MCCDEC
Michigan Community College Data and Evaluation Committee

Minutes
Thursday, June 18, 2009
Kellogg Center, East Lansing, MI

Attendees: Beverly Andrews, Linda Blakey, Nick Baker, Darby Hiller, Gail Ives, Leslie Kellogg, Doris Lewis, Bob Marsh, Linda Minter, Jim Ross, Bruce Sweet, Jim Taylor, Roger Palay, Maria Hernandez, Steve Fosgard

Ex-officio: Rhonda Burke, Dan Woodward

Guests: Mary Frega, Mallory King

Meeting called to order at 9:05 a.m. by Chairperson, Leslie Kellogg.

Approval of Agenda
The agenda was approved with the addition of an MCCA update after lunch.

Approvals of Minutes
Committee reviewed the minutes of the March 27, 2009 meeting. Motion by Bruce Sweet to accept; seconded by Nick Baker. Motion passed.

CECR Workgroup Updates
LK reviewed the recommendations from the workgroups – the suggested changes are not comprehensive and don't really reduce any of the reporting obligations
CECR software updates are apparently waiting for funding for the web site work. The data updates are being delayed and correct data does not always immediately show up. NWLB staff is waiting to find out what the future of WIA legislation will be. The private schools have entered some questionable data, which makes us wonder how the listings are being compared. MWA staff issues composed much of the discussion; CC interests were not really improved. There seem to be more pressing issues than CECR for the state staff at this time.
Diana Carpenter said she would distribute all of the recommendations – Stephanie Beckhorn said she is not sure we will have to submit a waiver. The best outcome for us seems to be the annual reporting cycle change. We understand that, effective fall 2009, the Bureau of Workforce Transformation and Lifelong Learning will implement the new timetable for annual program updates to the CECR. Performance data will be submitted once per year in November or December. Michigan Works! will approve programs in January or early February. New programs may be added at any time. Until November 2009, colleges should continue to update programs on the dates they expire.

Update on New Statewide Data Committee (MCCCARE):
MCCCARE (MI CC Collaborative for Accountability, Research, and Effectiveness.
The group met on June 17th – initial by-laws were approved, officers were elected, and the meeting schedule will continue to align the day before MCCDEC; scope of group was described, overall intent is to provide a forum for MI CCs to deal with data issues and serve as a connection to MCCDEC and other groups in the state engaged with data and accountability.

Taxonomy Update:
Final report from phase 1 and 2 – Mary Frega (planning manager, Macomb CC)
There is a phase 3 planned (data elements analysis). The updated database has not been transferred to the state yet, so there is still opportunity for input. It is never really "finished" due to the changes in reports. The focus is on mandatory reports to the state and feds. The Taxonomy was last updated in 2006. In Fall 2008 Kristen and Mary started updated the approx. 20 fields in the database, collect the data input forms, and analyze Fall Enrollment data element to find duplication. There are now 97 records (instead of original 64). The project was very difficult and is constantly evolving. Many reports are intertwined, which makes the analysis more complex. Items like tax forms and financial aid forms are listed at the higher levels; there are many sub-levels that have been identified in the database.
Two handouts were distributed – inventory and database field list. Inventory - Report names are grouped by heading (e.g. ACS, Perkins, and IPEDS) so sorting is easier. If "previous name" is blank, it was not on the previous version. The detail report was re-formatted – some changes include taking year out of due date field; purpose definition section has been changed to include cross-reference information (e.g. IPEDS, Perkins); last record update will be up to date as of summer 2009. The definitions may be put in as a new table so people can run it as a report. Report Category field needs to be analyzed in Phase 3 to make it more useful. Darby recommended including as much detail as possible, Roger suggested that we use the field as a set of Key Words, which would include all the various categories that relate to the data. Jim R. suggested looking at categories and sub-categories. Leslie suggested that we seek advice from a MCBOA person for the listings related to business and finance reports. Phase 2 includes online versions and paper versions – Mary has all 97 files developed and will consult with Jim F. about how to store and disseminate the information. Nick discussed the need for more detail about the requesting agency including the legislation driving the data request.
Phase 3 (Fall Enrollment) – Mary is still working on this, it has not been finally compiled and sent to Jim. Fall Enrollment was broadened to include all Enrollment. Many reports tell you to refer to the IPEDS report. Some reports ask for the single number broken down to program, ethnicity etc. but is still based on the original number. Bev Andrews explained how the IPEDS number is based on a single point in time, and although we try to use stable, static numbers there are many other ways this data can be reported – the Phase 3 data can be used to help educate others about the differences in definitions and ensure that there is an understanding of what the different data mean.
There is no current plan for maintenance and updating – CCSU will need to decide how this will be done. Leslie asked if Mary could send handout information out via email so people can take some time to review and send in feedback ASAP. The group appreciates

the massive amount of work. Mary will finalize the first phases of work and send information to Jim and than we will discuss future plans for this project.

Assessment and Certification Identification Project:
Dan Woodward reported that the WestEDge Group has one more grouping that they have assembled data for – they will be done at the end of July. Mallory worked to improve the data reports and layout of the Access file. Patti Cantu was at MODAC's last meeting – the secondary folks are behind us in the process of identifying assessments for the high school level. As people identify additional assessments, they can now use a submission form developed by Rhonda to add new entries to the database. If people identify additional data fields that would be useful, she will add to the form (credentialing agency and cost, for example). We will still be trying to include only external "Gold Level" assessment data. Nick asked if assessments that are "approved" by the state would be effective through the end of the Perkins legislation (answer is "yes"). MODAC is struggling with the question about what to do with programs where there is no available and appropriate third-party assessment available. The state staff advised the group that it is allowable to use Perkins money to subsidize the cost to students for assessments – this is a decision that each college would make. Jim T. questioned whether we are still trying to acquire data at the student unit level – (answer is "yes).

Sub-Indicators:
Rhonda gave us a handout and review of the sub-indicators that are available on the "CAR" (state report). These are not mandated by law. We will not be collecting and/or reporting these sub-indicators at this time but she wanted us to know that these exist and she will review this information at the data workshop.

NACTI (National Association for Career and Technical Education Information) Conference Report:
Leslie attended this year and shared information about the useful resources provided regarding Perkins compliance and data. Increase in accountability could mean an increase in audits. Colleges need to have thorough documentation about professional development e.g. agendas, minutes; time and effort reports, etc. Dan commented that audit findings seem to be stricter which makes the college documentation even more important. One session was presented by the Kentucky CTE staff where they showed an integrated website for data collection that allows both secondary and postsecondary schools to use to batch upload student data and then all Perkins and WIA reports are generated by the state staff. It seems to be a very useful site and may give us some more insight into how other states are managing their accountability.

MCCA Update:
At the MCCCARE meeting on June 17th, Mike Hansen discussed the proposed state budget cuts, and the initial discussion about a P-20 data system as well as CCs offering bachelor's degrees. Roger brought up the point that CCs might have to do additional work re. accreditation, reporting etc. that would be required for "4 yr". There will likely be added political pressure for CCs if this is approved. The EMSI study will probably not be conducted at the state wide level but individual schools may continue to do this.

The Achieving the Dream Student Success Summit was held on June 11th and the feedback was that this was a very informative day.

MCCNET Website Update
Rhonda Burke informed the committee that work continues on updating the MCCNET website. The work on a universal login is almost complete. MCCNET will only be one website, combining public and admin features. The work is being modeled on the IPEDS website re-design. A sheet of recommendations was distributed with changes to index/menu items. A prototype will be ready for the Data Workshop, and work needs to be completed before the Fall reporting cycle begins. Leslie requested that if possible, a "hands-on" testing phase would be provided. Tech Prep reporting will all be consolidated into one area. The import function will still be there and Rhonda will ensure that the upload documents and the data entry/view sections will match. There might be some work that is not completed for this fall but the plan is to improve the whole site.

Data Workshop:
A draft agenda for the July 15th workshop was included in the packet. Leslie indicated that if Rhonda would distribute the revised Core Indicator Instructions ahead of time, the Panel Discussion could identify the common areas of questions and be more focused on Q & A. There are two different types of Tech Prep core indicator reports (the consortium level reports will be addressed at the June 24th webinar). The Data Workshop will focus on the required data to be submitted to the CCSU. Eileen Brennan from OCC is being trained by IPEDS and may be able to help present updates and changes at the workshop.

Expenditure/Budget Report
Expenditures were reviewed by Linda Blakey. 2009-2010 budget information will be available in September.

Next Meeting & Adjourn:

Meeting schedule for 2009-2010:

September 18th ,	**(Friday)**	**2009**
January 29th,	**(Friday)**	**2010**
March 12th,	**(Friday)**	**2010**
June 10th	**(Thursday)**	**2010**

Agenda items for future meetings should be emailed to Leslie Kellogg. Meeting adjourned at 2:05 p.m.

Recorded by:
Gail Ives
MCCDEC Vice Chair