



NC Works Career Coach Report Data Collection Template

December 8, 2016



Report (Revised) Deadlines

- **One consolidated report to be submitted per college**
 - To include all data for the funded NCWorks Career Coaches at your college
 - To include all high schools that have a NCWorks Career Coach assigned
- **Revised Deadlines****
 - **First Report Deadline: January 27, 2017**
 - **Second Report Deadline: June 23, 2017**
- **Who is responsible for the report?**
 - Coach and/or Grant Contact at each college

Reporting Requirements

- What data is being reported in the template?
 - a. Number of career coaches employed.
 - b. Number of local school administrative units served and names of schools in which career coaches are placed.
 - c. Number of students annually counselled by career coaches.
 - d. Impact of career coaches on student choices, as determined by a valid measure selected by the State Board of Community Colleges.
 - Assess pathway enrollment
 - Pre-assessment Collect baseline data
Enrollment in available pathways
(Due: January 27, 2017)
 - high school (CTE)
 - community college (CCP – CTE and CTP)
 - Post-assessment
Enrollment data in available pathways
(Due: June 23, 2017)
 - high school (CTE)
 - community college (CCP – CTE and CTP)

Data Collection Template

Q & A





Why aren't you asking for more information/data than what is in the data template?

- **The items included in the data template are only the items required as outlined in the NCWorks Career Coach legislation.**
- **NCCCS is responsible to report these items by October 1st each year to the General Assembly.**
- **The reporting requirements could change if the legislation changes.**



We have a career coach that is not funded with NCWorks Career Coach grant funding. Should this coach also include their information the data report to NCCCS?

- **No – Only work completed by the NCWorks Career Coaches funded by the NCWorks Career Coach grant should be included in the data reports.**



How do we define what it means for students to be “counselled” by career coach(es)?

- **Counselled = Meaningful one on one meeting(s) with a student**
 - Example: Could include time spent administering a career interest inventory to a student or time spent developing a career pathway map with a student (mapping out career and course plans), etc.
- **This measurement should not include:**
 - Group presentations to students
 - Student interactions at career fairs or college fairs
 - Other brief interactions (such as passing out information/flyers, etc.)



How do we capture enrollment data for high school CTE pathways?

- Possible Data Source:
 - CDC or CTE Chairperson at the high school
 - High school rosters for high school CTE courses
- Pathway enrollment should be captured as **unduplicated enrollment by pathway**.
 - Example: Student is enrolled in a high school early childhood course. This would count as 1 student enrolled in the high school early childhood pathway.
 - Example: Student is enrolled in 2 high school business courses. This would count as 1 student enrolled in the high school business pathway.
 - Example: Student is enrolled in a high school business course and an early childhood course. This student would be counted in **both** the high school business pathway and high school early childhood pathway.

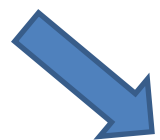


How do we capture enrollment data for CCP (CTP and CTE) pathways?

- Possible Data Source:
 - CCP Coordinator
 - Course rosters for college courses
- Pathway enrollment should be captured as unduplicated enrollment by pathway.
 - Example: Student is enrolled in a CCP CTE welding course. This would count as **1** student enrolled in CCP CTE welding pathway.
 - Example: Student is enrolled in 2 CCP CTE information technology courses. This would count as **1** student enrolled in the CCP CTE information technology courses.
 - Example: Student is enrolled in a CCP CTE early childhood course and a CCP CTP course. This student would be counted in both the CCP CTE early childhood pathway and CCP CTP pathway.

Example of Completed Impact Assessment

Impact Assessment	
Name of High School CTE Pathway(s) Offered <i>(add names of program areas; additional rows as needed)</i>	Unduplicated Enrollment Number <i>(list unduplicated count of enrollment in each pathway below)</i>
Surry Central High School	
Family and Consumer Science - Early Childhood Education	18
North Surry High School	
Business and Information Technology Education – Accounting	24
Name of CCP CTE Pathways <i>(add names of programs and program codes; add additional rows as needed)</i>	Unduplicated Enrollment Number <i>(list unduplicated count of enrollment in each pathway below)</i>
CCP CTE Welding (C50420)	12
CCP CTE Nurse Aide (C45840)	15
Name of CCP CTP Pathways <i>(add names of pathways and additional rows as needed)</i>	Unduplicated Enrollment Number <i>(list unduplicated count of enrollment in each pathway below)</i>
CCP CTP Associate in Arts Pathway (P1012C)	85





What can be entered in the “notes” section of the template?

- We added a “notes” section in the data report template so colleges could include clarifying remarks for the overall report.
- Comments in this section should not exceed 2-3 sentences.
- Possible topics that might addressed in the notes section:
 - Any changes in coach placement sites
 - Any changes in staffing with the coaches (new hires, resignations, etc.)
 - Assess program/pathway offerings (as aligned with local workforce needs)
 - What pathway options need(ed) to be added based on local industry feedback?
 - Were any new pathways created based on the feedback from local industry?



What if we are collecting additional data/information?

- **Data collection should be on-going and will support your program in the reapplication process for future funding cycles.**
 - **May include:**
 - **Who was served**
 - **What services were provided**
 - **Pathway expansions/changes based on local industry needs**
 - **Progress monitoring –**
 - **Verify progress is being made in pathway**
 - **Verify student interest in pathway**
 - **Connection to support services and**
 - **Connection to work based learning opportunities**
 - **Etc...**



For more information:

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