Data Element Summary

Members are not required to complete all data elements. Although entering all available data for your institution will enable benchmarking your institution for those elements.

Members can enter data directly into the website or the Excel spreadsheet that can be downloaded from the data entry page.

Form 1: Instructional Costs, FY 2012/13

Institutional level data is collected in this form for instructional employees whose salaries and benefits are paid from the instructional budget.

Faculty Category (Full and Part-time or Adjunct)
Salaries and Benefits
FTE Faculty
Number of For-credit Student Credit Hours
Executive, clerical and professional staff from the for-credit instructional budget.
Salaries and Benefits
FTE Staff
Non-Labor Operating Costs
Collected for instructional employees and do not include facilities and capital costs.

Form 2: Academic Units, FY 2012/13

Primary Data Contact Tasks:

1. Determines the optimum number of for-credit academic units for your institution. The organizational chart for your institution can provide direction as to the number of academic units. The goal of reporting this data by academic unit is to accurately represent the instructional activities.
2. Downloads the Excel file with individual sheets to distribute to academic unit leaders.
3. Pre-populates the Salaries and Benefits, FTE Full-Time Faculty, Number of For-credit Student Credit Hours for each of the academic units.
4. Distributes the Academic Unit Forms to the leaders of each of the academic units with a request to complete the percentage estimates of the instructional activities for the academic unit.
5. Assembles the responses and enters into the web data collection form or uploads the Excel file.

Academic Unit Leader Tasks:

The leader of the academic unit (typically a dean) reports whole number percentage estimates for the amount of time for-credit faculty spend on the instructional activities by faculty category (full-time, part-time or adjunct) for the academic unit. The total for each faculty category should equal 100%.

- Program Development
- Course Development
- Teaching
- Faculty Tutoring

- Faculty Advising
- Academic Service
- Assessment and Grading
- Professional Development

Form 3: Student Services Activities, FY 2012/13

Report the Salary and Benefits. Number of FTE Employees, Number of Service Contacts*, Contract Expenditures and Non-labor Operating Costs for the following student services activities:

- Admissions*
- Recruitment*
- Advising
- Counseling
- Career Services

- Financial Aid
- Registrar / Student Records*
- Tutoring
- Testing Services
- Co-curricular Activities*

*Number of Service Contacts not collected. Costs are allocated on an institution-wide basis.

Form 4: Academic Support Activities, FY 2012/13

Report the Salary and Benefits. Number of FTE Employees, Number of Service Contacts*, Contract Expenditures and Non-labor Operating Costs for the following academic support activities:

Instructional Technology Support
Library Services*
Experiential Education

*Library services will be allocated on an institution-wide basis.

Form 5: Demographics

Contact your research office for this data.
NCCBP Member institutions fill out Instructional Modality.

Instructional Modality

% Instruction Online, Face to Face, Hybrid

Enrollment Information

- IPEDS Fall Enrollment
- Full-time Credit Headcount
- Part-time Credit Headcount
- Total FY Credit Hours
- High School Student Concurrent Enrollment Headcount
- Pell Grant Recipients
- Female Credit Students

- First-generation Student
- Transfer Credit Hours
- Technical/Career Credit Hours
- Developmental Credit Hours
- High School Student Concurrent Enrollment Credit Hours
- Credit Student Median Age
- Race/Ethnicity

Fiscal Information:

- Tuition and Fees per Credit Hour
- Unrestricted Operating Revenue
- Operating Revenue Sources
- Campus Environment

Form 6: Student Success Metrics

Contact your research office for this data.
Data for all of Form 6 are imported from the NCCBP for NCCBP Member institutions.

Student Completion and Transfer, Retention and Persistence