Getting Institutional Data for Your Program Review

We list several sets of institutional data in the workbook for program review. This handout will show you how to get to the data that is available from the California Community Colleges Chancellor’s Office Data Mart.

You must ask the Cerritos College Office of Research and Planning for the following data:

- WSCH
- FTEF by program and/or department
- Withdrawal rates by program and/or department
- Perkins Core Indicators by program and/or department

Here is the data you can get from the CCC Data Mart:

- FTES
- Course completion rates
- Enrollment
- Retention rates
- Degrees & certificates awarded

Accessing the California Community Colleges Chancellor’s Office Data Mart

http://datamart.cccco.edu/

To get the data you need, click on Queries.
Here’s an overview of the Data Mart:

You can run reports for your entire program, or you run reports that break statistics down by department. You can view data online or you can download it in EXCEL, CSV, or text format.

To find out the FTEs for your program, select Students > FTE Counts.

Since Cerritos College is a single-college district, set up your reports like this:

Scroll down to select how you’d like to see the results broken down such as by gender, ethnicity, and program or department. Select the two-digit TOP code if you’d like to see the numbers for your program, the four-digit TOP code if you’d like to see numbers for individual departments in your program.
Now, you’ll need to scroll through to find the FTE by your program’s TOP code.

You may decide to use the advanced layout instead, so you can change how data is displayed on the fly.
Here’s the same screen using the Advanced Layout

Most of the other information you’ll want for your program review can be found in the Outcomes area.
To find success and retention data, select **Outcomes > Retention/Success Rate**.

You can select data from multiple years and you can limit to your program or to a specific department within your program. In this example I’ve limited using the TOP code for Modern Languages which is 11. I could choose to limit by the specific code for Spanish or French which are departments within this program. You can also separate the outcomes for DE courses from those for courses taught face-to-face.

You can see that I’ve also selected to be able to look at this data by ethnicity and gender.

You may decide to run the report multiple times to look at various aspects of the data so you don’t feel overwhelmed. I might run the report once to see success and retention by gender, then again to look at it by ethnicity.
To find degrees or certificates awarded, select **Outcomes > Program Awards**.

Make sure you select 2-digit TOP code if you want to limit by your program, and four-digit top code if you want to limit by departments within your program.