

Accountability Peer Group Webinar

On August 23, 2017, we emailed you an invitation to this year's Accountability Peer Group webinar for Two-Year Career Schools and Colleges. We hope you will participate. The webinar will be held **Monday, October 9, 2017**, from 9:00 AM to 12:00 PM Central Time (CT). We will be taking live questions from participants during the meeting.

To participate in the webinar, you may join the event (recommended 10 minutes prior) by using the following URL:

[Join the Two-Year Career Schools and Colleges Webinar](#)

or by going to <https://theccb.webex.com> and selecting the meeting:

2 Year Career School Accountability

To join the audio conference call (preferred method of audio for the webinar) call:

US TOLL: +1-415-655-0003 and use **Access code:** 661 196 281.

PLEASE NOTE: There will not be an onsite meeting at the Texas Higher Education Coordinating Board's offices during the webinar. We expect to record the webinar and make it available on our website within one week following the meeting. The recorded webinar and other meeting materials will be posted at: [Two-Year Career Schools and Colleges Accountability Webinar](#)

Please respond via email to let Sue Sutton know if you will be attending the webinar. Sue can be emailed at sue.sutton@theccb.state.tx.us. If you would like presentation materials to be emailed to you prior to the webinar, please register with Sue before Monday, October 2, 2017 at 12:00 PM.

In the webinar, there will be a demonstration of the [Texas Higher Education Accountability System](#) using data from your institutions, an update on the final stages of the measure development process, and a walk-through of the reporting timeline for the upcoming submission of FY 2017 data.

Data Reporting

1. Data Reporting Timelines

Two-Year Career Schools and Colleges (based in-state or out-of-state) operating in Texas under a Certificate of Authority or a Certificate of Authorization are subject to annual data reporting that is used in the Texas Higher Education Accountability System for both statewide and sector specific measures. In order to publish statewide data along with other sectors at the same time, it is important that reports are complete and certified by prescribed deadlines (see Item 2). This is critical going forward as completions by Two-Year Career Schools and Colleges are included in the 60x30TX Completion Goal.

Institutions negatively affected by Hurricane Harvey may request an extension of the CBM reporting deadline for up to two weeks. To request an extension, contact Clifford King at Clifford.King@theccb.state.tx.us and include a brief explanation of the circumstances.

The following table summarizes the reporting timelines for 2017.

Type of Report	Reporting Timeline	Additional Information
<p>Student Data Reporting CBM001 Enrollment CBM009 Graduation</p> <p>For students enrolled in courses or receiving an award in Texas during the reporting period of September 1, 2016 to August 31, 2017.</p>	<p>System opens for reporting on October 15, 2017</p> <p>Initial reports due December 1, 2017</p> <p>Reports certified by January 15, 2018</p>	<p>2017 Student Data Reporting Requirements memo sent to institutions on October 15.</p> <p>Technical assistance with submitting reports, correcting errors and certification of data provided throughout reporting process.</p> <p>E-mail notification and reminders sent as needed from December 1 to January 15.</p>
<p>Institutional Data Entry into the Accountability System</p> <p>For measures from data not in CBM reports or IPEDS, the following is collected for your sector:</p> <ul style="list-style-type: none"> • Certification Pass Rate • Licensure Pass Rate • Progress toward the 60x30TX Marketable Skills Goal 	<p>System opens for reporting on or about December 1, 2017</p> <p>Institutional data entry completed by January 15</p>	<p>2017 Institutional Data Entry to Accountability System memo sent to institutions on or about December 1.</p> <p>Technical assistance for CBPASS login and Institutional Portal provided throughout reporting process. See Institutional Portal Guide under Resources tab at http://www.txhigheredaccountability.org</p>
<p>Institutional Comments on Accountability System Measures</p>	<p>System opens for reporting on or about December 1, 2017; however, data for measures will be loaded after January 15, 2018 report certification</p> <p>Portal for Institutional comments will remain open until November 2018</p>	<p>An additional memo will be sent when Accountability Measures have been loaded for your sector.</p> <p>Technical assistance for CBPASS login and Institutional Portal provided throughout commenting period. See Institutional Portal Guide under Resources tab at http://www.txhigheredaccountability.org</p>

2. Timely Certification

CBM reports should be submitted and certified by January 15 (i.e., December 1 plus six weeks for certification), per the following sections of the Reporting and Procedure Manual for Career Schools and Colleges and Private and Out-of-State Public Postsecondary Institutions.

The following section is from page 0.1 of the Reporting and Procedures Manual for your institution type:

REPORTING PERIODS

The following is a schedule of reporting periods and due dates for the reports contained in this manual.

<u>Annual Reports</u>		<u>Reporting Period</u>	<u>Due Date</u>
Student Report	(CBM001)	Sept 1 – Aug 31	December 1
Graduation Report	(CBM009)	Sept 1 – Aug 31	December 1

The following section is from page 0.5 of the Reporting and Procedures Manual for your institution type:

CERTIFICATION TRACKING

The goal of these procedures is to have the CBM reports collected by the Strategic Planning and Funding (SPF) Division and certified by the institutions as available for use **within six weeks of the due date**. The follow-up procedures for ensuring timely certification of the reports are:

- A. To notify an institution that an initial annual report has not been received:
 1. An SPF Division Data Analyst will telephone or e-mail the Reporting Official if a specific report is not received two working days after the due date.
 2. An e-mail from the SPF Division will be sent to the Reporting Official if the report has not been received by the seventh working day after the due date.
 3. The appropriate Assistant Commissioner will notify the Vice President for Academic Affairs, or the equivalent, if the report has not been received by the twelfth working day after the due date.
- B. To notify an institution when an annual report has not been certified:
 1. If the report is not certified three working weeks from the due date, the Reporting Official will be alerted by e-mail so that he or she will have an opportunity to resolve the matter before it gets to the next step.
 2. If the report is not certified four working weeks from the due date, the Assistant Commissioner will notify the Vice President for Academic Affairs, or the equivalent, of the incompleteness of the data.
 3. Should the report not be certified within a week of the notification to the Vice President, the Deputy Commissioner will notify the President that his or her institution is delaying the publishing of statewide reports.