

LaunchBoard

Data Validation Strategies

As practitioners review program information and student outcomes in the LaunchBoard, there are two areas where they may want to check on underlying data: whether the correct taxonomy of program (TOP) code has been assigned to their courses and whether locally-issued certificates are being reported to the Chancellor's Office. Both of these items will affect how information is displayed in the LaunchBoard. This document offers guidance on how to investigate both issues.

Has the Correct Taxonomy of Programs (TOP) Code Been Assigned to Courses in My Program?

Lining Up Courses and TOP Codes

1. Request a data file of all your courses and their corresponding TOP codes in your local student information system to verify that the correct TOP code is being assigned
2. Go to the California Community Colleges Chancellor's Office Data Mart and check the course detail information, which includes assigned TOP code, for the courses in your program: http://datamart.cccco.edu/Courses/Course_Details.aspx
3. The TOP codes found in Data Mart are the ones being used to upload information into the LaunchBoard. If the TOP code is incorrect, you will need to verify that this is the same TOP code that was approved by the Chancellor's Office in the Curriculum Inventory. Go to the Curriculum Inventory and review the course detail information for the courses in your program: <https://coci2.ccctechcenter.org/courses>
4. After doing this background research, check with your college's curriculum manager to verify this information and determine how the designation for specific TOP codes was established locally

Changing TOP Codes

SCENARIO 1: If the courses and the TOP codes in the Curriculum Inventory are correct and the information in your local student information system and MIS submission files are not, your college will need to first correct the error in your student information system and then resubmit the MIS files to the Chancellor's Office. Please note that the resubmission will have to include all your college's data for the terms or academic years that were reported incorrectly. In most cases, resubmission will need to be approved by an administrator before it can take place. If resubmission is not practical, then your college could elect to update the local student information system so that subsequent MIS files will have the correct information.

SCENARIO 2: If the TOP codes for a program's courses in the Curriculum Inventory are incorrect, then the courses with the incorrect TOP codes will need to be submitted to the Chancellor's Office as a "substantial change." A new control number will be automatically generated. Then, the college will then need to resubmit its MIS

files before the change can be reflected in the LaunchBoard. Resubmission may need to be approved by an administrator before it can take place. See the following link for the Chancellor's Office approval process:

http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly_FINAL.pdf.

Are Locally-Issued Certificates in My Program Being Reported to the Chancellor's Office?

Determining What is Being Reported

1. Request a list of the certificates and their corresponding TOP codes that are included in the MIS submission from your local student information system
2. Check the award information for your program in the Chancellor's Office Data Mart: http://datamart.cccco.edu/Outcomes/Program_Awards.aspx

Changing What Gets Reported

SCENARIO 1: If the locally-issued certificates you are searching for are not reported in the Data Mart, the college will need to submit information for these certificates by following the procedures found in [SP04 Student-Program-CO-Unique-Code](#). Please refer to local practices on how to flag these certificates at your institution to ensure this information is included in the MIS submission process. In order for the information to be reflected in the LaunchBoard, the college will have to resubmit data for all programs for the terms or academic years that were missing the locally-issued certificates. In most cases, resubmission will need to be approved by an administrator before it can take place. If resubmission is not practical, update your local student information system so that subsequent MIS files will have the non-approved certificate information.

SCENARIO 2: If the locally-issued certificates are reported but the TOP codes is incorrect, the certificates follow the processes found above under Scenario 2 for changing TOP codes.