

Guide to Navigating the Planning, Research, and Institutional Effectiveness (PRIE) Dashboard Power BI edition

Compiled by the Planning, Research, and Institutional Effectiveness (PRIE) Office

Dear SCC Employee,

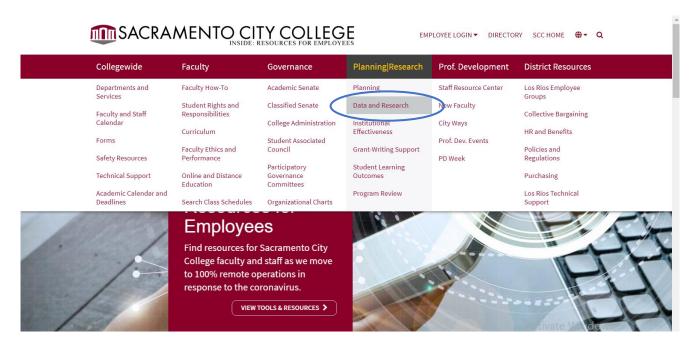
This navigation guide was developed to provide information about the PRIE dashboard (Power BI), a tool useful for describing and understanding the student population at the college. For *quick* navigation through this guide, please click on the links embedded in the menu below (see areas underlined) to go to a specific section of this guide.

MENU To get started with the PRIE Dashboard (Power BI), go to... Step 1: Learn how to locate the dashboard (page 2). Step 2: Learn how to log into the dashboard (page 3). Step 3: Explore data included in the dashboard (page 3). To explore the data (step 3 continued) within the PRIE Dashboard (Power BI)... Jump to the Overview tab (page 4). Jump to the Success DI tab (page 5). Jump to the Success Graphs tab (page 6). Jump to the Course Drop Rate tab (page 7). Jump to the Course Drop Rate Graphs tab (page 8). Jump to the Enrollment tab (page 9). Jump to the Enrollment Graphs tab (page 10). Jump to the Headcount tab (page 11). Jump to the Persistence tab (page 12). Jump to the <u>Persistence Graphs tab</u> (page 13). Jump to the Drill Down tab (page 14). Jump to the Definitions tab (page 15). For more information about the PRIE Dashboard (Power BI), go to... Step 4: Explore filter feature in the dashboard (page 16). Step 5: Review definitions for and notes about the dashboard (page 17). Step 6: Ask questions about the dashboard (page 17).

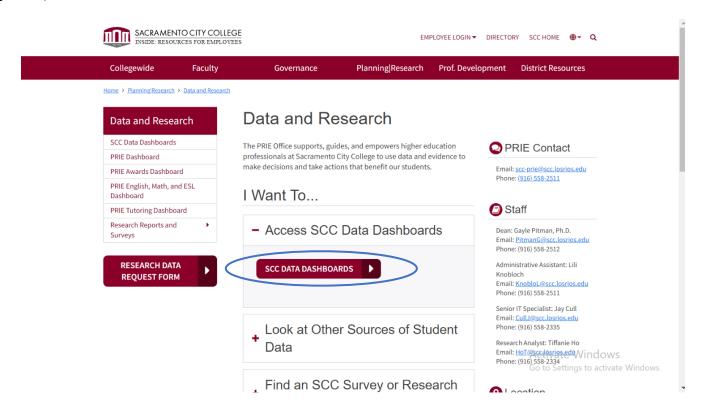
Please use the "click here to return to the menu (page 1)" link included in the lower right-hand corner on each page of this guide to return to the menu above. For questions and assistance, please contact the PRIE Office.

Step 1. Locate the PRIE Dashboard

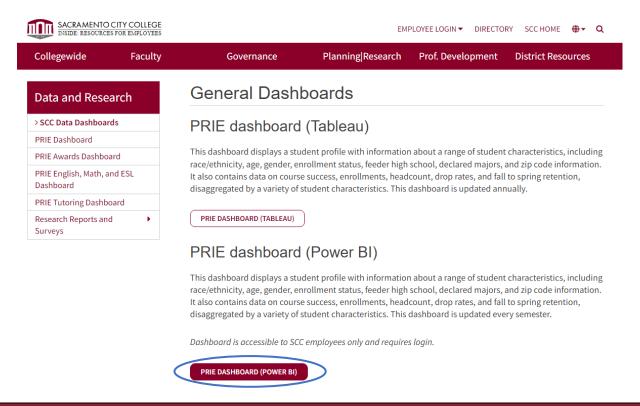
You may access the PRIE Dashboard (Power BI) by visiting the PRIE website starting from the SCC homepage at https://inside.scc.losrios.edu/. Hover over the Planning/ Research tab, then click on "Data and Research" in the drop-down menu.



You will be directed to the page below. Under "I Want To...," look for the "Access SCC Data Dashboards" tile, and click on the "+" symbol to expand the view. (Once the view is expanded, the "+" symbol will turn into a "-" symbol.) Click on "SCC Data Dashboards."

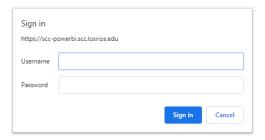


You will be directed to a new page. Scroll down the page until you get to the "General Dashboards" area. Click on "PRIE Dashboard (Power BI)."



Step 2. Log into the PRIE Dashboard

You will be prompted to access the Faculty Data Portal with a pop-up dialog box to sign in.



Enter the following information to log in:

- username (enter "w" followed by your seven-digit employee identification number, e.g., w2089822) and
- password (enter the one that you use to log into your Los Rios accounts)

Step 3. Explore the Data in the PRIE Dashboard

After clicking on the button to access the PRIE Dashboard, you will be automatically redirected to a page where the dashboard will load. At the bottom of the dashboard, please navigate the dashboard using the tabs listed in the scroll bar at the bottom of your screen.



Click on the ◀ and ▶ arrows to shift the view of the tabs listed.

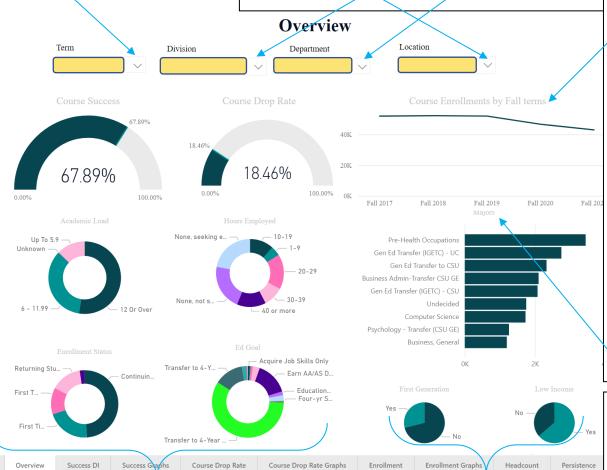
OVERVIEW tab: This tab provides summary information concerning students enrolled at the college during the five most recent academic years.

Use drop-down menu to select the semester for which you would like to filter information on this tab.

Information on this tab will automatically update with your

Use drop-down menus to select a specific division, department, and location (SCC main campus, West Sacramento center, Davis center, and US Davis). If no selection is made (i.e., "All"), then information appears for all students at the college. Information on this tab will automatically refresh with your selection.

NOTE: A solid checkbox indicates a selection was made.



This graph shows the trend of course enrollments from fall-to-fall terms only. (Graph does not show trends for spring-to-spring or summer-to-summer when either summer or spring semester is selected in the "term" drop-down menu.)

TIP: Hover over the trend line, and a pop-up box will appear to show the number of course enrollments for a particular term.

Fall 2020 Enrollments 46688

This bar chart gives you glimpse of the majors students declared.

TIP: Hover over each bar, and a pop-up box will appear to indicate the number of students with the declared major.

MAJOR_LDESC Biolog inrollmentCalcOverall 1786

The donuts above provide you basic information about students' academic load (number of units enrolled for the semester), enrollment status, education goals, and hours employed.

TIP: Hover over each segment of the donuts, and a pop-up box will appear to indicate the number of students who identified as such.

DEFINITIONS:

Course success rates are calculated by dividing the number of A, B, C, pass, and credit grades by the total number of grades awarded as an A, B, C, D, F, pass, no pass, credit, incomplete, or withdrawal, and multiplying the result by 100.

Course drop rates are calculated by dividing the number of withdrawals (W) earned by the total number of A, B, C, D, F, pass, no pass, credit, incomplete, and withdrawal notations, and multiplying the result by 100.

Course enrollment is the college-wide number of grade notations, which include A, B, C, D, F, pass, no pass, credit, incomplete, and withdrawal.

In the pie charts above, the "yes" segment represents the proportion of your students who are first generation/ low income; the "no" segment represents the proportion of students who are not first generation/ not low income.

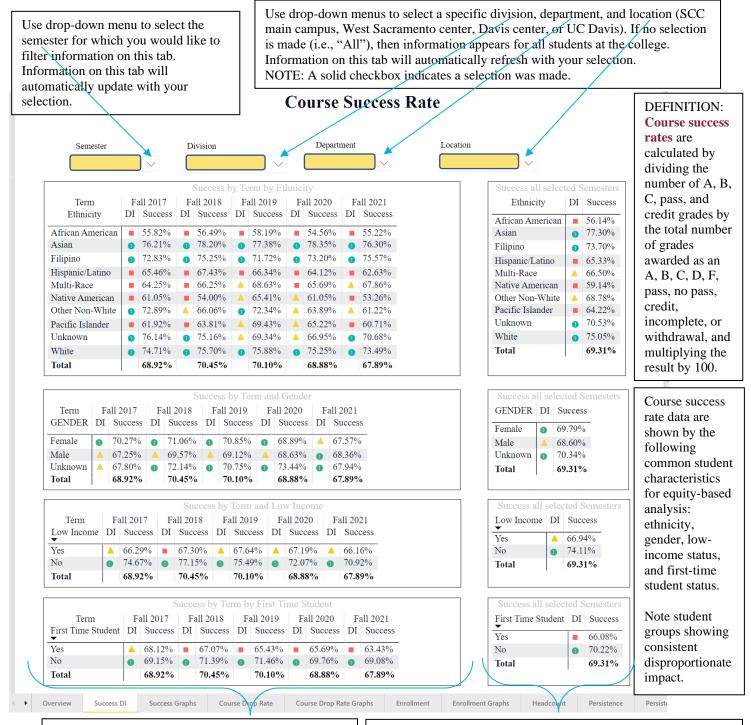
TIP: Hover over each segment of the "First Generation" or "Low Income" pie chart, and a pop-up box will appear to indicate the number of students who identified as such.

FIRST_GENERATION Yes
Enrollments 15267 (30.1%)

NOTE: For any student group with ten (10) or fewer students, data are not disclosed for the group per the CCCCO's data reporting guidelines, accessible at https://www.ccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Digital-Innovation-and-

Infrastructure/Research/Files/PercentagePointGapMethod2017.ashx

SUCCESS DI tab: This tab provides information about students' course success rates and disproportionate impact (DI), indicated with a corresponding symbol, at the college in table view for the five most recent fall, spring, or summer terms. Course success rate is the percentage of course enrollments in which students earned an A, B, C, pass, or credit grade notation.



Course success rates in the tables in this column show term-to-term data, providing trends over time. Course success rates in the tables in this column show combined or overall data across the most recent fall/spring/summer terms.

LEGEND (for interpreting disproportionate impact):

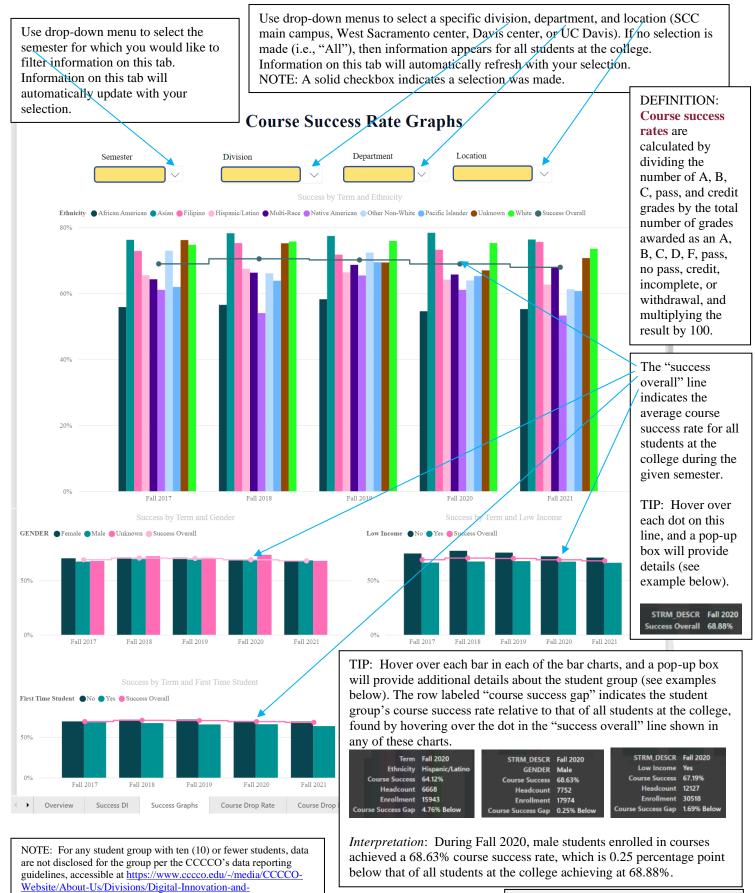
green circle: course success rate for specific demographic group is at or above that for the given group

yellow triangle: course success rate for specific demographic group is below that for the given group, but not to the extent indicative of disproportionate impact

red square: course success rate for specific demographic group is below that for the given group, and to the extent indicative of disproportionate impact

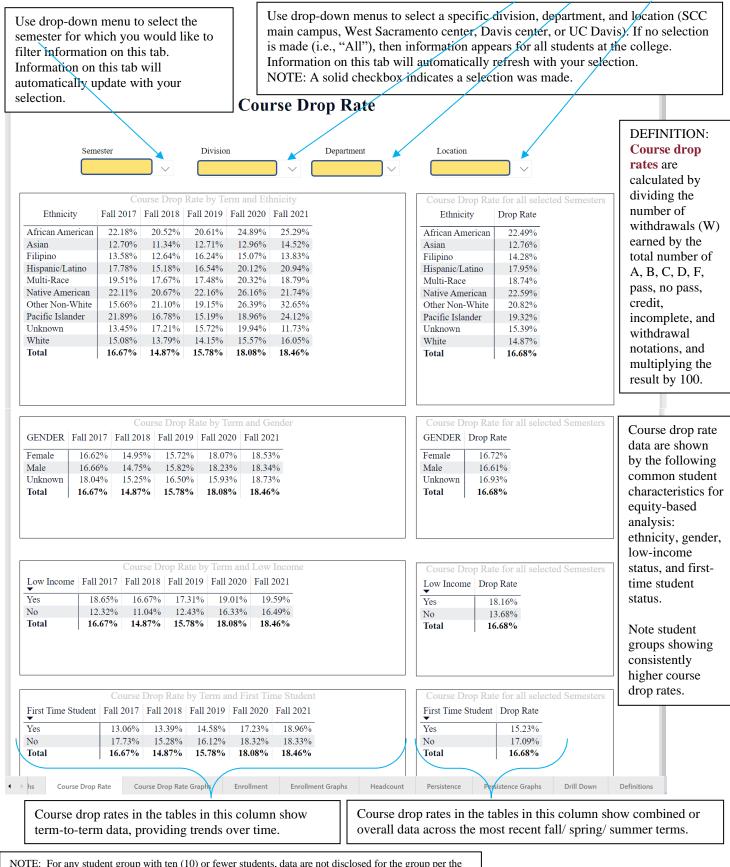
NOTE: For any student group with ten (10) or fewer students, data are not disclosed for the group per the CCCCO's data reporting guidelines, accessible at https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Digital-Innovation-and-Infrastructure/Research/Files/PercentagePointGapMethod2017.ashx

SUCCESS GRAPHS tab: This tab provides information about students' course success rates at the college in bar chart view for the five most recent fall, spring, or summer semesters. Course success rate is the percentage of course enrollments in which students earned an A, B, C, pass, or credit grade notation.



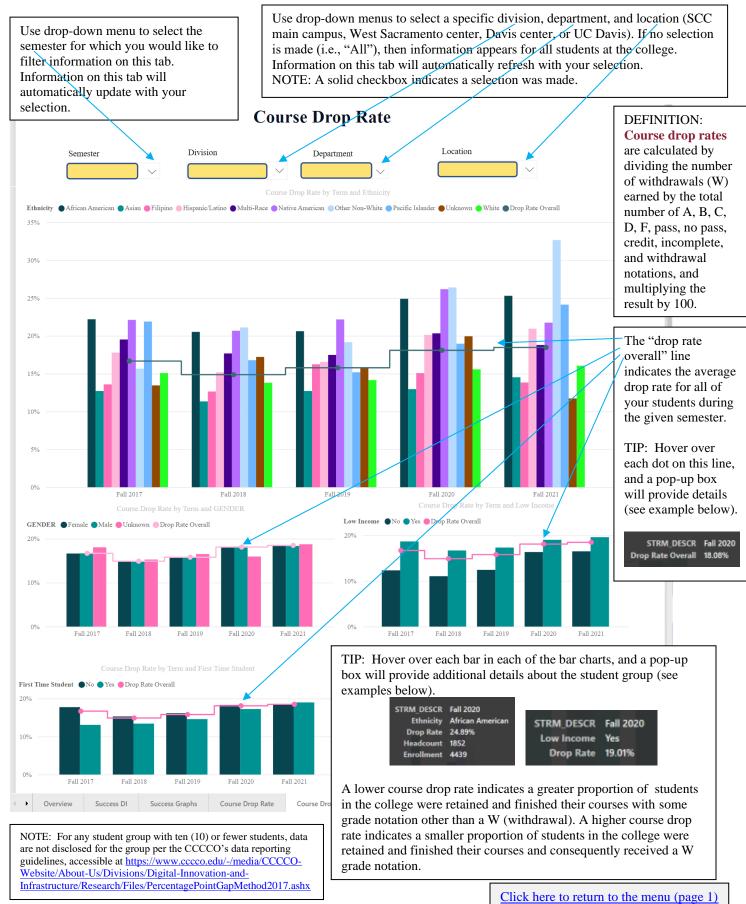
Infrastructure/Research/Files/PercentagePointGapMethod2017.ashx

COURSE DROP RATE tab: This tab provides information about students' course drop rates at the college in table view for the five most recent fall, spring, or summer terms. Course drop rate is the percentage of course enrollments from which students withdrew.

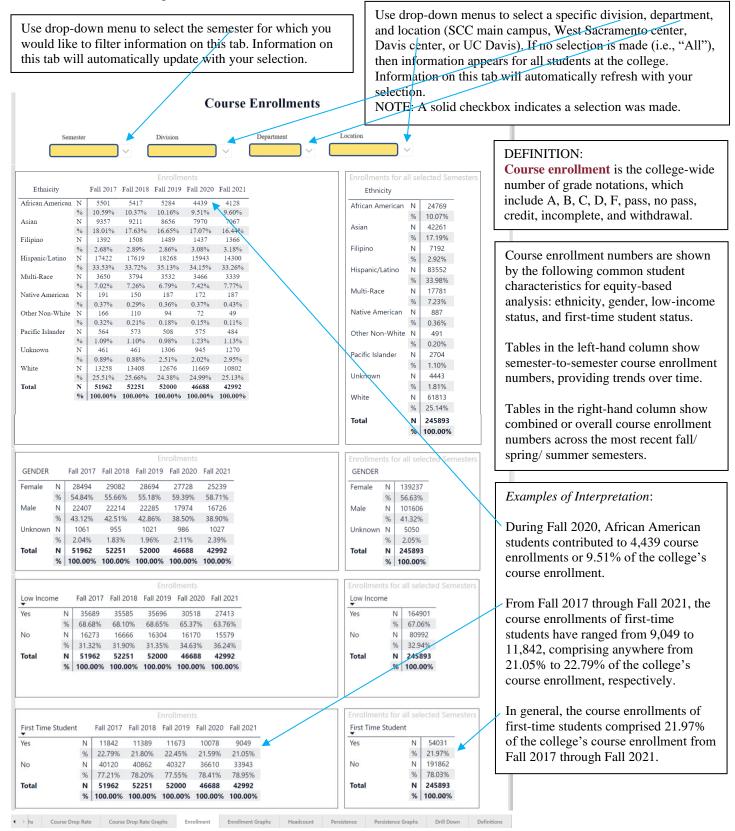


NOTE: For any student group with ten (10) or fewer students, data are not disclosed for the group per the CCCCO's data reporting guidelines, accessible at https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Digital-Innovation-and-Infrastructure/Research/Files/PercentagePointGapMethod2017.ashx

COURSE DROP RATE GRAPHS tab: This tab provides information about students' course drop rates at the college in bar chart view for the five most recent fall, spring, or summer terms. Course drop rate is the percentage of course enrollments from which students withdrew.



ENROLLMENT tab: This tab provides information about students' course enrollment at the college in table view for the five most recent fall, spring, or summer semesters. (*Caution*: Do not confuse course enrollment with headcount. Please note that a student may take multiple courses, hence contributing to multiple course enrollments at the college.)



NOTE: For any student group with ten (10) or fewer students, data are not disclosed for the group per the CCCCO's data reporting guidelines, accessible at https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Digital-Innovation-and-Infrastructure/Research/Files/PercentagePointGapMethod2017.ashx

ENROLLMENT GRAPHS tab: This tab provides information about students' course enrollment at the college in line graph/ bar chart view for the five most recent fall, spring, or summer semesters. (*Caution*: Do not confuse course enrollment with headcount. Please note that a student may take multiple courses, hence contributing to multiple course enrollments at the college.)



NOTE: For any student group with ten (10) or fewer students, data are not disclosed for the group per the CCCCO's data reporting guidelines, accessible at https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Digital-Innovation-and-Infrastructure/Research/Files/PercentagePointGapMethod2017.ashx

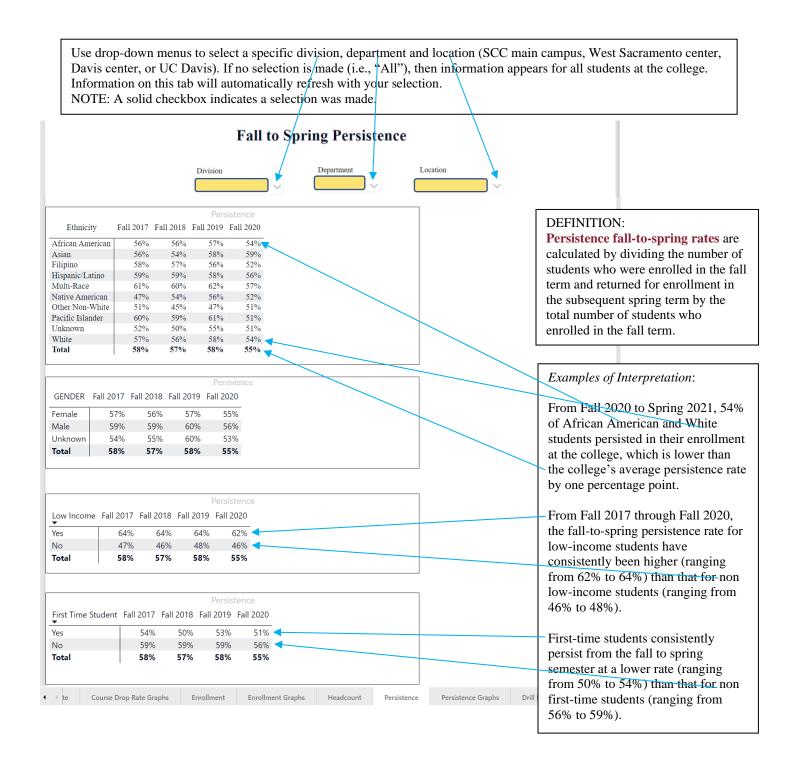
HEADCOUNT tab: This tab provides information about the number of students enrolled in courses at the college in table view for the five most recent fall, spring, or summer semesters. (*Caution*: Do not confuse headcount with course enrollment. Please note that a student contributes to one headcount at the college regardless of the number of courses enrolled in.)

Use drop-down menus to select a specific division, department, and location (SCC main campus, West Sacramento center, Use drop-down menu to select the semester for which you Davis center, or UC Davis). If no selection is made (i.e., "All"), would like to filter information on this tab. Information on then information appears for all students at the college. this tab will automatically update with your selection. Information on this tab will automatically refresh with your Student Headcount NOTE: A solid checkbox indicates a selection was made. Division **DEFINITION: Headcount** is the number of students. Ethnicity Fall 2017 Fall 2018 Fall 2019 Fall 2020 Fall 2021 Ethnicity 2225 2189 African American N 2071 1852 1703 African American N 6613 Student headcount is shown % 10.22% 10.02% 9.73% 9.03% 9.04% % 9.79% by the following common Ν 4103 4044 3665 3625 3173 Asian Ν 11995 Asian student characteristics for % 18.84% 18.51% 17.23% 17.67% 16.84% 17.75% % Filipino 636 662 667 677 600 Filipino 2158 equity-based analysis: 3.03% 2.92% 3.13% 3.30% 3.18% 3.19% ethnicity, gender, low-Hispanic/Latino Hispanic/Latino N 7053 7116 7222 6668 5853 Ν 21216 income status, and first-time % 32.39% 32.58% 33.94% 32.51% 31.06% 31.40% Multi-Race Ν 1474 1340 Multi-Race Ν 4526 student status. 6.75% 7.00% % 6.61% 6.30% 7.28% 6.70% Native American Ν 87 59 80 81 86 Native American N 278 Tables in the left-hand 0.40% 0.27% 0.38% 0.39% 0.46% 0.41% column show semester-to-Other Non-White 53 Other Non-White N N 83 58 39 27 166 % 0.38% 0.27% 0.25% 0.19% 0.14% 0.25% semester student headcount Pacific Islander Ν 218 253 Pacific Islander Ν 759 numbers, providing trends 1.13% 1.14% 1.02% 1.23% % 1.12% % 1.12% over time. Unknown Unknown N 229 235 543 438 882 Ν 1801 % 1.05% 1.08% 2.55% 2.14% 4.68% % 2.67% White N 5671 5759 5417 5441 4937 White N 18139 Tables in the right-hand % 26.05% 26.36% 25.46% 26.53% 26.20% 26.84% column show combined or 21773 21844 21276 20510 18843 67570 Total Total % 100.00% 100.00% 100.00% 100.00% 100.00% % 100.00% overall student headcount Headcount for al numbers across the most GENDER Fall 2017 | Fall 2018 | Fall 2019 | Fall 2020 | Fall 2021 **GENDER** recent fall/ spring/ summer Female Ν 12425 12606 12284 12297 11272 Female N 39508 semesters. 57.07% 57.71% 57.74% 59.96% 58.47% Male Ν 8885 8811 8572 7752 7082 Ν 26635 Male % 40.81% 40.34% 40.29% 37.80% 37.58% % 39.42% Examples of Interpretation: Unknown 463 427 420 461 Unknown 1577 % 2.13% 1.95% 1.97% 2.25% 2.60% % 2.33% During Fall 2020, the Total 21773 21844 21276 20510 18843 Ν 67570 Total 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% number of African American students enrolled at the college was 1,852, Low Income Fall 2017 Fall 2018 Fall 2019 Fall 2020 Fall 2021 Low Income comprising 9.03% of the college's student population. 13637 13450 13312 12127 11005 Ν 40984 Ν 62.63% 61.57% 62.57% 59.13% 58.40% % 60.65% % 30894 No N 8136 8394 7964 8383 7838 No Ν From Fall 2017 through Fall 37.37% 38.43% 37.43% 40.87% % 45.72% 41.60% 2021, the number of first-Total Ν 21773 21844 21276 20510 18843 Total Ν 67570 % 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% time students ranged from 3,352 to 4,570, comprising anywhere from 17.79% to First Time Student Fall 2017 | Fall 2018 | Fall 2019 | Fall 2020 | Fall 2021 First Time Student 20.99% of the college's Yes Ν 4570 4346 4140 3727 3352 Yes Ν 20135 student population, 20 99% 19 90% 19 46% 18 17% 17 79% % 29 80% 17203 17498 17136 15491 54658 No 16783 Ν respectively. 79.01% 80.10% 80.54% 81.83% 82.21% 80.89% Total Ν 21773 21844 21276 20510 18843 Tota Ν 67570 In general, the number of 100.00% % 100.00% 100.00% 100.00% 100.00% first-time students from Fall **∢** → te Course Drop Rate Graphs Enrollment Enrollment Graphs Persistence Persistence Graphs Drill Down Definit Headcount 2017 through Fall 2021 comprised 29.80% of the NOTE: For any student group with ten (10) or fewer students, data are not disclosed for the group per the college's student population. CCCCO's data reporting guidelines, accessible at https://www.cccco.edu/-/media/CCCCO-

Website/About-Us/Divisions/Digital-Innovation-and-

Infrastructure/Research/Files/PercentagePointGapMethod2017.ashx

PERSISTENCE tab: This tab provides information about students' fall-to-spring persistence at the college in table view for the five most recent fall and spring semesters.



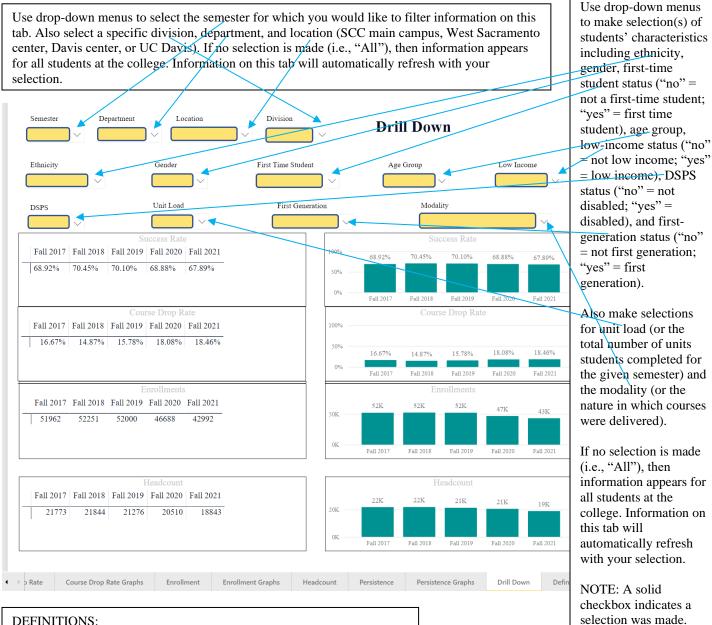
NOTE: For any student group with ten (10) or fewer students, data are not disclosed for the group per the CCCCO's data reporting guidelines, accessible at https://www.ccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Digital-Innovation-and-Infrastructure/Research/Files/PercentagePointGapMethod2017.ashx

PERSISTENCE GRAPHS tab: This tab provides information about students' fall-to-spring persistence at the college in bar chart view for the five most recent fall and spring semesters.

Use drop-down menus to select a specific division, department, and location (SCC main campus, West Sacramento center, Davis center, or UC Davis). If no selection is made (i.e., "All"), then information appears for all students at the college. Information on this tab will automatically refresh with your selection. NOTE: A solid checkbox indicates a selection was made. Fall to Spring Persistence Division **DEFINITION:** Persistence fall-to-spring rates are calculated by dividing the number of students who were enrolled in the fall term and returned for enrollment in the subsequent spring term by the total number of students who enrolled in the fall term. TIP: Hover over each bar in each of the bar charts, and a pop-up box will provide additional details about the student group (see examples below). Term Fall 2020 Ethnicity Hispanic/Latino GENDER Female Male Unknown Term Fall 2020 GENDER Male rsistCalc 56% Term Fall 2020 62% Term Fall 2020 Low Income No Yes PersistCalc 51% Interpretation: From Fall 2020 to Spring 2021, 56% of Hispanic/ Latino students, 56% of males, 62% of low-income students, and 51% of Fall 2018 first-time students enrolled at the college during the fall semester and returned to enroll during the spring First Time Student No Yes semester. Course Drop Rate Graphs Enrollment Enrollment Graphs

NOTE: For any student group with ten (10) or fewer students, data are not disclosed for the group per the CCCCO's data reporting guidelines, accessible at https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Digital-Innovation-and-Infrastructure/Research/Files/PercentagePointGapMethod2017.ashx

DRILL DOWN tab: This tab provides users with the flexibility to filter information about students at the college using multiple criteria available. This tab displays information about students' course success rates, course drop rates, course enrollments, and headcount for the student population fulfilling users' search criteria for the five most recent fall, spring, or summer semesters.



DEFINITIONS:

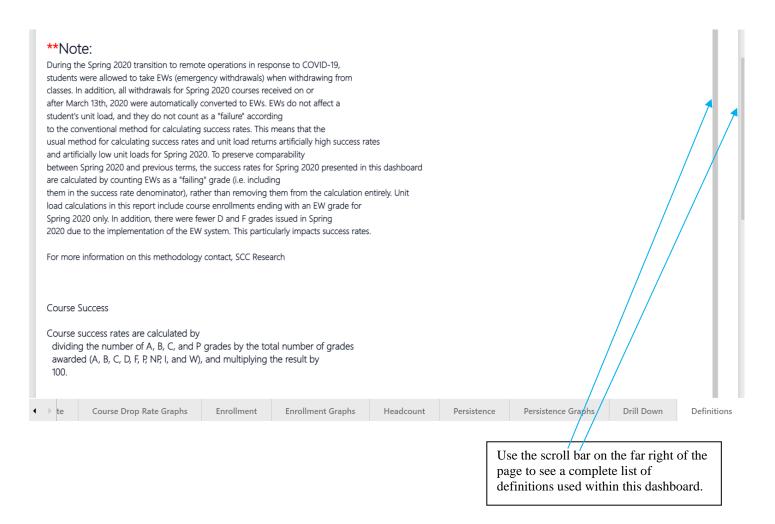
Course success rates are calculated by dividing the number of A, B, C, pass, and credit grades by the total number of grades awarded as an A, B, C, D, F, pass, no pass, credit, incomplete, or withdrawal, and multiplying the result by 100.

Course drop rates are calculated by dividing the number of withdrawals (W) earned by the total number of A, B, C, D, F, pass, no pass, credit, incomplete, and withdrawal notations, and multiplying the result by 100. Course enrollment is the college-wide number of grade notations, which include A, B, C, D, F, pass, no pass, credit, incomplete, and withdrawal. **Headcount** is the number of students.

HINT: If information (i.e., numbers in the lefthand column or bar graphs in the right-hand column) disappears as you are selecting your search criterion/ criteria, then you are encouraged to reevaluate the limitations of your selected criterion/ criteria. Please keep in mind that separating students into specific groups, especially if there are already very few in the group, for analysis may render the group of your interest too small for data disclosure.

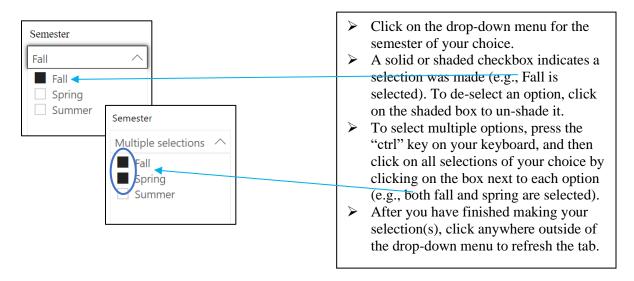
NOTE: For any student group with ten (10) or fewer students, data are not disclosed for the group per the CCCCO's data reporting guidelines, accessible at https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Digital-Innovation-and-Infrastructure/Research/Files/PercentagePointGapMethod2017.ashx

DEFINITIONS tab: This tab provides general information about the other tabs included in the dashboard. The general information presented in this tab is included throughout this navigation guide.

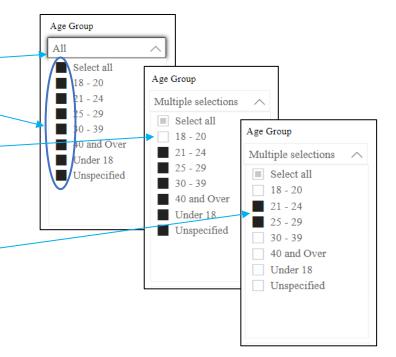


Step 4. Explore Filter Feature in the PRIE Dashboard

For any of the selection criteria appearing in the tabs that you may use to filter information, you may adjust your selection(s) accordingly. See the examples below.



- Click on the drop-down menu for the student characteristic of your choice.
- Some of the characteristics will, by default, include "All" choices, which is indicated with a solid check-box.
- To de-select all options, click on the box next to "Select all." Or, to de-select specific options, click on the solid box next to each option. An unshaded box indicates a selection was not made.
- To select multiple options, press the "ctrl" key on your keyboard, and then click on all selections of your choice by clicking on the box next to each option (e.g., both 21-24 and 25-29 age groups are selected).
- After you have finished making your selection(s), click anywhere outside of the drop-down menu to refresh the tab.



Step 5. Review Definitions for and Notes about the PRIE Dashboard

Definitions used throughout the dashboard include the following:

- **Headcount** is the number of students. (see "Headcount" and "Drill Down" tabs)
- Course enrollment is the college-wide number of grade notations, which include A, B, C, D, F, pass, no pass, credit, incomplete, and withdrawal. (see "Overview," "Enrollment," "Enrollment Graphs," and "Drill Down" tabs)
- Course success rates are calculated by dividing the number of A, B, C, pass, and credit grades by the total number of grades awarded as an A, B, C, D, F, pass, no pass, credit, incomplete, or withdrawal, and multiplying the result by 100. (see "Overview," "Success DI," "Success Graphs," and "Drill Down" tabs)
- Course drop rates are calculated by dividing the number of withdrawals earned by the total number of A, B, C, D, F, pass, no pass, credit, incomplete, and withdrawal notations, and multiplying the result by 100. (see "Overview," "Course Drop Rate," "Course Drop Rate Graphs," and "Drill Down" tabs)
- **Persistence fall-to-spring rates** are calculated by dividing the number of students who were enrolled in the fall term and returned for enrollment in the subsequent spring term by the total number of students who enrolled in the fall term. (see "Persistence" and "Persistence Graphs" tabs)

Notes about data presentation in the dashboard:

- Data tables where an asterisk (*) appears indicate that N ≤ 10, and data are redacted per guidelines from
 the California Community Colleges Chancellor's Office (CCCCO), accessible at
 https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Digital-Innovation-and-Infrastructure/Research/Files/PercentagePointGapMethod2017.ashx
- Data tables showing blank cells indicate that no data are available.
- Data presented in this dashboard include students enrolled in SCC only.

Step 6. Ask Questions about the PRIE Dashboard

Did you make any of the following observations about the data?

- I did not see a donut, pie chart, or bar chart (in the "overview" tab).
- I did not see all segments in the donuts or pie charts (as shown in the "overview" tab).
- I added the number of students appearing in each segment of the donut or pie chart, and the sums were different for each donut or chart.
- I added the number of course enrollments (found in the "enrollment" tab) appearing in each of the student characteristics tables, and the total shown in the table did not reflect the sum I calculated.
- I added the number of student headcounts (found in the "headcount" tab) appearing for each of the student characteristics tables, and the total shown in the table did not reflect the sum I calculated.
- I did not see data listed for all of the ethnicity categories, gender types, low-income status type, and/ or first-time student status type.
- I saw cells in tables that are empty for some semesters but not for other semesters.
- I did not see data for all of the most recent five semesters, but I saw data for some of the semesters.

If you made any of the observations above when reviewing your data, this means the size of the student group you are looking at is too few to report. Please keep in mind that for any student group with ten (10) or fewer students, data are not disclosed for the group per the CCCCO's data reporting guidelines, accessible at https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Digital-Innovation-and-Infrastructure/Research/Files/PercentagePointGapMethod2017.ashx. Undisclosed data are not represented in the tables, pie charts, donuts, line graphs, and bar charts.