

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

11 June 2015

ITEM: II.I

TOPIC: FY 2016 Data Dictionary

BACKGROUND

The UCAT Data Dictionary is maintained by the Office of the UCAT President as a guiding document to the campuses in the data collection and reporting processes. Updates are approved annually by the Board of Trustees to provide oversight to the campuses in assuring that data definitions are current and consistently applied. Under the leadership of Zachary Barrus, UCAT Director of Institutional Data and Research, the campus data representatives have recommended Data Dictionary revisions for FY 2016. Upon approval by the Board, the changes will be effective July 1, 2015.

FISCAL IMPACT

None

RECOMMENDATIONS

UCAT Administration recommends the Board approve the UCAT Data Dictionary for FY 2016 with the revisions summarized in the "UCAT Data Dictionary FY 2016 – Summary of Recommended Revisions".

Attachments: UCAT Data Dictionary FY 2016 Summary of Recommended Revisions.

Complete FY 2016 Data Dictionary as amended available at: <http://www.ucat.edu/ucat/board-of-trustees/meetings/>.





UCAT DATA DICTIONARY 2016

SUMMARY OF RECOMMENDED REVISIONS

June 8, 2015

This document summarizes revisions to the UCAT Data Dictionary that have been recommended by the UCAT campus data representatives and UCAT administration. Upon approval by the UCAT Board of Trustees, the changes will be effective July 1, 2015. The complete data dictionary draft is available upon request.

1. The Data Dictionary was amended to clarify which fields allow for blank values and which fields are required for all students. These clarifications bring the Dictionary in line with current campus practice and establish rules for which fields are absolutely required. Blank fields are explicitly allowed for the following:
 - a. Middle Initial (U-09)
 - b. Suffix (U-10)
 - c. Maiden Name (U-11)
 - d. County of Origin (U-17)
 - e. State of Origin (U-18)
 - f. High School Code (U-20)
 - g. COE Reportable (U-22; formerly called "Matriculation")
 - h. Entry Date (U-24)
 - i. Entry Action (U-25)
 - j. Exit Code (U-28)
 - k. Exit Date (U-29)
 - l. Licensure Status (U-30)
 - m. Verified Outcome Status (U-31)
 - n. Verification Date (U-32)
 - o. Class Number (U-35)
2. (Change) **Social Security Number (U-05)**: Added data validity checks to the Data Dictionary to ensure accuracy of student Social Security numbers. Checks are from the Social Security Administration and are as follows:
 - a. First three digits shall not be "000", "666", or "900-999"
 - b. Middle two digits shall not be "00"
 - c. Last four digits shall not be "0000"
3. (Change) **Ethnic Identity (U-14)**: Renamed fields for clarity. Hispanic is now called an "ethnicity" while Asian, Black/African American, American Indian/Alaska Native, Pacific Islander, and White are called "racial categories." Renamed the category denoting non-resident aliens "residence status."

(New) Also included a multiracial identifier for ease in IPEDS reporting. A student is considered multiracial if he/she is not Hispanic, not a non-resident alien, and identifies as belonging to more than one of the five racial categories mentioned above. This definition is consistent with that used by the National Center for Education Statistics.
4. (Change) **Student's Age (U-15)**: Modified to show the student's age as of September 1 of the reporting year (currently this field shows the student's age as of the date of the data report's generation; this causes confusion when generating new reports of old data).
5. (Change) **High School Code (U-20)**: Updated the list of secondary schools throughout Utah, including new schools and updating school codes as necessary.

6. (Change) **COE Reportable (U-22; formerly called “Matriculation”)**: Redefined as “A student who has met the necessary campus requirements to be tracked and reported to the Council on Occupational Education (COE) for accreditation purposes. This status is determined at each campus based upon institutional definitions of ‘matriculated,’ ‘accountably enrolled,’ etc. For those campuses that do not have institutional policies allowing for COE reporting exclusions, this field is allowed to be blank.” This change is designed to facilitate campuses in their COE reporting, and to facilitate UCAT as it understands how campuses arrive at their reporting cohorts.

7. (Change) **Full/Part Time Status (U-23)**: Added three-quarter time status and clarified attendance requirements for “less than part time” students. This change brings the Data Dictionary into alignment with IPEDS reporting standards.

8. (Change) **Exit Code (U-28)**: Removed “Pending” as an acceptable value. This value was included in the past due to old software constraints which are no longer a problem.

9. (Change) **Verified Outcome Status (U-31)**: Updated matrix of acceptable enrollment objective, exit code, and outcome status combinations. Inserted a table of combinations which is easier to understand than what was included in the past. This table is included at the end of this document.

10. (Change) **Program, Area of Delivery, and CIP Major Codes (U-33)**: Updated the list of UCAT-approved CIP codes available for campus use. New codes included this year are:
 - a. 12.0501 Baking and Pastry Arts/Bakery/Pastry Chef
 - b. 15.0406 Automation Engineer Technology
 - c. 15.0607 Plastics Engineering Technology
 - d. 15.0701 Occupational Safety and Health Technology
 - e. 43.0302 Crisis/Emergency/Disaster Management
 - f. 52.0205 Operations Management and Supervision
 - g. Other CIP codes approved by the UCAT Office of the President during the fiscal year

11. (Change) **Site Type (U-40)**: Added additional campus locations for ease in COE reporting. New sites added include:
 - a. B25 DATC Freeport East Building (Y16)
 - b. B26 DATC Freeport West Building (D5)
 - c. B29 SWATC ???¹
 - d. B30 SWATC Extension Campus (Auto)
 - e. B34 DXATC Emergency Response Training Center
 - f. B35 DXATC Dixie Commons
 - g. C50 SWATC Beaver HS Instructional Service Center
 - h. C51 SWATC Bryce Valley HS Instructional Service Center
 - i. C52 SWATC Escalante HS Instructional Service Center
 - j. C53 SWATC Milford HS Instructional Service Center
 - k. C54 SWATC Panguitch HS Instructional Service Center
 - l. C55 SWATC Parowan HS Instructional Service Center

¹ This code references the building that SWATC currently calls its main campus, located at 510 West 800 South in Cedar City. Upon completion of SWATC’s new building in Fall 2015, the new building will be designated SWATC’s main campus (A01) and the current building will assume code B29. The name for this building is not available as of this document’s publishing. It will be inserted into the Dictionary as soon as it becomes available.

- m. C56 SWATC Valley HS Instructional Service Center
- n. E09 Davis County Jail

12. (New) **Program Category Type (U-43)**: The type of program or set of courses in which a student is enrolled. This field is included in an effort to facilitate and standardize IPEDS reporting and is already used by the campuses, though it has not been previously reported to UCAT. Field values include:
 - a. COE Approved Program
 - b. Occupational Skills Certificate Program
 - c. Campus Approved Program
 - d. Non-program Courses
13. (Change) **Award Type (U-44; formerly U-43)**: Removes Occupational Skills Certificate from the list of acceptable values. All other values are based upon the length of the certificate program. By including the Program Category Type (U-43), Occupational Skills certificates are clearly identified and the award type can again revert to being based solely on the length of the program.
14. (New) **Hours Enrolled for Certificate (U-46)**: The number of membership hours accrued in pursuit of a certificate. Hours required for a certificate is already collected by the campuses. Hours accrued will help UCAT and the campuses to analyze program lengths and how much time students require in completing them. This data is already collected by the campuses; here the Dictionary standardizes the data and establishes a UCAT collection routine.
15. (New) **Training Start Date (U-50)**: The date on which coursework required for a specified certificate was begun. This field will enhance UCAT and the campuses' abilities to analyze how much time students are taking to complete specific programs. This data is already collected by the campuses; here the Dictionary standardizes the data and establishes a UCAT collection routine.
16. (New) **Training Duration (U-51)**: The number of weeks between the Training Start Date (U-50) and the Program Completion Date (U-47). This data is already collected by the campuses; here the Dictionary standardizes the data and establishes a UCAT collection routine.
17. (New) **Age upon Certificate Conferral (U-52)**: The age of the student upon conferral of the specified certificate. This data is already collected by the campuses; here the Dictionary standardizes the data and establishes a UCAT collection routine. This data is required for IPEDS reporting; inclusion in the Data Dictionary will help the campuses as they complete IPEDS surveys.
18. (Change) **Perkins Approved Industry Certification List**: This list is updated to include industry examinations that have been approved for reporting by the Perkins Executive Committee within the last twelve months. New certifications include:
 - a. ASE T2 M/H Truck: Diesel Engines
 - b. ASE T3 M/H Truck: Drive Train
 - c. ASE T4 M/H Truck: Brakes
 - d. ASE T5 M/H Truck: Suspension & Steering
 - e. ASE T6 M/H Truck: Electrical/Electronic Systems
 - f. ASE T7 M/H Truck: Heating, Ventilation & A/C
 - g. ASE T8 M/H Truck: Preventive Maintenance & Inspection

- h. NCCT – Certified Phlebotomy Technician
- i. Cisco – Certified Network Associate
- j. Cisco - Interconnecting Cisco Networking Devices, Part 1
- k. Cisco - Interconnecting Cisco Networking Devices, Part 2
- l. CompTia Linux+ LX0-101
- m. CompTia Linux+ LX0-101
- n. Other industry examinations approved during the fiscal year by the Perkins Executive Committee

Verified Outcome Matrix

Enrollment Objective (U-21)	Exit Code	Verified Outcome Codes															
		R	M	U	D	E	I	S	V	K	F	W	C	A	B	X	Z
~	P												n/a	n/a	n/a		
	N												n/a	n/a	n/a		
	W												n/a	n/a	n/a		
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
1 - Certificate Seeker	P												n/a	n/a	n/a		
	N												n/a	n/a	n/a		
	W												n/a	n/a	n/a		
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2 - Occupational Upgrade	P		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	C		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	W		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
3 - Senior Citizen	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	W	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
4 - Campus Credential Seeker	P												n/a	n/a	n/a		
	N												n/a	n/a	n/a		
	W	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
5 - No longer used																	
6 - Basic Skills	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	W	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
7 - Personal Interest	P	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	W	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
8 - Assessment																	
9 - No longer used																	
1 - Incarcerated	P	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	W	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
J - Job Re-entry	P												n/a	n/a	n/a		
	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	W	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
S - Secondary	P	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	W	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	H	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Key:

Exit Code (U-28)

- P - Program Completer
- N - Non Finisher
- W - Withdrawal
- C - Completer
- H - Schedule Change

Verified Outcome Status (U-31)

- R - Related Employment
- M - Related Military
- U - Unrelated Employment
- D - Unrelated Military
- E - Continued Education (External)
- I - Continued Education (Internal) [Another COE approved program]
- S - Seeking Employment
- V - Unavailable [Allowable reasons]
- K - Unknown Employment Status
- F - Refused Employment
- W - Needs Verification
- C - Completed Objective
- A - Not Applicable
- B - Re-enrolled
- X - Refused Follow Up
- Z - Verification Complete