

Workforce Analysis Request Form

Directions: An institution shall use this form to request workforce data analysis of a proposed degree program. In completing the form, the institution should refer to the document AHECB Policy 5.11 Approval of New Degree Programs and Units, which prescribes specific requirements for new degree programs. **Note:** This form is required to be submitted by the Chief Academic Officer or individual(s) they designate. Answers need not be confined to the space allotted but may extend to several pages. Workforce Analysis is not required for **certificate of proficiency or technical certificate**.

Program Information for Analysis

1. Institution:

2. Program Name – Show how the program would appear on the Coordinating Board's program inventory (e.g., *Bachelor of Business Administration or Associate of Science in Accounting*):

3. Proposed CIP Code: If the proposed program does not fit easily into one CIP Code, provide the code it most closely falls into and explain differences / nuances of your program

4a. Standard Occupational Classification (SOC) from CIP-SOC Crosswalk:

Take SOC codes from NCES Crosswalk of CIP to SOC, ranked in order of relevance (i.e., the degree to which program graduates are expected to desire and/or be qualified to work in each occupation) **(See Appendix A)**

4b. Standard Occupational Classification (SOC) from Expert/Staff Opinion (optional): If you think the standard NCES crosswalk accurately represents the list of occupations in which graduates of the proposed program will be qualified to work, leave this blank. If you think the list of target occupations is longer, shorter, or different, please provide an alternative list here, ranked in order of relevance. Feel free to add qualitative information about the variety of jobs and pay scales that may exist within target occupations, and where you expect graduates to fit in. **(See Appendix A)**

5. Brief Program Description – Describe the proposed program, the costs and investments involved in implementing it, the students you expect to recruit into it, and its educational objectives.

6. North American Industry Classification System (NAICS) – List some industries and/or companies which graduates would be most likely and/or qualified to work in (optional), and feel free to comment on why/in what capacity. Also, a description of the target industry in your region, its relative strength or weakness relative to other regions, and the reasons for that relative strength or weakness, is welcome. Lookup NAICS Code

7. Region of Possible Position(s) – Describe the region where you think graduates are most likely to work, e.g., in terms of a list of counties, a metropolitan statistical area, or a commuting radius:

8. <u>Existing Data</u> – Describe any existing anecdotes or data you have that would shed light on the job prospects of graduates from the proposed academic program. This data can be helpful to ADFA in conducting labor market analysis.
9. <u>Proposed Implementation Date</u> – (MM/DD/YY):
10. <u>Contact Person</u> – Provide contact information for the person who can answer specific questions about the program: Name: Title: E-mail: Phone:

Email the completed form: Dr. Nicolas Aguelakakis (Nicolas.Aguelakakis@arkansas.gov).

After the labor market analysis has been completed, the institution will be invited to respond, providing further information that might shed light and help to interpret the data provided.

APPENDIX A. CIP-SOC MATCHING AND THE NCES CROSSWALK (Question 4a & 4b)

Labor market analysis for academic program requires the combination of diverse data sources. The National Center for Education Statistics (NCES) and the Bureau of Labor Statistics (BLS) developed a “CIP-SOC crosswalk” linking fields of study, classified by a well-established classification scheme called Classification of Instructional Programs (CIP), with occupations, classified by a well-established classification scheme called Standard Occupational Classifications (SOC). The CIP-SOC crosswalk is available [here](#), and guidelines on how to use the scheme are posted online [here](#).

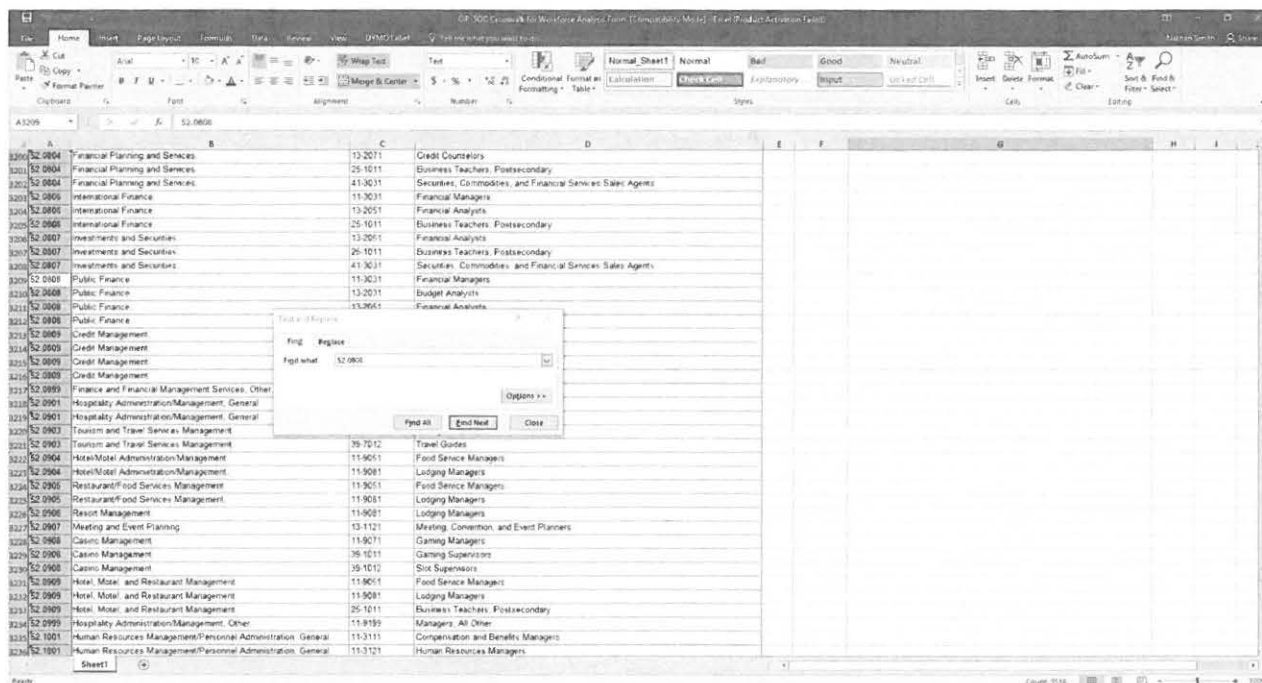
In question 4a of the form, institutions are asked to copy and paste a list of occupations that match with their instructional programs, taken directly from the NCES CIP-SOC crosswalk, which can be downloaded here: <https://static.ark.org/euploads/adhe/CIP-SOC Crosswalk for Workforce Analysis Form.xls>

To use this file to answer question 4a:

1. Select Column A.
2. In the Home ribbon, Editing section of the toolbar, click Find & Select to get a drop-down menu, and select the Find command. As you do this, your screen should look something like this.

CIP2010 Code	CIP2010 Title	SOC2010 Code	SOC2010 Title	OTHER OCCUPATIONS (NO MATCH)
01.0000	Agriculture, General	19-1011	Animal Scientists	13-1041 Compliance Officers
01.0000	Agriculture, General	19-1012	Food Scientists and Technologists	13-1074 Farm Labor Contractors
01.0000	Agriculture, General	19-1013	Soil and Plant Scientists	13-1131 Fundraisers
01.0000	Agriculture, General	25-1041	Agricultural Sciences Teachers, Postsecondary	13-1199 Business Operations Specialists, All Other
01.0101	Agricultural Business and Management, General	11-9013	Farmers, Ranchers, and Other Agricultural Managers	25-1191 Graduate Teaching Assistants
01.0101	Agricultural Business and Management, General	25-1041	Agricultural Sciences Teachers, Postsecondary	27-1023 Floral Designers
01.0102	Agricultural Business Operations	11-9013	Farmers, Ranchers, and Other Agricultural Managers	27-1028 Merchandise Displayers and Window Trimmers
01.0102	Agricultural Business Operations	25-1041	Agricultural Sciences Teachers, Postsecondary	27-2023 Umpires, Referees, and Other Sports Officials
01.0103	Agricultural Economics	19-3011	Economists	27-4999 Media and Communication Equipment Workers, All Other
01.0103	Agricultural Economics	25-1041	Agricultural Sciences Teachers, Postsecondary	31-1015 Orderlies
01.0104	Farm/Farm and Ranch Management	11-9013	Farmers, Ranchers, and Other Agricultural Managers	31-3095 Pharmacy Aides
01.0104	Farm/Farm and Ranch Management	25-1041	Agricultural Sciences Teachers, Postsecondary	31-9096 Veterinary Assistants and Laboratory Animal Caretakers
01.0104	Farm/Farm and Ranch Management	25-9021	Farm and Home Management Advisors	33-3041 Parking Enforcement Workers
01.0104	Farm/Farm and Ranch Management	43-1011	First-Line Supervisors of Farming, Fishing, and Forestry Workers	33-9011 Animal Control Workers
01.0105	Agricultural/Farm Supplies Retailing and Wholesaling	13-1021	Buyers and Purchasing Agents, Farm Products	33-9031 Gaming Surveillance Officers and Gaming Investigators
01.0105	Agricultural/Farm Supplies Retailing and Wholesaling	25-1041	Agricultural Sciences Teachers, Postsecondary	33-9032 Security Guards
01.0105	Agricultural/Farm Supplies Retailing and Wholesaling	43-2041	Graders and Sorters, Agricultural Products	33-9091 Crossing Guards
01.0106	Agricultural Business Technology	18-1151	Computer User Support Specialists	33-9093 Transportation Security Screeners
01.0106	Agricultural Business Technology	43-1011	First-Line Supervisors of Office and Administrative Support Workers	33-9099 Protective Service Workers, All Other
01.0109	Agricultural Business and Management, Other	11-9013	Farmers, Ranchers, and Other Agricultural Managers	35-2011 Cooks, Fast Food
01.0109	Agricultural Business and Management, Other	25-1041	Agricultural Sciences Teachers, Postsecondary	35-2018 Cooks, Short Order
01.0109	Agricultural Business and Management, Other	43-1011	First-Line Supervisors of Farming, Fishing, and Forestry Workers	35-3021 Food Preparation Workers
01.0201	Agricultural Mechanization, General	25-1041	Agricultural Sciences Teachers, Postsecondary	35-3021 Combined Food Preparation and Serving Workers, Including Fast Food
01.0201	Agricultural Mechanization, General	49-3041	Farm Equipment Mechanics and Service Technicians	35-3022 Counter Attendants, Cafeteria, Food Concession, and Coffee Shop
01.0204	Agricultural Power Machinery Operation	25-1041	Agricultural Sciences Teachers, Postsecondary	35-3031 Waiters and Waitresses
01.0204	Agricultural Power Machinery Operation	43-2091	Agricultural Equipment Operators	35-3041 Food Servers, Nonrestaurant
01.0204	Agricultural Power Machinery Operation	49-3041	Farm Equipment Mechanics and Service Technicians	35-9011 Dining Room and Cafeteria Attendants and Bartender Helpers
01.0205	Agricultural Mechanics and Equipment/Machine Technology	49-3011	Auto Mechanics and Service Technicians	35-9021 Dishwashers
01.0205	Agricultural Mechanics and Equipment/Machine Technology	49-3041	Farm Equipment Mechanics and Service Technicians	35-9031 Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop
01.0205	Agricultural Mechanics and Equipment/Machine Technology	49-3042	Mobile Heavy Equipment Mechanics, Except Engines	35-9099 Food Preparation and Serving Related Workers, All Other
01.0209	Agricultural Mechanization, Other	25-1041	Agricultural Sciences Teachers, Postsecondary	37-2011 Janitors and Cleaners, Except Maids and Housekeeping Cleaners
01.0209	Agricultural Mechanization, Other	49-3041	Farm Equipment Mechanics and Service Technicians	37-2012 Maids and Housekeeping Cleaners

3. In the Find and Replace dialog box, enter the CIP code that you're interested in, and click "Find Next." Your screen should then look like this:



4. Since the CIP-SOC crosswalk file is already sorted by row, you can find all the rows corresponding to your CIP simply by starting from the first cell selected and then reading down in column A until you encounter a different CIP code.
5. Select all of these rows, columns A through D, this will form a table that can be pasted directly into the response field for question 4a.

52.0808	Public Finance.	11-3031	Financial Managers
52.0808	Public Finance.	13-2031	Budget Analysts
52.0808	Public Finance.	13-2051	Financial Analysts
52.0808	Public Finance.	25-1011	Business Teachers, Postsecondary

6. If desired, ask a faculty or staff member to sort the matched occupations from the CIP-SOC crosswalk by relevancy/importance, with the occupations that seem most likely to employ your graduates ranked first.
7. Missing occupations from the list should be addressed in question 4b.

Question 4b, is requesting information from your local staff/workforce experts at your institution on the applicability of the NCES list. We are aware that the NCES might be “globally” wrong—the CIP/SOC match may never have been very accurate, or may become obsolete as fields and occupations evolve—or “locally” wrong—the CIP/SOC match may be reasonably robust in general, but fail to capture the role your particular program plays in students’ career paths. Graduates of a particular program may be over or underqualified for some of the matched occupations. Also, there may be SOC codes not matched to your CIP by NCES for which, however, your program does help to prepare students, and which are likely to provide gainful employment for your graduates. Question 4b is the place to tell us about those as well.