



California
Community
Colleges

SANDRA SANCHEZ

Vice Chancellor

Workforce and Economic Development

August 19, 2022

To: Associate Degree Nursing Program Project Directors

From: Brenda Fong
Specialist, Workforce and Economic Development Division

Subject: **Associate Degree Nursing Program Grant Assessment Testing Reporting Requirements/Validation Data**

SB 139 (Statutes of 2007) and SB 1309 (Statutes of 2006) require that community colleges that receive funds for nursing program enrollment growth and retention grants collect and report data to the Chancellor's Office on the impact of assessment testing in community college nursing programs. These reporting requirements were included in the grant specifications.

In compliance with this mandate, the Chancellor's Office is required to collate the data on student success from Associate Degree Nursing programs across the state that are using assessment testing as part of their enrollment process. Therefore, we are requesting your assistance in collecting and/or validating the data provided by the exam vendor that will enable us to develop these reports for the Legislature.

Please note there are two documents attached, the first attachment provides a list of the data to be collected, as well as an explanation of which entity will be the data source for the variables, i.e., -- the assessment test vendor or the community college nursing program . The second document is a sample of the Excel spreadsheet used to record data by the test vendor on the students in your nursing program who have taken the test.

Both you and the vendor have a role to play in the collection and reporting of student data. The testing company will provide each school with an Excel spreadsheet, similar to the example attached, of their students who have taken the assessment test. Much of the information from each student record in the Excel database is obtained at the

time of the student's application for taking the examination. However, the vendors do not collect all of the data elements required by the Legislature. Therefore, it is the nursing program's responsibility to review and update the data on each student record in the database for accuracy as well as to complete those data elements that have not been collected by the vendor.

Once the data elements are reviewed and completed, please e-mail the updated spreadsheet to the Chancellor's Office, where it will be aggregated into a statewide report to the Legislature. Be sure to create a back-up file for your records.

This data validation process is conducted on an annual basis. Records of students for each testing cycle will be added to the database by the testing vendor and sent to the nursing program for validation and completion. Each cohort will be added to the bottom of the spreadsheet as the database of student information grows.

Below is the timeline for the project:

June 28	Assessment vendor begins to populate Excel spreadsheet with data on students who took assessment tests at each school.
September 1	Assessment vendor provides Excel spreadsheet to schools for data completion.
September 16	Webinar from 10:00 am - 11:00 am (see details below).
October 21	Schools submit data to Chancellor's Office. Chancellor's Office returns data to vendor. Please email it to NursingApps@CCCCO.edu .
January 3	Vendor returns collated data to Chancellor's Office.
March 1	Chancellor's Office collates data from all nursing programs and submits report to Legislature.

The Chancellor's Office will have a webinar on **Friday, September 16 from 10:00 am - 11:00 am** with Assessment Technologies Institute (ATI) to provide assistance in completing the spreadsheets with the requested information. The webinar will be recorded for those who are unable to attend.

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Skype for Business (Lync)

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Please review the data in the attached documents. If you have any questions or concerns, contact Brenda Fong at bfong@cccco.edu.

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