

**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
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John Makevich

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Noncredit 1st Friday “Community of Practice” 2018-19 Webinar Schedule

Date	Webinar Topic
09/07/18	AB 705
10/05/18	Guided Pathways
11/02/18	Distance Education Series – Curriculum Planning
12/07/18	Distance Education Series – Attendance Accounting
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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*
- (b) Requirements of the American with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. § 749d)*

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 CCCCCO Approval

CCR, title 5

§ 55002 (c) – Standards and Criteria for Courses

§ 55150 – Approval of Noncredit Courses and Programs



Course Submission for CCCCCO Approval

Chancellor's Office Curriculum Inventory ("COCI")



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

$$\text{FTES} = \frac{\text{Number of students actively enrolled at 1/5 and 3/5 census dates} \times \text{Number of hours per week} \times \text{Term length multiplier}}{525}$$

Noncredit DE Attendance Accounting Formula

$$\begin{array}{r} \text{Date 1} = 20 \text{ students} \\ + \text{Date 2} = 20 \text{ students} \\ \hline 40 \end{array}$$

$$\begin{array}{r} \text{X} \quad \text{Number} \quad \text{X} \quad \text{Term} \\ \text{of hours} \quad \text{length} \\ \text{per week} \quad \text{multiplier} \end{array}$$

$$\text{FTES} = \frac{\text{Average: } 40/2 = 20}{525}$$

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

Total number of hours of
instruction to be received by
students in the class

+

Instructor contact hours

+

Number of hours expected for
any outside-of-class work as noted
in the approved class outline

20 X

X Term
length
multiplier

FTES =

54

525

Noncredit DE Attendance Accounting Formula

$$\begin{array}{r}
 30 \\
 \text{(total hours instruction)} \\
 + \\
 20 \\
 20 \times \text{(instructor contact hours)} \\
 + \\
 50 \\
 \text{(other contact hours)} \\
 \hline
 54
 \end{array}
 \times \begin{array}{l}
 \text{Term} \\
 \text{length} \\
 \text{multiplier}
 \end{array}
 = 1.85$$

FTES = $\frac{54}{525}$

Noncredit DE Attendance Accounting Formula

$$\text{FTES} = \frac{20 \times 1.85 \times 17.5}{525}$$

$$\text{FTES} = 1.22$$

Attendance Accounting for
Noncredit Distance Education

College Practitioner Insights and Perspectives

Example: Santa Barbara City College

Course Name:

Course Number:

Dept:

Course Format: -100% fully online - Hybrid enter % online Initiator:

These columns in green are auto-calculated. Do not enter numbers in the these cells.

Objective (or Topic)	Content		Instructor Substantive Contact		Activities		Total Hours	% of Running Total	Running Total
		Hours		Hours		Hours			
							0	#DIV/0!	0
							0	#DIV/0!	0
							0	#DIV/0!	0
							0	#DIV/0!	0
							0	#DIV/0!	0

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 CCCCO

- Once a noncredit distance education course is offered, who at your campus reports the data to CCCCO?
- 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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