COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

DATA DICTONARY

CIP

Revisions

Change reference	Date	Version
Initial documentation	9/14/22	1.0

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View Description

The Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP Codes were developed by the U.S. Department of Education's National Center for Education Statistics (NCES) Changes were implemented in academic years 1996-1997, 1998-1999, 2000-2001, 2010-2011, and 2020-2021.

The CIP Code is used in the CTC system to describe courses, student's program of study, and the student's program of completion. The federal list of CIP codes are extensive, and only a subset of the list is used in the CTC system. There are also some "local" CIP Codes used in our state to assist in reporting pre-college courses in our state.

Beginning with the implementation of ctcLink in 2015, the system is no longer developing locally defined CIP codes other than those needed in the Basic Skills (CIP 32*) or Developmental (CIP 33*) areas.

The data classification of this data is Category 1 Public Information when it is reported as standalone without being combined with personally identifiable data.

This is a view that displays data from CIP_Master, which is a table that contains all CIP Codes used in both Legacy and PeopleSoft as well as all CIP Codes available in PeopleSoft. Because CIP_Master includes CIP Codes that have never been used, this view was created for processing data from both systems. This view contains distinct 6-digit CIP's and has replaced the former DW_REF_ENR.CIP table used for data processing and reporting.

Data Elements

CIP

Data Type: Varchar

Size: 6

Allow Nulls: No

Definition: This is the six digit Classification of Instructional Program used to categorize college educational programs and course curriculum for reporting purposes. This field includes the 6-digit code without the "dot" in the third character. This field is populated for all CIP codes in the table, even if they have never been used in either system.

History: In academic year 1996-97, there was a major change in course coding, especially in the basic skills and developmental areas. At that time, the basic skills and developmental CIP codes were split into two groups with new codes. ABE and ESL were split into three codes, one for each of three levels.

In academic year 1998-99, new codes for basic skills and ESL were added. In Summer Quarter 2000-01, the Information Technology CIP codes were dramatically changed to more closely reflect the federal structure. Additional revisions occurred in 2010-11 and 2020-2021 to update the CIP listing to the federal 2010 and 2020 CIP codes.

Data Classification: Category 1

Legacy Source: [TBL3].CIP as of the last TBL3 Implementation (C123)

PeopleSoft Source: SYSADM_CS.PS_CIP_CODE_TABLE. This column is derived by taking the PS_CIP, which contains a "dot" after the first two numbers, and removing the dot.

Examples of Use: This data element is used regularly for a variety of reporting and is the primary CIP code field in the Data Warehouse.

CIP_TITLE

Data Type: Varchar

Size: 45

Allow Nulls: Yes

Definition: The title of the CIP code from PeopleSoft. If the CIP was only used in Legacy or if it was a local CIP that found its way into PeopleSoft, it is the Legacy title.. This is not the full description of the CIP Code. The full description of CIP Codes used in our CTC system are listed here: https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/cip-2020-descriptions.pdf

Data Classification: Category 1

Legacy Source: [TBL3].CIP as of the last TBL3 Implementation (C123)

PeopleSoft Source: SYSADM_CS.PS_CIP_CODE_TABLE.DESCR

Examples of Use: This is the field to be used for reporting, as it will not have "DELETED" or "REMOVED" in the titles.

BASIC_SKILL_CAT

Data Type: Varchar

Size: 5

Allow Nulls: Yes

Definition: This field categorizes the basic skills CIP codes into ABE, ESL, HS, GED, Goals and Other. Values are only populated for CIP codes in the 32 series.

History: Added November 1999.

Data Classification: Category 1

Source: Manually entered into the master CIP table by Data Services at the time of CIP activation. This field does not exist in either source system.

BS_IND (Basic_Skill_Indicator)

Data Type: Varchar

Size: 1

Allow Nulls: Yes

Definition: This field indicated whether or not the CIP is a basic skills CIP code (32 series).

History: Added November 1999.

Data Classification: Category 1

Source: Manually entered into the master CIP table by Data Services at the time of CIP activation. This field does not exist in either source system.

CIP_AGGREGATE

Data Type: Varchar

Size: 6

Allow Nulls: Yes

Definition: The Federal CIP code that local CIPs are aggregated under for reporting purposes. Only local or deactivated CIP Codes are assigned a CIP Aggregate value. The CIP Aggregate is used for federal reporting so that all CIPs reported are available on the federally defined list.

Data Classification: [Category 1](#)

Source: Manually entered into the master CIP table by Data Services at the time of CIP activation.

CIP_TYPE

Data Type: Varchar

Size: 1

Allow Nulls: Yes

Definition: This field defines how the CIP is used.

Data Classification: [Category 1](#)

Source: Manually entered into the master CIP table by Data Services at the time of CIP activation. This field does not exist in either source system.

Examples of Use: Used for determining vocational courses. This field is used heavily in the system for edit checks and enrollment reporting.

Valid Values:

Value	Description
Null	Academic
F	Federal vocational
L	Local
M	Mixed - can be used for either vocational or academic purposes
C	Community Service

CIP_GRP

Data Type: Varchar

Size: 2

Allow Nulls: Yes

Definition: CIP Group – these are groups by subject area based on the CIP code This field is no longer updated in the Data Warehouse CLASS table as of Summer 2016-17.

History: The occupational codes (1-12) were out of date and were replaced by codes (41-56) effective winter quarter 99-00. Effective Winter Quarter 00-01, codes 41-56 were replaced by the codes HA – ME. See the lookup table for specific coding. Codes HA through ME are vocational; codes 21 through 27 are academic.

Data Classification: Category 1

Source: Manually entered into the master CIP table by Data Services at the time of CIP activation. This field does not exist in either source system.

Lookup/Crosswalk: DW_REF_ENR_CIP_GRP

SUBJ_CLUSTER

Data Type: Varchar

Size: 2

Allow Nulls: Yes

Definition: CIP Cluster or Subject Cluster. This is a two-digit code which groups CIP codes together by subject area.

Data Classification: Category 1

Source: Manually entered into the master CIP table by Data Services at the time of CIP activation. This field does not exist in either source system.

Lookup/Crosswalk: DW_REF_ENR_SUBJ_CLUSTER.

Valid Codes: Codes 01-06 represent academic areas of study, and 08-14 represent vocational areas.

Value	Description
01	Business Administration
02	Science
03	Mathematics
04	Social Science
05	Humanities
06	Health and PE
07	ABE/ESL
08	Business and Commerce
09	Data Processing
10	Health Sciences
11	Mechanics and Engineering
12	Natural Science (includes food service and parent education)
13	Public Support
14	Occupational Support
15	Developmental Studies
16	Continuing Ed

Examples of Use: Used in the student/faculty ratio reports and Student Achievement Initiative.

CAREER_CLUSTER_CODE

Data Type: Varchar

Size: 1

Allow Nulls: Yes

Definition: This is a one-digit code which identifies the career cluster in which a CIP code belongs. The crosswalk between CIP and Career Cluster is defined by the federal government for Carl Perkins reporting.

Data Classification: Category 1

Source: Manually entered into the master CIP table by Data Services at the time of CIP activation. This field does not exist in either source system.

Lookup/Crosswalk: DW_REF_ENR_CAREER_CLUSTERS

Valid Codes:

Value	Description
A	Agri, Food & Natl Resource
B	Architect & Construct
C	Arts, A/V & Comm
D	Bus, Mgmt & Admin
E	Education & Training
F	Finance
G	Govt & Public Admin
I	Hospitality & Tourism
J	Human Services
K	Info Tech
L	Law, Public Safe, Corr & Security
M	Manufacturing
N	Marketing, Sales & Services
O	Science, Tech, Engineering & Math
P	Transp, Distrib & Logistics
Y	Nursing
U	Health Tech
V	Health Services
Z	Unknown

Examples of Use: This code is used in Perkins reporting as well as for other areas where aggregating CIPs into categories is needed.

NON_TRADITIONAL

Data Type: Varchar

Size: 1

Allow Nulls: Yes

Definition: This is a one digit code that indicates the dominate gender of a field that has been designated as nontraditional by the federal government.

Data Classification: Category 1

Source: [LOOKUP].[DW_REF_ENR].[NONTRADITIONAL]

Lookup/Crosswalk: [LOOKUP].[DW_REF_ENR].[NONTRADITIONAL_CIP]

Valid Codes:

Value	Description
F	Female
M	Male
	Null

Examples of Use: "Nail Tech/Manicurist" is dominantly Female, while "Air Cond/Heat/Refr Design" is dominantly Male. This information is used for Carl Perkins reporting.

FIRST_APPROVED

Data Type: Varchar

Size: 4

Allow Nulls: Yes

Definition: This is the First YRQ the CIP was approved for use in Legacy or PeopleSoft. If null, the CIP has not been active in either system.

Data Classification: Category 1

Legacy Source: [TBL3].CIP as of the last TBL3 Implementation (C123)

PeopleSoft Source: derived from the effective date used to activate the CIP code in PeopleSoft

LAST_APPROVED

Data Type: Varchar

Size: 4

Allow Nulls: Yes

Definition: This is the Last YRQ the CIP was approved for use. Z999 is used as an infinity marker to indicate the code is Active and not expiring soon. Any other code indicates the YRQ the CIP was no longer active or will no longer be active. If null, the CIP has not been active in either system.

Data Classification: Category 1

Legacy Source: [TBL3].CIP as of the last TBL3 Implementation (C123)

PeopleSoft Source: derived from the effective date used to deactivate the CIP code in PeopleSoft.

Appendix: Data Classification Appendix

Each data element in the Data Warehouse is associated with a category classification that indicates the method of which to use and store the data.

For more information, see the Data Classification brief.

Category 1	**Public Information** SBCTC does not consider any Data Warehouse data to be category 1. SBCTC does not release data to the public unless specifically requested. The release of public information is reserved for the college's discretion based upon their FERPA directory information policies.
Category 2	**Sensitive Information** Student related information that is considered "directory information" under FERPA and is generally not considered harmful or to be an invasion of privacy if released. This information can be disclosed to outside organizations with the student's prior consent. This is information that would be released during a public records request of Data Warehouse data.
Category 3	**Confidential Information** Enrollment information protected under FERPA, personnel and financial data. Category 3 includes all data elements except those explicitly stated in categories 2 and 4. Category 3 data is not distributed unless governed by a contract or data sharing agreement.
Category 4	**Confidential Information requiring Special Handling** Highly confidential data that is exempt from disclosure under applicable state and federal laws such as personally identifiable data protected under FERPA. Category 4 data is information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to SBCTC or colleges, students, employees or customers. This information has limited use per specific state and federal laws.