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, which provides 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.

Currently, 30 California community colleges use the CATEMA System. Fees are based on the number of students who access the system. Initial license fees run from $2,800 for 5,000 students to $31,600 for 250,000 students, with annual fees ranging from $750 to $7,500. 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. The Chancellor’s Office and the LaunchBoard do not seek to endorse the CATEMA System, but rather are providing a service to incorporate information from a tool that is used by a significant number of California community colleges.

How will data from the CATEMA System be integrated into the LaunchBoard?
In order for CATEMA System data to appear in the LaunchBoard, colleges must sign an agreement that allows STATco to transfer this information. Data from colleges that do not sign the data-sharing agreement will not be shared, and colleges are not required to include their data in the LaunchBoard. A sample agreement is available at the end of this document. Please contact support@catema.
Using the CATEMA System for Articulated Course, Dual Enrollment, and Credit-by-Exam Information in the LaunchBoard

net to secure an agreement that is specific to your institution.

In August 2015, the CATEMA System will use a secure, encrypted process to send student-level records, which will then be matched to student records in the Cal-PASS Plus data system. Data will be sent only for colleges that have completed the data-sharing agreement.

Once matched, student data within the Cal-PASS Plus system will be de-identified and displayed by September 2015. 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.

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 2013–14.

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. Data cleanup should be complete by July 1, 2015.

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:

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](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.

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**AGREEMENT**

**CATEMA CTE LaunchBoard Data Upload**

This Agreement, herein referred to as “Agreement,” is entered into by <Institution> (herein "the Institution") and STATco (herein “STATco”).

The Career And Technology Education Management Application (CATEMA) provides a comprehensive user-friendly web interface for linking courses, classes, school districts, high schools, teachers, counselors, college registrars, college advisors, and students. The CTE 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, CATEMA and the CTE LaunchBoard can support local, regional, and statewide conversations about how to improve student transitions from K–12 to college or to the workforce.

THEREFORE, the Institution agrees to the following terms of this Agreement:

1. **Data Sharing**

   The Institution gives STATco permission to share student data from CATEMA, including unique student identifiers, K–12 course enrollment and completion data, and college credits earned.

2. **Designated Contact People**

   Please provide information on the Institution’s designated primary contact person for implementation questions about this data transfer:

   [continued >>](#)
Name:  
Job Title:  
Institution:  
Phone:  
Email:  

STATco’s designated contact person for implementation questions about the data exchange is:

Name: Robin Carville  
Job Title: CEO  
Institution: STATco  
Phone: 361-578-0389  
Email: statco@dbstatco.com

3. Responsibilities

The Institution’s Responsibilities

The Institution will designate a specific local contact person for the project entered on page 1 of the Agreement. Official correspondence from STATco will be directed to the designated primary local project contact.

The Institution will indicate its wishes to have its data uploaded to CalPASS Plus into the CTE LaunchBoard and into a password-protected online tool, which will allow the Institution to access and drill down into its own data.

The Institution will indicate its willingness to allow its data to be shared for statewide research purposes in a manner that does not identify the Institution.

STATco Responsibilities

The STATco will provide the Cal-PASS Plus with student-level data, including unique student identifiers, K–12 course enrollment and completion data, and college credits earned.

4. Confidentiality

To ensure confidentiality, all information identifiable to individual students will be transferred using secure methods and will be destroyed once the match is made within the CTE LaunchBoard data system. For statewide research purposes, no student or college/district identifying data will be included.
5. **Timeline**

Data uploads to the CTE LaunchBoard will occur on an annual basis in August.

6. **Fees**

There are no fees associated with this agreement.

7. **Term of This Agreement**

This Agreement shall be in effect for districts in the academic year 2014–2015 and continuing for five years. Any participant(s) listed as a party to this Agreement may terminate its participation by delivering written notice of its intent to terminate said participation to Robin Carville at STATco. However, termination by any participant(s) listed as a party will have no force or effect on the rights and responsibilities as to the remaining participants.

8. **Indemnification**

The Institution shall indemnify, defend, and hold harmless STATco, its officers, agents, and employees from and against any claim, liability, loss, injury, damages, and expenses including, without limitation, attorneys’ fees and costs, arising out of or related to STATco’s performance of this Agreement, except for liability resulting from the negligent or willful misconduct of STATco, its officers, agents, or employees. The Institution shall obtain STATco’s prior approval of any settlement.

9. **Delivery of Notices**

All notices or communications permitted or required under this Agreement shall be given to the respective parties through the designated representatives set forth below:

<table>
<thead>
<tr>
<th>Institution: STATco</th>
<th>Institution:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Robin Carville</td>
<td>Name:</td>
</tr>
<tr>
<td>Title: CEO</td>
<td>Title:</td>
</tr>
<tr>
<td>Phone: 361-578-0389</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email: <a href="mailto:statco@dbstatco.com">statco@dbstatco.com</a></td>
<td>Email:</td>
</tr>
</tbody>
</table>

[continued >>]
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written below.

<table>
<thead>
<tr>
<th>The STATco, Inc.</th>
<th>Institution:</th>
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<tbody>
<tr>
<td>By:</td>
<td>By: _________________</td>
</tr>
<tr>
<td>Print Name: Robin Carville</td>
<td>Print Name: _________________</td>
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<tr>
<td>Title: CEO</td>
<td>Title: _________________</td>
</tr>
<tr>
<td>Date:</td>
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