

ADMINISTRATIVE ACTIVITIES REVIEW

DEPARTMENT OF STATISTICS

Basic Facts and Unit Description

Mission

The administrative staff of the Department of Statistics supports students and faculty in the undergraduate (BS) and graduate (MS) programs in statistics. They also assist the Center for Statistical Consulting housed in the department.

Goals

The staff supports both short- and long-term goals related to serving students as they work toward completion of their degrees.

Services

The administrative components of the department consist of a **chair** and an **administrative assistant**. Other full-time faculty members are assigned or have been assigned administrative load as **associate chair** and **graduate assistant (GA)/lab coordinator**. Other full-time faculty members are paid stipends as **basic statistics coordinator** and **statistics for everyday life (SEL) coordinator**. Finally a full-time faculty member serves as **coordinator/director for the Center for Statistical Consulting** for no additional compensation.

Work Effort, Chair

The unit's chair was appointed mid-way through AY1718; his time is split between duties as chair of both the computer science and statistics departments. The chair meets periodically with all faculty members in the department to discuss work performance, future individual and collective goals and to discuss personal issues as they arise. The duties of the chair also include addressing student complaints, meeting with donors, answering inquiries from parents, responding to external requests, managing workload and attending to other administrative matters related to the unit.

Work Effort, Administrative Assistant

The administrative assistant spends approximately 60% of her time on clerical tasks (e.g. PeopleSoft reports, scheduling, PAFs, communications, budget queries, TAAR preparation, purchase order processing, GA contracts, etc.), 30% on direct student support (e.g. course scheduling, degree audits, facilitating student/faculty interaction, etc.) and the remaining time assisting department administrators and faculty with various *ad hoc* projects.

Work Effort, Other Administrators

The unit's associate chair was appointed mid-way through AY1718. Currently duties are focused on assisting the chair in all administrative duties related to the Department of Statistics, although future responsibilities will include work in the Department of Computer Science. Most notably the associate chair is responsible for constructing the Department of Statistics class schedule each term. For this he is awarded a stipend and course relief.

The department's coordinators for multi-section service courses (basic stats and SEL) and GAs and labs are compensated with stipends. The basic stats and SEL coordinators meet regularly with faculty teaching those courses to insure that the common schedule and topics list are adhered to. They also design the common exams, assist with curriculum questions and handle minor disciplinary issues. Additionally, the SEL coordinator works closely with the computer-based testing center on preparation and scheduling of exams.

The GA/lab coordinator schedules labs and GA duties, meets regularly with GAs to review upcoming labs and works with students during labs. He/she is also responsible for annual GA training. Judging by an analysis of the department's budget (see below) this position does not appear to have been compensated with department funds the last two years.

Critical Partners

Statistics courses are in demand by majors from mathematics, engineering and nursing. There are statistics courses in other departments (i.e. psychology) with some overlap due to different emphases on similar topics.

Customers

Starting Fall 2018 the administrative staff will support four tenure-track faculty, three full-time non-tenure-track faculty, three part-time faculty and one visiting faculty member. In addition they will perform administrative tasks associated with approximately 700-800 students per term taking general education courses, 80 undergraduate statistics majors and 25-30 graduate students.

Key Performance Analysis

Based on the Fall 2016 data provided by the Program Review Committee, the statistics administrative staff supported the scheduling and completion of approximately 6000 student credit hours (SCH). Degree production is as follows.

IR Data	AY1213	AY1314	AY1415	AY1516	AY1617
UG Degrees	8	3	3	6	10
Masters Degrees	8	11	18	21	8

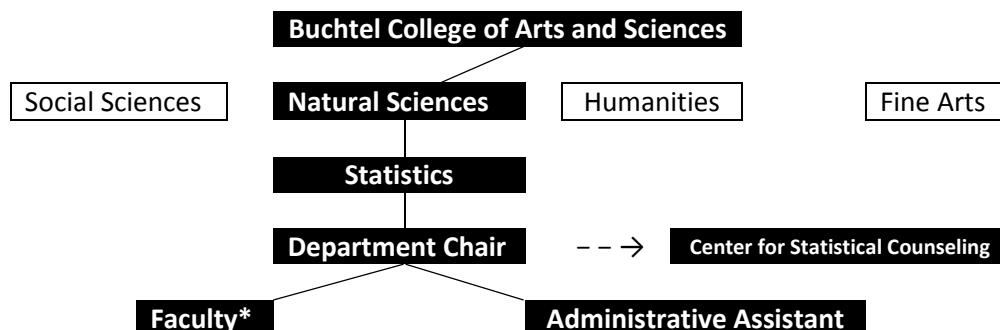
Brief Assessment

The loss of graduate student TA funding has dramatically hurt graduate enrollment, and will negatively impact undergraduate instruction due to fewer lab-based course sections.

Resources

Personnel

The Statistics Department falls under the Natural Sciences Division of the Buchtel College of Arts and Sciences.



* Including associate chair and coordinators

Up to now the department has employed approximately 5 or 6 teaching assistants per year (down from 10-15 in years past) that taught students in hands-on labs, assisted with grading, staffed computer labs, performed tutoring and assisted faculty with research. The loss of TA funding has had a significantly negative impact on the department's instructional and research activities as noted above.

Financials

Major categories of expenditures are listed below.

	FY14	FY15	FY16	FY17	FY18
Chair	\$16,800				\$44,401
Administrative Assistant	\$46,660	\$42,025	\$44,036	\$44,376	\$48,023
Operating Budget	\$18,044	\$26,000	\$17,356	\$14,216	\$9,886
Stipend, Assoc. Chair					\$1,527
Stipend, Basic Stats Coord.	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Stipend, SEL Coordinator	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Stipend, GA/Lab Coord.		\$1,928	\$1,296		

Operating budget figures do not include communication costs. As noted above a permanent chair was appointed in January 2018.

Equipment and Technology

The department, through University tech services, maintains two computer labs (CAS 108 and 109). There are 66 PCs between the two rooms, deploying discipline-specific software (SAS, SAS Enterprise Miner, SPSS, JMP, Minitab, Statcrunch, etc.) for use by statistics majors.

Space

The chair and administrative assistant each occupy separate offices in the Arts and Sciences Building.

Future Plans

Potential Changes

As outlined in the department's Academic Program Review the statistics faculty envision multiple opportunities to grow enrollments and increase overall retention and persistence for UA.

Trends

As noted in the department's Academic Program Review, Bureau of Labor Statistics and other experts project demand for statisticians and actuaries to continue to grow. Based on data provided by the American Statistical Association, the UA BS program in statistics ranks second among public universities in Ohio (behind Miami) and 77th among all institutions nationally in terms of Bachelor's degrees in Statistics awarded.

The final Academic Program Review report ranked the UA Bachelor's degree in Statistics second in the college as a priority, and the master's program tenth among all such programs at UA.