

Teaching and Academic Support

Table of Contents

Teaching and Academic Support

Introduction

Academic Development

Intercultural Communication Center

Pittsburgh Council on Higher Education (PCHE) and Pittsburgh Filmmakers

Units Taught

by College and Student Level

by College, Department, and Student Level

Library Collections and Utilization

Computing Services

Teaching and Academic Support

Data Sources:

Academic Development: Academic Development Office

Computing Services: Computing Services Planning and Project Management Office

Intercultural Communication Center: Intercultural Communication Center

Library Collections and Utilization: University Libraries

Pittsburgh Council on Higher Education (PCHE) and Pittsburgh Filmmakers: Units both taught by PCHE schools and taken by PCHE students are collected through the Student Information System (SIS)

Units Taught: Student Information System (SIS)

Definitions:

PCHE: Pittsburgh Council on Higher Education - a voluntary, multi-purpose consortium of the ten accredited colleges and universities in Allegheny County, Pennsylvania. As part of the consortium agreement, full-time graduate or undergraduate students at each PCHE school can cross-register at any other PCHE school at no additional expense.

Pittsburgh Filmmakers: Carnegie Mellon students are eligible to take courses at Pittsburgh Filmmakers at no additional expense

Units Taught:

Academic Year: Consists of the fall and spring semesters of a given academic year

Level: Based on the level of the student taking the course

Other: Includes units taught to special, non-degree students, and students from other colleges attending Carnegie Mellon through the Pittsburgh Council of Higher Education (PCHE)

Units: A student earns a specified number of units for each course taken at the university. Three (3) units are the equivalent of one (1) credit hour. The total units taught by a department are calculated by summing the units taken by each student for each course taught by the department.

Academic Development
Academic Years 2011-12 to 2015-16

Academic Development’s mission is to assist students in developing the skills, strategies, and behaviors needed to perform as confident, independent, and active learners. Services are designed to help both students who are having academic difficulties and those who just want to improve their performance. Currently four programs are available to assist students: Supplemental Instruction, Peer Tutoring, Academic Counseling, and EXCEL Collaborative Learning Groups.

The Supplemental Instruction (SI) program offers review sessions for traditionally difficult courses. Sessions are offered two times each week for targeted courses and are conducted by students who have previously done well in the course. Designed to supplement, not replace, class lectures and TA recitations, the sessions are interactive, student-friendly, and attendance is voluntary.

	2011-12	2012-13	2013-14	2014-15	2015-16
Unique courses supported with SI	12	13	13	12	12
Total course enrollment	2,022	1,877	1,780	1,715	1,866
Number of SI sessions	470	538	541	489	499
Unique student SI attendance	1,055	1,242	1,255	1,308	1,366
Total student contacts	5,616	5,515	7,265	8,702	8,098
Total student contact hours	10,098	10,337	12,673	15,147	13,815
Percent of students attending SI	61%	66%	71%	76%	73%

Walk-in peer tutoring offers subject-specific tutoring geared primarily (but not exclusively) towards large introductory level courses. During the fall and spring semesters, tutoring is conducted on a walk-in basis Sunday through Thursday evenings and on selected afternoons. Standing appointments are available upon student request for various university courses. After completing a tutor request form students meet weekly with a peer tutor to discuss and review course content.

	2011-12	2012-13	2013-14	2014-15	2015-16
Walk-in tutoring contacts	4,859	5,519	5,383	5,446	4,763
Standing appointment contact hours	4,217	3,900	3,447	3,549	2,972

Academic Counseling provides both group and individual study skills instruction. Group workshops are available several times each semester and cover topics such as time management and exam preparation. Students interested in individual appointments are first given a study skills assessment. Students who require additional help can meet individually with an academic counselor. Workshops are open to all students.

	2011-12	2012-13	2013-14	2014-15	2015-16
Number of study skills assessments	120	128	101	107	179
Number of unique students meeting with counselors	143	136	113	117	168
Total individual appointments	888	1,057	636	768	1,005
Total workshop attendance	403	457	381	778	838
Total workshop count	25	23	18	23	25
Total contacts	2,061	2,291	1,120	1,663	2,025

EXCEL Groups are facilitated by a trained peer leader and offer students the opportunity for extra practice and review in a collaborative learning environment. Groups meet once weekly and are formed on an as-needed-basis with multiple groups per course.

	2011-12	2012-13	2013-14	2014-15	2015-16
Number of courses supported	21	26	19	26	25
Total course enrollment	2,678	3,158	2,463	3,409	3,302
Number of sessions	562	1071	1160	1,600	1,477
Number of students attending	359	571	553	700	863
Cumulative student contact hours	2543	4,617	6,461	10,017	11,922

Cumulative data include students each time they attend.

**Intercultural Communication Center
Academic Years 2011-12 to 2015-16**

The Intercultural Communication Center (ICC) provides language support services to all nonnative English speakers at Carnegie Mellon.

Mission

Provide support to help nonnative English speakers, both undergraduate and graduate, succeed in their academic programs
ICC offers over 37 classes, workshops, and seminars as well as individual tutoring throughout the academic year and summer. Students can also have a placement interview for individual feedback on language skills and recommended ICC support.

Help international teaching assistants and faculty develop the skills needed to provide effective instruction at Carnegie Mellon
ICC provides training for nonnative English speakers preparing for teaching assistant jobs and also assesses speaking fluency before nonnative English speakers can work as TAs (required by Carnegie Mellon University policy and Pennsylvania law). ICC also assists international faculty with development language skills and/or culturally appropriate teaching skills.

Help both the university and departments identify and respond to the changing needs of nonnative English speakers and international students

ICC also runs workshops for domestic faculty, staff and students to help them learn to communicate more effectively with nonnative English speakers.

Clients served

	2011-12	2012-13	2013-14	2014-15	2015-16
Undergraduate	41	30	48	51	65
Graduate	841	1061	1029	1,103	1,319
Faculty and Visiting Researchers	26	16	11	15	54

Assessments and instructional hours

	2011-12	2012-13	2013-14	2014-15	2015-16
ITA tests	354	412	486	551	684
Language Support Check-ins	528	834	748	834	1,183
Instructional hours	10,334	10,906	11,954	10,947	8,579

While both the overall number of students and the number of ITA tests have steadily increased, class contact hours have declined:

1. To better accommodate department needs and students' schedules we reduced the number of class hours required for students in the provisional categories of the ITA test requirements.
2. As ITA testing hours have increased, the resources available for teaching hours have decreased.

**Pittsburgh Council on Higher Education (PCHE) and Pittsburgh Filmmakers
Academic Year 2015-16**

The Pittsburgh Council on Higher Education (PCHE) is a voluntary, multi-purpose consortium of the ten accredited colleges and universities in Allegheny County, Pennsylvania. Founded in 1966, the membership includes Carlow University, Carnegie Mellon University, Chatham University, Community College of Allegheny County, Duquesne University, La Roche College, Pittsburgh Theological Seminary, Point Park University, Robert Morris University, and the University of Pittsburgh. The purpose of PCHE is to provide a means for sharing resources, insights, and information among the member institutions; to engage in joint or cooperative activities and projects; and to offer a common voice on matters that affect all of the member institutions. As part of the consortium agreement, full-time undergraduate and graduate students at each PCHE school can cross-register at any other PCHE school at no additional expense to the student.

Units taken by Carnegie Mellon students at PCHE Schools by student level

Student's college affiliation	Undergraduate	Graduate	Total
CFA	168	87	255
CIT	246	126	372
DC	126	234	360
HC	0	129	129
Interdisciplinary	36	0	36
MCS	213	147	360
SCS	30	147	177
TSB	9	54	63
TOTAL	828	924	1,752

PCHE School	Undergraduate	Graduate	Total
Carlow University	0	9	9
Chatham University	9	0	9
Duquesne University	30	6	36
University of Pittsburgh	789	909	1,698
TOTAL	828	924	1,752

Units taught by Carnegie Mellon to PCHE students

College	Total
CFA	93
CIT	500
DC	741
HC	114
Interdisciplinary	15
MCS	565
SCS	558
TSB	282
Other	1,356
TOTAL	4,224

Units taken by Carnegie Mellon students at Pittsburgh Filmmakers by student level

	Undergraduate	Graduate	Non-degree	Total
Pittsburgh Filmmakers	225	36	0	261

Units Taught by College and Student Level
Academic Years 2011-12 to 2015-16

College	Level	2011-12	2012-13	2013-14	2014-15	2015-16
CFA	Undergraduate	90,284	85,666	84,171	88,224	78,871
	Graduate	26,532	28,840	30,966	34,008	29,146
	Other	1,503	849	204	220	221
	TOTAL	118,319	115,355	115,341	122,452	108,238
CIT	Undergraduate	84,363	83,368	83,772	83,927	80,190
	Graduate	119,629	136,441	146,777	153,865	134,631
	Other	749	580	384	542	689
	TOTAL	204,741	220,389	230,933	238,334	215,509
DC	Undergraduate	165,524	163,087	161,014	166,642	168,097
	Graduate	24,218	23,804	22,448	24,059	24,727
	Other	1,764	1,233	1,371	1,884	1,500
	TOTAL	191,506	188,124	184,833	192,585	194,324
HC	Undergraduate	1,521	1,158	1,590	1,323	975
	Graduate	99,915	108,047	114,120	116,327	114,514
	Other	222	372	216	345	180
	TOTAL	101,658	109,577	115,926	117,995	115,669
Interdisc	Undergraduate	13,439	12,830	14,221	15,061	14,118
	Graduate	18,103	19,428	17,241	19,661	23,332
	Other	72	99	39	33	31
	TOTAL	31,614	32,357	31,501	34,755	37,481
MCS	Undergraduate	108,127	106,424	102,289	106,430	108,110
	Graduate	21,664	23,240	23,731	23,825	20,654
	Other	825	788	1,159	1,074	912
	TOTAL	130,615	130,452	127,178	131,329	129,676
SCS	Undergraduate	57,860	62,350	70,485	80,331	76,962
	Graduate	86,736	99,452	112,343	146,106	147,852
	Other	1,295	1,167	1,155	1,085	1,250
	TOTAL	145,891	162,969	183,983	227,522	226,064
TSB	Undergraduate	37,781	41,124	42,825	43,272	46,559
	Graduate	71,365	74,202	74,289	75,837	79,005
	Other	705	573	396	705	633
	TOTAL	109,851	115,899	117,510	119,814	126,197
Other	Undergraduate	4,730	5,303	4,907	5,091	4,866
	Graduate	1,907	1,649	1,650	1,349	1,760
	Other	1,143	1,128	1,272	1,359	1,376
	TOTAL	7,780	8,080	7,829	7,799	8,002
GRAND TOTAL	Undergraduate	563,628	561,309	565,273	590,300	578,747
	Graduate	470,068	515,103	543,565	595,037	575,621
	Other	8,278	6,789	6,196	7,247	6,792
	TOTAL	1,041,974	1,083,201	1,115,034	1,192,584	1,161,159

**Units Taught by College, Department, and Student Level
Fall Semester 2015 and Spring Semester 2016**

College	Department	Fall 2015				Spring 2016			
		UG	Grad	Other	Total	UG	Grad	Other	Total
CFA	Architecture	7,523	3,214	0	10,737	7,709	2,609	10	10,328
	Art	6,097	1,027	20	7,144	5,500	1,049	0	6,549
	Center for the Arts in Society	0	0	0	0	63	0	0	63
	Design	5,667	2,322	42	8,031	5,447	1,843	17	7,306
	Drama	10,049	3,449	15	13,513	9,649	3,377	0	13,026
	Interdisciplinary	1,864	28	0	1,892	2,198	60	6	2,264
	Music	9,451	5,287	54	14,792	7,656	4,882	57	12,595
	TOTAL	40,650	15,327	131	56,108	38,221	13,820	90	52,130
CIT	Biomedical Engineering	2,625	4,190	21	6,836	3,568	3,684	84	7,336
	Chemical Engineering	4,862	6,807	60	11,729	5,251	5,320	105	10,676
	Civil and Environmental Engineering	3,846	8,619	12	12,477	3,354	6,132	36	9,522
	Electrical and Computer Engineering	11,716	25,960	72	37,748	11,221	20,477	24	31,722
	Engineering and Public Policy	640	3,916	36	4,592	1,758	4,596	36	6,390
	Information and Communication Technology	0	1,308	0	1,308	0	1,164	0	1,164
	Information Networking Institute	0	5,886	12	5,898	30	3,144	12	3,186
	Interdisciplinary	627	774	0	1,401	791	561	9	1,361
	Materials Science and Engineering	4,206	5,759	0	9,965	3,288	4,744	48	8,080
	Mechanical Engineering	11,448	11,826	63	23,337	10,959	9,764	59	20,782
	TOTAL	39,970	75,045	276	115,290	40,220	59,586	413	100,219
DC	Center for Neural Basis of Cognition	201	411	51	663	0	348	0	348
	Dietrich College	111	0	0	111	138	0	0	138
	Economics	9,491	72	0	9,563	7,065	0	9	7,074
	English	16,338	3,181	81	19,600	14,415	2,541	135	17,091
	History	10,239	738	99	11,076	11,250	732	63	12,045
	Information Systems	5,508	6	0	5,514	3,909	15	0	3,924
	Institute for Politics and Strategy	1,554	132	9	1,695	1,626	108	9	1,743
	Interdisciplinary	768	0	0	768	381	0	0	381
	Modern Languages	9,519	1,110	165	10,794	8,631	1,113	111	9,855
	Philosophy	5,445	1,227	93	6,765	6,895	1,224	51	8,170
	Psychology	11,935	1,209	111	13,255	11,399	1,226	174	12,799
	Social and Decision Sciences	3,987	704	60	4,751	3,476	713	99	4,288
	Statistics	11,231	4,833	75	16,139	12,585	3,084	105	15,774
	TOTAL	86,327	13,623	744	100,694	81,770	11,104	756	93,630

College	Department	Fall 2015				Spring 2016			
		UG	Grad	Other	Total	UG	Grad	Other	Total
HC	Creative Enterprise	54	2,854	12	2,920	84	2,821	18	2,923
	Heinz College	108	15,225	12	15,345	105	6,942	24	7,071
	Information Systems	120	28,818	24	28,962	96	25,419	36	25,551
	Medical Management	0	2,190	0	2,190	0	2,313	0	2,313
	Public Management	0	1,296	0	1,296	0	1,386	6	1,392
	Public Policy and Management	210	12,671	12	12,893	198	12,579	36	12,813
	TOTAL	492	63,054	60	63,606	483	51,460	120	52,063
Interdisc	BXA Program	381	0	0	381	604	0	0	604
	Entertainment Technology	367	7,085	12	7,464	714	6,645	12	7,371
	Integrated Innovation Institute	60	5,395	0	5,455	0	3,978	0	3,978
	International Education	972	0	0	972	810	0	0	810
	StuCo (Student Led Courses)	1,329	72	3	1,404	2,007	96	0	2,103
	Universitywide Studies	5,765	37	0	5,802	1,109	24	4	1,137
TOTAL	8,874	12,589	15	21,478	5,244	10,743	16	16,003	
MCS	Biological Sciences	7,847	2,491	193	10,531	7,471	2,460	243	10,174
	Chemistry	9,613	3,356	72	13,041	7,948	3,125	41	11,114
	Interdisciplinary	1,242	0	0	1,242	15	91	0	106
	Mathematical Sciences	28,109	1,899	100	30,108	22,581	1,839	87	24,507
	Physics	11,763	2,690	116	14,569	11,521	2,703	60	14,284
TOTAL	58,574	10,436	481	69,491	49,536	10,218	431	60,185	
SCS	Computational Biology	158	3,867	99	4,124	483	1,367	84	1,934
	Computer Science	31,256	21,288	210	52,754	28,465	17,533	192	46,190
	Human-Computer Interaction	3,432	7,458	12	10,902	3,300	6,657	72	10,029
	Institute for Software Research	307	11,636	66	12,009	339	10,350	44	10,733
	Language Technologies Institute	342	12,577	72	12,991	933	12,577	54	13,564
	Machine Learning	996	9,188	93	10,277	2,271	7,891	156	10,318
	Robotics	1,981	13,515	72	15,568	2,699	11,948	24	14,671
TOTAL	38,472	79,529	624	118,625	38,490	68,323	626	107,439	
TSB	Business Administration	21,227	63	153	21,443	25,206	54	180	25,440
	School of Business	108	44,256	138	44,502	18	34,632	162	34,812
TOTAL	21,335	44,319	291	65,945	25,224	34,686	342	60,252	
Other		2,386	944	654	3,984	2,480	816	722	4,018
GRAND TOTAL		297,080	314,865	3,276	615,221	281,668	260,756	3,516	545,939

**Library Collections and Utilization
Fiscal Years 2012 to 2016**

University Libraries

Hunt Library - Subjects: Arts, Business, Humanities, and Social Sciences. Departments and Units include Acquisitions; Archives/Digital Library Initiatives; Arts and Special Collections, including Architecture Archives, Arts Reference, Audio Collection, Fine and Rare Book Room, and Visual Resources Collection; Cataloging; Dean's Office/Business Services; Hunt Library Reference; Library Information Technology, including Operations and R&D; Access Services, including Circulation and Reserves, Interlibrary Loan, Periodicals, and Video Collection. Also located in Hunt Library: Computing Services Cluster; Hunt Institute for Botanical Documentation, including Hunt Botanical Library and Gallery; and Osher Lifelong Learning Institute

Mellon Institute Library - Subjects: Chemistry and Biology

Off-site Storage - Older, infrequently-used library materials are available by request (24-hour turnaround)

Posner Center - Featuring Posner Memorial Collection of rare books and artifacts; and collection exhibits

Sorrells Library - Subjects: Computer Science, Engineering, Mathematics, Physics, Science, and Technology

Qatar Library - Subjects: Biological Sciences, Business Administration, Computational Biology, Computer Science, and Information Systems

Other Carnegie Mellon Libraries: Hunt Botanical Library and Gallery, Research Library, Botany and Art;

Software Engineering Institute Library, Research Library: Security, Software, and Technology;

and Universal Digital Library, digitized media in all genres and subject areas, such as books, images, journals, music, etc.

	2012	2013	2014	2015	2016
Library collections					
Total print volumes (books, bound journals, etc.)	1,133,552	1,135,896	1,107,780	1,063,592	1,064,283
Current subscriptions	1,472	1,396	1329	1,283	1,189
Electronic subscriptions	135,166	116,070	139,875	138,723	123,027
Research Showcase Documents	9,921	11,388	12,690	16,549	16,798
Microforms (books, serial titles, govt documents)	1,164,984	1,190,732	1,192,751	1,192,560	1,204,716
Unmounted pictures and slides	142,376	40,904	40,904	16,416	0
Audio materials (cassettes, records, CD's)	28,933	29,160	29,465	29,815	28,290
Video materials	13,843	13,948	13,992	14,121	14,243
Music scores	19,269	19,195	18,998	18,998	18,998
Maps	161	161	161	161	161
Library material duplication					
Microform copies and scans made in libraries	12,858	12,269	10,995	6,037	6,569
Pages printed from public laser printers	2,492,554	2,053,753	2,312,570	1,597,363	1,582,540
Number of visits					
Hunt Library	599,469	588,527	651,818	631,394	667,437
Posner Center	1,456	1,325	1,099	926	863
Sorrells Library	195,638	217,927	292,141	367,028	421,404
Total	796,563	807,779	945,058	999,348	1,089,704
Seating					
Hunt Library	720	720	502	608	616
Mellon Institute Library	112	112	99	107	107
Sorrells Library	165	165	216	268	266
Total	997	997	817	983	989

	2012	2013	2014	2015	2016
Circulation of library materials	94,747	108,460	87,910	76,186	56,840
Books used in libraries	27,634	25,095	22,225	17,961	14,632
Library instruction					
Number of classes	159	182	167	163	144
Number of participants	3,484	3,748	4,351	3,005	3,231
Reference questions answered					
Digital	2,774	2,653	1,591	829	1,495
Traditional	7,506	6,235	10,438	2,287	1,106

Electronic information resources and access

The University Libraries provide access to a variety of digital information, including the library catalog, other local databases, and a growing number of commercial databases that are licensed for use by the university community. Access methods continue to change as the delivery of electronic information evolves. Currently, Internet access predominates.

The web-based library catalog (Cameo) contains records of items owned by the libraries, as well as items on order or being catalogued for library collections. Cameo is part of a system that integrates acquisitions and cataloging functions with circulation, reserve, and user service functions. Users can see whether items are available or checked out when they use the library catalog; they can also request services.

As the digital library environment matures, more full-text documents and images are becoming available. Some vendors who are providing full-text documents are no longer reporting numbers of searches.

	2012	2013	2014	2015	2016
Total full-text docs retrieved from licensed resources	1,682,281	1,577,220	1,946,199	2,868,470	4,906,399
Documents downloaded from Research Showcase	248,585	961,502	963,953	1,177,014	1,288,587
Reserve items used					
Digital text *	10,946	7,449	4,497	2,228	n/a
Traditional	1,593	3,833	4,724	3,216	2,988
Interlibrary loan					
Items borrowed	13,850	12,071	10,768	7,930	7,659
Items loaned	4,795	6,175	5,868	3,838	4,599
PALCI (PA Academic Library Consortium, Inc.)					
Items borrowed	2,124	2,216	1,865	1,563	1,470
Items loaned	692	1,903	1,866	1,897	1,980

* Increasing numbers of documents are now stored in Blackboard

Computing Services
Academic Years 2011-12 to 2015-16

Computing Services supports the university’s research and educational missions by:

- Building and maintaining basic and advanced communications infrastructure
- Building and maintaining basic and advanced middleware infrastructure and directory services
- Maintaining central computing labs and associated printing
- Deploying and maintaining shared e-mail and web services
- Deploying and maintaining enterprise administrative applications
- Working with faculty to design and teach Computing at Carnegie Mellon and providing instructional technology
- Monitoring the security and fair use of our network and protecting it against abuse and attack
- Providing policy, guidance, consultation, tools, security systems training, and information
- Supporting university efforts to provide emergency notification and business continuity plans
- Answering technical computing related questions at our Help Center
- Developing and maintaining an extensive on-line collection of computing related documentation

	2011-12	2012-13	2013-14	2014-15	2015-16
Academic spaces					
Virtual desktops via virtual Andrew	100	100	100	100	100
Physical computers	405	376	373	362	362
Traditional computer labs	13	12	12	12	12
Multimedia computer labs	3	3	3	3	3
Collaborative computer labs	2	3	3	3	3
Technology-equipped classrooms	85	86	86	86	80
Andrew printing					
Number of printers	33	33	38	46	49
Pages printed (in millions)	7	7.4	7	7	7
Web stations					
Number of stations	16	18	18	18	21
Classroom technologies					
Clicker-equipped classrooms	26	27	27	27	26
Clickers, instructor kit	68	68	68	66	66
Clickers, classroom kit	5	5	5	5	5
Media production and event support					
Total course sessions and event sessions captured	581	573	784	1610	1,487
Total events supported	1,257	1,362	1,219	1,214	1,518
Videoconferencing					
Classrooms	7	6	7	7	7
Conference rooms	17	17	17	23	23
Hours	2,202	1,848	1,688	1,748	1,603
Help center					
Number of walk-in users	2,044	3,006	3,401	2,977	2,091
Number of phone requests	5,660	5,215	6,864	5,026	4,646
Number of e-mail requests	17,194	19,496	23,916	16,522	17,035
Electronic mail					
Average weekly e-mails sent by cmu.edu	595,302	446,406	405,559	401,765	393,688
Average weekly e-mails from outside cmu.edu	1,082,010	1,201,553	1,320,161	1,693,940	1,915,505
Average weekly e-mails blocked (virus, spam)	656,350	456,120	1,070,293	1,621,167	1,443,860
Infrastructure servers					
Virtual machines	863	1,148	1,274	1,432	1,614