



# LaunchBoard FAQ

## What is the purpose of the LaunchBoard?

The LaunchBoard provides data to California community colleges and feeder K-12 school districts on the effectiveness of career technical education (CTE) programs. By providing easily-accessible information on program enrollment, student completion, employment outcomes, and alignment with regional labor market demand, this data can support local, regional, and statewide conversations about how to improve student transitions from K-12 to college or to the workforce.

## What information is included in the LaunchBoard?

The LaunchBoard aggregates historically disparate data to provide a more holistic view of students and their progress in CTE. It expands upon data available in the Chancellor's Office data system by pulling from additional data sources including K-12, transfer, unemployment insurance wage records, labor market information, and results from the CTE Employment Outcomes Survey. Over time, the Chancellor's Office will add other indicators such as attainment of industry certifications and apprenticeship information.

The LaunchBoard is divided into three sections:

- Program Snapshot - includes program information and student outcomes that are grouped into categories such as enrollments, milestones, credentials, employment, and alignment with regional labor market demand
- Common Metrics - enables colleges to upload and view information on 34 indicators used to track progress on the California Community College Chancellor's Office's Doing What Matters framework
- Additional Tracking - allows colleges to gather information on learners who participate outside the college application and enrollment process, such as contract education or career fairs

## Who developed the LaunchBoard?

The LaunchBoard is supported by the California Community Colleges Chancellor's Office and hosted by Cal-PASS Plus. The concept for this tool came out of a series of statewide data meetings, with participation of nearly 30 CTE experts including college administrators, deans, faculty, technical assistance providers, and policy makers. The major organizations that have contributed to its design and



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implementation are the Chancellor's Office, Cal-PASS Plus, Centers of Excellence, the RP Group, and WestEd.

### **How can I access the LaunchBoard?**

Access to college-level data requires a Cal-PASS Plus user name and password, which are only issued to college employees. However, Sector Navigators, Deputy Sector Navigators, Regional Consortia Chairs, and grant monitors will be able to view data for colleges that are associated with their sector or region. To request a password, visit <https://www.calpassplus.org/User/Login.aspx>. If you do not receive a password within 5 business days, please submit a support request at <https://www.calpassplus.org/LaunchBoard/HelpDesk.aspx>.

### **How does it work?**

#### *Program Snapshot*

The Program Snapshot tab enables practitioners to access information by 4-digit TOP code, sorted by institution. In the future, colleges will also be able to:

- upload student IDs to determine the impact of particular programs
- see results by region and sector

Information is currently organized around six categories:

- Enrollments
- Capacity to serve students
- Student participation in support services
- Attainment of key milestones
- Community college and third party credentials
- Employment and wage gain
- Employment demand and trends

In the future, information will also be included on alignment with other educational segments.

Each metric shows the most recent year's figures as well as a five-year trend. Metrics also document specific student characteristics, including:

- Gender
- Ethnicity
- Age



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- Disabled student status
- Extended Opportunity Programs and Services status

Users can download information into Excel.

### *Common Metrics*

This tab enables users to upload information on how students performed on specific Common Metrics, as well as view metrics that are already available through the Chancellor's Office data systems. Similar to the LaunchBoard tab, comparison to previous years' data and disaggregated results by student characteristics are included (if data are available). Detailed information on how to upload data to this tab is available on the Doing What MATTERS LaunchBoard website at <http://doingwhatmatters.cccco.edu/Launchboard/Resources.aspx>. In the future, results will be downloadable.

### *Additional Tracking*

The Additional Tracking tool can be used to record participation in CTE activities of those who participate outside of the application enrollment process. Outcomes for these students can be mapped and included in reports within the Common Metrics tab. The tool can either be used for participants to self-register or for learner information to be bulk-uploaded.

### **When will the LaunchBoard be available?**

The LaunchBoard will be rolled out in phases. LaunchBoard 1.0 focuses on aggregating existing data sources and building the infrastructure to share this information. In October 2013, the Additional Tracking tool became available for all colleges, so that information can be gathered on participants who are not captured in the application enrollment process.

The Program Snapshot tab was made available for testing to the 35 colleges that participated in the CTE Outcomes Survey during Fall 2013. By February 2014, the LaunchBoard was made available to all 112 colleges.

LaunchBoard 2.0 will focus on providing additional metrics, such as industry certifications and intersegmental outcomes, and on tools that support the



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actionability and visualization of the data, such as program review tools and cohort tracking.

### **Where can I find more information on the LaunchBoard?**

A dedicated page on the “Doing What Matters” website provides resources including:

- Guides on how to upload data into the LaunchBoard
- Recorded webinars on the LaunchBoard
- Short videos on each tab of the LaunchBoard, the data upload process, and understanding LaunchBoard data sources
- Short videos on how to use the data
- Resources for other stakeholders including CIOs, CEOs, and K-12 partners
- A crosswalk of key codes used to assign courses and programs to specific sectors in various educational segments, including K-12, community college, four-year colleges

### **Can I get help with using the data?**

Both the Centers of Excellence and the RP Group will provide support to regions working with the LaunchBoard metrics during the first year of implementation. The Centers of Excellence will provide insight regarding wage outcomes and labor market information. The RP Group will provide support on understanding and using student milestone and success data that are available through the LaunchBoard.

### **If the information in the LaunchBoard doesn't look right, who is responsible for verifying and correcting it?**

Most of the data in the Program Snapshot tab are derived from college submissions to the Chancellor's Office and Cal-PASS Plus. Data in the Common Metrics tab will primarily be uploaded by colleges. Colleges are responsible for the quality of the data that is uploaded. If data are suspect, the RP Group can assist with strategies for data quality screening and corrections. For metrics such as workforce demand, the Centers of Excellence personnel can answer questions about the source and accuracy of those data.

### **Where do I direct questions or comments about the LaunchBoard?**

Send questions and comments to [LaunchBoard@cccoco.edu](mailto:LaunchBoard@cccoco.edu).