

APPENDIX C
TEMPLATE FOR STRATEGIC PLANNING DATA
REVISED 23 JULY 14

Revised 23July14

DATA COLLECTION TEMPLATE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Voorhees Group LLC will work with institutional research personnel at each of the District's three colleges and the District to harvest data in these key areas. Note that no personally identifiable data are requested or **should be included in any data transmitted to Voorhees Group LLC.**

1. **Course enrollment (headcount)** by CIP and matching TOP codes by location and mode of delivery for all terms in academic years 2009-10 to 2013-14.
 - Course Prefix
 - Course Number
 - Course Title
 - **Course** Reference Number
 - **On Campus/Off Campus (yes/no)**
 - Campus/Location (Room/Building)
 - **Delivery Mode (face-to-face, hybrid, fully online)**
 - **High School Concurrent Enrollment (yes/no)**
 - Days (MRWTFSS)
 - Beginning Time
 - End Time
 - ~~Time Block~~
 - Division
 - Department
 - Headcount Enrolled **at End of Term**
 - Course Credit Hour
 - ~~Faculty Name~~
 - Faculty FT/PT Status
 - CIP Code/TOP Code
2. Fall 2009 and Fall 2013 student **unduplicated headcount demographics by campus (and other locations) and total:** a) gender, b) age ranges [15-17, 18-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65+], c) full-time/part-time status, d) race/ethnicity, **e) concurrent high school enrollment** .
3. Numbers of students transferring to 4-year and 2-year institutions and their transfer destinations, with and without degrees, 2009-10 through 2013-14. **Note: researchers at each college will check current their Equity Reports.**
4. Numbers of career and technical degree and certificate graduates employed within six months. **Note: researchers at each college will check their Perkins reports**

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5. Results of student and graduation satisfaction surveys for the most recent years in which they may have been administered. NOTE: VG will check each college's website for these data

6. Total number of applicants, registrants, and attendees, fall terms 2009 to 2013 by race/ethnicity. Include these subpopulations:

- Immediate high school graduates (within 12 months of graduation)
- Working-age adults (24 to 44)
- Retirement-age adults (55 and older)

Instead provide: (a) number of high school students entering college in the same year as high school graduation by former concurrent high school enrollees and non concurrent enrollees, in fall 2009 and fall 2013 and (b) high school students entering college in the same year as high school graduation by name of high school for fall terms 2009, 2010, 2011, 2012, and 2013.

7. Headcount financial aid recipients by race/ethnicity for fall terms 2009 and 2013 and (if possible) average aid in these categories:

- Pell grants
- Federal loans
- Board of Governor's Enrollment Fee Waiver (BOG)
 - a. BOG A
 - b. BOG B
- Institutional grants/scholarships (not part of state or federal student aid)
 - a. Academic Scholarships
 - b. Athletic Scholarships

8. Number of students entering the District with GEDs by campus location fall term 2013. Note: We should gather these numbers even if they look ridiculously low.

9. Number of students placed in developmental courses by location by subject, consecutive fall terms 2009 to 2013. Note: VG will gather this from the CCCCO website.

10. Cohort Analysis: All Low-income students and students of color who entered the college in fall 2009 tracked through Spring 2014 who:

- Enroll in remedial math, English, and ESL
- Complete the remedial math, English and ESL courses for which

they enroll ~~and move to credit-bearing courses~~

- Enroll in and complete gatekeeper, college-level courses
- Complete **all** courses taken with "C" or better
- Re-enroll
- **From fall 2009 to spring 2010**
- **From fall 2009 to fall 2010 ~~from one semester to the next~~**
- Earn certificates and degrees

~~11. Noncredit offerings for the past five falls, by headcount, location, and course/experience description.~~ **Note: We discussed that the three colleges do not offer noncredit classes.**

12. Contract training offered to businesses not captured above. **Note: VG will work with Barbara Christensen to gather these data.**

13. Number of Workforce Investment Act participants referred to San Mateo County Community College District by Local One Stops, Fall 2012. **Note: VG will follow up with Mike Claire for these data.**

14. Gender, race/ethnicity, and age of full-time and part-time employees by primary occupational activity (IPEDS classification)

15. Full-time **and part-time instructional** Faculty by CIP Code assignment by age as of Fall 2013

16. Degrees and certificates awarded 2012-2013 and (later) 2013-2014 by title. Note: as discussed these will be all certificates awarded as reflected in institutional files and therefore will not match the corresponding CCCC Data Mart figures.