MCCDEC

Michigan Community College Data and Evaluation Committee

Minutes
Friday, January 29, 2010
Kellogg Center, East Lansing, MI

Attendees: Beverly Andrews, Nick Baker, Stephen Cannell, Angela Carrico, Stephen Eaton, Gail Ives, Leslie Kellogg, Doris Lewis, Linda Minter, Jim Ross, Nancy Showers, Randall Ward, Linda Blakey, Ginger Gulick, Darby Hiller, Bob Marsh, Ken Trzaska, Monica Sullivan,

Ex-officio: Rhonda Burke, Jim Folkening, Dan Woodward, Mallory King

Meeting called to order at 9:00 a.m. by Chairperson, Leslie Kellogg.

Approval of Agenda
The agenda was approved as submitted.

Recognize New Members/Membership Listing
L. Kellogg welcomed the following new members:

- Ken Trzaska, Dean of Instruction, Goegebic CC
- Monica Sullivan, Dean of Instruction, Schoolcraft College
- Patricia Collins, VP of Workforce Development, West Shore CC

New members received a copy of the MCCDEC Bylaws. Membership list was reviewed; changes should be sent to R. Burke.

Approvals of Minutes
Due to technical difficulties, the September minutes were not available. The committee will receive them via email. September and January minutes will be reviewed and approved at the March meeting.

Update on Programs of Study
9 colleges applied for 16 programs. 4 are Automotive Tech related. Facilitator training has been conducted – webinar for the sites was held on 1/28/2010. Research and data is a large part of the effort. Analysis of students in first courses of program will include grades, college placement test scores etc., going back three years to look at trends in the data; the model is similar to ATD. We will also need to analyze reading levels needed for first year courses as compared to placement test scores. Focus on student advising re. skill sets needed for success in the college programs and identifying appropriate remediation efforts to get students ready for CTE courses. Monthly webinars will be provided – results due in June 2010. The plan is to continue offering mini-grants, focusing on top-50 enrolled programs statewide. Documents and resources are posted on the website.
SC4 recently did a focus group of hospitals, which showed that the labor market needs for nurses is weaker than expected and they want to hire BSN graduates whenever possible. There is an imbalance between the student interest, the completion rates, and the actual employment rates. Some colleges are experiencing the current situation where ADN graduates are not finding jobs – the nurse aid/nurse assistant job market seems to be more stable. Long-term labor market needs are still projected to be strong.

- ACS enrollment reports – DMB summary of CC enrollments 04-05 vs. 08-09 – headcount increases are not as dramatic as CYES increases. Students are taking more classes per individual. Statewide comparison sheet was provided to the committee. March 1st is projected for the Data book to be published.
- Letter to Occupational Deans requesting verification of the Perkins formula data was sent January 25th.
- Materials were distributed re. the January launch of the MDEC Fifth Study of Developmental Education. Process is to identify the study issues and questions and develop draft questions. Results are due April 1st at the MDEC conference and MCCA July meeting.
- National Assessment of Career and Technical Education Survey – sample of MI CC colleges received the survey to study Perkins IV. There was also a state level survey, which will be posted on the website. Findings are presented to Congress (feds) to be considered during Perkins re-authorization. The survey took a lot longer than the instructions indicated. The group discussed the confusion about the term Programs of Study under the federal programs vs. our usual understanding of the term "Programs" meaning our certificate and degree programs. The federal definition includes some kind of linkage/alignment with secondary education.

CEPI/Docufide initative – N. Baker

The transcript link on the MCAN site will lead you to the Docufide site where the transcripts will be housed. Proposed data cycle for P-20 is 10 times per year to upload data. NWLB participants will be assigned a UIC code, starting in June. CEPI newsletter is available online at: http://www.michigan.gov/documents/cepi/200912_etrans_newsletter_303887_7.pdf
The committee discussed the complexity of data handling among the various levels of colleges, the MI Works system and the UI/Labor Market systems.

Update on Reports Taxonomy

No news from Mary Frega since October, Jim will be contacting her. There were some challenges to getting the database formatted for the new web site. We would like this updated on an annual basis.

State Update

PK-20 – letter to college presidents spelling out the goals of the system and the e-transcript effort. Lisa Estland-Olson and Andy Levin have been in discussion with Treasury and Dept. of Ed re. the construction of the system. Post-secondary is getting the focus now that the NCLB work had brought to K-12. Federal grants will be tied to data from this system. WKFD has a million dollar commitment to tie systems to UI and MI Works data systems. Ultimate goal is to have all data including assessments and employment tied together at the state level. Analysis is focused on the data in as well as the outcomes expected. State superintendent is focused on reports that are possible to generate from the data. What are the research questions that need to be answered? An $11 billion grant proposal has been submitted to support this work. DOL/DE combined funding from ARRA and other funds would be used for this. L. Kellogg questions about the functional composition of the Council – it will be 2 and 4 yr. college presidents, 8 agency staff members and then various task forces (possibly five) to work on sub-tasks. Consolidated Annual Report (CAR) – 20 page report filed with the feds re. post-secondary and secondary CI data and narrative on outcomes. This is posted on the state website.

CC Impact Paper – updated twice a year – paper copy provided to the committee. ACS data showed reduction in collection of local property tax for the first time. Format is same as previous years.

Update on Michigan Community College Collaborative for Accountability, Research, and Effectiveness (MCCCARE)
Meeting was held on January 28th at MCCA. Update re. the MCAN presentation by Brandy Johnson-Faith, IPEDS Workshop info, P-20 data element subcommittee. Copies of agenda are available to committee members.

Update on MCNET Website (www.michigancc.net)
R. Burke reviewed updates to the Michigan Community College NETwork.
Files are still being housed on local-area servers – Noel Estabrook is now living out of state. The design is being reviewed to try to keep it clean and simple. The headers are going to stay static. You will not have to switch between the public and the logged-in site – it is designed for both purposes. Committee should review it from both perspectives.
Carl D. Perkins tab – CAR, state plan etc. are listed there. Links will open new browser windows. ACS has manual, databook, legislation etc. Data tab also has ACS databooks, program inventory, awards conferred data, and search for programs (moved from Searchable Databases). Resources includes Certifications and Assessments database, Impact Reports, CC and Higher Ed directory, Links of interest have been updated and included here. Contact Center includes "about MCCDEC" with links to committee documents, links to college websites, Data Coordinator and Data Contacts, bug report will be added here.
Administrative site: Program Inventory export added, duplication of totals has been fixed; SQL format has limited the exportability capabilities – this helped with Rhonda's data handling but took out the "look and feel" of documents for stakeholders on the college campuses. Unified login streamlined the many access points. Some cleanup has been done on the OPS functional screens. Updated Race/Ethnicity data format will be posted in June. June 30th is end of current contract; hopefully it will be renewed for an additional year.

Suggestions:
- Add 1P1 in parentheses after Certifications and Assessments link name
- Ensure that the "remember me" function works
- Bug report asks for URL – can this be auto-populated
- Download spreadsheets with calculations – view function with percentages and grand totals (not in .csv format, needs to be in .xls for this) – add "export to Excel" functionality
- Ensure that the CIP codes are stabilized and the correct ones show on the appropriate reports
- Change Data Center to read Data Entry
- Add ACS contact person information under ACS link
- Order of fields in data entry screens, import and export files need to be in exactly the same order for all reports
- Make "save and submit" button bigger, more clear that you only have to use it once per report
- Complete setting up the Archive function
- Have end-users test the changes one last time before going "Live"
- Send out screen shots/technical specs as soon as possible so that IS staff at the colleges have time to make changes

CEPI/Docufide – Michigan e-Transcript Initiative
N. Baker updated the group on the need to register with CEPI to receive e-transcripts. The next phase will be to send e-transcripts and all colleges will need to identify a way to store and report the K-12 Unique Identifier Code (UIC) since this is the field that will be used to tie student records together in the P-20 student database.

Assessments/Credentials (1P1) – D. Woodward
Handout from secondary models reviewed (State of Georgia and State of Arizona)
Discusses process used – as many as a hundred tests were identified that could be considered valid for data use. Question re. using WestEdge to follow-up on this information for Michigan. Discussion about the handouts documenting the existing assessments. No forms have been submitted to the state requesting new assessments to be approved for use. D. Woodward discussed having the colleges submit information about what actual assessments are being used and which ones have been reviewed/evaluated and rejected as being not appropriate.

PROE Update
J. Folkening updated the committee on the survey of PROE methods in use at the colleges. 13 colleges responded to the survey. The feedback from the MCCCARE meeting was that the survey question set is out-dated and a group of IR staff (D. Syms, Macomb, K. Buttgieg, Jackson…) would like to work on this. We don't have to do any prescribed survey, just need to demonstrate that we have acquired and analyzed data from key stakeholders such as students, faculty and advisory committee members. J. Folkening asked the group to try to identify a contractor/consultant to facilitate work on improvement efforts. D. Hiller asked whether we need to have a standardized method at the state level. NWMC has just completed a process of improving their overall Program Review including re-writing surveys and using lean quality processes. S. Eaton has a possible person to contact. Ideally, efforts at the state level would support and enhance the college processes. PROE should add value, not just be another compliance effort. Schoolcraft is currently analyzing methods on how to use existing data such as NCCBP, CCSSE etc. to plug into Program Review efforts institutionally and serve the PROE needs also. J. Folkening would like to pursue options prior to the March meeting, using the MCCCARE participants.

2008-2009 Core Indicators Review
The expected levels of performance are negotiated with the federal government – we need to continue to review the levels at the state and institutional – if a college is out of the 90% range on a CI, this needs to be addressed in the local improvement plan. Suggestion was made to segment the data sets into the ACS groups.
1P1 – it is likely that most of the data represents no more than 9-10 assessment instruments overall. There were questions about whether the colleges are only reporting those students that passed the assessment or reporting all who took assessments
2P1 – There is a very large range of percentages, some of which are explained by the use of various methods related to surveying, NSC files, population shifts etc. We need to look for ways to provide technical assistance to the schools that seem to be outliers in the data sets, with either peer review or CCSU staff audits. Suggestion was made to add the total number of concentrators to the data to provide a frame of reference, also to show the data with standard deviations.
3P1 – the timing of the submission to the Natl. Student Clearinghouse may explain some of the lower transfer rates. Question regarding whether 08-09 transfers should have been anyone in a Clearinghouse file from July 1st 2008 until October 2009.

4P1 – If the data entry is done right, those who left postsecondary shouldn't result in a "0" – this needs to be clarified in the instructions and data entry screens. This should be mostly addressed with data screen updates. "Left Postsecondary" needs to include non-respondents. If they are continuing their education as well as being employed, they are removed from the dataset, since they have not left postsecondary.
5P1 – Expected level of performance for 2009-2010 jumps dramatically. It is very difficult to affect these numbers since they are subject to students own choices about career pathways. There seems to be more consistency in the range of data.
5P2 – Similar observations to 5P1

MCCDEC Projected Activities for 2009-10
The committee engaged in a brainstorming session to come up with ideas for MCCDEC to focus on for the 2009-10 year. Ideas included:

- PROE improvement
- Programs of Study – identify data needs **(suggestion to do this after the initial round of mini-grants are completed)**;
- Identify additional data elements in the Reports Taxonomy: awards, FTE/FYES, tuition and fees, finance **(dependant upon the contractor, either Mary Frega or someone else. $5,000 is available to use until the end of the fiscal year)**;
- Write-up on CEPI/UIC best practices/recommendations;
- Core Indicators – bring in a new set of data to analyze at each MCCDEC meeting**(ongoing)**;
- Continue to update website **(ongoing);**
- Improve reporting of credit/non-credit enrollment **(this is part of the funding formula, even though the formula is not fully funded. Defer to the P-20 initiative)**;
- Collect and analyze Dual Enrollment data;
- Identify best practices in the collection and analysis of data, specifically graduation rates and retention;
- Survey methods employed by community colleges to collect Special Populations data;
- Re-introduce the State-wide survey of MI Community College Non-Returning Students (suggestion to modify this type of project to accommodate the Perkins Leaver Survey data needs or re-design the original survey and try to conduct it again, need to identify contractor to do this).

J. Folkening asked the committee
Expenditure/Budget Report
2009-2010 budget - Current balance is roughly $70,000.

Meeting schedule for 2009-2010:
March 18, 2010 (changed)
June 10, 2010

Agenda items for future meetings should be e-mailed to Leslie Kellogg. Meeting adjourned at 2:50 p.m.

Recorded by:
Gail Ives
MCCDEC Vice Chair/Mott Community College