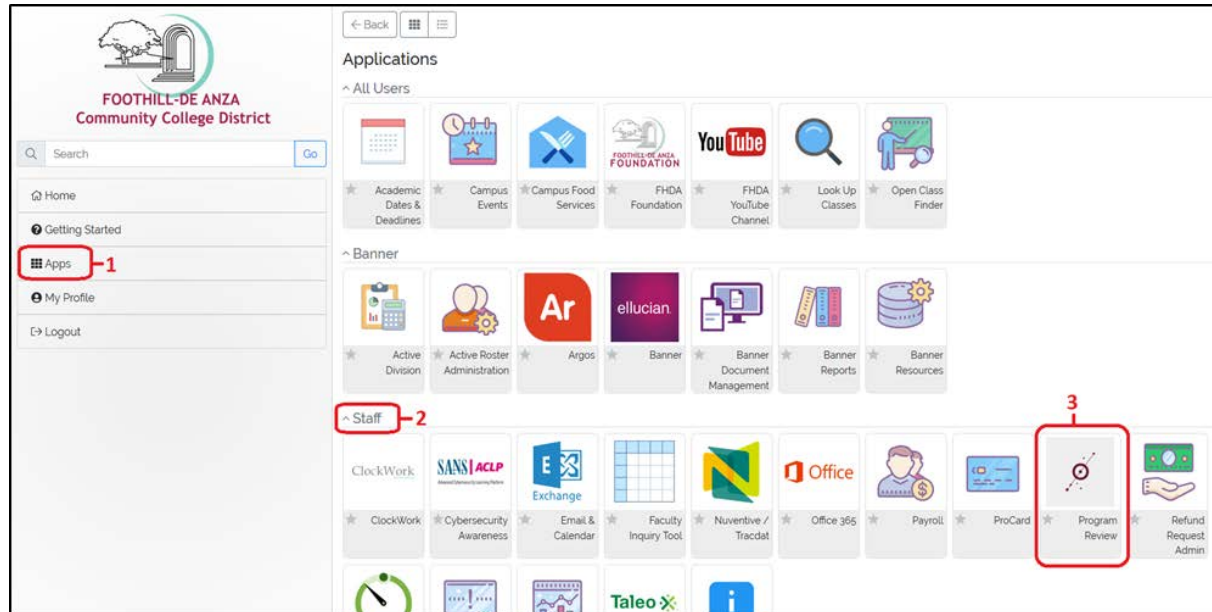


How to Access and Print the Program Review Data Sheet

Step One: Logging in (Enlarge this document on your screen for best viewing of the print screens)

- Login to MyPortal
- On the menu on the left side of the screen click on "Apps", then scroll down to the "Staff" drop-down menu and click on the "Program Review" application.



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	85,191	83,822	82,794	-3.7%
Enrollment	322,949	320,652	321,074	-0.4%
Sections	10,213	10,149	10,402	1.9%
WSCH	1,467,076	1,468,212	1,481,583	1.0%
FTE\$	32,819	32,809	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



FHDA Program Review

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

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

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
 - 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 sidebar contains a navigation menu for "SOCIAL SCIENCES AND HUMANITIES". A red arrow points to the "Social Sciences and Humanities" option, which is expanded to show a list of departments including Applied Technologies, Business/Computer Systems, Creative Arts, Disability Supp Progr and Serv, Intercultural/Internation Stu, Language Arts, Learning Resources, Physical Education/Athletics, Physical Sciences/Math/Engin, 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, and Foothill College.

The main content area displays two 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%

Step Five: Selecting Your Department

Select your department

File Edit View History Bookmarks Tools Help

Profiles x +

fhda.higheredprofiles.com/#/report?page=program-review-data Search

Email IR IIMMAP CCCO Fact Book 365 DAC Directory

POLITICAL SCIENCE-FD

- 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
- Multi-Unit Selection
- SPECIAL UNIT GROUPINGS

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%
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%
Full Time %	24.8%	22.4%	22.8%	27.8%	12%

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

The screenshot displays the FHDA Program Review interface for Political Science-FD. The page is divided into three main sections: Enrollment Trends, Faculty Workload, and Course Success. A red arrow points to the 'Create PDF file' button in the top right corner of the page.

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%
WSCH	14,001	13,622	14,012	13,726	-2.0%
FTEF	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%
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%
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

78.3%