Attendance Accounting for the California Community College System

KCCD Institutional Research & Reporting Webinar February 25th, 2021 Amber Anderson, Institutional Research Analyst Bob Ngo, Executive Director of Institutional Research & Reporting

Webinar Learning Goals

- Participants understand how FTES are calculated for apportionment Purposes
- Participants understand where the data used to calculate FTES is located in Banner and which fields need to be updated to accurately calculate FTES.

Full Time Equivalent

- Full Time Equivalent is a standardized measure that is used to represent a full-time student within a typical academic year (2 semesters/3 quarters)
- Used to account for students with different course loads
- The CCC system calculates that a full-time student should spend 15 hours a week in classroom related activities when taking a full unit load
- 15 Hours/Week x 17.5 Week Semesters (x 2) = 525 Hours

Full Time Equivalent

• The basic formula for FTES

Student Contact Hours ÷ 525

- Contact Hour = Time spent engaged in "in-class activities"
- Contact Hour =/= 60 minutes of class time
- Contact hour calculated differently depending on class characteristics
- In Banner, Contact Hours are calculated for us based on certain fields that are populated by College Schedulers (SSASECT) and Instructors

×	ellucian	Sched	ule (KCCD)) SSASEC	T 9.3.19 [C	CALBSTU:9.3.19)] (PROD)		÷	B	a *
Term: 20		30095	Subject:	CHEM	Course:	P101B			(Star	t Over
Title: G	General Chem	istry II									
Course	Section Inform	ation	Section En	rollment In	formation	Meeting Times	and Instructor	Section	Preferences		
Times an	nd Instructors	Sch	eduler Prefer	ences							
Meeting	Dates Me	eting Loc	ation and Cr	redits							
SCHED	ULE							🗄 Insert	Delete	Cop	y 🔍 Filte
Hours pe	er Day	Hou	rs per Week		Total Conta	act Hours	Session Credit H	ours	Partition Det	ails	Roon
	1	.70		3.40		55.42		5	[
	3	.40		6.80		110.84					
4											
	1 of 1 🕨		10 V P								ecord 1 of 2

Course Section Info	rmation	Section Enrol	Iment Information	Meeting Times and Ins	tructor	Section P	references						
Times and Instructo	rs Scl	heduler Preferen	ices										
Meeting Dates	Meeting Lo	ocation and Cred	lits										
SCHEDULE													
Meeting Time	Meeting	Туре	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
	- CLAS	(01/18/2020	05/15/2020								1250	1415
	CLAS		01/18/2020	05/15/2020		~		~				1300	1610

Weekly Census Accounting Method

- Start date and end date of section are the same as the semester start and end dates
- Must meet at same days and same time slots <u>every</u> week during semester (same number of contact hours every week)
- No deductions for class sessions that fall on Holiday.

Formula

(Weekly Contact Hours x Term Length Multiplier (16.3) x # of Students Enrolled on Census Day)

525

Weekly Census Accounting Method

🗙 @ ellucian Se	chedule (KCCD) SSASEC	T 9.3.19 [C#	ALBSTU:9.3.19] (PROD)		÷	8	A	*
Term: 202030 CRN: 300	95 Subject: CHEM	Course:	P101B			(Start Over	
Title: General Chemistry	r II								
Course Section Information	Section Enrollment Inf	formation	Meeting Times	and Instructor	Section	Preferences			
Times and Instructors	Scheduler Preferences								
Meeting Dates Meeting	g Location and Credits								
SCHEDULE	•			0	Insert	Delete	1 0	Сору 🖣	Filter
Hours per Day	Hours per Week	Total Contac	t Hours	Session Credit Hours		Partition Det	ails		Room
1.70	3.40		55.42		5				
3.40	6.80		110.84						
4									×.
🕅 🛋 🗍 of 1 🕨 刘	10 🗸 Per Page							Record	1 of 2

×	@ elluc	cian	Scheo	lule (KCCI)) SSASE(CT 9.3.19 [C	ALBSTU:	9.3.19] (PR	OD)	
Term:	202030	CRN:	30095	Subject:	CHEM	Course:	P101B	Title:	General	Chemistry II
Cours	se Section I	Informa	ation	Section E	nrollment In	formation	Meeting	Times and I	nstructor	Section Pro
Enrol	lment Deta	ils	Reserve	ed Seats						
* ENR	OLLMENT	DETAIL	. S							
	Мах	imum *		0						
	ŀ	Actual		18						
	Rema	aining	-	18						
			Au	thorization	Codes Activ	ve for Section	Ge	nerated Cre	dit Hours	90.000
Cens	us One									
E	inrollment (Count	1	20						

Weekly Contact Hours = 3.4 + 6.8 = 10.2

Term Length Multiplier = 16.3

Census Count = 20

Daily Census Accounting Method

- Meets on a regular basis for at least 5 days but less than full semester
- Meets same number of hours each scheduled day
- No hours counted for holidays

Formula

(Daily Contact Hours x

Course Length Multiplier (Number of Days) x

of Students Enrolled on Census Day)

÷ 525

Daily Census Accounting Method

Course Section Information	Section Enrollment Info	rmation Meeting Times	and Instructor	Section Preference
Times and Instructors	Scheduler Preferences			
Meeting Dates Meeting	Location and Credits			
SCHEDULE	•			
Hours per Day	Hours per Week	Total Contact Hours	Session Credit H	ours Partition
1.00	4.00	61.00		4.000
1.00	1.00	16.00		0.000

Schedule (KCCD) SSASECT 9.3.19 [CALBSTU:9.3.19] (PROD)

Ø ellucian

Term: 201970 CRN: 73574 Subject: ENGL Course: C101 Title: Freshman Composition

Course Section Inform	ation	Section Enrolln	nent Information	Meeting Tim	nes and Instructor	Sectio	n Preferences
Enrollment Details	Reserved	Seats					
ENROLLMENT DETAIL	LS						
Maximum	*]	Waitlis	t Maximum *	0		
Actual	26		W	aitlist Actual	0		
Remaining	-26		Waitlist	Remaining	0		
	Auth	orization Code	s Active for Section	Gener	ated Credit Hours	104.000	
Census One							
Enrollment Count	26				Freezo	e Date	09/09/2019

Daily Contact Hours = 1 hour for 16 days and 1 hour for 61 days

Since it's 1 hour for each session we can combine for:

Course Length Multiplier = 77 days

Census Count = 26

FTES = (1 x 77 x 26) / 525 = **3.81**

Positive Attendance Accounting Method

- Based on actual student attendance
- Cannot be calculated until instructor has entered hours into Banner
- Used in all courses that meet for less than 5 days, non-credit, irregularly scheduled, and open entry/open exit

Formula

Actual Attendance Hours

÷ 525

Positive Attendance Accounting Method

	× @ ellucian	Schedule (KCCD) SSASECT 9.3.19 [CALBSTU:9.3.19] (PROD)	6 stu
ľ	Term: 201970 CRN:	73767 Subject: STDV Course: B3 Title: Career and Life Planning	
	Course Section Informa	ion Section Enrollment Information Meeting Times and Instructor Section Preferences	4 stu
	 COURSE SECTION INF 	DRMATION	2 stu
	Subject	STDV STUDENT DEVELOPMENT Campus * BI BC Bakersfield Area	
	Course Number	B3 Status * A Active	
	Title	Career and Life Planning Schedule Type L Lecture/Discussion	Note
	Section *	H81 Instructional Method 02 Lecture/Discussion	Note
	Cross List	Integration Partner	after
_			

6 students with reported hours

4 students received 54 hours – 54*4 = 216

2 students received 34 hours – 34*2 = 68

FTES = 216 + 68 = 284 hours / 525 = **0.54**

Note – the students receiving 34 hours were drops after census, however they still have hours counted.

CRN: 73767 STDV B3 H81 Roll: Degree Award Status: Select...

Name	Status	Status Date	Final Grade	Grading Mode	Incomplete Final Grade	Extension Date	Credit Hours	Hours Attended
Cita, Dalaini.	RE	09/26/2019	В	S			3.000	
Minnes	D5	11/01/2019	W	S			0.000	34.0
Lityt, in sink	RE	09/19/2019	A	S			3.000	54.0
	RE	09/26/2019	A	S			3.000	54.0
	D5	11/01/2019	W	S			0.000	34.0
	RW	08/30/2019	A	S			3.000	54.0
Carrier Landard I.	D3	10/11/2019		S			0.000	

Alternative Attendance Daily/Weekly Accounting Method (Independent Study/Work Experience)

- Used mainly for distance learning
- One weekly student contact hour is counted for each unit of credit
- Lab hours, when appropriate, can be added to contact hours derived from units
- Both daily and weekly use TLM of 16.3 in the calculation
- Accounting method revision being considered for Spring 2021

<u>Formula</u>

(Course Units + Lab Contact Hours when appropriate x Term Length Multiplier (16.3) x

of Students Enrolled on Census Day)

÷ 525

Alternative Attendance Daily/Weekly Accounting Method (Independent Study/Work Experience)

X @ ellucian Schedule (KCCD) SSASECT 9.3.19 [CALBSTU:9.3	3.19] (PROD)			
Term: 201970 CRN: 73964 Subject: PHIL Course: B7	Title: Introduct	tion to Logic		
Course Section Information Section Enrollment Information Meeting T	imes and Instructor	Section Preferences	i	
COURSE SECTION INFORMATION				
Subject PHIL PHILOSOPHY		Campus * (BL B(C Online
Course Number B7		Status * (A A	ctive
Title Introduction to Logic		Schedule Type	V D	elayed Interactn - NET
Section * 64		Instructional Method	72 D	elayed Interactn - NET
Cross List		Integration Partner		
▼ CLASS TYPE				
× @ ellucian Schedule (KCCD) SSASE	CT 9.3.19 [C	ALBSTU:9.3.19) (PROD)	
Term: 201970 CRN: 73964 Subject: PHIL	Course:	B7 1	Fitle: Intro	oduction to Logic
Course Section Information Section Enrollment I	nformation	Meeting Times	s and Instru	ctor Section P
Enrollment Details Reserved Seats				
ENROLLMENT DETAILS				

CRN 73964 – **Daily** Alt Attendance Method Units = 3.0

Term Length Multiplier = 16.3

Census Count = 69

```
FTES = (3.0 x 16.3 x 69) / 525 = 6.43
```

				5	CREDIT HOURS				
Course Section Inform	nation	Section Enrollment Information	Meeting Times and Instructor	Section P	Credit Hours				
Enrollment Details	Reser	ved Seats			Credit Hours		3.000		
ENROLLMENT DETAIL	ILS				Credit Hours	O None	O To (Or	
Maximum	n*	64		Waitlist Ma	Indicator	-	_	-	
Actual	I	50		Waitlis	Billing Hours		3.000		
Remaining	J	14		Waitlist Rer	Billing Hours	O None	Ото	🔘 Or	
	🖌 A	Authorization Codes Active for Section	Generated Credit Hours	150.000	Indicator				
Census One									
Enrollment Count	t	69							

Alternative Attendance Daily/Weekly Accounting Method (Independent Study/Work Experience)

Freeze Date 09/09/2019

Term: 201970 CRN: 72869) Subje	ct: IT	Course:	C101	Title: Intro	oduction to Comput	er Infor
Course Section Information	Section	n Enrollment Inf	formation	Meeting Time	es and Instru	ctor Section Pre	ferences
Times and Instructors So	heduler Pr	references					
Meeting Dates Meeting L	ocation an	d Credits					
SCHEDULE							
Hours per Day	н	lours per Week		Total Contact H	ours	Session Credit Hours	s Pa
	1.50		3.00		48.00		3.000
	0.72		2.88		46.00		0.000
4							
× @ ellucian Sche	edule (KCC	CD) SSASECT	Г <mark>9.3.19 [С</mark>	ALBSTU:9.3.19] (PROD)		
Term: 201970 CRN: 72869	Subjec	:t: IT	Course:	С101 Т	itle: Introd	luction to Computer	Infor
Course Section Information	Section	Enrollment Info	ormation	Meeting Times	and Instruct	or Section Prefer	rences
Enrollment Details Reser	ved Seats						
ENROLLMENT DETAILS							
Maximum *	0		Wai	tlist Maximum *	0		
Actual	35			Waitlist Actual	0		
Remaining	-35		Wait	list Remaining	0		
A	uthorizatio	n Codes Active	for Section	Generate	d Credit Hou	irs 105.000	
Census One							

Enrollment Count

42

CRN 72869 – **Weekly** Alt Attendance Method with **Lab** Units = 3.0 Lab contact hours = 2.88 per week Term Length Multiplier = 16.3 Census Count = 42

FTES = ((3.0 + 2.88) x 16.3 x 42) / 525 = **7.67**

Alternative Attendance Accounting Method NONCREDIT Distance Education

- Used for noncredit distance education
- Used for noncredit distance ed taught asynchronously
- Two census points are used 20% and 60% points of the course

1. Determine the WSCH factor:

	5.0	hours/week	instruction
	10.0	hours/week	outside study
	.5	hours/week	meeting with instructor
	15.5	hours/week*	
	*15.5	5 hours x 6 weeks <mark>(</mark> leng	th) = 93 total hours
	WSCH fa	octor = 93 hours / 54 (ir	nstructional measure) = 1.722
2.	Calculat	e FTES:	
	24 stude	ents actively enrolled a	t First Census (20% point)
	First Cer	nsus Student Contact H	Hours = 1.722 x 24 x 17.5 = 723.24

20 students actively enrolled at Second Census (60% point)

Second Census Student Contact Hours = 1.722 x 20 x 17.5 = 602.70

The FTES is the average of the Students Contact Hours at First and Second Census, divided by 525:

FTES = (723.24 + 602.70) / 2 * 525 = 1.26

Alternative Attendance Accounting Method NONCREDIT Distance Education

Term	CRN	Subject	Course	Start Date	End Date	Census Date	Census Enrollment	60% Date Enrollment
202070	73009	EDUC	C005	24AUG2020:00:00:00	12DEC2020:00:00:00	08SEP2020:00:00:00	6	8
202070	73010	EDUC	C005	24AUG2020:00:00:00	12DEC2020:00:00:00	08SEP2020:00:00:00	2	2
202070	73011	EDUC	C005	24AUG2020:00:00:00	12DEC2020:00:00:00	08SEP2020:00:00:00	2	2
202070	73012	EDUC	C005	24AUG2020:00:00:00	12DEC2020:00:00:00	08SEP2020:00:00:00	1	2
202070	73013	EDUC	C005	24AUG2020:00:00:00	12DEC2020:00:00:00	08SEP2020:00:00:00	1	1
202070	73662	ACDV	B86NC	22AUG2020:00:00:00	11DEC2020:00:00:00	08SEP2020:00:00:00	196	101
202070	75338	ACDV	B81NC	22AUG2020:00:00:00	11DEC2020:00:00:00	08SEP2020:00:00:00	490	430
202070	75438	ACDV	B84NC	22AUG2020:00:00:00	11DEC2020:00:00:00	08SEP2020:00:00:00	13	37
202070	75470	ACDV	B82NC	22AUG2020:00:00:00	11DEC2020:00:00:00	08SEP2020:00:00:00	3	3
202070	75471	ACDV	B83NC	22AUG2020:00:00:00	11DEC2020:00:00:00	08SEP2020:00:00:00	3	3
202070	75692	EDUC	B80NC	22AUG2020:00:00:00	11DEC2020:00:00:00	08SEP2020:00:00:00	5	19

RULES FOR DETERMINING WHEN A SECTION GETS REPORTED

- Attendance for weekly and daily census courses are reported in the period in which the census date falls.
- Attendance for positive attendance courses is reported in the period in which the last class meeting occurs.
- **SUMMER** Daily Census courses are the exception. Attendance for daily census sections with a census date before July 1 and ending date after July 1 can be reported in either fiscal year.

FTES REPORTING PERIODS

- First Period (P1): July 1-December 31 Reported January 15th
- Second Period (P2): January 1 April 15th Reported April 20th
- Annual (A): April 16 June 30th Reported July 15th
- Recalculation (R1): October if needed

Working Together

An Important Partnership

Instruction Office/Divisions/Departments Develop Schedule of Classes Build Sections in Computer

Admissions & Records

Manage Admissions and Registration Attendance Reporting by Faculty

Resources

- CCCCO <u>Student Attendance Accounting Manual</u>
- State of California Title 5. Education Education Code
- Bakersfield College <u>Contact Hours Primer</u>
- CCCCO <u>Fiscal Services Presentation</u>

Questions and Comments

amber.anderson@kccd.edu bob.ngo@kccd.edu