

CT Preschool through Twenty & Workforce Information Network (P20 WIN)

DATA REQUEST DOCUMENT

This form and all attachments are to be submitted to the P20 WIN Data Governing Board for consideration and approval before the execution of each Data Request.

Information provided here is required to fulfill the mandatory provisions for written agreements according to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g and to comply with Unemployment Compensation (UC) considerations under state (CGS § 31-254) and federal (20 CFR 603) law. PERSONS WHO ARE NOT STATE GOVERNMENT EMPLOYEES OR OFFICIALS MAY NOT HAVE ACCESS TO UNIT LEVEL WAGE DATA.

SECTION 1 – BASIC DATA REQUEST INFORMATION

1.a Application Submission Date: May 25, 2015

1.B TYPE OF SUBMISSION: Initial Application Continuation* Modification**

*Initial applications are approved for a given duration. Select 'continuation' if this request is to extend that timeframe.

** If you are requesting a modification to a request that has already been approved and is underway, select 'Modification' and address only the sections of this form which are being adjusted from the prior request.

1.c P20 WIN Data Request Number: P20 W_1505_0_0005

1.d Data Request Title: College Transition Pilot Program Follow-up Evaluation

1.e Agencies from which data is being requested (Check all that apply):

State Department of Education Board of Regents Department of Labor Cicu-IRPS

1.f Has this Data Request been discussed with program employees at the involved agencies?: Yes No

If yes please indicate with whom:

Agency: State Department of Education

Name: Sue Pierson

Agency: Board of Regents

Name: Bill Gammell, Jan Kiehne

Agency:

Name:

SECTION 2 – REQUESTOR INFORMATION

2.a Name (last, first) Bechtel, David

2.b Title Senior Associate

2.c Organization Cross Sector Consulting

2.d Mailing Address 2558 Whitney Avenue, Building One, Suite 201, Hamden, CT 06518

2.e Email Address Bechtel@xsector.com

2.f Phone Number 203-772-2050, ext. 17

Fax Number None

2.g Provide Full name, institution, email address, and project role for ALL other persons working with data, derived data or data output for this project. Add additional space as necessary. Please print and attach a signed Confidentiality Agreement for each individual needing access to the resultant data set. (See Attachment C)

Susan A. Pierson

CT Department of Education

Susan.pierson@ct.gov

Project Manager for the College Transition Pilot Program

SECTION 3 –ALIGNMENT OF PURPOSE& SCOPE

3.a Provide a brief summary of the Data Request:

The College Transition Pilot Program was established per Section 204(a) and (b) of Public Act 11-48 to establish “a college transition pilot program with (A) the adult education program in New Haven and Gateway Community College, (B) the adult education program in Manchester and Manchester Community College, and (C) the adult education program in Meriden and Middlesex Community College.” The purpose of the pilot is to offer high-quality, cost-effective and accessible pathways to post-secondary education for those adults who cannot meet the criteria for entry into college-level credit courses at community college (as measured by the Accuplacer assessment). As stated in the state’s application form, “the pilot will provide preparatory support to adults who have a high school degree but are not academically prepared to take college courses. Counseling, mentoring and support services components will enable the participating adults to **successfully transition to college and earn degrees.**”

The Follow-up Evaluation seeks to assess the progress of students who completed the College Transition Program from Manchester, Meriden, and New Haven during the first three years of the program. To what extent did students who enrolled in community college: (a) persist in their education; (b) earn college credits; and (c) successfully complete their courses of study and/or transfer to a four-year college to continue their education? What factors influence college persistence and success?

The State Department of Education has collected data on students who participated in the College Transition Program, including student demographic data, the site and cohort they attended (e.g., New Haven, Fall 2013), their pre- and post-test scores on the CASAS and Accuplacer assessments, the number of developmental courses needed at program enrollment and program completion, completion of transition courses, and enrollment in community college. The Follow-Up Evaluation seeks Board of Regents data on:

- institution name;
- term of admission, term of matriculation and term of first class;
- student enrollment status (full-time vs. part-time) by term;
- overall attempted hours, earned academic hours and GPA by term;
- attempted credits, earned credits and attempted remedial hours by term; and
- graduation status, and transfer information for students who transferred to another institution with or without a degree (institution name, term of matriculation, and transfer college record effective date).

3.b Clearly state the purpose of this request and describe how the purpose is an audit or evaluation of federal or state supported education program(s) (See Audit or Evaluation Exception 20 U.S.C. 1232g(b)(1)(C), (b)(3), and (b)(5) and §§99.31(a)(3) and 99.35).

This request is an evaluation of a state supported education program. As noted above, Connecticut established the College Transition Pilot Program in 2011 to help students with high school degrees successfully transition to community college. The three programs have been in operation since the Spring 2012 semester. Programs typically served two cohorts per school year. The data request includes students served from the beginning of the Spring 2012 semester through the end of the Spring 2014 semester.

The purpose of the request is to assess the academic progress of students since completing the Transition Program. In order to determine the extent to which the Transition Program enabled participating adults to successfully transition to college and earn degrees, the State Department of Education needs data on students’ progress in community college. To what extent are students persisting in the education? To what extent are students making progress towards earning degrees? To what extent are students from the earliest cohorts completing degrees and/or transferring to four-year

colleges? What factors influence college persistence and success?

3.c Describe the benefit that this audit/evaluation will provide to a local or State Education Authority or Agency (34 C.F.R. 99.1) and the state of Connecticut. Note requests that only provide audit or evaluation of non-state Participating Agencies will not be approved.

The results of this request will benefit both the State Department of Education and the Board of Regents. The State Department of Education can share data from the evaluation with the three Transition Programs as part of its efforts to monitor and improve programs, and can report to the Legislature on the longer-term results of its investment in the College Transition Program. The Board of Regents can use data from the evaluation to compare results with other college transition models that community colleges and their partners are implementing in response to Public Act No. 12-40. The College Transition Program may provide lessons and insights to inform the development and implementation of transition programs across all 12 community colleges.

3.d Provide a brief description of the method for analysis.

The evaluator will produce descriptive statistics that summarize student progress by cohort, by program and by enrollment status (part-time vs. full-time students). The student progress variables will include current enrollment in college, attempted and earned academic hours, average GPA, and graduation / transfer status. Analyses will include the percent of students meeting specific milestones on the path to a degree: the percent of students earning 15 credits and 30 credits. The evaluator will also conduct statistical analysis of factors that may influence college outcomes (persistence, credits earned, GPA) using linear regression. Factors to be tested include program site, community college attended, enrollment status (part-time, full-time), the number of developmental courses needed after program completion, remedial hours taken in college, last year attending high school, and primary language, while controlling for student cohort.

3.e Provide a description of the documents or reports that will reference data from this Data Request. For each report indicate the audience for the report and expected indicators or measures to be included in each.

The data request will be referenced in an evaluation report on the College Transition Pilot Program. This report will be completed within 3 months of receiving the requested data.

The primary audiences for the report include the State Department of Education, Board of Regents, staff from the three College Transition Programs, and the Legislature. Other interested audiences may include other community colleges and Adult Education programs.

The expected measures will include: (1) the percent of College Transition Program completers enrolled in community college as of Spring 2015; (2) the percent of completers earning 15+ credits and 30+ credits; and (3) the percent of completers who earned degrees (of those who took the equivalent of 4 full-time semesters). These measures will be reported by cohort (i.e., Spring 2012, Fall 2013) to reflect the differing points in their education.

3.f In addition to utilizing a minimum cell size as documented by the Data Governance Procedure, identify/describe the statistical methods that will be used to minimize the risk of re-identification of PII for data to be published. Some typical methods are listed below; however, this list is not comprehensive. Options should be used in combination for maximum security. See the [USED Technical Brief 3](#) as a resource.

- **Suppression by:** cell, row, sampling (present data for a portion of students: e.g. 80%)
- **Blurring through:** aggregation of groups, rounding, use of ranges, use of top/bottom categories (e.g. 'less than

5%, greater than 95%),

- **Perturbation: data swapping, adding noise, use of synthetic data**

Data will be reported in aggregate form only. No individual-level data will be included in data tables or charts. Data will be reported by sub-populations or categories of at least 25 students. Extreme categories will be blurred by reporting for "greater than 90%" or "less than 10%" as needed.

SECTION 4 – PROTECTION OF CONFIDENTIALITY

4.a By what date will the datasets and all paper or electronic copies will be destroyed by the requestor?

After the Approved Requestor has received data files and the matrix of generic unique identifiers, the Approved Requestor has 12 months to complete analysis and destroy the data files. Note, that the Data Governing Board may set a shorter or longer time frame before the data files must be destroyed, and this 12 month limitation may be extended with written approval from the Data Governing Board. Requestors need to submit the Query Management Document as a 'continuation' for approval of an extension.

Data will be destroyed within 12 months of receipt.

4.b With the addition of your signature at the bottom of this section, indicate that you agree to each of the following statements:

- I will only utilize the data received through this Data Request to meet the purpose as described. The approval given to receive data through this Data Request does not confer approval to use it for another purpose.
- I will not re-disclose the data received through this Data Request approval process to any public official who has not been authorized by the Data Governing Board to receive it, and who has not also signed a Personal Statement of Confidentiality and Non-Disclosure.
- I will take the necessary and appropriate precautions to safeguard personal information and will comply with all state and federal laws concerning the safeguarding and disclosure of such information.
- I will not use the datasets to re-identify individuals.
- I agree that approval to receive data does not convey ownership of the data.
- I agree that prior to the public release of any documents or reports generated from this Data Request I will supply all reports or documents to the Data Governing Board for review and verification that the intended purpose has been adhered to.
- I agree to store all resultant data, in print or electronic form, in a locked receptacle that can be accessed by authorized persons only.
- I agree to store all resultant data on secure desktop computers and in secure files to which access is restricted to authorized persons only.
- I agree that no resultant data may be transmitted via email or placed or stored on a mobile computing or storage device. For purposes of this agreement, a definition of "mobile computing device" includes, but is not limited to, notebooks, palmtops, PDAs, iPods®, Blackberry® devices, and cell phones with internet browsing capability. A "mobile storage device" includes but is not limited to, mobile computing devices, diskettes, magnetic tapes, external/removable hard drives, flash cards (e.g., SD, Compact Flash), thumb drives (USB keys), jump drives, compact disks, digital video disks, etc.
- I agree to destroy all confidential information obtained through this agreement as soon as such information is no longer needed.
- I agree that the Data Governing Board will be allowed access to monitor all authorized users to ensure such users observe the confidentiality requirements of the information obtained under this Agreement.
- I agree to comply with all provisions of the P20 Win Data Request Management Procedure.

I David Berg, agree with each of the statements in section 4.b.

SECTION 5—ADDITIONAL INFORMATION

5.a Provide any additional comments that would be useful to the Data Governing Board in considering this request.

SECTION 6 – SIGNATURE OF REQUESTOR AND DATE

6.a Signature of Requestor

I understand that the entities that are providing data to P20 WIN (hereinafter Participating Agencies) have made reasonable efforts to ensure that the data available through P20 WIN are up-to-date, accurate, complete and comprehensive at the time of disclosure. These records reflect data as reported to the Participating Agencies by their data-submitting organizations for the reporting period indicated. Changes or updates to the data may occur after the time of disclosure and may impact data that have previously been made available. The Participating Agencies are not responsible for data that are misinterpreted or altered in any way. Derived conclusions and analyses generated from this data are not to be considered attributable to the Participating Agencies or the participating organization(s) from which the data originated.

I certify that the information supplied in this form, with attachments, is complete, accurate. The analysis will be conducted according to the protocol approved by the Data Governing Board, applicable federal, state and local laws regarding the protection of education records and unemployment insurance records. I will ensure that all protocol changes will be prospectively reviewed by the Data Governing Board. I will request approval from the Data Governing Board for changes to the Data Request and will not implement proposed changes until I receive Data Governing Board approval. I will promptly report to the Data Governing Board any related complaints, problems, and/or breaches of confidentiality.

Signature David Kelly Date 5/25/15

