



# DATA GOVERNANCE COMMITTEE PROPOSAL FOR ADDING STUDENT SELF-SERVICE QUESTIONS

The Data Governance Committee (DGC) will submit the following proposal as a ctcLink enhancement request. This proposal has been provided to the system's commissions and councils for feedback and has been updated with that feedback where appropriate.

## Background

Our college system has historically asked supplemental questions of students to collect information needed to meet state and federal reporting requirements. We are currently missing certain data which was previously collected in Legacy at the time of admission and registration.

Missing data include those we:

- Are restricted from asking at the time of admissions because a student may feel it will impact their acceptance, and
- Only collected at admissions and which become quickly outdated, or
- Not collected in ctcLink at all.

There is currently no functionality available within ctcLink to ask students custom questions. While the Online Admissions Application Portal (OAAP) does include a section for supplemental questions, there is no functionality available to the student to update their responses once admitted.

Each data point collected from the questions below is used, in full or in part, for Carl Perkins and Workforce Innovation and Opportunity Act (WIOA) federal reporting, institutional research, college outreach, and other local and state reporting.

## Data Required, but Not Available in ctcLink

The following data are currently not available in ctcLink, or the question is not aligned with Perkins reporting requirements:

### Self-Reported Disability

- Required for federal Carl Perkins reporting
- Previously asked at the time of registration in Legacy
- Previously asked at the time of admission in Legacy and ctcLink but was removed per an audit finding as students may feel their response would impact admission to the institution
- Currently do not collect self-reported disability from students

## Parental Status

- Required for federal Carl Perkins reporting
- Previously asked at the time of registration in Legacy
- Previously asked at the time of admission in Legacy and ctcLink but was removed per an audit finding as students may feel their response would impact admission to the institution

## Employment Status

- Required for federal Carl Perkins reporting
- Currently asked at the time of admission, but quickly becomes outdated and should be removed

## Housing Status

- Required for federal Carl Perkins reporting
- New question not previously asked of students

## English Learners

- Required for federal Carl Perkins reporting
- Historically collected in Legacy as a class characteristic
- Current Carl Perkins reporting requirements describe this as a student characteristic
- This information is helpful for colleges besides Carl Perkins reporting

## Foster Care Youth

- Required for federal Carl Perkins reporting
- Required to be asked at the time of admission per RCW 28B.117.040
  - Current question asked in Online Admissions Application Proposal (OAAP) using the required, legislative language will remain in OAAP:
    - Have you been in Washington state, federal, or tribal foster care since your 13th birthday, or did you experience unaccompanied homelessness? If so, you may qualify for educational benefits and support services.”
- An additional question aligning with Carl Perkins requirements is needed

## Child of Active-Duty Military

- Required for federal Carl Perkins reporting
- New question not previously asked of students
- Similar question is available for residency determination, but does not align with the Carl Perkins language and definition.

## Recommendation

The DGC recommends implementing a custom solution to collect information from students to meet state and federal reporting requirements, as well as for institutional research and student outreach needs. The custom solution would include:

- Custom page added to Student Self-Service
- Custom table to store collected data
- Activity guide to prompt responses from students

## New custom Student Self-Service page questions

### Self-Reported Disability

- Do you have a physical or mental impairment that substantially limits one or more major life activities such as seeing, hearing, walking, learning, interacting, or working?
  - Yes
  - No
  - Decline to answer

Include the following information as a note below the question or as a tool tip:

*The college offers accommodation and support services for students with disabilities. If you would like more information, please contact the disability services office at your campus. (This office may have a different name depending upon which college you are attending.)*

### Parental Status

- Do you have dependent children under the age of 21 who live with you or for whom you are responsible?
  - Yes, I have dependent children (including pregnancy)
  - No, I do not have dependent children
  - Decline to answer

### Employment Status

- What is your current employment status?
  - Employed full-time (averaging 32 or more hours/week)
  - Employed part-time (averaging less than 32 hours/week)
  - Not employed, seeking employment
  - Not employed, not seeking employment
  - Retired
  - Decline to answer

### Housing Status

- Are you currently experiencing homelessness or housing insecurity? Response options:
  - Yes
  - No
  - Decline to answer

## English Learners

- Is English your primary/native language?
  - Yes
  - No
  - Decline to answer

If the student responds No, ask the following question:

- What is your primary language? (The following languages are the most [frequently spoken languages in Washington State](#)).
  - Arabic
  - Chinese
  - Korean
  - Punjabi
  - Russian
  - Somali
  - Spanish
  - Tagalog
  - Ukrainian
  - Vietnamese
  - A language not listed here (if selected, allow a write-in response)

## Foster Care Youth

- Former or current foster youth may qualify for educational benefits and support services. Have you been in, or currently are in, foster care? Response options:
  - Yes
  - No
  - Decline to answer

## Child of Active-Duty Military

- Dependents of active-duty military may qualify for educational benefits and support services. Is one (or more) of your parents or guardians on active military duty? Response options:
  - Yes
  - No
  - Decline to answer

## Summary of Proposed Changes

The DGC proposes creating a custom page in Student Self-Service to collect information from the student post-admissions.

## New collection mechanism to collect data points required for state and/or federal reporting

- Self-Reported Disability
- Parental Status
- Employment Status (relocated from OAAP)
- Housing Status

- English Learners
- Foster Care Youth (additional question, existing question will remain in OAAP)
- Child of Active-Duty Military

## Remove Employment Status question from OAAP

- The Employment Status question should be removed from OAAP to eliminate redundant data collection once the new self-service questions are implement.
- The relocation of this question will require a modification to the mass assign job in Campus Solutions that sets the following Student Groups:
  - SWSA – Employed FT
  - SWSB – Employed PT
  - SWSC – Unemployed Seeking

## Solution Requirements

- Available on-demand in Student Self-Service
- Include the following description at the top of the page explaining why we are collecting this information and how it will be used:
  - Information collected at this page is used to help identify students who may qualify for college services and to meet state and federal reporting requirements. The data is stored securely and only used for authorized purposes by individuals authorized to access it.
- Ability for students to update responses
- Ability for SBCTC to:
  - Add additional questions
  - Retire questions
  - Modify existing questions
  - Modify the valid responses for a question
- Data stored and retrieved by Institution
- Security roles created to restrict access
- Include effective dating
- Ability for staff to enter the data on behalf of the student
- Activity Guide developed to guide students to self-service and through the questions
  - It is preferable to replicate the Legacy process. The questions were presented to the student at the beginning of the registration process and the student was not allowed to continue with registration until they had responded to the questions. In ctLink, the activity guide should take the student to self-service to the questions populated with their last responses. The student can answer/update their responses and then continue with registration.