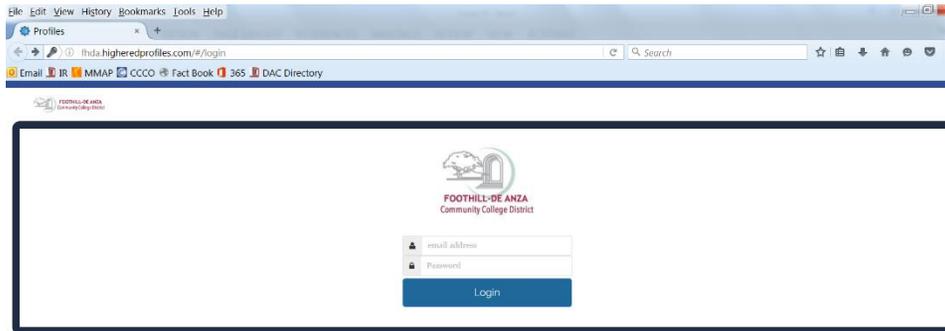


How to Access and Print the Program Review Data Sheet

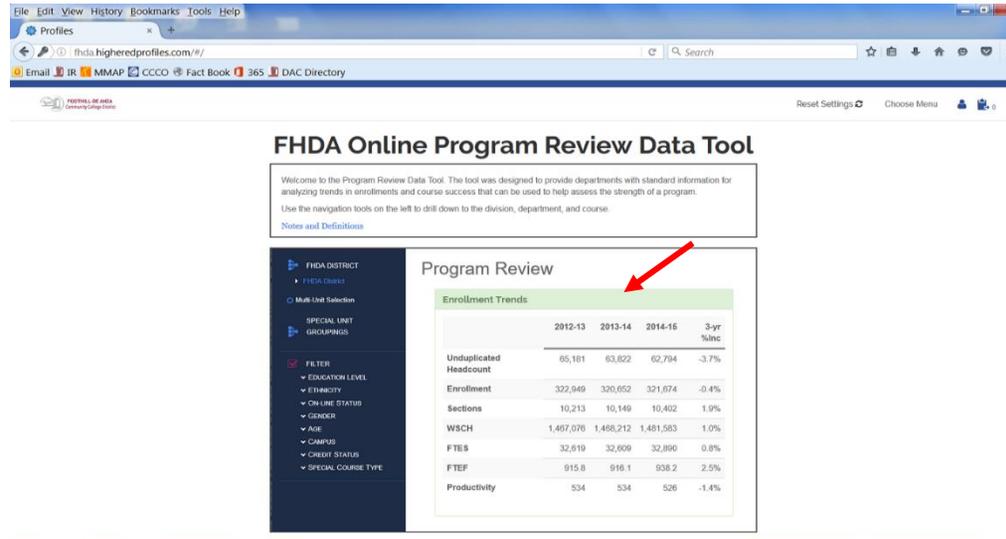
Step One: Logging in

- Webpage: <http://fhda.higheredprofiles.com/#/login>
- Login: deanzapr@fhda.edu
- Password: Abc123



Step Two: Selecting the Program Review Tool

- Click on the picture of the Program Review Data Sheet



Welcome to the Program Review Data Tool. The tool was designed to provide departments with standard information for analyzing trends in enrollments and course success that can be used to help assess the strength of a program. Use the navigation tools on the left to drill down to the division, department, and course.

Notes and Definitions

Program Review

Enrollment Trends

	2012-13	2013-14	2014-15	3-yr %Inc
Unduplicated Headcount	85,181	83,822	82,794	-3.7%
Enrollment	322,949	320,652	321,674	-0.4%
Sections	10,213	10,149	10,402	1.9%
WSCH	1,467,076	1,468,212	1,481,583	1.0%
FTEs	32,619	32,606	32,890	0.8%
FTEF	915.8	916.1	938.2	2.5%
Productivity	534	534	526	-1.4%

Step Three: Selecting De Anza College

- Click on the tree on the left to select only De Anza College
- Expand the tree to show all divisions

FOOTHILL-DE ANZA
Community College District

DE ANZA COLLEGE »

- ▼ FHDA District
 - ▼ De Anza College
 - ▶ Applied Technologies
 - ▶ Biol, Health, Env Sc, Wrkfr Ed
 - ▶ Business/Computer Systems
 - ▶ Creative Arts
 - ▶ Disability Supp Progr and Serv
 - ▶ Intercultural/Internation Stu
 - ▶ Language Arts
 - ▶ Learning Resources
 - ▶ Physical Education/Athletics
 - ▶ Physical Sciences/Math/Engin
 - ▶ Social Sciences and Humanities
 - ▶ Student Services
 - ▶ Foothill College
- Multi-Unit Selection
- SPECIAL UNIT
- GROUPINGS
- FILTER
 - ▼ EDUCATION LEVEL
 - ▼ ETHNICITY
 - ▼ ON-LINE STATUS
 - ▼ GENDER

FHDA Program Review

Cohort: **Term Type** Summer Fall Winter Spring Early Summer

Enrollment Trends

De Anza College

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Unduplicated Headcount	37,900	35,764	34,445	32,921	-13.1%
Enrollment	198,407	193,990	192,394	187,592	-5.5%
Sections	6,898	6,667	6,621	6,485	-6.0%
WSCH	890,088	877,551	877,668	861,437	-3.2%
FTEs	19,772	19,486	19,463	19,114	-3.3%
FTEF	539.3	543.5	550.7	546.0	1.2%
Productivity	550	538	531	526	-4.4%

Faculty Workload

De Anza College

Step Four: Selecting Your Division

- Select your division
- Expand the carrot to the left of your division to display the departments
 - o In this example, Social Sciences is expanded to display all departments within the division

The screenshot shows a web browser window with the URL fhda.higheredprofiles.com/#/report?page=program-review-data. The page title is "FHDA Program Review" and the cohort is "Term Type Summer Fall Winter Spring Early Summer".

The left navigation menu is expanded to show "SOCIAL SCIENCES AND HUMANITIES" with a red arrow pointing to the "Social Sciences and Humanities" link. The menu items include:

- FHDA District
- De Anza College
 - Applied Technologies
 - Biol, Health, Env Sc, Wrkfr Ed
 - Business/Computer Systems
 - Creative Arts
 - Disability Supp Progr and Serv
 - Intercultural/Internation Stu
 - Language Arts
 - Learning Resources
 - Physical Education/Athletics
 - Physical Sciences/Math/Engin
 - Social Sciences and Humanities**
 - Administration of Justice-DA
 - Anthropology-FD
 - Child Development-DA
 - Economics-FD
 - Geography-DA
 - History-FD
 - Humanities-DA
 - Paralegal Program-DA
 - Peace Officer Stand & Train-DA
 - Philosophy-FD
 - Political Science-FD
 - Psychology-FD
 - Social Science-FD
 - Sociology-FD
 - Student Services
- Foothill College

Below the menu, there are two data tables:

Enrollment Trends

De Anza College > Social Sciences and Humanities

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Unduplicated Headcount	18,869	18,068	17,804	17,327	-8.2%
Enrollment	42,941	42,262	42,159	40,930	-4.7%
Sections	1,213	1,134	1,100	1,085	-10.6%
WSCH	169,977	167,073	168,004	163,505	-3.8%
FTEs	3,831	3,761	3,768	3,669	-4.2%
FTEF	92.7	94.1	96.5	93.0	0.3%
Productivity	611	592	580	586	-4.1%

Faculty Workload

De Anza College > Social Sciences and Humanities

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Full Time Load	24.8	25.6	25.2	25.3	2%
Full Time %	26.8%	27.8%	26.1%	27.8%	2%

Step Five: Selecting Your Department

Select your department

The screenshot shows a web browser window displaying the FHDA Program Review page. The browser's address bar shows the URL: `fhda.higheredprofiles.com/#/report?page=program-review-data`. The page title is "FHDA Program Review" and the cohort is set to "Term Type Summer Fall Winter Spring Early Summer".

On the left side, there is a dark blue sidebar with a tree view of departments. A red arrow points to "Political Science-FD" in the "POLITICAL SCIENCE-FD" section. Other departments listed include FHDA District, De Anza College, Applied Technologies, Biol, Health, Env Sc, Wrkfr Ed, Business/Computer Systems, Creative Arts, Disability Supp Progr and Serv, Intercultural/Internation Stu, Language Arts, Learning Resources, Physical Education/Athletics, Physical Sciences/Math/Engin, Social Sciences and Humanities, Administration of Justice-DA, Anthropology-FD, Child Development-DA, Economics-FD, Geography-DA, History-FD, Humanities-DA, Paralegal Program-DA, Peace Officer Stand & Train-DA, Philosophy-FD, Psychology-FD, Social Science-FD, Sociology-FD, Student Services, and Foothill College. There is also a "Multi-Unit Selection" option and "SPECIAL UNIT GROUPINGS" at the bottom of the sidebar.

The main content area displays two data tables:

Enrollment Trends

Political Science-FD

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Unduplicated Headcount	3,179	3,125	3,196	3,095	-2.6%
Enrollment	3,505	3,411	3,491	3,445	-1.7%
Sections	83	82	80	88	6.0%
WSCH	14,001	13,622	14,012	13,726	-2.0%
FTES	315	307	314	308	-2.4%
FTEF	7.7	8.1	8.2	8.1	5.2%
Productivity	606	561	570	565	-6.8%

Faculty Workload

Political Science-FD

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Full Time Load	2.4	2.3	2.3	3.0	25%

Step Six: Printing the PDF

- Click on the PDF icon on the top right hand corner, this will automatically generate a PDF for you which is your program review data sheet

FHDA Program Review
Cohort: Term Type Summer Fall Winter Spring Early Summer

Enrollment Trends
Political Science-FD

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Unduplicated Headcount	3,179	3,125	3,196	3,095	-2.6%
Enrollment	3,505	3,411	3,491	3,445	-1.7%
Sections	83	82	80	88	6.0%
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FTEF	315	307	314	308	-2.4%
Productivity	7.7	8.1	8.2	8.1	5.2%
	606	561	570	565	-8.8%

Faculty Workload
Political Science-FD

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Full Time Load	2.4	2.3	2.3	3.0	25%
Full Time %	31.2%	28.4%	28.0%	37.0%	19%
Overload	0.0	0.4	0.8	1.0	N/A
Overload %	0.0%	4.9%	9.8%	12.3%	N/A
Part Time Load	5.3	5.4	5.1	4.1	-23%
Part Time %	68.8%	66.7%	62.2%	50.6%	-26%
Total FTEF	7.7	8.1	8.2	8.1	5%

Course Success
Political Science-FD

	2012-13		2013-14		2014-15		2015-16	
	Grades	Percent	Grades	Percent	Grades	Percent	Grades	Percent
Success	2,351	67%	2,438	71%	2,525	72%	2,556	74%

Step Seven: Print out the PDF

- The PDF of your department's program review data sheet will display, you may now print it out to use to complete your Annual Program Review

profiles.pdf - Adobe Acrobat Pro DC
File Edit View Window Help

Home Tools Document     1 / 7  

FHDA Program Review

Cohort: **Term Type** Summer Fall Winter Spring Early Summer

Enrollment Trends

Political Science-FD

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Unduplicated Headcount	3,179	3,125	3,196	3,095	-2.6%
Enrollment	3,505	3,411	3,491	3,445	-1.7%
Sections	83	82	80	88	6.0%
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FTES	315	307	314	308	-2.4%
FTEF	7.7	8.1	8.2	8.1	5.2%
Productivity	606	561	570	565	-6.8%

Faculty Workload

Political Science-FD

 78.3%