First Friday Noncredit Webinar
December 7, 2018

Distance Education Series – Attendance Accounting

A Noncredit Community of Practice Activity

Brought to you by:

- Academic Senate for California Community Colleges (ASCCC)
- Association of Community and Continuing Education (ACCE)
- Chancellor’s Office
- Career Ladders Project (CLP)
- California Community Colleges Success Network (3CSN)
A special welcome to our featured guest panelists

Kathy O’Connor
ASCCC Representative, Distance Education and Education Technology Advisory Committee (DEETAC)
Santa Barbara City College

Melissa Moreno
Vice President of Extended Learning
Santa Barbara City College

John Makevich
ACCE Representative
College of the Canyons

Erin Larson
Specialist
Chancellor’s Office
### Noncredit 1st Friday “Community of Practice” 2018-19 Webinar Schedule

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Attendance Accounting for Noncredit Distance Education

Overview

• Curriculum Recap
  • Course Development
  • Local Approval
  • Distance Education Addendum
  • Chancellor’s Office Submission and Approval

• Attendance Accounting for Noncredit Distance Education
  • Overview: Student Attendance Accounting Procedure for Noncredit DE
  • College Practitioner Insights and Perspectives
  • Data and Accountability

• Q&A / Closing
Curriculum Recap
Curriculum Recap:

Course Development
Examples of Noncredit DE Courses

- Advanced Writing for Work
- English as a Second Language
- Fundamentals of Grammar
- Hazmat First Responder Operations
- Information Literacy
- Intermediate Reading and Vocabulary
- Introduction to Business Careers
- Introduction to Economics
- Math Basics
- Personal/Career Development
- Preparation for College Reading and Writing
- Supervised Learning Assistance
- Rehabilitation Aide
- Workplace and Business Essentials
DE Course Quality Standards

§ 55202. Course Quality Standards.

The same standards of course quality shall be applied to any portion of a class conducted through distance education as are applied to in-person classes, in regard to the course quality judgment made pursuant to the requirements of section 55002, and in regard to any local course quality determination or review process. Determinations and judgments about the quality of distance education under the course quality standards shall be made with the full involvement of faculty in accordance with the provisions of subchapter 2 (commencing with section 53200) of chapter 2.
Curriculum Recap:

Local Approval
Curriculum Recap:

*Distance Education Addendum*
New title 5 requirements for the DE Addendum

55206. Separate Course Approval

If any portion of the instruction in a new or existing course to be provided through distance education, an addendum to the official course outline of record shall be required. In addition to addressing how course outcomes will be achieved in a distance education mode, the addendum shall at minimum specify how the portion of instruction delivered via distance education meets:

(a) Regular and effective contact between instructors and students and among students as referenced in title 5, section 55204(a), and


The addendum shall be separately approved according to the district’s adopted curriculum approval procedures.
DE Addendum Example: Santa Barbara City College

• Provides resources for developing online courses, ensuring accessibility, following the local review process
• Includes checklist for methods of instruction
• Asks for specific examples of the type and frequency of interaction to address regular and effective contact
• “Describe a sample assignment that you will use in your distance education course.”
• “What training has prepared you to develop and teach this course effectively?”
Curriculum Recap:

Chancellor’s Office

Submission and Approval
Course Submission for CCCC CO Approval

CCR, title 5

§ 55002 (c) – Standards and Criteria for Courses

§ 55150 – Approval of Noncredit Courses and Programs

Local Curriculum Committee → District Governing Board → CCCC CO (COCI submittal)
Course Submission for CCCCCO Approval

Chancellor’s Office Curriculum Inventory (“COCI”)

Local Curriculum Committee ➔ District Governing Board ➔ Submit to CCCCCO (COCI)

https://coci2.cctechcenter.org/
Attendance Accounting for Noncredit Distance Education
Attendance Accounting for Noncredit Distance Education

Overview: Student Attendance Accounting Procedure for Noncredit DE
Noncredit DE Attendance Accounting Formula

\[
\text{FTES} = \frac{\text{Number of students actively enrolled at 1/5 and 3/5 census dates}}{\text{Number of hours per week}} \times \text{Term length multiplier} \times 525
\]
Noncredit DE Attendance Accounting Formula

\[
FTES = \frac{\text{Date 1} = 20 \text{ students}}{40} + \frac{\text{Date 2} = 20 \text{ students}}{40}
\]

Average: \(\frac{40}{2} = 20\)

\[
\times \text{Number of hours per week} \times \text{Term length multiplier}
\]

525
Noncredit DE Attendance Accounting
Formula

\[
\text{FTES} = \frac{20 \times \text{Number of hours per week} \times \text{Term length multiplier}}{525}
\]
Noncredit DE Attendance Accounting

Formula

\[
\text{FTES} = 20 \times \text{Total number of hours of instruction to be received by students in the class} + \text{Instructor contact hours} + \text{Number of hours expected for any outside-of-class work as noted in the approved class outline} \times \text{Term length multiplier}
\]

FTES = \frac{54}{525}
Noncredit DE Attendance Accounting

Formula

\[
\text{FTES} = \frac{30 \text{ (total hours instruction)} + 20 \text{ (instructor contact hours)} + 50 \text{ (other contact hours)}}{54} \times 1.85
\]
Noncredit DE Attendance Accounting

Formula

\[
\text{FTES} = \frac{20 \times 1.85 \times 17.5}{525} = 1.22
\]
Attendance Accounting for Noncredit Distance Education

College Practitioner Insights and Perspectives
## Example: Santa Barbara City College

<table>
<thead>
<tr>
<th>Course Name:</th>
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<tbody>
<tr>
<td>Course Number:</td>
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### Activities

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<tr>
<th>Objective (or Topic)</th>
<th>Content</th>
<th>Instructor Substantive Contact</th>
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Attendance Accounting for Noncredit Distance Education

Data Reporting
DE Required Reporting

• § 55210. Ongoing Responsibility of Districts.

If a district offers one or more courses or course sections in which instruction is provided through distance education for at least 51 percent of the hours of instruction in the course or course section, the district shall:

(a) maintain records and report data through the Chancellor's Office Management Information System on the number of students and faculty participating in new courses or sections of established courses offered through distance education;

(b) provide to the local governing board, no later than August 31st of each year, a report on all distance education activity;

(c) provide other information consistent with reporting guidelines developed by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors.
College Practitioner Perspectives

*Student Information Systems for Noncredit DE*

- What Student Information System (SIS) does your college use?
- Is the SIS efficient for tracking noncredit distance education?
- Any challenges and if so, how has your college adapted to those challenges?
- Are there any additional insights you would like to share?
College Practitioner Perspectives
Submission of noncredit distance education data to CCCC0

• Once a noncredit distance education course is offered, who at your campus reports the data to CCCC0?
• Is there a separate data validation process for noncredit distance education?
• Are there any additional insights you would like to share?
QUESTIONS?
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