

BERKELEY
CITY COLLEGE



Data Integrity Project Update

Presented by Cambridge West Partnership, LLC

CW/P

Data Integrity Project

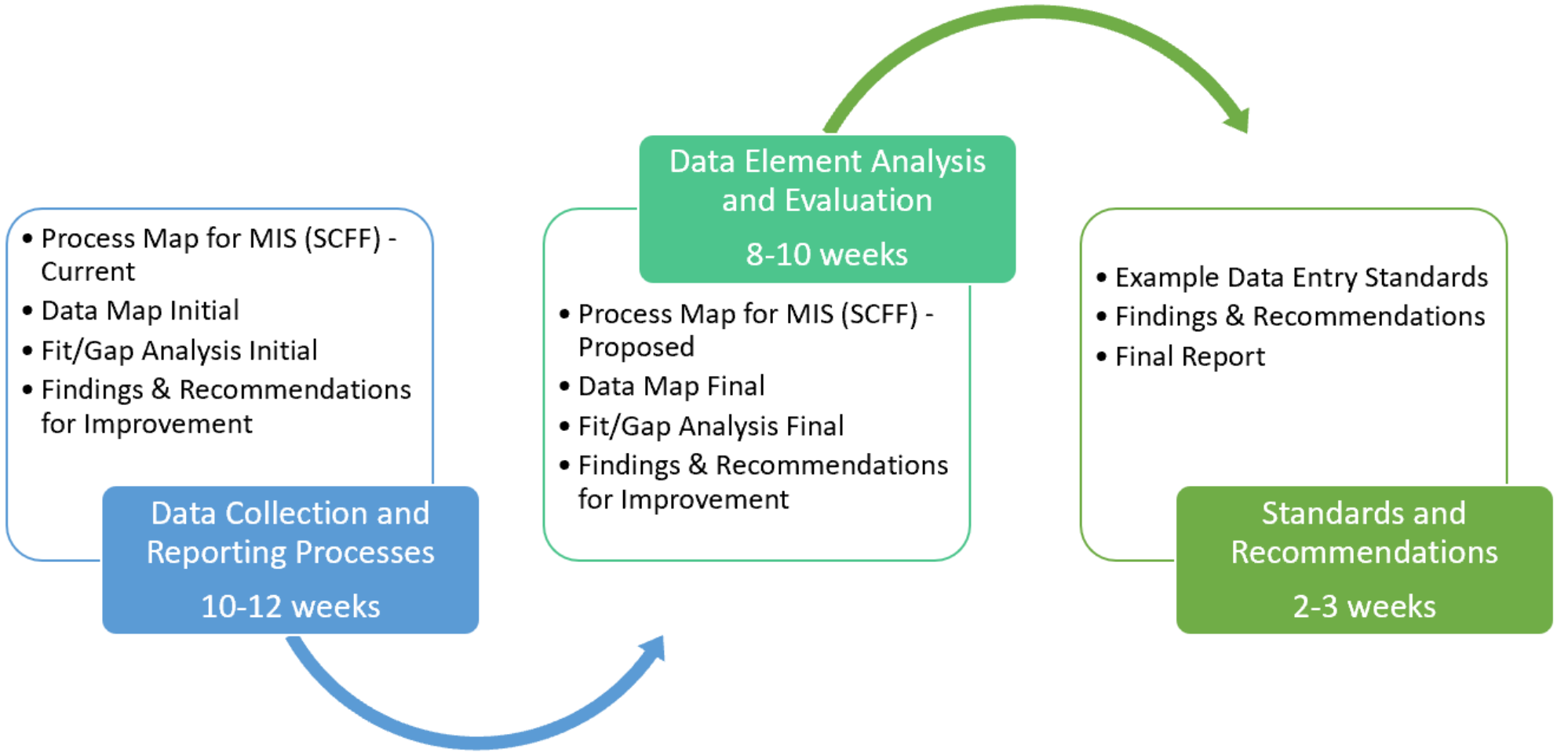


The purpose of the project is to examine data integrity and related processes to optimize student success and verify alignment with the Student-Centered Funding Formula to improve decision making and maximize funding opportunities.



← Phase I - Discovery →

← Phase II - Design →



Data Integrity Project

- **Process**

- Review of the data required for mandated reporting requirements including MIS, IPEDS and 320 reports and the District's current data using the CCCCO Data Mart - **COMPLETED**
- Review and validate processes used to produce these reports via interviews with key staff - **COMPLETED**
- Perform analysis on all student information systems used to collect and process this data - **COMPLETED**

- **Deliverables**

- Develop **process maps** of data sources, data collection and manipulation processes and data storage locations for all data used in MIS reporting – **COMPLETED (14)**
- Develop a **data map** of all data elements used in MIS reporting – **70% Complete (11/16)**
- Develop example **data governance policy** - **COMPLETED**
- Develop **data entry standards** for all mandated reporting data to ensure consistency of data - **COMPLETED**
- Develop **recommendations for process improvements** in the mandated reporting processes - **COMPLETED**



Faculty & Staff Interviewed During the Project

102+ Interviews

- Institutional Research
- Instruction
 - Curriculum
 - Scheduling
 - VTEA/Perkins
- Student Services
 - Admissions & Records
 - Counseling
 - DSPS
 - EOPS/Care/CalWORKs
 - Financial Aid
 - International Students
 - Veterans
 - Special Programs
- Human Resources
- Information Technology Department



- Organization charts for areas involved with reporting
- Existing Process flow diagrams
- Board policies, administrative procedures and department practices related to data collection and reporting
- Reporting schedules for MIS
- Documentation from applications that support data collection
- Accreditation self-studies
- Technology plans
- Strategic Plans

Documents Reviewed

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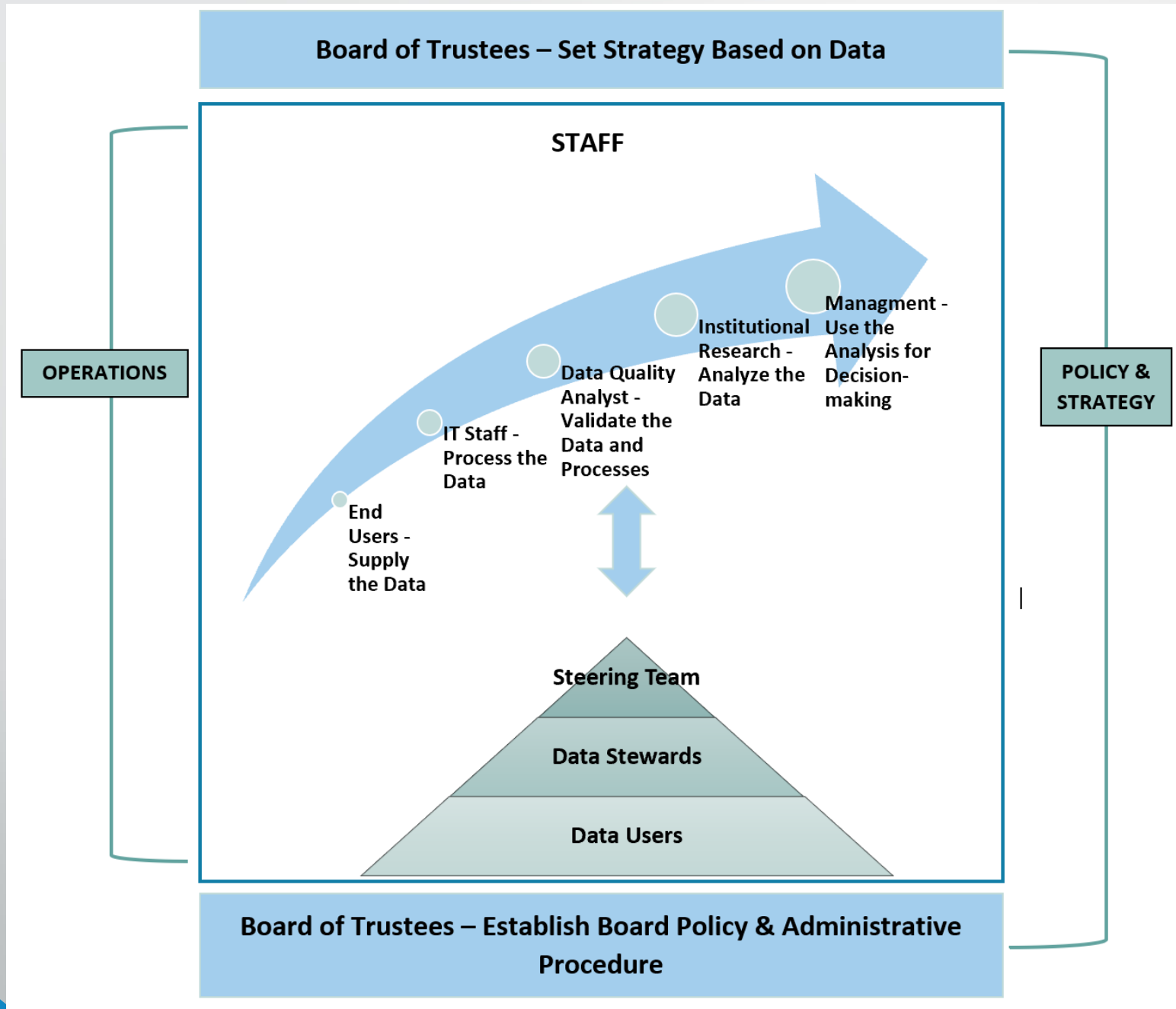


- ❖ **Shared Systems – using mostly the same systems at all campuses**
- ❖ **Common Forms – using consistent forms for students across the District**
- ❖ **Common Coding – student services**
- ❖ **Uniform Course Numbering – using common course numbering system across the District**
- ❖ **CENIC network – use of this network for increased online usage**

Noted Good Practices – They Need to Continue!



Role of the Board & Staff in Data Usage & Management



Gap Analysis Findings

12 Gaps/29 Recommendations

- ❖ Financial Aid data under reported
- ❖ VTEA/Perkins may be under reported
- ❖ Data Governance structure and Data Quality function not formalized
- ❖ Student experience not optimized
- ❖ Roles & responsibilities for data collection and reporting between District and campuses not clearly defined
- ❖ PeopleSoft and other systems not fully leveraged
- ❖ Culture does not emphasize data accuracy & usage in decision making
- ❖ Staff turnover has resulted in loss of institutional memory and process optimization
- ❖ Lack of trust in the data because staff not fully involved in data validation
- ❖ Manual processes and shadow systems are prevalent due to lack of access and training
- ❖ Data stored in multiple locations



- ❖ Complete the data maps
- ❖ Finalize the report
- ❖ Conduct trainings on the use of the Process Flows and Data Map/Element Dictionaries
- ❖ Steering Committee refine Data Governance Policy and Data Entry Standards
- ❖ Steering Committee review priority and work begins on the gap recommendations (note they are in priority order in the report)
- ❖ Departments prioritize and begin work on the departmental recommendations
- ❖ Steering Committee monitors progress of the recommendations

**Where
Do We
Go From
Here?**

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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



Discussion & Questions



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