ACADEMIC DEPARTMENT/PROGRAM  – For the purpose of this review, a department/program shall be defined as follows: a course or series of courses which share a common Taxonomy of Programs (TOP) number at the four digit level of specificity.

COST – All identified direct costs charged to a department/program as that department/program is defined by TOP code. These costs may include basic salaries, benefits, supplies and capital equipment, coordinator or chair reassigned time, miscellaneous reassigned time, coaching or sabbaticals.

COST PER FTES  – A ratio of direct cost of a department/program to the FTES (i.e., revenue) generated by that department/program.

EFFICIENCY  – Maximizing the results given the limitations of the resource being considered.

• For room use efficiency, it is the extent to which the available seats in a section are filled.
• For human resource efficiency, it is the amount of full-time equivalent students (FTES) served by the full-time equivalent faculty (FTEF).

EFFICIENCY REPORT  – A yearly report displaying the enrollment, efficiency (seat fill rate) and success rate of students by department/program for each semester over the last four years.

FULL TIME EQUIVALENT STUDENT (FTES)  – This unit is used as the basis for computation of state support for California Community Colleges. One student attending 15 hours a week for 35 weeks (1 academic year) generates 1 FTES.

1 FTES = 15 (student contact hrs/week) X 35 (weeks) = 525 (weekly student contact hrs/yr)

To approximate FTES generated by a 17.5-week semester class, use the following formula:

WSCH (from census)/ 525 x 17.5  = FTES

For example, a class of 40 students meeting 3 hours per week generates 120 WSCH:

40 students x 3 contact = 120 WSCH

To figure the FTES for the class, insert the WSCH in the formula provided above:

120 / 525 x 17.5 = 4.00 FTES

FULL TIME EQUIVALENT FACULTY (FTEF) (also known as LED)  – One FTEF is equivalent to a 100% load as defined by the current faculty contract (Section 7.8) AKA sum of 1.0 LED in any given semester.

FULL TIME EQUIVALENT STUDENT (FTES) is the equivalent of a student taking 15 units in any given semester.
FTES PER FTEF – The ratio of full-time equivalent students to full-time equivalent faculty.

LOAD EQUIVALENCY DECIMAL (LED) – LED is a way of calculating faculty load by converting hours to a percent. (See faculty contract Section 7.8.2.)

PERSISTENCE – The percent of students who attend one semester and then attend the next or subsequent semester, i.e. the percent of students who attend both the fall and spring semesters.

RETENTION – After first census, the percent of students earning any grade but a W in a course or series of courses.

SPECIAL POPULATIONS – From the federal definition, special populations are

- individuals from economically disadvantaged families
- single parents
- displaced homemakers
- individuals preparing for nontraditional training and employment
- individuals with disabilities
- individuals with other barriers to educational achievement, including individuals with limited English proficiency

STATISTICAL DATA: OUTCOMES PROFILE – A fall-to-fall comparison of enrollment, success and retention by age, ethnicity, and gender for each department/program.

SUCCESS – The percent of students still enrolled after the first census who earned a grade of A, B, C, or Pass in a course or series of courses.

TAXONOMY OF PROGRAMS (TOP) – The Taxonomy of Programs is a classification system for academic programs at the California Community Colleges. Every course offered in the Grossmont-Cuyamaca Community College District is assigned a six-digit TOP number. The first two digits of this number define the course at the level of a discipline, and the remaining four digits of the TOP number further define courses into specific departments/programs. Courses within the same academic department/program share a common TOP number. The purpose of the TOP system is to provide a common statewide taxonomy to identify programs. Locally, the use of TOP numbers allows the gathering of valuable information about the programs offered at each college. Data such as WSCH, LED, FTES, and cost per program can be collected using the TOP numbers as the key. A list of TOP numbers for each course offered at Grossmont College is available in the Instructional Operations Office.
WEEKLY STUDENT CONTACT HOUR (WSCH) – The "class hour" or "contact hour" is the basic unit of attendance for computing FTES. A "contact hour" is a period of not less than 50 minutes of scheduled instruction. Weekly Student Contact Hours are the total number of students an instructor comes in contact with in a given week.

WSCH PER FTEF – The ratio of Weekly Student Contact Hours (WSCH) to Full-Time Faculty Equivalency (FTEF).