

Ventura County Community College District

Analysis – Efficacy of Summer / Fall Combined Registration Period

March 8, 2019

Analysis Primary Question:

Is the combined summer and fall registration period effective for the Ventura County Community College District?

Sub-Questions provided by DTRW-SS:

1. Did VCCCD FTES increase for the Summer 2018 and Fall 2018 semesters?
2. Were there more or less class drops compared to previous semesters for the Summer 2018 and Fall 2018 semesters due to the combined registration period?
3. How many students registered for classes between April 1 – May 22nd and did these students remain enrolled in their early course selection for the Fall 2018 semester?
4. Was there any shift in workload for Financial Aid (e.g. appeals, etc.) due to the combined registration period?
5. Were there issues with class sequencing especially English/Math/Science courses due to the combined registration period?
6. Were there issues regarding changes/adjustments to the Schedule of Classes/ Curriculum deadlines due to the combined registration period?
Was there a positive or negative effect on how faculty were assigned load?

Scope:

VCCCD chose to combine Summer and Fall 2018 registration periods in hopes of capturing early Fall registrations. This analysis will measure several key factors to determine the efficacy of the combined registration period.

Research method and sources utilized:

To the greatest degree possible, this analysis is based on evidence directly related to the questions presented by DTRW – SS. Research for this analysis utilized data extraction and analysis from the VCCCD Banner ERP system as well as anecdotal evidence provided by key support and management staff captured using a structured, focused set of questions.

Summary of findings:

It appears the combined registration period had little to no overall effect on the Summer 2018 semester. While FTES for the Summer 2018 semester does show significant growth vs. Summer 2017, this growth is most likely attributed to the increased number of sections offered for the Summer 2018 semester. Although, it does appear the combined registration period may have impacted the Fall 2018 semester. VCCCD saw a decrease in Fall 2018 FTES after a three year trend of increasing FTES. From Fall 2017 to Fall 2018 MC FTES was down 2.2%, OC up 0.8%, VC down 0.6% and VCCCD as a whole was down 1.0% (includes both resident and non-resident FTES). *The FTES dip is counter to the overall increase in VCCCD headcount for Fall 2018 vs. Fall 2017.* Although the Fall FTES dip cannot be directly attributed to the combined Summer / Fall registration period, it should not be assumed as unrelated to the combined registration period.

While VCCCD did capture early Fall registrations, many of these students did not remain enrolled in the early courses for which they registered. 43% of Fall 2018 registrations which took place between April 1 - May 22nd did not extend beyond the individual section's Census date vs. registrations that took place after May 22nd, which 33% did not extend beyond the individual section's Census date. VCCCD also experienced a significant increase in two of the six Drop categories (Drops before class begins and Drops due to unmet prerequisites). Drops before classes began increased 20%

for MC, 34% for OC and 22% for VC, while drops due to unmet prerequisites jumped 722% for MC, 921% for OC and 695% for VC.

There were also concerns regarding the negative impact to faculty load scheduling as well as course sequencing issues for students whom enrolled early for courses that required prerequisites. These issues were especially prevalent in the English, Math and Science areas. Math, English and Science courses dropped due to unmet prerequisites consisted of 82% of all the drops in this category. Processing deadlines for class schedules were also impacted by the combined Summer / Fall registration period.

Financial Aid did not see any negative effects directly linked to the combined Summer / Fall registration period, with one exception. Some students were confused about the academic year for which they applied for a fee waiver, thus were dropped for either Summer18 or Fall 18 classes due to no payment. At the same time, the extended Fall registration period may have had a positive effect on the timeframe needed to process Fall 2018 financial aid records. The extended Fall timeframe to process financial aid records along with proactive processes appear to have had a positive overall impact on VCCCD Financial Aid.

Recommendations:

1. VCCCD had only one cycle of Summer / Fall combined registration to draw data. VCCCD should continue to measure effects for future years to better understand the efficacy and long term implications.
2. Explore the possibility of adjusting processes for the combined Summer and Fall registration period to mitigate negative effects. For example:
 - a. Enforce drops at the beginning of the registration period if payment is not received.
 - b. Develop procedures that would decrease the number of drops due to unmet prerequisites.
 - c. Etc.
3. Assemble a taskforce to research further the efficacy of a combined Summer / Fall registration period.
4. Develop districtwide dashboard to monitor Summer / Fall combined registration efficacy
 - a. Identify metrics
5. Develop procedures to ease time constraint issues related to the processing of class schedules
6. Develop procedures to make clear the academic year for which a fee waiver / Promise Grant will apply.
 - a. Communication
 - b. Marketing

Data Analysis:

1. Did VCCCD FTES increase for the Summer 2018 and Fall 2018 semesters?

Summer FTES increased by 12.3% for MC from Summer 16 to Summer 18; decreased 14.7% for OC and decreased 1.4% for VC. VCCCD overall FTES increased 1.3% from Summer 16 to Summer 18.

Fall FTES decreased by 0.4% for MC from Fall 16 to Fall 18; increased 0.8% for OC and increased 0.3% for VC.

There was a significant decrease system wide overall from Fall 2017 vs. Fall 2018. MC = down 2.2%, OC up 0.8%, VC down 0.6% and VCCCD down 1.0%.

3 Year FTES Summer			
	Summer 16	Summer 17	Summer 18
MC	1,092	1,155	1,226
OC	587	492	501
VC	1003	936	989
VCCCD	2,682	2,583	2,716

Includes resident and non resident FTES

3 Year FTES Fall			
	Fall 16	Fall 17	Fall 18
MC	5,300	5,398	5,280
OC	2,340	2,340	2,359
VC	4,581	4,621	4,594
VCCCD	12,221	12,359	12,233

Includes resident and non resident FTES

2. Were there more or less class drops compared to previous semesters for the Summer 2018 and Fall 2018 semesters due to the combined registration period?

There are six separate drop codes intended to record the various types of drops. Cancelled, Drop Before Class Begins, Drop No Grade/No Refund, Drop unmet prerequisite, Drop Full Refund and Withdraws. The combined Summer / Fall registration seemed to have the greatest negative impact on two of the six drop categories and for the Fall semester particularly - (Drops Before Class Begins and Drop Unmet Prerequisite).

The following are the percentage increase in the before mentioned drop categories for each college's Fall 2018 semester:

MC Drop Before Class Begins = 20%; OC = 34%; VC = 22%. MC Drop Unmet Prereq = 722%; OC = 921%; VC = 695%

Moorpark College Drops Summer				Oxnard College Drops			Ventura College Drops		
	Summer 16	Summer 17	Summer 18	Summer 16	Summer 17	Summer 18	Summer 16	Summer 17	Summer 18
Cancelled	238	112	137	180	26	42	487	125	55
Drop Before Class Begins	11,904	12,771	13,275	5,770	4,821	4,921	11,141	10,053	10,846
Drop No Grade/No Refund	286	357	367	309	324	240	547	369	381
Drop Unmet Prereq	25	38	34	13	15	16	44	39	39
Drop Full Refund	1,071	1,057	1,069	604	430	383	950	741	774
Withdraw	926	926	963	639	449	436	1,101	799	941

Moorpark College Drops Fall				Oxnard College Drops			Ventura College Drops		
	Fall 16	Fall 17	Fall 18	Fall 16	Fall 17	Fall 18	Fall 16	Fall 17	Fall 18
Cancelled	595	445	568	387	93	160	916	538	332
Drop Before Class Begins	42,286	41,271	49,526	17,227	16,104	21,550	36,411	33,741	40,998
Drop No Grade/No Refund	1,548	645	1,390	779	311	695	1,342	674	1,257
Drop Unmet Prereq	51	35	288	21	14	143	46	39	310
Drop Full Refund	4,061	4,719	4,990	1,703	2,210	2,151	3,265	4,103	3,946
Withdraw	5,596	6,008	5,153	2,731	2,713	2,611	4,669	4,952	4,693

Note: Chart indicates the count of raw student drops of sections by semester

3. How many students registered for classes between April 1 – May 22nd and did these students remain enrolled in their early course selection for the Fall 2018 semester?

Students that registered in sections for the Fall 2018 semester between April 1 and May 22 have dropped out of the identified sections at 43% districtwide versus students that registered in sections for 2018 after May 22nd dropped out of the identified sections at 33% districtwide.

Fall 2018 Enrollments between 4/1/2018 and 5/22/2018			
	Enrollments	Remained to Census	% Not enrolled at Census
MC	28,808	16,715	42%
OC	12,372	7,113	42%
VC	23,862	13,501	43%
VCCCD	65,042	37,329	43%

Note: All Student sections that were registered for between the identified dates

Note: Duplicate enrollments for same course were eliminated

Note: Students may appear in both tables. In other words enrolled for same section before and after 5/22/2018

Note: In order to appear in the "Remained to Census" category, the student must be enrolled at census in the same section registered for.

Fall 2018 Enrollments after 5/22/2018			
	Enrollments	Remained to Census	% Not enrolled at Census
MC	60,118	40,570	32%
OC	27,202	18,357	32%
VC	52,607	35,290	39%
VCCCD	139,927	94,217	33%

Note: All Student sections that were registered for between the identified dates

Note: Duplicate enrollments for same course were eliminated

4. Was there any shift in workload for Financial Aid (e.g. appeals, etc.) due to the combined registration period?

Oxnard College Response:

No negative impact on appeals as SAP is not really tied to when a student registers. SAP is tied to end of term grades. At OC we were able to reach out to students that had registered for fall/summer and we knew that they needed to appeal and encourage them to submit their appeals earlier. We were proactively reaching out to the students.

At OC we were able to call students that needed to apply for FA before they were dropped for non-payment of Fall fees. There were some students that were still dropped due to AB540 paperwork not being submitted to A&R, this is not FA issue. Maybe A&R can proactively reach out to these students.

Year Round Pell is back and the students applying earlier assisted the staff with being able to award Pell for Summer students because the students had their upcoming academic year FAFSA completed. If students waited for July to apply for the upcoming year they might have missed out on summer Pell. YRP created a shift in workload.

OC staff were able to proactively reach out to students that were enrolled but have not submitted their paperwork to complete their files for Fall. July is the busiest month for FA and when registration begins in July it impacts the office, having students being able to register earlier spreads out the workload.

With Year Round Pell and other financial aid regulations it's hard to determine the impact with just one semester of early registration. So far At OC I have not seen a negative impact. I am only speaking for OC FA.

Ventura College Response:

My response is like Linda's. Ventura College did not experience in increase in workload due to Summer/Fall registration in terms of SAP appeals. We have a process and a committee that meets weekly therefore, our appeal review time frame is kept to a minimal.

We also worked on calling and reaching out to students who were scheduled to be dropped and we worked throughout the summer to award student with Year-Round Pell.

Like OC and MC, we began awarding CCPG's and other aid such as Pell Grant in March allowing most students to be protected from being dropped (this included out-of-state students who applied early and were Pell eligible).

Moorpark College Response:

No negative impact to Sap appeals & difficult to know if our increase in appeals received & processed is in any way related. For summer 2017 we received & processed 43 appeals and in summer 2018 we received & processed 66 appeals.

Based on staff input: students had more confusion because they thought they were registered in a class & then a month or so later were dropped because they didn't have the fee waiver in place for the correct aid year (ie. They didn't understand there are two time periods (academic years) & fill out the correct 1819 FAFSA for the fall fee waiver).

On the plus side we got more 1819 forms turned in earlier because we made it a point to remind students who came in about the dropped classes about turning them in.

Our MC student staff called over 2000 students between mid- June and mid -July who had fall fees due. They called to encourage students to apply...FAFSA, Dream Act, or the separate CCPG fee waiver for 2018-19. They coached & advised students to fill out financial aid applications to potentially prevent being dropped and offered personalized assistance to these students.

5. Were there issues with class sequencing especially English/Math/Science courses due to the combined registration period?

Drops due to unmet prerequisites was clearly an issue for the Fall 2018 Semester. Increasing from previous Fall semesters by several hundred percent. Of the drops due to unmet prerequisites; Math, English and Science subjects comprised of the following: MC = 76%, OC = 87%, VC = 85% and VCCCD = 82%

Fall 2018 Enrollments Drops due to Prereq (Math, English or Science)			
	<u>Drops due to unmet Prereq</u>	<u>Math, English, Science drops due to unmet Prereq</u>	<u>% Math, English or Science</u>
MC	288	219	76%
OC	143	124	87%
VC	310	264	85%
VCCCD	741	607	82%

Note: Drops due to unmet prereq = All drops with DQ drop code
 Note: Math, English or Science drops identified via Subject Code

**6. Were there issues regarding changes/adjustments to the Schedule of Classes/ Curriculum deadlines due to the combined registration period? (Data Techs)
Was there a positive or negative effect on how faculty were assigned load? (Deans)**

Functional Staff Responses

1. With massive late catalog changes, start of spring semester, input of summer and input of fall, VC will be hard pressed to meet the Fall to the web deadline. This will be the first time in many years. There is only so much humans can do in a day.

2. For my part, the combined registration has increased my workload, and sped up timelines significantly. First, curriculum submission deadlines have been moved up to accommodate an earlier Banner roll. This creates a lot of work in the Fall semester when things are already busy as it is, and Faculty doesn't have much time to enter their revisions or new courses into the system after returning from summer break.

As an example, due to the Banner roll that happened in January, our curriculum deadline this year was set for the 11/6/18 curriculum committee meeting, giving faculty only 8 weeks to get anything in the system that was not in there when they left for the summer. All courses and programs were to be through second reading at the Curriculum Committee in order to allow for time for the items to go to DTRWI and the Board (if necessary) and still have time to be submitted and approved at the State level, in order to make the Banner roll in time. It put strain on the Academic Data Specialists as well since there work time is dependent on when items are approved at the Board. (everything must be approved at the State before the Academic Data Specialists can enter it into Banner). This was a particularly busy year with the added issue of shutting off CurricUNET and switching over to our new curriculum management system, CourseLeaf. To give you an example of the difference from last year to this, last year we moved 138 courses through the approval process, and this year it was 426 courses (not including programs). Granted, this rush was mostly due to the system change, but having the early Banner roll was pretty stressful looming over our heads in getting through all of it.

Another factor for me is the catalog. Catalog production happens in the Spring, and generally our deadline is to have the catalog "finished" and to our DAC office to send to the printers by mid-May. But, if we stuck to that deadline with the new early registration, students registering for Summer and Fall beginning April 1st would not have access to new information/courses/programs, etc that will be happening in the Fall (basically what they are registering for). Due to this, last year, I was asked to work on the catalog earlier than usual and have a "preliminary electronic" version (without photos, but with courses and programs updates as well as any other information to update that we had received up to that point) and post it on our VC website a week prior to the early registration to give students access to what was happening that Fall. As far as I know, VC was the only school to do this, but I have been asked to do it again this year (not sure about OC and MC's plans). My deadline for the print catalog is May, and my deadline for the preliminary version is due March 22. That's a significant shift in deadline, and coupled with a crazy curriculum year like we have had, it has been a huge undertaking. And now, due to the new early registration, I work on 2 versions of the catalog instead of just 1.

3. Since I am the last one in this position I do not know any different; so I cannot make a compare/contrast... I can say that I have put in overtime and comp time trying to get everything done... granted I am also the Classified Senate VP and a member of the Guided Pathways Committee. It is overwhelming and stressful and seems like there is never enough time in the day.

4. Due to the combined Summer/Fall registration OC has had to change the procedures for submitting new and/or substantive changes to the curriculum committee. All new and substantive changes to courses must complete the curriculum cycle (1st Read, DTRW-I, 2nd Read, BOT, COCI submission, and receive state approval) prior to our winter break. All courses submitted to the Curriculum Committee in Spring will not be effective until the following Fall (so an 18-month waiting period).

The data techs must update all courses in Banner before the 2nd week of January as the deans must turn the Fall schedule into the VPAA by the 3rd week of January and need to schedule classes based on the updated Fall curriculum requirements. Blanca and I must have the Summer and Fall schedules posted to the web by the 1st week of March. The combined Summer/Fall registration has made the Fall semester data heavy as all schedules (Fall, Spring, and Summer) are done within a 5 month period (August – Jan.).

The curriculum due dates are for OC only. I cannot speak to how MC or VC handle the curriculum side of things. However, MC and VC data techs would be under very similar time constraints for Banner updates and schedule.

Management Responses (Survey)

63% Response rate

1. Did the combined Summer / Fall registration period cause issues regarding changes/adjustments to the Schedule of Classes / Curriculum deadlines?
75% Yes; 25% No

2. Did the combined Summer Fall registration period cause a positive or negative effect on how faculty were assigned load?
0% Positive; 25% Negative; 75% Neither positive nor negative

3. Please provide any information you believe will be useful in assessing the efficacy of the combined Summer / Fall registration period? (Open ended)
A. It might be a little too early to determine if the combined registration period has caused any issues regarding changes/adjustments. So far so good though.
B. The combo was nice overall, except the payment confusion for fall. It was better to do it than not, especially now that we have done it once and people are getting used to it. There will always be kinks in year 1 ... it will be better this year

(Additional Information)

Prior VCCCD Analysis regarding the Combined Summer / Fall Registration Period

The following Summary of Early Registration Concerns analysis was conducted in 2015 by Oxnard College, which is prior to VCCCD implementation of the combined Summer / Fall registration period.

SUMMARY OF EARLY REGISTRATION CONCERNS TO BE CONSIDERED:

Oxnard College

Dr. Luskin,

As requested, below is a summary of Oxnard College's concerns and perceived issues regarding the early registration timeline proposed for Fall, 2017. These concerns and issues are an accumulation of discussions and input from OC's President's Cabinet, Deans Council, the Department Chairs, the Academic Senate president, OC's Curriculum co-chair and other academic affairs staff members.

Recommended factors to be considered are:

1. **Effect on students who fail to pass prerequisite courses:** Under the proposed early scheduling calendar, if a student fails to complete the prerequisite course, he/she will be dropped from the next course that follows in the sequence. As a result, there is a high probability that students may not be able to register for the same prerequisite course for the following term since it is likely that classes will have filled. Result: Delay in completing course requirements and extension of the time for students to complete a degree or certificate program.
2. **Impacts on curriculum and articulation:** Negative impacts on timelines for approval of new or substantially revised courses and difficulties with an already lengthy articulation process at the CCCC would disrupt OC's present well-functioning processes. New curriculum deadlines would conflict with catalog production deadlines and would need to be developed by each college.
3. **Impacts on At-Risk students:** At-Risk students, particularly those in EOPS, will have to enroll without support and guidance unless new procedures are adopted. EOPS students usually receive 3 counseling sessions before their next enrollment; under the proposed registration timeline, these students will only have time for one planning appointment and no time for the grade check that allows EOPS counselors to help them select their next set of courses.
4. **Students dropped by Banner in May:** Banner will allow students to register for courses in a sequence, but then later drop them if they don't pass the prerequisite. That will happen in May. So dropped students will have to scramble to re-enroll in the most impacted classes at OC (Transitional Math 1 in particular).
5. **Impact on probationary students:** Probationary students will miss out on two semesters (spring and summer) in which to raise their GPA for fall. This is contrary to our goal of student success.
6. **Financial Aid issues are problematic.** If students are starting classes in January and have to register in March. Result: students will have received only two payments before they have to pay for their next semester courses.
7. **BOGG Waiver** and time related issues that impact fall enrollment. Negative impacts on enrollment (FTES) at each of the campuses are currently under discussion, but the impact on OC with 80% of its students receiving BOGG waivers, is particularly troublesome. The earlier registration timeline will most probably exacerbate the impact on FTES.
8. **IT concerns:** Impacts on District IT and issues with implementation should be thoroughly vetted with Dave Fuhrman and his staff.

9. **Recruitment and outreach issues with local high schools:**
 - a) Outreach - March is the time counselors visit most campuses – the new registration timeline will force them to stay at the college to register students.
 - b) Dual enrollment - High school juniors will have to register in May, which involves changing counseling schedules
 - c) Counselors usually go back to the high schools just as the high schools are starting because most high school students register last.
10. **Increase in student stress levels:** Students are already in a stressful state at this time of year because of final exams. Adding the need to register for classes could escalate the stress.
11. **Insufficient evidence of positive impact on FTES:** We have not seen any evidence yet to support the suggestion that the proposed revised early registration timeline would increase enrollments throughout the District.

Conclusions:

“One size may not fit all campuses.” The FTES numbers at Oxnard College are increasing each year. OC proposes that unless the items noted in this analysis are satisfactorily addressed, we believe that Oxnard College should have the option to opt out of the proposed early registration timeline if the potential negative impacts on the OC campus appear to outweigh the potential benefits. This is especially true because of the need to protect the consistent continuing growth in FTES at Oxnard College.

For reasons cited above and the fact that the system at Oxnard College is working well, OC urges a thorough and thoughtful review by the stakeholders within each college and the District before any implementation of the proposed early registration timeline is finalized.

Respectfully submitted,
Rick Post, JD
Vice President, Academic Affairs
June 18, 2015