



TO: Chief Executive Officers
Chief Instructional Officers
Chief Business Officers
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Directors of Institutional Research
Career Technical Education Deans
Regional Consortia Chairs
Adult Education Consortium Directors, Leads, Co-Chairs, & Members

FROM: Anthony Cordova, Vice Chancellor
Workforce and Economic Development Division

John Hetts, Executive Vice Chancellor
Office of Innovation, Data, Evidence, and Analytics

Gary Adams, Dean
Workforce and Economic Development Division

RE: Reporting of Noncredit Attendance Hours for California Adult Education Program (CAEP)
in MIS through SX05 Enrollment-Attendance-Hour

BACKGROUND: The increasing use of asynchronous distance education in noncredit instruction has created a need for guidance on how student level attendance hours for noncredit students should be reported through the Chancellor's Office Management Information System (MIS) for the California Adult Education Program (CAEP) in [SX05 Enrollment-Attendance-Hours](#). This data element collects student hours of attendance in non-census sections and is also used in the Adult Education Pipeline to track student enrollment and outcomes, which are reported annually to the legislature.

The California Adult Education Program (CAEP) requires all Adult Education Program agencies to track adult learner progress in the seven authorized program areas and report achievements from the seven-outcome areas designated by Education Code Section 84913. Institutions receiving Adult Education Program funding from the California Community College Chancellor's Office (CCCCO) and the California Department of Education (CDE) annually must submit the required student data.

California Community College Districts (CCDs) are required to use the Chancellor's Office Management Information System (MIS) to report their adult learner demographics, instructional hours, barriers, and program outcome information regardless of whether colleges report data through TOPSpro[®] Enterprise for WIOA Title II. Enrollment, demographics, barriers, and most student outcomes for noncredit adult education students rely on data submitted to the MIS system to populate the LaunchBoard Adult Education Pipeline and the adult education metrics in the Student Success Metrics

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dashboards. Failure to enter all student data into MIS could result in underreporting of student data in the Adult Education Pipeline, the Student Success Metrics, and in end of year reporting to the legislature as positive student learning outcomes drive future funding in California's delivery system.¹

PURPOSE: This memorandum provides clarification and interim guidance on how institutions should calculate and report student-level attendance hours for students in noncredit distance education (DE) through the Chancellor's Office Management Information System (MIS) in the [SX05 Enrollment-Attendance-Hours](#) data element regardless of DE instruction being synchronous or asynchronous. [SX05 Enrollment-Attendance-Hours](#) is an MIS data element that is used in the Adult Education Pipeline dashboard to track student enrollment and outcomes, which are reported annually to the legislature.

This guidance applies to California community college districts offering noncredit distance education courses and clarifies the methods that may be used to capture student-level attendance hours to report into the MIS SX05 data element. This guidance does **not** replace attendance accounting reporting requirements under CCFS-320² as the Chancellor's Office recognizes the differences in methodology and reporting purposes.

GUIDANCE:

- I. For noncredit courses being taught in person using positive attendance accounting methods, as well as noncredit distance education courses being taught synchronously, actual hours of attendance should continue to be reported in SX05.
- II. For students enrolled in asynchronous noncredit distance education courses, institutions will have the flexibility to adopt one of three methods for calculating this specific type of attendance hours as noted under the National Reporting System for Adult Education (NRS)³. These hours should then be reported into SX05. The three allowable methods, which align to the Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) grant reporting requirements under NRS are as follows:
 1. **Clock Time Model:** Assigns contact hours based on the elapsed time that a participant is connected to, or engaged in, an online or stand-alone software program that tracks time;
 2. **Teacher Verification Model:** Assigns a fixed number of hours of credit for each assignment based on instructor/faculty determination of the extent to which a participant engaged in, or completed, the assignment; and
 3. **Learner Mastery Model:** Assigns a fixed number of hours of credit based on the participant passing a test on the content of each lesson.

¹ [2022-23 CAEP Beginning of Year Letter](#)

² For guidance related to attendance accounting, please see the [Student Attendance Accounting Manual](#).

³ [Technical Assistance Guide for Performance Accountability under the Workforce Innovation and Opportunity Act](#) for National Reporting System for Adult Education guidance, Page 47.

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Colleges may create their own, individualized processes to capture the data as long as they result in hours being reported into the MIS SX05 data element that could be validated under audit utilizing one of the three aforementioned methods.

SUPPORT: The Chancellor's Office will work diligently with the field and in collaboration with North Orange Continuing Education through the CAEP Technical Assistance Project (TAP) to offer technical assistance to noncredit institutions. A Frequently Asked Questions (FAQ) document as well as examples will be developed to further assist colleges with reporting under this guidance.

For further questions regarding this guidance, please email the Chancellor's Office Adult Education Program helpdesk at caep@cccoco.edu.