Solano Community College

CCFS – 320 Apportionment Attendance Report and FTES Calculation

> May 11, 2012 – Enrollment Management Committee Presented by Barbara Fountain & Pei-Lin Van't Hul

> > Updated on January 29, 2021

CCFS – 320 Apportionment Attendance Report and Full-Time Equivalent Student (FTES)

Solano Community College is funded by state's apportionment that is based on the concept of full-time equivalent student (FTES).

FTES represents 525 student contact hours in credit and non-credit courses. A full-time student is expected to attend 15 hours of school. The academic year is considered to be 35 weeks (17.5 weeks per semester).

1 FTES = 525 contact hours or

= 3 hrs per day x 5 days per week x 35 weeks per academic year

Three regular reporting periods (the first two requiring use of annualizers)

- P1 (First Principal Apportionment) January 15 Gives Chancellor's Office initial idea of total system enrollment. In turn, Chancellor's Office gives districts initial take on how various funding streams (growth, etc.) may be allocated.
- P2 (Second Principal Apportionment) April 20
 Although still an estimate, used as the basis for initial funding allocation (subject to Recalculation/Prior Year Adjustments in February of the following year)
- Annual Report July 15
 Any changes from P2 submittal reflected in Recalculation of Apportionment in February of following year
- Re-Cal Report November 1
 Opportunity to submit amended/corrected report prior to Recalculation of Apportionment in February of following year

Enrollment Modes

- Growth financial incentives to increase enrollment growth
- Decline financial losses when enrollment decreases a district generates less FTES than funding available
- Restoration working to get back to prior enrollment level Districts shall be entitled to the restoration of any reductions in apportionment revenue due to decreases in FTES during the three years following the initial year of decrease in FTES if there is a subsequent increase in FTES (Ed. Code 84750.5 -

http://law.onecle.com/california/education/84750.5.html)

Stability - transition to help colleges handle decline – one year of maintenance funding - Decreases in FTES shall result in revenue reductions beginning in the year following the initial year of decrease in FTES, and at the district's marginal funding per FTES (Ed. Code 84750.5 -<u>http://law.onecle.com/california/education/84750.5.html</u>

Enrollment Status

At Cap

Enrollment Cap (Base) is a State determined limit on funding to CCCCD based on FTES

Under Cap

Districts under cap are trying to grow and are in restoration mode working for more FTES to reach their cap.

Over Cap

A district exceeds FTES base and its growth rates set by the State.

CALB CCFS – 320 Processing

- SVAAPIZ: Academic Year Apportionment Annualizers (run this job at P1 and P2 with annualizers)
- SVRCALP: PE Concurrent Enrollment live-data report
- SVRCALX : CCFS-320 Attendance Extract C3SC
- SVRCALD: CCFS-320 Student Detail Report
- SVRCALS: CCFS-320 Summary Reports
- SVRCAL9: CCFS-320 Part IX Report C3SC (AB540 & Inmates report)
- SZR320S1: SCC custom report –data source: SVRCALD

	alifornia Comm Chan	UNITY COLLEGES APPORTIONMENT ATTENDANCE REPORT CELLOR'S OFFICE CCFS-320
Logout	District College Passw	vords College Forms College Reports
Part I Supplemental	Part II Part III Part IV F	Part V Part VI Part VII Part VIII F Factor
Contact Information • <u>ccfs320admin@</u> <u>cccco.edu</u> or	COLLEGE FORMS - Sola	Login Role: District Administrator ano Community College 2011-12 Second Period
 Chantee Warner Fiscal Services Unit 	Part I	Full-Time Equivalent Student
(916) 322-8621	Supplemental	Supplemental
<u>cwamen@cccco.edu</u>	Part II	Student Contact Hours of WEEKLY Census Procedure Courses
	Part III	Student Contact Hours of DAILY Census Procedure Courses
	Part IV	Student Contact Hours of ACTUAL Hours of Attendance
	Part V	Approved Independent Study and Work Experience (Weekly Census)
	Part VI	Approved Independent Study and Work Experience (Daily Census)
	Part VII	Approved Noncredit Independent Study Distance Education Courses
	Part VIII	FTES Annualizers
	F Factor	Faculty Contact Hours



Part VIII - FTES Annualizers (excluding Summer Intersession)

Solano Community College

Annualizers DO NOT apply to reported Summer FTES for the corresponding parts. *** This Year/Period has been certified. Page is view only ***

First Period Report	Annualizer	
A. Part II	2.1000	
B. Part III	2.1000	
C. Part IV Noncredit	2.1000	
Credit	2.1000	
D. Part V	2.1000	
E. Part VI	2.1000	
F. Part VII	2.1000	

Second Period Report	Annualizer	
A. Part II	1.0000	
B. Part III	1.0000	
C. Part IV Noncredit	1.0000	
Credit	1.9000	
D. Part V	1.0000	
E. Part VI	1.0000	
F. Part VII	1.0000	

	Term Length Multiplier
First Primary Term	17.50
Second Primary Term	17.50
Third Primary Term	0.00

	CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE APPORTIONMENT ATTENDANCE REPORT CCFS-320				
Logout Instructions	District College Passwords College Forms College Reports				
Part I Supplemental	 Part II Part III Part IV Part V Part VI Part VII Part VIII F Facto	rl			
Contact Information • <u>ccfs320admin@</u> <u>cccco.edu</u> or • Chantee Warner	F Factor - Faculty Contact Hours Solano Community College		Login Role: Dis	trict Administrator Second Period	
Fiscal Services Unit	*** This Year/Period has been o	ertified. Page is view	/ only ***		
(916) 322-8621 <u>cwarner@cccco.edu</u>	References: Education Code Section 84890, Title 5 Section 55700ff and 55720ff	TOTAL FACULTY CONTACT HOURS OF INSTRUCTION RELEASED FOR FLEX TIME ACTIVITIES 1	TOTAL FCH OF INSTRUCTION (ACTUAL TEACHING HOURS) OF ALL INSTRUCTORS IN THE ACADEMIC YEAR EXCLUSIVE OF ANY INTERSESSION 2	E FACTOR *	
	A. Credit Courses				
	1. Weekly Census Procedure Courses*				
	2. Daily Census Procedure Courses	48.44	8,284.20	1.0058	
	3. Positive Attendance Credit Courses	132.32	31,354.93	1.0042	
	 Alternative Attendance Accounting Procedure Weekly Census Procedure Courses* 				
	b. Daily Census Procedure Courses	16.00	2,070.15	1.0077	
	B. Noncredit Courses				
	1. Positive Attendance	9.00	647.50	1.0139	
	2. Noncredit Distance Education	0.00	0.00	1.0000	
	* An adjustment (F) factor will not be applied to FTES generated in we Calculate F Factor	ekly student contact h	our procedure courses.		

CCFS – 320 Reporting Functionality

CCFS-320 Reporting Functionality	Form
Meeting Type Validation Form	GTVMTYP
Course Detail Information Form	SCADETL
Class Attendance Roster Form	SFAALST
Registration Permit-Overrides Control Form	SFAROVR
Student Registration Permit-Override Form	SFASRPO
Building Definition Form	SLABLDG
Term Control Form	SOATERM
Schedule Calendar Form	SSAACCL
Section Form	SSASECT
Attendance Accounting Method Validation Form	STVACCT
Academic Year Validation Form	STVACYR
Attribute Validation Form	STVATTR
Course Registration Status Code Validation Form	STVRSTS

Data Sources



Building a Section

Four Critical Characteristics Affecting Attendance Reporting:

- Attendance Accounting Method
- Meeting Schedule
- Contact Hours
- Census Date
 - Weekly Census Sections:
 All weekly census sections have the same census date (Monday of the week nearest the 20% point of the term)
 - Daily Census Sections:
 Each Daily Census section

Each Daily Census section has an individual census date, census date is the day of the class meeting nearest the 20% point of the course.

Attendance Accounting Methods and FTES Calculations

The FTES are computed under four different attendance accounting formulas:

- Weekly Census
- Daily Census
- Positive Attendance (actual attendance each class meeting)
- Alternative Attendance

Attendance Accounting Methods

Weekly Student Contact Hours WSCH (W)	 Credit courses Primary Term only Same number of days each week Same number of hours each week including TBA
Daily Student Contact Hours DSCH (D)	 Credit courses Scheduled to meet 5 or more days Scheduled same number of hours each day Short-Term course offerings within a regular semester
Positive Attendance (P or E)	 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
Alternative Attendance Accounting Method (I = full term or ID= short term)	 Independent Study courses Work Experience courses Distance Education and hybrid courses that do not qualify for the Weekly or Daily Student Contact Hour Procedure
Contract Education (O)	• Contract Ed courses (excluded from apportionment)

FTES Calculations

Census Weekly -WSCH (W)	 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)
Census Daily - DSCH (D)	 DSCH * Meeting Times/525 Multiply DSCH by Class Meetings and divide by 525 DSCH = Daily Student Contac Hours * Number of Students
Positive Attendance (P or E)	 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
Alternative Attendance Accounting Method (I = full term or ID= short term)	 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
Contract Education (O)	• Contract Ed courses (excluded from apportionment)

FTES Calculations based on a 3 unit course

	Students	Hours per Week	WSCH	Multiplier	Total WSCH	FTES
Calculation for Weekly	# of students at census	Weekly CH per student	# student*Wkly CH		WSCH * 17.5	Total WSCH/525
Weekly Census (W)	50	3	150	17.5	2625	5
Independent Weekly (I)	50	3	150	17.5	2625	5

	Students	Hours per Meeting	DSCH	Number of Meetings	Total DSCH	FTES
Calculation for Weekly	# of students at census	Daily CH per student	# student*Dly CH		DSCH * Meetings	Total DSCH/525
Daily Census (D)	50	1.5	75	32	2400	4.57
Independent Daily (ID)	50	1.5	75	32	2400	4.57

	Student Hours	FTES	
Calculation for Weekly	Sum of All Actual Attending Hours	Total Student Hours/525	
Positive Attendance (P, E)	1440	2.74	

(Example is based on total max possible positive attending hrs = 48 but only claimed 60% of total max possible)

References and Resources

- Student Attendance Accounting Manual (SAAM) and Addendum: <u>https://www.cccco.edu/-/media/CCCCO-Website/College-Finance-and-Facilities/Manuals/SAAM-2020/2020-saam-a11y.pdf?la=en&hash=29787106CFC0BE3C455762A5AC1928C3E7490F7D</u>
- Attendance Accounting PowerPoint Presentation <u>https://www.caccrao.org/wp-</u> <u>content/uploads/2018/09/2018 Attendance Accounting and Updates posted.pptx</u>