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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

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OFFICIAL
Policy Issuance (PI): 20-09

Date: April 22, 2020

To: Michigan Community College Data and Evaluation Committee
Michigan Occupational Deans Administrative Council

From: Marcia S. Black-Watson, Division Administrator
Industry Engagement **SIGNED**
Workforce Development

Subject: Michigan Community College Data and Evaluation Committee Membership and
Data Coordinator Appointment Approval Process

Programs

Affected: Michigan Community College Data and Evaluation Committee
Data Coordinators

References: Michigan Community College Data and Evaluation Committee Bylaws

Rescissions: None

Background: The Michigan Community College Data and Evaluation Committee (MCCDEC) is the advisory committee charged with interpreting relevant legislation and providing policy technical assistance to Michigan community colleges in data collection, analysis, reporting, and program evaluation procedures. MCCDEC operates as the administrative advisory committee to support the work of the Perkins Postsecondary program administered by the Michigan Department of Labor and Economic Opportunity-Workforce Development (LEO-WD).

Financial support is provided to MCCDEC by LEO-WD through a technical assistance grant to the fiscal agent, a community college, made possible by the *Strengthening Career and Technical Education for the 21st Century Act* (Perkins V) as reauthorized in 2018, for committee operations, supportive materials and services, and special projects.

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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Per committee bylaws, MCCDEC shall consist of no more than 32 members from the following general areas:

- Institutional Research (Student Outcomes Assessment, Institutional Effectiveness, Planning, etc.)
- Data Information Systems (Computer Services, Information Technology, etc.)
- Student Services (Placement Services, Registrar, Enrollment Management, Counseling and Career Guidance, etc.)
- Business Services (Development, Human Resources, etc.)
- Special Populations (including Single Parent/Gender Equity)
- Instructional Administration – Occupational Education/Liberal Arts
- Faculty – Occupational Education/Liberal Arts
- Corporate/Community Services (Workforce Development, etc.)

To the extent possible, a minimum of one (1) member shall be drawn from each of these specialties.

MCCDEC's membership is reviewed annually by both the committee itself and LEO-WD.

Perkins recipients are required to appoint a Data Coordinator that serves as the main point of contact for any data related inquiries or requirements each year. The Data Coordinator may also be a member of MCCDEC. In addition to approving MCCDEC membership, LEO-WD is responsible for maintaining a record of all Data Coordinators through annual contact updates solicited from the institutions.

Policy:

This policy sets forth the approval process for MCCDEC membership and Data Coordinator appointments.

MCCDEC Membership

- The MCCDEC will submit all membership recommendations to LEO-WD for approval electronically.
- Upon review, LEO-WD will provide the prospective member with a formal letter detailing its response.

Prospective members that are approved by LEO-WD will be published on the membership list. The published membership list will be updated annually by LEO-WD through collaboration with the MCCDEC Chairperson.

Data Coordinator Appointment

- LEO-WD will distribute and collect the Data Coordinator Appointment Confirmation Letter from each of the 32 Perkins V recipient institutions annually.

- Attached to this letter will be the duties of the Data Coordinator.
- This letter will be distributed to the President of each Perkins eligible institution in May of the respective program year.
- Each institution is required to complete and return the form to LEO-WD no later than August 1 of the respective year.

The Data Coordinator duties include:

- Act as the main point-of-contact for all data collection issues between LEO-WD, and their institution;
- Coordinate and facilitate data collection activities for their institution;
- Maintain and update the Data Contact Listing for their institution on Michigan Community College Network site (MCCNET);
- Assign user IDs and passwords to college staff for MCCNET data and application submission functions;
- Distribute and forward communications from LEO-WD to the appropriate data contact person(s) on their campus;
- Direct and coordinate with the appropriate contact person(s) at their institution who is responsible for the completion of the data reports;
- Ensure that all deadlines are adhered to regarding the completion, submission, and final editing of data to the State of Michigan;
- Ascertain that data is accurate and verifiable to the greatest degree possible;
- Serve as liaison for their institution and LEO-WD concerning all data issues;
- Serve as liaison between the Data Contact Person(s) and Occupational Education Contact Person concerning federal occupational education data; and,
- Offer suggestions and insight into possible process improvements concerning the data collection methods.

Action:

The following actions will be taken in accordance with this policy:

- MCCDEC will submit any pending membership recommendations to LEO-WD electronically at: LEO-MiCC@michigan.gov.
- MCCDEC will submit any new membership recommendations to LEO-WD upon the expiration of any member's term or resignation from the committee electronically at: LEO-MiCC@michigan.gov.
- Each Perkins eligible postsecondary institution is required to complete and return the Data Coordinator Appointment Confirmation Letter to Perkins LEO-WD no later than August 1 of the respective year.

Inquiries: Questions regarding this policy should be directed to LEO-WD Perkins Postsecondary by telephone at 517-241-9873 or by email to: LEO-MiCC@michigan.gov.

The information contained in this policy will be made available in an alternative format (large type, audio tape, etc.) upon request to this office. Please contact Ms. Anita Scott by telephone at 517-241-9873 or by email at ScottA23@michigan.gov for details.

LEO-WD is funded by state and federal funds; more details are available on the Legal Disclaimer page at www.michigan.gov/WDA.

**Expiration
Date:** Continuing

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