

Cañada College
CCFS-320 REPORT PROCEDURES

APPORTIONMENT ATTENDANCE REPORT (CCFS-320)

The attendance report program is used to enter attendance contact hours for the fiscal year and report period set by the Fiscal Services Unit of the Chancellor's Office.

District must verify that contact hours and other information are entered correctly.

Certification & Submission of Reports:

Each fiscal year, it is requested that each district prepare their reports as follows:

P1 - First Period 7/1 - 12/31 **Due Date** 1/15 *(2.0 Annualizer)*

- Gives Chancellor's Office initial idea of total system enrollment
- In turn, Chancellor's Office gives districts initial take on how various funding streams (growth, etc.) may be allocated.

P2 - Second Period 7/1 - 4/15 **Due Date** 4/20 *(1.0 Annualizer*)*

- Although still an estimate, used as the basis for initial funding allocation

P3 - Annual 7/1 - 6/30 **Due Date** 7/15 *(Actual)*

- Any changes from P2 submittal reflected in Recalculation of Apportionment in February of following year

Recalculation 7/1 - 6/30 **Due Date** 10/1

**Pos. Att. is higher than 1.0 because it is mostly collected at the end of the term.*

Overview:

- Required by Title 5 Section 58003.4
- Prepared in accordance with deadlines and instructions prescribed by the Chancellor's Office
- The Chancellor's Office calculates the amount of State General Apportionment funds, based primarily on the number of FTES workload that districts report on the CCFS-320

Reporting and Compliance:

CCFS-320 Report

- Primary basis for college funding

- Used to determine eligibility for Basic Skills Funding
- Needs to be cooperative effort among Fiscal, Instruction, and Enrollment Services staff
- Reporting of Total WSCH for each attendance type (WC, DC, PA, etc.) and for each semester/intersession to arrive at total FTES number

What is reported?

- **State Residents** Unfactored and Factored FTES
- **State Nonresidents** Unfactored and Factored FTES
- **District AB 540 Student Headcount**
- **Report/Special Admit P.E. FTES Report (Part IX)**
- **Faculty Contact Hours** – Adjustment to FTES (F-Factor Part—if applicable)
- **Basic Skills FTES**

Requirements for Reporting Course FTES on the CCFS-320

- The basic conditions or standards for claiming FTES are provided by Title 5 Section 58050
- Districts are required to establish procedures and policies that will assure that FTES reported for State Apportionment purposes meet all requirements of law
- Documentation requirements have been developed to promote standardized, accurate reporting of data, and to facilitate audits of related community college records
- Documentation is based on detailed tabulations of course sections and appropriate support records

How the State of California Calculates FTES

Attendance Accounting Procedures (§58003.1)

FTES, for apportionment purposes, shall be computed for courses based on the type of course, the way the course is scheduled, and the length of the courses

- **Weekly Census** - Regular term length
- **Daily Census** - Short term classes
- **Actual Hours of Attendance (Positive Attendance)** - Classes that do not meet on a

regular basis. Actual hours of attendance are counted.

Every 525 hours counts as one FTES

- Irregularly scheduled credit courses
- In-service academy classes
- Apprenticeship classes
- Open entry/open exit (By Arrangement)
- Non-credit classes
- Tutoring courses

➤ **Alternative Attendance Accounting Procedure**

- **Credit Independent Study** - 695 Courses, Work Experience (WEE), and Certain Distance Education Courses
- **Noncredit Independent Study / Noncredit DE Courses**

CATALOG MODULE

1. Determine if the ratio of units vs credit hours are correct for each course (applies to both lecture/ and lab components)
2. Determine if the repeatability factor is correct for each course that is determined to be repeatable (Applies to Athletics Courses: both in-season and off-season).
 - *350 hour rule?*
3. Determine if courses are coded correctly:
 - *Credit vs. Noncredit*
 - *Basic Skills vs Non Basic Skills*
4. Determine if Courses for Noncredit Enhance Funding are coded correctly

SCHEDULING MODULE

1. Determine if the ratio of units vs credit hours are correct for each course (applies to both lecture/ and lab components)
2. Determine if the following attendance accounting methods are attached to the correct courses.
 - *Daily Census (DC)*
 - *Weekly Census (WC)*
 - *Positive Attendance (PA, PO, PQ)*
 - *Courses meeting fewer than 5 days (PA)*
 - *Irregularly scheduled courses: courses scheduled irregularly with respect to the number of days per week and the number of hours on those scheduled days (PA)*
 - *Open-Entry/Open-Exit courses (PA)*
 - *In-Service Training (P?)*

- *Apprenticeship classes of related & supplemental instruction (P?)*
- *Tutoring (PA)*
- *Alternative Attendance Accounting Procedure:*
 - *Independent Study (695 courses)*
 - ✓ *Weekly Census: IS,*
 - ✓ *Daily Census: ID*
 - *Work Experience*
 - ✓ *Weekly Census: IX,*
 - ✓ *Daily Census: IW*
 - *Distance Education (Online, Hybrid)*
 - ✓ *Weekly Census: IS,*
 - ✓ *Daily Census: ID*
 - *Contract Education (OC)*

3. Determine if TBA's have been entered correctly

- *Only used for DC and WC courses*
- *For DC courses, hours are scheduled on the same days of the week that the class meets*
- *For WC courses, hours are scheduled on a weekly basis*
- *Hours are NOT maximized*

4. Determine if the correct Meeting Type and method of instruction have been entered for all courses

5. Determine if the correct Meeting Type, method of instruction and Session Credit Hours have been entered for all courses using the alternate method of attendance

6. Determine if the meeting days for each course is correct Determine if the course meeting times are correct

7. Determine if the course start/end dates are correct

8. Determine if the weekly contact hours (faculty assignment) are correct

9. Determine if the following census dates are correct for each course

- *Weekly Census (WC & IS)*
- *Daily Census (DC & ID)*
- *Distance Learning (Noncredit)*

10. Determine if Part of Term coding is correct for each course.

- *Full Term*
- *Short Term*
- *Apprenticeship*
- *Extended Term, etc.*

11. Determine that additional pay sessions (Px, Xx) are entered correctly and are not

collecting apportionment

12. Determine that orientation sessions (Ox) are entered correctly and are not collecting apportionment
13. Determine if CCSF Flex Calendar is entered correctly
14. Determine that the CCSF Annualizers are entered correctly both when running the 320 reports and when entering the data at the state
15. Determine that the correct annualizer is used at P1 and P2. This is done in conjunction with the Office of Instruction, the Research Office, Finance and the District Office

ACADEMIC HISTORY MODULE

Admissions & Records; Division Offices; Office of Instruction

CREDIT

1. Check positive attendance rosters for submission and entry
2. Determine if 10% limit has been accounted for on all Physical Education course offerings. (District Office).
3. Determine if residency codes on the student record are correct including AB540 students
4. Run Report used to check back dated registration errors (SYQXCEN)

MAXIMIZING FTES:

Full-Time Equivalent Student (FTES)

$$\begin{aligned} 1 \text{ FTES} &= 1 \text{ student} \\ & 15 \text{ hours per week} \\ & 2 \text{ semesters of } 17.5 \text{ weeks} \\ & (3 \text{ quarters of } 11.67 \text{ weeks}) \\ & = 525 \text{ contact hours} \end{aligned}$$

1. Traditional (Face-to-Face) Classes
 - I. **Best:** Weekly Census
 - II. Second Best: Daily Census
 - III. **Worst:** Positive Attendance
2. Independent Study Classes (695 and Distance Education)*
Best: Both Independent Study (IS and ID)

** For lecture-based courses, credit hours are used instead of total contact hours to calculate FTES.*

Auditors are required to:

- Verify that district governing boards have adopted required procedures in line with Title 5 and other published requirements.
- Verify that required tabulations are maintained for each course section.
- Verify that attendance records are retained for the required retention period.
- Verify that an appropriate attendance accounting method is assigned to each course section.

Auditors are required to:

- Verify that courses are appropriately scheduled in accordance with Title 5 regulations and guidelines published by the Chancellor's Office.
- Verify that districts have secured, as applicable, Chancellor's Office approval for credit and noncredit courses, and that all courses have been approved by the local governing board following approval by a district/college curriculum committee.