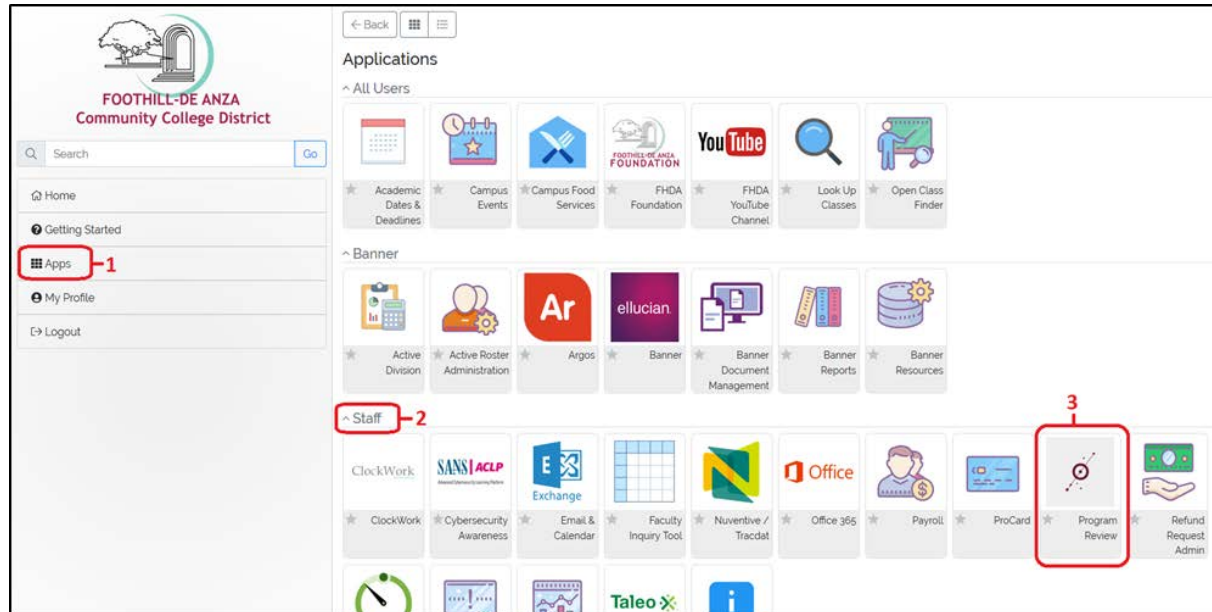


Drilling Down to the Course Level on the Program Review Data Tool

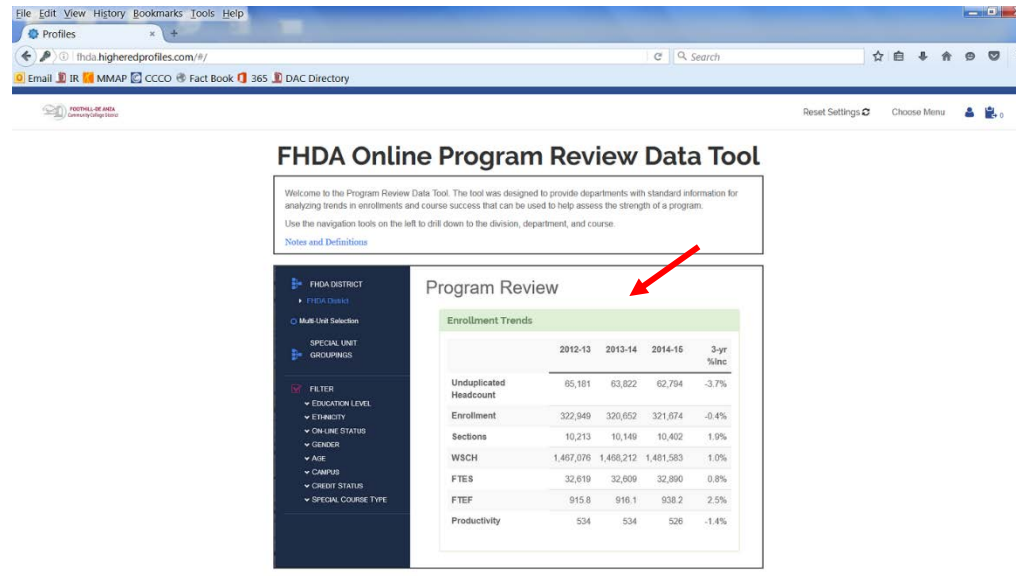
Step One: Logging in (Enlarge this document on your screen for best viewing of the print screens)

- Login to MyPortal
- On the menu on the left side of the screen click on "Apps", then scroll down to the "Staff" drop-down menu and click on the "Program Review" application.



Step Two: Select the Program Review Tool

- Click on the picture of the Program Review Data Sheet



Welcome to the Program Review Data Tool. The tool was designed to provide departments with standard information for analyzing trends in enrollments and course success that can be used to help assess the strength of a program. Use the navigation tools on the left to drill down to the division, department, and course.

[Notes and Definitions](#)

Program Review

Enrollment Trends

	2012-13	2013-14	2014-16	3-yr %inc
Unduplicated Headcount	65,181	63,822	62,794	-3.7%
Enrollment	327,949	320,652	321,074	-0.4%
Sections	10,213	10,149	10,402	1.9%
WSCH	1,467,076	1,468,212	1,481,583	1.0%
FTEs	32,619	32,809	32,890	0.8%
FTEF	915.8	916.1	938.2	2.5%
Productivity	534	534	526	-1.4%

Step Three: Select Your College

- Click on the tree on the left to select only De Anza College
- Expand the tree to show all divisions

FOOTHILL-DE ANZA
Community College District

FHDA Program Review

Cohort: **Term** Type Summer Fall Winter Spring Early Summer

Enrollment Trends

De Anza College

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Unduplicated Headcount	37,900	35,764	34,445	32,921	-13.1%
Enrollment	198,407	193,990	192,394	187,592	-5.5%
Sections	6,898	6,667	6,621	6,485	-6.0%
WSCH	890,088	877,551	877,668	861,437	-3.2%
FTES	19,772	19,486	19,463	19,114	-3.3%
FTEF	539.3	543.5	550.7	546.0	1.2%
Productivity	550	538	531	526	-4.4%

Faculty Workload

De Anza College

Step Four: Select Your Division

- Select your division
- Expand the carrot to the left of your division to display the departments
 - o In this example, Social Sciences is expanded to display all departments within the division

FHDA Program Review

Cohort: Term Type Summer Fall Winter Spring Early Summer

Enrollment Trends

De Anza College > Social Sciences and Humanities

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Unduplicated Headcount	18,869	18,068	17,804	17,327	-8.2%
Enrollment	42,941	42,262	42,159	40,930	-4.7%
Sections	1,213	1,134	1,100	1,085	-10.6%
WSCH	169,977	167,073	168,004	163,505	-3.8%
FTES	3,831	3,761	3,768	3,669	-4.2%
FTEF	92.7	94.1	96.5	93.0	0.3%
Productivity	611	592	580	586	-4.1%

Faculty Workload

De Anza College > Social Sciences and Humanities

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Full Time Load	24.8	25.6	25.2	25.3	2%

Step Five: Select Your Department

Select your department

File Edit View History Bookmarks Tools Help

Profiles x +

fhda.higheredprofiles.com/#/report?page=program-review-data Search

Email IR IIMMAP CCCO Fact Book 365 DAC Directory

POLITICAL SCIENCE-FD

- FHDA District
 - De Anza College
 - Applied Technologies
 - Biol, Health, Env Sc, Wrkfr Ed
 - Business/Computer Systems
 - Creative Arts
 - Disability Supp Progr and Serv
 - Intercultural/Internation Stu
 - Language Arts
 - Learning Resources
 - Physical Education/Athletics
 - Physical Sciences/Math/Engin
 - Social Sciences and Humanities
 - Administration of Justice-DA
 - Anthropology-FD
 - Child Development-DA
 - Economics-FD
 - Geography-DA
 - History-FD
 - Humanities-DA
 - Paralegal Program-DA
 - Peace Officer Stand & Train-DA
 - Philosophy-FD
 - Political Science-FD
 - Psychology-FD
 - Social Science-FD
 - Sociology-FD
 - Student Services
 - Foothill College
- Multi-Unit Selection
- SPECIAL UNIT GROUPINGS

FHDA Program Review

Cohort: Term Type Summer Fall Winter Spring Early Summer

Enrollment Trends

Political Science-FD

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Unduplicated Headcount	3,179	3,125	3,196	3,095	-2.6%
Enrollment	3,505	3,411	3,491	3,445	-1.7%
Sections	83	82	80	88	6.0%
WSCH	14,001	13,622	14,012	13,726	-2.0%
FTES	315	307	314	308	-2.4%
FTEF	7.7	8.1	8.2	8.1	5.2%
Productivity	606	561	570	565	-6.8%

Faculty Workload

Political Science-FD

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Full Time Load	2.4	2.3	2.3	3.0	25%
Full Time %	24.8%	22.4%	22.8%	27.8%	18%

Step Six: Select the Course

- Expand the carrot associated with the department, if you have cross-listed courses, those will display as well

FHDA Program Review
Cohort: Term Type Summer Fall Winter Spring Early Summer

Enrollment Trends

POLID001.

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Unduplicated Headcount	2,988	2,914	2,927	2,834	-5.2%
Enrollment	3,165	3,043	3,057	2,948	-6.9%
Sections	64	64	59	61	-4.7%
WSCH	12,641	12,153	12,270	11,827	-6.4%
FTEs	285	274	275	265	-6.9%
FTEF	6.8	6.9	6.9	6.8	0.0%
Productivity	620	587	593	580	-6.4%

Faculty Workload

POLID001.

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Full Time Load	1.8	1.9	1.9	2.7	50%

Step Seven: Select Multiple Courses

- Now that you have the courses expanded out, you can select more than one course at a time
- Click on the Multi-Unit Selection button (red arrow)
- Select the courses you would like to include (green arrow)
- Click on Get data for selected units (orange arrow) this will refresh the data
- As you can see, the three courses selected are each displayed separately, POLI001 is displayed on the screen below
- To combine the three courses together, click on Combine reported units (blue arrow), then Get data for selected units, this will combine the three courses together rather than displaying them separately

The screenshot shows a web browser window with the URL `fnda.higheredprofiles.com/#/report?page=program-review-data`. The left sidebar contains a navigation menu with the following items:

- Political Science-FD
 - ICS
 - POLI
 - POLID001 (green arrow)
 - POLID002
 - POLID003
 - POLID005
 - POLID015
 - POLID016
 - POLID017
 - POLID056
 - POLID064
 - POLID064X
 - POLID064Y
 - POLID064Z
 - Psychology-FD
 - Social Science-FD
 - Sociology-FD
 - Student Services
 - Foothill College
- Multi-Unit Selection (red arrow)
- Combine reported units (blue arrow)
- Get data for selected units (orange arrow)
- SPECIAL UNIT
- GROUPINGS
- FILTER
 - EDUCATION LEVEL
 - ETHNICITY
 - ON-LINE STATUS
 - GENDER
 - AGE
 - CAMPUS
 - CREDIT STATUS

The main content area displays two tables for POLI001:

Faculty Workload

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Full Time Load	1.8	1.9	1.9	2.7	50%
Full Time %	26.5%	27.5%	27.5%	39.7%	50%
Overload	0.0	0.1	0.5	0.7	N/A
Overload %	0.0%	1.4%	7.2%	10.3%	N/A
Part Time Load	5.0	4.9	4.5	3.4	-32%
Part Time %	73.5%	71.0%	65.2%	50.0%	-32%
Total FTEF	6.8	6.9	6.9	6.8	0%

Course Success

	2012-13		2013-14		2014-15		2015-16	
	Grades	Percent	Grades	Percent	Grades	Percent	Grades	Percent
Success	2,076	66%	2,155	71%	2,187	72%	2,166	73%
Non Success	644	20%	555	18%	488	16%	429	15%
Withdraw	445	14%	333	11%	382	12%	353	12%