



Pikes Peak State College (PPSC) Educational Procedure

EP-340 – Vestibule Laboratory

Originated:

9/2017

Revised:

10/2024

References:


Colorado Department of Higher Education (CDHE) Policies and Procedures, Section V.B
Information Management & Research - Policy and Guidelines for Reporting Full-Time Equivalent
Student Enrollment

<https://cdhe.colorado.gov/about-us/cche/policies-and-procedures#aa>

Approved By:

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Jacquelyn Gaiters-Jordan (Dec 10, 2024 12:52 MST)

Signature

12/10/2024

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EP Committee Chair, Pikes Peak State College


Deidre Schoolcraft (Dec 10, 2024 16:30 MST)

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I. Purpose:

EP 340 describes the process for calculating and reporting Full-Time Equivalent (FTE) generated through vestibule laboratory. According to Colorado Department of Higher Education (CDHE), vestibule laboratory is defined as “laboratory instruction in basic skills, which is provided or supervised by faculty, that is designed to improve the academic skills of students with specifically identified deficiencies. The deficiencies may be self-identified, or instructor referred.”

II. Scope:

This EP applies to FTE generated through vestibule laboratory. Vestibule lab FTE contributes to the College’s total FTE and is eligible for state funding.

III. Procedure:

Vestibule lab FTE is calculated based on log-in and log-out data entered by students using tutoring services. At the end of each term, the Associate Vice President for Academic Resources generates a report that includes the following information:

- Student Name
- Student ID (S-number)
- Course ID (course prefix, course number, and section number)
- Date and time of entry into tutoring services
- Date and time of exit from tutoring services
- Location of tutoring services
- Reason for attending tutoring services

This report is shared with the Institutional Effectiveness (IE) Office. Upon receipt, the IE Office identifies claimable vestibule lab FTE using courses that meet the following criteria:

- All English as Second Language (ESL) courses, regardless of tutoring reason
- All basic skills courses (course numbers below 1000) regardless of tutoring reason
- College-level courses with tutoring reason “Paper Help” (other reasons such as Testing/Placement, Test Preparation, General Tutoring, Computer/Printing Use, and Study Independently are excluded).

Claimable vestibule lab FTE is calculated as follows:

- Calculate the total number of vestibule lab minutes
- Divide the number of minutes by 750 to calculate the number of base contact hours (base contact hours are equal to the number of minutes in one 50-minute hour occurring each week in a 15-week semester, i.e., $50 \times 15 = 750$)
- Divide the number of base contact hours by 1.33 to calculate the number of credit hours
- Divide the number of credit hours by 30 to calculate FTE.

Vestibule lab FTE is then disaggregated/separated by students' residency status.

Vestibule lab FTE, disaggregated by residency status, is shared with CDHE in the following reports:

- Summer Final / Fall Census FTE report (due in October)
- Fall Final / Spring Census FTE report (due in February)
- Final FTE report (due in July), Table 1 (Summary) and Table 4 (Basic Skills).












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Final Audit Report

2024-12-10

Created:	2024-12-10
By:	Susi Holmes (Susi.Holmes@pikespeak.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYcuylbHpA180Deys43szJtm7Gk-wJ6Oo

"EP 340 Vestibule Laboratory 12.10.24" History

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2024-12-10 - 7:47:44 PM GMT- IP address: 73.229.105.186
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