MIS SG21 Work-Based Learning
Districtwide Reporting Plan

The Districtwide reporting plan is based on the July 2020 districtwide MIS SG21 reporting discussions and subsequent recommendations. Districtwide engagement included representation from each institution. Recommendations were reviewed and confirmed during the August 27, 2020 joint VPI/VPSS meeting.

Coordination and Communication

Recommendation: Confirm Districtwide agreement to reporting framework and convene districtwide group throughout the 2020-21 Academic year

Task	Lead	Status	Notes
Confirm Reporting Framework	SDCCD Instructional Services	Done	Integrated into Campus Solutions reporting See framework: *"SDCCD MIS-SG21-DW-ReportingFramework-Jul2020"*
Establish a districtwide group to review reporting mechanisms, challenges, and processes.	SDCCD Instructional Services	Done	Representatives were selected by the institutions.
Hold Districtwide Meeting(s) throughout FA20 and SP21 to check in the process, discuss strategies, address challenges, etc.	SDCCD Instructional Services	In process	Scheduling fall meeting for October/November

Campus Solutions – Access to Reporting

Recommendation: Provide access and training FA20
Action Needed: Each institution to provide list of individuals who may participate in reporting/coding

Task	Lead	Status	Notes
Add MIS SG21 into Campus Solutions and Develop a Job Aid for entering data	SDCCD Student Services	Done	Job Aid updated.
Confirm individuals who will do the section level and/or student level reporting	Institutions	Done	Additional names may be provided at any time.
Provide access to individuals at each institution to the CS MIS SG21 reporting screen(s)	SDCCD Student Services	In process	In process.
Provide Training on how to enter data into CS for MIS SG21	SDCCD Student Services	TBD	Training my not be needed (process guide is straight forward), but will be made available if needed.

Course and Section Level Reporting

Recommendation: Pilot course and/or section level reporting for Summer 2021

Due to MIS reporting schedule, changes to fall section and course level reporting is not possible. Changes to Spring section and course level reporting is possible, but would be extremely challenging to do within the short timeframe available. The recommendation is to continue with current MIS SG21 reporting for FA19 and SP20 and Pilot updated reporting for SU21.

Task	Lead	Status	Notes
Create crosswalk (MISSG21 to XB09 to CB10, directed clinical practice, etc.)	SDCCD Instructional Services	Done	Will be distributed and shared at fall districtwide meeting.
Explore course level reporting further and provide additional recommendations and guidance	SDCCD Instructional Services	In Process	Curriculum Services exploring details of course level coding; due to complexity of student code options, course level coding may not be appropriate
Create new attributes for section level reporting	SDCCD Instructional Services	In Process	Curriculum Services developing; coding will be aligned with student level coding and follow approved framework.
Determine strategy for auditing and expanding XB09 course list (CTE courses, 130 personal growth, etc.)	SDCCD Instructional Services	Fall 2020	Curriculum Services to lead
Update CurricUNET to make course codes more visible (add MIS SG21, XB09, etc.)	SDCCD Instructional Services	2020-21 / TBD	Curriculum Services adding task into CurricUNET updates queue
Each institution to determine internal processes for section level; must determine process for informing schedulers of which sections to code	Institutions	TBD – *needs to be planned and in place for SU21 scheduling*	Must occur at time of scheduling; cannot occur after enrollment begins
Each institution to Determine faculty outreach and support strategies for increasing awareness of WBL, identifying WBL in sections, and/or adding WBL opportunities to sections.	Institutions	TBD - Long-term plan	Institutions expressed preference for Work-Based Learning Coordinators to lead this work.

Student Level Reporting

Recommendation: Mesa and Miramar begin full student level coding in the fall 2020 semester. City and SDCE begin full student level coding in the Spring 2021 semester, and pilot some student level reporting during the fall 2020 semester.

Each institution is at different stages within their Work-Based Learning implementation plans. Some are ready to begin student level reporting as early as fall semester, while others will not be fully ready until spring or summer 2021. However, the State is requiring at least some student level reporting beginning this fall, therefore we recommend at least a pilot approach at City and SDCE this fall, while Mesa and Miramar engage in full student reporting.

Task	Lead	Status	Notes
Determine internal process for who will report and when and begin implementation	Mesa & Miramar	In Process	Leads: • Mesa: M.Romero • Miramar: B.Gamboa
Determine scope of fall pilot for some student level reporting	City and SDCE	In Process	Leads: • City: R. LaMuraglia, S.Knox, and K. Metz-Matthews • SDCE: A. Berry and S. Lewis
Determine internal process for full student reporting - who will report and when	City & SDCE	Fall 2020	Leads: • City: R. LaMuraglia, S.Knox, and K. Metz-Matthews • SDCE: A. Berry and S. Lewis
Implement internal process for full student reporting	City & SDCE	Spring 2021	Leads: • City: R. LaMuraglia, S.Knox, and K. Metz-Matthews • SDCE: A. Berry and S. Lewis

Student Self Reporting

Recommendation: Explore addition of self-reporting feature to Campus Solutions

Task	Lead	Status	Notes
Explore adding ability for students to self-report (Possible second phase additional)	SDCCD Student Services	In Process/done	SDCCD Student Services further examined MIS SG21 reporting guidance from the state; current interpretation is that student level reporting is not appropriate.