

2014-2015 Audit Finding

- 21 of 46 sampled sections did not have census or similar attendance forms
- 3 sections of 36 did not have documentation to support the number of students claimed for apportionment

Impact: Over 300 FTES brought into question.

Loss of \$1.5 million in possible funding

Suggested Action

- Strengthen District controls to:
 - Ensure that TBA designations are timely communicated to instructors
 - Documentation of supporting materials are collected
 - State regulations are followed

What is WSCH?

- Weekly Student Contact Hours
 - Negative attendance process
 - Assumes a weekly schedule of set hours
 - To Be Arranged hours must follow the same pattern

State Requirements

- **Determine that specific instructional activities, including those conducted during TBA hours, expected of all students enrolled in the course are included in the official course outline**
- **Determine that a clear description of the course, including the number of TBA hours required, is published in the official schedule of classes**
- **The TBA hours must provide instruction that is not homework and the student work completed for TBA must be evaluated**

State Requirements

- Districts need to track TBA hour student participation carefully and **make sure that they do not claim apportionment for TBA hours for students who have documented zero hours as of the census point for the particular course.**
- Demonstrate that the student is attending the same number of hours each week

Corrective Plan

- All colleges will maintain the right to schedule TBA hours under the WSCH accounting method.
- The District Division of Educational Programs and Institutional Effectiveness will validate the presence of the required documentation prior to submitting the final FTES reports in July.
- In the absence of the required documentation, the District will adjust the accounting method from WSCH to the Positive Attendance. This would lead to a loss of FTES and the ability to only claim those hours for which documentation of attendance is available. The switch would eliminate liability associated with missing documentation WSCH TBA hours.

Best Practices

- Minimize the number of sections scheduled as WSCH TBA
- Ensure the Course Outline indicates the TBA activities
- Ensure schedule lists the TBA hours required and location
- Check for miscoding (Distance Education)
- Notify instructors of responsibilities upon assignment and provide them with a means of documenting the enrollment

Best Practices

- Develop means for student to identify a weekly schedule
- Document weekly schedule
 - Paper or through tracking software
- Exclude all students failing to attend on a weekly schedule prior to census
- Collect all information as soon as possible and keep it in a central location
 - Not with the faculty member

Timeline

- Prior to the beginning of each primary semester,
 - Attendance Accounting Office will provide the colleges with a list of scheduled WSCH TBA sections
 - Sections should be checked for appropriate Course Outlines and that schedules include location and hours
 - Faculty should be notified of expectations

Timeline

- Immediately after each semester, documentation should be collected and validated
- The District will validate the documentation in March and notify colleges of missing documents
- In April colleges will coordinate with the District to determine which courses can be submitted for apportionment