

BREAKING DOWN THE 320 REPORT

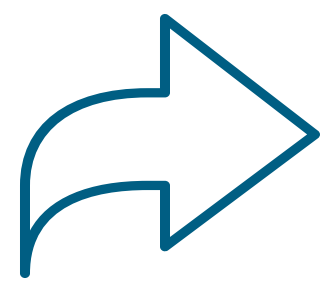
320 Report

State apportionment report based on attendance hours. California community college apportionment is primarily driven by the Full-Time Equivalent Student (FTES) workload measure.

Steps to Determining FTES

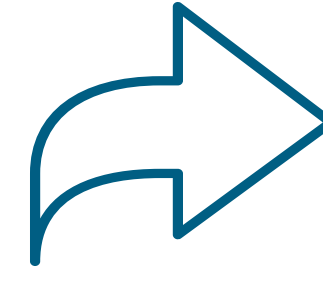
1 District

FTES targets are determined at the district level in collaboration between credit and noncredit institutions based on historical enrollment trends.



2 NOCE

FTES targets are then distributed proportionately among NOCE programs based on program size and enrollment trends.



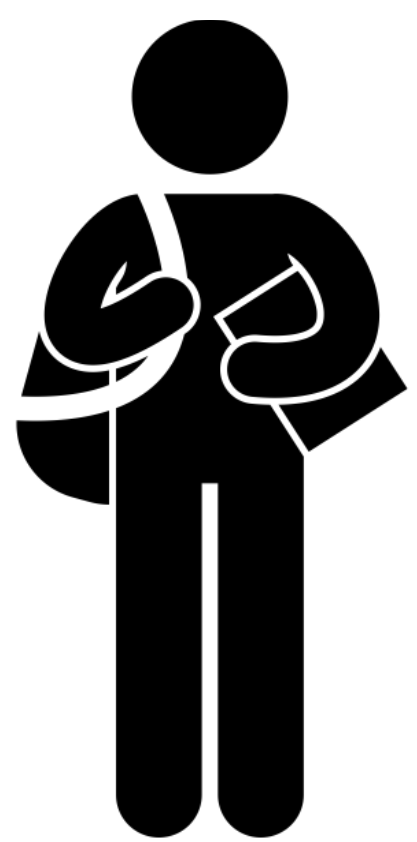
3 Target vs Actual

FTES targets are then assessed and factored based on current enrollment and class offerings into actual FTES.

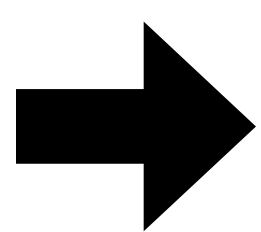
FTES

FTES is not a headcount. Each FTES is equivalent to 525 hours of student instruction. One FTES can be generated by 1 student or multiple part-time students.

How does FTES help NOCE?



Student Hours



Actual Annual FTES for NOCE

320 Report



NOCE MONEY

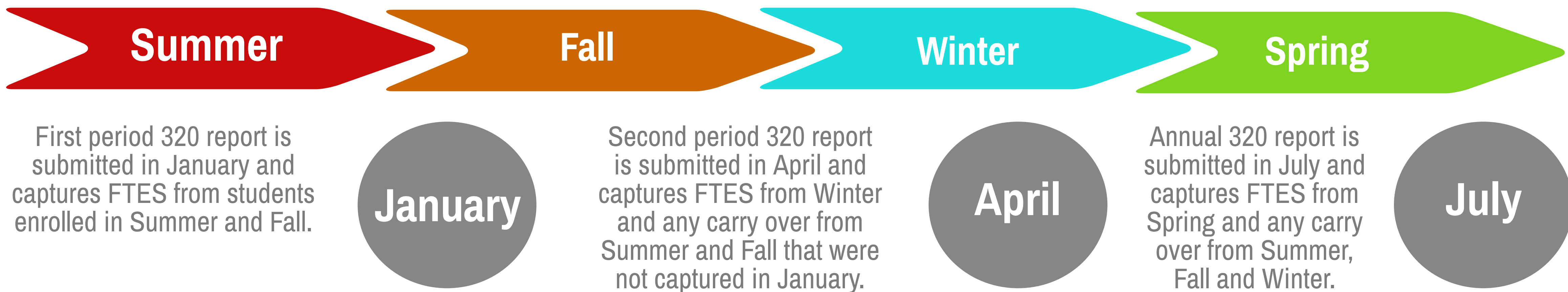
State Reimbursement Rates for 18-19

\$5,456 for 1 enhanced noncredit FTES

\$3,347 for 1 basic noncredit FTES

Timeline

The 320 report is submitted to the Chancellor's office 3 times a year. Timely and accurate submission is very important in order to maximize the amount of funding NOCE receives.



Important Message!

If attendance hours are updated in iTendance AFTER June, NOCE does not receive money to account for those hours. It is vital to update student attendance hours in a timely manner as they are directly connected to NOCE receiving adequate funds from the state.



How can I help?

By setting up a checklist to review student enrollments for apportionment classes, NOCE staff can contribute to streamlining the process of accurately reporting FTES for the 320 reports.

- | ✓ Pre-term | ✓ 1st week of term | ✓ 2nd week of term | ✓ 3rd week of term | ✓ Remainder of Term |
|--|--|--|--|--|
| -> Review course enrollments to determine courses with enrollment below class minimums | -> Review course enrollments
-> Faculty should indicate "no show" for students not attending the first class meeting
-> Reach out to students on the waitlist for classes with available seats | -> Determine whether to cancel the class | -> Run attendance by Part of Term
-> Review Write-In Summer Report sent by Student Accounting | -> Review Write-In Summer Report sent by Student Accounting and follow-up with faculty regarding unresolved attendance |

Why is this important?

Although actual FTES are reported to the state through 320 reports, when NOCE does not meet target FTES, the school experiences reduced resource allocation.

