

Data Definitions

CATEGORY	TERM	DESCRIPTION
Enrollment	Headcount	Student headcount is an unduplicated count of students who are active in a credit class on census day. It is the number of individual students taking classes. Students may enroll in one more courses in a term, but each student is counted only once for the term.
	Enrollment	Student enrollment is a duplicated count of students. Students may be enrolled in more than one course. Each enrollment for which there is a transcript notation is counted for the term.
	Census	The day on which active enrollment is counted for the purpose of computing FTES, the basis for State funding. Census for term-length classes is Monday of the 3rd week of classes.
	Census Enrollment	Enrollment on census day.
	Full-Time Equivalent Student (FTES)	FTES is a standard statewide measure of student enrollment at an academic department, or an institution. FTES is a key performance indicator, productivity measure, and funding rate. FTES represents neither student headcount nor student enrollment, but it is a conceptual measure of student enrollment. The formula to calculate FTES is expressed by the equation below:
		$FTES = (\text{Census enrollment} \times \text{Weekly student contact hours} \times \text{Term Length Multiplier}) / 525 \text{ where TLM} = 16.5$
		Example: FTES for a 3 unit class with 30 students enrolled at census $FTES = (30 \times 3.38 \text{ hours/week} \times 16.5 \text{ weeks/semester}) / 525 = 3.19$
	Full-Time Equivalent Faculty (FTEF)	In a FTEF, a faculty member's actual workload is standardized against the teaching load. Thus, FTEF does not represent an actual number of faculty members; it is a conceptual measure workload at an academic department, or an institution. The formula to calculate FTEF is expressed by the equation below:
		$FTEF = WFCH / \text{Contract teaching load of the discipline where } WFCH = \text{standard course hours}$ Example: $3/15 = 0.20$
		Regular FTEF - FTEF in sections taught by regular, full-time faculty
		Adjunct FTEF - FTEF in sections taught by adjunct faculty
		Hourly FTEF - FTEF in sections taught as an overload by regular faculty

CATEGORY	TERM	DESCRIPTION
	Weekly Student Contact Hours (WSCH)	WSCH is acronym for weekly student contact hours. It presents a total number of hours faculty contacted students weekly in an academic department or an institution. WSCH = census enrollment x class hours per week
	Instructional Efficiency	WSCH is a proxy for revenue generated by the class. FTEF is a proxy for instructional cost. The ratio, WSCH per FTEF could be interpreted in terms of cost-efficiency or instructional quality. District has established 510 as the target WSCH/FTEF standard.
	Average Class Size	ACS is a measure of the enrollment per section.
	Mode of Instructional Delivery	Classroom - Traditional classes offered 'on ground' in a classroom
		ACT - Cohort program of classes offered on weekends and in the evening for working adults to earn an Associate degree
		Hybrid - Classes that are offered both online and in the classroom.
		Jumpstart - Classes offered to high school students
		Online - Web-based classes
		POPP - Police Officers, a cohort program for high school students and others to prepare for entrance into the Police Academy
		Puente - Cohort program of classes enriched with services and field trips
		WEC - Week end College
Section Count	The number of sections offered, including combined classes counted separately.	
Student Achievement Outcomes	Success Rate	The percentage of students who received a passing grade of A, B, C, P at the end of the semester. Success rate = (A,B,C,P)/(A,B,C,D,F,P,N,W,I)
	Retention Rate	The percentage of students retained in a class at the end of the semester. Retention rate = (A,B,C,D,F,N,P,I)/(A,B,C,D,F,P,N,I,W)
	Persistence Rate	(number of students with at least one course in next term) / (number of students with at least one course in The first term)
	Degrees	Associate of Arts and Associate of Science
	Certificate	Awards requiring 18 or more units
	Skill Certificate	Awards requiring fewer than 18 units
	CN	Noncredit Certificate requiring a low number of hours
	Division	Academic division that includes one or more disciplines/subjects
	Program	The program in which an award is earned by a student

CATEGORY	TERM	DESCRIPTION
Expenditure and Budget	Fiscal Year	July 1 - June 30
	AY (Academic Year)	Summer - Fall - Winter - Spring
	Restricted and Categorical Funds	RC, RCA, RO
	Unrestricted Funds	Funds comprising the general fund of the college
	Actual Expenditures	Expenses according to the year-end closing as reported in the Final Budget
	Budget	Final Budget adopted by the Board in July
Program Review Processes	Module	Group of questions
	Validation	Process whereby a team of people evaluate a program review according to questions designed to guide the evaluation
	Viability	Process under the responsibility and management of Academic Senate to conduct a study, guided by qualitative and quantitative data, to evaluate the effectiveness of a program, and to find solutions to any issues identified