

**CALIFORNIA COMMUNITY COLLEGES  
MANAGEMENT INFORMATION SYSTEM  
DATA ELEMENT DICTIONARY**

**Section Data Elements**

<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>PICTURE</u>	<u>PAGE</u>
XB00	SECTION-IDENTIFIER	X(06)	11.02
XB01	SECTION-ACCOUNTING-METHOD	X(01)	11.03
XB02	SECTION-DATE-CENSUS-FIRST	9(06)	11.04
XB03	SECTION-DATE-CENSUS-SECOND	DELETED	11.05
XB04	SECTION-CONTRACT-EDUCATION-CODE	X(01)	11.06
XB05	SECTION-UNITS-MAXIMUM	99v99	11.07
XB06	SECTION-UNITS-MINIMUM	99v99	11.08
XB07	SECTION-VTEA-FUNDED-STATUS	DELETED	11.09
XB08	SECTION-DSPS-SPECIAL-STATUS	X(01)	11.010
XB09	SECTION-WORK-BASED-LEARNING-ACTIVITES	X(01)	11.011
XB10	SECTION-CVU/CVC-STATUS	X(01)	11.012
XB11	WEEKLY-STUDENT-CONTACT-HOURS	9(4)V99	11.013

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>XB00</b>	<b>SECTION-IDENTIFIER</b>	<b>X(06)</b>

This locally assigned code uniquely identifies an individual section or offering of a course for a given term and college. The identifier must be unique only among sections of the same course. The college identifier, term identifier, course department number, and section identifier are used together to uniquely identify the section from all others.

CODING

A local identifier, Left Justified, assigned by the college with a maximum of six characters.

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>XB01</b>	<b>SECTION-ACCOUNTING-METHOD</b>	<b>X(01)</b>

This element indicates the section's funding status and method for determining apportionment ADA.

CODING      MEANING

*CLAIMED FOR STATE APPORTIONMENT:*

- W      =      Weekly Census (must be a full-term section)
- D      =      Daily Census
- P      =      Positive Attendance
- E      =      Positive Attendance (Open Entry, Open Exit)
- I      =      Independent Study and Work Experience
- L      =      Independent Student Lab (Implement Summer 2007)**

*NOT CLAIMED FOR STATE APPORTIONMENT:*

- O      =      Other classes

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>XB02</b>	<b>SECTION-DATE-CENSUS-FIRST</b>	<b>X(06)</b>

The date of the First Census for the section.

CODING      MEANING

YYMMDD where:

YY    =    the last two-digits of the calendar year.

MM    =    the two-digit month code, 01-12:

DD    =    the two-digit day code. 01-31/30/29/28.

Enter "888888" for Positive Attendance classes.

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>XB03</b>	<b>SECTION-DATE-CENSUS-SECOND</b>	<b>9(06)</b>

The date of the Second Census for the section.

<u>CODING</u>	<u>MEANING</u>
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DELETED

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>XB04</b>	<b>SECTION-CONTRACT-EDUCATION-CODE</b>	<b>X(01)</b>

This element indicates the type of contract under which a contract section is offered

CODING      MEANING

*CONDUCTED BY THE COLLEGE* under a contract wholly or partially funded by:

- A      =    a private, for-profit entity
- B      =    a private, nonprofit entity other than an educational or governmental institution
- C      =    a governmental agency other than the military
- D      =    a military service
- E      =    another department of the college
- F      =    another public, California postsecondary institution
- G      =    a public California high school
- H      =    a private high school or postsecondary school

*CONDUCTED BY ANOTHER ENTITY* under the provisions of E.C. 8090 et seq by:

- I      =    a private postsecondary school
- J      =    other private school

*OTHER*

- O      =    Other type of contract
- X      =    Contract type unknown
- Y      =    Not a contract section

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>XB05</b>	<b>SECTION-UNITS-MAXIMUM</b>	<b>99V99</b>

This element indicates the maximum allowable number of units that a student may earn in this section.

CODING

This is a numeric field with four digits, two before and two after the implied decimal point (accurate to the hundredths). The decimal point itself must not be included in the field.

This data element must conform to the range of units defined by the course maximum and minimum unit data elements.

In non-credit sections the value of this field (and XB06) must be zero.

NOTE: If not a variable unit section, report the same unit value in both XB05 and in XB06.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>XB06</b>	<b>SECTION-UNITS-MINIMUM</b>	<b>99V99</b>

This element indicates the minimum number of units that a student may earn in this section.

CODING

This is a numeric field with four digits, two before and two after the implied decimal point (accurate to the hundredths). The decimal point itself must not be included in the field.

This data element must conform to the range of units defined by the course maximum and minimum unit data elements.

In non-credit sections the value of this field (and XB05) must be zero.

NOTE: If not a variable unit section, report the same unit value in both XB05 and XB06.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>XB07</b>	<b>SECTION-VTEA-FUNDED-STATUS</b>	<b>X(01)</b>

This element indicates whether this section has been designated in a VTEA  
Prioritized/Targeted program during the reporting period.

CODING      MEANING

DELETED

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>XB08</b>	<b>SECTION-DSPS-SPECIAL-STATUS</b>	<b>X(01)</b>

This element indicates whether the section has been specifically approved as a special section of a class for disabled students.

<u>CODING</u>	<u>MEANING</u>
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R	= Section has approval as a special section.
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N	= Section does not have approval as a special section.
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NOTE: This data element will be used in estimating FTES for audit purposes.

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## DATA ELEMENT DICTIONARY

### Section Data Elements

<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>XB09</b>	<b>SECTION-WORK-BASED-LEARNING-ACTIVITIES</b>	<b>X(01)</b>

This element indicates the presence of Work-Based-Learning-Activities in the course section.

<u>CODING</u>	<u>MEANING</u>
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W	= Section <u>includes</u> Work-Based-Learning-Activities.
N	= Section <u>does not include</u> Work-Based-Learning-Activities.
X	= Unknown

NOTE: For the purposes of the MIS data element, the Chancellor's Office Work-based learning Advisory Committee proposes a definition for the data element with these characteristics: Course-linked learning experiences that are outside of the classroom and include an employer or community connections. Work-based learning could include any of the following activities:

- pre-apprenticeships,
- job shadowing,
- mentorship,
- internship,
- clinical experience,
- work-study programs,
- informational interviews,
- attendance at trade shows,
- field experience or
- community service learning.

Other locally defined activities would be permitted. However, activities that are fundamentally within the classroom would not be included. These excluded activities might involve project-based learning, school-based enterprises, virtual enterprises, or classroom speakers.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>XB10</b>	<b>SECTION-CVU/CVC-STATUS</b>	<b>X(01)</b>

This element indicates whether the distance education session(s) of the section was developed by an instructor who has taken professional development courses/workshops through the California Virtual University (CVU/California Virtual Campus (CVC)).

<u>CODING</u>	<u>MEANING</u>
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- |   |   |   |
|---|---|---|
| 0 | = | Distance education session(s) <u>was not</u> developed by a CVU trained instructor.                               |
| 1 | = | Distance education session(s) <u>was</u> developed by a CVU/CVC instructor or one trained by the CVU/CVC program. |
| X | = | Unknown whether distance education session(s) was developed by a CVU trained instructor.                          |
| Y | = | Not applicable (there are no distance education sessions).  |

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>XB11</b>	<b>WEEKLY-STUDENT-CONTACT-HOURS</b>	<b>9(4)V99</b>

This element identifies the number of class hours this section is regularly scheduled to meet during a week.

CODING

If Accounting Method (XB01) equals:

W = Weekly Census Then Enter WSCH

D = Daily Census Then Enter "888888"

P = Positive Attendance Then Enter "888888"

E = Positive Attendance (Open Entry, Open Exit) Then Enter "888888"

I = Independent Study and Work Experience Then Enter "888888"

L = Independent Study Lab Then Enter "WSCH"