

MICHIGAN COMMUNITY COLLEGE DATA EVALUATION COMMITTEE (MCCDEC)

January 22, 2016 Meeting

Crowne Plaza

925 S. Creyts Road

Lansing, MI 48917

In attendance: Eileen Brennan (Henry Ford College), Nick Baker (Kirtland Community College), Bev Andrews (Glen Oaks Community College), Steve Cannell (Kalamazoo Valley Community College), Dana Cogswell (Lansing Community College), John Hulsebus (Lake Michigan College), Bob Marsh (North Central Michigan College), Liz Orbits (Washtenaw Community College), Jim Ross (Monroe County Community College), Nancy Showers (Oakland Community College), Rob Spohr (Montcalm Community College).

Guests: Jill Kroll (Michigan Department of Education), Rick Michalski (Henry Ford College), Erica Orians (Michigan Center for Student Success), Mark Woods (Oakland Community College).

Ex Officio: Gail Ives (Michigan Community College Association), Sheree Price (Community Colleges Services Unit), Kelly Simmons (Community Colleges Services Unit).

CALL ORDER TO ORDER, APPROVAL OF AGENDA, AND APPROVAL OF SEPTEMBER, 2015 MINUTES.

Eileen called the meeting to order at 9:05 a.m. Nick moved and Steve seconded that the agenda as presented be approved. There were no objections or corrections. Steve moved and Nancy seconded that the September, 2015 meeting minutes be approved. There were no objections or corrections. It was later noted that Gail Ives should have been listed in attendance as ex office rather than guest. This correction will be made to the September minutes.

NEW MEMBERSHIP. Letters of membership have been sent to Gene Schmidt , Director of Procurement (representing business services) at Mid-Michigan Community College, and Vicky Kropp, an Administrator at Alpena Community College (representing data information services). However, with the transition in officers and retirements of CCSU staff, there has been confusion in the process. There was discussion about whether adjunct/part-time faculty could be appointed to the committee. It was agreed that they could be, and that representation would be beneficial. Nancy agreed to contact a Film faculty member from Mott to see if s/he would be interested in serving on the committee.

MCCA (MICHIGAN COMMUNITY COLLEGE ASSOCIATION) AND MCSS (MICHIGAN CENTER FOR STUDENT SUCCESS) UPDATE by Erica Orians.

- Governor's state of the state address centered on the water crisis in Flint and Detroit Public Schools, and did not address community colleges. MCCA anticipates limited increases for community colleges in the budget. A legislative summit is scheduled for January 27. It was noted that four-year institution representatives did an analysis of budget allocations for higher educations over the past several years and became aware that community colleges have fared comparatively well in the budget process.
- The priority policy issues are transfer and early/middle college. MCCA representatives are working with four-year institution representatives on a committee regarding the transfer

acceptance of associate's degrees. MACRAO (Michigan Association of Collegiate Registrars and Admissions Officers) will be issuing a report on the subject March 1. The State Board of Education priorities are early/middle college and community colleges offering baccalaureate degrees.

- The March MCCA Board meeting will be focused on Campus Security with a featured speaker formerly of Northern Illinois University.
- The MCS will hold a virtual meeting January 29 focused on alternative credits.
- Guided Pathways – Both cohorts met at Macomb Community College in December, 2015, have a scheduled phone-in meeting February, 2016, and will meet at Washtenaw Community College in April 2016.
- A legislative study committee has been organized on block transfer of associate's degrees. A recent CCRC (Community College Research Center at Columbia University) report on transfer reflected that Michigan has higher than the national average number of transfers from community colleges to four-year institutions, lower than the national average of transfer students collecting their associate's degrees before transferring, and lower than the national average of transfer students eventually obtaining baccalaureate degrees.
- MCSS has been performing analysis of how credits transfer from community colleges to four-year institutions through the Michigan Transfer Network.
- There are two new major projects through the MCSS.
 - Lansing and Jackson were chosen for the Dana Center at University of Texas – Austin Math Pathways to Completion project.
 - Kresge Foundation has provided funding for the Consortium for Veterans Education, focusing on recruitment and policies and practices that help Veterans. The annual meeting of this consortium will be held in conjunction with the Student Success Summit scheduled for September 29-30, 2016.

MCCCARE (MICHIGAN COMMUNITY COLLEGE COLLABORATIVE FOR ACCOUNTABILITY RESEARCH AND EFFECTIVENESS) AND P-20 COUNCIL (CENTER FOR EDUCATIONAL PERFORMANCE AND INFORMATION ADVISORY BOARD) UPDATE by Nick Baker.

- MCCCARE met Thursday, January 21. The MCCA and MCSS update provided was addressed with Erica's comments. Other items addressed:
 - The Governor's metrics are due February 19, and will be collected with Survey Monkey.
 - Most colleges are currently working on meeting the January deadline for posting program disclosures and addressing corrections to completions data returned by the Department of Education.
 - Those present discussed the lack of guidelines for records retention.
 - The CCSTEP (Community College Skilled Trades Equipment) Grant data collection process was discussed. Depending on how the grant was written, the reporting burden can be onerous.
 - Nick is organizing a listing by college of Enterprise systems (e.g., Colleague, Jenzabar), Statistical Packages used, Survey Software used, and Higher Learning Commission accreditation type (AQIP, Pathways, Open Pathways).
 - The Higher Learning Commission faculty credentialing requirement will be in effect as of September 2017.

- The P20 Council (an advisory committee to the Center for Educational Performance Information composed of higher education representatives) continues to recommend methods to increase the reliability and breadth of data collected through the CEPI for the STARR (Student Transcript and Academic Record Repository) longitudinal data system.
 - An agreement has been signed to move forward with merging UI wage data with education records. Data will be available to CCs; sample available on mischooldata.org. This only applies to those who have received services through MichiganWorks, approximately 7% of the state's population. May be replicated for larger population, but would be aggregate-level data. Task force will start in March/April to work with WDA to guide them through this development.
 - Keyholder for pathway files – less sensitive version is now available that can be shared with other parties on campus.
 - New CEPI staff will redesign the site to make it more clear.
- VFA (Voluntary Framework of Accountability) Update. This year 22 of 28 colleges participated. MCCA will be a consortium member, allowing for a state aggregate dashboard on the site. VFA has shared results of discussions that have been occurring – students who do not test into developmental, but take developmental, will not be studied separately; students identified as “unknown” will also not be considered as a cohort group itself. This year's data collection cycle is open. Gail Ives, coordinator of the project for MCCA, encouraged all VFA colleges to participate in the monthly VFA User's Group.
- CEPI (Center for Educational Performance Information) update. The UIC (Universal Identification Code) assignment and resolution process has been changed to allow year-round request for new UICs and resolution rather than the limited window previously allowed. Data collection will change to allow reports reflecting July 1 to June 30 data rather than May 1 to April 30 data, more in line with federal and state reporting requirements.
- MCCDEC Update. Eileen updated MCCCARE on the Reports Taxonomy and Certifications and Assessments Database projects. Eileen also shared a draft survey to assess interest in the Annual Community College Data Workshop, as MCCCARE co-sponsors the workshop. MCCCARE members along with MCCDEC members will provide feedback for the final survey.
- IPEDS Update. The group discussed the new Outcomes Measure survey, which provides graduation, transfer-out rates, and continued enrollment rates for entering student cohorts at six and eight years after initial enrollment. This measure differs from existing measures in that it addresses first time in any college and first time at the reporting college (i.e., students with some college experience) rather than only first time in any college students, and includes part-time as well as full-time students. The group also discussed IPEDS exploration of how two-year colleges offering four-year degrees will be categorized in the future.

STATE UPDATES/ACS DATABOOKS. Sheree explained the difference between TED (Talent and Economic Development) and TIA (Talent Investment Agency). The Community Colleges Services Unit reports to TIA, which reports to TED. Both TIA and TED have had interim leaders, with recent changeover. Patrick Mehlea retired from the Community Colleges Services Unit, which left a consultant position vacant. All Perkins applications have been closed out. *ACS Databooks* are due for release March 1. Those with

questions on the databooks should contact Tracy Kuchuk. Community Colleges Services Units staff are in the process of moving ACS data collection and reporting to the Michigan government site, and hope to have this change in place by May. They are also looking into whether CEPI could provide ACS data and data for other reports.

REPORTS TAXONOMY PROJECT. Rick Michalski presented the working database. Those present were invited to log on to the temporary site, mccdec.net, to work with the database. The site features a home page, with explanation, a tab through which the user can access a list of all reports with select information and further drill down to get to all report elements, a dropdown feature in which the user can select reports based on criteria such as due date, title or agency report is made to, and a keyword search. Rick noted that the actual color, font, and other appearance themes will be determined. Those present agreed that the project expectations have been met, and that a user friendly, useful taxonomy has been provided. Future directions:

- Immediate suggestions for improvement included --
 - Adding directions for using the keyword search function.
 - Adding a hyperlink field which would bring users to the online source of a report.
 - Adding a formatted print function to all pages.
- Steve moved and Rob seconded that the full amount of the contract with Rick Michalski for the Reports Taxonomy Project be paid. There were no objections.
- Steve moved and Rob seconded that MCCDEC establish a maintenance contract for the site with Rick Michalski. There were no objections.
- The content of the site was discussed. While the content includes much of value, those present felt that ensuring the necessary content and validating it are beyond the scope of the project. The Reports Taxonomy Subcommittee was directed to set up a contract method to investigate and validate content. Suggestions to accomplish this were to provide an honorarium or other contract, approaching Institutional Compliance officers to see if they are interested in this project.
- Those present discussed where to house the database, in light of pending changes to the www.michigancc.net website. One suggestion was to look into housing it on the MCC CARE site, however, it was agreed that the more suitable home was the Michigan Community Colleges Services Unit's website. Rick agreed to maintain the current site, mccdec.net, until decisions are made on the Michigan Community Colleges Services Unit's website.

MICHIGAN COMMUNITY COLLEGES NETWORK WEBSITE UPDATE/PERKINS CORE INDICATORS BY COLLEGE by Kelly Simmons.

- Kelly has been working on moving the Community Colleges Network Website to a state of Michigan site as directors question the need for a site developed and maintained by an outside contractor. The migration may occur as soon as June or July 2016.
- It was noted that there are issues with sign in access to the current site.
- Kelly has also been working with staff from CEPI (the Center for Educational Performance Information) to look at reducing the number of places where data must be submitted and to determine who is responsible for providing which data. Those present expressed concerns that the STARR (Student Transcript and Academic Record Repository) data system operated by CEPI does not include the extent of data, or the data elements required to complete Perkins and other state reporting. Gail and Nick agreed to locate and provide reports and listings originally developed by MCC CARE of the elements required to meet Perkins, state reports, IPEDS, and some voluntary reporting needs.

- Kelly presented the Core Indicators by College report. It was agreed that members would reach out to Occupational Deans, Perkins Administrators, and Special Populations Coordinators at their colleges to review their Core Indicator data and develop questions and discussion items for the joint meeting scheduled for April with MODAC. Colleges not represented on MCCDEC will also be contacted to develop these conversations and questions.

PERKINS UPDATES by Jill Kroll. Jill provided many links to websites for those interested to obtain information about the Perkins grant, the status of updates, and to provide input into changes. At this point there is expectation of a new Perkins Authorization by 2017-18, with emphasis on better alignment of measures and definitions. The consistent themes have been:

- It is possible/probable that postsecondary PV indicators will align with WIOA indicators and states will be expected to align measurement definitions between WIOA and postsecondary Perkins
- emphasis will be on Programs of Study that include secondary and postsecondary and end with an industry credential.
- emphasis on earning college credit while in high school—dual enrollment
- emphasis on alignment of programs to workforce needs
- emphasis on work-based learning
- expectation that states will use statewide longitudinal data systems
- development of a data exchange to share industry certification data with states
- expectation that states will use administrative wage record data for measuring placement in employment
- emphasis on active employer involvement in CTE.

Jill noted that there is a pilot project in Illinois on data exchange with credentialing agencies. The group noted the emphasis on the federal push to use longitudinal data systems.

There is a pilot project with the Department of State (which issues some licenses) on automotive certification. The Department of Education and Department of State are looking for Postsecondary instructors and students to test the test, with the end-all goal of establishing a new test to replace the current state certification. Jill asked those present to refer interested instructors or students at their institutions to her.

MICHIGAN COMMUNITY COLLEGES WEB SITE REVIEW by Kelly Simmons.

The Web Site Review Committee was established at the September 2015 MCCDEC meeting with the charge of reviewing the content of the web site. At that time Mike Woods and Rob Spohr volunteered to be on the committee, and a member from Mid Michigan was recommended. It has not yet been determined if he has agreed to serve on the committee. Rick Michalski from Henry Ford volunteered to be on the committee. Additional volunteers from the MCCDEC community and from MODAC will be sought. It was noted that members of MCCDEC subcommittees do not have to be MCCDEC members, and that work process expenses such as travel can be reimbursed. Another avenue for participation will be testing and submitting comments. Staff at OCC were suggested for this role. Considerations discussed by those present included:

- Ensuring Section 508 compliance.
- Pathways/views/portals by user role or function.
- Better identifying secured compared to unsecured portions of the site, and documenting the need for areas to be secured.

CERTIFICATIONS AND ASSESSMENTS DATABASE PROJECT by Dana Cogswell. Dana requested additional guidance from the group on what the Committee should accomplish. Those present asked that the

committee establish project specifications for a user friendly, web-based, searchable database of certifications and assessments similar to the Reports Taxonomy Database recently developed. Also, that the committee establish a way to validate and update certifications and assessments by CIP Code, and identify the most useful data fields for inclusion in the database. Suggestions were made that the committee could divide the work into two projects – database infrastructure and database content. Thus far Lori Gonko from Henry Ford has agreed to serve on the committee. Eileen will contact MODAC again for volunteers, and the project will be part of the agenda for the joint meeting with MODAC in April.

HOUSEKEEPING/PROJECT AWARD PROCESS. Eileen noted that with Community Colleges staff transitions there is little history or process documentation regarding the awarding of funding for projects. She would like to provide guidance and standards for future projects, setting project bid standards, specifications, and awards. It was noted that most projects fall under the federal grant standard requiring bids, and that the process should allow flexibility for when the committee has known expertise in mind. Sheree agreed to forward federal grant expenditure guidelines to Eileen. Eileen will research the by-laws and develop a draft process for the committee to review.

NEW BUSINESS.

Annual Data Workshop. Eileen reviewed a survey document to assess interest in the annual data workshop. This survey was also reviewed by MCCCARE members. It was agreed that the survey would be sent out as soon as possible to MCCDEC, MCCCARE, MODAC, Special Populations Coordinators, MCCBOA (Michigan Community Colleges Business Officers Association, MCCSSA (Michigan Community Colleges Student Services Association), and MACRAO (Michigan Association of Collegiate Registrars and Admissions Officers), with the request that recipients forward to those at their institutions who might be interested. The results will be used for planning the workshop.

Budget. Liz presented the budget on behalf of Linda Blakey. Bev moved and Rob seconded that the budget be approved. There were no objections.

Joint Meeting with MODAC in April. Agenda items will include a discussion of Core Indicators and findings by college, the Best Practices project, the Reports Taxonomy, the Credentials and Assessments Database, STARR data collection and use, and the review of the Michigan Community Colleges website.

ADJOURNMENT. Rob moved and Bob seconded that the meeting be adjourned. The meeting was adjourned at 2:35 p.m.