



## How is the code alignment effort funded?

### Data Unlocked grant

- Extended release time for curriculum chair to ensure changes are processed and sent to CCCCCO

### Local SWP \$\$

- Professional experts in Institutional Research to pull data from ERP, catalog, and TOP-CIP-SOC crosswalk into a usable report
- SWP director verifies and integrates data from curriculum management system, researches LMI and CIP/SOC information, and prepares program binders

## Who attends code alignment meetings?

- Curriculum Chair or Assistant Curriculum Chair
- Lead faculty member for the discipline/program\*
- Department chair
- Department Dean or Associate Dean
- Dean of Instruction
- SWP Director as data resource

\*All faculty members in the discipline are invited but attendance is not mandatory

## How are the code changes processed?

Curriculum Chair works with Curriculum Specialist to:

- List changes on Curriculum Committee Consent Agenda
  - Curriculum Chair fields any questions during Curriculum meeting if necessary
- Process changes and submit to CCCCCO (TOP-2/TOP-4 = substantial change)

## Closing the loop: ensuring correct coding throughout institution.

- Who ensures changes are reflected throughout the college? We are still working on that!
  - Curriculum Management System
  - ERP
  - Financial Aid
  - International Student Center
  - Veterans Center
  - Who is responsible for Gainful Employment reporting?
  - ACCJC

More information on Mt. SAC Code Alignment Model:

Dejah Swingle

Director, Strong Workforce Initiatives

[dswingle@mtsac.edu](mailto:dswingle@mtsac.edu)

909-274-5894

# Codes for Courses and Programs



The **Standard Occupational Classification (SOC)** System is a United States government system of classifying occupations. It is used by U.S. federal government agencies collecting occupational data, enabling comparison of occupations across data sets. Used by Bureau of Labor Statistics.

The purpose of the federal **Classification of Instructional Programs (CIP)** is to provide a taxonomic scheme that will support the accurate tracking, assessment, and reporting of fields of study and program completions activity. Used in IPEDS.

The California Community College **Taxonomy of Program (TOP)** is a system of numerical codes used at the state level to collect and report information on programs and courses, in different colleges throughout the California, that have similar outcomes

The course-**SAM**-priority-code (CB09) is used in the California Community Colleges Management Information System (MIS) to indicate the degree to which a course is occupational, and to assist in identifying course sequence in occupational programs.

**Impacts:** Perkins funding, Strong Workforce funding, Financial Aid program eligibility, Veterans programs, international student enrollment/program access, Gainful Employment metrics, state accountability reporting, federal accountability (IPEDs) reporting, instructional planning and equipment, facilities planning

**Is the TOP code vocational or non-vocational?**

**Is the SAM code vocational or non-vocational?**

**Is the course introductory (SAM-D) or non-introductory (SAM-A, SAM-B, SAM-C)?**

**Funding Impacts:** Perkins, Strong Workforce Program (SWP), noncredit CDCP

- Funding will decrease if course, certificate, or degree codes are changed to a non-vocational TOP or SAM code.
- SAM-D (introductory courses) are not included in some metrics for Perkins, so changes to SAM code levels may affect funding.
- Skills-builder metrics for SWP funding are based on students taking non-introductory CTE courses so the level of SAM codes assigned to courses will affect skills-builder calculations.

**Did the TOP code change for the degree, certificate or course?**

**State Accountability Impacts:** Data Mart, Salary Surfer, Student Success Scorecard, Launchboard

- Be prepared to explain why there are shifts in student progress and outcomes.

**Instructional and Equipment Planning Impacts:** Program review and hiring (will NOT affect minimum qualifications)

- Check with institutional researchers, deans, and the local academic senate to see how changes will affect instructional planning activities.

**Did the course TOP code change at the TOP-2 or TOP-4 level?**

**Facilities Planning Impacts:** Space requirement calculations in the FUSION planning system.

- Check with facilities managers on campus to see how changes will affect projections.

**Did the CIP code change?**

**Federal Accountability Impacts:** Program-level outcomes reported in IPEDS and Gainful Employment

- Determine if action is needed with federal agencies to explain the shift.

**Federal Financial Aid and Veterans Program Impacts:** Program enrollment for students is determined using CIP codes

- Determine whether action is needed to ensure students can keep their funding.

**Accreditation Impacts:** ACCJC uses CIP codes to determine content of programs.

- Notify ACCJC that these changes are adjustments to reflect current content and are not a substantive change in program offerings.

### **Did the SOC codes change?**

**Funding Impacts:** Program qualification for SWP funding is determined by local labor market demand for assigned SOC codes.

- Check labor market demand within chosen SOC codes to ensure eligibility for SWP funding is maintained.

Banner Record:

Program Control Number	Name	SOC Code	CIP Code	TOP Code – 6
S0310	<b>Paralegal/Legal Assistant AS</b>		22.0302 Legal Assistant/Paralegal	140200* Paralegal

For Consideration:

Program Control Number	Name	Applicable SOC Code(s) (multiple assignments possible)	Applicable CIP Code(s) (choose one)	Applicable TOP Code – 6 (choose one)
S0310	Paralegal/Legal Assistant AS	<input type="checkbox"/> 23.2091 Court Reporters <input type="checkbox"/> 43.6012 Legal Secretaries <input type="checkbox"/> 23.2099 Legal Support Workers, All Other <input type="checkbox"/> 23.2011 Paralegals and Legal Assistants <input type="checkbox"/> 23.2093 Title Examiners, Abstractors, and Searchers  <input type="checkbox"/> _____ Other	<input type="checkbox"/> 22.0302 Legal Assistant/Paralegal  <input type="checkbox"/> _____ Other	<input type="checkbox"/> 140200* Paralegal  <input type="checkbox"/> _____ Other

Faculty Signature
Print Name:
Date:

\*Indicates a vocational TOP code

Banner Record:

Program Control Number	Name	SOC Code	CIP Code	TOP Code – 6
In Process	<b>eDiscovery and Litigation Support Certificate</b>		22.0302 Legal Assistant/Paralegal	140200* Paralegal

For Consideration:

Program Control Number	Name	Applicable SOC Code(s) (multiple assignments possible)	Applicable CIP Code(s) (choose one)	Applicable TOP Code – 6 (choose one)
In Process	eDiscovery and Litigation Support Certificate	<input type="checkbox"/> 23.2091 Court Reporters <input type="checkbox"/> 43.6012 Legal Secretaries <input type="checkbox"/> 23.2099 Legal Support Workers, All Other <input type="checkbox"/> 23.2011 Paralegals and Legal Assistants <input type="checkbox"/> 23.2093 Title Examiners, Abstractors, and Searchers  <input type="checkbox"/> _____ Other	<input type="checkbox"/> 22.0302 Legal Assistant/Paralegal  <input type="checkbox"/> _____ Other	<input type="checkbox"/> 140200* Paralegal  <input type="checkbox"/> _____ Other

Faculty Signature
Print Name:
Date:

\*Indicates a vocational TOP code

## Required CTE Course Codes: Paralegal

For discussion

Possible error

SAM CODE	SAM CODE Description	SUBJECT	Course Number	Course Title	Control Number	TOP Code	Recommended Change
B	Advanced Occupational	PLGL	38	Employment and Ethical Issues in Paralegalism	CCC000398445	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE
C	Clearly Occupational-not adv.	PLGL	37	Tort Law	CCC000443280	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE
C	Clearly Occupational-not adv.	PLGL	43	Wills and Trusts	CCC000390838	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE
C	Clearly Occupational-not adv.	PLGL	41	Property Law	CCC000402861	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE
C	Clearly Occupational-not adv.	PLGL	49	Evidence Law	CCC000398430	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE

\*Indicates a vocational TOP code



C	Clearly Occupational-not adv.	PLGL	48	Criminal Law and Procedures	CCC000425501	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE
C	Clearly Occupational-not adv.	PLGL	44	Bankruptcy Law	CCC000406566	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE
C	Clearly Occupational-not adv.	PLGL	42	Family Law	CCC000418124	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE
C	Clearly Occupational-not adv.	PLGL	39	Contract Law	CCC000443281	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE
C	Clearly Occupational-not adv.	PLGL	31	Legal Analysis and Writing	In Process	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE
C	Clearly Occupational-not adv.	PLGL	32	Advanced Legal Analysis and Writing	In Process	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE

\*Indicates a vocational TOP code

C	Clearly Occupational-not adv.	PLGL	34	Law Office Procedures	In Process	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE
C	Clearly Occupational-not adv.	PLGL	35	Law Office Technology	In Process	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE
C	Clearly Occupational-not adv.	PLGL	100	The Litigation Practice and eDiscovery	In Process	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE
C	Clearly Occupational-not adv.	PLGL	101	Project Management Principles in eDiscovery	In Process	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE
C	Clearly Occupational-not adv.	PLGL	102	Litigation Support Technology from Data Collection to Trial	In Process	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE
C	Clearly Occupational-not adv.	PLGL	103	Litigation Support Applications	In Process	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE

\*Indicates a vocational TOP code

D	Possibly Occupational	PLGL	33	Civil Procedure	In Process	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE
D	Possibly Occupational	PLGL	30	Introduction to Paralegal/Legal	CCC000443272	140200*	<input type="checkbox"/> A - Apprenticeship <input type="checkbox"/> B - Advanced Occupational <input type="checkbox"/> C - Clearly Occupational <input type="checkbox"/> D - Possibly Occupational <input type="checkbox"/> E - Not Occupational <input type="checkbox"/> NO CHANGE

Faculty Signature
Print Name:
Date:

\*Indicates a vocational TOP code