

## Enrollment and Productivity Workbook Definitions

Filter/Measure	Field Name	Description
Location	College	Returns value of selection. Metrics aggregated at the primary college level, which includes the centers in the total. CCC = Contra Costa College DVC = Diablo Valley College LMC = Los Medanos College
Level of Detail	District	Metrics aggregate at the district level when ALL colleges are selected in the Location filter.
	College	Returns value of selection. Metrics are calculated for each site. CCC = Contra Costa College DVC = Diablo Valley College LMC = Los Medanos College
	Campus	Returns value of selection. Metrics are calculated for each site. CCC = Contra Costa College PHC = Diablo Valley College PIT = Los Medanos College SRC = San Ramon Campus BRT = Brentwood Center
	Division	Division description plus Division Id which is a 3-digit code that starts with the first letter of the campus' name.
	Department	Department description plus Department Id which is a 5-digit code that starts with the first letter of campus' name.
	Subject	Course subject
	Course Name	Course name
	Course Section	Course name with section number
Attendance Type(s)	Attendance Type Group	Attendance types are grouped into categories: Weekly, Daily, Positive Attendance, Not State Supported and Unidentified. Attendance types categories: Weekly (W, NC, I, ILW); Daily (D, ID, ILD); Positive Attendance (P, PACI, PANI); Not State Supported (X) and Unidentified (U).
Course Attribute	Online (Course delivery)	There are four categories of instruction: Face-to-face (regular instruction); Hybrid_1 (1% to 50% online); Hybrid_2 (51% to 99% online); Online (100% online) SEC_CONTACT.SEC_INSTR_METHODS IN ('71', '71L', '72', '72L')
	Basic Skills	For a Basic Skills designation CB08 must equal B. This element indicates whether the course is a basic skills course. MIS CB08: B = Course is a basic skills course N = Course is not a basic skills course <a href="http://extranet.cccco.edu/Portals/1/TRIS/MIS/Left_Nav/DED/Data_Elements/CB/cb08.pdf">http://extranet.cccco.edu/Portals/1/TRIS/MIS/Left_Nav/DED/Data_Elements/CB/cb08.pdf</a>

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	CTE	For CTE designation CB09 must equal A, B or C. This code is used to indicate the degree to which a course is occupational, and to assist in identifying course sequence in occupational programs. MIS CB09: A = Apprenticeship B = Advanced Occupational C = Clearly Occupational D = Possibly Occupational E = Non-Occupational <a href="http://extranet.cccco.edu/Portals/1/TRIS/MIS/Left_Nav/DED/Data_Elements/CB/cb09.pdf">http://extranet.cccco.edu/Portals/1/TRIS/MIS/Left_Nav/DED/Data_Elements/CB/cb09.pdf</a>
	Degree Applicable	For Degree Applicable designation, CB04 must equal D. This element indicates the credit status of a course. MIS CB04: D = Credit – Degree Applicable C= Credit – Not Degree Applicable N = Noncredit <a href="http://extranet.cccco.edu/Portals/1/TRIS/MIS/Left_Nav/DED/Data_Elements/CB/cb04.pdf">http://extranet.cccco.edu/Portals/1/TRIS/MIS/Left_Nav/DED/Data_Elements/CB/cb04.pdf</a>
	Transfer-level	For Transfer-level designation CB05 must equal A or B. This element indicates whether or not the course is transferable to the University of California (UC) and/or to the California State University (CSU) systems on the basis of articulation agreements. MIS CB05: A = Transferable to both UC and CSU B = Transferable to CSU only C = Not transferable <a href="http://extranet.cccco.edu/Portals/1/TRIS/MIS/Left_Nav/DED/Data_Elements/CB/cb05.pdf">http://extranet.cccco.edu/Portals/1/TRIS/MIS/Left_Nav/DED/Data_Elements/CB/cb05.pdf</a>
	Day/Evening Status	Indicates whether this course section is a day class, evening class, or the class time is unknown. MIS XB03: <a href="http://extranet.cccco.edu/Portals/1/TRIS/MIS/Left_Nav/DED/Derived_Elements/XBD/XBD3.pdf">http://extranet.cccco.edu/Portals/1/TRIS/MIS/Left_Nav/DED/Derived_Elements/XBD/XBD3.pdf</a>
	Cross-listed	A method of bringing two or more independent class sections into one class offering. This class offering allows for sharing of an instructor, facility, meeting pattern, etc.
	Lab	Section has lab component.
Time Period	Start of Term	Date the term starts.
	Census	Date of census.
	End of Term	Date the term ends.
	Last Date Reported	Displays information from the last date the XWFR was run.
	Report Date	The date the report is run.
Measure	FTES	Full-Time Equivalent Student (FTES). Equivalent to 525 hours of student instruction. Derived from one full-time student enrolled in 15 units per semester, which would normally equate to 15 class hours per week in a traditional 35-week academic year.

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Filter/Measure	Field Name	Description
	FTEF	Full-Time Equivalent Faculty (FTEF). All full-time faculty members are counted as 1 FTE. FTE for part-time faculty, early Retirement Program members (FERP) and Teaching Assistants are calculated based on their particular HR contracts. This also includes faculty on sabbatical and/or those without a current teaching load.
	WSCH	Total number of student weekly contact hours with faculty.
	FTES/FTEF	Full Time Equivalent Students divided by Full Time Equivalent Faculty.
	WSCH/FTEF	Weekly Student Contact Hours divided by Full Time Equivalent Faculty.
	Current Seatcount	The total number of students active as of the reporting date.
	Active Sections	The total number of sections actively offered as of the reporting date.
	Course Hours	The total number of hours for courses actively offered as of the report date.
	Current Fill Rate	The number of students divided by the capacity of the room
	Number Enrolled	A student is considered to have been enrolled in a course if the student received an end-of-term grade notation that is displayed on their official transcript.
	Number Retained	Number of students who do not withdraw from class and who receive a valid grade.
	Number Successful	Number of students who receive a passing/satisfactory grade.
	Retention Rate	Percentage of students who do not withdraw from class and who receive a valid grade. Numerator: A, B, C, CR, D, F, I*, NC, NP, P, RD Denominator: A, B, C, CR, D, F, FW, I*, NC, NP, P, RD, W *Includes IA, IB, IC, ID, IF, INP, IPP, and IX Excluded grade notations: DR, IP, MW, UD, XX
	Success Rate	Percentage of students who receive a passing/satisfactory grade. Numerator: A, B, C, CR, IA, IB, IC, IPP, P Denominator: A, B, C, CR, D, F, FW, IA, IB, IC, ID, IF, INP, IPP, P, NC, NP, W Excluded grade notations: DR, IP, IX, MW, RD, UD, XX
Term(s)	Term	Section term.
Year(s)	Academic Year	Aggregates information at the academic year level by grouping the terms which make up an academic year (i.e., summer, fall and spring).