

Community College & Technical Center MIS

MISATFOR Minutes January 19, 1996

Attendees|Executive Summary| Minutes

MINUTESCCMIS ADVISORY TASK FORCE (MISATFOR)

January 19, 1996

Meeting Attendees

College	Name	Suncom	Internet Address
Brevard	John Walker	361-4646	WALKER.J@A1.BREVARD.CC.FL.US
Brevard	Donna Lake	361-2280	LAKE.D@A1.BREVARD.CC.FL.US
Broward	Ted Wright	469-7482	TWRIGHT@EMAIL.BROWARD.CC.FL.US
Central Florida	Ginger Cruze	655-1587	CRUZEG@CFCC.CC.FL.US
Central Florida	Vince Jones	655-1668	JONESV@CFCC.CC.FL.US
Chipola	Dennis Everett	776-1216	EVERETD@MAIL.FIRN.EDU
Daytona Beach	Bill Beckham	372-3395	
Daytona Beach	Jack Myers	372-3509	MYERSJ@MAIL.FIRN.EDU
Daytona Beach	Akovi Wilson	372-3510	
Edison			
FCCJ	Jeff Stuckman	864-3329	STUCKMAN@FCCJVM.FCCJ.CC.FL.US
Florida Keys			
Gulf Coast			
Hillsborough			
Indian River	Jerry Mock	246-4764	GMOCK@IRCC.CC.FL.US
Lake City	Jim Talmadge	840-1280	TALMADJ@MAIL.FIRN.EDU
Lake-Sumter	Ann Sherry Herring	649-1502	
Lake-Sumter	Ellen Lain	649-1526	LAIN@FIRNVX.FIRN.EDU
Manatee	Bob Eberley	560-4241	BOBEBERLEY@AOL.COM
Manatee	Sally	560-	

		Leitzman		4256		
Miami-Dade		Cathy Morris		477-7468		CATHY@MDCC.EDU
North Florida		Wanda Hodnett		298-1154		
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		Jeanette Humphrey		580-1093		JHUMPHREY@MAIL.POLK.CC.FL.US
Polk		Carol Hawkins		580-1093		CHAWKINS@MAIL.POLK.CC.FL.US
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		Bill Carman		650-5155		BILL.CARMAN@SANTAFE.CC.FL.US
Santa Fe		Jim Lewis		650-5607		JAMES.LEWIS@SANTAFE.CC.FL.US
Santa Fe		Brian Walsh		650-5178		BRIAN.WALSH@SANTAFE.CC.FL.US
Seminole		Carolyn Graham		353-2054		CGRAHAM@IPO.SEMINOLE.CC.FL.US
Seminole		Dennis Roman		353-3297		DROMAN@IPO.SEMINOLE.CC.FL.US
South Florida		Bill Rudy		750-0318		
Tallahassee		Pat Windham		292-8251		WINDHAMP@MAIL.TALLAHASSEE.CC.FL.US
Valencia		Ronald Nelson		339-1362		
Valencia		Rhonda Glover		339-1376		
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.

MINUTES

CCMIS ADVISORY TASK FORCE (MISATFOR)

January 19, 1996

Executive Summary

MISATFOR Minutes - Jeff Stuckman

Minutes from the November 17, 1995 meeting were discussed and approved with modifications. The March meeting agenda was discussed.

NEXT MEETING - Jeff Stuckman

The next MISATFOR meeting will be held on March 21-22, 1996 in Tallahassee. A Performance Based Incentive Funding workshop has been tentatively scheduled from 10:00 - 12:30 on March 21, 1996. The May MISATFOR meeting will be held on May 16-17 in Orlando.

LEGISLATIVE UPDATE AND BUDGET REQUEST - Ed Cisek

Ed Cisek provided an update and overview on Legislative issues, the 1996-97 budget request for the Division, Cost Analysis Report, 1996-97 Governor's Budget Request and the joint SBCC, BOR and PEPC meeting. He also provided several meeting dates for Business Officers, Equity Commission and Capital Incentive Grants.

DATABASE IMPLEMENTATION TASK FORCE - Howard Campbell

A Workshop was held on January 17, 1996 in Orlando to discuss the implementation of the Degree Audit system. The Database Implementation Task Force (DITF) and Peer Technical Committee (PTC) held a joint meeting on the morning of January 18, 1996. Hillsborough's Database Implementation Plan was reviewed and approved. DITF and PTC members discussed the budget items for next fiscal year.

STUDENT FTE - Robert McMullen

The 1995-96 FTE-2 Estimates will be provided to the colleges at the end of February. The Enrollment Estimating Conference is scheduled for March 8, 1996.

FINANCIAL DATA BASE - Margaret Wingate

Margaret distributed a DRAFT Data Element Dictionary for the Financial Data Base. More information will be available at the March MISATFOR meeting.

FACILITIES DATA BASE - Robert McMullen

At the November MISATFOR meeting, members approved the recommendation to report the Facilities Data Base by term beginning with the 1996-97 reporting year. This recommendation will be presented at the February Business Officers meeting.

STUDENT DATA BASE HISTORICAL TRACKING PROJECT - Howard Campbell and Margaret Wingate

A Data Base historical tracking project was completed in December by ISF for the Division. The documents produced track the addition and modifications to data elements in the Student, Facilities, Personnel Data Bases and the Annual Personnel Report system.

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. Howard Campbell and Margaret Wingate have provided system wide data for all three years (1994-95, 1995-96, and 1996-97) for most measures.

MISATFOR ADMINISTRATION

Two MISATFOR administration recommendations were approved and will be implemented in the March 1996 meeting.

PERSONNEL DATA BASE - Robert McMullen

Modifications were approved for Personnel Data Base data elements 2025, 5005, and 5010.

STUDENT DATA BASE - Margaret Wingate

Modifications were approved for the 1996-97 data submissions for the Student Data Base data elements 3018, 2001, 2005 and 2103.

PERFORMANCE BASED INCENTIVE FUNDING - Margaret Wingate

The Performance Based Incentive Funding (PBIF) will be a part of the Student Data Base Verification Reports starting with the 1995-96 Fall End-of-Term submission. The colleges will be provided a "Not Placed" file for supplemental follow-up. A status report of the 1994-95 PBIF data was discussed. The implementation process of the Leaver definition was discussed.

OTHER BUSINESS

Reports were distributed for the Bureau of Research and Information Systems Status Report, Excess Hour / Transcript Analysis Reports, House Remediation Study, and OPPAGA Reviews. Overviews were provided on the Technology Task Force and Technology Plans and 1995 Accountability Report.

MINUTES

MISATFOR Minutes - Jeff Stuckman

Minutes from the November 17, 1995 meeting were discussed and approved with modifications. Jeff requested that the discussion concerning Round tables at the Annual Reports Workshop and the review of the 1995-96 MISATFOR Goals be placed on the agenda for the March meeting under Old Business/New Business.

NEXT MEETING - Jeff Stuckman

The next MISATFOR meeting will be held on March 21-22, 1996 in Tallahassee. A Performance Based Incentive Funding workshop has been tentatively scheduled from 10:00 - 12:30 on March 21st on the 17th floor of the Ralph Turlington, Florida Education Center Building. A sign-up sheet was distributed for members who would be interested in attending the meeting.

The May MISATFOR meeting will be held on May 16-17 in Orlando.

COMMENTS BY PHIL DAY, PRESIDENT, DAYTONA BEACH COMMUNITY COLLEGE

Dr. Phil Day had a conflict in his schedule and was unable to attend the meeting.

LEGISLATIVE UPDATE AND BUDGET REQUEST - Ed Cisek

Ed Cisek provided an update on Legislative issues. There is a change in staff at the House of Representatives - Appropriations Committee. John Newman has replaced Mark Maxwell and he will be the staff person for the Community College budget in the House of Representatives.

Ed told members that the next Business Officers meeting will be held on February 29 - March 1, 1996. The Accounting Committee will be discussing the coding of two data elements that are collected in the Cost Analysis Report. Ed provided and reviewed the 1994-95 Cost Analysis Report data.

Ed encouraged MISATFOR members to attend the January 30, 1996 Equity Commission meeting in Daytona Beach with regard to ALA. Ed also reported that a workshop will be held at Valencia Community College on January 31, 1996 concerning Capital Incentive Grants. All interested staff should try to attend.

Ed reported that the Division Policies and Procedures manuals will be available to the Colleges in the near future on diskette. He then reviewed the proposed legislation regarding the elimination of reports and administrative requirements. He also provided and reviewed a copy of the State Board of Community Colleges (SBCC) Legislative Budget Request for 1996-97 and he provided a copy of the Governor's 1996-97 budget recommendations. Ed gave an overview of the joint Board meeting among SBCC, Board of Regents and Postsecondary Education Planning Commission (PEPC) which was held in December in Tallahassee.

DATABASE IMPLEMENTATION TASK FORCE - Howard Campbell

A Workshop was held on January 17, 1996 in Orlando to discuss the implementation of the Degree Audit system. Information Systems of Florida (ISF) reviewed the Degree Audit / Articulation Report which

includes all requirements for the Degree Audit System and a generic design to implement a degree audit system at a college.

The Database Implementation Task Force (DITF) and Peer Technical Committee (PTC) held a joint meeting on the morning of January 18, 1996. Hillsborough's Database Implementation Plan was reviewed and approved pending slight modifications. DITF and PTC members discussed the budget items for next fiscal year. The \$2 million for maintenance funds for the Integrated Data Base Project has been recommended by the Governor. The requested \$3.2 million for third year implementation funding has not been recommended. The Degree Audit System was discussed and the members discussed the workshop that had been held on Wednesday. Howard has attended several meetings in the past couple of months with the State University System (SUS) for the Articulation part of the system which will need to be compatible with the Community College's Degree Audit system. There is an agreement by the SUS that all data contained in the Articulation data warehouse will feed into SASS and the Community College degree audit system. Members approved having the PTC review the final Degree Audit / Articulation Report provided by ISF. An update on the funds relating to the Integrated Data Base and Consortium was reviewed.

MISATFOR members discussed concerns regarding the ISF Integrated Data Base Report and recommendations. At the November MISATFOR meeting, a subcommittee was appointed by MISATFOR members to review this document. This subcommittee forwarded their recommendations and comments to the Division on January 18, 1996. It was suggested that a copy of the subcommittee's recommendations concerning ISF's report be mailed to all MISATFOR members. The document will be discussed at the March meeting.

STUDENT FTE - Robert McMullen

The 1995-96 FTE-2 Estimates will be provided to the colleges at the end of February. The Enrollment Estimating Conference is scheduled for March 8, 1996. This date will provide an extra week for the colleges to review their 1995-96 FTE-2 Estimates.

FINANCIAL DATA BASE - Margaret Wingate

Margaret distributed a DRAFT Data Element Dictionary for the Financial Data Base. There should be more information available at the March MISATFOR meeting. These elements are provided for informational purposes. Data for this data base will be pilot tested in Fall of 1996 using 1995-96 data.

FACILITIES DATA BASE - Robert McMullen

At the November MISATFOR meeting, members approved the recommendation to report the Facilities Data Base by term beginning with the 1996-97 reporting year. This recommendation will be presented at the February Business Officers meeting.

STUDENT DATA BASE HISTORICAL TRACKING PROJECT - Howard Campbell and Margaret Wingate

A Data Base historical tracking project was completed in December by ISF for the Division. The documents produced, track the addition and modifications to data elements in the Student, Facilities, Personnel Data Bases and the Annual Personnel Report system. The Division is in the process of copying the reports and they should be sent to the colleges in the near future.

BUREAU STATUS REPORT - Howard Campbell

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

EXCESS HOUR REQUEST - TRANSCRIPT ANALYSIS - Howard Campbell

A copy of the updated systemwide reports of the Transcript Analysis Information was distributed. This is the information that was provided to the Legislature.

PERFORMANCE BASED PROGRAM BUDGETING MEASURES - Howard Campbell

The Performance Based Program Budgeting Measures include input, productivity, output and outcomes for the Associate in Arts, Associate in Science and College Preparatory programs. Howard Campbell and Margaret Wingate have provided systemwide data for all three years (1994-95, 1995-96, and 1996-97) for most measures. Work continues on developing programs for measures that did not have readily available data. The completion date for these measures is June 1996.

ACCOUNTABILITY - Margaret Wingate

The 1995 Accountability Report was approved by the State Board of Community Colleges at the January 1996 meeting. The report will be mailed out to the colleges next week.

HOUSE REMEDIATION STUDY - Margaret Wingate

A handout was distributed which provided information relating to FTIC students that are a part of the House Readiness and Remediation study.

OPPAGA REVIEWS - Margaret Wingate

Office of Program Policy Analysis and Government Accountability (OPPAGA) staff have completed two program reviews. These reviews were distributed.

TECHNOLOGY TASK FORCE - Margaret Wingate

Margaret provided an update about the Technology Task Force. This Task Force charge is to develop a statewide Community College technology plan which will be forwarded to the Florida Distance Learning Network. This plan will provide for a statewide entity to coordinate the delivery of distance learning programs and courses. The draft technology plan will be lodged for approval at the February State Board of Community College's meeting. The plan will also be presented at the Presidents' Council in February and then to the Florida Distance Learning Network. The Florida Distance Learning Network has been given \$2 million in grant funds for distance learning. Institutions can apply for grants up to \$200,000.00.

MISATFOR ADMINISTRATION

MISATFOR Motion

To have the MISATFOR meetings on the Thursday and Friday of the third week of each month.

Motion was approved. To make the subcommittee meetings which are held on Thursday afternoon before Friday's MISATFOR meetings, meetings of the committee as a whole and part of the MISATFOR meeting.

Motion was approved.

This new policy will take effect at the March MISATFOR meeting.

PERSONNEL DATA BASE - Robert McMullen The following recommendations were forward by the Personnel Data Base Subcommittee:

MISATFOR RECOMMENDATIONS

D.E. 2025, Position Portion of Effort - amend to read "1 FTE = 30 SSH or CHE" and provide examples for reassignment reporting D.E. 5005 - Authorization Reassignment - Type - delete table value of "5 - not applicable". D.E. 5010, Authorized Reassignment - amend to read "Time is reported in FTE"

The recommendations were approved.

STUDENT DATA BASE - Margaret Wingate

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

MISATFOR RECOMMENDATION

D.E. 3018, FTE Flag - Add a table value "D" for courses taught by non-college employees and direct instructional costs that are funded by external agencies D.E. 2001, Program of Study - Award Type - Add new table value "T" - Advanced Technical Certificate D.E. 2005 , Program of Study - Level - Add new table value "T" - Advanced Technical Certificate D.E. 2103, Completion Degree Granted - Add new table value "5" - Advanced Technical Certificate

The recommendations were approved to be implemented in the 1996-97 reporting year.

The new Student Data Base data element dictionary should be mailed out within the next two weeks.

The 1995-96 Equity Reports will be distributed at the Equity Coordinators' meeting on Tuesday, January 30, 1996. The data provided will be hard copy reports and on diskette. No modifications have been made to the reports from last year.

PERFORMANCE BASED INCENTIVE FUNDING - Margaret Wingate

The Performance Based Incentive Funding will now be a part of the Student Data Base Verification Reports starting with the 1995-96 Fall End-of-Term submission. The colleges will be provided a "Not Placed" file for supplemental follow-up. The JTPA-EDWAA verification reports will be provided to the colleges in the near future. The supplemental placement files are only to be used to provide supplemental placement information and are not to be used as updates.

PERFORMANCE BASED INCENTIVE FUNDING - (continued)

The status for the 1994-95 PBIF reporting is as follows:

1993-94 Winter/Spring completers placement data has been processed. 1994-95 Summer enrollment, completer and placements have been completed. 1994-95 Fall enrollment, completers and first run of placements has been completed. 1994-95 Winter/Spring enrollment and completers have been completed. All of this data has been forwarded to the Department of Commerce - Performance Based Training Section for processing. The Division is processing the 1994-95 Fall second run placement and the 1994-95 first run for placements in Winter/Spring.

The Division is updating the leavers definition for PBIF processing. The Division is looking at the programming logic for leavers. The logic will look at the previous year information for all terms and programs that the student was enrolled in and compare it to the current year. If the student left any program at that time, they will be placed in a file that will be sent to FETPIP for placement processing. Once leavers have been retrieved, they will be provided to the colleges.