

# 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**

### SDCCE

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

**3**

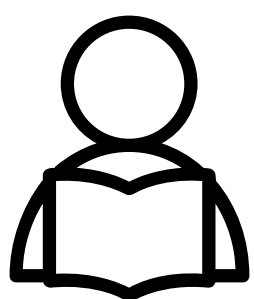
### Target vs Actual

Progress to FTES targets are monitored, based on actual student enrollment and activity in their classes.

## 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 SDCCE?



Student Hours



Actual Annual FTES for SDCCE

320 Report



SDCCE Money

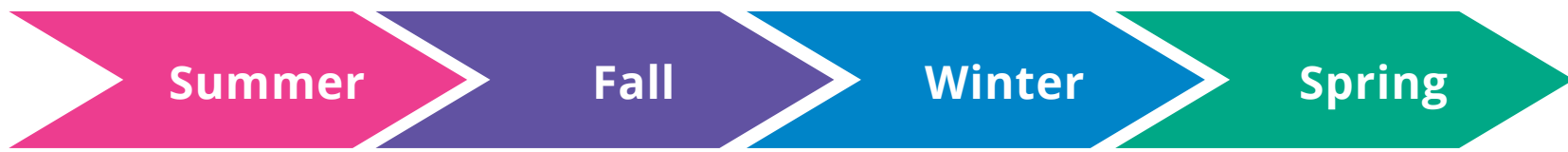
State Reimbursement Rates for 22-23

CDCP is \$6,788

Regular noncredit is \$4,082

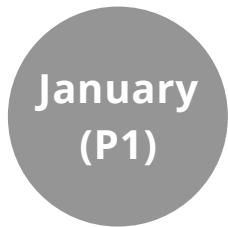
# TIMELINE

The 320 report is submitted to the Chancellor's office 4 times a year. Timely and accurate submission is very important in order to maximize the amount of funding SDCCE receives.



[Summer, fall, winter, spring is the full apportionment cycle.]

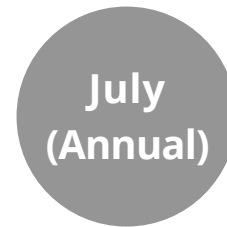
Period 1 (P1) 320 Apportionment Attendance Report is submitted in January and captures FTES from students enrolled in Summer and Fall.



Period 2 (P2) 320 Apportionment Attendance Report is submitted in April and captures FTES from winter and any carry over from Summer and Fall that were not captured in January.



Annual 320 Apportionment Attendance Report is submitted in July and captures FTES from Spring and any carry over from Summer Fall and Winter.



An amended 320 Apportionment Attendance Report may be submitted in November for Recalc purposes.



If attendance hours are updated in the system AFTER June, SDCCE 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 SDCCE receiving funds from the state.



## How can I help

By following the SDCCE Attendance Accounting Policies and Procedures, SDCCE employees can contribute to streamlining the process of accurately reporting FTES for the 320 reports.

| Pre-Term   | 1st Week of Term   | 2nd Week of Term  | 1st Census Deadline   | 2nd Census Deadline   | During the Term   | End of Term   |
|--|--|---|---|---|---|---|
| <ul style="list-style-type: none"> <li>Instructional Programs review class enrollments to determine classes with enrollment below class minimums.</li> </ul> | <ul style="list-style-type: none"> <li>Instructional Programs review class enrollments.</li> <li>Faculty drop student "no shows" for students who did not contact the instructor to communicate absence during the first week of class.</li> <li>Promote classes for which enrollment can still occur (e.g., before the census) and have "seats" available.</li> </ul> | <ul style="list-style-type: none"> <li>Instructional Programs determine which classes to cancel.</li> </ul> | <p>(OnlineASync, OnlineSync, Hybrid, and HyFlex classes)*</p> <ul style="list-style-type: none"> <li>Faculty award hours and drop students who are no longer participating in the class.</li> </ul> | <p>(OnlineASync, OnlineSync, Hybrid, and HyFlex classes)*</p> <ul style="list-style-type: none"> <li>Faculty award hours and drop students who are no longer participating in the class.</li> </ul> | <ul style="list-style-type: none"> <li>Campus staff regularly audit attendance rosters to ensure attendance is reported correctly and by reporting deadline(s).</li> <li>Campus staff follow up with instructors who need to report attendance or who need to correct attendance reported.</li> </ul> | <ul style="list-style-type: none"> <li>Campus staff regularly audit attendance rosters to ensure attendance is reported correctly and by reporting deadline(s).</li> <li>Campus staff follow up with instructors who need to report attendance or who need to correct attendance reported.</li> </ul> |

**OnlineASync:** all classwork is conducted asynchronously online, without real-time/live meetings. **OnlineSync:** all classwork is conducted asynchronously, with real-time/live meetings. **Hybrid:** some required class meetings will be conducted on campus. The remainder of the class will be online. **HyFlex:** students can join the scheduled class session online or on campus based on student preference; the rest of the classwork is conducted online.

## Why is this important?

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

