

Responsibilities of Data Coordinator

Each year your college is responsible for submitting data to the state as part of the community college data collection system. Your president is requested to appoint a data coordinator each year. In turn, the data coordinator is asked to update the list of data contacts for each separate required report.

The Data Coordinator duties include:

1. Facilitating data collection activities for your community college;
2. Updating and keeping current the data contact listing for your college;
3. Maintaining and assigning user ids and passwords to college staff for MCCNET (Michigan Community College Network) data functions;
4. Distributing and forwarding communications and collection formats to the appropriate data contact person;
5. Directing the contact person/s at your college responsible for the completion of the data reports;
6. Ensuring that deadlines are adhered to regarding the completion, submission, and final editing of data to the State of Michigan;
7. Ascertaining that data is accurate, correct, and verifiable to the greatest degree possible;
8. Serving as liaison for your college and CCS concerning all data issues;
9. Serving as liaison between the data contact person(s) and occupational education contact person concerning issues related to federal occupational education data; and,
10. Offering suggestions and insight into possible improvements concerning the data collection methods.