Attendance Accounting for the California Community College System

KCCD Institutional Research & Reporting Webinar
February 25th, 2021
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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

Term: 202030   CRN: 30095   Subject: CHEM   Course: P101B

Start Over

Title: General Chemistry II

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences

Times and Instructors	Scheduler Preferences

Meeting Dates	Meeting Location and Credits

▼ SCHEDULE

➕ Insert   ➖ Delete   📋 Copy   ▼ Filter

Hours per Day	Hours per Week	Total Contact Hours	Session Credit Hours	Partition Details	Room
1.70	3.40	55.42	5	☐	
3.40	6.80	110.84		☐	

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▼ SCHEDULE

Meeting Time	Meeting Type	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 *every* 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

Weekly Contact Hours = 3.4 + 6.8 = 10.2

Term Length Multiplier = 16.3

Census Count = 20

FTES = (10.2 x 16.3 x 20) / 525 = **6.33**

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

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

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525

Positive Attendance Accounting Method

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.

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

Term: 201970   CRN: 73767   Subject: STDV   Course: B3   Title: Career and Life Planning

Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences

COURSE SECTION INFORMATION

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
Section *: H81   Instructional Method: 02 — Lecture/Discussion
Cross List: Integration Partner:

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
	RE	09/26/2019	B	S			3.000	54
	D5	11/01/2019	W	S			0.000	34.000
	RE	09/19/2019	A	S			3.000	54.000
	RE	09/26/2019	A	S			3.000	54.000
	D5	11/01/2019	W	S			0.000	34.000
	RW	08/30/2019	A	S			3.000	54.000
	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

Formula

(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)

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**

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

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 hours x 6 weeks (length) = 93 total hours

WSCH factor = 93 hours / 54 (instructional measure) = 1.722

2. Calculate FTES:

24 students actively enrolled at First Census (20% point)

First Census Student Contact 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

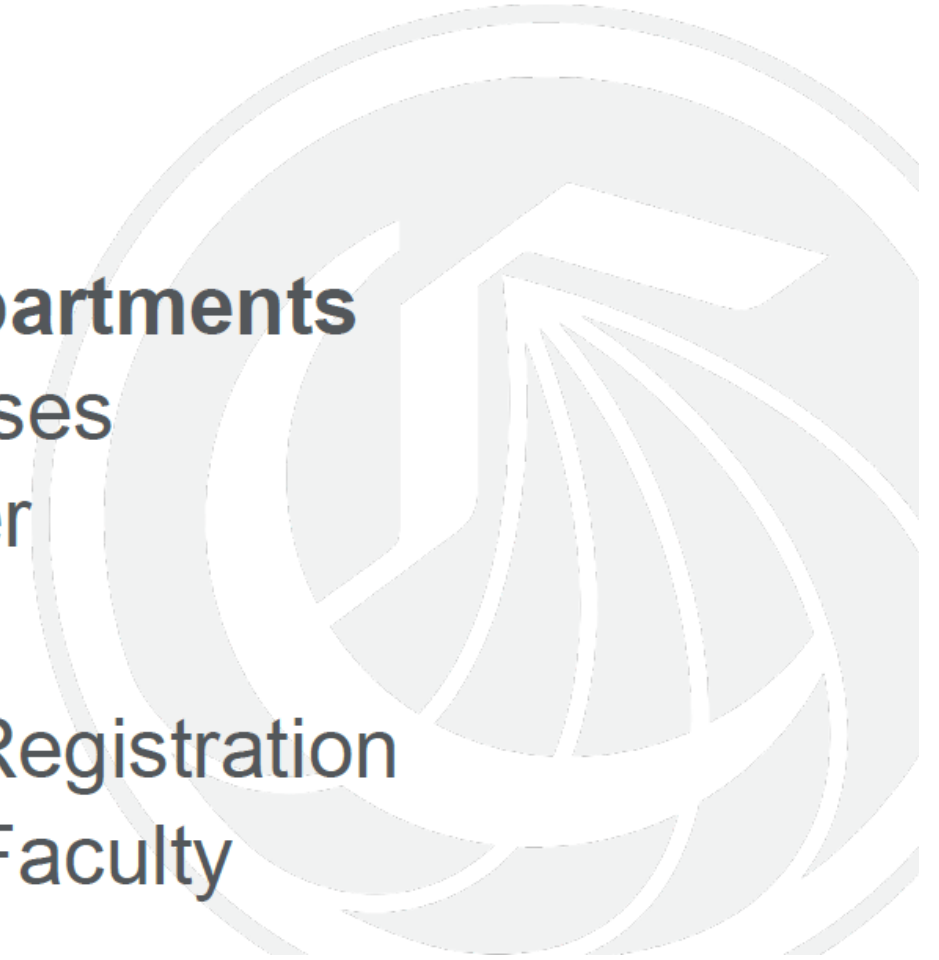- **Instruction Office/Divisions/Departments**

  Develop Schedule of Classes

  Build Sections in Computer

- **Admissions & Records**

  Manage Admissions and Registration

  Attendance Reporting by Faculty

Resources

- CCCCO [Student Attendance Accounting Manual](#)
- State of California Title 5. Education [Education Code](#)
- Bakersfield College [Contact Hours Primer](#)
- CCCCO [Fiscal Services Presentation](#)

Questions and Comments

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