**Administrative Procedure 6399**          **El Camino Community College District**
                                          **Student Centered Funding Formula Data**
                                          **Management Ownership and**
                                          **Responsibilities**

## 1. Base Allocation Metric – FTES

Under the direction of the Vice President of Academic Affairs, the Enrollment Data Analyst follows desk procedures as noted below:

1) **Schedule Development Timeline**
   a. Provides a timeline to all parties involved in the creation of the class schedule.
   b. Corrects all contact hours, clock hours, and funding accounting method issues prior to meeting for Galley Review.
   c. Conducts Galley Review with the academic schedulers and deans 6 months prior to the start of the term.
   d. All schedule changes after Galley Review are submitted to Admissions and Records and the Enrollment Data Analyst to verify contact hours, clock hours, funding accounting methods, registration dates, added dates, and drop dates are correct.

2) **CCFS-320 Reports**
   a. The CCFS-320 summaries are executed by an employee in the Information Technology Services and provided to the Enrollment Data Analyst who submits the CCFS-320 report.
   b. If there are any errors to be fixed in the sections (i.e. contact hours, funding accounting method, etc.), the corrections are made during the reporting and data validation periods.
   c. Positive attendance is received and reconciled after the term has ended. Positive Attendance hours are entered in by Admissions and Records and the Enrollment Data Analyst works with Admissions and Records on data validation to ensure the stated hours are correct.
   d. Residency coding and issues are handled by Admissions and Records.
   e. Procedures are reviewed on an annual basis for updates and continuous improvement.

## 2. Supplemental Allocation Metrics:

Under the direction of the Vice President of Student Services, financial aid staff follows the steps as outlined in the Ellucian CA State Reporting MIS guidelines for the Student Financial

Aid Report (SF/FA) as well as referencing the CCC California Chancellor Office MIS – District Data for File Element clarification as needed. The desk procedures are noted below:

1) Student Financial Aid Data Record (SF): The Financial Aid Department is the owner of the data and in collaboration with Information Technology Services will create and edit the output files from the Student Information System. Information Technology Services sends the edited file to the California Community College Chancellor's Office Management Information Systems Department.
   a) The Student Financial Aid Data Record file is assigned to the Director and Assistant Director of Financial Aid for editing.
   b) The Assistant Director of Financial Aid will act as the backup lead in this processing.
   c) The Director of Financial Aid shall provide the training for all Financial Aid staff on an annual basis for editing of this file.
   d) The Dean of Enrollment Services and the Director of Financial Aid will be responsible for maintaining the process for the Student Financial Aid Data Record file.

3. **Student Success Allocation Metrics:**
   1) As evidenced by this policy and administrative procedure, the District has established the expectation for shared ownership of data management responsibilities at the executive level and communicated this expectation to all areas, divisions, and departments.
   2) The District has developed a matrix of roles and responsibilities for SCFF MIS tasks, including the designation of staff members who are trained to complete MIS responsibilities as backup:
       a) Student Basic Data Record (SB): The Admissions and Records Department is the owner of the data and in collaboration with Information Technology Services creates and edits the output files from the Student Information System. Information Technology Services sends the edited file to the California Community College Chancellor's Office Management Information Systems Department.
       b) Student Enrollment Data Record (SX): The Admissions and Records Department is the owner of the data and in collaboration with Information Technology Services creates and edits the output files from the Student Information System. Information Technology Services sends the edited file to the California Community College Chancellor's Office Management Information Systems Department.
       c) Student Program Awards File (SP): The Admissions and Records Department is the owner of the data and in collaboration with Information Technology Services creates and edits the output files from the Student Information System. Information Technology Services sends the edited file to the California Community College Chancellor's Office Management Information Systems Department.
       d) Student Basic, Student Enrollment, and Student Awards files are assigned to the Registrar for editing.

e) The Admissions and Records Supervisor will act as the backup for processing all MIS files owed by the Admissions and Records Department.

f) Student Transfer Data: This data is a function of the National Student Clearing House. This data is accessed by Institutional Research and Planning to confirm student transfer to four-year colleges and universities.

3) Required Training:
   a) The Registrar will provide training for all personnel involved in editing the Admissions and Records owned MIS files.
   b) The training will be held on an annual basis for all staff involved in processing Admissions and Records owned MIS files.

4) The Chancellor's Office metric definitions are used to build staff understanding of what data goes into each report.
   a) All information for training and processing of the data will be taken from the California Community College Chancellor's Office Department of Management Information Systems.

5) Procedures are reviewed on an annual basis for updates and continuous improvement.
   a) The Dean of Enrollment Services and the Registrar will be responsible for maintaining the Business Process for processing the Student Basic, Student Enrollment, and Student Awards Data Records files.

## 4. Validation of Supplemental Allocation Metrics and Student Success Allocation Metrics

Under the direction of Vice President of Administrative Services, identified data owners, in collaboration with Information Technology Services and Institutional Research & Planning, will validate data for SCFF MIS submissions.

1) Metric Validation procedures in support of Supplemental Allocation Metrics and Student Success Allocation ensure:
   a) SCFF MIS metrics (Supplemental Allocation Metrics and Student Success Allocation Metrics) data authentication prior to submissions.
   b) SCFF MIS metrics matches District ERP (Enterprise Resource Planning & Student Information Systems) data.
   c) The integrity of each Business Process for Student Financial Aid, Student Basic, Student Enrollment, and Student Awards Data Records files.

References:
Education Code Section 84750.4

El Camino College
Adopted:11/16/2020