Using the CATEMA™ System for Articulated Course, Dual Enrollment, and Credit-by-Exam Information in the LaunchBoard

A number of initiatives, including Doing What MATTERS for Jobs and the Economy, Career Technical Education Pathways Program (SB1070), California Career Pathways Trust, and California Statewide Career Pathways, have emphasized the importance of tracking students who take articulated and dual enrollment courses as well as those who receive credit by exam. Therefore, the CTE LaunchBoard has established a partnership with the Career And Technology Education Management Application (CATEMA™) System to capture data on these outcomes. This document spells out the nature of this partnership.

What is the CTE LaunchBoard?
The LaunchBoard provides data to California community colleges and feeder K–12 school districts on the effectiveness of career technical education (CTE) programs. By providing easily accessible information on program enrollment, student completion, employment outcomes, and alignment with regional labor market demand, this data can support local, regional, and statewide conversations about how to improve student transitions from K–12 to college or to the workforce.

The LaunchBoard is supported by the California Community Colleges Chancellor’s Office and hosted by Cal-PASS Plus. It provides information to all California community colleges, free of charge. Access to the LaunchBoard is password protected, so users must be affiliated with a college or a Chancellor’s Office grant and can only see information for their institution(s).

More information on the LaunchBoard is available at: http://doingwhatmatters.cccco.edu/LaunchBoard.aspx.
What is the CATEMA System?
The Career And Technology Education Management Application (CATEMA) System provides a comprehensive user-friendly web interface for linking courses, classes, school districts, high schools, teachers, counselors, college registrars, college advisors, and students. The system enables teachers to create records for dual enrollment courses and courses that are linked to articulation agreements and to validate course completion for students who have created accounts that are associated with the courses. Colleges can also record whether students received college credit for a course through dual enrollment or credit by exam. This information can then be shared between K-12 institutions and colleges to better understand student performance and support advising.

The CATEMA System is managed by STATco, a commercial software and database services company in Victoria, Texas, providing program solutions and web applications for colleges and their secondary school partners. STATco created the CATEMA System in the early years of the Tech Prep initiative to accurately record student completions of articulated courses. The system continues to provide record keeping and reporting services for evolving CTE programs. More information on the CATEMA System is available at www.catema.net.

Are colleges required to use the CATEMA System?
The decision to participate in the CATEMA System is up to individual institutions. For those that do elect to use the tool, the Chancellor’s Office will cover the costs of an initial license including site configuration, one day of onsite training, and a year of service/support.

Licensing fees cover the cost of participation for students, K-12 partners, and community colleges to track dual enrollment, articulated courses, and credit by exam. Institutions using Chancellor’s Office underwriting will be required to sign an MOU that allows data from the CATEMA System to be shared with the Chancellor’s Office and the LaunchBoard.

How will data from the CATEMA System be integrated into the LaunchBoard?
For 2014-15, colleges will need to upload their data into the LaunchBoard. The CATEMA System will provide a standard report in July 2015 that exports data in the format needed to report on dual enrollment and articulated courses for the Doing What Matters Common Metrics. This report
can be saved to a hard drive, and then selected as part of the manual data upload process.

In future years, CATEMA System records from institutions with data-sharing agreements will be automatically transferred to the LaunchBoard using a secure, encrypted process. These student-level records will then be matched to student records in the Cal-PASS Plus data system.

How will data from the CATEMA System be displayed in the LaunchBoard?

CATEMA System data will be used to populate Momentum Point 6 in the Common Metrics tab, “completed a CTE articulated course,” and Momentum Point 6A, “successfully completed a CTE dual enrollment course or credit by exam, with receipt of transcripted credits.” Information will be displayed by academic year, grouped by the subject area. For example, college employees would be able to see that 17 students completed a course that was articulated with their institution in the field of Automotive Technology in 2014–15. To ensure that outcomes information cannot be associated with specific individuals, specific numbers will be visible only if there are more than 10 students in the displayed program. In cases with fewer than 10 students, an asterisk will appear.

Can existing CATEMA System data be imported to the LaunchBoard now?

Before data can be imported to the LaunchBoard, CATEMA System sites with existing student enrollment information will need to add a few additional fields of information.

1. Each college course articulation listed in the System Course List will need its related Taxonomy of Programs (TOP) code entered. (System Manager: Go to Courses, click Course ID, and enter the TOP code in the Common Course Number field)

2. An entry must be made to indicate whether students received credit for articulated or dual enrollment courses. This entry process is dependent on your specific site configuration. Contact CATEMA System tech support for instructions at support@catema.net.

3. Student records will need to include either the local student ID or the student’s state ID number (SSID). The SSID field is new in the CATEMA system. The SSID can be added to student records through a class roster, or through the Find Student utility for existing student records.

If these changes are not made, data will not display in the LaunchBoard because key reference fields will be missing. If changes are made to data from years prior to 2014–15, this information can be included in the LaunchBoard.

How should CATEMA System users enter data for the 2014–15 school year?

Several new data fields and features have been added to the CATEMA System to improve record keeping and reporting on student participation and course completion. To ensure accurate and efficient record keeping and to facilitate LaunchBoard reporting, CATEMA System users should do the following by August 1, 2015:

1) TOP codes: Make sure that each existing course and any new course articulations added to the System Course List has its related Taxonomy of Programs (TOP) code entered in the Common Course Number field. The college offering the articulation should be selected in the Articulating College field.

If you are unsure of which TOP code to assign, go to the California Community Colleges Chancellor’s Office Data Mart and check the course detail information, which includes the assigned TOP code: http://datamart.cccco.edu/Courses/Course_Details.aspx.
2) **CDS ID**: Make sure all high schools, including existing high schools and new participating high schools, have the school’s County/District/School (CDS) ID number entered in the CDS ID field.

If you are unsure of which CDS number to assign, each school’s 14-digit CDS ID number can be found at [http://www.cde.ca.gov/re/sd/](http://www.cde.ca.gov/re/sd/).

3) **Student SSID**: Ensure teachers have access either to each student’s local ID number or to their unique State Student ID (SSID) number at the time they create their new CATEMA System student account. The SSID field is a different field than the existing primary student ID field, which is typically labeled College ID, Student ID, SSN, or a customized label that is specific to your site.

If you are unsure of your students’ ID numbers, please check with the registrar at your school.

**Find Out More**

Email [launchboard@cccco.edu](mailto:launchboard@cccco.edu) with any questions about the LaunchBoard or [support@catema.net](mailto:support@catema.net) for questions about the CATEMA System.