





## General Instructions for Primary Data Contact

You are not required to reach 100% on all completion bars on the Data Entry page. Please enter all the data that you have available for your institution. If the response is a zero please enter "0." If you do not have data for a particular data element, **leave the cell blank**. However, the more data that you enter the better you will be able to benchmark your institution.

- Navigate using the Data Entry Header on the menu
- Definitions will appear when you click on a data collection field.
- Enter the data using whole numbers with no decimals
- You can enter your information on the web data collection tool, or you can use the [Excel Spreadsheet](#) link to download an Excel
- Tooltips are available for definition of terms.
- Hover over the  for further information.

**DATA ENTRY** ▼ bar.

**Number of Students**  
**Service Contacts**  file.

### Form 1: Instructional Costs. Institution Level


The data collected in this form covers the for-credit side of the institution. It includes all instructional employees whose salaries and benefits are paid from the instructional budget. The faculty data should add up to the information in your academic unit forms. You can check this by looking at Form 2, [Check data](#).

Non-labor operating costs are collected for instructional employees and do not include facilities and capital costs.

### Form 2: Academic Units

Determine your institution's for-credit academic units (such as divisions.) The organizational chart for your institution can provide direction as to the names and number of your academic units. The goal of reporting this data by academic unit is to accurately represent the typical instructional activities in each academic unit.

Use the button provided to insert the name of each of your academic units.

 **Add an Academic Unit**

You may report up to ten academic units, but you are only required to report as many as necessary to reflect an accurate distribution of instructional activities and costs at your college.

**delete** The link beside the name of the academic unit will delete all the information provided in the form for that academic unit only. You will be asked, "Are you sure you want to delete this academic unit? Your data for the academic unit will be permanently deleted."

Navigation: [Back to data entry overview](#) link will return to the page that displays your data entry progress.

[Check Data](#) link will take you to a form that displays all academic units in tabular format with the data entered in Form 2. The last row displays the institutional level data which should then be entered in Form 1. The total of the academic units may be less, if you have additional instructional faculty that you did not include in an academic unit. This total should not exceed the total institutional data reported.

## Form 2: Instructional Activities (by Academic Unit)

Academic units will not be externally benchmarked, but you will receive an institutional report that includes internal comparisons.

You can use the [Excel Spreadsheet](#) link to download an Excel file with individual sheets to distribute to academic unit leaders.

### *Primary Data Contact Tasks:*

Pre-populate the top section the salaries and benefits, FTE full-time faculty, number of for-credit student credit hours for each of the academic units.

Distribute 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. Once all the academic unit forms are complete, you assemble the responses from the academic units.

### *Academic Unit Leader Tasks:*

The leader of the academic unit (typically a dean) reports estimates.

Provide 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%.

## Form 3: Student Services Activities

Report the number of students served as defined for the areas with a response box. The remaining categories will be allocated on an institution-wide basis.

For externally contracted services enter the expenditures directly related to the activity.

The activity definitions appear when you click on the Salaries and Benefits field.

## Form 4: Academic Support Activities

Enter salaries and benefits, non-labor operating costs, number of FTE employees, number of service contacts and the dollar amount of any external contracts. Because library services will be allocated on an institution-wide basis there is no entry for number of service contacts.

## Form 5: Demographics and Form 6: Student Success Metrics

Contact your research office for this data.

NCCBP Member institutions will only fill out the instructional modality section on form 5. Data for all of form 6 are imported from the NCCBP for NCCBP Member institutions.

If your institution is not an NCCBP member you will need to complete both of these forms.