Instructional Leaders Institute  
July 23, 2015  
Martha Oburn, PhD

Using Data to Make Decisions

myHCC site: Institutional Research  
http://myhcc/Departments/IR/Pages/default.aspx
Program Review Dashboard Component Descriptions

Report Descriptions - All report results are based on the parameters entered in the dashboard. Tabs are in RED.

Completers - The Completers report provides the number of students who received an award during a given Academic Year (Fall, Spring, Summer I, and Summer II). Awards include Associate Degrees and Certificates.

Completers (MSA/Core) - The Completers Marketable Skills report provides the number of students who received an award during a given Academic Year (Fall, Spring, Summer I, and Summer II). The award is granted to students, who complete a sequence of credit courses totaling 9-14 semester credit hours. Core Completions indicates those meeting State requirements for the academic core.

EGLS3 (Details/Scores) - The EGLS3 is the HCC Student Evaluation of Instruction. The EGLS3 Scale Score report provides an Effectiveness Scale Score from 1-1000 for each course. The scale score infers the degree to which an instructor's teaching is perceived by students to be effective. In addition, sub-factors, including Organization and Explanation of Materials, Learning Environment, and Self-Regulated Learning scores are computed.

EGLS3 (Survey) - The EGLS3 is the HCC Student Evaluation of Instruction. The EGLS3 Survey Detail report presents summarized means for each.

Faculty Ratio - The Faculty Ratio report provides the number and percentage of sections taught by full-time, overload and part-time faculty. This is based on the data calculated in PeopleSoft on the "TERM WORKLOAD" Screen.

Grade Distribution - The Grade Distribution report provides the number and percentage of students by course grade earned.

Success & Retention Rate - The Success & Retention Rate report provides the percentage of students by grade earned as well as a passing percentage (> C) and a percentage completing the course.

Make Rate - The Make Rate report provides the percent of sections made. Also included is the number of sections offered, the number of sections made and the number of sections that ran.

Course Summary

Class Size - The Class Size report provides the number of classes and the total number of Students Enrolled (seats), and then calculates an average "Base Class Size."

Contact Hours - The Contact Hours report provides the number of course contact hours taken by students.

Course Credit Hours - The Course Credit Hours report provides the number of course credit hours taken by students.

Enrollment Capacity - The Enrollment Capacity report calculates the total enrollment capacity based on the number of students who could enroll in a section based on data entered when that section is created in PeopleSoft.

Enrollment Gap - The Enrollment Gap report calculates the gap between the duplicated enrollment counts of students minus the number of students who could enroll in a section when that section is created in PeopleSoft.

FTSE - Full-Time Student Equivalent by career is computed as:
SCH = Semester Credit Hours / 15
CEU/NCR/AHS = Contact Hours / 240

Seat Count - The Seat Count report provides duplicated enrollment counts of students enrolled in classes. Each student is counted once for each section in which they are enrolled.

Section Count - The Section Count report provides the number of sections created. This includes sections that are designated as Active and Stopped enrollment.
Completers Tab

Report

Course Summary
Reports on the Course Summary Tab
## Houston Community College
### Section Count
#### Annual Sections

<table>
<thead>
<tr>
<th>Program</th>
<th>Fall 2014</th>
<th>Spring 2015</th>
<th>Summer 2014</th>
<th>Total Section Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>167</td>
<td>186</td>
<td>75</td>
<td>428</td>
</tr>
<tr>
<td>Agricultural Science, Academic</td>
<td>6</td>
<td>4</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Air Conditioning/Refrigeration</td>
<td>28</td>
<td>36</td>
<td>11</td>
<td>75</td>
</tr>
<tr>
<td>Anthropology</td>
<td>41</td>
<td>47</td>
<td>11</td>
<td>99</td>
</tr>
<tr>
<td>Arranging Comp. &amp; Production</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Art</td>
<td>225</td>
<td>248</td>
<td>55</td>
<td>528</td>
</tr>
<tr>
<td>Associate Degree Nursing</td>
<td>47</td>
<td>53</td>
<td>43</td>
<td>143</td>
</tr>
<tr>
<td>Astronomy</td>
<td>14</td>
<td>16</td>
<td>0</td>
<td>30</td>
</tr>
<tr>
<td>Audio &amp; Recording Technology</td>
<td>36</td>
<td>44</td>
<td>6</td>
<td>86</td>
</tr>
<tr>
<td>Automotive Mechanics</td>
<td>58</td>
<td>53</td>
<td>38</td>
<td>149</td>
</tr>
<tr>
<td>Biology</td>
<td>405</td>
<td>406</td>
<td>169</td>
<td>980</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Business Administration</td>
<td>204</td>
<td>226</td>
<td>67</td>
<td>497</td>
</tr>
<tr>
<td>Business Technology</td>
<td>260</td>
<td>250</td>
<td>69</td>
<td>559</td>
</tr>
<tr>
<td>Chemistry</td>
<td>166</td>
<td>164</td>
<td>74</td>
<td>404</td>
</tr>
</tbody>
</table>
Enrollment Management

Course Summary Reports (Active Semesters)

- Select Report:
  - Term:
  - Academic Group:
  - Session Code:
  - College:
  - Location:
  - Program:
  - Subject:
  - Catalog Number:
  - Instruction Mode:

- Select Vertical Sort:
  - Enrollment Capacity:
  - Enroll Cap:
  - Section Count:
  - Seat Count:
  - Section Count:

- Select Horizontal Sort:
  - Term:
  - Career:
  - College:

Data Filters

- Deal Cdr: Degree Program
- Distance Ed: Distance Education Only
- On Campus Only

- College:
  - Central College
  - College of Health Science
  - College of Professional Studies
  - Community College of Qatar
  - Northwest College
  - College of Continuing Education

- Subject:
  - ACE
  - ACT
  - ACE
  - ACE
  - ACE

- Catalog Number:
  - 2000
  - 3000
  - 4000

- Instruction Mode:
  - DVD
  - Hybrid
  - On-Campus

Output

- Subheading:
  - HTML
  - PDF
  - Excel

- Output Format:
  - Active HTML
  - Active PDF
Enrollment Gap
### Class Size--Location

#### Course Summary Reports (Active Semesters)

**Report and Columns**

- **Select Report:**
  - Academic Group
  - Session Code
  - Career
  - College
  - Subject
  - Instruction Mode
  - Term
  - Class Number

- **Select Vertical Sort:**
  - Academic Org
  - Catalog Number
  - Location

- **Select Horizontal Sort:**
  - Term
  - Career
  - College

**Data Filters**

- **Dual Cr / Distance Ed / On Campus**
  - ALL
  - Dual Credit Only
  - Distance Education Only
  - On Campus Only

- **Term**
  - Fall 2015
  - Spring 2015
  - Summer 2015

- **Session Code**
  - 12W
  - 14W
  - 2W
  - 4W

- **Academic Group**
  - ALL
  - ACAD
  - ACED
  - WIFED

- **Career**
  - ALL
  - CEU
  - NCR

**College**

- Central College
- Coleman-Health Science
- Northeast College
- Northwest College
- Southeast College

**Location**

- Alief - Alief HS
- Alief - Alief HS
- Alief - Alief HS
- Alief - Alief HS
- Alief - Alief HS
- Booker T. Washington HS

**Program**

- Academic Education
- Accounting
- Agricultural Science
- Academic
- Air Conditioning/Refrigeration
- Anthropology

**Subject**

- ENGL, EMTP, EMTP

**Catalog Number**

- 2307

**Output**

- **Subheading:** ENGL Sections Fall 2015

**Output Format**

- HTML
- PDF
- Excel

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### Houston Community College

#### Class Size

**ENGL Sections Fall 2015**

<table>
<thead>
<tr>
<th>Academic Org</th>
<th>Program</th>
<th>Catalog Number</th>
<th>Location</th>
<th>Classes</th>
<th>Seats</th>
<th>Base Class Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>0250401</td>
<td>English</td>
<td>2307</td>
<td>Alief - Hayes Campus</td>
<td>1</td>
<td>5</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Central Campus</td>
<td>3</td>
<td>19</td>
<td>6.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Eastside Campus</td>
<td>11</td>
<td>11.0</td>
<td>11.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Katy Campus</td>
<td>1</td>
<td>8</td>
<td>8.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Northline Campus</td>
<td>1</td>
<td>5</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pinemont Campus</td>
<td>1</td>
<td>2</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spring Branch Campus</td>
<td>1</td>
<td>10</td>
<td>10.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Stafford Campus</td>
<td>1</td>
<td>15</td>
<td>15.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>West Loop Center</td>
<td>1</td>
<td>25</td>
<td>25.0</td>
</tr>
</tbody>
</table>

*Total: 11 100 9.1

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Office of Institutional Research, As of: July 13, 2015
Enrollment Gap—Section/Location

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### Course Summary Reports (Active Semesters)

**Select Report:**
- Class Size
- Contact Hours
- Course Credit Hours
- Enrollment Capacity
- Enrollment Gap
- Seat Count (Enrollment)
- Section Count

**Select Vertical Sort:**
- Academic Group
- Session Code
- Career
- College
- Academic Org
- Subject
- Instruction Mode
- Term
- Location
- Class Number
- Program

**Select Horizontal Sort:**
- Program Number
- Location
- Class Number
- Term
- Career
- College

**Data Filters**

- **Term:**
  - Term: ALL
  - Session Code: ALL
  - Academic Group: ALL
  - Career: ALL

- **College:**
  - All:
  - Central College
  - Coleman-Health Science
  - Northeast College
  - Northwest College
  - Southeast College

- **Location:**
  - All:
  - All: Hybrid
  - In Person
  - Internet

- **Program:**
  - All:
  - English
  - Accounting
  - Agricultural Science, Academic
  - Air Conditioning/Refrigeration
  - Anthropology

- **Subject:**
  - All:
  - ELMT
  - ELPT

- **Catalog Number:**
  - 2307

- **Instruction Mode:**
  - All:
  - Online

**Output Format:**
- HTML
- PDF
- Excel
- Active HTML
- Active PDF

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### Houston Community College

**Enrollment Gap**

**ENGL 2307 Enrollment Gap by section Fall 2015**

<table>
<thead>
<tr>
<th>Program</th>
<th>Catalog Number</th>
<th>Location</th>
<th>Class Number</th>
<th>Enrollment</th>
<th>Capacity</th>
<th>Gap</th>
<th>% Class Full</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>2307</td>
<td>All Ef</td>
<td>74275</td>
<td>5</td>
<td>20</td>
<td>-15</td>
<td>25.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hayes</td>
<td>70418</td>
<td>5</td>
<td>15</td>
<td>-10</td>
<td>33.3%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Central</td>
<td>70855</td>
<td>10</td>
<td>15</td>
<td>-5</td>
<td>66.7%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Central</td>
<td>71212</td>
<td>4</td>
<td>15</td>
<td>-11</td>
<td>26.7%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Eastside</td>
<td>70501</td>
<td>11</td>
<td>25</td>
<td>-14</td>
<td>44.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Katy</td>
<td>75354</td>
<td>8</td>
<td>20</td>
<td>-12</td>
<td>40.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Northline</td>
<td>75618</td>
<td>5</td>
<td>25</td>
<td>-20</td>
<td>20.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pinemont</td>
<td>75486</td>
<td>2</td>
<td>25</td>
<td>-23</td>
<td>8.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring Branch</td>
<td>73388</td>
<td>10</td>
<td>20</td>
<td>-10</td>
<td>50.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stafford</td>
<td>77574</td>
<td>15</td>
<td>25</td>
<td>-10</td>
<td>60.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>West Loop Center</td>
<td>75875</td>
<td>25</td>
<td>25</td>
<td>0</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

*Total:

<table>
<thead>
<tr>
<th>Program</th>
<th>Catalog Number</th>
<th>Location</th>
<th>Class Number</th>
<th>Enrollment</th>
<th>Capacity</th>
<th>Gap</th>
<th>% Class Full</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>230</td>
<td>-130</td>
<td>43.3%</td>
</tr>
</tbody>
</table>

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Office of Institutional Research, As of: July 13, 2015
Course Scheduling

Department chairs need key data to make decisions about what sections to offer each semester to optimize meeting student instructional needs and course enrollment.

**Schedule Building**

Section Comparison by Student Count - EM 111
This report lists student count comparisons for Fall 2014 and Fall 2015.

Section Comparison by Student Count - EM 111
This report lists student count comparisons for Summer 2014 and Summer 2015.

Section Detail Comparison - EM 112 Most Recent
This report lists section comparisons for Fall 2014 and Fall 2015 as of the most recent update.

Section Detail Comparison - EM 112
This report lists section comparisons for Summer 2014 and Summer 2015.

Schedule Building Report Description - EM 111 & EM 112
This document provides a detailed description of the content for EM 111 and EM 112.

Best Practices in Course Scheduling and Demand 2011

EM111 Section Comparison

<table>
<thead>
<tr>
<th>College</th>
<th>Academic Group</th>
<th>Course Name</th>
<th>Subject</th>
<th>Number of Students</th>
<th>Total # of sections for Fall 2014 End of Term</th>
<th>Total # of sections for Fall 2015 (as of 9/9/2015)</th>
<th>Difference</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE</td>
<td>ACAD</td>
<td>B1020101</td>
<td>Biology</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>CE</td>
<td>ACAD</td>
<td>B1020101</td>
<td>Biology</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>CE</td>
<td>ACAD</td>
<td>B1020101</td>
<td>Biology</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>CE</td>
<td>ACAD</td>
<td>B1020101</td>
<td>Biology</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>CE</td>
<td>ACAD</td>
<td>B1020101</td>
<td>Biology</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>CE</td>
<td>ACAD</td>
<td>B1020101</td>
<td>Biology</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>CE</td>
<td>ACAD</td>
<td>B1020101</td>
<td>Mathematics</td>
<td>10-14</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>CE</td>
<td>ACAD</td>
<td>B1020101</td>
<td>Mathematics</td>
<td>5-9</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>CE</td>
<td>ACAD</td>
<td>B1020101</td>
<td>Mathematics</td>
<td>14-19</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>CE</td>
<td>ACAD</td>
<td>B1020101</td>
<td>Mathematics</td>
<td>20 and higher</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>CE</td>
<td>ACAD</td>
<td>B1020101</td>
<td>Mathematics</td>
<td>14-19</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

Office of Institutional Research  July 2015
Operational Enrollment Management Reports

Section Comparison by Student Count - EM 110
This report is a summary that compares sections by student count. This report is used to monitor progress of sections filled when compared to sections offered at the beginning of registration.

Section Enrollment Summary by Session - EM 120
This report is a summary of enrollment by session. Sessions compared are Regular Term, Second Start, Mini Term, and Other Sessions. This report is used to monitor progress of sections filled by session.

Section Detail by Instructor (duplicated) - EM 121
This report lists section details including faculty status and load, enrollment, capacity, and percent full as of current date. Report tabs include district total sorted by % full and college level sorted by Subject/Course.

Section Detail by Course (unduplicated - no faculty names) - EM 122
This report lists section details including enrollment, capacity, and percent full as of current date. Report tabs include district total sorted by % full and college level sorted by Subject/Course.

Section Monitoring Report Description - EM 121 & EM 122
This document provides a detailed description of the content for EM 121 and EM 122

Instructions on Using Excel Filters
This document explains how to use the excel spreadsheets for EM 121 and EM 122

EM 120 Section Enrollment Summary by Session

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Students</td>
<td>RT Sessions</td>
<td>SS Sessions</td>
<td>MIN Sessions</td>
<td>Other Sessions</td>
<td>Row Total</td>
</tr>
<tr>
<td>1</td>
<td>Fall 2015 (data as of July 13, 2015 ) Northwest</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td></td>
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<td></td>
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<td>4</td>
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<td>153</td>
<td>78</td>
<td>0</td>
<td>93</td>
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<td>123</td>
<td>47</td>
<td>0</td>
<td>23</td>
<td>193</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>159</td>
<td>48</td>
<td>0</td>
<td>17</td>
<td>224</td>
</tr>
<tr>
<td>8</td>
<td>3</td>
<td>129</td>
<td>26</td>
<td>0</td>
<td>12</td>
<td>167</td>
</tr>
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<td>9</td>
<td>4</td>
<td>116</td>
<td>22</td>
<td>0</td>
<td>8</td>
<td>146</td>
</tr>
<tr>
<td>10</td>
<td>5</td>
<td>83</td>
<td>11</td>
<td>0</td>
<td>3</td>
<td>97</td>
</tr>
<tr>
<td>11</td>
<td>6</td>
<td>72</td>
<td>14</td>
<td>0</td>
<td>7</td>
<td>93</td>
</tr>
<tr>
<td>12</td>
<td>7</td>
<td>63</td>
<td>8</td>
<td>0</td>
<td>2</td>
<td>73</td>
</tr>
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<td>8</td>
<td>56</td>
<td>6</td>
<td>0</td>
<td>4</td>
<td>66</td>
</tr>
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<td>14</td>
<td>9</td>
<td>37</td>
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<td>0</td>
<td>0</td>
<td>41</td>
</tr>
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<td>15</td>
<td>10</td>
<td>46</td>
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<td>1</td>
<td>51</td>
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