

Cañada College

Data Dashboard Access Process

October 20, 2015

Introduction

Cañada College has worked with district ITS and developed a Data Dashboard System that can assist faculty, staff, and administrators to use information to inform decision. The ultimate goals of the system is to create data democracy and the culture of inquiry; therefore, the system provides data that is on everyone's finger tips.

The System

In the Data Dashboard System, people can view (a) course enrollment, (b) course retention and success, (c) student persistent, (d) degrees/certificates awarded, (e) student course progression, and (f) interactive real time enrollment. In addition, people can also view students' demographics within each area.

What access can people get?

There are two kinds of access to the Data Dashboard System: (a) people can view all of the above information without seeing student's IDs; or (b) people can view all of the above information and see student's IDs.

Process

Access to all information **WITHOUT** student IDs

Faculty, staff, and administrators employed at the College have this access; however, people will need to get trained by the Office of Planning, Research, and Institutional Effectiveness (PRIE) in order to receive it. The PRIE works with the District ITS to grant the access to faculty, staff, and administrators who have been trained.

In order to get the access, please request through their dean and the dean will submit the request to PRIE, and the employee will get trained by the PRIE.

Access to all information **WITH** student IDs

This access is limited to specific job functions. To get this access, please request it through dean and dean submits the request to the PRIE. The PRIE works with the District ITS to grant the access to faculty, staff, and administrators who have been trained.

- **Deans and VPs** have this access.

- **Director** will need to request through their dean or VP, dean or VP submits the request to PRIE, and director will need to get trained by the PRIE.
- **Faculty coordinator** (who coordinates a program, needs to know the effectiveness of the program, and needs to follow up with their students) will need to request through their dean, dean submits the request to PRIE, and Faculty coordinators will need to get trained by the PRIE.
- **Program Services Coordinators (PSC) or Retention Specialist (RS)** (who are responsible for tracking and contacting students in the program, are doing case management, and reporting students' progress) will need to request through their dean, dean submits the request to PRIE, and PSC or RS will need to get trained by the PRIE.
- **Others:** depending on the situation.

Submission of the Request

Access to all information **WITHOUT** student IDs

In order to get this access, please request it by dean through email to the PRIE, including staff/faculty name and job title. The training will be scheduled.

Access to all information **WITH** student IDs

In order to get this access, please request it by dean/VP through email to the PRIE, including staff/faculty coordinator's name, role, job function, and reason for the access. If it is approved, training will be scheduled.