

Cañada College Data Dashboard Manual



May 2014

For Educational Master Plan Objective 2.12: Monitor the student success and completion data on a regular basis to assess progress

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Office of Planning, Research, and Institutional Effectiveness

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Development of the Data Dashboard

Background/History

There has been an increasing need for end users (faculty, staff and administrators) to have the ability to create their own data reports for program review, planning and decision-making. There are so many demands made on the college research offices, it is critical for others to be able to obtain data to answer their questions without having to wait in a queue for the researcher to “get to their request”.

There have been efforts by IT in SMCCCD to provide this type of service (five or six years ago), however, there was a lack of support for the concept. This attitude has definitely changed, and all six vice-presidents as well as the three research offices, stating such a data dashboard is essential in getting work completed for enrollment management, accreditation, planning and decision-making. In addition, over the past decade, the tools available to allow this type of self-service report creation have become much more user friendly so it can be used by everyone on campus.

Purpose

The purpose of the project is to **increase data democracy** at the district and colleges to provide a **user-friendly analytical data toolset** or system with which to analyze institutional data. In addition, faculty, staff, and administrators can use this toolset or system to generate information that supports their work--**data on people’s fingertips**.

The short- and long-term outcomes are:

- (a) create a data toolset/system
- (b) train faculty, staff, and administrators to use this system
- (c) cultivate/support **data democracy** and **culture of inquiry**

Why is a Data Dashboard important?

It can **improve decision-making, evaluate strategic priorities, support accreditation, assess student success services**, appraise **program effectiveness**, and support program review.

What’s in the Data Dashboard System

- Institutional Overview
- Enrollment
 - Gender, ethnicity, age, division, department, program subject, course, section, student type, educational goal, unit load, high school, total units earned, CTE course, basic skills courses, GE courses, transfer courses
- Achievement
 - Course Retention
 - Course Success
 - Cohort Study
 - Persistence
 - Degree/Certificate Awarded

Data Dashboard Advisory Group

Data Dashboard Advisory Group is composed of VPI, VPSS, Dean of Planning, Research, and Institutional Effectiveness from three colleges, ITS from the District (Director Edgar Coronel and CTO Eric Raznick) to support this effort. The charge of this Advisory Group is to:

- Establish milestone and key timeline
- Budget
- Test and improve the system

Timeline

- September and October 2013:
 - Conversation with colleges and IT
 - Evaluate options for development
 - Develop proposal
 - Establish Timeline and Budget
- November and December 2013:
 - Project kickoff
 - Develop Data Dashboard draft version
 - Researchers and IT data validation
- January-March 2014
 - Researchers and IT continue data validation
 - IT demonstrated validated version of Data Dashboard to Data Dashboard Advisory Group
- April-May 2014 (Spring 2014):
 - PRIE trains administrators and key faculty to pilot run the system before people can get access to the system
 - Receive feedback
 - Continues fine tune the system
- Summer 2014:
 - PRIE design training program for the system
- Fall 2014:
 - PRIE continue monthly training to administrators and key faculty to pilot run the system, especially program review leaders both instructional and student services areas before people can get access to the system
- Spring 2015:
 - Kick off and open access to all administrators, faculty, and staff to use this system including training
 - Data Dashboard training monthly to support program review and other project
 - Continues fine tune the system

Cañada College Educational Master Plan

Completion Objective 2.12:

Monitor the student success and completion data on a regular basis to assess progress

- Responsible Party: Dean Chialin Hsieh
- Working Groups: Research Advisory Group, Planning & Research Analyst, IPC, SSPC, and PBC
- PBC IIA and IIB: Lezlee Ware, David Johnson, Gregory Anderson, Loretta Davis, Ruth Miller, Karen Olesen

Activities

- Publish “dashboard data” on success rates of students, including analysis of demographics.
- Develop and implement a plan for the use of the dashboard data throughout the college.

Cañada College Data Dashboard Pilot Group

Robin Richards, VPSS

Gregory Anderson, VPI

David Johnson, Dean of Humanities and Social Sciences

Linda Hayes, Dean of Workforce Development

Kim Lopez, Dean of Counseling

Anniqa Rana, Dean of Athletics, Dance, Kinesiology, Library, and Learning Resources

Chialin Hsieh, Dean of PRIE

Victoria Nunes, CBO

Doug Hirzel, President of Academic Senate

Debbie Joy, President of Classified Senate

Michael Hoffman, Math Faculty

Brandon Price, Research Analyst

Jose Pena, Curriculum and Instructional System Specialist

SMCCD Data Dashboard

Login

<http://smccd.edu/portal/>

Click on Banner

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

College Sites Index: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PORTAL **BANNER** DOWNLOADS WEBSMART MYSMCCD WEBACCESS SHAREPOINT

Banner - User Portal

NOTICE: Banner/WebSMART will be down for maintenance **Saturday, April 26th from 8am - 2pm.**

Banner8 User Portal

Documentation

- Open CCCApply
- Banner 8 Bookshelf
- Chancellor's Office Data Mart
- Chancellor's Office MIS
- Financial Reports
- PlanSchedule - Schedule Development Tool
- SunGard Higher Education Customer Support

District Directory

First Name:

Last Name:

Advanced Search Old Directory Search

Find

Click on Argos

Banner8 User Portal

Banner 8 Documentation, Training & Applications

Documentation

- Open CCCApply
- Banner 8 Bookshelf
- Chancellor's Office Data Mart
- Chancellor's Office MIS
- Financial Reports
- PlanSchedule - Schedule Development Tool
- SunGard Higher Education Customer Support Center
- 3CBG (California Community Colleges Banner Users Group)

Banner & Banner related Apps

Banner Argos Webxtender

WebSMART MAPS Intellecheck Workflow

District Directory

First Name:

Last Name:

Advanced Search Old Directory Search

Find

Information Technology Services

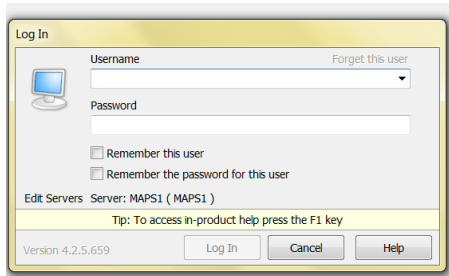
ITS Services Request Form

Email
Login | Problems Logging in?
FAQs | Change Password

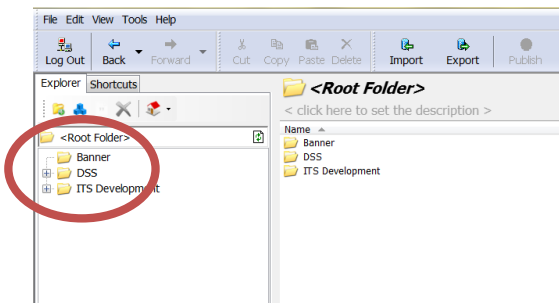
O365 Email (what is this?)
O365 Login | Problems Logging in?
FAQs | Tutorials | Change Password

Log in and password:

Your network user name (last name and first name initial. i.e., hsiehc) and password



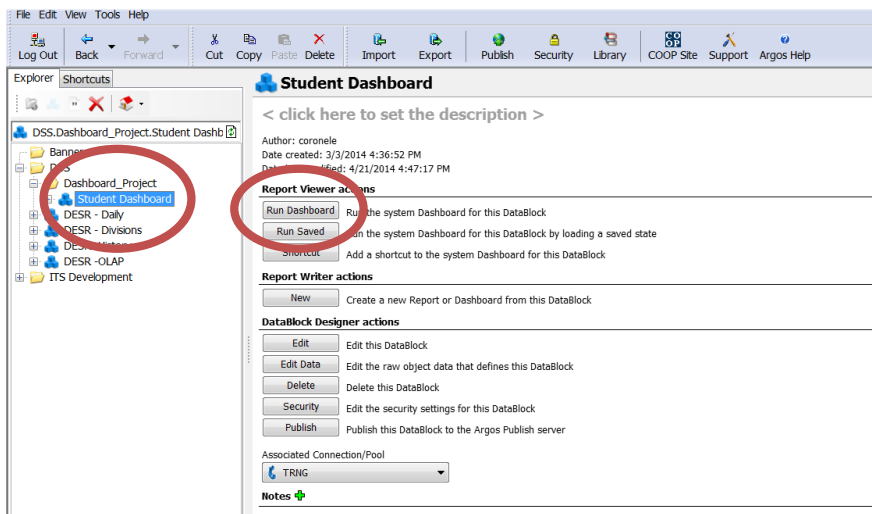
Open “DSS” Folder by clicking the + sign



Open “Dashboard_Project” by clicking the + sign

Then Click on “Student Dashboard”

Then Click on “Run Dashboard”



Ready For the Adventure?

Limitations

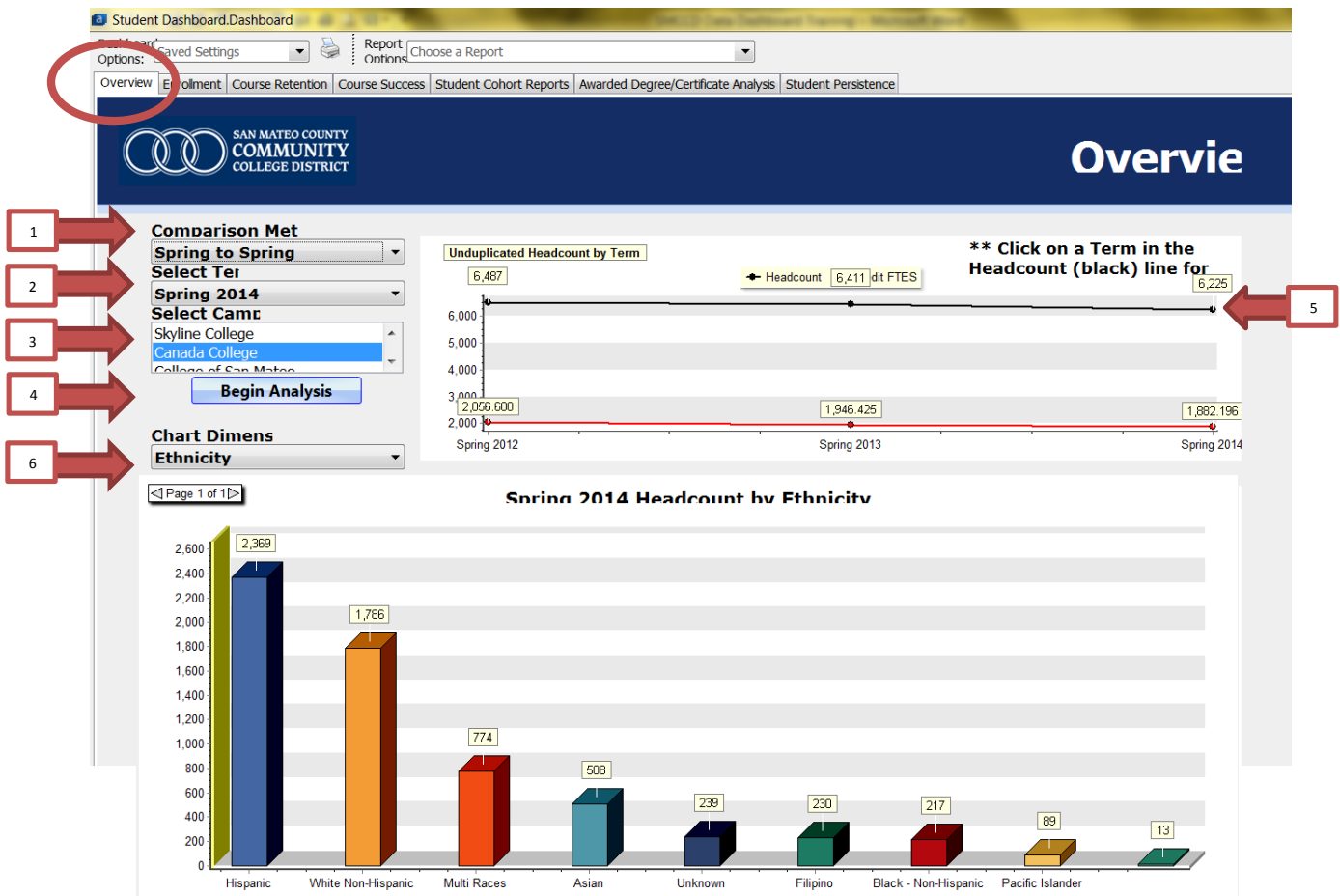
Several limitations for the Data Dashboard:

1. Slow so please be patient!
2. At this point, PC only (not work for Mac)
3. On campus only (cannot run this system from home)
4. Faculty/staff computer only (not work on student lab)
5. Access will be granted by attending the Data Dashboard Training

Data Dashboard

“Overview” Tab

1. Click the drop down on Comparison Method: Spring to Spring, Fall to Fall, or all terms
2. Select term: Spring 2014
3. Select Campus: select Cañada College by unchecking the box.
4. Click “Begin Analysis”
5. Click on the black line in the headcount
6. Select Chart Dimension: Ethnicity



“Enrollment” Tab

1. Select Term: Fall 2013
2. Select College: select Cañada College by unchecking the box.
3. Select All Division by checking the box. Or just select your division.
4. Select All Subjective by checking the box. Or just select your subject.
5. Click “Here to Execute”
6. View the results in this area

The screenshot shows the 'Enrollment' report interface. Callout 1 points to the 'Enrollment' tab. Callout 2 points to the 'Select College' dropdown where 'Cañada College' is selected. Callout 3 points to the 'Select Division' dropdown where 'All' is selected. Callout 4 points to the 'Select Subject' dropdown where 'All Subjects?' is selected. Callout 5 points to the 'CLICK HERE TO EXECUTE' button. Callout 6 points to the data table below.

Select Comparison Method: Fall to Fall

Select Term: Fall 2013 201308

Select College: Cañada College 3

Select Division: All

Select Subject: All Subjects?

**** **CLICK HERE TO EXECUTE** ****

Term	Division	Fall 2013			Totals by ROWS		
		Dupl Hdct	Undup Hdct	Avg. Cumm. GPA	Dupl Hdct	Undup Hdct	Avg. Cumm. GPA
		Value	Value	Value	Value	Value	Value
	Canada Bus. Design & Workforce	3227	1938	2.97	3227	1938	2.97
	Canada Humanities	4679	3146	2.42	4679	3146	2.42
	Canada Science & Technology	3377	2556	2.78	3377	2556	2.78
	Canada VP of Instruction	2131	1666	2.74	2131	1666	2.74
	Counseling	179	179	2.65	179	179	2.65

“Retention” Tab

1. Select Term: Fall 2013
2. Select College: select Cañada College by unchecking the box.
3. Select Science and Technology Division.
4. Select All Subjective by checking v the box. Or just select your subject.
5. Click “Here to Execute”
6. View the results in this area

1

2

3

4

5 ***** **CLICK HERE TO EXECUTE** *****

Term	Description	College(s)	Division(s)	Subject(s)
201405	Summer 2014	Cañada College	Canada Humanities	*** ...
201402	Spring 2014	College of San Mateo	Canada VP of Instru...	*** ...
201308	Fall 2013	Skyline College	Counseling	*** ...

College_Crs	Division	Subject	Total Headcount	Retained Hcnt	Retention Value	Total Headcount
Cañada College	Canada Science & Technology	AUTR	103	88	85.44%	
		BIOL	927	741	79.94%	
		CHEM	293	219	74.74%	
		CIS	136	110	80.88%	
		ENGR	86	77	89.53%	
		GEOG	15	13	86.67%	
		GEOL	63	60	95.24%	
		HSCI	246	237	96.34%	

6

7. Click the + sign to view more data

“Success” Tab

1. Select Term: Fall 2013
2. Select College: select Cañada College by unchecking the box.
3. Select Business, Design & Workforce Division.
4. Select All Subjective by checking v the box. Or just select your subject.
5. Click “Here to Execute”
6. View the results in this area

The screenshot shows the 'Course Success' report interface for San Mateo County Community College District. The 'Course Success' tab is selected in the top navigation bar. The interface includes several filter sections: 'Terms/s', 'Campus(es)', 'Division(s)', and 'Subject(s)'. The 'Available Dimensions' section includes dropdowns for Gender, Age, Ethnicity, Educational, Campus (Col), Campus (Stu), Grade, Student Type, High School, Basic Skills, CSU_Or_UC, Career_AND, and Lifelong_Learn. The 'Columns' section shows a table with columns for College_Crs, Division, Subject, Total Headcount, Passed, and Success Rate. The table data is filtered for the term 'Fall 2013' and shows results for 'Cañada College' and 'Canada Bus. Design & Workforce'.

College_Crs	Division	Subject	Total Headcount	Passed	Success Rate
Cañada College	Canada Bus. Design & Workforce	ACGT	166	106	63.86%
		ARCH	48	36	75.00%
		BUS.	170	99	58.24%
		CBOT	685	454	66.28%
		COOP	89	66	74.16%
		ECE.	815	666	81.72%
		ECON	219	124	56.62%
		FASH	360	270	75.00%

7. Click the + sign to view more data

“Student Cohort Reports” Tab

1. Select Start Term: Fall 2010; End Term: Summer 2014
The rest keeps as is (Gender, Age Range, and Ethnicity)
2. Select College: select Cañada College by unchecking the box.
3. Course One:
Select Subject: ENGL; Select Course: ENGL 826; Section: as is; Click on “Show Column One”
4. Course Two:
Select Subject: ENGL; Select Course: ENGL 836; Section: as is; Click on “Show Column Two”
5. Course Three:
Select Subject: ENGL; Select Course: ENGL 100; Section: as is; Click on “Show Column Two”
6. Degrees & Certificates: Click on “Show Degree/Cert Data”
7. View the results in this area.

The screenshot shows the 'Student Cohort Reports' interface for San Mateo County Community College District. The interface includes a navigation bar with tabs for Overview, Enrollment, Course Retention, Course Success, Student Cohort Reports (highlighted with a red circle and '1'), Awarded Degree/Certificate Analysis, and Student Persistence. The main content area is titled 'Student Cohort Reports' and contains several sections:

- Filters:** Start Term (201008 - Fall 2010), End Term (201405 - Summer 2014), Gender (**All Genders**), Age Range (0 to 105), Campus (Cañada College), and Ethnicity (**All Ethnicities**).
- Course Selection:** Four columns for Course One, Course Two, Course Three, and Course Four. Each column has dropdowns for Subject, Course, and Section, and a 'Show Column' button. Course One is set to ENGL - English, ENGL 165, ENGL 826, and All Sections. Course Two is set to ENGL - English, ENGL 836, ENGL 847, and All Sections. Course Three is set to ENGL - English, ENGL 100, ENGL 110, ENGL 161, and All Sections. Course Four is set to All Subjects, AGIO - Accounting, ANTH - Anthropology, ARCH - Architecture, All Courses, and All Sections.
- Buttons:** 'Show Column One', 'Show Column Two', 'Show Column Three', 'Show Column Four', and 'Show Degree/Cert. Data' (highlighted with a red circle and '6').
- Results Table:** A table showing the flow of students through the cohort. The table is highlighted with a large red circle and '7'.

Most Current Grade	199 Began Some Courses in Fall 2010	93 Continued to Some Courses by Summer 2014	67 Continued to Some Courses by Summer 2014		15 (8%) certificates or degrees awarded in under 2 years.
Pass: (C or higher, CA, CR, I, P)	120 (60%) Repeats: 8 (4%)	66 (71%) Repeats: 3 (3%)	43 (64%) Repeats: 4 (6%)		12 (6%) certificates or degrees awarded in 3 years.
Fail: (C- or lower, N)	79 (40%) Repeats: 2 (1%)	27 (29%) Repeats: 2 (2%)	24 (36%) Repeats: 1 (1%)		0 (0%) certificates or degrees awarded in 4 years.
Withdrawn (W)	40 (20%) Repeats: 0 (0%)	14 (15%) Repeats: 0 (0%)	13 (19%) Repeats: 0 (0%)		0 (0%) certificates or degrees awarded over 4 years.
Total	199	93	67		172 (86%) have not earned a degree/cert. (14%) degrees/cert. earned.

“Awarded Degree and Certificate” Tab

1. Select Terms: Hold Shift key, click Summer 2012 and Spring 2013 (then you select Summer 2012, Fall 2012, and Spring 2013)
2. Select College: select Cañada College by unchecking the box.
3. Select All Division by checking the box. Or just select your division.
4. Select All Subjective by checking the box. Or just select your subject.
5. Click “Here to Execute”
6. View the results in this area

The screenshot shows the 'Awarded Degree and Certificate' analysis tool. The interface includes a navigation bar with tabs: Overview, Enrollment, Course Retention, Course Success, Student Cohort Report, **Awarded Degree/Certificate Analysis**, and Student Persistence. Below the navigation bar is the San Mateo County Community College District logo and the title 'Awarded Degree and Certificate'. The main area contains several filter sections: 'Graduation Term' (with a list of terms: 201305 Summer 2013, 201303 Spring 2013, 201208 Fall 2012, 201205 Summer 2012), 'Campus(es)' (with a list of campuses: 3 Canada College, 1 College of San Mateo, 2 Skyline College), 'Major(s)', and 'Program(s)'. A red box labeled '1' is around the 'Graduation Term' list, '2' is around the 'Campus(es)' list, '3' is around the 'Major(s)' filter, and '4' is around the 'Program(s)' filter. Below these filters is a button labeled 'CLICK HERE TO EXECUTE' with a red box labeled '5' around it. The main data area is a table with columns: 'Camp_Desc', 'Degree', 'Grad Term', 'Student Count', and 'Total by ROWS'. The table shows data for 'Canada College' across various degrees and terms. A red circle highlights the '+' sign in the 'Camp_Desc' column, and a red box labeled '6' is placed below the table.

Camp_Desc	Degree	Grad Term	Student Count	Total by ROWS
Canada College	Associate in Arts	201205 - Summer 2012	13	155
	Associate in Arts-Transfer	201206 - Fall 2012	2	22
	Associate in Science	201303 - Spring 2013	39	194
	Associate in Science-Transfer	201208 - Fall 2012	0	4
	Certificate Program	201205 - Summer 2012	41	345
	Sub-total by Canada College		89	720
Total by COLUMNS			89	720

7. Click the + sign to view more data

“Student Persistence” Tab

1. Select Term one: Fall 2012; Select Term Two: Fall 2013
Set the Credit Cutoff as is.
2. Select College: select Cañada College by unchecking the box.
3. Select All Division by checking the box. Or just select your division.
4. Select All Subjective by checking the box. Or just select your subject.
5. Click “Here to Execute”
6. View the results in this area

Overview | Enrollment | Course Retention | Course Success | Student Cohort Reports | Awarded Degree/Certificate Analysis | Student Persistence

Student Persistence

1. Term One: 201208 - Fall 2012
2. Minimum Credit Cutoff: 6
3. Campus(es): All Campuses? Canada College
4. Major(s): All Majors
Program(s): All Programs?
5. ***** CLICK HERE TO EXECUTE *****

Available Dimensions: Gender, Educational God, Ed_Level, Age, Age_Group, Discipline, Student_Type, High School, Student_Type

Total by ROWS					
College	Total Term One Value	Persisted to T... Value	Persistence R... Value	Avg Cumm. G... Value	
Canada College	3124	1880	60.18%	2.78	
Total by COLUMNS	3124	1880	60.18%	2.78	

6.

1. Select Term one: Fall 2013; Select Term Two: Spring 2014
Set the Credit Cutoff as is.
2. The rest follow above steps (2 through 6).

Overview | Enrollment | Course Retention | Course Success | Student Cohort Reports | Awarded Degree/Certificate Analysis | Student Persistence

Student Persistence

1. Term One: 201308 - Fall 2013
2. Minimum Credit Cutoff: 6
3. Campus(es): All Campuses? Canada College
4. Major(s): All Majors
Program(s): All Programs?
***** CLICK HERE TO EXECUTE *****

Available Dimensions: Gender, Educational God, Ed_Level, Age, Age_Group, Discipline, Student_Type, High School, Student_Type

Total by ROWS				
College	Total Term One Value	Persisted to T... Value	Persistence R... Value	Avg Cumm. G... Value
Canada College	2989	2543	85.08%	2.75
Total by COLUMNS	2989	2543	85.08%	2.75