

# **MEMORANDUM OF UNDERSTANDING**

## **Through the Gate Quantitative Analysis Replication Study**

### **The Research and Planning Group for California Community Colleges**

This Memorandum of Understanding, herein referred to as “MOU,” is entered into by Chabot-Las Positas Community College District (herein “District”) and the Research and Planning Group for California Community Colleges (herein “RP Group”).

The RP Group will replicate the quantitative analyses conducted in it’s Through the Gate transfer study using extant student data from Chabot College and Las Positas College. This analysis will be used to create student transfer profiles to describe the student transfer landscape at both colleges in the district (Chabot and Las Positas) to inform local planning related to grants and educational master planning focused on transfer success. Analyses will include the following information: profile of the various transfer student populations and disaggregations by student characteristics and transfer student type.

THEREFORE, the Districts agree to the following terms of this MOU:

#### **1. Responsibilities**

The following summarizes the responsibilities for the District (and college designees) and for the RP Group for this MOU.

##### **1.1. District Responsibilities**

- 1.1.1. Provide the RP Group with a unitary student data file for a cohort of students who were enrolled in the District between summer 2014 and spring 2020 by October 23, 2020. The minimum number of hours estimated for designated staff at the colleges in the District to complete this task is eight hours. See Exhibit A for the Data Specifications and Template.
- 1.1.2. Submit a cohort file to the National Student Clearinghouse to obtain enrollment information and provide the RP Group with the matched information by November 20, 2020. The minimum number of hours estimated for District staff to complete this task is six hours.
- 1.1.3. Review and contribute to a joint report describing the transfer landscape based on the quantitative analyses conducted by the RP Group and qualitative information collected by the District by January 22, 2021.

##### **1.2. RP Group Responsibilities**

- 1.2.1. Provide the District with data file templates and any related specifications for activities 1.1.1 and 1.1.2 by October 9, 2020.
- 1.2.2. Provide the District with instructions on how to upload and download data file(s) for the study via its secure file transfer protocol (SFTP) site by October 9, 2020.
- 1.2.3. Provide technical assistance to the District that need support in providing

the unitary student information.

- 1.2.4. Conduct analyses to map out the District's transfer landscape by December 14, 2020.
- 1.2.5. Provide summary of the preliminary analyses to the District in powerpoint slides by December 31, 2020.
- 1.2.6. Provide the District with a draft summary of the findings by January 15, 2021.
- 1.2.7. Provide the District with the matched data files used for the analyses by January 31, 2021.

## 2. Confidentiality

All data identifying individual students will be secured through the use of secure data transfer protocols to ensure confidentiality.

## 3. Timeline

Information of timeframe of study and when study is scheduled to end. The tentative timeline is as follows:

- 3.1. The start date is October 5, 2020 and the end date is January 31, 2021

## 4. Data Handling, Destruction, and Security

The RP Group shall collect, store and manage data in accordance with the following provisions:

- 4.1. **Data Destruction:** The RP Group shall return or destroy any and all data: (i) provided by the District, or (ii) owned by the District, immediately upon the District's request or immediately upon termination of this MOU and in no case later than **June 30, 2021**.. Unless otherwise agreed to in writing by the District and the RP Group, such destruction shall include data that are publically available; however, nothing herein shall prevent the RP Group from thereafter obtaining such data from publicly available sources.
- 4.2. **Rules of Aggregation Requirement:** "Aggregated," as used in this subsection, refers to a data output report that does not allow identification of an individual. All reports developed by the RP Group or its subcontractors shall not contain District confidential data. Any personal identifiers in these data will be removed. No disaggregated data identifying individuals shall be released to outside parties or to the public.
- 4.3. **Pre-Release Edits:** The data system of the RP Group, or its subcontractor shall have pre-release edits, which shall not allow the production of data cells that do not comply with the requirements of this section.
- 4.4. **Minimum Data Cell Size:** The minimum data cell size or derivation thereof shall be 10 participants for any data table released to outside parties or to the public.
- 4.5. **Amendment of Rules of Aggregation:** District and the RP Group, at their reasonable discretion, may amend, modify, supplement or enhance the Rules of Aggregation set forth in Section 4b upon written notice.
- 4.6. **Data Security:** The RP Group shall i) prevent unauthorized access, modification,

destruction and dissemination; ii) ensure the data are kept secure and confidential; and iii) maintain the integrity, completeness and accuracy of the data.

**5. Term of this MOU**

This MOU shall be in effect for Start and End Date. Any participant(s) listed as a party to this MOU may terminate its participation by delivering written notice of its intent to terminate said participation to the Director of Research and Evaluation at the RP Group. 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.

**DISTRICT REPRESENTATIVE**

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

Print Name: Jonah Nicholas Title: Vice Chancellor, Business Services

College: Chabot-Las Positas Community College District Email address: jnicholas@clpccd.org

**RP REPRESENTATIVE**

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

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

College: \_\_\_\_\_ Email address: \_\_\_\_\_