Data Team
[January Meeting](#)
1/30/2024
1:30-3pm
Zoom

Attendees: Jon, Chair. Sripriya, Jim, Teresa, Julie, Jenée

Agenda 1:30–3pm
- Agency Data Updates   - Go over December Meeting Minutes   - Doodle Poll will go out for rest of AY for Tuesday afternoons   - Review Activities in Annual Plan   - Updates on how our updated adult school TE updates went in December   - PC Update: Meeting on Thursday- update at LB meeting.   - Discuss Data Vision: Tracking, Analyzing, & Utilizing:

Outcomes
Know how our updated Adult school TE updates went in December- any adjustments needed?
Understand and agree upon Data Vision: Tracking, Analyzing, & Utilizing:, and be ready to present this data to the LB on Friday for further discussion.

Agenda 1:30–5pm
Items for Information: 1:30- 2:00pm
- Agency Data Updates   - Go over December Meeting   - Review Activities in Annual Plan   **#1.2A:** Adult School & College Data Input Alignment   **#1.2B:** Policies, Practices, and Procedures for Using the PC Tool   **#1.2C: T**rack Transition Data with PC & Support Seamless Student Transition   - Updates on how our updated adult school TE updates went in December

- PC Update: Meeting on Thursday- update at LB meeting.

Items for Discussion/Work: 2:00-3:00pm

Data Vision: Tracking, Analyzing, & Utilizing:
- ➔ Data Vision Presentation (10-15 min)
- ➔ The Data Team will recommend this vision to the LB
- ➔ The Data Team will create a spreadsheet with the metrics/data points on it
- ➔

Resources:

NSCCC Data Vision Presentation
↪Data Vision Brainstorm Jamboard
↪ NSCCC Data Vision: What, Why, How, When, Where of Data (Spreadsheet)

NSCCC Data Metrics (organized by CALPassLaunchboard sections/buckets)
- ➔ **Enrollees** (Launchboard Programs & Barriers)
  - ◆ Reportable Individuals (# of Adults Served- 1-hrs) ([AE 200](#))
    - consortium metric
  - ◆ English Language Learners Reportable Individuals ([AE 305](#))
    - Barrier metric
- ➔ **Persistence**
  - ◆ 12+ hrs of Instruction (participants) ([AE 202](#))
    - member metric
      - ○ Adult Schools: 12+ hrs
      - ○ Colleges: noncredit CAEP program positive attendance?
- ➔ **Progress**
  - ◆ Educational Functioning Level Gain ([AE 400](#)))Plan ESJ_
    - Member metric
      - ○ Adult Schools: EFL gain
      - ○ Colleges: CB21 Course Progression
- ➔ **Transitions**
  - ◆ Participants in ESL, ABE and ASE Transitioned to a Non-developmental Credit College Course ([AE 637](#))
    - Member metric
    - Using Precision Campus?

- ◆ Grant ?Participants in ESL, ABE and ASE who Transitioned to Postsecondary ([AE 602](#))
  - ● Using Precision Campus?
- ◆ Grant? Participants in ESL, ABE and ASE who Transitioned to CTE ([AE 636](#))
- ➔ **Success**
  - ◆ Entered college from adult school or from college non credit to credit
    - ● 3 Yr plan Metric: Participants with Transition to Postsecondary (credit) (AE 637)
  - ◆ Grant? Participants who Completed a Postsecondary Credential ([AE 625](#))
  - ◆ Grant ? Participants who Earned a Postsecondary Noncredit CTE Certificate ([AE 604](#))

  Extra Data Points
- ➔ **Enrollees**
  - ◆ Broken down by CAEP program?
    - ● By Adult School CAEP Programs
    - ● College CAEP noncredit programs (in hours of instruction report)
  - ◆ Any Additional Barriers

- ➔ **Persistence**
  - ◆ Transition Support Data
    - ● How many students met with a transition counselor/advisor
      - ○ Change to Focus on just consortium wide events
      - ○ How are/will these be recorded- spreadsheet, in ASAP/TE. What counts as "met" with an advisor?
    - ● How many student received college transition information
- ➔ **Progress**

- ➔ **Transitions**

- ➔ **Success**
  - ◆ Graduated HSD/GED
  - ◆ CIP Plan tracking for performance rates (Julie can you speak to this?)
    - ● Adopt these same targets for CAEP

Data Group will create a graphic organizer/spreadsheet– Is there any other data that you would like added to the spreadsheet?

MVLA has separate tracking on spreadsheet for transition advisor meetings/contact, runs annual report for Board

Remember: Transitions only counts for non-credit to credit (adult school to college or college caep noncredit to credit), inconsistent with different grant requirements

Future Steps:
- ➔ Align TE Updates
  - ◆ Confirmation from CASAS on POP (follow up convo between Jon & Connor on this to norm it- regardless if we get an answer from CASAS)
  - ◆ Workforce Services Received in
- ➔ Consortium wide waitlist document?
- ➔ Create a table to show where the TE Updates outcomes show up in CAEP Summary / launchboard. This will not be for the teachers, but for data managers / data team / LB / Director

January Meeting Prep

To do: Jenée send out Doodle for tuesday 1/23 or 1/30
Quarterly Data discussion
Jenée & jon to meet the week before meeting to flush out Q data activity
Really brief share out of ASE at end of meeting
College Data Meeting Notes: 1/17 (Valerie, Teresa, Randy, Jon, & Jenée)

Work for data team and LB:
What Data & Timing:
- ● Understand why we are pulling the data we do and what we are going to use it for
- ● when is the best time to do it (quarterly, biannually, annually, spring, etc)
Accuracy of Data
- ● Proper coding

Questions for the District:

- Until we can acquire a college data team member, Valerie, Teresa, & Randy are looking into finding out how best to get data from the District. Jenée created a document for them to send to Elaine, David, and Mallory to assess the feasibility of getting data for:
  - **Enrollees (# of Adults Served):** AE 200: Reportable Individuals (1+ hrs)
  - **Persister:** AE 202 Students with 12+ Instructional Contact Hours (Participants)
  - **Barriers:** AE 305: English Language Learner Reportable Individuals
  - **Progress:** AE 400 Participants who Completed an Educational Functioning Level Gain (EFL and CB21 Course Progression)
  - **Transitions:** AE 637 Participants in ESL, ABE and ASE who Transitioned to a Non-developmental Credit College Course
- Depending on the amount of effort it takes the District to cull this info- we might only get it once or twice a year.
- How can we use the District PC portal for data? Does it align with COMIS Launchboard data?

Ideas to focus our use of the data:
- Enrollee data: use it for outreach, recruitment, onboarding (maybe get it quarterly?)
- Persistence/Performance data: use it for wrap around support (maybe get it once a year?)
- Foothill's going to once a year course scheduling in May.
  - Need consortium focused offerings by March
    - What data do we need to help make these decisions
- What data (and when) do we need by the spring to help with annual plans?
- What data (and when) do we need for 3 yr planning years

(twice a year) Data tracking for ELL Grant- is there any overlap/alignment with other consortium data?

Data for Quarterly Meetings:
- ➔ For data tracking and goal setting, the Data Team recommends creating a spreadsheet with the following metrics/data points: Jamboard
  -

3 Yr plan Data Metrics

- Barriers
  - **3 Yr plan Metric English Language Learner (AE 305)**
- Services
  - NA
- Enrollees: quarterly
  - **3 yr plan metric: Number of Adults Served (AE 200) 1+ hrs.**
    - Mandatory consortium metric
- Persisters:
  - Adult School CAEP Programs
    - 3 Yr plan Metric: Adults who Became Participants (AE 202)
      - Mandatory member metric
  - College noncredit (as reflected in hours of instruction report)
    - **3 Yr plan Metric: Adults who Became Participants (AE 202)**
      - Mandatory member metric
      - Is this 12 hrs on the launchboard or is it by finishing a course and moving onto the next?
- Progress/Performance
  - Entered college from adult school or from college non credit to credit
    - 3 Yr plan Metric: Participants with Transition to Postsecondary (credit) (AE 637)
  - EFL gains Per Program
    - 3 Yr plan Metric: ESL Participants with EFL Gain ESL (AE 400 ESL)

Extra Data Points
➔ AE 625 Participants who Completed a Postsecondary Credential
➔ AE 604 Participants who Earned a Postsecondary Noncredit CTE Certificate
  - Barriers
    - Any Additional
  - Services
    - How many students met with a transition counselor/advisor
      - Change to Focus on consortium wide events
    - How many student received college transition information
    - How are these being recorded- spreadsheet, in ASAP/TE. What counts as "met" with an advisor?

- ● Any Additional
  - ◆ Enrollees
    - ● By Adult School CAEP Programs
    - ● College CAEP noncredit programs (in hours of instruction report)
    - ● Any Additional
  - ◆ Persisters:
    - ● Any Additional?
  - ◆ Performance
    - ● Graduated HSD/GED
    - ● CIP Plan tracking for performance rates (Julie can you speak to this?)
      - ○ Adopt these same targets for CAEP
    - ● Any Additional

Data Group will create a graphic organizer/spreadsheet– Is there any other data that you would like added to the spreadsheet?
MVLA has separate tracking on spreadsheet for transition advisor meetings/contact, runs annual report for Board
- - Transitions only counts for non-credit to credit (adult school to college or college caep noncredit to credit), inconsistent with different grant requirements
    - ○ Entered college/ EFL gains / graduated HSD/GED
    - ○ The quadrant image - I'll find it
    - ○ SIP Plan tracking for performance rates
      - ◆ Adopt these same targets for CAEP

- ● Thinking about the data for the quarterly meetings– where do we want to be at the end of this AY to set us up for the three yr planning year
  What other ways can the Data Team support your agencies/consortium?