



METHODOLOGY FOR COLLEGE PROFILE METRICS

ANNUAL UNDUPLICATED HEADCOUNT

Definition: For the most recent academic year, an unduplicated headcount by college of credit and noncredit students actively enrolled in at least one of the terms (Summer, Fall, Winter and/or Spring):

- Student must meet the full-term reporting criteria in at least one of the terms. The full-term criteria is defined as STD7 STUDENT-HEADCOUNT-STATUS = A, B, C or F
- Students enrolled in multiple terms are counted only once for the academic year.
- Students attending multiple campuses during the academic year are counted at each campus.

FULL-TIME EQUIVALENT STUDENTS (FTES)

Definition: The FTES (Resident only) figure includes both credit and noncredit students (including enhanced noncredit funding for Career Development and College Preparation) and comes from the 320 Report produced by CCCCO Fiscal Services.

FTES is the major student workload measure, one of several, used in determining the eligibility for state funding of community colleges. The FTES does not reflect "headcount enrollment," but is the equivalent of 525 hours of student instruction per each FTES. FTES is derived by considering that one student could be enrolled in courses for 3 hours a day, 5 days a week, for an academic year of 35 weeks---so basically, a total of 525 hours per one FTES.

AGE OF STUDENTS AT ENROLLMENT

Definition: For the most recent academic year, the percent of students in each age category calculated from the college's unduplicated headcount.

The age categories are 1) 19 or less, 2) 20-24, 3) 25-39, 4) 40 and over 5) Unknown

GENDER OF STUDENTS

Definition: For the most recent academic year, the percent of students by gender calculated from the unduplicated headcount.

The gender categories are 1) Female, 2) Male and 3) Unknown

ETHNICITY OF STUDENTS

Definition: For the most recent academic year, the percent of students by ethnicity calculated from the college's unduplicated headcount.

The ethnicity categories are 1) African American, 2) American Indian/Alaska Native, 3) Asian, 4) Filipino, 5) Hispanic, 6) Pacific Islander, 7) Two or More Races, 8) Unknown and 9) White

ANNUAL CREDIT COURSE SECTIONS

Definition: Annual counts of credit course sections for the academic year (all terms).

ANNUAL COURSE NON-CREDIT SECTIONS

Definition: Annual counts of non-credit course sections for the academic year (all terms).

MEDIAN SECTION SIZE (CREDIT)

Definition: Median section size of all credit course sections (Fall and Spring terms).

PERCENT OF FULL-TIME FACULTY

Definition: The percentage of full-time faculty employed by a community college district as reported by Chancellor's Office Fiscal Services Unit. The percentage is reported for each district as part of the Full-Time Faculty Obligation Compliance as outlined in California Code of Regulations (CCR) title 5 section 51025 which states that districts should reach a 75 percent full-time faculty standard.

<http://extranet.cccco.edu/Divisions/FinanceFacilities/FiscalStandards/FullTimeFacultyObligation.asp>

Since this is not available at the college level, the district percentage will be reported instead.

STUDENT-COUNSELING RATIO

Definition: The ratio of students enrolled in credit or non-credit courses divided into counseling-related FTES during the fall term of the reporting year.

The Student-Counseling Ratio is based on student headcount and counseling Full-Time Equivalent (FTE) totals during the fall term of the reporting year. FTEs are obtained from work assignments and course instruction load. The ratio is calculated with the following formula:

$$\frac{\text{Sum(Fall Unduplicated Student Headcount)}}{\text{Sum(Fall Counseling FTES)}}$$

Fall Unduplicated Student Headcount:

- Students are included in the ratio if they are enrolled in credit or non-credit courses (STD7 STUDENT-HEADCOUNT STATUS = A, B, C or F) during the fall term of the reporting year.
- Students receiving Extended Opportunities Programs and Services (EOPS) or Disabled Student Programs and Services (DSPS) are excluded.

Counseling FTES (Counselor Assignment + Counseling Courses):

Work assignment FTEs are defined by Administrative and Support Activities (ASA) codes listed in the California Community Colleges Chancellor's Office (CCCCO) Budget And Accounting Manual. Counseling assignment FTEs during the fall term of the reporting year are included for the following ASA codes:

- 6300 Student Counseling and Guidance
- 6310 Counseling and Guidance
- 6330 Transfer Programs
- 6340 Career Guidance
- 6390 Other Student Counseling and Guidance

The following two ASA codes are excluded:

- 6420 Disabled Students Programs and Services (DSPS)
- 6430 Extended Opportunities Programs and Services (EOPS)

If the employee has “Academic, Contract, Non-Tenured on Tenure Track” or “Academic, Regular, Tenured” (EB08 Employee Assignment Classification = C or R) and has a counseling assignment less than one FTE, the counseling FTE is counted as one.

If an employee has “Academic, Temporary, non-Tenured, not on Tenure Track” status (EB08 Employee Assignment Classification = T), the FTE is tallied as reported.

Course Instruction in Counseling FTEs: When a faculty member instructs student development courses during the fall term of the reporting year the related FTEs are incorporated into the Student-Counseling Ratio. Instructional FTEs are comprised of the following Taxonomy of Program (TOP) codes:

- 493010 Guidance
- 493011 Interpersonal Skills
- 493012 Job Seeking/Changing Skills
- 493013 Academic Guidance

FTEs from credit and noncredit courses (EJ01 Employee Assignment Type = ‘CN’, ‘NN’) are included with the work assignment (EB08 Employee Assignment Classification = C, R, T) in the ratio.

No faculty member (EB08 Employee Assignment Classification = C, R, T) may have a counseling-related total FTE greater than 1.

PERCENT OF FIRST-GENERATION STUDENTS

Definition: For the most recent academic year, the percent of first-generation students calculated from the unduplicated headcount.

First-Generation status is defined as a student for whom no parent or guardian has earned more than a high school diploma nor has any college experience.

The First-Generation percentage is calculated with the following formula:

$$\frac{\text{First-Generation}}{(\text{First-Generation} + \text{Nonfirst-Generation})}$$

First-Generation status is defined with the SG09 Parent/Guardian Education Level data element. The format of the Parent/Guardian Education Level data element allows for information about the educational level of one or two parents/ guardians. If the education level of two parents/guardians is entered, the highest level of education between the two is used for calculation of the First-Generation percentage.

First-Generation students:

- Students are included if enrolled in credit or non-credit courses (STD7 STUDENT HEADCOUNT STATUS = A, B, C, D, E, F or G)
- Highest Parent/Guardian Education Level (SG09 STUDENT-PARENT/GUARDIAN-EDUCATION-LEVEL):

- (1) Grade 9 or less;
- (2) Grade 10, 11, or 12 but did not graduate; or
- (3) High school graduate.

Nonfirst-Generation students:

- Students are included if enrolled in credit or non-credit courses (STD7 STUDENT HEADCOUNT STATUS = A, B, C, D, E, F or G)
- Highest Parent/Guardian Education Level (SG09 STUDENT-PARENT/GUARDIAN-EDUCATION-LEVEL):
 - (4) Some college but no degree;
 - (5) AA/AS degree;
 - (6) BA/BS degree; or
 - (7) Graduate or professional degree beyond a BA/BS.

METHODOLOGY FOR COLLEGE LEVEL INDICATORS

COMPLETION RATE (STUDENT PROGRESS AND ATTAINMENT RATE)

Definition: The percentage of first-time students with minimum of 6 units earned who attempted any Math or English in the first three years and achieved any of the following outcomes within six years of entry:

- Earned AA/AS or credit Certificate (Chancellor's Office approved)
- Transfer to four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC)
- Achieved "Transfer Prepared" (student successfully completed 60 UC/CSU transferable units with a GPA ≥ 2.0)

Completion Rate is reported for the overall cohort, as well as by lowest level of attempted Math or English.

Cohort (First-time students with intent to complete, must have each of the following):

- Look systemwide to determine first-time status defined as a student who took a credit course in the CCC system for the first time. Students with prior enrollments outside the CCC system are excluded.
- SB01 STUDENT IDENTIFIER STATUS = S (only students with valid SSN)
- SX03 ENROLLMENT-UNITS-EARNED ≥ 6 at your college and/or anywhere in the system during first three years of enrollment. Units earned include completed courses with a grade of A, B, C, D or P
- Attempted a Math or English course in first three years:
CB03 COURSE-TOP-CODE = 1701.00, 1501.00, 1520.00
CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL = A, B, C, D, Y

Outcomes (Achieve one or more of the following outcomes):

- Associate of Arts or Sciences Degree
SP02 STUDENT-PROGRAM-AWARD = A, S
- Credit Certificate (Chancellor's Office approved)
SP02 STUDENT-PROGRAM-AWARD = L, T, F, B
- Transferred to Four-Year Institution (Match with NSC, UC, CSU files)
- Transfer Prepared
CB05 COURSE-TRANSFER-STATUS = A, B
SX03 ENROLLMENT-UNITS-EARNED ≥ 60 at your college and/or anywhere in the system with a GPA ≥ 2.0

Break out the cohort into two groups of students:

- Lowest attempted English or Math course was 'Prepared for College Level'
 - CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = A, Y in Math, if Y then Math attempted should be T 'Transferable' or D 'Degree Applicable'
 - CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = Y in English and English = T 'Transferable'
 - If attempted both Math and English, lowest of Math or English cannot be remedial level for 'college level' group.
- Lowest attempted English or Math course was 'Unprepared for College Level'
 - CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = B, C, D in Math
 - CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = A, B, C, D in English or
 - CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = Y in English and English \neq T 'Transferable'

30 UNITS RATE

Definition: The percentage of first-time students with minimum of 6 units earned who attempted any Math or English in the first three years and achieved the following measure of progress (or milestone) within six years of entry:

- Earned at least 30 units in the CCC system.

At Least 30 Units Rate is reported for the overall cohort, as well as by lowest level of attempted Math or English.

Cohort (First-time students with intent to complete, must have each of the following):

- Look systemwide to determine first-time status. First-time status is defined as a student who took a credit course in the CCC system for the first time. Students with prior enrollments outside the CCC system are excluded.
- SB01 STUDENT IDENTIFIER STATUS = S (only students with valid SSN)
- SX03 ENROLLMENT-UNITS-EARNED ≥ 6 at your college and/or anywhere in the CCC system during first three years of enrollment. Units earned include completed courses with a grade of A, B, C, D or P.
- Attempted a Math or English course during 3 year period:
CB03 COURSE-TOP-CODE = 1701.00, 1501.00, 1520.00
CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL = A, B, C, D, Y

Outcome (Achieve the following outcome):

- **At Least 30 Units**
CB04 COURSE-CREDIT-STATUS = C, D
SX03 ENROLLMENT-UNITS-EARNED ≥ 30 at your college and/or anywhere in the CCC system

Break out the cohort into two groups of students:

- Lowest attempted English or Math course was 'Prepared for College Level'
 - CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = A, Y in Math, if Y then Math attempted should be T 'Transferable' or D 'Degree Applicable'
 - CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = Y in English and English = T 'Transferable'
 - If attempted both Math and English, lowest of Math or English cannot be remedial level for 'college level' group.
- Lowest attempted English or Math course was 'Unprepared for College Level'
 - CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = B, C, D in Math
 - CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = A, B, C, D in English or
 - CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = Y in English and English \neq T 'Transferable'

PERSISTENCE RATE

Definition: The percentage of first-time students with minimum of 6 units earned who attempted any Math or English in the first three years and achieved the following measure of progress (or momentum point):

- Enroll in first three consecutive primary semester terms (or four quarter terms) anywhere in the CCC system.

Persistence Rate is reported for the overall cohort, as well as by lowest level of attempted Math or English.

Cohort (First-time students with intent to complete, must have each of the following):

- Look systemwide to determine first-time status. First-time status is defined as a student who took a credit course in the CCC system for the first time. Students with prior enrollments outside the CCC system are excluded.
- SB01 STUDENT IDENTIFIER STATUS = S (only students with valid SSN)
- SX03 ENROLLMENT-UNITS-EARNED ≥ 6 at your college and/or anywhere in the system during first three years of enrollment. Units earned include completed courses with a grade of A, B, C, D or P.
- Attempted a Math or English course during 3 year period:
CB03 COURSE-TOP-CODE = 1701.00, 1501.00, 1520.00
CB21 COURSE-PRIO-TO-COLLEGE-LEVEL = A, B, C, D, Y

Outcome (Achieve the following outcome):

- Persisted by attempting a credit course in the first three primary semester (or four quarter) terms. For colleges on the quarter system persistence is measured as Fall-Winter- Spring-Fall; Winter-Spring-Fall-Winter or Spring-Fall-Winter-Spring.
- CB04 COURSE-CREDIT-STATUS = C, D

OR

Completion of any of the following within the first three primary semester (or four quarter) terms:

- Associate of Arts or Sciences Degree
SP02 STUDENT-PROGRAM-AWARD = A, S
CB04 COURSE-CREDIT-STATUS = C, D
- Credit Certificate (Chancellor's Office approved)
SP02 STUDENT-PROGRAM-AWARD = L, T, F, B
- Transferred to Four-Year Institution (Match with NSC, UC, CSU files)

Break out the cohort into two groups of students:

- Lowest attempted English or Math course was 'Prepared for College Level'
 - CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = A, Y in Math, if Y then Math attempted should be T 'Transferable' or D 'Degree Applicable'
 - CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = Y in English and English = T 'Transferable'
 - If attempted both Math and English, lowest of Math or English cannot be remedial level for 'college level' group.
- Lowest attempted English or Math course was 'Unprepared for College Level'
 - CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = B, C, D in Math
 - CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = A, B, C, D in English or
 - CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = Y in English and English \neq T 'Transferable'

REMEDIAL PROGRESS RATE (MATH, ENGLISH, ESL)

Definition: The percentage of credit students who attempted for the first time a course designated at “levels below transfer” in:

- Math and successfully completed a college-level course in Math within six years.
- English and successfully completed a college-level course in English within six years.
- ESL and successfully completed a college-level ESL course or a college-level English course within six years.

The cohort is defined as the year the student attempts for the first time a course at “levels below transfer” in Math, English and/or ESL.

Outcomes in Basic Skills Education are reported for Math, English and/or ESL

Math Cohort:

First attempt of a Math course in two to four levels below transfer:

- CB03 COURSE-TOP-CODE = 1701.00
- SB01 STUDENT IDENTIFIER STATUS = S (only students with valid SSN)
- CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL = B, C, or D
- CB04 COURSE-CREDIT-STATUS = C or D

Math Outcome:

Completed “zero” and/or “one” level Math course within six years of cohort entry:

- CB04 COURSE-CREDIT-STATUS = D or CB05 COURSE-TRANSFER-STATUS = A, B
- CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = Y or A
- SX04 ENROLLMENT-GRADE = A, B, C, P (successfully completed)
- CB03 COURSE-TOP-CODE = 1701.00

English Writing Cohort:

First attempt of an English Writing course in one to four levels below transfer:

- CB03 COURSE-TOP-CODE = 1501.00
- SB01 STUDENT IDENTIFIER STATUS = S (only students with valid SSN)
- CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL = A, B, C, or D
- CB04 COURSE-CREDIT-STATUS = C or D

English Writing Outcome:

Completed “zero” level English course within six years of cohort entry:

- CB04 COURSE-CREDIT-STATUS = D or CB05 COURSE-TRANSFER-STATUS = A, B
- CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = Y
- SX04 ENROLLMENT-GRADE = A, B, C, P (successfully completed)
- CB03 COURSE-TOP-CODE = 1501.00, 1503.00, 1504.00, 1507.00

ESL Cohort:

First attempt of an ESL course in any levels below transfer:

- CB03 COURSE-TOP-CODE = 4930.84, 4930.85, 4930.86, 4930.87
- SB01 STUDENT IDENTIFIER STATUS = S (only students with SSN)
- CB21 COURSE-PRIOR-TO-COLLEGE-LEVEL = A, B, C, D, E, or F
- CB04 COURSE-CREDIT-STATUS = C or D

ESL Outcome:

Completed “zero” level ESL course or a college-level English course within six years:

- CB04 COURSE-CREDIT-STATUS = D

- CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = Y
- SX04 ENROLLMENT-GRADE = A, B, C, P (successfully completed)
- CB03 COURSE-TOP-CODE = 4930.84, 4930.85, 4930.86, 4930.87

OR

- CB04 COURSE-CREDIT-STATUS = D or CB05 COURSE-TRANSFER-STATUS = A, B
- CB 21 COURSE-PRIOR-TO-COLLEGE-LEVEL = Y
- SX04 ENROLLMENT-GRADE = A, B, C, P (successfully completed)
- CB03 COURSE-TOP-CODE = 1501.00, 1503.00, 1504.00, 1507.00

**For each cohort exclude students concurrently enrolled at a four-year institution in the cohort year and the following academic year.

CAREER TECHNICAL COMPLETION RATE (CTE)

Definition: The percentage of students who attempted a CTE course for the first-time and completed more than 8 units in the subsequent three years in a single discipline (2-digit vocational TOP code where at least one of the courses is occupational SAM A, B or C) and who achieved any of the following outcomes within six years of entry:

- Earned any AA/AS or credit Certificate (Chancellor's Office approved)
- Transfer to four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC)
- Achieved "Transfer Prepared" (student successfully completed 60 UC/CSU transferable units with a GPA ≥ 2.0)

Cohort (Students who showed intent to complete in CTE, must have each of the following):

- Look systemwide to determine first-time a student attempted a credit CTE course.
- SX 03 ENROLLMENT-COMPLETED-UNITS > 8 during first three years of enrollment at a college and/or anywhere in the system in a single discipline (2-digit vocational TOP code where at least one of the qualifying courses is occupational SAM A, B or C).
- SB01 STUDENT IDENTIFIER STATUS = S (only students with valid SSN)

Outcomes (Achieve one or more of the following outcomes):

- Associate of Arts or Sciences Degree
SP02 STUDENT-PROGRAM-AWARD = A, S
- Credit Certificate (Chancellor's Office approved)
SP02 STUDENT-PROGRAM-AWARD = L, T, F, B
- Transfer Prepared
CB05 COURSE-TRANSFER-STATUS = A, B
SX03 ENROLLMENT-UNITS-EARNED ≥ 60 at your college and/or anywhere in the system with a GPA ≥ 2.0
- Transferred to Four-Year Institution (Match with NSC, UC, CSU files)
- Completion of Apprenticeship (Division of Apprenticeship Standards)

*Date range of outcomes are June 01 of cohort year to December 31 of final year
Example 2007-2008 cohort — June 01, 2007 to December 31 2013

CAREER SKILLS BUILDER STUDENTS

Skills-builders are workers who are maintaining and adding to skill-sets required for ongoing employment and career advancement. Skills-builders successfully complete a limited number of courses, but do not earn a certificate or degree, or transfer to a four-year college.

Definition: The median inflation adjusted wages before and after the year of enrollment for students who completed a SAM A, B, or C course of at least (.5 units) and passed all CTE coursework in a given academic year. These students were no longer enrolled anywhere in the system the following academic year and did not earn an award or transfer to a four year college the year of enrollment or the following year.

Cohort (Students who showed course behavior related to career skills upgrading or industry license/certificate):

- SX 03 ENROLLMENT-COMPLETED-UNITS \geq .5 units during a given academic year where at least some units completed had a SAM code of A, B or C.
- SB01 STUDENT IDENTIFIER STATUS = S (only students with valid SSN)
- Student must not be enrolled anywhere in the system the following academic year and did not earn an award or transfer to a four year college the year of enrollment or the following year.
- Did not fail any CTE coursework in the year of enrollment (Grade F, NP, INP, FW).

Outcomes:

- Annual inflation adjusted median percentage change in earnings (1 year before to 1 year after) for all students in the cohort.

*Not all career skills building students with earning wages will be found in the EDDUI wage data. EDDUI data contain wages only for those employed in an occupation covered by Unemployment Insurance in California. This excludes individuals employed by the military or federal government, and those self-employed, employed out of state, unemployed, or not in the workforce after enrollment. The EDDUI data do not indicate the occupation in which an individual was employed, how many hours an individual worked, or part time/full time status. The EDDUI wage files are matched with Social Security Number (SSN). Therefore, students without a valid SSN were not included in the career skills builder metric.

CAREER DEVELOPMENT & COLLEGE PREPARATION (CDCP) COMPLETION RATE

Definition: The percentage of students who attempt two or more CDCP courses, with a minimum of 4 attendance hours in each of those courses, within three years. The following outcomes within six years of entry:

- CDCP Certificate(s)
- Earned AA/AS or Certificates (Chancellor's Office Approved)
- Transfer to four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC)
- Achieved "Transfer Prepared" (student successfully completed 60 UC/CSU transferable units with a GPA ≥ 2.0)

Cohort (Students who showed intent to complete in CDCP, must have the following):

- Look systemwide to determine student taking two or more CDCP courses
- Completed 4 or more positive attendance hours in each of these two courses

Outcomes (Achieve one or more of the following outcomes):

- CDCP Certificate
SP02 STUDENT-PROGRAM-AWARD = G, H, I, J, K, P, Q, R
AND program status is CDCP
- Associate of Arts or Sciences Degree
SP02 STUDENT-PROGRAM-AWARD = A, S
- Certificate (Chancellor's Office approved)
SP02 STUDENT-PROGRAM-AWARD = L, T, F, B
- Transfer Prepared
CB05 COURSE-TRANSFER-STATUS = A, B
SX03 ENROLLMENT-UNITS-EARNED ≥ 60 at your college and/or anywhere in the system with a GPA ≥ 2.0
- Transferred to Four-Year Institution (Match with NSC, UC, CSU files)