

# Professional Learning Forum: Understanding My Data

California Adult Education Program  
(CAEP) Technical Assistance Provider (TAP) And  
North Orange Continuing Education (NOCE)

January 12th, 2024



# Agenda

- Introductions
- Understanding My Data-Contextualized Background
- Questions & Discussion
- Resources



# Who we are

California Adult Education Program (CAEP) Technical Assistance Provider (TAP) &  
North Orange Continuing Education (NOCE)



**Dulce Delgadillo**

Director of Institutional  
Research and Planning

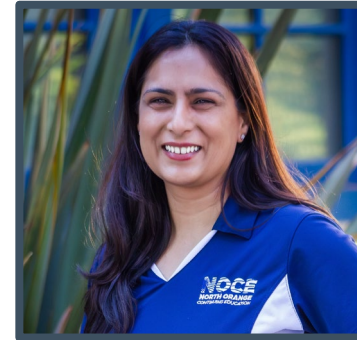
NOCE



**Lisa Takami, Ed.D.**

CC TAP Special Projects  
Director

NOCE



**Harpreet Uppal, Ph.D.**

Sr. Research Analyst, CAEP

NOCE



**Jason Makabali**

Sr. Research Analyst, MIS

NOCE



# Professional Learning Forums (PLF)

## Purpose & Intent:

- *To enable dialogue, discussion and response to questions posed by participants on data & accountability, programming, or other topics related to Adult Education.*
- *Our intent is to create a positive, productive, and informative environment for practitioner practice and learning.*

## Format:

- *Monthly, 60 minutes. **Specified topic** and **Essential Questions** linked to the topic,*
- *PLFs will open with an engagement poll, include a brief, contextualized presentation, and provide time for participants to ask topic-related questions.*
- *Each PLF will conclude with helpful resources and an exit survey to gather feedback for future sessions.*

## Expectations:

- *PLFs are intended to inform attendees on a particular topic and the opportunity to pose questions to the CC Tap team. PLFs are not intended to provide training per se or a deep dive on the topic.*



Before we begin...  
Let's do a poll!



[PollEv.com/dulcedelgadi499](https://PollEv.com/dulcedelgadi499)





# Background



# Consortia and Member Data and Accountability Requirements

- The chancellor and the Superintendent, with input from the Statewide Director of Immigrant Integration and adult education program providers, as applicable, shall identify, no later than July 1, 2019, **the measures for assessing the effectiveness of consortia** that will be used in the report that is required pursuant to Section 84917. These measures shall include, but not necessarily be limited to, all of the following, as applicable:
  - (1) How many adults are served by members of the consortium.
  - (2) How many adults served by members of the consortium have demonstrated the following:
    - (A) Improved literacy skills.
    - (B) Immigrant integration in the areas consistent with, but not limited to, those already identified for English literacy and civics under Title II of the federal Workforce Innovation and Opportunity Act (Public Law 113-128), including increased participation in civic and community life.
    - (C) Completion of high school diplomas or their recognized equivalents.
    - (D) Completion of postsecondary certificates, degrees, or training programs.
    - (E) Placement into jobs.
    - (F) Improved wages.
    - (G) Transition to postsecondary (added by the State; CAEP Program Guidance, p.16)

Source: AB104 Section 84920(c) [https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=EDC&division=7.&title=3.&part=50.&chapter=5.&article=9](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=7.&title=3.&part=50.&chapter=5.&article=9)



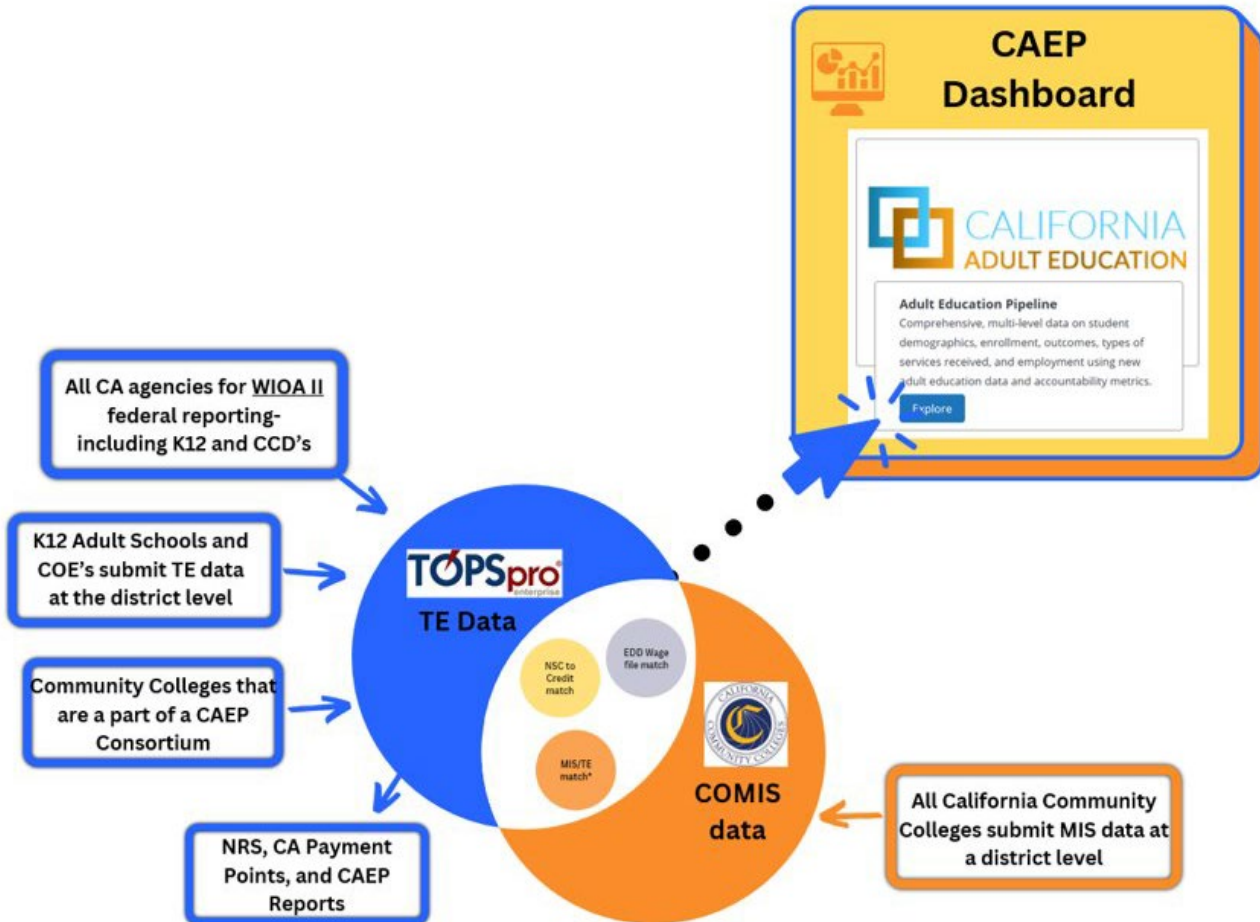
# Legislated Noncredit Progress Tracking

“California community college districts (CCDs) receiving Adult Education Program funding are required to use the Chancellor’s Office Management Information System (MIS) to track adult learner progress in the seven authorized program areas and report achievements from the seven-outcome areas designated by EC Section 84913” (2023-24 Compendium of Allocation Resources, p. 37).

- [California Community Colleges Compendium of Allocations and Resources \(cocco.edu\)](https://cocco.edu)
- [CAEP-FY23-24 Beginning of Year Letter - FINAL \(8-13-2023\) r \(caladulthood.org\)](https://caladulthood.org)



# AEP Dashboard Data Sources



\*The match between MIS and TE data is only applicable for those CCC's that are currently WIOA II funded and

- Noncredit data for community colleges from the Chancellor's Office Management Information System (MIS)
- WIOA Title II funded community colleges submit data to TE
- Adult education and K-12 data from TOPSPRO Enterprise export file provided by CASAS
- Some only CAEP-funded community colleges report data into TE
- Employment and earnings information from the Employment Development Department Unemployment Insurance (UI) wage file
- Transfer to postsecondary information from the National Student Clearinghouse and CSU/UC match

# Adult Education Pipeline Dashboard

## Adult Education Pipeline: Overview

[Interested in how the data is calculated?  
See the Metric Definition Dictionary](#)

Statewide  Region  Consortia  CC District

Statewide

Institution

All

Academic Year

2021-2022

[VIEW](#)

[Export Data to CSV](#)

● DETAILED DATA COMPARISON

### 481,200

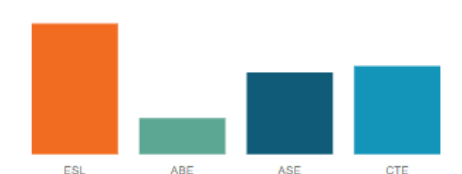
Total Adults Served

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**AEP Score Card**

Consortium, member, and regional performance on the Measuring Our Success metrics.


[View AEP Score Card](#)



**Students and Programs**

Explore program enrollment, student demographics, and barriers to employment.

[View Students and Programs](#)



**Progress**

Learn about skills gains in adult basic education, ESL, workforce preparation, and CTE programs.

[View Progress](#)


Select an Earlier Year

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**Transition**

Learn about student transition into postsecondary education and college credit pathways.

[View Transition](#)



Noncredit CTE Certificate

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**Success**

Information on completion of diplomas, certificates, and college credit awards.

[View Success](#)

Select an Earlier Year

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**Employment and Earnings**

Access 2<sup>nd</sup> and 4<sup>th</sup> quarter employment, annual earnings, and earning gains data.

[View Earnings](#)

# Adult Education Metrics

<p><b>AEP Score Card</b></p> <ul style="list-style-type: none"> <li>Provides a snapshot view of the metrics reported annually to the legislature for Adult Education in CA.</li> </ul>	<p><b>Students and Programs</b></p> <ul style="list-style-type: none"> <li>Adults Served</li> <li>Participants</li> <li>Programs</li> <li>Barriers to Employment</li> </ul>	<p><b>Progress</b></p> <ul style="list-style-type: none"> <li>Educational Functioning Level Gain</li> <li>Workforce Preparation Milestone</li> <li>Occupational Skill Gain</li> <li>Immigrant Integration Milestone</li> </ul>
<p><b>Transition</b></p> <ul style="list-style-type: none"> <li>Transition to ASE</li> <li>Transition to Postsecondary</li> <li>Transition to CTE</li> <li>Transition to Non-Developmental Credit College Course</li> </ul>	<p><b>Success</b></p> <ul style="list-style-type: none"> <li>Earned a Diploma, GED, or High School Equivalency</li> <li>Completed a Postsecondary Credential</li> <li>Earned a Postsecondary Noncredit CTE Certificate</li> </ul>	<p><b>Employment and Earnings</b></p> <ul style="list-style-type: none"> <li>Employment Two/Four Quarters After Exit</li> <li>Median Annual Earnings</li> <li>Median Change in Earnings</li> <li>Living Wage</li> </ul>



# AEP Student Matching TOPSpro with MIS

- “A derived key (**DERKEY**) match is based on student records with the same: Last Name, First Name, Date of Birth, and Gender.
- If any of these key metrics are blank or missing, the record is excluded from the denominator.
- Additionally, please note that students may change this information over time. Therefore, at this time students with different values for any elements of the DERKEY match are treated as separate students.”

Source: Adult Education Pipeline Dashboard Metric Definition Dictionary

[Cal-PASS Plus - Adult-Education-Pipeline-MDD \(calpassplus.org\)](https://calpassplus.org)



# Useful Resource: Metric Definition Dictionary (MDD)

The screenshot shows the 'Adult Education Pipeline: Overview' dashboard. At the top left is a 'LaunchBoard Menu' button. Below it, the title 'Adult Education Pipeline: Overview' is displayed. A navigation bar contains radio buttons for 'Statewide', 'Region', 'Consortia', and 'CC District', with 'Statewide' selected. Below this are three dropdown menus: 'Institution' (set to 'All'), 'Academic Year' (set to '2021-2022'), and a 'VIEW' button. A link 'Export Data to CSV' is located below the 'VIEW' button. A callout box with a blue border and an arrow pointing to it from above contains the text: 'Interested in how the data is calculated? See the Metric Definition Dictionary'. At the bottom left of the dashboard area, there is a link for 'DETAILED DATA COMPARISON'.

Source: Adult Education Pipeline Dashboard Metric Definition Dictionary  
[Cal-PASS Plus - Adult-Education-Pipeline-MDD \(calpassplus.org\)](https://calpassplus.org)



# How can you use Metric Definition Dictionary (MDD) with TOPSpro data?

① INSTRUCTIONAL PROGRAM  
★ (Mark one)

Basic Skills (ABE)

ESL / ELL

Citizenship

High School Diploma

High School Equivalency (HSE)

Career and Technical Education (CTE)

Workforce Readiness

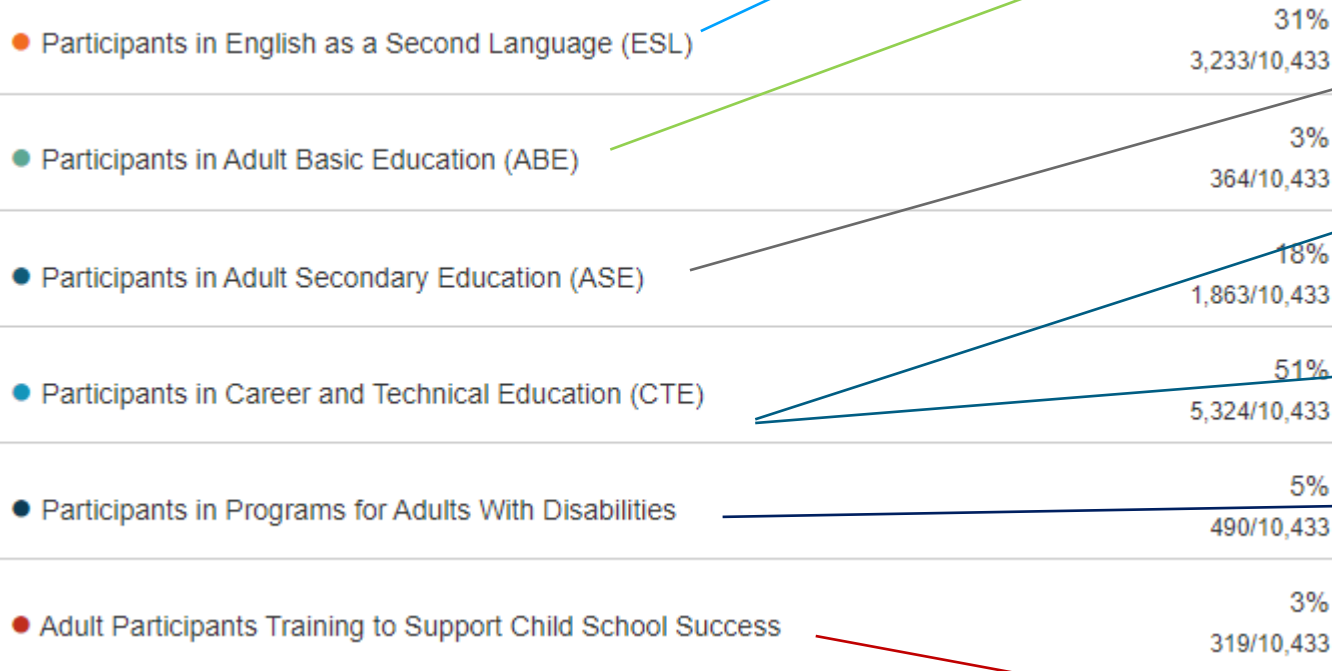
Adults w / Disabilities

Pre-Apprenticeship

Adults supporting K12 student success

AE 113 Participants in Career and Technical Education	
<b>Description</b>	Among all Participants (AE 202), the number of Participants in noncredit programs designed to prepare adults to enter into the workforce.
<b>Student type</b>	Adult education/ESL
<b>Display</b>	Snapshot
<b>Data Sources</b>	CASAS TOPSpro Enterprise Chancellor's Office Management Information System
<b>TOPSpro Data Source Elements</b>	CurrentAge (Calculated) TotalPYHours IsAEBGProgramAreaCTE ProgramYear
<b>TOPSpro Calculations</b>	<p><b>AE 202</b> Students who met all of the following criteria:</p> <ul style="list-style-type: none"> <li>• <b>Who enrolled in a CTE program area</b> WHERE IsAEBGProgramAreaCTE = 1</li> <li>• <b>In the selected year</b> AND ProgramYear is within the selected year</li> <li>• <b>AND at the selected institution</b> AND at the selected institution</li> </ul>

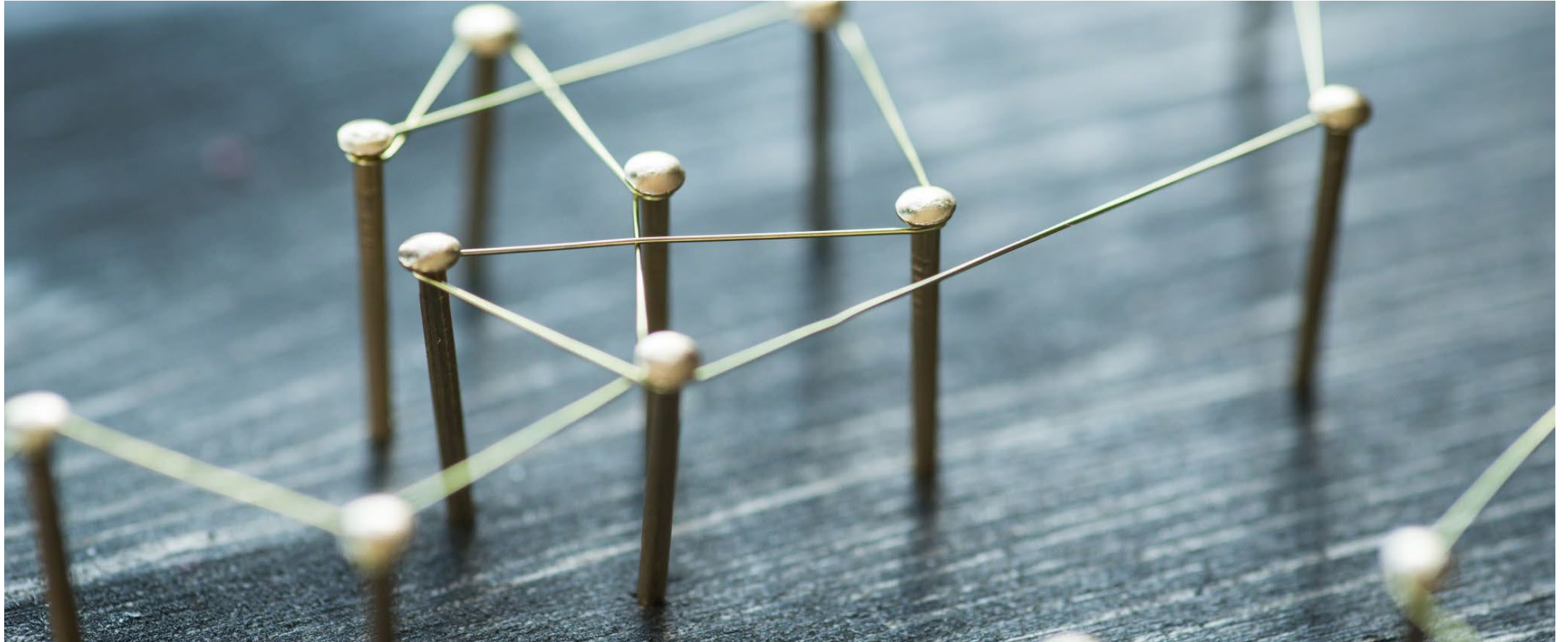
# How can you use MDD with MIS data?



- **AND who enrolled in noncredit ESL**  
WHERE (CB04 = N AND  
(CB22 IN (A, B)) OR  
(CB03 IN (4930.84, 4930.85, 4930.86, 4930.87, 4930.90,  
4931.00)))
- **OR who enrolled in ABE**  
OR (WHERE CB04 = N AND  
(CB03 IN (1701.00, 1501.00, 1520.00) AND  
CB21 IN (D, E, F, G, H)) OR  
(CB03 IN 493060))
- **OR who enrolled in ASE**  
OR (WHERE CB04 = N AND  
(CB03 IN (1701.00, 1501.00, 1520.00) AND  
CB21 IN (A, B, C)) OR  
(CB03 IN 493062))
- **OR enrolled in Workforce Preparation for CTE**  
OR (WHERE CB04 = N WHERE CB03 NOT IN (493009, 493014)  
AND CB22 = J)
- **OR enrolled in Short-Term CTE in courses flagged as vocational by TOP code or as occupational by SAM code**  
OR (WHERE CB04 = N WHERE CB03 NOT IN (493009, 493014)  
AND (CB03 = "\*" in TOP\_VE\_STATUS table  
OR CB09 IN (A, B, C))
- **OR was enrolled in programs specifically designed to meet the needs of adults with disabilities**  
OR (WHERE CB22 = E  
AND CB04 = N WHERE CB03 NOT IN (493009, 493014)  
WHERE GI03 is within the selected year)
- **OR who enrolled in Parenting courses for parents of children in elementary or secondary education**  
OR WHERE (CB04 = N WHERE CB03 NOT IN (493009, 493014)  
AND CB22 = F  
AND CB03 IN (1305.20, 1305.50, 1305.60, 1305.70,  
1308.00))



# Discussion





# Community Agreements

- Practice the art of calling people in, not calling them out.
- Understand the difference between intent and impact
- Be open to new learning and unlearning.
- Practice, “And” instead of “But”
- Stay engaged and share your own truth



Source: Dr. Mia Settles-Tidwell, Vice President for Inclusive Excellence and University Diversity Officer, Sacramento State



How is data for your adult education and noncredit programs being captured?

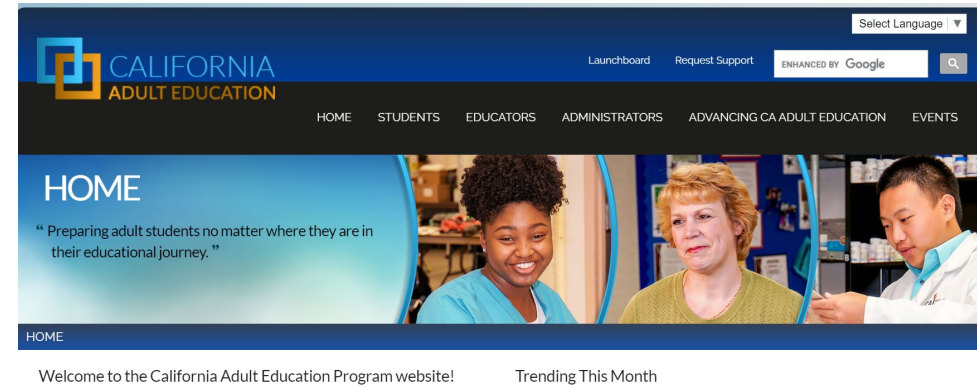


What area of data reporting does your campus find most challenging?

# Resources

CAEP TAP Website

CASAS TOPSpro Enterprise



# CC TAP Listserv Launched



**Subscribe to the  
CC TAP Listserv!**

- [LISTSERV.CCCNEXT.NET](http://LISTSERV.CCCNEXT.NET) --> Subscribe to CCTAP-LS under List Name
- For Technical Assistance:  
[tap@caladulted.org](mailto:tap@caladulted.org)



# For any questions:

North Orange Continuing Education  
Office of Institutional Research and Planning

[www.noce.edu/oirp](http://www.noce.edu/oirp)

Dulce Delgadillo, M.P.P.  
Ddelgadillo@noce.edu

Scan to take  
our survey:



Lisa Takami, Ed.D.  
Lmednick@noce.edu

Harpreet Uppal, Ph.D.  
Huppal@noce.edu

Jason Makabali  
Jmakabali@noce.edu