



HLC Accreditation 2020-2021

## **Evidence Document**

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Academic Affairs

Office of Planning and Analysis

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# **The Data Management Committee Glossary of Common Reporting Terms**

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**Additional information:**

## Glossary of Common Reporting Terms

This document addresses the definition of terms used in reports. The Data Management Committee (DMC) of the Data Governance Council are the owners of this document which is reviewed periodically and updated for corrections, modifications and additions. For questions concerning this document contact the Office of Planning and Analysis (OPA).

In conjunction with term definitions, users are encouraged to review the [Data Reporting Terms and Standards](#) document to provide additional term clarification and examples of reporting, the document can be found on the Office of Planning & Analysis website on the left pane under the 'Data Standards and Glossary' link ([wichita.edu/opa](http://wichita.edu/opa)).

(\***bold** are terms defined in the glossary)

### Admission-based freshmen

Admissions offices (undergraduate domestic, undergraduate international and graduate) employ coding to identify different admission populations and student types. Two of those schemas (SARADAP\_ADMT\_CODE, SARADAP\_STYP\_CODE) identify admission-based freshmen which is NOT to be confused with official **freshmen** which is an enrolled student with less than 30 earned hours (see **Student Class**). The admission-based freshmen (SARADAP\_ADMT\_CODE='SR') can be a graduating high school senior who is admitted and enrolled for a term at WSU without any post-secondary coursework post their graduation date (however, note that approximately 30-35% of these students actually start as sophomores who carry AP credit, not as freshmen). Admission-based freshmen (SARADAP\_STYP\_CODE=1) can also include high school matriculating seniors, high school graduates who delayed post-secondary education and returning adults but should not be confused with official **freshmen** which is an enrolled student with less than 30 earned hours. Note that admission records can be modified to move a student out of admission-based freshmen status and that prior to or during enrollment students can provide transcript records that show post-secondary coursework changing their admission-based freshmen classification.

### Age

Age in years is calculated based on **date of birth** [SPBPERS\_BIRTH\_DATE] and date of data extract, periodical reporting periods (e.g., census) or dimensional events (e.g., age at time of application, age at time of admission decision). Given that age can be a skewed distribution both mean and median values are normally provided. Depending on the reporting requirements, age can be classified in numerous age groups. For modeling estimation (e.g., recruitment, at-risk students, degree completion) records with missing birth date are imputed based on algorithms reflective of highly correlated population groups with known age via interpolation. Audits on birth dates in the university's information systems are executed daily to identify dates that would place age out of bounds (e.g., 01/18/1756, 01/18/2099) and then sent to data custodians to perform corrective action. Students, staff and faculty are periodically allowed to make requested updates to demographic elements via the university's portal which requires ID authentication so birth date and age at the record level may vary over time.

**Citizen** (United States) status includes birthright Americans who are born within any U.S. state or territory, as well as foreign nationals who obtained U.S. Citizenship through the naturalization process. The term 'citizen' and 'domestic student' cannot be used interchangeably since domestic students can include all U.S. citizens as well as non-citizens who are members of the **protected visa class**.

### Cohorts (student)

Cohorts are homogenous populations who have a specific start date that can be tracked over time and provide the basis of reporting rates (e.g., retention, graduation). The most common cohorts are the **Integrated Postsecondary Education Data System (IPEDS) 1<sup>st</sup> time full-time freshmen, IPEDS-based freshmen, Transfer freshmen, and College Division 1<sup>st</sup> time freshmen. IPEDS first-time full-time freshmen** are students who have graduated from high school with no post-secondary earned

coursework (except college credits earned before graduation) post their high school graduation date who are enrolled full-time (12 or more hours) at census during the fall term. If they started at WSU during the summer and are enrolled full-time at census in their first fall term they are included in the fall cohort. It is possible for an IPEDS freshmen to have enough AP credit from high school to start as a sophomore rather than a freshmen. The IPEDS 1<sup>st</sup> time full-time freshmen are used solely to report to external entities. **IPEDS-based 1<sup>st</sup> time freshmen** are used internally for planning purposes and differ from IPEDS 1<sup>st</sup>-time full-time freshmen as only those whose first semester at WSU as a degree bound undergraduate is the fall term, it excludes those who may have started in the summer and is reported as both full-time and part-time at census. **Transfer freshmen** cohorts are based on students with post-secondary earned hours prior to WSU entry whose first semester at WSU as a degree bound undergraduate is the fall term and whose student class is as a freshmen (less than 30 earned hours). This cohort is used internally for planning purposes. **College Division 1<sup>st</sup> time freshmen** are defined as the 1<sup>st</sup> fall term as a freshmen that a student is enrolled within an academic college. Students who migrate to another college division post their 1<sup>st</sup> term are dropped from the cohort and graduation rates are reported only for those who graduate within the college division. Because of the homogenous nature of cohorts (similar earned hours), retention and graduate rates can be calculated and reported. **Retention rates** are based on fall-to-fall term enrollment only and are reported only for the 2<sup>nd</sup> fall term enrollment as it is common that post their first year students submit transcripts with earned hours from other institutions that were not reported upon entry at WSU which can bias graduation rates as these students can complete degrees within a year of entry making them non-compliant with the goal of having cohort participants with similar starting earned hours. **Graduation rates** are reported based on the 6<sup>th</sup> year of degree completion (4<sup>th</sup> & 6<sup>th</sup> year rates for IPEDS 1<sup>st</sup>-time full-time freshmen cohorts) from their 1<sup>st</sup> fall term and relies on a fall-spring-summer sequence year completion so that students who complete a degree in their 6<sup>th</sup> year post the 1<sup>st</sup> fall term are included in the 6 year rate.

**Date of Birth** (see **Age** on reporting, imputation and auditing)

Birth date is one of several personal-identification-data (PID) elements that is restricted to approved reporting and use from data custodian owners. Protection of our students, staff and faculty PID are essential especially in the case of birth date as it is a key element in identify theft of financial and health related data. Students, staff and faculty are periodically allowed to make requested updates to demographic elements via the university's portal which requires ID authentication so birth date at the record level may vary over time.

**Degree-seeking**

Undergraduate students who are enrolled as part of an academic degree program are deemed degree-seeking. Degree-seeking students can be undecided majors within each academic college and can include pre-majors. **Non degree-seeking** students include students who have completed their undergraduate degree and continue enrollment, open admission students, education recertification, Intensive English, high school guest and college guest. Degree seeking status is based on a student's primary major and can change at any time prior to or within term enrollment.

**Ethnicity** (see **Race/Ethnicity**)**Female** (see **Sex-type**)**First Generation**

Students are asked during application for admission to self-identify as a first generation student if neither of their parents/guardians have graduated from a four-year college or university. Students are periodically allowed to make requested updates to demographic elements via the university's portal which requires ID authentication so first generation status at the record level may vary over time.

**Full-time student**

Full-time status is based on enrolled students who as an undergraduate are enrolled for 12 or more hours or a graduate student enrolled in 9 or more hours in either fall or spring terms and during summer terms are enrolled in 6 or more hours for both undergraduate and graduate. Enrolled hours can vary for a student within a term or during pre-registration causing a change of status (full-time/part-time).

**Full-time-equivalent (FTE)**

FTEs are calculated based on the reporting needs of both external entities (e.g., Kansas Board of Regents, Common Data Set) and internal planning and are based on enrolled hours divided by a defined FTE value (e.g., 12 or more hours, 15 or more hours). Some external entities use a fte formula of all full-time students plus 1/3 part-time.

**Gender (see Sex-Type)****Graduation rates (see Cohorts)****IPEDS Freshmen and IPEDS-based Freshmen (see cohorts)****Low Income**

For students who file a FAFSA, family income is used to create a 0,1 binary in which family income at or below 125% of poverty is a 1 (yes) and all other income levels are 0 (no). Poverty thresholds are based on U.S. Census Bureau's family size poverty income thresholds and are adjusted for inflation using the urban consumer price index (cpi-u) when reporting over terms or time.

**Minority (see Race/Ethnicity)****New Student**

Students can be a new student only one time within 3 dimensions based on their first term entry (fall, spring or summer) as either non-degree seeking undergraduate, degree seeking undergraduate and degree seeking graduate. While a student is counted only once as a new first-time student, they can be new first-time along any of the three groups. For example, a student may be a new first-time degree seeking undergraduate and after degree conferral come back as a new first time degree seeking graduate student. Enrollment status (new 1<sup>st</sup> term full-time/part-time) is captured at census of the term along with student class (freshmen, sophomore, junior, senior, graduate, other).

**Non degree-seeking (see Degree-seeking)**

**Origin of residence** is meant to report where students come from when applying or attending WSU. It is predicated on their residency status and address data. Address data are not consistently applied or defined by residency status so the measure of origin is meant to be a proxy and origins are reported at the aggregate level (e.g., county, state, country) to avoid gross inaccuracies. For resident students the mailing address is primary substituted by permanent or parent address if mailing address is not available. For non-resident students permanent address is primary substituted by parent or mailing address if permanent address is not available. For international students, their home country (legal country) is the source.

**Protected Visa Class**

Protected visa class students have one of a set of visa codes that define an international students as no longer a non-resident alien (e.g., permanent residency, asylee). When students fall into a protected visa class and no longer are non-resident aliens, if race and ethnicity data are available they are counted in the appropriate race/ethnicity group rather than in the international group. Students on visa in the protected visa class are reported as domestic students but may not be U.S. citizens. Visa status is dynamic and can change prior to and during term enrollment.

**Race/Ethnicity**

Students, staff and faculty self-report race and ethnicity upon entry to the university and are reported in the following categories: American Indian/Alaskan native, Asian, black non-Hispanic, Hawaiian, Hispanic, white non-Hispanic, multiple race non-Hispanic, international and unknown/missing. **Minority** status is a method to demarcate social-cultural power structures within a society (not numerical differences) and can be used to report groups which have unequal access to social and economic resources. The standard is to juxtapose the group in socio-economic power from others. Accordingly, minority is a 0,1 binary

measure in which American Indian/Alaskan native, Asian, black non-Hispanic, Hawaiian, Hispanic and multiple race non-Hispanic are 1 (yes) and white non-Hispanic, international and missing are 0 (no). **Under-represented-minority (URM)** status is a method to identify historical and current discriminatory practices that result in unequal access and disadvantage outcomes. Accordingly, URM is a 0,1 binary measure in which American Indian/Alaskan native, black non-Hispanic, Hispanic, and Hawaiian are 1 (yes) and Asian, white-non-Hispanic, multiple race non-Hispanic, international and missing are 0 (no). Asian and multiple race non-Hispanic are excluded from the URM category of 1 (yes) as they have statistically similar outcomes (test scores, family income, academic performance) to white non-Hispanics. Students, staff and faculty are periodically allowed to make requested updates to demographic elements via the university's portal which requires ID authentication so race/ethnicity, under-represented minority and minority status at the record level may vary over time.

**Residency** is largely defined by the Office of the Registrar for tuition fee purposes and is reported along three dimensions: resident, non-resident and international (admission offices also make an initial determination of residency which may be modified as the student transitions to the enrollment side of Banner). Kansas law defines a resident for tuition purposes as someone with domiciliary presence for 12 or more months preceding enrollment. There are exceptions for which a student may be identified as a resident or for which a non-resident may be afforded resident tuition rates via a waiver. When reporting residency that is not defined by the registrar (such as admissions) it must be noted in the table the source for residency determination. Residence status can change over time, especially for non-resident and international students as they acquire resident status so when reporting over time freeze data of past residency status is to be used.

#### **Retention rates (see Cohorts)**

##### **Returning Adult Student**

Students who were admitted as a returning adult ( $\geq 24$  years of age with or without transfer hours) and have enrollment as a degree bound undergraduate or who have returned to enrollment as a degree bound undergraduate after at least 2 years of non-enrollment and are  $\geq 24$  years of age are defined as returning adult students. International students are excluded from returning adult students.

##### **Returning Term Student**

Returning term students are those who return to enrollment from a previous contiguous term (e.g., fall to spring) or a term within the last year (e.g., fall to fall). A new student becomes a returning term student in their second term enrollment. Returning term students are not cohort-based and are not eligible for calculating retention rates.

##### **Sex Type**

University operations do not collect data on gender (e.g., androgynous, feminine, masculine, transgender, transsexual), a social behavioral role, but instead gather data on sex-type [SPBPERS\_SEX] which is based on dimorphic sex differences (female, male, unknown). Sex-type is an important predictive data element and for reporting and modeling a 0,1 binary is used to denote **Female** in which 1 is female and 0 is male or other. Students, staff and faculty are periodically allowed to make requested updates to demographic elements via the university's portal which requires ID authentication so sex-type status at the record level may vary over time.

##### **Student Class**

Student academic class standing in Banner is a learner-based function (rather than data entry process) which can change for a given student throughout a term especially as transfer hours are added and confirmed to the student's total earned hours. Student class is based on earned hours (both institutional and transfer) and student level (undergraduate or graduate) in which for undergraduates freshmen class is less than 30 hours, sophomore 30 to 59 hours, junior 60 to 89 hours and senior 90 or more hours. For graduate students class standing is based on student level (graduate) and not earned hours. While Banner is programmed to report 5 student classes (freshmen, sophomore, junior, senior, graduate), internally student class is reported along both 6 and 9 student class measures; classes in the range of 6 through 9 are non-degree seeking and include open-admissions, undergraduates who have completed

their degree and continue to enroll without graduate class status, education recertification, Intensive English, college and high school guest. The student class “freshmen” is the official definition of freshmen standing and should not be confused with the **admission-based freshmen, IPEDS freshmen and WSU IPEDS-based freshmen** types.

#### **Under-represented Minority (see Race/Ethnicity)**

#### **Underserved**

Underserved is a 0,1 binary in which a student who is either a first generation OR under-represented minority OR from a low-income family is 1 (yes), all others are 0 (no). Students, staff and faculty are periodically allowed to make requested updates to demographic elements via the university’s portal which requires ID authentication so underserved status at the record level may vary over time.