**3. Operating Information**

**3A. Productivity Terminology Table**

|  |  |
| --- | --- |
| **Sections** | A credit or non-credit class.Does not include not-for-credit classes (community education). |
| **Census** | Number of students enrolled at census (typically the 4th week of class for fall and spring). |
| **FTES** | Full Time Equivalent Students A student in the classroom 15 hours/week for 35 weeks (or two semesters) = 525 student contact hours.525 student contact hours = 1 FTES. Example: 400 student contact hours = 400/525 = 0.762 FTES.The State apportionment process and District allocation model both use FTES as the primary funding criterion. |
| **FTEF** | Full Time Equivalent FacultyA faculty member teaching 15 units for two semesters (30 units for the year) = 1 FTE.Example: a 6 unit assignment = 6/30 = 0.20 FTEF (annual). The college also computes semester FTEF by changing the denominator to 15 units. However, in the program review data, all FTE is annual.FTEF includes both Full-Time Faculty (FT), Part-Time Faculty (PT) and equivalent extra large sections assignments (XL).  |
| **Cross****Listed** **FTEF** | FTEF is assigned to all faculty teaching cross-listed sections. The FTEF assignment is proportional to the number of students enrolled at census. This deviates from the practice of assigning load only to the primary section. It is necessary to account for these cross-listed assignments to properly represent faculty productivity and associated costs. |
| **XL FTE** | Extra Large FTE: This is the calculated assignment for faculty assigned to extra large sections (greater than 60 census enrollments). Example: if census>60, 50% of the section FTE assignment for each additional group of 25 (additional tiers). |
| **WSCH** | Weekly Student Contact HoursThe term “WSCH” is used as a total for weekly student contact hours AND as the ratio of the total WSCH divided by assigned FTEF.Example: 20 sections of 40 students at census enrolled for 3 hours per week taught by 4.00 FTEF faculty. (20 x 40 x 3) = 2,400 WSCH / 4.00 FTEF = 600 WSCH/FTEF. |
| **WSCH to FTES** | Using the example above: 2,400 WSCH x 35 weeks = 84,000 student contact hours = 84,000 / 525 = 160 FTES (see FTES definition). Simplified Formulas: FTES = WSCH/15 or WSCH = FTES x 15 |
| **District Goal** | Program WSCH ratio goal. WSCH/FTEFThe District goal was set in 2006 to recognize the differences in program productivity. |

**3B: Student Success Terminology**

|  |  |
| --- | --- |
| **Graded** | Number of students who received a grade notation other than MW, CRE or RD. |
| **Completed** | Students who complete the class with any grade other than W divided by graded. |
| **Success** | Students who complete the class with grades A, B, C, CR or P divided by graded.Includes assigning IB to B and IC to C. |

**3C:** **Please provide program interpretation for the following:**

Below are the file names for the PDF data reports. You may use the search/find function of Adobe to find your program/subject data.

**3C1: Interpretation of the Program Budget Information**

3C1a Program Review Budget Detail

3C1b College Budget

3C1c Organization Budget Detail (for non-instructional programs)

**3C2: Interpretation of the Program Inventory Information**

3C2a Inventory by Program

3C2b Inventory by Building

**3C3: Interpretation of the Program Productivity Information**

3C3a Productivity by Subject Course Year

3C3b College Productivity by Year

3C3c College WSCH by Year

**3C4: Interpretation of the Program Course Productivity Information**

3C4a WSCH by Subject Year Course

3C4b WSCH by Subject Course Term

**3C5: Interpretation of Program Retention, Student Success, and Grade Distribution**

3C5 Student Success Report

**3C6: Interpretation of the Program Completion Information**

3C6 Student Program Completions - Awards

**3C7: Interpretation of the Program Demographic Information**

3C7 Student Demographics

As an option, you may cut/paste or enter the relevant data into the Section 3 Spreadsheet to generate the tables and graphs used in last year’s program review. If you choose this option, you only need to substitute your data into the cells that are colored light-red. The tables and charts will change based on this new data.

**Program Review Excel Template Instructions (this is optional)**

**Example of the Section 3 Excel Spreadsheet**