

Community College & Technical Center MIS

MISATFOR 12/02/94 Meeting Minutes

Executive Summary | Minutes

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MISATFOR MINUTES - Harlow Kendig

Minutes from the September 30, 1994 meeting were discussed and approved.

DATA BASE IMPLEMENTATION TASK FORCE - Howard Campbell

An overview was given on reports and the status of the DITF review of the consortium/colleges Database Implementation Plans.

ACCOUNTABILITY OUTCOME MEASURES - Margaret Wingate

Division staff from the Program Bureau are in the process of drafting the annual report for Accountability. This report will be forwarded to the Legislature at the end of the year.

PERSONNEL DATA BASE - Margaret Wingate

The certification form has gone out for colleges to certify. The Division is currently compiling the EE06 report, which will be used by the colleges in the Equity Reports.

NEW EXPANDED PERSONNEL DATA BASE - Margaret Wingate and John Walker

Implementation dates and types of data reports on the new expanded Personnel Data Base (New PDB) were discussed. The following data elements were discussed:

Data Element 2025 - Position Portion of Effort (FTE)

Data Element 4030 - Site Number

Data Element 7005 - Benefit Type.

FTE - Robert McMullen

The Estimating Enrollment Conference accepted the FTE estimates with College adjustments. FTE Comparison reports were distributed. Modifications to the FTE Estimates Model for future years is under review by Division staff. The FTE Enrollment Projection Subcommittee will be reviewing different projection models.

STUDENT DATA BASE - Margaret Wingate and Pat Windham

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

Data Element 1026 - Term Institutional Grade Points Data Element 1027 - Term Institutional Hours for GPA,

Data Element 1030 - Total Institutional Grade Points, Data Element 1031 - Total Institutional Hours for GPA.

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

Data Element 3004 - Course Dual Enrollment Category Data Element 3008 - Course Identifier

Data Element 3012 - Course Section Hours Data Element 1013 - Limited English Proficiency

Data Element 3016 - JTPA Data Element 3018 - Sunshine State Skills Flag

Data Element 2005 - Program of Study - Level Data Element 2002 - Program CIP.

#### AA-1A Report

The 1994-95 reporting year is the first reporting year that the AA-1A report will be generated from the Student Data Base (SDB) for all colleges.

#### AA-1B, AA-1C, and EA-3 Reports

The proposed plan and selection criteria to produce these reports from the Student Data Base will be discussed at the next MISATFOR. Division staff will also investigate the current usage of these reports.

#### FETPIP File Submission

This year the colleges have the option of producing their own Completer File or letting the Division produce the file - if the college accepted the AA1A from the Student Data Base. Colleges will need to submit Leaver information to the Division.

#### Data Element 1002 -Disabled Classification

A report, produced from the Student Data Base (SDB), displaying the coding of Data Element 1002 for three reporting years was distributed. The student's primary disability should be reported on the SDB. Questions were raised regarding the code "N", Disability not requiring institutional assistance. Division staff will research the history of the table values for this data element.

#### Readiness for College Report

The 1993-94 Readiness for College report was distributed. Any college who would like the detail report by high school should call the Office of Postsecondary Education Coordination. Taylor Cullar is the contact person.

#### DEPARTMENT OF LABOR - COMPUTERIZED JTPA PROFILING - Howard Campbell

The Dept. of Labor plans to make available to the Division data related to the JTPA eligible residents who are eligible for JTPA, but are not currently receiving benefits. This information could be used for recruiting. The Division will have additional information at the next MISATFOR.

#### PERFORMANCE BASED FUNDING - Margaret Wingate

Draft specifications were distributed and reviewed. Division staff will be meeting with FETPIP and HRS and will report results at the January MISATFOR. The Department of Commerce will conduct field audits on the all information provided by the colleges for the Performance Based Funding system. Leavers will be part of the system for three (3) years, not just one (1) year.

#### Budget Request - Ed Cisek

The SBCC Legislative Budget Request and the 1994-95 Funding Profile were distributed.

Dual Enrollment Comparison - Dual Enrollment Comparison was distributed.

College Preparatory Conversion -A revised report of College Preparatory Hours for Fees was dist

#### OLD BUSINESS / NEW BUSINESS - Howard Campbell, Robert McMullen and Margaret Wingate

Bureau Status Report, Division Security, MISATFOR subcommittee membership, Perkins Reporting System, Division Fact Book, SAS Training, Micro Computer Version of the Student Data Base Project, Communication, Bureau Staff promotions and the Special Request from the Legislature was discussed.

The next MISATFOR meeting will be held on January 19-20, 1995 in Orlando.

#### MINUTES

##### MISATFOR MINUTES - Harlow Kendig

Minutes from the September 30, 1994 meeting were discussed and approved.

##### DATA BASE IMPLEMENTATION TASK FORCE - Howard Campbell

The Data Base Implementation Task Force (DITF) has met three times since September. Also, the Peer Technical Committee has reviewed the Database Implementation plans submitted from each consortium/community college and made recommendations to the DITF.

Information Systems of Florida (ISF), Bill Schmid, and Howard Campbell have met regarding the work plan for the Request for Proposal submitted by ISF. Information will be discussed at the next MISATFOR meeting. Part of this work plan includes interviews with individuals in the Division of Community Colleges, the House and Senate, budget staff, Governors Office, and Community College staff. Using this process, there will be plenty of opportunity for input for all interested individuals.

## ACCOUNTABILITY OUTCOME MEASURES - Margaret Wingate

Division staff from the Program Bureau are in the process of drafting the annual report for Accountability. This report will be forwarded to the Legislature at the end of the year.

## PERSONNEL DATA BASE - Margaret Wingate

The certification form has gone out for colleges to certify the reports generated from the current Personnel Data Base. The Division is currently compiling the EE06 report, which will be used by the colleges in the Equity Reports.

## NEW EXPANDED PERSONNEL DATA BASE - Margaret Wingate and John Walker

### Subcommittee Report:

It was reported that the record type indicator was inadvertently omitted from the record layout.

### MISATFOR RECOMMENDATION

MISATFOR recommends that the record type be added to the new expanded Personnel Data Base (new PDB) record layout.

The recommendation was approved.

The new PDB modified Record Layouts will be sent to the Colleges. In addition, clarification to the existing overview and an enhanced Data Element Dictionary will be provided to the Colleges. The electronic download of the dictionary in WordPerfect will be available.

Implementation Dates were included in the new PDB handouts.

The new PDB data reported should be term data, except for Salary and Fringe Benefits data which are fiscal year data. Pilot Colleges will report any major problems encountered to the Division and this information will be relayed to the colleges. Colleges should contact John Walker, Brevard Community College, or Margaret Wingate with questions or concerns. Progress reports will continue to be relayed to all colleges.

The subcommittee discussed the following data elements:

Data Element No. 2025 - Position Portion of Effort (FTE)-this data element should be reported on all instructors. The intent is that this element be comparable to the K-12 schools. Since 30 hours is the normal hours of instruction for a year in K-12, the portion of FTE should be obtained by dividing SSH or CHE by 30.

Data Element No. 4030 - Site Number - The Site Number used should be the same as reported on the Facilities and Student Data Base. Code 99 should be used when the course did not require a permanent facility.

Data Element No. 7005 - Benefit Type - For this data element, the table value of 'C' should include Other (such as Tuition Reimbursement or Fee Waiver).

FTE - Robert McMullen

The Estimating Enrollment Conference accepted the FTE estimates with College adjustments. FTE Comparison reports were distributed.

Modifications to the FTE Estimates Model for future years is under review by Division staff. One modification under consideration is the elimination of the use of the Initial/Other as part of this FTE Estimates model. Rather, the FTE Estimates calculation would use data reported as of the date the FTE Estimates were generated by the Division.

The FTE Enrollment Projections Subcommittee will be reviewing different projection models. Any suggestions can be forwarded to Robert McMullen or a subcommittee member.

STUDENT DATA BASE - Margaret Wingate and Pat Windham

Beginning January 1995, Jim Talmadge, Lake City Community College, will be the chair of the Student Data Base (SDB) Subcommittee.

The SDB Subcommittee discussed the following data elements:

Data Element No. 1026 - Term Institutional Grade Points,

Data Element No. 1027 - Term Institutional Hours for GPA,

Data Element No. 1030 - Total Institutional Grade Points,

Data Element NO. 1031 - Total Institutional Hours for GPA.

MISATFOR RECOMMENDATION

Accept the data element definitions as modified for data element 1026 and 1030.

The recommendation was approved.

Data Element No. 1106 - College Prep Completion Indicator

In the September SDB Subcommittee meeting, the subcommittee requested clarification of this data element. At the December SDB Subcommittee meeting, Division staff discussed that this data element is used for Accountability to identify college preparatory students who have completed the highest level course in the college preparatory track.

MISATFOR RECOMMENDATION

1. If possible, both transfer students and native students should be reported in Data Element 1106. Accountability will exclude transfer students.

2. Data Element 1106 should be added to the Exception Reports.

The recommendations were approved.

Data Element No. 2103 - Completion Degree Granted

Data Element 2103 definition was discussed by the subcommittee. The subcommittee ask that further research be completed by Division staff and the data element discussed at the January MISATFOR.

Data Element No 3004 - Course Dual Enrollment Category

MISATFOR RECOMMENDATION

SDB Subcommittee recommends the value EV - Early Admission (Non-College vocational Credit) be added to the definition effective with the 1994-95 Fall End-of- Term and Winter/Spring data submissions.

The recommendation was approved.

Data Element No. 3008 - Course Identifier

The edit on data element 3008 has been modified to exclude checking PSAV courses against the Common Course Numbering System.

Data Element No. 3012 - Course Section Hours

MISATFOR RECOMMENDATION

Recommendation to remove the informational edit where a lab course (Course Identifier eighth digit is equal to a "L") has Course Section Hours equal to zeroes.

The recommendation was approved.

Data Element No. 1013 - Limited English Proficiency

Modifications to this data definition to coincide with the Federal definitions were reviewed. The occurrence of Table Value "N" (Student is of limited English Proficiency but is not in the four categories listed), will be researched by Division staff.

MISATFOR RECOMMENDATION

Because of Performance Based Funding, the Student Data Base Subcommittee recommends the immediate change in the definition of data element 1013 as once a LEP student, always a LEP student.

The recommendation was approved.

Data Element No. 3016 - JTPA

MISATFOR RECOMMENDATION

SDB subcommittee recommends data element 3016 be modified to report the following values:

"A" = JTPA EDWA students

"B" = JTPA 123 students

"N" - None - not applicable

Value "Y" Should be deleted from the definition.

The recommendations were approved.

Data Element No. 3018 - Sunshine State Skills Flag

Discussion regarding the changing of this data element to a FTE data element was tabled and will be discussed after the Division completes research needed.

Data Element 2005 - Program of Study - Level

Data Element 2002 - Program CIP

Performance Based Funding requires the reporting of the student's program CIP. Adult Secondary or GED students do not have a vocational program cip on the SDB. In order to allow the reporting of Adult Secondary and GED students who plan to pursue a vocational program after completing Adult Secondary / GED program, the student's vocational program of intent needs to be reported on the SDB.

MISATFOR RECOMMENDATION

The SDB subcommittee recommends that Data Element 2002, Program of Study CIP, be used to report the intended vocational program. Data Element 2005, Program of Study, will have a code "G", GED, added to the table values. This change should be effective in the 1995-96 reporting year.

The recommendations were approved.

AA-1A Report

The 1994-95 reporting year is the first reporting year that the AA-1A report will be generated from the Student Data Base (SDB) for all colleges. Currently, the AA-1A report is generated when a college submits and loads an end-of-term data file on the SDB. This report accumulates the totals for data submitted to date, at the time the file is loaded.

AA-1B, AA-1C, and EA-3 Reports

The proposed plan and selection criteria to produce these reports from the Student Data Base will be discussed at the next MISATFOR. Division staff will also investigate the current usage of these reports.

FETPIP File Submission

Memorandum 64-94-53, FETPIP File Submission, was distributed. This year the colleges have the option of producing their own Completer File or letting the Division produce the file - if the college accepted the AA1A from the Student Data Base. Because of the close timeline, the Leaver files must be produced by the colleges. This year the definition of a Leaver will be the same as used on Accountability: "A leaver is a student enrolled in the 1993-94 reporting year who did not graduate in either 1993-94 or 1994-95 and who was not enrolled in the 1994-95 reporting year.

Colleges requested that the Division extend the due date for the submission of this data.

#### Student Data Base Edit Program Changes

A new edit program will be released to the colleges in December. The Exceptions Report will now include Data Element 1106, College Prep Completion Indicator.

#### Data Element 1002 -Disabled Classification

A report, produced from the Student Data Base (SDB), displaying the coding of Data Element 1002 for three reporting years was distributed. The student's primary disability should be reported on the SDB. Questions were raised regarding the code "N", Disability not requiring institutional assistance. Division staff will research the history of the table values for this data element.

#### Readiness for College Report

The 1993-94 Readiness for College report was distributed. While producing this report, the Division discovered some students attending a Florida Community College and State University at the same time, and identified as FTIC in both systems. Division staff will work with the Office of Postsecondary Education Coordination and the State University System to find a solution to this problem in future years of this report.

Any college who would like the detail report by high school should call the Office of Postsecondary Education Coordination. Taylor Cullar is the contact person.

#### DEPARTMENT OF LABOR - COMPUTERIZED JTPA PROFILING - Howard Campbell

The Dept. of Labor plans to make available to the Division data related to the JTPA eligible residents who are eligible for JTPA, but are not currently receiving benefits. This information could be used for recruiting. The Division will have additional information at the next MISATFOR.

#### PERFORMANCE BASED FUNDING - Margaret Wingate

Draft specifications were distributed and reviewed. Division staff will be meeting with FETPIP and HRS and will report results at the January MISATFOR.

Reporting of CIP for General Freshmen: Students who are reported as General Freshmen on Data Element 2005 but who have declared a degree, may still have the intended program CIP reported in Data Element 2002, Program CIP.

The Department of Commerce will conduct field audits on the all information provided by the colleges for the Performance Based Funding system.

Leavers will be part of the system for three (3) years, not just one (1) year.

Budget Request - Ed Cisek

One objective of the Division this year is to better inform the public about the mission of community colleges. To achieve this objective an informative campaign, the "WE ARE" campaign, is now under way.

The SBCC Legislative Budget Request and the 1994-95 Funding Profile were distributed.

Dual Enrollment Comparison

Dual Enrollment Comparison was distributed. The difference in numbers of high school dual enroll to college dual enrollment is being investigated.

College Preparatory Conversion

A revised report of College Preparatory Hours for Fees was distributed. After input from the colleges, the College Preparatory Funding Hours vs. Student Semester Hours was revised.

OLD BUSINESS / NEW BUSINESS - Howard Campbell, Robert McMullen and Margaret Wingate

Status Report

The Bureau Status report was distributed.

Division Security

Robert McMullen is now also responsible for security. New TSO's will be created for the community colleges. A college can have more than one TSO Logon I.D.

MISATFOR Subcommittees

A report of MISATFOR subcommittee membership was distributed.

Perkins reports

The Perkins reports will be sent to the colleges within the next few weeks.

Fact Book

The Fact Book will go out in the next few weeks.

SAS Training

SAS training, to be held at NorthWest Regional Data Center, is scheduled for the near future. Additional training will be held over the next 6 months.

MICRO Computer Version of the Student Data Base

The Project is on schedule. An overview of this project was reviewed.

Communication

Howard reminded Reports Coordinators to take back to the colleges the information received at MISATFOR meetings.

Bureau Staff Promotions

Robert McMullen received a promotion to Educational Policy Director. Also, Chuck Pollock and Preston Howard were promoted.

Special Request for Legislature

Discussed and review the request for the Legislature.