DATA GOVERNANCE COMMITTEE PROPOSAL

CTCLINK CNED CAREER DATA QUALITY AND ENROLLMENT TRACKING PROPOSAL

Background

The system's Data Governance Committee (DGC) formed the Continuing Education Subcommittee in early 2023 to discuss:

- The alignment of ctcLink Continuing Education career (CNED) enrollments and related policies
- Determine the best approach to resolve data quality issues that have been identified
- Determine the best approach to track special funding program FTES such as Job Skills Training and Cybersecurity 500.

After several meetings it was determined that no structural changes goals nor any new coding mechanisms are needed for the CNED career to accomplish the goals. However, additional documentation and training is needed. In addition, current State Board Policy Manual language does not align with the actual handling/reporting of CNED data.

Recommendation

The DGC recommends the following actions:

1. The coding needed for the reporting of Continuing Education enrollment records will remain at the class level. No specific Plan Codes, Student Attributes or Student Groups will be required for reporting, unless the need develops in the future.
2. SBCTC Data Services to produce and maintain a CNED Coding Manual that consists of all applicable coding for Continuing Education enrollment records.
3. College Continuing Education staff (or the appropriate staff at the college) will align their current coding practices with the CNED Coding Manual.
4. SBCTC to update the following Policy Manual sections:
    a. Chapter 4.10 to provide clarifying language related to Course/Class Catalog Numbers.
        i. Continuing Education is not specifically cited in this section or provided a specific Catalog Number range. It is proposed that we add language stating that Catalog Numbers between 100 and 699 should be reserved for college level classes and courses. Continuing Education classes and courses should use numbers outside this range.

b. Chapter 4.90 Policy Attachment needs updated.
   For example, the policy currently states that personal enrichment enrollments are excluded from the Data Warehouse. These enrollments have never been excluded from the Data Warehouse. Removing these enrollments also removes their associated FTES.
      i. Upon discussion with State Board policy staff in both Finance and Education Divisions, State Board research staff and college Continuing Education Council members, it has been determined that personal enrichment enrollments should continue to be included in the SBCTC Data Warehouse and will be identified as such.

5. SBCTC Data Services will add a data element to the SBCTC Data Warehouse to clearly identify CNED enrollments.
6. SBCTC Data Services to provide Quality Assurance reports to Continuing Education staff to identify data quality issues for correction.
7. SBCTC Data Services to provide training related to the Quality Assurance reports and class coding