Principles and Criteria

Development of the 2003-04 Budget

Budget Development Principles

The allocation of resources will:

- Maintain the overall mission, core values and strategic directions of the college

- Be guided by the strategic plan: http://www.lanecc.edu/research/strplan2002.htm

- Support student enrollment, retention and success

- Maintain high quality instruction and services

- Meet the legal, contractual and accreditation obligations of the college

- Provide resources to respond quickly to unanticipated needs

- Maintain and support the college's emphasis on diversity

Budget Development Criteria

Professional/Technical Programs -- NOTE: This is not the Reporting Template

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The following criteria will be used to evaluate professional/technical programs:

PT 1
- **5-year Enrollment History, as demonstrated by:**
  a) **annual Total Program FTE (including Co-op),**
  b) **annual Total Program FTE (without Co-op),**
  c) **annual Total Program Co-op FTE.**

  ➔ Student FTE provided by Institutional Research Assessment & Planning (IRAP).

  Notes:

  FTE are derived from final FTE reimbursement reports submitted to Oregon Department of Community Colleges and Workforce Development (ODCCWD). These FTE are reported in Enrollment Reports 2001-02, September 2002, p. 43 to 68. These FTE are also contained in Excel files: [**FTE_Coop-in-Host-Dept.xls**] and   [**FTE_Coop-in-Separate-Dept.xls**] that will be emailed to you.

  For determining a) annual Total Program FTE (including Co-op), go to "Annual Student FTE by Program – Cooperative Education FTE Included in **Host** Department's FTE" (the report contained in [**FTE_Coop-in-Host-Dept.xls**]) and find the appropriate major code(s) for the program and enter FTE for each of the five years.
  NOTE: The 2001-02 value will also be entered in cell 3 of the "Program Revenues & Expenditures" worksheet that you will complete (this is in a separate Excel file).

  For determining b) annual Total Program FTE (without Co-op), go to "Annual Student FTE by Program – Cooperative Education FTE Reported in a **Separate** Department" (report contained in [**FTE_Coop-in-Separate-Dept.xls**]) and find the appropriate major code(s) for the program and enter FTE for each of the five years.
  NOTE: The 2001-02 value will also be entered in cell 4 of the "Program Revenues & Expenditures" worksheet that you will complete (this is in a separate Excel file).

  For determining c) annual Total Program Co-op FTE, subtract b) from a).
  NOTE: The 2001-02 value will also be calculated in cell 6 of the "Program Revenues & Expenditures" worksheet that you will complete (this is in a separate Excel file).

Enter appropriate FTE in the Reporting Template grid for this criterion. Comments can be loaded in the text box for this criterion.

PT 2

- **Student/community demand** as demonstrated by responses to the following questions:

    a) **What is the current capacity of your program? Explain how you are defining capacity.**

    b) **Discuss the variables that set or limit your capacity (i.e., space, equipment, accreditation standards, etc.)**

    c) **At what percentage of capacity are you operating? If below 90% of capacity, please explain.**

Enter your response in the Reporting Template for this criterion.

PT 3

- **Cost-per-FTE** as determined by a standardized formula for program calculations.

    ➔ Complete the "Program Revenues & Expenditures" worksheet contained in a separate Excel file you will receive.
      o Expenditure and revenue data needed to complete the worksheet are contained in Annual Expenditures per FTE by Program, Department, & Function – General Fund 2001-2002 report (prepared by College Operations 11/15/2002). This report is contained in a separate Excel file – [**Annual Expenditures Rpt_2001-02.xls**] – refer to the "Instruction" worksheet.

After completing the worksheet, enter the Cost per FTE in the Reporting Template for this criterion and provide additional explanation as necessary. Be sure to explain the method you used to account for/allocate Administrative costs. Submit the file containing the completed "Program Revenues & Expenditures" worksheet along with the file containing the completed Reporting Template for each program reviewed.

PT 4

- **Local Demand for Employment** as demonstrated by Occupational Employment Statistics Codes identified by division chair.

    ➔ Data from Oregon Labor Market Information System (OLMIS) and Employment Projections by Occupation 2000-2010 Region 5 – Lane County (Oregon Employment Department). Occupational Employment Statistics (OES) Codes and Titles have been linked to Lane programs by state-approved Classification of Instructional Program (CIP) codes: 2010 employment projections for Lane County, projected job growth from 2000 to 2010.

    ➔ Instructions for using the OLMIS are contained in a separate MS Word file named [**Employment_Demand_Wages.doc**] .

Enter your response in the Reporting Template for this criterion. When reporting projected employment growth (% change) be sure to also report the actual number of projected jobs (number "change" and number of "annual openings").

PT 5

- **Starting Wages as demonstrated Federal Standard Occupational Classification Codes as identified by division chair.**

  ➔ Data from Oregon Labor Market Information System (OLMIS) and Employment Projections by Occupation 2000-2010 Region 5 – Lane County (Oregon Employment Department); by SOC Code and description; 25th percentile wage level used for "starting wage" for Lane County.
  - In addition to Starting wage, average hourly and average annual wages for Lane County can be reported/discussed.

  ➔ Instructions for using the OLMIS are contained in a separate MS Word file named [**Employment_Demand_Wages.doc**] .

Enter starting wage for this program and provide additional explanation if necessary in the Reporting Template for this criterion.

PT 6

- **Advanced Wages as demonstrated Federal Standard Occupational Classification Codes as identified by division chair.**

  ➔ Data from Oregon Labor Market Information System (OLMIS) and Employment Projections by Occupation 2000-2010 Region 5 – Lane County (Oregon Employment Department); by SOC Code and description; 75th percentile wage level used for "advanced wage for Lane County.
  - In addition to Starting wage, average hourly and average annual wages for Lane County can be reported/discussed.

  ➔ Instructions for using the OLMIS are contained in a separate MS Word file named [Employment_Demand_Wages.doc] .

Enter the advanced wages for this program and provide additional explanation if necessary in the Reporting Template for this criterion.

PT 7

- **Availability outside the College as demonstrated by evaluations of the accessibility and suitability of similar programs at other institutions. Discuss the following factors as they relate to this program:**
  - a) **Distance to other comparable programs**
  - b) **Costs of other comparable programs.**
  - c) **Availability of financial aid at other comparable programs.**
  - d) **Entrance Requirements at other comparable programs.**
  - e) **Credentials available from other comparable programs.**

Enter your response in the Reporting Template for this criterion.

PT 8

- **Currency of the Program** as demonstrated by the program's annual Advisory Committee Report (response to question, "List any curricular changes/improvements during the last year and describe briefly. ").

Enter your response in the Reporting Template for this criterion.

PT 9

- **Currency of the Program** as demonstrated by program equipment needs identified in the responses to questions a), b) and c) below (Note: Responses to these questions will also be used to determine eligibility for capital outlay grants, bond grants, Perkins grants, etc.).

    Equipment Needs/Costs:

    a. Are you currently operating at your industry standard?

    b) If no, what is needed to bring you to industry standard? What would be the costs of this upgrade?

    c) If yes, what is needed to maintain your equipment at this standard? Please annualize these costs over a five year period

Enter your response in the Reporting Template for this criterion.

PT 10

- **Impact of reduction or elimination of program** as demonstrated in the response to the following question:

    Is there anything else you would like us to know about your program? You might want to include such information as course prerequisites for other programs on campus, articulation agreements, services your program provides to other programs on campus, etc.

Enter your response in the Reporting Template for this criterion.

The following criteria will be used to evaluate transfer programs/disciplines:

TR 1

- **5-year Enrollment History, as demonstrated by:**
  - **annual Total Program FTE (including Co-op),**
  - **annual Total Program FTE (without Co-op),**
  - **annual Total Program Co-op FTE.**

➔ Student FTE provided by Institutional Research Assessment & Planning (IRAP).

Notes:

FTE are derived from final FTE reimbursement reports submitted to Oregon Department of Community Colleges and Workforce Development (ODCCWD). These FTE are reported in Enrollment Reports 2001-02, September 2002, p. 43 to 68. These FTE are also contained in Excel files: [**FTE_Coop-in-Host-Dept.xls**] and [**FTE_Coop-in-Separate-Dept.xls**] that will be emailed to you.

For determining a) annual Total Program FTE (including Co-op), go to "Annual Student FTE by Program – Cooperative Education FTE Included in **Host** Department's FTE" (the report contained in [**FTE_Coop-in-Host-Dept.xls**]) and find the appropriate major code(s) for the program and enter FTE for each of the five years.
NOTE: The 2001-02 value will also be entered in cell 3 of the "Program Revenues & Expenditures" worksheet that you will complete (this is in a separate Excel file).

For determining b) annual Total Program FTE (without Co-op), go to "Annual Student FTE by Program – Cooperative Education FTE Reported in a **Separate** Department" (report contained in [**FTE_Coop-in-Separate-Dept.xls**]) and find the appropriate major code(s) for the program and enter FTE for each of the five years.
NOTE: The 2001-02 value will also be entered in cell 4 of the "Program Revenues & Expenditures" worksheet that you will complete (this is in a separate Excel file).

For determining c) annual Total Program Co-op FTE, subtract b) from a).
NOTE: The 2001-02 value will also be calculated in cell 6 of the "Program Revenues & Expenditures" worksheet that you will complete (this is in a separate Excel file).

Enter appropriate FTE in the Reporting Template grid for this criterion. Comments can be loaded in the text box for this criterion.

TR 2

- **Student/community demand** as demonstrated by responses to the following questions:

  a) **What is the current capacity of your program? Explain how you are defining capacity.**

  b) **Discuss the variables that set or limit your capacity (i.e., space, equipment, accreditation standards, etc.)**

  c) **At what percentage of capacity are you operating? If below 90% of capacity, please explain.**

Enter your response in the Reporting Template for this criterion.

TR 3

- **Cost-per-FTE** as determined by a standardized formula for program calculations.

  → Complete the "Program Revenues & Expenditures" worksheet contained in a separate Excel file you will receive.
    - o Expenditure and revenue data needed to complete the worksheet are contained in Annual Expenditures per FTE by Program, Department, & Function – General Fund 2001-2002 report (prepared by College Operations 11/15/2002). This report is contained in a separate Excel file – [**Annual Expenditures Rpt_2001-02.xls**] – refer to the "Instruction" worksheet.

After completing the worksheet, enter the Cost per FTE in the Reporting Template for this criterion and provide additional explanation as necessary. Be sure to explain the method you used to account for/allocate Administrative costs. Submit the file containing the completed "Program Revenues & Expenditures" worksheet along with the file containing the completed Reporting Template for each program reviewed.

TR 4

- **Availability outside the College** as demonstrated by evaluations of the accessibility and suitability of similar programs at other institutions. Discuss the following factors as they relate to this program:
    a) **Distance to other comparable programs**
    b) **Costs of other comparable programs.**
    c) **Availability of financial aid at other comparable programs.**
    d) **Entrance Requirements at other comparable programs.**
    e) **Credentials available from other comparable programs.**

Enter your response in the Reporting Template for this criterion.

TR 5

- **Currency of the Program** as demonstrated by its transferability to the OUS and any improvements or updates to the program's curriculum in the past three years.

Enter your response in the Reporting Template for this criterion.

TR 6

- **<u>Currency of the Program</u> as demonstrated by program equipment needs identified in the responses to questions a), b) and c) below (Note: Responses to these questions will also be used to determine eligibility for capital outlay grants, bond grants, Perkins grants, etc.).**

    Equipment Needs/Costs:

    a) **Are you currently operating at your industry standard?**

    b) **If no, what is needed to bring you to industry standard? What would be the costs of this upgrade?**

    c) **If yes, what is needed to maintain your equipment at this standard? Please annualize these costs over a five year period**

Enter your response in the Reporting Template for this criterion.

TR 7

- **<u>Impact of reduction or elimination of program</u> as demonstrated in the response to the following question:**

    Is there anything else you would like us to know about your program? You might want to include such information as course prerequisites for other programs on campus, articulation agreements, services your program provides to other programs on campus, etc.

Enter your response in the Reporting Template for this criterion.

Developmental Education Programs -- NOTE: This is not the Reporting Template

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The following criteria will be used to evaluate developmental education programs:

DV 1

- **5-year Enrollment History as demonstrated by annual FTE provided by IRAP.**

  Notes:

  FTE are derived from final FTE reimbursement reports submitted to Oregon Department of Community Colleges and Workforce Development (ODCCWD). These FTE are reported in Enrollment Reports 2001-02, September 2002, p. 43 to 68. These FTE are also contained in Excel files: [**FTE_Coop-in-Host-Dept.xls**] .

  For determining annual Total Program FTE, go to "Annual Student FTE by Program – Cooperative Education FTE Included in Host Department's FTE" (the report contained in [**FTE_Coop-in-Host-Dept.xls**]) and find the appropriate major code(s) for the program and enter FTE for each of the five years.
  NOTE: The 2001-02 value will also be entered in cell 5 of the "Program Revenues & Expenditures" worksheet that you will complete (this is in a separate Excel file).

Enter Total FTE in the Reporting Template grid for this criterion. Comments can be loaded in the text box for this criterion.

DV 2

- **Student/community demand as demonstrated by responses to the following questions:**

  a) **What is the current capacity of your program? Explain how you are defining capacity.**

  b) **Discuss the variables that set or limit your capacity (i.e., space, equipment, accreditation standards, etc.)**

  c) **At what percentage of capacity are you operating? If below 90% of capacity, please explain.**

Enter your response in the Reporting Template for this criterion.

DV 3

- **Cost-per-FTE as determined by a standardized formula for program calculations.**

  ➔ Complete the "Program Revenues & Expenditures" worksheet contained in a separate Excel file you will receive.
    o Expenditure and revenue data needed to complete the worksheet are contained in Annual Expenditures per FTE by Program, Department, & Function – General Fund 2001-2002 report (prepared by College Operations 11/15/2002).

This report is contained in a separate Excel file – [**Annual Expenditures Rpt_2001-02.xls**] – refer to the "Instruction" worksheet.

After completing the worksheet, enter the Cost per FTE in the Reporting Template for this criterion and provide additional explanation as necessary. Be sure to explain the method you used to account for/allocate Administrative costs. Submit the file containing the completed "Program Revenues & Expenditures" worksheet along with the file containing the completed Reporting Template for each program reviewed.

DV 4

- **Provides education for populations whose access has been restricted** by previous educational experiences. **List the specific Limited Access Populations your program addresses and outline how these populations are being served.**

Enter your response in the Reporting Template for this criterion.

DV 5

- **Currency of the program** as demonstrated by any improvements or updates to the program's curriculum in the past three years.

Enter your response in the Reporting Template for this criterion.

DV 6

- **Currency of the Program** as demonstrated by program equipment needs identified in the responses to questions a), b) and c) below (**Note: Responses to these questions will also be used to determine eligibility for capital outlay grants, bond grants, Perkins grants, etc.**).

    Equipment Needs/Costs:

    a) **Are you currently operating at your industry standard?**

    b) **If no, what is needed to bring you to industry standard? What would be the costs of this upgrade?**

    c) **If yes, what is needed to maintain your equipment at this standard? Please annualize these costs over a five year period**

Enter your response in the Reporting Template for this criterion.

DV 7

- **Completion of courses, program and/or student goals** as demonstrated by the specific percentage of students completing their program of study. **Any narrative should support specific data provided.**

Enter your response in the Reporting Template for this criterion.

DV 8

- **Articulation with sequential programs or courses** as demonstrated by the answer to this question, "What are the identifiable next steps that the student has been prepared to take?"

Enter your response in the Reporting Template for this criterion.

DV 9

- **Availability outside the College** as demonstrated by evaluations of the accessibility and suitability of similar programs at other institutions. Discuss the following factors as they relate to this program:
    a) **Distance to other comparable programs**
    b) **Costs of other comparable programs.**
    c) **Availability of financial aid at other comparable programs.**
    d) **Entrance Requirements at other comparable programs.**
    e) **Credentials available from other comparable programs.**

Enter your response in the Reporting Template for this criterion.

DV 10

- **Impact of reduction or elimination of program** as demonstrated in the response to the following question:

    Is there anything else you would like us to know about your program? You might want to include such information as course prerequisites for other programs on campus, articulation agreements, services your program provides to other programs on campus, etc.

Enter your response in the Reporting Template for this criterion.

Community/Continuing Education -- NOTE: This is not the Reporting Template

The following criteria will be used to evaluate community/continuing education programs:

CE 1

- **5-year Enrollment History as demonstrated by annual FTE provided by IRAP.**

  ➔ Student FTE provided by Institutional Research Assessment & Planning (IRAP).

  Notes:

  FTE are derived from final FTE reimbursement reports submitted to Oregon Department of Community Colleges and Workforce Development (ODCCWD). These FTE are reported in <u>Enrollment Reports 2001-02</u>, September 2002, p. 43 to 68. These FTE are also contained in Excel files: [**FTE_Coop-in-Host-Dept.xls**] and   [**FTE_Coop-in-Separate-Dept.xls**] that will be emailed to you.

  For determining a) annual Total Program FTE (including Co-op), go to "Annual Student FTE by Program – Cooperative Education FTE Included in Host Department's FTE" (the report contained in [**FTE_Coop-in-Host-Dept.xls**]) and find the appropriate major code(s) for the program and enter FTE for each of the five years.
  NOTE: The 2001-02 value will also be entered in cell 5 of the "Program Revenues & Expenditures" worksheet that you will complete (this is in a separate Excel file).

Enter Total FTE in the Reporting Template grid for this criterion. Comments can be loaded in the text box for this criterion.

CE 2

- <u>**Student/community demand**</u> **as demonstrated by responses to the following questions:**

  a) **What is the current capacity of your program? Explain how you are defining capacity.**

  b) **Discuss the variables that set or limit your capacity (i.e., space, equipment, accreditation standards, etc.)**

  c) **At what percentage of capacity are you operating? If below 90% of capacity, please explain.**

Enter your response in the Reporting Template for this criterion.

CE 3

- **Cost-per-FTE** as determined by a standardized formula for program calculations.

  → Complete the "Program Revenues & Expenditures" worksheet contained in a separate Excel file you will receive.
    o Expenditure and revenue data needed to complete the worksheet are contained in <u>Annual Expenditures per FTE by Program, Department, & Function – General Fund 2001-2002</u> report (prepared by College Operations 11/15/2002). This report is contained in a separate Excel file – [**Annual Expenditures Rpt_2001-02.xls**] – refer to the "Instruction" worksheet.

After completing the worksheet, enter the Cost per FTE in the Reporting Template for this criterion and provide additional explanation as necessary. Be sure to explain the method you used to account for/allocate Administrative costs. Submit the file containing the completed "Program Revenues & Expenditures" worksheet along with the file containing the completed Reporting Template for each program reviewed.

CE 4

- **Availability outside the College** as demonstrated by evaluations of the accessibility and suitability of similar programs at other institutions. Discuss the following factors as they relate to this program:
    a) **Distance to other comparable programs**
    b) **Costs of other comparable programs.**
    c) **Availability of financial aid at other comparable programs.**
    d) **Entrance Requirements at other comparable programs.**
    e) **Credentials available from other comparable programs.**

Enter your response in the Reporting Template for this criterion.

CE 5

- **Currency of the Program** as demonstrated by any improvements or updates to the program's curriculum in the past three years.

Enter your response in the Reporting Template for this criterion.

CE 6

- **Currency of the Program** as demonstrated by program equipment needs identified in the responses to questions a), b) and c) below (Note: Responses to these questions will also be used to determine eligibility for capital outlay grants, bond grants, Perkins grants, etc.).

  Equipment Needs/Costs:

    a) **Are you currently operating at your industry standard?**

    b) **If no, what is needed to bring you to industry standard? What would be the costs of this upgrade?**

     c) **If yes, what is needed to maintain your equipment at this standard? Please annualize these costs over a five year period**

Enter your response in the Reporting Template for this criterion.

CE 7

- **<u>Impact of reduction or elimination of program</u> as demonstrated in the response to the following question:**

  Is there anything else you would like us to know about your program? You might want to include such information as course prerequisites for other programs on campus, articulation agreements, services your program provides to other programs on campus, etc.

Enter your response in the Reporting Template for this criterion.

The following criteria will be used to evaluate student services:

SS 1

d) **Extent to which the service is essential to the enrollment, retention or success of students** as demonstrated by responses to the following questions:

    a. **What do you do? Please provide a brief description of the service you provide.**

    b. **How essential is this service to the success of students? Please include any relevant data that demonstrate the demand for this service (i.e. regulations, retention data, etc.)**

Enter your response in the Reporting Template for this criterion.

Note: The CAWG recommended that the 2002-03 criterion -- "The impact this service has on enrollment, recruitment and retention as demonstrated by information supplied by division chair" – be eliminated from the 2003-04 Budget Review and that "the information should be contained within SS 1."

SS 2

- **Extent to which this service can be cut back or provided in a less expensive way** as demonstrated by response to the following question:

    "Are there other options for delivering this service or is it essential that we provide it in the current way?"

Enter your response in the Reporting Template for this criterion.

SS 3

- **Currency of the Program** as demonstrated by program equipment needs identified in the responses to questions a), b) and c) below (Note: Responses to these questions will also be used to determine eligibility for capital outlay grants, bond grants, Perkins grants, etc.).

    Equipment Needs/Costs:

        a) **Are you currently operating at your industry standard?**

        b) **If no, what is needed to bring you to industry standard? What would be the costs of this upgrade?**

c) **If yes, what is needed to maintain your equipment at this standard? Please annualize these costs over a five year period**

Enter your response in the Reporting Template for this criterion.

SS 4

- **Extent to which this service directly supports instructional activity** as demonstrated by information provided by division chair.

Enter your response in the Reporting Template for this criterion.

SS 5

- **Extent to which this service is utilized** as demonstrated by information provided by division chair.

Enter your response in the Reporting Template for this criterion.

SS 6

- **Cost of service as determined by a standardized formula for provider calculations.**

  ➔ Complete "Service Revenues & Expenditures" **worksheet** contained in separate Excel file you will receive.
    o Expenditure and revenue data needed to complete the worksheet are contained in Annual Expenditures per FTE by Program, Department, & Function – General Fund 2001-2002 report (prepared by College Operations 11/15/2002). This report is contained in a separate Excel file – [**Annual Expenditures Rpt_2001-02.xls**] – refer to the "Services" worksheet.

After completing the worksheet, enter the Cost of service in the Reporting Template for this criterion and provide additional explanation as necessary. Be sure to explain the method you used to account for/allocate Administrative costs. Submit the file containing the completed "Service Revenues & Expenditures" worksheet along with the file containing the completed Reporting Template for each service reviewed.

SS 7

- **<u>Availability outside the College</u> as demonstrated by the response to the following question:**

    "Is it more cost efficient to outsource this service?"

Enter your response in the Reporting Template for this criterion.

Note: The CAWG recommended that the 2002-03 criterion -- "Student/community demand above what the college now offers as demonstrated by information supplied by division chair" – be eliminated from the 2003-04 Budget Review and that "the information should be contained within SS 7."

SS 8

- **<u>Impact of reduction or elimination of program</u> as demonstrated in the response to the following question:**

    Is there anything else you would like us to know about your program? You might want to include such information as course prerequisites for other programs on campus, articulation agreements, services your program provides to other programs on campus, etc.

Enter your response in the Reporting Template for this criterion.

College Operations -- NOTE: This is not the Reporting Template
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The following criteria will be used to evaluate services provided by College Operations.

CO 1

d) **Extent to which the service is essential to the operation of the institution** as demonstrated by response to the following question:

> **"How essential is this service to the operation of the institution?" Please include any relevant data that demonstrate the demand for this service.**

Enter your response in the Reporting Template for this criterion.

Note: The CAWG recommended that the 2002-03 criterion -- "Student/community demand above what the college now offers as demonstrated by information supplied by division chair" – be eliminated from the 2003-04 Budget Review and that "the information should be contained within CO 1."

CO 2

- **Extent to which this service can be cut back or provided in a less expensive way** as demonstrated by response to the following question:

> **"Are there other options for delivering this service or is it essential that we provide it in the current way?"**

Enter your response in the Reporting Template for this criterion.

CO 3

- **Currency of the Program** as demonstrated by program equipment needs identified in the responses to questions a), b) and c) below (Note: Responses to these questions will also be used to determine eligibility for capital outlay grants, bond grants, Perkins grants, etc.).

> **Equipment Needs/Costs:**
>
> a) **Are you currently operating at your industry standard?**
>
> b) **If no, what is needed to bring you to industry standard? What would be the costs of this upgrade?**
>
> c) **If yes, what is needed to maintain your equipment at this standard? Please annualize these costs over a five year period**

Enter your response in the Reporting Template for this criterion.

CO 4

- **Cost of this service as determined by a standardized formula for provider calculations.**

   ➔ Complete "Service Revenues & Expenditures" **worksheet** contained in separate Excel file you will receive.
   - o Expenditure and revenue data needed to complete the worksheet are contained in Annual Expenditures per FTE by Program, Department, & Function – General Fund 2001-2002 report (prepared by College Operations 11/15/2002). This report is contained in a separate Excel file – [**Annual Expenditures Rpt_2001-02.xls**] – refer to the "Services" worksheet.

After completing the worksheet, enter the Cost of service in the Reporting Template for this criterion and provide additional explanation as necessary. Be sure to explain the method you used to account for/allocate Administrative costs. Submit the file containing the completed "Service Revenues & Expenditures" worksheet along with the file containing the completed Reporting Template for each service reviewed.

CO 5

- **Impact of reduction or elimination of service as demonstrated by the response to the following question:**

   Is there anything else you would like us to know about your program? You might want to include such information as course prerequisites for other programs on campus, articulation agreements, services your program provides to other programs on campus, etc.

Enter your response in the Reporting Template for this criterion.

> Workforce Training and Services -- NOTE: This is not the Reporting Template

The following criteria will be used to evaluate workforce training and services programs:

WK 1

- **5-year Enrollment History, as demonstrated by:**
    - **annual Total Program FTE (including Co-op),**
    - **annual Total Program FTE (without Co-op),**
    - **annual Total Program Co-op FTE.**

    ➔ Student FTE provided by Institutional Research Assessment & Planning (IRAP).

    Notes:

    FTE are derived from final FTE reimbursement reports submitted to Oregon Department of Community Colleges and Workforce Development (ODCCWD). These FTE are reported in <u>Enrollment Reports 2001-02</u>, September 2002, p. 43 to 68. These FTE are also contained in Excel files: [**FTE_Coop-in-Host-Dept.xls**] and [**FTE_Coop-in-Separate-Dept.xls**] that will be emailed to you.

    For determining a) annual Total Program FTE (including Co-op), go to "Annual Student FTE by Program – Cooperative Education FTE Included in Host Department's FTE" (the report contained in [**FTE_Coop-in-Host-Dept.xls**]) and find the appropriate major code(s) for the program and enter FTE for each of the five years.
    NOTE: The 2001-02 value will also be entered in cell 3 of the "Program Revenues & Expenditures" worksheet that you will complete (this is in a separate Excel file).

    For determining b) annual Total Program FTE (without Co-op), go to "Annual Student FTE by Program – Cooperative Education FTE Reported in a Separate Department" (report contained in [**FTE_Coop-in-Separate-Dept.xls**]) and find the appropriate major code(s) for the program and enter FTE for each of the five years.
    NOTE: The 2001-02 value will also be entered in cell 4 of the "Program Revenues & Expenditures" worksheet that you will complete (this is in a separate Excel file).

    For determining c) annual Total Program Co-op FTE, subtract b) from a).
    NOTE: The 2001-02 value will also be <u>calculated</u> in cell 6 of the "Program Revenues & Expenditures" worksheet that you will complete (this is in a separate Excel file).

    If the program generates credit-free FTE, enter the total 2001-02 program FTE in cell 5 of the worksheet.

Enter appropriate FTE in the Reporting Template grid for this criterion. Comments can be loaded in the text box for this criterion.

WK 2

- **Student/community demand** as demonstrated by responses to the following questions:

    a) **What is the current capacity of your program? Explain how you are defining capacity.**

    b) **Discuss the variables that set or limit your capacity (i.e., space, equipment, accreditation standards, etc.)**

    c) **At what percentage of capacity are you operating? If below 90% of capacity, please explain.**

Enter your response in the Reporting Template for this criterion.

WK 3

- **Cost-per-FTE** as determined by a standardized formula for program calculations.

    ➔ Complete the "Program Revenues & Expenditures" worksheet contained in a separate Excel file you will receive.
       o Expenditure and revenue data needed to complete the worksheet are contained in <u>Annual Expenditures per FTE by Program, Department, & Function – General Fund 2001-2002</u> report (prepared by College Operations 11/15/2002). This report is contained in a separate Excel file – [Annual Expenditures Rpt_2001-02.xls] – refer to the "Instruction" worksheet.

After completing the worksheet, enter the Cost per FTE in the Reporting Template for this criterion and provide additional explanation as necessary. Be sure to explain the method you used to account for/allocate Administrative costs. Submit the file containing the completed "Program Revenues & Expenditures" worksheet along with the file containing the completed Reporting Template for each program reviewed.

WK 4

- **Availability outside the College** as demonstrated by evaluations of the accessibility and suitability of similar programs at other institutions. Discuss the following factors as they relate to this program:
    a) **Distance to other comparable programs**
    b) **Costs of other comparable programs.**
    c) **Availability of financial aid at other comparable programs.**
    d) **Entrance Requirements at other comparable programs.**
    e) **Credentials available from other comparable programs.**

Enter your response in the Reporting Template for this criterion.

WK 5

- **Impact of reduction or elimination of service as demonstrated by the response to the following question:**

  Is there anything else you would like us to know about your program? You might want to include such information as course prerequisites for other programs on campus, articulation agreements, services your program provides to other programs on campus, etc.

Enter your response in the Reporting Template for this criterion.

> Outreach and Community Service Programs * -- NOTE: This is not the Reporting Template

The following criteria will be used to evaluate outreach and community service centers:

* Each outreach center should complete a Reporting Template and all CLCs combined will complete a single Reporting Template.

OT 1

- **5-year Student / Community History as demonstrated by the appropriate data for each service.**

    ➔ Student FTE provided by Institutional Research Assessment & Planning (IRAP).

    Notes:

    FTE are derived from final FTE reimbursement reports submitted to Oregon Department of Community Colleges and Workforce Development (ODCCWD). These FTE are reported in Enrollment Reports 2001-02, September 2002, p. 43 to 68. These FTE are also contained in Excel files: [**FTE_Coop-in-Host-Dept.xls**] and   [**FTE_Coop-in-Separate-Dept.xls**] that will be emailed to you.

    For determining a) annual Total Program FTE (including Co-op), go to "Annual Student FTE by Program – Cooperative Education FTE Included in Host Department's FTE" (the report contained in [**FTE_Coop-in-Host-Dept.xls**]) and find the appropriate major code(s) for the program and enter FTE for each of the five years.
    NOTE: The 2001-02 value will also be entered in cell 3 (for credit program(s)) and cell 5 (non-credit program(s)) of the "Program Revenues & Expenditures" worksheet that you will complete (this is in a separate Excel file).

    For determining b) annual Total Program FTE (without Co-op), go to "Annual Student FTE by Program – Cooperative Education FTE Reported in a Separate Department" (report contained in [**FTE_Coop-in-Separate-Dept.xls**]) and find the appropriate major code(s) for the program and enter FTE for each of the five years.
    NOTE: The 2001-02 value will also be entered in cell 4 of the "Program Revenues & Expenditures" worksheet that you will complete (this is in a separate Excel file).

Enter Total FTE in the Reporting Template grid for this criterion. Comments can be loaded in the text box for this criterion.

OT 2

- **Student/community demand as demonstrated by responses to the following questions:**

    a) **What is the current capacity of your program? Explain how you are defining capacity.**

b) **Discuss the variables that set or limit your capacity (i.e., space, equipment, accreditation standards, etc.)**

c) **At what percentage of capacity are you operating? If below 90% of capacity, please explain.**

Enter your responses in the Reporting Template for this criterion.

OT 3

- **Cost-per-FTE as determined by a standardized formula for program calculations.**

    → Complete the "Program Revenues & Expenditures" worksheet contained in a separate Excel file you will receive.
    - o Expenditure and revenue data needed to complete the worksheet are contained in <u>Annual Expenditures per FTE by Program, Department, & Function – General Fund 2001-2002</u> report (prepared by College Operations 11/15/2002). This report is contained in a separate Excel file – [**Annual Expenditures Rpt_2001-02.xls**] – refer to the "Instruction" worksheet.

After completing the worksheet, enter the Cost per FTE in the Reporting Template for this criterion and provide additional explanation as necessary. Be sure to explain the method you used to account for/allocate Administrative costs. Submit the file containing the completed "Program Revenues & Expenditures" worksheet along with the file containing the completed Reporting Template for each program reviewed.

OT 4

- **Availability outside the College as demonstrated by evaluations of the accessibility and suitability of similar programs at other institutions. Discuss the following factors as they relate to this program:**
    a) **Distance to other comparable programs**
    b) **Costs of other comparable programs.**
    c) **Availability of financial aid at other comparable programs.**
    d) **Entrance Requirements at other comparable programs.**
    e) **Credentials available from other comparable programs.**

Enter your response in the Reporting Template for this criterion.

OT 5

- **Impact of reduction or elimination of service as demonstrated by the response to the following question:**

    Is there anything else you would like us to know about your program? You might want to include such information as course prerequisites for other programs on campus, articulation agreements, services your program provides to other programs on campus, etc.

Enter your response in the Reporting Template for this criterion.