

IUPUI
Academic Policies and Procedures Committee
Minutes
Friday December 3, 2010

Minutes—Minutes of the Friday November 5, 2010 meeting were distributed electronically.

Information Items

- At the UFC meeting on Tuesday, a resolution on adoption of AAC&U LEAP Essential Learning Outcomes as the Framework for General Education Programs on All Campuses of Indiana University was presented by Barbara Bichelmeyer, Associate Vice President for University Academic Planning). The document is available at <http://www.indiana.edu/~ufc/docs/circulars/AY11/U4-2011.pdf>
- The final component in the resolution was :
 - Further, that the University Faculty Council urges the campuses of Indiana University to adopt academic regulations that accept a package of 30 credit hours in transfer from students who complete General Education requirements at any institution of higher education that is a member of the AAC&U LEAP Campus Action Network and has a General Education program that matches the LEAP Essential Learning Outcomes. Students who transfer credits from institutions that do not meet these specifications will continue to be subject to meeting campus General Education requirements on a course-by-course basis.
 - Some of the logistical difficulties of dealing with this requirement were discussed.
- The item has been referred to the campuses for consideration.

Academic Affairs Committee Report –*Eric Wright, Chair*

- No report

Items for Review, Discussion, or Action

- BSPA in Media and Public Affairs--*Sheila Kennedy*



SPEA BSPA Media & Public Affairs APPC R



BSPA Media and Public Affairs 11 17 1



SPEA BSPA and Public Affairs New De

- After review of the proposal for an new major, APPC members recommended approval of the SPEA BSPA in Media and Public Affairs.
- Benchmarking Update
 - Critical reference documents
 - http://www.indiana.edu/~costben/resources/Student_Services_Process_Definitions.doc
 - Please print and bring with you
 - **Determining % of Time for FTE Allocation** (Word doc)
 - Attached
 - **Benchmarking MCP Category Descriptions** (Word doc)
 - Attached

Future Agenda Items-

Meeting Dates and Locations for 10-11

<i>Date</i>	<i>Time</i>	<i>Location</i>
December 3, 2010	1:00 – 3:00	CE 268
January 7, 2011	1:00 – 3:00	CE 268

February 4, 2011	1:00 – 3:00	CE 268
March 4, 2011	1:00 – 3:00	CE 406
April 8, 2011 *	1:00 – 3:00	CE 305
May 6, 2011	1:00 – 3:00	CE 268

*Typically meetings are first Friday of each month; these dates are exceptions

Website: <http://registrar.iupui.edu/appc/>

Meeting Dates for 2011-2012

<i>Date</i>	<i>Time</i>	<i>Location</i>
September 9, 2011	1:00 – 3:00	CE 268
October 7, 2011	1:00 – 3:00	CE 307
November 4, 2011	1:00 – 3:00	CE not available as of 10/2/10
December 2, 2011	1:00 – 3:00	CE 268
January 6, 2012	1:00 – 3:00	CE 268
February 3, 2012	1:00 – 3:00	
March 2, 2012	1:00 – 3:00	
April 13, 2012	1:00 – 3:00	
May 4, 2012	1:00 – 3:00	

Indiana University
Cost Benchmarking Project
Percent of Time Rule and Determining %FTE

The benchmarking taxonomy calls for units to measure “Full Time Equivalents,” or FTE’s, and their labor costs as University resources spent on the activities being benchmarked. For a given activity, a spreadsheet is used to collect the FTE and the percent of time that person spends on each category within the activity. The spreadsheet has a “non-benchmarked other” category which should be used to report time spent on activities not being measured by the spreadsheet. Each person recorded has 100% of their time allocated on the spreadsheet across all categories including “other.”

Who is measured?

Although we are generally collecting data about our resources as of June 30, 2010, there are numerous exceptions. Because of the complexity of the academic calendar year, and the use of graduate and hourly positions, units should not just look at filled positions at June 30, but reflect on positions that exist in the budget that would always be filled at some time during the year. Likewise, if you have a position that was filled in 2009-10, but know that position has been permanently eliminated for future years that position should not be reported. If your unit has undergone a significant restructuring and last year’s information is not reflective of the present and future, measure the current state. If you have a vacancy that will be filled, report the position number in place of the person’s name. The expected cost and allocation of time across categories will be reflected in the measurement. *The goal is to gather total costs during the year that we expect to occur each year.*

What level of effort counts?

A person is added to the spreadsheet only if their time allocated to the combination of activities on the spreadsheet is considered ‘material.’ For a full-time full year person (1.00 FTE) this threshold of materiality is 10% of the person’s time. For example, if an employee spends 5% of their time on HR activities and 5% of their time on Payroll activities, they are considered to have met the 10% threshold and that effort is recorded. Equivalent measures for persons who are less than 1.00 FTE are described below.

Rounding

Rounding is not allowed in determining whether or not the 10% threshold has been met. If a person meets or exceeds the threshold, their time must be allocated to the categories in increments of 5. Rounding is allowed in allocating time across categories to insure each is reported in an increment of 5.

Although this might not seem logical, the Hackett taxonomy has proven out that this minimum requirement of 10% and the rounding of 5% increments results in accurate data, within a reasonable and acceptable error rate. In other words the rounding up and down offset each other resulting in accurate data.

Full-time Full Year Employees

Employees that are considered to be 1.00 FTE and work 12 months per year will show as 1.00 FTE on the worksheet. Employees can never be listed at more than 1.00 FTE, even if they work more than 40 hours a week. The allocation of their time across the activities will equal 100% of their time, regardless of hours worked. Their labor cost is attributed to activity categories based on the percentage of time recorded for each category.

1st Example: Sarah Jones is full time in the financial aid office. Sarah spends 65% of her time on financial aid activities, as outlined and defined in the business process definitions for student services, 10% on document management, but no other time is spent on student service activity so the other 25% is allocated to the “other” category so the spreadsheet shows Sarah as 1.00 FTE with 100% of her time accounted for.

2nd Example: Sam Smith is full time in a Dean’s office, but does have some responsibilities for admissions. Sam spends 8% of his time on admissions activities and the rest of his time (92%) is spent on other activities not being benchmarked by student services. Because Sam did not spend a minimum of 10% on student services, he will not be listed on the spreadsheet and his 8% will not be recorded.

3rd Example: Suzy Fuller is in the Registrar’s office. She spends 22% of her time with data analysis, 48% with registrar activities and 17% performing central system update responsibilities. Her other activities are not related to student services. Suzy’s time on the student service activity spreadsheet would show: 20% for data analysis, 50% for registrar activities, 15% for student services central systems work, and 15% for other non-student services activities. She is recorded as 1.00 FTE with 100% of her time accounted for in 5% increments.

10-Month Appointments, Partial FTEs, Part-time hourly, Graduate Assistants and Other Student Workers

Employees who are not considered 1.00 FTE should always be reported in increments to the first decimal place. Although a 10 month appointment is often considered a full FTE, for the purposes of measurement with the Hackett taxonomy, the position is mathematically considered .83 FTE (10/12), but should be reported as .80 FTE. A half-time position should be reported as .50 FTE. Hourly workers will be calculated based on average hours per week divided by 40, rounded to the nearest tenth. Graduate Assistants on 20-hour appointments should be reported as 0.5 FTE, and those on 15-hour appointments should be reported as 0.4 FTE.

Pro-rating the materiality threshold – 10% equals 4 hours

For an employee who is < 1 FTE, we must translate the 10% to a FTE-equivalent. For a 40 hour week, this is 4 hours. To be ‘material’ the employee must spend at least 4 hours a week (on average, across the year) on the benchmarking activity (Student Services, HR/Payroll, Marketing, or Communications) in order for that employee to equal the 10% and be added to the spreadsheet. Although this is the rule to determine whether they are on or off, their time is still reported in percentages, not hours, and all percentages will add up to 100% of their time.

4th Example: A Grad Assistant with a 20-hour appointment, who performs 15 hours in Admissions Services and 5 hours in Academic Services, should be reported as .50 FTE, and time should be allocated as 75% Admissions and 25% Academic Services. A Grad Assistant on a 15-hour appointment who performs 10 hours in Admissions Services and 5 hours in Academic Services, should be reported as .40 FTE, with time allocated 70% Admissions and 30% Academic Services.

Indiana University
Cost Benchmarking Project
What is a Manager, Professional or Clerical?

The Hackett benchmarking tool requires that data collectors provide a type of employee for each FTE listed on the data collection spreadsheet. The choices are Manager, Professional and Clerical. These titles do not align with categories of employees that Indiana University uses. This document provides a brief definition of each category and provides the rules that IU will use in determining which choice should be chosen for employees.

Manager

Hackett defines a manager as any individual who supervises employees. Manager will include anyone who supervises one or more employees. It is likely that all employee types could be classified as a manager, including Faculty, PAE, PAO, or support staff, although the expectation is that in most instances it will be an exempt employee. Indiana University employees that are listed on the spreadsheet as a manager are expected to have the responsibility of supervisor versus an individual who assists a faculty member in providing oversight for the work of students and staff.

Professional

Hackett defines a professional as an individual who does not supervise employees, but whose job requires at a minimum an undergraduate degree and/or specialized certification. Certification does not include on the job training. PA employees, faculty and some hourly personnel who are not classified as a Manager will fall in this category. Overall the expectation is that the majority of people fitting into this category will be exempt staff.

Clerical

The clerical classification covers those employees that are in support roles. These will include all employees that do not fit the descriptions of Manager or Professional. Individuals in this category will include highly trained employees whose jobs are not supervisors and do not require undergraduate degrees. It is expected that all support staff and service maintenance staff, and most PAO staff will fall in this category which means that most individuals in this category will be non-exempt staff. The use of clerical in this category is solely a term used by Hackett in their taxonomy and should not be confused with historical use of the term clerical at Indiana University.

Exceptions to these descriptions should not occur. The benchmarks that IU will receive from this initiative will rely on the accurate use of these terms.