**Guide for Effective Use of Data for Prioritization**

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| **Suggested Criteria for Prioritization** | **Suggested Data** |
| 3) Full-time to Part-time (FT/PT) ratio (as indicated by % contract). | * “% FT” in column P of the *Program Planning Data Report*
 |
| 4) Position is FTE generating (considering % of productivity goal, aggregate WSCH, and other factors which indicate size and efficiency of program in generating FTE’s).  | * “FTES” in column K of the *Program Planning Data Report*
* “525.00” and “525%” in columns Q and R of the *Program Planning Data Report*

**Tip:** WSCH per FTEF of 525 represents an average class size of 35.<https://ccccio.org/documents/CIOManual01-05-2013.pdf> (page 43) |
| 5) Projected increase in program demand, based on current program growth, increasing need in the community and workforce, and/or greater opportunities for transfer of courses to other colleges. | * “CenEnrl”, “FTES”, and, “WSCH” in columns H, K, and L of the *Program Planning Data Report*
* *Majors Report*

**Tip:** In the *Program Planning Data Report,* you can use the filter in column D to select a particular semester like Fall which may make it easier to see enrollment trends by year. |
| 9) Any other considerations implicit in the program plans related to college mission, college-wide needs, and strategic directions. | * “% SUC” and “% RET” in columns I and J of the *Program Planning Data Report*
* *Degrees and Certificates Report*

**Tip:** Success rate is based on students who receive a satisfactory grade (A,B,C,P). Retention rate is based on students who do not withdraw from class and receive a valid grade. |