

## 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"> <li>• “% FT” in column N of the <i>Program Planning Data Report</i></li> </ul>
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"> <li>• “TOT FTES” in column O of the <i>Program Planning Data Report</i></li> <li>• “TOTAL AGG WSCH” in column P of the <i>Program Planning Data Report</i></li> <li>• “525 (TOT AGG WSCH/TOT FTEF)” in column Q of the <i>Program Planning Data Report</i></li> <li>• “AVG ENRL” in column J of the <i>Program Planning Data Report</i></li> <li>• “% CAP” in column I of the <i>Program Planning Data Report</i></li> </ul> <p><b>Tip:</b> WSCH per FTEF of 525 represents an average class size of 35.  <a href="https://ccccio.org/documents/CIOManual01-05-2013.pdf">https://ccccio.org/documents/CIOManual01-05-2013.pdf</a> (page 43)</p> <p><b>Tip:</b> % 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"> <li>• “CEN ENRL”, “TOT FTES”, and, “TOTAL AGG WSCH” in columns F, O, and P of the <i>Program Planning Data Report</i></li> </ul> <p><b>Tip:</b> You can use the filter in column C 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"> <li>• <i>Degrees and Certificates Report</i></li> </ul>