

BERKELEY
CITY COLLEGE

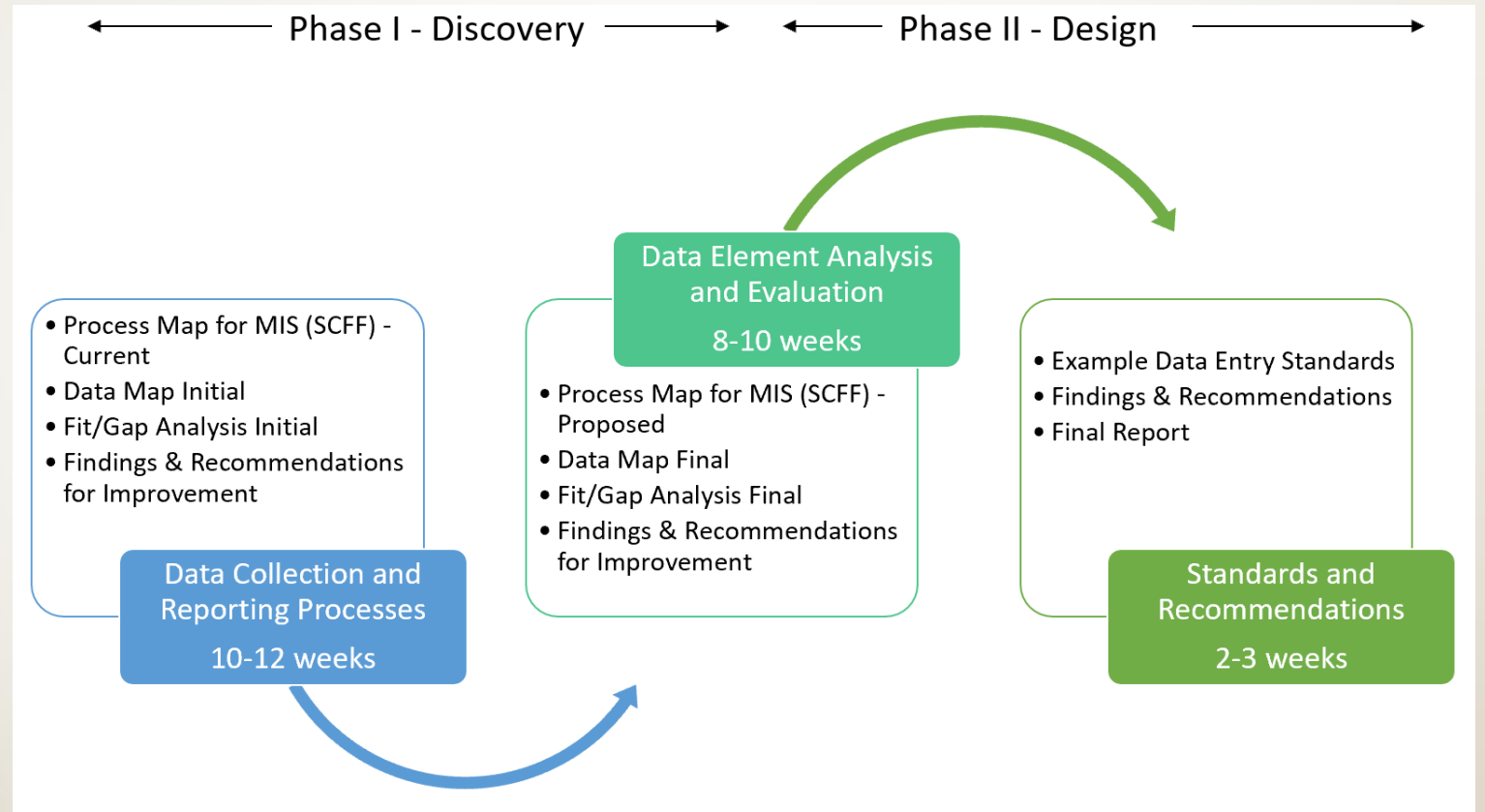


Data Collection Process Re-Engineering & Training

Presented by Cambridge West Partnership, LLC

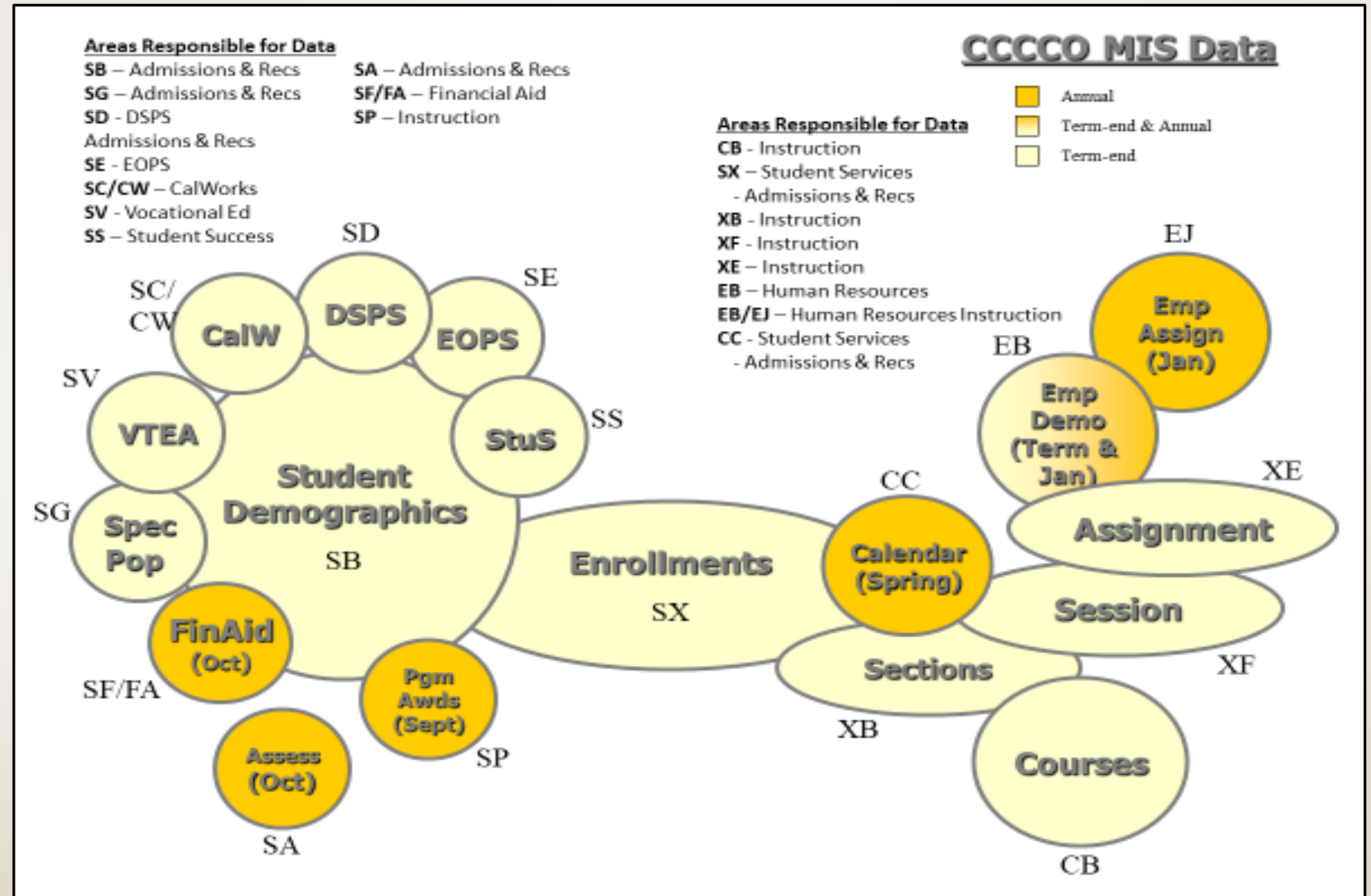
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A Little History – the Data Integrity Project

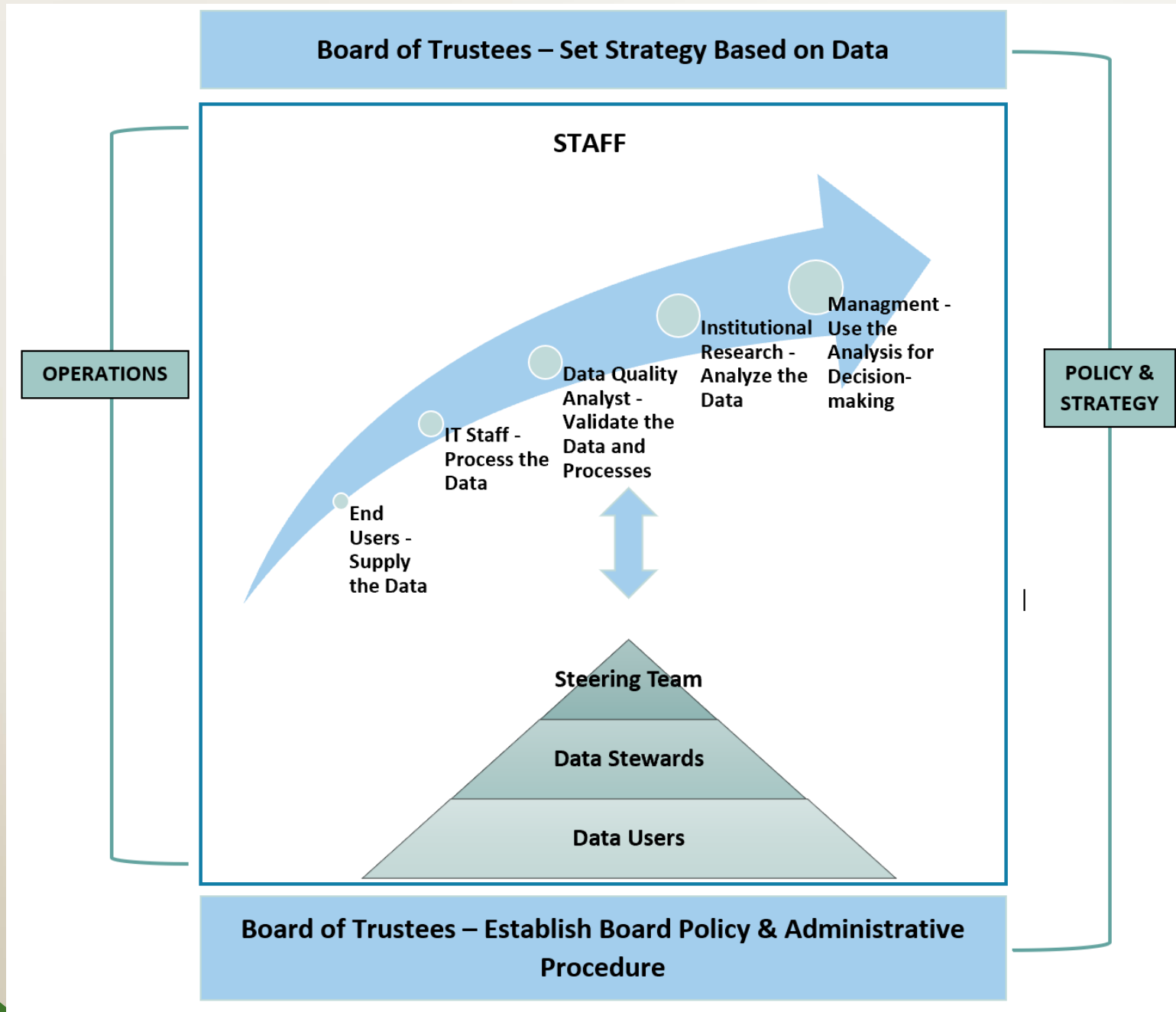


Interviewed **100+ Staff** in **13+ Departments**; Resulted in **12 Gaps**, **28 Departmental Recommendations**

Data Reviewed during the Data Integrity Project



Role of the Board & Staff in Data Integrity



Data Collection Process Re-Engineering & Training Project



- Review with appropriate staff the findings and recommendations from Data Integrity Project
- Revise process and data maps as warranted based on re-engineering outcomes
- Develop training materials/presentations for a training session for each area including training on use of the documents, data input requirements and impact/outcomes of the processes
- Conduct 4-hour training sessions (face-to-face or online) for each of the areas



Role of the Steering Team



Guide the project to completion



Help to ensure that resources are available when needed to complete the project



Provide feedback on the effectiveness of the process



Act as advocates for the process and report out to others in the institution regarding the progress, gaps, findings and recommendations

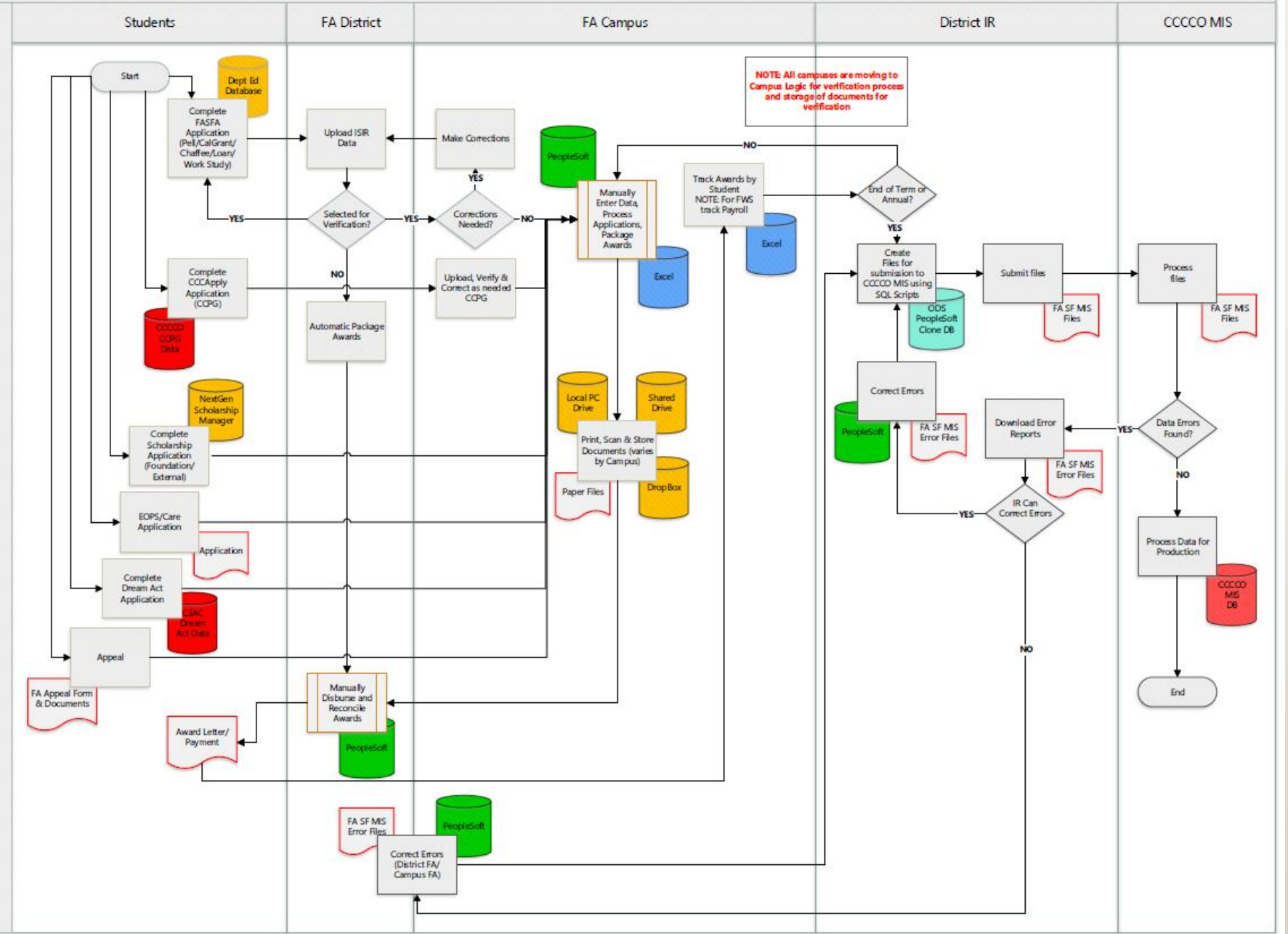


Carry on the work to address the gaps and recommendations



Review Current Process

Financial Aid Files – Student Financial Aid Demographics (SF) and Student Awards (FA) – Current Process Flow



SCFF	320	IPEDS	MIS Element			Organization Responsible for Data Entry					Data Entry/Peoplesoft			Customized System/PeopleSoft Staging Database	MIS Checks		
			Code	Format	Element	DIST	BCC	COA	Laney	MC	Method of Collection	Source Field Name	Table	SQL Logic	Syntactical	Referential	
			Financial Aid Application Data elements (SF) One per applicant									Student can be reported for each college student is enrolled in and receives Fin Aid					
X		X	GI90	X(02)	Record Code	IR					Hard coded to 'SF' Hard coded as follows: 341 = COA 343 = Laney 344 = Merritt 345 = BCC					First two positions of each record must be correct data for the type of data being submitted. For this file - value is SF Must match one of the three-digit College or District ID's.	
X		X	GI01	X(03)	District College Code	IR					Format is YYT, where YY last two digits of the calendar year in which the term occurs. T single-digit term-type identifier listed below. Examples using the 2010-11 academic year: 5 Summer Term 105 7 Fall Semester 107 3 Spring Semester 113 0 Annual (enter year the reporting period ENDS) 110 9 Fall First Census 109 0 College Calendar (report for upcoming year) 120					Valid Term ID Format is ^YYT^, where: - YY = last two digits of the calendar year in which the term began - T = one-digit Term Code 0-9	
			GI03	X(03)	Term Identifier	IR											



Review Data Dictionary/Map

Review List of Recommendations



FINANCIAL AID		
Recommendation	Target Completion	Status
<p>Report all student who enroll and whose drop date if after the <u>first class</u> meeting</p> <p>For Pell, report Summer as a trailer</p> <p>For Promise, report Summer as a header</p> <p>Implement sync process for creation of fee waiver at each campus; consult Los Rios CCD for their process</p> <p>Report all \$0 promise grants up to 7% of total reported</p> <p>(see <u>Gap Recommendation 1</u>)</p>		
<p>Continue the implementation of <u>CampusLogic</u> consistently District-wide with the ability to share information; setup the storage of documents uniformly for easy access by all Financial Aid departments to better and more consistently serve students</p>		
<p>Hire a consultant twice a year (or more if needed) who is familiar with PeopleSoft to train staff on performing aid year and semester setup, review system setup and validate processing will be done properly (see <u>Gap Recommendation 1</u>)</p>		
<p>Develop roles and responsibilities for each department and clearly communicate this to staff and students to avoid confusion and double work (see <u>Gap Recommendation 4</u>)</p>		
<p>Develop online Financial Aid forms that directly interface with PeopleSoft (see <u>Recommendation 11</u>)</p>		
<p>Select and implement a digital imaging system for all document storage (See <u>Gap Recommendation 6 & 11</u>)</p>		

				Approximate Timeline					
				November				December	
6 Weeks	Steering Committee & VTEA Re-Engineering/Training	Approximate Dates	Status	8-11	15-18	22-24	29-2	6-9	13-16
1	Review of Financial Aid Re-engineering & Steering Team Update	Nov 8-11							
2	VTEA Preparation	Nov 15-18							
3	VTEA Re-engineering meeting	Nov 22-24							
4-5	VTEA Process Flow/Data Dictionary/Map & Recommendations List Updated; Training Materials Developed	Nov 29 - Dec 9							
6	Training	Dec 13-16							
Products	<ul style="list-style-type: none"> •Revised VTEA Process Flow to be Implemented •Updated Data Dictionary/Map for VTEA •Updated VTEA Recommendation List Assignments/Timeline •VTEA Training Materials 								
Notes	<p>Holidays excluded Nov 25 - 26</p> <p>Light blue highlighted areas require District/College staff participation: other items are consultant only</p>								



Project Plan Draft

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				Approximate Timeline					
				January					Feb
6 Weeks	Steering Committee & Special Populations Re-Engineering/Training	Approximate Dates	Status	3-6	10-13	17-20	24-27	31-3	7-10
1	Review of VTEA Re-engineering & Steering Team Update	Jan 3 - 6							
2	Special Populations Preparation	Jan 10-13							
3	Special Populations Re-engineering meeting	Jan 17-20							
4-5	Special Populations Process Flow/Data Dictionary/Map & Recommendations List Updated; Training Materials Developed	Jan 24-Feb 3							
6	Training	Feb 7-10							
Products		<ul style="list-style-type: none"> •Revised Special Population Process Flow to be Implemented •Updated Data Dictionary/Map for Special Populations •Updated Special Populations Recommendation List Assignments/Timeline •Special Populations Training Materials 							
Notes		<p><i>Holiday Dec 17 - Jan 3</i></p> <p><i>Light blue highlighted areas require District/College staff participation: other items are consultant only</i></p> <p><i>Work continues in 6 week increments as Academic Schedule permits for the following areas: A&R, Counseling, EOPS, CalWorks, DSPS, Curriculum, Scheduling, Awards</i></p>							

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- ❖ **Conduct Financial Aid re-Engineering meeting**
 - ❖ **Validate processes**
 - ❖ **Review recommendations**
- ❖ **Update documents**
- ❖ **Develop and conduct training session**
- ❖ **Review process and refine**
- ❖ **Continue for all areas – VTEA and Special Populations are next**

**Where
Do We
Go From
Here?**

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Discussion & Questions



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