

The University of the State of New York
 THE STATE EDUCATION DEPARTMENT
 Office of Research and Information Systems
 Higher Education Data System

DUE DATE: DECEMBER 15, 2004

**PERFORMANCE MEASURES REPORT FOR POSTSECONDARY
CREDIT BEARING VOCATIONAL PROGRAMS - VTEA-1
 FALL 2004 COLLECTION YEAR**

Institution Name

SEDCODE:

THE INFORMATION PROVIDED ON THIS FORM SHOULD CONTAIN DATA FOR ONLY THE INSTITUTION LISTED ABOVE. If multi-campus institutions have questions concerning which branches to include, please e-mail State Education Department staff at heds@mail.nysed.gov or phone 518-474-5091.

- Institutions are expected to submit forms electronically using the Microsoft Access forms available from the ORIS web site at <http://www.highered.nysed.gov/oris/>. Most forms are available both as paper forms and as electronic forms (Microsoft Access) with built in edits. Electronic forms must first be downloaded in order to enter data and then returned by e-mail to heds@mail.nysed.gov. Three forms are only available in paper format (Word, PDF): Current College Catalog (CATALOG), Audited Financial Statement (F.AUDIT) and Coordinator's Survey (NYSED-SUR1).
- Return completed paper forms by:

Mail: NYS Education Department Office of Research and Information Systems Room 964 Education Building Annex Albany, NY 12234	Or Fax: 518-474-1907
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- With the exception of the Bundy form (NYSED-2) do not make a duplicate paper submission of an electronic data submission. Independent institutions participating in the Bundy program must provide a paper copy printed from their electronic submission in order to affix the required notarized signature and seal.
- Retain a copy of the completed form in your files in case clarification is needed.
- If you anticipate a delay in returning this form, request an extension in writing by e-mail, fax or mail stating the reason for the delay and the anticipated submission date.
- If you have questions regarding completion of the form, please contact the Office of Research and Information Systems at:

E-Mail: heds@mail.nysed.gov	Fax: (518) 474-1907
	Phone: (518) 474-5091

IMPORTANT: FOR PAPER SUBMISSIONS PLEASE RETURN THIS COVER PAGE AND ALL PAGES EXCEPT INSTRUCTIONS EVEN IF THEY CONTAIN NO DATA.

VTEA-1: POSTSECONDARY CREDIT-BEARING VOCATIONAL PROGRAMS, FALL 2004 COLLECTION

DUE DATE: DECEMBER 15, 2004

SED CODE: _____ **Institution Name:** _____ **Program Name** _____

IRP CODE: _____ **HEGIS CODE:** _____ **Credit Hours** _____

PART I: GRADUATION RATE Information for: Fall 2000 Full-time, First-time Entering Cohort in the Program (Duplicate this page as required)

Type of Student	Line	Fall 2000 Cohort (A)	Status as of August 31, 2004				
			Credential		Transferred to Other Inst. (D)	Persisting (E)	Other/ Unknown (F)
			In Pgm (B)	Other Pgm (C)			
Total Cohort	1						
Portion of Fall 2000 Cohort Who Earned 12 or More Credits							
Total	2						
Men	3						
Women	4						
American Indian/Alaskan Native	7						
Asian	8						
Black or African American	9						
Hispanic or Latino	10						
Native Hawaiian / Pacific Islander	11						
White	12						
Unknown Race/Ethnicity	13						
Disabled	14						
Displaced Homemaker	15						
Single Parent	16						
Limited English Proficient	17						
Students with other Barriers	18						
Economically Disadvantaged	19						
Special Populations: Unduplicated Total	20						

Note: For each column, lines 3+4 and 7+8+9+10+11+12+13 should equal line 2. For each line, column A = B+C+D+E+F.

[Lines 5 and 6 are intentionally missing.]

SEDCODE: _____ Institution Name: _____ DUE DATE: DECEMBER 15, 2004

Ending Program Name: _____ IRP CODE _____ HEGIS CODE _____

**PART II: POST-INSTITUTION STATUS – PLACEMENT WITHIN 6 MONTHS AND RETENTION IN EMPLOYMENT AT 12 MONTHS
of ALL Vocational Education Program Graduates receiving credential between July 1, 2002 and June 30, 2003.**

Type of Student	Line	Total Graduates (A)	Status within 6 months								Retention at 12 months
			Employed		Pursued Additional Education (D)	Entered Military (E)	[Unduplicated Total of B, C, D, & E]	Not Seeking Employment (F)	Seeking Employment (G)	Other/Unknown (H)	# Employed of those Employed within 6 months (I)
			Training Related (B)	Other (C)							
Total	1										
Men	2										
Women	3										
American Indian/Alaskan Native	6										
Asian	7										
Black or African American	8										
Hispanic or Latino	9										
Native Hawaiian / Pacific Islander	10										
White	11										
Unknown Race/Ethnicity	12										
Disabled	13										
Displaced Homemaker	14										
Single Parent	15										
Limited English Proficient	16										
Students with other Barriers	17										
Economically Disadvantaged	18										
Special Populations: Unduplicated Total	19										

Note: For each column, lines 2+3 and 6+7+8+9+10+11+12 should equal line 1. For each line, column A = [Unduplicated Total of B, C, D, &E] +F+G+H. Also, I<= B+C.

DUE DATE: DECEMBER 15, 2004

SEDCODE: _____ Institution Name: _____
Program Name: _____ IRP CODE _____ HEGIS CODE _____
PART III (Optional): STUDENT PERFORMANCE IMPACTS (to be completed by your Perkins Grants Officer)
Describe events, initiatives or variables that significantly impacted (increased or decreased) the outcomes performance for any of the student categories identified in Part I or Part II of this report. Specify the outcomes measure being addressed (completion, placement, or employment retention) as well as the student category affected. The outcome measure of nontraditional completion may be addressed in the completion category. Provide your description in the space below:
COMPLETION:
PLACEMENT:
EMPLOYMENT RETENTION:

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
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DUE DATE: DECEMBER 15, 2004

**PERFORMANCE MEASURES REPORT FOR POSTSECONDARY
CREDIT BEARING VOCATIONAL PROGRAMS - VTEA-1
 FALL 2004 COLLECTION YEAR**

This form has been designed to collect information on program performance as required by the Carl D. Perkins Vocational and Technical Education Act. Completion and submission of this form is one of the required conditions of participation in this program.

This form should be submitted electronically by downloading and completing the Microsoft Access version from the ORIS web site, <http://www.highered.nysed.gov/oris/>, and following the instructions for submitting the Access file with built-in edits by e-mail. Or this form can be submitted on hard copy by returning one completed form for **each** vocational education program to the State Education Department. Retain a copy of each form in your files in the event your institution needs to be contacted for clarification. The originals should be mailed or faxed on or before **December 15, 2004 to:**

New York State Education Department
 Office of Research and Information Systems
 Room 964 EBA
 Albany, New York 12234

Fax: 518-474-1907

If you have questions about completing the form, or need additional copies, please call (518) 474-5091 or e-mail request to heds@mail.nysed.gov. If you anticipate a delay in returning the form by the due date and/or require a reasonable extension in time, a written request should be submitted prior to the due date; the reason for the delay and the anticipated submission date should be included. This correspondence can be mailed to the address indicated above, e-mailed, or faxed to (518) 474-1907.

NOTES

- **Special Populations** - The Carl D. Perkins legislation enacted in 1998 includes special population categories and ethnicity *categories*, as shown in the **DEFINITIONS** section of this form. Please note that you are required to report data on special populations in both a disaggregated and an aggregated format in the Fall 2004 collection. The numbers reported on lines 14-19 on Part I, and lines 13-18 on Part II are not mutually exclusive and should be duplicated as needed. The numbers reported on line 20 on Part I and line 19 on Part II should be reported as an unduplicated total of special populations.
- **Placement** - The numbers reported for columns B-E on Part II are not mutually exclusive and should be duplicated as needed. The column, which follows column E, [Unduplicated Total of B, C, and D & E], should include an unduplicated total of placements.
- **IRP Codes** - IRP must be included for every program reported. Your institution is responsible for the completion of this information for each program. You can access your institution's IRP codes on the web at: <http://www.nysed.gov/heds/irpsl1.html>
- **Submission Requirement** - For each vocational program reported, Parts I, II and III of this form must be collated and submitted together, even if they contain no data for the respective vocational program. Forms not properly collated will be returned to the institution.

GENERAL INSTRUCTIONS

1. Reporting performance assessment information under the provision of the Perkins III Act is a required condition of participation. Reporting is required for **both** credit and non-credit bearing vocational programs. This includes reporting for **all** vocational programs, not only vocational programs that receive Perkins funding support. Reporting on *completion, placement and employment retention* of graduates (post-completion status) is required. Reporting for registered credit bearing vocational programs is required at the aggregated two-digit HEGIS program level. Registered credit bearing vocational programs are those programs with a HEGIS code number of 5000.00 to 5599.00.
2. **Part I** of this form requests information on the number of full-time, first-time students, who entered the program in Fall 2000. **Part I** also requests information on the full-time, first-time student portion of the Fall 2000 cohort who earned 12 or more credits. **Part II** of this form requests follow-up information on **all** students who received their credential, between July 1, 2002 and June 30, 2003. This includes both full-time and part-time students regardless of when they enrolled. **Part III** of this form is optional, requesting descriptions of events that increased or decreased student performance. If used, **Part III** should be completed by your Perkins grants officer.

A list of current programs on which you must report should be returned with your form.

3. The data collection reporting form that is attached allows for information on one program only. If your institution has more programs, please duplicate the appropriate number of reporting forms needed to complete information on all appropriate vocational education programs.

PLEASE NOTE: For each vocational program reported, Parts I, II and III of this form must be collated and submitted together, even if they contain no data for the respective vocational program. Forms not properly collated will be returned to the institution.

SPECIFIC INSTRUCTIONS – Refer to the **Definitions** section regarding terms used in these instructions.

1. **Program Name.** On the line provided, include the name of the credit bearing vocational program on which you are reporting. Report also on programs which have been added since the last reporting period. **If there are no full-time, first-time matriculated students in a program during the reporting period but the program will continue to be offered, include the name of the program with “no enrollees” indicated next to the name. Use a separate form for each program.**
2. **Inventory of Registered Programs (IRP) Code.** Include your institution's IRP (Inventory of Registered Programs) Code. You will be responsible for the completion of this information for each program. **Forms received without IRP codes will be returned to the institution.**
3. **Higher Education General Information System (HEGIS) Code.** Include the appropriate six-digit HEGIS code for each program reported. **The correct HEGIS code is important**

since standards are established by HEGIS code area. Forms received without HEGIS codes will be returned to the institution.

4. **Credit Hours.** Indicate the total number of credit hours required for completion of the program.

You can access your institution's IRP code and your HEGIS program codes on the web at: <http://www.nysed.gov/heds/irps11.html>

PART I: GRADUATION RATE (Fall 2000 Full-time, First-time Entering Cohort in the Program)

Provide the following data for **each type of student** specified in **lines 1-20:**

5. **Column A (Fall 2000 Cohort):** Report the total number of full-time, first-time students who entered the Program in Fall 2000.
6. **Column B (Received Credential in Program):** Report the number of students from Column A who received their credential by August 31, 2004 in the program in which they were **initially registered.**
7. **Column C (Received Credential in Other Program):** Report the number of students from Column A who received their credential by August 31, 2004 in a program **other than** that in which they were **initially registered.**
8. **Column D (Transferred to Other Institution):** Report the number of students from Column A who transferred to another institution prior to August 31, 2004.
9. **Column E (Persisting):** Report the number of students from Column A who did not receive their credential by August 31, 2004, but who were still matriculated **in this program or in another program at this institution** as of August 31, 2004 (re-registered for the Summer and/or Fall 2004 semesters).
10. **Column F (Other/Unknown):** Report the number of students from Column A who are no longer matriculated for any other reason. This may include students who have dropped out, stopped taking courses temporarily, or whose status is unknown.

Provide the following data on the **status of students** as specified in Columns A-F. For each line, the sum of Columns B-F should equal the number reported in Column A (Initial Fall 2000 cohort).

11. **Line 1:** Report the status of the total cohort as of August 31, 2004.
12. **Line 2:** Report the status of the total number of students in the initial cohort who earned 12 or more credits as of August 31, 2004.
13. **Lines 3-4:** Indicate the gender of the students reported on Line 2 who earned 12 or more credits as of August 31, 2004.
14. **Lines 5-6:** Disregard lines 5 and 6, which are intentionally blank.

15. **Lines 7-13:** Indicate the race/ethnicity of the of students reported on line 2 who earned 12 or more credits as of August 31, 2004.

The racial/ethnic categories listed on lines 7-13 are mutually exclusive; numbers reported on these lines should be unduplicated.

16. **Lines 14-19:** For each type of student in lines 14-19, indicate the number of students reported on line 2 who earned 12 or more credits as of August 31, 2004.

The special population categories listed on lines 14-19 are not mutually exclusive; numbers reported on these lines should be duplicated. Students who qualify in more than one category should be reported in each category that applies.

17. **Line 20:** Report the unduplicated total for the special populations listed on lines 14-19.

For each column, the sum of lines 3 and 4 should equal the number reported in line 2. Similarly, for each column, the sum of lines 7-13 should equal the number reported in line 2. For each line, the sum of Columns B-F should equal the number reported in Column A (Initial Fall 2000 Cohort).

PART II: POST-INSTITUTION STATUS - Placement Within 6 Months and Retention in Employment at 12 Months of ALL Vocational Education Program Graduates Receiving Credential Between July 1, 2002 and June 30, 2003.

In lines 1–19, provide information based on a follow-up of all students, full-time and part-time, who received their credential in this program between July 1, 2002 and June 30, 2003. In Columns B-H, report on the employment or education status of each student, 180 days from the date that the student fulfilled the requirements for the credential regardless of when your institution actually surveys the students. Numbers reported for columns B-E can be duplicated as appropriate (for example, a graduate who is employed and also pursuing additional education can be reported in both categories). **Data should be provided for each type of student specified in lines 1-19, as follows:**

18. **Column A (Total Graduates):** Report all students who received their credential in this program in the specified time period.
19. **Column B (Employed in Training Related Field):** Report the total number of graduates from Column A who obtained unsubsidized employment in a field in which the skills acquired in the program are essential and directly related to satisfactory job performance. This includes graduates who are in full-time training related employment (at least 35 hours a week), graduates who are in part-time training related employment, and graduates who are in training related employment and who are also pursuing additional education.
20. **Column C (Employed in Other Field):** Report the number of graduates from Column A who obtained unsubsidized employment, but not in a field related to the skills acquired in the program of study, or obtained employment in a field in which the skills acquired in the program are partially or slightly related to satisfactory job performance. This includes graduates who are in full-time non-training related employment (at least 35 hours a week), graduates who are

in part-time non-training related employment, and graduates who are in non-training related employment and are pursuing additional education.

21. **Column D (Pursued Additional Education):** Report the number of graduates from Column A who were accepted in another educational program, either at the original school or at another school offering postsecondary or adult education programs, within 180 days of receiving their credential. If a completer is both employed and pursuing additional education they can be reported under both categories.
22. **Column E (Entered Military):** Report the number of graduates from Column A who entered the military.
23. **[Unduplicated Total of Columns B, C, D and E].** Report the unduplicated total number of graduates from Column A who obtained unsubsidized employment in either a training-related or other field, pursued additional education, or entered the military within 180 days of receiving their credential.
24. **Column F (Not Seeking Employment):** Report the number of graduates from Column A who, within 180 days of receiving their credential, indicated they were not seeking employment.
25. **Column G (Seeking Employment):** Report the number of graduates from Column A who were unemployed 180 days after receiving their credential, but indicated they were seeking employment.
26. **Column H (Other/Unknown):** Report the number of graduates from Column A about whom nothing is known regarding their employment or education status. Schools with large numbers of students in the status unknown category for any program will be contacted and asked to identify program outcomes for these students.
27. **Column I (Number Still Employed at 12 months):** Report **only** the number of graduates from Column A still employed at 12 months that were **also** employed at 180 days. This item is a sub-set of the 6-month placement status and is designed to measure retention in employment.

Provide the following data on the placement and retention of students as specified in Columns A-I. For each line, the sum of the unduplicated totals of Columns B-E and Columns F-H should equal the total number reported in Column A.

28. **Line 1:** For each category (Columns A-I), report the total number of graduates, both full-time and part-time, who received their credential in this program between July 1, 2002 and June 30, 2003.
29. **Lines 2-3:** Indicate the gender of the graduates reported on line 1. The sum of lines 2 and 3 should equal the numbers reported on line 1.
30. **Lines 4-5:** Disregard lines 4 and 5, which are intentionally blank.
31. **Lines 6-12:** Indicate by race/ethnicity the number of graduates reported on line 1. The sum of lines 6-12 should equal the numbers reported on line 1.

The racial/ethnic categories listed on lines 6-12 are mutually exclusive; numbers reported on these lines should be unduplicated.

32. **Lines 13-18:** Indicate by type the number of graduates reported on line 1.

The special population categories listed on lines 13-18 are not mutually exclusive; numbers reported on these lines should be duplicated. Students who qualify in more than one category should be reported in each category that applies.

33. **Line 19:** Report the unduplicated total for the Special Populations listed on lines 13-19.

For each column, the sum of lines 2 and 3 should equal the number reported in line 1. Similarly, for each column, the sum of lines 6-12 should equal the number reported in line 1. For each line, the sum of the Unduplicated Total of Columns B-E and of Columns F-H should equal the number reported in Column A (Total Graduates). The numbers reported in Column I should be the same or less than the sum of Columns B and C.

DEFINITIONS FOR VTEA-1

Credential – Awarded to a student who has fulfilled all of the requirements necessary to receive a credit-bearing certificate or associate degree in a vocational or technical program that he/she pursued in the time period indicated.

Credit Bearing Vocational Education Programs – Registered credit bearing programs with a HEGIS code number of 5000.00 to 5599.00 offering a sequence of courses that provide individuals with the academic and technical knowledge and skills they need to prepare for further education and for careers (other than careers requiring a baccalaureate, master's, or doctoral degree) in current or emerging employment sectors; and include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupational-specific skills of an individual.

Employed - Training Related (at 6 months) – A student who, within 180 days of receiving their credential, obtains unsubsidized employment in a field in which the skills acquired in the program are essential and directly related to satisfactory job performance.

Employed in Other Field (at 6 months) – A student who, within 180 days of receiving their credential, obtains unsubsidized employment, but not in a field related to the skills acquired in the program of study.

Entered Military – A student who, within 180 days of receiving their credential, enters any branch of the U.S. Armed Forces.

Entering Cohort – All full-time, first-time students matriculated in a program in a given year.

Not Seeking Employment – A student who, within 180 days of receiving their credential, reported that they were not seeking employment.

Other/Unknown – A student for whom the institution was not able to determine his/her education status or his/her employment status within 180 days of receiving their credential.

Persisting – A student who has not received a credential but is still matriculated in either the initial program or in another program at the same institution.

Pursued Additional Education – A student who, within 180 days of receiving their credential, is accepted in another career education or training program either at the original institution or at another institution.

Racial/Ethnic Descriptions

American Indian/Alaskan Native – A student having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian – A student having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A student having origins in any of the black racial groups in Africa. Terms such as “Haitian” or “Negro” can be used in addition to Black or African American.”

Hispanic or Latino – A student of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”

Native Hawaiian or Other Pacific Islander – A student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A student having origins in any of the original peoples of Europe, North Africa or the Middle East.

Retention (at 12 months) – A student who, within 180 days of receiving their credential and obtaining unsubsidized employment, is still in any unsubsidized employment 365 days after receiving their credential. This 12-month employment status does not need to be maintained in the same job.

Seeking Employment – A student who, within 180 days of receiving their credential, has not obtained unsubsidized employment, regardless of the reason, but is still seeking such employment.

Special Population Descriptions - The special population categories are defined as follows:

Disabled – A student:

- (1) with a physical or mental impairment that substantially limits one or more of the major life activities of such an individual; and

- (2) with a record of such impairment; or
- (3) being regarded as having such an impairment.

Displaced Homemaker – A student who:

- (1)
 - (a) has worked primarily without remuneration to care for a home and family and, for that reason, has diminished marketable skills; or
 - (b) has been dependent on the income of another family member but is no longer supported by such income; or
 - (c) is a parent whose youngest dependent child will become eligible to receive assistance under Part A of Title V of the Social Security Act not later than two years after the date on which the parent applies for assistance under this title; and
- (2) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Single Parent – A student who is not married or who is legally separated from a spouse and (1) has a minor child or children for whom the parent has either custody or joint custody or (2) is pregnant.

Limited English Proficient – A student who has limited ability in speaking, reading, writing, or understanding the English language, and

- (1) whose native language is a language other than English; or
- (2) who lives in a family or community environment in which a language other than English is the dominant language.

Students with other Barriers – A student who has barriers to educational achievement requiring special services and assistance to assure success in vocational and technical education programs. This includes any student who has not acquired the verbal, mathematical, and other cognitive skills required to complete his/her postsecondary program. Generally, his/her grades fall in the bottom half of the secondary school graduating class, he/she has not earned a Regents diploma, is from a secondary school setting which has a poor record for preparing students, or has been out of school for two years or more. He/she will generally rank low on such traditional measures of collegiate admissions as SAT scores, secondary grade average, and class standing. This also includes students who are enrolled in an Educational Opportunity Program (EOP), Higher Education Opportunity Program (HEOP), Search for Education, Elevation and Knowledge (SEEK), and College Discovery (CD).

Economically Disadvantaged – A student who participates in any of the following economic assistance programs:

- (a) Pell Grant
- (b) Tuition Assistance Program (TAP)
- (c) Aid for Part-Time Study (APTS)
- (d) Educational Opportunity Program (EOP); Higher Education Opportunity

Program (HEOP), Search for Education, Elevation and Knowledge (SEEK), and College Discovery (CD).

- (e) Bureau of Indian Affairs (BIA)
- (f) Family Assistance: Temporary Assistance for Needy Families (TANF)
- (g) Job Training Partnership Act (JTPA)
- (h) Social Security Insurance (SSI)
- (i) Safety Net
- (j) Food Stamps

Or an adult with a documented total family income below \$10,750 for single persons or \$18,100 per couple or \$20,800 for a family of three, with an additional \$4,050 for each additional family member.

Transferred to Other Institution – A student in the cohort who is known to have transferred to a different institution of higher education prior to receiving their credential and prior to August 31.