



PRECISION CAMPUS ONLINE DATA TOOL GLOSSARY

[Precision Campus Data Tools – Glossary of Terms](#)

ENROLLMENT

Headcount versus Enrollment

- Headcount is distinct count of student. A student is counted only once in the respective time frame.
- Enrollment is duplicated; a student is counted for each class they are enrolled in within the timeframe.
- Example: A student enrolled in 4 classes in a quarter. The headcount is 1 and the enrollment is 4.

WSCH (weekly student contact hours)

- Unit of measurement that determines the total contact hours of a class.
- Calculation: (number of contact hours per week x number of students enrolled)
- Example: A class meets 2 times per week and each meeting is 3 hours. There are 20 students enrolled. The WSCH for the class is 120 hours (2 x 3 x 20).

FTES (full-time equivalent student)

- Unit of measurement applicable to all classes and all students and considers variations in course units and course contact hours. The standardized unit allows users to make comparisons between colleges, divisions, departments and courses. FTES is the sum of all quarters, including summer. FTES assumes that a full-time student is in class 15 hours per week.
- There are 11.67 weeks in a quarter (the state dictates there are 175 days of instruction in an academic year; 175 days/5 days per week = 35 weeks per year excluding summer quarter; 35 weeks per year / 3 quarters = 11.67 weeks in a quarter).
- Calculation: $(WSCH \times 11.67) / 525$; where 11.67 represents the number of weeks in a quarter and 525 represents the standard contact hours per year for 1 full-time student enrolled in 15 units (15 units x 11.67 weeks x 3 quarters in a year).
- Example: A class meets 2 times per week and each meeting is 3 hours. There are 20 students enrolled. The FTES for the class is 2.67 FTES $((2 \times 3 \times 20) \times 11.67) / 525$.

FTEF (full-time equivalent faculty; also known as full-time load)

- Unit of measurement reflect faculty's time on instructional activities (both full and part time faculty), excluding release and reassignment. The standardized unit allows users to make comparisons between colleges, divisions, departments and courses. FTEF is the sum of all quarters, including summer.
- A typical full-time instructor is required to be in the classroom the equivalent of 36 contact hours over 3 quarters (e.g., teach 9 classes at 4 units each = 36 hours of instruction or 0.111 load per course x 9 courses = 0.999 load)



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- Calculation: $(WSCH / 36)$; where 36 represents the total standard instructional contact hours per year for 1 full-time faculty.
- Example 1: A class meets 2 times per week and each meeting is 3 hours. $2 \times 3 = 6$ weekly hours / 36 annual hours = 0.167 FTEF.
- Example 2: Weekly instructional hours for faculty #1 is 6 hours, for faculty #2 is 9 hours, for faculty #3 is 12 hours and for faculty #4 is 12 hours. Total FTEF for these four faculty members, whether they were hired full or part time, is 1.08 FTEF $(6 + 9 + 12 + 12) / 36$.

PROD (productivity)

- Unit of measurement used to inform budgeting and scheduling; conveys the relationship between WSCH and FTEF and measures the ratio between faculty and students. In general, the higher the PROD figure, the more students served by fewer faculty. The CCCCO historically suggests a PROD goal of 525 is efficient for traditional academic calendars, but PROD goal is a local decision, varies based on negotiated seat caps, and is annually set by the district. The WSCH and FTEF used to calculate PROD includes all quarters, including summer.
- Calculation: $(WSCH / FTEF)$
- WSCH and PROD are annual rates, so to calculate PROD for one quarter, it must be divided by 3 to get the quarterly PROD for a course.
- Example: A class meets 2 times per week and each meeting is 3 hours for 6 contact hours. There are 20 students enrolled. $3 \text{ hours} \times 2 \text{ times per week} \times 20 \text{ students} = 120 \text{ WSCH}$. $120 \text{ WSCH} / 3 \text{ quarters} = 40$ term WSCH. The load for the class is 0.166 $(6 \text{ contact hours} / 36 \text{ where } 36 \text{ represents the total standard instructional contact hours per year for } 1 \text{ full-time faculty})$. Divide the term WSCH of 40 by the FTEF of $0.166 = 240 \text{ PROD}$
- Example: A class meets 2 times per week and each meeting is 3 hours. There are 20 students enrolled. The productivity for this class is 718 PROD $(120 \text{ WSCH} / 0.167 \text{ FTEF})$.

Full-time Load / Overload / Part-time Load

- Full-time load reflects faculty assignment types 0 and 3 (on load, paid and non-paid).
- Overload reflects faculty assignment type 2.
- Part-time load reflects all other assignment types.

Maximum Enrollment or Maximum Seat Count

- Maximum number of students permitted to enroll in a section. Maximum enrollment is set by each department.



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Actual Enrollment or Actual Seat Count

- Actual number of students who enrolled in a section.

Available Seats or Remaining Capacity

- Available seats reflect the number of seats available based on the maximum seat count set for the section by each department.
- Calculation: (maximum enrollment – actual enrollment)

Fill Rate

- Fill rate reflects how full a section is at a certain time period (e.g., registration, census or end of term).
- Calculation: (actual enrollment / maximum enrollment)

Drops

- When a student leaves or drops a section prior to census day. Enrollment is not counted, and no grade is issued.

Drop Rate

- The proportion of students who dropped from a section prior to census day. They cannot be included in any enrollment counts.
- Calculation: number of drops / (actual enrollment + number of drops)

COURSE SUCCESS

- **Course success:** course success rate is the number of students receiving an A, B, C or P grade divided by the total number of students receiving a grade.
- **Non-success:** course non-success rate is the number of students receiving a D, F, FW, I, or NP grade divided by the total number of students receiving a grade.
- **Withdrew:** course withdrew rate is the number of students receiving an EW, MW or W grade divided by the total number of students receiving a grade.

CAMPUS LOCATIONS

- **Foothill Sunnyvale Center:** opened in 2016-17; classes prior to 2016-17 were held at the now defunct Middlefield Center location.



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SPECIAL PROGRAMS

- **CalWORKs Students:** students are receiving services by the CalWORKs unit at the respective college.
- **DSPS Students:** students who self-identified and/or are receiving services by DSPS unit at the respective college.
- **EOPS Students:** students are receiving services by the EOPS unit at the respective college.

LEARNING COMMUNITIES

- Foothill College learning community includes all enrollments in sections identified by a course section identifier assigned to their program that may include students who are not learning community members.
- De Anza College learning community includes all enrollments in sections identified by a course section identifier assigned to their program.

STUDENT CHARACTERISTICS

- **Ethnicity:** prioritizes multi-ethnic students using a segmentation hierarchy: Latinx, Black, Filipinx, Pacific Islander, Native American, Asian and White.
- **First-generation college:** students whose parents/legal guardians' highest educational attainment is high school or less.
- **Foster youth:** students who are receiving services at the respective college granted to them as current or former wards of the state in the foster care system.
- **Low income:** students' self-reported household income. For data in 2020-21 or prior, low income is \$25,000 or less. For data in 2021-22 and onward, low income is \$50,000 or less.
- **Non-resident:** students who are non-California residents or international students.
- **Resident:** students who are California residents, AB 2364 high school/dual enrollment, AB 540, VACA Veteran or those with non-resident fee exemptions.
- **Veteran:** students who are receiving services from the respective college granted to them as members/veterans of the US Armed Forces.