Reporting Student Attendance Hours for CCC Noncredit Programs (SX05)
May 24, 2024
Questions and Answers (Q&A)

Guidance from the Chancellor's Office:

The *Reporting of Noncredit Attendance Hours for California Adult Education Program (CAEP) in MIS through SX05 Enrollment-Attendance-Hour* Guidance Memo is specific to MIS reporting.

Guidance does not replace attendance accounting reporting requirements under CCFS-320 as the Chancellor's Office recognizes the differences in methodology and reporting purposes.

Guidance is on how student level attendance hours for noncredit students should be reported through MIS for the California Adult Education Program (CAEP) in SX05 Enrollment-Attendance-Hours. This data element collects student hours of attendance in non-census sections and is also used in the Adult Education Pipeline to track student enrollment and outcomes, which are reported annually to the legislature.

Colleges may create their own, individualized processes to capture the data as long as they result in hours being reported into the MIS SX05 data element that could be validated under audit utilizing one of the three aforementioned methods.

1. **What is the CCFS-320, and how does it relate to SX05?**

    The CCFS-320 is the attendance report program used to enter attendance contact hours for the fiscal year and report period set by the Fiscal Services Unit of the Chancellor's Office for apportionment purposes. SX05 is an MIS Data Element that allows institutions to report students' total hours of attendance. The difference between the two is that the focus of the CCFS-320 is on high-level student accounting for apportionment purposes, whereas the intention of SX05 is to capture the hours of attendance to which a student participated in a course section. SX05 MIS data element is used in the Adult Education Pipeline dashboard to track enrollment and outcomes.

    Sources:

https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/Fiscal-Standards-and-Accountability-Unit/Reporting-Portal
https://webdata.cccco.edu/ded/sx/sx05.pdf

2. **For clock time, can we just auto-calculate the time "present" in asynchronous activities? Does this mean we are deviating from noncredit dual census in distance education classes?**

   The clock time model uses education software to track the actual time of engagement of students who are using the software. This is specifically for the reporting of noncredit attendance hours into MIS. The noncredit dual census (also known as the Alternative Attendance Accounting Procedure - Noncredit) is a separate modality used for calculating apportionment generated by noncredit distance education classes for the CCFS-320 report.

   Please see page 118 of the Student Attendance Accounting Manual for more details on the Alternative Attendance Accounting Procedure - Noncredit. The guidance provided for the reporting of noncredit hours into MIS (SX05) does not replace attendance accounting reporting requirements under CCFS-320 as the Chancellor's Office recognizes the difference in methodology and reporting purposes.

3. **Does hybrid noncredit be identified as census or independent study with hours on SX05? As per STATE guidance, any NC hybrid may potentially use the census accounting method for Distance education.**
   Hybrid is not an accounting method reportable in MIS: https://webdata.cccco.edu/ded/xb/xb01.pdf. If there is any asynchronous component, then it would be independent study. If a section has multiple session types, those could be reported separately as defined in XF01 (https://webdata.cccco.edu/ded/xf/xf01.pdf), but that does not change the accounting method for the section.

4. **Would noncredit HyFlex classes qualify for this attendance method?**
   Hyflex is not an attendance method: https://webdata.cccco.edu/ded/xb/xb01.pdf.
   If there is any asynchronous component, then Independent study would be used.

5. **Could Burlington English be used for the clock time methodology?**
   Yes. Burlington English tracks the elapsed time a student is connected to the software. Therefore, it may be used to capture clock time hours.
   Source: TWCAEL - Approved List of Distance Curriculum for Texas Adult Education (tamu.edu)

May 24, 2024

6. For "Clock Time", is it actual minutes or Carnegie Hours?
   The clock time method captures the actual elapsed time that a student is connected to a software program that tracks time.

7. Do the hours only need to be reported at the end of a term or semester?
   SX05 hours are submitted at the end of the term/semester. The MIS submission calendar is here: https://webdata.cccco.edu/DataSubmissionTimeline2425.pdf The SX files are due 3 times each year.

8. Would we also have to change the curriculum to reflect any of these models?
   Colleges may create their own, individualized processes to capture the data as long as they result in hours being reported into the MIS SX05 data element that could be validated under audit utilizing one of the three aforementioned methods. Whether that process involves changes to curriculum will be a local decision based on local governing policies.

9. Does the reporting of clock hours into SX05 impact apportionment as it is not reported for that purpose?
   SX05 does not play into direct apportionment or the calculation of FTES. Furthermore, SX05 presently does not have an impact on CAEP funding allocation determinations. However, SX05 enrollment and outcome data may have an impact on future funding determinations making it critical to ensure accurate data is reported on an annual basis.