

MANAGEMENT INFORMATION ADVISORY TASK FORCE

Student Data Base Issues - Margaret Wingate and Brian Walsh

The 1997-98 Data Submission and Due Dates were discussed. During this discussion it was announced that beginning with the Summer 1998 data submissions that the faxed copy of the Certification Form could take the place of the original. It would no longer be necessary for colleges to fax and mail certification forms to the Division.

Student Data Base Edit Procedures - Student Data Base Edit Program Procedures were discussed. To alleviate the problems colleges have had in the past, the Division has decided that the Student Data Base Edit program will not be changed during a data submission period. This should correct any problems with data not passing a new edit installed before the end of submission.

DE 1101 - Entry Level Test Score - When colleges report the Entry Level Test Scores for a student only the scores used for PLACING that student should be reported. This data element was in the handout and was reviewed and discussed.

Coding GED - Coding of GED courses was discussed and it was determined that the Colleges must be consistent with their use of ICS codes. The Division will provide a list of ICS codes that are valid for FTE.

Review 1998-99 Data Submission Dates - The submission dates for the 1998-99 year were included in the handout and each was discussed. Once again it was noted that a faxed certification form was all that was necessary to certify a data base.

New or Modified Data Elements for 1998-99 - DE 3005-Course Dual Enrollment Flag was discussed as approved at the January 1998 MISATFOR meeting. This approval added a table value 'E' defined as; Student is a co-enrolled student. The definition from the Commissioner's Task force was provided in the handout, as was the data element description and sample projections report. The legislature has pulled Special Disabled FTE out of Workforce Development. Currently these students are identified in DE 3006 -Course Fee Kind. By next year the colleges will need to be collecting additional information. There was discussion about the Life Skills student and the fact that they may never graduate. The Division will research this and report back at the next meeting. DE 1035 - Disabled Classification was tabled until a later meeting to allow the Division to do the necessary research and answer questions such as multiple disabilities and complete a definition for "documented". Currently the disabilities are reported as stated by the student. Pages 23 through 39 in the handout were provided for our information. These pages cover several Data Elements that were added or changed in the last few meetings.

MANAGEMENT INFORMATION ADVISORY TASK FORCE

PAGE TWO

Data Elements Modifications for 1999-2000 - A schedule for the implementation of proposed Workforce Development Data Elements was reviewed. For the 1998-99 year the Data Elements are Basic Skills Examination, Vocational Initial Education Functioning Level - Age, School-to-Work Indicator/ Special Initiatives, Vocational Final Education Functioning Level - Age, Literacy Completion Point - Age. Data Elements to be phased in over the next two years include, Displaced Homemaker, Vocational Single Parent and Single Pregnant Woman - Vocational, Adult Employment Status - Age, Entrance Profile - Age, Priority Code -Age, Suffix Code - Vocational, Reasons for Separation Code - Age, Day/Night Indicator - Age, Location of Instruction - Age, Program Special Initiatives, and Incarceration Status. Data Elements Holding for clarification are: Veteran Indicator, Declared Intent- Vocational, Educational Attainment Level, Grade Level, Occupational Completion Point Indicator - at entry, Termination Code - Vocational

Performance Based Incentive Funding Systems - A review of the 1996-97 PBIF data submissions and the 1997-98 data submissions was given. The Winter/Spring completers not found placed will not be returned to the colleges for supplemental placements. The placements found by FETPIP will be forwarded to EF-JEP for processing. When the reports become available they will be placed on NWRDC for download by the colleges. The Winter/Spring placements, placed leavers, Summer and Fall supplemental placements, and Quick Response are waiting to be sent to EF-JEP. The Summer 1997-98 files have been received by the Division and will be forwarded to EF-JEP for processing. The Fall 1997-98 files will be forwarded to the Department of Labor and the completers sent to FETPIP for follow-up.

Student Right-to-Know Report (Graduation Rate Survey) - The results of the Graduation Rate Survey – Completion Information for each college was distributed with the selection criteria for this report. Line 10 describes the cohort population. It was noted that the handout shows the Fall 1994 EF2 definition was used, but it was the current EF2 definition. Dual enrolled students were included in the study but were not part of the EF2 criteria in Fall 1994. Line 12A shows those students who completed their degree within three years. Another section will include Athletes. Next week we should receive the results of the Pell Grant survey. This report will show the number of Pell Grants by college.

Personnel Data Base Issues - Robert McMullen and John Walker

Room Utilization - Serval issues from the 1996-97 Fall Room Utilization Report were discussed. There are several colleges that have no matches between the Facilities/Capital Outlay Data Base and the Personnel Data Base. Corrections must be made before the end of the year, when all of the data bases are closed. The selection criteria for the report was discussed and changes to the remodeling codes were made.

MANAGEMENT INFORMATION ADVISORY TASK FORCE

PAGE THREE

Personnel Data Base Issues – Room Utilization - (continued)

MISATFOR RECOMMENDATION

The remodeling code less than 4 will be valid for the 1997-98 year. Remodeling codes less than 4 are facilities that are still in use but need or are planned for remodeling. The Data Element affected is DE 5018 equal to a 2, 3, or 4.

The recommendation was approved.

It was announced that the Part-Time counts were wrong and those reports would be regenerated and sent out to the colleges. A question was raised about the Room Utilization and how would zero hour labs be counted. The Division will research this and bring it back to the May meeting. The 212 and 240 Room Use Codes were discussed. Many colleges were coding open computer labs as 210 when they should be coded as 240. The definition for 212 Room Use Code was included in the handout and discussed. According to this definition certain vocational labs that are special purposes for the area of study should be coded 212 and not 210. Open Entry/ Open Exit courses were discussed and the Division agreed to research this and report back. The Division found that colleges were coding invalid ICS codes in DE 5027 for Room Use Code 210. The edit program does not check for this conflict and it will only affect space utilization formulas based on student stations. The Division announced that the SAS program that generates the Room Utilization Reports will be made available to the colleges.

PDB - Data Element 3030- Data Element 3030 - Contact Hours is collected to show that instructors are meeting the 15 hour law. The law basically says that instructors must teach for 15 hours per week or be reassigned. It was suggested that a verification report be created to show faculty with fewer than 15 hours. There was discussion as to whether we also needed a Data Element to show the number of weeks.

APR

The possibilities of replacing the APR with the Fall PDB is still under review. Ed Cisek passed out three reports from the APR that had gone to the State Board of Community Colleges meeting. These reports were on the percent salary increases by colleges.

Approval of the Minutes from the January 23, 1998 - Ginger Cruze

Ted Wright moved to accept the minutes Brian Walsh seconded and the motion passed. This motion also accepted the November minutes.

MANAGEMENT INFORMATION ADVISORY TASK FORCE

PAGE FOUR

Legislative Update and Budget - Ed Cisek

A copy of memo 98-37 was distributed and discussed. This memo is an analysis of the Senate and House appropriations bills. It was said that there was no funding last year based on FTE. Due to the recommendations of OPPAGA a new Performance Based Program Budget measure III will provide dollars for partial completers and AA degree seekers who did not complete. Since Performance Based methods had begun there has been an 11% increase in AA graduates with less than 72 hours. Page 8 of the SBCC Finance Committee handout shows AS graduates by program listed in the order of highest number of graduates to lowest.

Statewide Student Advising System - Howard Campbell

Howard gave an update of the progress on this project. He said there is a September 1, 1998 deadline to implement the system at three colleges. The bidder conference was held the Friday before the MISATFOR meeting. Ten vendors showed up. 99 questions were asked and answered. Howard said he would email the Web page address to the Reports Coordinators. Because this information could impact funding, the colleges were asked to review this information. By Fall 1999 all colleges will have at least advising up and running. The model 4 is going to be implemented. The colleges will have to develop the interface from the server to their mainframe systems.

Financial Aid Data Base - Howard Campbell

Howard announced that 1.4 million was approved for the development of the Financial Aid Data Base and that the colleges should have already received Part I dollars. The Financial Aid Data Base must meet Federal Regulations.

Workforce Development / SB 1688 - Margaret Wingate

The house bill HB 4131 and several handouts were discussed. HB 4131 provides for previous year funding, AS degree funding back in CCPF, a level field, Applied Technical Diploma, Statewide Fees, Special Adult Funding, Workforce Development Capitalization Incentive Grants, Co-enrolled, and the FASTER system. Joan went over the Workforce Development Estimates and discussed this data request. The colleges should be receiving the next data request in about a month. The standard program lengths were approved at the last meeting of the ACC.

Facilities Data Base - Robert McMullen

There are no changes for the current year data base. Starting with the Summer 1998 the new room use codes will be used. The changes should not affect the colleges. A generalized list of the codes was in the handout and discussed.

MANAGEMENT INFORMATION ADVISORY TASK FORCE

PAGE FIVE

Integrated Data Base - Robert McMullen

New Room Use Codes and Aggregate Room Area Reports were discussed as in the handout. A guest speaker explained that the code system was based on 1973 information and pointed out that a new book 'The Red Book' was now available and should be at each of the colleges.

Student FTE - Robert McMullen

The 1997-98 FTE Estimates were reviewed and Robert informed the group that the Enrollment Conference went well. All adjustments from the colleges were accepted by the Conference.

Financial Data Base - Margaret Wingate

New Staff have been hired so work will continue to move forward on this data base.

Performance Based Program Budgeting - Howard Campbell

The OPPAGA audits continue. OPPAGA has copies of the Student Data Base.

Annual Reports Workshop - Howard Campbell

The agenda for the Annual Reports Workshop was discussed. The colleges will be receiving their copy of the draft agenda next week. The dates for the workshop are June 28th - July 1st in St. Petersburg Beach at the Tradewinds Resort.

Old Business / New Business

Howard announced that Paul Aughey has left the Division. Howard discussed the difficulties in hiring for computer positions in the state. The Division's Web site continues to grow. Many items were discussed as possible additions to the web site. The Technology Survey results were passed out and discussed.

Next Meeting - Ginger Cruze

The next meeting will be May 14th and 15th in Orlando.