Selecting the Local Data Upload Point Person for the CTE LaunchBoard

Regional consortia chairs have responsibility for identifying one local data upload point person per college in their region, to support entering information into the LaunchBoard. These individuals need to be identified by May 15, 2014. The local data upload point person will most likely be the institutional researcher or IT staff person who is responsible for uploading data for annual accountability reporting to the Chancellor’s Office.

The specific responsibilities of the local data upload point person will be:

- During June 2014, participate in training by the RP Group on how to collect and upload data
- By July 31, 2014, coordinate with CTE grant managers and K-12 partners to develop a plan for collecting and uploading information
- During 2014-15, collect information
- In August 2015, submit data to the LaunchBoard

Although there are 34 momentum points, only six metrics need to be collected locally. Each local data upload point person will be given a list of the metrics they will need to collect that is specific to their institution, based on the momentum points selected by Doing What MATTERS grantees. It is likely that colleges will not need to collect data on all six metrics. The RP Group will remain available throughout 2014-15 to support data collection and uploads.

Please note that local data upload point people are not responsible for tracking information in the Additional Tracking Tool. Key Talent, working with college and K-12 level educators, should prepare to gather this information. Grantees should develop specific plans for creating the necessary events and gathering participant-level information.

Once the local data upload point people are identified, the regional consortia chairs should submit a list with the following information to help@calpass.org: name, job title, educational institution, and email address. **Please use “LaunchBoard Upload Access” in the subject line of the email.** A sample form to collect this information is available on the Resources section of the LaunchBoard page on the Doing What MATTERS website.

You can also download a one-pager that can be shared with colleges to assist with identifying the local data upload point person.

Additional questions should be directed to Jason Rancadore at jrrancadore@cccco.edu.