Fall 05 + Spring 06 2007 Actual: Fall 06 + Spring 07 2008 Est: Fall 07 + Spring 08 2009 Est: Fall 08 + Spring 09	5.2	Number of students enrolled in distance education and off campus courses	Peoplesoft Student Information System	The number of enrollments in courses offered for credit off campus and through the Internet, IVN, etc. Note: this is not an unduplicated count, but the addition of enrollments in all distance education courses	The data for off-campus (includes Towson Learning Network -TLN), online, and hybrid course enrollments are extracted from the Peoplesoft Student Information System by the Academic Management and Information Systems Specialist (AMISS) who reviews the information for consistency to prior trend data. Discrepancies are resolved where necessary through conversations with the Registrar's Office or other officials. The AMISS forwards the data to the IRD, it is reviewed once again for consistency to prior year trend data and entered into the MFR. Final review is by the SAVPAA.
12	2004 Actual: Class of 2004 2005 Actual: Class of 2005 2006 Actual: Class of 2006 2007 Actual: Class of 2007 2008 Est: Class of 2008 2009 Est: Class of 2009	1.1	Total degree recipients	MHEC Degree Information System (DIS) file	The number of students graduating with a bachelor's, master's or doctorate degree. Includes August, December and May graduates (fiscal year).	The MHEC DIS file is produced each year in July using definitions established by the Department of Education and consists of demographic and academic data on students who graduated during the fiscal year. The data is extracted from our Peoplesoft student information system that originates from our Graduate and Registrar's Office and is considered "official" when a representative from each of these offices verifies the accuracy of the information and signs the "TPEDS Student Data Sign-Off" form. The IRD generates a report, using the MHEC DIS file as the source, that sums the total number graduating with a bachelor's, master's or doctorate degree. The data is reviewed by the IRD for validity and consistency using degree reports provided by MHEC. The IRD enters the number in the MFR. Final review is by the SAVPAA.

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
13	2004 Actual: Class of 2004 2005 Actual: Class of 2005 2006 Actual: Class of 2006 2007 Actual: Class of 2007 2008 Est: Class of 2008 2009 Est: Class of 2009	1.2	Number of students completing teacher training program	DIS Table file/College of Education	The number of undergraduate students who have completed all the requirements for teacher certification. Also, the number of students enrolled in post-baccalaureate certification programs, resident teacher certification programs or masters of arts in teaching programs who have completed all the requirements for teacher certification. Includes August, December and May graduates (fiscal year).	The MHEC DIS file is produced each year in July using definitions established by the Department of Education and consists of demographic and academic data on students who graduated during the fiscal year. The data is extracted from our Peoplesoft student information system that originates from our Graduate and Registrar's Office and is considered "official" when a representative from each of these offices verifies the accuracy of the information and signs the "IPEDS Student Data Sign-Off" form. The IRD generates two standard reports, using the DIS Table as the source, (Profit_UG_Deg and Profit_GRAD_Deg) showing the number of students who have completed requirements for teacher certification in each program. These reports are forwarded to the College of Education (COE) Coordinator of Accreditation and Assessment (CAA) who, along with the COE Associate Dean, review the data for validity and consistency using data from prior years. From the two reports, the CAA calculates the total number of students completing teacher training programs and forwards the number to the IRD. The IRD reviews the data for consistency and any discrepancies are resolved in discussions with the COE Coordinator. The number is entered by the IRD in the MFR. Final review is by the SAVPAA.
14	2004 Actual: Class of 2004 2005 Actual: Class of 2005 2006 Actual: Class of 2006 2007 Actual: Class of 2007 2008 Est: Class of 2008 2009 Est: Class of 2009	1.3	Number of students graduating from IT baccalaureate programs	MHEC DIS file	The number of students graduating with a bachelor's degree in Computer Science and/or Computer Information Systems (includes both MAJ1 and MAJ2). Includes August, December and May graduates (fiscal year).	The MHEC DIS file is produced each year in July using definitions established by the Department of Education and consists of demographic and academic data on students who graduated during the fiscal year. The data is extracted from our Peoplesoft student information system that originates from our Graduate and Registrar's Office and is considered "official" when a representative from each of these offices verifies the accuracy of the information and signs the "IPEDS Student Data Sign-Off" form. The IRD generates a report, using the MHEC DIS file as the source, that sums the total number of undergraduate (baccalaureate) degree recipients with a first or second major in Computer Science



UNIVERSITY OF MARYLAND SYSTEM OPERATIONAL DEFINITIONS

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
15	2004 Actual: Class of 2004 2005 Actual: Class of 2005 2006 Actual: Class of 2006 2007 Actual: Class of 2007 2008 Est: Class of 2008 2009 Est: Class of 2009	1.4	Number of students graduating from baccalaureate nursing programs	MHEC DIS file	The number of students graduating with a bachelor's degree in Nursing (includes both MAJ1 and MAJ2). Includes August, December and May graduates (fiscal year).	The MHEC DIS file is produced each year in July using definitions established by the Department of Education and consists of demographic and academic data on students who graduated during the fiscal year. The data is extracted from our PeopleSoft student information system that originates from our Graduate and Registrar's Office and is considered "official" when a representative from each of these offices verifies the accuracy of the information and signs the "IPEDS Student Data Sign Off" form. The IRD generates a report, using the MHEC DIS file as the source, that sums the total number of undergraduate (baccalaureate) degree recipients with a first or second major in Nursing (MAJ1 and MAJ2). The IRD reviews the numbers for validity and consistency using prior years' data and then enters the number in the MFR. Final review is by the SAVPAA.
16	2004 Actual: 2002 cohort 2005 Actual: 2003 cohort 2006 Actual: 2004 cohort 2007 Actual: 2005 cohort 2008 Est: 2006 cohort (est.) 2009 Est: 2007 cohort (est.)	3.3	Second year retention rate of minority students	MHEC Retention and Graduation Data Report generated each April for the MHEC Accountability/MFR process	The percentage of first-time, full-time degree-seeking minority undergraduates who re-enrolled at any Maryland public four-year institution one year after matriculation. Minority defined as: African-American, Hispanic, Asian American or Native American. Data provided by MHEC.	Data for fiscal year actuals are taken from a report prepared each spring by the Maryland Higher Education Commission (MHEC) showing the second year retention rate for all students, second year retention rate for minority students, second year retention rate of African-American students, six year graduation rate for all students, six year graduation rate for all minority students, and six year graduation rate for all African-American students. The data is mailed to the IRD who reviews the information for comparability and consistency to internal retention and graduation rates and enters the data in the MFR. Final review is by the SAVPAA.

**HOWSON UNIVERSITY OPERATIONAL DEFINITIONS**

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
17	2004 Actual: 2002 cohort 2005 Actual: 2003 cohort 2006 Actual: 2004 cohort 2007 Actual: 2005 cohort 2008 Est: 2006 cohort (est.) 2009 Est: 2007 cohort (est.)	3.4	Second year retention rate: African-American students	MHEC Retention and Graduation Data Report generated each April for the MHEC Accountability/MFR process	The percentage of first-time, full-time degree-seeking African-American undergraduates who re-enrolled at any Maryland public four-year institution one year after matriculation. Data provided by MHEC.	See Control Procedure for Measure #14.
18	2004 Actual: 1997 cohort 2005 Actual: 1998 cohort 2006 Actual: 1999 cohort 2007 Actual: 2000 cohort 2008 Est: 2001 cohort (est.) 2009 Est: 2002 cohort (est.)	3.5	Six year graduation rate of minority students	MHEC Retention and Graduation Data Report generated each April for the MHEC Accountability/MFR process	The percentage of first-time, full-time degree-seeking minority undergraduates who graduated from any Maryland public four-year institution within six years of matriculation. Minority defined as: African-American, Hispanic, Asian American or Native American. Data provided by MHEC.	See Control Procedure for Measure #14.

**HOWSON UNIVERSITY OPERATIONAL DEFINITIONS**

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
19	2004 Actual: 1997 cohort 2005 Actual: 1998 cohort 2006 Actual: 1999 cohort 2007 Actual: 2000 cohort 2008 Est: 2001 cohort (est.) 2009 Est: 2002 cohort (est.)	3.6	Six year graduation rate: African-American students	MHEC Retention and Graduation Data Report generated each April for the MHEC Accountability/MFR process	The percentage of first-time, full-time degree-seeking African-American undergraduates who graduated from any Maryland public four-year institution within six years of matriculation. Data provided by MHEC.	See Control Procedure for Measure #14.
<b>OUTCOMES</b>						
20	2004 Actual: 2002 cohort 2005 Actual: 2003 cohort 2006 Actual: 2004 cohort 2007 Actual: 2005 cohort 2008 Est: 2006 cohort (est.) 2009 Est: 2007 cohort (est.)	4.1	Second year retention rate of all students	MHEC Retention and Graduation Data Report generated each April for the MHEC Accountability/MFR process	The percentage of all first-time, full-time degree-seeking undergraduates who re-enrolled at any Maryland public four-year institution one year after matriculation. Data provided by MHEC.	See Control Procedure for Measure #14.
21	2004 Actual: 1997 cohort 2005 Actual: 1998 cohort 2006 Actual: 1999 cohort 2007 Actual: 2000 cohort 2008 Est: 2001 cohort	4.2	Six year graduation rate of all students	MHEC Retention and Graduation Data Report generated each April for the MHEC Accountability/MFR process	The percentage of all first-time, full-time degree-seeking undergraduates who graduated from any Maryland public four-year institution within six years of matriculation. Data provided by MHEC.	See Control Procedure for Measure #14.

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
	cohort (est.) 2009 Est: 2002 cohort (est.)			process		
22	1998 Survey: Class of 1997 grads 2000 Survey: Class of 1999 grads 2002 Survey: Class of 2001 grads 2005 Survey: Class of 2004 grads 2008 Survey Est: Class of 2007 grads	1.1	Employment rate of graduates	MHEC Follow-Up Survey of Graduates	The percentage of bachelor's degree recipients who held full- or part-time jobs within one year of graduation.	Every three years the Office of Institutional Research (IR) conducts a follow-up survey of graduates (Alumni Survey). The list of students to be surveyed and their address labels are extracted from our Peoplesoft student information system and validated against the DIS Table file. Responses to the completed questionnaires are input into an Access database by an IR staff member and reviewed for accuracy by the TU internal auditor. An SPSS file is created from the data table. Using the SPSS file, the information for this measure (as defined by the MFR operational definition) is extracted by the IRD. The IRD reviews the data for comparability to past trends and enters the percentage in the MFR. Final review is by the SAVPAA. See Control Procedure for Measure #20.
23	1998 Survey: Class of 1997 grads 2000 Survey: Class of 1999 grads 2002 Survey: Class of 2001 grads 2005 Survey: Class of 2004 grads 2008 Survey Est: Class of 2007 grads	1.1	Estimated number of graduates employed in Maryland	MHEC Follow-Up Survey of Graduates	(The percentage of bachelor's degree recipients who held full- or part-time jobs in Maryland within one year of graduation as derived from the follow-up survey of graduates) X (the number of bachelor degree recipients).	
24	2004 Actual: AY 2003-04 2005 Actual: AY 2004-05 2006 Actual: AY	1.2	Number of students who completed all teacher	USM/MSDE	This information is provided by the USM Office. As defined by MSDE, it pertains only to 'new hires who graduated	Data are reported to USM by the Maryland State Department of Education based upon annual teacher staffing reports filed by each local educational agency (LEA). USM distributes the report to each institution so the data can be incorporated in their MFR.

**OPERATIONAL DEFINITIONS**

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
	2005-06 2007 Actual: AY 2006-07 2008 Est: AY 2007-08 (est.) 2009 Est: AY 2008-09 (est.)		training requirements who are employed in Maryland public schools		from a USM institution and were hired by LEAs." According to MSDE, the fiscal year data may include teachers who became certified prior to that fiscal year.	The IRD reviews the data for consistency using reports from prior years and enters the number in the MFR. Final review is by the SAVPAA.
25	1998 Survey: Class of 1997 grads 2000 Survey: Class of 1999 grads 2002 Survey: Class of 2001 grads 2005 Survey: Class of 2004 grads 2008 Survey Est: Class of 2007 grads	1.3	Estimated number of IT graduates employed in Maryland	MHEC Follow-Up Survey of Graduates	(The percentage of bachelor's degree recipients from Computer Science and Computer Information Systems programs who held full- or part-time jobs in Maryland within one year of graduation as derived from the MHEC follow-up survey of graduates) X (the number of bachelor degree recipients from Computer Science and Computer Information Systems programs).	See Control Procedure for Measure #20.
26	1998 Survey: Class of 1997 grads 2000 Survey: Class of 1999 grads 2002 Survey: Class of 2001 grads 2005 Survey: Class of 2004 grads 2008 Survey Est:	1.4	Estimated number of graduates of nursing programs employed in Maryland	MHEC Follow-Up Survey of Graduates	(The percentage of bachelor's degree recipients from the nursing program who held full- or part-time jobs in Maryland within one year of graduation as derived from the MHEC follow-up survey of graduates) X	See Control Procedure for Measure #20.

**JOHNSON UNIVERSITY - MFR 207 OPERATIONAL DEFINITIONS**

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
	Class of 2007 grads				(the number of bachelor degree recipients).	
27	1998 Survey: Class of 1997 grads 2000 Survey: Class of 1999 grads 2002 Survey: Class of 2001 grads 2005 Survey: Class of 2004 grads 2008 Survey Est: Class of 2007 grads	2.1	Median salary of TU graduates	MHEC Follow-Up Survey of Graduates.	Median salary of bachelor's degree recipients employed full-time.	See Control Procedure for Measure #20.
28	The most recent figure published by the U.S. Census Bureau, as provided by MHEC	2.1	Ratio of median salary of TU graduates to U.S. civilian work force with bachelor's degree	MHEC Follow-Up Survey of Graduates and U.S. Dept. of Labor/Census Bureau Annual Demographic Survey that is provided by USM	The ratio of median salary of TU bachelor degree recipients employed full-time to median salary of U.S. residents 25 and older who have a bachelor's degree.	Every three years the Office of Institutional Research (IR) conducts a follow-up survey of graduates (Alumni Survey). The list of students to be surveyed and their address labels are extracted from our Peoplesoft student information system and validated against the DIS Table file. Responses to the completed questionnaires are input into an Access database by an IR staff member and reviewed for accuracy by the TU Internal auditor. An SPSS file is created from the data table. Using the SPSS file, the IRD calculates the median salary of TU bachelor degree recipients employed full-time. The ratio is computed using the Census Bureau data provided by USM. The IRD reviews the data for comparability to past trends and enters the percentage in the MFR. Final review is by the SAVPAA.

29	<p>2004 Actual: graduates who took Praxis II in FY03                  2005 Actual: graduates who took Praxis II in FY04                  2006 Actual: graduates who took Praxis II in FY05                  2007 Actual: graduates who took Praxis II in FY06                  2008 Est: graduates who took Praxis II in FY07 (est.)                  2009 Est: graduates who took Praxis II in FY08 (est.)</p>	1.2	Percent of students who completed teacher training program and passed PRACTIS II	COE/ETS	The number of undergraduate and post-baccalaureate students who passed the PRACTIS II divided by the number of undergraduate and post-baccalaureate students who took Praxis II.	<p>The College of Education Coordinator of Assessment and Accreditation (CAA) submits demographic information on it's completers from fall, spring, and summer of the preceding year to the Educational Testing Service (ETS), beginning in October. ETS then matches demographic data to demographic data submitted by Praxis 2 test-takers in their files. Matched data are posted on a secure website and must be verified by the College of Education through verification of weekly updates from ETS on the secure website through December. Once the final match is performed, those test scores are used to compute the pass rate for the institution based on Maryland's standards for teacher licensure. The pass rate is reported by ETS in the Title 2 Report issued annually in February. The CAA reviews the pass rate to ensure the numbers reported reflect the matches that were identified during the above described verification process. The CAA forwards the percentage to the IRD. The IRD reviews the percentage for consistency using prior years' data and then enters the percentage in the MFR. Final review is by the SAVPAA.</p>
30	<p>2004 Actual: Spring 03 + Fall 03                  2005 Actual: Spring 04 + Fall 04                  2006 Actual: Spring 05 + Fall 05                  2007 Actual: Spring 06 + Fall 06                  2008 Est: Spring 07 + Fall 07                  2009 Est.</p>	1.4	Percent of nursing program graduates passing the licensing examination	Dept. of Nursing/Maryl and Board of Nursing	The number of nursing program graduates who passed the NCLEX-RN divided by the number of nursing program graduates who took the NCLEX-RN (includes only those graduates who took the NCLEX-RN exam in Maryland).	<p>The Maryland Board of Nursing (MBN) publishes the "NCLEX-RN 1<sup>st</sup> Time Candidate Performance for Maryland Schools" each fiscal year on their website at <a href="http://mbon.org/main.php">http://mbon.org/main.php</a> and also forwards a paper copy of the report to our Dept. of Nursing. During the fiscal year, the Dept. of Nursing Program Evaluation Committee (DONPEC) continually reviews and analyzes candidate pass rates for comparison and goal attainment purposes using trend data from previous years. Also, the Nursing Dept. Administrative Asst. (NDAA) reviews the results against candidate reports and projects anticipated pass rates. The NDAA forwards the nursing pass rate information to the IRD. The IRD reviews the pass rate for consistency with data from previous years and enters it in the MFR. Final review is by the SAVPAA.</p>

	Spring 08 + Fall 09					
31	1998 Survey: Class of 1997 grads 2000 Survey: Class of 1999 grads 2002 Survey: Class of 2001 grads 2005 Survey: Class of 2004 grads 2008 Survey Est: Class of 2007 grads	4.3	Percent of students satisfied with education received for employment	MHEC Follow-Up Survey of Graduates	The percentage of bachelor's degree recipients employed full-time within one year of graduation and who rated their education as excellent, good, or adequate (fair) preparation for their job.	See Control Procedure for Measure #20.
32	1998 Survey: Class of 1997 grads 2000 Survey: Class of 1999 grads 2002 Survey: Class of 2001 grads 2005 Survey: Class of 2004 grads 2008 Survey Est: Class of 2007 grads	4.4	Percent of students satisfied with education received for graduate or professional school	MHEC Follow-Up Survey of Graduates	The percentage of bachelor's degree recipients who enrolled in graduate or professional school within one year of graduation and who rated their preparation for advanced education as excellent, good or adequate (fair).	See Control Procedure for Measure #20.



HOVSON UNIVERSITY - MFR 2017 OPERATIONAL DEFINITIONS - EFFICIENCY

33	Fiscal year basis	5.1	Percent of replacement cost expended in facility renewal and renovation	TU Budget Office and Facilities Administration	Expenditures from operating and capital budgets on facility renewal and renovation as a percentage of the total replacement value. USM will provide replacement value. TU Budget Office provided actual and projected expenditures for the "Operating Facilities Renewal" columns.	<p>The University Budget Coordinator (UBC) arrives at the percentage figure for the previous fiscal year by using the USM replacement value for the denominator. The figure for the numerator is arrived at by adding the expended and obligated amounts in program 07 for subcode 1499 per SBS, expenditures in the stateside renewal and replacement account, excluding 1499, renewal and replacement expenditures in construction/renovation project accounts in the FRS subcode 3797 (buildings), capital expenditures, both state and USM bonds that can be identified for renewal and replacement, as well as the USM facilities renewal bond funding for that fiscal year. The UBC reviews these figures for validity and consistency against prior years. The UBC forwards this information to the IRD.</p> <p>For the current and out year, the percentages figures for stateside renewal and replacement is derived by the UBC using the USM replacement value as the denominator. The figure for the numerator is arrived at by adding together the budgeted amount from USM for facilities renewal bond funding, the amount budgeted for expenditures in SBS for subcode 1499 in program 07, and the amount budgeted in the stateside renewal and replacement account excluding 1499. The University Budget Coordinator reviews these figures for validity and consistency with the budget plan. The UBC then forwards this information to the IRD. The IRD reviews the figures for consistency and enters them in the MFR. Final review is by the SAVPAA.</p>
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Measure #	Special Timeframe Issues	UB Template Objective	Indicator/ Measure	Source	Operational Definition	Control Procedures
1	Fall enrollment	2.2	Increase percentage of African-American undergraduate students	EIS	# of African-American undergrads divided by total Undergrads.	Data file created on fall census date and sent to USM and MHEC Frozen data file
2	Fall	2.3	Increase percentage of economically disadvantaged undergrads	FIS	# of degree seeking undergrads, both full and part-time, who applied for Financial aid and who are determined to have financial need/divided by total number of degree seeking undergrads.	Date file is created in all by Financial Aid office and sent to USM and MHEC (Frozen data file)
<b>OUTCOMES</b>						
3	Annual Graduation	2.1	Increase number of minority students graduating from UB	DIS	Number of African-American, American-Indian, Asian & Hispanic who graduate from UB	Data file created each July and sent to USM and MHEC (Frozen file)
4	Fiscal year basis	4.1	Sponsored-research dollars per faculty	Maryland Budget	Sponsored-research dollars divided by number of full time faculty.	Compiled by UB Office of Sponsored Research from awards for fiscal year. If multiple year award only amount for appropriate year is reported
5	Fiscal year budget	4.2	Entrepreneurial revenues	Maryland Budget	Fees, sales and rentals.	Annual report of Office of Auxiliary Services
6	1998 Survey 2000 Survey 2002 Survey 2005 Survey 2008 Survey		Median Salary of graduates	MHEC Survey	Median salary of those who checked full-time employment.	Data taken from MHEC Triennial Follow-Up Survey of Bachelor Degree recipients. Data file goes to UMS and MHEC (frozen file).
<b>OUTCOMES</b>						
7	1998 Survey 2000 Survey 2002 Survey	1.1	% of bachelor degree recipients employed one year	MHEC Survey	Number of respondents who check full or part-time employment/divided	Data is taken from MHEC Triennial Survey of Bachelor Degree Recipients Data file

	2005 Survey 2008 Survey		after graduation		by total respondents to question.	is sent to USM and MHEC.
8	June Bar passage	1.2	% of UB graduates who pass the bar exam on the first attempt	Maryland Law Ex	Number passing bar exam on first attempt divided by total first time takers.	Maryland Bar Examiners
9	2005 Survey 2008 Survey	3.1	% of IT graduates employed in Maryland	MHEC Survey	Percentage of bachelor degree recipients in IT, MIS and Digital Entertainment who say they work in Maryland.	Data is taken from MHEC Triennial Follow-up Survey of Bachelor Degree Recipients
10	1998 Survey 2000 Survey 2002 Survey 2005 Survey 2008 Survey		Student satisfaction with education received for employment	MHEC Survey	Number of respondents selecting excellent, good or fair to question	Data is taken from MHEC Triennial follow-up survey of bach degree recipients
11	Fall Enrollment	2.4	% of students earning credits outside the traditional classroom	Faculty course Credit load report	Number of students registered for on-line, independent study, internships and study abroad divided by total students	
12	Annual Budget		% of replacement cost expended in facility renewal	Maryland Budget	Percentage of replacement cost expended in facility renewal	
13	1998 Survey 2000 Survey 2002 Survey 2005 Survey 2008 Survey		Student satisfaction with education received fro graduate or professional school	MHEC Survey	Number of students answering excellent, good or fair preparation divided by total respondents.	Data is taken from MHEC Triennial follow-up survey of bach degree recipients

Measure #	Special Timeframe Issues	UMES Objective	Indicator/Measure	Source	Operational Definition	Control Procedures
<b>INPUTS</b>						
1	FY 06: Fall 06 Actual	2.1 2.2 2.4	Total undergraduate enrollment	Office of Admissions data file	Fall-to-fall enrollment	Enrollment data were entered into the PeopleSoft database by the UMES Offices of Admissions and Registrar and subsequently retrieved as "freeze" data for reporting by the Office of Institutional Effectiveness and Assessment using specifications by the USM, MHEC, and IPEDS (Enrollment Information System). For the MFR the data were compiled by the Director of Institutional Effectiveness and Assessment and reviewed by the Vice President for Planning, Assessment, Technology and Commercialization (VP PAT-C) before submission to the USM, MHEC (Enrollment Information System) or IPEDS (PEDS Surveys).
2	FY04: Fall 03 + Spring 04 FY05: Fall 04 + Spring 05 FY 06: Fall 05 +	2.3	Number of students enrolled in distance education courses	PeopleSoft database	FY 04, 05, and 06: Enrollment in courses delivered off-campus or delivered using IVN technology	The Programmer Specialist retrieved the data from PeopleSoft/data warehouse (freeze data)

	Spring 06 FY 07: Fall 06+ Spring 07				(Students attending classes off campus were counted.)  FY 06: Students enrolled in courses using the Interactive Video Network (IVN) or on-line technology	From three tables— Course Component, Student Enrollment and Student Academic Record. Students enrolled in courses delivered off campus or via IVN were included. The data were checked for accuracy and consistency by the Director (IEA) and further reviewed by the VP PAT-C.
		2.4	Number of students enrolled in courses delivered off-campus	PeopleSoft Database	FY 07: Students enrolled in courses at off-campus sites.	Programmer Specialist retrieved the unduplicated enrollment data for off-campus students from PeopleSoft/data warehouse (freeze data) from three tables— Course Component, Student Enrollment and Student Academic Record. The data were checked for accuracy and consistency by the Director (IEA) and further reviewed by the VP PAT-C.
3	FY 07: Fall 06 + Spring 07	3.1a	Number of undergraduate students enrolled in teacher education program	UMES Department of Education Assessment System, PeopleSoft database	FY 07: Number of students admitted to teacher education program practicum	Students are not considered to be enrolled in education until the pass PRAXIS I. The PRAXIS Coordinator compiled the list of students

						<p>enrolled in teacher education program. The list was checked by the Chair of the Department of Education for accuracy and further reviewed by the Director of IEA for consistency. Final sign-off was given by the VP PAT-C.</p>
4	<p>FY 07: Fall 2006 Actual</p>	3.2a	<p>Number of undergraduate students enrolled in Information Technology (IT) programs</p>	<p>UMES Dept. of Math &amp; Computer Science, PeopleSoft Database</p>	<p>FY 07: Number of students enrolled in computer science, engineering, and electrical engineering – fall 2006). IT programs are defined according to the definitions worked out under MAITI (The Maryland Applied Information Technology Initiative)</p>	<p>IEA Director retrieved this data from the Enrollment Information System file for fall 2006 that was prepared using MHEC specifications. The EIS file provides unit record data that includes individual student enrollment by major. The headcount of all IT undergraduate students for fall 2006 was compared to data in "UMES Facts and Figures March 2007" and the VP PAT-C signed-off on it.</p>
5	<p>FY 07: Fall 06 Actual</p>	4.3	<p>Percent of African American students</p>	<p>Office of Admissions &amp; PeopleSoft database</p>	<p>Fall-to-fall enrollment of African American Students</p>	<p>Enrollment data were collected by the Office of Institutional Effectiveness and Assessment from the PeopleSoft database/data warehouse freeze data. The Research Analyst and Programmer Specialist worked</p>

						<p>together to ensure that data for the Enrollment Information System file were complete, accurate, and consistent for all parameters including race/ethnicity, gender, attendance status, citizenship, degree sought, student level, etc. The total enrollment of African American students as a percentage of all students enrolled in the fall was determined. This percentage was checked by the Director of IEA before being signed-off by the VP PAT-C</p>
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**OUTPUTS**

6	FY 07: Cohort of 2005	4.1	Second year retention rates	MHEC Enrollment Information System (EIS) & MHEC Degree Information System (DIS)	<p>FY 03 and FY 04: Retention of African American students enrolled in Access and Success program</p> <p>FY 05 and FY 06: Retention of all African American students</p> <p>The Percentage of first-time, full-time degree-seeking undergraduate students from UMES</p>	<p>Based upon the 2005 cohort of full-time, first-time students as reported to MHEC and the USM, the Programmer Specialist tracked this cohort in the fall of 2006 to determine the number that had returned, expressed as a percentage of the original cohort. This second year retention percentage was reviewed by the Director for IEA for accuracy and</p>
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					<p>who re-enroll at UMES or ANY other USM institution, one year after matriculation</p>	<p>consistency before being signed-off by the VP PAT-C.</p>
7	<p>FY 07: Cohort of 2000</p>	<p>4.2</p>	<p>Six-year graduation rate</p>	<p>MHEC Retention and Graduation Report</p>	<p>First-time, full-time degree-seeking undergraduates from UMES who graduate from ANY Maryland, public, four-year institution within 6 years of matriculation</p>	<p>Based upon the 2000 cohort of full-time, first-time students as reported to MHEC and the USM, the Research Analyst tracked this cohort over a six-year period to determine the number that had graduated expressed as a percentage of the original cohort, and adjusted for allowable exceptions. This six-year graduation percentage was reviewed by the Director for IEA for accuracy and consistency before being signed-off by the VP PAT-C.</p>
8	<p>FY 04: Cohort of 2002 FY 05: Cohort of 2003 FY 06: Cohort of 2004 FY 07: Cohort of 2005</p>	<p>4.3</p>	<p>Second-year retention rate for African American students</p>	<p>MHEC Enrollment Information System (EIS) &amp; MHEC Degree Information System (DIS)</p>	<p>FY 04: Retention of African American students enrolled in Access and Success program FY 05, 06, 07: Retention of all African American students</p>	<p>Based upon the 2005 cohort of full-time, first-time students as reported to MHEC and the USM, the Programmer Specialist tracked this cohort in the fall of 2006 to determine the number of African American Students that had returned, expressed as a percentage of the</p>

					<p>First-time, full-time degree-seeking undergraduate students from UMES who re-enroll at UMES or ANY other USM institution one year after matriculation</p>	<p>original total African American student sub-cohort. This second year retention percentage was reviewed by the Director for IEA for accuracy and consistency before being signed-off by the VP PAT-C.</p>
9	FY 07: Cohort of 2000	4.4	Six-year graduation rate for African American students	MHEC Retention & Graduation Report	<p>First-time, full-time degree-seeking undergraduates from UMES who graduate from ANY Maryland, public, four-year institution within 6 years of matriculation</p>	<p>Based upon the 2000 cohort of full-time, first-time students as reported to MHEC and the USM, the Research Analyst tracked this cohort over a six-year period to determine the number of African American students that had graduated expressed as a percentage of the original sub-cohort of African American students, adjusted for allowable exceptions. This six-year graduation percentage was reviewed by the Director for IEA for accuracy and consistency before being signed-off by the VP PAT-C.</p>
10	FY 07: Fall 06 + Spring 07	3.1b	Number of students who completed all teacher education programs	UMES Department of Education Assessment System, PeopleSoft database	Number of graduates from teacher education programs	<p>This is the PRAXIS II pass rate reported to the USM and MHEC based upon the definitions and reporting schedule</p>

						<p>established by the U.S. Department of Education under Title II of the Higher Education Act as Amended. The data were obtained from the Title II State Report and cross-checked with the ETS Single Assessment Institution Pass-Rate Report for 2005-2006 Academic Year by the Director IEA in conjunction with the Chair of the Department of Education. The data were then signed-off by the VP PAT-C.</p>
11	FY 07: Fall 06 + Spring 07	3.2b	Number of graduates of Information Technology (IT) programs	UMES Department of Computer Science	FY 07: Number of students enrolled in computer science, engineering, and electrical engineering – fall 2005). IT programs are defined according to the definitions worked out under MAITI (The Maryland Applied Information Technology Initiative)	Enrollment data for computer science were collected by the Programmer Specialist based on freeze enrollment data for fall 2005 and spring 2006. The data files for the two semesters were matched to eliminate duplication. The final number was reviewed for consistency by the IEA Director and then signed off by the VP PAT-C.
<b>OUTCOMES</b>						
12	FY 07: Fall 06 Actual	2.1	Percent of first generation students enrolled	Admissions application file	For all incoming freshmen, percent.	The Director for IEA conducted a survey of

					<p>indicating first in family to attend college</p>	<p>all incoming freshman of fall 2006 to establish their first generation status. The number of enrollees that confirmed first generation status was computed as a percentage of the total number of first time freshmen. The data were then reviewed before signing-off by VP PAT-C</p>
13	FY 07: Fall 06 Actual	2.2	Percent of non-African American undergraduate students enrolled	Admissions application undergraduate file, Registration undergraduate file	For all students indicating ethnicity other than African American	<p>Enrollment data were collected by the Office of Institutional Effectiveness and Assessment from the PeopleSoft database/data warehouse freeze data. The Research Analyst and Programmer Specialist worked together to ensure that data for the Enrollment Information System file were complete, accurate, and consistent for all parameters including race/ethnicity, gender, attendance status, citizenship, degree sought, student level, etc. The total enrollment of Non-African American students as a percentage of all students enrolled</p>



			of employees with similar qualifications from national census data.	freq] x width of interval). The resulting median salary was expressed as a ratio of the National Salary of graduates with a baccalaureate degree based on the Annual Demographic Survey of the Bureau of Labor statistics and Bureau of Census. The data were signed off by the VP PAT-C
16	5.2	Funds received through fundraising campaign (Millions\$)	USMMD Foundation Office database, UMES Division of University Advancement database	Amount (in millions of dollars) of funds received for the Campaign for Maryland.
				The data are based on reports issued by the Vice President for Finance in the USM Advancement Office. The Director of Advancement Services at the University of Maryland Eastern Shore retrieved the data and VP for Advancement at UMES signed-off on it for inclusion in MFR. Endowment funds are invested in and managed by the University of Maryland Foundation (UMF) under the supervision of the UMF Board of Directors. These funds are invested for the long-term in a

				diversified portfolio managed by investment firms selected by the UMF Foundation Investment Committee for their expertise and experience.
17	FY 07: MSDE Report (as of October, 2006)	3.1c	Number of students who are employed in Maryland public schools as new hires per year  Maryland State Department of Education Report on New Teacher Hires	Number of new hires employed by the state of Maryland  The data pertaining to the number of students were based on a survey of new hires of teachers conducted by the Maryland State Department of Education. The results were provided to the USM by the MSDE and subsequently made available to UMES for inclusion in the MFR.
18	FY 07: Fall 06 + Spring 07	3.2c	Number of graduates employed in information technology fields in state of Maryland  MHHEC Alumni Follow-up Survey	Number of UMES graduates who are employed in Information Technology fields in Maryland  This is not a measure of all UMES graduates employed in IT in Maryland, but specifically the number of bachelor's degree recipients from an IT program at UMES who held a full-time or part-time job in Maryland  Employment of IT graduate data from the MHHEC Alumni Survey were analyzed by the Director for IEA and the appropriate percentage of graduates employed in the fields of technology in the State of Maryland was determined from tallied data. The data were then signed off by the VP PAT-C

QUALITY						
19	FY 06: Fall 04 + Spring 05 (ETS Title II Report October, 2005) FY 07: Fall 05 + Spring 06 (ETS Title II Report, October, 2005)	1.1	Percent of <i>undergraduate</i> students who completed teacher training and passed PRAXIS II	Educational Testing Service (ETS) Title II Report	Graduates - Students enrolled as education majors who complete PRAXIS II examination	The data were obtained from the ETS Single Assessment Institution Pass Rate Data - Regular Preparation Program and the Maryland Title II State Report by the Chair of Education Department at UMES, reviewed and entered into the MFR objectives /outcomes summary by the Director for IEA and signed off by the VP PAT-C
20		1.2	Percent of students satisfied with job preparation	MHEC Alumni Follow-up Survey	Students responding to the MHEC Alumni Follow-up Survey of UMES Graduates	Every three years the Office of Institutional Effectiveness (i.e., IR Director) at UMES receives a follow-up survey that it administers to alumni on behalf of MHEC that has an item on bachelor degree graduate satisfaction with their education at UMES in preparation for their jobs. Based on the survey data the Director of the Office of Institutional



						Effectiveness tallied the data for the report that was reviewed by the VP PAT-C before submission to the USM and MHEC
21		1.3	Percent of students satisfied with education received for graduate/professional school	MHEC Alumni Follow-up Survey	Students responding to the Triennial MHEC Alumni Survey of UMES Graduates	Every three years the Office of Institutional Effectiveness & Assessment at UMES receives a follow-up survey that it administers to alumni on Behalf of MHEC that has an item on bachelor degree graduate satisfaction with their education at UMES in preparation for graduate / professional studies. Based on the survey data the Director of the Office of Institutional Effectiveness tallied the data for the report that was reviewed by the VP PAT-C before submission to the USM and MHEC
<b>EFFICIENCY</b>						
22	FY 07: Fiscal Year 06	USMD Foundation Office database, UMES Administrative affairs database	Percent efficiency on operating budget savings	UMES Division of Administrative Affairs database	Percent of state budget funds saved for reallocation to prioritized university initiatives	In addition to being specifically reallocated in the initial budget, information was acquired from each department relative to planned efficiency efforts and the actual



UNIVERSITY OF MASSACHUSETTS AND UNIVERSITY COLLEGE  
2007 OPERATIONAL DEFINITIONS FOR MEASUREMENTS AND KEY MEASURES/INDICATORS

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control
1	FY 04: Fall 03 FY 05: Fall 04 FY 06: Fall 05 FY 07: Fall 06 FY 08: Fall 07 (est.) FY 09: Fall 08 (est.)	1.1	Total undergraduate enrollment <sup>1</sup>	EIS	Self-explanatory	The EIS (Enrollment Information System) is an MHEC mandated file, collected each fall. The file is created in the UMUC office of Institutional Planning, Research and Assessment (IPRA), under the direction and supervision of the Assistant VP and Director of Institutional Research. The file is created from data captured on the institutional freeze date from the transaction system of record (PeopleSoft). As part of the freeze process, these raw data files are processed and loaded into a university data warehouse (EVE) also operated out of IPRA. Processing includes validation runs, edits on key fields, and the creation of derived fields which are specific to the definitions required for the EIS. The EIS file extract is then generated by a SAS program that is modified each term. Each term has a protected and backed-up sub-folder on a networked drive accessible by the IPRA staff; a copy of the specific program used to create each term's specific EIS file is saved to that subfolder. Once the draft EIS file is created, other programs are run on the file to create profiles, and to run more specific edits relevant to the EIS fields. Profiles and trend comparisons are manually checked for consistency, and edits are reviewed for corrupt or changed

<sup>1</sup> Not a core/common measure/indicator

**UNIVERSITY OF VAWRIL AND UNIVERSITY COLLEGE  
2007 OPERATIONAL DEFINITIONS FOR MHEC AGGREGATE/FAHREY MEASUREMENT INDICATORS**

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control
4	Fiscal year basis (Summer, Fall, Spring)	1.2	Undergraduate FTE students enrolled in IT programs	EIS-based definition-generated for the Fiscal Year.	Use the programs your institution includes in MAITI. Generally, these are: Computer Science, (including Computer and Information Science, Computer Studies, and Computer Information Technology), Computer Engineering, Electrical Engineering, Software Engineering, Systems Engineering, Telecommunications, Information Systems Management, Engineering Management, Decision and Information Technology, Geographic Information Systems, Nursing Informatics.	The Fiscal Year End reports are created in the UMUC office of Institutional Planning, Research and Assessment (IPRA), under the direction and supervision of the Assistant VP and Director of Institutional Research. These reports are generated from data captured on the institutional freeze date (first week of July) from the transaction system of record (PeopleSoft). As part of the freeze process, these raw data files are processed and loaded into a university data warehouse (EVE) also operated out of IPRA. Processing includes validation runs, edits on key fields, and the creation of derived fields which are also specific to the definitions required for the EIS. Each FY freeze has a protected and backed-up sub-folder on a networked drive accessible by the IPRA staff; a copy of the specific programs used to create each year's specific FY End counts are saved to that subfolder. Profiles and trend comparisons are manually checked for consistency, and edits are reviewed for corrupt or changed or missing data.

UNIVERSITY OF MARYLAND AND UNIVERSITY COLLEGE  
2007 OPERATIONAL DEFINITIONS FOR MINORITY ACCOUNTABLE MEASURES/INDICATORS

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control
6	FY 04: Fall 03+Spring 04 FY 05: Fall 04+Spring 05 FY 06: Fall 05+Spring 06 FY 07: Fall 06+Spring 07 FY 08: Fall 07+Spring 08 (est.) FY 09: Fall 08+Spring 09 (est.)	1.3	Number of enrollments in distance education courses and off-campus courses	Internal report (off campus enrollment form is no longer requested by MHEC)	The number of enrollments in courses offered off campus and through the Internet, IVN, etc, for the Academic Year (i.e., excludes Summer). Note: this is not an unduplicated count, but the addition of enrollments in all distance education courses.	The semester freeze data held in the campus data warehouse are used for this measure, see Controls #1 above.  All class sections are identified in the source system of record as to location and delivery method, and these fields are used in the DW to select the student enrollments for this measure. Enrollments are selected if the campus location code is not ADEL or UMCP (i.e., they are held at sites other than the Adelphi headquarters or in UM classrooms at College Park), or if they are delivered via online. A SAS program reads the DW data and provides aggregate counts. The specific programs used to generate the data for the current MFR submission are saved as a permanent record of the process.
7	See #1	3.1	% minority of all	EIS	Minority: African-	See Controls #1 above for data source

UNIVERSITY OF MARYLAND, UNIVERSITY COLLEGE  
2007 OPERATIONAL DEFINITIONS FOR WIRACCOUNT VALUE WEASER'S INDICATORS

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control
8	See #1	3.2	% African-American of all undergraduates	EIS	Self-explanatory.	See Controls #1 above for data source explanation, also Controls #7 above.
9	Fall Cohort	3.3	% of economically disadvantaged students	Common Data Set	Number of degree-seeking undergraduate students, both full- and part-time, who applied for financial aid and who were determined to have financial need (from line H2c of the Common Data Set as laid out in 2000-2001) divided by the total number of degree-seeking undergraduates. (line H2a).	The Common Data Set is a summary report generated for the purpose of reporting UMIC institutional counts to various external surveyors and guidebook requests. The data source is the DW freeze data (semester or FY, depending on the specific item). (See Controls #1 above for the general data source explanation.)  A SAS program reads the DW data and provides aggregate counts based on the definition established by USM and taken from the Common Data Set, which is a collaborative effort among the higher education community, the College Board, Thomson Peterson's, and U.S. News & World Report, to develop clear, standard data items and definitions for reporting among U.S. higher institutions. CDS definitions typically align with the U.S. Department of Education's Integrated Post-Secondary Education Data System

**UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE  
2007 OPERATIONAL DEFINITIONS FOR MFR ACCOUNTABILITY MEASURES/INDICATORS**

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control
10	Fiscal year basis	1.1	Total bachelor's degree recipients	DIS	The number of students graduating with a bachelor's degree (note: this is NOT the number of bachelor's degrees awarded)	<p>The DIS (Degree Information System) file is an MHEC mandated file, collected at the end of each July. The file is created in the UMUC office of Institutional Planning, Research and Assessment (IPRA), under the direction and supervision of the Assistant VP and Director of Institutional Research. The file is created from data captured from the transaction system of record (PeopleSoft) after spring degrees have been cleared in the source system of record. (The degree freeze usually coincides with the internal summer semester data freeze process.)</p> <p>As part of the freeze process, these raw data files are processed and created in the university data warehouse (EVE) data file</p>
						<p>The specific programs used to generate the data for the current MFR submission are saved as a permanent record of the process. The Office of Student Financial Aid is involved in verifying the reasonableness of financial aid data. Profiles and trend comparisons are manually checked for consistency.</p>

UNIVERSITY OF ARIZONA AND UNIVERSITY COLLEGE  
2005 OPERATIONAL DEFINITIONS FOR MEASUREMENTS AND SURVEY INDICATORS

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control
13	Fiscal year basis	1.2	Number of students graduating from IT baccalaureate programs	DIS	Use MAITI definition of IT program. see #4	structure, also maintained by IPRA. Processing includes validation runs, edits on key fields, and the creation of derived fields which are specific to the definitions required for the DIS. The DIS file extract is then generated by a SAS program that is modified each year. Each year has a protected and backed-up sub-folder on a networked drive accessible by the IPRA staff; a copy of the specific program used to create each term's specific DIS file is saved to that subfolder. Once the draft DIS file is created, other programs are run on the file to create profiles, and to run more specific edits relevant to the DIS fields. Profiles and trend comparisons are manually checked for consistency, and edits are reviewed for corrupt or changed or missing data. Once submitted, MHEC consistency checks and edits are reviewed and any necessary corrections made to the file. Final review and signoff is by the Assistant VP. A SAS program to generate degree profiles provides both degree recipient counts (using highest degree awarded in the FY) and counts of all degrees awarded.
14	Fiscal year basis	NA	Number of students	DIS	Self-explanatory	See data source explanation from Controls #10, above. Undergraduate students who received a bachelor's degree in a program defined as part of the MAITI set are counted for this measure, using the SAS degrees profile program. NA



**UNIVERSITY OF MARYLAND, UNIVERSITY COLLEGE  
2007 OPERATIONAL DEFINITIONS FOR MIRA ACCOUNTING AND MEASUREMENT INDICATORS**

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control
15	FY 03: 98-99 graduates (2000 MHEC Survey) FY 04: 99-00 graduates (2001 Schaefer Ctr Survey) FY 05: 00-01 graduates (2002 MHEC Survey) FY 06: 02-03 graduates (2005 MHEC Survey)	2.1	Median salary of graduating from baccalaureate nursing programs	MHEC follow-up survey of graduates (2001 Schaefer Center Survey for 2000 graduates)	Median salary of bachelor's degree recipients	Data are taken from the triennial alumni follow up survey, sponsored by MHEC, and reported to both MHEC and the USM. Survey forms are collected at the institution, and data are reviewed for accuracy and consistency within IPRA. The median salary is based on the self-reported salary of alumni on the follow up survey. Because the self-report data are collected in data ranges, the median salary is a derived measure calculated by formula based on grouped data.
18	See # 15	1.1	Employment rate of graduates	See #15	The percentage of bachelor's degree recipients who held full- or part-time jobs within one year of graduation. Denominator excludes those not seeking employment.	Data are taken from the triennial alumni follow up survey, sponsored by MHEC, and reported to both MHEC and the USM. Survey forms are collected at the institution, and data are reviewed for accuracy and consistency within IPRA. Alumni are asked for their current job status, and if they hold a job, whether they are full- or part-time.
19	See #15	1.1	Number of graduates employed in Maryland	See #15	(The percentage of bachelor's degree recipients who held full- or part-time jobs in Maryland within one year of graduation as derived from the follow up survey of graduates) X (the number of bachelor degree	See Controls # 15 (follow up survey), # 10 (bachelor recipients). Calculation of the percentage follows the definition (left).

2007 OPERATIONAL DEFINITIONS FOR VERR ACCOUNTABILITY MEASURES/INDICATORS

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control
21	See #15	1.2	Number of graduates from IT bachelor's programs employed in Maryland	See #15	(The percentage of bachelor's degree recipients from IT programs who held full- or part-time jobs in Maryland within one year of graduation as derived from the follow up survey of graduates) X (the number of bachelor degree recipients from IT programs). See #4 for MAITI definition of IT program	See Controls # 15 (follow up survey), # 10 (bachelor recipients), and #13 (MAITD).  Calculation of the percentage follows the definition (left), after selecting only the MAITI-identified programs among the bachelor's degrees awarded in the FY.
23	See #15	1.4	Employers' satisfaction with USM graduates	Schaefer Center Survey	Percentage of employers that would hire another graduate from the same institution (definitely yes and probably yes - responses 1&2 - divided by responses 1 through 4)	See Controls # 15 (follow up survey).
25	See #15	2.1	Ratio of median salary of UMUC graduates to U.S. civilian work force with bachelor's degree	US Census Bureau	Median salary of US residents 24 and older who have a bachelor's degree. This information will be provided by USM	See Controls # 15 (follow up survey) for the median salary of UMUC graduates. Data on the median income of U.S. graduate are provided by USM. The data were taken directly from the U.S. Bureau of the Census and the U.S. Department of

**STATE UNIVERSITY OF MARIPASA AND SENECA COLLEGE**  
**2007 QUALITY IMPROVEMENT PLAN: ACADEMIC AND PROFESSIONAL INDICATORS**

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control
30	See #15	1.5	Student satisfaction with education received for employment	See #15	The percentage of bachelor's degree recipients employed full-time within one year of graduation and who rated their education as excellent, good, or adequate (fair) preparation for their job (excluding those who were undecided.)	See Controls # 15 (follow up survey). Labor's March Supplement of the Annual Demographic Survey. Data controls, survey procedures, and estimation bounds for the ADS are presented on the Census Bureau's website. Data from the website, including the estimated earnings, are downloaded by the USM IR office into an EXCEL spreadsheet. That number is then used with the most recently reported median salary of USM bachelor's degree recipients one year after graduation (see measure #15) computed from the MHEC triennial follow up survey of graduates to derive the ratio.
31	See #15	1.6	Student satisfaction with education received for graduate or professional school	See #15	The percentage of bachelor's degree recipients who enrolled in graduate or professional school within one year of graduation and who rated their preparation for advanced education as excellent, good or	See Controls # 15 (follow up survey).

**UNIVERSITY OF MARYLAND COLLEGE PARK  
2007 OPERATIONAL DEFINITIONS FOR MER/ACTION MEASURES/INDICATORS**

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control
33	Fiscal year basis	4.1	Rate of operating budget savings	<i>Efficiency Efforts of the USM</i>	Detailed definition included in report. Efficiency includes specific actions resulting on cost savings; cost avoidance; strategic reallocation; and revenue enhancement	Detailed controls and documentation included in USM report.
34	Fiscal year basis	5.3	# of online courses	UMUC	Distinct courses offered fully online	The Fiscal Year End file is created in the UMUC office of Institutional Planning, Research and Assessment (IPRA), under the direction and supervision of the Assistant VP and Director of Institutional Research. The file is generated from data captured on the institutional freeze date (first week of July) from the transaction system of record (PeopleSoft). As part of the freeze process, these raw data files are processed and loaded into a university data warehouse (EVE) also operated out of IPRA. Processing includes validation runs, edits on key fields, and the creation of derived fields which are also specific to the definitions required for the EIS. Each FY freeze has a protected and backed-up sub-folder on a networked drive accessible by the IPRA staff; a copy of the specific programs used to create each term's specific FY End counts are saved to that subfolder. Profiles and trend comparisons are manually checked for consistency, and edits are reviewed

UNIVERSITY OF MARYLAND, COLLEGE PARK  
2007 OPERATIONAL DEFINITIONS FOR AIR ACCREDITATION MEASURE INDICATORS

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control
35	Fiscal year basis	5.1	# of online enrollments	UMUC	Total enrollment in online courses	<p>The unduplicated count of courses (e.g. ENGL101 counts as 1 course) is generated by a SAS program. All class sections are identified in the source system of record as to delivery method, and these fields are used in the DW to select classes for this measure. Classes are selected if they are classified as being delivered via online.</p> <p>The Fiscal Year End file is created in the UMUC office of Institutional Planning, Research and Assessment (IPRA), under the direction and supervision of the Assistant VP and Director of Institutional Research. The file is generated from data captured on the institutional freeze date (first week of July) from the transaction system of record (PeopleSoft). As part of the freeze process, these raw data files are processed and loaded into a university data warehouse (EVE) also operated out of IPRA. Processing includes validation runs, edits on key fields, and the creation of derived fields which are also specific to the definitions required for the EIS. Each FY freeze has a protected and backed-up sub-folder on a networked drive accessible by the IPRA staff; a copy of the specific programs used to create each term's specific FY End counts are saved to that subfolder. Profiles and trend comparisons are manually checked</p>

**UNIVERSITY OF VERA AND UNIVERSITY COLLEGE  
2007 OPERATIONAL DEFINITIONS FOR WIRACCOGNALITY MEASUREMENT INDICATORS**

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control
36	Fiscal year basis	5.2	# of African-American students enrolled in online courses	UMUC	Number of African-American students enrolled in at least one online course	<p>The Fiscal Year End file is created in the UMUC office of Institutional Planning, Research and Assessment (IPRA), under the direction and supervision of the Assistant VP and Director of Institutional Research. The file is generated from data captured on the institutional freeze date (first week of July) from the transaction system of record (PeopleSoft). As part of the freeze process, these raw data files are processed and loaded into a university data warehouse (EVE) also operated out of IPRA. Processing includes validation runs, edits on key fields, and the creation of derived fields which are also specific to the definitions required for the EIS. Each FY freeze has a protected and backed-up sub-folder on a networked drive accessible by the IPRA staff; a copy of the specific programs used to create each term's specific FY End counts are</p>
						<p>The count of student class enrollments is generated by a SAS program. All class sections are identified in the source system of record as to delivery method, and these fields are used in the DW to select classes for this measure. Classes are selected if they are classified as being delivered via online, and the enrollments in those classes are selected and counted for this measure.</p>

UNIVERSITY OF MARYLAND, UNIVERSITY COLLEGE  
2007 OPERATIONAL DEFINITIONS FOR AIR ACCOUNTABILITY MEASUREMENT INDICATORS

Measure #	Special Timeframe Issues	USM Template Objective	Indicator/ Measure	Source	Operational Definition	Control
37	Fiscal year basis	5.4	Undergraduate tuition for Maryland residents	UMUC	Undergraduate resident part-time tuition rate per credit hour	The undergraduate resident part-time tuition rate per credit hour is taken from the official rate listing provided in the web- and paper-published Schedule of Classes
38	Fiscal year basis	5.4	Percent increase from previous year	UMUC	Annual percentage increase of undergraduate resident part-time tuition rate per credit hour	See controls #37. The percent increase is calculated based on the most recent year's tuition rate compared to the prior year rate.

Source abbreviations:  
 EIS – MHHC Enrollment Information System  
 DIS – MHHC Degree Information System  
 Definitions keyed to June 2006 Submission.  
 CDS – Common Data Set  
 Special Timeframes Issues: revised 6/29/2006

