FOOTHILL DSPS MIS DATA CLEANUP

Meeting at ETS Building, 10:00 AM-11:30 AM

Participants: Neelam Agarwal (Dean Disabled Student Services & Veteran Programs), Jackie Lauese (Administrative Assistant II), Lourdes Del Río-Parent (Sen Res Analyst, IRP)

Issues: Disabled Student Programs and Services (DSPS) data reporting by FHDA to the CCCCO—Data entry/upload, cleanup, and reporting processes. *Others?*

MIS STUDENT DSPS (SD) REPORT

- MIS Data Dictionary
    - http://extranet.cccco.edu/Divisions/TechResearchInfoSys/MIS/DED.aspx
- MIS Data Mart
    - https://datamart.cccco.edu/

FHDA INFORMATION SYSTEM, BANNER-SGADISA

- Two tables in the back-end: Disability codes (parent table) and services (child child). Prior to entering services/hours, there needs to be a disability code. Data for DSPS services or contact hours will determine students to be included in MIS SD--only students with at least one contact/service hour are included.

DISABILITY CODES DATA

- ClockWork data upload
- Manual entry

DSPS SERVICES DATA

- Based on registration on DSPS courses for the term:
    - Default number of hours (e.g., 4) for census courses or actual hours for positive attendance courses
    - Use course subject as service code in SGADISA (e.g., "ALCB")
- SARS upload
    - Default or actual meeting duration
    - Use SARS location to identify DSPS meetings
    - Use 'SAXX' (where XX is the meeting locations ID) as service code in SGADISA

DATA CLEAN-UP (ARGOS SCHEDULED REPORTS)

- Courses
  - Uses data on 'NC' list and SGADISA to identify students who enrolled in DSPS courses for the term, but are missing the disability code for the term in Banner
- SARS
  - Uses data on 'NC' list and SGADISA to identify students who logged in SARS for the term, but are missing the disability code for the term in Banner
- Positive attendance sections for DSPS courses with zero contact hours
  - Contact attendance hours in DSPS courses are loaded to SGADISA to identify students who received services provided by these courses
- Students with zero hours in SGADISA (#5)
  - Identifies those registered for the term
  - Can be used to identify students with appointments in Clockwork, but no in SARS (student did not log in for the meeting).
- Students in SGADISA, without registration activity for the term (#1)
  - Were provided services for the term (e.g., SARS data), but did not registered by census (no enrollment record submitted to MIS)
  - Mainly FYI, in case they are selected in the audit sample
- Master List
  - Identifies students to be submitted in MIS, their disability, and DSPS program (based on course subject) when applicable

OTHER ISSUES

- Rollover data in SGADISA from current to the next term
  - Review of SGADISA data consistency, regarding disability codes
    - Table 1: Number of students with at least one disability code in SGADISA, 20198-19
    - Table 2: Consistency of disability codes across consecutive terms
  - Clean data in SGADISA (i.e., once disability codes have been validated) can be rollover from one term to the next for students who have registration activity on either term
- Explore the feasibility of uploading Clockwork meeting data to SGADISA for the term

Table 1. Foothill College: Number of DSPS Students by Classification, 2019-20

Student Classification	Summer 2018 Count	Summer 2018 Percent	Fall 2018 Count	Fall 2018 Percent	Winter 2019 Count	Winter 2019 Percent	Spring 2019 Count	Spring 2019 Percent
With at least one disability code for the term uploaded/entered into Banner	1,130	100%	1,408	100%	762	100%	350	100%
Enrolled with apportionment, academic year	972	86%	1,227	87%	755	99%	340	97%
Enrolled with apportionment, term	647	57%	1,102	78%	735	96%	320	91%
With services hours for the term (reported/to be reported in MIS)	544	48%	883	63%	752	99%	1	0%

Notes

Spring 2019 data have not yet been reviewed or submitted.

Table 2. Foothill College: Number of DSPS Students with Consistent Disability Codes in Consecutive Terms, 2019-20

Student Classification	Summer 2018 to Fall 2018 Count	Summer 2018 to Fall 2018 Percent	Fall 2018 to Winter 2019 Count	Fall 2018 to Winter 2019 Percent
With services hours/Claimed in both terms	404	100%	561	100%
With services hours/Claimed in both terms; and, with consistent disability code(s) in both terms	387	96%	452	81%