NCC BP
National Community College
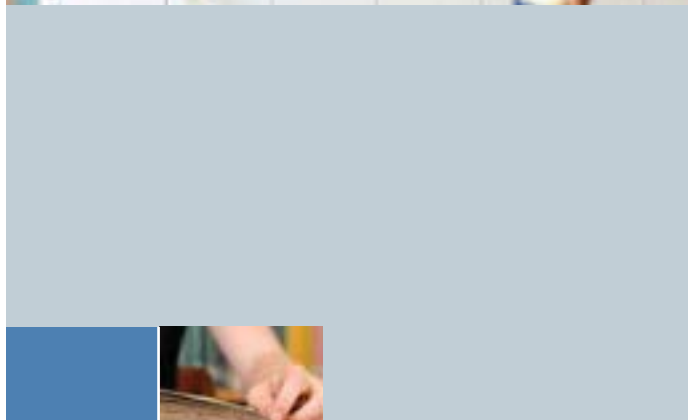## Benchmark Project

2016

NCCBP
Workbook

This is a print view of the NCCBP workbook and cannot be sent in to substitute for the online data entry process. NCCBP staff are unable to enter data for your institution. Please also be aware that data definitions may change from year to year. Do not use this workbook as a basis for future data submissions.

Do not hesitate to contact us at NCCBP.org or 913-469-8500, ext. 3831, if you have questions or encounter data entry problems. Thank you for your participation in the National Community College Benchmark Project.

www.NCCBP.org

Form 1 | Subscriber Information

*Fields with an asterisk (*) are required. Please note that this form **WILL NOT SAVE** unless you provide the data for all required fields.*

Service Area

Use legal definition of service area and most recent census estimates.

Total Population* . . . . [   ]

*Service Area **Total Population** should reflect state's definition of your institution's service area, most recent census estimates and include all age groups.*

Unemployment Rate* . . . . [%]

Median Household Income . . . . [$]

Enrollment Information

Use fall 2014 data.

IPEDS Fall Enrollment* . . . . [   ]

Full-Time Credit Head Count *plus* **Part-Time Credit Head Count** *should equal IPEDS Enrollment.*

Full-Time Credit Head Count . . . . [   ]

Part-Time Credit Head Count . . . . [   ]

High School Student
Concurrent Enrollment Head Count . . . . [%]

High School Student Concurrent Enrollment Head Count *should be the percent of* **IPEDS Fall Head Count Enrollment** *that includes high school students enrolled either on campus, at their high school or online.*

Pell Grant Recipients . . . . [%]

Pell Grant Recipients *should be the percent of IPEDS Fall Head Count Enrollment who received Pell Grants.*

Pell Grant Elibible Students . . . . [%]

Pell Grant Eligible Students *should be the percent of IPEDS fall head count enrollment who were eligible to receive Pell Grants..*

Non-Credit Head Count . . . . [   ]

Female Credit Students. . . . . [%]

First-Generation Student . . . . [%]

First-Generation Student *should be the percent of fall credit students that represent the first generation of their families to attend a higher education institution.*

Transfer Credit Hours . . . . [%]

Transfer Credit Hours *should be the percent of IPEDS Fall Enrollment credit hours that includes full- and part-time students enrolled in courses that do not award career or technical certification, but do award credit that is transferable to other postsecondary institutions. (For example, English, History and Math would be considered transfer credit hours.)*

Fiscal Information

Tuition and Fees per Credit Hour . . . . $ [   ]
Use fall 2014 data.

Tuition and Fees per Credit Hour *are the tuition and fees that full-time, in-district students are charged per credit hour. Use the figure reported to IPEDS.* **Enter per credit hour figure, not total tuition and fees.** *Credit courses are courses that are eligible for Title IV federal financial aid.*

Unrestricted Operating Revenue . . . . $ [   ]
Use fiscal year 2015 data.

Unrestricted Operating Revenue *is defined by the National Association of College and University Business Officers (NACUBO) as "resources received that have no limitations or stipulations placed on them by external agencies or donors."*

Restricted Operating Revenue . . . . $ [   ]
Use fiscal year 2015 data.

Restricted Operating Revenue *is revenue with externally imposed restrictions that will affect the use of resources or revenue. For example, revenue from donors who have imposed restrictions of the use of the funds. Creditors or legislation may also impose restrictions on the use of some funds.*

Operating Revenue Sources

Use fiscal year 2015 data. May not add up to 100 percent.

From Local Sources . . . . [   ] %

From State . . . . [   ] %

From Tuition and Fees . . . . [   ] %

Campus Information

Campus Type* . . . . [   ]
Single-Campus, Multi-Campus or Multi-College District

Campus Environment** . . . . [   ]
Urban, Suburban or Rural

Faculty Unionized* . . . . [   ]
Yes or No

Staff Unionized* . . . . [   ]
Yes or No

Control* . . . . [   ]
Public, Private or Proprietary

Calendar** . . . . [   ]
Semester, Trimester, Quarter or Other

Does your college offer on-campus housing? . . . . [   ]
Yes or No

Does your college offer four-year degrees? . . . . . [   ]
Yes or No

Full-Time, First-Time in Fall 2012

Unduplicated Head Count . . . . [_____]

Enter unduplicated credit head count of first-time, full-time degree- and certificate-seeking students in the fall 2012 IPEDS GRS cohort. Degree and certificate should be as defined by the reporting institution for credit student work.

**Number Completed Degree or
Certificate AND DID NOT Transfer** . . . . [_____]

*Enter the number of students from **Unduplicated Head Count** who completed a degree or certificate before fall 2015 **AND DID NOT** transferred to public and private four-year institutions before fall 2015. Students in the fall 2012 IPEDS GRS cohort who received degrees or certificates **AND DID NOT** transfer. **Do not include those who completed a degree or certificate and transferred to public and private four-year institutions.** Only those students who received degrees or certificates but did not transfer should be included in **Number Completed Degree or Certificate and Did Not Transfer**.*

**Number Completed Degree
or Certificate AND Transferred** . . . . [*Will be automatically calculated from row 2 and 3 above.*]

*Enter the number of students from **Unduplicated Head Count** who completed a degree or certificate **AND** transferred to public and private four-year institutions before fall 2015. Students in the fall 2012 IPEDS GRS cohort who received degrees or certificates **AND DID** transfer to a public or private four-year institution. Please use National Student Clearinghouse data. Students in the fall 2012 IPEDS GRS cohort who received degrees or certificates and then transferred to four-year institutions should be reported here.*

If not available or unknown, enter a zero.

**Total Number That Completed
Degree or Certificate** . . . . [_____]

*The total number of students who from **Unduplicated Head Count** who completed a degree or certificate before fall 2015. This total is the sum of number completed degree or certificate **AND DID NOT** transfer plus the number completed degree or certificate **AND** transferred as reported to IPEDS.*

Number Transferred . . . . [_____]

*Enter the number of students from **Unduplicated Head Count** who transferred to public and private four-year institutions before fall 2015. Please use National Student Clearinghouse data. Students in the fall 2012 IPEDS GRS cohort who received degrees or certificates and then transferred to four-year institutions should be included in degree or certificate completion **AND** transfer number. Only those students who transferred but did not receive degrees or certificates should be included in **Number Transferred**.*

Full-Time, First-Time in Fall 2009

Unduplicated Head Count . . . . [   ]

Enter unduplicated credit head count of first-time, full-time degree- and certificate-seeking students in the fall 2009 IPEDS GRS cohort. Degree and certificate should be as defined by the reporting institution for credit student work.

**Number Completed Degree or Certificate
AND DID NOT Transfer** . . . . [   ]

*Enter the number of students from **Unduplicated Head Count** who completed a degree or certificate before fall 2015 **AND DID NOT** transferred to public and private four-year institutions before fall 2015. Students in the fall 2009 IPEDS GRS cohort who received degrees or certificates **AND DID NOT** transfer. **Do not include those who completed a degree or certificate and transferred to public and private four-year institutions.** Only those students who received degrees or certificates but did not transfer should be included in **Number Completed Degree or Certificate and Did Not Transfer**.*

**Number Completed Degree or Certificate
AND Transferred** . . . . [   ]

*Enter the number of students from **Unduplicated Head Count** who completed a degree or certificate AND transferred to public and private four-year institutions before fall 2015. Students in the fall 2009 IPEDS GRS cohort who received degrees or certificates **AND DID** transfer to a public or private four-year institution. Please use National Student Clearinghouse data. Students in the fall 2009 IPEDS GRS cohort who received degrees or certificates and then transferred to four-year institutions should be reported here.*

If not available or unknown, enter a zero.

**Total Number That Completed
Degree or Certificate** . . . . [*Will be automatically calculated from row 2 and 3 above.*]

*The total number of students who from **Unduplicated Head Count** completed a degree or certificate before fall 2015. This total is the sum of number completed degree or certificate **AND DID NOT** transfer plus the number completed degree or certificate **AND** transferred as reported to IPEDS.*

Number Transferred . . . . [   ]

*Enter the number of students from **Unduplicated Head Count** who transferred to public and private four-year institutions before fall 2015. Please use National Student Clearinghouse data. Students in the fall 2009 IPEDS GRS cohort who received degrees or certificates and then transferred to four-year institutions should be included in degree or certificate completion **AND** transfer number. Only those students who transferred but did not receive degrees or certificates should be included in **Number Transferred**.*

Form 3 | Student Performance at Transfer Institutions

Transferred from the Reporting Institution

**Total Students Who Transferred
to a Four-Year Institution** . . . . [   ]

Enter the total number of students with 12 or more earned credit hours from the reporting institution who transferred to public and private four-year institutions during the most recent academic year for which National Student Clearinghouse data are available (the data should be less than 5 years old).

**Total Students Who Transferred
to Another Two-Year Institution** . . . . [   ]

Enter the total number of students with 12 or more earned credit hours from the reporting institution who transferred to public and private two-year institutions during the most recent academic year for which National Student Clearinghouse data are available (the data should be less than five years old).

At Four-year Transfer Institutions

Cumulative First-Year GPA . . . . [   ]

Enter the cumulative first-year grade-point average (GPA) at all public and private four-year transfer institutions for all students in Row 1 (Total Students Who Transferred). GPA should be on a 4-point scale (A = 4, B= 3, C = 2, P = 2, D = 1, F = 0).

Total First-Year Credit Hours . . . . [   ]

Enter the total credit hours completed (grades A through F) during the first year at all public and private four-year transfer institutions by all students in Row 1 (Total Students Who Transferred).

Percent Enrolled Next Year . . . . [%]

Enter the percent of students in Row 1 (Total Students Who Transferred) that enrolled at the same public and private four-year transfer institutions for the next academic year.

Fall 2014 Term – Part Time Students

**Part-Time Credit Students at
End of Fall 2014 Term. . . . .**

Enter the unduplicated number of total part-time credit students (including those who withdrew from all courses) at the end of the fall 2014 term. Do not include high school students.

Next Term – Part-Time Students

**Fall 2014 Part-Time Credit Students
Who Graduated before Spring 2015 . . . .**

Enter the total number of part-time credit students from fall 2014 who graduated or completed certificates before the spring 2015 term.

**Fall 2014 Part-Time Credit Students
Who Enrolled in Spring 2015 . . . .**

Next Fall – Part-Time Students

**Fall 2014 Part-Time Credit Students
Who Graduated before Fall 2015 . . . .**

Enter the total number of part-time credit students from fall 2014 who graduated or completed certificates before the fall 2015 term. The number should include graduates and completers from spring 2015.

**Fall 2014 Part-Time Credit Students
Who Enrolled in Fall 2015 . . . .**

Enter the total number of part-time credit students from fall 2014 who enrolled in the fall 2015 term. Do not include students who graduated before fall 2015

Form 6 | Student Goal Attainment

Use most recent data (less than two years old) and institutional definition of educational objective achievement.

Did you achieve your educational objective?

Enter the percent of graduates/program completers that indicated they had achieved their educational objective either partially or fully. Data source will most likely be an exit survey or a follow-up survey administered soon after students leave the institution.

Graduates and Completers . . . . [%]

Percent that achieved objective.

Form 7 | Credit College-level Retention, Success

Use fall 2014 grades.

Fall Grades

Total A, B, C, P, D, F and W Grades . . . . [   ]

Enter the total number of A, B, C, P, D, F and W grades (or their institutional equivalents) in all credit, college-level courses at the end of the fall 2014 term for all students (include high school students earning college credits). Include laboratory grades if they are awarded independently of their associated lecture grade. Do not include incompletes, audits and grades in developmental courses.

Developmental courses should be reported on FORM 8. If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. C+ grades would be reported with C grades). Map all other grades to their closest equivalent.

College-level courses include courses that, if successfully completed, can be applied toward the number of courses required for achieving a degree or certificate or transferred to another institution. P grades (or your institution's equivalent) are awarded when a student takes a class for a "pass" or "fail" grade. Not all institutions may offer this option.

Total A, B, C, P, D and F Grades . . . . [   ]

Enter the total number of A, B, C, P, D and F grades (or their institutional equivalents) in credit, college-level courses at the end of the fall 2014 term.

Total A, B, C and P Grades . . . . [   ]

Enter the total number of A, B, C and P grades (or their institutional equivalents) in credit, college-level courses at the end of the fall 2014 term.

Reading / Writing

Total Grades in Developmental / Remedial Courses . . . .

Enter the total number of A, B, C, P, D, F and W grades (or their institutional equivalents) in credit developmental/remedial courses at the end of the fall 2014 term (include high school students earning college credits). Do not include incompletes, audits or grades in ESL courses. Developmental/remedial courses are those defined by the reporting institution. **Reading** *and* **Writing** *includes courses in which both reading and writing instruction are included in the same course. Courses reported under* **Reading / Writing** *should not be included under "Writing" and "Reading".*

If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. C+ grades would be reported with C grades).

Total A, B, C, P, D and F Grades . . . .

Enter the total number of A, B, C, P, D and F grades (or their institutional equivalents) in credit developmental/remedial courses at the end of the fall 2014 term.

Total A, B, C and P Grades . . . .

Enter the total number of A, B, C and P grades (or their institutional equivalents) in developmental/remedial courses at the end of the fall 2014 term.

Reading

Total Grades in Developmental / Remedial Courses . . . .

Enter the total number of A, B, C, P, D, F and W grades (or their institutional equivalents) in credit developmental/remedial courses at the end of the fall 2014 term (include high school students earning college credits). Do not include incompletes, audits or grades in ESL courses.

Developmental/remedial courses are those defined by the reporting institution. Reading and Writing includes courses in which both reading and writing instruction are included in the same course. Courses reported under **Reading / Writing** *should not be included under* **Writing** *and* **Reading***.*

If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. C+ grades would be reported with C grades).

Total A, B, C, P, D and F Grades . . . .

Enter the total number of A, B, C, P, D and F grades (or their institutional equivalents) in credit developmental/remedial courses at the end of the fall 2014 term.

Total A, B, C and P Grades . . . .

Enter the total number of A, B, C and P grades (or their institutional equivalents) in developmental/remedial courses at the end of the fall 2014 term.

Writing

Total A, B, C and P Grades in Fall 2013,
Highest-Level Developmental Courses . . . .

Enter the total number of students who received A, B, C and P grades (or their institutional equivalents) in the highest-level, credit developmental/remedial writing courses at the end of the fall 2013 term.

Developmental/remedial courses are those defined by the reporting institution. Entries should include students who succeeded in developmental writing courses. Related writing courses will most likely be college level English composition courses.

If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. C+ grades would be reported with C grades).

Total from Row 1 Who Enrolled in Related
College-Level Courses . . . .

Enter the total number of students from row 1 (**Total A, B, C and P Grades**) who enrolled subsequently in related college-level courses. Related writing courses will most likely be college level English composition courses.

Total from Row 2 Who Completed
College-level Courses with A, B, C, P, D
and F Grades . . . .

Enter the total number of students from row 2 (**Enrolled in Related College-Level Courses**) who completed related college-level courses with A, B, C, D, P and F grades (or their institutional equivalents) within one subsequent academic year, i.e., through fall 2014.

Total from Row 3 Who Completed
College-level Courses with A, B, C
and P Grades . . . .

Enter the total number of students from row 3 (C**ompleted College-level Courses with A, B, C, P and D Grades**) who completed related college-level courses with A, B, C and P grades (or their institutional equivalents) within one subsequent academic year, i.e., through fall 2014.

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Form 11 | Retention and Success Core Academic Skills

Use fall 2014 grades.

English Comp I

Total A, B, C, P, D, F and W Grades . . . . [ ]

Enter the total number of A, B, C, P, D, F and W grades (and their institutional equivalents) in each course at the end of the fall 2014 term for all students. Do not include incompletes and audits. If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. a grade of C+ would be reported with C grades).

Total A, B, C, P, D and F Grades . . . . [ ]

Enter the total number of A, B, C, P, D and F grades (or their institutional equivalents) at the end of the fall 2014 term.

Total A, B, C and P Grades . . . . [ ]

Enter the total number of A, B, C and P grades (or their institutional equivalents) at the end of the fall 2014 term.

English Comp II

Total A, B, C, P, D, F and W Grades . . . . [ ]

Enter the total number of A, B, C, P, D, F and W grades (or their institutional equivalents) at the end of the fall 2014 term for all students.

Do not include incompletes and audits. If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. a grade of C+ would be reported with C grades).

Total A, B, C, P, D and F Grades . . . . [ ]

Enter the total number of A, B, C, P, D and F grades (or their institutional equivalents) at the end of the fall 2014 term.

Total A, B, C and P Grades . . . . [ ]

Enter the total number of A, B, C and P grades (or their institutional equivalents) at the end of the fall 2014 term.

College Algebra

A, B, C, P, D, F and W Grades . . . . [ ]

Enter the total number of A, B, C, P, D, F and W grades (or their institutional equivalents) at the end of the fall 2014 term for all students. Do not include incompletes and audits. If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. a grade of C+ would be reported with C grades).

A, B, C, P, D and F Grades . . . . [ ]

Enter the total number of A, B, C, P, D and F grades (or their institutional equivalents) at the end of the fall 2014 term.

A, B, C and P Grades . . . . [ ]

Enter the total number of A, B, C and P grades (or their institutional equivalents) at the end of the fall 2014 term.

Form 12 | Institution-wide Credit Grades

Use fall 2014 grades.

Fall Grades

Enter the total number of A, B, C, P, D, F and W grades (or their institutional equivalents) at the end of the fall 2014 term. Include all other passing grades with P. If P is none or not offered at your institution, enter a zero. Include all other non-passing grades with F. Include + or - in the letter grades with which they are associated (e.g. a grade of C+ would be reported with C grades). Do not include incompletes and audits.,Include grades in credit distance learning classes and grades in credit developmental/remedial courses.

A . . . . [   ]

B . . . . [   ]

C . . . . [   ]

P . . . . [   ]

Include all other passing grades here. If none or not offered at your institution, enter a zero.

D . . . . [   ]

F . . . . [   ]

Include all other non-passing grades here.

W. . . . . [   ]

Form 13A | Minority Participation Rates

Service Area

Use most recent census estimates.

Minority Population in % . . . . [   ] %

Enter your service area percent minority population. The number should reflect your state's definition of service area, most recent census estimates and the percent of the service area population that is not "white, non-Hispanic."

Credit Students

Use fall 2014 data.

Total Institution Population . . . . [   ]

This should equal the field "IPEDS Enrollment" on Form 1.

Total Institution Minority Population . . . . [   ]

Enter the total number of minority students reported to IPEDS for fall 2014.

Form 14A | Market Penetration: Students

Credit Students

Use academic year 2014-2015 data.

Unduplicated Head Count . . . . [ ]

Enter unduplicated credit head count in academic year 2014-2015. Unduplicated credit head count includes students enrolled in a course or activity having credit applicable toward a degree, diploma, certificate or other formal award. This may be an estimate.

Non-Credit Students

Use academic year 2014-2015 data.

Unduplicated Head Count . . . . [ ]

Enter unduplicated non-credit head count in academic year 2014-2015. Unduplicated non-credit head count includes students enrolled in a course or activity having no credit applicable toward a degree, diploma, certificate or other formal award. This may be an estimate.

Form 14B | Market Penetration: Community

Cultural Activities

Use academic year 2014-2015 data.

Duplicated Head Count . . . . [ ]

Cultural Activities *include exhibits (e.g. galleries) or attended performances (e.g. theater, dance, music).*

Public Meetings

Use academic year 2014-2015 data.

Duplicated Head Count . . . . [ ]

Public Meetings *include meetings held at the institution's campus(es) by non-college organizations which may or may not be open to the public.*

Sporting Events

Use academic year 2014-2015 data.

Duplicated Head Count . . . . [ ]

Sporting Events *include intercollegiate sporting events held at the institution.*

Form 16A | Average Credit Section Size

Use fall 2014 data.

Credit Course Sections

Total Credit Course Sections . . . . [   ]

Enter the total number of credit course sections with six or more students at the end of the fall 2014 term. Combine concurrent sections that meet in the same time slot. Credit courses are those eligible for Title IV federal financial aid.

Credit Students

Total Credit Students . . . . [   ]

Enter the total number of students enrolled in **Total Credit Course Sections**. *(This will be a duplicated head count.)*

Form 16B | Credit Course Student/ Faculty Ratio

Use fall 2014 data.

FTE Faculty

Total . . . . [   ]

Enter the total FTE faculty at end of fall 2014 term. **Total FTE Faculty** *will likely equal total instructor credit hours taught by all faculty divided by 15, for institutions who calculate faculty load on a credit hour basis. For institutions that calculate faculty load on some basis other than credit hours (e.g., contact hours), the total FTE Faculty should be based on institutional convention. For example, a faculty member teaching 5 courses that each award 3 credit hours would have 15 instructor credit hours or 1 FTE (15 instructor credit hours /15).*

FTE Students

Total . . . . [   ]

Enter the total FTE students at end of fall 2014 term. **Total FTE Students** *should equal total student credit hours for which all students were enrolled /15. Exclude high school students taking classes taught by high school faculty in their high schools for college credit.*

Form 17A | Online/Distance Learning Credit Hours

Use fall 2014 data.

Credit Hours

Total Taught . . . . [＿＿＿＿＿＿]

Enter the total number of both non-distance and online/distance student credit hours at your institution.

Total Online/Distance Learning . . . . [＿＿＿＿＿＿]

Enter the total number of online/distance learning student credit hours at the end of the fall 2014 term (including credit hours from courses with a W grade). Credit online/distance learning courses should include those that are web-based, computer-mediated and asynchronous in which the learner and learning resources are generally separated by time and/or space. Do not include telecourse and self-paced courses and courses offered in other, non-computer modalities.

Credit Sections

Total Taught . . . . [＿＿＿＿＿＿]

Enter the total number of both non-distance and online/distance credit sections at your institution.

Total Online/Distance Learning . . . . [＿＿＿＿＿＿]

Enter the total number of student online/distance learning sections with six or more students at the end of the fall 2014 term. Credit online/distance learning courses should include those that are web-based, computer-mediated and asynchronous in which the learner and learning resources are generally separated by time and/or space. Do not include telecourse and self-paced courses and courses offered in other, noncomputer modalities.

Form 17B | Online/Distance Learning Grades

Use fall 2014 grades.

Fall Grades

Enter the total number of A, B, C, P, D, F and W grades in credit online/distance learning courses at end of the fall 2014 term. **If there were no students awarded a grade, enter zero (0).** *Include all other passing grades with P. Include all other non-passing grades with F. Include + and - in the letter grades with which they are associated (e.g. a grade of C+ would be reported with C grades). Do not include incompletes and audits.*

A . . . . [＿＿＿＿＿＿]

B . . . . [＿＿＿＿＿＿]

C . . . . [＿＿＿＿＿＿]

P . . . . [＿＿＿＿＿＿]

Include all other passing grades here. If none or not offered at your institution, enter zero.

D . . . . [＿＿＿＿＿＿]

F . . . . [＿＿＿＿＿＿]

Include all other non-passing grades here.

W. . . . . [＿＿＿＿＿＿]

Form 19B | Grievances and Harassment Actions

Use academic year 2014-2015 data.

Employees

Total . . . . [   ]

Enter the total number of full-time and part-time faculty and full-time and part-time staff employed by the institution at the end of academic year 2014-2015. Do not include work-study students.

Grievances

Total Occurrences . . . . [   ]

Enter the total number of grievances actions in academic year 2014-2015. Grievance actions are those that are filed in accordance with institutional policies and include employee-employee and student-employee actions. These need not have resulted in a filing to the EEOC.

Harassment

Total Occurrences . . . . [   ]

Enter the total number of harassment actions in academic year 2014-2015. Harassment actions are those that are filed in accordance with institutional policies and include employee-employee and student-employee actions. These need not have resulted in a filing to the EEOC.

Form 20A | Instructional Cost

Use fiscal year 2015 data.

Expenditures

Total Direct Credit Instructional Expenditures . . . [$]

Enter the total direct credit instructional expenditures for fiscal year 2015 direct credit instructional expenditures include salaries, benefits, supplies, travel and equipment for all full- and part-time faculty and other instructional administration and support personnel, including but not limited to librarians, lab assistants and tutors.

Students

Total Fiscal Year Credit Hours . . . . [   ]

Enter the total semester student credit hours for fiscal year 2015. For schools on a quarter calendar, Column 2 should equal .667 * (quarter hours) to convert to semester-hour equivalent.