

Management Information Advisory Task Force
Issue Groups
January 21, 1999

Student Data Base Issues – Bill Carman and Brian Walsh:

Bill Carman welcomed Brian Walsh to the State Board of Community Colleges. Brian will continue his position as SDB chair.

Changes for the SDB 1999 2E/3B data submission:

***D.E. 1020 Student Date of Entry,
2102 Completion Date***

Modified the edit to exclude adult programs and change the edit back to a critical error. This change is necessary to report Student Date of Entry only on those students enrolled in A&P, PSV, PSAV (if certificates are awarded), College Prep, or Vocational Prep.

***D.E. 2103 Completion Degree Granted,
2104 Occupational Completion Point Indicator,
2105 Adult Literacy Completion Point Indicator:***

New critical edit requiring Completion Degree Granted to be '9' or 'Z', not applicable, when the OCP or ALCP is not 'Z'. A student may have multiple completion records in one submission. One for reaching an occupational completion point, including the final point, and, second, an award for reaching the completion of the degree. The completion record or occupational completion point may be sent in normal SDB submission.

Colleges may report Occupational Completion Points in a supplemental file for the 1998-99 reporting year. This file may be submitted for the entire year during the Spring submission period. Colleges should report all OCPs possible.

***D.E. 2105 Adult Literacy Completion Point Indicator,
3022 Adult Educational Functioning Level, Initial:***

The edit requiring Adult Educational Functioning Level, Initial (DE 3022) to be less than the Adult Literacy Completion Point (DE 2105) 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.

***D.E. 3001 Course-Information Classification Structure,
3018 FTE Flag:***

The Data element dictionary is corrected by removing the edit requiring the statement “EQ 1.31.01 and 3018 NE C”.

D.E. 3008 Course:

The new informational edit identifying College Prep Course prefixes are “MAT”, “ENC”, “REA”, or “ESL” as the only valid prefixes will be instituted immediately.

D.E. 3022 Adult Educational Functioning Level, Initial:

New table values for 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. This change will be required immediately, beginning with the Fall Final and Spring Preliminary file.

Changes for the 1999-2000 Reporting Year:

D.E. 3005 Course Dual Enrollment/Co-enrollment Flag:

In November 1998, MISATFOR recommended the Course Dual Enrollment flag be revised to identify courses that apply towards the high school diploma for public school, home school, and private school students. Instead of a ‘Y’ for a Dual Enrolled course, the colleges should report ‘H’ for home school, ‘P’ for private school, and ‘S’ for Public School.

D.E. 3017/ WAGES - Displaced Homemakers:

As discussed in the November 1998 meeting, the reporting of Displaced Homemakers and WAGES is necessary for Workforce Development funding. A draft definition was distributed. After discussion, Joan Roddenberry offered to check the official definition of “displaced homemaker” and Bill Carman agreed to bring a revised definition to the next MISATFOR.

Bright Futures Scholarship /D.E. 3102 – Financial Aid Award Type:

As recommended at the November MISATFOR, the SBCC distributed a revised definition of D.E. 3102, Financial Aid Award Type. New values include “SS” - Other Scholarships, “AS” - Florida Academic Scholarship, “MS” - Florida Merit Scholarship and “GS” - Florida Vocational Gold Seal Scholarship. This information is available on the data downloaded from the Internet.

Entry Level Test Record Type 2:

The SBCC needs to be able to identify CLAST tests results for Accountability. As discussed at the last MISATFOR, the SBCC proposed renaming the record type 2 format from “Entry Level Test” to “Entry Level/Exit Test” and adding new table values to D.E. 1101, 1103 and 1104 to report the CLAST information. In addition, the size of the D.E. 1104 will be changed. A proposed new ELT record layout was distributed.

MISATFOR identified the following problems:

The date of the initial attempt at CLAST determines the passing score.

- 1) Should the highest score be reported or the last score?
- 2) Should the date reported be the initial date or the date of the last test?

Proposed implementation is the 1999-2000 reporting year.

Bill Carman will research and bring information to the next MISATFOR.

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 recommended that an 'A' be reported in the 9th position of the CIP CODE field.

A sample CIP code table was distributed. Implementation will begin with the 1999-2000 reporting year.

Student Data Base FTE Verification Reports:

New SDB FTE verification reports have been written in SAS. The reports do not include the extra .25 for dual enrolled or the extra FTE for Special Disabled Adults. The reports will be run for the Fall End-of-Term in parallel with the old FTE reports.

Entry Level Test Data/Readiness for College:

Some of the readiness for college data provided to the DOE Office of Postsecondary Education Coordination contained numerous incomplete or totally missing entry level test records. Most of the incomplete records were related to SATI reading and writing scores. The SBCC distributed a list of Readiness Data by College.

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. System-wide, 8 out of 45 programs had Program-of-Study records.

D.E. 3021 - School-to-Work Indicator:

A field to indicate the most recent type of School Based Experience. During discussion a couple of questions arose:

- . Should this element be coded once and kept or the most recent?
- . Should this element be course driven or student driven?

Joan Roddenberry will research further for the next meeting.

Vocational Prep Reporting for Workforce Development:

Vocational prep allocation for WorkForce Development has been included in the Adult program area rather than in the vocational program area. Some colleges do not offer vocational prep with PSAV programs, but offer college prep instead. To collect WorkForce funding, the students receiving vocational preparatory instruction must be reported as vocational prep not college prep. The colleges should use Basic Skills (TABE) tests, not CPT. Since test and course identifies the information for workforce, the colleges will lose the dollars for the College Prep students. Joan Roddenberry will research this subject further.

Performance Based Incentive Funding:

Due to recent changes at the Department of Labor, the 1997-98 Winter/Spring Completer file will not be returned to the SBCC in time for non-placed files to be generated for the colleges to do supplemental placements. Therefore, there will be no Winter/Spring Supplemental placements.

Double Counting of Graduates:

The SBCC has discovered students receiving the same degree from two separate colleges. In 1997-98 there were 8 students who received the same degree from two different colleges. This was probably the result of colleges awarding degrees to early leavers, in absentia. This raises the question, "which college should receive credit for the graduation." MISATFOR requested the SBCC forward this question to the Council of Instructional Affairs for their decision.

Personnel Data Base Issues – Robert McMullen:

New Salary Verification Reports:

In the future, the SBCC will produce verification reports based on the following Annual Personnel Reports:

1. Salary, Tenure and Fringe Benefits of Employees;
2. Average Salary by Semesters Employed for Regular Full-time Instructional Personnel;
3. Annual Salaries of Full-time Instructional Personnel by Degree.

New Verification Reports:

The following new verification reports have been generated for the Summer term and will be available for the Fall final submission:

1. Number of Courses without Instructors by Site;
2. Instructors without Instructional Activity or Authorized Reassignment records;
3. Instructors with an Instructional Activity or Authorized Reassignment record and FTE = 0;
4. Verification Counts;

5. College Employee counts by Activity group by Regular, Temporary by Full-time, Part-time by FTE Ranges.

Draft examples of reports and selection criteria were distributed.

Faculty Contact Hours:

Selection criteria for Contact hours taught by Full Time /Part Time instructors were distributed and discussed at the November MISATFOR meeting. Since some college personnel had multiple Occupational Activity Codes, only the records that represented the highest Position Portion of Effort (PDB D.E. 2025) were used. To be included, instruction had to be the primary activity for the person. Robert requested that colleges review the reports and contact the SBCC with any anomalies.

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:

APR Verification Reports:

For the 1999-2000 APR data submission (Fall 1999), the SBCC will be adding verification reports that exclude terminated employees. This new selection will be used in the Fact Book. Some reports will include terminated employees. Standard reports will not include terminated employees.

D.E. 225 - EE06 Indicator:

Employees with an Activity Code of 06 that have a General Ledger Code between 51200 through 51299, inclusive, may be included in the Executive, Administrative, and Managerial category of the EE06 report.

Integrated Data Base – Robert McMullen:

Integrated Edit:

The SBCC will add an integrated verification report that will list the courses/sections in the Student Data Base which have no match in the Personnel Data Base.

Recreation & Leisure Classes:

Currently, these classes are identified with a 'R' in the 8th position of the course. Some colleges requested further research to identify another way to report these courses. Robert will research it further; however, it probably will not be ready for the 1999-2000 reporting year.

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 is working on a report 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 SBCC has been asked to provide to legislators new reports on Faculty load. 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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Howard Campbell welcomed Brian Walsh to the SBCC staff. With no objections from the floor, Howard proposed that Brian remain the MISATFOR chair until his term expires.

Year 2000 – Preston Howard:

The importance of planning for the Year 2000 was discussed again. Preston distributed a copy of Howard Campbell's letter to Glenn Mayne, the liaison with the Senate Commerce and Economic Opportunity Committee. The letter summarized the progress of the Community College System Y2K projects. In addition, a summary by college of the Y2K Progress was distributed. Preston reminded the colleges that college campuses are probably the largest facility in the area and therefore could be important for Emergency Management (as was the case with Florida Keys Community College with Hurricane Georges).

OPPAGA – Preston Howard:

OPPAGA plans to develop performance measures to use as Performance Based Measures for administrative service areas. Their measure of the state agency could impact the dollars assigned to the agency. Ed Cisek pointed out that school districts are not included in this project, so community colleges should also be excluded. Preston has attended their workshops and it appears the additional reporting will require a large amount of time by the colleges. OPPAGA will submit their proposal to the legislature at the end of January.

Budget Request/Legislative Issues – Ed Cisek:

Information related to budget requests was distributed. A graph depicting Florida's low ranking (49th) for per capita spending on higher education was also distributed. Massachusetts is the only state spending less than Florida on higher education. However, most of Massachusetts higher education institutions are private.

FTE Projections need work by the colleges. Ed distributed a graph of actual FTE since 1992 with FTE projections for the next 5 years. This information is also important for the purpose of Capital Outlay. Ed encouraged the colleges to work with Robert to develop a better way to project FTE.

Ed reported that Space Utilization indicates that buildings are 65% occupied – using 40 hour week standards. Ed Woodruff requested a graph displaying utilization by time of day. This graph shows the colleges don't need new facilities. The Facilities Data Base continues to be a high priority. MGT, a private company, is looking at space utilization vs. projections from the SBCC.

Ed included in the Budget a request to fund Dual Enrollment as workload funding.

A report on Performance Based Budgeting was distributed. Ed Massey and the President's Council produced this report. Some of the potential problems identified in Workforce/Performance Based Budgeting include Adult Education. Adult Ed FTE could be skewing PECO numbers, so Ed has recommended the Adult Ed be changed to "Active Student." The Facilities Data Base will play an important part in the funding.

Another issue is the ICS coding used by colleges. The use of ICS codes is not consistent between colleges. For example, an Anatomy / Physiology class is reported as A&P by some colleges and PSV by others. These inconsistencies must be cleared up.

FIRN:

A plan is in progress to increase the network backbone of FIRN to help support colleges in distance education. In addition, the plan will allow additional *Intranet* gateways, which will help if the Internet goes down. The Intranet will still be operational. About 20 colleges use FIRN as the primary provider.

Minutes :

Minutes from the November 18, 1998 meeting were distributed and approved as written.

Information Resource Management Budget Issues – Howard Campbell:

Howard gave a quick update on the information distributed at the last meeting.

FACTS - Statewide Student Advising System – Howard Campbell/ John Walker:

Howard and John reported that progress is being made. Everyone is under pressure to connect by Sept. 1. The Unisys Consortium is making good progress; all Unisys colleges should be connected within a few months. The FACTS test system is up and running. The system will require a new controller – some costs could be recurring. For questions, contact John Walker at JWALKER@megabits.net. Subcommittee reports can be found at FACTS.ORG/ADMIN.

Workforce Development – Joan Roddenberry:

Joan gave a quick update on Workforce Development. All Colleges have received reports from Joan. The data has been matched to TANF, AFDC, JTPA Title II and EDWAA, and Wages. Disabled, LEP and financial aid info for AS degrees will be taken from the Student Data Base. The financial aid info will only be used for the A.S. degrees.

Facilities Data Base – Robert:

Carolyn Graham, Seminole Community College, requested that MISATFOR send a request to the Council of Business Affairs to update the room use codes to match the new federal manual.

MISATFOR Recommendation:

Request the Council of Business Affairs to update the room use codes to match the new federal manual, the 1992 Postsecondary

Educational Facility Inv. and Class Manual. This change should take place by the Summer Term 1999-2000.

Motion Carried.

To obtain this manual, call 888-293-6498 or contact via Internet at GPOACCESS@GPO.GOV.

FTE Projections – Robert McMullen and Pat Windham:

Feb 15, 1999 is the last day for modifications to the Student Data Base before FTE projections. The projections will be run on February 16, 1999.

PEPC has changed the high school grads projections.

Accountability Reports – Bill Carman and Judith Thompson:

Some Accountability Reports were distributed. The remainder of the Accountability Reports will be sent to the colleges shortly. Colleges need to examine Measure 4 Part 1 closely. If colleges are using an ESL course for college prep, there could be a problem. This measure uses only MAT, ENC, or REA for college prep completion.

Colleges that accept a grade lower than a 'C' as passing, should notify the SBCC.

The Community College System Accountability Plan is now part of the Agency Strategic Plan. Some colleges requested the detail summaries that were part of the CC System plan in the past. Howard will see if this information is available.

Old Business/New Business:

The SBCC Web Page contains many SBCC memorandums.

Salaries – Howard will send information on comparative salary dollars and outsourcing MIS to the colleges.

Next Meeting – will be March 25-26, 1999 in Tallahassee.

Meeting adjourned.

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