1. What is the purpose of the survey?

The data gathered from this survey will be used to report program offerings, degree production, enrollment/retention trends, student demographics, and faculty demographics in institutions that offer computing programs at the bachelor’s and/or master’s levels (but not the doctoral level).

The report will be useful to program chairs, department chairs, and deans as they consider issues of program development and student/faculty recruitment and retention.

This project is being supported by a Special Projects grant from the Association for Computing Machinery’s Special Interest Group on Computer Science Education (SIGCSE).

2. How will the data obtained from the survey be analyzed and reported?

Data will be analyzed and reported at the aggregate level. Reporting of results will not associate any information that identifies a particular institution (or individual) with its specific data.

3. May I obtain a copy of the results?

Yes. A copy of the results will be made available to the contact person for each academic unit that participates in the survey.

4. My institution has more than one computing program. Should I report at the department, school, or college level?

Please report at the level of the lowest academic unit for which a unique set of students and faculty can be identified. Program level is preferred.

5. My academic unit combines multiple programs (such as a Department of Mathematics and Computer Science). Should I report on students and faculty in both programs?

No. Report only on students and faculty in the computing programs that can generally be classified as one of Computer Science, Computer Engineering, Information Systems or Information Technology.

Do not report on programs such as Mathematics and Electrical Engineering.

6. My institution offers a Management Information Systems (MIS) program in the College of Business. Should students and faculty in this program be counted?

Yes. MIS programs, whether they reside in business schools or other academic units, are IS programs.
7. My unit offers two distinct computing programs – one in Computer Science and the other in Management Information Systems. Should I report on students and faculty in both programs?

Yes. However, in cases such as this please fill out two separate instances of the survey – one for each program. Distinguishing the faculty, student, retention and salary data for each program (rather than summing or combining this data across programs) will enable us to present the data on different types of programs separately.

8. My institution offers a program in computing that does not match the names “Computer Science”, “Computer Engineering”, “Information Systems” or “Information Technology”. Should students and faculty in this program be counted?

Yes. Computing programs go by many different names. Provided they include strong computing content, include programs such as Software Engineering, Computer Information Systems, Business Information Systems, Information Science, etc. in your responses.

Specify the title of your program when identifying master’s and/or bachelor’s degrees offered and select the category (CS/CE/IS/IT) that is the best fit for your program.

9. What should I do if I cannot provide exact information for one or more of the questions or tables?

If you cannot provide exact information for certain questions, please provide reasonable estimates.

10. My academic unit employs adjunct and/or part-time faculty. Should I include them in my responses?

In questions asking for salary information, report only full-time faculty whose salaries are paid primarily (50% or more) by your academic unit.

In questions asking for counts by gender and ethnicity, report the head count of faculty who are full time and whose salaries are paid primarily (50% or more) by your academic unit.

In questions asking for full-time equivalent (FTE) positions, consider as fractional FTE those faculty who are either part-time or who are full-time with appointments in two or more academic units.

11. Will salary data be protected? What is the better way to report salaries – individually or in aggregate?

We understand that salary data are sensitive. Salary data you provide will not be reported in any way that reveals individual persons or institutions.

The survey provides an option for reporting salaries at either the individual or aggregate level. We encourage you to report at the individual level because it enables us to generate more accurate and useful statistics and is usually easier for you to assimilate and report.

If you report at the individual level, you are not allowed to enter names or other identifying information. The survey forces you to use the descriptors “Faculty 1”, “Faculty 2”, etc.
12. Some of my faculty are paid 60% from my academic unit and 40% from another. Should I report the full salary or only the portion paid by my unit for these individuals?

Provided faculty are paid at least 50% from your unit, report the full nine-month salary, not just the portion you cover. Do not include faculty who are paid less than 50% from your unit.

13. Should summer support and administrative supplements be included in salary data?

No. Report nine-month salaries only.

14. Faculty at my institution are paid on a twelve-month basis. How should salaries be reported?

If compensation for the regular 9-month academic year is spread over a 12-month period, report the 12-month base salary. Do not include amounts that may be associated with summer support or administrative supplements.

15. I am confused about the ethnicity information being requested. How should ethnicity be reported?

When completing the ethnicity tables, please use the following definitions. Count each individual in one and only one category. The term “Resident” refers to a person who is a citizen or permanent resident of the United States.

| Resident, Hispanic/Latino, of any race | A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. |
| Resident, American Indian or Alaska Native, not Hispanic/Latino | A person having origins in any of the original peoples of North America, South America or Central America and who maintains tribal affiliation or community attachment, but does not report Hispanic or Latino ethnicity |
| Resident, Asian, not Hispanic/Latino | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes people from Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam, but does not report Hispanic or Latino ethnicity |
| Resident, Native Hawaiian or other Pacific Islander, not Hispanic/Latino | A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands |
| Resident, Black or African-American, not Hispanic/Latino | A person having origins in any of the black racial groups of Africa, and not reporting Hispanic or Latino ethnicity |
| Resident, White, not Hispanic/Latino | A person having origins in any of the original peoples of Europe, North Africa, or the Middle East, but does not report Hispanic or Latino ethnicity |
| Resident, two or more races, not Hispanic/Latino | A person who reports himself or herself as having origins in more than one of the racial groups listed above, but does not report Hispanic or Latino ethnicity |
| Resident, race/ethnicity unknown | A person whose ethnic/racial origins are unknown. |
| Nonresident alien, any race or ethnicity | A person, regardless of race or ethnicity, who is not a citizen or permanent resident of the United States, is in the country on a visa or temporary basis, and does not have the right remain in the U.S. indefinitely |
| Residency status unknown, any race or ethnicity | A person, regardless of race or ethnicity, whose residency status is unknown |
16. What if I cannot complete the entire survey in one sitting?

The survey includes a “Save and continue survey later” feature. When you use this feature, you will be prompted to provide an email address. A unique link will be emailed to you that will allow you to return to your survey where you left off.

Please note that this feature will only save your work up to the page in which you provide a “Save & Continue” email address.

If you have additional questions, please contact one of the authors at:

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