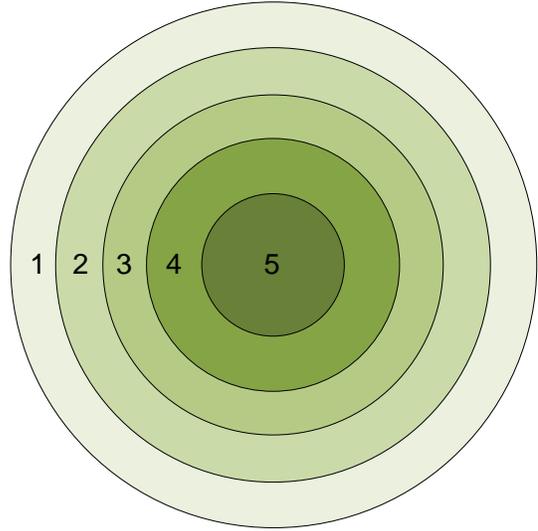


TWO YEAR COHORT

PART I. ESTABLISHING MAIN VFA TWO YEAR COHORT FOR FY 2014 BASED ON MIS DATA¹ FOR VFA DATA SUBMISSION IN MARCH 2016

The formation of the VFA main cohort is presented as a progressive implementation of required filters, from Starting Data Set (cohort #1) to resulting Main VFA cohort (cohort #5).

1. STARTING DATA SET: Fall Enrollment, Fall of FY'14 (calendar Fall 2013), Student Information File.
2. REMOVING STUDENTS IN RECIPROCAL AGREEMENT PROGRAMS²: Starting data set MINUS students in Reciprocal Agreement programs (code 35 under Special Emphasis).
3. HIGH SCHOOL COMPLETION CREDENTIAL COHORT: #2, MINUS those students who have not received any type of HS completion credential (High School Award Type \neq 1, 2 or 5).
4. NON-EXCLUSIVELY-ESL STUDENT COHORT: #3 linked to Fall Enrollment, Fall of FY'14 (calendar Fall 2013), Credit Student Course File, MINUS those students who were enrolled exclusively in ESL or ESI courses (keep only students with first three characters in Course Number \neq "ESL or ESI").
5. MAIN COHORT: #4 MINUS students found in Credit Student Course Files for previous six years (FYs 2013, 2012, 2011, 2010, 2009, 2008) as NOT enrolled as "still in HS" students³ (High School Enrollment Type = 0).



¹Justification quotations from the VFA Manual 3.2 provided with the numbers for each described cohort.

²The VFA sub-committee recommends excluding Reciprocal Agreement programs students from the main VFA cohort, since those students are not expected to graduate from the college of origin.

³Limiting previous enrollment search to six years (#5) is dictated by changes in the MIS Reporting requirements: "still in HS" flag was among unique student information attributes in earlier years of the MIS data collection, thus poorly reflecting possible multiple statuses during any FY. It is recommended that the six-year limit is utilized for any main VFA cohorts in the future as a standard method, whenever historical data limits permit.

...AS PRESCRIBED BY VFA MANUAL...

1. "...should include all college students who were enrolled for credit at your institution...in the fall..." (p. 7)
3. "who have completed high school (or the equivalent)..." (p.7)
4. "Students who were enrolled exclusively in ESL courses should not be included in the cohort" (p.8)
5. "The cohort should also include students who earned college credits during high school (such as dual enrollment) as long as this is their first enrollment for credit at your college after receipt of the high school diploma or equivalent."(p.8)

PART II: FORMAT/SCOPE OF THE DATA THAT THE COLLEGES RECEIVE FROM THE DE AND
FORMAT/SCOPE OF THE DATA THAT COLLEGES RETURN TO THE DE

Upon formation of the main cohort, the DE will provide the colleges with four datasets: Student Information files (FY 2014 and FY 2015) and Student Course files (FY 2014 and FY 2015). All files will contain complete sets of records for all years, with students/courses flagged as a part of the main cohort based on calculations described above. The DE expects colleges to add VFA required data elements to all files as described in the layouts below. Colleges need to provide student, course and award data in FY16 MIS manual format for the courses that ended between July 1, 2015 and the end of the 2014-15 academic year at your college. PLEASE REPORT ON THE MAIN COHORT ONLY. In addition, the DE expects colleges to report their Referral Method for Developmental Education (only **one per college per year**: “1” = by Referral Test or “2” = by Course Selection), reported at the time of the VFA data submission via email.

1. Credit Student Information File (FY14 and FY15)

- =DE Provides; = College Provides¹;
- =DE Provides file of Main Cohort IDs, College matches to FY files

#	Data Element	Format	Len.	Field Description
1	College Number	Text	2	Two character District Number (01 through 16)
2	Social Security Number/Unique Student Identifier	Text	9	Social security number, including leading zeroes. Use a locally assigned unique identifier for students who will not provide their social security number.
3	Unique Student Identifier/Locally Assigned	Text	1	0 = No; 1 = Yes Use to indicate that the unique student identifier is locally assigned rather than the student’s social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
4	Birth Date	Date	8	Date of birth in format MM/DD/YYYY (Ex: Sept 14, 1968 would be 09/17/1968) Blank = No Response
5	Student Age	Number	2	Calculated field: full years of the student’s age as of 09/01/2013
6	HS completion	Text	1	Calculated field; 0 = No; 1 = Yes.
7	Full/Part-time code	Text	1	Calculated field: 1 = Full; 2 = Part, based on 12 CrH (8 CrH for IHCC) in Fall 2013
8	VFA Main Cohort	Text	1	Calculated field; 0 = No; 1 = Yes; based on criteria for main VFA cohort; X-TBD
9	Unique Student Identifier/Locally Assigned	Text	9	Indicate the numeric value of the locally assigned student identifier, with leading zeroes if the identifier is less than 10 digits.
10	Credential Seeking Student	Text	1	0 = No; 1 = Yes; based on VFA definition for Credential Seeking Cohort.
11	First Time in <u>Any</u> College	Text	1	0 = No; 1 = Yes; based on IPEDS definition for First Time in College Cohort.

#	Data Element	Format	Len.	Field Description
12	Pell Grant Status	Text	1	0 = No; 1 = Yes; based on VFA definition for Pell Grant Status.
13	College Ready: Math	Text	1	0 = college level; 1 = 1 level below; 2 = 2 levels below; 3 = 3 levels below; 9 = N/A or unknown.
14	College Ready: English	Text	1	0 = college level; 1 = 1 level below; 2 = 2 levels below; 3 = 3 levels below; 9 = N/A or unknown.
15	College Ready: Reading	Text	1	0 = college level; 1 = 1 level below; 2 = 2 levels below; 3 = 3 levels below; 9 = N/A or unknown.

¹Data definitions are provided in the Data Glossary below. For additional data definitions refer to the MIS Reporting Manual.

- Credit Student Information File** (July 1, 2015- end of 2014-15 academic year at your college)
 Using the FY16 MIS manual Credit Student format, colleges need to provide data for students that were active in courses that ended between July 1, 2015 and the end of the 2014-15 academic year at your college.

- Credit Student Course Information File** (FY14 and FY15)

- =DE Provides; = College Provides¹
- =DE Provides file of Main Cohort IDs, College matches to FY files

#	Data Element	Format	Len.	Field Description
1	College Number	Text	2	Two character District Number (01 through 16)
2	Social Security Number/Unique Student Identifier	Text	9	Social security number, including leading zeroes. Use a locally assigned unique identifier for students who will not provide their social security number.
3	Unique Student Identifier/Locally Assigned	Text	1	0 = No; 1 = Yes Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
4	Course Number	Text	25	Combination of alpha/numeric characters assigned by a college to a course. First six positions must match alphanumeric common course number: three for course prefix and three for the course number. The remainder of the number (e.g., assigned locally for the section) should also be reported
5	Course Start Date	Date	8	MM/DD/YYYY format (Example: August 1, 2006 would be 08/01/2006)
6	Course End Date	Date	8	MM/DD/YYYY format (Example: August 1, 2006 would be 08/01/2006)
7	Developmental Course	Text	1	Calculated field: 1 = course number is < 100; 0 = Course number is => 100
8	VFA Main Cohort	Text	1	Calculated field; 0 = No; 1 = Yes; based on criteria for main VFA cohort; X-TBD

#	Data Element	Format	Len.	Field Description
9	Unique Student Identifier/Locally Assigned	Text	9	Indicate the numeric value of the locally assigned student identifier, with leading zeroes if the identifier is less than 9 digits.
10	Developmental Discipline	Text	1	Z = not VFA developmental discipline; M = Math; E = English; R = Reading.
11	Course College Ready	Text	1	0 = college level; 1 = 1 level below; 2 = 2 levels below; 3 = 3 levels below.
12	Term or Quarter	Text	1	Report course terms or quarters as follows: 1 = Fall; 2 = Winter; 3 = Spring; 4 = Summer

¹Data definitions are provided in the Data Glossary below. For additional data definitions refer to the MIS Reporting Manual.

4. **Credit Student Course Information File** (July 1, 2015- end of 2014-15 academic year at your college)
Using the FY16 MIS manual Credit Student Course format, colleges need to provide data for courses that ended between July 1, 2015 and the end of the 2014-15 academic year at your college.

5. **Credit Awards File** (July 1- end of 2014-15 academic year at your college)
Using the FY16 MIS manual Credit Awards format, colleges need to report all academic awards awarded between July 1, 2015 and the end of the 2014-15 academic year at your college.

PART III: DATA GLOSSARY

The definitions of the new data elements have been compiled based on VFA data manual.

Credit Student information file (FY2014 and FY2015)

1. Data elements 1-4 replicate data requirements of the MIS Reporting Manual 2015.
2. Data element 5 (student age) are based on the MIS data and required as such by the VFA Metric Manual.
3. Data element 6 (High school completion) is calculated based on the MIS data as described under #2 of the Main Cohort Formation process above.
4. Data element 7 (Full/part-time code) is calculated based on the MIS data as required by the VFA Metrics Manual.
5. Data element 8 (VFA main cohort) is calculated as required by the VFA Metrics Manual and described in Establishing VFA Main cohort section above.
6. Data element 10 (Credential seeking student). VFA collects information to determine whether or not a student is seeking a credential. Acceptable VFA codes are 0 or 1, where 0 = No, student is NOT seeking a credential, 1 = Yes, student IS seeking a credential. A credential seeking postsecondary student is one who has earned at least 12 semester credit hours (or the equivalent) by the end of their second academic year. These credit hours include ANY REPORTED college credits (except ESL) earned while in high school and ANY REPORTED developmental education courses (except ESL), including known credits earned at other institutions. Credits may be awarded by ANY postsecondary institution. Any student who earns a certificate or other formal award of less than 12 credit hours will be counted.
Source: <http://vfa.aacc.nche.edu/Documents/VFAMetricsManual.pdf> , pages 10, 14.
7. Data element 11 (First time in any college). VFA collects data to determine whether or not a student is attending college for the first time. Acceptable VFA codes are 0 or 1, where 0 = No, student is NOT attending college for the first, 1 = Yes, student IS attending college for the first time. "First Time in College is defined as a degree or certificate seeking student as defined for IPEDS (i.e. students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award) who has no prior postsecondary experience (except as noted here) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term and students who entered with advanced standing (college credits earned before graduation from high school)."
Source: <http://vfa.aacc.nche.edu/Documents/VFAMetricsManual.pdf>, page 11.
8. Data element 12 (Pell grant status). VFA collects data to determine whether or not a community college offered a "First time in college" student any Federal Pell grants at any time during reporting period (for this reporting period, between fall 2013 and summer 2015). Acceptable VFA codes are 0 or 1, where
0 = "Student WAS NOT Pell eligible."
1 = "Student was Pell eligible."
Source: <http://vfa.aacc.nche.edu/Documents/VFAMetricsManual.pdf> , page 15.
9. Data elements 13-15 (College ready math/English/reading). VFA collects data about students referred or placed into developmental education, disaggregated by English, Reading, and Math, and the corresponding level for each referral or placement. The VFA model has four levels: 0 = The student is college ready; 1 = The student was referred or placed into developmental

education with course sequence one level below a college level course; 2 = The student was referred or placed into developmental education with course sequence two levels below a college level course; 3 = The student was referred or placed into developmental education with course sequence three levels below a college level course*. Colleges who do not have separate developmental English and developmental reading courses should report the combined subject under Developmental English.

Source: <http://vfa.aacc.nche.edu/Documents/VFAMetricsManual.pdf> , pages 15-17.

* If your college does not stratify developmental education, use code 1 for any level of developmental education.

Credit Student Course file (FY2014 and FY2015)

1. Data elements 1-7 replicate data requirements of the MIS Reporting Manual 2015.
2. Data element 8 (VFA main cohort) is calculated as required by the VFA Metrics Manual and described in Establishing VFA Main cohort section above.
3. Data element 10 (Developmental discipline). VFA collects data that describe the discipline or academic department to which a course is assigned. Acceptable codes are E, M, R, and Z, where E = English, M = Mathematics, R = Reading, Z = Any other discipline or department. Colleges who do not have separate developmental English and developmental reading courses should report the combined subject under Developmental English.

Source: <http://vfa.aacc.nche.edu/Documents/VFAMetricsManual.pdf> , pages 15-17.

4. Data element 11 (Course college ready). VFA collects data about the level of a given course. The VFA model has four levels:
0 = The student is college ready; 1 = The student was referred or placed into developmental education with course sequence one level below a college level course; 2 = The student was referred or placed into developmental education with course sequence two levels below a college level course; 3 = The student was referred or placed into developmental education with course sequence three levels below a college level course*.

Source: <http://vfa.aacc.nche.edu/Documents/VFAMetricsManual.pdf> , page 17.

* If your college does not stratify developmental education, use code 1 for any level of developmental education.

5. Data element 12 (Term or quarter). VFA calculates certain statistics based on academic term (quarter): Fall, Winter, Spring, Summer, during which a student is enrolled in a course. In order to comply with VFA requirements for all relevant calculations, colleges must identify their academic terms as one of the listed above for each reported course.

Credit Awards file (Summer 2015)

1. Data elements 1-12 replicate data requirements of the MIS Reporting Manual 2015

Data reporting questions can be addressed to Vlad Bassis at Vladimir.bassis@iowa.gov or by phone at 515-281-3671.

PART IV: CALCULATION METHODS

- I. **Disaggregation, Main cohort (procedure is replicated for Credential Seeking and First Time in College cohorts).**
 1. Race/Ethnicity: Hispanic, American Indian, Asian, Black, Native Hawaiian/Pacific Islander, White, Non-Resident Alien. (VFA Metrics Manual Version 4.0 [November 2015], page 16).
 - a. Identify Non-Resident Alien based on cohort's Fall enrollment credit course file, data element Residency, code 3 "Foreign/International student", flag and exclude from further calculations.
 - b. Identify Hispanic from Fall Student information file, data element Ethnicity, code 1, flag and exclude from further calculations.
 - c. Identify Race Not Reported from Fall Student Information file, data element Race, codes for American Indian, Asian, Black, Native Hawaiian/Pacific Islander, White =0; Hispanic =2 or = 0; Fall enrollment credit course file, data element Residency code =0, or 1, or 2.
 - d. Identify American Indian from Fall Student Information file, data element Race, code 1, if coded as such ONLY (Asian, Black, Native Hawaiian/Pacific Islander, White codes = 0).
 - e. Identify Asian from Fall Student Information file, data element Race, code 1, if coded as such ONLY (American Indian, Black, Native Hawaiian/Pacific Islander, White codes = 0).
 - f. Identify Black from Fall Student Information file, data element Race, code 1, if coded as such ONLY (American Indian, Asian, Native Hawaiian/Pacific Islander, White codes = 0).
 - g. Identify Native Hawaiian/Pacific Islander from Fall Student Information file, data element Race, code 1, if coded as such ONLY (American Indian, Asian, Black, White codes = 0).
 - h. Identify White from Fall Student Information file, data element Race, code 1, if coded as such ONLY (American Indian, Asian, Black, Native Hawaiian/Pacific Islander codes = 0).
 - i. Identify Two Or More Races from Fall Student Information file, data element Race, code 1, if coded as such for more than one race (American Indian, Asian, Black, Native Hawaiian/Pacific Islander, White codes = 1 in any combination of two or more).
 2. Age: identify based on cohort's Fall enrollment credit Student Information file, data element Birth Date, age in years as of September 1 of the cohort's year, and aggregate into categories <20, 20-24, 25-29, 30-39, 40-49, =>50, Age Unknown (=Birth Date is blank). (VFA Metrics Manual Version 4.0 [November 2015], page 16).
 3. Gender: identify gender based on cohort's Fall enrollment credit Student Information file, data element Gender, codes 1 (Male), 2 (Female) and 0 (Unknown).
 4. Pell Status: identify Pell Status based on Main Cohort's VFA Data Exchange Manual Student Information file, data element Pell Status, codes 1 or 0, and Summer 2015 Student Information file.
 5. FT/PT: identify Full Time/Part Time based on cohort's Fall enrollment credit course file, data element Course Credit Hours, where FT =>12 credits (=>8 for IHCC) and PT = <12 credits (<8 credits for IHCC). (VFA Metrics Manual Version 4.0 [November 2015], page 17).

6. College Ready: identify College Ready based on Main Cohort's VFA Data Exchange Manual Student Information file, data elements College Ready: Math, College Ready: English, and College Ready: Reading. Codes 0 or 9 = College Ready or Undetermined; codes 1, 2, 3 = Not College Ready. (VFA Metrics Manual Version 4.0 [November 2015], page 17).

II. Developmental Education Progress Measures by Subject, disaggregated by all Demographics and calculated for Main, Credential Seeking, and First Time in College cohorts.

1. Developmental Need Cohort. (VFA Metrics Manual Version 4.0 [November 2015], page 22).

- a. DENOMINATOR:

Unduplicated count of students in a cohort.

NUMERATOR:

Unduplicated number of students in a cohort who were reported with codes 1, 2 or 3 under VFA Data Exchange Manual Student Information file, data element College Ready: Math.

- b. DENOMINATOR:

Unduplicated count of students in a cohort.

NUMERATOR:

Unduplicated number of students in a cohort who were reported with codes 1, 2 or 3 under VFA Data Exchange Manual Student Information file, data element College Ready: English.

- c. DENOMINATOR:

Unduplicated count of students in a cohort.

NUMERATOR:

Unduplicated number of students in a cohort who were reported with codes 1, 2 or 3 under VFA Data Exchange Manual Student Information file, data element College Ready: Reading.

2. Distribution of Developmental Need. (VFA Metrics Manual Version 4.0 [November 2015], page 22).

- a. DENOMINATOR:

Unduplicated number of students in a cohort who were reported with codes 1, 2 or 3 under VFA Data Exchange Manual Student Information file, data elements College Ready: Math.

NUMERATOR:

Unduplicated number of students in a cohort who were reported with code 1 under VFA Data Exchange Manual Student Information file, data element College Ready: Math.

- b. DENOMINATOR:
Unduplicated number of students in a cohort who were reported with codes 1, 2 or 3 under VFA Data Exchange Manual Student Information file, data element College Ready: Math.
- NUMERATOR:
Unduplicated number of students in a cohort who were reported with code 2 under VFA Data Exchange Manual Student Information file, data element College Ready: Math.
- c. DENOMINATOR:
Unduplicated number of students in a cohort who were reported with codes 1, 2 or 3 under VFA Data Exchange Manual Student Information file, data element College Ready: Math.
- NUMERATOR:
Unduplicated number of students in a cohort who were reported with code 3 under VFA Data Exchange Manual Student Information file, data element College Ready: Math.
- d. DENOMINATOR:
Unduplicated number of students in a cohort who were reported with codes 1, 2 or 3 under VFA Data Exchange Manual Student Information file, data element College Ready: English.
- NUMERATOR:
Unduplicated count of students in a cohort who were reported with code 1 under VFA Data Exchange Manual Student Information file, data element College Ready: English.
- e. DENOMINATOR:
Unduplicated number of students in a cohort who were reported with codes 1, 2 or 3 under VFA Data Exchange Manual Student Information file, data element College Ready: English.
- NUMERATOR:
Unduplicated count of students in a cohort who were reported with code 2 under VFA Data Exchange Manual Student Information file, data element College Ready: English.
- f. DENOMINATOR:
Unduplicated number of students in a cohort who were reported with codes 1, 2 or 3 under VFA Data Exchange Manual Student Information file, data element College Ready: English.
- NUMERATOR:
Unduplicated count of students in a cohort who were reported with code 3 under VFA Data Exchange Manual Student Information file, data element College Ready: English.
- g. DENOMINATOR:
Unduplicated number of students in a cohort who were reported with codes 1, 2 or 3 under VFA Data Exchange Manual Student Information file, data elements College Ready: Reading.

NUMERATOR:

Unduplicated count of students in a cohort who were reported with code 1 under VFA Data Exchange Manual Student Information file, data element College Ready: Reading.

h. DENOMINATOR:

Unduplicated number of students in a cohort who were reported with codes 1, 2 or 3 under VFA Data Exchange Manual Student Information file, data element College Ready: Reading.

NUMERATOR:

Unduplicated count of students in a cohort who were reported with code 2 under VFA Data Exchange Manual Student Information file, data element College Ready: Reading.

i. DENOMINATOR:

Unduplicated number of students in a cohort who were reported with codes 1, 2 or 3 under VFA Data Exchange Manual Student Information file, data element College Ready: Reading.

NUMERATOR:

Unduplicated count of students in a cohort who were reported with code 3 under VFA Data Exchange Manual Student Information file, data element College Ready: Reading.

3. Percent Students Attempted Developmental Education Course. (VFA Metrics Manual Version 4.0 [November 2015], page 23).

a. DENOMINATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: Math, codes 1 or 2 or 3.

NUMERATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: Math, codes 1 or 2 or 3, and who were reported within credit course files for the two academic years (including Summer 2015 data), starting with the cohort formation year, under data elements Developmental Discipline with code M, and Course College Ready with codes 1, or/and 2, or/and 3.

b. DENOMINATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: English, codes 1 or 2 or 3.

NUMERATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: English, codes 1 or 2 or 3, and who were reported within credit course files for the two academic years (including Summer 2015 data), starting with the cohort formation year, under data elements Developmental Discipline with code E, and Course College Ready with codes 1, or/and 2, or/and 3.

c. DENOMINATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: Reading, codes 1 or 2 or 3.

NUMERATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: Reading, codes 1 or 2 or 3, and who were reported within credit course files for the two academic years (including Summer 2015 data), starting with the cohort formation year, under data elements Developmental Discipline with code R, and Course College Ready with codes 1, or/and 2, or/and 3.

4. Percent Students Became College Ready in Developmental Education Subject. (VFA Metrics Manual Version 4.0 [November 2015], page 23).

a. DENOMINATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: Math, codes 1 or 2 or 3.

NUMERATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: Math, codes 1 or 2 or 3, and who were reported within credit course files for the two academic years (including Summer 2015 data), starting with the cohort formation year, under data elements Developmental Discipline with code M, and Course College Ready with codes 0 and/or 1, and Successful Course Completion with code 1.

b. DENOMINATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: English, codes 1 or 2 or 3.

NUMERATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: English, codes 1 or 2 or 3, and who were reported within credit course files for the two academic years (including Summer 2015 data), starting with the cohort formation year, under data elements Developmental Discipline with code E, and Course College Ready with codes 0 and/or 1, and Successful Course Completion with code 1.

c. DENOMINATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: Reading, codes 1 or 2 or 3.

NUMERATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: Reading codes 1 or 2 or 3, and who were reported within credit course files for the two academic years (including Summer 2015 data), starting with the cohort formation year, under data elements Developmental Discipline with code R, and Course College Ready with codes 0 and/or 1, and Successful Course Completion with code 1.

5. Percent Students Successfully Completed Any College-level course. (VFA Metrics Manual Version 4.0 [November 2015], page 23-24).

a. DENOMINATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: Math, codes 1 or 2 or 3.

NUMERATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: Math, codes 1 or 2 or 3, and who were reported within credit course files for the two academic years (including Summer 2015 data), starting with the cohort formation year, under data elements Developmental Discipline with code M, and Course College Ready with code 0, and Successful Course Completion with code 1.

b. DENOMINATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: English, codes 1 or 2 or 3.

NUMERATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: English, codes 1 or 2 or 3, and who were reported within credit course files for the two academic years (including Summer 2015 data), starting with the cohort formation year, under data elements Developmental Discipline with code E, and Course College Ready with code 0, and Successful Course Completion with code 1.

III. Any Developmental Education Progress Measures, disaggregated by all Demographics and calculated for Main, Credential Seeking, and First Time in College cohorts.

1. Percent Students Needing Developmental Education in at Least One Subject. (VFA Metrics Manual Version 4.0 [November 2015], page 24).

DENOMINATOR:

Unduplicated count of students in a cohort.

NUMERATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: Math, or/and College Ready: English, or/and College Ready: Reading, codes 1 or 2 or 3.

2. Percent Students Attempted Any Developmental Education.

DENOMINATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: Math, or/and College Ready: English, or/and College Ready: Reading, codes 1 or 2 or 3.

NUMERATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: Math, or/and College Ready: English, or/and College Ready: Reading, codes 1 or 2 or 3, and who were reported within credit course files for the two academic years (including Summer 2015 data), starting with the cohort formation year, under data elements Developmental Discipline with codes M and/or E, and/or R and Course College Ready with codes 1 and/or 2, and/or 3.

3. Percent Students Who Became College-Ready.

DENOMINATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: Math, or/and College Ready: English, or/and College Ready: Reading, codes 1 or 2 or 3.

NUMERATOR:

Unduplicated count of students who were identified as in need of Developmental Education, VFA Data Exchange Manual Student Information file data element College Ready: Math, or/and College Ready: English, or/and College Ready: Reading, codes 1 or 2 or 3, and who were reported within credit course files for the two academic years (including Summer 2015 data), starting with the cohort formation year, under data elements Developmental Discipline with codes M and/or E, and/or R and Course College Ready with codes 1 or 0 and Successful Course Completion with code 1 in all College Ready disciplines they were listed under in DENOMINATOR.

IV. Two Year Progress Measures, disaggregated by all Demographics and calculated for Main, Credential Seeking, and First Time in College cohorts.

1. First Term Credit Hour Success Rate (VFA Metrics Manual Version 4.0 [November 2015], page 26).

DENOMINATOR:

- a. Match Fall main cohort students to Fall 2013 or FY'2014 term 1 courses.
- b. Sum up cohort's Fall term (cohort's formation term) attempted credit hours in any subject or Sum of a cohort's Fall term (FY'2014, term 1) attempted credit hours in any subject based on the following condition:

If Fall 2013 (census date)-based attempted credit \geq FY'2014, term 1, attempted credit, use Fall 2013 attempted credit, ELSE use FY'14, term 1, attempted credit.

NUMERATOR:

Sum of a cohort's Fall term (cohort's formation term) successfully completed credit hours in any subject:

- a. Match cohort's VFA FY'14 Credit Student Course file with MIS Credit Course FY'2014.
 - b. Filter resulting file by Term 1 (data element Term or Quarter, code 1).
 - c. Filter resulting file by MIS data element Z: Successful Course Completion, code 1.
 - a. Sum credit hours under MIS data element Y: Earned Credit Hours.
- a. Two year Credit Hour Success Rate (VFA Metrics Manual Version 4.0 [November 2015], page 26).

DENOMINATOR:

Sum of a cohort's MIS FY'14, MIS FY'15 and VFA Summer 2015 attempted credit hours in any subject:

- a. Match a cohort to its MIS FY'14, MIS FY'15 and VFA Summer 2015 Credit Student Course files.
- b. Sum credit hours under MIS data element D: Course Credit Hours.

NUMERATOR:

Sum of a cohort's MIS FY'14, MIS FY'15 and VFA Summer 2015 successfully completed credit hours in any subject:

- a. Match a cohort to its MIS FY'14, MIS FY'15 and VFA Summer 2015 Credit Student Course files.
 - b. Filter resulting file by MIS data element Z: Successful Course Completion, code 1.
 - c. Sum credit hours under MIS data element Y: Earned Credit Hours.
- b. Fall to next term retention (VFA Metrics Manual Version 4.0 [November 2015], page 27).

DENOMINATOR:

Unduplicated count of students in a cohort.

NUMERATOR:

- a. Unduplicated count of students in a cohort, found in VFA Credit Course FY'14 file under data element Term or Quarter, code 3: Spring (code 2: Winter for IHCC).
 - b. Match cohort students with those in item a., flag unmatched.
 - c. Match item b. students with MIS Awards FY'14 file, flag matched.
 - d. Using Award date, flag those students whose award date precedes the earliest course start date under VFA Credit Course FY'14 file, where data element Term or Quarter code = 3: Spring (code 2: Winter for IHCC).
 - e. Sum up items a. and d.
- c. Percent Students Reached Credit Thresholds in Two Years (VFA Metrics Manual Version 4.0 [November 2015], page 27).

DENOMINATOR:

Unduplicated count of students in a cohort.

NUMERATOR:

- a. Establish and flag PT and FT sub-cohorts, based on the number of credits attempted during Fall term of the cohort's formation year. Use sum of attempted credit hours of the students found under MIS Fall Enrollment FY'2014 (calendar 2013) file, data element Course Credit Hours, with the following logic: =>12 attempted credits (=>8 for IHCC) = FT Student; <12 attempted credits (<8 for IHCC) = PT student.
- b. Match FT students to FY'14, FY'15 and VFA Summer 2015 Student Information files. Use data element T (Earned Credit Hours) from the latest of the three files: if a student was found in Summer 2015 data, use Summer 2015 Earned Credit Hours; a student was not found in Summer 2015 data, use FY'2015 Earned Credit Hours; if a student was not found in FY'2015 data, use FY'2014 Earned Credit Hours. Flag the students with =>42 credits.
- c. Match PT students FY'14, FY'15 and VFA Summer 2015 Student Information files. Use data element T (Earned Credit Hours) from the latest of the three files: if a student was found in Summer 2015 data, use Summer 2015 Earned Credit Hours; a student was not found in Summer 2015 data, use FY'2015 Earned Credit Hours; if a student was not found in FY'2015 data, use FY'2014 Earned Credit Hours. Flag the students with =>24 credits.
- d. Match cohort students to items b. and c., flag unmatched.

- e. Match item d. students to MIS Awards FY'2014, MIS Awards FY'2015 and VFA Summer 2015 awards files, flag matched.
 - f. Sum up items b., c., and e.
- d. Percent Students Completed a Formal Award (VFA Metrics Manual Version 4.0 [November 2015], page 28).

DENOMINATOR:

Unduplicated count of students in a cohort.

NUMERATOR:

Match DENOMINATOR to MIS Awards FY'2014, FY'2015 and VFA Summer 2015 Awards files, flag matched students, unduplicate.

- e. Percent Students Transferred to 2-year or 4-Year institution (VFA Metrics Manual Version 4.0 [November 2015], page 28).

DENOMINATOR:

Unduplicated count of students in a cohort.

NUMERATOR:

- a. Match DENOMINATOR to MIS Awards FY'2014, FY'2015 and VFA Summer 2015 Awards files, flag unmatched students, unduplicate.
 - b. Send resulting information to National Student Clearinghouse (NSC) for matching, with search starting date 09/01/2013.
 - c. Use VFA Summer 2015 course file to determine the latest course end date to be used to establish "the end of [students in cohort] second academic year" (VFA Metrics Manual Version 4.0 [November 2015], page 28).
 - d. Use VFA Course 2014, Course 2015 and Summer 2015 course files' Course End Date to establish the latest enrollment date for each student in the cohort, unduplicate.
 - e. Match NSC enrollment dates with those for the students in item d., to establish instances of transfer based on the following logic:
IF NSC "record Found" = "Y", AND NSC enrollment start date in another postsecondary institution precedes the end of the cohort's second academic year, AND NSC enrollment end date in another postsecondary institution(s) exceeds the latest course end date for a student under item d., flag the student as "transfer". If NSC enrollment end date is blank, flag the student as "transfer" only if that same NSC record start date exceeds the latest course end date for a student under item d., AND NSC enrollment start date in another postsecondary institution precedes the end of the cohort's second academic year.
- f. Percent Students Still Enrolled (VFA Metrics Manual Version 4.0 [November 2015], page 28).

DENOMINATOR:

Unduplicated count of students in a cohort.

NUMERATOR:

- a. Match item 6.a with item 6.e and flag unmatched students.
- b. Match resulting cohort with students in VFA course files for FY'15 and Summer 2015, flag matched, unduplicate.