



Data Integrity Project Update: Chancellor’s Report to the PCCD Board of Trustees

**Dr. Siri Brown VC of Academic Affairs and Student Success
Francisco Herrera, AVC of Institutional Research**

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During the spring 2021 semester, *Cambridge West* under the direction of Dr. Deborah Ludford completed a *Data Integrity Report* for the PCCD. The purpose of the report was, “designed to assist PCCD with examining the integrity of the data currently collected for reporting and reviewing the related processes used to optimize student success and the alignment of the MIS reporting with the Student Centered Funding Formula” (3)

The recommendations from the report including revising and, in some cases, developing processes in A&R, Financial Aid, Categorical programs and other areas.

This project is deemed a priority project due to its potential impact on future funding. To date the following has occurred:

- Review of the recommendations to prioritize projects
- Priority implementation of Financial Aid recommendations
- Organization of the recommendations to assign responsibility (see example below)
- Establishing a timeline for implementation (see example below)
- Establishing a permanent district wide Data Integrity Committee
- Contracting with Cambridge West for FY 2022 to assist in implementation planning and training of staff

Data Integrity Project: Admissions and Records				
<i>The following are recommendations for Admissions and Records (SB Student Demographic, SX Student Enrollment, and SP Program Awards)</i>				
Page 43-44 Findings & Recommendation				
Findings	Recommendations	Notes	Assigned to	Target Completion
Special Admit students may not be removed once graduated as information is not always provided	Put in place process and responsible party to make sure Special Admit students are correct each semester; automatically remove Special Admit status when student (see Gap Recommendation 10)	Would need to rely on info students put on their application. Get lists of all graduating seniors from all feeder highschools—need lists by February. Need to see if HS districts (Alameda, OUSD (already gives us this) Emeryville, Albany, Berkeley)	Siri Brown, District A&R	
Staff feel that access is limited to the system based on security concerns; this puts a burden on certain staff who have access	Review access restrictions for A&R staff and train the on proper security; once training is completed grant access to make staff self-sufficient (see Gap Recommendation 9)	We covered this last August and college staff did not send in FS Access forms. This will be covered again August 9	Siri Brown	August, 2021
Degree Audit functionality is not being used; auto-awarding of degrees not in place	Implement Degree Audit and auto-awarding of degrees to better serve students (See Gap Recommendation 6)	This project was started over a year ago and is in phase II	Siri Brown, District A&R, College Evaluators	November, 2021
DB/Excel are used to track challenge forms and changes	Eliminate need for DB/Excel shadow systems to be needed for tracking challenge forms and changes; implement online forms that feed into PeopleSoft where possible (see Recommendation 6 & 11)		Antoine Mehoulley (Activity Guides)	

Peralta Community College District										
Data Collection Process Re-engineering & Training										
Timeline										
NOTES	<i>Timeline projections based on initial project description</i>									
	<i>Timeline may change based on input from Steering Team & interview schedules</i>									
Approximate Timeline										
8 Weeks										
Kickoff & Financial Aid Re-Engineering/Training										
Approximate Dates	Status	September		October			November			
13-16	20-23	27-30	4-7	11-14	18-21	25-28	1-4			
1-2	Initial planning meeting; prepare for kickoff									
3	Kickoff Meeting with Steering Team									
4	Financial Aid Preparation									
5	Financial Aid Re-engineering meeting									
6-7	Financial Aid Process Flow/Data Dictionary/Map & Recommendations List Updated; Training Materials Developed									
8	Training									