2024 Annual Report
General Information & Frequently Asked Questions

References to question numbers are provided for user convenience and align with the PDF instructions. Please note that on the actual survey instrument, the question numbers are visible once a section is opened.

When is the Annual Report due?

The Annual Report must be certified by your institution's CEO no later than April 12, 2024. Please contact Melynie Schiel (mschiel@accjc.org) if you need to discuss an extension.

When will the reporting form be available?

The reporting form is available now. ACCJC sent login instructions to the CEO and ALO of each member institution via email on February 13. (Please double-check your spam folder if you do not see it.)

How can I gain access to the reporting form?

To assist you as your institution prepares its responses, you can find additional information, data definitions, and a printable version of the 2024 survey questions at https://accjc.org/wp-content/uploads/Annual-Report-Instructions-and-Questions.pdf.

Where can I see a copy of the questions on the Annual Report?

Annual report Instructions and Questions can be found on the ACCJC website at https://accjc.org/college-reports-to-accjc

What data source should I use?

Question 9 requires you to use the US Department of Education College Scorecard, and there is a link to this source in the Additional Instructions and Data Definitions for this question. For all other questions, you may use whatever data source you typically use for tracking and reporting headcount and student achievement.

What if data for a given year are not available?

If data are not available for a given year, please enter N/A as your response and provide a note in Question 20.

What if we changed our methodology and prior years' data are now different than what we reported last year?

This is fine – please complete this year's report using your new methodology. ACCJC does not compare your answer on this year's report to prior years' reports.

Can we align the methodology for setting a standard or goal with other reporting processes (e.g., California Community College's *Vision Goals*)?

Yes, absolutely!

Should we report data for the full year, or just for the fall semester?

Please report data for the full year (include leading summer, fall, winter, and spring terms – or, if annual data are calculated differently at your institution, explain your calculation in Question 20).

What does ACCJC mean by Total Unduplicated Headcount Enrollment defined (Question 6)?

For the purposes of the Annual Report, unduplicated headcount is defined as the total number of students (credit and non-credit) enrolled at the end of the general enrollment period (also referred to as first census date). The academic year should include leading summer, fall, winter, and spring terms.

Question 6b asks about degree applicable credit programs which have experienced a 50% increase or decrease in the past year. What do you mean by "program"?

ACCJC does not determine what constitutes a program for colleges. For the purposes of this report, you may define degree-applicable credit programs as appropriate for the context of your institution's unique mission.

What if my college uses a different method or calendar for calculating its Total Unduplicated Headcount Enrollment than what is listed for Questions 6 – 8c?

If your institution calculates the academic year differently for the purposes of monitoring annual enrollment, you may respond using your local calculation and describe your method in Question 20.

What courses count as Distance Education?

For the purposes of this report, include only those courses for which the instruction is 100% online (synchronous or asynchronous) in your calculation of unduplicated headcount enrollment for distance education. Do not include hybrid courses or courses in which all the class hours are face to face with some material posted online.

Should I include non-credit courses in headcount calculations for Distance Education and Correspondence Education? (Questions 7a and 8a)

Yes, if you included non-credit in your response for question 5, please include non-credit for question 7 and 8, as well. (The definition used for headcount in the Annual Report can be found in question 5.) If you do not include non-credit in your calculations for question 5, 7, and/or 8, please be sure to note that in question 20.

Our institution has not established stretch goals for licensure examination pass rates or job placement. Are we expected to have those in place before April?

ACCJC expects that you have already established stretch goals for each of your institution-set standards. Per Policy on Monitoring Institutional Performance, stretch goals are required for each of the Institution-Set Standards (and have been for several years). Stretch goals for these metrics were added to the Annual Report template in 2021 to better align with this policy, institutions were allowed to report "N/A" for these stretch goals in the 2021 Annual Report with the expectation that they would establish and report stretch goals for the 2022 Annual Report.

In the new section Institution-Set Standards: Direct Assessment Programs, we are asked if our college offers a Direct Assessment Program. We are not sure what this refers to, so we are not sure if we have it.

Direct Assessment is a form of Competency Based Education as discussed in ACCJC's *Policy on Competency Based Education*. ACCJC has included this section in the Annual Report Survey in anticipation of colleges seeking to implement Competency Based Education programs using the Direct Assessment approach and will be required to report this data upon the delivery of their programs to students. For the 2024 Annual Report, we do not anticipate any colleges reporting on this metric.