

Community College & Technical Center MIS

MISATFOR 9/29/94 Meeting Minutes

Executive Summary|Minutes

Executive Summary MISATFOR MINUTES - Harlow Kendig

The minutes were discussed and approved with the stated correction.

PERFORMANCE BASED FUNDING - Margaret Wingate and Erin McColskey

Margaret and Erin recapped the discussion at the Performance Based Funding meeting held September 29, 1994, and distributed a summary of Performance Based Funding (PBF) definitions and timelines.

Definitions of Enrollment, Completion, Placement, and Leaver were discussed. The colleges will receive double points for the completers and placements in targeted populations (Disabled, Economically Disadvantaged and Limited English Proficiency students).

ANNUAL REPORTS WORKSHOP - Howard Campbell

The workshop will be held at the Tradewinds for the 1995 Annual Reports Workshop

ACCOUNTABILITY - AUDIT PROCEDURES - Howard Campbell

Division staff are working on completing a draft of the audit procedures that will be sent to the colleges.

DATABASE IMPLEMENTATION TASK FORCE - Howard Campbell

An overview was given of the RFP process. The DITF/PTC had met jointly on September 29, 1994 to discuss evaluation of the Database Implementation Plans.

MISATFOR SUBCOMMITTEES - Harlow Kendig

Membership was reviewed in each MISATFOR subcommittee. Membership was changed in several of the subcommittees.

INSTITUTIONAL RESEARCH SUBCOMMITTEE - Pat Windham and Howard Campbell

An Institutional Research Subcommittee was formed. The purpose of this subcommittee would be for sharing research between colleges and the Division.

ACCOUNTABILITY COMMITTEE - Ted Wright

Ted Wright reported that the Accountability Data Collection and Verification subcommittee plans to review reports and reevaluate the system-wide data produced by the Accountability Reports. This subcommittee plans to assist the Division in their review of the Accountability plans.

DIVISION STAFF CHANGES - Howard Campbell

Paul Aughey is now in charge of the Facilities Data Base and Robert McMullen will be responsible for developing computer data security and data administration.

#### DATA SECURITY - Robert McMullen

New logons for TSO will be created by Division. A college may have more than one TSO ID if necessary.

#### INFORMATION RESOURCE ISSUES - Howard Campbell

The Department of Education has given the Division the approval to act as an Information Resource Agency that will decrease the amount of paperwork required of the Division.

#### PERSONNEL DATABASE - Margaret Wingate

A new timeline for the 1994 Personnel Data Base data submission was approved. An overview was presented on the new expanded Personnel Data Base which included data structure and implementation dates. Timelines were discussed as well as several questions and answers received by the Division.

#### FTE - Robert McMullen

The system-wide actual FTE for the 1993-94 was reviewed and the FTE reflects increases in non-credit enrollment and decreases in credit course enrollment. The Capitol Outlay FTE projections have been reported to the Office of Educational Facilities. The draft FTE Audit Procedure for correcting FTE data after the close of a Student Data Base reporting year was discussed.

#### STUDENT DATA BASE - Margaret Wingate and Pat Windham

Several data element definition and edit criteria were discussed for the following data elements:

Data Element 1026 - Term Institutional Grade Points Data Element 1101- ELT Score

Data Element 1106 - College Prep. Completion Indicator Data Element 2103 - Completion Degree Granted

Data Element 3004 - Course Dual Enrollment Data Element 3006 - Course Fee Kind

Data Element 3008 - Course Identifier.

The 1994-95 selection criteria for the Readiness for College Report was modified. The 1993-94 AA1A reports were distributed and discussed. The 1994-95 AA1A generation process was discussed.

#### OLD BUSINESS / NEW BUSINESS - Howard Campbell

College Preparatory Conversion, SPRE, Student Right-to-Know, Fact Book, FASTER, and the 1994-95 MISATFOR membership were discussed.

The next MISATFOR meeting will be held December 1st and 2nd in Orlando or Tampa.

## MINUTES

### MISATFOR MINUTES - Harlow Kendig

The minutes from the July 11, 1994 meeting were discussed.

### MISATFOR RECOMMENDATION

The minutes should be modified to read as follows:

In the Readiness for College Report: "The selection criteria was discussed to include First-Time-in-college and prior year High School graduates."

The recommendation was approved.

The minutes were approved with the stated correction.

### PERFORMANCE BASED FUNDING - Margaret Wingate and Erin McColskey

Margaret and Erin recapped the discussion from the Performance Based Funding meeting held September 29, 1994, and distributed a summary of Performance Based Funding (PBF) Definitions and timelines.

The colleges will report the JTPA-EDWAA and JTPA-123 to the Division of Community Colleges (Division) in a supplemental file for the 1994-95 reporting year. In future years, this information will be reported on the Student Data Base (SDB). Project Independence will be taken from the SDB.

Enrollment will be determined via the SDB using Data Element 2002 (Program of Study - CIP). Points will be awarded only for PBF targeted programs. Occupations are selected during the Occupational Forecasting Conference, and the programs are matched to the occupations. PBF will also include students enrolled as Adult Secondary and GED students and who are targeted to enroll in a PBF targeted program after completing their Adult Secondary or GED program.

Definitions of Enrollment, Completion, Placement, and Leaver were discussed. The colleges will receive double points for the completers and placements in targeted populations (Disabled, Economically Disadvantaged and Limited English Proficiency students).

### ANNUAL REPORTS WORKSHOP - Howard Campbell

The Division reported that 90% of the surveys returned reflected a desire to return to the Tradewinds next year for the Reports Workshop. Howard will send a compilation of the survey results to the colleges.

### ACCOUNTABILITY - AUDIT PROCEDURES - Howard Campbell

Division staff are working on completing a draft of the audit procedures that will be sent to the colleges during October, to be discussed at the next MISATFOR.

## DATABASE IMPLEMENTATION TASK FORCE - Howard Campbell

The Database Implementation Task Force (DITF) met a number of times since July and has completed the Request for Proposal (RFP). This request was sent to 42 companies. A required Bidder's Conference was held. Information Systems of Florida (ISF) submitted a proposal and the appointed RFP Review Committee is reviewing the proposal. If this proposal is accepted by the RFP Review Committee, they will proceed by declaring the bidder as a sole source and negotiate the contract.

The Database Implementation Plans were due in Tallahassee on September 29, 1994. A joint DITF/Peer Technical Committee meeting was held on Thursday, September 29 to discuss procedures to evaluate the plans. These plans will be forwarded to the PTC, chaired by John Walker from Brevard Community College, for their review and recommendation.

## MISATFOR SUBCOMMITTEES - Harlow Kendig

Harlow reviewed the membership of the MISATFOR subcommittees. The following membership changes were recommended:

### MISATFOR RECOMMENDATION

#### Student Data Base Subcommittee

Ann Sherry Herring was replaced by Ellen Lain from Lake-Sumter Community College

Susanne Fischer from St. Petersburg Community College was added.

#### Personnel Data Base

Jack Rigsby from Manatee Community College, and

Jeanette Humphrey from Polk Community College was added.

#### Annual Reports Workshop Subcommittee

Jim Howell from Palm Beach Community College was deleted.

#### Equity Subcommittee

Jeanette Humphrey from Polk Community College was deleted.

The recommendation was approved.

An update of the membership of each subcommittee will be distributed during the next MISATFOR meeting.

## INSTITUTIONAL RESEARCH SUBCOMMITTEE - Pat Windham and Howard Campbell

Pat Windham reported that a group of Community College Institutional Research personnel met to discuss the sharing of research between colleges, and requested a MISATFOR Institutional Research subcommittee be created to fill this need.

This subcommittee will also be available to assist the Division in addressing research projects.

#### MISATFOR RECOMMENDATION

Create an Institutional Research Subcommittee. The purpose of this subcommittee would be for sharing research between colleges and the Division.

The recommendation was approved.

Membership of the committee for 1994-95 was established as follows:

Pat Windham Bruce Judd

Donna Lake David Helmich

Jim Howell Susanne Fischer

Ted Wright Jeff Stuckman

Bob Eberley Marcia Belcher.

The Division requested that colleges send copies of research studies produced by the Institutional Research Offices. The Division will create a "Research Library" which could help field questions from legislators. This library could possibly decrease the number of ad hoc questions passed on to the colleges.

#### ACCOUNTABILITY COMMITTEE - Ted Wright

Ted Wright reported that the Accountability Data Collection and Verification subcommittee plans to review reports and re-evaluate the systemwide data produced by the Accountability Reports. This subcommittee plans to assist Connie Graunke as the need arises. Margaret Wingate is now responsible for the production of the Accountability Reports at the Division. The Division is in the process of regenerating Accountability Outcome Measure #1 Part 2 - Retention and Success Report.

#### DIVISION STAFF CHANGES - Howard Campbell

Paul Aughey is now in charge of the Facilities Database, and Robert McMullen will be responsible for developing computer data security and data administration.

#### DATA SECURITY - Robert McMullen

New logons for TSO will be created by Division. A college may have more than one TSO ID if necessary.

#### INFORMATION RESOURCE ISSUES - Howard Campbell

The Department of Education has given the Division the approval to act as an Information Resource Agency which will decrease the amount of paperwork required of the Division.

PERSONNEL DATABASE - Margaret Wingate

#### MISATFOR RECOMMENDATION

The modified 1994 existing Personnel Data Base data submission dates were recommended:

October 14, 1994 Open Date.

October 27, 1994 Due Date.

October 28, 1994 Correspondence to Colleges.

November 7, 1994 Correspondence to Colleges.

November 14, 1994 Close Date.

The recommendation was approved.

Selected pilot colleges will begin to test the New Expanded Personnel Database in November. A New Expanded PDB data structure and implementation dates were reviewed. The PDB edit program will be written in SAS.

The following question and answer was revised during discussions:

Q: Do we report Part-time adjuncts attending Orientation who are paid, but not hired to teach because of low course/section enrollment?

A: Since the employee is paid of instruction GL code and the institution considers the person an employee, the institution would report this on the PDB.

FTE - Robert McMullen

System-wide the Actual FTE for 1993-94 reflects increases in non-credit enrollment and decreases in credit course enrollment. After the Division ran the 1994-95 FTE projections, only seven colleges went down from the original projection.

In an effort to produce more accurate FTE projections, the newly formed FTE Projection Model MISATFOR subcommittee is reviewing possible FTE projection models.

The Capitol Outlay FTE projections have been turned over to the Office of Educational Facilities.

The Division re-emphasized the importance of the colleges meeting the FTE deadlines as set by the Division. These deadlines are presently allowing the colleges the longest possible turn-around time; however, many colleges are not meeting these deadlines. The certification forms may be faxed, with the original mailed later.

The FTE Audit Procedure for correcting FTE data after the close of a Student Data Base reporting year is being reviewed . The Division distributed a copy of the draft FTE record description which would be used to correct FTE as a result of an audit. The records would contain summary information by FTE category and would be submitted by term and registration period.

STUDENT DATA BASE - Margaret Wingate and Pat Windham

Subcommittee Report

Data Element 1026 - Term Institutional Grade Points and Data Element 1030 - Total Institutional Grade Points

During the process of reviewing Accountability reports, it was discovered that some colleges were not correctly reporting Data Element 1026 and Data Element 1030. These data elements should reflect the total quality points credited to the student for the current term.

MISATFOR RECOMMENDATION

Modify Data Element 1026 and Data Element 1030 definitions to include quality points for clarification as well as add an example to the data elements.

The recommendation was approved.

This change will be brought to the December meeting. In addition, the Exceptions Report will be modified to include ranges of this element.

Data Element 1101 - ELT Score

MISATFOR RECOMMENDATION

Change the CPT definition to read should read: "All scores are scaled."

The recommendation was approved.

Data Element 1106 - College Preparatory Completion Indicator

Members ask for clarification about this data element, how the data element will be used and the impact the ELT score has on this information.

Data Element 2103 - Completion Degree Granted

Pat Windham identified a problem at her college relating to this data element. Many TCC students receive an "AA degree, except for CLAST" and then continue their education at a four- year university. Because an AA degree cannot officially be bestowed on students unless they pass the CLAST, there is not a category on Data Element 2103 to identify these students. Pat Windham asked the college representatives at MISATFOR to check locally to see if their colleges have a similar problem.

Data Element 3004 - Dual Enrollment

As a result of State Law 240.241(2), Early Admission, Students can now be enrolled in non-credit courses.

#### MISATFOR RECOMMENDATION

Add table value EV (Dual Enrollment, Early Admission - Vocational (Non-Credit) was passed.

The recommendation was approved.

Margaret will present this change at the December MISATFOR meeting.

Data Element 3006 - Course Fee Kind

#### MISATFOR RECOMMENDATION

1. Table values "I", (In-kind Contributions - authorized) and "J" (In-kind contribution - not authorized) no longer exist and should be deleted.

2. National Guard. Edit criteria for table value "A", National Guard Fee Waiver, was discussed. Edits on this value proposed:

a. If Data Element 3006 = "A", then D.E. 3001 Course ICS must be A&P or PSV.

b. If Data Element 3006 = "A", then D.E. 2001 should be a "1", "2", "3" or "6".

The recommendations were approved.

A memo from Clark Maxwell dated February 8, 1993, regarding tuition and fees exemptions for the Florida National Guard was distributed. This law requires fee waivers for college credit courses taken by Florida National Guard members.

Data Element 3008 - Course Identifier

#### MISATFOR RECOMMENDATION

Data Element 3008 fourth digit equal a zero and ICS equal 1.21.02 - 1.27.02.

The recommendation were approved.

The Statewide Course Numbering System Match for the 1993-94 Fall and Winter/Spring terms was distributed.

Readiness for College

#### MISATFOR RECOMMENDATION

Eliminate the reference to FTIC in the Readiness for College selection criteria.

The recommendation was approved.

Data Element 2005 - Program of Study - Level, table values 0,1,2,3,4,8 will be used in the criteria. Excluded from the Readiness report will be D.E. 2005 Program of Study values 5, 6, 7, and 9: Employment Related, Personal Objectives, Linkage, Adult High School, respectively.

#### AA1A

The 1993-94 AA1A reports were distributed. Colleges who used the SDB data were noted. In 1994-95 reporting year, the AA1A and related reports for Accountability and Performance Base Funding will be taken from the Student Data Base. When the colleges certify the data in July, this certification will also cover the AA1A.

#### OLD BUSINESS / NEW BUSINESS - Howard Campbell

##### College Preparatory Conversion

A table of College Prep CHE Funding vs SSH Funding was distributed. DCC concern at any ratio of 1.25 or greater was expressed. Pat Windham, Jeff Stuckman, Jim Howell, and Harlow Kendig volunteered to work with Ed Cisek to clarify this issue.

#### SPRE

A final draft of Standards has been submitted. Fifteen members will be appointed, including some community college personnel.

##### Student Right to Know

Changes to the Student Right to Know may include looking at all students. There will be a further update at the December Meeting.

#### Fact Book

The 1991-92 and 1992-93 Fact Book will be distributed the end of October.

#### FASTER

A FASTER Status Report was distributed. Any questions should be forwarded to Pete Tanzy at FIRN.

#### MISATFOR Membership

A summary of MISATFOR membership by year was distributed.

#### REPORTS COORDINATORS

A number of colleges requested that written notification be sent to the Reports Coordinators when a report or file is due in Tallahassee.

NEXT MISATFOR MEETING - Harlow Kendig The next meeting will be held December 1st and 2nd in Orlando or Tampa.