



DATA DICTIONARY

LEGACY CIP 1.0

Revisions

Change reference	Date	Version
Initial documentation	9/18/2019	1.0

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Table Description

The Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP Codes were developed by the U.S. Department of Education's National Center for Education Statistics (NCES) Changes were implemented in academic years 1996-1997, 1998-1999, 2000-2001, and 2010-2011.

The CIP Code is used in the CTC system to describe courses, student's program of study, and the student's program of completion. The federal list of CIP codes are extensive, and only a subset of the list is used in the CTC system. There are also some "local" CIP Codes used in our state to assist in reporting pre-college courses in our state. Beginning with the implementation of ctcLink in 2015, the system is no longer developing locally defined CIP codes other than those needed in the Basic Skills (CIP 32*) or Developmental (CIP 33*) areas.

The data classification of this data is Category 1 Public Information when it is reported as standalone without begin combined with personally identifiable data.

Data Elements

CIP

Data Type: Varchar

Size: 6

Allow Nulls: No

Definition: This is the six digit Classification of Instructional Program used to categorize college educational programs and course curriculum for reporting purposes. This field includes the 6-digit code without the "dot" in the third character. (Ex: xxxxxx)

Data Classification: [Category 1](#)

Legacy Source: [TBL3].CIP

PeopleSoft Source: SYSADM_CS.PS_CIP_CODE_TABLE.

Examples of Use: This data element is used regularly for a variety of reporting and is the primary CIP code field in the Data Warehouse

CIP_Title

Data Type: Varchar

Size: 45

Allow Nulls: Yes

Definition: The title of the CIP code. This is not the full description of the CIP Code. The full description of CIP Codes used in our CTC system are listed on our [Coding and Reporting Guidelines](#) page.

Data Classification: [Category 1](#)

Legacy Source: [TBL3].CIP

PeopleSoft Source: SYSADM_CS.PS_CIP_CODE_TABLE

Examples of Use: Used in various reporting.

Basic_Skill_Cat

Data Type: Text

Size: 5

Allow Nulls: Yes

Definition: This field categorizes the basic skills CIP codes into ABE, ESL, HS, GED, Goals and Other. Values are only populated for CIPs in the 32 series.

Data Classification: [Category 1](#)

Source: Manually entered into the master CIP table by Data Services at the time of CIP creation in TBL 3. This field does not exist in either source system.

CIP_Aggregate

Data Type: varchar

Size: 6

Allow Nulls: Yes

Definition: The Federal CIP code that local CIPs are aggregated under for reporting purpose. Only locally defined CIP Codes are assigned a CIP Aggregate value. The CIP Aggregate is used for federal reporting so that all CIPs reported are available on the federally defined list.

Data Classification: [Category 1](#)

Legacy Source: Manually entered into the master CIP table by Data Services at the time of CIP creation in TBL 3.

PeopleSoft Source: N/A

CIP_Discipline (*retired data element*)

Data Type: varchar

Size: 2

Allow Nulls: Yes

Definition: This is a coding structure designed by OFM. It best meets the needs of four year institutions

Data Classification: [Category 1](#)

Legacy Source: Manually entered into the master CIP table by Data Services at the time of CIP creation in TBL 3.

PeopleSoft Source: N/A

CIP_FAC_AGGREGATE (*retired data element*)

Data Type: varchar

Size: 2

Allow Nulls: Yes

Definition: This was a coding schema used in the Faculty Mix analysis.

Data Classification: [Category 1](#)

Legacy Source: Manually entered into the master CIP table by Data Services at the time of CIP creation in TBL 3.

PeopleSoft Source: N/A

Valid Codes:

Code	Description
01	Basic Skills
02	Humanities
03	Math
04	Social Sciences
05	Business/Accounting/DP/Secretarial Sciences
06	Science
07	Mech. & Engineering Tech
08	Public Service (Health Sciences, Service Occupations, PE, Career Awareness, Parent Ed

CIP_GRP

Data Type: Text**Size:** 2**Definition:** An out-dated field representing typical groupings by academic subject area based on the CIP code.**History:** The occupational codes (1-12) were out of date and were replaced by codes (41-56) effective winter quarter 99-00. Effective Winter Quarter 00-01, codes 41-56 were replaced by the codes HA – ME.**Data Classification:** [Category 2](#)**Source:** Set during the Data Warehouse Reengineering process.**Lookup/Crosswalk:** LOOKUP.DW_REF_ENR.CIP_GRP

CIP_Type

Data Type: varchar**Size:** 1**Allow Nulls:** Yes**Definition:** CIP_TYPE is used to define how the CIP is used.**Data Classification:** [Category 1](#)**Legacy Source:** [TBL3].CIP**PeopleSoft Source:** N/A**Examples of Use:** Used for determining vocational courses. This field is used heavily in the Legacy system for edit checks and MIS reporting.**Valid Values:**

Value	Description
F	Federal vocational
L	Local
M	Mixed - can be used for either vocational or academic purposes
C	Community Service
Null	Academic

Subj_Cluster

Data Type: Varchar

Size: 2

Allow Nulls: Yes

Definition: CIP Cluster or Subject Cluster. This is a two-digit code which groups CIP codes together by subject area.

Data Classification: [Category 1](#)

Legacy Source: [TBL3].CIP

PeopleSoft Source: N/A

Lookup/Crosswalk: The crosswalk between the SUBJ_CLUSTER code and the title can be found in the TBL3 data set SUBJ-CLUSTER-M or the data warehouse table DW_REF_ENR_SUBJ_CLUSTER.

Valid Codes: Codes 01-06 represent academic areas of study, and 08-14 represent vocational areas.

Value	Description
01	Business Administration
02	Science
03	Mathematics
04	Social Science
05	Humanities
06	Health and PE
07	ABE/ESL
08	Business and Commerce
09	Data Processing
10	Health Sciences
11	Mechanics and Engineering
12	Natural Science (includes food service and parent education)
13	Public Support
14	Occupational Support
15	Developmental Studies
16	Continuing Ed

Examples of Use: Used in the student/faculty ratio reports and Student Achievement Initiative.

Career_Cluster_Code

Data Type: Varchar

Size: 1

Allow Nulls: Yes

Definition: This is a one-digit code which identifies the career cluster in which a CIP code belongs. The crosswalk between CIP and Career Cluster is defined by the federal government for Carl Perkins reporting.

Data Classification: [Category 1](#)

Source: Manually entered into the master CIP table by Data Services at the time of CIP creation in

TBL 3. This field does not exist in either source system.

Valid Codes:

Value	Description
A	Agri, Food & Natl Resource
B	Architect & Construct
C	Arts, A/V & Comm
D	Bus, Mgmt & Admin
E	Education & Training
F	Finance
G	Govt & Public Admin
I	Hospitality & Tourism
J	Human Services
K	Info Tech
L	Law, Public Safe, Corr & Security
M	Manufacturing
N	Marketing, Sales & Services
O	Science, Tech, Engineering & Math
P	Transp, Distrib & Logistics
Y	Nursing
U	Health Tech
V	Health Services
Z	Unknown

Examples of Use: This code is used in Perkins reporting as well as for other areas where aggregating CIPs into categories is needed.

Revised

Data Type: Date

Allow Nulls: Yes

Definition: This is the date in which the last revision to this record was made.

Data Classification: [Category 1](#)

Legacy Source: [TBL3].CIP

PeopleSoft Source: N/A

BS_IND

Data Type: Text

Size: 1

Allow Nulls: Yes

Definition: Basic Skills Indicator. This field indicates if the CIP code is considered a Basic Skills CIP code. Only CIP Codes beginning with 32 are set with a “Y” value.

Data Classification: [Category 1](#)

Legacy Source: Set manually in the data warehouse when new CIP Codes are added to the table.

First_Approved

Data Type: Text

Size: 4

Allow Nulls: Yes

Definition: This is the First YRQ the CIP was approved for use in Legacy.

Data Classification: [Category 1](#)

Legacy Source: [TBL3].CIP

PeopleSoft Source: N/A

Last_Approved

Data Type: Text

Size: 4

Allow Nulls: Yes

Definition: This is the Last YRQ the CIP was approved for use in Legacy. Z999 is used as an infinity marker to indicate the code is Active and not expiring soon. Any other code indicates the YRQ the CIP was no longer active or will no longer be active.

Data Classification: [Category 1](#)

Legacy Source: [TBL3].CIP

PeopleSoft Source: Derived from the most recent effective date. If the CIP has a max effective dated status of Active, then the codes are given a Last Approved date of Z999.

Appendix: Data Classification Appendix

Each data element in the Data Warehouse is associated with a category classification that indicates the method of which to use and store the data.

For more information, see the [Data Classification](#) brief.

Category	Description
Category 1	Public Information SBCTC does not consider any Data Warehouse data to be category 1. SBCTC does not release data to the public unless specifically requested. The release of public information is reserved for the college’s discretion based upon their FERPA directory information policies.
Category 2	Sensitive Information Student related information that is considered “directory information” under FERPA and is generally not considered harmful or to be an invasion of privacy if released. This information can be disclosed to outside organizations with the student’s prior consent. This is information that would be released during a public records request of Data Warehouse data.
Category 3	Confidential Information Enrollment information protected under FERPA, personnel and financial data. Category 3 includes all data elements except those explicitly stated in categories 2 and 4. Category 3 data is not distributed unless governed by a contract or data sharing agreement.
Category 4	Confidential Information requiring Special Handling Highly confidential data that is exempt from disclosure under applicable state and federal laws such as personally identifiable data protected under FERPA. Category 4 data is information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to SBCTC or colleges, students, employees or customers. This information has limited use per specific state and federal laws.



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