



Voluntary
Framework of
Accountability

The Voluntary Framework of Accountability

*for community colleges,
by community colleges*

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GoToWebinar Functions

During the session, you can use this button to "Raise Your Hand" if you have a question.

Alternatively, you may type in your questions using the "Questions" panel. All questions not answered during the call will be answered by email after the call.

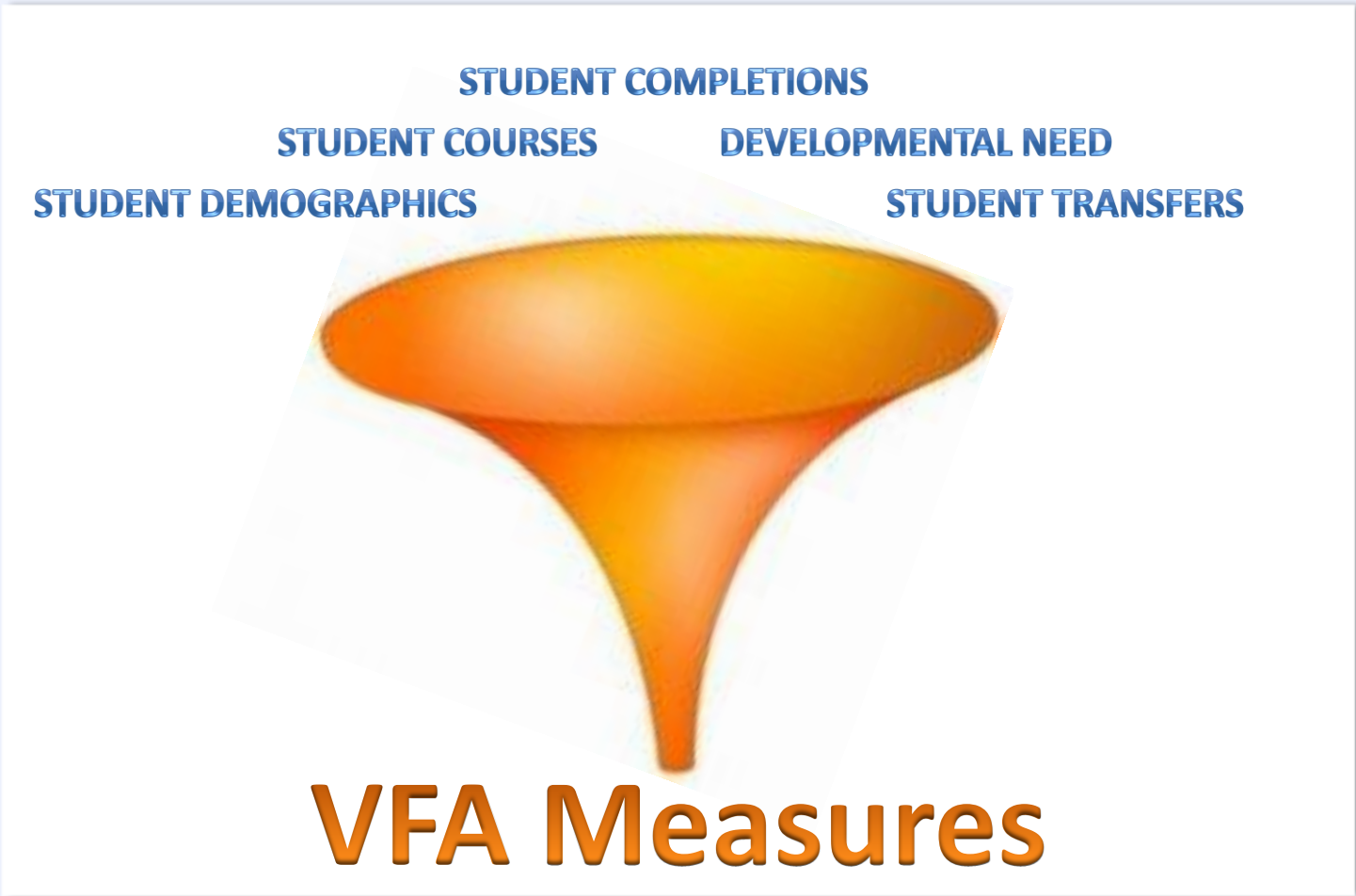
The screenshot shows the GoToWebinar interface. On the left, a vertical toolbar contains several icons, including a hand icon with a green arrow pointing up, which is highlighted by a black arrow. The main window has a menu bar with 'File', 'View', and 'Help'. Below the menu bar, there are two main panels. The top panel is titled 'Audio' and has a yellow background. It contains the following text: 'Audio Mode: Use Telephone (selected) / Use Mic & Speakers', 'Dial: 916-233-3089', 'Access Code: 438-699-626', and 'Audio PIN: 69' (circled in red). Below this, it says 'If you're already on the call, press #69# now.'. The bottom panel is titled 'Questions' and contains a 'Questions Log' area, a text input field with the placeholder text '[Enter a question for staff]', and a 'Send' button. At the bottom of the window, it says 'Webinar Now' and 'Webinar ID: 983-621-344'. The GoToWebinar logo is visible at the bottom right of the window.

Agenda

- **Welcome & Introductions**
- **What is the Raw Data Files Upload method?**
- **Advantages of reporting using the Raw Upload method**
- **What data are collected in the raw files?**
- **Raw file upload & validation process**
- **Discussion / Questions**



Raw Data Files Upload



One Year Cohort, Two Year Cohort & Six Year Cohort



Advantages

- **AACC Early Momentum/Pathways KPIs and outcomes disaggregated by KPIs**
- **Easy to use; easy to pull data**
- **Saves time**
- **Customized for your institution**
- **Built-in validation checks**
- **Consistency in reporting**
- **Safe & secure**



Welcome to the VFA Help Center



HOW DO I...

Access 'My VFA' &
Start Data Entry

View My College's VFA Data without a Role

Do a Bulk Upload

Frequently Asked Questions

Questions? Feedback?



DATA RESOURCES

VFA Metrics Manual *UPDATED*

Raw Upload Guide *UPDATED*

VFA User Guide

VFA Bulk Upload Instructions

List of VFA Measures

Data Collection Schedule



WEBINARS & TRAININGS

Register for a Webinar

Webinar Slides and Recordings

<http://vfa.aacc.nche.edu/help-center>



Student Demographic File

Column Headers

- Cohort_Year_Type
- Institution_ID
- Student_ID
- Race
- Gender
- Pell
- Age
- Enrollment_Status
- FTIC
- Additional_Credits_1to2
- Additional_Credits_3to6



Demographic Raw Data File

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Cohort_Year_Type	Institution_ID	Student_ID	Race	Gender	Pell	Age	Enrollment_Status	FTIC	Additional_Credits_1to2	ADDITIONAL_CREDITS_3TO6		
2	2	203617	1234	W	M	Y	30	F	Y	6			
3	2	203617	2345	H	M	Y	30	F	N	24			
4	2	203617	12345	W	F	N	30	P	Y	6			
5	2	203617	1263		2 F	Y	30	F	N				
6	2	203617	1325	W	M	Y	30	P	Y				
7	2	203617	1	A	M	N	30	P	N				
8	2	203617	2	W	M	Y	30	F	Y				
9	2	203617	3	B	M	Y	30	F	N				
10	2	203617	8	W	M	Y	30	F	N				
11	2	203617	9	H	F	N	45	P	Y	12			



Student Developmental Need File

Column Headers

- Cohort_Year_Type
- Institution_ID
- Student_ID
- Dev_Level_Math
- Dev_Level_English
- Dev_Level_Reading



Developmental Education Referral Information

	A	B	C	D	E	F
1	COHORT YEAR TYPE	INSTITUTIONAL_ID	STUDENT_ID	DEV_LEVEL_MATH	DEV_LEVEL_ENGLISH	DEV_LEVEL_READING
2	2	970	10209990	2	0	0
3	2	970	1141807	2	0	0
4	2	970	10212008	2	0	2
5	2	970	10202344	2	0	0
6	2	970	10171469	0	0	0
7	2	970	10220947	0	0	0
8	2	970	10171711	2	0	0
9	2	970	10185877	1	0	1
10	2	970	10216983	2	0	0
11	2	970	10141653	0	0	0
12	2	970	10207121	2	0	0
13	2	970	10168871	1	0	0
14	2	970	10208214	2	2	2
15	2	970	10183206	1	1	1
16	2	970	10193037	1	0	1
17	2	970	10208916	2	0	0
18	2	970	10140269	2	2	2
19	2	970	10215401	1	0	0
20	2	970	10218785	1	0	0
21	2	970	10148932	2	0	0
22	2	970	10212004	0	0	0
23	2	970	10199656	0	0	0
24	2	970	10212639	0	0	0
25	2	970	10212010	1	0	1
26	2	970	10189796	1	0	1
27	2	970	10174212	0	0	0
28	2	970	10214227	2	2	2
29	2	970	10157492	0	0	0
30	2	970	10192344	0	0	0
31	2	970	10196043	0	0	0
32	2	970	1107843	0	0	0
33	2	970	10209347	0	0	0
34	2	970	10126193	2	0	1
35	2	970	10146004	0	0	0
36	2	970	10188322	0	0	0
37	2	970	10205742	0	0	0
38	2	970	10184202	1	0	0
39	2	970	10218568	0	0	0
40	2	970	10186135	2	0	0
41	2	970	1004429	2	2	2
42	2	970	1064570	2	1	1
43	2	970	10178006	0	0	0



Column Headers

- Cohort_Year_Type
- Institution_ID
- Student_ID
- Course_Begin_Date
- Course_End_Date
- Course_Number
- Course_Name
- Credits_Attempted
- Credits_Completed
- Grade_Received
- Subject
- Course_Level



Student Course Data File

	A	B	C	D	E	F	G	H	I	J	K	L
1	Cohort_Year_Type	Institution_ID	Student_ID	Course_Begin_Date	Course_End_Date	Course_Number	Course_Name	Credits_Attempted	Credits_Completed	Grade_Received	Subject	COURSE_LEVEL
2	2	184828	1	9/1/2015	12/1/2015			4.5	4.5	C	M	Dev
3	2	184828	1	9/1/2015	12/1/2015			4.5	4.5	A	M	College
4	2	184828	1	9/1/2015	12/1/2015			4.5	4.5	C	M	HighestDev
5	2	184828	1	9/1/2015	12/1/2015			4.5	4.5	A	M	CoReq
6	2	184828	1	9/1/2015	12/1/2015			4.5	4.5	C	M	College
7	2	184828	1	9/1/2015	12/1/2015			4.5	4.5	A	M	College
8	2	184828	1	9/1/2015	12/1/2015			4.5	4.5	A	M	College
9	2	184828	1	9/1/2015	12/1/2015			4.5	4.5	A	M	College
10	2	184828	1	9/1/2015	12/1/2015			4.5	4.5	A	M	College
11	2	184828	1	9/1/2015	12/1/2015			4.5	4.5	A	M	College
12	2	184828	1	9/1/2015	12/1/2015			4.5	4.5	A	O	College
13	2	184828	1	9/1/2015	12/1/2015			4.5	4.5	A	O	College
14	2	184828	1	9/1/2015	12/1/2015			4.5	4.5	A	O	College
15	2	184828	2	9/1/2015	12/1/2015			4.5	4.5	C	M	Dev
16	2	184828	2	9/1/2015	12/1/2015			4.5	4.5	A	M	College
17	2	184828	2	9/1/2015	12/1/2015			4.5	4.5	C	M	College



Column Headers

- Cohort_Year_Type
- Institution_ID
- Student_ID
- Award_Type
- Award_Description
- Award_Date



Student Completion Data File

	A	B	C	D	E	F
1	COHORT YEAR TYPE	INSTITUTION_ID	STUDENT_ID	AWARD_TYPE	AWARD_DESCRIPTION	AWARD_DATE
2	2	970	1185790	Associate	Associate in Fine Arts	06/03/1995
3	2	970	1057347	Associate	Assoc. in Science in Nursing	06/07/1987
4	2	970	1024483	Associate	Assoc. in Science in Business	06/02/2001
5	2	970	1247043	Associate	Assoc. in Science in Nursing	12/24/2004
6	2	970	1245481	Associate	Associate in Arts	12/26/2001
7	2	970	1003415	Associate	Associate in Arts	05/16/2014
8	2	970	1121664	Associate	Associate in Arts	12/24/2004
9	2	970	1119288	Certificate	Cert. in Health Care Interp.	05/17/2013
10	2	970	10215999	Associate	Associate in Arts	05/16/2014
11	2	970	10174212	Associate	Assoc. in Science in Engineer.	08/19/2013
12	2	970	10219025	Associate	Associate in Arts	05/16/2014
13	2	970	10223991	Certificate	Cert. in Health Care Interp.	05/17/2013
14	2	970	10200816	Associate	Associate in Arts	06/30/2014
15	2	970	10177285	Associate	Associate in Arts	12/24/2014
16	2	970	10177968	Associate	Associate in Arts	05/16/2014
17	2	970	10179024	Associate	Associate in Arts	05/16/2014
18	2	970	10171947	Associate	Associate in Arts	12/24/2014
19	2	970	10216874	Associate	Associate in Arts	05/16/2014
20	2	970	10215358	Associate	Associate in Arts	12/24/2014
21	2	970	1006654	Certificate	Certificate in Culinary Arts	12/24/2012
22	2	970	10166852	Associate	Associate in Arts	05/16/2014
23	2	970	1115331	Associate	Associate in Arts	05/16/2014
24	2	970	10166357	Associate	Associate in Arts	05/16/2014
25	2	970	10129712	Certificate	Cert. in Office Administration	08/19/2013
26	2	970	10168984	Associate	Associate in Arts	12/24/2014
27	2	970	10179996	Associate	Associate in Arts	12/24/2014
28	2	970	10162649	Associate	Associate in Science	12/24/2014
29	2	970	10134481	Associate	Associate in Arts	08/12/2014
30	2	970	10170690	Associate	Associate in Arts	12/24/2014
31	2	970	10172323	Associate	Associate in Science	06/30/2014
32	2	970	10139663	Associate	Associate in Arts	08/19/2013
33	2	970	10164964	Associate	Assoc. in Science in Business	05/17/2013
34	2	970	10143966	Associate	Associate in Arts	05/16/2014
35	2	970	10224216	Associate	Associate in Arts	08/19/2013
36	2	970	10224857	Associate	Assoc. in Science in Business	05/16/2014
37	2	970	10110831	Associate	Associate in Arts	12/24/2014
38	2	970	10191934	Associate	Associate in Arts	12/24/2014
39	2	970	10152404	Associate	Associate in Arts	05/16/2014
40	2	970	10169161	Associate	Associate in Science	12/24/2014
41	2	970	10172496	Associate	Associate in Arts	12/24/2014
42	2	970	10209838	Associate	Associate in Arts	12/24/2014
43	2	970	10216543	Certificate	Cert. Therapeutic Massaoe	08/12/2014



Column Headers

- Cohort_Year_Type
- Institution_ID
- Student_ID
- Enrollment_Start_Date
- Enrollment_End_Date



Student Transfer Data File

	A	B	C	D	E
1	COHORT YEAR TYPE	INSTITUTION_ID	STUDENT_ID	ENROLLMENT_START_DATE	ENROLLMENT_END_DATE
2	2	970	921786	08/25/2014 00:00:00	10/21/2014 00:00:00
3	2	970	921786	10/27/2014 00:00:00	12/23/2014 00:00:00
4	2	970	1021225	08/27/2012 00:00:00	12/17/2012 00:00:00
5	2	970	1021225	01/22/2013 00:00:00	05/13/2013 00:00:00
6	2	970	1056379	08/27/2012 00:00:00	12/14/2012 00:00:00
7	2	970	1098345	09/05/2012 00:00:00	12/10/2012 00:00:00
8	2	970	1098345	05/16/2013 00:00:00	07/15/2013 00:00:00
9	2	970	1098345	09/03/2013 00:00:00	12/14/2013 00:00:00
10	2	970	1098345	09/03/2013 00:00:00	12/16/2013 00:00:00
11	2	970	1098345	01/21/2014 00:00:00	05/12/2014 00:00:00
12	2	970	1098345	09/02/2014 00:00:00	12/13/2014 00:00:00
13	2	970	1104519	01/08/2014 00:00:00	03/18/2014 00:00:00
14	2	970	1104519	03/26/2014 00:00:00	06/03/2014 00:00:00
15	2	970	1104519	06/24/2014 00:00:00	07/28/2014 00:00:00
16	2	970	1104519	09/02/2014 00:00:00	10/06/2014 00:00:00
17	2	970	1104519	10/07/2014 00:00:00	11/10/2014 00:00:00
18	2	970	1104519	11/11/2014 00:00:00	12/15/2014 00:00:00
19	2	970	1141807	09/01/2014 00:00:00	10/19/2014 00:00:00
20	2	970	1141807	10/20/2014 00:00:00	12/07/2014 00:00:00
21	2	970	1157325	09/02/2014 00:00:00	12/13/2014 00:00:00
22	2	970	1159933	01/07/2013 00:00:00	03/23/2013 00:00:00
23	2	970	1159933	04/01/2013 00:00:00	06/08/2013 00:00:00
24	2	970	1159933	07/22/2013 00:00:00	09/28/2013 00:00:00
25	2	970	1159933	10/07/2013 00:00:00	12/21/2013 00:00:00
26	2	970	1160375	06/23/2014 00:00:00	08/19/2014 00:00:00
27	2	970	1202711	06/23/2014 00:00:00	08/19/2014 00:00:00
28	2	970	1218741	08/27/2012 00:00:00	08/31/2012 00:00:00
29	2	970	1218741	01/06/2014 00:00:00	03/22/2014 00:00:00
30	2	970	1218741	03/31/2014 00:00:00	06/07/2014 00:00:00
31	2	970	1218741	07/21/2014 00:00:00	09/27/2014 00:00:00
32	2	970	1218741	10/06/2014 00:00:00	12/20/2014 00:00:00
33	2	970	1226860	09/02/2014 00:00:00	12/20/2014 00:00:00
34	2	970	1248780	05/19/2014 00:00:00	07/25/2014 00:00:00
35	2	970	1248780	09/03/2014 00:00:00	12/08/2014 00:00:00
36	2	970	1255660	01/21/2014 00:00:00	02/06/2014 00:00:00
37	2	970	10025730	07/21/2014 00:00:00	09/27/2014 00:00:00
38	2	970	10025730	10/06/2014 00:00:00	12/20/2014 00:00:00
39	2	970	10046468	08/21/2014 00:00:00	12/11/2014 00:00:00
40	2	970	10054469	05/15/2013 00:00:00	07/23/2013 00:00:00
41	2	970	10054469	07/31/2013 00:00:00	10/08/2013 00:00:00
42	2	970	10054469	10/16/2013 00:00:00	12/24/2013 00:00:00
43	2	970	10054469	01/08/2014 00:00:00	03/18/2014 00:00:00

Sheet 1





CSV File Samples

```
RawUploadSample - Notepad
File Edit Format View Help
Demographic Data : 6 year cohort (sample)
Cohort_Year_Type,Institution_ID,Student_ID,Race,Gender,Pell,AGE,Enrollment_Status,
FTIC, ADDITIONAL_CREDITS_1TO2
6,<School ID>,8F853E12,W,M,N,25,P,Y,0.00
6,<School ID>,8F85010D,W,F,Y,26,F,N,0.00
6,<School ID>,8F851CA9,W,M,Y,24,F,Y,0.00
6,<School ID>,8F84E9FF,U,F,N,30,F,N,0.00
6,<School ID>,8F84FC21,I,F,N,37,P,N,0.00
6,<School ID>,8F84D187,I,F,Y,39,P,N,0.00
6,<School ID>,8F84A670,2,F,Y,50,P,N,0.00
6,<School ID>,8F84B9EE,W,F,N,22,F,N,0.00
6,<School ID>,8F84B451,W,F,N,39,F,N,0.00
6,<School ID>,8F8409C5,U,M,Y,51,F,N,0.00

Course Data : 6 year cohort (sample)
Cohort_Year_Type,Institution_ID,Student_ID,Course_Begin_Date,Course_End_Date,
Course_Number,Course_Name,Credits_Attempted,Credits_Completed,Grade_Received,
Subject,Dev_Course,Highest_Level_Dev_Course
6,<School ID>,8F8786AF,09/22/2008,12/12/2008,ENGL&|101,ENGLISH COMPOSITION I,3.33,3.33,A,E,N,N
6,<School ID>,8F8786AF,09/22/2008,12/12/2008,MATH|072,ELEM ALGEBRA,3.33,3.33,B,M,Y,N
6,<School ID>,8F8786AF,01/05/2009,03/20/2009,BIOL|290M,COMMUNICATING BIOL SCI,3.33,3.33,A,O,N,N
6,<School ID>,8F8786AF,01/05/2009,03/20/2009,ZOOL|116L,FISH BIOLOGY TAXONOMY,3.33,3.33,B,O,N,N
6,<School ID>,8F8786AF,03/30/2009,06/12/2009,BIOL|290J,BIOLOGY RESEARCH,3.33,3.33,A,O,N,N
6,<School ID>,8F8786AF,03/30/2009,06/12/2009,ENGL&|102,COMPOSITION II,3.33,3.33,B,E,N,N
6,<School ID>,8F8786AF,03/30/2009,06/12/2009,MATH|099,INTERMEDIATE ALGEBRA,3.33,3.33,C,M,Y,Y
6,<School ID>,8F8786AF,06/22/2009,08/18/2009,BIOL|290H,ADV ENV FIELD RESEARCH,0.67,0.67,B,O,N,N
6,<School ID>,8F8786AB,09/22/2008,12/12/2008,CHEM&|121L,INTRO TO CHEMISTRY,3.33,3.33,C,O,N,N
6,<School ID>,8F8786AB,09/22/2008,12/12/2008,ENGL&|102,COMPOSITION II,3.33,3.33,B,E,N,N
6,<School ID>,8F8786BE,09/22/2008,12/12/2008,ART|104,DRAWING:METHODS/MATERIAL,3.33,3.33,B,O,N,N
6,<School ID>,8F8786BE,09/22/2008,12/12/2008,ENGL&|101,ENGLISH COMPOSITION I,3.33,3.33,C,E,N,N

Developmental Education : 6 year cohort (sample)
Cohort_Year_Type,Institution_ID,Student_ID,Dev_Level_Math,Dev_Level_English,Dev_Level_Reading
6,<School ID>,8F853E12,1,,
6,<School ID>,8F841CE1,2,,
6,<School ID>,8F841893,2,,
6,<School ID>,8F8410D3,2,,
6,<School ID>,8F87EC71,,1,
6,<School ID>,8F87EDAC,2,,
6,<School ID>,8F87E543,2,,
6,<School ID>,8F87E769,3,1,
6,<School ID>,8F87F686,2,,
6,<School ID>,8F87F76E,3,1,
6,<School ID>,8F87F274,2,,
6,<School ID>,8F87CBA1,2,,
6,<School ID>,8F87C147,1,,
```



Voluntary
Framework of
Accountability

[GO](#)[LOG IN](#)

The first comprehensive national accountability system created For community colleges, By community colleges.



Activate Your VFA Participation

VFA is now part of your AACC membership benefits. All member colleges can upload data and get real-time Outcomes reports. Join us for a webinar to take a look inside the VFA and its data. [Register today.](#)



Webinars

Register today.



Participation

About VFA participation.



Participant List

View VFA Colleges



Activate

Complete your VFA activation.



Uploading & Processing Raw Files

VFA Community College (Institution ID: 184828)

VFA Presenter (Data Administrator)

2016-17 Collection Cycle

Status of Data: Data Entry in Progress

Select Cohort Type: **Six Year Cohort (2010)**

[VIEW INSTRUCTIONS](#)

[GO TO MULTI COLLEGE UPLOAD](#)

[RETURN TO DATA LANDING](#)

Six Year Cohort (2010) Raw File Collection

VFA Institution ID: VFA Community College - 184828

File Collection Status: ✔ Processing Successful

File Collection Last Processed: 3/7/2017 12:36:44 PM

Step 1: Upload Raw Data Files

Upload the five (5) Raw Data Files below. All files must have a status of "Ready to Process" or "Valid" before you can process the Raw Data File Collection.

File Status	File Type	File Action	Information
✔ Valid	Student Demographics	<input type="button" value="Choose File"/> No file chosen <input type="button" value="REPLACE FILE"/> <input type="button" value="DELETE FILE"/>	Date File Uploaded: 3/6/2017 3:55:04 PM Filename: VFACC_Demog.csv # of records: 10 (0 with errors)
✔ Valid	Student Course	<input type="button" value="Choose File"/> No file chosen <input type="button" value="REPLACE FILE"/> <input type="button" value="DELETE FILE"/>	Date File Uploaded: 3/7/2017 12:36:40 PM Filename: VFACC_Course.csv # of records: 20 (0 with errors)
✔ Valid	Student Completion	<input type="button" value="Choose File"/> No file chosen <input type="button" value="REPLACE FILE"/> <input type="button" value="DELETE FILE"/>	Date File Uploaded: 3/6/2017 3:59:02 PM Filename: VFACC_Completion.csv # of records: 8 (0 with errors)
✔ Valid	Student Developmental Need	<input type="button" value="Choose File"/> No file chosen <input type="button" value="REPLACE FILE"/> <input type="button" value="DELETE FILE"/>	Date File Uploaded: 3/6/2017 3:55:35 PM Filename: VFACC_deved.csv # of records: 10 (0 with errors)
✔ Valid	Student Transfers	<input type="button" value="Choose File"/> No file chosen <input type="button" value="REPLACE FILE"/> <input type="button" value="DELETE FILE"/>	Date File Uploaded: 3/6/2017 3:55:44 PM Filename: VFACC_xfer.csv # of records: 6 (0 with errors)

Step 2: Update Academic Years

Enter or confirm the dates for the relevant Academic Years. All dates are required.

Academic Year	Fall Term Start Date	Fall Term End Date	Second Term Start Date	Second Term End Date
2010-11	09/01/2010	01/14/2011	01/15/2011	05/01/2011
2011-12	09/01/2011	01/14/2012	01/15/2012	05/01/2012
2012-13	08/13/2012	01/13/2013	01/14/2013	05/12/2013
2015-16	09/01/2015	01/14/2016	01/15/2016	05/01/2016
2016-17	09/01/2016	01/14/2017	01/15/2017	05/01/2017

[SAVE ACADEMIC YEARS](#)

Step 3: Process the Raw Data File Collection

Upon clicking "Validate & Process," the Raw Data File Collection will be queued for data validation and processing. It may take up to an hour for the Raw Data File Collection to be complete and available to review in the Data Online Forms. Click "Refresh" to update the File Collection Status above.

[VALIDATE & PROCESS RAW FILE COLLECTION](#)



Raw Data Validation Checks

Demographic File

- All students appear in file

Course File

- All students in Cohort enrolled in Fall term
- Credits Completed \leq Credits Attempted

Developmental Need File

- All students appear in file

Questions?

Contact Us

- VFA@aacc.nche.edu
- <http://vfa.aacc.nche.edu>

Additional Trainings

- Part 1: VFA Overview - Reporting VFA Data
- Part 3: VFA Cohorts & Measures
- All webinars were recorded and available [here](#)