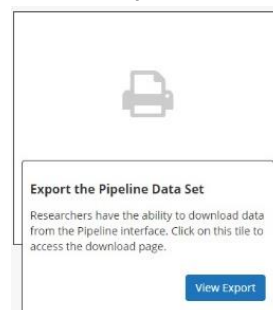


## LaunchBoard Community College Pipeline Export FAQ

### WHAT IS THE EXPORT FEATURE IN THE LAUNCHBOARD COMMUNITY COLLEGE PIPELINE?

The export function allows authorized users to easily access much of the information in the Community College Pipeline (CCP) to serve local or regional research needs. The export downloads a csv file for college, microregion, macroregion, or statewide data at the TOP4 or TOP6 levels. There is an “Export Data to CSV” button in the upper left hand corner of each page in CCP as well as all other dashboards on the LaunchBoard. This export is generally an export of the selected view of the data only. While the CCP export function is unique to that dashboard allowing a comprehensive export of most metrics at all program levels.



### WHAT INFORMATION IS INCLUDED IN THE EXPORT FILE?

College offerings, student characteristics, milestones, success, employment, and earnings are included in the csv file, for a single year, as selected in the Export feature filter. The TOP6 export also includes associated sectors for each TOP code. The only information not included is labor market information from EDD (historical job openings, projected job openings, and regional wages for associated occupations).

### WHY WOULD I WANT TO EXPORT DATA OUT OF THE LAUNCHBOARD?

As practitioners expand their inquiry questions beyond the pre-built reports in the Community College Pipeline, researchers may need to manipulate data in additional way or combine this information with other data sources. For example, exported information may be tailored to address specific questions from a guided pathways committee or be integrated into college-specific program review documents. Researchers may be asked to display information in ways that do not fit easily into a dashboard format. For example, a chief instructional officer may want to view earnings data for all 200 programs offered by the college to support discussions about economic mobility. College researchers can also export data to match to their own data files to look for discrepancies.

### WHAT ARE THE DEFINITIONS FOR THE COLUMNS IN THE DOWNLOADED DATA TABLE?

The following columns are displayed in the csv file when downloaded:

- **topCode:** TOP code or program code at the four or six digit level as selected for export. See the 6<sup>th</sup> edition of the [Taxonomy of Programs](#) for descriptions of TOP codes
- **programName:** TOP code title
- **sector:** industry sector or occupational cluster to which the TOP code is assigned by the Chancellor’s Office. NOTE: each TOP code at the six-digit level

is mapped to only one sector or occupational cluster. Therefore, when TOP04 is selected this column will display “None” for all rows

- **academicYear:** academic year of the data where 2017 equates to 2016-2017 selected year for Summer 2016, Fall 2016, Winter 2017, Spring 2017 terms
- **metricid:** unique ID numbers that indicate a specific metric in the data set
- **title:** title of the metric
- **description:** brief description of the metric
- **source:** data sources for the calculation of the metric
- **categoryID:** field will be blank for most metrics since this field is populated when a metric has several buckets which occurs for the Completed Unit Threshold metrics
- **categoryLabel:** unit buckets for Completed Unit Threshold metrics
- **disagg:** demographic and overall data for each metric
- **subgroup:** relates to the disaggregation selected for demographics or overall
- **value:** numerical value of the data or number of students who met the outcome
- **denom:** numerical value of the denominator or possible population that could be matched. NOTE: this value can be the student headcount or a sub-set depending on the metric. If this column is blank, then a denom is not applicable for the metric
- **perc:** percentage value of a metric when applicable usually determined by value/denominator. NOTE: If this column is blank, then a percent calculation is not applicable for the metric. For the change in earnings metric (CP 801), the percentage change is the value in the value column. For the Job Closely Related to Field of Study, the percentage is the value / denom in the perc column
- **dataType:** type of data included in the export (number, currency, percent, etc.)
- **missingFlag:** whether the metrics have missing data. NOTE: if missingFlag is equal to one, then the metric value is null or missing for that row in the export
- **ferpaFlag:** whether the metrics has been suppressed in compliance with the Family Educational Rights and Privacy Act (FERPA). NOTE: if ferpaFlag is equal to one, then the metric value is not shown because the metric denominator is less than 10. If ferpa\_mask is equal to 0, then the population size or denominator is greater than 10, and the metric value is shown. Groups with fewer than ten people or missing information are summed together and displayed in the "Masked" category for [Suppression and Complementary Suppression](#) purposes in accordance with FERPA

## IF THE INFORMATION IN THE EXPORTED FILE DOES NOT LOOK RIGHT, HOW CAN IT BE VERIFIED AND CORRECTED?

Most of the data in the LaunchBoard are derived from college submissions to the Chancellor's Office. If data are suspect, colleges can request assistance for data quality screening and corrections. Send requests to [launchboard@cccco.edu](mailto:launchboard@cccco.edu).

For data sources on workforce demand, the Centers of Excellence directors can answer

questions about the source and accuracy of those data. Visit [coeccc.net](http://coeccc.net) for more information.

## WHERE CAN I FIND MORE INFORMATION ON THE LAUNCHBOARD?

A variety of print resources, infographics, and videos can be accessed from the LaunchBoard site in the following places:

- At the bottom of all pages under “Click Here to View Resources” or “Find out more about the data on the dashboard”
- From the “Resources” tile on the LaunchBoard homepage (see image to the right).



## WHERE DO I DIRECT QUESTIONS OR COMMENTS ABOUT THE LAUNCHBOARD?

Send questions and comments to [launchboard@cccoco.edu](mailto:launchboard@cccoco.edu).