

Appendix B

PROGRAM ANALYSIS FORM – QUANTITATIVE DATA

PROGRAM VITALITY OR DISCONTINUANCE

The report will address all applicable criteria below unless information is unavailable or not applicable.

Quantitative Indicators												
	Fall 2005	Spring 2006	Fall 2006	Spring 2007	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011
1. Total student enrollments at census												
2. Number of class sections												
3. Fill rates/caps (%)												
4. FTES												
5. FTES/FTEF												
6. Retention (%)												
7. Student Success (C or better) (%)												
8. Number of graduated/certified students from the program												
9. Number of students declared in the program (unduplicated student headcount)												

Attach copy of budget for the last three years.

Attach copy of the section closing time report for the last six years.

Title and location of reports to use with Appendix B are included with this packet.

Referenced and Incorporated Parts of Cuesta College's AP 4021 – Fall 2011
Approved by: Program Vitality/Program Discontinuance Committee 2/10/12
Approved by: Academic Senate 3/7/12

Title and Location of Reports to use with Appendix B

Use the Reports Server located on the Faculty Staff page. This is a reference to just a few reports and will provide information noted below.

Some data is available in different reports and in alternate formats. The Program Review Report is a quick 3 year look term to term with much of this data!

1. **Total student enrollments at census (course enrollments duplicated):** Institutional Research Tab to Program Review section to report called Program Review Report with Comprehensive View....Part B. (Other reports also have this data.)
2. **Number of class sections:** Institutional Research Tab to Program Review section to report called Program Review Report with Comprehensive View....Parts B & D. (Other reports also have this data.)
3. **Fill rates/caps:** Schedule Tab to Fill Rate/Seat Count Comparison Report... (allows you to view multiple years at one time) OR Institutional Research Tab to Program Review section to report called Program Review Report with Comprehensive View....Part B. (This gives term to term for max of 3 year view.) Another view of this information is the Section Closing Time Report.
4. **FTEs:** Institutional Research Tab to Program Review section to report called Program Review Report with Comprehensive View...Part B.
5. **FTEs/FTEF:** Institutional Research Tab to Program Review section to report called Program Review Report with Comprehensive View...Part B.
6. **Retention:** Institutional Research Tab to Program Review section to report called Program Review Report with Comprehensive View...Part B.
7. **Student Success (C or better):** Institutional Research Tab to Program Review section to report called Program Review Report with Comprehensive View...Part B.
8. **Number of graduated/certified students from the program:** Institutional Research Tab to Program Review Section Academic Program Counts by Term OR Degrees and Certificates Awarded by Tops Code OR it also shows up on the Program Review Report with Comprehensive View...Part C. (This report gives a max 3 year view.)
9. **Number of students declared in the program (unduplicated student headcount):** Institutional Research Tab to Program Review Section to report called Academic Program Counts by Term or Program Review Report with Comprehensive View...(Part A).

Note: Section closing time report: Institutional Research Tab to Program Review Section to Section Closing Time Report. This also shows enrollments over time within a semester for a given course, time etc.