

Frequently Asked Questions or guidelines

Instructor Assignment Review and Update

Why are we being asked to do this?

This review serves the combined needs of the Registrar's Office and the Office of Institutional Research. The Registrar's Office needs to have at least one instructor associated with every course section in order for online grading to work. This data collection is intended to make sure the right person is assigned grading capabilities online. OIR is trying to discover who is engaged in face to face classroom instruction (or the equivalent for online courses and individualized instruction courses). It is important for us to distinguish this group from the remainder of instructors who provide support but do not have a regular classroom role.

What does co-taught mean?

Co-taught courses have more than one instructor providing face to face instruction. In these circumstances, "credit" for the course is divided evenly among all instructors with a role of PI or SI.

What is a cross-listed course sections?

Cross listed course sections are sections that meet at the same time and place but are offered from different departments or at different levels.

What do you mean by credit for a course?

"Credit" is a complex topic that has multiple meanings on the campus. For our reporting purposes, credit is defined as student credit hours generated in course sections. Student credit hours are defined as the total number of students enrolled in a course section multiplied by the credit value of the course. For example, a 3 credit course with 40 students enrolled generates 120 student credit hours. Detailed descriptions of how we use these data can be found at this [link](#). If a course is co-taught, we divide the student credit hours evenly among all listed instructors with PI or SI roles. We make adjustments for cross-listed courses as well to ensure that credit hours, course sections and instructors are only counted once.

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IAS Verification

Do I need to verify enrollments?

No. Enrollments are shown as of the fourteenth calendar day of the semester, the date used for all of OIR's census based reporting. It does not include enrollments and withdrawals occurring after that date. Some departments use these data for their own internal purposes which allows them to be compared with published figures produced by OIR.

Which table do I really need to verify?

Only Table 1 needs to be verified because it contains all information on all courses. Table 2 contains nearly the same information as Table 1 but is organized by the funding unit of the instructors. Courses that are taught by an instructor who is not on the university payroll are not listed in Table 2. They are only listed in Table 1.

Why are we being asked to check the data a second time?

The first round of data collection is to make sure that every credit bearing course section has someone assigned to post grades for it. Once the semester ends, we ask you to confirm that all the instructor roles are correct and the data can be used to generate our department profiles reports.

Why is the number of instructors smaller than the number of names associated with the course?

For most our reporting such as department profiles, we only count instructors we believe are doing face to face instruction (PI and SI roles). All others are considered to be providing instructional support (SA, TA and WCT). The allocation of resources to instructional support roles is beginning to be of greater interest so we are trying to report more accurately on this pool of instructors.