

## PREPARING FOR A NEEDS ASSESSMENT VISIT

### Inquiries

1. Data: Day-by-day counts for Inquiries (contact with the college via phone, face-to-face (F2F) and web), Applications, Registrations, and by every point (Orientation, Assessment, Advising, Financial Aid, etc.) in your intake process.
2. If possible, this data should be by day not aggregated by the semester. If daily is not available, weekly will work. If weekly data is not available then monthly will work. And if no monthly... then by semester. :- ) The more granular...the better.

### Other Data

1. Any data you have on student demographics (Age, ethnicity, gender, purpose for attending, etc.) by semester for a minimum of 2 years up to 5 years for both CREDIT and NON-CREDIT.
2. Any data you have on high school population projections and College penetration rates
3. Any Data you have on Programs (individually) or by type (Transfer versus CTE), Credit versus non-credit.
4. Any Data you have on Retention and Completion for the college... over the last 10 years or less. (Note: having at least 3 years of data is crucial).
5. Any Data you have on Retention and Completion By Program or division... over the last 10 years or less. (Note: having at least 3 years of data is crucial).
6. Finally what does the college consider:
  - a. Its top 5 FTE generating programs
  - b. Its top 5 Headcount generating programs
  - c. Its top 5 programs in student retention
  - d. It's top 5 in programs in Completion
7. **ANY OTHER DATA...** that are causing concern with college leadership.

## GENERAL COLLEGE DATA NEEDS

1. Day-by-day **Application** Numbers leading into **Spring 2017** (to use as a baseline). (Starting After the Fall Semester Starts)
2. Day-by-day **Registration** Numbers leading into **Spring 2017** (to use as a baseline). (Starting After the Fall Semester Starts)
3. Day-by-day **Application** Numbers leading into **Fall 2016** (to use as a baseline). (Starting After the Spring Semester Ends)
4. Day-by-day **Registration** Numbers leading into **Fall 2016** (to use as a baseline). (Starting After the Spring Semester Ends)
5. If you do not have those numbers... or if they are aggregated by month or week... Send what you can find.

	Returning Student	Current Student	New Student	Other (You Define)	Total
Spring 2017 Count & % who registered from Registration Open to End of <b>Fall 2016</b> Semester	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total
Spring 2017 Count & % who registered between end of Semester <b>Fall 2016</b> and campus opening after holidays	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total
Spring 2017 Count & % who registered between campus opening ( <b>Jan. 2</b> ) and last day to register	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total
Total for Spring Semester	Count of Students 100%	Count of Students 100%	Count of Students 100%	Count of Students 100%	Count of Students 100%
Fall 2016 Count and % who registered Prior to End of Spring <b>2014</b> Semester	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total
Fall 2016 Count and % who registered between end of Semester ( <b>spring 2015</b> ) and <b>July 30</b>	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total
Fall 2016 Count and % who registered between <b>August 1</b> and last day to register	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total	Count of Students % of Total
Total for Fall Semester	Count of Students 100%	Count of Students 100%	Count of Students 100%	Count of Students 100%	Count of Students 100%

**If you don't have the data above... How about this?**

## PERSISTENCE ACROSS THE SEMESTER

	INFLOW				OUTFLOW		
HEADCOUNT (Not FTE)	New Students (1 <sup>st</sup> time Students)	Transferees (Came from Another School)	Returning Students (After Bring out 1+ semesters)	Current Students (From the Semester Before)	Graduated This Semester	Transferred Out This Semester	Students from Previous Semester Who did not re- enroll in THIS semester
Spring 2016							
Fall 2015							
Spring 2015							
Fall 2014							
Spring 2014							
Fall 2013							
Spring 2013							
Fall 2012							
Spring 2012							
Fall 2011							
Spring 2011							
Fall 2010							

## PERSISTENCE WITHIN THE SEMESTER

Across all Programs... Or however you have them?	Persistence Within Semester
HEADCOUNT (Not FTE)	What % of all students who are in class on census day... finish the semester?
Spring 2016	
Fall 2015	
Spring 2015	
Fall 2014	
Spring 2014	
Fall 2013	
Spring 2013	
Fall 2012	
Spring 2012	
Fall 2011	
Spring 2011	
Fall 2010	