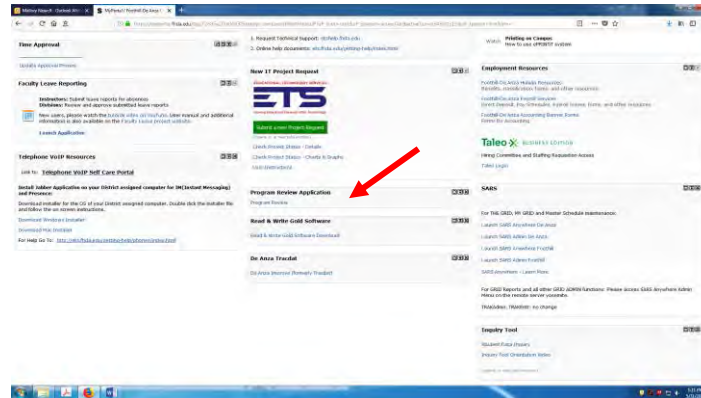


Drilling Down to Student Characteristics on the Program Review Data Tool

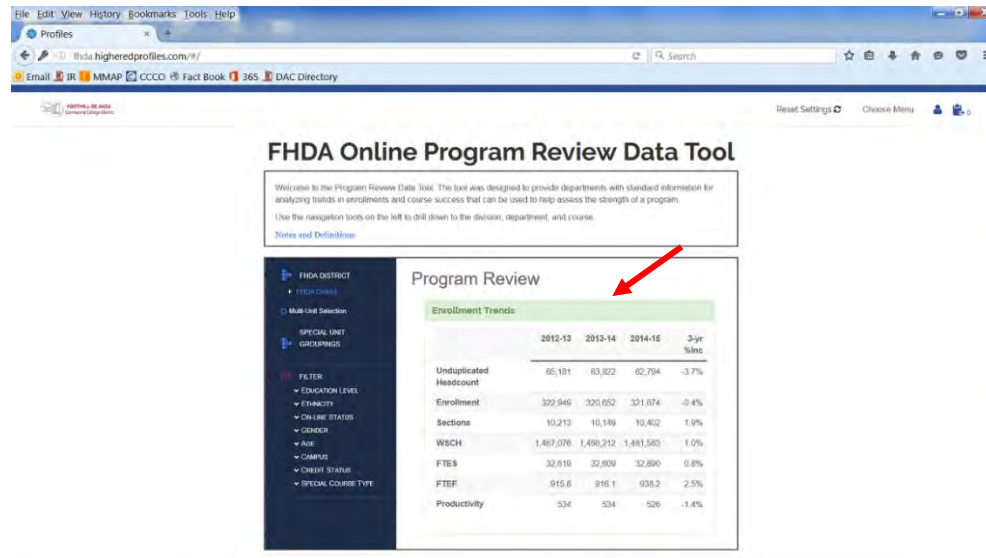
Step One: Logging in (Enlarge this document on your screen for best viewing of the print screens)

- Login to MyPortal
- Select the "Employee" tab
- Scroll to the bottom of the page, and in the middle column, locate: "Program Review Application" and select "Program Review"




Step Two: Select the Program Review Tool

- Click on the picture of the Program Review Data Sheet



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



DE ANZA COLLEGE >

- ▼ 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
 - ▶ Student Services
 - ▶ Foothill College
- Multi-Unit Selection
- SPECIAL UNIT
- GROUPINGS
- FILTER
 - ▼ EDUCATION LEVEL
 - ▼ ETHNICITY
 - ▼ ON-LINE STATUS
 - ▼ GENDER

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
 - o In this example, Social Sciences is expanded to display all departments within the division

The screenshot shows a web browser window displaying the FHDA Program Review page. The browser's address bar shows the URL: `fhda.higheredprofiles.com/#/report?page=program-review-data`. The page title is "FHDA Program Review". Below the title, there is a "Cohort:" section with tabs for "Term", "Type", "Summer", "Fall", "Winter", "Spring", "Early", and "Summer".

The main content area is divided into two sections:

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%

The left sidebar contains a navigation menu for "SOCIAL SCIENCES AND HUMANITIES". A red arrow points to the "Social Sciences and Humanities" menu item, which is currently expanded to show a list of departments including 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, 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, and Foothill College.

Step Five: Select Your Department

- Select your department

The screenshot shows a web browser window with the URL `fhda.higheredprofiles.com/#/report?page=program-review-data`. The page title is "FHDA Program Review" and the cohort is set to "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%

The left sidebar contains a list of departments under "POLITICAL SCIENCE-FD". A red arrow points to "Political Science-FD" in the list.

- POLITICAL SCIENCE-FD
 - FHDA District
 - De Anza College
 - Applied Technologies
 - Biol, Health, Env Sc, Wrkr 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

Step Six: Select the Course

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

The screenshot shows a web browser window displaying the FHDA Program Review page for POLID001. The browser's address bar shows the URL: fhda.higheredprofiles.com/#/report?page=program-review-data. The page title is "FHDA Program Review" and the cohort is "Term Type Summer Fall Winter Spring Early Summer".

The left sidebar contains a tree view of departments and programs. A red arrow points to the "POLID001" link under the "POLI" department.

The main content area displays two tables:

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 a Filter

- You can either click the purple check box (purple arrow) to display all the filters available, in addition to those listed below the filter
- Or, you can expand the carrot on any of the filters listed and select a particular category (red arrow)

The screenshot shows a web browser window with the URL `fhd.higheredprofiles.com/#/report?page=program-review-data`. On the left, a dark blue sidebar contains a 'FILTER' button with a purple checkmark icon, highlighted by a purple arrow. Below it, a list of filter categories is shown with expandable arrows, with 'ETHNICITY' highlighted by a red arrow. The main content area displays a table of program metrics and a 'Course Success' section for POLID001.

	2012-13	2013-14	2014-15	2015-16
Full Time %	26.5%	27.5%	27.5%	39.7%
Overload	0.0	0.1	0.5	0.7
Overload %	0.0%	1.4%	7.2%	10.3%
Part Time Load	5.0	4.9	4.5	3.4
Part Time %	73.5%	71.0%	65.2%	50.0%
Total FTEF	6.8	6.9	6.9	6.8

	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%
Withdrew	445	14%	333	11%	382	12%	353	12%
Total	3,165	100%	3,043	100%	3,057	100%	2,948	100%

Step Eight: Reset the Settings

- If you would like to remove all the filters and start over, you can select the Rest Settings button and it will take you back to the homepage

The screenshot shows a web browser window displaying the FHDA Program Review interface. The browser's address bar shows the URL `fhda.higheredprofiles.com/#/report?page=program-review-data`. The page header includes the Foothill de Anza Community College District logo and navigation options like 'Reset Settings' and 'Choose Menu'. A red arrow points to the 'Reset Settings' button. The main content area is titled 'FHDA Program Review' and shows a cohort selection of 'Term Type Summer Fall Winter Spring Early Summer'. Below this, there are two data tables: 'Enrollment Trends' and 'Faculty Workload'.

FHDA Program Review

Cohort: Term Type Summer Fall Winter Spring Early Summer

Enrollment Trends

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Unduplicated Headcount	65,181	63,822	62,794	62,533	-4.1%
Enrollment	322,946	320,652	321,674	318,528	-1.4%
Sections	10,212	10,149	10,402	10,453	2.4%
WSCH	1,467,076	1,468,212	1,481,583	1,478,113	0.8%
FTES	32,619	32,609	32,890	32,811	0.6%
FTEF	917.0	917.3	939.4	939.7	2.5%
Productivity	533	534	526	524	-1.7%

Faculty Workload

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Full Time Load	335.5	337.7	335.5	332.4	-1%