

Good morning!

- This is the 2025 MIS Data Submission Training Webinar 1
- We will begin at 11am
- The webinar will be recorded
- The slides will be shared after the webinar

2025 MIS Data Submission Training Webinar 1

Todd Hoig, Director of MIS

Webinar Housekeeping Notes

- This webinar is being recorded.
- Questions: Please submit questions using the Q&A tab. The MIS and Research teams will be monitoring the Q&A to respond to questions during the presentation and we will also reserve time at the end of the presentation for additional questions and responses.
- The presentation slides and a link to the recording will be made available at <https://webdata.cccco.edu/>

Agenda

- Background and general info regarding MIS data submission
- Calendar data file
- Course, Section, Session, Faculty Assignment data files
- Common errors and troubleshooting tips
- Potential upcoming changes to Course and Section elements
- Preview of upcoming MIS Data Submission Training Webinars
- Questions

MIS Data Submission



CCCCO MIS Data Collected from Districts

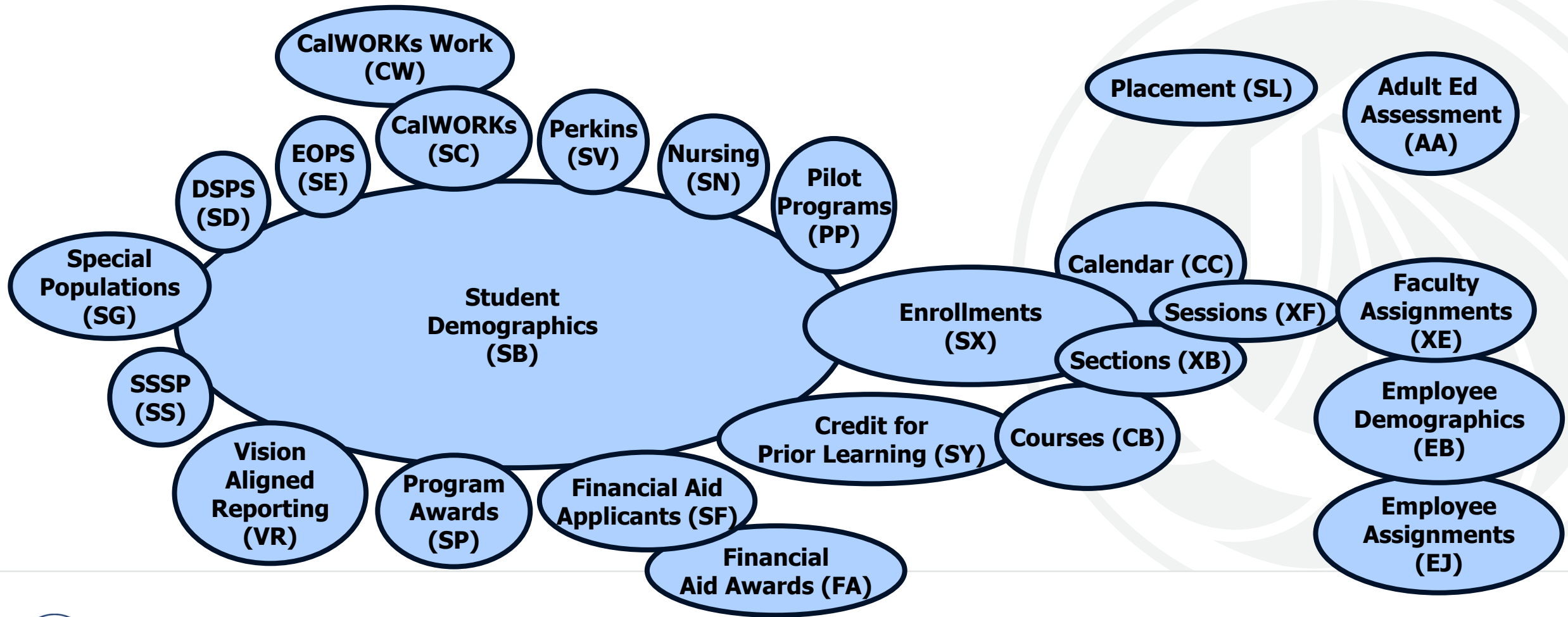
- Student, Course, Enrollment, Program Award, Financial Aid, Employee, etc.
- Data submitted on a term or annual basis depending on the type of data

CCCCO MIS Data Element Dictionary (DED)

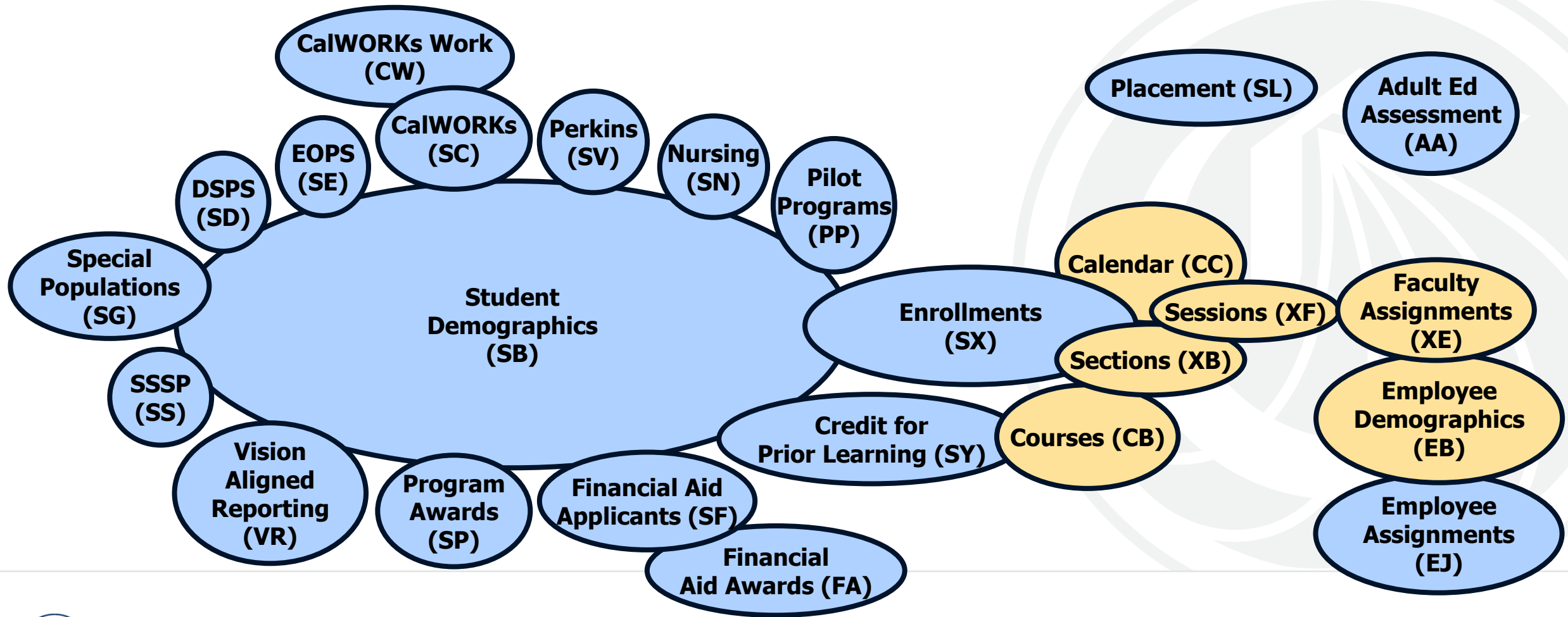
webdata.cccco.edu/ded

- Specifications for MIS data submission, including file domains, formats, element definitions, edits, history

MIS Data Files



MIS Data Files



College Calendar (CC) File



College Calendar (CC) File

- Submitted annually
- Must be submitted before other annual/term files to pass referential edits
- Contains one record per college/term (annual)/calendar day
- Each annual period spans July 1 through June 30
- Elements include principal term, instruction, flex, census, holiday, exam status

CC File Error Troubleshooting

- CC file edits are mostly syntactical and integrity
- One and only one record per day per college (no duplicates)
- Term, instruction, flex, census, holiday, exam status must be internally consistent (for example, first census must be a primary instruction day, a holiday cannot be coded as a mandatory flex day, etc.)

CC File Error Messages

- Primary terms must have one first census day
- There cannot be an overlap day if it is not part of term
- A primary instruction day cannot also be a flex day
- If one flex status equals y, then all of them must
- Only primary terms have a first census date
- A first census day must be a primary instruction day
- State mandated holidays cannot be instruction days
- Local holidays cannot be primary instruction days
- Exam days for day classes must be primary instruction days
- Exam days for evening classes must be an instruction day
- Exam days can only occur in primary terms
- Exam days cannot occur on a census day
- Census status must be N for holiday status of H or L
- Flex status cannot be F for holiday status of H
- The date is a mandated holiday but is not coded as one
- The date is coded as a mandated holiday but is not one

Course (CB) File



Course (CB) File

- Submitted after each term
- Contains one record per college/term/course control number
- Course is approved in the Curriculum Inventory and listed in college catalog or supplements
- Records should be reported for all catalog courses, including those not offered in the reporting term
- Elements include course parameters such as TOP code, credit status, transfer status, max/min units, SAM code, etc.

Course Control Number (CB00)

- Courses must be approved by CCCCCO Academic Affairs in the Chancellor's Office Curriculum Inventory (COCI)
- An approved course is assigned a Course Control Number that is linked to certain immutable characteristics, such as TOP code, credit status, max/min units
- Changes to these characteristics are considered “substantial changes” and require approval and assignment of a new course control number
- Course control numbers and linked characteristics are maintained in the Master Course File

Course Control Number (CB00) links

- CB03 Course-TOP-Code
- CB04 Course-Credit-Status
- CB06 Course-Units-of-Credit-Maximum
- CB07 Course-Units-of-Credit-Minimum
- CB08 Course-Basic-Skills-Status
- CB09 Course-SAM-Priority-Code
- CB21 Course-Prior-to-College-Level
- CB22 Course-Noncredit-Category
- CB23 Funding-Agency-Category



CB File Error Troubleshooting

- CB file edits mostly consist of syntactical, integrity, and referential to Master Course File
- Refer to Master Course File available on DataMart
- Some referential edits between credit status and section units and enrollment units
- TOP code, credit status, transfer status, max/min units, basic skills status, SAM code, noncredit category, prior to college level must be internally consistent (for example, a noncredit course cannot be coded as transferable, etc.)

Section (XB)/Session (XF)/Assignment (XE) File

Course/Section/Session Relationship

- Course is approved in the Curriculum Inventory and listed in college catalog or supplements
- Section is an offering of the course in which students enroll
- Session is a scheduled meeting of a section differentiated by scheduled days and times and/or by facility/location and/or instruction method
- A course may have zero to many related sections
- A section may have one to many related sessions

Section (XB)/Session (XF)/Assignment (XE) File

- Section (XB), Session (XF), and Faculty Assignment (XE) records are submitted together in one file
- The records can be in any order
- Submitted after each term

Section (XB) Records

- Include one record per college/term/course control number/section ID
- Records should be reported for the following cases:
 - Weekly or Daily census sections that go beyond the census date
 - Positive Attendance/Open Entry-Open Exit sections that met at least once
 - Independent Study, Work Experience, Independent Lab sections where an enrollment resulted in a notation on an official student record
- Elements include section parameters such as accounting method, census date, max/min units, instructional material cost, etc.

Section Record Troubleshooting

- XB edits consist of syntactical and a few integrity and referential
- Referential edits exist between section (accounting method, units, census date) and enrollment data (positive attendance hours, units, drop date)
- Accounting method, census date, units max/min, weekly contact hours must be internally consistent (for example, a positive attendance course cannot be coded with a census date, etc.)

Session (XF) Records

- Include one record per college/term/course control number/session ID/Session ID
- Records should be reported for the following cases:
 - Session has a distinct day/time scheduling
 - Session has a distinct accounting method
- Elements include section parameters such as instruction method, begin/end dates, days scheduled, begin/end times, etc.

Session Record Troubleshooting

- XF edits consist of syntactical and a few integrity
- Begin/end dates, days scheduled, begin/end times must be internally consistent (for example, begin date cannot be later than end date, etc.)

Faculty Assignment (XE) Records

- Include one record per college/term/course control number/session ID/Session ID/Employee ID
- Records should be reported for each distinct combination of session and faculty member assigned to that session
- Elements include faculty assignment parameters such as assignment type, percent of session hours credited to faculty member, FTE load factor of assignment, hourly compensation rate of assignment

Faculty Assignment Record Troubleshooting

- XE edits consist mostly of syntactical
- Assignment type and hourly rate must be internally consistent (for example, temporary staff cannot be reported with unknown hourly compensation, etc.)
- Assignment types of regular or temporary staff require corresponding employee demographic (EB) records to be reported

Employee (EB) File for Term Submissions

Employee (EB) File for Term Submissions

- Include one record per district/term/Employee ID
- Records should be reported for each faculty member assigned to a session
- Elements include employee parameters such as birthdate, gender, ethnicity, EEO-6 category, classification, etc.

Employee Record Troubleshooting

- EB edits consist mostly of syntactical for term submissions
- EEO-6 category, classification, employee contract duration, and salary must be internally consistent (for example, regular, contract, and temporary academic employees must be coded as faculty, etc.)

Submission Data Validation



Validating Submitted CC/CB/XB Data

- DataMart (datamart.cccco.edu/Courses/Courses_main.aspx)
- Reports include:
 - District Academic Calendar Summary Report
 - Course Details Report

Potential Future Changes



Transition From TOP Code to CIP Code

- Prompted by Common Course Numbering (CCN) system implementation
- Proposal to transition from TOP code to CIP code
- Scope for MIS would include:
 - CB03 Course TOP Code
 - SP01 Student Program TOP Code
 - SS02 Student Credit Course of Study
 - SS12 Student Noncredit Course of Study
 - EJ03 Employee Assignment Account Code

Separation of Instruction Method and Modality

- Current XF01 Session-Instruction-Method conflates method of instruction (lecture, lab, independent study, etc.) with modality (in person, distance education, etc.)
- There is a proposal to redefine more strictly instruction method and create a new session element to collect modality

Preview of Upcoming Webinars

Upcoming MIS Data Submission Training Webinars

Students and Special Populations

Wednesday, August 13, 2025, 1:00–1:50 pm

Enrollment, Credit for Prior Learning, and Student Services

Friday, September 12, 2025, 11:00–11:50 am

Program Awards, Financial Aid, and District Employee/Staffing Data

Friday, September 26, 2025, 11:00–11:50 am

Questions



Thank you

