

Community College & Technical Center MIS

MISATFOR 9/22/95 Meeting Minutes

Executive Summary | Minutes

MINUTES

CCMIS ADVISORY TASK FORCE (MISATFOR)

September 22, 1995

EXECUTIVE SUMMARY

MISATFOR MINUTES - Jeff Stuckman

Minutes from the July 10, 1995 were discussed and approved with modifications.

MISATFOR - Howard Campbell

MISATFOR membership list was distributed. All 28 Community Colleges are members. MISATFOR's role was reviewed.

MISATFOR GOALS - Jeff Stuckman

MISATFOR goals for 1995-96 were distributed. Discussion ensued regarding how to measure the progress towards these goals.

MISATFOR CHAIRMAN'S SUGGESTIONS - Jeff Stuckman

Jeff Stuckman, MISATFOR Chair, distributed his suggestions for the 1995-96 year. Each suggestion was discussed. Vice Chair role was redefined. The subcommittee role was discussed. The subcommittees provide detailed information on data issues regarding the specific data base and these issues may only be discussed during the subcommittee meetings. Every member is encouraged to attend subcommittee meetings.

1996-97 LEGISLATIVE BUDGET UPDATE - Howard Campbell

Howard Campbell discussed the 1996-97 budget proposed by the Division.

DITF UPDATE - Howard Campbell

The form certifying that the mandated data will be available by July 1, 1996 was received from all 28 Community Colleges.

PERSONNEL DATA BASE UPDATE - Robert McMullen

Modifications were approved for Data Elements 2005, 3015 and 4050. Division staff continues work on the pilot system and two colleges have submitted data.

#### STUDENT DATA BASE UPDATE - Margaret Wingate

Modifications were approved to data elements 2001, and 3006. A new data element was added to collect SSH for College Preparatory. Data implications for CLAST Exemptions and for indicating a successful completion of college preparatory were discussed. Division staff will continue to investigate.

#### PERFORMANCE BASED INCENTIVE FUNDING - Margaret Wingate

The Division is creating an update file for Performance Based Incentive Funding (PBIF) for those colleges who resubmitted SDB data during the 1994-95 reporting year. Supplemental Placements will be accepted until May 1996. 1995-96 Set-asides, incentive allocations and pricing schedule were distributed. Verification of the colleges EDWAA data is being accomplished by matching this information against the Department of Labor Data Base. Members discussed the PBIF Leaver Definition.

#### FTE ESTIMATES - Robert McMullen

Charts comparing the 1994-95 FTE Estimates and the Assigned FTE to the 1994-95 FTE-3 were distributed. The FTE Enrollment Conference did not accept the FTE Projections adjusted by the Colleges. The conference members believe there should be no increase in FTE. They will be using the Assigned FTE's (FTE-2A) until the FTE-1 Estimates are completed in November.

#### EXCESS HOURS ISSUE - Howard Campbell

The transcript analysis request from legislative staff was discussed.

#### ACCOUNTABILITY REPORT - Margaret Wingate

Accountability Reports, Measure 1, part 2 and Measure 4, part 2 were distributed.

#### PERFORMANCE BASED PROGRAM AND BUDGETING MEASURES - Howard Campbell

Performance Based Program and Budgeting Measures (PBPB) were discussed. These measures appear in the 1995 Annual Reports Workshop Manual.

#### NEXT MEETING - Jeff Stuckman

The next MISATFOR will be held on November 16 - 17 in Orlando.

#### CCMIS ADVISORY TASK FORCE (MISATFOR)

September 22, 1995

#### MISATFOR MINUTES - Jeff Stuckman

Minutes from the July 10, 1995 were discussed and approved with modifications.

#### MISATFOR - Howard Campbell

MISATFOR membership list was distributed. All 28 Community Colleges are members. MISATFOR's role was reviewed. MISATFOR reports at the President Council about issues. This represents a process, not a council under President's council. MISATFOR is an advisory task force to the Division of Community Colleges.

MISATFOR GOALS - Jeff Stuckman

MISATFOR goals for 1995-96 were distributed. Discussion ensued regarding how to measure the progress toward these goals.

MISATFOR RECOMMENDATION

MISATFOR recommends the proposed goals be accepted.

Recommendation was approved.

It was suggested that MISATFOR review in January the progress made toward the goals.

MISATFOR CHAIRMAN'S SUGGESTIONS - Jeff Stuckman

Jeff Stuckman, MISATFOR Chair, distributed his suggestions for the 1995-96 year.

Discussion regarding the responsibility for taking MISATFOR minutes followed. Division (DCC) staff noted that it would be better for another person to take notes because staff were usually presenting materials and leading discussions during the meetings. The Chair asked for volunteers from the MISATFOR representatives for the 1995-96 year. Diane Baxter, Okaloosa-Walton volunteered with the condition that her college continue to fund her attendance at MISATFOR.

The duties of the MISATFOR Vice Chair were discussed.

MISATFOR MOTION

Motion that the duties of the Vice-Chair, who will also be the Chair-elect, for the 1996-97 year include the responsibility of taking minutes.

Motion passed.

Members suggested the MISATFOR agenda and minutes be communicated via electronic mail. According to Howard Campbell, not all community colleges are on the Internet; therefore, the standard methods of notification will have to be used until all 28 are connected to the Internet.

MISATFOR discussed changing the name of MISATFOR to Council of Information Resources.

MISATFOR Motion

Motion was made not to change the name of MISATFOR to Council of Information Resources (CIR).

Motion passed.

Discussion of changing the structure of the MISATFOR subcommittees to committees of the whole or renaming the subcommittees followed. Some colleges do not allow college employees to attend subcommittee meetings unless they are a member of the subcommittee. These subcommittees are a vital part of MISATFOR and all colleges are encouraged to send a representative, even if the representative is not an "official" member. The subcommittees provide detailed information on data issues regarding the specific data base and these issues may only be discussed during the subcommittee meetings.

MISATFOR Chair discussed changing meetings from Orlando to Tallahassee so individuals such as Steve Campora, PEPC Staff, and Legislative staff could attend. Many colleges objected because the college budgets have been established for this year and the change would mean more colleges would travel more often to Tallahassee. As a result of these objections, the Chair withdrew his suggestion.

Howard Campbell re-emphasized the need for colleges to identify themselves as "in the Florida Community College System" when making reservations with the hotel. This ensures the college will receive the discount rate. In addition, the count of attendees staying at the hotel is important because the hotel will provide the meeting rooms free of charge only if a specified number of reservations are made for the group.

#### 1996-97 LEGISLATIVE BUDGET UPDATE - Howard Campbell

Howard Campbell discussed the 1996-97 budget proposed by the Division. He also discussed other budget requests. The Division has requested \$2,000,000 for the maintenance costs for the Integrated Data Base systems for the colleges. An algorithm will need to be developed to determine how the money will be distributed. The Division has requested \$7,367,000 for the Distance Learning issue. The Micro-computer Version of the Student Data Base project was discussed. Because no additional funds were provided this year, the project has been on hold. The project is 90% completed. The Division is working to complete the one year CD-ROM of Student Data Base data with the November delivery of a CD-ROM writer to the Division. The Division will continue to make progress in completing this project.

#### DITF UPDATE - Howard Campbell

The form certifying that legislatively mandated data will be available by July 1, 1996 was received from all 28 Community Colleges. The excess 1300 hours available in the ISF contract will be devoted to the IBM Mid-Range Consortium for the implementation of the Degree Audit / Articulation System for that consortium.

#### PERSONNEL DATA BASE UPDATE - Robert McMullen

The following recommendations were forwarded by the PDB Subcommittee:

#### MISATFOR RECOMMENDATION

Add D.E. 2005, Occupational Activity Code, Table Value 11 for Student Assistant.

Add to D.E. 3015, Primary Course Section Type, Table Values for Telecourses / Distance Learning Courses for Open Broadcast (live, taped), Closed Broadcast (TV [live, taped], Multimedia [live, taped]), Radio, Video Tapes, and Computer Interactive and Table Value for Other than Above values.

Add D.E. 4050, Recreation and Leisure Headcount.

The recommendations were approved.

Data Elements 2015 and 7005 are currently under review. Robert will bring his recommendations to the next MISATFOR PDB Subcommittee meeting. In addition, other items brought up by MISATFOR members will be reviewed and addressed in the next subcommittee meeting.

Paul Aughey is working on the Edit Program. There are currently five reports, including cross edits.

So far, only two colleges have submitted data for the pilot of the new expanded Personnel Data Base.

Some colleges discussed concerns on the ability to report certain data elements. The Division will be sending out a timeline to the Presidents so they will know the implementation dates for the new expanded PDB .

The importance of using the correct departmental and General Ledger codes for faculty pay was re-emphasized.

STUDENT DATA BASE UPDATE - Margaret Wingate

The Student Data Base Subcommittee forwarded the following recommendations:

A new data element, D.E. 1033 - Transfer Institution, will report the last post-secondary institution the student attended. This information has been requested by Legislative staff. Margaret will forward a proposed definition to the Registrars for their input.

Also to be forwarded to the Registrars is the modified definition of D.E. 1106, College Preparatory Completion Indicator. Recent legislation requires that a student successfully complete the ELT test for the area of remediation before the student is considered a "successful college preparatory completer."

MISATFOR RECOMMENDATION

Informational edits on D.E. 2001, Program of Study, be deleted for the 1995-96 Fall End-of-Term and Winter/Spring Beginning-of-Term data submission.

The recommendation was approved.

D.E. 2103, Completion Degree Granted was discussed. Margaret will continue researching the addition of a new element to capture when a student actually completes the academic requirements (course work) for a degree. Discussion will continue at the next meeting regarding this data element.

MISATFOR RECOMMENDATION

Add the following new table values to D.E. 3006, Course Fee Kind for the 1996-97 reporting year:

"R" Foster Care Exemptions;

"S" Spouses of a Deceased State employee eligible for workers' compensation death benefits;

"T" Children of Law Enforcement Officers killed in the line of duty;

"U" Children of Firefighters killed in the line of duty;

and the following values be modified:

"F" Five Percent Vocational Waivers as allowed by law;

"G" Unauthorized Fee Waivers (above the allowed 5%).

The recommendation was approved.

At the previous MISATFOR meeting, D.E. 3018, was changed from "Course Sunshine State Skills Flag" to "FTE FLAG", to respond to HB 2489 which eliminates state funding for students taking a college prep course for the third time. The DCC will be sending colleges more information regarding this bill.

The AA-1B, AA-1C, and EA-3 reports were produced from the Student Data Base and distributed to the representatives of the colleges present; these reports have been added to the 1995-96 SDB processing as verification reports. The Recreation and Leisure count needs to be provided locally by the colleges. If desired, for the 1995-96 year, colleges have the choice of submitting these reports using the old process or using the reports as generated from the SDB. The Selection Criteria for these reports is in the Annual Reports Workshop Manual.

Adding a new data element to collect the Student Semester Hours for College Preparatory Credit Hours was discussed. This element will be used to project the student fee revenue for state funding.

#### MISATFOR RECOMMENDATION

Add a data element to the SDB to collect the SSH for College Prep Courses for the 1996-97 reporting year.

The recommendation was approved.

Margaret will bring forward a proposed definition to the next MISATFOR meeting.

More information regarding the reporting of college preparatory course hours will be distributed by the Division.

The leveling of AS Degree Programs may allow the creation of new Advanced Technical Certificates. These proposed certificates would require completion of a two year AS degree prior to entry into the advanced technical certificates. More information will be forthcoming.

Colleges were reminded by Margaret that, in the Accountability Outcome Measure #3, Part 2 Report, the placement data used does not reflect local decisions of placement.

Members discussed the CLAST exemptions bill and questioned if the bill had data implications that would call for modifications to the SDB. Division staff will continue to research the data implementation and report to MISATFOR at the next meeting.

#### PERFORMANCE BASED INCENTIVE FUNDING - Margaret Wingate

The Division is creating an update file for Performance Based Incentive Funding (PBIF) for those colleges who resubmitted SDB data during the 1994-95 reporting year. Department of Commerce, Performance Based Training Section will accept supplemental placements until May 1996. The second run of placements for Fall 1995-96 is taking place now.

JTPA 123 and Quick Response data will be paid out of state funds for 1995-96 reporting year. 1995-96 Set-asides and incentive allocations were distributed. The 1995-96 pricing schedule was also distributed. As defined by law, the dollar amounts have decreased 3% over the previous year. Colleges should have received their Regional Occupational lists by now. Certified Teacher Aid has been added to the state list, with a special CIP.

Verification of the colleges EDWAA data is being done by matching this information against the Department of Labor Data Base. Colleges will receive information regarding what students were verified by Department of Labor on their detailed PBIF summary reports from the Division.

Lengthy discussion regarding the PBIF Leaver Definition took place. There are existing leaver definitions (Accountability and AA-1A) which, in general, identify students who have left the institution. Jeff Stuckman, Fla. CC at JAX, proposed a leaver should be a "program leaver." After much discussion, the following recommendation was suggested.

#### MISATFOR RECOMMENDATION

MISATFOR recommends that a letter be written by Howard Campbell, from MISATFOR, to the chair of the Occupational Deans requesting that they discuss the issue of a PBIF Leaver at their next meeting and submit a recommendation to the Council of Instructional Affairs. His letter will supply different scenarios. MISATFOR will then take this definition and determine how the definition should be applied to the data.

The recommendation was approved.

MISATFOR members should discuss with their occupational deans the implications of this definition as it applies to Performance Based Incentive Funding. The DCC will hold the programming of Leavers until a definition is received.

Margaret reminded MISATFOR members that in order for a student to be a Leaver with marketable skills, the student would have to first declare the program (reported in D.E. 2002, Program CIP) and be counted as "enrolled in the program" (D.E. 2005, Program of Study Level - completed 25% of the core requirements.)

#### FTE ESTIMATES - Robert McMullen

Charts comparing the 1994-95 FTE Estimates and the Assigned FTE to the 1994-95 FTE-3 were distributed. The percent difference in FTE Projected and FTE-3 Actual ranged from +13% to -12.7%.

The FTE Enrollment Conference did not accept the FTE Projections as adjusted by the Colleges. The conference members believe there should be no increase in FTE. They will be using the Assigned FTE's (FTE-2A) until the FTE-1 Estimates are completed in November.

Robert re-emphasized the importance of colleges reporting 60 minutes as an hour for college preparatory classes, if this is the amount of class time. This matter will affect funding.

#### EXCESS HOURS ISSUE - Howard Campbell

Last year, as requested by the Senate Ways and Means committee, a 10% sample of the 1993-94 Winter/Spring graduates was collected from 10 colleges. A transcript analysis was completed by legislative staff regarding this sample. This year, this request will include all 1994-95 Winter/Spring graduates from all colleges. A request will be distributed by the Division to the colleges. This transcript analysis will be due to the Division on November 1, 1995.

#### ACCOUNTABILITY REPORT - Margaret Wingate

Accountability Reports, Measure 1, part 2 and Measure 4, part 2 were distributed. Margaret asked the Colleges to review the reports and notify the Division if there are any questions or problems.

Measure 1, part 2, Retention and Success, is a total of 4 reports. There is a programming problem in the AS report, but the total report is good. A corrected report will be distributed by the Division.

Measure 4, part 2, College Preparatory Students, is also 4 reports. Again, there is a problem with the AS degree report, but the total report is good. A corrected report will be distributed by the Division.

#### PERFORMANCE BASED PROGRAM BUDGETING MEASURES - Howard Campbell

Performance Based Program Budgeting Measures (PBPB) need additional work. Eventually the PBPB may take the place of normal budgeting process. Measures for this plan are in the Annual Reports Workshop Manual.

#### NEXT MEETING - Howard Campbell

The next MISATFOR will be held on November 16 - 17 in Orlando.

Meeting was adjourned at 1:00 p.m.