ASUN Operating Procedure - 9002

Operating Procedure Synopsis

Title: Workforce ADHE Reporting
Approval Date/Revision Date(s):
Review Date(s): 5/2018, 8/2019, 9/2020, 9/2021,11/2022
Executive Cabinet Liaison: Vice Chancellor for Economic & Workforce Development
Responsible Manager: Vice Chancellor for Economic & Workforce Development

A. Purpose and Scope

Arkansas State University Newport seeks to assume a leading role in creating economic and cultural advancement for the communities we serve. A key part of this strategy is to provide opportunities for current and prospective employees of regional business and industry sectors to participate in skill building activities, both professional and technical. Tracking and reporting of these activities is necessary to ensure effective institutional outreach to the institution's business and industry partners. Individuals involved in fulfilling the requirements of this operating procedure include the Workforce Training Coordinator, Director for Workforce Development or Vice Chancellor for Economic and Workforce. There may be occasions when additional staff may be asked to perform components of this process under the direction of the employees listed above.

B. Definitions

Sign-in sheet: In order to qualify for Workforce Reporting, each activity to be reported must have a class / session record, which depicts session name, instructor, date, class duration, and participant names.

Filing / Records / Database: Session records are to be maintained, filed by date, consolidated and summarized in a reporting database.

Template: There is a template for Workforce Reporting. You should receive a new template each year from the Director for Institutional Research and Effectiveness.

C. Procedures

Activities completed prior to reporting steps outlined in this procedure:
(1) Workforce Training Activity: These occur throughout the calendar year, as needed by business and industry partners or as scheduled for open enrollment or customized classes.
(2) Sign-in Sheet collection and filing: Sign-in Sheets are completed, collected and filed by date, retained in the office of the Workforce Training Center.

Workforce ADHE Reporting Process:
Step 1. Open the Extension Enrollment Database located on the shared network drive *Share$ (\\titan2).*

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

Step 2. Select the query titled *qryClassHrs&Enrollment by year.*
Step 3. Modify the query to select the appropriate dates and run the query.
Step 4. Export the data into Excel and modify the table to match the Workforce Student Table on the template.
Step 5. Copy and paste the data into the appropriate columns in the Workforce Student Table.
Step 6. In order to determine report due dates, look on the ADHE website to find the dates that reports are due to be uploaded. The frequency of reporting corresponds to each school term.
Step 7. Next open the query *qryClassHrs&Enrollment by Course #* in the Extension Enrollment Database. Change the "View" to "Design Mode." Modify the dates to the year you are reporting and click "Run."
Step 8. Export the report to an Excel spreadsheet.
Step 9. Copy and paste the data from the Excel spreadsheet into the appropriate columns in the Workforce Course Table on the template.
Step 10. In the database run the *qryClassHrs&Enrollment by year* and export the data to an excel spreadsheet. Open this spreadsheet and past the information into the appropriate columns on the Workforce Student Table.
Step 11. Review the spreadsheet and fill in any missing information.
Step 12. Email the completed file to the Director of Institutional Research and Effectiveness.

D. Related Information

Examples, file names and locations are as follows:
Event sign-in sheets are maintained in files stored in the Economic & Workforce Development filing cabinet that is located in the Workforce Training Center office. Workforce files are sorted and stored by reporting term codes.

Once a Workforce Report is submitted by the Director for Institutional Research and Effectiveness, a copy will be saved on the SharePoint site for Workforce Development and filed in the Workforce Filing cabinet for the term code it is covering.