DATA BRIEF

PROPOSAL: STUDENT SELF-SERVICE QUESTIONS

The Data Governance Committee (DGC) seeks system wide feedback on the following proposal to address the issue of missing and/or outdated student data required for state and federal reporting.

Background

Our college system has historically asked supplemental questions of students to collect information needed to meet state and federal reporting requirements. We are currently missing certain data which was previously collected in Legacy at the time of admission and registration.

Missing data include those we:

- Are restricted from asking at the time of admissions because a student may feel it will impact their acceptance, and
- Only collect at admissions and which become quickly outdated, and
- Don't collect in ctcLink at all.

There is currently no functionality available within ctcLink to ask students custom questions. While the Online Admissions Application Portal (OAAP) does include a section for supplemental questions, the questions are asked during the application process and there is no functionality available to the student to update their responses once admitted.

Each data point collected from the questions below is used in full or in part for Carl Perkins and Workforce Innovation and Opportunity Act (WIOA) federal reporting. Institutional researchers and others also use these data elements for local and state reporting needs.

Data Required, but Not Available in ctcLink

The following data points are currently not available in ctcLink, but are required for state and federal reporting:

Self-Reported Disability

- Required for federal Carl Perkins reporting
- Previously asked at the time of registration in Legacy
- Previously asked at the time of admission in Legacy and ctcLink but was removed per an audit finding as students may feel their response would impact admission to the institution
- Currently do not collect self-reported disability from students

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Family Status

- Required for federal Carl Perkins reporting
- Previously asked at the time of admission and at registration in Legacy
- Previously asked at the time of admission in ctcLink but was removed per an audit finding as students may feel their response would impact admission to the institution
- Based on a two-part question for:
  - Marital status
  - Parental status

Employment Status

- Required for federal Carl Perkins reporting
- Currently asked at the time of admission, but quickly becomes out of date

Housing Status

- Required for federal Carl Perkins reporting
- New question not previously asked of students

English Learners

- Required for federal Carl Perkins reporting
- Historically collected in Legacy as a class characteristic
- Current Carl Perkins reporting requirements describe this as a student characteristic

Foster Care Youth

- Required for federal Carl Perkins reporting
- Required to be asked at the time of admission per RCW 28B.117.040
- New question to meet Carl Perkins requirements
  - Former or Current Foster Youth may qualify for educational benefits and support services. Have you been in, or currently are in, foster care?
- Current question asked in Online Admissions Application Proposal (OAAP) using the required, legislative language:
  - Have you been in Washington state, federal, or tribal foster care since your 13th birthday, or did you experience unaccompanied homelessness? If so, you may qualify for educational benefits and support services."

No change is proposed to this specific question, cited here to communicate full range of foster care questions asked of students

Child of Active-Duty Military

- Required for federal Carl Perkins reporting
- New question not previously asked of students
- Similar question is available for residency determination, but does not align with the Carl Perkins language and definition.

Recommendation

The DGC recommends implementing a custom solution to collect information from students to meet state and federal reporting requirements, as well as for institutional research and student outreach needs.

The custom solution would include:

- Custom page added to student self-service.
- Custom table to store collected data
- Activity guide to prompt responses from students

New custom Student Self-Service page questions

Self-Reported Disability

- Do you have a physical or mental impairment that substantially limits one or more major life activities such as seeing, hearing, walking, learning, interacting, or working? Response options:
  - ☐ Yes
  - ☐ No
  - ☐ Decline to answer

Include the following information as a note below the question:

The college offers accommodation and support services for students with disabilities. If you would like more information, please contact the disability services office at your campus. (This office may have a different name depending upon which college you are attending.)

Family Status

Marital Status

- What is your marital status? Response options:
  - ☐ Registered domestic partnership
  - ☐ Married
  - ☐ Single (never been married or never in a registered domestic partnership, divorced, or widowed)
  - ☐ Decline to answer

Parental Status

- Do you have dependent children under the age of 21 who live with you or for whom you are responsible? Response options:
  - ☐ Yes, I have dependent children (including pregnancy)
  - ☐ No, I do not have dependent children
  - ☐ Decline to answer

Employment Status

- What is your current employment status? Response options:
  - ☐ Employed full-time
  - ☐ Employed part-time
  - ☐ Not employed, seeking employment
  - ☐ Not employed, not seeking employment
  - ☐ Retired
  - ☐ Decline to answer

Housing Status

- Are you currently experiencing homelessness or housing insecurity? Response options:
  - ☐ Yes
  - ☐ No
  - ☐ Decline to answer

English Learners

- Is English your native language? Response options:
  - ☐ Yes
  - ☐ No
  - ☐ Decline to answer

If the student responds No, ask the following question:

- What is your primary language? (The following languages are the most frequently spoken languages in Washington State). Response options:
  - ☐ Spanish
  - ☐ Cantonese
  - ☐ Mandarin
  - ☐ Vietnamese
  - ☐ Russian
  - ☐ Tagalog
  - ☐ Korean
  - ☐ Other language (allow a write-in response)

Foster Care Youth

- Former or current foster youth may qualify for educational benefits and support services. Have you been in, or currently are in, foster care? Response options:
  - ☐ Yes
  - ☐ No
  - ☐ Decline to answer

Child of Active-Duty Military

- Dependents of active-duty military may qualify for educational benefits and support services. Is one (or more) of your parents or guardians on United States active military duty? Response options:
  - ☐ Yes
  - ☐ No
  - ☐ Decline to answer

Summary of Proposed Changes

The DGC proposes creating a custom page in Student Self-Service to collect information from the student post-admissions.

New questions required for state and/or federal reporting

- Self-Reported Disability
- Family Status (marital and parental status)
- Housing Status
- English Learners
- Child of Active-Duty Military
- Foster Care Youth

Questions to move out of OAAP into Student Self-Service page

A question currently in the OAAP, proposed to move to the new Student Self-Service page instead.

- Employment Status

Questions to remain in OAAP

- Veteran status
- Foster Care Youth
- First Generation

Solution Requirements

- Available on-demand in student self-service
- Include the following statement at the top of the page explaining why we are collecting this information and how it will be used.

    Information collected at this page is used to help identify students who may qualify for college services and for state and federal reporting requirements.   The data is stored securely and only used for authorized purposes by individuals authorized to access it.
- Ability for students to update responses
- Ability for SBCTC to:
    o   add additional questions
    o   retire questions
    o   modify existing questions
    o   change the valid values for a question
- Data stored by Institution
- Security roles created to restrict access
- Includes effective dating
- Ability for staff to enter the data on behalf of the student
- Activity Guide developed to guide students to self-service and thru the questions
    o   The self-service custom question page should be presented to the student during registration.
    o   It is preferable to replicate the legacy process. The questions were presented to the student at the beginning of the registration process and the student was not allowed to continue with registration until they had responded to the questions. In ctcLink, the activity guide should take the student to self-service to the questions populated with their last responses. The student can answer/update their responses and then continue with registration.

How to Provide Feedback?

The system's Data Governance Committee (DGC) Data Governors have been asked to provide this proposal to their commission and councils for review and feedback. The Data Governors will compile the feedback.

Please provide your feedback to your associated council or commission representative.

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