

Guide for Effective Use of Data for Prioritization

Suggested Criteria for Prioritization	Suggested Data
3) Full-time to Part-time (FT/PT) ratio (as indicated by % contract).	<ul style="list-style-type: none"> • “% FT” in column R of the <i>Program Planning Data Report</i>
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).	<ul style="list-style-type: none"> • “FTES” in column M of the <i>Program Planning Data Report</i> • “525.00” and “525%” in columns S and T of the <i>Program Planning Data Report</i> • “% CAP” in column J of the <i>Program Planning Data Report</i> <p>Tip: WSCH per FTEF of 525 represents an average class size of 35. https://cccio.org/documents/CIOManual01-05-2013.pdf (page 43)</p> <p>Tip: % CAP, also called fill rate, represents how filled up the sections are by taking the sum of enrollment at census and dividing that by the sum of the caps (available seats) in the sections.</p>
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.	<ul style="list-style-type: none"> • “CenEnrl”, “FTES”, and, “WSCH” in columns H, M, and N of the <i>Program Planning Data Report</i> <p>Tip: 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.</p>
9) Any other considerations implicit in the program plans related to college mission, college-wide needs, and strategic directions.	<ul style="list-style-type: none"> • “% RET” and “% SUC” in columns K and L of the <i>Program Planning Data Report</i> • <i>Degrees and Certificates Report</i> <p>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.</p>