



## 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 for-credit 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 | ▪ Faculty Advising         |
| ▪ Course Development  | ▪ Academic Service         |
| ▪ Teaching            | ▪ Assessment and Grading   |
| ▪ Faculty Tutoring    | ▪ 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*     | ▪ Financial Aid                |
| ▪ Recruitment*    | ▪ Registrar / Student Records* |
| ▪ Advising        | ▪ Tutoring                     |
| ▪ Counseling      | ▪ Testing Services             |
| ▪ Career 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 will only fill out the Instructional Modality section on Form 5.

Instructional Modality

% Instruction Online, Face to Face, Hybrid

Enrollment Information

- |   |  |
|---|--|
| ▪ IPEDS Fall Enrollment                               | ▪ First-generation Student                               |
| ▪ Full-time Credit Headcount                          | ▪ Transfer Credit Hours                                  |
| ▪ Part-time Credit Headcount                          | ▪ Technical/Career Credit Hours                          |
| ▪ Total FY Credit Hours                               | ▪ Developmental Credit Hours                             |
| ▪ High School Student Concurrent Enrollment Headcount | ▪ High School Student Concurrent Enrollment Credit Hours |
| ▪ Pell Grant Recipients                               | ▪ Credit Student Median Age                              |
| ▪ Female Credit Students                              | ▪ 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.

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.

Student Completion and Transfer, Retention and Persistence