

# Cañada College

## Data Dashboard Access Process

October 20, 2015

### Introduction

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Cañada College has worked with district Information Technology Services (ITS) and developed a Data Dashboard System that can assist faculty, staff, and administrators to gather information to inform decisions. The ultimate goal of the system is to create data democracy and the culture of inquiry; therefore, the system provides data that is readily available to all.

In the Data Dashboard System, people can view (a) course enrollment, (b) course retention and success, (c) student persistence, (d) degrees/certificates awarded, (e) student course progression, and (f) interactive real time enrollment. In addition, people can also view students' demographics within each area.

There are two kinds of access to the Data Dashboard System: Users can view all of the above information (a) without student's IDs; or (b) with student's IDs.

### Process

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#### Access to all information **WITHOUT** student IDs

Faculty, staff, and administrators employed at the College can receive this level of access; however, people will need to get trained by the Office of Planning, Research, and Institutional Effectiveness (PRIE). In order to receive access, each individual will need to request access through their dean and the dean will submit the request to PRIE with the person's name and job title.

#### Access to all information **WITH** student IDs

This access is limited to specific job functions. As before, requests for access must be made through the dean or VP, who then submits the request to PRIE including staff/faculty coordinator's name, role, job function, and reason for the access. PRIE will approve or disapprove the request and work with the District ITS to grant this level of access to those who have been trained.

- **Deans and VPs** have this level of access.
- **Directors** will need to request through their dean or VP.
- **Faculty coordinator** - including those who coordinate a program, who may need to know the effectiveness of their program, and may need to follow up with their students.
- **Program Services Coordinators (PSC) or Retention Specialist (RS)** - including those who are responsible for tracking and contacting students in the program, are doing case management, and reporting students' progress.
- **Others:** depending on the situation.