Guidelines for Using Nuventive to Generate Reports for Program Review:
How to Use Enrollment Report Data
Revised 2-27-2019

<u>Outcomes</u>
1. Provide you the campus definitions of variables related to enrollment data.
2. Explain how to use data related to enrollment in the five-year program review narrative found in Nuventive.

<u>Definitions</u>

Total Students: The total students enrolled in the program.

Total FTE: The total FTE generated by a program in a term from both full-time and part-time students.

Full-Time: The number of full-time students in the program in a term.

Full-Time FTE: The amount of the total FTE that is generated from full-time students in a term.

Part-Time: The number of part-time students enrolled in a program for a specific term.

Part-Time FTE: The amount of FTE generated by the part-time students enrolled in a program for a term.

<u>Using the Data</u>

Part-time and full-time student data should be used in *Section-Three: Program Staffing and Enrollment Trends*. The data is to be used in the *Staffing and FTE Ratios* sub-section of *Section-Three*.

The data is to help a program calculate its FT:FTE ratio and its PT: FTE ratio.

The FT:FTE ratio should be calculated by listing the number of FT faculty to the FTE for a particular year. For example, if a program has 5 FT faculty and generates a total FTE of 44.78 for the term 201430 listed on the report, the program would record its ratio for this period as 5:44.78. The program should list this ratio in the program review section for the last five terms available on the report provided. It is important to ascertain if staffing has increased or decreased in the face of any FTE changes. All faculty classifications should be included in the FT calculation (e.g., FT Adjunct, FT Temporary, etc.).

For the PT:FTE ratio. The program would calculate it for the last five terms of the report by listing the average number of adjuncts for that term against the total FTE. The program would need to review its Argos FLAC reports to estimate an average for the number of adjuncts. It is understood that this number will not be an exact count like the FT number but will be an estimated average.