

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

Session Data Elements

<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>PICTURE</u>	<u>PAGE</u>
XF00	SESSION-IDENTIFIER	X(02)	12.02
XF01	SESSION-INSTRUCTION-METHOD	X(02)	12.03-12.05
XF02	SESSION-DATE-BEGINNING	9(06)	12.06
XF03	SESSION-DATE-ENDING	9(06)	12.07
XF04	SESSION-DAYS-SCHEDULED	X(09)	12.08
XF05	SESSION-MEETING-TIME-BEGINNING	9(04)	12.09
XF06	SESSION-MEETING-TIME-ENDING	9(04)	12.010
XF07	SESSION-TOTAL-HOURS	999v9	12.011

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
XF00	SESSION-IDENTIFIER	X(02)

This element uniquely identifies a session within a section.

CODING MEANING

A letter is entered in the first position to indicate the kind of session and is followed by a sequencing digit (or letter if needed) in the second position.

FIRST POSITION:

- A = Required for all students enrolled in the section. This is the standard kind of session.

- C = Each student must choose precisely one of the "C" type sessions if any are scheduled for the section. This may be used, for example, to schedule two or more laboratory sessions for students in the same lecture session where it is desirable that each lab have fewer students than the lecture.

NOTE: The use of "C" type sessions is optional.

SECOND POSITION:

- 0-9 = A digit between "0" and "9", or, in cases where there are more than ten sessions of the same type in a single section, letters "A" through "Z" may be assigned sequentially.

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
XF01	SESSION-INSTRUCTION-METHOD	X(02)

This element indicates the method of instruction used in this session.

CODING METHOD

Lecture

02 = Lecture and/or discussion

A session conducted under immediate supervision (line of sight) of the instructor of record using lecture, discussion, collaborative or experiential learning, that may also include incidental use of visual aids, various media, site visits, etc. at the instructor's discretion.

Laboratory

04 = Laboratory/Studio/Activity

A session conducted under immediate supervision (line of sight) of the instructor of record in a laboratory, computer-laboratory, studio, shop, or other activity setting with students engaged in various scientific, technical, artistic, athletic, vocational, or other instructional activities.

Tutoring

11 = Noncredit session where the course outline of record specifies that instruction is to be carried out by a tutor, as defined in Title 5, Section 58168 in accordance with the conditions specified in Section 58170.

Work Experience

20 = Session where students enroll for work experience credits as defined in Title 5, Section 55256.5 for learning that occurs at a job learning station as defined in Section 55257.

Directed Study [Independent Study]

40 = Session conducted with a student or group of students working with an instructor on a special topic or project, with hours of instructor contact, student responsibilities, number of units, and evaluation methods specified in a contract.

Field Experience

90 = Session consisting primarily of field trip, excursion, or field observation.

Other Independent Study

98 = Other independent study

Other Instruction Method

XX = Other method of instruction or unspecified

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XF01	SESSION-INSTRUCTION-METHOD -- CONTINUED	X(02)
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<u>CODING</u>	<u>METHOD</u>
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Distance Education

Article 2, Section 55370. Definition and Application.

Distance Education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. All distance education is independent study, and subject to the general requirements of Article 1 as well as the specific requirement of this Article. Provided however, that fully interactive distance education courses, as defined in guidelines adopted by the Chancellor, shall not be considered independent study for purposes of calculating state apportionment pursuant to Section 58003.1. In addition, instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act, (42 U.S. Section 12100 et seq.)

Distance Education, Delayed Interaction

50 = Session under supervision of instructor not available by line of sight using medium where the content varies depending upon student response without the immediate involvement of the instructor (e.g. various types of instructional software, computer assisted instruction (CAI); digitized visual, audio or text selected in response to student input; or specially structured audio tapes, web enhanced television, etc.)

Distance Education, Simultaneous Interaction

Session under supervision of instructor not available by line of sight using medium which provides an immediate opportunity for exchange between participants, (any technology that allows immediate two-way interaction e.g. satellite, video conferencing)

51 = Two-way interactive video and audio
 52 = One-way interactive video and two-way interactive audio
 53 = Two-way interactive audio only
 54 = Other simultaneous interactive medium not coded above

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XF01	SESSION-INSTRUCTION-METHOD -- CONTINUED	X(02)
<u>CODING</u>	<u>METHOD</u>	

Distance Education, Passive Medium

Session under supervision of instructor not available by line of sight using one-way medium where the medium used precludes simultaneous interaction.

- 61 = Text one-way (e.g. newspaper, correspondence, etc.)
- 62 = Audio one-way (e.g. audio cassette, radio, etc.)
- 63 = Video one-way (e.g. ITV, video cassette, etc.)
- 64 = Other passive medium not coded above

Distance Education, Internet-based

- 71 = **Simultaneous Interaction:** Session under supervision of instructor not available by line of sight using the Internet with immediate opportunity for exchange between participants.
- 72 = **Delayed Interaction:** Session under supervision of instructor not available by line of sight using the Internet without the immediate involvement of the instructor.

NOTES:

1. Refer to Title 5, Section(s) 55317(a), and (c) for regulations with respect to reporting Distance Education instructional activities.
2. Multiple session records may be reported for the same section of a course if multiple methods of instruction are used for the section.

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
XF02	SESSION-DATE-BEGINNING	9(06)

This element indicates the year, month, and day of the first meeting of the session.

CODING MEANING

YYMMDD where:

- YY = the two digit calendar year, 00-99;
- MM = the two-digit month code, 01-12;
- DD = the two-digit day code, 01-31/30/29/28.

If this is an irregularly scheduled or to be arranged session (see XF04) and the beginning date is unknown, enter "999999".

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
XF03	SESSION-DATE-ENDING	9(06)

This element indicates the year, month, and day of the last meeting of the session. (Include the date of the final exam, if any, as the ending date of the first A-type session.)

CODING MEANING

YYMMDD where:

YY = the two digit calendar year, 00-99;

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

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

If this is an irregularly scheduled or to be arranged session (see XF04) and the ending date is unknown, enter "999999".

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
XF04	SESSION-DAYS-SCHEDULED	X(09)

This element indicates the day(s) of the week on which the session is scheduled to meet. Each of the nine positions are coded as follows:

<u>CODING POSITION</u>	<u>DAY(S)</u>	<u>YES</u>	<u>NO</u>
1	= Monday	1	0
2	= Tuesday	1	0
3	= Wednesday	1	0
4	= Thursday	1	0
5	= Friday	1	0
6	= Saturday	1	0
7	= Sunday	1	0
8	= Meets irregularly	1	0
9	= To be arranged	1	0

NOTE: It is possible to combine a "yes" in position 8 with a "yes" in one or more of positions 1 through 7 if, for example, the section met on a regular basis on one or more days and irregularly in addition.

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
XF05	SESSION-MEETING-TIME-BEGINNING	9(04)

This element indicates the time of day each meeting begins in 24-hour clock time.

CODING MEANING

HHMM where:

HH = hour (00 is midnight; 12 is noon; 23 is 11:00 pm.)

MM = minute (00-59)

If this is an irregularly scheduled or to be arranged session (see XF04) and the meeting time beginning is unknown, enter "9999".

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
XF06	SESSION-MEETING-TIME-ENDING	9(04)

This element indicates the time of day each meeting ends in 24-hour clock time.

<u>CODING</u>	<u>MEANING</u>
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HHMM where:

HH = hour (00 is midnight; 12 is noon; 23 is 11:00 pm.)

MM = minute (00-59)

If this is an irregularly scheduled or to be arranged session (see XF04) and the meeting time ending is unknown, enter "9999".

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
XF07	SESSION-TOTAL-HOURS	999V9

This element indicates the total number of hours for which this session is scheduled during the term. For regularly scheduled sessions it will be the number of times the session meets during the term multiplied by the duration of each such meeting. [For purposes of this calculation, fifty (50) minutes is considered one hour.] The hours associated with the final examination are included in the total for the first A-type session (A0).

CODING

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

If this is an irregularly scheduled or to be arranged session (see XF04) and the session total hours is unknown, enter "9999".