

**Management Information Systems Advisory Task Force**  
**Executive Summary**  
**March 30, 2000**

**Student Data Base Issues – Mike Davis, Bill Carman, Robert McMullen, Cesar Regazzoni, Ellen Lain, Joan Roddenberry, Judith Thompson**

- Reviewed issues that arose during the preparation of the Readiness for College Report.
- Add an informational edit for 1999-2000 Winter/Spring End-of-Term to check valid high school graduation date – DE 1009 against valid high school code – DE 1008. Will become critical in 2000-2001.
- New cut scores for SAT and ACT will be implemented for 2000-2001.
- Edits will be changed for 1999-2000 Winter/Spring End-of-Term to allow an Adult program completer to be FTIC in the same term.
- Two new data elements (DE 2009 and DE 1002) will be added to report program enrollments and completions for locally inactive programs.
- Colleges must report completion dates for OCP, LCP and program completers.
- The SDB Edit program will be updated for 1999-2000 Winter/Spring End-of-Term to check for valid codes between DE 3005 – Dual Enrolled and DE 1005 – FTIC.
- New table value was added to DE 3006 – Course Fee Kind for students negatively impacted by the Lake Apopka buyout.
- Colleges need to include all financial aid records, including Bright Futures.
- AS OCPs were discussed.
- Colleges are reporting AS/PSAV/Adult course work with no program record.
- Formal recommendations for reporting athletic related aid via supplemental files are forthcoming.

**Personnel Data Base Issues – Vince Jones, Robert McMullen, Steve Barnes**

- Pat Gordin of Edison Community College reviewed her institution's project to measure the use of technology in distance learning.
- Overload Activity (GL 52100) will be excluded from the informational edit on accumulated FTE. SBCC staff will research the ranges used for the accumulated FTE edit.
- The accumulated FTE will be reported on the error report.
- The Headcount by Activity reports have been revised. Temporary Full-time and Part-time employees were added to the report.
- Changes to APR and PDB for 2000-2001 were reviewed.
- PDB projects were reviewed.

**Integrated Data Base Issues – Vince Jones, Robert McMullen**

- Draft reports for Fall Room/Space Utilization and Faculty Load reports will be made available to the colleges.
- IDB projects were reviewed.

**Management Information Systems Advisory Task Force  
Executive Summary  
March 30, 2000**

**MISATFOR**

**Minutes – Jeanette Humphrey**

- Minutes from the January 28, 2000 MISATFOR meeting were approved.

**Budget Review – Ed Cisek, Howard Campbell**

- Ed reviewed the proposed budget documents, while cautioning members that all figures will depend upon results of the Revenue Estimating Conference scheduled for April 10.
- Howard reviewed technology issues as they pertain to the proposed budget.

**IRM – Howard Campbell**

- Howard recapped the IRM presentation he made earlier at the CIO meeting.

**AS/AAS – Connie Graunke**

- Connie presented an overview of the new AAS degrees and their relationship to AS degrees. She answered several specific questions pertaining to coding, transfer, articulation, and excess hours.

**Workforce Development – Bill Carman, Jay Pfeiffer**

- Bill and Jay reviewed several issues pertaining to gathering and processing data for workforce development.

**IPEDS – Bill Carman**

- Bill led a discussion on how the Graduation Rate Survey impacts other IPEDS issues.

**FACTS – Howard Campbell**

- Howard announced that the FACTS Task Force is planning a much-publicized rollout in January 2001.

**Accountability and Articulation – Bill Carman, Judith Thompson**

- Bill and Judith summarized the progress of the Accountability Task Force, and announced that simulations for the 2000-2001 reporting year are forthcoming.

**Old and New Business – Howard Campbell**

- The Bureau status report was distributed and discussed.
- The Division Website was reviewed and new features were demonstrated.

**Management Information Systems Advisory Task Force  
Issues Groups  
March 30, 2000  
FACC Building  
Tallahassee, Florida**

***Student Database Issues—Mike Davis, Bill Carman and Robert McMullen***

**Readiness Reports**

Ellen Lain reviewed issues that arose during the preparation of the Readiness for College Report. The following items were discussed:

1. College Ready Diplomas (D.E. 1008): These students are considered college ready but are not counted as tested in the report. Whether these students should be counted or reported separately was discussed. Further investigation by staff and college representatives is indicated.
2. Selection Criteria for First Time Student Flag: For students coded as General Freshman or Awaiting Limited Access program acceptance, D.E. 2001 will be checked for degree-seeking.
3. High School Graduation Dates (D.E. 1009) for the past year should have included 1 September 1999 through 21 August 2000.
4. High School Number (D.E. 1007): Next year's Florida High School file will be expanded to allow for institutional types other than high schools.

**High School Code**

Cesar Regazzoni explained that when D.E. 1008 (high school graduation code) is reported as "X" and when a valid date is entered for D.E. 1009 (high school graduation date), an informational edit will result for 1999-2000 Winter/Spring End-of-Term submission. **Critical edits** will result for 2000-2001 submissions.

**New Cut Scores**

Cesar reviewed new cut scores relevant to D.E. 1101 as a result of the Department of Education's adjustment of ranges for SAT and ACT scores.

**Program of Study CIP (D.E. 2002) and First-Time Student Flag (D.E. 1002)**

Robert explained that edit #20 will be changed to permit the college to report a student completing an adult program and beginning a college credit course in the same term. The changed edit will be implemented for 1999-2000 Winter/Spring End-of-Term submission.

**Locally Inactive Program Flags**

Joan Roddenberry explained that these flags (D.E. 2009 and D.E. 2107) are needed for Workforce to report program enrollments and completions for colleges where the programs in which students originally enrolled may have become inactive.

**Motion:** Implement D.E. 2009 and D.E. 2107 effective 2000-2001 Summer End-of-Term.

**Status:** Motion passed.

**Completion Date**

Joan reminded colleges that OCP, LCP and program completers should have a completion date (D.E. 2102). An informational edit will be implemented for 1999-2000 Winter/Spring End-of-Term.

### **Dual Enrolled and First-time Student Flag**

Cesar explained that the edit program was allowing invalid codes based on the edits in the Data Element Dictionary. The edit program will be revised to ensure that inappropriate codes for D.E. 3005 and D.E. 1005 are not accepted.

### **Course Fee Kind**

Robert reported that a table value for D.E. 3006 (Course Fee Kind) was added for 1999-2000 Winter/Spring End-of-Term to report enrollment of students negatively impacted by the Lake Apopka buyout.

### **Miscellaneous Information**

- Robert cautioned the Colleges to include all financial aid records, including Bright Futures.
- Bill and Joan discussed AS OCP's.
- Bill and Joan reported that colleges were reporting AS/PSAV/Adult course work in a term without any program record.
- Athletic Aid: formal recommendations for reporting athletic related aid via supplemental files are forthcoming.

## ***Personnel Database Issues—Vince Jones and Robert McMullen***

### **Distance Learning Survey**

Pat Gordin of Edison Community College reviewed her institution's project to measure the use of technology in distance learning. Copies of the survey are included in the PDB handout (March 30-31, 2000)

### **Overload Activity**

Steve Barnes updated the members on their request to exclude GL 52100 (overload activity) in accumulating FTE. The overload activity will be pulled out for the 1999-2000 Winter/Spring End-of-Term. SBCC staff will further research the FTE ranges used in the edit.

SBCC staff has added a second line to each error message pertaining to Employment Status and Position Portion of Effort to show the accumulated FTE.

### **Verification of Headcount**

SBCC staff has revised the report College Employee Headcounts by Activity. Verification reports now include Regular Full-time/Part-time and Temporary Full-time/Part-time employees.

### **APR Changes for 2000-2001**

Steve reviewed changes to the APR as detailed in the Personnel Data Base handout (March 30-31, 2000). Colleges were reminded that changes will be in effect for the Fall 2000 submission of the APR.

### **PDB Changes for 2000-2001**

Steve reviewed changes to Personnel Data Base as detailed in PDB handout (March 30-31, 2000).

### **Personnel Data Base Projects**

Steve reviewed the following Personnel Data Base projects:

- Salary Verification Reports (update)

- Fringe Benefits Verification Reports
- Addition of Temporary Full-time and Temporary Part-time to Headcount Verification Reports.

### ***Integrated Data Base Issues—Robert McMullen***

#### **Room and Space Utilization and Faculty Load Reports**

Draft reports on Space Utilization and Faculty Load will be generated and available for download from Northwest Regional Data Center.

#### **Projects**

The following Integrated Data Base projects were reviewed:

- WEB documentation
- New college Ids for NWRDC
- Partitioned Data Sets
- Verification Report Programs
- Distance Learning Report—FTE by type
- Class Size Report
- Subcommittee Research

**Management Information Systems Advisory Task Force  
Business Meeting  
8:30am to 1:00 pm  
March 31, 2000  
FACC Conference Room  
Tallahassee, Florida**

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Howard Campbell reviewed technology issues as they pertain to the proposed budget.

**IRM**

Howard Campbell recapped the IRM presentation he made earlier at the CIO meeting.

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Connie Graunke presented an overview of the new AAS degrees and their relationship to AS degrees. She answered several specific questions pertaining to coding, transfer, articulation, and excess hours.

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**IPEDS**

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**FACTS**

Howard Campbell announced that the FACTS Task Force is planning a much-publicized rollout in January 2001.

**Accountability and Articulation**

Bill Carman, assisted by Judith Thompson, summarized the progress of the Accountability Task Force, and announced that simulations for the 2000-2001 reporting year are forthcoming.

**Old and New Business**

- The Bureau status report was distributed and discussed.
- The Division Website was reviewed and new features were demonstrated.

**Next Meeting**

The next meeting for MISATFOR is scheduled for May 18-19 at the Adams Mark Hotel in Orlando.