

Annual School Data Reporting

Data Collection, Reporting, & Future Uses

Jennifer Armour (KBOR) - John Ware (OSBCCS) - Laura Vieth (GNPEC)

Session Overview

This panel will discuss how states collect annual school reporting data, the hurdles they've had to overcome, and how they use the collected data. Each state is in a different phase of the data collection process and will be able to answer questions from the audience on their experiences.

GNPEC

Georgia Nonpublic Postsecondary Education Commission
Annual Reporting

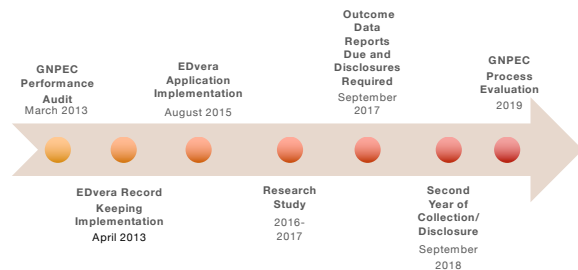
GNPEC Overview

- GNPEC authorizes approx. 300 large and small, degree granting and certificate-granting, and accredited and unaccredited institutions.
- We have 6 Regulatory Specialists responsible for their evaluation which includes:
 - Annual Authorization Applications
 - Annual Site Visits for In-state Institutions
 - Change Applications (ex. New Program Applications)
 - Student Complaints
- Record keeping and application processing has been achieved using Cyanna's Edvera platform since 2013 and 2015, respectively.

Data Collection- Laws/Standards

- § 20-3-250.6. Minimum standards for educational institutions
- Students to be provided with "prior year's enrollment, graduation, and job placement rates;" and "any other disclosures specified by the executive director"
- GNPEC Minimum Standard 6: Institutions should self assess effectiveness based on "each program of study based on:
 - the stated objectives of the program;
 - retention rates;
 - graduation rates;
 - job placement rates;
 - other applicable indicators provided by NPEC.

Data Collection Implementation



Data Collection

- Annual submission of GNPEC Outcome Data Report
 - Unaccredited Institutions Only
- Separate from the renewal process

Data Disclosure

- New students must be presented with Programmatic Outcome Data and sign GNPEC Student Disclosure Form
 - Unaccredited Institutions Only
 - Reviewed at GNPEC annual site visits

Data Collection Form

GNPEC Student Outcome Data Report										
Reporting Period: August 1, 2017 through July 31, 2018										
Records as of July 31, 2018 are due to GNPEC by no later than September 1, 2018										
Name of Institution										
Physical Address of Institution										
Name of the Authorized Programs	Number of Students Enrolling During the Reporting Period	Number of Students Dropping Out During the Reporting Period	Number of Students Continuing into the Next Reporting Period	Number of Students Reporting for which Training was Requested	Number of Graduates Employed During the Reporting Period	Number of Graduates Occupied as Self-Employed	Number of Graduates Not Employed or Self-Employed	Number of Graduates Unavailable for Response	Other	
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
1										
2										
3										
4										
5										
6										

Types of Outcome Data Collected

- Unaccredited Institution Programmatic Data:
 - Enrollment
 - Retention
 - Graduation
 - Placement
- Self Reported
- Placement Data is not currently verified by GNPEC

Data Disclosure Form

- Completion required at enrollment
- Record required as part of student file

GNPEC Student Disclosure Form

Name of School: _____
 Address of School: _____

- Enrollment Agreement & Catalog**
 I have read and received a copy of the enrollment agreement, or equivalent document, and the school catalog. I understand that the terms and conditions of these documents are not subject to amendment or modification by oral agreements.
 _____ Student's Initials
- School Outcomes**
 I have read and received a copy of the school's self-reported, unaided retention, graduation, and placement rates for the preceding year as well as the most recent Georgia licensure test results, if applicable, for the program I am entering.
 _____ Student's Initials
- Employment**
 I understand that upon successful completion of my training program, this school will provide placement assistance. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment to enter a specific salary range upon graduation.
 _____ Student's Initials
- Refund Policy**
 I have reviewed the refund policy provided in the catalog and am aware that the institution attests to the fact that this policy meets the Minimum Standards set forth by the Georgia Nonpublic Postsecondary Education Commission.
 _____ Student's Initials
- Complaint Procedure**
 I have reviewed the complaint procedure provided in the catalog and am aware that, after exhausting the institution's procedure, I have the right to appeal the institution's complaint determination to the Georgia Nonpublic Postsecondary Education Commission.
 _____ Student's Initials

Data Disclosure Form

- Also Addresses Accreditation

- Authorization and Accreditation Status**
 I understand that the institution in which I am enrolling has been issued a Certificate of Authorization by the Georgia Nonpublic Postsecondary Education Commission. This status indicates that the institution has met the Minimum Standards established by Georgia Code (§20-3-250.6). **Although authorized, I understand that this institution is not accredited by a U.S. based accrediting association recognized by the United States Secretary of Education. Therefore, I am not eligible for Federal financial aid. Additionally, as in the case with all postsecondary institutions both accredited and unaccredited, there is no guarantee that my credits will transfer to another institution.**
 _____ Student's Initials

Student's Signature: _____ Date: _____
 School Representative's Signature: _____ Date: _____

*Student must receive a copy of this form, and a copy must be kept in the student's file.

Record Keeping

The screenshot shows the EDvera interface for 'General Assembly (2018)'. It includes a navigation bar with 'Dashboard', 'Institutions', 'Documents', 'Reports', and 'Admin'. Below the navigation, there are tabs for 'Profile', 'Edit', 'Locations', 'Programs', 'Users', 'Documents', 'History', and 'Dropbox'. A status indicator shows 'Status: Authorized'. A file upload area contains a list of documents:

- Check.GenAssess.12.20.18.pdf - Updated 11/02/2019 03:55PM
- General Assembly Site Visit Form 2018.pdf - Updated 10/19/2018 04:03PM
- Violent Checks.10.18.18.pdf - Updated 10/16/2018 02:41PM
- General Assembly - GNPEC Student Outcome Data Report.pdf - Updated 10/02/2018 11:22AM

Use of Data (so far)

- To identify inactive programs (2 years)
- To encourage institutional self-assessment
- To support consumer protection
- To cross check GNPEC reports
 - Programmatic
 - Financial
 - Site Visits

KBOR

Kansas Board of Regents
Annual Reporting

History

- Data Survey Collection 2003 – 2010
- Kansas Private and Out-of-State Postsecondary Educational Institution Act

74-32,184. Statewide data collection system. Within the limits of appropriations therefore, the state board shall develop and maintain a statewide data collection system to collect and analyze private and out-of-state postsecondary educational information, including, but not limited to, student, course, financial aid and program demographics that will assist the board in improving the quality of private and out-of-state postsecondary education.

History: L. 2010, ch. 150, § 10; July 1.

Data Collection

- Annual collection
- Separate from the renewal process
- Approved institutions during the collection period
- Request is disseminated early in the calendar year
- Submission is open for 90 days from request

Data Collection

- Total Headcount
- Kansas-only Headcount
- Enrollment by Program
- Completion by Program
- Demographic Data

Data Form Collection

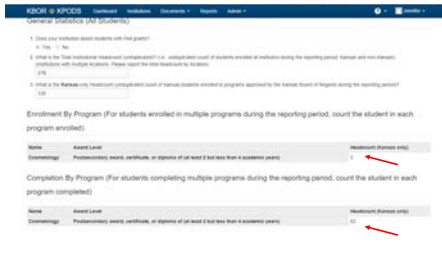
The screenshot shows a web-based data entry form. The top navigation bar includes 'ASBOL or OPACS', 'Dashboard', 'Data Entry', and 'Reports'. The main content area is titled 'General Statistics (All Students)' and contains three numbered questions:

1. Does your institution enroll students with their parent? (Yes/No)
2. What is the total enrollment (undergraduate and graduate) for all enrolled students of students enrolled at institutions during the reporting period, Kansas and non-Kansas? (Includes all multiple locations. Please report the total enrollment by location)
3. What is the Kansas-only headcount (graduate and undergraduate students enrolled in programs approved by the Kansas Board of Regents during the reporting period)?

 Below these questions is the 'Enrollment By Program' section, which includes a table with columns for 'Name', 'Award Level', and 'Headcount/Percent only'. The table lists various programs such as 'Activity Director/Personal Services Designer', 'Assistant Living Operations', 'CNA', 'CNA License', 'CNA License', 'CNA Technician', 'CNA', 'LPN-RN', and 'Medical Assistant', each with a corresponding 'Headcount/Percent only' column.

Data Verification

- Each submission is individually reviewed for reasonableness
- Clarification may be requested prior to acceptance of the document

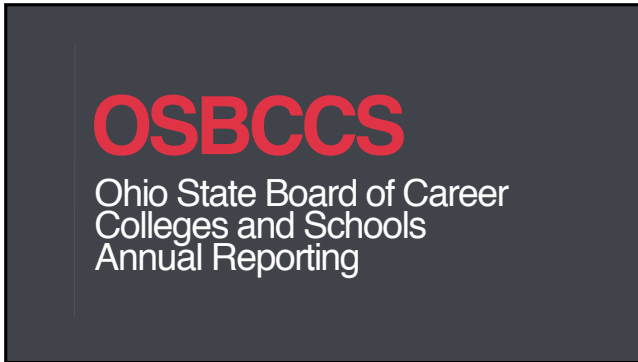


Use of Data

- Annual report presented to our Board's Academic Affairs Committee
- Provided for use in the Kansas Career Navigator
- Offered available data for use in reporting WIOA eligible training providers
- Determine level of impact of impending school closure

Effort to Obtain Student-Level Data

- Kansas Higher Education Statistics (KHESStats)
- Student-level Data Collection
 - Pilot in 2012
 - Student Information System created in 2013
 - Enter data manually by student or upload CSV file
- Evaluation of Effort



Ohio Annual Report History

- Annual Reporting via Paper Forms 1974 – 2009
- Annual Reporting via Online Process 2010-Present
- Ohio Administrative Code Section 3332-1-23

3332-1-23 Annual report.

(A) Pursuant to division (N) of section [3332.031](#) of the Revised Code, an annual report on the activities of the board will be published and made available via the board's web site for the governor, general assembly and other interested persons.

(B) Failure of registered schools to provide timely and complete annual report data and information may result in late fees or other disciplinary action in accordance with section [3332.06](#) of the Revised Code.

Promulgated Under: [119.03](#)
 Statutory Authority: [3332.031](#)
 Rule Amplifies: [3332.031](#)
 Prior Effective Dates: 04/16/1990 (Emer.), 07/12/1990, 10/14/1994, 06/01/2005, 11/02/2011

Ohio Data Collection

- Annual collection (July 1 – June 30 Fiscal Year)
- Collection period generally Sept 1 - Oct 30
- Separate from the license renewal process
- Data is aggregated into the OSBCCS Annual Report

Ohio Data Collection

- Enrollment/completion/placement data
- Some basic financial and employment information
- School directory information

Data Form Collection

EDWorks - Dashboard Documents Approvals

Part VI - Summary of Annual Placement Record

List of approved programs with the students enrolling. (Columns which need to be filled students only. Do not to use select the Program In-put List.)

Program Level	Program Name	Enrollment	Withdrawals	Completion	Bill Rec'd	Placed	Placed	Not Placed	Not Available

Part VII - School Employee Profile

(Schools should report only agents and/or other employees who are working in the state of Ohio.)

Employee Category	Full-Time	Part-Time
Administrative		
Instruction		
Professional		
Agent/Instructor Representative		

Data Form Collection

EDWorks - Dashboard Documents Approvals

Part VII - Directory Information

Average tuition and fee charge per academic term

Estimated total dollar amount of institutional scholarships and grants awards during past year

Admissions contact person

Employee of recent graduates

Types of financial assistance available for students

Save and Exit Save Submit

Data Review

- Each submission is individually reviewed for errors
- Clarification may be requested prior to approval of the document
- Once approved, an individual annual report document is created for each school

Program Level	Program Name	Enrollment	Withdrawals	Completions	OS	Practical	Practical	OS	Practical	Average
Associate	Accounting	207	54	153	100	100	100	100	100	100
Associate	Business Administration	100	10	90	100	100	100	100	100	100
Associate	Computer Science	50	5	45	100	100	100	100	100	100
Associate	Health Services	110	20	90	100	100	100	100	100	100
Associate	Management	20	10	10	100	100	100	100	100	100
Associate	Marketing	10	5	5	100	100	100	100	100	100
Associate	Public Administration	10	5	5	100	100	100	100	100	100

Data Reporting

- Data is aggregated in an excel spreadsheet for use in the OSBCSS Annual Report.

Use of Ohio's Data

- Data used to create OSBCSS Annual Report
- Completion/Placement data used to review school performance outcomes.
- All schools are required to report placement and graduation information to students prior to enrollment
- School data reported to other entities when requested

Discussion Topics

- **Verification of Self-Reported School Outcomes Data**
- **What the data means:** The problem of small sample sizes
- **What the data means:** The limitation of reporting periods
- **What the data means:** What should be done about bad outcomes?
- **What the data means:** How should the information be reported to consumers?

Tips for Annual Reporting

- **Don't Reinvent the Wheel**
 - Use counterpart resources for inspiration
- **Set Reasonable Goals**
 - You don't need high tech platforms to start
 - Give yourself time to plan and evaluate
- **Encourage Stakeholder Feedback**
 - Share proposals with institutions and staff
 - Collect and consider critiques
- **Be Willing to Revise and Re-implement as Needed**

Questions & Discussion
