

**AGREEMENT**  
**CTE Employment Outcomes Survey**  
**The Sonoma County Junior College District**  
**And Chabot College**

This Agreement, herein referred to as “Agreement,” is entered into by Chabot College (herein “the Institution”) and the Sonoma County Junior College District (herein “the SCJCD”), doing business as “Santa Rosa Junior College”.

The CTE Employment Outcomes Survey will gather information on employment outcomes for students participating in CTE programs at California community colleges, including whether students became employed within their field of study, if their community college coursework positively affected their earning potential and how CTE programs can be improved.

Participating institutions will provide the SCJCD with student contact information that will be used to request their participation in an email, US mail and/or telephone survey, based on a list of student identification numbers provided by the California Community College Chancellor’s Office. The SCJCD will provide institutions that participate in this survey with a summary report of its results, its data set, a report on aggregated results for all participating institutions and a consortium wide report of aggregated results.

THEREFORE, the Institution agrees to the following terms of this Agreement:

**1. Data Sharing**

The Institution gives the SCJCD permission to access student data reflective of the study cohort from the California Community College Chancellor’s Office management information system (COMIS) to include unique student identifiers listed in COMIS data element SB00 (college ID’s and/or SSNs).

**2. Designated Contact Person**

Please provide information on the Institution’s designated primary project contact person for survey implementation:

Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Alternate Contact Person (optional)

Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

The SCJCD's designated contact people for implementation questions about the survey are:

KC Greaney, Ph.D. Director of Institutional Research SCJCD – Petaluma Campus 680 Sonoma Mountain Parkway Petaluma, CA 94954 <a href="mailto:kgreaney@santarosa.edu">kgreaney@santarosa.edu</a> (707)778-4188	Lara Abel Research Technician SCJCD – Petaluma Campus 680 Sonoma Mountain Parkway Petaluma, CA 94954 <a href="mailto:label@santarosa.edu">label@santarosa.edu</a> (707)778-4191
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### 3. Responsibilities

#### The Institution's Responsibilities

- a. The Institution will designate a specific local contact person(s) for the project entered on page 1 of the Agreement. Official correspondence (excluding the secure transmission of data) from the SCJCD will be directed to the designated primary local project contact(s), who can then forward as appropriate. All data that contains student contact information will be directed only to the Primary Contact, via a password-protected link.
- b. The Institution will indicate its wishes to have its data uploaded to CalPASS+ into the CTE Launchboard and into a password-protected on-line tool which will allow the Institution to access and drill down into its own data.
- c. The Institution will indicate its willingness to allow its data to be shared for statewide research purposes in a manner that does not identify the Institution.
- d. The Institution will indicate its willingness to allow its data to be shared for regional research purposes with their consortium.
- e. The Institution will indicate its wishes to have its data published as publically available, not password-protected, interactive visualizations on the CTEOS website.
- f. The Institution will provide the SCJCD with student contact information, to the extent available to Institution, to be used by SCJCD to request their participation in an email, US mail and/or telephone survey, including:
  - full first name
  - full last name
  - address
  - city
  - state
  - ZIP
  - e-mail 1
  - e-mail 2
  - phone 1
  - phone 2
- g. The Institution will provide a small (<50MB) copy of its logo for the email survey. If one is not provided by January 15, 2016, the email survey will be sent without a logo.
- h. If US mail surveys are selected, the Institution will provide a high resolution electronic copy of its logo to be printed onto envelopes. If the logo is not provided by January 15, 2016, envelopes will be printed with the Institution's name and address only.

## SCJCD Responsibilities

- a. The SCJCD will provide the Institution with a list of unique student identification numbers (COMIS data element SB00) reflective of the study cohort (see Appendix B), which Institution will use to provide the contact information specified in Institution's Responsibilities, paragraph c, above.
- b. The SCJCD will contract with a mailing center and a call center to administer the US mail and telephone surveys.
- c. The SCJCD will provide the Institution with an individualized report regarding student responses.
- d. The SCJCD will provide the Institution with the data set for its students' responses.
- e. The SCJCD will provide the Institution with a summary report that analyzes aggregated data from all of the institutions participating in the survey.
- f. The SCJCD will provide CalPASS+ with survey data sets provided the Institution indicates it wishes this to happen.
- g. The SCJCD will create and publish interactive visualizations, provided the Institution indicates it wishes this to happen.

## 4. Confidentiality

To ensure confidentiality, all information identifiable to an individual student will only be used for this study and will not be associated with individual responses in reports. The statewide aggregate report will not specify individual college or district results. All information identifiable to individual students will be transferred using secure methods and all student contact information will be destroyed once the reports are complete.

If the Institution agrees to allow their data set to be included in statewide aggregated data, for statewide research purposes, no student or college/district identifying data will be included.

## 5. Timeline

This study will span the 2015-2016 academic year and will conclude by September 1, 2016.

- By September 1 2015: The Institution will receive an Agreement from the SCJCD
- By October 15 2015: The Institution will submit a signed Agreement to the SCJCD
- By December 15 2015: The SCJCD will send the unique student identifiers (COMIS data element SB00) for the survey cohort.
- By January 15 2016: The Institution will provide student contact information and, if selecting US mail surveys, a high resolution electronic copy of its logo
- By end of February 2016: Survey will be administered electronically
- By middle of April 2016: Survey will be administered by US mail
- By end of May 2015: Survey will be administered via telephone
- By middle of June 2016: The SCJCD will provide an individualized report and a data set of student responses to the Institution
- By end of July 2016: The SCJCD will provide statewide summary report to all participating institutions

## 6. Options

Does the Institution agree to allow its de-identified data set to be included in statewide aggregated results, in a manner that does not identify the Institution?

Yes

No

Does the Institution agree to be included in the aggregate regional data set, shared with the primary contact person of their Consortium?

Yes

No

Does the Institution agree to allow the SCJCD to use the Institution's data to create and publish publically available interactive visualizations on the CTEOS website, allowing the Institution to analyze their data and compare it with other participating Institutions?

Yes

No

## 7. Term of This Agreement

This Agreement shall be in effect for districts in the academic year 2015-2016 and ending September 1, 2016. Any participant(s) listed as a party to this Agreement may terminate its participation by delivering written notice of its intent to terminate said participation to Doug Roberts, the SCJCD Vice President, Business Services. However, termination by any participant(s) listed as a party will have no force or effect on the rights and responsibilities as to the remaining participants.

## 8. Indemnification

The Institution shall indemnify, defend and hold harmless SCJCD, its Board of Trustees, officers, agents, and employees from and against any claim, liability, loss, injury, damages and expenses including, without limitation, attorneys' fees and costs, arising out of or related to SCJCD's performance of this Agreement, except for liability resulting from the negligent or willful or misconduct of SCJCD, its Board of Trustees, officers, agents, or employees. The Institution shall obtain SCJCD's prior approval of any settlement.

SCJCD shall indemnify, defend and hold harmless Institution, its Board of Trustees, officers, agents, and employees from and against any claim, liability, loss, injury, damages and expenses including, without limitation, attorneys' fees and costs, arising out of or related to the Institution's performance of this Agreement, except for liability resulting from the negligent or willful or misconduct of Institution, its Board of Trustees, officers, agents, or employees. SCJCD shall obtain Institution's prior approval of any settlement.

**9. Delivery of Notices**

All notices or communications permitted or required under this Agreement shall be given to the respective parties through the designated representatives set forth below:

SCJCD:

Doug Roberts

Senior Vice President, Business Services  
Sonoma County Junior College District  
Santa Rosa Campus  
1501 Mendocino Avenue  
Santa Rosa, CA 95401

707- 527-4421

[droberts@santarosa.edu](mailto:droberts@santarosa.edu)

The Institution:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written below.

SCJCD

By:

Print Name: Doug Roberts

Title: Senior Vice President, Business Services

Date:

The Institution:

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Institution: \_\_\_\_\_

**Institution: Please return two copies of the signed MOU to:**

Lara Abel  
Sonoma County Junior College District  
Petaluma Campus  
680 Sonoma Mountain Parkway  
Petaluma, Ca 94954  
(707)778-4191

## APPENDIX A: Addendum to Include CTE Employment Outcomes Survey Data in the LaunchBoard

As a participant in the CTE Employment Outcomes Survey, please consider providing permission for the outcomes of this survey to be incorporated into the CTE Launchboard. Your institution already has a Memorandum of Understanding (data sharing agreement) with Cal-PASS Plus. This form would serve as an addendum to provide approval for CTE-EOS data to be included under your MOU.

Because the Launchboard is part of Cal-PASS Plus, survey data will be limited to employees of your college, regional or sector coordinators of Chancellor's Office CTE-related grants that your college has received, and entities specified in the MOU that you already have in place about data-sharing.

We also ask that this information be made available to WestEd for use in support of the LaunchBoard, and to inform research activities related to CTE pathways, educational transitions, and employment.

Please check all that apply:

- Our institution gives permission to Santa Rosa Junior College to provide data from **the CTE Employment Outcomes Survey**, from each year in which the survey has been administered, directly to Cal-PASS Plus/Educational Results Partnership and WestEd on our behalf for use on the CTE LaunchBoard.
  
- Our institution gives Cal-PASS Plus / Educational Results Partnership and WestEd permission to post **CTE Employment Outcomes Survey** data to the CTE LaunchBoard by college and by program and to include college and program level data in aggregated regional and state totals.
  
- Our institution gives Cal-PASS Plus / Educational Results Partnership and WestEd permission to use survey data in research that supports program improvement. This research will not disclose the identities of either students or colleges. All data requests from Cal-PASS Plus / Educational Results Partnership and WestEd that go beyond using the CTE Employment Outcomes Survey data for the Launchboard will be screened, and approved, by the CTE Outcomes Survey Advisory Board (comprised primarily of California Community College CTE administrators and institutional researchers).

Institution: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX B: COHORT DEFINITIONS

For the 2015-16 survey, the cohort of students will include those who in the 2013-2014 academic year:

1. **Completers:** Have received a vocational/CTE award that is Chancellor's Office approved and enroll in 0-5 units each semester the next year (not enrolled or only minimally enrolled).
2. **Terminal Certificates:** Received a vocational/CTE award of at least 6 units that is not Chancellor's Office approved (such as certificates with less than 12 units) and are not enrolled the following year.
3. **Skills Builders:** Have completed 9 units that are SAM coded A-D, with at least one course SAM coded A-C (within the prior 3 years), have not received a vocational/CTE award of 6 or more units, and are not enrolled the following year.