

CASA OVERVIEW

CASA – What is it?

CASA (**C**ourse **A**nd **S**ection **A**nalysis) is SUNY's faculty instructional workload system, which describes the teaching duties of all faculties for the fall semester. CASA does not represent a full faculty activity analysis, as it does not include assignments for advisement, committee work, publishing, research, etc. which are included in the job duties of faculty. Thus, this system treats instructors with a faculty title code as if teaching were his/her only function (though it is understood these other items are an inherent part of the job).

Information Produced for CASA

In order to create the CASA system, each campus puts together a file, which contains a record for every section of every course taught on the campus. Information included in the file are:

- o Name of Instructor(s) teaching section
- o Section meeting place (building and room)
- o Credit value given for successful completion of course
- o Type of instruction used for each section
- o Weekly faculty contact hours
- o Weekly student contact hours
- o Discipline (HEGIS codes – major content of course)
- o Department offering course
- o Enrollment by level of student
- o Level of course (lower, upper, beginning or advanced graduate)

SUNY Usage of CASA

Combined with information from other files (personnel, physical space inventory, and accounting) the course data collected produces a detailed record for SUNY. SUNY generates about forty statistical reports and abstracts to measure the faculty performance and student achievements of each college.

SUNY generates data by total courses, course level, and course level within selected discipline. The types of information calculated include:

- Total number of positions involved in instruction (expressed in FTE)
- Total student workload generated
- Student to faculty ratios
- Cost:
 - a) Direct costs as measured by instructor salaries taken from the personnel file, and
 - b) Support costs as measured by I&DR (Instruction & Departmental Research) expenditures and encumbrances taken from the accounting file.
- Breakdown of instruction delivery (lecture, seminar, programmed activity, lab, tutorial, independent study or programmed)

Based on the title code designations found in the personnel file, SUNY also produces a summary report that shows:

- Types of instructors (regular faculty, temp service, contributed service, or non-faculty titled individuals), and
- Types of instruction function (breakdown of FTE by teaching, other activities, vacant positions, and leaves).

More importantly, SUNY uses the data in its BAP (Budget Allocation Process) to determine the next fiscal year's financial support to the colleges. Specifically, SUNY applies the HEGIS discipline codes (from the course file) in their 12-cell funding matrix to calculate the amount of state dollars the contract colleges will receive.

Timing of CASA

Beginning this year, the CASA cycle will start at the end of September. At this time, the add/drop course period ends, the registration files have been adjusted, and courses and sections have been firmly established.

The course file consists of data extracted from the Student Records Data Mart (SRDM). The Office of Institutional Research and Planning (IRP) will pull the course data at the end of the sixth week of classes, a time when enrollments historically have hit their peak. Each department will receive a copy of the initial course report, which usually contains numerous incorrect or incomplete entries. Causes for incorrect course listings include departments changing instructors, adjusting class schedules or rooms, and changing TA assignments mid-semester.

In order to capture an accurate course listing for the semester, the CASA system requires several key persons to complete the process successfully, i.e., the department chairperson, department manager, CASA department contact, and in some cases, the college associate Dean. The CASA department contact needs to verify and correct the data on the report.

After receiving the corrected course files from the departments, IRP verifies and further edits all CASA files (the course file, the personnel file, and the accounting file). If necessary, IRP will resubmit the data to departments for additional editing. The first version of the CASA files is then sent to SUNY in December. Usually, another 2 to 3 cycles of error corrections and analysis are required between SUNY and IRP, until the course file becomes satisfactory to SUNY. Except in very unusual circumstances, departments should expect to be finished with their involvement in this process by November 1.

Additional Resources

Please refer to the other CASA links on this website to assist in editing your department's course file. If you have further questions that cannot be answered by the on-line manual, please contact Jean Marriott at 5-0876 or Cathy Alvord at 5-7546.