

**MINUTES
CCMIS ADVISORY TASK FORCE (MISATFOR)
MARCH 20-21, 1997**

Student Data Base Issues - Paul Aughey and Jim Talmadge

Data Element 1013 - Limited English Proficiency

Beginning with the 1997-98 Fall Beginning-of-Term, the edit for D.E. 1013 - Limited English Proficiency will be changed to allow valid table values to be loaded for Beginning-of-Term data submissions.

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. It was pointed out that this coding structure is not the same as the one that is used in FASTER. It was agreed that it would be much better to use a coding system already in place. This element will occupy two of the bytes in record type one that will be released by the elimination of the ten byte D.E. 1031 Florida Student Identifier.

MISATFOR Motion

It is recommended that the coding system in use by FASTER be adopted for data element 1033, Nation of Citizenship.

Motion was approved.

Data Element 1036 - Transfer Institution

Since previously suggested data elements 1034 and 1035 were not implemented, this element will be renumbered to 1034. It will occupy seven of the ten bytes in record type one that will be released by the elimination of the ten byte D.E. 1031 Florida Student Identifier. This element was recommended during the November 19, 1996 MISATFOR meeting for collection beginning with the Summer 1997 data submission.

Data Element 2103 - Completion Degree Granted

The Division is currently working on the details for collecting data for AS program completion points. A supplemental file will be used for the 1997-98 report year to collect this data. More information will be provided at the May 1997 meeting.

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Data Element 2104 - Occupational Completion Points

The record format for the Completion Record will be modified to include this data element for reporting on Student Data Base Submissions starting in the 1997-98 reporting year. 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. This data element was recommended at the November 19, 1996 MISATFOR meeting.

Data Element 3006 - Course Fee Kind

It was reported that a review of the statutory authority for Special Disabled Adult funding revealed that this category may not include credit or College Prep offerings.

MISATFOR Motion

Beginning with the 1997-98 Summer End-of-Term submission, a new critical edit should be added so that when the value for this element is D, the course ICS can not be A&P, PSV or College Prep.

Motion was approved.

Data Submission Dates

The proposed data submission dates for the 1997-98 report year were reviewed. It was noted that on page 25 of the handout, Winter/Spring beginning-of-term should be (3B) not (3E).

Performance Based Incentive Funding

It was announced that the Division has forwarded the Winter/Spring 1995-96(3E) completer placements file to Enterprise Florida Jobs and Education Partnership Performance Based Training (EF-JEP-PBT) for payment processing. A draft status report was distributed indicating the 1995-96 incentives earned by community college. It was also announced that the 1996-97 Summer End-of-Term file of enrollments and completers has been forwarded to EF-JEP-PBT for processing for the 25 participating colleges.

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Personnel Data Base Issues - Robert McMullen and John Walker

Status Report of 1996-97 Data Submissions

All colleges have submitted data that passed the State edits and could be loaded. The data submission dates for the 1997-98 report year will be the same as for the Student Data Base.

Data Element 2025 - Position Portion of Effort (FTE)

The Council of Business Affairs decided to refer this issue back to the Council of Presidents, Personnel Data Base Committee, for review. There will be some replacements on this committee which will reconvene to formulate a recommendation to send to the Council of Presidents.

Data Element 1040 - Date Employed at the Institution

It was pointed out that the edits for this data element prevent a person from being reported when the date employed and termination date are the same.

MISATFOR Motion

It is recommended that the edit for this element be changed to allow the termination date to be equal to the date employed.

Motion was approved.

Data Element 3030 - Contact Hours for Instructional Personnel (Proposed for 1997-98)

The Division proposed to add a data element (DE 3030) to the Instructional Activity record for 1997-98 to collect the contact hours for instructional personnel. Since there are a lot of questions to be resolved before this data element could be added to the data base, it was decided that a supplemental file submission would be used, if necessary, to collect this information.

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Data Element 2005 - Occupational Activity Code

The Accounting Committee of the Council of Business Affairs approved changes to the Occupational Activity Code in the Accounting Manual to add general ledger code 52005 (Instructional Supervisor) to Activity Code 03 (Instructional Support). This allows general ledger code 52005 to be reported as 02 (Instructional) or 03. This change will take effect for the 1997-98 report year, but, colleges that would like to take advantage of the change for 1996-97 would have to resubmit prior term data.

MISATFOR Motion

It is recommended that the edit for this element be changed to add critical edits to test the general ledger code for each Activity Code to ensure compliance with the Accounting Manual. The edits should be implemented for 1997-98.

Motion was approved.

Procedures for changes to the Personnel Data Base

MISATFOR Motion

It is recommended that all changes for the following report year should be approved by MISATFOR by the November meeting to allow colleges time to change programs and procedures.

Motion was approved.

Data Element 2020 - Employment Status

Employment Status is reported on the Employment Activity record, but, the definition refers to the person. For an employee who has two or more activities as part of their regular duties, the employment status could be different relative to each activity. The definition will be changed to clarify how the status should be reported. The Division will research the possible use of edits to check the data.

Reporting of Instructors and courses which cross terms

More research will be done to provide information to be used to make a decision about how to handle reporting of instructors and courses which cross terms.

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Verification Reports

Verification reports specifications were distributed and discussed. The Division staff hopes to have some verification reports sent out soon to colleges for review. College representatives were asked to report to Robert any problems with the logic of the report specifications.

Approval of Minutes - Carolyn Phillips

The minutes of the January 23-24, 1997 MISATFOR meetings were approved with one correction. It was pointed out that the minutes should have reflected in the section regarding Dual Enrollment Research that Pat Windham indicated that a small number of students were taking courses without having the appropriate test scores on the entry level test.

Statewide Student Advising System - Howard Campbell

Howard announced that the Statewide Student Advising System demonstration of the pilot project on March 7, 1997 was successful. There are a few concerns, but, the project is moving forward. A budget is being prepared to cover the costs for implementing this project at all community colleges.

Legislative Update - Ed Cisek

Ed indicated that the general feeling in the Legislature is that FTE is not the appropriate measure to use to fund the community college system. Most issues for this year are still unsettled. It appears very likely that funding for post-secondary adult vocational and adult programs will be changed this year. Equalization and workload adjustment are receiving a lot of attention.

Categorical funding of \$3,200,000 has been requested to provide for the development of a student financial aid system at each community college. Also, a request has been made for \$3,200,000 for all community colleges to implement the integration of their administrative and academic systems with the Internet by December 31, 1998.

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Facilities Data Base

To prepare for the year 2000, the date fields in the Facilities/Capital Outlay Data Base need to be expanded to a four digit year.

MISATFOR Motion

It is recommended that Data Element 5013 - Site Acquisition Date and Data Element 5022 - Facility Inspection Date be changed to four digits to include century. These changes should be implemented for 1997-98.

Motion was approved.

As a result of the change to term submission of facility data and the fact that colleges now do their own facilities surveys, there are some changes in procedure that need to be implemented.

MISATFOR Motion

It is recommended that:

1) Colleges that are not submitting new data for the term (i.e. the Division will copy the prior term data to the current term) must submit the Certification Form by the due date.

2) Colleges that are doing a Facilities Survey must submit the data base with the changes made for the survey during a regular open submission period.

Motion was approved.

Integrated Data Base

In preparation for the year 2000, especially in respect to the integrated data base, the Division is proposing that all dataset name formats for all data submissions use CCYY instead of Y1Y2. For example, currently dataset names would use 9697 to report data for 1996-97. In the future, the dataset name would use 1997 to report 1996-97 data.

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MISATFOR Motion

It is recommended that the dataset naming convention be changed to reflect the four digit year that is the first year of the report year. For example, for the 1997-98 report year the dataset names would include 1998. This change should be implemented for the Summer 1997 submissions.

Motion was approved.

Student FTE - Robert McMullen

Robert reviewed the 1996-97 FTE data. There was discussion regarding the methodology for estimating dual enrollment FTE.

MISATFOR Motion

It is recommended that when the Division estimates dual enrollment FTE, using the same model as is used for other FTE, that colleges be provided an opportunity to make adjustments.

Motion was approved.

Financial Data Base

Paul reported that Colleges are still submitting financial data for the pilot test phase. The Bureau of Research and Information Systems will work with the Bureau of Financial and Business Services to validate edits of this data.

Performance Based Program Budgeting - Howard Campbell

Howard reviewed the final report for Performance Based Program Budgeting for the 1995-96 year.

Research Issues - Pat Windham

Pat reported on the activities of the Research Committee and distributed the minutes of the meeting held on March 20, 1997. Copies of documents that were distributed at that meeting were available for those who were interested.

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Bureau Status Report

The corrected Bureau Status Report for January 1997 was distributed.

Adhoc Requests

No new adhoc requests were reported.

Division Web Site

The Division's Web site has been updated. The URL 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 continue to be encouraged to do so as soon as possible.

Data Base Implementation Task Force

Howard announced that the Data Base Implementation Task Force has approved the third year plans for all colleges and consortia.

Annual Reports Workshop Draft Agenda

A draft copy of the 1997 Annual Reports Workshop was distributed and discussed. The workshop will be held at the Tradewinds Hotel in St. Petersburg Beach on July 15-17.

Next Meeting

The next meeting will be held in Orlando on May 15 and 16, 1997.