

Checklist to Complete the Framework of Indicators Year 2 Data Submittal

- Adopt Framework of Indicators goals locally through your district's shared governance process (see Feb 16, 2016 memo from the Chancellor's Office for information regarding the Year 2 required and optional goals)
- Obtain your district's log-in information from the Chancellor's Office (previously sent to CISO alias list)
- Log on to the portal (misweb.cccco.edu/ie)
- Click on the "Login" tab
- Select your district name
- Enter your password
- Enter institutional data*

*Note – Data entry screen is organized with district-level information first, followed by college-level information immediately below. Where colleges are part of a multi-college district, each college's data can be accessed via the drop-down menu approximately halfway down the page. It does not matter which information (district level or college level) you enter first.

- Certify data for all colleges within the district by clicking on the "Certify All District and College Goal Details" button near the top of the page (data is now locked)
- Print and sign the certification letter
- Submit the certification letter to Chancellor's Office for review by either:
 - Emailing it as a PDF attachment to the InstEffect@ccco.edu account, or
 - Mailing the original signed copy to:
CCCCO
Attn: Ronnie Slimp, Institutional Effectiveness Division
1102 "Q" Street
Sacramento, CA 95811
- Publicly post your adopted goals by following the guidance provided on the *Guidance on Developing, Adopting and Publicly Posting the Goals Framework* page. A link to that page can be found by clicking on the blue "Definitions and Guidance" tab at (<https://misweb.cccco.edu/ie/Documentation.aspx>)