COMMUNITY COLLEGE OF DENVER

Title: Post-Graduation Reporting

Guideline #:   PRO – 7

Approved: March 21, 2018

References: Student Post-Graduation Contact Form
                    (https://www.ccd.edu/docs/post-graduation-student-contact-form)
                    VE-135 Guidance from CCCS
                    (http://coloradostateplan.com/ve-135/)
                    CDHE Guidance
                    (https://highered.colorado.gov/Publications/Policies/Current/i-partc.pdf).

Approved By: Dr. Everette J. Freeman, President

1.   PURPOSE

      These guidelines give guidance to Community College of Denver
      (College or CCD) employees on how to collect post-graduation data on
      our former students using the VE-135 process.

2.   APPLICABILITY

      These guidelines apply to all Career and Technical Education (CTE)
      Chairs, Institutional Research and Planning (IR) staff, and other
      College staff responsible for collecting post-graduation information.

3.   DEFINITIONS

   a.   VE 135 – A database that contains demographic and
          programmatic information for secondary and post-secondary
          level students. It is primarily used to report enrollment and
          follow-up (placement) information for CTE students and for post-
          secondary students having academic and undeclared majors is
          also collected.
   b.   IR – The institutional research and planning group at CCD.
   c.   CCCS – Colorado Community College System Office

4.   GUIDELINES

   a.   The post-graduate data is used by CCCS to:

          i.   Calculate Federal Perkins funding allocations;

          ii.   Generate the annual statewide and institution-level Perkins
                  performance metrics;

          iii.   Generate the 5-year trend reports used in the program
                  approval process;

          iv.   Generate the legislative Career and Technical Act Annual
                  Report;

          v.   Determine civil rights monitoring visits; and,

          vi.   Enhance and inform program review.

   b. It is advised that chairs and faculty use the Student Post
        Graduation Contact Form to collect contact information on

graduating students. This will improve their ability to successfully meet the requirements of the data reporting.

c. It is the responsibility of the program chair, dean, and faculty for collecting the post-graduate information. The timeline to obtain and compile post-graduate information is as follows:

   i. *By December 24* – IR will collate the relevant students and their contact information by program CIP.

   ii. *By January 15* – IR will send out at least two (2) email and text messages to al students asking them to respond to the data request.

   iii. *By January 31* – IT will do the data verification sign-off as required by CCCS.

   iv. *By February 1* – IR will give each Chair and appropriate Dean a list of all former students who have not yet responded so that faculty and/or instructors can personally contact those students. Chairs will be given instructions as to what information needs to be collected and how to input the data into the relevant survey site. Faculty and instructors must directly input all data into the relevant survey site. IR will give weekly updates on students still needing to be contacted, and current percentage of student contacts achieved.

   v. *By March 15* – Chairs will report back to IR the data they have collected.

   vi. *By March 30* – IR will finalize and submit the post graduate data to CCCS and to each chair and applicable dean.