



BEdA CODING

AUGUST 21, 2024

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AGENDA

1. Resources – source documents
2. Similarities in ctcLink extracts
3. Differences in ctcLink extracts
4. Critical Data Elements
5. SBCTC BEdA Course & Coding updates
6. I-BEST coding reminder
7. Snapshot dates
8. Questions

RESOURCES

- [Snapshot Schedule](#) - includes all the quarterly snapshot dates
- [SBCTC Student & Course Coding Manual](#) – includes all programs; Table of Contents is linked
- [SBCTC BEdA Course & Class Coding](#) – specific to BEdA, such as CIP, Grading Basis, tuition, etc.
- [Report catalog](#) – queries and reports for the colleges to track FTES, check data, run BGB transcripts, etc.
- [metaLink](#) – all PS queries, reports, etc.
- dataservices@sbctc.edu

SIMILARITIES IN CTCLINK EXTRACTS

- **WABERS+**

- Used CIP code and I-BEST class attribute value
- Excluded non-enrolled classes
- Excluded cancelled classes
- Excluded classes with no enrollment

- **LACES**

- Uses CIP code and I-BEST class attribute value
- Excludes non-enrolled classes
- Excludes cancelled classes
- Excludes classes with no enrollment

DIFFERENCES IN CTCLINK EXTRACTS

- **WABERS+**
 - Included enrolled students and their classes with no errors or exceptions in the Quality Assurance Reporting System (QARS), such as missing fund source or student missing plan stack
- **LACES**
 - Includes students enrolled in basic skills, including both enrollments and drops
 - Includes all classes coded as basic skills or with the BASICSKILL class attribute value for I-BEST
 - Includes students and classes that may have errors or exceptions in QARS

CRITICAL DATA ELEMENTS

- Course – CIP code
- Class (enrolled class)
 - Fund Source
 - Credits/Units
 - Contact hours for non-credit classes
 - Grading basis
 - I-BEST Class Attribute with value of BASICSKILL
- Students
 - Demographics
 - Enrollment prior to census date and prior to end of term

BEDA CODING MANUAL

Share coding manual and show updates

REPORT CATALOG EXAMPLE

Audience: Colleges

Anyone who is 16 years of age or older and not enrolled in secondary school, and who either has needs below the level of high school completion or is limited-English-proficiencies eligible to participate in Basic Education for Adults (BEdA) activities.

Query

Repeat Course Checking

Students cannot be reported for a course in which they have already earned credit except when such a repeat is necessary to satisfy a requirement for improving academic or skill progress (grades). In no circumstance will a student be reported more than three times for the same course – this is defined as two repeats in addition to the original enrollment.

- QCS_SR_BEDA_REPEAT_COURSES
 - The use of the BEdA Grading Basis (BGB) will exclude basic skills courses from ctcLink Repeat Class Checking. A query has been developed to assist with identifying students who have registered for a class they have already taken twice previously.
- QCS_SR_BASICSKILLS_HC_FTE
 - BEdA Basic Skills Headcount and FTE

BI Report

Report Name: BCS_SR_BEDAT – BEdA Transcript Report

This BI Report creates a transcript of BEdA classes for one student and includes all terms that are less than or equal to the term identified in the prompt.

This report must be run from Reporting Tools > BI Publisher > [Query Report Scheduler](#).

I-BEST REMINDER

- I-BEST Class Attribute
 - Only code team-taught approved I-BEST courses
 - Do NOT use on basic skills classes (CIP 32)
 - Code I-BEST Support with the basic skills I-BEST Support CIP (32.0501)
- Running Start (RS) Students
 - RS students should NOT be registered into basic skills classes, including I-BEST Support
 - RS students should NOT be registered into I-BEST classes with the value of BASICKILL
 - If allowed to register for these classes, students will be loaded to LACES

CODING DEADLINES & SNAPSHOT DATES

Event

--Summer--

QARS Report Cleanup Deadline

8/27/24

Enrollment and Staffing Snapshot (aka MIS Finals)

9/3/24

Financial Aid Snapshot

9/10/24

Transcripts Snapshot (also 23-24 year end)

9/10/24

LACES Snapshot

9/17/24

QUESTIONS?

