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CALIFORNIA
COMMUNITY COLLEGES

California Community Colleges
Chancellor's Office



CALIFORNIA COMMUNITY COLLEGES

MIS Data Element Dictionary (DED)

The screenshot shows a web page with a header, a sidebar, and a main content area. The header includes the California Community Colleges Chancellor's Office logo, a search bar, and a 'Sitemap' link. The main content area displays a 'Division Menu' on the left and 'Data Element Dictionary' information on the right. The sidebar lists various divisional links. The main content area includes a breadcrumb trail, a 'Database Design & Overview' section, and a 'Data Element Information' section with a list of data elements.

Division Menu

- Division Home
- Vice Chancellor
- Management Information Systems
- Network and Support Operations
- Research, Analysis and Accountability
- Telecommunications and Technology
- Staff Directory

DATA ELEMENT DICTIONARY

The Data Element Dictionary provides a description of the System Office Management Information System and the technical specifications for the data to be collected and reported to the state. Appendices provide codes and additional reference information.

Database Design & Overview

Data Element Information

Data Elements **Derived Data Elements** **Appendices**

- Course Data Elements (CB)
- College Calendar Data Elements (CC)
- Student CalWORKs Data Elements (CW)
- Employee Demographic Data Elements (EB)
- Employee Assignment Data Elements (EJ)
- General Data Elements (GI)
- Student Assessment Data Elements (SA)
- Student Characteristics Data Elements (SB)
- Student DSPS Data Elements (SD)
- Student EOPS Data Elements (SE)
- Student Financial Aid Data Elements (SF) and (FA)
- Special Populations Data Elements (SG)
- SSN Update Record (SI)
- Student Matriculation Data Elements (SM)
- Student Program Awards Data Elements (SP)
- Student VTEA Data Elements (SV)
- Student Enrollment Data Elements (SX)
- Section Data Elements (XB)
- Faculty Data Elements (XE)
- Session Data Elements (XF)



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Table 5. MIS Data Elements – Course Basic Record

DED #	Data Element Name
CB00	Course Control Number
CB01	Course Department and Number
CB02	Course Title
CB03	Course TOP Code
CB04	Course Credit Status
CB05	Course Transfer Status
CB06	Units of Credit – Maximum
CB07	Units of Credit – Minimum
CB08	Course Basic Skills Status
CB09	Course SAM Priority Code
CB10	Course Cooperative Work Experience Education Status
CB11	Course Classification Status
CB13	Course Special Class Status
CB21	Course Prior to Transfer Level
CB22	Noncredit Eligibility Category
CB23	Funding Agency Category
CB24	Course Program Status



Example Course Data Element

Course Data Elements

DED#	DATA ELEMENT NAME	FORMAT
CB11	COURSE-CLASSIFICATION-STATUS	X(01)
This element classifies a course in accordance with its primary objective.		

CODING	MEANING
Credit Courses	
Y	Credit Course
Noncredit Courses	
J	Workforce Preparation Enhanced Funding Use code "J" if the course is part of an approved noncredit program in the area of Workforce Preparation authorized by CCR Title 5. §55151.
K	Other Noncredit Enhanced Funding Use code "K" if the course has been approved for noncredit enhanced funding but does not meet the criteria for "J".
L	Non-Enhanced Funding Use code "L" if the course has not been approved for noncredit enhanced funding.
CALIFORNIA EDUCATION CODE – §70901 as amended by AB 1943 (Nava) 70901. (b) (3) Conduct necessary system wide research on community colleges and provide appropriate information services, including, but not limited to, definitions for the purpose of uniform reporting, collection, compilation, and analysis of data for effective planning and coordination, and dissemination of information.	
70901. (b) (5) (C) (10) Review and approve all educational programs offered by community college	



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Example Course Data Element

CB11 COURSE-CLASSIFICATION-STATUS

Processing Edits	
FIELD CHECK	Y, J, K, L
INTEGRITY CHECK	If Course Credit Status (CB04) is Noncredit (N), CB11 must be coded J, K, or L (Noncredit.) If CB04 is C or D, CB11 = Y.



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Credit Course Fields

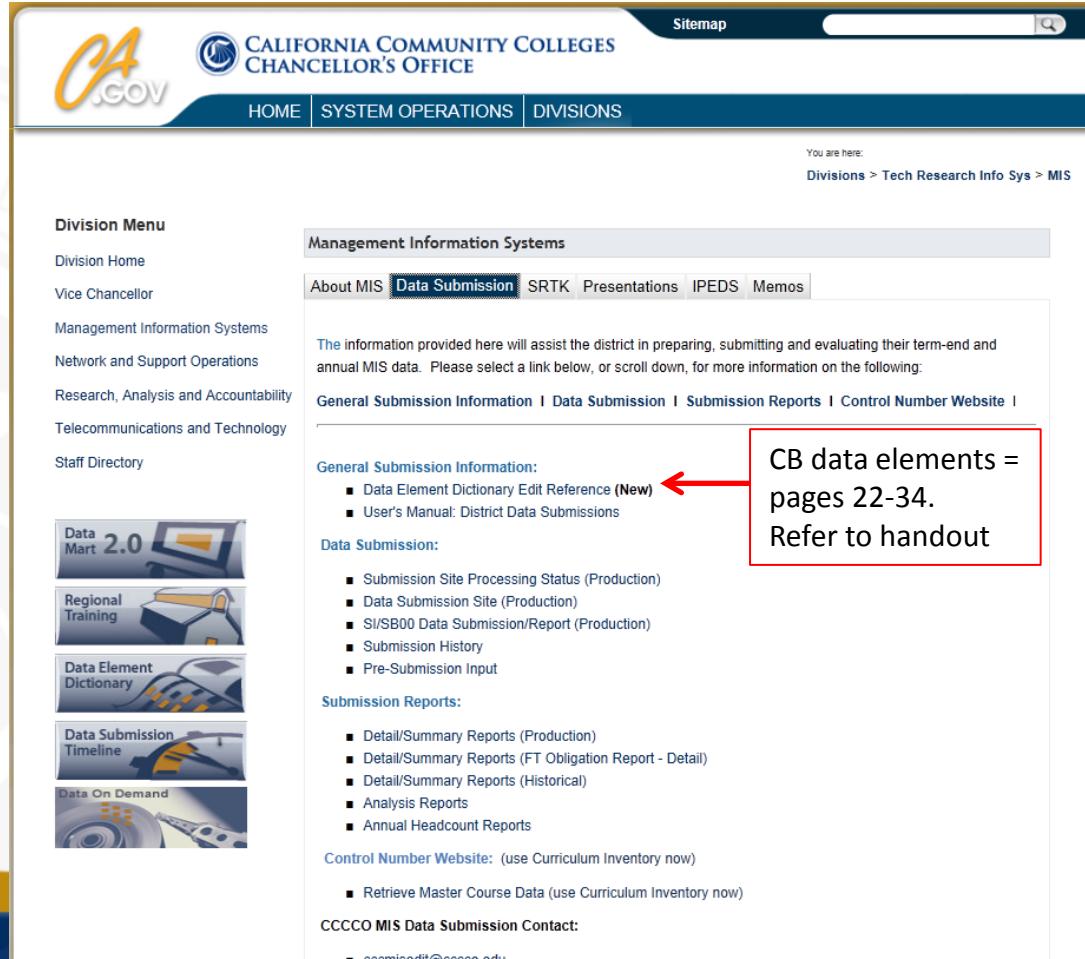
New Course

CB04: Credit Status	D - Credit - Degree App	CB21: Prior Transfer Level	<input type="text"/>
CB01: Department Number	<input type="text"/>	CB22: Noncredit Category	<input type="text"/>
CB02: Course Title	<input type="text"/>	CB23: Funding Agency Category	<input type="text"/>
CB03: TOP Code	<input type="text"/>	CB24: Program Status	<input type="text"/>
CB05: Transfer Status	<input type="text"/>	Effective Date	9/23/2012 <input type="button" value="Calendar"/>
CB06: Course Units Maximum	<input type="text"/>	Curriculum Committee Approved	<input type="radio"/> Yes <input checked="" type="radio"/> No
CB07: Course Units Minimum	<input type="text"/>	District Board Approved	<input type="radio"/> Yes <input checked="" type="radio"/> No
CB08: Basic Skill Status	<input type="text"/>		
CB09: SAM Priority Code	<input type="text"/>		
CB10: Cooperative Work Experience	<input type="text"/>		
CB11: Course Classification Status	<input type="text"/>		
CB13: Approved Special Class	<input type="text"/>		



CALIFORNIA COMMUNITY COLLEGES

Resource for Course Data Elements



The screenshot shows the California Community Colleges Chancellor's Office website. The navigation bar includes links for Sitemap, HOME, SYSTEM OPERATIONS, and DIVISIONS. The current page is 'Tech Research Info Sys > MIS'. The 'Management Information Systems' section contains links for About MIS, Data Submission, SRTK, Presentations, IPEDS, and Memos. A red box highlights the 'Data Submission' link under 'General Submission Information', which is described as providing information for preparing, submitting, and evaluating term-end and annual MIS data. The box contains the text: 'CB data elements = pages 22-34. Refer to handout'. A red arrow points from this text box to the 'Data Submission' link.

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Management Information Systems

About MIS **Data Submission** SRTK Presentations IPEDS Memos

The information provided here will assist the district in preparing, submitting and evaluating their term-end and annual MIS data. Please select a link below, or scroll down, for more information on the following:

[General Submission Information](#) | [Data Submission](#) | [Submission Reports](#) | [Control Number Website](#) |

General Submission Information:

- Data Element Dictionary Edit Reference (New) 
- User's Manual: District Data Submissions

Data Submission:

- Submission Site Processing Status (Production)
- Data Submission Site (Production)
- SI/SB00 Data Submission/Report (Production)
- Submission History
- Pre-Submission Input

Submission Reports:

- Detail/Summary Reports (Production)
- Detail/Summary Reports (FT Obligation Report - Detail)
- Detail/Summary Reports (Historical)
- Analysis Reports
- Annual Headcount Reports

Control Number Website: (use Curriculum Inventory now)

- Retrieve Master Course Data (use Curriculum Inventory now)

CCCCO MIS Data Submission Contact:

- cccmisedit@cccco.edu



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