

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 1.114

Title: Data Reporting and Analysis

Authority: Board Action

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A. The Louisiana Community and Technical College System (LCTCS) requires that student data at the local program level shall be entered by the 10th day of each month for the prior month. Local program directors are responsible for oversight of timely entry into the state-approved adult education data management system and ensuring data quality and accuracy.

B. Local Program Level:

It is the responsibility of the local program director to develop:

- the security process for the program that ensures that standardized assessments are secure and administered using standardized testing practices;
- the data collection method and ensure accurate entry into a data management system;
- the security procedures for sharing student data within the adult education program and with partners;
- a regular schedule to run the diagnostic features in the data management system to detect data problems and/or deviations; and
- the procedure for how data will be used for program evaluation and decisions for continuous program improvement.

State Level:

The data submitted by local programs will be continually reviewed by the Louisiana Community and Technical College System (LCTCS) staff at a minimum quarterly for errors. LCTCS staff shall run the diagnostic features of the state approved adult education data management system to search again for common and obvious data errors, such as invalid attendance dates, birthdates, and/or Social Security numbers. Staff further reviews data using other searches to determine if additional data analysis problems and deviations exist. LCTCS staff shall send a report to local program supervisors or directors detailing any data analysis problems or deviations.