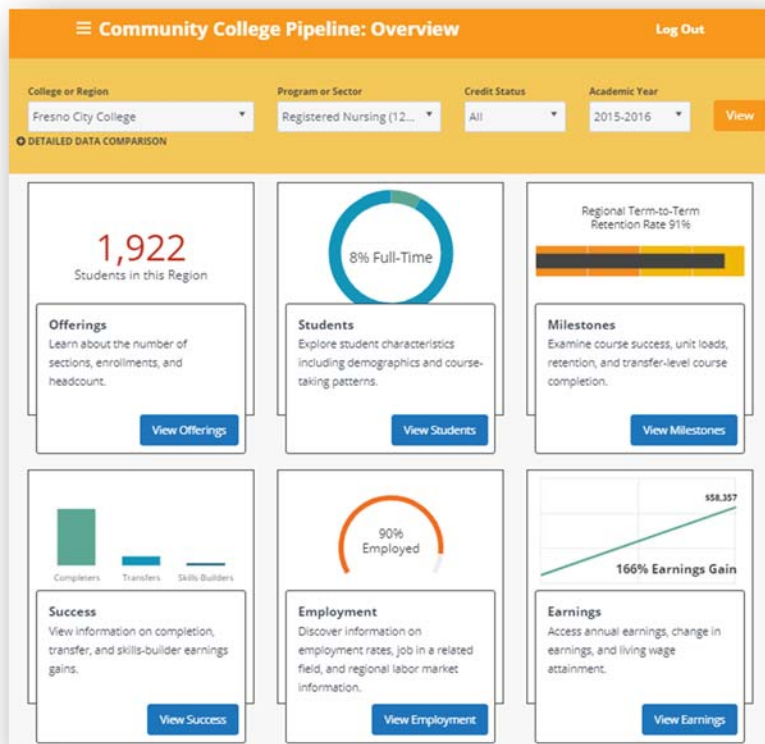


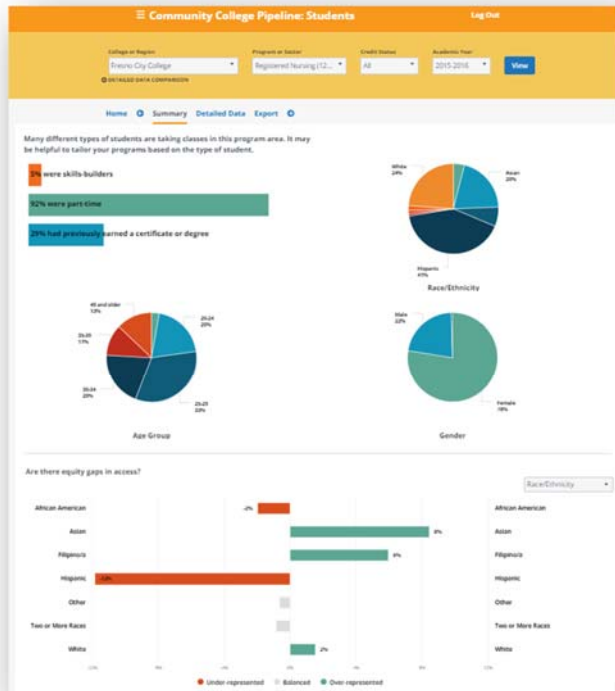
## Determining Whether Colleges Have Missing Data in the LaunchBoard

Is the college recording **introductory** versus **advanced** courses using SAM codes?

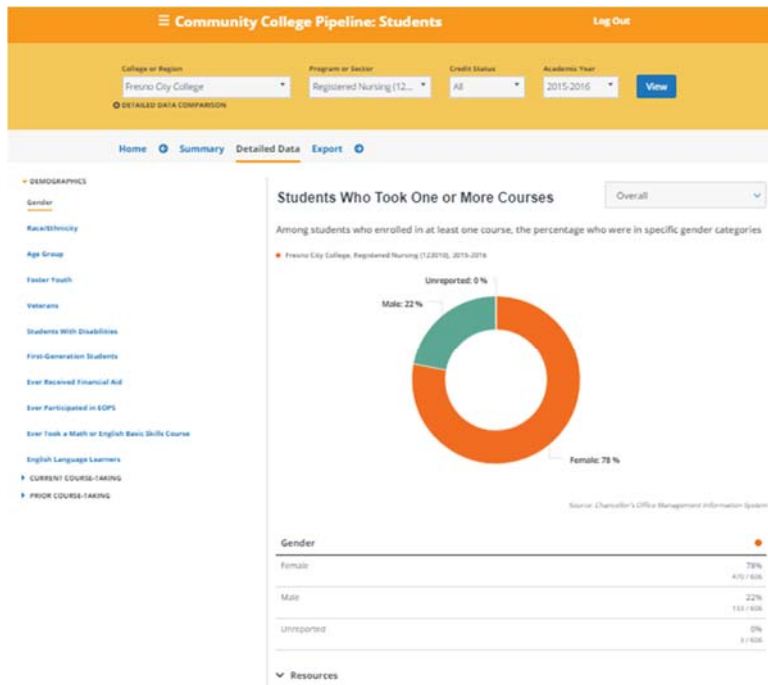
1. Open your web browser to the LaunchBoard Community College Pipeline:  
<https://www.calpassplus.org/LaunchBoard/Community-College-Pipeline.aspx>
2. From the drop down menus, select:
  - **College or Region:** [select desired college, region, or statewide]
  - **Program or Sector:** [select all programs, all CTE programs, all non-CTE programs, sectors, TOP 4 code, or TOP6 code]
  - **Credit Status:** [select all, for-credit, or non-credit]
  - **Academic Year:** [select desired year]
3. Then click **View**.



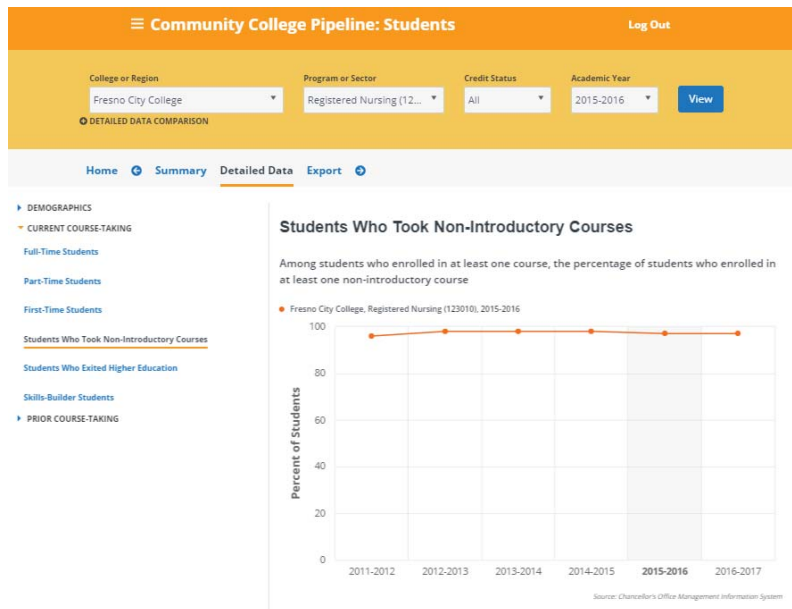
- Click on the **“View Students”** button in the Students tile.



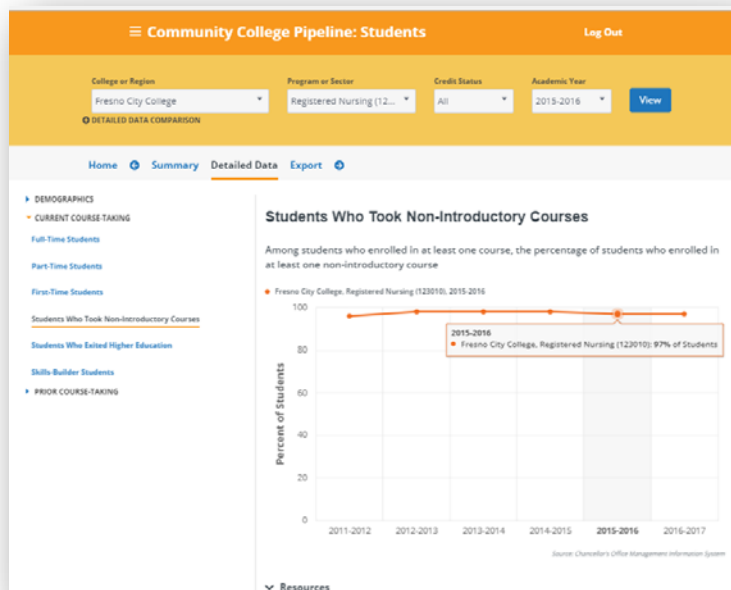
- Click on the **“Detailed Data”** option.



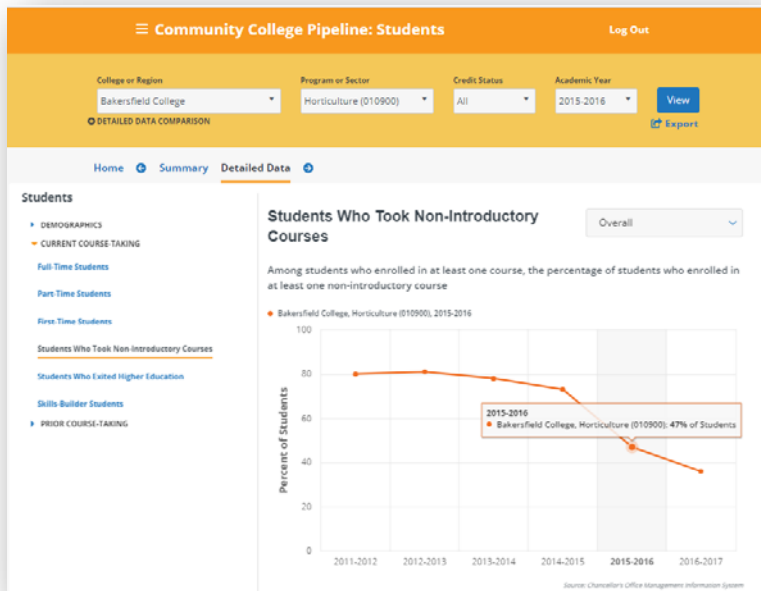
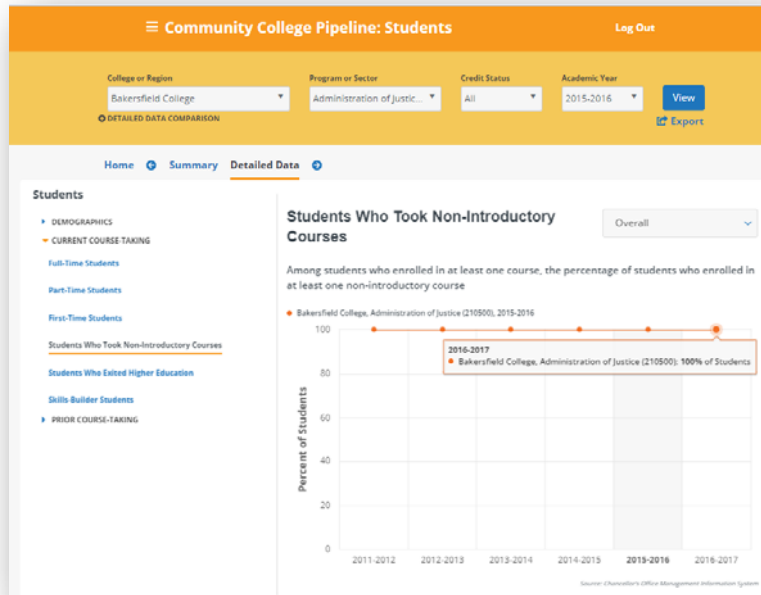
6. In the left-hand navigation, click on “Current Course-Taking” and then select “Students Who Took Non-Introductory Courses.”



7. If the college is differentiating between introductory and advanced courses using SAM codes correctly, then **Students Who Took Non-Introductory Courses** should have a value above zero listed.

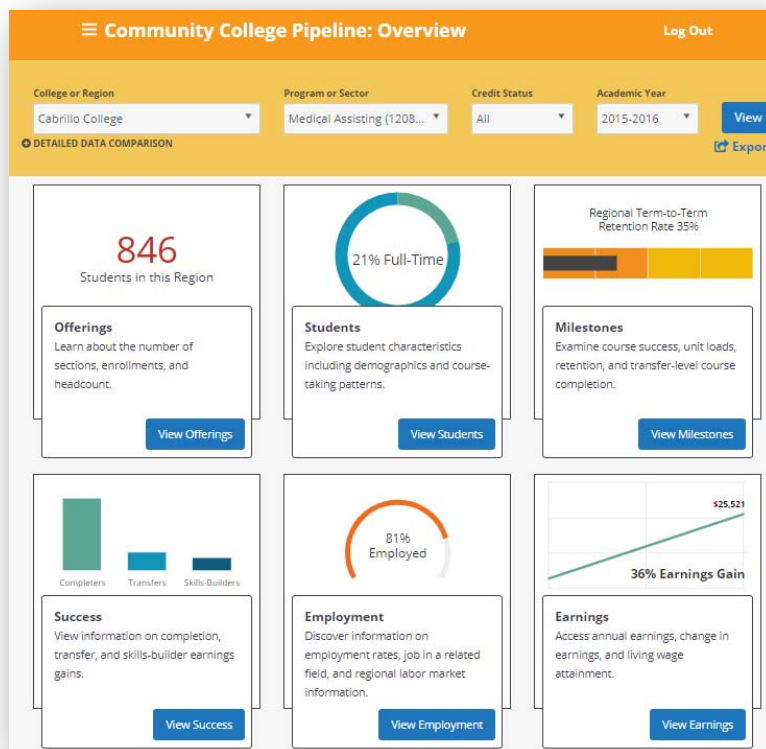


8. Try again with several other **TOP codes** listed in the college's Perkins reports to determine whether SAM code assignment varies by program.

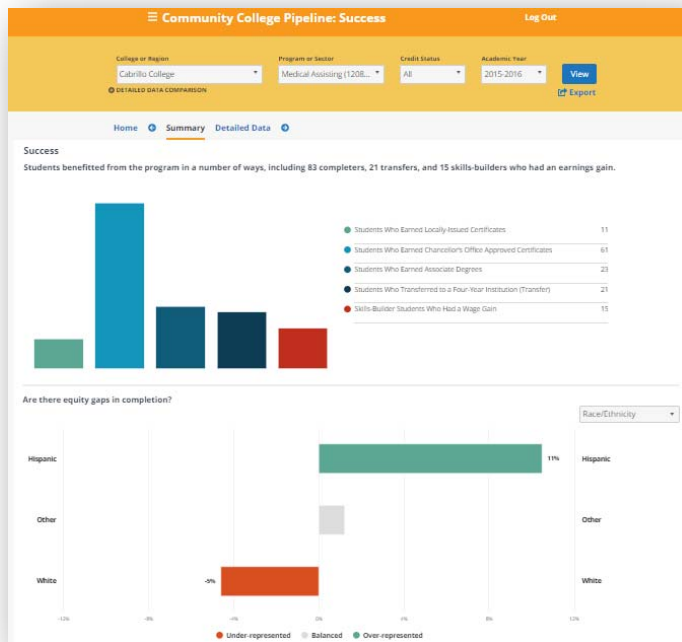


## Is the college reporting locally-approved certificates?

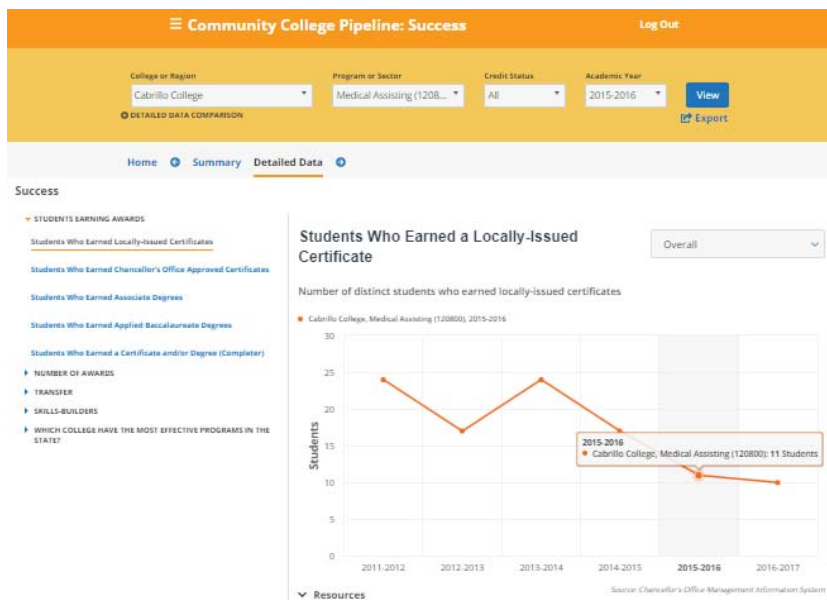
1. Open your web browser to the LaunchBoard Community College Pipeline:  
<https://www.calpassplus.org/LaunchBoard/Community-College-Pipeline.aspx>
2. From the drop down menus, select:
  - **College or Region:** [select desired college, region, or statewide]
  - **Program or Sector:** [select all programs, all CTE programs, all non-CTE programs, sectors, TOP 4 code, or TOP6 code]
  - **Credit Status:** [select all, for-credit, or non-credit]
  - **Academic Year:** [select desired year]
3. Then click **View**.



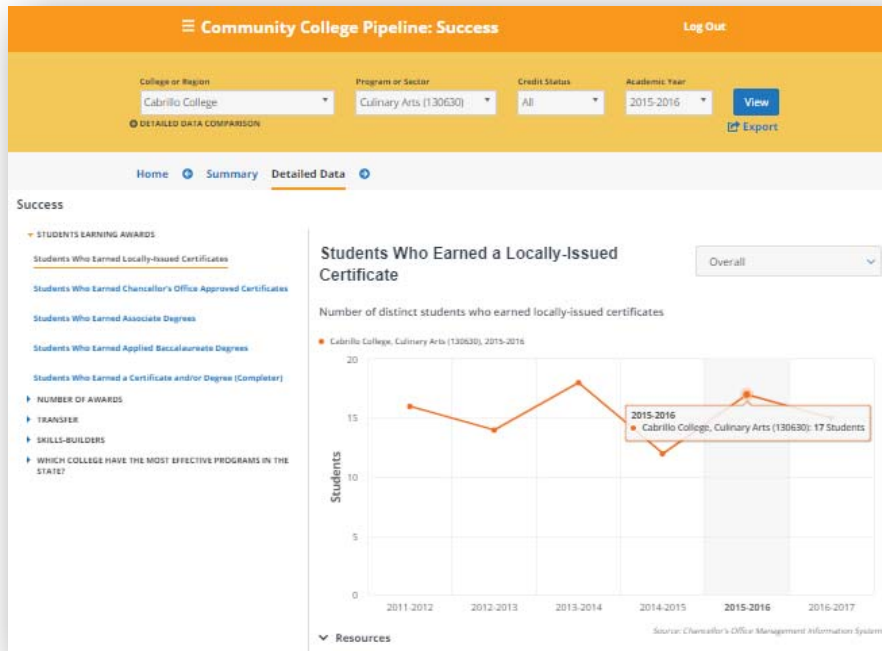
- Click on the **“View Success”** in the **Success** tile.



- Click on the **“Detailed Data”** option.
- The view will default to **“Students Who Earned Locally-Issued Certificates”** and show trend data over time. For years in which the college reported locally-issued certificates, the metric should have a value above zero listed.



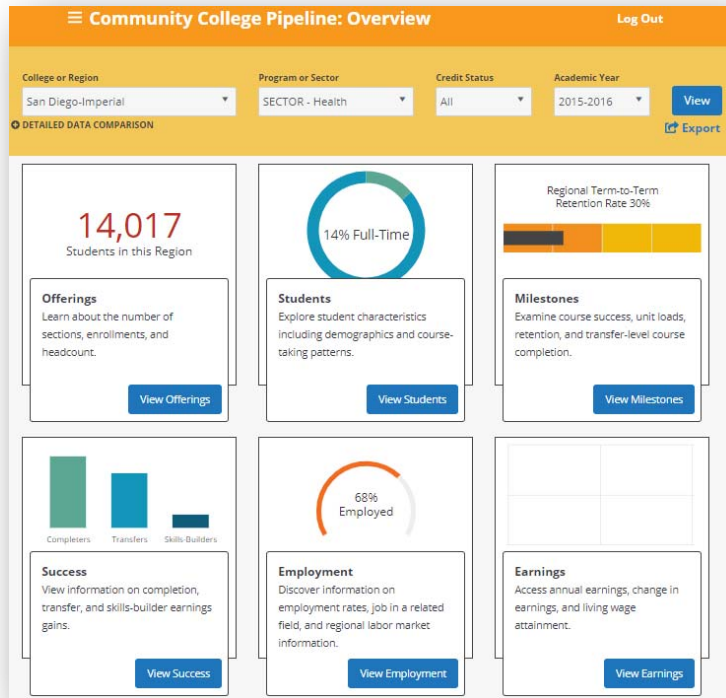
- Try again with several other **TOP codes** listed in the college's Perkins reports to determine whether locally-issued certificates varies by program.



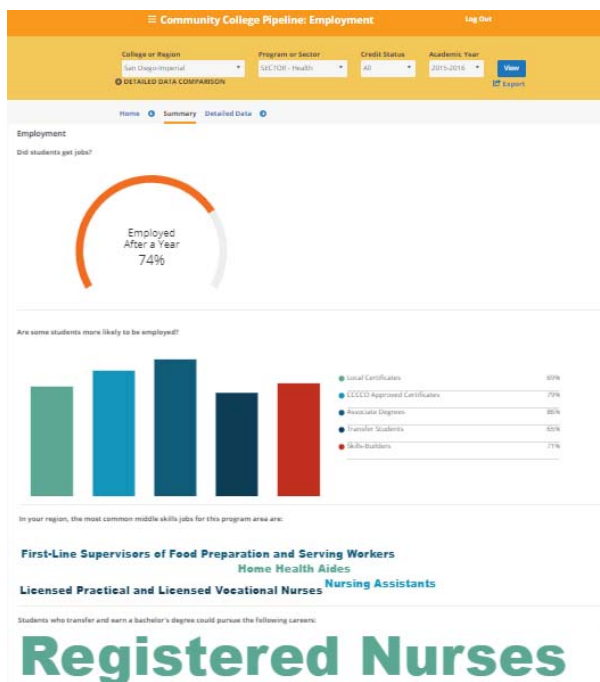
Are a significant number of students captured in the state wage file, to calculate employment and earnings outcomes?

- Open your web browser to the LaunchBoard Community College Pipeline:  
<https://www.calpassplus.org/LaunchBoard/Community-College-Pipeline.aspx>
- From the drop down menus, select:
  - College or Region:** [select desired college, region, or statewide]
  - Program or Sector:** [select all programs, all CTE programs, all non-CTE programs, sectors, TOP 4 code, or TOP6 code]
  - Credit Status:** [select all, for-credit, or non-credit]
  - Academic Year:** [select desired year]

3. Then click **View**.

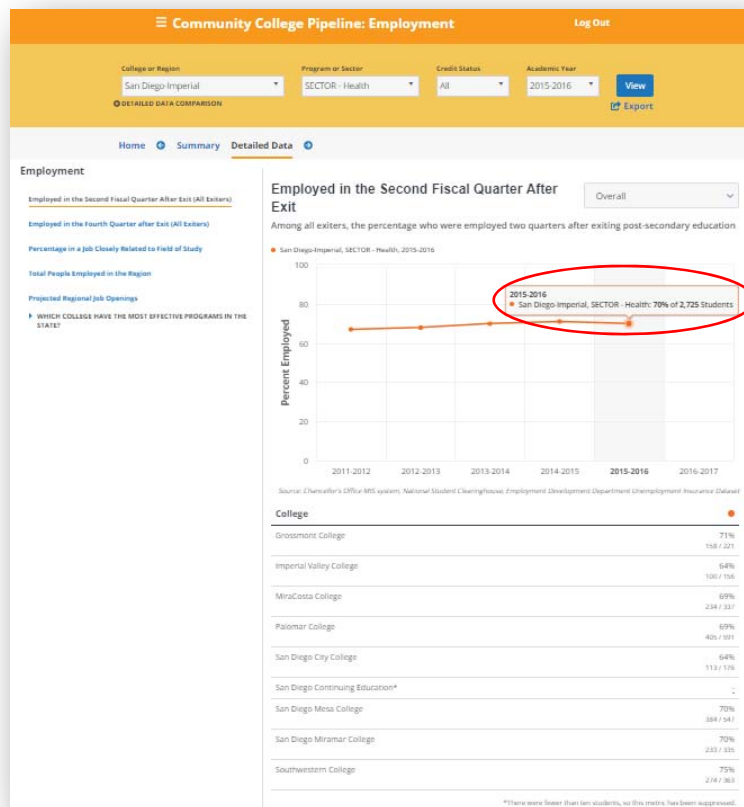


4. Click on the **“View Employment”** in the **Employment** tile.

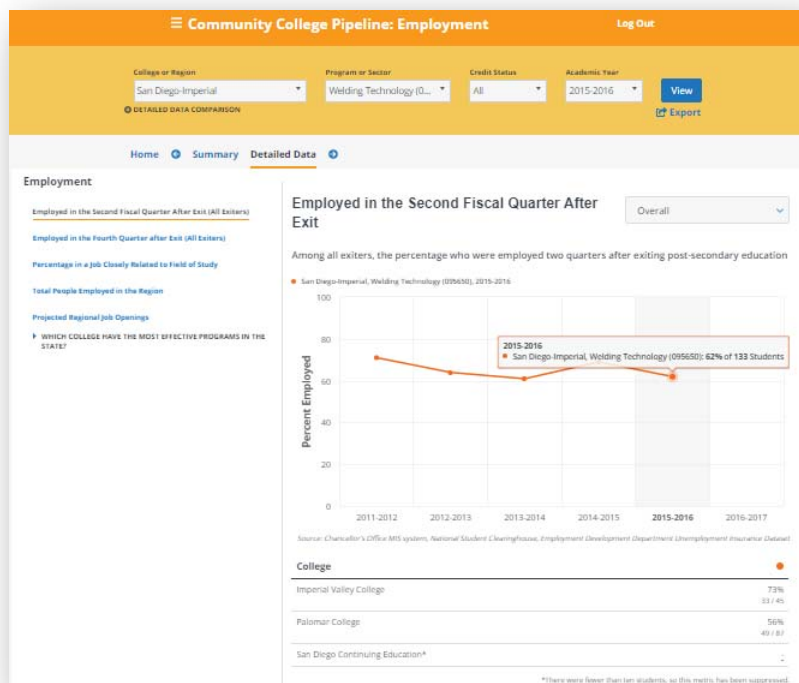
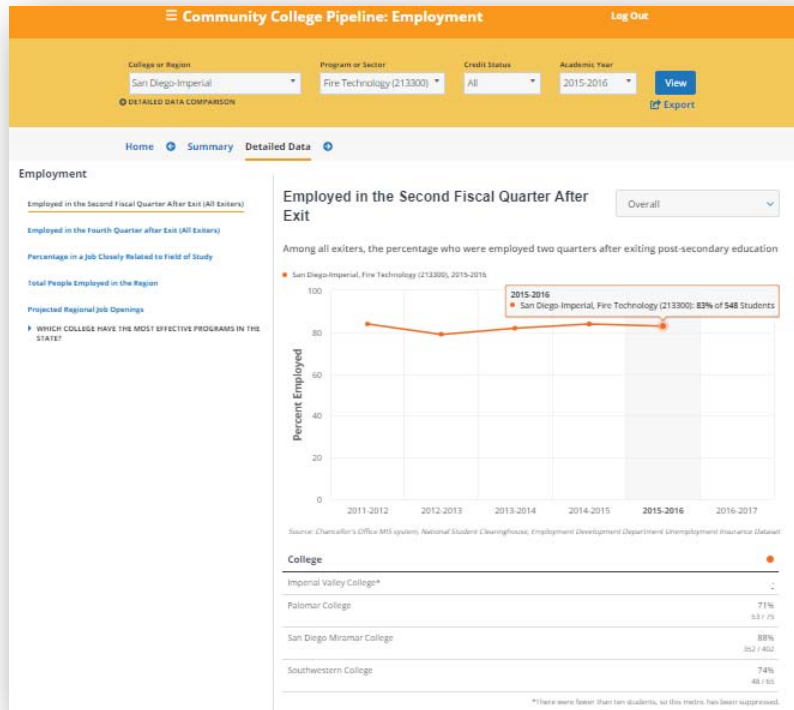




5. Click on the “Detailed Data” option.
6. The view will default to “Employed in the Second Fiscal Quarter After Exit” and show trend data over time. The percentage of students employed also indicates the number of students who could be found in the state wage file. If a region is selected in the filter, then the colleges included are listed below with the percentage of students found in the state wage file indicated.



- Try again with several other TOP codes listed in the college's Perkins reports to determine whether match rates for the state wage file **varies by program**.



## What if the figures are there, but the practitioners think they are wrong?

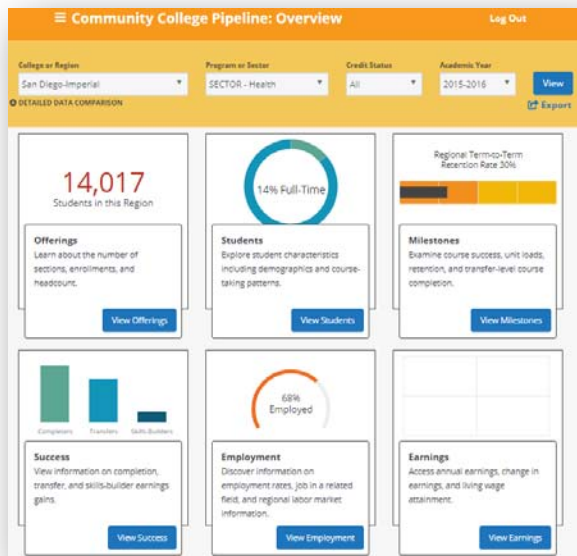
Common areas of concern are outlined below.

### Enrollment figures

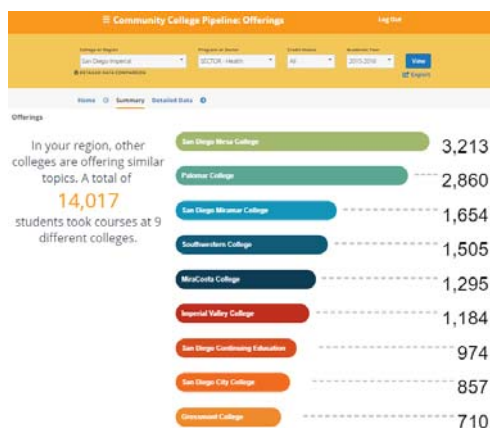
Often, practitioners are confused by enrollment figures. This may be because they assume enrollments mean unduplicated students, rather than the total number of registrations in the selected TOP code.

The difference between the two can be seen in the Community College Pipeline.

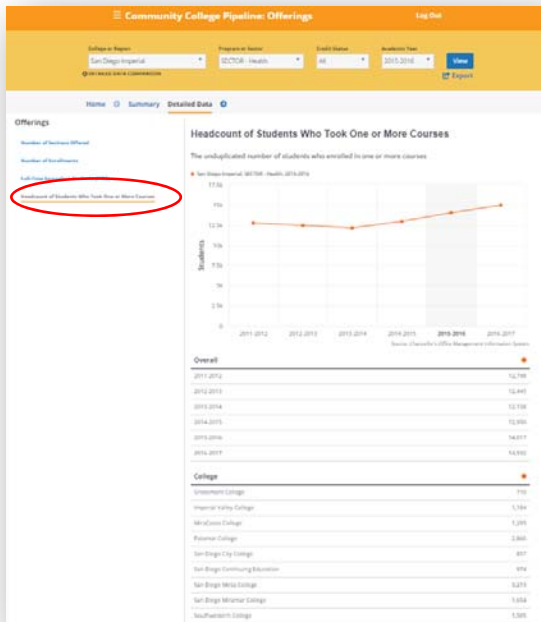
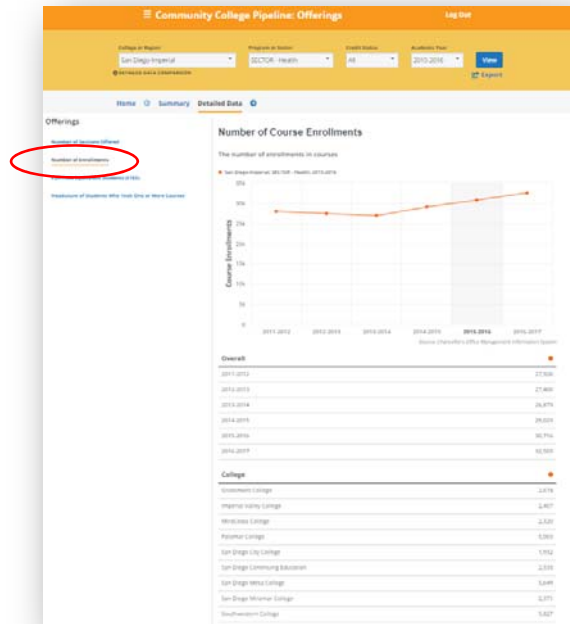
1. Open your browser to the LaunchBoard Community College Pipeline:  
<https://www.calpassplus.org/LaunchBoard/Community-College-Pipeline.aspx>



2. Click on the “**View Offerings**” button in the Offerings tile.



3. Click on the **“Detailed Data”** option.
4. By toggling between **“Number of Course Enrollments”** and **“Headcount of Students Who Took One or More Courses”** you can see how enrollments are often significantly higher than students who took courses.



### The wrong TOP code has been selected

Sometimes, the user will assume that a specific TOP code has been assigned to awards and related courses, but in fact another code has been assigned. Or, additional courses have been assigned to the same code that are not part of the program that the user had in mind. See the guide “Which Codes Are Assigned to my Program?” to determine code assignments at the award and the course levels.

### TOP code groupings don't align with interdisciplinary content

In some cases, program names and course descriptions align directly with the TOP code descriptors. For example, Construction Crafts Technology (0952) offers many detailed codes that clarify the difference between Plumbing (0952.30), Mill & Cabinet Work (0952.50), and Roofing (0952.90), which all roll up under the Engineering & Industrial Technologies TOP code (09).

However, interdisciplinary programs that combine fields such as business & management (05) and information technology (07), or microbiology (0403.00), biomedical instrumentation (0934.60), and computer graphics & digital imagery (0614.60), may find that their program awards use TOP codes from multiple course disciplines. There is no simple way to combine student records across disparate TOP codes to automatically display results, particularly for cross-disciplinary programs, as there is no up-to-date degree audit tool to provide this analysis at the state level.

### TOP codes for courses and awards are not the same

Many colleges have assigned a TOP 4 to their awards and a TOP 6 to their courses. If this is the case, and the user selected the TOP 6 view in the LaunchBoard, no awards would display. Have the user change the filter to display TOP 4 to see awards related to programs, bearing in mind that several specific programs may fall under the same TOP 4. For example, a college may offer several certificates that demonstrate proficiency with database applications such as Oracle or SQL, but all of these programs would be tracked under the same code: Database Design and Administration (0702.20).