

P-20 Data Committee  
1:30 PM, January 6, 2009  
Carvel State Office Building, 5<sup>th</sup> Floor, DHEC

Meeting Notes

**1. Status on institutional use of DOE Unique Student Identifier**

- Although not all institutions are presently able to commit to adding the DOE ID to their student information systems at the point of student entrance or application, all are able in the interim to furnish complete rosters of Delaware resident freshmen for matching with the DOE Student Table and then returned to the institutions for populating the ID into their systems before data uploads. Alan neglected to incorporate that event into the current year's data acquisition schedule, so this will begin with the next data upload.
- It was noted that funds were requested via DOE's Longitudinal Data Systems Grant application with US DOE to allocate to institutions to facilitate system modifications needed to accommodate the planned exchange of electronic student transcript data between high schools and colleges.

**2. 2nd Data Upload for 2008-09 – to be submitted no later than 1/15/09**

- All files will be submitted in comma separated variable text file (csv).
- For the next (Spring) data upload, we will roll the current Student file into the Course file, eliminating the Student file. For the 1/15 upload, institutions may use either format.
- Regardless of whether one or two files are sent (a combined student & course file or separate student and course files), these three fields should be eliminated from the Student File: NMathRemedyCourse, NEnglishRemedyCourse, & NScienceRemedyCourse.
- If one file is sent, the following fields should be moved to the Course file (from the Student File, which will no longer be submitted): CumuCredits, CumuGPA, CollegeEntryTerm, CollegeExitTerm & ExitReason.
- It was agreed that a Pell Indicator (Y/N) should be added as an income indicator. Schools may add the indicator to either the Student file or for the 1/15/09 upload, submit it separately. If it is not possible to extract Pell information with this upload please contact Alan so he can attempt a match with Federal Student Aid Data.
- The format of all dates should be MM/DD/YYYY instead of MMDDYY. The former transfers into a SQL table without additional manual formatting.
- The SubjectCode column in the Course file should be renamed CIPSubject.
- The following institutional file names should be used when uploading data files through the state FTP portal: UDELStudent.csv, UDELCourse.csv, UDELCip.csv, DESUStudent.csv, DESUCourse.csv, DESUCip.csv, DTCCStudent.csv, DTCCCourse.csv, DTCCCip.csv, WILMStudent.csv, WILMCourse.csv, WILMCip.csv. These file names will be added to the MOU as an additional appendix.

- Del Tech's Campus ID will be preserved in the Data Cube in the form of DTCCSW, DTCCT, DTCCO (as they have been submitting it). If other campuses would like to submit a campus ID, you may create a column CampusID and it will be preserved and available for drilling down in the future.
- It was noted that the Data Cube presently has data representing the following terms: Fall 2006, Spring 2007, Fall 2007, Spring 2008, Fall 2008 (1/15/09).
- It was noted that a graduate student intern working at DOE would not be back next year and could possibly be used for: matching student records, matching course subject codes with CIP "subjects", developing & analyzing data reports and programming access for high school administrators that is selective and allows them to view the data for their individual schools only.

### **3. MOU Review**

- Committee members will review and comment on the MOU document by 1/23/09.
- Under II.A, the members of the P-20 Council will be amended to reflect the following complete membership list:
  - Governor of the State of Delaware
  - President, State Board of Education, Co-chair
  - Secretary of Public Education, Co-chair
  - President, Delaware State University
  - President, Delaware Technical and Community College
  - President, University of Delaware
  - President, Wesley College
  - President, Goldey-Beacom College
  - President, Wilmington University
  - President, Delaware State Chamber of Commerce
  - Chair, Business Roundtable Education Committee
  - Chair, Delaware Early Care and Education Council
  - Chair, House Education Committee
  - Chair, Senate Education Committee

### **4. Correlates of Achievement and P-20 Data Cube relationship**

Audrey initiated a discussion on the Correlates of Achievement project as it relates to the P-20 Data Cube. P-20 Data was added to Correlates this year in an attempt to provide lagging indicators of student performance from high school to college. Audrey asked the Committee to consider whether Correlates was an appropriate place or use for P-20 Data. There seemed to be agreement that P-20 Data could enhance the use of Correlates, but the two projects have different audiences. Correlates is designed specifically for secondary school administrators and not the public. The P-20 Data Cube has potentially a broader audience. It was noted that frequent review of the project's audience can help keep this type of project focused and answering questions consistent with its mission. (Update: Audrey agreed that for the time being P-20 Data should be removed from Correlates until is more

confidence in the data collected in the Data Cube. Alan will work with Tommy toward achieving confidence in the data over the next few months).

**5. Data Warehouse report analysis – what can we present to the P-20 Council?**

We need to look at the preliminary reports developed by Tommy and determine if any help answer the list of the P-20 Council's initial set of student achievement and performance questions. In order to facilitate discussion, Alan circulated hard copies of the reports preceded by those original questions.

Meeting adjourned 3 PM

Written & submitted by Alan Phillips

Sample of Institution Student File – if submitting a student file & a course file

StudentID	CollegeStudentID	LastName	FirstName	MiddleName	DOB	HighSchoolCode	HighSchoolName	CollegeCode	CollegeName	DataAsOfDate	CollegeGrade	CumuCredits	CumuGPA	CollegeEntryTerm	CollegeExitTerm	ExitReason
#####	####	Doe	John A		1/1/1988	80000	Sch A	11111	ACU	6/14/2007	F	24	3.25	2007F		
		Doe	Jane A		5/5/1988	90000	Sch B	11111	BCU	6/14/2007	F	24	2.7074	2007F		
		Doe	John B		8/8/1988	70000	Sch C	11111	BCU	6/14/2007	F	26	2.6026	2007F		

College Grade: F=Freshman, S=Sophomore, J=Junior, R=Senior

College Name: DTCC, UDEL, WILM, WESC, or DESU

Only one record per student in this file

Three “remedial fields” have been eliminated

Sample of Institution Student Course File – If submitting a student file & course file

StudentID	CollegeStudentID	LastName	FirstName	MiddleName	DOB	HighSchoolCode	HighSchoolName	CollegeName	DataAsOfDate	CollegeTerm	CollegeGrade	ContentCode	CourseCode	CIPSubject	ScoreType	ScoreValue	ScoreWord	Credits	RemedyCourse
	W0000088888	Doe	Jane A		5/5/1988	90000	Sch B	BCU	6/26/2007	2007S	F	BCS	BCS205	Science	4point	3.33	B+	3	0
	W0000088888	Doe	Jane A		5/5/1988	90000	Sch B	BCU	6/26/2007	2007S	F	ECO	ECO105	Humanity	4point	2	C	3	0
	W0000088888	Doe	Jane A		5/5/1988	90000	Sch B	BCU	6/26/2007	2007F	F	ENG	ENG101	English	4point	3.33	B+	3	1
	W0000088888	Doe	Jane A		5/5/1988	90000	Sch B	BCU	6/26/2007	2007S	F	ENG	ENG102	English	4point	3.33	B+	3	0
	W0000088888	Doe	Jane A		5/5/1988	90000	Sch B	BCU	6/26/2007	2007S	F	HIS	HIS314	Humanity	4point	3	B	3	0
	W0000088888	Doe	Jane A		5/5/1988	90000	Sch B	BCU	6/26/2007	2007F	F	MAT	MAT205	Math	4point	1.67	C-	3	0
	W0000088888	Doe	Jane A		5/5/1988	90000	Sch B	BCU	6/26/2007	2007F	F	PSY	PSY101	Science	4point	1.33	D+	3	0
	W0000088888	Doe	Jane A		5/5/1988	90000	Sch B	BCU	6/26/2007	2007F	F	SCI	SCI303	Science	4point	3.67	A-	3	0
	W0000055555	Doe	John A		1/1/1988	80000	Sch A	ACU	6/26/2007	2007S	S	BCS	BCS205	Science	4point	3.67	A-	3	0
	W0000055555	Doe	John A		1/1/1988	80000	Sch A	ACU	6/26/2007	2007S	S	ENG	ENG101	English	4point	4	A	3	0
	W0000055555	Doe	John A		1/1/1988	80000	Sch A	ACU	6/26/2007	2007F	S	ENG	ENG110	English	4point	1	D	3	0
	W0000055555	Doe	John A		1/1/1988	80000	Sch A	ACU	6/26/2007	2007F	S	HIS	HIS204	Humanity	4point	4	A	3	0
	W0000055555	Doe	John A		1/1/1988	80000	Sch A	ACU	6/26/2007	2007S	S	MAT	MAT101	Math	4point	3	B	3	0
	W0000055555	Doe	John A		1/1/1988	80000	Sch A	ACU	6/26/2007	2007F	S	MAT	MAT110	Math	4point	4	A	3	0
	W0000055555	Doe	John A		1/1/1988	80000	Sch A	ACU	6/26/2007	2007S	S	PSY	PSY101	Science	4point	4	A	3	0
	W0000055555	Doe	John A		1/1/1988	80000	Sch A	ACU	6/26/2007	2007F	S	SOC	SOC101	Humanity	4point	2.33	C+	3	0
	W0000077777	Doe	John B		8/8/1988	70000	Sch C	BCU	6/26/2007	2007F	F	BCS	BCS205	Science	4point	2.67	B-	3	0
	W0000077777	Doe	John B		8/8/1988	70000	Sch C	BCU	6/26/2007	2007S	F	EDU	EDU390	Humanity	4point	3.33	B+	1	0

Subject Code field is renamed CIPSubject

Institution Student Course File – single file submission format – two files, Institution Student File and Institution Student Course File are merged

### Table B.3 Course Data Layout

- One record per student per course per semester
- The combination of **CollegeStudentID**, **CollegeTermCode**, and **CourseCode** uniquely identifies a record
- Data file format is the comma-separated variable (CSV) text file with file extension csv
- File Name Pattern: *CollegeCodeCourse.csv*. Example: DTCCCourse.csv, UDELCourse.csv
- The first record in the csv file should be the comma-separated field names
- All field names should be entered exactly the same as shown below in the "Field Name" column
- Field names should not have any embedded space
- If any text field has embedded comma (,), they should be removed before creating the csv file
- Record population: All current in-state students who are in a cohort since Fall 2006

Field Name	Column	Length	Data Type	Description	Valid Entries
<b>StudentID</b>	1	6	integer	Delaware public school student ID. Enter 0 or leave blank if it is unknown	0 - 999999
<b>CollegeStudentID</b>	2	12	varchar(12)	College student ID. It will be included in the data file sent back to colleges	<b>Alphanumeric, up to 12 characters</b>
<b>LastName</b>	3	25	varchar (25)	Embedded comma (,) should be removed	
<b>FirstName</b>	4	25	varchar (25)	Embedded comma (,) should be removed	
<b>MiddleName</b>	5	25	varchar (25)	Embedded comma (,) should be removed	
<b>DOB</b>	6	10	datetime	Student date of birth	mm/dd/yyyy
<b>HighSchoolCode</b>	7	6	char(6)	<b>Collegeboard high school code</b>	<b>000000 - 999999</b>
<b>HighSchoolName</b>	8	80	varchar(80)	Delaware public school name. Embedded comma (,) should be removed	
<b>CollegeCode</b>	9	4	varchar (4)	Abbreviated 4-letter College code. See Table B.6	DTCC, DESU, UDEL, WILM, WESC.
<b>DataAsOfDate</b>	10	10	datetime	Date that the data is retrieved	mm/dd/yyyy
<b>CollegeTermCode</b>	11	5	varchar (5)	See Table A.2 for proposed year/semester code.	<b>200xF, 200xS, 200xW</b>
<b>CollegeGrade</b>	12	1	char(1)	F=Freshman, S=Sophomore, J=Junior, R=Senior.	<b>F, S, J, R</b>
<b>ContentCode</b>	13	5	varchar(30)	Math, English, Science, etc.	
<b>CourseCode</b>	14	20	varchar(20)	Agreeable course code. You may use your college/univ's complete course code	<b>MATH240, CRJ100</b>
<b>ScoreType</b>	15	12	varchar(12)	Pass/Fail, 100-based, 4-point-based or other	<b>4-point, 100-point, Pass/Fail</b>
<b>ScoreValue</b>	16	10	varchar(10)	numerical score. For example, 3, 2.5, 85, or 95.5	

<b>ScoreWord</b>	<b>17</b>	<b>2</b>	varchar (2)	text score words. See Table A.3, the LetterGrade column	<b>A, A-, A+, B, B-, ..., F, W, I, P, S</b>
<b>Credits</b>	<b>18</b>	<b>1</b>	integer	for example, 3, 4 or 2	<b>0, 1, 2, 3, 4</b>
<b>RemedyCourse</b>	<b>19</b>	<b>1</b>	char (1)	0=the course indicated by the Course ID is not a remedial course 1=the course indicated by the Course ID is a remedial course	0 or 1
<b>CumulativeCredits</b>	<b>20</b>	<b>3</b>	integer	cumulative number of credits, repeat on every record for the same student in this file	
<b>CumulativeGPA</b>	<b>21</b>	<b>6</b>	real	cumulative GPA, repeat on every record for the same student in this file	
<b>CollegeEntryTerm</b>	<b>22</b>	<b>5</b>	varchar(8)	See Table A.2 for proposed year/semester code.	Repeat on every record for the same student in this file
<b>CollegeExitTerm</b>	<b>23</b>	<b>5</b>	varchar(8)	See Table A.2 for proposed year/semester code.	Repeat on every record for the same student in this file
<b>ExitReason</b>	<b>24</b>	<b>20</b>	varchar(20)	Blank, Graduate, Dropout, Transfer, Military, Other, etc.	Repeat on every record for the same student in this file