

**MINUTES  
CCMIS ADVISORY TASK FORCE (MISATFOR)  
NOVEMBER 19-20, 1996**

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

Data Element 1002 - Disabled Classification

A task force appointed by the State Board of Community Colleges is reviewing the reporting of information about disabled students. College representatives were requested to discuss this issue with appropriate individuals at their Colleges to be prepared to discuss this item in January. The task force is reviewing what is needed to document student disability. Also, members discussed reporting Data Element (D.E.) 1002 in the beginning-of-term data submissions.

*MISATFOR Motion*

*Beginning with the 1996-97 Winter/Spring beginning-of-term data submission, the edits for D.E. 1002 - Disabled Classification will be changed to require valid table values to be loaded for beginning-of-term data submissions.*

*Motion was approved.*

Data Element 1007 - High School Code

There was discussion regarding how Colleges code data element 1007, High School Code. It was agreed that all Florida public schools that no longer exist and all private schools should be coded as 999999.

Data Element 1018 - State Code at Time of Admission

In order to match the changes implemented by IPEDS, the Division will crosswalk the State table values for 1996-97 reporting for D.E. 1018 - State Code at Time of Admission. There was discussion regarding Colleges using the new table values for 1997-98.

*MISATFOR Motion*

*D.E. 1018 table values will be modified to match the reporting requirements for IPEDS reports. This change will be implemented in the 1997-98 reporting year.*

*Motion was approved.*

Completion Record Type Edits

In validating data in the Performance Based Program Budgeting system, several new edits were discovered needed to assure that accurate data was being coded in the Completion Record Type data elements. Members discussed these edits for implementation in the 1996-97 Fall End-of-Term and Winter/Spring Beginning-of-Term data submission.

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Student Data Base - Completion Record Type Edits - (continued)

*MISATFOR Motion*

*To implement the following new critical edits against the Completion Record Type data elements:*

*D.E. 2103 - Completion Degree Granted = 1 (A.A) and Data Element 2101 - Completion - CIP must be a valid CIP Code (no inactive program codes allowed).*

*D.E. 2103 = 6 (Adult High School Diploma) and D.E. 2101 must be equal to 7777777777.*

*D.E. 2103 = 9 (No formal Award) and D.E. 2101 must be equal to 9999999999.*

*D.E. 2103 = Z (No Applicable) and D.E. 2101 must be equal to 9999999999.*

*Motion was approved.*

Reporting of Occupational completion Points in 1996-97

For the 1996-97 report year occupational completion points will be reported to the Division in a supplemental file. The file layout was presented and the process was discussed.

CLAST Exemptions in 1996-97

CLAST exemptions are to be discussed at the State Board of Community Colleges December 1996 meeting. This item will be discussed at a future MISATFOR meeting when more information has been obtained.

New Data Elements for the 1997-98 Reporting Year

Data Element 1033 - Florida Student Number Identifier

Since this data element is no longer being used, it would be helpful to delete it from the data base to provide room for other data elements.

Data Element 1033 - Nation of Citizenship (proposed data element)

A new data element 1033 - Nation of Citizenship was discussed to be added in the 1997-97 reporting year. Subject to some clarification on how to code this element for dual citizenship, it was decided that the codes used in the State University System for country would be used for the values for this field.

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Student Data Base - New Data Elements for the 1997-98 Reporting Year - (continued)

Data Element 1034 - Distance Learning - Indicator (proposed data element)

It was proposed that an element be added to indicate if a student enrolled in a distance learning course lived in the College district. After a lengthy discussion, it was decided that this issue should be referred to the appropriate Council for its review. Therefore, this item was deferred until more information is available.

Data Element 1035 - School to Work Indicator (proposed element)

This data element would provide a link of data between secondary and post-secondary institutions. Since there were numerous unanswerable questions regarding this matter, it was decided that further research would be done so that MISATFOR could discuss this at the January 1997 meeting.

Data Element 1036 - Transfer Institution (proposed element)

Transfer institution data element would be implemented in the 1997-98 reporting year and would be coded as indicated on the draft data element for the last post secondary institution from which a student may have transferred. This issue has been reviewed by the "Registrar Group" and has been reviewed before by MISATFOR.

Data Element 2009 - Quick Response Grant Contract (proposed element)

This element would be used to report students to Enterprise Florida for Performance Based Incentive Funding. It is proposed to be a seven byte field to be included in the program record. This would eliminate the need for a supplemental file to be submitted. After discussing the reporting of Quick Response, it was decided that this data element would not be useful and the Quick Response would continue to be reported as a supplemental file.

Data Elements 2103 - Completion Degree Granted

In order to collect information about occupational completion points for the 1997-98 reporting year, it will be necessary to add a table value of C - Met Completion Point Requirement, to data element 2103, Completion Degree Granted. Edits will need to further discuss at future MISATFOR meetings.

Data Element 2104 - Occupational Completion Point Indicator

This data element would indicate the occupational completion point the a student has completed in a particular program. Although there are still some issues to be worked out on this element, it will be necessary to have this element in place for the 1997-98 report year.

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Student Data Base - New Data Elements for the 1997-98 Reporting Year - (continued)

Data Element 3102 - Financial Aid Award Type

The table values for this element were discussed. It appears that there is still some work that needs to be done to determine which types of financial aid are need based. This item will be discussed again at the January 1997 meeting. College representatives were asked to solicit input from the appropriate staff at their Colleges and be prepared to reach closer on this matter in January.

*MISATFOR Motion for new data elements*

*The following data elements and table values be added/deleted/modified for the 1997-98 reporting year:*

*Delete D.E. 1033 - Florida Student Identifier*

*Add D.E. 1033 - Nation of Citizenship*

*Add D.E. 1036 - Transfer Institution*

*Modify D.E. 2103 and add a table value of "C" - Met Completion Point Requirement*

*Add D.E. 2104 - Occupational Completion Point Indicator*

*Motion was approved.*

Performance Based Incentive Funding - Margaret Wingate

The 1995-96 earnings report for performance based incentive funding was discussed. It includes credit for late 1994-95 supplemental placements, 1995-96 Summer enrollments, completers, and placements, 1995-96 Fall enrollments and completers, 1995-96 Winter/Spring enrollments and completers, and any redirections approved for 1995-96.

It was reported that the 1996-97 regional lists recently mailed to the colleges does not reflect Work Force Development Boards that currently exist. The Work force Development Board regions will be implemented for 1997-98.

Quick Response supplemental files for 1995-96 are due to the Division by December 10, 1996.

Equity Reporting

It was reported that a different format would be used for the staff data on the equity report this year. The Division will provide the data displays again this year. Especially since the Equity Report is due earlier this year, the Division will try to get the data to the Colleges by the end of December 1996.

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

All colleges successfully loaded data to the Personnel Data Base for Summer 1996. Verification reports are being developed by the Division to provide assistance to the colleges in verifying their data.

Questions about data element 2005, Occupational Activity Code were discussed. There was considerable discussion regarding data element 2025, Position Portion of Effort (FTE). Since the questions about definitions and interpretation of these data elements have policy implications, the Council of Business Affairs will be asked to review these issues. They will also be asked for recommendations regarding reports that will be generated from the Personnel Data Base.

The Council on Instructional Affairs, which is meeting on November 20, 1996, will be asked at their meeting to address the questions that have come up regarding data element 2025, Position Portion of Effort (FTE). Donna B and Carlotta will attend the Council on Instructional Affairs meeting and will report back to MISATFOR at the January 1997 meeting.

**Approval of Minutes - Carolyn Phillips**

The minutes of the September 19-20, 1996 MISATFOR meetings were approved with no changes.

**Statewide Student Advising System - Howard Campbell**

Legislation requires that a single statewide student advising system be developed. Funding for a pilot project has been allocated from a 1996 appropriation for distance learning. The pilot project, which will involve three universities and five community colleges, will be on a very fast track so that more colleges will be able to join the project as soon as possible.

**Financial Data Base - Margaret Wingate**

Sixteen colleges have loaded data to Financial Data Base. The Division is continuing work on the edit program and verification reports for this data base.

**Facilities Data Base - Robert McMullen**

All colleges loaded data for the Summer 1996, Facilities Data Base.

**Integrated Data Base - Robert McMullen**

The Integrated Data Base is in the testing phase. Edit reports are being developed after which verification reports will be developed.

**Student FTE - Robert McMullen**

Student FTE reports, which were mail out to colleges, were distributed and reviewed.

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**Data Base Implementation Task Force - Robert McMullen**

The Peer Technical Committee recommendations for changes to College and consortia plans were approved by the Data Base Implementation Task Force. Written notification of the need to make changes was sent out to all colleges with a deadline of December 6, 1996 for return to the Division.

It was announced that all colleges would be required to certify that they had a compliant degree audit system in place by December 1, 1996. The certification form, along with a sample copy of a degree audit will be due to the Division by December 15, 1996.

**Accountability - Margaret Wingate**

Accountability reports have been mailed to colleges. All but three of the reports are final. Data are still being adjusted for some colleges after which the last three reports will be finalized and sent to the colleges.

The licensure data have been questioned by a number of colleges. It is hoped that arrangements can be made with the Department of Business and Professional Regulation to do a match on social security number with their files to obtain more reliable data. The Division staff will also try to implement a procedure to match information with other agencies that provide licensure data.

**Performance Based Program Budgeting - Margaret Wingate**

The proposed measures to be used for 1997-98 Performance Based Program Budgeting were discussed. The input received from college representatives who attended regional workshops went in to the development of the proposed measures.

**1995-96 Cost Analysis and CCPF - Ed Cisek**

The summary of the 1995-96 Cost Analysis was distributed and discussed. A diskette containing the data that were used to compile the reports is available from Ed Cisek.

It was announced that the Accounting Committee of the Council of Business Affairs is considering changes in how support costs are determined. A similar presentation of this information will be given next week to the Council of Business Affairs.

**Legislative Budget Issues - Ed Cisek**

The method by which auxiliary learning aid money will be allocated will be changing. More information on this will be provided as soon as it is finalized. The amount of Public Education Capital Outlay (PECO) should increase by approximately \$20 million.

**Bureau Status Report**

The Bureau Status Report was distributed.

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**Adhoc Requests**

A individual student data is being provided to the Post Secondary Education Planning Commission (PEPC) for their longitudinal study of the 1993-94 Florida high graduates. These 1993-94 high school graduates were matched with the 1994-95 and 1995-96 student data base.

Pat Windham in the DCC Office of Educational Service and Research is conducting a reserach project of students who were dual enrolled in 1991-92 in the Florida Community College System. These students are being tracked from 1991-92 through 1994-95 in the community college system and the state university system.

A remediation study is being conducted for the Senate High Education Committee to determine success indicators for students who were required to enroll in college preparatory courses. As part of this study, CLAST Exemptions will also be examined.

**Transcript Analysis Request**

The transcript analysis of 1995-96 graduates was due to the Division by November 18, 1996.

**FIRN Status Report**

Any transmission problems that colleges are experience with FIRN should be reported to FIRN staff.

**FASTER Status Report**

All but two colleges are participating in FASTER.

**Next Meeting**

The next meeting will be held in Orlando, FL on January 23 and 24, 1997.