

**Management Information Systems Advisory Task Force
Issues Groups
January 27, 2000
FACC Building
Tallahassee, Florida**

Student Data Base Issues – Mike Davis, Bill Carman and Robert McMullen:

Entry Level Tests:

Robert McMullen explained that problems preparing the Readiness for College Report prompted a proposal to add two new edits.

Motion: To create an edit to identify a discrepancy when a student's record indicates a high school diploma but shows an unknown high school graduation date. This will be an informational error for 1999/2000; it will become a critical error in 2000/2001.

Status: Motion Passed.

Motion: Do not add an edit between DE 2001 – Program of Study and DE 1008 – High School Grad Code.

Status: Motion Passed.

Placement Test Scores to Be Submitted:

Robert explained that some errors had been made in submitting entry-level test scores. To correct this information, a page explaining and defining placement using the CPT was included in the packet and will be included in the Data Element Dictionary for 2000/2001. The attachment clarifies the definition of placement and restricts the meaning of the arithmetic and algebra subtests.

Robert explained that the law requires all degree-seeking students to take the CPT, and the State Board of Education rule directs the colleges to administer the algebra test to all degree-seeking students. Colleges were directed to use the appropriate table value to indicate when a student has passed out of the college preparatory class by some method other than the first placement test score.

Authorized ELTs:

During the 2000/2001 submission, the only tests allowed are the CPT, the enhanced ACT, SATI for college credit and ESL, and TABE for noncredit for FTIC students.

Three Subtest Scores Required:

The SATI presents the same score for reading and writing; therefore, colleges must record the same score for both reading and writing. The SBCC staff has proposed a critical edit be added to check for number of subtests. Colleges noted that in some cases, all 3 sub-tests are not required. The SBCC staff will research the issue to determine if other edits are needed.

Readiness for College Report:

Robert explained that the Commissioner of Education wants the Readiness for College Report finished in March. This will require the SBCC staff to generate a report using Summer/Fall end-of-term data and Winter/Spring beginning-of-term data. Robert also explained that he would label the report as "DRAFT" indicating that this Readiness Report is produced using incomplete data.

Program of Study for FTICs:

Motion: Add an edit for Winter/Spring 1999-2000 to enable colleges to report enrollment for students who complete adult high school and begin college work in the same term.

Status: Motion Passed

Workforce Development and Vocational Prep:

Robert led a discussion as to whether vocational prep remains in Workforce Development. The question remains whether the reference to vocational prep in DE 1005 should be deleted.

Fee Waivers for Inmates:

Robert explained that in DE 3006, inmates cannot be reported as receiving a fee waiver; however, colleges may waive fees for inmates who are paying their own fees just as for other students.

Motion: Change the edit on DE 3006 for Winter/Spring 1999-2000 to allow reporting of incarcerated students using the 8% vocational fee waiver.

Status: Motion passed.

Course Fee Kind: New Table Value:

SBCC staff recommended a new table value "W" for students qualifying for exemption under the Lake Apopka buyout.

Motion: Add a new table value for the Lake Apopka exemption. The new value and edits for DE 3006 will be implemented in 1999/2000 Winter/Spring submission.

Status: Motion passed.

Life Long Learning Flag:

Robert explained that although MISATFOR approved an edit in November to insure that only courses with ICS codes = 13300 could have DE 3010 coded as "Yes," the staff will not implement this edit because further research indicated that it conflicts with the student's right to appeal.

Apprenticeship Value:

As an informational item, Robert explained that the table value "P" for apprenticeship program was added to DE 2001, DE 2005, and DE 2103 for 1999-2000 but several verification reports were not changed to include the new value. The reports were updated and re-generated.

Completion Date for OCP and LCP Reporting:

SBCC staff recommended an edit in reporting DE 2001 to prevent the coding of all '9s' in this field. If an OCP, LCP, or an award is reported in DE 2103, the date field must contain a valid date.

Motion: Add an edit to DE 2001 to prevent the coding of all '9s'.

Status: Motion Passed.

General Education Requirements:

Joan Roddenberry led a discussion addressing the reporting of the completion of General Education requirements for the AA, AS, and AAS degrees. The discussion resulted in a conclusion that reporting this data element is beyond the capability of colleges at this time and the request that the colleges report this data element was withdrawn.

Adult Basic Literacy Completion Points:

Joan explained that the Division would convert the Literacy Completion Points (LCPs) received for this reporting year to the new LCPs. Copies of the new LCPs reporting in the Summer term 2001 reporting were distributed.

Duplicate OCPs:

Bill and other staff reminded members of MISATFOR that OCPs linked to a given occupation will be funded only once in the Workforce Development formula. Therefore, she urged colleges to make every attempt to remove duplications at the college reporting level prior to data submission.

PBIF Status Report:

Bill and Joan discussed that due to the Department of Labor's delay in furnishing data on completers to the SBCC, the Division carried forward the 1998/1999 PBIF set-aside monies past December 31, 1999. A report of Fall 1998/99 completers that were not found is available at Northwest Regional Data Center. This data is available so colleges can do supplemental follow-up. The supplemental PBIF placement files are due to the Division on March 17, 2000. Unmatched EDWAA reports were sent to the colleges this week and are due back to the Division on March 1, 2000. The 1998/1999 Winter/Spring completers not found placed will be returned to the Division too late to be forwarded to the colleges to do any local follow up, but the completers found placed will be forwarded to JEP for processing.

Miscellaneous Information:

Robert led a discussion on two additional data elements. DE 1029 (Part Time and Full Time) will include a definition for students taking both credit and noncredit hours. DE 1035 (Verified Disabled) will add SBCC procedures to the description to the Data Element Dictionary.

Changes for 2000/2001:

Robert distributed a summary of changes for the Student Database for the 2000/2001 reporting year. The changes are attached to the packet and are available to the colleges.

Student Database Projects:

Robert reviewed a list of four on-going projects for the Student Database.

- 1.) 1999/2000 Readiness for College Report
- 2.) Engineering Work Force Commission Report
- 3.) SAS Edit Program
- 4.) Verification Reports – Reporting counts over certain percentage different from prior year or term

Personnel Data Base Issues – Vince Jones and Robert McMullen

Annual Personnel Report Data Base

Organizational Unit/GL Codes:

Robert McMullen presented a draft Data Element Dictionary for organizational unit and GL Codes along with record formats for the APR.

Motion: Expand the record format to 150 characters and add the Org/GL code.

Status: Motion passed.

Personnel Data Base

Distance Learning Indicator:

Robert explained that there will be two data elements to identify the mode of instruction: DE 4050 (Primary Type of Instruction) and DE 4055 (Type of Distance Learning Education).

Motion: To use two data elements to report the type of instruction and the distance learning indicator.

Status: Motion passed.

Changes to SBCC Reports

Robert reviewed changes to the following edit reports:

- 1.) Exclude the FTE for overload. The Division will review the range of hours used.
- 2.) Print FTE on error report with employment status. The Division will add for Winter/Spring 1999-2000.
- 3.) Exclude substitute assignments. The Division implemented this for Fall 1999-2000.
- 4.) Add first and last name to the list of instructors without authorized reassignment records. The Division implemented this for Fall 1999-2000.

Changes to the Annual Personnel Report (2000/2001)

Robert explained the changes for the 2000/2001 APR. The changes are detailed on page 10 of the handout.

Changes to PDB (2000/2001)

A new data element, DE 4055 (Primary Course Section Classification), will be added for the next reporting year.

PDB Projects

The Division staff explained two projects to be completed for the PDB:

- 1.) Update salary verification reports, reports by salary type.
- 2.) Add fringe benefits verification reports.

Integrated Data Base Issues – Vince Jones and Robert McMullen

Security:

SBCC staff is implementing new User IDs for colleges to use in submitting and/or downloading data from the Northwest Regional Data Center. The IDs will be controlled by the SBCC staff and will allow colleges to have multiple IDs and to restrict access to data by ID. Robert discussed the proposed security measures that were distributed at the meeting.

Integrated Database Projects

Robert gave an overview of the projects currently underway for the Integrated Database as listed in the hand out.

Miscellaneous Information

An Integrated Database subcommittee addresses issues relative to the Integrated Database. The committee includes:

Chair– Gerry Mock	Indian River Community College
Donna Lake	Brevard Community College
Dan McAuliff	South Florida Community College
Jeanette Humphrey	Tallahassee Community College
Alys Arceneaux	Valencia Community College
Carolyn Graham	Seminole Community College
Mike Davis	Lake City Community College
Vince Jones	Central Florida Community College

**Management Information Systems Advisory Task Force
Business Meeting
8:30 a.m. to 1:00 p.m.
January 28, 2000
FACC Conference Room
Tallahassee, Florida**

Minutes from November 18 & 19, 1999 meeting were approved as corrected.

Budget Request and Legislative Issues

Howard Campbell reviewed the budget request as it had been developed.

Information Resource Management (IRM) Budget Issues

Howard Campbell discussed the information currently available on the budget for IRM for 1999/2000.

Workforce Development

Bill Carman led a discussion on current data issues of Workforce Development. Jay Pfeiffer and Brian Savon presented additional information for MISATFOR members.

FACTS

Howard Campbell reported on progress made since November 1999 in the implementation of the Statewide Advising System. MISATFOR members interested in fee payments, registration, and academic advising were referred to Carolyn Phillips and Howard Murphy, who are serving on the FACTS team in those areas.

FTE

Robert McMullen outlined the schedule for the FTE-2 estimates for 1999/2000. The estimates will be presented to the Enrollment Estimating Conference in early March. He reminded MISATFOR members that in the future, ESL would be added as a column and the Special - Disabled Student field will be dropped.

In addition Robert reviewed FTE Projects currently under development.

Facilities/Capital Outlay Data Base

Robert McMullen reviewed the PEPC recommendations for reporting joint use facilities and other issues of common interest to the SBCC and the Board of Regents. An examination of the facilities space planning models used by the Board of Regents and the SBCC should be issued very soon.

Robert reviewed the current summary of changes for 2000/2001. He noted that there were no significant changes for this database

IPEDS

Bill Carman and Judith Thompson reviewed current IPEDS activity. Membership was advised to stop working on making changes to capture ethnic information until IPEDS solidifies its position.

Accountability

Bill reviewed work done in the accountability effort; no draft reports were available at the time of the MISATFOR meeting.

Other Business

A SAS users group was announced which will meet at the next MISATFOR meeting. SBCC staff invited new Reports Coordinators to visit the staff offices at times other than MISATFOR.

Robert announced that Equity Reports are forthcoming.

The annual MISATFOR reports workshop will be held July 9 - 12, 2000, at the Adams Mark Hotel in Daytona Beach.

Next Meeting

The next MISATFOR meeting will be March 30 & 31, 2000, at the FACC Conference Room in Tallahassee, Florida.