

Management Information Systems Advisory Task Force
Issue Groups
Adam's Mark
Clearwater Beach, FL
November 30, 2000

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

Call to Order

The meeting was called to order with chairperson Maridru Arango Clark presiding.

Please reference the *MISATFOR STUDENT DATA BASE* handout dated November 30, 2000 for more information on the following agenda items.

Readiness for College Report (pages 1-4 of the handout)

SBCC provided two draft readiness reports. Colleges should study each report, as well as the selection criteria for generating the reports and provide feedback to the SBCC.

Clarification: Dual enrollees ARE included in the column labeled * NUMBER OF FIRST TIME IN COLLEGE STUDENTS. It was pointed out that the title of the column does not accurately reflect the data contained therein.

Term Institutional Hours & GPA Edit Ranges (pages 5-15 of the handout)

SBCC staff had been asked in a previous meeting to research solutions to the data problems associated with D.E. 1026, 1027 and 1031. Analysis of the data produced in the draft reports (pages 8-15) led to the recommendation of edits listed on page 5.

SBCC Assumption – no college is using weighted GPA, that is, nothing greater than a 4.0.

Much discussion centered around whether or not 36.0 hours is an appropriate threshold for making the edit critical. MISATFOR will follow-up on this issue at the next scheduled meeting.

FYI – The *FREQ* report ranges will also be displayed on the exceptions reports in the future.

AA1A Report – New Format (pages 16-20 of the handout)

Format changes to the AA1A Report were made in accordance to the recommendations made at the last MISATFOR meeting.

General Discussion – Concerning the current status of A.A.S. degrees and A.S. with/without transferable general education: How should we display degree statements on transcripts at the end of this term? Is there an established standard format? Should the colleges differentiate between A.S. degrees with transferable general education course and A.S. degrees without? Robert will ask Connie Graunke about this.

IPEDS C2 Completion Verification Report – New Format (pages 21-25 of the handout)

IPEDS is using new CIP codes. SBCC is still using old CIP codes. The new C2 format will show both the old and new codes. SBCC will crosswalk the old to the new. The colleges should continue to report/submit the old CIP codes. Robert will make sure the CIP crosswalk file is available at NWRDC for those who are interested. If problems with the crosswalk are found, contact Judith Thompson at the Division.

Perkins Update (page 26 of the handout)

In the past, SBCC Perkins reporting has been accomplished in February of each year. Beginning next reporting year, SBCC will provide verification reports with each SDB submission. As a result, SBCC will be able to accomplish their reporting much earlier.

FYI – Joan Roddenberry will provide a packet of Accountability and Perkins information at the next scheduled MISATFOR meeting.

Financial Aid Verification Report (pages 27-31 of the handout)

SBCC staff has determined that college reporting of financial aid data is questionable. Beginning with the 2000-2001 Fall EOT submission, SBCC will be providing verification reports for college review.

Reporting ESOL, VSOL On Course Record (page 33 of the handout)

In the new funding formula, ESOL and VSOL need to be reported separately from Adult and Voc. Prep. The Division proposed adding a new data element to handle this requirement. Much of the discussion centered on whether ESOL/VSOL is student or course-related. Final consensus settled on course-related.

Motion: Identify ESOL/VSOL by ICS code, as opposed to creating a new data element.

Result: motion passed

Recommendation: Identify an appropriate ICS code by the next MISATFOR meeting.

Clarification: ESL is college prep. ESOL is adult basic education.

FYI – ESL will become EAP (English for Academic Purposes).

Motion: Establish an ICS code for ESL courses. In turn, use the ICS code to identify ESL courses.

Result: motion passed

FTIC, Transfer, Degree-Seeking, ELT, HS Code & Date (page 32 of the handout)

Robert indicated he thought the time had come to review definitions, requirements and relationships of the data elements in question. The following sub-committee was appointed to study the issues:

Maridru Arango Clark – Hillsborough
Ron Vorp – Miami-Dade
Carolyn Graham – Seminole
Jaime Castro – Santa Fe

Susanne Fischer – St. Pete
Ginger Peterson – Palm Beach
Vince Jones – Central Florida
Bo McHenry – Pensacola

Recommendation: The subcommittee should try to involve Registrar's in the process.

Miscellaneous

Robert would like to establish a schedule of data element reviews. All data elements would be subject to review. This would insure that all data elements are still useful, valid and properly defined.

Discussion ensued over reviewing reports and their usefulness. Along this line, Howard reported that he and Ed Cisek had met to review the information required on the Auxiliary Learning Aids report. They determined that 80-90% of the report contained requests for information that needs to be collected. Many feel the ALA is a time-consuming report with no overall value.

Hours Toward Degree (D.E. 2007 & 2008)

About half of the colleges look like they have good data.

“Update” Grades on SDB

SBCC is still looking at how to allow colleges to update grades after EOT submissions.

Verified Disabled (D.E. 1035)

Some colleges are not reporting any. This data element will probably be used in future funding formulas since the public schools division now collects/reports it.

CLAST Scores

Some peculiarities exist in some of the scores. It seems part of the problem has to do with moving scores from smaller to larger fields, and vice versa. In addition, NO waivers were reported in the SDB for the entire community college system for 1999-2000.

Displaced Homemaker/Single Parent

Perkins may be bringing these back to life. No data element currently exists to collect this data.

JTPA and WAGES (WIA)

Some colleges indicated difficulty in collecting and reporting this data. SBCC will attempt to assist in collecting this data from other sources.

Training Relatedness

Jay Pfeiffer does not think he needs this data any more. Many colleges indicated a need for FETPIP to continue providing this data. Bill encouraged everyone to contact Jay with their specific concerns.

Motion: SBCC staff should convey the importance of this information to Jay.

Result: motion passed

Tech Prep/School To Work

Once again, Perkins may begin using this data in the future. Problem – the colleges may not be able to identify these students. Since the high schools know who these students are, perhaps the Department of Education can provide assistance to the colleges in identifying them for reporting purposes.

Completion Degrees Granted (D.E. 2103)

A value of '9' in degree granted combined with a value of 'Z' for the OCP looks strange. Joan Roddenberry will be contacting those schools who have reported that combination of values.

Adjournment

The meeting was adjourned.

Personnel Data Base Issues – Pat Gordin and Robert McMullen

Call to Order

The meeting was called to order with chairperson Pat Gordin presiding.

Please reference the MISATFOR PERSONNEL DATA BASE handout dated Nov. 30 – Dec. 1, 2000.

Procedures for Reporting the Salaries of Selected Positions (pages 2-3 of the handout)

Robert presented a draft set of instructions for completing the Salaries of Selected Positions report.

D.E. 3020 – Team Teaching/Multiple Instructor Flag and D.E. 3025 – Portion of (Course) Section Workload (page 4 of the handout)

Edit changes are needed to verify the accuracy of the data. Robert proposed five edit changes. Several schools indicated that a 0 percent workload was possible, due to rounding (i.e. criminal justice courses have a dozen or more instructors teaching small portions of the course). For this reason, the last set of two edits were removed from consideration.

Motion: approve the first set of edit changes listed.

Motion: table the issue

Result: motion to table was passed

Annual Primary Employment Status Logic

SBCC was seeking guidance as to how to report FT/PT status over the span of a year. Three options were provided for discussion. SBCC is hesitant to suggest the first option. Option number two could be a problem if used for average annual salary calculations. Option two could also be a problem if more than one person occupied the same position within the same year.

No consensus was arrived at. Discussion will continue at a later meeting.

Miscellaneous

Motion: Add a new value to D.E. 2050 (reasons for termination) to allow for reporting of termination – nonpunitive.

Result: no second/no action

Recommendation: consider changing the definitions of one of the current values to accommodate the need.

Integrated Data Base Issues – Pat Gordin and Robert McMullen

Call to Order

The meeting was called to order with chairperson Pat Gordin presiding.

Please reference the MISATFOR INTEGRATED DATA BASE handout dated November 30, 2000 for more information on the following items.

Verification Report Programs (page 1 of the handout)

The verification report programs will be available at NWRDC soon.

Credit Hours for FT/PT Instructors, Salaries/Fringe Benefits Match with Cost Analysis (pages 2-6 of the handout)

Colleges should review the issues arising out of the comparison of salaries between the PDB and the Cost Analysis. Colleges showing a percentage lower than 90% in the total salary column on page 3 should be concerned about their reporting. ALL colleges should examine their data for comparability.

The report on page 6 should be compared to the salary data on the Cost Analysis.

Adjournment

The meeting was adjourned.

**Management Information Systems Advisory Task Force
Business Meeting
Adam's Mark
Clearwater Beach, FL
November 31, 2000**

Call to Order

The meeting was called to order 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

No actual changes have been made to the budget request since the last meeting. Changes discussed at the last meeting will be made/proposed in January.

Howard shared portions of the presentation he made to the Accountability Subgroup of the Reorganization Task Force. The presentation gave an outline of the Bureau and the Bureau's responsibilities.

Howard distributed public relations materials listed below:

Building Florida's Future

Florida's Community Colleges

Florida's Community Colleges

Florida's Community Colleges

Florida Community College System

Florida Community College System

At-a-Glance

We're Minding Florida's Business

Funding Florida's Future

Did You Know?

Program Definitions

Contact Barbara Doran for additional copies of the materials.

Information Resource Management Budget Issues – Howard Campbell

A request for information will be mailed to the colleges very soon.

Statewide Student Advising System – Howard Campbell

Handouts - for your information:

FACTS Project Status Assessment (11/27/00)

FACTS Institutional Statistics

David Armstrong Memo (11/15/00)
To-Date Expenditures for Institutional Support

Jim Wyckoff (DCC FACTS staff) informed the group that the CHOICES system should be available to all colleges soon. In addition, the fee payments phase will be coming soon.

Workforce Development – Bill Carman

Bill distributed a DRAFT document outlining new AS/OCP guidelines. The guidelines do not indicate that OCP hours are cumulative. That is, the hours in OCP ‘A’ do not have to be completed before OCP ‘B’ can be awarded. Bill will double-check this with Lanny Larson.

The guidelines met with overwhelming objections from many of those in attendance. Many attending were in favor of Lanny Larson and/or Sally Keiser meeting with members of MISATFOR to discuss the guidelines.

Brian Savon from Workforce repeated his PowerPoint presentation from the Workforce Funding Workgroup meeting held November 13-14, 2000. A hardcopy of the presentation was distributed to those attending. In addition, Brian distributed copies of a document entitled *Unemployment and Average Wage Factors*.

Brian informed the group that the Auditor General’s Office had been complementary towards the Community College system in the way OCP reporting had taken place. However, the Auditor General’s Office is against any A.A. enrollment counting towards A.S. OCP’s next year.

Facilities – Robert McMullen

No report.

FTE – Robert McMullen

Robert distributed the 1999-2000 FTE-3 and 2000-2001 FTE-1 reports.

There have been two enrollment-estimating conferences since the last MISATFOR meeting. The FTE-3 was examined at the first of the two conferences. The FTE-1 estimates were reluctantly accepted at the second conference based on the increase over the FTE-3 enrollment.

IPEDS – Bill Carman

Apparently there is some confusion over the due date of the Library submission. The ACTUAL due date is January 15, 2001.

IPEDS is recommending users avoid the 10:00 a.m. to 2:00 p.m. time of day for attempting data entry via the web. Response times have not been good during that timeframe.

FYI – Athletically related aid will be requested very soon.

OTHER – Bill Carman

Bill would like the colleges to confirm that there were NO CLAST waivers granted for last year.

Accountability/Articulation handouts were available at the back of the room for each college.

Emerging Issues

No report.

Old Business

Howard – Apparently some business officers are confused over the roles of the Information Technology Council and MISATFOR. Ed Cisek thought we should consider changing the name of MISATFOR for clarity purposes. Members were encouraged to e-mail any suggestions for name change to Howard.

Auxiliary Learning Aids Report

Motion: Direct Howard to inform appropriate parties concerning the apparent lack of usefulness of the ALA report and the tremendous amount of effort required to complete the same.

Result: Motion passed.

Recommendation: Ask Howard to:

- 1) Find out if the report is necessary.
- 2) Perform an analysis of the report and provide justification for each report element.
- 3) Determine ways to reduce the ALA reporting burden.
- 4) Use appropriate data bases to provide as much information as possible.

Next Meeting:

January 25-26, 2001 in Tallahassee.

Adjournment:

Meeting was adjourned.

Management Information Systems Advisory Task Force
Executive Summary
November 30 – December 1, 2000

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

- Two Draft Readiness reports were provided for review by the colleges.
- An analysis of the Term Institutional Hours and GPA was discussed.
- Format changes to the AA1A report was presented.
- Discussed reporting old A.S. and new A.S. (transferable Gen. Ed.) on transcripts.
- New format for the IPEDS C2 Completion verification report will report the old and new CIP codes.
- Verification reports will be available for Perkins reporting, so the report can be done in the Fall.
- SBCC staff will be adding a verification report for Financial Aid.
- New ICS codes will be added for reporting ESOL, VSOL and ESL
- A sub-committee was created to research definitions, requirements and relationships for FTIC, Transfer, Degree-Seeking, ELT, HS Code and HS Date.
- SBCC wants to set up a schedule of data element reviews.
- Discussed need for Auxiliary Learning Aids Report.
- About half the colleges look like they have good data for Hours toward Degree.
- SBCC is still looking at how colleges can update grades after EOT submissions.
- Some colleges are not reporting Verified Disabled, which will be used in the new funding formula.
- Some peculiarities exist in reporting CLAST scores. No waivers were reported in 1999-2000.
- Perkins may require reporting of Displaced Homemaker/Single Parent.
- Colleges are having trouble reporting JTPA and WIA. SBCC will research other ways to collect this data.
- Colleges need FETPIP to continue providing data on Training Relatedness.
- Colleges want SBCC to work with Division of Public Schools to provide data for Tech. Prep. and School to Work.
- SBCC will be contacting colleges which reported no formal award completions with a not applicable OCP value.

Personnel Data Base Issues – Pat Gordin and Robert McMullen

- Draft instructions for the Salaries of Selected Positions was distributed.
- Discussed proposed edit changes for Team Teaching and Portion of Section Workload.
- Discussed options for determining annual primary employment status logic.
- Discussed possible changes to definition for termination – punitive.

Integrated Data Base Issues – Pat Gordin and Robert McMullen

- The verification report programs will be available at NWRDC soon.
- Discussed issues related to the comparison of Salary data between PDB and the Cost Analysis.

MISATFOR

Minutes – Ron Nelson

- Minutes from the November 30 - December 1, 2000 MISATFOR meeting were approved.

Legislative Update – Howard Campbell

- No changes have been made to the budget request since the last meeting. Howard shared portions of the presentation he made to the Accountability Subgroup of the Reorganization Task Force.

Information Resource Management Budget Issues – Howard Campbell

- A request for information will be mailed to the colleges very soon.

FACTS – Howard Campbell and Jim Wyckoff

- Several handouts were distributed.
- CHOICES system should be available to the colleges soon.
- The fee payment phase will be coming soon.

Workforce Development – Bill Carman

- Discussed a Draft document outlining new AS/OCP guidelines. Many objections with the guideline were raised.
- Brian Savon from Workforce repeated his presentation from the Workforce Funding Workgroup meeting held November 13-14, 2000.
- Brian Savon reported that the Auditor General's Office was complementary towards the Community College system in the reporting of OCPs. Also, the Auditor General's Office was opposed to A.A. enrollment counting towards A.S. OCPs next year.

FTE – Robert McMullen

- Distributed the 1999-2000 FTE-3 and 2000-2001 FTE-1 reports.
- Two enrollment conferences since the last meeting adopted the FTE-3 and reluctantly adopted the FTE-1 estimates. The reluctance was due to the increase over the FTE-3.

IPEDS – Bill Carman

- The Library submission due date is January 15, 2001.
- IPEDS is recommending users avoid 10:00 a.m. to 2:00 p.m. to enter data via the web.

Accountability and Articulation – Bill Carman

- Accountability and Articulation handouts were made available.

Old Business – Howard Campbell

- Members were asked to consider renaming MISATFOR to help avoid confusion over the role MISATFOR has.