Board Policy 6399 - El Camino Community College District Student Centered Funding Formula Data Management Ownership and Responsibilities

The El Camino Community College District maintains and submits to various agencies institutional data relating to the Student Centered Funding Formula. The Superintendent/President shall establish procedures to promote:

1. Data collected and reported to the Chancellor's Office through MIS and the CCFS-320 Attendance Accounting portals are accurate and complete.
2. Responsibilities for SCFF data management are clearly defined and assigned.
3. Information systems used to collect and report SCFF data are monitored and maintained to ensure that timely, accurate, and reliable SCFF data is available for planning, decision-making, and budgetary control.
4. Such procedures shall be evaluated and updated on an annual basis.
5. The review of district's policies and procedures over data management internal control activities.

For the base allocation metric of FTES, determine whether the district:

1. Has developed desk procedures that document data flow and steps taken to complete attendance accounting tasks relative to MIS and CCFS-320 reporting.
2. Has established a schedule to complete procedures for attendance accounting.
3. Reviews the procedures regularly and updates as needed.

For the supplemental allocation metrics, determine whether the district:

1. Has developed desk procedures that document the data flow and steps taken to complete reporting of financial aid data for MIS reporting.
2. Has identified data stewards responsible for pre- and post-MIS submission reviews.

For the student success allocation metrics, determine whether the district:

1. Has established the expectation for shared ownership of data management responsibilities at the executive level and communicated this expectation to all colleges and departments.
2. Has developed a matrix of roles and responsibilities for MIS tasks, including the designation of staff members who are trained to complete MIS responsibilities as backup.
3. Has provided appropriate training and professional development opportunities to those involved with reporting data, including training on reviewing data for accuracy.
4. Uses the Chancellor's Office Metric Definitions to build staff understanding of what data goes into each report.

Reference:
Education Code Section 84750.4

El Camino College
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