CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET, SUITE 4554
SACRAMENTO, CA 95811-6549
(916) 445-8752
http://www.cccco.edu

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TO: Sector Navigators
           Regional Consortia Chairs
           Deputy Sector Navigators
           Technical Assistance Providers – Centers of Excellence for Labor-Market Research
           SB1070 Project Directors

FROM: Gary W. Adams, Dean
           Innovation and Systems Capacity
           Division of Workforce and Economic Development

SUBJECT: Changes to Common Metrics Reporting Requirements

Based on field feedback and in order to facilitate field collection, the following changes have been made to Common Metrics:

1. For MP 6 (Completed a CTE articulated course), students will be counted if they met any of the following scenarios in the CATEMA System:

    - Awarded Credit
    - Recommend for Credit
    - Successfully completed the course

2. For MP 6A (Successfully completed a CTE dual enrollment course or credit by exam, with receipt of transcripted credits), students will be counted if they meet the following scenarios in the CATEMA System:

    - Awarded Credit

Please see the attached FAQ for further information.

Additionally, work is still being done on the CATEMA contract and some other logistical issues. As a result, the state license will not be in place until Fall 2015.

Cc: Workforce and Economic Development Division

FAQ on the CATEMA System

What is the CATEMA System?

The Career and Technology Education Management Application (CATEMA) System provides a comprehensive user-friendly web interface for linking courses, classes, school districts, high schools, teachers, counselors, college registrars, college advisors, and students. The system enables teachers to create records for dual enrollment courses and courses that are linked to articulation agreements and to validate course completion for students who have created accounts that are associated with the courses. Colleges can also record whether students received college credit for a course through dual enrollment or credit-by-exam. This information can then be shared between K–12 institutions and colleges to better understand student performance and support advising.

The CATEMA System is managed by STATco, a commercial software and database services company in Victoria, Texas, providing program solutions and web applications for colleges and their secondary school partners. STATco created the CATEMA System in the early years of the Tech Prep initiative to accurately record student completions of articulated courses. The system continues to provide record keeping and reporting services for evolving CTE programs.

More information on the CATEMA System is available at: www.catema.net.

How can educational institutions gain access to the CATEMA System?

The Chancellor's Office will be providing free access to CATEMA licenses and ongoing maintenance, starting in Fall 2015. The underwriting will cover the cost of participation for students, K-12 partners, and community colleges to track dual enrollment, articulated courses, and credit by exam for a period of two years. The details of this underwriting are still being determined and will be announced in Fall 2015.

How does the CATEMA System address data-sharing and student privacy?

Colleges and their feeder K-12 districts will be required to sign MOUs that address data sharing and student privacy. In addition, these MOUs will allow data from the CATEMA System to be shared with the LaunchBoard system. These MOUs are currently under development and will be implemented in Fall 2015.

How can the CATEMA System support reporting for Doing What Matters Momentum Points and the California Career Pathways Trust metrics?

Colleges that were using CATEMA in 2014-15 and prior years will be able to export data files that align with reporting requirements for Doing What Matters Momentum Points 6 and 6A. This information can then be input into the LaunchBoard. The CATEMA system is deploying exports that align with the LaunchBoard Common Metrics data upload template. For the CCPT tab of the LaunchBoard, CATEMA System users can reference totals in CATEMA to fill in the web form on total participation in dual enrollment and credit by exam, as well as total credits earned.

In 2015-16, data will be automatically transferred between the CATEMA System and the LaunchBoard to populate these metrics.

How are Momentum Points 6 and 6A defined within the CATEMA System?

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