

Solano Community College

Academic Year At A Glance

A Journey of Data Collection and Data Driven Decisions

July 31, 2012– Research and Planning
Presented by Peter Cammish & Pei-Lin Van't Hul

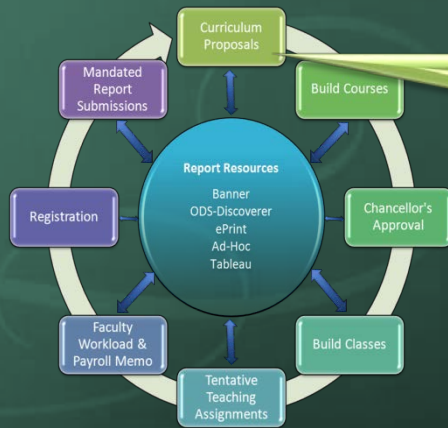
Data is gathered throughout the academic year to make decisions such as:

- Determine appropriate budgeting
- Project apportionment funding
- Analyze student demographic data
- Analyze student success and retention rates

It is important to understand your involvement in the data collection and data driven decisions

Academic Semester Life Cycle





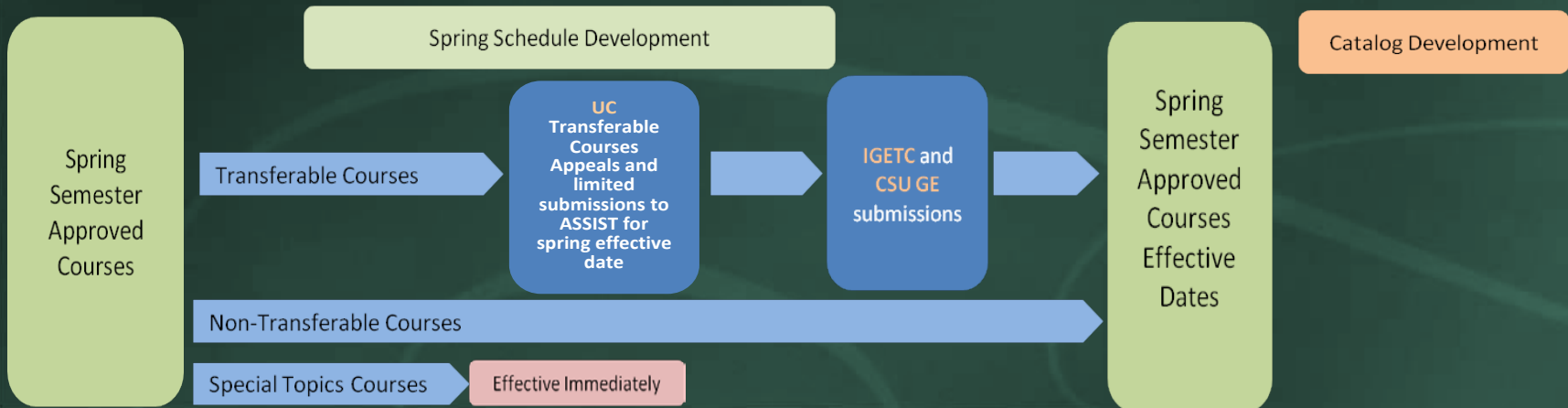
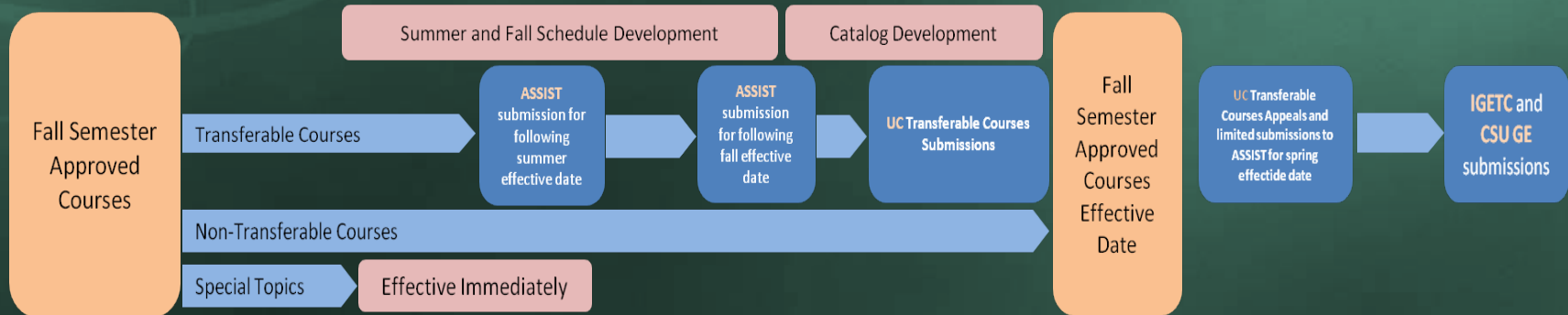
Curriculum Proposals

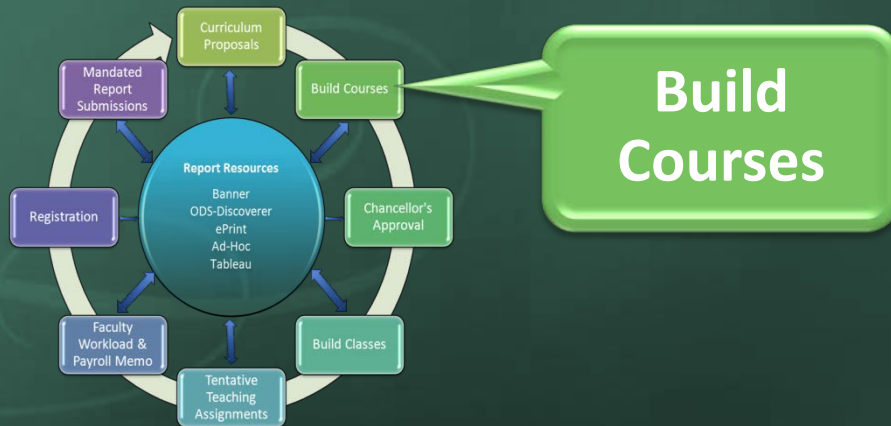
Curriculum Proposals

via CurricUNET

- ❖ New Course/Course Modification/Course Deletion
- ❖ New Program/Program Modification/Program Deletion
- ❖ CurricUNET Approval Process
- ❖ Curriculum Review
- ❖ Program Review
- ❖ Articulation Process – UC, CSU, IGETC and ASSIST
- ❖ Resources: Course Outline of Record Check List.pdf and Solano Curriculum Handbook.pdf

Curriculum and Articulation Timelines



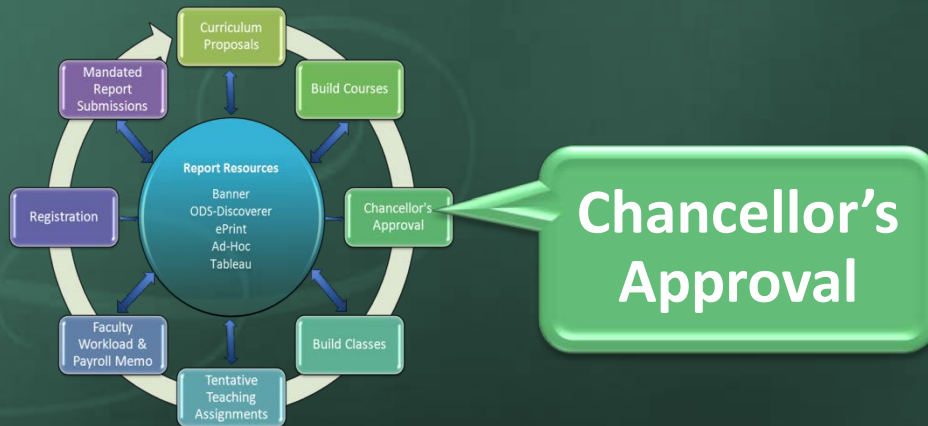


Build Courses via Banner

- ❖ Use quick flow CATALOG to build courses

Quick flow	Form	Description
CATALOG	SCACRSE	Basic Course Information
	SCADETL	Course Detail Information
	SCASYLB	Course Syllabus
	SCAPREQ	Catalog Pre-req and Test Score

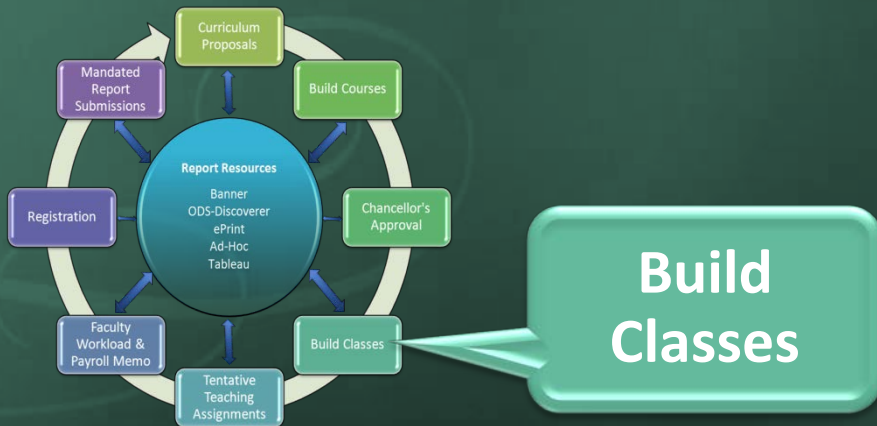
- ❖ MIS CB data file (Course Data Elements) is created during this process



Chancellor's Approval via Curriculum Inventory

Curriculum Inventory is the repository for all courses and programs offered in California Community Colleges

CCC456	New Noncredit Course
CCC461	Modification to an Approved Noncredit Program
CCC480	Modification to an Approved Noncredit Course
CCC501	New Credit Program
CCC510	Substantial Changes to an Approved Credit Program
CCC511	Non-substantial Changes to an Approved Credit Program
CCC530	Report New Credit Course (Course Control Number)
CCC580	Modification to an Existing Approved Course



Build Classes via Banner

- ❖ Use quick flow SCHED to build classes/schedule

Quick flow	Form	Description
SCHED	SSASECT	Schedule
	SSAXLST	Schedule Cross List Definition
	SSAACCL	Schedule Calendar
	SSATEXT	Section Comment
	SSASYLB	Section Syllabus
	SSADETL	Schedule Detail
	SIAASGN	Faculty Assignment

- ❖ Community colleges can receive apportionment funding based on students' attendance in the districts' classes.

❖ Four Critical Characteristics Affecting Attendance Reporting:

- Attendance Accounting Method
- Meeting Schedule
- Contact Hours
- Census Date

❖ The FTES are computed under four different attendance accounting formulas:

- Weekly Census, Daily Census, Positive Attendance (Actual attendance each class meeting), and Alternative Attendance

❖ Scheduling Patterns (for 3-unit lecture courses):

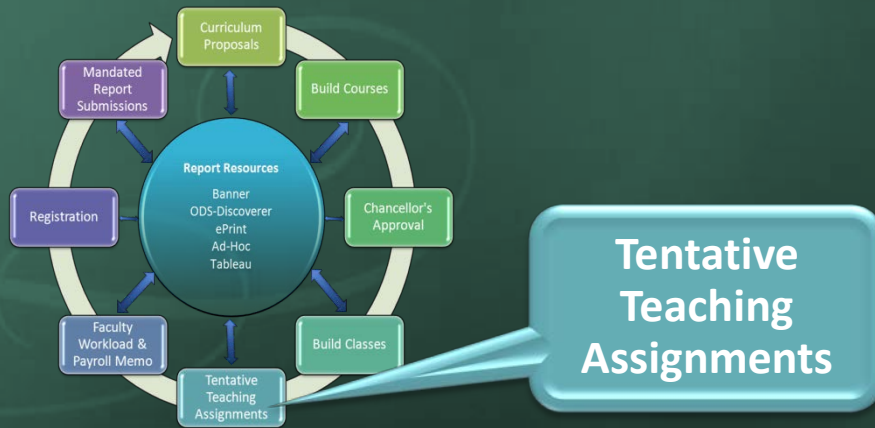
- For MWF classes during prime time (8am-noon), classes are to start on the hour; no block classes before 1pm on MWF
- For TR classes during prime time (8am-noon), classes are to start on the hour or half-hour (i.e. 8:00-9:15, 9:30-10:45)
- Patterns for night classes need to be reviewed for main campus and centers

Attendance Accounting Methods

<p>Weekly Student Contact Hours WSCH (W)</p>	<ul style="list-style-type: none"> • Credit courses • Primary Term only • Same number of days each week • Same number of hours each week including TBA
<p>Daily Student Contact Hours DSCH (D)</p>	<ul style="list-style-type: none"> • Credit courses • Scheduled to meet 5 or more days • Scheduled same number of hours each day • Short-Term course offerings within a regular semester
<p>Positive Attendance (P or E)</p>	<ul style="list-style-type: none"> • Short-term classes less than 5 days • Irregularly scheduled classes • Open-entry/open-exit classes • Apprenticeship classes • In-service training classes • Non-credit courses • Tutoring
<p>Alternative Attendance Accounting Method (I = full term or ID= short term)</p>	<ul style="list-style-type: none"> • Independent Study courses • Work Experience courses • Distance Education and hybrid courses that do not qualify for the Weekly or Daily Student Contact Hour Procedure
<p>Contract Education (O)</p>	<ul style="list-style-type: none"> • Contract Ed courses (excluded from apportionment)

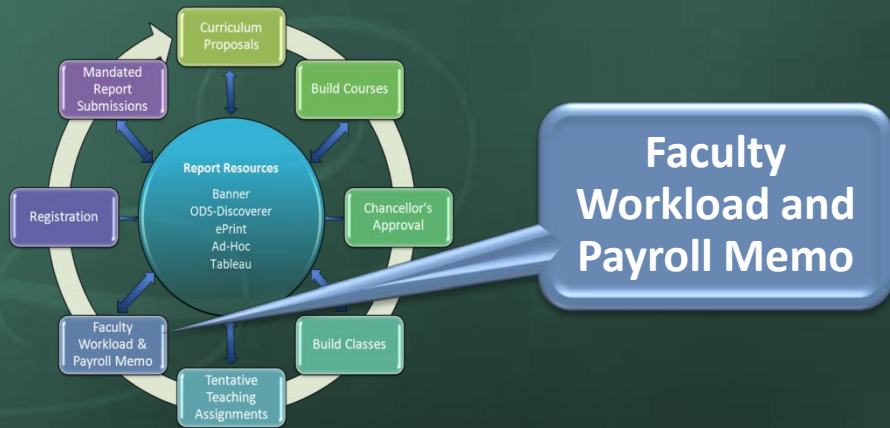
FTES Calculations

<p>Census Weekly -WSCH (W)</p>	<ul style="list-style-type: none"> • WSCH *17.5/525 • Multiply WSCH by the Term Length Multiplier and divide by 525 • WSCH = Weekly Student Contact Hours * Number of Students • Term Length Multiplier (TLM): 17.5 weeks for each semester • Census Date is Monday of census week (the week nearest to 20% of 17.5 weeks)
<p>Census Daily - DSCH (D)</p>	<ul style="list-style-type: none"> • DSCH * Meeting Times/525 • Multiply DSCH by Class Meetings and divide by 525 • DSCH = Daily Student Contac Hours * Number of Students
<p>Positive Attendance (P or E)</p>	<ul style="list-style-type: none"> • Total hours of actual attendance /525 • For 320 reporting – Positive attendance hours projection at 35-60% of “Perfect Attendance” at P1 and P2 and the total actual positive hours is reported on Annual
<p>Alternative Attendance Accounting Method (I = full term or ID= short term)</p>	<ul style="list-style-type: none"> • For Full Term Courses: WSCH method • For Short Term Courses: DSCH method • Lab hours, when appropriate, can be added to the contact hours derived from each unit of credit
<p>Contract Education (O)</p>	<ul style="list-style-type: none"> • Contract Ed courses (excluded from apportionment)



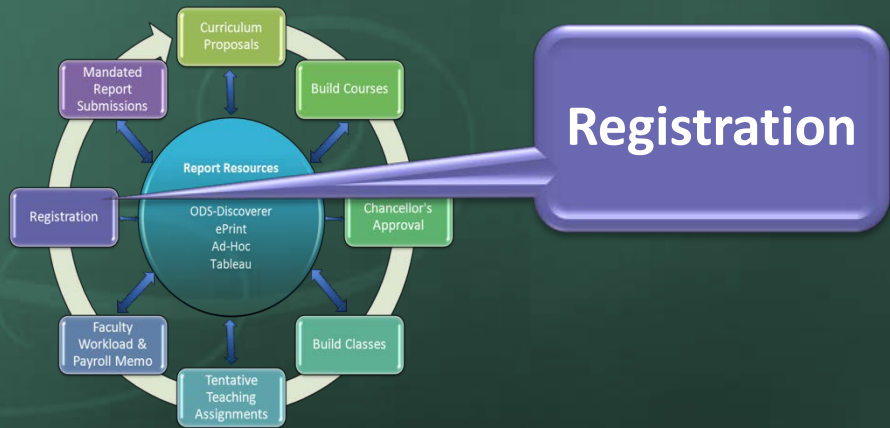
Tentative Teaching Assignments via Banner

- ❖ Per Collective Bargaining Contract, continuing faculty members shall be notified at least five weeks in advance of a given academic session of their course schedule for the ensuing academic term.



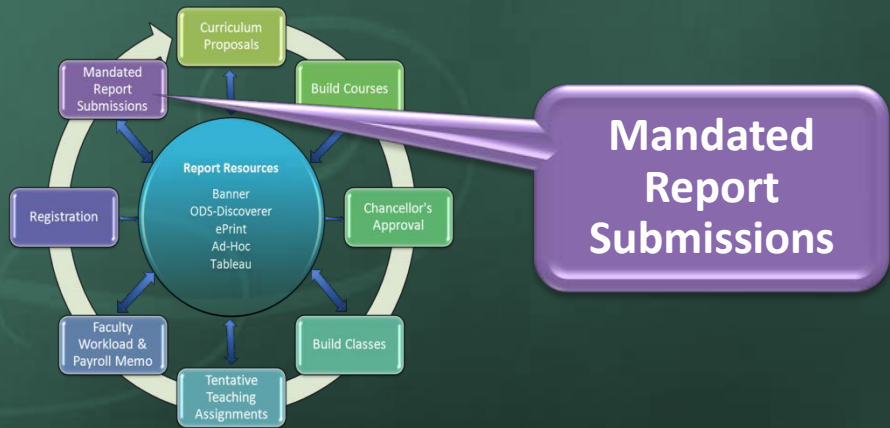
Faculty Workload and Payroll Memo via Banner

- ❖ Full Time Faculty Regular Workload = 45 Activity Points
- ❖ Full Time Faculty Overload Workload \leq 27 Activity Points
- ❖ Adjunct Faculty Workload \leq 30 Activity Points
- ❖ Pay Hours are based on three categories: Lecture (CAT1), Lab (CAT2) and Lab (CAT3)
- ❖ Released Time Assignments are to be included with the faculty regular workload.
- ❖ To query faculty schedule use Banner Form SIAASGQ
- ❖ To query faculty workload use Banner Form SIAASGN



Registration via Banner

- ❖ Web Registration through MySolano
- ❖ Most Frequently Used Banner Forms: [Banner Forms Frequent Use.xlsx](#)
- ❖ Banner Navigation Short Cut Keys: [Banner Navigation Short Cut Keys.doc](#)



Mandated Report Submissions via Banner

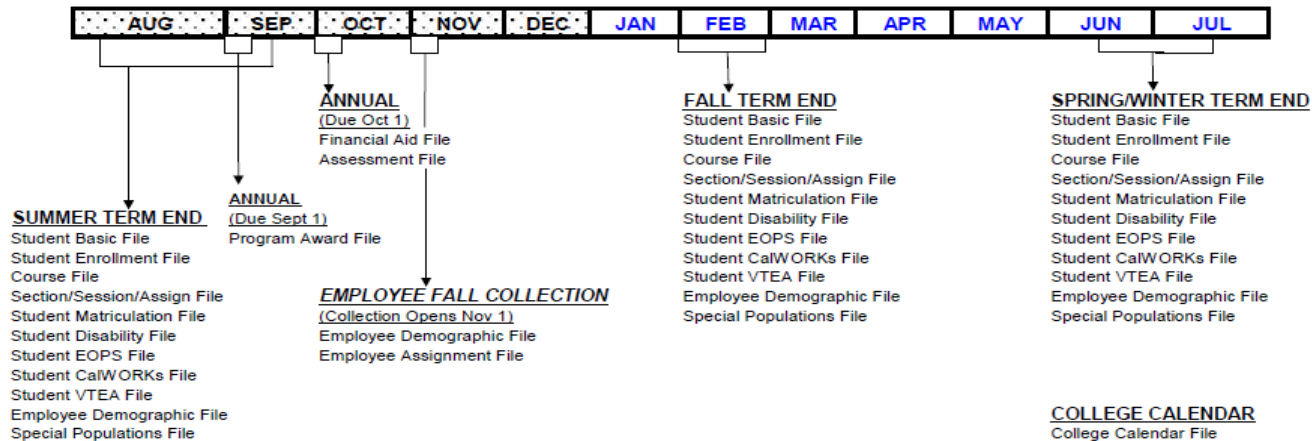
- ❖ MIS term data files are due within one month after the end of each term
- ❖ MIS data collection includes: Course, Student, Employee, College Calendar, Financial Aid, Program Award, Special Population and Assessment files
- ❖ CCFS-320 Apportionment Reports are due on January 15 for P1, April 20 for P2, July 15 for Annual and November 1 for Re-Cal (if needed)

MIS Data Submission Timelines

CALIFORNIA COMMUNITY COLLEGES
MANAGEMENT INFORMATION SYSTEM

MIS DATA SUBMISSION TIMELINES

- **ATTENTION:** Please review critical resubmission timeline information at the bottom of the page.



- All term-end files are due within one month after the end of each term, with the following exceptions:
 - 1) Winter Quarter data is due at the same time as Spring Quarter data
 - 2) Districts with a Fall due date in January are not required to submit until the first Monday in February

- **THE LAST DAY TO RESUBMIT:**

Summer, Fall, and /or Spring term-end files for allocation purposes is the first Monday in August (by 5:00 p.m.).
Financial Aid data for VTEA allocation purposes is the second Friday in February (by 5:00 p.m.).

Employee Fall Collection for inclusion in initial IPEDS data upload is the first Friday in December (by 5:00 p.m.).

Employee Fall Collection for inclusion in the final IPEDS data upload is the third Friday in January (by 5:00p.m.).

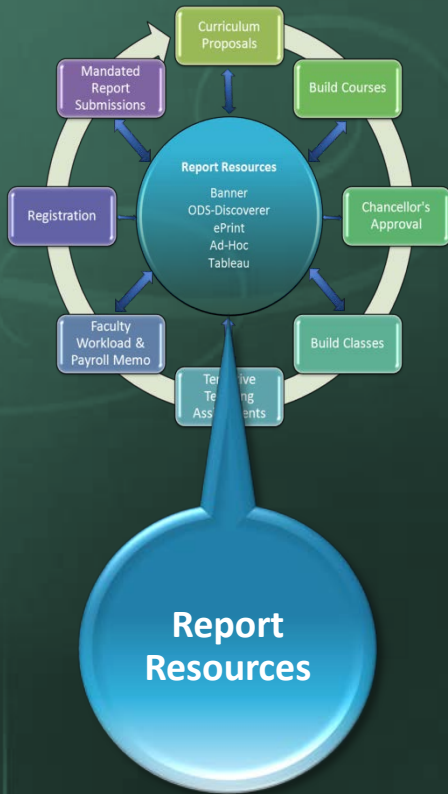
<http://extranet.cccco.edu/Divisions/TechResearchInfoSys/MIS.aspx>

Academic Year At A Glance

Semester	Fall Semester					Spring Semester					Summer Session	
Month	August	September	October	November	December	January	February	March	April	May	June	July

Mandated Report Due Dates	MIS	Summer Term	Program Award	Fin/Aid	Employee Demographic	IPEDS		Fall Term				Spring Term		
				Assessment	Employee Assignment			Fin/Aid-VTEA			College Calendar			
CCFS-320				320 Re-Cal (Nov-01)			320-P1 (Jan-15)			320-P2 (Apr-20)			320-Annual (Jul-15)	
Major Process Timelines	Curriculum	Fall Semester Curriculum Approvals (Effective Next Fall)					Spring Semester Curriculum Approvals (Effective Next Spring)							
							Process Approved Courses and Programs			Process Approved Courses and Programs			Catalog Development	
	Articulation			UC Transferable Courses (Spring Eff Date)			IGETC and CSU GE Submissions			Assist Submission (Summer Eff Date)			Assist Submission (Fall Eff Date)	UC Transferable Courses (Fall Eff Date)
				Assist Submission (Spring Eff Date)			Summer/Fall Classes planning			Spring Classes planning				
Scheduling, Workload, TTA and Payroll Memo	Spring Scheduling Input						Summer/Fall Scheduling Input							
					Tentative Teaching Assignment						Tentative Teaching Assignment			
	Fall Payroll Memo				Spring Workload and Payroll Memo					Summer Payroll Memo		Fall Workload and Payroll Memo		

Available Reports



Banner	MIS reports	On request
	SIRTRAL	
	SIRASGQ	
ODS-Discoverer	Course Schedule Data Report	On request
	Daily Enrollment Report	
	Section Counts	
ePrint	Catalog Description Report	Scheduled
	SZCAMPHC-Head Counts	
	SZR320S1 - 320 Detail Report	
	SVRCALD - 320 Detail Report	
Ad-Hoc	SVRCALX - 320 Detail Report	On request
	Payroll Memo	
	Payroll Memo Edits	
Tableau	Tentative Teaching Assignment	On request
	Course Schedule Data	
	320 Data	
	Faculty Data	
	Data Mart Data	