



## Reporting Career Academy Contact Minutes and School Courses for the Exchange of Data (SCED) Codes

The Iowa Department of Education has received inquiries regarding the proper reporting of career academy contact minutes provided by a community college through the concurrent enrollment program, also known as district-to-community college sharing. This information is annually reported to the Department by the state's 15 community colleges and utilized by school districts to ensure proper calculation of concurrent enrollment supplementary weighted funding that may be available to districts through participation in these career academy program opportunities delivered via the community college. Therefore, the Department offers the following general information to community colleges and school districts to ensure consistent and clear expectations around reporting guidelines, collection requirements, and dissemination of the "Career Academy Minutes and SCED Codes" course file.

### Reporting Guidelines

If postsecondary courses are offered and delivered through a community college operated Career Academy, districts are eligible to claim the entire seat time (duration of time the student is in class at the college for the course) for the purpose of calculating and receiving supplementary weighted funding. Depending on how the career academy program(s) are administered and scheduled will determine the amount of contact minutes reported by the community college for each postsecondary course offered. It is permissible for a community college to schedule career academy programming in a manner that may slightly exceed the standard contact minutes of course(s) taught at the community college campus. However, not all contracted/concurrent enrollment programming offered and delivered via a community college campus or satellite location will meet the requirements to be reported in this manner through the "Career Academy Minutes and SCED Codes" course file.

### When should a community college report career academy contact minutes to the Department via the "Career Academy Minutes and SCED Codes" course file?

Community colleges are only required to report course information to the Department if they deliver contracted/concurrent enrollment programming on their community college campus and/or satellite location where multiple schools have the opportunity to enroll students into a set course or sequence of courses (a.k.a program of study) with a career theme which provides an appropriate foundation for entrance into the community college's postsecondary program. These programming opportunities are often referred to by the community college as career academies.

Please note, community colleges will not report information for postsecondary concurrent enrollment courses that are taught within a school district or individually enrolled course(s) taught outside of a career academy program, at the community college campus location or online.

**Example 1:** Community College A offers a Computer Programming Career Academy to high school students from eight participating school districts. This career academy program is offered Monday through Friday with classes running from 7:45-9:45 a.m. daily. Additional time beyond the traditional college schedule is built into each course offered through the career academy program.

Community College A: Computer Programming Career Academy (Fall Semester)

Course	Credits	Reported Contact Minutes to the Department	Standard Contact Minutes
CIS125	3	3,000	2,475
CIS303	3	3,000	2,475
CIS169	3	3,000	2,475

In this scenario, the community college **will** report within the “Career Academy Minutes and SCED Codes” course file and will calculate the contact minutes per course based on the amount of time the student is in class at the community college. As indicated in this example, students spend an additional 525 minutes in class for each of the three courses offered.

**Example 2:** Community College A also offers an Automotive Technology Career Academy to high school students from eight participating school districts. This career academy program is offered Monday through Friday with class running from 12:45-2:45 p.m. daily. Additional time beyond the traditional college schedule is built into the courses offered through the career academy program.

Community College A: Automotive Technology Career Academy

Course	Credits	Reported Contact Minutes to the Department	Standard Contact Minutes
AUT111 (Fall)	6	9,000	7,425
AUT112 (Spring)	6	9,000	7,425

In this scenario, the community college **will** report within the “Career Academy Minutes and SCED Codes” course file and will calculate the contact minutes per course based on the amount of time the student is in class at the community college. As indicated in this example, students spend an additional 1,575 minutes in both the fall and spring semester in each course offered through the career academy program.

**Example 3:** Community College B offers an Agriculture Production Technology Career Academy to high school students from 10 participating school districts. The schedule for this career academy program aligns with the regularly scheduled college sections at the community college campus, and no additional time is built into the course(s)/program.

Community College B: Agriculture Production Technology Career Academy (Fall Semester)

Course	Credits	Reported Contact Minutes to the Department	Standard Contact Minutes
AGS113	3	2,640	2,640
AGA154	3	2,640	2,640
AGS400	2	2,200	2,200

In this scenario, the community college **will** report within the “Career Academy Minutes and SCED Codes” course file the standard contact minutes for each career academy course. Contact minutes for each community colleges postsecondary course may be located within the [“SCED Codes and Contact Minutes for Community Colleges”](#).

**Example 4:** Community College C regularly enrolls high school students into on-campus and online sections of college courses that are not associated with a career academy program. These courses follow the community college’s regular schedule. In this scenario, the community college **would not** report this course information. Rather, school districts will use the provided contact minutes within the [“SCED Codes and Contact Minutes for Community Colleges”](#) course file to calculate the course section FTE for supplementary weighted funding purposes.

### **Why would community colleges schedule and build career academy courses with additional time in the program beyond what is expected of a traditionally enrolled student?**

Many community colleges work in close collaboration with school district partners when designing career academy programming and course opportunities for high school students to enroll. Through this collaboration, the community college works with their school district partners to better align programming opportunities with the high schools’ schedules. This can sometimes result in additional time spent in career academy courses.

Community colleges and school districts must still be mindful of the total contact time of each course when scheduling career academy program offerings. Courses that significantly exceed the contact minutes established by the community colleges would no longer be considered comparable courses even if they are delivered by the community college.

## **Collection Requirements**

### **Is there a reporting timeline that should be followed?**

Yes. The Department’s Senior Year Plus consultant will annually notify in June each of the state’s 15 community colleges when it is time to provide information to the Department for the purpose of reporting career academies through the “Career Academy Minutes and SCED Codes” course file.

Community colleges should have this information submitted to the Department no later than the first Friday in August of each academic year. This will allow time for the Department’s Student Reporting in Iowa (SRI) Consultant to align SCED Codes and make available information to school districts prior to their October 1st certified enrollment reporting deadline.

### **How should a community college report this information to the Department?**

Community colleges will use the excel file template provided by the Department to report this information. If a community college offers career academy programs at more than one community college operated location, information will need to be reported for each location programming/courses are offered. Community colleges may need to add additional tabs/worksheets to the provided excel file template.

**Example:** Community College A runs a multi-district campus and therefore offers career academy programs at four different campus/site locations. In this example, Community College A will report within the provided excel file template a tab/worksheet for career academy programming offered at each location.



*Iowa Department of Education guidance should be viewed as advisory unless it's specifically authorized by state statute, according to Iowa Code section 256.9A. This does not apply to administrative rules, declaratory orders, or materials required by federal law or courts.*

## Dissemination of Information to School District's

The [Career Academy Minutes and SCED Codes](#) course file utilized by school districts for course coding and supplementary weighted funding may be accessed at any time on the [Department's website](#). The Department's SRI consultant regularly updates this document based on information provided by the state of Iowa's 15 Community Colleges.

School districts SRI staff are annually notified in the fall via email, alerting them when new and/or updated documentation is available on the Department's website for student reporting purposes. However, in an effort to support the ongoing partnerships between community colleges and school districts, the Department strongly encourages community colleges to annually share their reported information with their school district partners to ensure information is disseminated and received accordingly.

## Additional Questions

### **Why is it important for community colleges to provide this information to the Department?**

Pursuant to [281 IAC 22.11\(6\)](#), school districts that participate in district-to-community college sharing agreements or concurrent enrollment programs that meet the requirements of Iowa Code section [257.11\(3\)](#) are eligible to receive supplementary weighted funding under that provision. The amount of supplementary weighted funding a school district may receive for students concurrently enrolled is calculated using a simple formula called the supplementary weighted funding calculation ([see the Senior Year Plus Guide pg. 21](#)).

Community colleges accurately reporting career academy contact minutes to the Department ensures their school district partners have access to the correct contact minutes needed when determining the section FTE as part of the supplementary weighted funding calculation/formula. This results in school districts accurately submitting and appropriately being funded for postsecondary contracted courses delivered in this manner.

### **Is it the community college's responsibility to report SCED Code information within the "Career Academy Minutes and SCED Codes" file for each postsecondary course reported to the Department?**

No, the community college does not need to provide the SCED Code information. The Department's SRI consultant will add this information for each postsecondary course reported by the community college.

### **Should career academy contact minutes be reported by the community college to the Department if postsecondary concurrent enrollment courses and/or career academies are offered at a high school location?**

No. Postsecondary courses offered in the high school under a normal schedule do not use the instructional contact minutes reported by the community college; districts will use the section FTE funding calculation based on the district's schedule.

However, in the event the postsecondary courses are operated and managed solely by the community college at the high school location, the community college would be responsible for reporting career academy contact minutes to the Department for courses/programming offered.

## **Are school districts who offer career academy programs and/or meet the definition of a regional center required to report career academy contact minutes to the Department?**

No. District operated career academies and/or regional centers do not use the instructional contact minutes reported by the community college; districts will use the section FTE funding calculation based on the providing district's schedule.

Please note, although funding is based on the section FTE, school districts must still be mindful of the total contact time of each concurrent enrollment course when scheduling their district offerings. It is the expectation that concurrent enrollment courses are comparable and taught to the same standard and rigor of the postsecondary faculty teaching the course. Concurrent enrollment courses that significantly exceed the contact minutes established by community colleges are no longer considered comparable courses.

**Example 1:** It would not be permissible for a concurrent enrollment course delivered at a high school location to be spread over one year if it is delivered as a one semester course at the community college. A postsecondary course delivered at a high school location must be comparable to the delivery at the college.

**Example 2:** School District A has contracted through the concurrent enrollment program with Community College A to offer Statistics (MAT157). School District A operates on an eight-period day. It would not be permissible for School District A to offer the Statistics (MAT157) course two periods per day, every day, over the course of the semester. This would result in significantly exceeding the contact minutes established by the community college and the course would no longer be considered comparable.

## **What information do school district's use for reporting purposes/calculating supplementary weighted funding if the community college course is offered online or at the community college under the normal college schedule?**

Postsecondary courses offered online or at the community college, and under the normal community college schedule, school districts will use the instructional minutes reported by the community college found on the Departments website titled "[SCED Codes and Contact Minutes for Community Colleges](#)".

## **Contact**

Please contact Jen Rathje at [jennifer.rathje@iowa.gov](mailto:jennifer.rathje@iowa.gov) or 515-326-5389 with questions or comments regarding Career Academies/Senior Year Plus.

Please contact Rachel Kruse at [rachel.kruse@iowa.gov](mailto:rachel.kruse@iowa.gov) or 515-281-4153 with questions or comments regarding Student Reporting in Iowa or SCED Codes.