

Wyoming Community College Commission

2020 Carey Avenue, 8th Floor, Cheyenne WY 82002



WYOMING
COMMUNITY COLLEGES

Enrollment and Level of Instruction Audit Report

Eastern Wyoming College

Submitted by: Cayse Cummings
WCCC Enrollment Auditor
June 9, 2010

Introduction

Audits of Wyoming Community College student enrollment data and college course's level of instruction category assignments were authorized through Wyoming Statutes Title 21, Chapter 18, Section 202. This statute states;

(e) The commission shall perform the following review and report functions:

(ii) In addition to audits required of colleges under W.S. 16-4-121 and to ensure uniformity of audit procedures and reporting formats, conduct enrollment audits and report financial and enrollment audit findings to the legislature and governor. In carrying out this paragraph and maintaining the funding allocation model under paragraph (c)(i) of this section:

(A) The commission shall ensure uniform accounting in recording full-time equivalent students and reporting financial data.

After research had been conducted regarding effective enrollment auditing techniques and numerous discussions with various college representatives, the Wyoming Community College Commission provided the seven Wyoming colleges' presidents, Academic Affairs and Student Services Councils as well as the Institutional Research Committee with the draft of the "Community College Enrollment and Level of Instruction Audit Program." This proposal identified the planned methods to collect and review needed data as well as internal control questions that would be asked during this first audit cycle.

Dr. Tom Armstrong, President of Eastern Wyoming College (EWC) was contacted on March 22, 2010 via email to request a contact person for arranging the dates and times as well as serve as liaison for the on-site audit. Dr. Armstrong responded the same day and identified Dr. Dee Ludwig, Vice President of Institutional Effectiveness as the college contact. Communication with Dr. Ludwig occurred throughout the end of March and beginning of April to coordinate the on-site audit, scheduled for April 27 and 28, 2010.

The first day of the audit was spent in the Student Services offices to obtain student record information such as student schedules, class rosters and copies of student's original registration forms. The quantity of student records and the identification of specific class rosters were pre-determined through random sampling prior to arrival at the EWC campus. Student identity was protected by assigning audit identification numbers to each student in the audit sample. Copies of students' registrations and schedules as well as class rosters had all student names removed to ensure student confidentiality.

The second day focus was the discussion of internal control procedures in the Student Services, Institutional Research and Learning offices. Each of these three offices had previously discussed and prepared written responses to the internal control questions outlined in the Enrollment and Level of Instruction Audit Program.

This report is divided into three sections; student enrollment verification, level of instruction verification and audit findings/recommendations. For further clarification regarding procedures used and questions asked during this audit, please refer to the Enrollment and Level of Instruction Audit Program located at <http://communitycolleges.wy.edu.business>.

¹ Dr. Dee Ludwig was appointed *Vice President of Learning*, effective May 5, 2010.

Eastern Wyoming College

Section One

Student Enrollment
Verification

Eastern Wyoming College Audit
Student Enrollment Verification

This section covers the student enrollment verification obtained through cross-verification of class rosters, student schedules and students' original registration forms. In addition, total headcount from each class roster was compared to the total headcount per class listed on the level of instruction report used in the second half of this audit.

EWC offered a total of 279 courses during the fall 2009 semester. To provide a statistically significant sample size, 57 total courses needed to be reviewed. To ensure the broadest sample, the total of 57 was divided among EWC's three divisions, thereby creating a sample pull of 19 courses per division.

The following 12 pages display the data from the three divisions at EWC which were reviewed during the audit. The aggregate data capture from each division are:

- Art, Humanities, Social Science and Behavior Division

Total Courses: 83
Courses Reviewed: 19
Student Schedules: 43
Student Registration: 6

-Math and Science Division

Total Courses: 85
Courses Reviewed: 19
Student Schedules: 51
Student Registration: 6

- Business and Technology Division

Total Courses: 111
Courses Reviewed: 19
Student Schedules: 28
Student Registration: 6

To protect student identity, in accordance with federal FERPA requirements, the pages for the student enrollment verification of the audit refer to specific students via an assigned audit number. Eastern Wyoming College and the Wyoming Community College Commission have on record the sampled student's college identification number, however only Eastern Wyoming College has record of the corresponding student names. Any classes that were chosen through the random sample process that had only one or two students were exempt from this review to also protect student identity.

The final pages in this section provide EWC's written responses to audit questions and observations made during the audit regarding enrollment data.

Eastern Wyoming College
Student Enrollment Verification

Arts, Humanities, Social Sciences and Behavior Division
2009 Fall Semester

Students per Class Mean: 10.68
Median: 9
Min/Max: 1/26

Course Title: Cultural Diversity in America-2110-01 Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	14
Level of Instruction-		Total enrolled at Census Date:	14
		Total Sample:	3
		Class Size Limit:	18
AL	Random Sample #	Student ID	Student Schedule Verified
1	AL1		Yes
2	AL2		Yes
3	AL3		Yes
4			
5			

Course Title: Ceramics 2410 Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	4
Level of Instruction-		Total enrolled at Census Date:	4
		Total Sample:	1
AM	Random Sample #	Student ID	Student Schedule Verified
1	AM1		Yes
2			
3			
4			
5			

Course Title: Topics-2490-01 Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	10
Level of Instruction-		Total enrolled at Census Date:	10
		Total Sample:	3
AN	Random Sample #	Student ID	Student Schedule Verified
1	AN1		Yes
2	AN2		Yes
3	AN3		Yes
4			
5			

Course Title: Law Enforcement-Douglas-1510-50 Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	24
Level of Instruction-		Total enrolled at Census Date:	24
		Total Sample:	3
		Class Size Limit:	24
AO	Random Sample #	Student ID	Student Schedule Verified
1	AO1		Yes
2	AO2		Yes
3	AO3		Yes
4			
5			

Course Title: Law Enforcement Ops-1520-50 Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	24
Level of Instruction-		Total enrolled at Census Date:	24
		Total Sample:	3
		Class Size Limit:	24
AP	Random Sample #	Student ID	Student Schedule Verified
1	AP1		Yes
2	AP2		Yes
3	AP3		Yes
4			
5			

Course Title: Early Childhood-Admin-1200-40 Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	4
Level of Instruction-		Total enrolled at Census Date:	4
		Total Sample:	1
AQ	Random Sample #	Student ID	Student Schedule Verified
1	AQ1		Yes
2			
3			
4			
5			

Eastern Wyoming College
Student Enrollment Verification

Arts, Humanities, Social Sciences and Behavior Division
2009 Fall Semester

Course Title: Life Science-Elm Ed-1430-40 Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	7
Level of Instruction-		Total enrolled at Census Date:	7
		Total Sample:	3
AR	Random Sample #	Student ID	Student Schedule Verified
1	AR1		Yes
2	AR2		Yes
3	AR3		Yes
4			
5			

Course Title: Phys. Sci in Elm Ed-1440-40 Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	10
Level of Instruction-		Total enrolled at Census Date:	10
		Total Sample:	3
AS	Random Sample #	Student ID	Student Schedule Verified
1	AS1		Yes
2	AS2		Yes
3	AS3		Yes
4			
5			

Course Title: Prescreen for Pract-2005-51 Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	9
Level of Instruction-		Total enrolled at Census Date:	N/A
		Total Sample:	3
AT	Random Sample #	Student ID	Student Schedule Verified
1	AT1		Yes
2	AT2		Yes
3	AT3		Yes
4			
5			

Course Title: Grammar & Writing Improvement-0630-01 Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	8
Level of Instruction-		Total enrolled at Census Date:	8
		Total Sample:	3
AU	Random Sample #	Student ID	Student Schedule Verified
1	AU1		Yes
2	AU2		Yes
3	AU3		Yes
4			
5			

Course Title: Literary Genres: Shrt Stories-2440-40 Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	4
Level of Instruction-		Total enrolled at Census Date:	4
		Total Sample:	1
AV	Random Sample #	Student ID	Student Schedule Verified
1	AV1		Yes
2			
3			
4			
5			

Course Title: Western Civ-1120 Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	1
Level of Instruction-		Total enrolled at Census Date:	1
		Total Sample:	0
AW	Random Sample #	Student ID	Student Schedule Verified
1	N/A	N/A	N/A
2			
3			
4			
5			

Eastern Wyoming College
Student Enrollment Verification

Arts, Humanities, Social Sciences and Behavior Division
2009 Fall Semester

Course Title: Fundamental of Reading-0520-01			
Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	11
Level of Instruction-		Total enrolled at Census Date:	11
		Total Sample:	3
AX	Random Sample #	Student ID	Student Schedule Verified
1	AX1		Yes
2	AX2		Yes
3	AX3		Yes
4			
5			

Course Title: Orientation-Distance Ed.-1025-40			
Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	18
Level of Instruction-		Total enrolled at Census Date:	18
		Total Sample:	3
		Class Size Limit:	18
AY	Random Sample #	Student ID	Student Schedule Verified
1	AY1		Yes
2	AY2		Yes
3	AY3		Yes
4			
5			

Course Title: Applied Music Piano-1073-01			
Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	3
Level of Instruction-		Total enrolled at Census Date:	3
		Total Sample:	1
AZ	Random Sample #	Student ID	Student Schedule Verified
1	AZ1		Yes
2			
3			
4			
5			

Course Title: College Band-1378-71			
Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	8
Level of Instruction-		Total enrolled at Census Date:	8
		Total Sample:	3
Ba	Random Sample #	Student ID	Student Schedule Verified
1	Ba1		Yes
2	Ba2		Yes
3	Ba3		Yes
4			
5			

Course Title: Abnormal Psych-2340-40			
Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	14
Level of Instruction-		Total enrolled at Census Date:	14
		Total Sample:	3
Bb	Random Sample #	Student ID	Student Schedule Verified
1	Bb1		Yes
2	Bb2		Yes
3	Bb3		Yes
4			
5			

Course Title: College Band-Moorecroft- 1378-70			
Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	4
Level of Instruction-		Total enrolled at Census Date:	4
		Total Sample:	1
Bc	Random Sample #	Student ID	Student Schedule Verified
1	Bc1		Yes
2			
3			
4			
5			

Course Title: General Psych-1000-01			
Applicable Semester: Fall 2009			
Class Roster-		Total enrolled at Census Date:	26
Level of Instruction-		Total enrolled at Census Date:	26
		Total Sample:	3
		Class Size Limit:	26
Bd	Random Sample #	Student ID	Student Schedule Verified
1	Bd1		Yes
2	Bd2		Yes
3	Bd3		Yes
4			
5			

Eastern Wyoming College
Student Enrollment Verification

**Arts, Humanities, Social Sciences and Behavior Division
Student Registrations
2009 Fall Semester**

Student Registration Verification						
Sample Number	Student I.D.	Student Signature	Department	Course Verified	Verified With:	
					Class Roster	Student Schedule
SR-7		Yes	CRMJ	1510-50	Yes	Yes
				1520-50	Yes	Yes
SR-8		Yes	CRMJ	1510-50	Yes	Yes
				1520-50	Yes	Yes
**SR-9		No	EDEL	1430-40	Yes	Yes
				1440-40	Yes	Yes
**SR-10		No	EDEL	1430-40	Yes	Yes
				1440-40	Yes	Yes
SR-11		Yes	CRMJ	1510-50	Yes	Yes
				1520-50	Yes	Yes
**SR-12		No	AMST	2110-01	Yes	Yes

** Student sample # SR-9 had *via email* written on the student signature line.

Student sample # SR-10 had *via phone call* written on the student signature line.

Student sample # SR-12 had a written notation on the bottom of the registration which stated, *Didn't have original registration form.*

Eastern Wyoming College
Student Enrollment Verification

Math and Science Division
2009 Fall Semester

Students per Class Mean: 10.05
Median: 8
Min/Max: 1/23

Course Title: Discovering Science-1002-70 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 13 Level of Instruction- Total Enrolled at Census Date: 13 Total Sample: 5			
A	Random Sample #	Student ID	Student Schedule Verified
1	A1		Yes
2	A2		Yes
3	A3		Yes
4			
5			

Course Title: Med. Terminology-1050-50 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 20 Level of Instruction- Total Enrolled at Census Date: 20 Total Sample: 5 Class Size Limit: 25			
B	Random Sample #	Student ID	Student Schedule Verified
1	B1		Yes
2	B2		Yes
3	B3		Yes
4	B4		Yes
5	B5		Yes

Course Title: Ecology & Field Bio 2415-01 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 4 Level of Instruction- Total Enrolled at Census Date: 4 Total Sample: 1			
C	Random Sample #	Student ID	Student Schedule Verified
1	C1		Yes
2			
3			
4			
5			

Course Title: General Biology 1010-02 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 13 Level of Instruction- Total Enrolled at Census Date: 13 Total Sample: 5 Class Size Limit: 16			
D	Random Sample #	Student ID	Student Schedule Verified
1	D1		Yes
2	D2		Yes
3	D3		Yes
4	D4		Yes
5	D5		Yes

Course Title: General Chem-1020-70-Douglas Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 10 Level of Instruction- Total Enrolled at Census Date: 10 Total Sample: 3			
E	Random Sample #	Student ID	Student Schedule Verified
1	E1		Yes
2	E2		Yes
3	E3		Yes
4			
5			

Course Title: Chem Lab L001-01 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 13 Level of Instruction- Total Enrolled at Census Date: 13 Total Sample: 3			
F	Random Sample #	Student ID	Student Schedule Verified
1	F1		Yes
2	F2		Yes
3	F3		Yes
4			
5			

Eastern Wyoming College
Student Enrollment Verification

**Math and Science Division
2009 Fall Semester**

Course Title: Physical Geology-1100-50 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 6 Level of Instruction- Total Enrolled at Census Date: 6 Total Sample: 2			
G	Random Sample #	Student ID	Student Schedule Verified
	1	G1	Yes
	2	G2	Yes
	3		
	4		
	5		

Course Title: PreScreen Health Tec- HLTK 2005-50 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 10 Level of Instruction- Total Enrolled at Census Date: N/A Total Sample: 3			
H	Random Sample #	Student ID	Student Schedule Verified
	1	H1	Yes
	2	H2	Yes
	3	H3	Yes
	4		
	5		

Course Title: Pre-Algebra-0900-01 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 23 Level of Instruction- Total Enrolled at Census Date: 23 Total Sample: 5			
I	Random Sample #	Student ID	Student Schedule Verified
	1	I1	Yes
	2	I2	Yes
	3	I3	Yes
	4	I4	Yes
	5	I5	Yes

Course Title: Pre Calculus Algebra- 1400-40 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 6 Level of Instruction- Total Enrolled at Census Date: 6 Total Sample: 2			
J	Random Sample #	Student ID	Student Schedule Verified
	1	J1	Yes
	2	J2	Yes
	3		
	4		
	5		

Course Title: Calculus-2200-72 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 3 Level of Instruction- Total Enrolled at Census Date: 3 Total Sample: 1			
K	Random Sample #	Student ID	Student Schedule Verified
	1	K1	Yes
	2		
	3		
	4		
	5		

Course Title: Beginning Swimming-1020-50 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 1 Level of Instruction- Total Enrolled at Census Date: 1 Total Sample: 0			
L	Random Sample #	Student ID	Student Schedule Verified
	1	N/A	N/A
	2		
	3		
	4		
	5		

Eastern Wyoming College
Student Enrollment Verification

**Math and Science Division
2009 Fall Semester**

Course Title: Beginning Tennis-1050-01 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 3 Level of Instruction- Total Enrolled at Census Date: 3 Total Sample: 1			
M	Random Sample #	Student ID	Student Schedule Verified
1	M1		Yes
2			
3			
4			
5			

Course Title: Beginning Racquetball- 1257-01 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 8 Level of Instruction- Total Enrolled at Census Date: 8 Total Sample: 3			
N	Random Sample #	Student ID	Student Schedule Verified
1	N1		Yes
2	N2		Yes
3	N3		Yes
4			
5			

Course Title: Heavy Resistance Cond- Upton - 1273-70 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 5 Level of Instruction- Total Enrolled at Census Date: 5 Total Sample: 2			
O	Random Sample #	Student ID	Student Schedule Verified
1	O1		Yes
2	O2		Yes
3			
4			
5			

Course Title: Varsity Golf-Team-2051-01 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 6 Level of Instruction- Total Enrolled at Census Date: 6 Total Sample: 2			
P	Random Sample #	Student ID	Student Schedule Verified
1	P1		Yes
2	P2		Yes
3			
4			
5			

Course Title: Anat. & Physiol. Domestic Animal- 1610-02 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 23 Level of Instruction- Total Enrolled at Census Date: 23 Total Sample: 3			
Q	Random Sample #	Student ID	Student Schedule Verified
1	Q1		Yes
2	Q2		Yes
3	Q3		Yes
4	Q4		Yes
5	Q5		Yes

Course Title: Vet Parasitology-1755-01 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 21 Level of Instruction- Total Enrolled at Census Date: 21 Total Sample: 1 **Instructor Override Class Size Limit: 20**			
R	Random Sample #	Student ID	Student Schedule Verified
1	R1		Yes
2	R2		Yes
3	R3		Yes
4			
5			

Course Title: Vet Tech Lab-2750-01 Applicable Semester: Fall 2009 Class Roster- Total Enrolled at Census Date: 3 Level of Instruction- Total Enrolled at Census Date: 3 Total Sample: 1			
S	Random Sample #	Student ID	Student Schedule Verified
1	S1		Yes
2			
3			
4			
5			

Eastern Wyoming College
Student Enrollment Verification

Math and Science Division
Student Registrations
2009 Fall Semester

Student Registration Verification						
Sample Number	Student I.D.	Student Signature	Department	Course Verified	Verified With:	
					Class Roster	Student Schedule
SR-13		Yes	BIOL	1002-70	Yes	Yes
SR-14		Yes	BIOL	1010-02	Yes	Yes
SR-15		Yes	GEOL	1100-50	Yes	Yes
SR-16		Yes	CHEM	1020-70	Yes	Yes
SR-17		Yes	BIOL	L001-01	Yes	Yes
SR-18		Yes	BIOL	2415-01	Yes	Yes

Eastern Wyoming College
Student Enrollment Verificaton

**Business and Technology Division
2009 Fall Semester**

Students per Class Mean: 6.37
Median: 4
Min/Max: 1/16

Course Title: Beef Production & Mgmt- 2110-01 Applicable Semester: Fall 2009		
Class Roster-	Total Enrolled at Census Date:	14
Level of Instruction-	Total Enrolled at Census Date:	14
	Total Sample:	3
T	Random Sample #	Student ID
		Student Schedule Verified
1	T1	Yes
2	T2	Yes
3	T3	Yes
4		
5		

Course Title: Intro to Business-1000-01 Applicable Semester: Fall 2009		
Class Roster-	Total Enrolled at Census Date:	4
Level of Instruction-	Total Enrolled at Census Date:	4
	Total Sample:	1
U	Random Sample #	Student ID
		Student Schedule Verified
1	U1	Yes
2		
3		
4		
5		

Course Title: Keyboarding Office Docum-1645-40 Applicable Semester: Fall 2009		
Class Roster-	Total Enrolled at Census Date:	13
Level of Instruction-	Total Enrolled at Census Date:	13
	Total Sample:	3
V	Random Sample #	Student ID
		Student Schedule Verified
1	V1	Yes
2	V2	Yes
3	V3	Yes
4		
5		

Course Title: Records & Info Mgmt.-2750-40 Applicable Semester: Fall 2009		
Class Roster-	Total Enrolled at Census Date:	12
Level of Instruction-	Total Enrolled at Census Date:	12
	Total Sample:	3
W	Random Sample #	Student ID
		Student Schedule Verified
1	W1	Yes
2	W2	Yes
3	W3	Yes
4		
5		

Course Title: LAN design& Implementat. 1955-01 Applicable Semester: Fall 2009		
Class Roster-	Total Enrolled at Census Date:	3
Level of Instruction-	Total Enrolled at Census Date:	3
	Total Sample:	1
X	Random Sample #	Student ID
		Student Schedule Verified
1	X1	Yes
2		
3		
4		
5		

Course Title: Word Processing MS Word-1715-01 Applicable Semester: Fall 2009		
Class Roster-	Total Enrolled at Census Date:	4
Level of Instruction-	Total Enrolled at Census Date:	4
	Total Sample:	1
Y	Random Sample #	Student ID
		Student Schedule Verified
1	Y1	Yes
2		
3		
4		
5		

Eastern Wyoming College
Student Enrollment Verification

Business and Technology Division
2009 Fall Semester

Course Title: Residential Blueprint Read-1520-01 Applicable Semester: Fall 2009			
Class Roster-	Total Enrolled at Census Date:	10	
Level of Instruction-	Total Enrolled at Census Date:	10	
	Total Sample:	2	
Z	Random Sample #	Student ID	Student Schedule Verified
1	Z1		Yes
2	Z2		Yes
3	Z3		Yes
4			
5			

Course Title: Clinical Applications VI-1525 Applicable Semester: Fall 2009			
Class Roster-	Total Enrolled at Census Date:	1	
Level of Instruction-	Total Enrolled at Census Date:	1	
	Total Sample:	0	
AA	Random Sample #	Student ID	Student Schedule Verified
1	N/A	N/A	N/A
2			
3			
4			
5			

Course Title: Assessment Overview-1570 Applicable Semester: Fall 2009			
Class Roster-	Total Enrolled at Census Date:	1	
Level of Instruction-	Total Enrolled at Census Date:	1	
	Total Sample:	0	
AB	Random Sample #	Student ID	Student Schedule Verified
1	N/A	N/A	N/A
2			
3			
4			
5			

Course Title: Pre Electrical Apprenticeship- 1515-01 Applicable Semester: Fall 2009			
Class Roster-	Total Enrolled at Census Date:	3	
Level of Instruction-	Total Enrolled at Census Date:	3	
	Total Sample:	1	
AC	Random Sample #	Student ID	Student Schedule Verified
1	AC1		Yes
2			
3			
4			
5			

Course Title: Drafting -1510 Applicable Semester: Fall 2009			
Class Roster-	Total Enrolled at Census Date:	2	
Level of Instruction-	Total Enrolled at Census Date:	2	
	Total Sample:	0	
AD	Random Sample #	Student ID	Student Schedule Verified
1	N/A	N/A	N/A
2			
3			
4			
5			

Course Title: Rodeo Rough Stock- 2740-01 Applicable Semester: Fall 2009			
Class Roster-	Total Enrolled at Census Date:	3	
Level of Instruction-	Total Enrolled at Census Date:	3	
	Total Sample:	1	
AE	Random Sample #	Student ID	Student Schedule Verified
1	AE1		Yes
2			
3			
4			
5			

Eastern Wyoming College
Student Enrollment Verificaton

**Business and Technology Division
2009 Fall Semester**

Course Title: Rodeo Timed Events III Applicable Semester: Fall 2009			
Class Roster-		Total Enrolled at Census Date:	11
Level of Instruction-		Total Enrolled at Census Date:	11
		Total Sample:	3
AF	Random Sample #	Student ID	Student Schedule Verified
1	AF1		Yes
2	AF2		Yes
3	AF3		Yes
4			
5			

Course Title: REWM 2500 Lab L001-01 Applicable Semester: Fall 2009			
Class Roster-		Total Enrolled at Census Date:	5
Level of Instruction-		Total Enrolled at Census Date:	5
		Total Sample:	1
AG	Random Sample #	Student ID	Student Schedule Verified
1	AG1		Yes
2			
3			
4			
5			

Course Title: Intro to the Internet- 1550-20 Applicable Semester: Fall 2009			
Class Roster-		Total Enrolled at Census Date:	4
Level of Instruction-		Total Enrolled at Census Date:	4
		Total Sample:	1
AH	Random Sample #	Student ID	Student Schedule Verified
1	AH1		Yes
2			
3			
4			
5			

Course Title: Advanced Shielded Metal Arc Welding-1760 Applicable Semester: Fall 2009			
Class Roster-		Total Enrolled at Census Date:	1
Level of Instruction-		Total Enrolled at Census Date:	1
		Total Sample:	0
AI	Random Sample #	Student ID	Student Schedule Verified
1	N/A	N/A	N/A
2			
3			
4			
5			

Course Title: Fundamentals of Statistics- 2050-01 Applicable Semester: Fall 2009			
Class Roster-		Total Enrolled at Census Date:	13
Level of Instruction-		Total Enrolled at Census Date:	13
		Total Sample:	3
AJ	Random Sample #	Student ID	Student Schedule Verified
1	AJ1		Yes
2	AJ2		Yes
3	AJ3		Yes
4			
5			

Course Title: FCAWelding-1772-01 Applicable Semester: Fall 2009			
Class Roster-		Total Enrolled at Census Date:	16
Level of Instruction-		Total Enrolled at Census Date:	16
		Total Sample:	3
AK	Random Sample #	Student ID	Student Schedule Verified
1	AK1		Yes
2	AK2		Yes
3	AK3		Yes
4			
5			

Course Title: Ag Internship-1970 Applicable Semester: Fall 2009			
Class Roster-		Total Enrolled at Census Date:	1
Level of Instruction-		Total Enrolled at Census Date:	1
		Total Sample:	0
AL	Random Sample #	Student ID	Student Schedule Verified
1	N/A	N/A	N/A
2			

Eastern Wyoming College
Student Enrollment Verification

**Business and Technology Division
Student Registrations
2009 Fall Semester**

Student Registration Verification						
Sample Number	Student I.D.	Student Signature	Department	Course Verified	Verified With:	
					Class Roster	Student Schedule
SR-1		Yes	ELAP	1515-01	Yes	Yes
SR-2		Yes	CNTK	1520-01	Yes	Yes
**SR-3		No	BOTK	1645-40	Yes	Yes
**SR-4		No	ANSC	2110-01	Yes	Yes
SR-5		Yes	BADM	1000-01	Yes	Yes
			BOTK	2750-40	Yes	Yes
SR-6		Yes	STAT	2050-01	Yes	Yes

** Student sample # SR-3 had a written notation on the bottom of the registration which stated, *Didn't have original registration form.*
Student sample # SR-4 had *Phone* written in the student signature line and an advisor's name written on the advisor signature line.

Eastern Wyoming College
Enrollment Audit Observations

The following observations are provided in response to the audit components outlined in the Enrollment and Level of Instruction Audit Program.

Enrollment

1). Sampled course's headcounts are verifiable to documented course enrollment at the census date. Any noted variations are traceable and documented.

Observation: Headcounts for all 57 courses sampled were verifiable. No variables were found.

2). Student samples are verifiable and accurate with registrar's records for courses at the census date. Any noted variations are traceable and documented.

Observation: Student records for the 122 samples were verifiable. No variables were found.

3). Policies and procedures are in place throughout the college to provide enrollment data integrity.

Observation: Written policy and procedures were viewed for the student enrollment audit portion in the Student Services, and Institutional Research office.

4). The most recent IPEDS semester enrollment data ties back to the corresponding enrollment report submission to the Commission. Any noted variations are traceable and documented.

Observation: IPEDS on-line data center reported a fulltime equivalent, (FTE) headcount of 1332 for the fall semester, 2008. This figure does not include the 148 audit students. EWC reported to the commission in the *Fall 2008 Enrollment Report* a fulltime equivalent headcount of 1505. By removing the 148 audit students, the total FTE is 1357 which creates a less than 2% variance to the total that was reported to IPEDS.

Comments: The Director of Institutional Research at EWC explained that enrollment data is submitted to IPEDS approximately 3 to 4 months prior to the WCCC's Enrollment Report. During that lapse time period, certain situations might occur that could affect enrollment data such as:

- Students signing up for courses after the IPEDS reporting date.
- The Law Enforcement Agency (LEA) offering courses within a semester that start after the IPEDS reporting date.
- The Outreach centers work independently to meet the needs of the community.

Consequently, their class start dates might not be in-line with the main college campus and may be after the enrollment reporting to IPEDS.

5). Enrollment data submissions from the college to the Commission adhere to the WCCC Rules and Regulations "census date" requirements.

Observation: Enrollment report submissions from EWC over the past two years have always been in the original and unique "Datatel" report format. To run this report, the census date for the applicable semester has been hard coded and cannot be changed, thereby ensuring adherence to WCCC rules.

6). College publications, including websites, which relay enrollment data, reflect the same information as the corresponding WCCC Enrollment Report. Variations or variables are sufficiently footnoted to identify differences.

Observation: EWC's Institutional Research department produces detailed enrollment summaries for each semester that include the enrollment data reported to the Commission as well as Distance Education, Outreach and High School/College Concurrent enrollment information. The Fall 2009 Enrollment summary was reviewed for this audit and found to have no variances to the enrollment data submitted to the Commission's 2009 Fall Enrollment Report. The reviewed report is available on line at http://www.ewc.wy.edu/pdf/data/IR_items/FinalFall2009EnrollmentSummary.pdf.

Eastern Wyoming College
Student Enrollment Internal Control Questions/Answers

The following 3 pages provide EWC's responses to internal control questions asked in the Enrollment and Level of Instruction Program .

Student Services Enrollment Audit Questions

- 1). Are written procedures in place and available to staff? _____ Yes _____ (Y,N)

Amy, Deb and Sue all have the same procedures for registering students, updating information, processing transcripts, updating files, etc. We all may have our own way to complete the procedures but they are all done in a similar manner.

- 2). Are procedures in place for timely input of enrollment data? _____ Yes _____ (Y,N)

Off campus registrations come into our office at different times during the semester and the information is loaded as soon as the registrations are received. Douglas and Newcastle registrations are done at their campuses and then sent to us for updating and making student file folders.

- 3). Are enrollment data fields locked/password protected after initial input? ___ Yes _____ (Y,N)

Each user has their own password for the ^{Datatel}DEC and access to certain screens which can be updated or viewed only. This is regulated through the Registration Controls Module which is monitored by supervisors and computer services as to who gets what privileges according to their specific job responsibilities.

- 4). Are verification/cross check procedures in place? _____ Yes _____ (Y,N)

At each registration period any registration that comes through the records office is thoroughly checked over and made sure that all demographic information and any that has changed since last registration is made on both the hard copy and the Colleague System. Information is also updated throughout the semester as students change local addresses, phone numbers, advisors etc.

- 8). Do the departments/ divisions have access to enrollment data input? _____ Yes _____ (Y,N)

Advisors have the ability to register their advisees during the pre-registration period only. After that, changes of registrations may be made only by the staff in the records/registration office. Advisors do not have access to change any information on their advisees in the Colleague system

What if classes are not there to register?

If classes do not appear on the system at the time of registration, contact is made to the Administrative Assistant in the Learning Office to load the course. At this time, she will search for a course request form and make sure that the class has

Eastern Wyoming College
Student Enrollment Internal Control Questions/Answers

been approved by the appropriate persons. She then loads the class in the appropriate semester. This seems to be a problem mostly with outreach classes and concurrent classes but we have managed to get students registered in a timely manner as soon as the course has been loaded onto the system by the Learning Office.

What if compass scores are not available?

There are several people on campus (Deb Doren, Karen Posten & Janet Martindale) who have the ability to load Compass test scores. These are done in a timely manner through the Testing Center. Sometimes a student has sent for test scores taken at another institution and they have not been received at the time of registration when a course requires a pre-requisite or a test score. We then have their previous institution fax us a copy of the test scores so that they can be loaded on the system but in the mean time the advisor has something in hand to properly advise with. This is a rare occasion that test scores are not loaded onto the system.

*Sue Schmidt
Co-Workers Assisted in
Providing answers.*

Eastern Wyoming College
Student Enrollment Internal Control Questions/Answers

Institutional Research Enrollment Audit Questions

Student Service

5). Does the most recent IPEDS FTE submission match the applicable WCCC Enrollment Report? _____ (Y,N)

No, IPEDS and WCCC use different methods and information to determine FTE.

6). Enrollment data submissions adhere to the WCCC Rules and Regulations census date requirements? _____ (Y,N)

Yes, the enrollment data submission does adhere to the WCCC Rules and Regulations census date requirement because it is strictly run with the Enrollment Report Program provided by the Wyoming Community College Commission.

7). Does the college's published enrollment data correspond with WCCC's Enrollment Reports? _____ (Y,N)


Yes, the college's published enrollment data does correspond with the WCCC's Enrollment Reports because data is taken directly from the enrollment data that was submitted. However, in the EWC's published enrollment report has several other data elements that are not submitted to the WCCC.

Levels of Instruction Questions

1). Are data available to cross reference with the last WCCC Enrollment Report, Table 8 submission? _____ (Y,N)

1a). Data is attached and has been cross-referenced? _____ (Y,N)

Yes, data is available to cross reference with the last WCCC Enrollment Report. However, changes were made to the Levels of Instruction to bring all courses in alignment with the Wyoming Community College Commission Level guide. Therefore, if then enrollment report is rerun the numbers will no longer match.



Eastern Wyoming College

Section Two

Level of Instruction
Category Assignment
Verification

Eastern Wyoming College
Level of Instruction Category Assignment Audit

The Level of Instruction category assignment verification was obtained through the use of an *Envision Basic* custom program that was run at the college during the April 27th on-site audit. This program provided a detailed print out of EWC's courses by department, the total enrolled in each course and the Level of Instruction category assigned to each course.

The 57 sample courses reviewed in the enrollment verification section of this audit also served as the sample population for the Level of Instruction category assignment verification process. These 57 courses were cross referenced between the aforementioned program's data and the Wyoming Community College Commission's Level of Instruction official listing document. In addition, where applicable, the current Level of Instruction code was compared to the initial program approval documentation submitted to and on file with the WCCC.

The first part of this section contains EWC's courses by division with notations made for the courses reviewed, the Level of Instruction code assigned by the college and whether or not this assignment is in line with the WCCC's official listing and initial program approval documentation.

The final pages in this section provide EWC's written responses to audit questions and observations made during the audit regarding Level of Instruction category assignments.

Eastern Wyoming College
Level of Instruction Category Assignment Verification

19 Random Numbers*
76 16 51 53 68 07 39 65 11 44 75 48 15 30 31 28 36 12 01
* This table of 19 random numbers was produced according to the following specifications: Numbers were randomly selected from within the range of 0 to 83. Duplicate numbers were not allowed. www.statrek.com

DIVISION: Arts/Humanities/Social Sciences & Behavior

<u>Term</u>	<u>Depts</u>	<u>Crs Nm</u>	<u>Short Title</u>	<u>Review</u>	<u>LI Assigned</u>	<u>Verified</u>	
1	09/FA	AMST	2110	Cultural Diversity in America	YES	1	YES
2	09/FA	ART	1000	General Art: Studio			
3	09/FA	ART	1050	Beginning Drawing			
4	09/FA	ART	1060	Drawing II			
5	09/FA	ART	1110	Foundation: Two Dimensional			
6	09/FA	ART	1179	Photoshop I			
7	09/FA	ART	1250	Water Based Media I	YES	2	YES
8	09/FA	ART	1310	Sculpture I			
9	09/FA	ART	2010	Art History I			
10	09/FA	ART	2210	Beginning Painting			
11	09/FA	ART	2410	Ceramics I	YES	2	YES
12	09/FA	ART	2490	Topics:	YES	2	YES
13	09/FA	CO/M	1010	Public Speaking			
14	09/FA	CO/M	1030	Interpersonal Communication			
15	09/FA	CRMJ	1510	Law Enforcement Procedures	YES	2	YES
16	09/FA	CRMJ	1520	Law Enforcement Operations	YES	2	YES
17	09/FA	CRMJ	2120	Intro to Criminal Justice			
18	09/FA	CRMJ	2210	Criminal Law I			
19	09/FA	CRMJ	2280	Criminal Procedures			
20	09/FA	CRMJ	2350	Intro to Corrections II/I			
21	09/FA	CRMJ	2400	Criminology			
22	09/FA	CRMJ	2550	Criminal Investigation I			
23	09/FA	CRMJ	2560	Criminal Investigation II			
24	09/FA	CRMJ	2781	Use of Force I			
25	09/FA	CRMJ	2791	Use of Force II			
26	09/FA	CRMJ	2895	Criminal Justice Capstone Proj			
27	09/FA	EDEC	1020	Intro to Early Childhood Ed			
28	09/FA	EDEC	1200	Admin in Early Childhood Prog	YES	1	YES
29	09/FA	EDEL	1410	Elem School Math Seminar I			
30	09/FA	EDEL	1430	Life Sci in the Elem School	YES	1	YES
31	09/FA	EDEL	1440	Physical Sci in Elem School	YES	1	YES
32	09/FA	EDEL	1450	Earth Science in Elem School			
33	09/FA	EDFD	2020	Foundations of Education			
34	09/FA	EDUC	1501	Effective Substitute Teaching			
35	09/FA	EDUC	2005	Pre-Screen for Field Exper			

Eastern Wyoming College
Level of Instruction Category Assignment Verification

DIVISION		<i>Arts/ Humanities/Social Sciences & Behavior</i>			Review	LI Assigned	Verified
Term	Depts	Crs Nm	Short Title				
36	09/FA	EDUC	2005	Pre-Screen for Pract in Teach	YES	N/A	YES
37	09/FA	EDUC	2100	Practicum in Teaching			
38	09/FA	ENGL	620	Foundations of Grammar			
39	09/FA	ENGL	630	Grammar & Writing Improvement	YES	1	YES
40	09/FA	ENGL	640	Writing Skills			
41	09/FA	ENGL	1010	English I:Composition			
42	09/FA	ENGL	1020	English II			
43	09/FA	ENGL	2395	English Capstone Experience			
44	09/FA	ENGL	2440	Literary Genres: Short Story	YES	1	YES
45	09/FA	FREN	1010	1st Year French I			
46	09/FA	G&R	1030	Intro World Regional Geography			
47	09/FA	HIST	1110	Western Civilization I			
48	09/FA	HIST	1120	Western Civilization II	YES	1	YES
49	09/FA	HIST	1211	U.S. to 1865			
50	09/FA	HMDV	510	Fundamentals of Reading I			
51	09/FA	HMDV	520	Fundamentals of Reading II	YES	1	YES
52	09/FA	HMDV	1000	College Studies			
53	09/FA	HMDV	1025	Orientation to Distance Learn	YES	1	YES
54	09/FA	HMDV	1050	Study Skills			
55	09/FA	HMDV	1500	Human Development:Empowerment			
56	09/FA	HMDV	1510	Success in the Workplace			
57	09/FA	HMDV	2000	Sophomore Project			
58	09/FA	HMDV	L001	HMDV 0510 Lab			
59	09/FA	HP	1000	Honors Experience: Communities			
60	09/FA	HP	1151	Freshman Honors Colloquium I			
61	09/FA	LIBS	2280	Literature for Children			
62	09/FA	MUSC	1000	Introduction to Music			
63	09/FA	MUSC	1030	Written Theory I			
64	09/FA	MUSC	1035	Aural Theory I			
65	09/FA	MUSC	1073	Applied Music Piano	YES	2	YES
66	09/FA	MUSC	1074	Applied Music Voice			
67	09/FA	MUSC	1150	Guitar I			
68	09/FA	MUSC	1378	College Band	YES	2	YES
69	09/FA	MUSC	1400	Collegiate Chorale			
70	09/FA	MUSC	1404	Master Chorus			
71	09/FA	MUSC	2073	Applied Music Piano			
72	09/FA	POLS	1000	American & Wyoming Government			
73	09/FA	POLS	1050	Basics in U.S. & Wyoming Govt			
74	09/FA	POLS	1100	Wyoming Government			
75	09/FA	PSYC	1000	General Psychology	YES	1	YES
76	09/FA	PSYC	2340	Abnormal Psychology	YES	1	YES
77	09/FA	PSYC	2380	Social Psychology			
78	09/FA	PSYC	2395	Social Science Capstone Exp			
79	09/FA	RELI	1000	Intro to Religion			
80	09/FA	SOC	1000	Sociological Principles			
81	09/FA	SOC	2400	Criminology			
82	09/FA	SPAN	1010	1st Year Spanish I			
83	09/FA	SPAN	1020	1st Year Spanish II			

Eastern Wyoming College
Level of Instruction Category Assignment Verification

19 Random Numbers*	
23 107 78 25 73 100 19 91 16 98 50 06 46 39 88 76 89 81 106	
* This table of 19 random numbers was produced according to the following specifications: Numbers were randomly selected from within the range of 0 to 111. Duplicate numbers were not allowed. www.stattrek.com	

DIVISION: Business and Technology

	<u>Term</u>	<u>Depts</u>	<u>Crs Nm</u>	<u>Short Title</u>	<u>Review</u>	<u>LI Assigned</u>	<u>Verified</u>
1	09/FA	ACCT	1010	Principles of Accounting I			
2	09/FA	ACCT	1050	Practical Accounting I			
3	09/FA	ACCT	1060	Practical Accounting II			
4	09/FA	ACCT	2450	Cost Accounting			
5	09/FA	AGEC	1010	Agricultural Economics I			
6	09/FA	AGEC	1970	Ag Internship	YES	2	YES
7	09/FA	AGEC	2010	Farm-Ranch Business Records			
8	09/FA	AGEC	2350	Agric Commodities in Marketing			
9	09/FA	AGEC	2395	Ag Econ Capstone Experience			
10	09/FA	AGRI	1010	Computers:Agriculture			
11	09/FA	AGTK	1810	Beginning Hydraulics			
12	09/FA	ANSC	1010	Livestock Production I			
13	09/FA	ANSC	1035	Horse Production			
14	09/FA	ANSC	1210	Beginning Livestock Judging I			
15	09/FA	ANSC	2030	Prin of Livestock Feeding			
16	09/FA	ANSC	2110	Beef Production & Management	YES	2	YES
17	09/FA	ANSC	2230	Adv Tech of Livestk Judge III			
18	09/FA	ANSC	L003	ANSC 2110 Lab			
19	09/FA	BADM	1000	Introduction to Business	YES	2	YES
20	09/FA	BADM	1005	Business Mathematics I			
21	09/FA	BADM	1020	Business Communications			
22	09/FA	BADM	2010	Business Law I			
23	09/FA	BOTK	1645	Keyboarding Office Documents	YES	2	YES
24	09/FA	BOTK	1970	Occupational Internship I			
25	09/FA	BOTK	2750	Records & Information Mgmt	YES	2	YES
26	09/FA	BOTK	2970	Occupational Internship II			
27	09/FA	CMAP	1500	Computer Keyboarding			
28	09/FA	CMAP	1505	Info Processing Orientation			
29	09/FA	CMAP	1610	Windows: Vista			
30	09/FA	CMAP	1610	Windows:			
31	09/FA	CMAP	1625	Introduction to OS & Hardware			

Eastern Wyoming College
Level of Instruction Category Assignment Verification

DIVISION: Business and Technology

	<u>Term</u>	<u>Depts</u>	<u>Crs Nm</u>	<u>Short Title</u>	<u>Review</u>	<u>LI Assigned</u>	<u>Verified</u>
32	09/FA	CMAP	1650	Local Area Networks I			
33	09/FA	CMAP	1685	Using Computers In: Word			
34	09/FA	CMAP	1685	Using Computers In: Dreamweave			
35	09/FA	CMAP	1685	Using Computers In: Excel			
36	09/FA	CMAP	1685	Using Computers In:			
37	09/FA	CMAP	1685	Using Computers In: Video Prod			
38	09/FA	CMAP	1715	Word Processing: MS Word			
39	09/FA	CMAP	1715	Word Processing:	YES	2	YES
40	09/FA	CMAP	1765	Spreadsheet Appl II: MS Excel			
41	09/FA	CMAP	1800	Database Appl I: Access			
42	09/FA	CMAP	1850	Desktop Publishing: Pagemaker			
43	09/FA	CMAP	1850	Desktop Publishing I:			
44	09/FA	CMAP	1900	Integrated Appl I: MS Office			
45	09/FA	CMAP	1900	Integrated Appl I:			
46	09/FA	CMAP	1955	LAN Design & Implementation	YES	2	YES
47	09/FA	CMAP	1970	Occupational Internship			
48	09/FA	CMAP	2630	Presentation Graphics: PwrPoin			
49	09/FA	CNTK	1510	Safety & Tools in Construction			
50	09/FA	CNTK	1520	Residential Blueprint Reading	YES	3	YES
51	09/FA	CNTK	1530	Site Preparation			
52	09/FA	CNTK	1540	Foundation Systems			
53	09/FA	CNTK	1650	Framing: Floors & Stairs			
54	09/FA	CNTK	1652	Frame: Walls Windows Exterior Dr			
55	09/FA	CNTK	1654	Framing: Roof			
56	09/FA	COSC	1010	Intro to Computer Science I			
57	09/FA	COSC	1200	Computer Information Systems			
58	09/FA	CSMO	1000	Intro to Nail Technology			
59	09/FA	CSMO	1005	Nail Technology Lab			
60	09/FA	CSMO	1020	Intro to Hair Technology			
61	09/FA	CSMO	1025	Hair Fundamentals			
62	09/FA	CSMO	1075	Pre-Clinic Assessment			
63	09/FA	CSMO	1100	Nail Technician Clinicals I			
64	09/FA	CSMO	1175	Nail Technician Assessment			
65	09/FA	CSMO	1370	Hair Assessment Overview			
66	09/FA	CSMO	1375	Hair Technician Assessment			
67	09/FA	CSMO	1410	Cosmetology Lab III			
68	09/FA	CSMO	1415	Cosmetology Lab IV			
69	09/FA	CSMO	1420	Cosmetology Lab V			
70	09/FA	CSMO	1510	Clinical Applications III			
71	09/FA	CSMO	1515	Clinical Applications IV			
72	09/FA	CSMO	1520	Clinical Applications V			
73	09/FA	CSMO	1525	Clinical Applications VI	YES	3	YES
74	09/FA	CSMO	1550	General Cosmetology Science			
75	09/FA	CSMO	1560	Skin & Nail Technology			

Eastern Wyoming College
Level of Instruction Category Assignment Verification

DIVISION: Business and Technology

	<u>Term</u>	<u>Depts</u>	<u>Crs Nm</u>	<u>Short Title</u>	<u>Review</u>	<u>LI Assigned</u>	<u>Verified</u>
76	09/FA	CSMO	1570	Assessment Overview	YES	3	YES
77	09/FA	CSMO	1575	Cosmetology Assessment			
78	09/FA	ELAP	1515	Electrical Apprenticeship I	YES	3	YES
79	09/FA	ELAP	1535	Electrical Apprenticeship III			
80	09/FA	ELTR	1515	Electrical Concepts			
81	09/FA	ENTK	1510	Drafting I	YES	3	YES
82	09/FA	ENTK	2500	Computer Aided Drafting I			
83	09/FA	ENTK	2505	Computer Aided Drafting II			
84	09/FA	ENTK	2510	Computer Aided Drafting III			
85	09/FA	EQST	1570	Horseshoeing I			
86	09/FA	EQST	1725	Rodeo Rough Stock I			
87	09/FA	EQST	1740	Rodeo Timed Events I			
88	09/FA	EQST	2740	Rodeo Rough Stock III	YES	3	YES
89	09/FA	EQST	2760	Rodeo Timed Events III	YES	3	YES
90	09/FA	INET	1510	Website Analysis			
91	09/FA	INET	1550	Introduction to the Internet	YES	2	YES
92	09/FA	INET	1580	Web Page Authoring			
93	09/FA	INET	1590	Web Page Design:			
94	09/FA	MCHT	1500	General Machine Shop			
95	09/FA	MCHT	1610	Machine Tool Technology I			
96	09/FA	MKT	2100	Principles of Marketing			
97	09/FA	REWM	2500	Rangeland Plant Identification			
98	09/FA	REWM	L001	REWM 2500 Lab	YES	2	YES
99	09/FA	SAFE	1510	Fund of Occ Health & Safety			
100	09/FA	STAT	2050	Fundamentals of Statistics	YES	1	YES
101	09/FA	TECH	1005	Applied Technical Writing			
102	09/FA	WELD	1520	Welding for Fun			
103	09/FA	WELD	1650	Print Reading & Welding Symbol			
104	09/FA	WELD	1700	General Welding			
105	09/FA	WELD	1755	Shielded Metal Arc Welding			
106	09/FA	WELD	1760	Adv Shielded Metal Arc Welding	YES	3	YES
107	09/FA	WELD	1772	FCAW	YES	3	YES
108	09/FA	WELD	1773	GMAW			
109	09/FA	WELD	1780	GTAW - Plate			
110	09/FA	WELD	2500	Structural Welding			
111	09/FA	WELD	2670	Welding Inspection Technology			

Eastern Wyoming College
Level of Instruction Category Assignment Verification

19 Random Numbers*																		
23 107 78 25 73 100 19 91 16 98 50 06 46 39 88 76 89 81 106																		
<p style="text-align: center;">* This table of 19 random numbers was produced according to the following specifications: Numbers were randomly selected from within the range of 0 to 85. Duplicate numbers were not allowed. www.statrek.com</p>																		

DIVISION: Math & Science

<u>Term</u>	<u>Depts</u>	<u>Crns Nm</u>	<u>Short Title</u>	<u>Review</u>	<u>LI Assigned</u>	<u>Verified</u>	
1	09/FA	BIOL	1000	Principles of Biology			
2	09/FA	BIOL	1002	Discovering Science	YES	2	YES
3	09/FA	BIOL	1010	General Biology I			
4	09/FA	BIOL	1050	Medical Terminology	YES	2	YES
5	09/FA	BIOL	2415	Ecology & Field Biology	YES	2	YES
6	09/FA	BIOL	L001	BIOL 1010 Lab	YES	N/A	N/A
7	09/FA	BIOL	L003	BIOL 2415 Lab			
8	09/FA	BIOL	L004	BIOL 1000 Lab			
9	09/FA	CHEM	1000	Introductory Chemistry			
10	09/FA	CHEM	1002	Discovering Science			
11	09/FA	CHEM	1020	General Chemistry I	YES	2	YES
12	09/FA	CHEM	L001	CHEM 1000 Lab	YES	N/A	N/A
13	09/FA	CHEM	L003	CHEM 1020 Lab			
14	09/FA	ECON	1010	Macroeconomics			
15	09/FA	FCSC	1141	Principles of Nutrition			
16	09/FA	FCSC	2121	Child Development			
17	09/FA	FCSC	2131	Family Relationships			
18	09/FA	GEOL	1100	Physical Geology	YES	2	YES
19	09/FA	HLED	1006	Personal Health			
20	09/FA	HLED	1221	Standard First Aid & Safety			
21	09/FA	HLTK	1510	Nurse Assistant			
22	09/FA	HLTK	2005	Prescreen for Health Tech	YES	N/A	N/A
23	09/FA	HLTK	L001	HLTK 1510 Orientation			
24	09/FA	MATH	860	Fundamentals of Arithmetic			
25	09/FA	MATH	900	Pre-Algebra Arithmetic	YES	1	YES
26	09/FA	MATH	920	Elementary Algebra			
27	09/FA	MATH	930	Intermediate Algebra			
28	09/FA	MATH	1000	Problem Solving			
29	09/FA	MATH	1100	Math for Elem Teachers I			
30	09/FA	MATH	1400	Pre-Calculus Algebra	YES	1	YES
31	09/FA	MATH	1405	Pre-Calculus Trigonometry			

Eastern Wyoming College
Level of Instruction Category Assignment Verification

DIVISION: Math & Science

	<u>Term</u>	<u>Depts</u>	<u>Crs Nm</u>	<u>Short Title</u>	<u>Review</u>	<u>LI Assigned</u>	<u>Verified</u>
32	09/FA	MATH	1450	Algebra and Trigonometry			
33	09/FA	MATH	1515	Applied Technical Mathematics			
34	09/FA	MATH	2200	Calculus I	YES	1	YES
35	09/FA	MATH	2210	Calculus III			
36	09/FA	MATH	2350	Business Calculus			
37	09/FA	PEAC	1008	Lifetime Sports			
38	09/FA	PEAC	1012	Beginning Swimming	YES	2	YES
39	09/FA	PEAC	1032	Aerobic Condition I/Fitness			
40	09/FA	PEAC	1033	Aerobic Condition II/Fitness			
41	09/FA	PEAC	1034	Aerobic Condition III/Fitness			
42	09/FA	PEAC	1035	Aerobic Condition IV/Fitness			
43	09/FA	PEAC	1036	Fitness & Aerobic Conditioning			
44	09/FA	PEAC	1050	Beginning Tennis	YES	2	YES
45	09/FA	PEAC	1253	Beginning Bowling			
46	09/FA	PEAC	1255	Beginning Golf			
47	09/FA	PEAC	1257	Beginning Racquetball	YES	2	YES
48	09/FA	PEAC	1271	Weight Loss Conditioning			
49	09/FA	PEAC	1273	Heavy Resistance Conditioning	YES	2	YES
50	09/FA	PEAC	1305	Heavy Resistance Condition II			
51	09/FA	PEAC	2000	Wellness:P.E. Concepts			
52	09/FA	PEAC	L001	Fitness Center Orientation			
53	09/FA	PEAT	2025	Rodeo Activities			
54	09/FA	PEAT	2051	Varsity Golf	YES	2	YES
55	09/FA	PEAT	2064	Varsity Volleyball			
56	09/FA	PEPR	1005	Intro to Physical Education			
57	09/FA	PEPR	1061	Majors Basketball			
58	09/FA	VTTK	1500	Orientation to Veterinary Tech			
59	09/FA	VTTK	1550	Pract Surg & Med Exper I			
60	09/FA	VTTK	1610	Anat & Physiol Domestic Animal	YES	3	YES
61	09/FA	VTTK	1625	Veterinary Urinalysis			
62	09/FA	VTTK	1630	Veterinary Hematology			
63	09/FA	VTTK	1700	Medical Terminology			
64	09/FA	VTTK	1751	Pharmaceutical Calculations			
65	09/FA	VTTK	1755	Veterinary Parasitology	YES	3	YES
66	09/FA	VTTK	2500	Prin Anesthesiol & Radiography			
67	09/FA	VTTK	2510	Clinical Experience I			
68	09/FA	VTTK	2520	Clinical Experience II			
69	09/FA	VTTK	2600	Diagnostic Microbiology			
70	09/FA	VTTK	2610	Infectious Diseases			
71	09/FA	VTTK	2650	Clinical Chemistry			
72	09/FA	VTTK	2700	Laboratory and Exotic Animals			
73	09/FA	VTTK	2750	Clinical Problems			
74	09/FA	VTTK	2810	Veterinary Office Procedures			
75	09/FA	VTTK	2950	Clinical Experience III			

Eastern Wyoming College
Level of Instruction Category Assignment Verification

DIVISION: Math & Science

	<u>Term</u>	<u>Depts</u>	<u>Crs Nm</u>	<u>Short Title</u>	<u>Review</u>	<u>LI Assigned</u>	<u>Verified</u>
76	09/FA	VTTK	L001	VTTK 1500 Lab			
77	09/FA	VTTK	L003	VTTK 2500 Lab			
78	09/FA	VTTK	L004	VTTK 2750 Lab	YES	N/A	N/A
79	09/FA	VTTK	L005	VTTK 2700 Lab			
80	09/FA	VTTK	L006	VTTK 1755 Lab			
81	09/FA	VTTK	L007	VTTK 2600 Lab			
82	09/FA	ZOO	1500	Intro to Humn Anatomy & Physio			
83	09/FA	ZOO	2015	Human Anatomy			
84	09/FA	ZOO	2450	Wildlife Management			
85	09/FA	ZOO	L001	ZOO 2015 Lab			

Eastern Wyoming College
Levels of Instruction Category Assignments
Audit Observations

1). Sampled course's assigned Level of Instruction category is consistent with the associated, initial program approval documentation, (when available) submitted to the Commission.

Observation: EWC's recent submission for a Plate Welding Pilot Program identified the correct Level of Instruction category three. During the last three years there have been no other new program approval requests from EWC that required new Level of Instruction category assignments.

2). Sampled course's Level of Instruction code is determined to be correct, based on the most recent Level of Instructional assignments developed by the Academic Affairs Committee and approved by the Executive Council and Commission. This step will occur at the conclusion of a complete, seven college audit cycle.

Observation: While the step of determining if an assigned Level of Instruction category is correct for a given course cannot be completed until the end of the 7 colleges first audit cycle, the verification of EWC's current Level of Instruction categories can be performed. All 57 sample courses verified back to the WCCC's official Level of Instruction category listing.

3). Policies and procedures are in place throughout the college to provide Levels of Instruction assignment integrity.

Observation: Written policies and procedures regarding Level of Instruction categories were viewed in the Learning, Student Services and Institutional Research offices. The Level of Instruction hard copy table used at EWC has been updated to reflect new programs and prefixes.

Eastern Wyoming College
Levels of Instruction Internal Control Questions/Answers

The Learning office provided this page in answer to questions asked in the Enrollment and Level of Instruction Program regarding internal control procedures for Level of Instruction categories.

Learning Enrollment Audit Questions

1). Are data available to cross reference with the last WCCC Enrollment Report, Table 8 submission? (Y,N)

Yes. An enrollment report id run by Institutional Research, Kim Russell

Please describe why and when the levels changed on courses this Spring.

Changed the week of February 22, 2010 to align and comply with the Instructional Level table we received from the Wyoming Community College Commission.

2). Are written procedures in place for timely input of Levels of Instruction assignments? (Y,N)

Yes. As courses are approved by the Curriculum and Learning Council, they are loaded using the "Entering New Courses" procedures. The Instructional Level table received from WCCC is used to determine level.

3). Are Level of Instruction data fields locked/password protected after initial input? (Y,N)

Yes. Only individuals who have been trained to enter sections have been given access.

4). Are verification/cross check procedures in place? (Y,N)

Yes. When the enrollment report is run, any class that does not have a funding level would be reported as unspecified.

5). Are written procedures in place and available to staff?

Yes. There is a section in the procedures manual for loading courses and for loading sections. There is a "Procedures" binder located on my desk next to the printer.

6.) How and when do classes get removed or cancelled if no enrollment occurs?

Classes are canceled only when I am told to do so by one of the Division Chairs, Outreach Coordinators, or the Vice President of Learning.

C: Catchall Audit Questions for Learning Enrollment

Carmie How

Eastern Wyoming College

Section Three

Audit Findings &
Recommendations

Eastern Wyoming College
Audit Findings and Recommendations

The onsite audit conducted on April 27th and 28th of April at Eastern Wyoming College and the subsequent data verification provided the following findings, based solely on the information reviewed.

Student Enrollment - Audit Findings:

- The 57 class rosters, 122 student schedules and 18 student registrations all cross referenced with no discrepancies regarding verification of student enrollment .

- Written procedures for student enrollment documentation and processes were viewed and appeared to be followed in the Student Services and Institutional Research offices interviewed for this audit. A manual specific to the Outreach Centers was not viewed during the on-site visit. **

- The fulltime equivalent (FTE) headcount reported to IPEDS, a national center for education statistics, for the fall 2008 semester was within a reasonable and explainable 2% variance of the FTE Eastern Wyoming College reported for inclusion in the WCCC's Fall 2008 Enrollment Report.

- EWC's website contains detailed student enrollment data in the Institutional Research section. A copy of the Fall 2009 Enrollment Summary (hardcopy) was provided for review and found to have nothing contradictory to enrollment data submitted to the WCCC.

- Internal controls, such as password protection and limited time/position access for certain data fields are in place to ensure data integrity regarding student enrollment.

- Student identity was verified through the review of 18 original student registrations; 13 registrations had students signatures .

Student Enrollment- Recommendations:

- Having written procedures establishes accountability as well as consistency in the methods used for student enrollment and reporting throughout the college. It is being recommended that EWC continue to address the ongoing development of policies and procedures regarding student enrollment to ensure manuals are current and effective for all college departments and Outreach Centers involved.

- Student identity verification and documentation is recommended to meet potential future federal requirements .

**During the audit review teleconference on June 9, 2010 it was mentioned that a student enrollment policies and procedures manual specific to the Outreach Centers does exist and could be made available for viewing if needed.

Eastern Wyoming College
Audit Findings and Recommendations

Level of Instruction Code Assignment -Audit Findings:

- All 57 courses reviewed for Level of Instruction category verification cross referenced with the approved WCCC's Level of Instruction tables.
- A written policy and procedures manual regarding Level of Instruction coding was reviewed in the Learning office. While only one person is primarily responsible for these data, cross-checks are in place to catch any errors. In addition, the offices involved in the cross-check are knowledgeable in Level of Instruction category updates and changes.
- The policies and procedure manual contained the WCCC's current Rules definitions and tables for Levels of Instruction categories.
- Data were available to cross reference with the *Fall 2009 Enrollment Report, Table 8, Fulltime Equivalent Headcount by Level of Instruction*. During the internal control interview, the Vice President of Learning advised that an internal audit of level of Instruction codes conducted in February 2010 revealed the need to upgrade a few courses from a Level 1 to a Level 2. Subsequently, the data for *Fall 2009 Enrollment Report, Table 8* were incorrect. Corrected Table 8 data were provided during a later interview with the Institutional Research office. The corrected Table 8 will be submitted to the Commission as an amendment to the *Fall 2009 Enrollment Report*.

Level of Instruction Code Assignments- Recommendations:

- Continue coordinating with and advising all offices potentially affected by internal audits of Level of Instruction category assignments. It is recommended that the internal audit procedures currently in use be incorporated into future yearly schedules of required duties to ensure the ongoing completion and documentation of this vital function.