

Community College & Technical Center MIS

MISATFOR 11/17/95 Meeting Minutes

Attendees|Executive Summary| Minutes

Meeting Attendees

College	Name	Suncom	Internet Address
Brevard	John Walker	361-4646	WALKERJ@A1.BREVARD .CC.FL.US
Brevard	Donna Lake	361-2280	LAKE.D@A1.BREVARD.C C.FL.US
Broward	Ted Wright	469-7482	TWRIGHT@EMAIL.BRO WARD.CC.FL.US
Central Florida	Ginger Cruze	655-1587	CRUZEG@CFCC.CC.FL.U S
Central Florida	Vince Jones	655-1668	JONESV@CFCC.CC.FL.US
Chipola	Dennis Everett	776-1216	EVERETD@MAIL.FIRN.E DU
Daytona Beach	Bill Beckham	372-3395	Daytona Beach
Jack Myers	372-3509	MYERSJ@MAIL.FIRN.ED U	Daytona Beach
Laurie Van Dosen	372-4420	Daytona Beach	Debbie Carver
372-4446	Edison	Ron Jones	724-1251
REJONES@EDISON.CC. FL.US	FCCJ	Jeff Stuckman	864-3329
STUCKMAN@FCCJVM. FCCJ.CC.FL.US	Florida Keys		
Gulf Coast			Hillsborough
Bernard Broske	253-7080	Indian River	Eric Woertz
246-4542	Lake City	Jim Talmadge	840-1280
TALMADJ@MAIL.FIRN. EDU	Lake-Sumter	Ann Sherry Herring	649-1502
Lake-Sumter	Ellen Lain	649-1526	LAINE@FIRNVX.FIRN.ED U
Manatee	Bob Eberley	560-4241	BOBERLEY@AOL.CO M
Manatee	Jack Riggsbee	560-4256	JRIGGSBEE@AOL.COM
Manatee	Sally Leitzman	560-4256	Miami-Dade
Cathy Morris	477-7468	CATHY@MDCC.EDUCAT HY@MDCC.EDU	North Florida
Wanda Hodnett	298-1154	Okaloosa-Walton	Donna Davis
687-1327	DAVIS@OWCC .CC.FL.US	Okaloosa-Walton	Diane Baxter
687-1364	Palm Beach	Jim Howell	258-8083
Pasco-Hernando	Harlow Kendig	636-1924	HKENDIG@MAIL.PH.CC.

			FL.US
Pasco-Hernando	Linda Miller	636-1945	LMILLER@MAIL.PH.CC.FL.US
Pensacola	Carolyn Phillips	681-1140	CPHILLIPS@PJC.CC.FL.US
Polk			St. Johns River
Dick Clark	890-4142	CLARKD1.FIRNVX.FIRN.EDU	St. Petersburg
Susanne Fischer	532-3374	FISCHER@EMAIL.SPJC.CC.FL.US	Santa Fe
Dave Hellmich	650-5155	DAVIDHELLMICH@SANTAFAECC.FL.US	Santa Fe
Bill Carman	650-5155	BILL.CARMAN@SANTAFE.CC.FL.US	Santa Fe
Brian Walsh	650-5178	BRIAN.WALSH@SANTAFE.CC.FL.US	Seminole
Carolyn Graham	353-2054	South Florida	Bill Rudy
750-0318	Tallahassee	Pat Windham	292-8251
Valencia	Emil Wasniewski	339-1611	

Division Staff/Others: Howard Campbell, Robert McMullen, Margaret Wingate (278-8597) If you have any questions concerning any agenda items discussed at the meeting, please feel free to call any of the MISATFOR members or attendees listed above.

EXECUTIVE SUMMARY

MISATFOR Minutes - Jeff Stuckman

The Minutes from the September 22, 1995 meeting were discussed and approved with modifications.

Data Base Implementation Task Force - Howard Campbell

The Database Implementation Task Force (DITF) and Peer Technical Committee (PTC) met the morning of November 16, 1995. Database Implementation Plan revisions for Lake City, Chipola, and Central Florida were discussed and approved by the PTC. The IBM Midrange degree audit implementation plan was approved. Howard discussed community college budget issues requested by the Division. The Automated Database progress report is due to the Division on December 18, 1995. An ad hoc committee was formed to review the ISF Integrated Data Base Report.

Personnel Data Base - Robert McMullen

Modifications were approved in the Annual Personnel Report data element 2005. Modifications were also approved for Personnel Data Base data elements 2025, 3015, 5010, and 7005. A draft data submission time line was approved.

Student Data Base - Margaret Wingate

Modifications were approved for 1995-96 data submissions for Student Data Base data elements 1002, 1019, 1020, and 3018. Modifications will be made to the Exceptions and C2 reports. IN the 1996-97 year, modifications were approved for data elements 2001, 2005, 2103, and 3006. Subcommittee continues to review data elements for accuracy.

Performance Based Incentive Funding - Margaret Wingate

The supplemental placement records format was distributed. The Leaver definition for PBIF was discussed. A status report of the 1994-95 PBIF System was distributed and discussed.

FTE - Robert McMullen

Robert provided FTE estimates and projections. There is a 3/10 of 1% increase over last year and the projections were very close.

Facilities Data Base - Robert McMullen

For the next data submission, modifications were approved to D.E. 5025. MISATFOR also approved reporting Facilities data on a term basis and collecting data elements for term and college.

Accountability - Margaret Wingate

Staff continue to work with colleges in answering questions regarding the accountability data reports. The Program Bureau staff is working on the 1995 Accountability Report.

Excess Hour - Howard Campbell

Senator Diaz-Balart has sent a letter requesting a copy of the actual transcript for every 10th student reported on the Transcript Analysis Report of the 1994-95 Winter/Spring AA graduates. These transcripts will be used to verify data on the Transcript Analysis Reports. It was discussed and decided that each college will submit a hard copy of every 10th transcript.

Performance Based Program Budgeting Measures - Howard Campbell

The Division continues to make progress in completing the data requirements for the Performance Based Program Budgeting Measures. The Division has submitted the measures as well as the budget according to the standard procedures.

Other Business

The Bureau Status Report was distributed. Options for the 1996 ARW workshop were discussed. The Division's new telephone system has been installed as well as a new CD ROM writer. The Crime Statistics report has been mailed. OPPAGA is doing a program reiew of vocaitonal programs.

Next Meeting - Jeff Stuckman

The next MISATFOR meeting will be held on January 18-19, 1996 in Orlando.

MINUTES

MISATFOR Minutes - Jeff Stuckman

The Minutes from the September 22, 1995 meeting were discussed and approved with modifications.

Data Base Implementation Task Force - Howard Campbell

The Database Implementation Task Force (DITF) and Peer Technical Committee (PTC) met the morning of November 16, 1995. DITF did not have a quorum. Database Implementation Plan revisions for Lake City, Chipola, and Central Florida were discussed and approved by the PTC. The IBM Midrange degree audit implementation plan was approved. Howard discussed the State University System Degree Audit / Articulation implementation plans. An update was provided about the Community College Degree Audit plan. Information Systems of Florida has suggested a workshop on the degree audit system and it may be scheduled for the day before the January MISATFOR meeting. This workshop would be for users and technical staff. Howard discussed community college budget issues requested by the Division. The Division has requested \$2 million as maintenance funds for the third year of the Integrated Data Base Project. The Division will be requesting a third year of implementation funding for the Integrated Data Base Project of \$3.1 to \$3.4 million to be distributed by headcount and FTE. The Automated Database progress report is due to the Division on December 18, 1995. This report is a 6-month progress report of the consortia and independent development of the data bases. Howard briefly discussed the Financial Aid System as a budget issue in the future. The Phil Day Memo on concerns related to the data collection process was distributed and discussed. Dr. Day expressed concern with MISATFOR and its role in the integrated data base process.

MISATFOR Motion To allow Howard or Clark to make a written or verbal presentation to the Presidents' Council restating MISATFOR's issues and goals.

Motion was approved.

MISATFOR Motion

At the request of the President's Council, the Chair or Vice-Chair to attend Presidents' Council meetings with Howard.

Motion was not approved.

Jeff Stuckman will attempt to attend the January meeting if the Day Memo is on the agenda.

The recommendations outlined in the ISF Integrated Data Base Report were discussed. The County Code will be implemented but different from what is outlined in the report. The data element will be collected using an existing data element. All data elements that will be added to the data bases will continue to be reviewed according to existing procedures. The Division will respond to the ISF recommendations in writing and send a copy to MISATFOR members.

Data Base Implementation Task Force - (continued)

MISATFOR RECOMMENDATION

Create an ad hoc committee to review the recommendations outlined in the ISF Integrated Data Base Report.

The recommendation was approved.

Ted Wright (Broward), Suzanne Fischer (St. Pete), Cathy Morris (Miami-Dade), Bill Beckham (Daytona Beach), Pat Windham (Tallahassee), Vince Jones (Central Fla.), and Donna Lake (Brevard) volunteered to be committee members. Anyone may submit recommendations and they will be reviewed.

Personnel Data Base - Robert McMullen

The following recommendations were forwarded by the PDB Subcommittee:

MISATFOR RECOMMENDATIONS

In the 1996-97 reporting year to modify the Annual Personnel Report (APR) Data Element (D.E.) 2005 - Move GL Code 52005 from type 3 to type 2 to match the definitions in the Personnel Data Base.

The following Personnel Data Base data elements were modified:

D.E. 2025, Position Portion of Effort- Add a note to clarify the definition of Employee FTE

D.E. 3015, Primary Course Section Type - Add a table value to show the Class/Laboratory as separate type for consistency

D.E. 5010, Authorized Reassignment - Time - Add a note to clarify authorized reassignment time. Edit program will be changed to look for activity or reassignment record, if the Activity Class is instructional.

A Draft Time Line for Personnel Data Base was presented and approved with amendments. All colleges may submit 94/95 or 95/96 data. All colleges must begin collecting data in May 1996. This time line will be sent to the Presidents.

D.E. 7005, Benefit Type - Add GL Codes for each type - combined housing, car uniform into one value. Add edit on benefit value - Value must be greater than zero.

The recommendations were approved.

Student Data Base - Margaret Wingate

The following recommendations were forwarded by the Student Data Base Subcommittee:

MISATFOR RECOMMENDATION

The following items are to be added in the 1995-96 Fall End-of-Term / Winter/ Spring Beginning-of-Term data submission:

D.E. 1002 - Disabled Classification - report this data element in the Beginning-of-Term data submissions.

D. E. 1019 - Student Birth Date - add two edits - if age > 80 or age < 13 (informational). Also, Add Birth Date is valid and is greater or equal to D.E. 1020 - Student Date of Entry (critical).

D.E. 1020 - Student Date of Entry - Date of Entry is valid and is less than or equal to D.E. 1019 Student Birth Date (critical).

D.E. 3018 FTE Flag - Add edit if D.E. 3018 = C' then D.E. 3001 - ICS must = 13101 (college prep) (critical).

Add a table to the Exceptions Report to display a comparison of the coding of D.E. 1021 - Student Identification Number against coding in previous terms.

IPEDS has reformatted the IPEDS-C2 (completers) report. This new format will be provided in the next submission period of the Student Data Base.

The following were discussed to be added during the 1996-97 reporting year:

D.E. 3006, Course Fee Kind - Add new table values to collect additional Course Fee Kinds

D.E. 3019, College Prep SSH Hours - New data element to calculate student fees for the budget process. This element will be added to the course record.

Reporting Advanced Technical Certificates. Add table values to D.E. 2001, 2005 and 2103 to track the enrollment and completers in these certificates. Table value coding will be brought to the next meeting.

Reporting Vocational Exit Points. Add table values to D.E. 2103 to track vocational exit points. Table value coding will be brought to the next meeting.

Recommendations were approved.

Student Data Base - (continued)

The AA-1B, AA-1C and EA-3 Reports have been generated. These reports will be distributed by the Division for each college to either accept, amend or resubmit this data.

The subcommittee discussed modifying D.E. 1033 - Florida Student Identifier to track the last postsecondary institution the student attended and modifying D.E. 2103, Completion Degree Granted to capture when the student completes all requirements for the degree. The subcommittee will continue to discuss these modifications.

The subcommittee discussed coding for D.E. 3007 Course Grade Awarded, D.E. 3102 Financial Aid Award Type and D.E. 3013 Course Section Location - Campus.

Margaret updated the subcommittee on the progress of implementing CSHB 2489. Several issues are still being discussed. A memorandum from Commissioner Brogan was distributed that outlined the authorization to delay implementation of certain provisions in CSHB 2489.

Performance Based Incentive Funding - Margaret Wingate

Margaret distributed the supplemental placement records format. This format is to be used to report the 1994-95 Performance Based Incentive Funding (PBIF) supplemental placements.

The Leaver definition for PBIF that was discussed by the Occupational Deans was distributed. The Occupational Deans forwarded this definition to the Council of Instructional Affairs. The definition will be sent to President's Council. A memo will be sent if any action is taken before the next meeting.

Margaret distributed a status report of the 1994-95 PBIF System. 19 out of 20 colleges participating in PBIF have made set-aside. The status report includes 1993-94 Winter/Spring End-of-Term Placements, Summer End-of-Term Enrollment, Completers and Placements, and Fall End-of-Term Enrollment, Completers and first run of Placements, and Winter/Spring Enrollment and Completers.

Division staff is working with FETPIP to complete the second run of Fall End-of-Term placements and the Winter/Spring placement information. Staff continues to work on providing updates to the Department of Commerce - Performance Based Training Section (PBT) for the 1994-95 year.

Those colleges meeting set aside will receive the 20% plus the incentive dollars. The EDWAA dollars for colleges who met set aside last time have not yet been sent out. PBT will be distributing the checks in the near future.

It was requested that another workshop be held on the PBIF to update, share ideas, etc. Margaret will check on this possibility with the PBT staff.

FTE - Robert McMullen

Robert provided FTE estimates and projections. There is a 3/10 of 1% increase over last year and the projections were very close.

Facilities Data Base - Robert McMullen

MISATFOR RECOMMENDATION

The following recommendations will be implemented during the next data submission:

Modify D.E. 5025 - Room Use Code to identify rooms which are being remodeled that are not part of the total renovation of a building

To submit the Facilities Data Base on a term basis

Add term and reporting institution data elements to the Facilities Data Base

Recommendations were approved.

Accountability - Margaret Wingate

Staff continue to work with colleges in answering questions regarding the accountability data reports. The Program Bureau staff is working on the 1995 Accountability Report. This report is scheduled to go to the Legislature on December 31, 1995.

Old Business/New Business

Bureau Status Report - Howard Campbell

A Bureau of Research and Information Systems Status Report was distributed.

Excess Hour - Howard Campbell

Senator Diaz-Balart has sent a letter requesting a copy of the actual transcript for every 10th student reported on the Transcript Analysis Report of the 1994-95 Winter/Spring AA graduates. These transcripts will be used to verify data on the Transcript Analysis Reports. It was discussed and decided that each college will submit a hard copy of every 10th transcript instead of using FASTER. The request specifically stated that each college would provide a hard copy of the transcript. Staff will prepare a list of social security numbers and send them to the Colleges to retrieve the transcripts.

July 1996 MISATFOR Meeting - Jeff Stuckman

Options for July MISATFOR meeting and workshop round table sessions were distributed and discussed. The Division does normally provide minutes from the round table sessions.

July 1996 MISATFOR Meeting - (continued)

MISATFOR Motion

A Motion was made to table this discussion until the January meeting.

The Motion was approved.

Performance Based Program Budgeting Measures - Howard Campbell

The Division continues to make progress in completing the data requirements for the Performance Based Program Budgeting Measures. The Division has submitted the measures as well as the budget according to the standard procedures.

OTHER BUSINESS

The new telephone system has been installed at the Division. You can use the same numbers as currently listed for bureaus and directors. A list has been sent to the colleges providing voice mail information and three digit extensions for individuals.

The Crime Statistics report was sent out this week with a due date of December 8th. It is the same format as last year's report.

Office of Program Policy Analysis and Government Accountability (OPPAGA) is doing a review of vocational programs in community colleges. The preliminary reports showed that community colleges were performing well by providing more education for less dollars.

The CD ROM technology for the Division has been delivered and will be installed Monday. The Division should have the capability to write CD ROMs by January or February, 1996.

Next Meeting - Jeff Stuckman

The next MISATFOR meeting will be held on January 18-19, 1996 in Orlando.