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@cccco.edu account, or
   - Mailing the original signed copy to:
     CCCCCO
     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)