

Management Information Advisory Task Force
January 22-23, 1998

Student Data Base Issues – Margaret Wingate and Brian Walsh

The 1997-98 Data Submission and Due Date were discussed.

Data Element 1034 – Transfer Institution

Discussed adding FICE codes for Out-of- State reporting and reporting of District Postsecondary institutions or the 1998-99 reporting year.

DE 1101 – Entry Level Test – Score

When colleges report Entry Level Test Scores for SATI (table value ‘H’ for Data Element 1104-Entry Level Test – Type), the SATI verbal score should be reported for both reading and writing. The math score should be reported normally.

DE 3017 – Wages Flag.

Discuss how to report WAGES clients on the Student Data Base.

DE 3010 – Lifelong learning Flag and DE 3018 FTE Flag.

Discussed the relation between DE 3010 – Lifelong learning Flag and DE 3018 FTE Flag. Members discussed the correct way to report these data elements.

Data Elements for the 1998-99 Reporting Year

New Data Element 1035 – Disabled Classification

A new data element on the demographic record type was discussed. This new data element was defined to collect if the reported disability was documented. Members discussed this data element at great length. Several questions and concerns were brought up by the members. This data element was tabled until division staff could answer the questions regarding how this data element was to be used and what exactly needed to be collected. Members asked for clarification on what documented meant as well as whether the data element should be flagging only those students who received services for disabilities. Staff will bring this data element back at the March meeting for further discussion.

The next Data Elements to be discussed were for 1998-99 Workforce Development reporting. These are to include data elements for: School-to-Work Indicator, Initial and Final Functioning Level for Adult Ed. and Literacy Completion Points in Adult Ed. Also discussed was adding a data element or table values to identify those students who were co-enrolled.

MISATFOR MOTION

Add a Data Element or Table Value to an existing data element to identify students on the Student Data Base who are co-enrolled in Adult Education.

The motion was approved.

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Student Data Base Issues – (continued)

Performance Based Incentive Funding (PBIF)

An update was provided on the PBIF data submissions for the 1996-97 and 1997-98 years. Reporting of WAGES students and Adult Seniors for PBIF were also topics of discussion.

Robert McMullen discussed the reporting of ICS codes on the Student Data Base. This item will continue to be reviewed over the next year.

The draft PSAV Readiness Report was distributed and discussed.

Discussed the AA-2 Report for the 1996-97 year.

MISATFOR MOTION

Report student identifiable information on the AA-2 Report for the 1996-97 reporting year.

The motion was approved.

A guest speaker from Enterprise Florida, Donna Kowloski, gave an overview of how the PBIF data flows for processing WAGES and Senior Adults students. Handouts received were: MISATFOR Student Data Base, PBIF flowcharts, MISATFOR PBIF, and MISATFOR FTE (ICS codes).

Personnel Data Base Issues – Robert McMullen and John Walker

Annual Personnel Data Base

The Division was asked by SBCC to create examples for reporting the EEO6 flag to include certain Other Professionals as Executive, Administration and Managerial for the EEO6 report. The examples are to help the colleges report this data more consistently. The possibility of replacing the APR with a preliminary Fall Personnel Data Base was discussed.

Personnel Data Base

Additional information and examples were added to DE 2025 – Position Portion of Effort. A new data element, DE 3030 – Contact Hours, will be added for 1998-99. A draft data element definition was handed out. The question was raised as to whether the contact hours are to be reported by week or by term.

MISATFOR MOTION

The following critical edit will be implemented for 1998-99: DE 0140 – Organizational Unit & GL Codes must be valid codes defined in the Accounting Manual.

The motion was approved.

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Personnel Data Base Issues – (continued)

For 1998-99, the data element dictionary for DE 2005 – Occupational Activity Code will be changed to include the actual ranges for the GL Codes in the edits.

Because some colleges were unable to pass the critical edits for DE 2005 – Occupational Activity Code, checking the GL Codes, it was recommended that the edits remain informational until 1998-99.

MISATFOR MOTION

The edits for DE 2005 – Occupational Activity Code, checking the GL Codes will become critical for 1998-99.

The motion was approved.

The following handouts were received: MISATFOR APR, MISATFOR PDB.

Approval of the November 19-20 Minutes – Ginger Cruze

Minutes from the November 19-20 meeting will be distributed at the next MISATFOR meeting.

Legislative Update – Howard Campbell

Howard discussed the Governor's budget. Handouts received: DCC memo 98-06.

ALA Funding Task Force – Howard Campbell

The data on the ALA report was said to be suspect. We were told a task force was formed to investigate the report on this data and what is needed to report this data. Handouts received: SBCC EA/EO Committee.

Statewide Student Advising System – Howard Campbell

An overview of the current status of this project was given. The agreement from the committee was discussed. The Guiding Principles were redone and have included 11 principles. A technical survey was distributed and asked to be returned to the DCC by January 27, 1998. Handouts received were: The signed Agreement and the survey to be returned.

Financial Aid Data Base – Howard Campbell

The Financial Aid Data Base was approved by the SBCC. The dollars should be released soon. The Financial Aid Data Base will be added to the June Progress Survey. By July 1, 1999 electronic connections will be in place or the college will NOT receive any Federal dollars.

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Workforce Development / SB 1688 – Margaret Wingate

A copy of the Presidents Position Statement to the SBCC was discussed. The three main issues are 1) Use of prior year data. 2) Alternative funding method. 3) A.S. to stay in the CCPF. The House is very open to the proposal. The next meeting we should receive a Data Simulation showing the Alternative funding method. The Estimating Process for Workforce Development (WFD) and the process for adding new programs were discussed. A study showed that 40% of PSV was not included in WFD. Handouts received: FCCS AA Degrees Awarded, Workforce Issues #1, Workforce Development Est. Form, FETPIP Followed, WEOIS Status Report, Dcc memo FTIC cohorts and MISATFOR WFT Est. for 1998-99.

Facilities Data Base – Robert McMullen

Nothing new on the Data Elements for the Facilities Data Base was reported. A Space Utilization report will be done. The only details known at this time are that only rooms coded 110 and 210 will be used. Handouts received: MISATFOR Facilities Data Base. This data will be due March 1.

Integrated Data Base - Robert McMullen

It was reported that as of this meeting there is no division staff to work on this project.

Student FTE – Robert McMullen

The new ICS codes to allow tracking ESL courses were discussed. Robert stressed the Due Dates of February 28 are real and that no data after that will be used and that increases will need to be justified.

Financial Data Base – Margaret Wingate

It was reported that as of this meeting there is no Division staff to work on this project.

Performance Based Program Budgeting – Howard Campbell

There was a review of the PBPB Measures and a discussion about the OPPAGA audits. The auditors have suggested the SDB edits be changed for dates.

Annual Reports Workshop – Howard Campbell

A draft agenda for the 1998 Annual Reports Workshop was reviewed. The dates for the workshop are currently June 28-July 1, 1998. Handouts received: 1998 Annual Reports Workshop DRAFT Schedule.

Old Business / New Business – Howard Campbell

The Bureau Status Report was discussed and Howard announced there were five open positions at the Division. Adhoc Requests will be given attention as new staff are hired

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to handle the workload. The Division Web Site is being expanded and updated to provide more information for MISATFOR members.

Next meeting – Ginger Cruze

Next meeting is March 19-20 in Tallahassee. The Hotel for this meeting is the Double Tree for \$69.00.