



CALIFORNIA COMMUNITY COLLEGES

Doing What MATTERS™

FOR JOBS AND ECONOMY

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Data Collection and Reporting Strategies for Momentum Points

While many of the Common Metrics in the CTE LaunchBoard are automatically calculated, some must be uploaded for specific activities. This document offers metric-by-metric instructions on how data on should be collected, starting on page 5.

Understanding the Common Metrics Data Sources

The Common Metrics data comes from a number of sources, described below. For a list of data sources by metric, see page 3.

AUTOMATED

California Community College Chancellor's Office

Eleven metrics are populated by information that the California Community College Chancellor's Office (CCCCO) collects from community colleges as a part of statewide accountability reporting.

AUTOMATED IF PARTICIPATING

Cal-PASS Plus

Cal-PASS Plus can populate eight intersegmental metrics from member K-12 districts and four-year schools. Access documents that can be used to recruit institutions to join Cal-PASS Plus at <http://doingwhatmatters.cccco.edu/LaunchBoard/Resources.aspx>.

CTE Employment Outcomes Survey

Colleges that participate in the CTE Outcomes Survey will have three employment metrics automatically populated from survey participants. For more information on survey topics and costs, visit cteos.santarosa.edu. Colleges may also collect this information locally, provided that their research methodology is validated with Cal-PASS Plus and the RP Group.

MANUAL

CATEMA

Colleges that participate in CATEMA may export metrics on articulated courses and dual enrollment for import into the LaunchBoard. For more information on CATEMA and associated costs, visit <http://www.catema.net/acsys/home.php>. Colleges may also collect this information locally.

Activities to Include in Annual Reports

For seven metrics, grantees will document the total number of students who participated in CTE activities as part of their annual reports. These activities fall into two categories: K-12 events like career fairs and assessment of the beneficial impact on relevant businesses. This information should be tracked by Doing What Matters grantees, in tandem with their K-12 and community college partners.

Campus Submitted File

For five metrics, data must be collected locally, including completing articulated courses, completing dual enrollment courses or receiving credit by exam, students who fulfill IGETC requirements, soft skills training, and work-based learning. All metrics require collecting information on individual students who correspond to the metric, the educational institutions that each student attended, and CTE pathways that they participated in. Data collection strategies for each metric are documented below. Templates for uploading data are available on the LaunchBoard on the Common Metrics tab.

Not all colleges are required to collect the five metrics, and the metrics do not need to be collected for all programs. For a list of which colleges need to report on which metric, see “Data Collection Items By College” at:

<http://doingwhatmatters.cccco.edu/LaunchBoard/AccountabilityReporting.aspx>

Understanding the Data Elements

Files should capture similar data that falls into three categories (see page 4):

- Student level information: First name, last name, date of birth, gender, and student ID
- Institutional information: Community college IPEDS IDs, academic year
- Subject codes: community college 6-digit Taxonomy of Program (TOP) codes

Find Out More

Two guides, the *LaunchBoard Common Metrics Data Upload Overview* and the *Technical Guide to Uploading Data into the LaunchBoard*, provide more background information about the metrics and issues surrounding data collection and usage. A host of additional resources can be found at:

<http://doingwhatmatters.cccco.edu/LaunchBoard/AccountabilityReporting.aspx>

Data Sources

Momentum Point (MP)	California Community Colleges Chancellor's Office	Cal-PASS Plus	External Tools	Campus Submitted File	Grantee Activity Tracking
MP1					✓
MP2					✓
MP3					✓
MP4		✓			
MP5		✓			
MP6			CATEMA		✓
MP6A			CATEMA		✓
MP7		✓			
MP8					✓
MP9	✓				
MP10		✓			
MP11		✓			
MP12	✓				
MP13					✓
MP14		✓			
MP15	✓				
MP16	✓				
MP17	✓				
MP18	✓				
MP19				✓	
MP20	✓				
MP21				✓	
MP22				✓	
MP23	✓				
MP24	✓				
MP25		✓			
MP26		✓			
MP27				✓	
MP28			CTE Outcomes Survey	✓	
MP29			CTE Outcomes Survey	✓	
MP30			CTE Outcomes Survey	✓	
MP31	✓				
MP32	✓				
MP33			Contract Education Tool		

Data Field Definitions

Data Element	Field Name	Type	Length	Validation Rules	Format	List of Values
Student Information						
K-12 Statewide Student ID (SSID)	student_id_state_wide	numeric	10			
K-12 Local Student ID	student_id_local	alpha numeric	15			
Community College Student ID	cc_student_id	numeric	9			
ID Status	id_status	alpha numeric	1			S,C
First Name	name_first	character	30			
Last Name	name_last	character	50			
Birthdate	birthdate	numeric	8	Date of Birth must not generate an age <0 or >115	YYYYMMDD	
Gender	gender	character	1			M,F,X
Institutional Information						
High School CDS Code (County, District, School)	cds_code	numeric	14	Must be a valid CDS Code	http://www.cde.ca.gov/re/sd/	
Community College IPEDS ID	college_code_ipeds	numeric	6	Must be a valid IPEDS Id		
Academic Year	academic_year_description	alpha numeric	9	Left side year must be one less than right side year	YYYY-YYYY	
Program Codes						
6-digit Taxonomy of Program (TOP) Codes	top_code	numeric	6	See Taxonomy of Programs manual for the specific code and their values	http://extra.net.cccco.edu/Portals/1/AA/BasicSkills/TopTax6_rev0909.pdf	

Momentum Point 1

MP 1: Completed an individual career and skills awareness workshop in middle school that included a normed assessment process and was in a Doing What MATTERS priority or emerging sector

Data Fields: Total number of students who participated in awareness workshops

Data Collection Strategy: Grantee activity tracking (Manual)

- Use a sign in sheet to track participation in each event
- Record totals for events in a centrally-located spreadsheet
- Report totals in annual reports to the Chancellor's Office

Who Collects this Information: Organizers of career and skills awareness workshops, working with Doing What Matters grantees

Momentum Point 2

MP 2: Completed a bridge program between middle school and high school and revised student career/education plan

Data Fields: Total number of students who participated in bridge programs

Data Collection Strategy: Grantee activity tracking (Manual)

- Use a sign in sheet to track participation in each event
- Record totals for events in a centrally-located spreadsheet
- Report totals in annual reports to the Chancellor's Office

Who Collects this Information: Organizers of bridge programs, working with Doing What Matters grantees

Momentum Point 3

MP 3: Completed a student orientation and assessment program while in middle school or high school

Data Fields: Total number of students who completed orientation and assessment programs

Data Collection Strategy: Grantee activity tracking (Manual)

- Use a sign in sheet to track participation in each event
- Record totals for events in a centrally-located spreadsheet
- Report totals in annual reports to the Chancellor's Office

Who Collects this Information: Organizers of orientation and assessment programs, working with Doing What Matters grantees

Momentum Point 4

MP 4: Completed one course in high school within a CTE pathway

Data Collection Strategy: Cal-PASS Plus (Automated, if participating)

- No data collection required.

Momentum Point 5

MP5: Completed two or more courses in high school within a CTE pathway

Data Collection Strategy: Cal-PASS Plus (Automated, if participating)

- No data collection required.

Momentum Point 6

MP6: Completed a CTE articulated course

Data Fields:

Statewide Student ID

Local Student ID

First Name

Last Name

Birthdate

Gender

High School CDS Code

Community College IPEDS ID

Academic Year

6 digit Taxonomy of Program Code

Data Collection Strategy 1: grantee activity tracking (Manual)

- Have K-12 and college representatives identify articulated courses and develop list of specific course codes for the academic year
- Flag course(s) in local K-12 data systems
- Have a K-12 partner identify which students finished these courses
- Record information on students who passed courses in a centrally-located spreadsheet
- Upload student information file to the LaunchBoard

Data Collection Strategy 2: CATEMA

- Export file from CATEMA system and upload to the LaunchBoard.

Who Collects this Information: Team including K-12 and community college faculty, accounts and records staff, and Doing What Matters grantees

Momentum Point 6A

MP6A: Successfully completed a CTE dual enrollment course or credit by exam, with receipt of transcribed credits

Data Fields:

Statewide Student ID

Local Student ID

First Name

Last Name

Birthdate

Gender

High School CDS Code

Community College IPEDS ID

Academic Year

6 digit Taxonomy of Program Code

Data Collection Strategy 1: Campus submitted file (Manual)

Dual Enrollment

- Have college representatives identify dual enrollment courses
- Have the local data upload person identify which students received transcribed credits for dual enrollment courses
- Record information on students who received transcribed credits for dual enrollment courses in a centrally-located spreadsheet
- Upload student information file to the LaunchBoard

Credit by Exam

- Have college representatives identify students who have received credit by exam
- Record information on students who received credit by exam in a centrally-located spreadsheet
- Combine with the dual enrollment file and upload student information file to the LaunchBoard

Data Collection Strategy 2: CATEMA

- Export file from CATEMA system and upload to the LaunchBoard.

Who Collects This Information: Team including faculty, accounts and records staff, local data upload person, and Doing What Matters grantees

Momentum Point 7

MP7: Completed a program in high school within a CTE pathway

Data Collection Strategy: Cal-PASS Plus (Automated, if participating)

- No data collection required.

Momentum Point 8

MP8: Completed a bridge program between high school and college in a CTE pathway

Data Fields: Total number of students who completed a bridge program

Data Collection Strategy: grantee activity tracking (Manual)

- Use a sign in sheet to track participation in each event
- Record totals for events in a centrally-located spreadsheet
- Report totals in annual reports to the Chancellor's Office

Who Collects this Information: Organizers of bridge programs, working with Doing What Matters grantees

Momentum Point 9

MP 9: Completed college orientation & assessment as a first-time community college student who entered a community college CTE pathway

Data Collection Strategy: California Community Colleges Chancellor's Office (Automated)

- No data collection required.

Momentum Point 10

MP 10: Transitioned from a high school CTE pathway to a similar community college CTE pathway

Data Collection Strategy: Cal-PASS Plus (Automated, if participating)

- No data collection required.

Momentum Point 11

MP 11: Transferred from a high school CTE pathway to a similar CSU, UC or private/independent university CTE pathway

Data Collection Strategy: Cal-PASS Plus (Automated, if participating)

- No data collection required.

Momentum Point 12

MP 12: Completed a counselor-approved college education plan, for first-time community college students who enter a CTE pathway

Data Collection Strategy: California Community Colleges Chancellor's Office (Automated)

- No data collection required.

Momentum Point 13

MP13: During high school, participated in an internship, work-based learning, mentoring, or job shadowing program in a CTE pathway

Data Fields: Total number of students who participated in work-based learning activities

Data Collection Strategy: Grantee activity tracking (Manual)

- Use a sign in sheet to track participation in each activity
- Record totals for activities in a centrally-located spreadsheet
- Report totals in annual reports to the Chancellor's Office

Who Collects this Information: organizers of the internship, work-based learning, mentoring, or job shadowing program, working with Doing What Matters grantees

Momentum Point 14

MP14: Percentage of community college students, who participated in a high school CTE pathway, whose first math or English course was below transfer-level

Data Collection Strategy: Cal-PASS Plus (Automated, if participating)

- No data collection required.

Momentum Point 15

MP15: Completed two courses in the same CTE Pathway

Data Collection Strategy: California Community Colleges Chancellor's Office (Automated)

- No data collection required.

Momentum Point 16

MP16: Retention rate between fall and spring within a CTE pathway

Data Collection Strategy: California Community Colleges Chancellor's Office (Automated)

- No data collection required.

Momentum Point 17

MP17: Completed a non-CCCCO-approved certificate within a CTE pathway

Data Collection Strategy: California Community Colleges Chancellor's Office (Automated)

- No data collection required.

Momentum Point 18

MP18: Completed a CCCC-approved certificate within a CTE pathway

Data Collection Strategy: California Community Colleges Chancellor's Office (Automated)

- No data collection required.

Momentum Point 19

MP19: Completed a work readiness soft skills training program within a CTE pathway

Data Fields:

Local Student ID

Last Name

First Name

Date of Birth

Gender

Community College IPEDS ID Term

and/or Academic Year Taxonomy

of Program (TOP) Code

Data Collection Strategy: Local Collection (Manual)

- Have faculty identify courses with these components and develop list of specific course codes for the academic year
- Flag course(s) in college-specific data systems
- Have the local data upload person report student ID, ID status, last name, first name, date of birth, and gender on students who participated in those flagged course(s), the 6 digit TOP code for flagged course(s), the academic year, and the college IPEDS ID

Who Collects This Information: Team including faculty, work readiness soft skills training program organizers, and local data upload person

Momentum Point 20

MP20: Completed college-level English and/or math, for students in a CTE pathway

Data Collection Strategy: California Community Colleges Chancellor's Office (Automated)

- No data collection required.

Momentum Point 21

MP21: Completed the CSU-GE or IGETC transfer track/certificate for students in a CTE pathway

Data Fields:

Local Student ID

Last Name

First Name

Date of Birth

Gender

Community College IPEDS ID Term

and/or Academic Year Taxonomy

of Program (TOP) Code

Data Collection Strategy: Campus Submitted File (Manual)

- Determine which students attained CSU-GE or IGETC qualifications by utilizing the college degree audit tool, or by identifying those who received locally-issued certificates that track these outcomes
- Have the local data upload person report student ID, ID status, last name, first name, date of birth, and gender on students who met these requirements, the 6 digit TOP code for flagged course(s), the academic year, and the college IPEDS ID

Who Collects This Information: Accounts and records staff or research office and the local data upload person

Momentum Point 22

MP22: Completed requirements in a CTE pathway, but did not receive a certificate or a degree

Data Collection Strategy: Colleges are not required to report on this metric.

Momentum Point 23

MP23: Completed an associate degree in a CTE major

Data Collection Strategy: California Community Colleges Chancellor's Office (Automated)

- No data collection required.

Momentum Point 24

MP24: Completed an associate degree in a major different from student's college CTE pathway

Data Collection Strategy: California Community Colleges Chancellor's Office (Automated)

- No data collection required.

Momentum Point 25

MP25: Transferred from community college to a four-year university in the same CTE pathway

Data Collection Strategy: Cal-PASS Plus (Automated, if participating)

- No data collection required.

Momentum Point 26

MP26: Transferred from community college to a four-year university in the same CTE pathway

Data Collection Strategy: Cal-PASS Plus (Automated, if participating)

- No data collection required.

Momentum Point 27

MP27: Participated in a college internship or workplace learning program within a CTE pathway

Data Fields:

Local Student ID

Last Name

First Name

Date of Birth

Gender

Community College IPEDS ID Term

and/or Academic Year Taxonomy

of Program (TOP) Code

Data Collection Strategy: Campus Submitted File (Manual)

- Have faculty identify courses with these components and develop list of specific course codes for the academic year
- Flag course(s) in college-specific data systems
- Have the local data upload person report student ID, ID status, last name, first name, date of birth, and gender on students who participated in those flagged course(s), the 6 digit TOP code for flagged course(s), the academic year, and the college IPEDS ID

Who Collects This Information: team including faculty, organizers of internships and workplace learning programs, and local data upload person

Momentum Point 28

MP28: Attained a job placement in the same or similar field of study as CTE pathway

Data Fields:

Local Student ID

Last Name

First Name

Date of Birth

Gender

Community College IPEDS ID Term

and/or Academic Year Taxonomy

of Program (TOP) Code

Data Collection Strategy 1: Campus submitted file (Manual)

- Contact Cal-PASS Plus to certify the data collection process for locally-gathered data
- Have the local data upload person report SSID, local student ID, last name, first name, date of birth, and gender on students who attained a job placement in the same or similar field of study, the academic year in which data were collected, and the college IPEDS ID, and the Taxonomy of Program (TOP) Code

Data Collection Strategy 2: CTE Employment Outcomes Survey (Automated)

- No data collection required.

Who Collects this Information: Varies by college

Momentum Point 29

MP29: Acquired an industry-recognized, third-party credential

Data Fields:

Local Student ID

Last Name

First Name

Date of Birth

Gender

Community College IPEDS ID Term
and/or Academic Year Taxonomy
of Program (TOP) Code

Data Collection Strategy 1: Campus submitted file (Manual)

- Contact Cal-PASS Plus to certify the data collection process for locally-gathered data
- Have the local data upload person report SSID, local student ID, last name, first name, date of birth, and gender on students who attained a job placement in the same or similar field of study, the academic year in which data were collected, and the college IPEDS ID, and the Taxonomy of Program (TOP) Code

Data Collection Strategy 2: CTE Employment Outcomes Survey (Automated)

- No data collection required.

Who Collects this Information: Varies by college

Momentum Point 30

MP30: Attained a wage gain in a career in the same or similar CTE pathway

Data Fields:

Local Student ID

Last Name

First Name

Date of Birth

Gender

Community College IPEDS ID Term

and/or Academic Year Taxonomy

of Program (TOP) Code

Data Collection Strategy 1: Campus submitted file (Manual)

- Contact Cal-PASS Plus to certify the data collection process for locally-gathered data
- Have the local data upload person report SSID, local student ID, last name, first name, date of birth, and gender on students who attained a job placement in the same or similar field of study, the academic year in which data were collected, and the college IPEDS ID, and the Taxonomy of Program (TOP) Code

Data Collection Strategy 2: CTE Employment Outcomes Survey (Automated)

- No data collection required.

Who Collects this Information: Varies by college

Momentum Point 31

MP31: Attained wages equal to or greater than the entry-level regional wage for that CTE pathway

Data Collection Strategy: California Community Colleges Chancellor's Office (Automated)

- No data collection required.

Momentum Point 32

MP32: Attained wages greater than the regional standard-of-living wage

Data Collection Strategy: California Community Colleges Chancellor's Office (Automated)

- No data collection required.

Momentum Point 33

MP33: Participated in incumbent worker training or contract education in a CTE pathway (for example training for layoff aversion, meeting heightened occupational credentialing requirement, transitioning employees whose occupations are being eliminated, or up-skilling existing employees)

Data Fields:

Last Name
First Name
Date of Birth
Gender
Community College IPEDS ID Term
and/or Academic Year Taxonomy
of Program (TOP) Code
optionally Social Security Number

Data Collection Strategy: LaunchBoard Contract Education Tool (Manual)

- Create discrete event records that document the education institution(s) involved, employer(s) involved, the associated TOP code, the date, and the associated momentum point
- Use the self-enrollment process or upload information about individual attendees at those events, including: last name, first name, date of birth, gender, and optionally social security number
- The LaunchBoard will assign the academic year and community college IPEDS ID

Who Collects this Information: Organizers of contract education