

MANAGEMENT INFORMATION ADVISORY TASK FORCE

November 18, 1998

Student Data Base Issues – Robert McMullen and Joan Roddenberry:

Data Element 2105 - Adult Literacy Completion Point Indicator and DE 3022 - Adult Educational Functioning Level, Initial:

The edit requiring DE 3022 - Adult Educational Functioning Level, Initial to be less than DE 2105 - Adult Literacy Completion Point has been changed from a critical edit to an informational edit. Multiple completion records are required to report Adult LCP's which presents a problem when attempting to determine which course records should be associated with which completion records.

DE 1020 - Date of Entry and DE 2102 - Completion Date:

The edit requiring the date of entry to be a date prior to the date reported on the completion date field has been changed from a critical edit to an informational edit. This change was necessary because a student who successfully completed a GED one term and began a new program the following term. Whether this edit should apply to adult programs was discussed.

MISATFOR Recommendation:

The edit requiring the date of entry to be a date prior to the date reported on the completion date field should remain a critical edit but adult programs should not be included as part of the edit.

Motion Passed.

DE 3022 - Adult Educational Functioning Level, Initial:

New table values for DE 3022 - Adult Educational Functioning Level, Initial are necessary for Work Force Development reporting. Values need to be added to allow reporting of Adult ESOL and Adult VESOL. Colleges able to report these new values may do so beginning with the 1998-99 2E Student Data Base submission. Otherwise, supplemental files will be accepted in 1998-99 with formal implementation in 1999-2000.

MISATFOR Recommendation:

Additional table values to be added to DE 3022 – Adult Educational Functioning Level, Initial to allow reporting of Adult ESOL and Adult VESOL. Colleges able to report these new values may do so beginning with the 1998-99 2E Student

Data Base submission. Otherwise, supplemental files will be accepted in 1998-99 with formal implementation in 1999-2000.

Motion Passed.

DE 3008 – Course Number:

According to the Statewide Course Numbering System, the only valid College Prep Course prefixes are “MAT”, “ENC”, “REA”, or “ESL.” Some colleges are reporting college prep course using other prefixes.

MISATFOR Recommendation:

An informational edit to display invalid college prep prefixes should be instituted beginning with the 1999-2000 reporting year.

Motion Passed.

DE 3007 - Course Grade:

Polk Community College requested a grade update program to allow grade changes on courses spanning two terms. For example, a course beginning late in the Fall Term will not have grades available until after the Fall Final data has been submitted. At this time, the division will not institute a grade update program. The division suggests re-submitting the entire term data before the close of the data base year.

Apprenticeship Programs:

WorkForce Development has a separate funding allocation for apprenticeship programs. The Occupational Completion points for these programs will be different from the PSAV programs, so it will be necessary to devise a way to identify apprenticeship programs from the PSAV programs.

Misatfor Recommendation:

Beginning in the 1999-2000 year, the Cip Code for PSAV Apprenticeship programs should be reported with an ‘A’ in the 9th position of the CIP Code field.

Motion Passed.

Sample CIP code reports were distributed.

Vocational Prep Reporting:

Workforce Development changed the reporting of vocational preparation from PSAV programs to Adult programs. The colleges can report any kind of vocational or college preparation. Reporting of Special Applied Individual Learning (SAIL) could be accepted as preparation. Joan Roddenberry will research this subject further.

Bright Futures Scholarship:

Polk Community College requested that the Financial Aid record include reporting of Bright Futures Scholarships.

MISATFOR Recommendation:

The Financial Aid record be modified to include reporting of each category of Bright Futures scholarships. This change will be effective beginning with the 1999-2000 reporting year.

Motion Passed.

DE 3005 - Course Dual Enrollment/Co-enrollment Flag:

Students who are home schooled and private schooled need to be identified in this data element.

MISATFOR Recommendation:

Modify the reporting of DE 3005 - Course Dual Enrollment, to identify courses that apply towards the high school diploma for public school, home school, and private school students. Value 'Y', applied towards high school graduation, be eliminated from the reporting of DE 3005. This change should be implemented beginning in the 1999-2000 reporting year.

Motion Passed.

Advanced Technical Certificates - Program of Study Record – program length:

Some colleges are not including the program length on the Advanced Technical Certificate Program of Study Records. The program length is necessary for PBPB and Workforce funding.

Displaced Homemakers:

The reporting of Displaced Homemakers is necessary for Workforce Development funding.

MISATFOR Recommendation:

Modify DE 3017 - WAGES Flag to allow reporting of Displaced Homemaker who is a WAGES student and Displaced Homemaker who is not a WAGES student. In addition, MISATFOR requests that the DCC consider changing the title of DE 3017. This change will be implemented with the 1999-2000 reporting year.

Motion Passed.

The Division will bring a revised name to the January MISATFOR meeting.

Performance Base Incentive Funding:

Reports and files for the Summer completers placed and Fall and Winter/Spring enrollments and completers have been generated and are available for downloading from NorthWest Regional Data Center.

1998-99 Set-aside and incentive allocations were distributed. In addition, information on the 1997-98 earnings to date (Summer enrollments, completers, and placements; Fall and Winter/Spring enrollments and completers) was also distributed.

Entry Level Test Record Type 2:

The Division needs to be able to identify CLAST tests results for Accountability reporting and is proposing to rename the record type 2 format from “Entry Level Test” to “Entry Level/Exit Test”, adding new table values to DE 1101, DE 1103 and DE 1104 to report this information. Proposed implementation is 1999-2000 reporting year.

Re-testing of CLAST subtests and the reporting of CLAST alternatives complicate this process. In addition, the passing score is determined by the date the student first attempted the subtest. The Division requested that MISATFOR members review the proposal and bring potential problems back to the next meeting. This proposal will be finalized at the next meeting.

DE 1106 - College Preparatory Completion Indicator:

The Division has been asked to provide DE 1106, College Prep Indicator, as part of the annual CROP program evaluation conducted by PEPC. In addition, the Division would like to use this element in the Accountability process. The preliminary analysis done for PEPC indicated there is a need to better understand how this element is being coded. Printouts of the frequencies found in this data element for each college were distributed. The Division requested that the colleges review the printouts, then discuss this issue at the next meeting.

Personnel Data Base Issues – Robert McMullen:

Recreation and Leisure Courses:

At the last MISATFOR meeting, the reporting of the R&L courses on the PDB was discussed. According to the PDB Data Element Dictionary, these courses should be identified with a 'R' in the last position of the course number; however, some colleges reported that they identify these courses with a 'R' in the first position. The Division distributed reports identifying headcount with a 'R' in the first position, a 'R' in the eighth position, or a R&L headcount greater than 0 and found the results inconsistent. Therefore, in future reports, the Division will identify R&L courses by using any R&L headcount greater than 0 or any course with a 'R' in the last position of the course number.

Faculty Contact Hours:

Selection criteria for Contact hours taught by Full Time /Part Time instructors were distributed and discussed. Since some college personnel had multiple Occupational Activity Codes, only the records that represented the highest Position Portion of Effort (PDB DE 2025) were used. To be included, instruction had to be the primary activity for the person.

Reports were distributed. These reports will go into production with the Fall Final PDB and will be distributed to Legislative Staff after the Fall Data Base closes.

Annual Personnel Reports Data Base – Robert McMullen:

Replacing APR with a Preliminary Fall PDB Submission

At previous MISATFOR meetings, the Division presented information on what is would take to replace the APR with a preliminary PDB submission. After reviewing the information, the Division asked MISATFOR to decide.

MISATFOR Recommendation:

The APR should not be replaced with a preliminary PDB submission.

Motion Carried.

MISATFOR Recommendation:

The Division should review the possibility of having the same table values for common data elements between APR and PDB.

Motion Carried.

The Division recommended changing the definition for DE 0225 – EEO-6 Indicator to state “included employees must have an Activity Code of 06 and have a General Ledger Code between 51200 through 51299”. The Division also recommended that a critical edit be added to verify that if the indicator is ‘Y’, then DE 0130 – Occupational Activity Code must = 06.

MISATFOR Recommendation:

The definition for DE 0225 – EEO-6 Flag be changed to state that that included employees must have an Activity Code of 06 and have a General Ledger Code between 51200 through 51299. A critical edit should be added to verify that if the indicator is ‘Y’, then DE 0130 – Occupational Activity Code must = 06.

Motion Carried.

Integrated Data Base – Robert McMullen:

Integrated Edit:

The integrated edit between Student Data Base and Facilities/Capital Outlay Data Base will be in place for the 1998-99 Fall Final Term submission. The Student Data Base Course record, course section location and site number, must match the Facilities Data Base Site record. Until the Integrated Data Base Procedures are implemented, the edit is not critical, but data not meeting the edit criteria will affect the Room/Space Utilization reports generated from this data. These reports will be run after data is loaded.

Samples printouts of the two new reports were distributed. The location of the print files at Northwest was also included in the documentation.

Room/Space Utilization:

A list of new Room/Space Utilization reports was distributed. These reports will be generated automatically when colleges have loaded the SDB, PDB, and Facilities Data Base. These reports are added to the verification reports to be downloaded after data submission.

Matching course/sections between the SDB and PDB:

Courses crossing terms complicate the reporting process. Colleges should report the courses in the term the course began, for both the SDB and the PDB. In addition, the colleges should make certain the beginning and ending date of the course in the PDB is accurate. Robert McMullen will review changing the selection criteria to count these courses in both terms in the room/space utilization reports.

Credit/CHE Hours and Contact Hours by Full-Time/Part-Time Faculty:

The Division has been asked to provide to legislators new reports on Faculty. First, the Credit/CHE Hours taught by FT/PT faculty, uses data from both the PDB and SDB. A draft sample report using data from Summer 1998-99 was distributed.

The second report, Faculty Load(Contact Hours by FT/PT Faculty), uses data only from the PDB.

Problems encountered while developing the reports were also documented. This data needs to be as accurate as possible for the Fall term.

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Minutes :

Minutes from the September 18, 1998 meeting were distributed and will be approved later in the meeting.

Howard Campbell welcomed Bill Carman on as staff beginning December 7, 1998. Bill brings a lot of community college experience with him.

Budget Request/Legislative Issues- Ed Cisek:

Information on Dual Enrollment and Performance Base Budgeting was distributed. Dual enrollment represents nearly 5% of overall community college FTE; the 1999-2000 Legislative Budget Request includes enrollment workload funding for dual enrollment.

A comparison of fee costs of community college to state universities was distributed. The comparison shows that lower level course work no longer costs less in the community college system.

Information Resource Management Budget Issues – Howard Campbell:

Information on 1999-2000 Information Resource Budget Issues was distributed. Surveys will follow requesting colleges to advise how they will spend funds. Because of tobacco settlements, there may be extra non-recurring state dollars available this year.

A copy of the Average Salaries of Selected Data Processing Positions for various state agencies was distributed. Howard is attempting to have Division salaries in line with other state agencies.

FACTS (formerly Statewide Student Advising System) – Howard Campbell and John Walker:

John Walker provided a demonstration of the system. There will soon be a demonstration of the system to the State Board.

Pin numbers will be important for each school who wants to participate. The field size maximum is 10 digits. If desired, University of Florida will set up pin numbers for each college.

A memorandum is going out to the colleges, stating that \$71,000 is available to help colleges have FACTS running by Sept. 1999. Universities are anxious to help the community colleges with this project. There could also be a link to private colleges.

Year 2000 – Howard Campbell:

The importance of planning for the Year 2000 was discussed again. Some suppliers of phone and gas will not guarantee service will be in place. Tallahassee City Commission plans to test by disconnecting one service and changing dates.

The division suggests the best scenario is to treat the project as if there were a hurricane. They suggest we start classes the second week of January. David Armstrong is working with State Universities, so there will be continuity.

WorkForce Development – Joan Roddenberry:

Information on WorkForce Development was distributed. This year Leavers must leave the institution. Next year Leavers probably won't be included in the process. Supplemental Placement won't be allowed next year. This information is tentative and is subject to change.

Integrated Data Base – Robert McMullen:

Information on Integrated Data Bases was distributed. (See previous minutes on Integrated Data Base.)

FTE – Robert McMullen:

The Student Data Base FTE Verification Report has been re-written in SAS. Some formats have changed and additional reports for waivers and exemptions added. These reports will be added during the Fall End-of-Term submission and run parallel. Colleges should notify Robert if problems with the reports are discovered.

A report with ESL FTE broken out by college was distributed. The reporting of ESL separate from College Prep will be important for issues relating to College Prep in the current year.

The college's FTE-1 Estimates were not accepted by the Enrollment Estimating Conference. Instead, the 1997-98 FTE 3 will be used, until the March Enrollment Conference. FTE Reports were distributed.

Accountability Reports – Joan Roddenberry:

Clast Accountability Reports were distributed. There was a 75% drop in CLAST test takers.

Old Business/New Business: Howard Campbell:

Bureau of Research and Information Systems Status Report was distributed.

Ted Wright, Broward Community College, requested a change in the numbers of NorthWest users per college. Currently, each college is allowed only one user or sign on. With so many data bases, responsibilities are spread over more than one area, so there is frequently conflict and time lost because of the limit. At this time, there is no plan to increase the number.

Minutes submitted by: Jeanette C. Humphrey
MISATFOR Vice-Chair