**TEACHING AND ACADEMIC SUPPORT** 

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## Teaching and Academic Support

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# **UNITS TAUGHT BY COLLEGE & STUDENT LEVEL**

ACADEMIC YEARS 2000-2001 to 2004-2005

College	Level	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005
CFA	Undergraduate	85,440	90,112	91,423	87,108	85,848
	Graduate	16,184	15,630	17,084	20,803	20,335
	Special	2,628	2,178	1,713	1,820	1,270
	<b>Total</b>	<b>104,252</b>	<b>107,920</b>	<b>110,219</b>	<b>109,731</b>	<b>107,452</b>
CIT	Undergraduate	61,352	64,227	66,384	67,913	69,217
	Graduate	46,525	48,561	59,420	61,583	62,359
	Special	502	770	753	883	909
	<b>Total</b>	<b>108,379</b>	<b>113,558</b>	<b>126,557</b>	<b>130,379</b>	<b>132,485</b>
Heinz	Undergraduate	1,815	2,421	1,705	1,416	1,986
	Graduate	35,201	32,699	34,218	33,464	36,677
	Special	288	228	132	138	354
	<b>Total</b>	<b>37,304</b>	<b>35,348</b>	<b>36,055</b>	<b>35,018</b>	<b>39,017</b>
H&SS	Undergraduate	140,936	145,571	146,277	144,093	146,760
	Graduate	13,000	15,589	15,180	15,807	17,115
	Special	1,881	1,737	1,749	1,830	1,248
	<b>Total</b>	<b>155,817</b>	<b>162,897</b>	<b>163,206</b>	<b>161,730</b>	<b>165,123</b>
Inter- disciplinary <sup>1</sup>	Undergraduate Graduate Special <b>Total</b>	  	2,256 22,021 48 <b>24,325</b>	10,541 30,524 54 <b>41,119</b>	11,247 34,847 90 <b>46,184</b>	14,186 41,506 111 <b>55,803</b>
MCS	Undergraduate	83,082	86,221	89,944	91,808	97,876
	Graduate	14,669	14,901	17,026	17,668	18,140
	Special	364	561	616	557	632
	<b>Total</b>	<b>98,115</b>	<b>101,683</b>	<b>107,586</b>	<b>110,033</b>	<b>116,648</b>
SCS	Undergraduate	43,284	42,535	43,030	41,636	41,493
	Graduate	36,370	42,366	46,819	52,542	56,995
	Special	788	989	902	1,100	1,178
	<b>Total</b>	<b>80,442</b>	<b>85,890</b>	<b>90,751</b>	<b>95,278</b>	<b>99,666</b>
Tepper	Undergraduate	33,333	33,152	36,233	36,997	37,309
	Graduate	79,445	77,375	83,543	88,908	75,102
	Special	435	510	396	480	333
	<b>Total</b>	<b>113,213</b>	<b>111,037</b>	<b>120,172</b>	<b>126,385</b>	<b>112,744</b>
Other	Undergraduate	14,125	11,373	4,239	7,332	6,749
	Graduate	15,648	621	553	1,647	2,084
	Special	897	975	972	1,050	1,068
	<b>Total</b>	<b>30,670</b>	<b>12,969</b>	<b>5,764</b>	<b>10,029</b>	<b>9,901</b>
TOTAL	Undergraduate	463,367	477,868	489,776	489,550	501,423
	Graduate	257,042	269,763	304,367	327,269	330,313
	Special	7,783	7,996	7,287	7,948	7,103
	Total	728,192	755,626	801,429	824,767	838,839

1. Prior to 2001-2002, Entertainment Technology and Information Systems Management were included in the 'Other' category. Both are now included in the 'Interdisciplinary' category.

## UNITS TAUGHT BY DEPARTMENT & STUDENT LEVEL FALL SEMESTER 2004, SPRING SEMESTER 2005, FALL SEMESTER 2005

			Fall	2004			Spring	2005			Fall	2005	
College	Department	UG	Grad	Special	Total	UG	Grad	Special	Total	UG	Grad	Special	Total
CFA	Architecture	10,674	1,044	27	11,745	9,555	1,136	27	10,718	10,971	1,544	19	12,534
	Art	6,833	776	10	7,619	6,070	930	20	7,020	6,459	839	13	7,311
	Design	6,500	2,325	9	8,834	6,582	1,830	27	8,439	6,222	2,217	35	8,474
	Drama	9,694	2,876	22	12,592	10,069	2,778	18	12,865	9,639	2,537	12	12,188
	Interdisciplinary	956	12	9	977	1,554	87	0	1,641	1,024	62	9	1,094
	Music	8,643	3,222	549	12,414	8,718	3,320	552	12,590	8,334	2,983	417	11,734
	TOTAL	43,300	10,255	626	54,180	42,548	10,080	644	53,272	42,649	10,181	505	53,334
CIT	Biomedical Eng	2,106	909	9	3,024	2,055	896	12	2,963	2,229	1,175	33	3,437
	Chemical Eng	3,762	4,034	60	7,856	3,583	4,059	66	7,708	4,481	4,327	97	8,905
	Civil & Environmental Eng	3,102	2,304	63	5,469	2,745	2,463	36	5,244	3,093	3,190	45	6,328
	Electrical & Computer Eng	12,655	13,917	318	26,890	9,902	10,889	168	20,959	11,236	12,181	96	23,513
	Eng & Public Policy	864	1,835	12	2,711	1,581	1,750	9	3,340	612	1,708	12	2,332
	Information Networking Institute	0	1,889	0	1,889	12	3,995	0	4,007	0	3,794	0	3,794
	Interdisciplinary	1,206	189	36	1,431	1,431	216	0	1,647	1,865	120	5	1,990
	Materials Science & Eng	2,536	2,782	18	5,336	1,569	2,675	33	4,277	2,878	2,790	24	5,692
	Mechanical Eng	10,180	4,292	21	14,493	9,928	3,829	48	13,805	10,372	3,732	46	14,150
	TOTAL	36,411	32,151	537	69,099	32,806	30,772	372	63,950	36,766	33,017	358	70,141
Heinz	Creative Enterprise Mgmt	0	0	0	0	0	0	0	0	132	2,037	0	2,169
	Information Systems Management	0	0	0	0	0	0	0	0	84	882	0	966
	Masters in Public Management	84	3,864	0	3,948	72	3,852	42	3,966	18	3,564	12	3,594
	Medical Management	0	0	0	0	0	906	0	906	0	504	0	504
	Public Policy & Management	918	14,335	162	15,415	912	13,720	150	14,782	489	13,416	186	14,091
	TOTAL	1,002	18,199	162	19,363	984	18,478	192	19,654	723	20,403	198	21,324
H&SS	Center for Innovation in Learning	0	5	0	5	0	5	0	5	0	5	0	5
	Economics	8,826	36	27	8,889	9,900	36	27	9,963	10,455	27	0	10,482
	English	13,047	2,448	99	15,594	12,061	2,342	105	14,508	13,716	2,879	120	16,715
	History	12,948	903	105	13,956	11,603	595	45	12,243	11,328	612	135	12,075
	Information Systems Program	3,449	24	18	3,491	2,811	18	6	2,835	3,066	15	18	3,099
	Modern Languages	10,116	775	177	11,068	8,571	634	180	9,385	10,833	770	258	11,861
	Philosophy	7,384	796	36	8,216	5,397	828	18	6,243	6,886	774	27	7,687
	Psychology	9,680	1,502	36	11,218	8,807	1,572	63	10,442	10,776	1,191	81	12,048
	Social & Decision Sci	5,049	306	39	5,394	4,514	492	147	5,153	5,997	403	30	6,430
	Statistics	6,411	2,360	51	8,822	6,186	1,438	69	7,693	6,939	2,094	195	9,228
	TOTAL	76,910	9,155	588	86,653	69,850	7,960	660	78,470	79,996	8,770	864	89,630

## UNITS TAUGHT BY DEPARTMENT & STUDENT LEVEL (Cont.) FALL SEMESTER 2004, SPRING SEMESTER 2005, FALL SEMESTER 2005

			Fall	2004			Spring	j 2005			Fall	2005	
College	Department	UG	Grad	Special	Total	UG	Grad	Special	Total	UG	Grad	Special	Total
Inter-	CM University-Wide Studies	4,206	216	12	4,434	851	42	0	893	4,111	39	3	4,153
disciplinary	Entertainment Technology	264	3,582	0	3,846	180	3,756	0	3,936	165	3,687	9	3,861
	Information Systems Management	1,608	12,744	48	14,400	1,695	9,417	42	11,154	762	14,505	18	15,285
	International Education	1,260	0	0	1,260	1,908	0	0	1,908	1,008	0	0	1,008
	StuCo (Student Led Courses)	729	33	6	768	1,407	42	3	1,452	417	12	3	432
	West Coast Campus	28	5,012	0	5,040	50	6,098	0	6,148	0	5,966	0	5,966
	TOTAL	8,095	21,587	66	29,748	6,091	19,355	45	25,491	6,463	24,209	33	30,705
MCS	Biological Sci	6,536	1,667	36	8,239	6,001	1,686	96	7,783	7,512	1,959	69	9,540
	Chemistry	10,645	3,235	30	13,910	8,826	2,775	77	11,678	11,320	3,294	41	14,655
	Interdisciplinary	0	84	0	84	42	0	0	42	150	12	0	162
	Mathematical Sci	23,507	2,139	141	25,787	17,522	2,046	147	19,715	24,580	1,933	120	26,633
	Physics	13,169	2,377	53	15,599	11,628	2,131	52	13,811	13,258	2,484	55	15,797
	TOTAL	53,857	9,502	260	63,619	44,019	8,638	372	53,029	56,820	9,682	285	66,787
SCS	Computer Science	19,209	11,207	224	30,640	19,481	9,607	264	29,352	19,633	10,361	181	30,175
	Ctr Auto Learning & Discovery	0	1,188	0	1,188	0	1,200	48	1,248	12	2,144	48	2,204
	Human-Computer Interaction	570	2,877	33	3,480	582	2,307	24	2,913	594	2,979	60	3,633
	Language Technologies Institute	12	4,251	108	4,371	42	4,168	75	4,285	24	4,425	60	4,509
	Robotics	375	5,846	174	6,395	970	5,376	132	6,478	1,487	6,095	108	7,690
	Software Eng	171	4,239	81	4,491	81	4,729	15	4,825	54	5,280	63	5,397
	TOTAL	20,337	29,608	620	50,565	21,156	27,387	558	49,101	21,804	31,284	520	53,608
Tepper	Business Adm	18,976	306	18	19,300	17,931	276	9	18,216	19,545	342	63	19,950
	Electronic Commerce	0	66	0	66	0	54	0	54	12	12	0	24
	Tepper School of Business	168	40,710	102	40,980	234	33,690	204	34,128	138	37,546	114	37,798
	TOTAL	19,144	41,082	120	60,346	18,165	34,020	213	52,398	19,695	37,900	177	57,772
Other		2,973	770	618	4,361	3,776	1,314	450	5,540	2,888	959	525	4,372
Grand Total		262,029	172,309	3,597	437,934	239,395	158,004	3,506	400,905	267,804	176,405	3,465	447,673

## **COMPUTING SERVICES STATISTICS** Fiscal Years 2001 to 2005

-Computing Services provides the majority of computing and network infrastructure on campus.

-We build and maintain basic communications infrastructures, from phone lines to wireless access points.

-We run the central computing clusters and the computer store.

-We deploy and maintain shared email and web services (Cyrus, Mulberry, MyAndrew, the Portal).

-We work with faculty to design and teach the Computing Skills Workshop, and to provide essential and innovative instructional technologies within the classroom.

-We monitor the security and fair use of our network, and protect it against abuse and attack.

-We support all of these activities with documentation, education, outreach and a fully-staffed help center.

Computing Services Website: https://www.cmu.edu/computing/

Network Connections Ethernet	<b>2001</b> 5,875	<b>2002</b> 6,962	<b>2003</b> 11,904	<b>2004</b> 17,192	<b>2005</b> 21,707
Wireless	9,686	0,902 9,948	11,198	11,701	14,602
Total Network Connections	15,561	16,910	23,102	28,893	<b>36,309</b>
Computer Store Purchases (CPUs)	2001	2002	2003	2004	2005
Non Departmental	728	882	1,139	1,226	1,089
Departments	1,027	1,008	1,202	1,290	981
TOTAL	1,755	1,890	2,341	2,516	2,070
Computers in Public Clusters	2001	2002	2003	2004	2005
Workstations Total Workstations	93	71	107	103	96
<u>Macintosh</u> Total Macintosh	141	136	123	123	115
Windows					
Total Windows	232	237	165	176	177

#### LIBRARY COLLECTIONS & UTILIZATION FISCAL YEARS 2001 TO 2005

Library Collections	2001	2002	2003	2004	2005
Total Print Volumes (Books, Bound Journals, etc.)	981,479	999,798	1,021,423	1,042,080	1,066,057
Current Subscriptions:	3,254	3,143	2,945	2,628	2,236
Periodicals, Newspapers, Government Document	ts				
Electronic Subscriptions	3,221	3,754	13,957	16,456	15,429
Microforms:	929,783	938,851	945,715	958,462	995,293
Books, Serial Titles, Government Documents					
Graphic Materials:	187,964	188,922	192,400	194,061	195,777
Pictures (Unmounted), Slides					
Audio Materials:	25,153	25,578	26,031	26,408	26,708
Cassettes, Phonograph Records, CDs, Tapes					
Video Materials	6,965	7,243	7,684	8,569	9,294
Music Scores	20,175	20,174	20,174	20,173	20,170
Maps	157	158	160	160	161
Library Material Duplication					
Photocopies Made in Libraries	1,095,569	948,816	970,100	868,760	700,309
Microform Copies Made in Libraries	17,251	17,126	16,598	11,753	11,183
Printing: Pages Printed from Public Laser Printers	703,153	701,368	1,297,116	2,162,989	2,488,931
	700,100	701,000	1,207,110	2,102,000	2,400,001
Number of Visits to the Libraries					
Engineering and Science Library	161,844	157,513	151,205	159,056	145,875
Hunt Library <sup>1</sup>	546,871	441,409	365,449	437,612	441,689
Mellon Institute Library	N/A	N/A	N/A	N/A	N/A
Posner Center	-	-	-	-	1,910
Virtual Visits	596,894	768,220	816,490	1,020,468	1,212,987
	1,305,609	1,367,142	1,333,144	1,617,136	1,802,461
Seating					
Engineering and Science Library	163	159	158	158	153
Hunt Library	632	631	656	672	670
Mellon Institute Library	117	117	119	122	122
	912	907	933	952	945
	•				
Circulation of Library Materials	158,898	158,258	138,549	164,620	158,986
Books Used in Libraries	90,642	107,293	87,469	87,795	76,413
Library Instruction					
Number of classes	183	161	148	171	146
Number of participants	3,337	3,238	2,815	3,582	2,464
· ·	-	·		·	·
Reference Questions Answered	14,539	13,993	12,471	15,725	12,745
Directional Help Given	15,670	16,416	14,322	15,047	10,406

1. No gate count data for Hunt Library for part of April and all of May 2003.

## LIBRARY COLLECTIONS & UTILIZATION (Cont.) FISCAL YEARS 2001 TO 2005

#### **Electronic Information Resources and Access**

The University Libraries provide access to a variety of digital information, including the library catalog and 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 (web) access predominates.

The web-based library catalog (Cameo) contains records of items owned by the libraries, as well as items on order or being cataloged 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 if items are available or checked out when they use the library catalog; they can also request services (such as Renew Item or Request Check-out Item).

Users may access Cameo from any computer with Internet capability at: http://www.library.cmu.edu

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.

Searches:	2001	2002	2003	2004	2005
Performed using Cameo (Library Catalog)	552,479	617,425	534,985	665,462	617,651
Performed to Licensed and Local Web Resources <sup>1</sup>	396,973	549,710	533,061	606,058	887,750
Total Database Searches	949,452	1,167,135	1,068,046	1,271,520	1,505,401
Total Full-text Documents Retrieved <sup>1</sup>	317,714	378,360	458,000	614,647	911,820
Electronic Reserve Usage (Items Viewed)	66,770	136,467	151,508	114,198	286,178
Images Scanned for the Digital Library	210,556	221,754	185,412	220,446	175,170
Reference Questions Answered	2001	2002	2003	2004	2005
Digital	2,354	2,186	1,712	2,551	2,469
Traditional	14,539	11,807	10,759	13,174	10,276
Reserve Items Used	2001	2002	2003	2004	2005
Digital	66,770	136,467	151,508	114,198	286,178
Traditional	22,090	11,491	7,587	6,445	5,315

1. Actual counts may be higher. Some vendors do not report data.

## LIBRARY COLLECTIONS & UTILIZATION (Cont.)

FISCAL YEARS 2001 TO 2005

Resource Sharing and Document Delivery Interlibrary Loan Items Borrowed Items Loaned	<b>2001</b> 9,826 5,107	<b>2002</b> 9,498 4,013	<b>2003</b> 12,263 5,142	<b>2004</b> 16,180 5,664	<b>2005</b> 20,144 5,776
Oakland Library Consortium Items Borrowed Items Loaned	1,182 88	737 69	490 56	306 228	63 127
PALCI (Pennsylvania Academic Library Consortium, Inc.) Items Borrowed Items Loaned	619 1,007	821 1,414	1,653 1,626	1,846 2,757	2,157 3,532
Electronic Current Awareness Service Individuals using site license subscription	82	79	65	67	71

## VIDEO VIEWING CLUSTER FALL 2001 To FALL 2005

FALL 2001 TO FALL 2005					
	2001	2002	2003	2004	2005
VCR carrels	15	15	14	14	14
Laserdisc carrels	13	13	7	7	7
DVD carrels	14	14	14	15	15

## **INSTRUCTIONAL TECHNOLOGY STATISTICS** FISCAL YEARS 2001 TO 2005

## **Equipment for Pickup**

	2001	2002	2003	2004	2005
Video/Data Projectors	6	6	6	4	4
VCRs	4	4	4	2	2
Video/Data Monitors	1	1	1	1	0
Slide Projectors	10	4	4	4	4
Tape Players	10	3	3	0	n/a
Sound Systems	9	9	9	4	4
<b>Overhead Projectors</b>	2	2	2	2	2
Videodisc Players	4	4	0	0	1
Personal Computers	16	10	10	6	0
TOTAL	62	43	39	23	17

## **Classrooms (level of installed equipment)**

	2001	2002	2003	2004	2005
Overhead Projector	83	63	63	59	69
Video Viewing	83	63	63	63	81
Data Viewing	83	63	63	63	81
Document Cameras	-	-	-	-	12

## TEACHING & ACADEMIC SUPPORT, ADDITIONAL FACTS & FIGURES Academic Year 2004-2005

#### Pittsburgh Council of Higher Education (PCHE) Colleges:

Carlow University	La Roche College
Carnegie Mellon University	Pittsburgh Theological Seminary
Chatham College	Point Park University
Community College of Allegheny County (CCAC)	Robert Morris University
Duquesne University	University of Pittsburgh

#### Units Taken by Carnegie Mellon Students at other PCHE Schools

	Student Level			
Student's College Affiliation	<u>Undergraduate</u>	<u>Graduate</u>	Total	
CFA	180	48	228	
CIT	207	213	420	
Heinz	0	228	228	
H&SS	354	387	741	
Interdisciplinary	186	27	213	
MCS	216	60	276	
SCS	57	162	219	
Tepper	141	27	168	
TOTAL	1,341	1,152	2,493	

#### Units Taught to other PCHE Students by Carnegie Mellon

College	<u>Total</u>
CFA	6
CIT	444
Heinz	312
H&SS	390
Interdisciplinary	30
MCS	220
SCS	304
Tepper	165
Other	924
TOTAL	2,795

#### Units Taken by Carnegie Mellon Students at other PCHE Schools

	Student Level			
PCHE School	Undergraduate	<u>Graduate</u>	Total	
Carlow University	36	0	36	
Chatham College	93	0	93	
Community College Of	108	0	108	
Allegheny County (CCAC)				
Duquesne University	36	42	78	
University of Pittsburgh	1,068	1,110	2,178	
TOTAL	1,341	1,152	2,493	

#### Units Taken by Carnegie Mellon Students at Pittsburgh Filmmakers

	Student Level			
	<u>Undergraduate</u>	<u>Graduate</u>	Non-degree	Total
Pittsburgh Filmmakers	771	144	9	924

### EBERLY CENTER FOR TEACHING EXCELLENCE

The Eberly Center for Teaching Excellence was established in 1982 to help faculty and graduate students improve their teaching practices. Our approach centers on helping instructors apply principles of effective teaching and learning that are derived from the best cognitive and educational research. Our name reflects both our commitment to excellence and our appreciation for the generous support provided by the Eberly Family Charitable Trust.

The Center provides support to faculty and graduate students through a variety of means. We offer private, confidential consultations on course design, classroom pedagogy, and assessment. We conduct workshops and seminars on topics that relate to both the theory and practice of teaching, and we organize public forums to explore the various challenges and opportunities of teaching in a university environment.

The Center also facilitates discussions of teaching and learning across departments and colleges to address common concerns, to facilitate interdisciplinary collaborations, and to help faculty who wish to transfer or adapt promising strategies to a variety of contexts. We also engage in institutional research that impacts policy and practice. Finally, the Center aims to respond to the continually changing educational needs of the campus community.

#### **Summary of Programs**

#### **Support for Faculty and Departments**

Individual Consultations: Course Design, Implementation and Formative Evaluation Incoming Faculty Orientation Faculty Luncheon Seminars/Curriculum Conversations Consulting on Education-Related Grants Assessment Workshops Discussions with Faculty in First-Year Courses Assistance with Integrating Written,Oral and Visual Communication into Courses Assistance with Working with TAs Department Head Leadership Series Support for Curriculum Revision

#### Publications

The Center for Teaching has several publications which can assist instructors in course development and implementation. Among the available publications:

- Best Practices in Teaching First-year Undergraduates
- Common Difficulties in Planning Courses
- Resources for TA Training & Development
- Mentors & Colleagues: A Guide for Jr. Faculty & Their Mentors
  Undergraduate TA Series

(for undergraduates, faculty & department heads)

#### Support for Graduate Students

Seminars on Teaching Classroom Observation and Peer Feedback by Teaching Fellows Documentation of Teaching Development for Future Faculty Assistance with Early Course Evaluations Course and Syllabus Design Consultations

- Promoting Academic Integrity
- Collected Wisdom: Strategies & Resources for TAs
- First Year Success Series (for students)
- Fostering a Mentoring Community: A Guide for Department Heads

Microteaching and Feedback Workshops Visits to TA Meetings or Orientations Support for Specific Courses or Department TA Orientations Monthly Reading and Discussion Group Teaching Portfolio Working Groups