



SANTA MONICA COLLEGE
Institutional Research

SMC Precision Campus

A Guide to the New Data and Program Review Tool and
Training Exercises

Version April 28, 2021

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Logging into Precision Campus

The SMC Precision Campus site can be found at <https://smc.precisioncampus.com/>.

The link to the tool can also be found under the following pages on the SMC website:

- 1) Faculty and Staff → Login
- 2) Institutional Research (www.smc.edu) → Data Dashboards

The website uses SMC single-sign on (SSO). Use your SMC email as your username and SMC network password (employees only) to access Precision Campus.



Log in with SMC Portal

SMC SIGN-ON

Username

research@smc.edu

Password

.....

Show password

Login



[Student Account Help](#)

[Employee Forgot Password](#)





Screen Interfaces

Familiarize yourself with the four main screen interfaces of the Precision Campus tool.

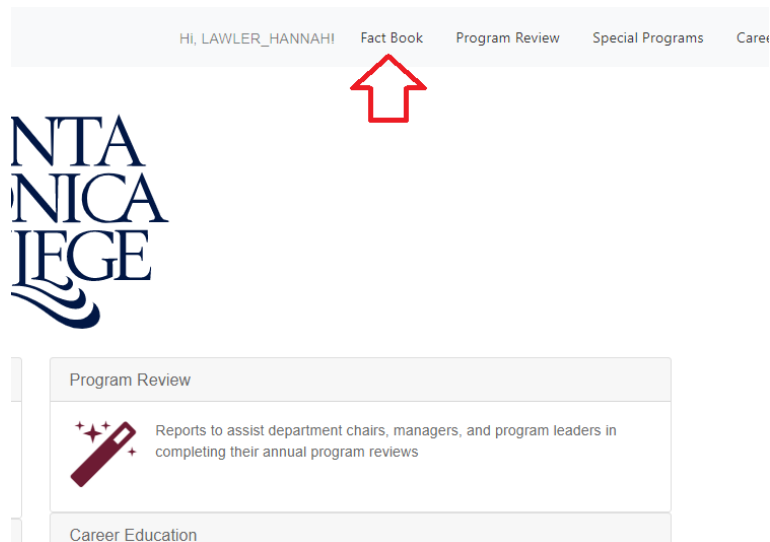
1) Menus

Each data report is organized by broad categories. The categories are called “data report menus”. This is the view when you first log in. Click on any of the data report menus to access the various data reports contained within each menu.



Fact Book  Common data sets related to student population and demographics, course enrollment and section offerings, course success and retention, degrees and certificates, and equity gaps for course success.	Program Review  Reports to assist department chairs, managers, and program leaders in completing their annual program reviews
Special Programs  Common data sets related to students enrolled in special programs	Career Education  Reports to assist career education (CE) programs in planning for their courses and programs and grant activities (SWP, Perkins, etc.)

You can always return to this view by clicking on the SMC logo on the **top left corner** of the page. Or you can use the navigation menu on the **top right** to access a different data report menu.



The screenshot shows the top navigation bar with the user name "Hi, LAWLER_HANNAHI" and menu items: "Fact Book", "Program Review", "Special Programs", and "Career Education". A red arrow points to the "Fact Book" menu item. Below the navigation bar is the Santa Monica College logo. The main content area shows a "Program Review" menu with a pencil and stars icon and a description: "Reports to assist department chairs, managers, and program leaders in completing their annual program reviews". Below this is a "Career Education" menu.

2) Reports

Each data report menu contains several data or other types of reports. Click on any of the report titles to access the selected report.

ENROLLMENT
Student Headcount
Course Enrollment
Average Units Enrolled (Credit Only)

COURSES
Section Offerings

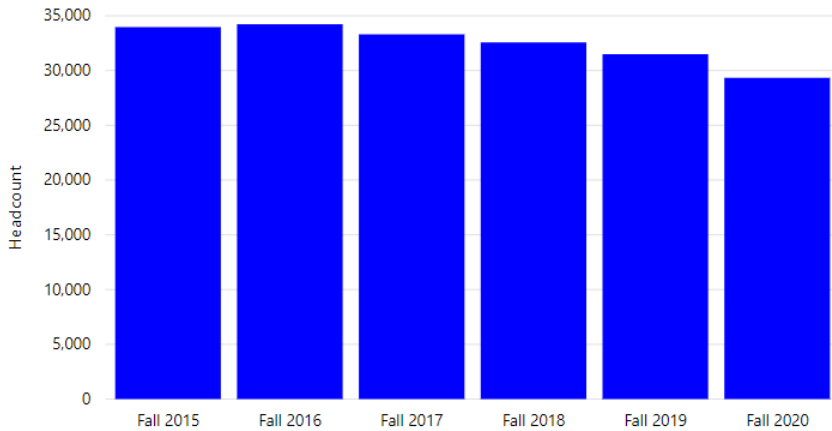
COURSE OUTCOMES
Course Success Rates
Grade Distribution
Term Course Success Rates for Equity populations
Term Course Success Equity Gaps
Course Retention Rates

OTHER STUDENT OUTCOMES
Degrees and Certificates
Term-to-Term Persistence

3) Display (Data Reports Only)

The data “display” is where the data summary be shown in a chart, table, or both. The display will automatically update and refresh when filters are used. For most reports, the default display is the for the Fall term. To change the term type, use the **term range** filter.

Student Headcount



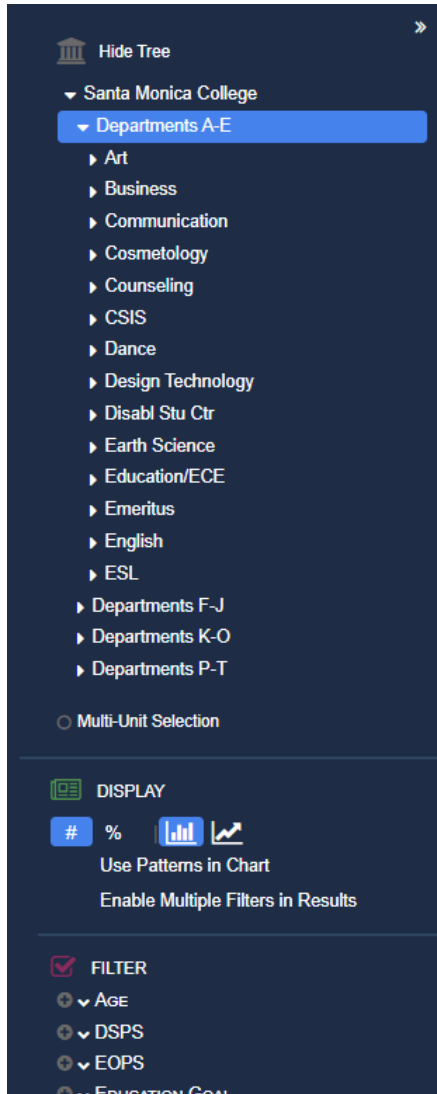
Headcount

	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020 ↔
Measures	33,964	34,226	33,302	32,567	31,492	29,334

Data loaded 08 MAR 2021 05:00 PM

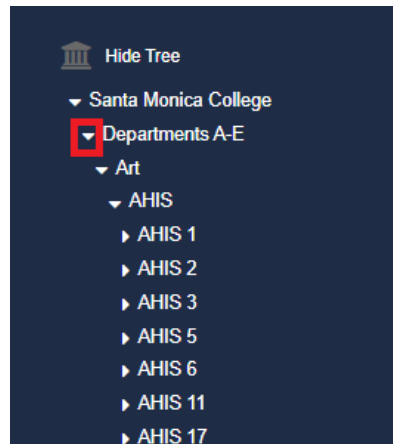
4) Organization Tree/Filter Bar

The bar on the far left contains all available filters that can be used to filter and disaggregate the data.



Use the top set of filters, called the “organization tree” to select a specific **department, discipline, course, or section**. The default setting is “Santa Monica College” and produces college-wide (including both credit and noncredit students and enrollment for most data reports) data.

Drill down further by clicking on the arrows. 



The bottom set of filters are used to disaggregate or filter in/out specific student, program, or course attribute.

Training Exercise #1

Percentage of Business Students Enrolled in At Least Once Distance Education Course, Excluding International Students

In this exercise, you will learn how to use the following functions in Precision Campus:

- **[FILTER FOR](#)** a specific department, course, or program using the organization tree;
- **[DISAGGREGATE](#)** the data by a course, program, or student attribute;
- **[FILTER OUT](#)** a subset of the population; and,
- **[ADJUST](#)** the display settings.

Each of the bullet points (bolded, all caps, and blue) above are hyperlinked to short instructional videos demonstrating how to use each Precision Campus function.

Scenario

As the chair of the business department, you are interested in expanding online or distance education course offerings. You want to understand the historical trends in terms of the percentage of students in your department who were enrolled in at least one distance education class. Because there is a policy that allows international students to enroll in only one online each term, you would like to exclude this population from the data.

PARAMETERS	MEASURE
<ul style="list-style-type: none">• Trend over time, last six fall terms• Enrolled in at least one course in the business department• Exclude international students	Percentage of students who enrolled in at least one distance education class at the college

Step-by-Step Instructions

STEP 1: SELECT THE “STUDENT HEADCOUNT” REPORT

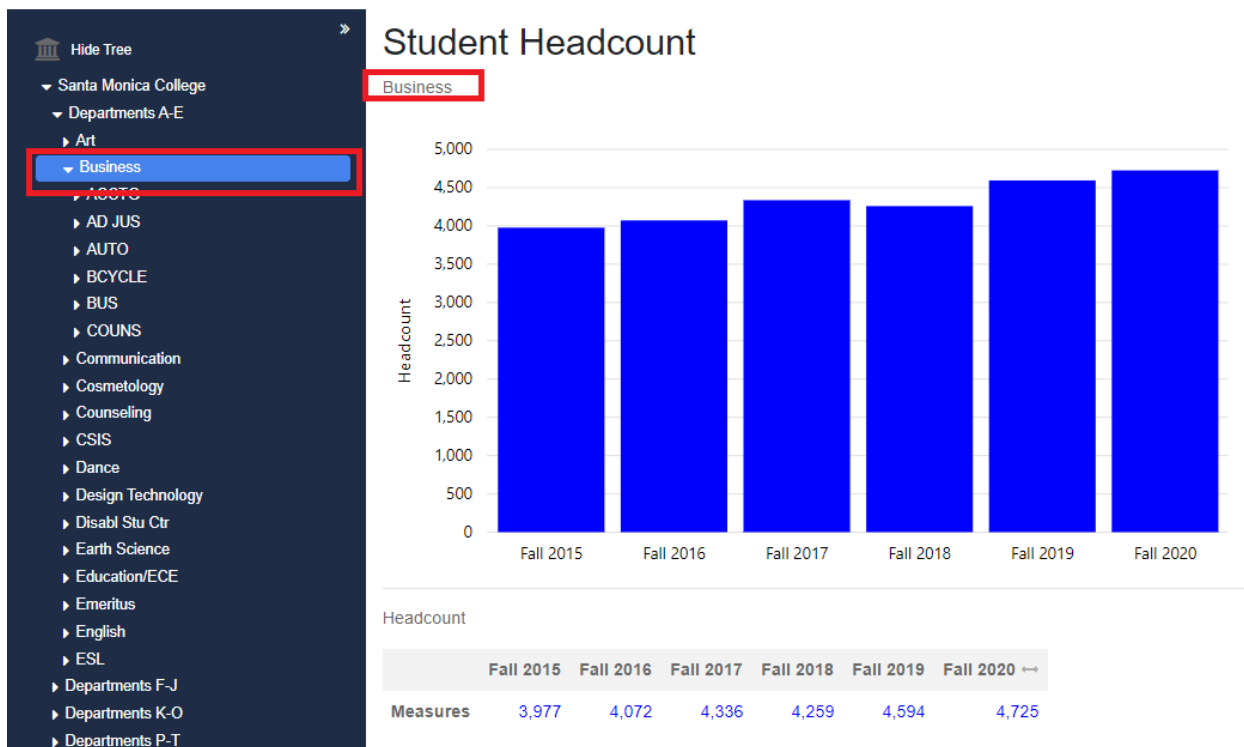
Access the “Student Headcount” report in either the “Fact Book” or “Program Review” menus.

Fact Book → Student Headcount

STEP 2: FILTER FOR THE BUSINESS DEPARTMENT

Click on the arrows in the organization tree/filter bar on the top left corner of the report to expand the options until you find the “Business” department. Select it. You will know your filter is applied when the department name is highlighted, and the department name will appear underneath the report title in the display.

Departments A – E → Business



STEP 3: FILTER OUT INTERNATIONAL STUDENTS FROM THE DATA SET

Scroll down to the “filters” section of the filter bar and click on the upside-down caret ∇ next to “Residence” to see all value options for the attribute.

A checkmark next to a subgroup name means that they will be reflected in the data. To unselect or filter out international students, **place your cursor over “Foreign Country” and press the CTRL button while clicking the mouse.**

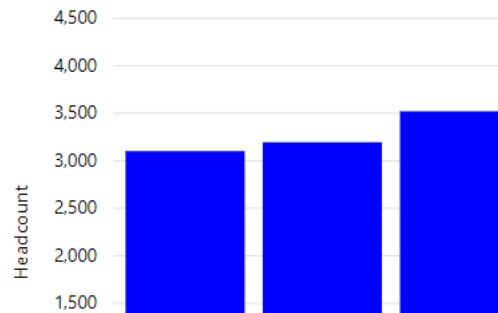
The checkmark next to “Foreign Country” will disappear, and the data set will automatically update to filter out students with residency in a foreign country.



Student Headcount

Business

Limits: Residence California Out-of-State



Once a filter is used, a “Limits” note appears under the report title to describe which subgroups in a filter are **included**. For this report, “Foreign Country” is not included in the list which tells us that international students are excluded.



CHECK YOUR DATA:

Did your filter produce the following numbers in the display?

Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
3,102	3,195	3,521	3,521	3,824	4,134

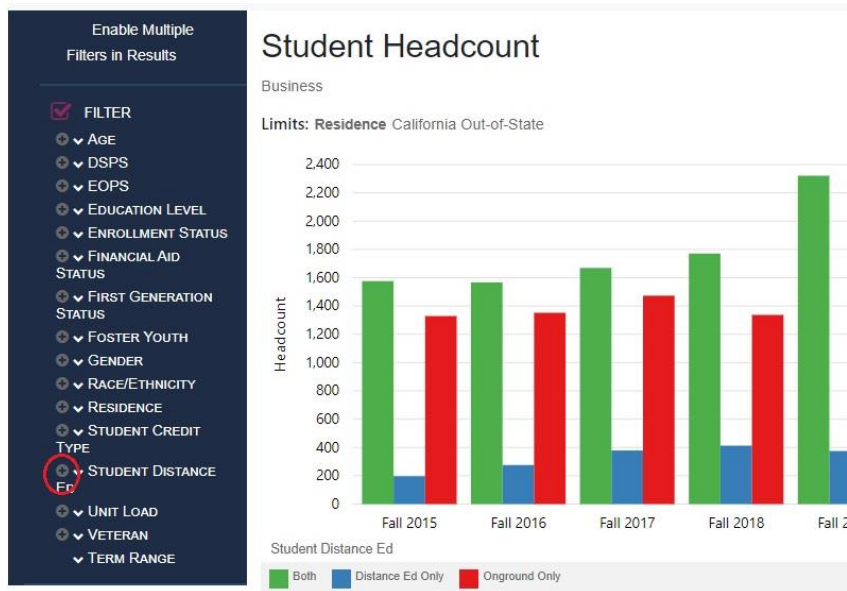
STEP 4: DISAGGREGATE DATASET BY STUDENT DISTANCE EDUCATION STATUS

In the filter bar, click on the **plus sign** next to “Student Distance Ed”. The chart and table will automatically disaggregate the dataset by students’ overall distance education status for the term.

Note: the DE status is not for enrollment in Business courses, but for all courses enrolled at SMC.

Description of attribute values:

- **Distance Ed Only:** student exclusively enrolled in distance learning courses during the term at SMC
- **Onground Only:** student exclusively enrolled in courses that were offered onground or in-person during the term at SMC
- **Both:** student enrolled in a mix of distance learning and onground courses during the term at SMC



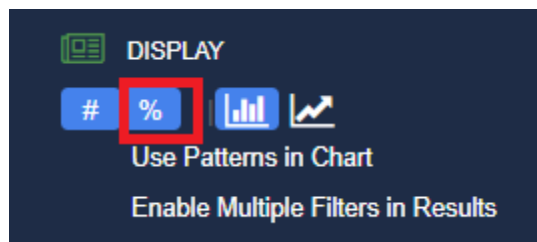
CHECK YOUR DATA:

Did your filter/disaggregation produce the following numbers in the display?

Stu Distance Ed	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
Both	1,576	1,567	1,669	1,771	2,321	1,807
Distance Ed Only	197	276	379	413	375	1,393
Onground Only	1,329	1,352	1,473	1,337	1,128	934
Total	3,102	3,195	3,521	3,521	3,824	4,134

STEP 5: COMPUTE THE PERCENTAGE OF BUSINESS STUDENTS BY DISTANCE EDUCATION STATUS

In the “display” section in the “filters” menu, click the “%” button which will calculate the percentage of business students in each fall term by distance education status.



CHECK YOUR DATA:

Did your filter/disaggregation produce the following numbers in the display?

Stu Distance Ed	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
Both	51%	49%	47%	50%	61%	44%
Distance Ed Only	6%	9%	11%	12%	10%	34%
Onground Only	43%	42%	42%	38%	29%	23%
Total	100%	100%	100%	100%	100%	100%

INTERPRETATION OF THE DATA:

In Fall 2015, 57% (51% in “Both” + 6% in “Distance Ed Only”) of U.S. resident, business department students were enrolled in a distance learning course. By Fall 2020, the percentage of those who enrolled in a distance learning course grew by 21%, from 57% to 78% (44% in “Both” + 34% in “Distance Ed Only”).

Training Exercise #2

Course Success Rates in the Organic Chemistry Course Series Disaggregated by Race/Ethnicity and Gender

Note: This exercise builds on the skills acquired after completion of Exercise #1. Please complete the first exercise before attempting Exercise #2.

In this exercise, you will learn how to use the following functions in Precision Campus:

- [USE MULTI UNIT SELECTION](#) to filter for more than one department, course, or program in the organization tree;
- [USE MULTIPLE FILTERS AT ONCE](#) to disaggregate the data by more than one course or student attribute; and,
- [SAVE REPORTS](#) to the clipboard.

Each of the bullet points (bolded, all caps, and blue) above are hyperlinked to short instructional videos demonstrating how to use each Precision Campus function.

Scenario

As the chair of the physical sciences department, you are interested in examining course success rates in the three organic chemistry courses (CHEM 21, 22, and 24) in one chart. You have used the Precision Campus tool to find course success rates for a single course; but you want to see course success for three courses at once for the Fall 2020 term. In addition, to support your department's equity efforts, you want to disaggregate the data by both student race/ethnicity AND gender. You would like to save the report so that you are able to pull it up in a pinch the next time you log into Precision Campus.

PARAMETERS	MEASURE
<ul style="list-style-type: none">• Fall 2020 snapshot• Filter for organic chemistry courses only• Disaggregate by student race/ethnicity and gender	Course success rates

Step-by-Step Instructions

STEP 1: SELECT THE “COURSE SUCCESS RATES” REPORT

Access the “Course Success Rates” report in either the “Fact Book” or “Program Review” menus.

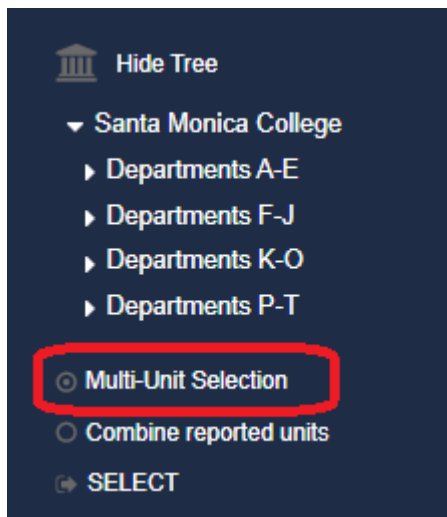
Fact Book → Course Success Rates

The Course Success Rates report produces three measures for **credit courses only**:

- 1) **Success Count:** Number of A, B, C, P grades
- 2) **Attempts:** Number of A, B, C, D, F, I, P, NP, W grades (excludes RD, IP, and EW grades)
- 3) **Success Rate (%):** (Success Count) / (Attempts) x 100

STEP 2: ENABLE MULTI-UNIT SELECTION

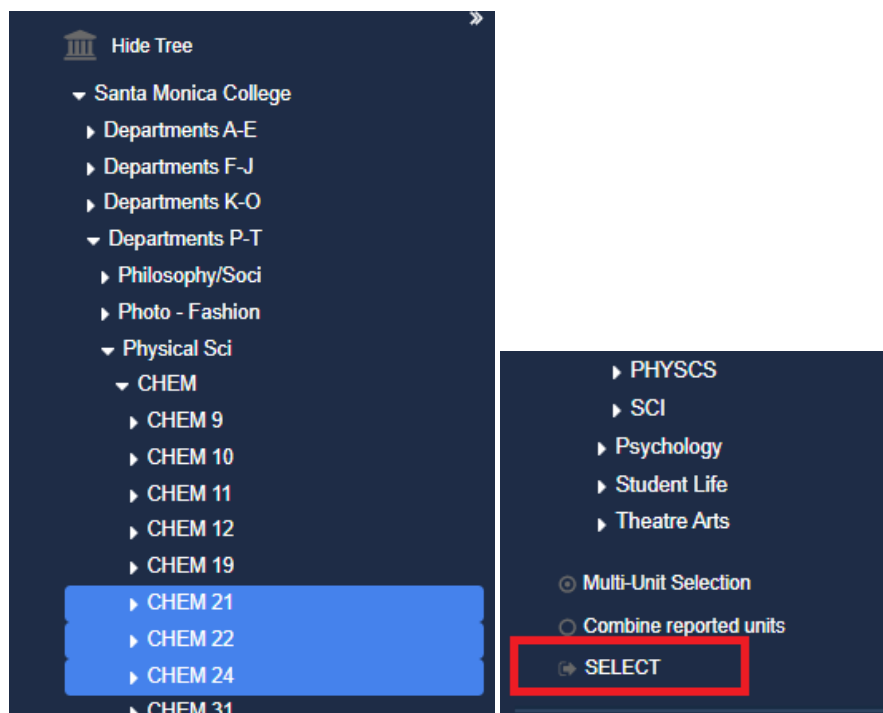
To see course success data for more than one department, discipline, or course at once, enable the multiple-unit selection button by clicking on it. The button is under the college organization tree in the filter bar.



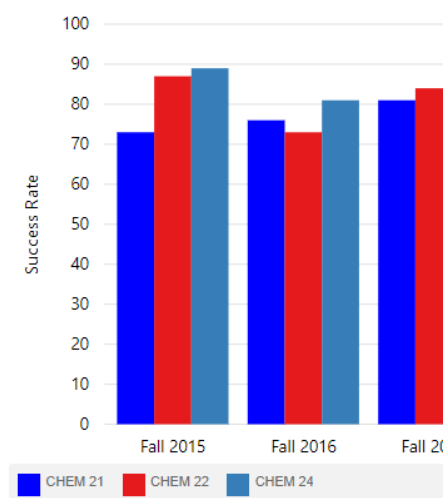
STEP 3: SELECT THE THREE ORGANIC CHEMISTRY COURSES

The “multi-unit selection” button will allow you to select more than one program, discipline, or course at once. Use the arrows in the organization tree and expand your options until you find CHEM 21, CHEM 22, and CHEM 24. Select and highlight all three courses. Then click the **SELECT** button to activate the selections.

Departments P – T → Physical Sci → CHEM → CHEM 21, CHEM 22, CHEM 24



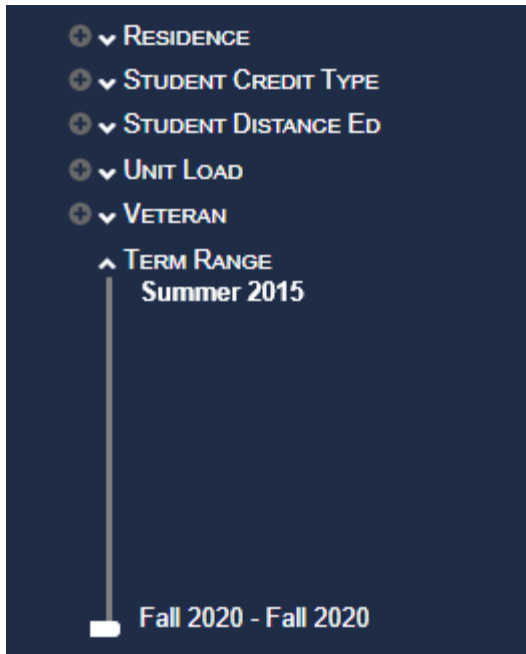
The data in the display section should automatically update and provide you course success rates for all three courses:



STEP 4: FILTER FOR FALL 2020 TERM

Scroll down to the bottom of the “filters” section of the filter bar and click on the upside-down caret ∇ next to “Term Range” to see all value options for the attribute.

Move the sliding bar and set to “Fall 2020”.



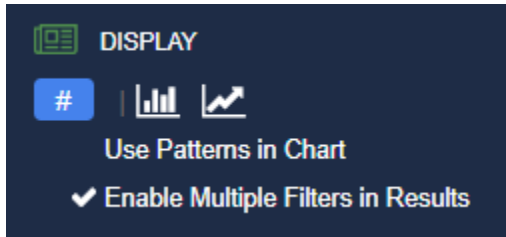
CHECK YOUR DATA:

Did your filter produce the following values in the display?

	Success Rate	Success Count	Attempts
CHEM 21	63%	70	111
CHEM 22	72%	31	43
CHEM 24	90%	28	31

STEP 5: ENABLE MULTIPLE FILTERS

To disaggregate the course success data by more than one course or student attribute, enable the multiple filters setting by clicking on it. The button is in the “display” section of the filters bar on the left side of the page.



A check mark should appear next to “Enable Multiple Filters in Results”.

STEP 6: DISAGGREGATE DATASET BY RACE/ETHNICITY AND GENDER

In the filter bar, click on the **plus sign** next to “Race/Ethnicity”. Then do the same for the plus sign next to “Gender”. The table will automatically disaggregate the dataset by race/ethnicity and gender.

Once the data are disaggregated, the plus signs will turn into **minus signs**.



STEP 7: REORDER THE DATA ORGANIZATION LEVELS

The data will be organized first by race/ethnicity, then gender, and lastly, by course. For example:

Course Success Rates

Success Rate and Success Count and Attempts

↓ Race/Ethnicity ▶		◀ ↓ Gender ▶		◀ ↓ Unit		Fall 2020 ↔	
				Success Rate	Success Count	Attempts	
Asian	Female	CHEM 21		80%	8	10	
		CHEM 22		100%	6	6	
	CHEM 24		100%	3	3		
	Total			N/A	17	19	
Male	CHEM 21			67%	6	9	
		CHEM 22		100%	2	2	
	CHEM 24		100%	3	3		
	Total			N/A	11	14	

You can use the arrows in the table headings to **sort** by ascending or descending order (use the ↑ or ↓ arrows) or **rearrange** the order of the attributes/variables (use the ◀ or ▶ arrows). If you would like to see the data first by course, then race/ethnicity and gender, click on the ◀ arrow next to “Unit” in the table heading two times until the course is on the far left.

↓ Unit ▶		◀ ↓ Race/Ethnicity ▶		◀ ↓ Gender		Fall 2020 ↔	
				Success Rate	Success C		
CHEM 21	Asian	Female		80%			
		Male		67%			
	Total		74%				
Black	Female		50%				
	Male		50%				

**CHECK YOUR DATA:**

Did your filters and actions produce the following values in the display?

Unit	Race/Ethnicity	Gender	Success Rate	Success Count	Attempts
CHEM 21	Asian	Female	80%	8	10
		Male	67%	6	9
	Black	Female	50%	2	4
		Male	50%	1	2
	Latinx	Female	47%	9	19
		Male	75%	9	12
	Two or More	Female	33%	1	3
		Male	67%	2	3
	Unreported	Female	71%	5	7
		Male	50%	2	4
		Unreported	100%	1	1
	White	Female	65%	15	23
		Male	62%	8	13
		Unreported	100%	1	1
CHEM 22	Asian	Female	100%	6	6
		Male	100%	2	2
	Latinx	Female	50%	3	6
		Male	100%	1	1
	Two or More	Male	33%	1	3
		Unreported	100%	2	2
		Male	0	0	1
	White	Female	45%	5	11
Male		100%	10	10	
	Unreported	100%	1	1	
CHEM 24	Asian	Female	100%	3	3
		Male	100%	3	3
	Latinx	Female	50%	1	2
		Male	100%	1	1
	Two or More	Male	0	0	1
		White	Female	83%	5
	Male	100%	15	15	

STEP 8: SAVE THE REPORT TO YOUR CLIPBOARD

Save the report for future uses by clicking on the “Save Report” icon on the top right section of the page:



Name your saved report in the blank box of the the popup window.

Save Report

Click on a report name to overwrite an existing report...

Collegewide Course Success by Race/Ethnicity
Course Success Rates AHIS

Or give it a new name to save a new copy

Fa2020 Org Chem Course Success Rates by Race and Gender

Save New Copy Cancel

Training Exercise #3

Number of Disabled Students Served in Fall Terms Disaggregated by Educational Goal

Note: This exercise builds on the skills acquired after completion of Exercises #1 and 2. Please complete the first two exercises before attempting Exercise #3.

In this exercise, you will learn how to use the following functions in Precision Campus:

- **[ADD HIDDEN FILTERS](#)** that are not in the filter bar (relevant to reports in the Special Programs menu); and,
- **[EMAIL REPORTS](#)** you are viewing to a colleague.

Each of the bullet points (bolded, all caps, and blue) above are hyperlinked to short instructional videos demonstrating how to use each Precision Campus function.

Scenario

As the DSPS faculty leader, you are working on the annual DSPS program review report with others in your department. You are interested in offering English tutoring for disabled students in your program, but you need to know whether there are a large number disabled students enrolled in English courses who have a transfer or degree goal. You want to share the data report with your colleagues who are collaborating on the program review report with you.

PARAMETERS	MEASURE
<ul style="list-style-type: none">• Trend over time, last six fall terms• Enrolled in at least one English course• Received DSPS counseling (how disabled students are defined for this exercise)	Number of disabled students enrolled in English classes with a degree or transfer goal

Step-by-Step Instructions

STEP 1: SELECT THE “STUDENT HEADCOUNT” REPORT IN THE “SPECIAL PROGRAMS” MENU

Access the “Student Headcount” report in the “Special Programs” menu.

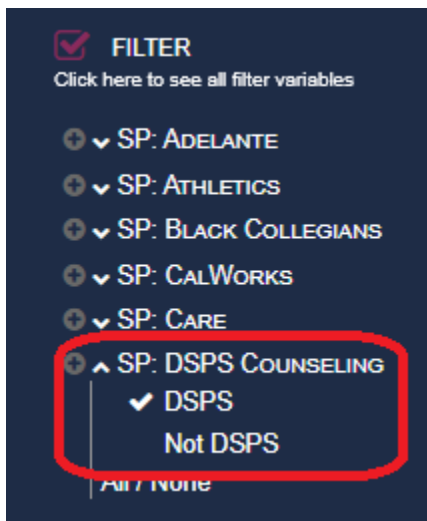
Special Programs → SP: Student Headcount

STEP 2: FILTER OUT NON-DSPS COUNSELING STUDENTS

Scroll down to the “filters” section of the filter bar and click on the upside-down caret \checkmark next to “SP: DSPS Counseling” to see all value options for the attribute.

Filter out the “not DSPS” students by placing your cursor over the “not DSPS” and selecting the CTRL button while clicking the mouse.

The checkmark next to “not DSPS” should disappear, and the data set will automatically update to filter for only DSPS students.



CHECK YOUR DATA:

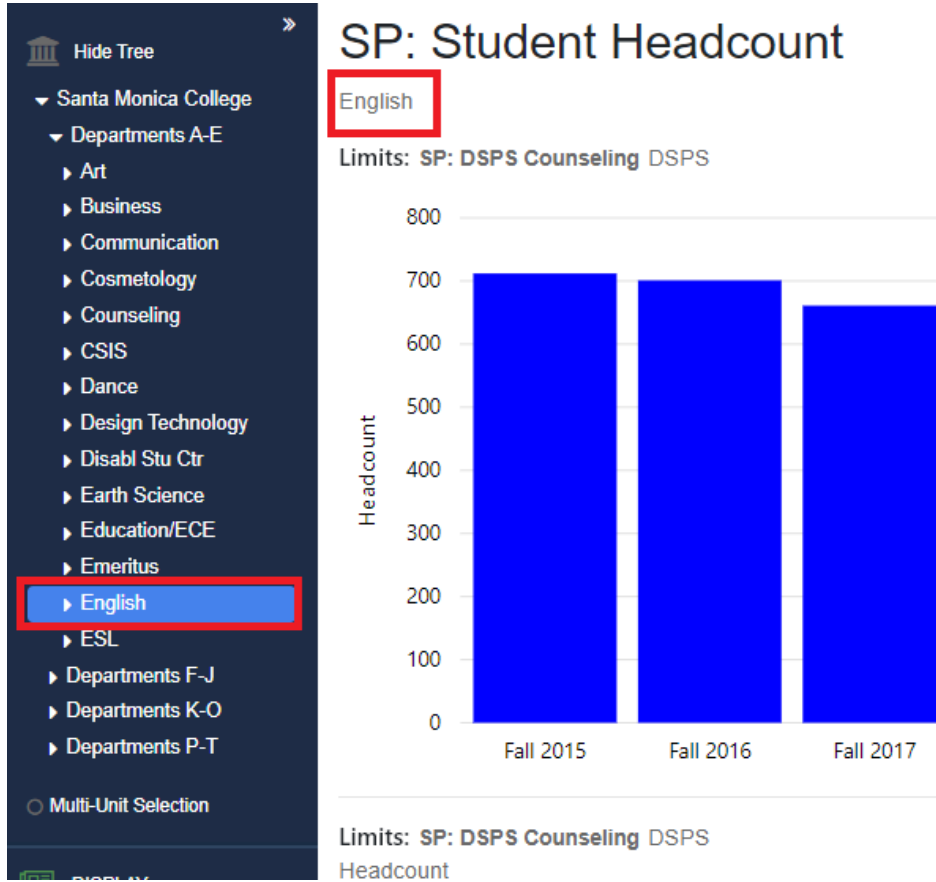
Did your filter produce the following numbers in the display?

Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
2,192	2,253	2,290	2,275	2,184	1,750

STEP 3: FILTER FOR STUDENTS ENROLLED IN ENGLISH COURSES

Click on the arrows in the organization tree/filter bar on the top left corner of the report to expand the options until you find the “English” department. Select it.

Departments A – E → English



CHECK YOUR DATA:

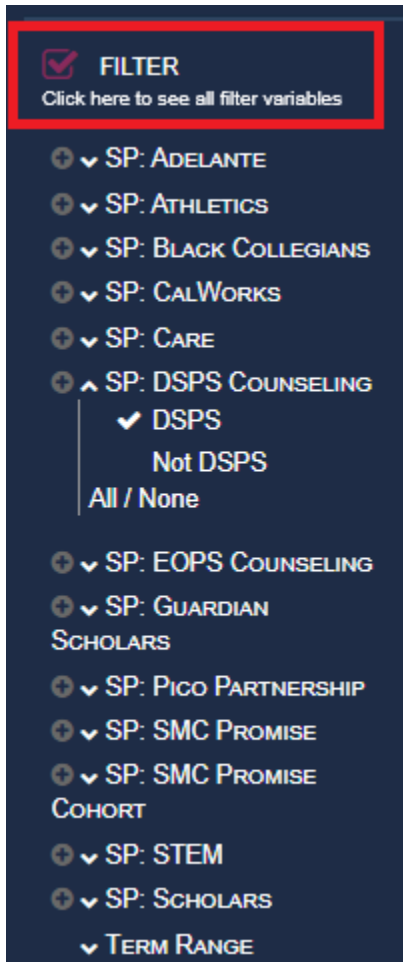
Did your filter produce the following numbers in the display?

Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
712	701	661	637	578	353

STEP 3: DISAGGREGATE DATA BY STUDENT EDUCATIONAL GOAL

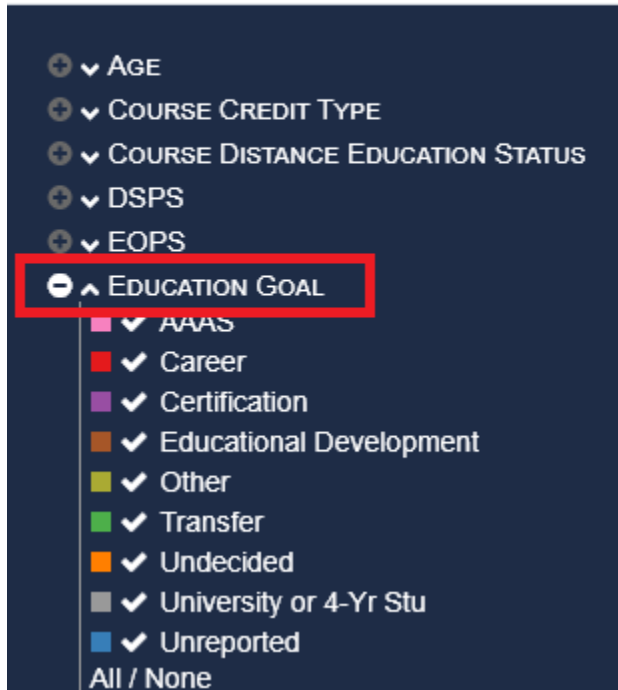
The “Educational Goal” is not included in the list of filters in the filter bar. Some student or course attribute filters are “hidden” and can be accessed by clicking on the “Filter”

 FILTER icon .



The hidden filter menu will pop up. Click on the **plus sign** next to “Educational Goal” to disaggregate the data by student educational goal status. Then press “OK” at the bottom” of the hidden menu.

Filter



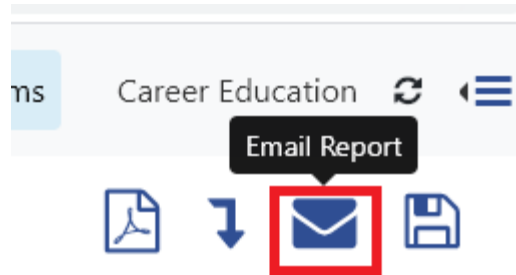
CHECK YOUR DATA:

Did your filter/disaggregation produce the following numbers in the display?

Education Goal	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
AAAS	24	24	30	23	22	9
Career	9	8	6	12	5	2
Ed Development	7	10	7	4	4	2
Other	2	4	2	2	3	2
Transfer	587	568	546	540	506	316
Undecided	39	36	36	27	22	10
Uni or 4-Yr Stu	33	33	21	16	4	9
Unreported	9	16	8	12	10	2
Total	712	701	661	637	578	353

STEP 4: EMAIL DATA REPORT

Email a PDF version of the chart and table by clicking on the “Email Report” icon on the top right corner of the page.



Enter the recipient(s) email address(es), your email address, and a message (optional). If you want to send the report to more than one recipient, separate the emails with a comma.

Email Report

Recipient(s)

Your email address

Message (optional)

This data report shows that pre-pandemic, over 500 disabled students were enrolled in at least one English course in fall and reported a transfer or degree goal. We should examine the course success rates of DSPS students in English courses next to help us determine whether we should add English tutoring for our program.

Press “OK” to send the report.