

Report Name	Report Description	Share_User
Academic Standing by Term	<p>Academic standing status of all students by college and term. Summaries are provided by different academic standing categories. Student ethnicity and contact information are included in the detail sheets. DIRT Approved 5-6-09, Rev 3-24-10</p> <p>Data Fields Included: Student count and % by Academic Standing Status; Detail sheets also include: Student Name, Current Enrollment Status, Previous Term Attended, Ethnicity, Address, Phone, Email and Academic Standing</p> <p>Page Items (filters): Term; Academic Standing Category; Current Enrollment Status</p> <p>Sheets: Summary (by Academic Standing Category); By Type; By Code; By Ethnicity; Detail without Good Standing; Detail for All Types</p> <p>Usage Examples: Find the % of Probation and Disqualified students per term. Contact students on Probation or Disqualification. Review ethnic categories for disproportionate impact.</p>	EXEC
		DEANS
		INST_RESEARCH
		STUDENT_SERVICES
		BBRAID
		BGUTIERR
		SVAUGHN
Awards by Type and Major	<p>Awards (AA/AS and Certificates) conferred and posted in Banner in the past 5 academic years.</p> <p>Data Fields Included: College; Award Type; Academic Year</p> <p>Page Items (filters): Differ by sheet but examples include: College; Award Category; Major; TOP Code</p> <p>Sheets: College Summary; Award Types; By Major; By Major with Award Detail; By TOP Code; By TOP Code for KCCD Colleges</p> <p>Usage Examples: Review the number of awards conferred over the past 5 years. Show the three KCCD Colleges by program TOP code. See how many Business Administration degrees have been conferred over the last 5 years.</p>	ADMIN_SUPPORT
		EXEC
		DEANS
		BC_DEPT_CHAIRS
		CC_DEPT_CHAIRS
		PC_DIV_CHAIRS
		INST_RESEARCH
Awards with Demographics	<p>Demographics of students receiving awards (AA/AS and Certificates).</p> <p>Data Fields Included: College; Award Type; Academic Year</p> <p>Page Items (filters): Differ by sheet but examples include: College; Award Type; Major; TOP Code</p> <p>Sheets: College Summary; KCCD Summary; Gender; Ethnicity; Ethnicity & Gender; Gender Detail; Ethnicity Detail</p> <p>Usage Examples: Review the number of awards conferred over the past 5 years. Look for overall equity gaps between gender or ethnicity. Review the demographics of students receiving awards in a certain program.</p>	EXEC
		DEANS
		INST_RESEARCH
		JBUDY
Campus by Zip, City, ST	<p>Location (Zip, City, ST) of students enrolled by Campus (Delano, On-line, etc).</p> <p>Data Fields Included: Unduplicated Count and Percent of Students; Enrollments</p> <p>Page Items (filters): Term; College; Funded Enrollments (Census & Pos Attend Hrs); Campus; State</p> <p>Sheets: Campus by Zip; Campus by City; Campus by State</p> <p>Usage Examples: Find out from which states on-line students are attending. Determine whether community campuses/centers are serving students from the area.</p>	EXEC
		DEANS
		BC_DEPT_CHAIRS
		CC_DEPT_CHAIRS
		INST_RESEARCH

Report Name	Report Description	Share_User
Codes - Course Attributes	<p>A list of available course attributes and how they are assigned by course.</p> <p>Data Fields Included: Course Attribute Code and Description; Term; Course ID and Title</p> <p>Page Items (filters): Course Attribute; College; Academic Year; Term; Transfer; VocEd; Credit Status; Basic Skills; Subject; Course ID</p> <p>Sheets: Course Attribute; Course Attribute with Term; Attributes with Course and Term; Course with Attributes and Term</p> <p>Usage Examples: Find which courses are coded with a certain course attribute such as CSU GE Area A. Lookup a specific course to see which course attributes are attributed to it.</p>	EXEC
		DEANS
		INST_RESEARCH
		JFALLERT
		MMAULDIN
		MVEGA
Contract Type Detail	<p>Enrollment Activity by Faculty Contract Type (Contract, Overload & Adjunct) per term.</p> <p>Data Fields Included: Contract Type; Sections; Sessions; Current Enrollment; Census Enrollment; Estimated FTES; Actual FTES; FTEF; FTES/FTEF; Detail sheet also contains Course; CRN; Session Indicator; Primary Meeting Indicator; Primary Instructor; Attendance Method; Instructional Method; Time; Building/Room</p> <p>Page Items (filters): Status; College; Term; Campus; Dept; Subject; Course; Contract Type</p> <p>Sheets: Term Summary; Dept; Detail Lookup</p> <p>Usage Examples: Review the faculty contract type breakdown by college, department or subject along with the corresponding sections, enrollment, FTES, FTEF and FTES/FTEF. Find areas where Adjunct or Overload is generating higher amounts of FTES.</p>	ADMIN_SUPPORT
		EXEC
		DEANS
		INST_RESEARCH
		DRHOADES
Course Book	<p>A review of sections, enrollment, FTES, FTEF, FTES/FTEF, Retention and Success by term and academic year.</p> <p>Data Fields Included: Active Sections; Enrollment (1st Day, Census and Ending); Students per Section; Actual FTES; FTEF (Workload); FTES/FTEF (Productivity); Retention Rate and Success Rate</p> <p>Page Items (filters): Differ by Sheet but examples include: Academic Year; Dean; Campus (ex. Online, Delano); Department; Subject; Course</p> <p>Sheets: Summary; Campus; Department; Subject; Distance Ed (vs. Traditional); Course; Section; Instructor; TOP Code</p> <p>Usage Examples: Review 5-year trends for enrollment, FTES, Retention and Success. (For BC, this data has been used to generate the enrollment trends for unit plans.) See how success in distance education sections differ from traditional sections by department or subject. Review how enrollment has changed within a specific TOP code over the last 5 years.</p>	ADMIN_SUPPORT
		EXEC
		DEANS
		BC_DEPT_CHAIRS
		CC_DEPT_CHAIRS
		PC_DIV_CHAIRS
		INST_RESEARCH
Course Type w Sections & FTES	<p>Sections and FTES by Course Type (Transfer, Voc Ed, Basic Skill & Degree) per term and academic year. This is meant to focus on Core Mission, not each specific course type, because each course is only assigned to one course type even though it might fit into multiple types. For example, while a course may be both Transferable and Vocational, it is only counted as Transferable (the first type in order). A sheet with Course Attributes (the graduation requirements the course would fulfill) is also included.</p> <p>Data Fields Included: Course Type; Sections; FTES</p> <p>Page Items (filters): College; Dean; Dept; Subject; Course Type; Course</p> <p>Sheets: Section Summary; Section&FTES Summary; w Course Type Combos; by Subj; by Course; Course Attributes; chk Course</p> <p>Usage Examples: Review trends by course type to see how scheduling has changed to line up with the Core Mission.</p>	INST_RESEARCH
		GCHAMBER
		NGOMEZ

Report Name	Report Description	Share_User
Demographics (Unduplicated Students)	<p>Student Demographics by academic year (or term).</p> <p>Data Fields Included: College; Academic Year; Student Count</p> <p>Page Items (filters): Term; Campus; Department; Subject</p> <p>Sheets: Summary; Campus; Gender; Age; Age Alternative; Ethnicity; Education Level; Residency; Citizenship; By Top; By Campus & Zip</p> <p>Usage Examples: Enter several academic years or terms to review demographic trends. Find differences in demographics between campus or discipline.</p>	ADMIN_SUPPORT
		EXEC
		DEANS
		BC_DEPT_CHAIRS
		INST_RESEARCH
Distance Ed - Courses Approved	<p>Courses that have been approved for Distance Education delivery.</p> <p>Data Fields Included: Academic Year; Term; Course; Distance Ed or Traditional Indicators</p> <p>Page Items (filters): College; Academic Year; Term; Course Status; Schedule & Course in Detail Sheet</p> <p>Sheets: Summary All; Summary - DE & Trad; Course List; Course with Schedule Types; Course Detail</p> <p>Usage Examples: Used to help generate the DE annual report. Determine how many courses were approved for instruction during the last few years by term. Find out which courses were approved for distance education vs traditional modes of delivery. Look up a course to see which schedule methods were used or conversely, look up a scheduling method to see which courses were scheduled.</p>	EXEC
		DEANS
		INST_RESEARCH
		JFALLERT
		KRABE
		SPHINNEY
Distance Ed - Demographics (Annual)	<p>Demographics of students taking one or more distance education courses as of census.</p> <p>Data Fields Included: College; Academic Year; Student Count; Distance Ed Type</p> <p>Page Items (filters): College; Distance Ed Type; Transfer; Voc Ed; Basic Skills; Credit Status</p> <p>Sheets: Summary - Annual; Distance Education by Category; On-line by State; Gender; Age; Ethnicity</p> <p>Usage Examples: Used to help generate the DE annual report. Determine how many individual students were enrolled in a distance ed course. How many were enrolled in a Basic Skills distance ed course? How do the demographics of distance ed students differ from students taking traditional coursework?</p>	EXEC
		DEANS
		INST_RESEARCH
		CCRAIG
		KRABE
		SPHINNEY
Distance Ed - Demographics (Term)	<p>Same as the Distance Ed - Demographics (Annual) report except by Term</p>	EXEC
		DEANS
		INST_RESEARCH
		CCRAIG
		KRABE
		SPHINNEY

Report Name	Report Description	Share_User
Distance Ed - Sections Analyzed	<p>This report was designed to help generate the annual Distance Ed report. It shows the number of Distance Ed courses and sections, enrollment, FTES, FTEF, Success and Retention.</p> <p>Data Fields Included: Academic Year; Distance Ed vs Traditional Indicator; Course Count; Section Count; Census Enrollment; Current FTES; Actual FTES; FTEF; Success Rate; Retention Rate</p> <p>Page Items (filters): College; Academic Year; Distance Ed vs Traditional Indicator; Accounting Method</p> <p>Sheets: Distance Ed vs Traditional; Distance Ed vs Traditional by Subject; Distance Ed Annual; Distance Ed Term; Courses; by Code Section vs Session; by Code Campus; by Code Detail; Detail</p> <p>Usage Examples: Used to help generate the DE annual report. Review the annual activity in all distance ed sections or by type of distance ed. View a list of courses taught as distance ed. Review the different distance ed coding fields to determine the veracity of the data.</p>	EXEC
		DEANS
		INST_RESEARCH
		CCRAIG
		KRABE
		MHART
		SPHINNEY
Distance Ed Sections	<p>Sections and FTES by Distance Ed type (ITV, Interactive, Online) per term and academic year. Also faculty contract type within Distance Ed type.</p> <p>Data Fields Included: Schedule Type Codes; Sections and FTES; Detail sheet also includes: CRN, Course and Accounting Method; Faculty Contract Type and FTEF (Workload)</p> <p>Page Items (filters): College; Academic Year; Term; Accounting Method</p> <p>Sheets: Schedule Type Codes; DE by Schedule Type Summary; DE by Schedule Type Detail; DE by Faculty Type</p> <p>Usage Examples: Review Distance Ed trends. Calculate total DE FTES over differing time periods. Review specific courses offered in the different DE types. Review DE FTEF (workload) and FTES by Faculty Contract Types.</p>	INST_RESEARCH
		ABEHELER
		BSUDERMA
		JBOARD
		JFAY
		MLOVATO
		NGOMEZ
		SJAMES
		SSCHULTZ
Draft - Attrition (1st Day to Term-End)	<p>Enrollment change (attrition) between 1st day and term-end, by term.</p> <p>Data Fields Included: Sections; First Day and Current Enrollment; Attrition</p> <p>Page Items (filters): Differ by Sheet but examples include: College; Dean; Campus; Division; Department; Subject; Course; Instructor; Accounting Method</p> <p>Sheets: College; Campus; DE; Subject; Course; Instructor; Instructor & Course; Course Section Lookup</p> <p>Usage Examples: Review enrollment changes from first day to term-end over several terms to help inform decisions about max seats.</p>	EXEC
		DEANS
		INST_RESEARCH

Report Name	Report Description	Share_User
Draft - Section Tally Report	<p>This report was modeled after the Banner Tally reports and lists course scheduling and enrollment data by term.</p> <p>Data Fields Included: Section Status; CRN; Xlst Group; Course; Title; Section Sequence; Start and End Dates; Credits; Campus; Maximum Seats; Current Enrollment; Remaining Enrollment; Enrollment Capacity; Waitlist Maximum; Waitlist Enrollment; Waitlist Remaining; Waitlist Capacity; Current FTES; FTES; Schedule Type; Special Approval</p> <p>Session sheets also includes meeting days, time and location.</p> <p>Page Items (filters): Term; Status; Dean; Campus; Department; Subject; Instructor; Course; CRN; Crosslisted (Xlst) Group</p> <p>Sheets: By Section; Session Detail; Session without Primary Meeting</p> <p>Usage Examples: Print out a list of active section to review scheduling or enrollment activity. Use page items to filter to just a specific Subject, Instructor or Course, etc.</p>	EXEC
		DEANS
		INST_RESEARCH
		ASELLERS
		SCRABTRE
Drops by Date	<p>Term enrollment activity between two dates. The first sheet shows all activity all others focus on drop activity.</p> <p>Data Fields Included: College; Registration Status; Enrollments</p> <p>Page Items (filters): College; Term; Registration Status; Campus; Subject; Course</p> <p>Sheets: Registration Activity; Drops; By Campus; By Subject; By Course; By CRN; Detail</p> <p>Usage Examples: Returns the number of enrollments which were dropped between two dates - by campus, subject, course, or CRN. Find out which subject or course has the highest number of drops within a specified time period. Find out how many students enrolled within a specific time-period (good if doing special events such as REGI-Fest).</p>	EXEC
		DEANS
		INST_RESEARCH
Enrollment Activity - College Summary <i>(Part of the Enrollment Activity series of reports)</i>	<p>Enrollment activity information in current terms formatted to report all three colleges at once, if desired.</p> <p>Data Fields Included: Active Sections; # of Cross-Listed Groups; Max Seats; Current Enrollment; Census Enrollment; Students per Section; Fill Rate; % of Sections w Waitlist; Waitlisted Enrollments; Waitlist Capacity; Current FTES; FTEF (Workload); FTES/FTEF (Productivity)</p> <p>Page Items (filters): Section Status (Active, Cancelled)</p> <p>Sheets: College; Campus (ex. Online, Delano)</p> <p>Usage Examples: Executive overview of enrollment activity in the current term. Easily view on one page common enrollment activity information for all three colleges.</p>	EXEC
		DEANS
		INST_RESEARCH

Report Name	Report Description	Share_User
Enrollment Activity - Current Term <i>(Part of the Enrollment Activity series of reports)</i>	<p>Enrollment activity information in current terms with Current FTES.</p> <p>Data Fields Included: Active Sections; Max Seats; Current Enrollment; Census Enrollment; Students per Section; Fill Rate; % of Sections w Waitlist; Waitlisted Enrollments; Waitlist Capacity; Current FTES; FTEF (Workload); FTES/FTEF (Productivity); Session Detail also includes: CRN; Session; Method of Instruction; Meeting Days; Time of Day; Building; Room and Instructor Name</p> <p>Page Items (filters): Differ by Sheet but commonly used ones are: Section Status (Active, Cancelled); Dean; Top Code; Campus (ex. Online, Delano); Department; Subject; Course; X-list Group</p> <p>Sheets: Campus; Department; Subject; Course; Waitlist; Section; Low Enroll; X-Listed (cross-listed sections); Accounting Method; Short Term (not Term-length); High Enroll (sections w more than 50 enrolled); Sections with No Enrollment; sections requiring Special Approval; sections by FTES; sections by FTEF; Session</p> <p>Usage Examples: Review enrollment activity in the current term. Find Departments/Subject/Courses with high waitlisted enrollments. Get a list of sections with high (over 50) enrollment or review sections with low enrollment (less than 20). Summarize (combine) enrollment data for cross-listed (x-list) sections. Find session details for a specific course (i.e. what times of day are most/least popular, where (building/room) classes are located, etc.)</p>	ADMIN_SUPPORT
		EXEC
		DEANS
		BC_DEPT_CHAIRS
		CC_DEPT_CHAIRS
		PC_DIV_CHAIRS
		INST_RESEARCH
		AKARR
		ASELLERS
		KSALISBU
		MFARMER
		MJOHNSON
		Enrollment Activity - Multi Terms <i>(Part of the Enrollment Activity series of reports)</i> <i>Note: may want to use the newer Course Book report</i>
DEANS		
INST_RESEARCH		
ASELLERS		
SVAUGHN		
TKINNAN		
Enrollment by Zip Code & Service Area	<p>Review student headcount and the enrollments they take by where the student lives (zip code). Zip codes were assigned into college/district service areas for a broader review.</p> <p>Data Fields Included: College; Home College; Service Area; Student and Enrollment Counts; Percentages of College Total</p> <p>Page Items (filters): Term; College; Subject; Course; CRN</p> <p>Sheets: KCCD Summary; College; College Alternative; Subj Course Look-up; Campus by Zip; Campus by City; Online; Online Alternative; Zip Detail; Course Detail</p> <p>Usage Examples: Find the number/percent of students who are attending from outside the college/KCCD service area. How many students are attending one college but declare another as their 'home' college? Are on-line students more likely to be from outside our service area? The Course Detail sheet can be filtered by service area or zip code to find the courses students from outside a college's service area are taking. For example, find what courses a PC student is taking at CC, etc.</p>	EXEC
		DEANS
		INST_RESEARCH
		KRABE

Report Name	Report Description	Share_User
Enrollment History (Average in Past Terms) <i>(Part of the Enrollment History series of reports)</i>	Review past-term averages for Sections, Census Enrollment and FTES. Enter multiple terms in the parameters to average over the last 2-5 years. The report will list the total for all terms entered plus the average per term. Data Fields Included: Total Sections; Average Sections per Term; Total Census Enrollment; Average Census Enrollment per Section; Total FTES; Average FTES per Section; Average FTES per Enrollment; Accounting Method Page Items (filters): Term; Section Status (Active, Cancelled); Dean; Campus (ex. Online, Delano); Department; Subject; Course Sheets: Campus; Department; Subject; Course; Course by Accounting Method Usage Examples: To estimate FTES in future terms, view the average FTES in the last 3 like-terms. For more precision, view courses by accounting method. Further, use the <i>Average FTES per Enrollment</i> field to fine tune the estimate (i.e. if you believe the average Census Enrollment per section in a specific course will be higher in the upcoming term, adjust the average enrollment and multiply by the number of sections and the Average FTES per Enrollment to adjust the FTES estimate.	EXEC
		DEANS
		INST_RESEARCH
		ASELLERS
		KSALISBU
		MFARMER
		SVAUGHN
		TKINNAN
Enrollment History (Trend) - All <i>(Part of the Enrollment History series of reports)</i>	Review enrollment history for multiple, past terms. Combines all data from the 'Targeted' reports in the series into one report. Data Fields Included: Sections; Census Enrollment; Fill Rate; FTES (Current and Actual) and FTES/FTEF (Productivity) Page Items (filters): Differ by sheet but examples include: Dean; Campus (ex. Online, Delano); Accounting Method; Department; Subject; Course Sheets: Campus; Department; Subject; Course; Course by Accounting Method Usage Examples: For enrollment management, review trends in sections offered, enrollments, FTES or productivity. View courses by accounting method to see how they've been offered in the past.	ADMIN_SUPPORT
		EXEC
		DEANS
		BC_DEPT_CHAIRS
		CC_DEPT_CHAIRS
		PC_DIV_CHAIRS
		INST_RESEARCH
		ASELLERS
		KSALISBU
		MFARMER
TKINNAN		
Enrollment History (Trend) - Census Enrollment <i>(Part of the Enrollment History series of reports)</i>	One topic report targeting Census Enrollment. Review trend data over several terms by entering multiple terms in the parameters. Data Fields Included: Census Enrollment; % of All by category (Campus, Department, Subject, Course); Fill Rate; Detail also includes: Max Seats and Current Enrollment Page Items (filters): Section Status (Active, Cancelled); Dean; Campus (ex. Online, Delano); Department; Subject; Course Sheets: Campus; Department; Subject; Course; Course Detail Lookup Usage Examples: Review Census Enrollment over multiple terms for trends. Review the percent of total enrollment by category (i.e. what percent of total enrollment was at Delano or Online or in the Math Department or in a specific course within a subject, etc. - and how has it changed over time). As <i>Fill Rate</i> relies on the maximum seats field (which uses both curriculum and facility considerations), use the <i>Course Detail Lookup</i> sheet to review Max Seats in each section of a specific course.	EXEC
		DEANS
		INST_RESEARCH
		ASELLERS
		KSALISBU
		MFARMER
		SVAUGHN
		TKINNAN

Report Name	Report Description	Share_User
Enrollment History (Trend) - Enrollment at 3 Times	Review enrollment counts at 3 different times during the term - 1st Day, Census and Term-End. Data Fields Included: Enrollment at: 1st Day, Census and Term-End; Term-End as a Percent of 1st Day; Term-End as a Percent of Census Page Items (filters): Dean; Campus; Department; Subject; Course; Accounting Method Sheets: Campus; Division; Department; Subject; Course; Course with Accounting Method; Course Section Lookup Usage Examples: What percentage of the number of students who were enrolled on 1st Day remain at term-end? This does not follow specific students through the term but rather compares a count of students at 3 times.	EXEC
		DEANS
		INST_RESEARCH
		ASELLERS
		KSALISBU
		MFARMER
		MREGPALA
		RDOSHI
		TKINNAN
Enrollment History (Trend) - FTES <i>(Part of the Enrollment History series of reports)</i>	One topic report targeting FTES. Review trend data over several terms by entering multiple terms in the parameters. Data Fields Included: FTES, % of All by category (Campus, Department, Subject, Course) Page Items (filters): Section Status (Active, Cancelled); Dean; Campus (ex. Online, Delano); Department; Subject; Course Sheets: Campus; Department; Subject; Course Usage Examples: Review FTES trends over multiple terms - how has it changed over time? Review the percent of total FTES by category (i.e. what percent of total FTES was generated at Delano or Online or in the Math Department or in a specific course within a subject, etc. - and how has it changed over time).	ADMIN_SUPPORT
		EXEC
		DEANS
		INST_RESEARCH
		ASELLERS
		KSALISBU
		MFARMER
		SVAUGHN
		TKINNAN
Enrollment History (Trend) - Productivity <i>(Part of the Enrollment History series of reports)</i>	One topic report targeting Productivity (FTES/FTEF). Review trend data over several terms by entering multiple terms in the parameters. Data Fields Included: Productivity (FTES/FTEF) Page Items (filters): Dean; Campus (ex. Online, Delano); Accounting Method; Department; Subject; Course Sheets: Campus; Department; Subject; Course; Course with Accounting Method Usage Examples: Review Productivity (FTES/FTEF) trends over multiple terms by Campus/Department/Subject/Course - how has it changed over time?	EXEC
		DEANS
		INST_RESEARCH
		ASELLERS
		KSALISBU
		MFARMER
		TKINNAN
Enrollment History (Trend) - Productivity Summary <i>(Part of the Enrollment History series of reports)</i>	One topic report targeting Productivity (FTES/FTEF). Review trend data over several academic years. Data Fields Included: Productivity (FTES/FTEF) Page Items (filters): College Sheets: Districtwide; College Summary Usage Examples: Review Productivity (FTES/FTEF) trends over multiple academic years and terms - how has it changed over time?	EXEC
		DEANS
		INST_RESEARCH
		ASELLERS
		KSALISBU
		MFARMER
		TKINNAN

Report Name	Report Description	Share_User
Enrollment History (Trend) - Sections	<p>One topic report targeting Sections (can view both Active or Cancelled using the <i>Status</i> page item). Review trend data over several terms by entering multiple terms in the parameters.</p> <p>Data Fields Included: Sections; % of All by category (Campus, Department, Subject, Course)</p> <p>Page Items (filters): Section Status (Active, Cancelled); Dean; Campus (ex. Online, Delano); Department; Subject; Course</p> <p>Sheets: Campus; Department; Subject; Course</p> <p>Usage Examples: Review the number of sections offered over multiple terms by Campus/Department/Subject/Course - how has it changed over time? Review the percent of sections by category (i.e. what percent of all sections were at Delano or Online or in the Math Department or in a specific course within a subject, etc. - and how has it changed over time).</p>	EXEC
		DEANS
		INST_RESEARCH
		SVAUGHN
Enrollment History (Trend) by Top Code	<p>A review of enrollment history (Sections, Census Enrollment, FTES) by TOP Code.</p> <p>Data Fields Included: Academic Year; Term; Sections; Census Enrollment; Current and Actual FTES</p> <p>Page Items (filters): College; Status; Credit Status; Campus; Department; Subject; Accounting Method; Course; TOP Code 4-digit; TOP Code 6-digit</p> <p>Sheets: KCCD; College; TOP Academic Year; TOP Term; TOP Term Alt; Course; Section; PHED; PHED Alt; Course Lookup; TOPs Lookup; Detail</p> <p>Usage Examples: Use page items as filters on the KCCD or College sheets to review activity for a particular TOP code. Use the TOP sheets to see a list of activity by TOP code. Compare activity at each college by TOP code (TOP Term Alt sheet). Use the PHED sheets to review physical education activity similarly to how the state views it (using the specific TOP code.)</p>	EXEC
		DEANS
		INST_RESEARCH
EOPS Contacts Updated	<p>EOPS student contact, academic standing and academic outcome information.</p> <p>Data Fields Included: Name; Address; Phone; Email; Cum Units; GPA; Degree; Major; Grad Date</p> <p>Page Items (filters): Home College; Award Year; Academic Standing</p> <p>Sheets: EOPS Unduplicated; EOPS with CUM Units; EOPS without Good Standing; EOPS with Awards; EOPS with Award Types</p> <p>Usage Examples: Used by EOPS offices.</p>	STUDENT_SERVICES
		PRARVIZU
FTES & FTEF by Contract Type	<p>FTES and FTEF information categorized by Faculty Contract Type. Enter multiple terms to compare term-to-term - for example, enter the upcoming or current term as well as 1-2 past like-terms.</p> <p>Data Fields Included: FTES and FTEF (Workload)</p> <p>Page Items (filters): College; Dean; Subject</p> <p>Sheets: Subject; Course</p> <p>Usage Examples: Review the faculty contract type breakdown by subject and course (i.e. how much FTEF and FTES was generated by the different contract types). Find areas where Adjunct or Overload is generating higher amounts of FTES.</p>	EXEC
		DEANS
		BC_EDUC_ADMIN
		INST_RESEARCH

Report Name	Report Description	Share_User
FTES & FTEF with Contract & Course Type	<p>FTES and FTEF information categorized by Faculty Contract Type. Similar to the <i>FTES & FTEF by Contract Type</i> report except this report also includes Course Type Categories such as Basic Skills, Credit Status, Transfer, Voc Ed. Enter multiple terms to compare term-to-term (for example, enter the upcoming or current term as well as 1-2 past like-terms).</p> <p>Data Fields Included: Sections; FTES & FTEF (Workload) by Faculty Contract Type; Course Type Category; Course Attributes</p> <p>Page Items (filters): Dean; Department; Subject; Course Type; Course; Course Attributes</p> <p>Sheets: Subject; Subject with (Course) Type; Course; Course with (Course) Type; Course Attributes</p> <p>Usage Examples: Review the faculty contract type breakdown by subject and course (i.e. how much FTEF and FTES was generated by the different contract types). Find areas where Adjunct or Overload is generating higher amounts of FTES. Find areas with/without specific course types (i.e. which subjects have courses which are not either basic skills, degree applicable, transferable or Voc Ed). Lookup Course Attributes by Course (i.e. which courses are coded as being Pre-collegiate or IGETC Area 1, etc.) or look up a Course and view the Course Attributes assignment to it.</p>	EXEC
		DEANS
		INST_RESEARCH
Grade Distrib for Pick-a-Prof	<p>A grade distribution by term of sections meeting FERPA criteria used to compile data for the My-EDU (Pick-a-Prof) Public Records request.</p> <p>Data Fields Included: College; Term; Subject; Course; Course Title; CRN; Instructor Name; Grades (A,B,C,P/CR,D,F,NP/NC,W); Pick-a-Prof Grade Total</p> <p>Page Items (filters): College; Term; Dean; Campus; Division; Department; Subject; Instructor; Course; Course Type</p> <p>Sheets: Summary - All; Summary - Pick-a-Prof; Pick-a-Prof Detail; Less than 10; One Grade; More Details</p> <p>Usage Examples: This report is used to generate information that is sent, upon request, to My-EDU Pick-a-Prof. It is also used for review and validation of the data in question by internal stakeholders.</p>	EXEC
		DEANS
		INST_RESEARCH
		SVAUGHN
		VGURROLA
Grade Distribution (Trend)	<p>The number of all grades conferred by term and academic year, along with success and retention. View last five academic years - or however many desired - to show trends.</p> <p>Data Fields Included: Academic Yr; Term; Active Sections; # of all Grades (A, B, C, P/CR, D, F, NP/NC, I, W, IP, RD, AU, DR), % of A's, F's, W's and DR's; Denominator; Total Retained Grades; Retention Rate; Total Successful Grades; Success Rate; Grade Total</p> <p>Page Items (filters): Differ by sheet but examples include: Year; Dean; Campus; Division; Department; Subject; Instructor; Course; Distance Education vs Traditional; Vocational Education; Basic Skills</p> <p>Sheets: Summary; Campus (ex. Online, Delano); Department; Subject; Course; Course Type; Mission Type; TOP Code; Instructor; Instructor w Course; Instructor Type; Detail LookUp</p> <p>Usage Examples: Review the number and percent of W grades (withdraws) over time. See the impact of DR 'grades' on success and retention (DR grades started being assigned in 2008-09). Review grades by course type (vocational, transfer, basic skills or degree applicable). See whether there is a grading difference between contract and adjunct faculty - has it changed recently?</p>	EXEC
		DEANS
		BC_DEPT_CHAIRS
		CC_DEPT_CHAIRS
		INST_RESEARCH
		RGOLDBER

Report Name	Report Description	Share_User
Grade Distribution (Single Term)	<p>The number of all grades conferred by term, along with success and retention. Same as 'Trend' version, above, but focusing on only one term at a time.</p> <p>Data Fields Included: Active Sections; # of all Grades (A, B, C, P/CR, D, F, NP/NC, I, W, IP, RD, AU, DR), % of A's, F's, W's and DR's; Denominator; Total Retained Grades; Retention Rate; Total Successful Grades; Success Rate; Grade Total</p> <p>Page Items (filters): Differ by sheet but examples include: Term; Dean; Campus; Division; Department; Subject; Course; Distance Education vs Traditional; Vocational Education; Basic Skills</p> <p>Sheets: Campus (ex. Online, Delano); Department; Subject; Course; Course Type; Mission Type; TOP Code; Instructor; Instructor w Crse; Instructor Type; Detail LookUp</p> <p>Usage Examples: Find the number and percent of A's (or W's or F's or DR's) in any given term. Look for differences in grading between Distance Ed and Traditional sections.</p>	EXEC
		DEANS
		BC_DEPT_CHAIRS
		CC_DEPT_CHAIRS
		INST_RESEARCH
		RGOLDBER
Registration Activity Summary	<p>Registration Activity by category and code with enrollments and headcount (unduplicated students). Also includes information about the previous registration status of students with a 'Cancelled' registration status after being dropped from cancelled sections.</p> <p>Data Fields Included: Sections with Activity; Enrollments; Headcount (unduplicated students)</p> <p>Page Items (filters): Term; College; Campus (ex. Online, Delano); Dean; Department; Subject; Course</p> <p>Sheets: Summary by Registration Status Code; Cancelled Detail</p> <p>Usage Examples: Find out how many unduplicated students are currently enrolled. Determine how many students were dropped for non-payment ... in how many classes. Ascertain the number of students dropped from cancelled classes, as well as how many were enrolled at the time the course was cancelled.</p>	EXEC
		DEANS
		INST_RESEARCH
		SVAUGHN
Registration Activity - Current Waitlist	<p>Enrollment activity information specifically for students with the 'Waitlist' Registration Activity code. Includes both the count of waitlisted enrollments and the count of unduplicated students on a waitlist by Dept, Subj and Course.</p> <p>Data Fields Included: Sections with Activity, Enrollments, Headcount (unduplicated students), Multiple Waitlisted Enrollments, Average Waitlisted Enrollments per Student.</p> <p>Page Items (filters): Section Status (Active, Cancelled); Term; College; Campus (ex. Online, Delano); Dean; Department; Subject</p> <p>Sheets: College Summary; Campus (ex. Online, Delano); Dept; Subj; Course; Section List</p> <p>Usage Examples: Determine the number of unduplicated students who are waitlisted in one or more sections. Find out how many students are waitlisted in multiple sections in the same department, the same subject or in the same course. Print out a list of all sections with currently waitlisted students.</p>	EXEC
		DEANS
		INST_RESEARCH
		SVAUGHN

Report Name	Report Description	Share_User
Registration Activity - Cancelled	<p>Enrollment activity information specifically for students with the 'Cancelled' Registration Activity code. Also includes information about the prior registration status of students with a 'Cancelled' status after being dropped from cancelled sections. This report only shows information for cancelled registration activity within <u>cancelled</u> sections.</p> <p>Data Fields Included: Sections with Activity, Enrollments, Headcount (unduplicated students) reported by the Previous Registration Activity Category (Enrolled, Dropped, Waitlisted)</p> <p>Page Items (filters): Term; College; Campus (ex. Online, Delano); Dean; Department; Subject; Course; Previous Status</p> <p>Sheets: College Summary; Campus; Dept; Subj; Course; Section; Section List</p> <p>Usage Examples: Determine the number of unduplicated students who have registration activity in a cancelled section. Find out how many students were enrolled at the time their class was cancelled ... by Dept, Subj or Course. Print out a list of all cancelled sections with 'cancelled' registration activity.</p>	EXEC
		DEANS
		INST_RESEARCH
		SVAUGHN
Retention & Success (Annual)	<p>Annual Retention and Success trends over time in a variety of detail levels.</p> <p>Data Fields Included: Academic Yr; Active Sections; Retention Rate; Success Rate</p> <p>Page Items (filters): Differ by sheet but examples include: College; Dean; Course Type; Campus; Division; Department; Subject; Instructor; Course</p> <p>Sheets: Summary; Campus (ex. Online, Delano); Department; Subject; Course; Course Type; Mission Type; TOP Codes; Instructor; Instructor w Crse; Instructor Type; Detail LookUp</p> <p>Usage Examples: Review year-to-year retention and success trends. Find out if success is getting better in basic skills courses. Determine whether an intervention appears to have made any difference in the rate of success.</p>	ADMIN_SUPPORT
		EXEC
		DEANS
		BC_DEPT_CHAIRS
		CC_DEPT_CHAIRS
		PC_DIV_CHAIRS
		INST_RESEARCH
		RDOSHI
		RGOLDBER
Retention & Success (Term)	<p>Similar to the Annual Retention and Success version above but reports specific term(s) summaries rather than annual year summaries.</p> <p>Data Fields Included: Term; Active Sections; Retention Rate; Success Rate</p> <p>Page Items (filters): Differ by sheet but examples include: Term; Dean; Course Type; Campus; Division; Department; Subject; Instructor; Course</p> <p>Sheets: Summary; Campus (ex. Online, Delano); Department; Subject; Course; Course Type; Mission Type; TOP Codes; Instructor; Instructor w Crse; Instructor Type; Detail LookUp</p> <p>Usage Examples: Review a term's or multiple terms' retention and success trends. Discover whether the success rates in a particular subject have increased or decreased compared to the prior like-term. Determine the retention and success for all courses within a specific TOP Code or TOP discipline.</p>	ADMIN_SUPPORT
		EXEC
		DEANS
		BC_DEPT_CHAIRS
		CC_DEPT_CHAIRS
		PC_DIV_CHAIRS
		INST_RESEARCH
		RGOLDBER

Report Name	Report Description	Share_User
Retention & Success, Dist Ed vs. Trad	Annual and Term Retention and Success trends comparing Distance Education sections to Traditional sections. Data Fields Included: Academic Yr; Active Sections; Retention Rate; Success Rate Page Items (filters): Differ by sheet but examples include: Distance Ed vs. Traditional; Type (Traditional, ITV, Interactive, Online); Campus; Division; Department; Subject; Course Type (Transfer, Voc Ed, Basic Skills); Accounting Method Sheets: Summary (Annual); with Term; Division; Department; Subject; Course; Instructor; Instructor w Crse; Instructor Type; Instructional Type (Annual and with Term) Usage Examples: Review how Retention and Success differ by mode of delivery (Distance Ed vs Traditional). Find courses that do not appear to be successfully taught via Distance Ed. Are there differences between the methods of instruction?	ADMIN_SUPPORT
		EXEC
		DEANS
		BC_DEPT_CHAIRS
		CC_DEPT_CHAIRS
		PC_DIV_CHAIRS
		INST_RESEARCH
Review - Census Date Check	An operational report to check for possible census date errors. Data Fields Included: College; CRN; Course; Current and Census Enrollment; Start, Census and End Dates; Accounting Method Category; EST FTES Page Items (filters): Differ by sheet but examples include: Start, Census and End Dates; College; Section Status; Accounting Method Sheets: Census Date Problems; 1st Day = Census; Census Dates; Date Detail; Number of Meetings; Section Date Detail Usage Examples: Use page items and different sheets to drill down to a specific course section to review common Census Date errors such as having a census date before the term start date or after the term end date. It can also be used to check for scheduling errors related to accounting method.	DEANS
		EXEC
		INST_RESEARCH
		DCORNELL
		MJOHNSON
		SVAUGHN
		VGURROLA
Review - Section Details	This report was created to allow the user to lookup specific course or section enrollment activity. It reports sections, enrollment, FTES, FTEF, FTES/FTEF, Retention and Success similar to Course Book but with more filtering capability and more section detail. Data Fields Included: Active Sections; Enrollment (1st Day, Census and Ending); Actual FTES; FTEF (Workload); FTES/FTEF (Productivity); Retention Rate and Success Rate Page Items (filters): Term; Dean; Campus; Div; Department; Subject; Course; Instructor; CRN; Crosslisted (Xlst) Group Sheets: Summary; Course Summary; Course with Instructor; Course Sections; Instructor; Detail; Detail with Session; Accounting Method; Schedule Type Usage Examples: Use page items and different sheets to drill down to specific course or section. Use the Detail sheets for a broader range of scheduling information such as schedule type, accounting method, SAM code, Credit Status, Basic Skills Indicator, Transfer Status, Start/Census/End Dates, etc.	EXEC
		DEANS
		INST_RESEARCH
		MMAULDIN
		SVAUGHN
		TICHAMBE

Report Name	Report Description	Share_User
Section & FTES Analyzer	<p>This report provides information that can be used to estimate or project a future term's FTES based on past terms results.</p> <p>Data Fields Included: Active Sections; Max Seats; Census Enrollment; Students per Section; FTES; FTES per Section; Waitlisted Enrollments (in current term only)</p> <p>Page Items (filters): Section Status (Active, Cancelled); Dean; Div; Dept; Subject; Course</p> <p>Sheets: Campus (ex. Online, Delano); Dept; Subject; Course; Course by Acct Method</p> <p>Usage Examples: Determine how scheduling changes will affect FTES. Export to Excel to add calculated fields to perform a simple FTES projection based on prior terms' results and the current term's schedule.</p>	EXEC
		DEANS
		INST_RESEARCH
Waitlist History	<p>Historic waitlisted enrollment data reported at specific event dates such as First Day Open Reg, 4 Weeks Before, 2 Weeks Before, 1 Week Before, First Day and Census Day. Enter multiple terms in the parameters to review trends.</p> <p>Data Fields Included: Term; Number of Waitlisted Enrollments and Waitlist Capacity; Section Detail also includes: Course, CRN, Census Enroll, Time of Day, Meeting Days, Room, Max Enroll, Campus, Method of Instruction and Instructor Name</p> <p>Page Items (filters): Differ by sheet but examples include: Dean; Campus (ex. Online, Delano); Division; Department; Subject; Course; Event</p> <p>Sheets: Event Summary; Department; Subject; Course; High Waitlist (courses with greater than 20 waitlisted); Section Detail</p> <p>Usage: Find Courses which have had a consistently high number of students on the waitlist. Find areas where the waitlist has consistently been close to capacity - the maximum number of waitlisted seats have been taken. View section detail to find which sections of a course have been more popular (i.e. more/less waitlisted enrollments occur in on-line sections of a course ... or at certain times of the day, or on certain days, etc.)</p>	ADMIN_SUPPORT
		EXEC
		DEANS
		BC_DEPT_CHAIRS
		CC_DEPT_CHAIRS
		PC_DIV_CHAIRS
		INST_RESEARCH
		ASELLERS
		KSALISBU
		MFARMER
TKINNAN		
VGURROLA		