

Management Information Systems Advisory Task Force
Executive Summary
May 18, 2000

Personnel Database Issues—Vince Jones and Robert McMullen

- FTE ranges for Employment Status edits may be adjusted pending further research by staff.
- Submission dates for the Annual Personnel Report were approved.
- Submission dates for the Personnel Data Base were approved.
- The APR Summary of Changes for 2000-2001 was reviewed.
- The PDB Summary of Changes for 2000-2001 was reviewed.

Integrated Database Issues: Vince Jones and Robert McMullen

- Discussed the “DRAFT” Room/Space Utilization, and Faculty Load reports, which were recently distributed to the colleges.
- Discussed possible options for reporting utilization of joint-use facilities.

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

- Submission dates for the Student Data Base were approved.
- Staff are modifying edits to assure that all date fields accept a value of 20 for century.
- Discussed the procedures for creating the Readiness for College Report. Colleges are advised to review their college-ready diploma data.
- Procedures for creating the Perkins report were reviewed. Colleges are encouraged to review the data carefully when it becomes available.
- Discussed the Financial Aid report used by Division staff. Colleges are urged to review their data, especially with respect to Bright Futures Scholarships.
- The description for Limited English Proficiency will be changed for clarity.
- New edit was created to check Course Identifier Section against Term Part-Time/Full-Time status.
- Pending further review by staff, the 8% Fee Waiver table value for Course Fee Kind would be deleted for 2000-2001.
- Reviewed the 1999-2000 Winter/Spring End-of-Term and 2000-2001 Summary of Changes.
- Reviewed procedures for coding Entry Level Tests. Degree-seeking students must have three subtests, and missing values will result in a critical error.
- Documented Disabilities must be coded accurately.
- When reporting inactive AA programs, colleges are to use CIP code for generic AA degree.
- Colleges should correctly distinguish between AS and AAS degree programs.
- College Prep. indicators should be reviewed for accuracy in coding.
- EF2 selection criteria have changed. A supporting handout was furnished.
- Jay Pfeiffer, Division of Workforce Development, discussed identifying and coding of OCPs.

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MISATFOR

***Minutes* – Jeanette Humphrey**

- Minutes from the March 31, 2000 MISATFOR meeting were approved.

***Legislative Update* – Ed Cisek**

- Reviewed the recent legislative session with respect to public higher education.

***IRM* – Howard Campbell**

- Reviewed recent legislation which effected issues of information resources.

***Facilities Database* – Robert McMullen**

- Submission dates for the Facilities Database were approved.

***FTE* – Robert McMullen**

- Reviewed the legislative impact on FTE reporting. This will be presented at the next Enrollment Estimating Conference.

***Workforce Development* – Bill Carman**

- Reviewed the explanations for Workforce Development offered at the Student Database Issues Group the day before.

***IPEDS* – Bill Carman**

- Reviewed the status of IPEDS.

***FACTS* – Howard Campbell**

- Reviewed the implementation schedule for FACTS, noting that 28 of the 38 public institutions are in production.

***Accountability and Articulation* – Bill Carman**

- Previewed these two major reports and indicated the colleges would receive them soon.

***Emerging Issues* – Howard Campbell**

- Reviewed emerging issues.

**Management Information Systems Advisory Task Force
Issues Groups
May 18, 2000
Adam's Mark Hotel
Orlando, Florida**

Personnel Database Issues—Vince Jones and Robert McMullen

Employment Status

Robert explained that FTE ranges may be adjusted pending further research by staff. Until changes are proposed, FTE greater than 40 will trigger an informational edit.

APR Submission Dates

Robert reviewed proposed data submission dates for the Annual Personnel Report.

Motion: A motion was made and seconded to accept dates as proposed.

Status: Motion passed.

PDB Submission Dates

Robert reviewed proposed submission dates for the Personnel Database.

Motion: A motion was made and seconded to accept dates as proposed.

Status: Motion passed.

Changes in APR

Robert reviewed the Summary of Changes to the APR recommended by the PDB Committee and MISATFOR and accepted by the Division of Community Colleges.

Changes to PDB

Robert reviewed changes to the Personnel Database to be implemented in the 2000-2001 Summer End-of-Term data submission. Modifications pertain to employment status (DE 1055) and course schedule (DE 4050 and DE 4055).

PDB Projects

Robert reviewed the PDB projects listed in the handout.

Integrated Database Issues: Vince Jones and Robert McMullen

Room/Space Utilization

Robert led a discussion of room/space utilization reports. He pointed out that reports recently distributed to the colleges were marked “DRAFT.”

Faculty Load Reports

Robert noted that faculty load and IDB verification reports were regenerated with college preparatory hours reported as credit hours.

Joint-Use Facilities

Possible options for reporting utilization of joint-use facilities were presented. Discussions will continue.

IDB Projects

Future IDB projects were summarized.

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

SDB Data Submission Dates

Robert reviewed submission dates for Student Database.

Motion: Motion was made and seconded to accept submission dates as proposed.

Status: *Motion passed.*

Edit for Dates

Robert explained that staff are modifying edits to assure that all date fields accept a value of 20 for century.

Readiness Report

Robert explained procedures for creating Readiness for College Report. He advised colleges to review their college-ready diploma data.

Perkins Report

Robert reviewed procedures for creating Perkins report. Colleges were encouraged to review Perkins data carefully when it becomes available. Meanwhile, summaries for the colleges were included in the packet.

Financial Aid Information

A summary of the financial aid report requested by Division staff was included in the packet. Colleges were urged to review their data, especially with respect to Bright Futures scholarships.

Limited English Proficiency

Robert led a discussion on possible changes to the last three lines of the Description of DE 1013, Limited English Proficiency.

Edit for Course Identifier Section

A new edit has been created for course identifier section. If A or Z is used for DE 1029, and the student is shown enrolled in a valid section, a critical error will occur in Summer End-of-Term submission.

Course Fee Kind

Robert explained that because the legislature repealed the 8% Fee Waiver, changes in reporting are necessary.

Motion: It was moved and seconded that, pending further review by staff, DE 3006 be changed to reflect the new legislation.

Status: Motion passed.

Changes to SDB

Summaries of changes to 1999-2000 Winter/Spring End-of-Term and 2000-2001 Summer End-of-Term data submissions were reviewed.

Entry Level Test Scores

Robert urged the colleges to review procedures for coding Entry Level Tests for FTICs. Degree-seeking students must have three subtests; missing values will result in a critical error.

Miscellaneous Items

Bill discussed the following items:

- Documented disabilities must be reported accurately.
- When reporting inactive AA programs, colleges are to use CIP code for generic AA degree.

- Colleges should correctly distinguish between AS and AAS degree programs. Membership requested that Connie Graunke make a presentation on the topic of which degree will be awarded to a student beginning before Fall 2000 and graduating after Fall 2000.
- College prep indicators should be reviewed for accuracy in coding.
- EF2 selection criteria have changed. A supporting handout was furnished, and colleges were referred to Judith Thompson for further clarification.

Workforce Development OCP's

Jay Pfeiffer led a thorough discussion of identifying and coding OCP's.

**Management Information Systems Advisory Task Force
Business Meeting
8:30 am to 1:00 pm
May 19
Adam's Mark Hotel
Orlando, Florida**

Minutes from the March 31, 2000 meeting were approved.

Legislative Update

Ed Cisek reviewed the recent legislative session with respect to public higher education.

IRM

Howard Campbell reviewed recent legislation which effected issues of information resources.

Facilities Database

Robert McMullen reviewed submission dates for the Facilities Database.

Motion: A motion was made and seconded to accept dates as proposed.

Status: Motion passed.

FTE

Robert McMullen reviewed the legislative impact on FTE reporting. This will be presented at the next Enrollment Estimating Conference.

Workforce Development

Bill Carman reviewed the explanations for Workforce Development offered at the Student Database Issues Group the day before.

IPEDS

Bill Carman reviewed the status of IPEDS.

FACTS

Howard Campbell reviewed the implementation schedule for FACTS, noting that 28 of the 38 public institutions are in production.

Accountability and Articulation

Bill Carman previewed these two major reports and indicated the colleges would receive them soon.

Emerging Issues

Howard Campbell reviewed emerging issues.

Next Meeting

The next meeting of MISATFOR will take place at the Annual Reports Workshop on July 12, 2000 at the Adams Mark Hotel in Daytona Beach.