Academic Program Review Definitions

1. Weekly Student Contact Hours (WSCH) is the number of class hours each course is regularly scheduled to meet times enrollment. (Source: 320 Report).

2. Full-Time Equivalent Students Generated (FTES) is the calculation used by the state to determine funding levels per student. For California Community Colleges, one FTES represents 525 contact hours with students. It is important to note that FTES only applies to California residents. Apportionment cannot be claimed for non-California residents. Calculating FTES for straight lecture courses is done by multiplying the number of units for a course by the number of students in the class and then divide by 30. For example, an instructor teaching a 3 unit course with 20 students would equate to 2 FTES (3 units x 20 students=60/30=2 FTES). The calculation becomes a little more complicated when the section is not taught in a straight lecture format. For a detailed explanation stop by the Institutional Development office in BONH-200J (Source: 320 file).

3. Full-Time equivalent Faculty (FTEF) is calculated using the number of contact hours per week with students. One FTEF for a semester is equivalent to 15 equated (adjusted for lab hours) teaching hours. (Sources: UXE files).

4. Load is a measure of efficiency and can be thought of as a ratio of how many students faculty members teach. Specifically, load is WSCH divided by FTEF. In the simplest example, if a faculty member teaches five 3-unit classes and each class has 35 students, the load would be 525.

5. Number of full-time teaching faculty is the number of full-time faculty whose primary assignment is within the discipline. (Source: Human Resources). The number of full-time teaching faculty for the College as a Whole is calculated using the number of full-time faculty teaching within fall and spring (unduplicated) (Source: UXE files).

6. Number of adjunct faculty is an unduplicated count of adjunct faculty teaching in fall and spring (Source: UXE files). For example, an adjunct faculty member teaching in both fall and spring is only counted once.

7. Course Retention is defined as the percent of students retained in courses out of total enrolled in courses: Numerator = Number of students (duplicated) with A, B, C, D, F, I, CR/P, FW, NC/NP; Denominator = Number of students (duplicated) with A, B, C, D, DR, F, FW, CR/P, NC/NP, W, I. Students who drop prior to the first census are not counted. (Sources: USX files.)

8. Course Success is defined as the percent of students successful in courses out of total enrolled in courses: Numerator = Number of students (duplicated) with A, B, C, CR/P; Denominator = Number of students (duplicated) with A, B, C, D, DR, F, FW, CR/P, NC/NP, W, I. Students who drop prior to the first census are not counted. (Sources: USX files.)

9. Number of online sections refers to sections coded as 100% online (Source: 320 Report).
10. **Number of sections** is the total number of sections offered in the department. Note that cross-listed sections within a department are combined. If the sections are cross-listed in two different departments, the section is counted in both departments. (Source: 320 Report).

11. **Average class size** is the median number of students enrolled in classes in the department. Cross listed sections within a department are combined for the purposes of computing the average class size. Sections cross listed across departments are not combined, although the use of the median rather than the mean minimizes these effects. (Source: 320 Report).

12. **Annual awards** are aggregated for Fall, Spring and Summer terms (Source: SP referential file). For example, Fall 2012, Spring 2013 and Summer 2013. Certificates of Specialization are included in the number of certificates awarded and are obtained from Datatel.

13. **Number of Overdue Courses** is obtained from Academic Affairs (Source: CurricUNET) and reflects the number of courses that have not been updated in more than 5 years.

14. **Total Students with Declared Major** reflects the number of students with declared majors offered by the department. These data are pulled from Datatel using the most current primary term and reflect data at the time it was pulled (e.g., 2012/13 data reflects the Fall 2013 data pulled on 10/23/13). The number of active students registered in the Fall 2013 term were included in the selection criteria. The Active Programs field was used to determine the major. If a student was pursuing multiple majors within a department they were counted for each major they were pursuing.

15. **Majors (3 or more courses)** reflects the number of students with a declared major offered by the department who have taken three or more courses within the discipline. These data are pulled from Datatel using the most current primary term and reflect data at the time it was pulled (e.g., 2012/13 data reflects the Fall 2013 data pulled on 10/23/13). The number of active students registered in the Fall 2013 term were included in the selection criteria. The Active Programs field was used to determine the major. This is a new field for this program review update. Due to the selection criteria historical data is unavailable (i.e., 2011/12 field is not populated).

16. **Department Student Headcount** reflects the unduplicated number of students with an active registration (registration status=Add or New Add at census) enrolled in courses within a department during the primary terms (e.g., Fall 2012 and Spring 2013). A student enrolled in two courses is only counted once (Source: 320 term files pulled after the term had ended).

17. **Number of Sections Requested** reflects the number of sections requested of the department by the Academic Affairs office in fall and spring terms combined. This data will need to be obtained from the division dean and manually entered by the department chair.

18. **Annual program cost** is defined as the total of items a) and b):
   
a) All departmental expenditures excluding expenditures from restricted funds, division 2000 and object codes 48195 (federal ARRA revenue), (48820 (foundation contributions), 48844 (instructional materials fee and sell of materials), 48890 (other local revenues), 48895 (other local revenue ticket sales), 49882 (interfund transfers-in), 51110 (salaries of full-time instructors), 51180 (pay for instructors on sabbatical leave), 51220 (Academic Administrators-VPs & Deans), 51221 (Academic Administrators-Asst./Assoc. Deans), 51310 (certified hourly rates for summer teaching), 51311 (salaries of noncredit adjunct faculty in summer), 51315 (salaries of full-time faculty in summer), 51320 (certified salary, hourly); 51321 (salaries of noncredit adjunct faculty in fall & spring), 51325 (salaries of full-time faculty overload
in fall & spring), 51326 (salaries of full-time faculty teaching noncredit in fall & spring), 51340 (salaries of adjunct faculty in winter intercession), 51345 (salaries of full-time faculty in winter intercession), 53111 (STRS instructors), 53130 (STRS other certificated employees), 53211 (PERS instructors), 53212 (PERS instructional aides), 53220 (PERS classified employees), 53230 (PERS), 53311 (OASDHI instructors), 53312 (OASDHI instructional aides), 53320 (OASDHI classified employees); 53330 (OASDHI certificated employees, 53351 (Medicare instructors), 53352 (Medicare instructional aides), 53360 (Medicare certificated employees), 53370 (Medicare other certificated employees), 53411 (H/W instructors); 53412 (H/W instructional aides), 53420 (H/W classified employees), 53430 (H/W other certificated employees), 53511 (SUI instructors), 53512 (SUI instructional aides), 53520 (SUI classified employees); 53531 (SUI other certificated employees), 53611 (W/C instructors), 53612 (W/C instructional aides), 53620 (W/C classified employees), 53630 (W/C other certificated employees); 53711 (CIL instructors), 53712 (CIL instructional aides), 53720 (CIL classified employees), 53730 (CIL other certificated employees), 53811 (alternate retirement plan-instructional), and 53830 (alternate retirement plan non-instructional) (Source: 2013-14 Adopted Budget).

b) FTEN times the benchmark cost for faculty. Refer to table below. Part-time salary based on $63.36 average hourly rate. Overload salary based on $60.36 hourly rate. Noncredit salary based on $33 hourly rate.

<table>
<thead>
<tr>
<th>FTEF Category</th>
<th>Benchmark Costs of Salary and Benefits Per FTEF Category for FY 2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Salary</td>
</tr>
<tr>
<td>Full-Time</td>
<td>$91,156</td>
</tr>
<tr>
<td>Overload</td>
<td>$31,689</td>
</tr>
<tr>
<td>Part-Time</td>
<td>$33,264</td>
</tr>
<tr>
<td>Noncredit</td>
<td>$17,325</td>
</tr>
</tbody>
</table>

Note: Cost per FTES does not take into account grant funds that are used to support programs.

Year 3 Update - FY2013/14
Accessing the Academic Program Review

- Log onto www.canyons.edu/apr
- From here you will be prompted for your COC username and password, which is the same used to access your college email through Outlook.
- On the main screen of the program review page, you will select the program/department for which you are completing a program review. If you have multiple program reviews to complete, the drop down menu will include those departments. If you only have one review to complete, only one will appear in the drop-down menu.
- If a program listed under you does not appear in the drop down or you wish to complete a program review for a new department or program, please contact Daylene Meuschke at x5329 or email at daylene.meuschke@canyons.edu for assistance.
- After selecting your program, click “next” as circled in the screenshot below.
Additional Features on Main Page

- Access to previous program reviews
- Resources
- Definitions
- Full-time equivalent faculty data by department (FTEF)
- **Feedback**: Opportunity to provide feedback regarding the program review process to the Program Review Task Force
- **Milestone Chart** to see where your program review is in the process (e.g., PR/Budget-Level 1 (department chairs, managers, directors), Level 2 (deans), Level 3 (executive cabinet), PR and Budget forwarded (forwarded to Budget Development))
On the next screen you can do several things as circled below:

1. **Edit** – This link allows you to begin updating your program review.
2. **Spell Check** – You can click this link at any time to spell check your work.
3. **Preview** – This link allows you to preview the Year 2 updates.

The “status” box lets you know if the program review is a “work in progress” as indicated by the acronym “WIP”, “Forward” (this indicates that the program review has been forwarded to the next level. To see whether it is at Level 2 (deans) or Level 3 (executive cabinet), please refer to the Milestone chart. You might also see a status of “Returned for editing”. This occurs when the program review has been returned to the department chair for revisions by the division dean.
Editing Year 2 of the 3-Year Cycle and Viewing Year 1’s PDF

- To view a PDF from Year 1 of three year review cycle click the Year 1 (Review/PDF) tab

Mission/Description, Degrees/Certificates Offered and Age of Program roll over from the previous program review cycle. Please update any information if anything has changed in these areas.
Prepopulated Data in the Program Descriptors Section: Definitions and Interpretation Guidelines

The Office of Institutional Research at the request of the Program Review Task Force prepopulates some data fields in the online academic program review template for departments. The following bullets provide an explanation for the prepopulated data:

- **Years Available** - Data for the prior two academic years are populated by the Institutional Research Office. Unless otherwise noted data are for primary terms (fall and spring only).

- **Degrees and Certificates Awarded** are aggregated for Fall, Spring and Summer terms. For example, Fall 2010, Spring 2011 and Summer 2011 are aggregated for the 2010/11 year. Certificates of Specialization are pulled from Datatel and included in the number of certificates awarded. Please note that all awards occurring between July 1 and June 30 for a given academic year are reported. For example, if a student completed their degree or certificate December 1, 2011 their degree or certificate is counted in the 2011/12 academic year. If, however, a student petitions to graduate in May 2012 but does not complete their coursework and thus officially complete all requirements for their degree or certificate until July 1, 2012, their degree or certificate would not be counted until the 2012/13 academic year. (Source: SP referential file)

- **Number of Overdue Courses** is obtained from Academic Affairs (Source: CurricUNET) and reflects the number of courses that have not been updated in more than 5 years.

- **Total Students with Declared Major** reflects the number of students with declared majors offered by the department. These data are pulled from Datatel using the most current primary term and reflect data at the time it was pulled (e.g., 2011/12 data reflects the Fall 2012 data pulled on 10/18/12). The number of active students registered in the Fall 2012 term were included in the selection criteria. The Active Programs field was used to determine the major. If a student was pursuing multiple majors within a department they were counted for each major they were pursuing.

- **Department Student Headcount** reflects the unduplicated number of students with an active registration (registration status=Add or New Add at census) enrolled in courses within a department
during the primary terms (e.g., Fall 2011 and Spring 2012). A student enrolled in two courses is only counted once (Source: 320 term files pulled after the term had ended).

- **Number of Sections Requested** reflects the number of sections requested of the department by the Academic Affairs office in fall and spring terms combined. Note – this data element is not yet populated. The Office of Institutional Research is working with the Office of Academic Affairs to obtain the data.

- **Number of Sections Offered** reflects the number of sections that were offered by the department in fall and spring terms combined (excludes cancelled sections). Note that cross-listed sections within a department are combined. If the sections are cross-listed in two different departments, the section is counted in both departments. (Source: 320 file).

- **Average class size** is the median number of students enrolled in classes in the department. Cross listed sections within a department are combined for the purposes of computing the average class size. Sections cross listed across departments are not combined, although the use of the median rather than the mean minimizes these effects. (Source: 320 file).

- **Full-Time Equivalent Students Generated (FTES)** is the calculation used by the state to determine funding levels per student. For California Community Colleges, one FTES represents 525 contact hours with students. It is important to note that FTES only applies to California residents. Apportionment cannot be claimed for non-California residents. Calculating FTES for straight lecture courses is done by multiplying the number of units for a course by the number of students in the class and then divide by 30. For example, an instructor teaching a 3 unit course with 20 students would equate to 2 FTES (3 units x 20 students=60/30=2 FTES). The calculation becomes a little more complicated when the section is not taught in a straight lecture format. For a detailed explanation stop by the Institutional Development office in BONH-200 (Source: 320 file)

- **Cost Per FTES and Annual program cost** is calculated taking all department expenditures excluding expenditures from restricted funds (Fund 12), salary and benefits, and other expenditures such as foundation contributions, sabbatical leave, etc. (see “Definitions” available from the program review main page for details on object codes that are excluded from the calculation). Faculty salary and benefit cost are added to the included expenditures to calculate the program cost. The faculty salary and benefits are obtained using a benchmark cost for full-time, overload and part-time faculty based
on the average cost per faculty member college-wide. Note: Cost per FTES does not take into account grant funds that are used to support programs. The Annual Program Cost is then divided by the FTES generated to calculate the cost.

- **Course Success Rate** is defined as the percent of students successful in courses out of total enrolled in courses: Numerator = Number of students (duplicated) with A, B, C, CR/P; Denominator = Number of students (duplicated) with A, B, C, D, DR, F, FW, CR/P, NC/NP, W, I. Students who drop prior to the first census are not counted. (Sources: USX files.)

- **Course Retention Rate** is defined as the percent of students retained in courses out of total enrolled in courses: Numerator = Number of students (duplicated) with A, B, C, D, F, I, CR/P, FW, NC/NP; Denominator = Number of students (duplicated) with A, B, C, D, DR, F, I, W, CR/P, FW, NC/NP. Students who drop prior to the first census are not counted. (Sources: USX files.)

- **Instructional Load** is a measure of efficiency and can be thought of as a ratio of how many students faculty members teach. Specifically, load is WSCH divided by FTEF. In the simplest example, if a faculty member teaches five 3-unit classes and each class has 35 students, the load would be 525.
  - Weekly Student Contact Hours (WSCH) is the number of class hours each course is regularly scheduled to meet times enrollment. (Source: 320 Report)
  - Full-Time equivalent Faculty (FTEF) is calculated using the number of contact hours per week with students. One FTEF for a semester is equivalent to 15 equated (adjusted for lab hours) teaching hours. (Sources: UXE files)

**Resources Invested**

- **Number of Full-Time Teaching Faculty** is the number of full-time faculty whose primary assignment is within the discipline. (Source: Human Resources). The number of full-time teaching faculty for the College as a Whole is calculated using the number of full-time faculty teaching within fall and spring (unduplicated) (Source: UXE files)

- **Number of adjunct faculty** is an unduplicated count of adjunct faculty teaching in fall and spring (Source: UXE files). For example, an adjunct faculty member teaching in both fall and spring is only counted once.

**Data Fields Not Prepopulated in the Resources Invested Section**

The following data fields appear in the **Resources Invested** section and are not pre-populated by the Research Office. Department chairs will need to fill in these fields as part of the program review update. These data include the additional resources that are used to support programs.

- Number of Support Staff (e.g., college assistants, adult hourly, lab technicians, administrative support, etc.)
- Supplies Funds
- Equipment Funds
- Grants Obtained
- COC Foundation Donations
- Other Resources
**Level 1 User Comments:** There is a space provided for department chairs to provide any comments they may have regarding the data (e.g., factors that may be contributing to changes in the data or other dialogue that was had amongst faculty in the department regarding the data).

**Student Learning Outcomes Course and Program Tables**

Descriptions and examples of the information needed for the SLO course and program tables are provided at the top of each table. If you need additional assistance, please contact the SLO Coordinators (Rebecca Eikey, Paul Wickline or Nicole Faudree).
Level 1 User additional comments/dialogue - The screenshot below shows the comment section that follows the SLO course and program tables. This text box gives departments an opportunity to provide any additional comments regarding the data and information provide in the preceding sections (e.g., successes or challenges not already addressed).

Strengths and Challenges sections - Please update as needed to reflect any changes that have occurred since the department completed Year 1 of this three-year program review cycle.
Review of Previous Objectives

- Please note that this section is now split into three sections: 1) Open Objectives (all objectives with a status not equal to “completed” or “canceled”), 2) Cancelled Objectives (if the department cancels an objective it will be moved to this section), and 3) Completed

The screenshot below shows the “Completed Objectives” section. Once you indicate that an objective is “complete” in the “Open Objectives” section, it will be moved to this section.
The screenshot below shows the “Cancelled Objectives” section. Once you indicate that an objective is “cancelled” in the “Open Objectives” section, it will be moved to this section.

To update the status of your objectives or edit objectives click on the “edit objectives” button. After you select “edit objectives” you will see the following screen. Click on the “edit” link to begin editing the objective.
After clicking on the “edit” link in the previous screen, you will have the ability to update or revise the objective and related strategic goal, if needed, the status of the goal and provide additional comments. Additional comments are optional.

The screenshot below shows the College’s Strategic Goals. An objective may align with more than one goal but you need to choose the goal with which is most closely aligns.
To return to the main screen of the Year 2 Update tab click the “Return” link circled in red in the screenshot below.

The screenshot below shows the “Additional Accomplishment” sections. Many times your department has accomplishments that were not identified as an objective in the prior year’s program review. This is the place where you would identify those accomplishments. You will also select the College’s Strategic Goal with which the accomplishment aligns.
To add additional accomplishments you click on the “Add/Edit/Delete Accomplishments” button circled in red in the screenshot below.

Editing the “Additional Accomplishments” section functions the same as the “Review of Previous Objectives” section. Click on the “edit” link to begin editing previous accomplishments.
Once you click the “edit” link you will be able to edit the accomplishment and/or the strategic goal with which it aligns.

As shown by the area circled in red below, be sure to click “Return” to go back to the main program review when you are done with the additional accomplishment section or “add new item”, if you have additional accomplishments to add.
If you are adding a new accomplishment you’ll see the following screen. Fill in the accomplishment and select the College’s Strategic Goal with which it aligns.

As shown by the area circled in red below, be sure to click “Return” to go back to the main program review when you are done with the additional accomplishments section.
SLO and Other Objectives: Process for adding, editing, and deleting objectives is the same for SLOs and Other objectives. The screenshots and instructions below reflect SLO objectives but is the same for both processes. Select the “add/edit/delete” button to add, edit, or delete SLO objectives or “other” new objectives.

After clicking the “add/edit/delete” button you will be taken to the following screen. Add a new objective by clicking on the “add new item” link. Or, to return to the previous screen select the “return” link.
If you are adding a new objective related to SLOs you’ll see the following screen. Fill in the objective box and select the College’s Strategic Goal with which it aligns.

As shown by the area circled in red below, be sure to click “Return” to go back to the main program review when you are done with adding a new SLO objective.
Please update questions 1-3, which address your department’s evaluation of its enrollment patterns (see the question in the program review for more detail), what is needed to excel next year, and what resources you need to achieve your goals.

Budget Planning – See “Budget Technical Guide” in the main program review screen.
Faculty Involvement
Please identify the faculty who participated in the program review process. You do not have to list individual names, unless you would like to, but you should provide a brief description of the involvement of faculty in the process.
Uploading Additional Files

- File formats: PDF, PPT, Excel, Word (doc and docx files are okay), Image files (TIFF, JPEG, etc.)
- Maximum file size is 2MB per file

After clicking “add files” you’ll see the screen below which will allow you to upload documents.
**Saving and Exiting**

Don’t forget to “Save/Exit”. Scroll back to the top of the screen and click “Save/Exit”.

On the main screen, click the yellow **Save & Exit** button to go back to the “home” screen where you logged in.
Forwarding the Program Review to Level 2 (Division Dean)

Don’t forget to click “Forward” when you are finished and ready for the program review to be sent to your division dean. You can also spell check your document or preview it as a PDF in the main screen as shown below.

If you have any questions, please don’t hesitate to contact Daylene Meuschke at x5329 or email at daylene.meuschke@canyons.edu for assistance.