

MAINE COMMUNITY COLLEGE SYSTEM

ACADEMIC AFFAIRS Section 300.1

SUBJECT: PROCEDURES FOR STUDENT DATA REPORTING

PURPOSE: To establish guidelines for student data reporting.

A. Introduction

The college president or his/her designee shall be responsible for maintaining the accuracy and integrity of data in the College Student Information System (SIS).

The MCCS shall be responsible for maintaining the MCCS Data Mart, which includes select data elements from each college's SIS. The MCCS Data Mart is the official source of enrollment and student outcomes data for reporting, including the reporting required for each college's program reviews.

Data collection and reporting on MCCS initiatives and MCCS Strategic Plan measures pertaining to student outcomes shall be directed by the MCCS Office of Institutional Research (IR).

Each college shall timely report data to the Integrated Postsecondary Education Data System (IPEDS). MCCS IR serves as the IPEDS Coordinator for the MCCS. To support data quality and consistency, MCCS IR shall work with the colleges to develop processes for reporting required data to IPEDS. The MCCS IPEDS Coordinator has the authority to ask the colleges to review entries and make changes if the Coordinator believes data have been incorrectly entered.

B. Definitions

For purposes of this procedure, the following terms have the following meanings.

1. "College Student Information System (SIS)" is a database of student records and information. The SIS contains several modules, including Admissions, Advising, Billing/Accounts Receivable, Financial Aid, Registration, and Student Life.
2. "MCCS Data Mart" is a series of tables maintained by the MCCS on a SQL server. It is created by taking snapshots at various points throughout the semester of select data from each college's Student Information System. The MCCS Data Mart also includes records obtained from the National Student Clearinghouse.
3. "Integrated Postsecondary Education Data System (IPEDS)" is the core postsecondary education data collection program for the National Center for Education Statistics (NCES). IPEDS is built around a series of interrelated surveys that collect institution-level data from those institutions and educational organizations whose primary purpose is to provide postsecondary education.

C. Enrollment Reporting

1. Credit Enrollment by Term

MCCS maintains three official census dates for enrollment:

- a. October 15 is the official census date for fall enrollment;
- b. March 15 is the official census date for spring enrollment;
- c. August 31 is the official census date for summer enrollment.

Colleges shall make every effort to enter complete and accurate data by the census date.

Colleges shall follow IPEDS requirements (specified in the Fall Enrollment component of IPEDS) for reporting enrollment by term.

- a. Students counted are those enrolled in courses creditable toward a degree or other formal award; students enrolled in credit-bearing courses, including those enrolled in off-campus or extension centers; and high school students taking regular college courses for credit.
- b. If a student is on the institution's official records for admission/enrollment for a given term, is charged tuition for the term, and withdraws after the institution's official add/drop period, the student is included in the enrollment count for that term.
- c. Students who do not attend any classes are not counted. These students should be dropped from their courses.

2. Annual Credit and Non-Credit Enrollment

July 1 - June 30 is the official reporting period for MCCS annual credit and non-credit enrollment.

a. Credit

MCCS shall follow IPEDS 12-month reporting requirements for annual enrollment reporting. Counts are based on instructional activity for credit courses that begin July 1 through June 30.

b. Non-Credit

Non-credit annual enrollment is based on instructional activity reported in the SIS for courses that begin July 1 through June 30.

D. Student Outcomes Reporting

1. Graduation, Transfer, Still Enrolled

Data reported by the colleges to IPEDS shall be based on cohorts established in the MCCS Data Mart. MCCS shall follow IPEDS requirements for identifying cohorts. These include:

- a. First-time student:** A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).
- b. Transfer-in student:** A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). This includes new students enrolled in the fall term who transferred into the institution the prior summer term. The student may transfer with or without credit.

E. Wage and Employment Outcomes

MCCS Institutional Research shall work with the Maine Department of Labor to obtain wage and employment outcomes of MCCS graduates. MCCS recognizes that colleges may obtain additional wage and employment data from other sources for internal purposes. Any public release of such data shall be discussed in advance with the MCCS Director of Public Affairs.

REFERENCES:

DATE ADOPTED: June 21, 2017

DATE(S) AMENDED: