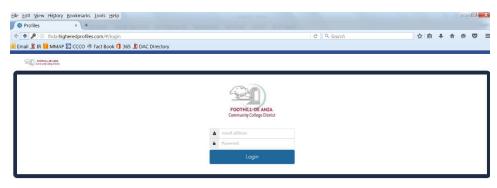
Step One: Logging in

- Webpage: <u>http://fhda.higheredprofiles.com/#/login</u>
- Login:deanzapr@fhda.edu
- Password: Email <u>newellmallory@fhda.edu</u> for the password and/or to set up a training on how to use the tool.



Step Two: Selecting the Program Review Tool

- Click on the picture of the Program Review Data Sheet



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

Community College District						
 DE ANZA COLLEGE FHDA District De Anza College Applied Technologies 	FHDA Program Rev Cohort: Term Type Summer Fall Winte					
 Biol, Health, Env Sc, Wrkfr Ed Business/Computer Systems Creative Arts Disability Supp Progr and Serv Intercultural/Internation Stu 	Enrollment Trends De Anza College					
 Intercultural/Internation Stu Language Arts Learning Resources 		2012-13 2013-14 2014-15 2015-16 4-yr %Inc duplicated Headcount 37,900 35,764 34,445 32,921 -13.19				
 Physical Education/Athletics Physical Sciences/Math/Engin 	Unduplicated Headcount	37,900	35,764	34,445	32,921	-13.1
Social Sciences and Humanities Student Services	Enrollment	198,407	193,990	192,394	187,592	-5.5
 Student Services Foothill College 	Sections	6,898	6,667	6,621	6,485	-6.0
O Multi-Unit Selection	WSCH	890,088	877,551	877,668	861,437	-3.2
SPECIAL UNIT	FTES	19,772	19,486	19,463	19,114	-3.3
GROUPINGS	FTEF	539.3	543.5	550.7	546.0	1.2
 ✓ FILTER ✓ EDUCATION LEVEL ✓ ETHINCITY 	Productivity	550	538	531	526	-4.4
✓ On-Line Status✓ Gender	Faculty Workload					

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

Profiles	× +									
) 🖉 🕕 fhda.higheredg	profiles.com/#/report?page=program	n-review-data		C C	२ Search		☆ 自	♣ 俞	ø	
mail 🔟 IR 📶 MMAP 🙆	CCCO 🛞 Fact Book 🚺 365 🧵 DAG	2 Directory								
SOCIAL SCIENCES	* FHDA Prog	ram Review						-	N	
 FHDA District De Anza College 	Cohort: Term Type Su	mmer Fall Winter Spring Early Summer						4	3	\$
 Applied Technologies Biol, Health, Env Sc, Wrk Business/Computer Syst Creative Arts Disability Supp Program 	ems De Anza College > So	; cial Sciences and Humanities								*
 Intercultural/Internation St Language Arts 		2012-13	2013-14	2014-15	2015-16	4-yr %Inc				
 Learning Resources Physical Education/Athle 	Unduplicated Head	count 18,869	18,068	17,804	17,327	-8.2%				
 Physical Sciences/Math/I Social Sciences and Hur 		42,941	42,262	42,159	40,930	-4.7%				
 Administration of Justice Anthropology-FD 	-DA Sections	1,213	1,134	1,100	1,085	-10.6%				
 Child Development-DA Economics-FD 	WSCH	169,977	167,073	168,004	163,505	-3.8%				
 Geography-DA History-FD 	FTES	3,831	3,761	3,768	3,669	-4.2%				
 Humanities-DA Paralegal Program-DA 	FTEF	92.7	94.1	96.5	93.0	0.3%				
 Paralegal Hogram-DA Peace Officer Stand & 1 Philosophy-FD Political Science-FD Psychology-FD 	rain-DA Productivity	611	592	580	586	-4.1%				
 Social Science-FD Sociology-FD Student Services Foothill College 	Faculty Workload De Anza College > So	ocial Sciences and Humanities								*
Multi-Unit Selection		2012-13	2013-14	2014-15	2015-16	4-yr %Inc				
SPECIAL UNIT GROUPINGS	Full Time Load	24.8	25.6	25.2	25.3	2%				
		00.00/	07.00/	00.40/	07.0%					

Step Five: Selecting Your Department

- Select your department

<u>F</u> ile <u>E</u> dit <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks	<u>T</u> ools <u>H</u> elp									X
Profiles × +	THE PAGE LANCE T REPERING	IS MARINES BOATS	1 10 M ACR	and the second						
🗲 🔎 🕕 fhda.higheredprofiles.co	m/#/report?page=program-review-data			C C	२ Search		☆自	+	^	≡
🧕 Email ಖ IR 📶 MMAP 🙆 CCCO 🗷	🛛 Fact Book 🚺 365 🧵 DAC Directory									
 POLITICAL SCIENCE-FD FHDA District De Anza College 	FHDA Program Rev Cohort: Term Type Summer Fall Winte								ß	 1
 Applied Technologies Biol, Health, Env Sc, Wrkfr Ed Business/Computer Systems Creative Arts Disability Supp Progr and Serv 	Enrollment Trends Political Science-FD									
 Intercultural/Internation Stu Language Arts 		2012-13	2013-14	2014-15	2015-16	4-yr %Inc				
Learning ResourcesPhysical Education/Athletics	Unduplicated Headcount	3,179	3,125	3,196	3,095	-2.6%				
 Physical Sciences/Math/Engin Social Sciences and Humanities 	Enrollment	3,505	3,411	3,491	3,445	-1.7%				
 Administration of Justice-DA Anthropology-FD 	Sections	83	82	80	88	6.0%				
 Child Development-DA Economics-FD 	WSCH	14,001	13,622	14,012	13,726	-2.0%				
Geography-DAHistory-FD	FTES	315	307	314	308	-2.4%				
 Humanities-DA Paralegal Program-DA 	FTEF	7.7	8.1	8.2	8.1	5.2%				
Peace Officer Stand & Train-DA Philosophy-FD Political Science-FD Psychology-FD	Productivity	606	561	570	565	-6.8%				
Social Science-FD Sociology-FD Student Services Foothill College	Faculty Workload Political Science-FD									
O Multi-Unit Selection		2012-13	2013-14	2014-15	2015-16	4-yr %Inc				
SPECIAL UNIT GROUPINGS	Full Time Load	2.4	2.3	2.3	3.0	25%				
		24.00/	00 40/	00.00/	27.00/	400/				

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

dit <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks <u>T</u> ools Profiles × +	<u>H</u> elp										
fhda.higheredprofiles.com/#/report?p							C ^e Q Search) 🔽 🛧 🏠	9 4
/isited 💲 MyPortal Foothill-De 🧕	🗓 https://email.fhda.edu 🧐 http://ets.fhda.edu/ 💄	De Anza College :: Insti	. P Pandora Inter	net Radi 💱 Ho	me - Dropbox 🔘 C	'hancellor's Office Po 🧕	De Anza College :: Dire 📶 Mult	tiple Measures Ass 📕 Sign in to y	our account		
FOOTHILL-DE ANZA Community College District									Reset Settir	igs 😂 🛛 Choose Menu	
Commental Conde neuro									riosor ooran		
DLITICAL	* FHDA Program Rev	iew								Cre	eate PDF file
IENCE-FD DA District	Cohort: Term Type Summer Fall Winte									_	À 📕
e Anza College opplied Technologies											
applied recimitalogies Biol, Health, Env Sc, Wrkfr Ed Business/Computer Systems	Enrollment Trends										
Creative Arts	Political Science-FD										
Disability Supp Progr and Serv ntercultural/Internation Stu		2012-13	2013-14	2014-15	2015-16	4-yr %Inc					
anguage Arts .earning Resources	Unduplicated Headcount	3,179	3,125	3,196	3,095	-2.6%					
hysical Education/Athletics hysical Sciences/Math/Engin	Enrollment	3,505	3,411	3,491	3,445	-1.7%					
Social Sciences and Humanities Administration of Justice-DA	Sections	83	82	80	88	6.0%					
Anthropology-FD Child Development-DA	WSCH	14,001	13,622	14,012	13,726	-2.0%					
Economics-FD Geography-DA	FTES	315	307	314	308	-2.4%					
History-FD Humanities-DA	FTEF	7.7	8.1	8.2	8.1	5.2%					
Paralegal Program-DA Peace Officer Stand & Train-DA	Productivity	606	561	570	565	-6.8%					
Philosophy-FD Political Science-FD											
Psychology-FD Social Science-FD											
Sociology-FD Student Services	Faculty Workload Political Science-FD										
pothill College											
Jnit Selection		2012-13	2013-14	2014-15	2015-16	4-yr %Inc					
ECIAL UNIT IOUPINGS	Full Time Load	2.4	2.3	2.3	3.0	25%					
	Full Time %	31.2%	28.4%	28.0%	37.0%	19%					
TER DUCATION LEVEL	Overload	0.0	0.4	0.8	1.0	N/A					
THNICITY	Overload %	0.0%	4.9%	9.8%	12.3%	N/A					
N-LINE STATUS	Part Time Load	5.3	5.4	5.1	4.1	-23%					
GE	Part Time %	68.8%	66.7%	62.2%	50.6%	-26%					
AMPUS REDIT STATUS	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		
	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

FHDA Program Rev	view					
Cohort: Term Type Summer Fall Wir	ter Spring Early Sum	mer				
Enrollment Trends Political Science-FD						
	2012-13	2013-14	2014-15	2015-16	4-yr %lnc	
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%	