

MINUTES
CCMIS ADVISORY TASK FORCE (MISATFOR)
JANUARY 23-24, 1997

Student Data Base Issues - Paul Aughey and Jim Talmadge

Review of new edits for 1996-97

Paul reviewed the new edits for the 1996-97 Fall end-of-term and Winter/Spring beginning-of-term for Data Element (D.E.) 1002, Disabled Classification, D.E. 2101, Completion CIP and D.E. 2103, Completion Degree Granted.

Data Element 1013 - Limited English Proficiency

There was discussion regarding the need to collect limited english proficiency data on the beginning of term submissions.

MISATFOR Motion

Beginning with the 1997-98 Fall beginning-of-term, the edit for D.E. 1013 - Limited English Proficiency should be changed to require valid table values to be loaded for beginning-of-term data submissions.

Motion was approved.

Data Element 1033 - Nation of Citizenship (new element for 1997-98)

Paul presented the State University System (SUS) table values that have been proposed for use in coding D.E 1033 - Nation of Citizenship. This data element is necessary to answer a query that was submitted during the integrated data base design. It was suggested that a default of XX be used for this element to reflect unknown or not indicated. It was discussed that there may be some problems coding students who have dual citizenship. Paul will research these issues and report at the March 1997 meeting.

Data Element 2104 - Occupational Completion Points

Colleges were reminded that this data element needs to be reported beginning with the Summer 1997 data base submission. The record format for the Completion Record will be modified to include this data element. The valid values for this data element are contained in Appendix S of the Vocational and Applied Technology Data Base Handbook which has been distributed to all colleges. To be certain that the latest version of this document is being used, Paul will provide a copy to all who request it.

School to Work Indicator

It was reported that for 1997-98 the Division will do matching to the Student Data Base from supplemental files provided by outside agencies to obtain school to work information. However, it may become necessary to add a data element to the data base to collect this information. This issue will be discussed at future MISATFOR meetings.

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AS Completion Points

Pending the results of the discussion about AS completion points at the Presidents Council meeting on January 24, 1997, this issue will be discussed at the March 1997 meeting.

Performance Based Incentive Funding Systems

Colleges were reminded that the supplemental placement file for 1995-96 is due to the Division by March 21, 1997.

The 1995-96 and 1996-97 status reports were discussed.

It was reported that the 1995-96 EDWAA reports for students not verified by the Department of Labor (DOL) have been sent to the Colleges. In order to receive funding for these students, a DOL screen print showing EDWAA status or form indicating EDWAA status must be provided to the Division by March 7, 1997.

Quick Response Reporting

Quick Response data is being processed now. There was discussion on how this information should be collected. Discussion on a proposal to add Department of Labor company identification number to the student data base was deferred until the March 1997 meeting.

MISATFOR Motion

It is recommended that Quick Response data be reported on an annual basis using a supplemental file.

Motion was approved.

NCES Graduation Rate Survey (Student Right to Know)

Discussion about the NCES Graduation Rate Survey (Student Right to Know) was deferred to a future meeting.

Personnel Data Base Issues - Robert McMullen and John Walker

Verification Reports

The Division staff hope to have some verification reports completed soon. There will also need to be a cross file verification report for comparison of data in the Student Data Base to the data in the Personnel Data Base. It was noted that a course without an instructor will be allowed.

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Verification Reports - continued

Selection criteria should be available for review at the March 1997 meeting for the first group of verification reports. This group will include data on credit hours, headcounts, staff ratio and course information. Another group of reports reflecting salary data should be done by September 1997. A third group of reports which will cover average class size, student headcount by full and part time instructors and space utilization will require a lot of work, especially for space utilization. For the last group, the Division will review reports that are similar to the State University System.

Data Element 2025 - Position Portion of Effort (FTE)

It was announced that the Council of Instructional Affairs has formed a committee to review the definition of D.E. 2025, Position Portion of Effort (FTE). The Business Officers decided to refer this issue back to Council of Presidents, Personnel Data Base Committee, for review. There will be some replacements on this committee which will reconvene to decide on any changes to the definition.

There may be need for a supplemental file for 1996-97 and a new data element for 1997-98 to collect contact hours for instructional personnel, although this may not be necessary if the amended Position Portion of Effort (FTE) definition covers non-credit activities. This issue will be discussed at the March 1997 MISATFOR meeting.

Approval of Minutes - Carolyn Phillips

The minutes of the November 19-20, 1996 MISATFOR meetings were approved with one correction. It was pointed out that the minutes should reflect that general ledger code 54000 cannot be activity code 06 (data element 2005) on the Personnel Data Base.

Statewide Student Advising System - Howard Campbell

Howard handed out a status report for the Statewide Student Advising System. There are 35 more days until the deadline for the pilot on this project. This system is being designed to be as non-intrusive to the College registration and record keeping systems as possible. There are no plans to develop a common registration or financial aid system that would be imposed on the Colleges.

Governor's Budget Request - Howard Campbell

Howard discussed the Governor's tentative budget for 1997-98. At this point in time it appears that there will be funding for the implementation of the SAS microcomputer software to be used for accessing statewide data at each College.

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Facilities Data Base - Robert McMullen

Robert reported that a minor problem has been found with the Facilities Data Base edit program. A fix for this program should be in place by the next submission.

Integrated Data Base - Robert McMullen

The first phase of the Integrated Data Base project should be completed by the end of January 1997. Preliminary testing indicates that the data base will be able to answer the questions that were included in the design phase. Concern was expressed about the use of the data without involvement by representatives of the Colleges to insure that the data were reliable.

Student FTE - Robert McMullen

Robert announced that after the February submission of the Student Data Base, Colleges will have very little time to review the FTE estimates that will be generated from this data.

Data Base Implementation Task Force - Howard Campbell

Howard announced that the Data Base Implementation Task Force approved the third year plans that were recommended for approval by the Peer Technical Committee. Plans for Chipola and the Client Server Consortium need some minor changes before they will receive final approval.

Accountability Reporting - Paul Aughey

Accountability data have been passed on to Connie Graunke. Three final reports will be sent to Colleges soon. Judith Thompson is taking over the programming responsibilities for the Accountability Project.

Financial Data Base - Paul Aughey

Paul reported that Colleges are still submitting financial data. The Bureau of Research and Information Systems will work with the Finance Bureau to validate edits of this data. The Division hopes to send out edits to the Colleges by the end of February 1997.

Bureau Status Report

The Bureau Status Report was distributed, but, after it was noticed that the even numbered pages were missing, it was decided that a corrected copy would be distributed at a later time.

Adhoc Requests

Paul is preparing data for the Carl Perkins Act report which should be sent out to colleges next week.

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Adhoc Requests - continued

Pat Windham and Margaret are working on a study to determine how many of the students who failed the CLAST in October 1996 could have exempted some of the sections that they failed. The results of this study will be provided to the colleges. The effect that waivers will have on measure 5 of the Accountability Report will be discussed by the Accountability Committee.

Paul is preparing a report containing information about dual enrolled students in the Fall of 1995.

Year 2000

Howard gave a report on the results of the Division's request for information from the colleges on the fiscal impact of the year 2000. He indicated that the Office of the Auditor General had sent out a request to the colleges for a lot more information. It was suggested that data should match between the two reports.

Transcript Analysis Data

Reports from the transcript analysis data have been prepared and will be sent out to colleges next week. It was recommended that the separate reports be generated for transfer students and native students.

Division Web Site

Paul distributed some information regarding the Division's Web site. The address for this site is www.dcc.firn.edu.

FASTER Status Report

Twenty-six colleges are participating in FASTER. The colleges that are still not participating will be sent a letter encouraging them to do so as soon as possible.

Dual Enrollment Research

Pat Windham distributed a copy of the summary of a study of dual enrollment students comparing the State University System to the Community College System. The complete report will be available soon. Pat indicated that a small number of students were taking courses without having the appropriate test scores on the entry level test.

Next Meeting

The next meeting will be held in Tallahassee on March 20 and 21, 1997.