

**CALIFORNIA COMMUNITY COLLEGES
SYSTEM OFFICE**

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October 8, 2009

To: Chief Instructional Officers
Chief Information systems Officers
Research and Planning Directors
Basic Skills Coordinators
Curriculum Chairs

From: Morgan Lynn, Executive Vice Chancellor of Programs
Patrick Perry, Vice Chancellor for Technology, Research, and Information Systems

Subject: Training for CB 21 and T.O.P. Re-coding

Re-coding of the CB 21 data element and some T.O.P. codes is necessary to improve our reporting for the legislated accountability reports (ARCC Assembly Bill (AB) 1417 and the ARCC supplemental Senate Bill (SB) 361) as well as to provide useful data to colleges concerning student placement, progress and success in basic skills. Along with the CB 21 re-coding process, changes in the T.O.P codes for these courses are also necessary. A summary of these changes is attached for your reference along with pages that should be replaced in the Taxonomy of Programs (T.O.P.) manual.

This project will begin on campuses in November and revised data must be reported to the Chancellor's Office Management Information Systems (COMIS) no later than **March 1, 2010**. Earlier deadlines have been unofficially announced and should now be replaced with March 1, 2010. This new deadline is intended to give discipline faculty adequate time to review coding for all relevant courses, to submit proposed changes through the Master Course File Maintenance process, and to fix any identified errors prior to final upload.

Training will be offered three times via webinar:

- November 17 10:00 - 11:15 AM
- November 18 2:00 - 3:15 PM
- December 3 10:00 - 11:15 AM

This training will take approximately 50 minutes with the remaining time for questions and answers. The training sessions will be archived for future reference. Instructions for accessing the training sessions are attached. Prior to the training, colleges should create a spreadsheet of the current credit and noncredit reading, mathematics, English and ESL courses that includes current CB 04, CB 05, CB 08, CB 21 and CB 22 data assigned to those courses. Further information about these data elements can be found in the Data Element Dictionary at <http://www.cccco.edu/SystemOffice/Divisions/TechResearchInfo/MIS/DED/tabid/266/Default.aspx>.

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The new coding for CB 21 reports student progress through sequential basic skills courses statewide and provides a matrix for the comparison of courses prior to transfer across all 110 community colleges. In addition, it provides a common course level for reporting student placement. Background information and statewide rubrics used to determine the CB 21 level prior to transfer are available at <http://www.cccbsi.org/bsi-rubric-information>. This re-coding involves only CREDIT and NONCREDIT courses in English, ESL, mathematics, and reading below transfer level.

These changes are expansive and require curricular discussion of student expectations. It is important that prior to re-coding the college promotes curricular discussion about basic skills coursework and student pathways. The new deadline of March 1, 2010, allows colleges to plan **Flex activities** in the intersession or beginning of spring term that will involve discipline faculty experts in each discipline, the CIO and the person who inputs the data into your MIS system. It is also highly suggested that the researcher be part of this process in order to create a better understanding of the useful applications of these metrics at the local level and in using the CB 21 data element in the basic skills supplemental report.

Any courses that are not reviewed and remain unchanged after March 1, 2010, will be identified as errors during the MIS Term submission to the Chancellor's Office and in the Master Course File Maintenance process.

cc: Janet Fulks, BSI Project Coordinator
Myrna Huffman, MIS
Stephanie Low, Academic Affairs

Chancellor's Office CB21 Training

WEBINAR SESSIONS:

SESSION	DATE	TIME	CCC CONFER PASSCODE
1	November 17, 2009	10:00 am to 11:15 am	847679
2	November 18, 2009	2:00 pm to 3:15 pm	705926
3	December 3, 2009	10:00 am to 11:15 am	306913

Step 1:

- Go to www.CCCConfer.org Website.
- Click "Participant Login" under "Meet and Confer".
- Find Meeting title.
- Click "Go" next to the desired meeting time.

Step 2:

- Dial into the audio conference phone number (888) 886-3951.
- The passcode is the same for the website and phone line.
- Please log into CCCConfer 15 minutes early if you have never used CCCConfer on your computer.
- Pop-ups will need to be enabled.

In preparation for the upcoming webinar, please create a spreadsheet of your current Credit and Noncredit reading, mathematics, English and ESL courses that includes the college's current CB04, CB 05, CB 08, CB 21 and CB 22 data assigned to those courses.

It is important that the recoding process involve discipline faculty experts in each discipline, the CIO and the person inputs the coding into your MIS system. It is also highly suggested that the researcher be part of this process in order to create a better understanding of the useful applications of these metrics at the local level and in using this coding element in the basic skills supplemental report