Micro-credentialing Task Force – Data Reporting Working Group
Monday, July 16, 2018 :: Albany, NY

Present: Christy Fogal, Teresa Foster, Josh Horn, Dan Jardine, Jack Mahoney, Carol Marriott, Tom McFeeley, Beth Mollen (filling in for Francis Battisti), Ann Pearlman, Cyndi Proctor (to provide introduction to work and general overview)

General overview:
- Competency-based credential
- Must go through local faculty governance
- Needs institutional endorsement
- Campuses have a lot of flexibility
- Credential must be meaningful and high quality
- No System or SED approval needed
- Credit and non-credit
- On-line or in classroom; semester or alternate schedule
- Industry credential needs to align with latest workforce standards/needs
- Encouraging micro-credentials to be pathways to degree programs
- 4 working groups; ours will work most closely with Transferability and Portability group (led by Tara Conrad)
- suny.edu/microcredentials – page for each working group (that will include meeting notes)
- Update report for November 2018 BOT meeting

Review of how certificates and degrees are currently reported
- Brief overview of SIRIS and APES

Action Item: Send out SIRIS data dictionaries

Review of what campuses are currently doing:
Campuses are in various stages
- Getting ready to start; early stages
- Campuses using multiple software to track badges – early use, figuring out who enters, tracks, etc.; talk to Carey Hatch about; Binghamton, Buffalo College, and Stony Brook are currently using; can different levels be tracked? Totally decentralized (for both approval and reporting)
- Have taken inventory of what is taking place on campus; in process of seeing how each department is tracking and how it can be pulled together; IR has been tasked to do Looking at one non-credit micro-credential and seeing if it can be converted to credit; starting small and going from there; students are coming in through employers and are not in Banner
- Some micro-credentials in workforce development; all non-credit bearing; refer to it as laddering

Which softward keeps track of everything and gives out badges, all in one system; for credit-bearing activity, information would presumably need to be entered into the badging software program *and* the student information system. SUNY has a current pricing agreement with Credly.

Action Item: Does Banner have built-in mechanism for badges and/or micro-credentials? Does PeopleSoft?

Guiding principles for moving forward with data reporting recommendations:
- Try to not add new SIRIS data elements if at all possible
- Don't overtax current SIRIS data elements getting new information
- No duplication of effort (e.g. no need to enter into multiple data systems/structures)
- Adopt reporting system that provides as complete and accurate of information/data as possible (e.g. likely can't get reliable information/data on Student and Term Section submissions)
- If possible, scribe courses in DegreeWorks so that campuses receive notification when a micro-credential has been earned (DegreeWorks currently primarily used as advising tool and scheduling tool; also used as graduation checklist)

Reporting/analysis wishlist:
1. How many micro-credentials options are offered at the college
2. How many micro-credentials are awarded each academic year
3. How many unique students received a micro-credential each academic year
4. How many credit or contact hours were needed for each student to receive the micro-credential
5. How many offerings, awards, and students are credit vs. non-credit
6. Unit record detail for both credit and non-credit students in Student and Term Section (would require all campuses to integrate Continuing Ed enrollment information into student information system)
7. Stand-alone vs. embedded
8. Category of micro-credential (e.g. through business/company (and if possible, which specific business/company), workforce, independent, ladder, etc.) – needs special attention to determine meaningful set of categories, ~~mutually exclusive~~ or all that apply??)
9. "Level" of micro-credentials (e.g. based on required credit/contact hours, activity level, ???)
10. Internally-awarded vs. externally-awarded
11. Micro-credential content (i.e. each one assigned a CIP code)
12. Did students return to a degree program, did they stack credentials, did they ultimately earn a registered certificate or degree
13. Wage outcomes (i.e. return on investment, is the effort/time/money beneficial to the micro-credential earner); presumably done by System
14. Career outcomes (i.e. return on investment, is the effort/time/money beneficial to the micro-credential earner); presumably done by campuses

Potential problems/concerns/issues:
1. Assuring consistent use of micro-credential definition across campuses and also within campuses; there are programs offering certificates, badges now that don't meet definition
2. Continuing ed using terms not consistent with student info system terms
3. Not having detailed demographic information for all of the students (in particular, those in non-credit)
4. Collection of complete, accurate, and timely data

5. Programming resources, especially for non-Banner campuses
6. Campus buy-in, culture change, getting folks on board
7. Data reporting consistency across campuses and within campuses
8. Workload concerns, capacity to take on the work (not just the data reporting aspect but also the review, oversight, approval processes on campuses)

Action Item: Obtain the charge for each other working group and the membership of those groups.

Questions:
1. Will there be a wide-scale inventory of micro-credential offerings available to public for searching, etc.? Part of main SUNY website? Part of Open SUNY? Own system?
2. Are these undergraduate-equivalent AND graduate-equivalent, or just undergraduate-equivalent?

How to report to System, how to store information, how to match when comes in on SIRIS Degree submission:
- New award level for micro-credential; when submitted on Degree, check would be done against micro-credential look-up table
- Ideas for getting data: Use APES table structure to create sub-tables where campuses could enter the micro-credential offerings, use Java form (comparable to BSC, preliminary enrollment) for campuses to use for entering the information
- Concerns with making part of APES due to these offerings not being true programs; proceed with the idea of using Java form
- Develop spreadsheet for initial and/or bulk upload
- Ability to then enter info into form and save or submit
- Built-in edits to pass before able to submit
- Upon submitting, SUNY assigns a micro-credential code
- Permission given out by campus security administrators
- Campuses need downloadable file to incorporate codes into their local systems
- Basic reports would be needed for campuses (and System)

What data and attributes to collect *(starting list/ideas – need to further develop)*:
1. Name of micro-credential
2. Description (open-ended)
3. Credit-bearing / non-credit bearing / combination
4. Some measure of magnitude (TBD) (e.g. credit and/or contact hours?)
5. Stand-alone / embedded in course(s) – might be murky, need to think about, applies to micro-credential or really to student?
6. On-line / not on-line / hybrid
7. CIP 2, 4, and 6 (2 required, 4 and 6 optional)
8. Business/company partnership? Y or N
   a. If Y, free field to indicate which business/company
9. Internal award / external award
10. Stackable / non-stackable
11. Award start date

12. Award end date

Definitions needed *(starting list – will add to)*:
1. Embedded
2. Stackable
3. Ladder

Derived fields *(starting list – will add to)*:
1. Broad discipline area

Realistic timeline:
Two – one for credit and one for non-credit

Next steps:
Act on action items
Discussion with other working groups
Think about data elements, definitions, derived fields, data feedback summaries

Next meeting mid-September, perhaps in Syracuse at CPD