

## MEMORANDUM

TO: Department Chairs  
School Deans

FROM: Pat Mutch, VPAA

DATE: May 10, 2006

RE: Multi-year Statistics for FY 2001-2006 to use in Annual Department Reports

Enclosed are your departmental statistics for the past 6 years and the Departmental Profile (including graphs) displaying these data.

This information is provided for your use in preparing the 2005-2006 Annual Department Report. The directions and forms for this report are mounted on the university website (Faculty & Staff >> Documents and Forms >> Annual Department Report).

Please note the following:

1. All credits shown are semester credits. For departments whose faculty provide courses in General Education or Honors under acronyms other than the usual department acronym, the credit total for the department includes such credits<sup>1</sup>.
2. Table 3, shows the number of lecture classes whose enrollment was below acceptable levels. This data comes from a new Banner program which twins courses taught under separate course numbers or acronyms (as reported to the Registrar's Office) so course enrollment is more accurately presented. A printout of the actual courses has been provided. If you believe that further corrections are justified in the Banner script, please consult with Emilio Garcia-Marenko.

An updated explanation of how the statistics are obtained and interpreted has been included.

This report is of considerable importance for your department file as a new academic administration takes leadership responsibility. I would anticipate that having a good file of data for departmental achievements and fiscal performance will be useful.

<sup>1</sup> Honors credits in SAGES are present for FY 2003 and following.