

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 (Completed / In Process).

Task	Lead	Status	Notes
Confirm Reporting Framework	SDCCD Instructional Services	Done	Integrated into Campus Solutions reporting <i>See framework: "SDCCD MIS-SG21-DW-ReportingFramework-Jul2020"</i>
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	Process Committee met in November 2020 and is scheduled to meet in January 2021

Campus Solutions – Access to Reporting

Recommendation: Provide access and training

Action Needed: ~~Each institution to provide list of individuals who may participate in reporting/coding~~ Expand individual institutional reporting abilities and explore districtwide report format and data access.

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	Done	If additional access is needed, please reach out to the SDCCD Career Education and Workforce Development Department
Provide Training on how to enter data into CS for MIS SG21	SDCCD Student Services	NA	No additional training from District SS was needed. Process guide is straight forward. If training is needed in the future, then it will be made available.

Develop recommended standardized SG21 query and explore access at data for institutional reporting needs (non-state reporting)	SDCCD Instructional Services	In Process	Subcommittee to be formed to identify ideal reporting components, frequency, and query for full committee consideration
Provide access to SG21 query(ies)	SDCCD Student Services	In Process	Exploring access permissions.

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.

Action Needed: Institutions to develop internal processes for section level reporting.

Task	Lead	Status	Notes
Create crosswalk (MISSG21 to XB09 to CB10, directed clinical practice, etc.)	SDCCD Instructional Services	Done (Oct. 2020)	Distributed and shared at fall districtwide meeting.
Explore course level reporting further and provide additional recommendations and guidance	SDCCD Instructional Services	Done (Nov. 2020)	Curriculum Services explored details of additional SG21 course level coding; due to complexity of student code options, new course level coding at the District level was deemed not appropriate at this time.
Create new attributes for section level reporting	SDCCD Instructional Services	Done	Curriculum Services developed fall 2020; coding 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	Spring 2021	Curriculum Services to lead. Current XB09 course list distributed to Deans FA20 for feedback.
Update CurricUNET to make course codes more visible (add MIS SG21, XB09, etc.)	SDCCD Instructional Services	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: <ul style="list-style-type: none"> Mesa: M.Romero Miramar: B.Gamboa
Determine scope of fall pilot for some student level reporting	City and SDCE	In Process	Leads: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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	Done	SDCCD Student Services further examined MIS SG21 reporting guidance from the state; current interpretation is that student level reporting is not appropriate.