

**CCMIS ADVISORY TASK FORCE (MISATFOR)**  
**September 18, 1997**

**Personnel Data Base Subcommittee - Robert McMullen and John Walker**

Status Report of 1996-97 Data Submissions

Robert McMullen gave a brief status report of the 1996-97 PDB submissions.

Review of Data Elements and Edit Criteria

Robert McMullen discussed the changes approved by MISATFOR for the 1997-98 PDB.

DE 1045 - Contract Status

Changed Informational Edit to allow Librarian/Counselor to have Continuing Contract on Annual Contract

DE 2005 - Occupational Activity Code

Added Critical Edits to check GL Codes for each Activity Code.

Note: MISATFOR members asked for Summer 97 file to be informational.

DE 2045 - Sabbatical/Educational Leave

Added new table values:

- 3 - Extended Sick Leave
- 4 - Other (Fulbright Scholar, etc)

DE 0120 - Term Identifier

For consistency between data bases, the year in the term identifier will be the 2<sup>nd</sup> year of the reporting year. (i.e. 1997-98 the year would be 1998).

Status Report of Implementation of PDB Verification Reports

Changes to selection criteria for current PDB verification reports are being implemented. Verification Reports are based on old APR reports and exceptions report for PDB. Salary and Fringe Benefits reports are on hold.

Issues for the Personnel Data Base Committee

Distributed a "draft" memo to members of the President's Council PDB Committee. The memo includes issues which have been referred to the committee. The memo will be distributed to committee members before the meeting so they will have time to review the various issues. Issues include: new data element for contact hours, position portion of effort, reporting of overloads for full-time personnel, and reporting of EAM's. The Division will inform MISATFOR members of committee's meeting date and outcomes.

**CCMIS ADVISORY TASK FORCE (MISATFOR)**  
**September 18, 1997**  
**page two**

Annual Personnel Report - 1997-98 Data Submissions

Discussed the due dates for the Annual Personnel Reports and noted changes to data elements.

APR submission period begins October 13, 1997. The due date is October 27, 1997 and the submission period closes on November 10, 1997.

Century date fields must be added in the following data elements:

DE 0060	Date Hired at Institution
DE 0110	Date of Birth
DE 0190	Tenure Date
DE 0200	Termination Date

**Student Data Base Issues Group - Margaret Wingate and Jim Talmadge**

1997-98 Data Submission and Due Dates - Margaret apologized for the edit program problems. Stated that colleges would not be held to the due dates. Keep the same due dates, however, letters would not go to the Presidents for late data. New Edit Program letter was faxed to colleges today. Although the due dates have been relaxed, Margaret stressed the importance of data for FTE and PBIF processing.

Jim Talmadge asked that information be sent to the colleges via e-mail to Reports Coordinators and MIS Directors. Brian Walsh stated that it should go to MISATFOR members and alternates..

1997-98 Data Elements and Verification Reports

DE 1033 - Nation of Citizenship (9.1 DE Dictionary)

Discussion regarding why report 1033 and state at time of admission. Margaret stated that both must be sent because there are two different sources to meet Federal and other required reporting. Noted that Germany has been changed.

DE 1034 - Transfer Institution

Data element only contains the FICE codes for public institutions in Florida. Flat file is available. If colleges cannot code 5, 6, 7, or 8's then code all 9's. Division is checking into the availability of a national file.

*MISATFOR MOTION*

*To include a table value for unknown value on data element 1034-Transfer Institution.*

*The motion was approved.*

## CCMIS ADVISORY TASK FORCE (MISATFOR)

September 18, 1997

page three

### Student Data Base Issues Group - (continued)

#### DE 1101 - Entry Level - Scores

Noted that there are new ELT scores for Fall 97 and that only the Algebra scores are to be reported for the Math sub-test. 1996-97 test scores and exceptions are only valid for Summer 1997. Margaret noted the importance of this data element for the Readiness for College Report. High Schools are getting 23 million based on accuracy of ELT data. Jim Talmadge asked for an informational edit for lack of subtests. .

#### DE 2103 - Degree Awarded

Must code Table Value of 4 - Postsecondary Adult Vocational Certificate when coding an Occupational Completion Point (OCP) Indicator.

#### DE 2104 - Occupational Completion Point Indicator

Valid OCP's available electronically. Distributed valid OCP list for PSAV programs.

#### DE 3006 - Course Fee Kind

Noted that the Project Independence value will be valid only for the 1997-98 Summer term. If Project Independence fee exemption is reported in the Fall 1997-98, a critical error will occur.

#### DE 3016 - WAGES Flag

The edit that checks DE 3006 for P is only valid for the 1997-98 Summer term.

#### DE 3018 - FTE Flag

The count for taking a course more than once will begin in the Fall 1997-98 term.

Members of MISATFOR asked for an explanation of the College Prep and College Credit repeats.

Robert McMullen stated that if a college grants an exception due to extenuating circumstances, colleges may claim FTE if the college waives fees to regular fees and students pay the balance.

If fees are completely waived, colleges may not claim FTE. Robert stated that a fourth attempt

may not be given. Colleges asked for clarification regarding a memo that was distributed regarding

audits for college prep. Cathy from MDCC asked for one memo that clarifies all of the information

out of college prep and college credit repeats. Robert stated that he would get back with other

individuals from the Division and get some information out to the colleges.

#### Verification Report Modifications

The following SDB verification reports have been modified due to data element changes for 1997-

98:     Readiness for College                                     Entry Level Testing  
          Fall Enrollment (EF2) - selection criteria FTIC IPEDS  
          Exceptions - new data elements                     AA1A, AA1B, AA1C  
          Completions (C2)  
          Performance Based Incentive Funding

**CCMIS ADVISORY TASK FORCE (MISATFOR)**

**September 18, 1997**  
**page four**

**Student Data Base Issues Group - (continued)**

1998-99 Data Elements

School-to-Work Indicator will be discussed at MISATFOR.

Performance Based Incentive Funding

Distributed the final 1995-96 PBIF earnings report.  
Distributed 1997-98 Set-aside and Incentive Allocations.

Student Right-to-Know

Howard and Margaret will be attending a training session on November 14, 1997 in Miami regarding the Student Right-to-Know report. Information will be shared with the colleges at the next MISATFOR.

Other Information

Jeanette asked about a grade update program. This will be discussed at the November MISATFOR.

**MISATFOR Meeting**

**Approval of July 14 and July 17 Minutes - Jim Talmadge**

Minutes from the July 14 MISATFOR were approved. Colleges were asked to review the July 17th minutes and to E-mail Margaret or Ginger regarding any changes. Valencia added that during the SDB discussion regarding adding M for psychological or mental disorder the Division was asked whether or not M should be added to the Personnel Data Base. Robert McMullen was asked to review the request and will report to MISATFOR within the next few meetings.

**Budget - Howard Campbell**

Howard Campbell distributed and discussed the 1998-99 budget request. This year's budget request is for 70 million with increases in the academic trust fund, Health Care, and scholarship matching. Performance Based Budgeting and Distance Learning budgets have changed. Increases in child care and capitalization incentive grants. Financial aid was taken from the distance learning allocation. In the Division Budget request, one position is requested. Financial Aid Application Development will be adjusted maybe up to 1 million extra based on information from colleges.

**CCMIS ADVISORY TASK FORCE (MISATFOR)**  
**September 18, 1997**  
**page five**

**Budget - (continued)**

Discussed Year 2000 conversion. Several requests have been distributed to the colleges by Division. There is a joint committee on information resources and the Governors Task Force. The Governors Task Force is for all agencies and will require audits. Senator George Kirkpatrick is the chair. Howard noted that the 3<sup>rd</sup> request which was sent to the colleges was not completed correctly by all colleges. Preston Howard is in the process of calling those colleges who did not follow original instructions.

**Statewide Student Advising System - Howard Campbell**

Howard discussed the progress of the Statewide Student Advising System. There are two separate committees which include Technical and Policy. Committees feel very positive about the progress of the project.

**Workforce Development/1688 - Margaret Wingate**

Margaret gave an overview of the Workforce Development/1688 committees. The task force and five working committees appointed by Commissioner Brogan have been meeting for the past several months. The five committees include: Program Leveling, Articulation, Funding, Cost, and MIS. Final recommendations by the committees will be given over the next two weeks. Clark Maxwell and PEPC will give responses to the Commissioner on final recommendations. Program Length and Definitions working committee facilitated by Will Holcombe and Loretta Costin. The committee discussed Associate Technology Diploma (ATD) Curriculum and make up of the new Diploma. Program Lengths for PSAV programs and Adult Education Programs was also part of the work for this committee.

Articulation and Accreditation working committee facilitated by Ed Massey and Carl Miller.. This committee discussed articulation between systems and how to provide a “seamless educational system”. This will involve a statewide agreement along with PSAV articulation including the ATD. The committee also discussed accreditation issues.

Funding Formula and Fees working committee facilitated by Lanny Larson and Link Jarrett. This committee discussed the funding process for Workforce Development.

Program Cost Analysis working committee facilitated by Jeanine Blomberg and T.K. Wetherell. This committee discussed cost issues as they related to Workforce Development programs. This included a review of the current cost reporting mechanisms for each delivery system as well as indicating cost categories for programs.

## **CCMIS ADVISORY TASK FORCE (MISATFOR)**

**September 18, 1997**

**page six**

### **Workforce Development/1688 - (continued)**

MIS working committee facilitated by Jay Pfeiffer and Earl Lennard. This committee discussed key data elements to support funding. The law has identified a unified data base to support the issue. The committee has discussed hardware and software concerns. Division has been running simulations of the data. The committee has been going with the request of the law. Recommendations include: a new system, new funding, report period (Summer, Fall, Winter/Spring), transition period of one year, and a review of both community colleges and districts data elements. This also includes an annualized FETPIP data cycle to include student intent. The system will use the current Community College Student Data Base and feed into the unified Data Base which will have 73 elements. Margaret distributed a list of the data elements to be included in the unified data base.

### **Facilities Data Base -Robert McMullen**

Robert reported that the Division will run the new edit program, even if no changes have occurred since the last reported data. Noted that edits must be clean.

### **Integrated Data Base - Robert McMullen**

Robert reported that the division level Student Data Base submission system had problems. Will continue to work on Student Data Base and Facilities will be next. The division will continue to work on integrated data base reports.

### **Student FTE - Robert McMullen**

Distributed and reviewed 1996-97 FTE data and noted many drops from the 1996-97 FTE-2 report. Enrollment Estimating Conference is on Monday. Robert noted that he may be calling some of the colleges regarding drops in FTE. Robert noted that he sent out information to the colleges to review the credit hours for college prep. Division is rewriting the FTE verification reports in SAS.

Discussed August 18 memo from the Division regarding College Prep repeats. Noted that if you grant an exemption for partial fees the college can count the FTE, if the college exempts all fees then you need to use 40 FTE or non authorized fee exemptions. The colleges requested a memo be sent out from the division consolidating the various information received by the colleges.

### **Next Meeting - Jim Talmadge**

Tampa Hyatt in conjunction with FACC, Wednesday/Thursday on November 19 and 20.

**CCMIS ADVISORY TASK FORCE (MISATFOR)**  
**September 18, 1997**  
**page seven**

**Financial Data Base - Margaret Wingate**

Discussed pilot for financial data base.

**Performance Based Program Budgeting - Howard Campbell**

Final report of the 1996-97 was distributed. Measure 1 for this year is being reviewed. Colleges with a 10% increase or decrease in any category must justify the reasons for the increase or decrease. Measure 1 will be finalized by October 8, 1997. Measure 2 should be completed by February and Measure 3 should be completed by December.

**Accountability - Margaret Wingate**

Final draft reports were distributed. A letter will be sent to the Presidents in the next week with the final draft reports. Colleges are expected to send in updates only if the college has changed its goals. The Accountability Committee will meet in November to discuss report and process. If there are any concerns regarding the data call either Margaret or Judith. Call Judith if you want a file.

**Adhoc Requests**

The following adhoc requests are being worked on by Bureau staff:

The Division is working on a longitudinal study with PEPC which looks at 1994-95 High School graduates to determine whether or not they have continued in their education.

House Bill 1545 College Prep study.

CROP Match for PEPC

House Fee study

OPPAGA Audit for Performance Based Program Budgeting.