

**Management Information Systems Advisory Task Force
Issues Groups
Adam's Mark (at Florida Mall)
Orlando, FL
September 21, 2000**

Student Database Issues – Maridru Arango Clark, Bill Carman and Robert McMullen

Call to Order

The meeting was called to order at 1:15 p.m. with chairperson Maridru Arango Clark presiding. Bill introduced Sally Keiser from Lanny Larson's office.

Please reference the *MISATFOR STUDENT DATA BASE* handout dated September 21-22, 2000 for more information on the following agenda items.

Review of Institutional Hours & GPA Edit Ranges – D.E. 1026, 1027, 1030, & 1031

In the preparation of the Accountability Report, SBCC staff found invalid data to be present for D.E., 1026, 1027 and 1031. Several additions/changes to edits are being proposed to help institutions clean up their data. SBCC staff will provide a report to the colleges within two weeks. SBCC staff will continue to study D.E. 1027.

AA1A Report

SBCC staff indicated that summer term AA1A reports would show A.S. programs as A.A.S. programs. SBCC staff indicated this would be necessary in order for 2000-2001 end of year reports to reflect comparable data. Fall submission AA1A reports would show A.S. and A.A.S. programs. Many college representatives expressed concerns over the reporting changes.

Motion: Leave the college data as it is submitted. Do not convert summer 2000 A.S. data to show as A.A.S. data on the end of year AA1A.

Result: Motion passed.

Recommendation: Change the AA1A format to split out A.S. from A.A.S. Combine the old unknown columns into one single unknown column.

Miscellaneous

Edits for FTIC and HS graduation code and date were provided in the handout for college review.

Bill Carman informed those present that Pat Windham had provided research folders for each of the colleges.

DE 2008 – Total Credit Hours Toward Award

Bill Carman reported that data being reported for DE 2008 is not looking good. Only 11 schools “looked like” they were putting valid data into this field. This is a concern since this data is being used when deriving Perkins funding.

Disabled vs. Verified Disabled (DE 1002 & 1035)

Once again, Bill Carman reported that data being reported in DE 1002 and 1035 is not looking good. Robert McMullen reviewed the reports generated for application to the new funding formula.

SBCC request: In an effort to help clean the data up, be prepared to propose new informational edits for DE 1002 and 1035 at the next MISATFOR meeting.

Clarification: Apparently, Voc Rehab students CAN count as verified disabled, even though the institution may not report the specific disability.

VPI vs. SAIL CIP's

SAIL has a 119..... CIP. This will conflict with the A.A. CIP.

IPEDS Financial Aid Report – Athletic Aid

Concern: Do 40 FTE fee waivers count as athletic aid? Judith Thompson is presently researching that. Her answer will follow later.

Summary of Changes

Robert McMullen presented a formatted report of SDB changes. No changes were listed at this time. As changes are made, the report will be updated and passed-out at each MISATFOR meeting.

Institutional Concerns

Question – In regard to Pell grants, do we report the award or the disbursement?

Response: The Division has not issued a ruling. However, the definition says AWARDED. Most colleges thought the definition was being changed to DISBURSED. Robert will check on this. SBCC will investigate what the data is used for and adjust the definition accordingly.

Question – If a student has a TABE and a CPT math score, which should you report?

Response: Report the one(s) being used for placement.

Robert McMullen – SBCC staff have found large amounts of students being reported in the “locally inactive” category due to the conversion of A.S. to A.A.S., then to the NEW A.S. What problems could arise from this?

Response: Unknown – It will look strange if all colleges don’t report the data the same way.

Comment – A word of caution: SACS requires A.S. degrees to be articulated with the universities. The state will be articulating all A.S. degrees for transferability to the university system. Right now, there are only five A.S. degrees which have state-wide transferability. The number should be expanding.

Response/Clarification: Don’t say an A.S. is transferable, say it is an A.S. with transferable general ed.

Bill Carman – Materials from the workforce seminar held at Seminole Community College were available for pickup after the meeting.

Personnel Database Issues – Pat Gordin and Robert McMullen

Call to Order

The meeting was called to order at 3:15 p.m. with chairperson Pat Gordin presiding.

Please reference the MISATFOR PERSONNEL DATA BASE handout dated September 21-22, 2000 for more information on the following agenda items.

Florida Department of Labor and Employment Security Annual Survey

The Department of Labor has asked the SBCC to supply five different types of data. Labor is contending the colleges are not responding satisfactorily to their requests for data. Robert McMullen would like to know if the college’s data is satisfactorily accurate to provide to Labor.

Response: The Department of Labor should already have the data for Unemployment Insurance. SBCC staff will check into it.

FT/PT Faculty Load for General Education Courses and Selected AS Courses – Faculty Leader’s Coalition

SBCC will produce this report on a regular basis in the future since it is similar to one already produced for the legislature. However, Robert McMullen will need assistance in defining GEN ED.

Apparently, there seems to be a problem with the reporting of full-time employees who are teaching part-time. SBCC’s reports show those instructional activities as full-time.

Credit Hours/CHE by ICS Code – SBCC

The new funding formula will be used to determine faculty cost/credit hour.

Adjunct Salaries – Hourly Rate – Governor’s Office

SBCC has been using SPJC’s annual survey to satisfy this request from the Governor’s Office. Other methods will be used in the future.

FT vs. PT Headcount for the Last Five Years – Senate Staff

Since five years of PDB data is not available, the SBCC will have to use data from the APR. SBCC will provide copies of the generated reports to the colleges for informational purposes.

Edit Program/Error Reports/Verification Report Corrections for 2000-2001

Requested Changes to the Edit Program

Several edits use accumulated FTE. It has been suggested the FTE ranges might need to be adjusted. SBCC staff is reviewing the matter.

Requested Changes to Verification Report

SBCC has received requests to exclude substitute instructors from the Instructors Without Instruction or Authorized Reassignment Records Report.

Motion: Take the substitute assignments off of the edit report.

Result: Motion passed.

Verification Report Corrections for 2000-2001

FYI – SBCC made necessary corrections to error reports and verification report selection criteria for the 2000-2001 summer submission.

Summaries of Changes

SBCC will provide a Summary of Changes Report at every MISATFOR meeting. A sample report layout was distributed.

PDB Projects

FYI - SBCC provided a listing of PDB projects currently under consideration.

Integrated Database Issues – Pat Gordin and Robert McMullen

Call to Order

The meeting was called to order at approximately 4:00 p.m. with chairperson Pat Gordin presiding.

Please reference the MISATFOR INTEGRATED DATA BASE handout dated September 21-22, 2000 for more information on the following agenda items.

Critical Edits and Verification Procedure

SBCC needs a new procedure to certify that the integrated reports have been checked. This need was precipitated by a problem with site numbers not being reported properly in the student data base and the facilities data base.

Suggestion: Investigate creating one certification form to cover all database submissions for a single submission period. Certifications should include the integrated verification reports.

Integrated Data Base Projects

FYI – SBCC staff provided a listing of IDB projects currently under consideration.

SBCC will provide room use reports by Monday, September 25, 2000.

**Management Information Systems Advisory Task Force
Business Meeting
Adam's Mark (at Florida Mall)
Orlando, FL
September 22, 2000**

Call to Order

The meeting was called to order at approximately 8:30 a.m. with chairperson Ron Nelson presiding.

Approval of the Minutes

Motion: Approve minutes as presented.

Result: Motion passed.

Update on Budget Request/Legislative Issues – Howard Campbell

Please reference the handout entitled LEGISLATIVE BUDGET REQUEST FOR 2001-2002 STATE BOARD OF COMMUNITY COLLEGES.

Howard highlighted pages of particular interest. Those pages are listed below.

Pages 1-5: Everyone should read the narratives

Page 6: There is a push to bring A.S. and PSV back into the CCPF. In addition, the Presidents' Council will soon be asked to add \$500,000 to Distance Learning and to take \$500,000 away from Internet Connectivity Equipment.

Page 10: Name changed to Horizons/Critical Jobs Programs

Page 14: Database Support would be non-recurring dollars.

Page 15: Distance Learning Support Centers will be a recurring issue.

Page 19: Distance Learning - increase of \$3,100,000. SBCC would like to increase faculty development from \$250,000 to \$750,000 – subject to the Presidents' Council and State Board of Community Colleges approval.

Page 20: Internet Connectivity and Network Support. Only one half of last year's allocation was spent, due to telephone company delays. Changes in the Governor's Office procedures caused a loss of those unspent funds. Historically, such unspent funds could be carried forward into the next fiscal year.

Information Resource Management Budget Issues

No report.

Statewide Student Advising System – Howard Campbell

In a previous meeting, the FACTS Board voted to reduce, or withhold funding, for “non-progress.” In the last FACTS Board meeting, the Board decided to concentrate less on fiscal year issues and concentrate more on project phases. Those institutions that received only one half funding are now eligible for the other half. Those institutions that did not receive any funding are now eligible for the full amount.

The FACTS Board voted to institute an incentive program for the upcoming phases of the FACTS project. As an example, institutions completing the next phase within 9 months of receiving the MOU will receive a \$10,000 bonus. Those completing within 12 months will get \$5,000. Those completing after 12 months will not be penalized. The formula is subject to change.

Workforce Development – Bill Carman and Jay Pfeiffer

FETPIP has created a separate application of students FETPIP couldn't find. It allows supplemental input on just those students.

FETPIP is also working on agreements to find out-of-state employments. Ten states are currently participating.

Jay indicated Workforce has requested an increase in basic funding for next year. In addition, they also asked for an increase in the incentive piece. The commissioner has requested \$7,500,000 for 1998-99 “late” completion corrections.

Funding Formula – Senator Horne will be promoting the new formula. However, the gist is this: come up with a clear way to explain it, or it will be changed or killed altogether.

Funding issues:

- 1) performance funding – we need a fixed price per point – this will keep us from playing against one another
- 2) we need a base amount to work from
- 3) incentives – in the formula, this piece was bigger than the performance piece
- 4) performance piece – funds at risk – some legislators want colleges to lose if they don't perform

The problem in the past has been, no data was available until right before the budget process.

Bill Carman – reference the handout entitled FLORIDA COMMUNITY COLLEGE SYSTEM, FULL PROGRAM COMPLETERS WITH OCP's REPORTED FOR 1999-2000.

Handout “High” Points

Column 5 – PSV completions associated with the program in the program record.

Column 7 – OCP's associated outside the program of study, but limited to one set of courses counting toward one OCP.

OCP's generated by A.A. students have been excluded from the chart. However, continue to report OCP's associated with A.A. students (according to Sally Keiser).

Facilities Data Base – Robert McMullen

Data base due dates have been pushed-back to Wednesday, September 27, 2000 due to the hurricane in the Gulf.

Other non-related issues – Robert indicated a memo would be going out concerning the pilot financial data base within two weeks. PILOT means optional.

Student FTE – Robert McMullen

Please refer to the handout entitled MISATFOR FTE September 21-22, 2000.

The Division proposed a change in the reporting dates for projections to after the close of the Winter/Spring submission.

Motion: Accept the changes proposed.

Result: Motion passed.

Howard Campbell - Fall Preliminary FTE Reporting – David Armstrong requested the beginning of term (BOT) data. It is understood that many caveats exist which may taint the comparability of the report. The FTE preliminary data will NOT be used for any funding purposes. It will only be used by David Armstrong so he can talk intelligently to others concerning beginning enrollment figures. The report will be recurring every year.

Suggestion: The Division will investigate opening-up the SDB submission period earlier for the fall BOT for those institutions who need to use the SDB process to produce the data for the report. However, the FTE form will continue to be sent to the colleges for completion.

Robert McMullen – The Enrollment Estimating Conference will meet on Monday, September 25, 2000 to review the FTE-3 figures. They will also be looking at 2001 projections.

Other – ESL and disabled will be identified separately on verification reports.

IPEDS – Bill Carman

Six web-based surveys are currently at hand:

Student Financial Aid, Finance, IC-2, Library (NCES), Athletic Equity and Crime Statistics. Each college should make sure someone is aware of each report.

IC-2 – don't bother to fill in the completion data, Judith will provide that data.

IPEDS is having trouble loading data – your data may be lost until they can resolve the problem.

Clarification: If a student athlete loses his/her 40-FTE fee waiver when they leave the team, then count the aid as athletically-related.

Accountability and Articulation – Bill Carman

Articulation data for 95-97 is now published on the web.

Emerging Issues – Howard Campbell

There will be a faculty load issues meeting next week.

Old Business/New Business – Howard Campbell

The Division currently has a job opening for a person to handle data verification procedures.

Next Meeting

Dates: November 30 – December 1, 2000

Place: Probably will be at the Adam's Mark in Clearwater, FL

The meeting adjourned at approximately noon.

Management Information Systems Advisory Task Force
Executive Summary
September 22, 2000

Student Data Base Issues – Maridru Arango Clark, Bill Carman and Robert McMullen

- Review of Institutional Hours and GPA edit ranges.
- New AS and AAS degrees starting in Fall term will be reported on the AA1 report as reported by the colleges. Report will be expanded to report AS and AAS.
- Edits for FTIC and HS graduation code and date were provided for college review.
- Problems with reporting Total Credit Hours toward Award were reviewed.
- Problems with reporting of Disabled and Verified Disabled were reviewed.
- Discussed the CIP code for reporting SAIL programs.
- Question on whether the 40 FTE fee waivers count as athletic aid.
- Question on reporting Pell Grants as to whether to report the amount “awarded” or the amount “disbursed”. Staff will investigate.
- For students with a TABE and CPT math score, the test score used for placement should be reported.
- Large numbers of students are being reported with “locally inactive” programs because of the conversion to the new AS and AAS degrees.

Personnel Data Base Issues – Pat Gordin and Robert McMullen

- The Department of Labor has asked for Personnel data for the colleges. Division will check why DOL can't get the data from the Unemployment Insurance data.
- SBCC staff will do FT/PT Faculty Load for General Education Courses and selected AS Courses in the future.
- Credit Hours/CHE by ICS code report will be developed for use in the new funding formula.
- Governor's Office requested report on Adjunct Salaries – Hourly Rate. Survey by St. Petersburg Junior College was used. Division will develop report for the future.
- Legislature requested 5 years of FT vs. PT data. Annual Personnel Report was used as the PDB does not have 5 years of data.
- Substitute Instructors will be excluded from the Instructors Without Instruction or Authorized Reassignment Records verification report.
- SBCC has made necessary corrections to error reports and verification report selection criteria for the 2000-2001 Summer submission.

Integrated Data Base Issues – Pat Gordin and Robert McMullen

- A new procedure for certifying integrated reports is needed. A single certification form for all data base submissions will be researched.

MISATFOR

Minutes – Ron Nelson

- Minutes from the July 12, 2000 MISATFOR meeting were approved.

Legislative Update – Howard Campbell

- Reviewed the 2001-2002 budget request.

FACTS – Howard Campbell

- FACTS Board will concentrate less on fiscal issues and more on project phases.
- Will institute an incentive program for the upcoming phases of the project.

Workforce Development – Jay Pfeiffer and Bill Carman

- FETPIP has created a separate pool of students it couldn't find for supplemental input.
- FETPIP is working on agreements to find out-of-state employments.
- Workforce has requested an increase in basic funding for next year with an additional increase in the incentive piece. \$7,500,000 has been requested for 1998-1999 "late" completion corrections.
- A new Funding Formula must be developed which can be clearly explained or it will be changed or killed altogether. Issues: 1) fixed price per point, 2) base amount to work from, 3) incentives, and 4) Performance must include funds at risk. Problem in the past has been no data available until right before the budget process.
- Bill Carman reviewed report on Full Program Completers with OCP's for 1999-2000.

Facilities Database – Robert McMullen

- Data Base Submission dates have been extended due to the hurricane in the gulf.

FTE – Robert McMullen

- Proposal to change the reporting dates for the FTE Enrollment Plan projections to after the annual close of the Student Data Base was accepted.
- Howard Campbell discussed the Fall Preliminary FTE report. Report is needed for David Armstrong to use in discussions. The Preliminary data will not be used for funding.
- The Enrollment Estimating Conference will meet on September 25, 2000 to review the 1999-2000 FTE-3 and the 2000-2001 FTE Projections.

IPEDS – Bill Carman

- Six web-based surveys are at hand.
- SBCC staff will provide the completions data for the IC-2 report.
- IPEDS is having trouble loading data. Data may be lost until the problem is resolved.
- If a student will lose his/her 40-FTE fee waiver when they leave the team, the waiver would count as athletically related.

Accountability and Articulation – Bill Carman

- Articulation data for 1995-1997 is now published on the web.

Emerging Issues – Howard Campbell

- There will be a faculty load issues meeting next week.