

Collection of Degrees and Certificate Awards Data from the Chancellor's Office Data Mart
For the Fullerton College Instructional Program Review Cycle, Fall 2014
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This document provides step-by-step instructions on how to collect data for degrees or certificates awarded for the four peer institutions needed in the instructional cycle of program review at Fullerton College. Another tutorial is available on the program review website on how to access the success and retention rates. For the instructional self-study, you will need four peer institutions to compare your number of degrees or certificates awarded.

Please Note: Even though Table 2.2 asks you to compare transfer data, please disregard the transfer data row in this section. No one agrees on what set of data to use to discuss transfer rates and the transfer row in Table 2.2.

To access the program review website, go to programreview.fullcoll.edu. The navigation bar is on the right with links to several useful documents. The data sheet is available along with a link to the Data Mart just below it. A list of peer institutions is available on the program review website. Clicking on the data sheet, we see several institutions listed. The Program Review Committee recommends that you select four institutions with asterisks since they are all Hispanic Serving Institutions (also known as HSI institutions) and Fullerton College is a HSI too, so the asterisked institutions are a better match to ours.

For this example, Cosmetology is used as an example for how to access the Data Mart for degree data. In this tutorial, I select Butte, Mira Costa, San Diego City, and Santa Barbara College as the peer institution to compare the program degrees and/or certificates for the last three annual entries in the Data Mart. It is fine to collect and compare more data than this for your program. The committee agreed that at a minimum, the last three annual entries in the Data Mart are needed for comparison.

Going back to the program review website, just below peer institution link is a direct link to the page you need to access in the Data Mart. You don't need to collect data for Fullerton College since the data is provided in the Key Performance Indicator sheet (KPI data sheet) provided to you by your dean or department coordinator. Please use the Fullerton College KPI data for comparison.

Step-by-Step Instructions on the Next Page

See the video at the [Program Review Website](#)

Step-by-Step Instructions to Access Program/Certificate Awards at the Chancellor's Data Mart

1. Go to programreview.fullcoll.edu and click on the link to right for the Data Mart.
2. Click on Program Awards.
3. For the Select State-District-College pull-down menu, select Collegewide Search.
4. For the Select District-College pull-down menu, select the four institutions. In my case I will select Bakersfield, Chaffey, Cypress, and Santa Ana. All of the data is collected together. For the Select Academic Year pull-down menu, select the first 3 annual terms: Annual 2013-2014, Annual 2012-2013, and Annual 2011-2012. If you want to collect more data, select more terms.
5. For the Select Award Type pull-down menu, select Chancellor's Office Approved Awards.
6. For the Select Program Type pull-down menu, all of the programs are listed by TOP Code. Notice programs are listed by 2 digit TOP code, then four digit TOP code, then six digit TOP code. You need to select a six digit TOP code. You can do this by inspection. So if I click here, I select the six digit TOP code. If you can't find your program by inspection of the pull-down list, you can Google TOP Code and get the TOP code from the Chancellor's Office. I see that Cosmetology is 300700 so now I can use the two digit TOP Code of 30 to find the program in the Data Mart.
7. Click on View Report.
8. Click on Export data. I export to Excel.
9. Save the file. Add Fullerton College to the Excel spreadsheet. Re-save as a new file. You can copy and paste the table into the self-study or enter the data into the table by hand.

If you have any questions, please contact me, jchadwick@fullcoll.edu. Program review should be a collaborative effort and faculty driven, so we encourage you to drop by with your colleagues and work on the self-study in the TEC. In partnership with Staff Development, I offer one-hour workshops on each section of the self-study along with two-hour drop-in sessions afterwards in the TEC. Other Program Review Committee members are available as well. The available times are listed on the website. A link to all of the workshops along other useful documents is available on programreview.fullcoll.edu.