

## EXECUTIVE SUMMARY

### CCMIS ADVISORY TASK FORCE (MISATFOR)

January 20, 1995

#### MISATFOR MINUTES - Harlow Kendig

Minutes from the December 2, 1994 meeting were discussed and approved.

#### DATA BASE IMPLEMENTATION TASK FORCE (DITF) - Howard Campbell

A six month progress report was distributed. Included in the report was an Executive Summary of progress made by the DITF. Consortia and non-consortia colleges reports have been reviewed and approved by DITF. The ISF contract was approved for the 1) Degree Audit system (including 1,300 hours of programming at the direction of the DITF) and 2) the Integrated Database Design. ISF's workplan was also accepted by DITF.

#### NEW EXPANDED PERSONNEL DATA BASE - Margaret Wingate

Progress continues on the Data Element Dictionary and Edit Report for the new expanded Personnel Data Base.

#### FTE SUBCOMMITTEE - Robert McMullen

The FTE subcommittee proposed that the Division develop the projection model to project only the systemwide FTE, while the colleges use their own models to do college projections. Work on the plan will continue. The Division is also working on modifying the FTE Estimates model.

#### STUDENT DATA BASE SUBCOMMITTEE - Margaret Wingate - Jim Talmadge

Data Element Definitions and edit criteria were discussed for several data elements. A summary of SDB changes for 1994-95 Fall End-of-Term and Winter/Spring Beginning-of-Term was distributed.

Leaver Definition - Student "leavers" are reported in Accountability (retention and success), FETPIP placement, and Performance Based Funding (PBF). It is the intention of the DCC to use a standard definition, resulting in consistent reporting in all three areas. For PBF, the leavers will be created at the end of the reporting year only.

#### PERFORMANCE BASED FUNDING (PBF) - Margaret Wingate

Several reports were distributed and definitions were clarified. For the purpose of PBF, Adult Secondary and GED students may be counted if the students plan to pursue a PBF program at the reporting

institution. The DCC will send a complete file of summer graduates to the colleges near the end of January. Local PBF training by the Department of Commerce will be held in January and February.

PERKINS REPORTING SYSTEM -Margaret Wingate

Draft reports were distributed. The Perkins data is due from the colleges in mid February.

OLD BUSINESS / NEW BUSINESS - Howard Campbell

The next MISATFOR meeting will be March 23-24, 1995 in Tallahassee.

MINUTES

CCMIS ADVISORY TASK FORCE (MISATFOR)

January 20, 1995

MISATFOR MINUTES - Harlow Kendig

Minutes from the December 2, 1994 meeting were discussed and approved.

DATA BASE IMPLEMENTATION TASK FORCE (DITF) - Howard Campbell

Howard Campbell distributed copies of a six month progress report sent to the Florida Senate President, the House Speaker and the Office of the Governor. Included in the report was an Executive Summary of progress made by the DITF.

Consortia and non-consortia colleges reports have been reviewed and approved by DITF.

The ISF contract was approved for the 1) Degree Audit system (including 1,300 hours of programming at the direction of the DITF) and 2) the Integrated Database Design. ISF's workplan was also accepted by DITF.

The Degree Audit/Articulation system has members from both community colleges and state universities. This committee will meet on February 10, 1995 to begin work on project design and specifications, including the articulation system.

LEGISLATIVE ISSUES - Howard Campbell

The proposed 25% cut may result in a shift of budget dollars. Hopefully, some dollars may be moved to higher education, especially since an additional 5,000 high school graduates are predicted over the next several years.

ACCOUNTABILITY OUTCOME MEASURES - Margaret Wingate

The 1994 Accountability Report was approved by the State Board at the January meeting.

## NEW EXPANDED PERSONNEL DATA BASE - Margaret Wingate

### Subcommittee Report:

The Critical Error Report Summary and the Detail Report was reviewed and approved. Some questions regarding the reporting of elements will be researched. The Data Element Dictionary will be released with the edit report.

### MISATFOR RECOMMENDATION

MISATFOR recommends that the Critical Error Report Summary and the Detail Report be accepted as proposed.

Recommendation was approved.

## FTE SUBCOMMITTEE - Robert McMullen

After much research and discussion, the FTE Subcommittee agreed that one FTE Projection model will not work for all twenty-eight Community Colleges. Therefore, the Division of Community Colleges (DCC) will develop a systemwide model for FTE projections which the Colleges can use as input for their own projection, if desired. To further assist in the FTE projections, the DCC will provide the colleges with additional data related to enrollment trends, which colleges can use in their projection models. Some examples of this data will be FTE by Age, FTE of prior year high school graduates, headcount of high school graduates, and population of local areas by age groups. The Division will have the right to reject any college plan.

The DCC is working on a new model for the FTE Estimates. This model will use the BOT and EOT data submissions, rather than Initial and Other Registrations. The reason for this change is that many colleges have had inconsistent reporting of the Initial and Other categories.

## STUDENT DATA BASE SUBCOMMITTEE - Margaret Wingate - Jim Talmadge

### Data Element No. 1013 - Limited English Proficiency

Modification to this data element to report once LEP always LEP was approved in December 1994. This element is used in PBF, the AA-1A report, and IPEDS.

### MISATFOR RECOMMENDATION

The Student Data Base Subcommittee recommends the Division research the definition of LEP and compare the DCC data base definition to the DPS definition to insure consistent reporting.

Recommendation was approved.

### Data Element No. 2005 - Program of Study - Level (Student Intent)

### Data Element No. 2002 - Program CIP

The recommendation to change the DE 2005 to include a code "G", GED, was approved in December 1994. The data dictionary change will be brought to the March meeting.

#### Data Element No. 2103 Completion Degree Granted

Completion Degree Granted, used in Accountability and Performance Based Funding, was discussed at length. The DCC will research the law and report back to MISATFOR either in March or May on reporting this data element.

#### Data Element No. 3016 Course JTPA

At the December 1994 meeting, MISATFOR approved modifying this data element to include indicators "A", JTPA EDWA students and "B", JTPA 123. After research at DCC, it was discovered that Other JTPA students, who are economically disadvantaged but not EDWA or 123, should also be reported.

#### MISATFOR RECOMMENDATION

The SDB subcommittee recommends that table value "O" be added to DE 3016 to indicate Other JTPA. This change will be effective in the 1995-96 reporting year.

The recommendation was approved.

#### AA-1B Report

Beginning with the 1994-95 Winter/Spring End of Term, the AA-1B will be produced from the Student Data Base. Drafts of the selection criteria and the report were provided. This report is used extensively by legislative staff.

#### MISATFOR RECOMMENDATION

The SDB Subcommittee recommends accepting the AA-1B Selection Criteria and report as provided with one modification: the title of the report include "Duplicated Headcount".

The recommendation was approved.

#### AA-1C Report

Some modifications to the AA-1C draft selection criteria and report were suggested. The modifications to this selection criteria and draft report will be distributed at the March MISATFOR meeting.

#### EA-3 Report

In the past, the EA-3 report has been used primarily by the Division. The EA-3 report should be deleted with the exception of the request for Recreation and Leisure headcount. This count will be submitted in paper form by the colleges.

A summary of SDB changes for 1994-95 Fall EOT and Winter/Spring BOT was distributed.

## Leaver Definition

Student "leavers" are reported in Accountability (retention and success), FETPIP placement, and Performance Based Funding. It is the intention of the DCC to use a standard definition, resulting in consistent reporting in all three areas. For PBF, the leavers will be created at 3E time only.

## MISATFOR RECOMMENDATION

SDB subcommittee suggests MISATFOR approve the following definition:

If a student is enrolled in one reporting year and not enrolled in the following reporting year and did not complete a degree either year, then the student is a leaver. Example: If a student is enrolled in the 1993-94 reporting year and is not enrolled in 1994-95 reporting year, and did not complete a degree in either 1994-95 or 1993-94, then the student is a leaver.

The recommendation was approved.

## PERFORMANCE BASED FUNDING (PBF) - Margaret Wingate

Reports of Draft Incentive Funding, Assigned Outcome Weights, and a Summary of Definitions and Timelines were distributed. The counting of students was clarified:

Enrollees can only be counted one time per year;

Completers can be counted multiple times per year;

Placements can be counted only one time per year.

Both DCC and Commerce will produce reports regarding status.

For the purpose of PBF, Adult Secondary and GED students can be counted if the students plan to pursue a PBF program at the reporting institution. To qualify, documentation must exist to show the student has been counseled and plans to continue in the PBF program after completing the Adult Secondary or GED requirements.

Completer and Leaver information will be provided to FETPIP by the DCC. After FETPIP has completed their matchup, the institution can continue with local follow-up of the unmatched students.

Students who do not fall in a targeted population will be matched against HRS files.

The DCC will provide a completer file of summer graduates, sometime near the end of January. The colleges will be able to identify the students in this file receiving JTPA assistance, LEP status, Adult Secondary and GED. Information regarding the supplemental data file will be in a memorandum from the DCC.

A memorandum has been sent to the Occupation Deans about local PBF training, which will be run by the Department of Commerce. These meetings will be held January 30 (Tallahassee), January 31 (Orlando), and February 1 (Davie). The DCC suggests the Reports Coordinators attend this meeting.

#### PERKINS REPORTING SYSTEM - Margaret Wingate

Draft reports were distributed. The Microcomputer Perkins Reporting System will not be supported this year. The colleges may make changes in the Perkins data file that resides on the mainframe. The file may be downloaded from NWRDC. Changes are due back to the DCC by the middle of February.

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

##### Status Report

The Bureau Status report was distributed.

##### Fact Book

The Fact Book, including 1993-94 reporting year, will be completed soon.

##### Student Right-To-Know

No new information; Margaret has not been able to contact the appropriate office at the Federal level.

##### Special Request

The special legislative request about average class size resulted in a count of about 30 students per class. Classes with a count of less than 5 students were eliminated, assuming these students were Directed Independent Study students. The number of hours per instructor resulted in about 15 hours. Howard will send the colleges copies of the information sent to legislators.

##### Paperwork Reduction.

An adhoc committee, comprised of Gerry Mock, Suzanne Fischer, Ann Sherry Herring, was formed to address paperwork reduction.