

Visual “How-to” Guide For Referencing Data in the PAR Academic Services Template

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How do I look up FTES data?

1. A section of the PAR template asks for data on the FTES and Enrollment in your discipline

- Over the past 3 years, in comparison to the overall FTES trends of the college, FTES in your discipline have:
☐ Decreased in comparison to the overall college trends
☐ Stayed roughly the same in comparison to overall college trends
☐ Increased in comparison to overall college trends

Please provide a brief explanation that would help the college understand these trends (e.g., tangible reasons for the increase or decrease).

2. Go to the Enrollment Management Data Dashboard for FTES data:

<https://public.tableau.com/app/profile/na.liu/viz/EnrollmentManagementData/EnrollmentManagementData>

- The landing page provides the notes to where and when the data was pulled, and the definitions of the terms used in the dashboard. (For this dashboard, IR is merely displaying data that comes from the district’s Argos tool.)

Enrollment Management Data by Chabot College Office of Institutional Research

Chabot College Enrollment Management Data (EMD)
No Exclusions Report, Fall 2018 to Spring 2021*

Notes and Definitions

Note: Chabot OIR used to post enrollment data using the parameters for a "Normal Report," which excludes Non-Credit, Montoya and Rollback information. From Fall 2020 onward, OIR started to post the enrollment data using the parameters for "No Exclusions Report". Therefore, there might be differences between the enrollment data in this dashboard and previous reports posted on our website prior to Fall 2020.

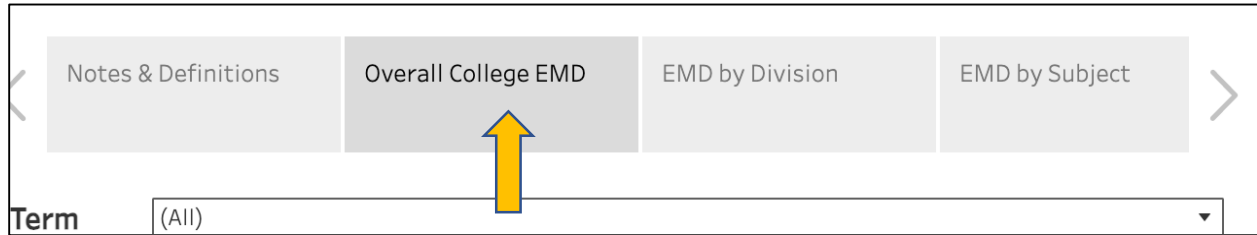
Data Source: Chabot-Las Positas Community College District Argos Enrollment Management Tool, No Exclusions Report; Latest Data (Accessed: 07/26/2021)

* Please note that Spring 2021 data is not final as of 07/26/2021.

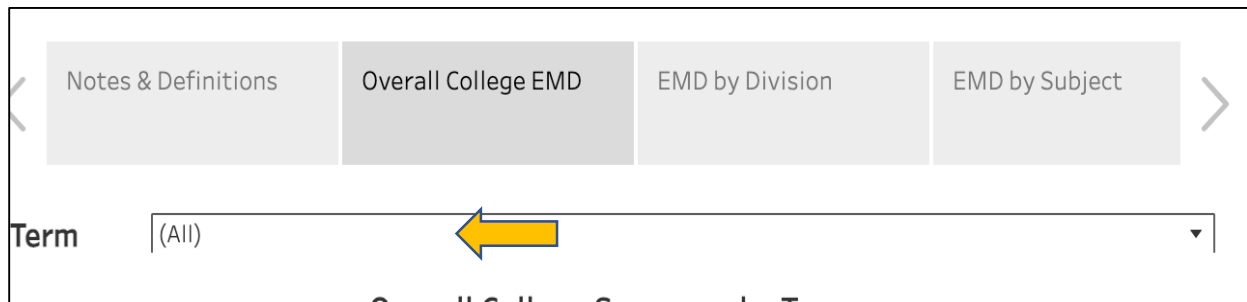
Definitions:

- **No Exclusions Report** reports all active sections (not cancelled) entered into Banner.
- **Fill Rate** is a percentage based on the number of enrollments over the total capacity (seats available).
- **FTEF** is the Full Time Equivalent Faculty associated with the discipline's course offerings for that semester (FT-Full Time, OL-Overload, PT-Part Time).
- **WSCH** is the total Weekly Student Contact Hours resulting from all enrollment at census.
- **FTES** is the total Full Time Equivalent Student value resulting from resident enrollments at census.
- **Ratio of WSCH to FTEF** is a standard measure called "productivity."

3. To look at the FTES trends at the overall college-level, click on “**Overall College EMD**” tab



4. To look at all the fall semesters together, click on “Term”
- Unselect “All” and select all the fall terms
 - Similarly, to look at all the spring semesters together, click on “Term” and unselect “All” and select all the spring terms

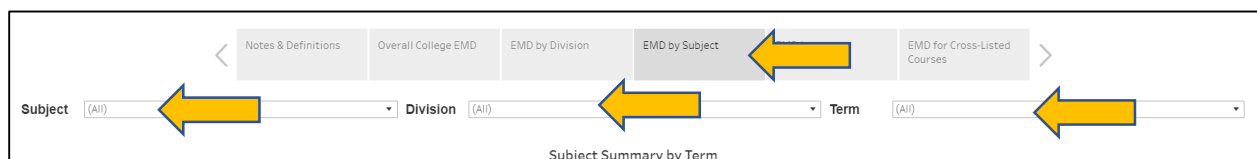


1. For FTES trends at the Overall-College Level, examine the FTES Column
- Examine the trend over the fall terms
 - Examine the trend over the spring terms

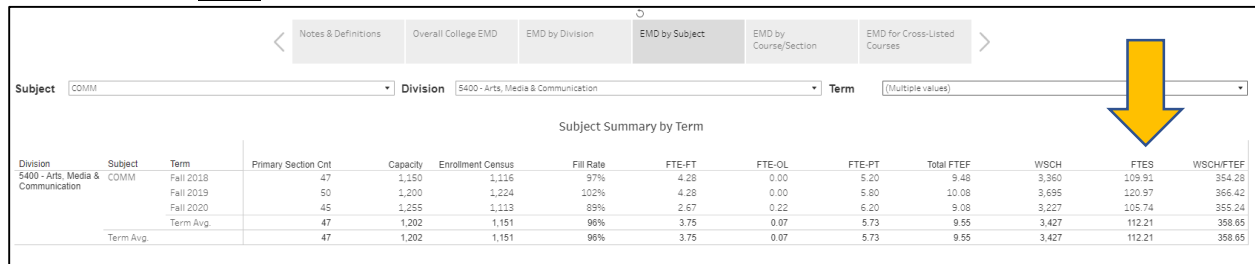
The screenshot shows the 'Overall College Summary by Term' table. A yellow arrow points to the 'FTES' column. The table displays data for Spring 2019, Spring 2020, Spring 2021, and a Term Avg. row.

Term	Primary Section Cnt	Capacity	Enrollment Census	Fill Rate	FTE-FT	FTE-OL	FTE-PT	Total FTEF	WSCH	FTES	WSCH/FTEF
Spring 2019	1,479	46,631	35,997	77%	147.36	25.39	123.57	296.32	136,094	4,426.06	459.28
Spring 2020	1,326	44,856	34,350	77%	146.87	27.93	109.47	284.27	132,417	4,302.85	465.82
Spring 2021	1,218	41,068	30,140	73%	136.32	33.77	119.66	289.75	125,180	4,078.45	432.03
Term Avg.	1,341	44,185	33,496	76%	143.52	29.03	117.57	290.11	131,230	4,269.12	452.38

2. To look at the FTES trends at the subject-level, click on “**EMD by Subject**” tab
- In the Subject Filter, unselect “All” and select a Subject by scrolling or typing into the box
 - In the Division Filter, unselect “All” and select a Division by scrolling or typing into the box
 - In the Term filter, unselect “All” and select the desired terms



3. For FTES trends at the Subject-Level, examine the FTES Column
 - a. Examine the trend over the fall terms
 - b. Examine the trend over the spring terms
 - c. Compare the FTES trends at the Subject-level with those at the Overall College-level.



The screenshot shows the 'EMD by Subject' tab in the dashboard. The filters are set to Subject: COMM, Division: 5400 - Arts, Media & Communication, and Term: (Multiple values). The table below shows the 'Subject Summary by Term'.

Division	Subject	Term	Primary Section Cnt	Capacity	Enrollment Census	Fill Rate	FTE-FT	FTE-OL	FTE-PT	Total FTEF	WSCH	FTES	WSCH/FTEF
5400 - Arts, Media & Communication	COMM	Fall 2018	47	1,150	1,116	97%	4.28	0.00	5.20	9.48	3,360	109.91	354.28
		Fall 2019	50	1,200	1,224	102%	4.28	0.00	5.80	10.08	3,695	120.97	366.42
		Fall 2020	45	1,255	1,113	89%	2.67	0.22	6.20	9.08	3,227	105.74	355.24
		Term Avg.	47	1,202	1,151	96%	3.75	0.07	5.73	9.55	3,427	112.21	358.65
		Term Avg.	47	1,202	1,151	96%	3.75	0.07	5.73	9.55	3,427	112.21	358.65

How do I look up Fill Rates data?

1. The next question in this section asks about fill rates for specific courses/sections in your discipline

- As noted above, enrollments impact our funding. Please review the courses in your discipline in the [Chabot College Enrollment Management Data Dashboard](#): are there specific courses/sections that, on average, across the past three years did not fill to capacity? Why might this be?

2. To look up fill rates, go to the Enrollment Management Data Dashboard:
<https://public.tableau.com/app/profile/na.liu/viz/EnrollmentManagementData/EnrollmentManagementData>
3. Click on the “**EMD by Course/Section**” tab
 - a. At the Subject Filter, unselect “All” and select a Subject by scrolling or typing into the box
 - b. At the Division Filter, unselect “All” and select a Division by scrolling or typing into the box (if desired)
 - c. At the Term filter, unselect “All” and select the desired terms
 - d. Examine the Fill Rate Column.
 - e. For a Fill Rate of a particular course and section that you are interested in, look to see there is a trend over the fall and/or spring terms.

Chabot College Enrollment Management Data (EMD)
No Exclusions Report, Fall 2018 to Spring 2021*

Notes & Definitions Overall College EMD EMD by Division EMD by Subject EMD by Course/Section EMD for Cross-Listed Courses

Subject: MTH Course No.: (All) Section No.: (All) Division: (All) Term: (Multiple values)

Course/Section Summary by Term

Division	Subject	Course No.	Section No.	Term	Begin Time	End Time	Meet Days	Primary Section Cnt	Capacity	Enrollment Census	Fill Rate	FTE-FT	FTE-OL	FTE-PT	Total FTE	WSCH	FTE\$	WSCH\$
5300 - Science and Math	MTH	1	1	Fall 2018	800	1015	MW	1	35	31	89%	0.00	0.00	0.33	0.33	155.0	4.83	46
				Fall 2019	800	1015	MW	1	35	25	71%	0.33	0.00	0.00	0.33	125.0	3.66	27
				Fall 2020	800	1015	MW	1	35	34	97%	0.00	0.00	0.33	0.33	170.0	5.33	51
				Term Avg.				1	35	30	86%	0.11	0.00	0.22	0.33	150.0	4.61	45
			2	Fall 2018	1200	1415	MW	1	35	42	120%	0.33	0.00	0.00	0.33	210.0	6.83	63
				Fall 2019	1330	1545	MW	1	35	33	94%	0.00	0.00	0.00	0.33	165.0	5.16	49
				Fall 2020	Null	Null	Null	1	35	36	103%	0.33	0.00	0.00	0.33	180.0	5.66	54
				Term Avg.				1	35	37	106%	0.33	0.00	0.00	0.33	185.0	5.88	55
			3	Fall 2018	1200	1415	MW	1	35	34	97%	0.33	0.00	0.00	0.33	170.0	5.50	51
				Fall 2019	1330	1545	TR	1	35	31	89%	0.33	0.00	0.00	0.33	155.0	5.16	46
				Fall 2020	1330	1545	TR	1	35	35	100%	0.33	0.00	0.00	0.33	175.0	5.50	52
				Term Avg.				1	35	33	95%	0.33	0.00	0.00	0.33	166.7	5.39	50
			4	Fall 2018	1330	1545	TR	1	35	41	117%	0.33	0.00	0.00	0.33	205.0	6.66	61
				Fall 2019	1330	1545	TR	1	35	42	120%	0.33	0.00	0.00	0.33	210.0	6.66	63
				Fall 2020	Null	Null	Null	1	35	36	103%	0.33	0.00	0.00	0.33	180.0	5.83	54
				Term Avg.				1	35	40	113%	0.33	0.00	0.00	0.33	198.3	6.38	59
			5	Fall 2018	1330	1545	TR	1	35	32	91%	0.33	0.00	0.00	0.33	160.0	4.83	48
				Fall 2020	900	1115	TR	1	35	36	103%	0.33	0.00	0.00	0.33	180.0	5.66	54
				Term Avg.				1	35	34	97%	0.33	0.00	0.00	0.33	170.0	5.25	51
			71	Fall 2018	1915	2130	TR	1	35	35	100%	0.33	0.00	0.00	0.33	175.0	5.66	52
				Fall 2019	1630	1845	MW	1	35	31	89%	0.00	0.00	0.33	0.33	155.0	5.16	46
				Fall 2020	1630	1845	MW	1	35	34	97%	0.33	0.00	0.00	0.33	170.0	5.66	51
				Term Avg.				1	35	34	97%	0.33	0.00	0.00	0.33	170.0	5.66	51

Course No.: 1 Begin Time: 1200 Meet Days: MW End Time: 1415 Division: 5300 - Science and Math Section No.: 2 Subject: MTH Term: Fall 2018 Fill Rate: 120%

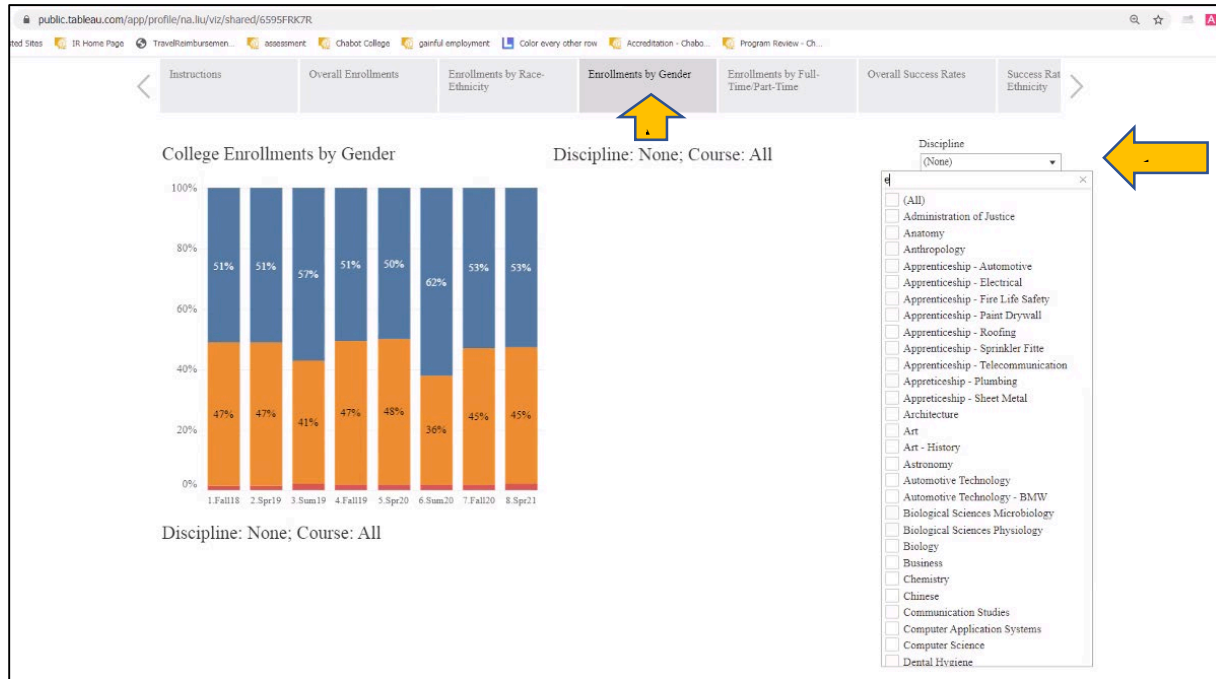
How do I look up Enrollment Data disaggregated by race/ethnicity or gender?

1. A section of the PAR template asks for enrollment data disaggregated by race, ethnicity and/or gender in your discipline.

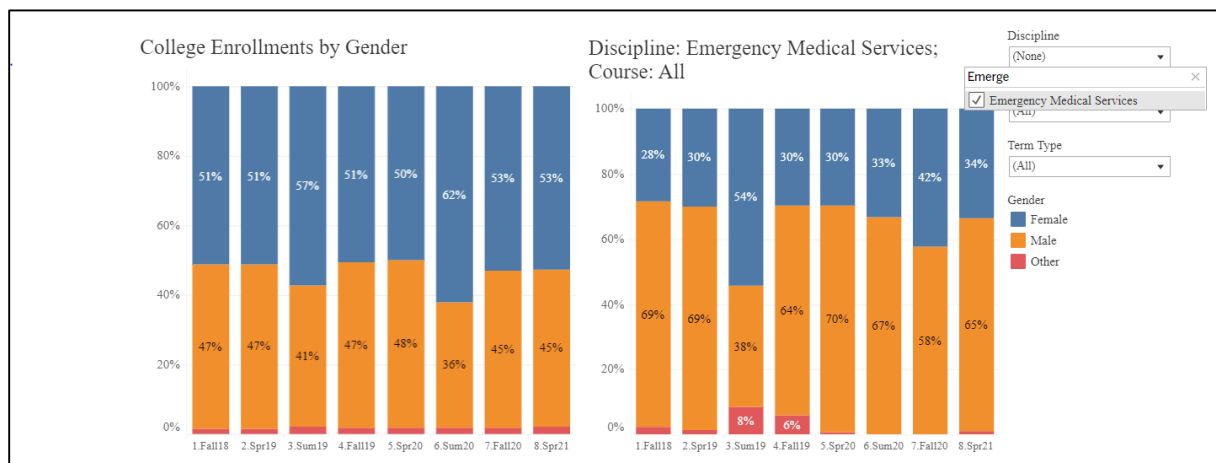
Take a look at disaggregation of your enrollments by race and ethnicity (and/or by gender) over the past three years on the [Chabot College Course Enrollments and Success Rates Dashboard](#). Consider how the representation of traditionally underrepresented race/ethnicity/gender student groups in your program compares to the typical makeup of your discipline, field, or industry (and/or for disciplines with large percentages of General Education enrollments—like English, math and communication studies—consider how the representation of traditionally underrepresented race/ethnicity/gender student groups in your **major courses** compare to your discipline, field, or industry).

- The representation of traditionally underrepresented race/ethnicity/gender student groups in our **discipline/major** compared to our industry/field:
 - ___ could be improved.
 - ___ is just right.
 - ___ is outstanding - we are increasing the diversity of the field.

2. To look up enrollment data disaggregated by race/ethnicity or gender, go to: <https://public.tableau.com/profile/na.liu#!/vizhome/shared/6595FRK7R>
3. Select the demographic tab you are interested in, e.g., Enrollments by Gender
 - a. Unselect “All” and select your discipline by scrolling or typing in the box.
 - b. You can further examine data by spring or fall semesters by selecting the desired term in the Term filter.



- Compare the disaggregated enrollment for your discipline with what you know about the representation of racial, ethnic, or gender groups in your industry/field.



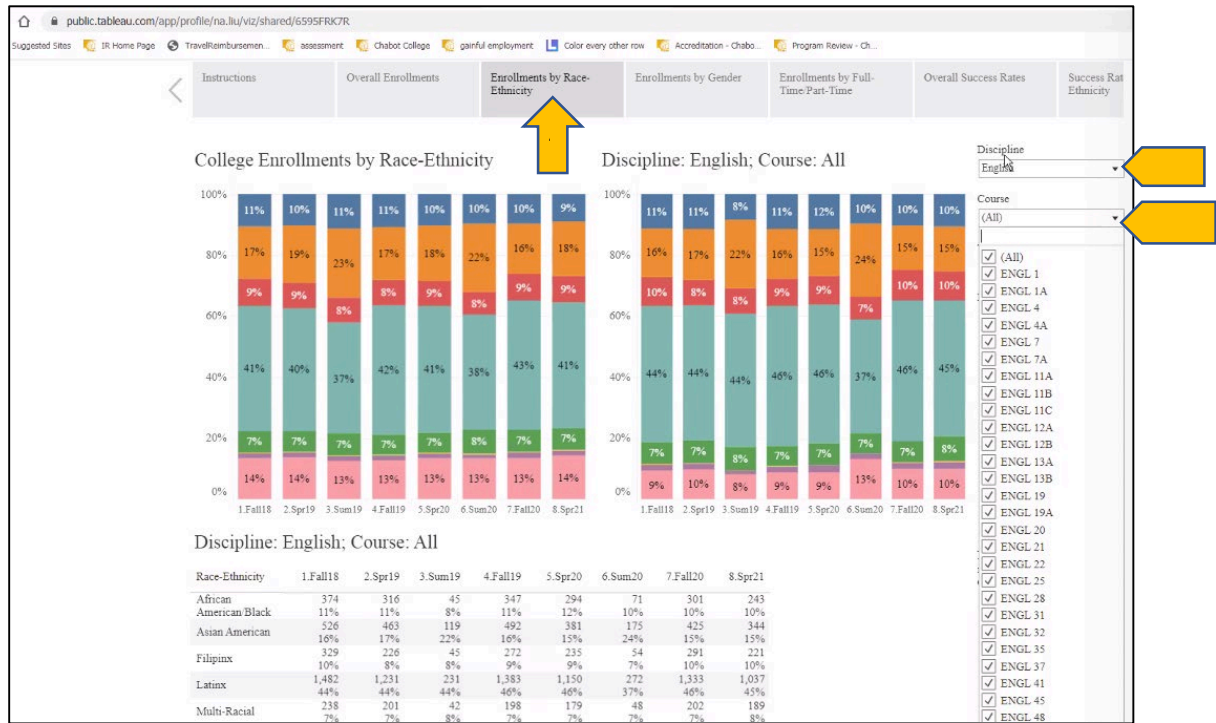
- There is another question in this section about disaggregated enrollment data for General Education classes.

For disciplines with a high percentage of offerings that are required for General Education—such as English, math, or communication studies—please also compare the representation of traditionally underrepresented race/ethnicity/gender student groups/disproportionately impacted groups (DI Groups) in your **general education** classes to the overall student body population.

- DI Groups in our **general education** classes:
 - are **underrepresented** in comparison to their representation in the student body.
 - have **similar representation** in comparison to their representation in the student body.
 - are **overrepresented** in comparison to their representation in the student body.
 - Not applicable, our discipline does not have high enrollments in general education classes.

Please provide a brief explanation that would help the college understand these trends (e.g., tangible reasons to understand the representation of DI groups in your general education classes at Chabot).

6. Select the demographic tab you are interested in, e.g., Enrollments by Race-Ethnicity
 - a. Unselect “All” and select your discipline by scrolling or typing in the box.
 - b. Select the courses that are General Education classes
 - c. You can further examine data by spring or fall semesters by selecting the desired term in the Term filter.
 - d. Compare your disaggregated enrollment data (graph at the right) with that of the overall college (graph at the left)



How do I look up Course Success Rates?

1. A section of the PAR template asks for course success rates in your discipline

Course success rates

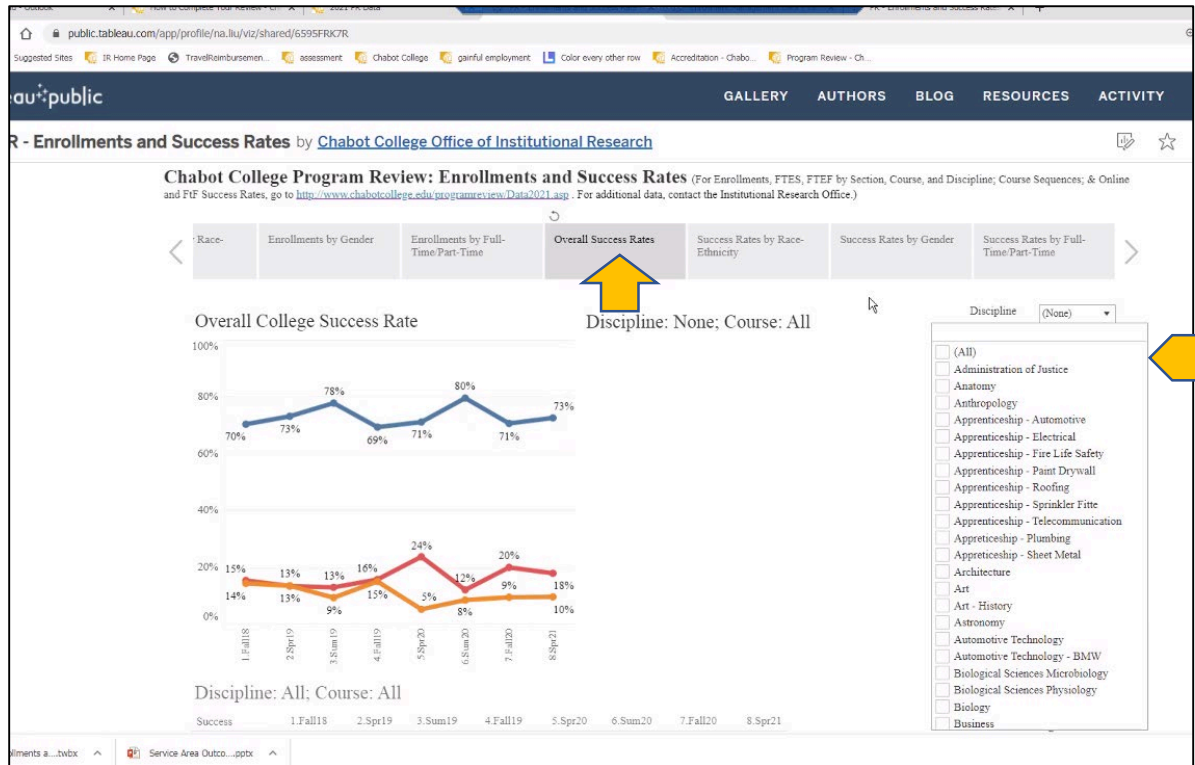
Refer to the [Chabot College Course Enrollments and Success Rates Dashboard](https://public.tableau.com/profile/na.liu/viz/shared/6595FRK7R).

- Over the past three years, how have course success rates in your discipline changed? Course success rates have:
 - ☐ Decreased
 - ☐ Stayed roughly the same
 - ☐ Increased

2. To look up course success rates, go to:
<https://public.tableau.com/profile/na.liu/viz/home/shared/6595FRK7R>

3. Select the Overall Success Rates tab
 - a. Unselect “All” and select your discipline by scrolling or typing in the box. When you unselect “All,” an error message will appear (i.e., "Unable to proceed because of an error from the data source"). This is a Tableau server error that they are unable to fix at this time. You can close out the error message and proceed with your search. The dashboard still provides accurate data.

- b. You can further examine data by spring or fall semesters by selecting the desired term in the Term filter.
- c. Check out the trends of course success rates in the discipline for the past three fall/spring semesters and you can answer the question above.
- d. You can also compare your course success data with that of the overall college (the left graph)

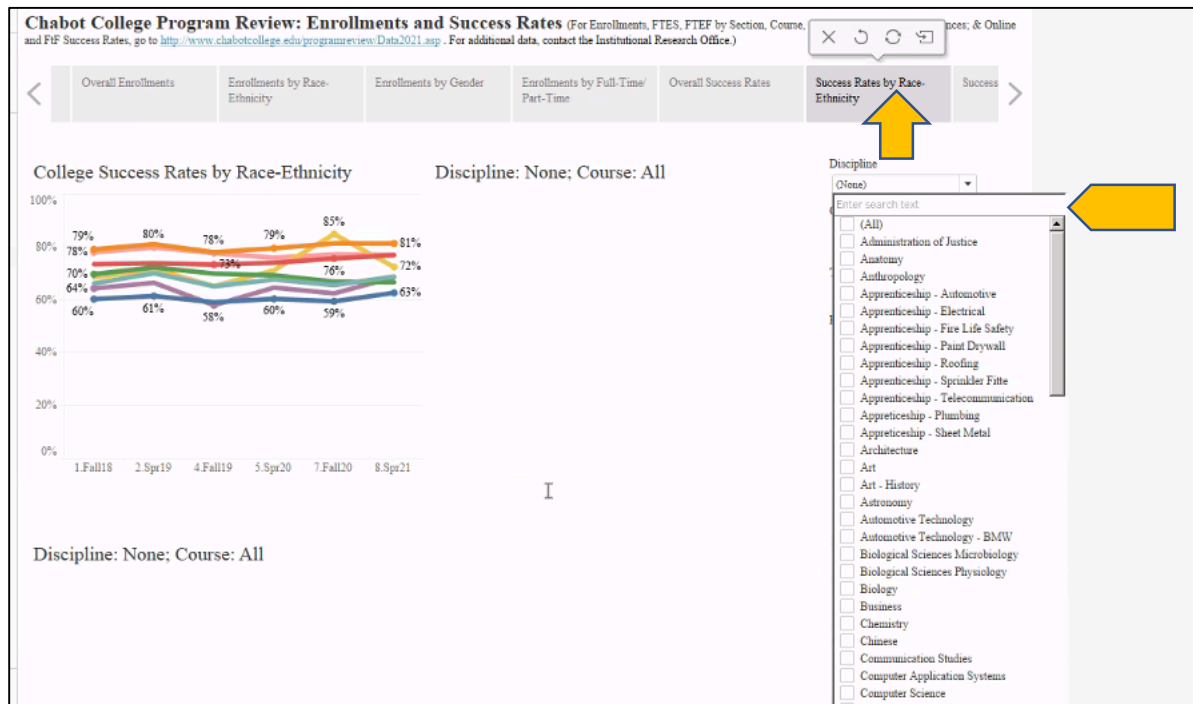


4. A question in this section also asks about DI groups in terms of course success rates in your discipline

Use the [Chabot College Course Enrollments and Success Rates Dashboard](#) to disaggregate your course success rates. Do any populations jump out to you as disproportionately impacted (succeeding at lower rates than students from other racial/ethnic, gender groups, or the overall college average)?

- Check all groups that are **disproportionately impacted** (succeeding at lower rates than students from other racial/ethnic, gender groups, or the overall college average):
 - ___ African American/ Black
 - ___ Asian American/ Asian
 - ___ Filipino/x
 - ___ ~~Latinx/ Chicany~~
 - ___ Native American/ Alaska Native
 - ___ Pacific Islander/ Hawaiian
 - ___ White/ European American |
 - ___ Female
 - ___ Male

7. Select the demographic tab by course success rates you are interested in, e.g., Course Success Rates by Race-Ethnicity
 - a. Unselect “All” and select your discipline by scrolling or typing in the box.
 - b. Select the courses that are General Education classes
 - c. Compare your disaggregated enrollment data with that of the overall college and see which groups are underrepresented in your discipline.



How do I look up Course Sequence Reports?

- To look up Course Sequence Reports, go to :
<https://www.chabotcollege.edu/programreview/data2021.asp>
 - Under the Quick Links, click on: [Course Sequence Reports by Discipline](#)

The screenshot shows a web browser window with the URL [chabotcollege.edu/programreview/data2021.asp](https://www.chabotcollege.edu/programreview/data2021.asp). The page layout includes a left sidebar with 'Program Review' and 'Data' sections, a central banner image of a campus, and a right sidebar with 'ANNOUNCEMENTS'. Below the banner is a yellow header for 'PROGRAM REVIEW DATA'. Under this header is a section titled 'Quick Links for this page' with several links. A yellow arrow points to the link 'Course Sequence Reports by Discipline'.

Program Review

Data

- » Institutional Research
- » Fall 2018 - Spring 2021
- » Fall 2017 - Spring 2020

ANNOUNCEMENTS

- » About Chabot College
- » Apply to Chabot Online
- » President's Office
- » WAITLISTS
- » CLASS-Web/The Zone / Open Classes
- » Financial Aid, Registration, Counseling...
- » Learn about Student Privacy

PROGRAM REVIEW DATA

Quick Links for this page

- » Enrollment Management Data (FTES, FTEF, WSCH, etc.)and Cross-Listed Courses
- » Enrollments and Success Rates: Overall, By Discipline, and By Race-Ethnicity
- » Success Rates: Online vs. Hybrid vs. Face-to-Face
- » Degrees and Certificates
- » Majors
- » Course **Sequence** Reports by Discipline