

The Characteristics of Doctoral Programs- Instructions and User Guide of the Online Reporting System

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1. Background Information

a. THECB Administrative Code

The Texas Higher Education Coordinating Board (THECB) requires that each public university and health-related institution with one or more doctoral programs on its program inventory to collect and publish information on its website regarding the [Characteristics of Doctoral Programs](#).

b. Updated Definition Effective September 2018

Please find below the guideline copied from the THECB's website regarding the updates. 'Texas public universities and health-related institutions have reported their "18 Characteristics" for research doctoral programs since 2009. With input and help from the GEAC, the Characteristics of Doctoral Programs have been updated to include professional doctoral programs. Institutions may now decide if a doctoral program is best reported as a research or professional program and report the program's characteristics accordingly. The updated Characteristics of Doctoral Programs provides improved instructions and clarifications about reporting. There are now characteristics which all doctoral programs will report, and characteristics which only research or professional programs will report. The new Characteristics of Doctoral Programs are now available online at: [Characteristics of Doctoral Programs](#).

c. Reports of 2016-17

Our reports completed last round, i.e. 2016-17, were based on the old definition which is still archived on the THECB's webpage <http://board.thecb.state.tx.us/reports/DocFetch.cfm?DocID=8109&Format=PDF>. Those reports are

posted at <http://ogaps.tamu.edu/Prospective-Students/Programs-and-Degrees/18-Characteristics-of-the-Doctoral-Programs>.

2. User Registration for the Online Reporting System

Please find below the list of research and first-professional doctoral programs to be reported this round. The contact persons of those programs need to have their user information registered for the online reporting system.

Please forward this message to the faculty/staff who will need access to input / review / approve the web forms of those programs on the online reporting system and be responsible for the submission of the program characteristics. The URL of the user registration form: <http://ogaps.tamu.edu/Prospective-Students/Programs-and-Degrees/Characteristics-of-the-Doctoral-Programs/Characteristics-Program-Contact-Information>. Please note that multiple users can register for the same program.

a. Research Doctoral Programs

College	Major	Degree Program	Degree	Comment
Agriculture	AGEC	AGRICULTURAL ECONOMICS	PHD	
Agriculture	AGED	AGRICULTURAL EDUCATION	EDD	
Agriculture	AGRO	AGRONOMY	PHD	
Agriculture	ALEC	AGRICULTURAL LEADERSHIP EDUCATION & COMMUNICATION	PHD	
Agriculture	ANBR	ANIMAL BREEDING	PHD	
Agriculture	ANSC	ANIMAL SCIENCE	PHD	
Agriculture	BAEN	BIOLOGICAL AND AGRI ENGINEERING	PHD	
Agriculture	BICH	BIOCHEMISTRY	PHD	
Agriculture	ENTO	ENTOMOLOGY	PHD	
Agriculture	ESSM	Ecosystem Science & Mgmt	PHD	
Agriculture	FSTC	FOOD SCIENCE & TECHNOLOGY	PHD	
Agriculture	HORT	HORTICULTURE	PHD	
Agriculture	NUTR	NUTRITION	PHD	
Agriculture	PLBR	PLANT BREEDING	PHD	
Agriculture	PLPA	PLANT PATHOLOGY	PHD	
Agriculture	POSC	POULTRY SCIENCE	PHD	
Agriculture	PREP	PHYSIOLOGY OF REPRODUCTION	PHD	
Agriculture	RPTS	RECREATION, PARK & TOURISM SCI	PHD	
Agriculture	SOSC	SOIL SCIENCE	PHD	
Agriculture	WFSC	WILDLIFE & FISHERIES SCIENCES	PHD	
Architecture	ARCH	ARCHITECTURE	PHD	
Architecture	URSC	URBAN & REGIONAL SCIENCE	PHD	
Business	BUAD	BUSINESS ADMINISTRATION	PHD	
Dentistry	OBIO	ORAL BIOLOGY	PHD	

Education	CPSY	COUNSELING PSYCHOLOGY	PHD	
Education	EDAD	EDUCATIONAL ADMINISTRATION	EDD	
Education	EDAD	EDUCATIONAL ADMINISTRATION	PHD	
Education	EDCI	CURRICULUM & INSTRUCTION	EDD	
Education	EDCI	CURRICULUM & INSTRUCTION	PHD	
Education	EHRD	EDUC HUMAN RESOURCE DEVELOPMENT	PHD	
Education	EPSY	EDUCATIONAL PSYCHOLOGY	PHD	
Education	HEED	HEALTH EDUCATION	PHD	
Education	KINE	KINESIOLOGY	PHD	
Education	SPSY	SCHOOL PSYCHOLOGY	PHD	
Engineering	AERO	AEROSPACE ENGINEERING	PHD	
Engineering	BMEN	BIOMEDICAL ENGINEERING	PHD	
Engineering	CECN	COMPUTER ENGINEERING	PHD	
Engineering	CEEN	COMPUTER ENGINEERING	PHD	
Engineering	CHEN	CHEMICAL ENGINEERING	PHD	
Engineering	CPSC	COMPUTER SCIENCE	PHD	
Engineering	CVEN	CIVIL ENGINEERING	PHD	
Engineering	ELEN	ELECTRICAL ENGINEERING	PHD	
Engineering	ENGR	ENGINEERING	DENGR	
Engineering	INEN	INDUSTRIAL ENGINEERING	PHD	
Engineering	ITDE	INTERDISCIPLINARY ENGINEERING	PHD	
Engineering	MEEN	MECHANICAL ENGINEERING	PHD	
Engineering	MSEN	MATERIALS SCIENCE & ENGINEERING	PHD	
Engineering	NUEN	NUCLEAR ENGINEERING	PHD	
Engineering	OCEN	OCEAN ENGINEERING	PHD	
Engineering	PETE	PETROLEUM ENGINEERING	PHD	
Geosciences	ATMO	ATMOSPHERIC SCIENCE	PHD	
Geosciences	GEOG	GEOGRAPHY	PHD	
Geosciences	GEOG	GEOLOGY	PHD	
Geosciences	GEOP	GEOPHYSICS	PHD	
Geosciences	OCNG	OCEANOGRAPHY	PHD	
Other	ABME	AGRIBUSINESS & MANAGERIAL ECONOMICS	PHD	
Other	EEBL	ECOLOGY AND EVOLUTIONARY BIOLOGY	PHD	
Other	GENE	GENETICS	PHD	
Other	MARB	MARINE BIOLOGY	PHD	
Other	MEPS	MOLECULAR & ENVIRONMENTAL PLANT SCIENCE	PHD	
Other	NRSC	NEUROSCIENCE	PHD	
Other	TOXI	TOXICOLOGY	PHD	
Other	WMHS	WATER MANAGEMENT AND HYDRO SCI	PHD	
Liberal Arts	ANTH	ANTHROPOLOGY	PHD	
Liberal Arts	CLPY	CLINICAL PSYCHOLOGY	PHD	
Liberal Arts	COMM	COMMUNICATION	PHD	
Liberal Arts	ECON	ECONOMICS	PHD	

Liberal Arts	ENGL	ENGLISH	PHD	
Liberal Arts	HISP	HISPANIC STUDIES	PHD	
Liberal Arts	HIST	HISTORY	PHD	
Liberal Arts	IOPY	INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY	PHD	
Liberal Arts	PHIL	PHILOSOPHY	PHD	
Liberal Arts	POLS	POLITICAL SCIENCE	PHD	
Liberal Arts	PSYC	PSYCHOLOGY	PHD	
Liberal Arts	SOCI	SOCIOLOGY	PHD	
Medicine	MDSC	MEDICAL SCIENCES	PHD	
Public Health	EPIE	EPIDEMIOLOGY AND ENVIRONMENTAL HEALTH	DRPH	
Public Health	HPCH	HEALTH PROMOTION AND COMMUNITY HEALTH SCIENCES	DRPH	
Public Health	HRSA	HEALTH SERVICES RESEARCH	PHD	
Science	APHY	APPLIED PHYSICS	PHD	
Science	ASTR	ASTRONOMY	PHD	Effective Fall 2016. Will start reporting in Fall 2019, i.e. after 3 years old
Science	BIOL	BIOLOGY	PHD	
Science	CHEM	CHEMISTRY	PHD	
Science	MATH	MATHEMATICS	PHD	
Science	MBIO	MICROBIOLOGY	PHD	
Science	PHYS	PHYSICS	PHD	
Science	STAT	STATISTICS	PHD	
Veterinary Medicine	BIMS	BIOMEDICAL SCIENCES	PHD	
Veterinary Medicine	VTPB	VETERINARY PATHOBIOLOGY	PHD	Expiring. No need to report

b. First Professional Doctoral Programs

College	Major	Degree Program	Degree
Pharmacy	PHAR	PHARMACY	PHARMD
Dentistry	DDDS	DENTISTRY	DDS
Medicine	MDMD	MEDICINE	MD
School of Law	JDLW	LAW	JD
Veterinary Medicine	VTMD	VETERINARY MEDICINE	DVM

3. URL, Login and Access for the Online Reporting System

a. URL

The Online Reporting System is on MOSES, whose URL is <https://moses.tamu.edu>.

b. MOSES Login

With your netID and the associated password. If you are prompted with a message saying your account not activated for MOSES yet, please email to Dr. Anna Du, ye.anna.du@tamu.edu, Data Analyst of the OGAPS. We will make an IT request to have it activated.

c. Web Form Access

After logging in MOSES, you will be prompted with a list of websites/links under My Info. Two of the links are for the online reporting system:

- [Core Faculty Selection](#)
- [Characteristics of Doctoral Programs](#)

If you cannot see either one or both of the links, please email to Dr. Anna Du, ye.anna.du@tamu.edu, Data Analyst of the OGAPS. We will have them activated for you.

4. Two-Step Data Submission over the Online Reporting System

a. Step 1. Entering data onto the [Core Faculty Selection](#)

The definition of the Core faculty can be found at the first bullet point Core Faculty, at the top of page 2 of [Characteristics of Doctoral Programs](#).

The core faculty list of 2017-18 is initiated with that of 2016-17. The programs can update it by adding and deleting faculty members. The user guide for the web form can be found later in this document.

After the programs submit the core faculty list of 2017-18, the [Characteristics of Doctoral Programs](#) will automatically update the calculation for the following characteristics accordingly:

- Core Faculty
- Faculty Diversity
- Student-Core Faculty Ratio
- Faculty Teaching Load (only for research doctoral programs)

b. Step 2. Entering Data onto the [Characteristics of Doctoral Programs](#)

Characteristics of Doctoral Programs are filled out by both the university data and the department data.

i. [Characteristics pulled from the university data are](#)

➤ For all doctoral programs:

- Number of Doctoral Degrees Awarded per Year
- Graduation Rates (@HSC programs: the field will be editable for all of the HSC programs until the cohorts roll over to Fall 2014, the semester when the merger took place)
- Average Time to Degree
- Faculty Diversity (according to the core faculty list submitted by the programs)
- Student Diversity
- Student-Core Faculty Ratio (according to the core faculty list submitted by the programs)

➤ For research doctoral programs

- Percentage of Full-Time Students
- Average Institutional Financial Support Provided
- Percentage of Full-Time Students with Institutional Financial Support
- Faculty Teaching Load (according to the core faculty list submitted by the programs)

The data has already been uploaded onto the web form. Please review.

ii. [Breakdown buttons to display the individual-level university data](#)

There are breakdown buttons below the following characteristics:

- Number of Degrees per Year
- Graduation Rates
- Average Time to Degree
- Student-Core-Faculty Ratio
- Faculty Diversity
- Student Diversity
- Percentage Full-Time Students
- Faculty Teaching Load

Each button displays the list of individual students or faculty that was used to calculate the related characteristic.

If you could not see the breakdown buttons, the access can be requested at the user registration as in section 2 above.

The last question on that form is 'Do you need individual-level data to generate your data': Yes, No.

The Provost's IT Office (PITO) requests this registration information to enable the breakdown buttons accordingly. If you could not see the breakdown buttons for the time being, the PITO has not received

the request from you yet, probably because Yes was not selected when your user information was submitted for the initial registration.

However, you could add the request anytime later by resubmitting the registration form. To do so, please go to the registration form webpage, enter your user information again, select Yes, and then resubmit the form. Then the PITO will update your account authorization accordingly.

The individual level data for the two characteristics below

- Average Institutional Financial Support Provided
- Percentage of Full-Time Students with Institutional Financial Support

Is confidential and not available on the system. Financial Aid uses the full-time student list for the breakdown of Percentage Full-Time Students to calculate them.

iii. The remaining Characteristics are to be requested from the programs, including:

➤ For all doctoral programs

- Employment Profile. Only the fields for numbers are editable. The web form will calculate the percent automatically after you save the form. Please note that there is a validation rule here requesting that the sum of Employment Profile is equal to Char #1 Number of Degrees per Year for each year. Please check the breakdown list under Char #1 for which students to include for here.
- Admissions Criteria (prefilled out with the data of the prior year. Please update if applicable.)
- Core Faculty Activities
- Core Faculty External Grants
- External Program Accreditation (prefilled out with the data of the prior year. Please update if applicable. The Academic Affairs keeps a webpage for Academic Program Review at <http://aa.tamu.edu/Academic-Program-Review>. Only external academic reviews are applicable here. Any other external reviews are also OK for this cell.)
- Date of Last External Review (prefilled out with the data of the prior year. Please update if applicable. The Office of the Provost and Executive Vice President keeps a webpage for university and program accreditation at <http://provost.tamu.edu/Initiatives/SACSCOC-Accreditation>. Any other external program accreditations are also OK for this cell, such as those by the related professional society.)

➤ Only for research doctoral programs

- Student Publications/Presentations

➤ Only for professional doctoral programs

- Average Tuition and Fees to Complete the Degree
- Students Passing Licensure Exams

5. User Guide for the Home Page of Core Faculty Selection

a. Homepage

After clicking the link Core Faculty Selection, you will be prompted to your homepage on the online system. It displays a list of program(s) that you have registered in section 2 above.

If there are any personnel changes, please have the new users' information registered at the registration form, and then we will update the user database accordingly.

b. Edit

Click Edit on the right to a program name, and you will enter its Core Faculty Selection Web Form.

c. View

After a form is submitted, the status If Submitted will be changed to True, and a View link will replace the Edit link. Click View, and you will enter the web form without the input functions.

d. Recall

After a form is submitted, a Recall link will appear together with the Edit link. Click Recall, the status If Submitted will be changed back to False.

6. User Guide for the Core Faculty Selection Web Form

a. Layout

The web form is divided into two sections.

An input section at the top.

A list section displaying a list of faculty below the input section. The list initially populated is the core faculty list of the prior year, i.e. 2016-17 in this case, submitted by your program last round. Please review it and add, edit and/or delete faculty as appropriately to include only those integral to your doctoral program in this round, i.e. 2017-18. On the list, the faculty are sorted by the Department(s) Taught in 2017, next Last Name, and then First Name.

b. Add

There are two ways.

First way: Search from the Faculty Teaching Database of Fall 2017. This is the recommended way if a faculty taught in TAMU in Fall 2017. Click the link Search for Faculty to Add, then you are directed to the

search form. The search results will be displayed below the search form. Choose the check box on the left hand side of each faculty member that you would like to add and click Add Selected to complete.

Second way: If a faculty did not teach in TAMU in Fall 2017, the data can be entered manually. On the input section at the top of the Web Form, you can check Not teaching in Fall 2017 and/or Not a TAMU employee to activate the text fields to enter data. Click Save to complete.

c. Edit

Click Edit on the right hand side of a faculty row, and then the faculty data will be populated onto the input section at the top. Edit on the text fields, and then click Update to complete.

d. Delete

Click Delete on the right hand side of a row on the faculty list.

e. Submit

Submit button is at the top of the list section. Once a form is submitted, its status If Submitted on the homepage will be changed to True. The university data on the [Characteristics of Doctoral Programs](#) will be updated according to the new list.

f. Recall

After a form is submitted, all of the input functions are disabled and a Recall button will replace the Submit button. Click Recall, the status If Submitted will be changed back to False.

7. User Guide for [Characteristics of Doctoral Programs](#)

a. Homepage

After clicking the link [Characteristics of Doctoral Programs](#), you will be prompted to your homepage on this form. It displays a list of program(s) for which your contact information was provided to us via the registration form as in section 2 above.

If there are any personnel changes, please have the new users' information registered at the registration form, and then we will add them to the system accordingly.

b. Edit

On the homepage, click Edit on the right to a program name, you will enter its Characteristics of Doctoral Programs Web Form. The fields requested from the programs are editable.

c. Save and Submit

At the top and bottom of the Characteristics of Doctoral Programs Web Form, the Save button is for save without submission, and the Submit button is for both save and submission. Once a form is submitted, its status If Submitted on the homepage will be changed to Yes.

d. View

After a form is submitted, a View button will replace the Edit button on the homepage. Click it, and you will enter the web form. Please note that the web form is still editable at this time. Please see Recall below for details.

e. Recall

There is no Recall button which we are working to develop. However, the web form is still editable after submission. Click View to enter that web form. If you change anything and save again, the status If Submitted on the homepage will be changed to No. If you resubmit after the deadline, please let us know so that we could update our webpage for the Doctoral Characteristics accordingly.

8. Updated Timeline

Please complete the web form by Friday, February 8, 2019. We will replace the old 2016-17 reports with the new 2017-18 reports on our webpage for the Doctoral Characteristics by Friday, February 22 to meet the deadline set by the THECB.