

**Management Information Systems Advisory Task Force
Issue Groups
Turlington Building
Tallahassee, FL
January 25, 2001**

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.

MISATFOR minutes from the November meeting were distributed for review.

Please reference the MISATFOR Student Data Base handout dated January 25-26, 2001 for more information on the following agenda items.

10th Grade CPT/FCAT Study

Pat Windham has indicated that CPT data should be gathered by the colleges when the colleges administer the CPT to 10th graders during spring 2001. The data should be recorded in SAS or in a flat file format (SDB, record 2 format). A memo requesting data will be mailed to the colleges very soon. The data will be due May 1, 2001.

Readiness for College Report (pages 1-2 of the handout)

Ellen Lain – page two of the handout contains the latest readiness information. Some apparent discrepancies appear in the pool of students. Possible reasons include: wrong time frames are being used, invalid SSN's, high school information has not been updated, or transient students are being coded incorrectly.

DE 1005 First-time Student Flag, DE 1008 High school Graduation Code, DE 2002 Program of Study-CIP, DE 2005 Program of Study-Level (pages 3-7 of the handout)

Cesar Regazzoni – College Prep. and Vocational Prep. coding as FTIC precipitates the need for edit changes. Proposed changes are detailed in the handout.

AS/AAS and FASTER (page 8 of the handout)

Robert McMullen – Connie Graunke has indicated there is a code to differentiate the new AAS from the new AS within the FASTER system.

DE2002 Program of Study-CIP, DE 2005 Program of Study-Level, DE 2101 Completion-CIP, and DE 2103 Completion Degree Granted (pages 9-22 of the handout)

Cesar Regazzoni – Discussion focused on edit changes required due to the implementation of the new AAS and new AS. Some discussion ensued about how long college catalogs are valid. General consensus was five (5) years. However, someone indicated it might depend on the college and whether or not continuous enrollment was maintained by the student.

Motion: Approve changes listed on page 9 of the handout.

Result: motion passed

Clarification: (DE 2002 and 2101) There is a problem with value ‘10’ – Diversified Cooperative Training and value ‘15’ Adult General Education in the AAS grouping. By and large, AAS programs should not begin with a 1. DCC will add a note for clarification. No conflict exists once you consider the remainder of the digits.

Perkins Update (pages 23-25 of the handout)

Cesar Regazzoni – Perkins reports have been generated and are included in the handout for review. Page 24 comes from the SDB. Page 25 includes data from the SDB and FETPIP. DCC will use FETPIP data instead of asking the colleges to submit TANF, Foodstamps, WAGE, and JTPA data (WIA is roughly equivalent to JTPA).

Reporting ESL, ESOL, VSOL on Course Records (page 26 of the handout)

Robert McMullen – New ICS codes needed to accurately report ESOL, VSOL and ESL were requested at the November MISATFOR meeting. Since then, common course numbering has instituted new course numbers for ESN and ESL (effective fall 2001). Course designations will begin with EAP. 000-400 is equivalent to college prep. 500-600 is equivalent to A&P. Don’t expect notification of the changes until March.

Data Elements Review – FTIC, Transfer, Degree-Seeking, ELT, HS Code and Date (pages 27-32 of the handout)

Robert McMullen – The subcommittee appointed to review these data elements has not met. Page 28 shows what reports use which of the data elements. Pages 29-32 show some of the criteria used for each report. Some of the criteria are incomplete – Robert only had time to list criteria for the most important/problematic reports.

Miscellaneous

Bill Carman – DE 2008 Total Credit Hours Toward Award

Colleges should NOT use all 0’s or all 9’s in this element. Judith Thompson would like to use this data element for the graduation rate survey.

Bill Carman – DE 1035 Verified Disabled vs DE 1002 Disabled Classification

College-reported data is beginning to look better.

Robert McMullen – Financial Aid - Report Awarded

Robert indicated colleges should report AWARDED amounts in the SDB. Much discussion ensued over whether AWARDED or DISBURSED amounts should be reported. Robert will continue to research the issue. The Office of Financial Aid is getting ready to roll-out their new data base. It will support data sharing which could reduce the amount/type of data we have to report on the SDB.

Bill Carman - School-to-Work Indicator

No new information since the last MISATFOR meeting.

Cesar Regazzoni – EF2 Selection Criteria (pages 39-41 of the handout)

The fall term EF2 will include term 1E FTIC students who are also enrolled in the fall term.

Motion: Include advanced placement as FTIC in the graduation rate survey and EF2 report.

Result: Passed

Bill Carman – Miscellaneous

Bill introduced three new Bureau employees: Kathy Brooks, Sharon Haynes and Carol Curington.

Bill Carman – Workforce Funding Reports

Bill reviewed the guidelines drafted at the AS/OCP meeting held at TCC on January 24, 2001. The final document is currently being “tweaked” in Lanny Larson’s office. The President’s Council will review the guidelines today.

Brian Savon – Workforce Appropriations Information

Brian discussed the DRAFT handouts listed below:

2001-2002 Appropriation Reject Categories for Processing Data January 18, 2000

2001-2002 Appropriation Statewide Summary (Community College) Invalid 1999-2000 Fundable Completion Point Records

2001-2002 Appropriation Statewide Community College Invalid 1999-2000 Fundable Completion Point Records

2001-2002 Appropriation Statewide Summary (Community College) Valid 1999-2000 Fundable Completion Point Records

2001-2002 Appropriation Statewide Community College Valid 1999-2000 Fundable Completion Point Records

Adjournment – 3:13 p.m.

Personnel Data Base Issues – Robert McMullen

Call to Order

The meeting was called to order with Robert McMullen presiding (filling-in for Pat Gordin).

Please reference the MISATFOR PERSONNEL DATA BASE handout dated January 25-26, 2001.

DE 2050 – Termination Status (pages 1-2 of the handout)

Steve Barnes - Value '3' has been changed to read TERMINATED effective with the Fall 2000-2001 submission.

Motion: Approve the change to TERMINATED.

Result: Passed.

DE 3025 – Portion of (Course) Section workload (page 3 of the handout)

Steve Barnes - The data element should be expanded from two to three decimal places beginning with term 1E of 2001-2002. This will involve a change to the record format but not to the overall record length. Some colleges expressed concern over hardships caused by the programming changes that would be required.

Robert McMullen wants to exclude workload values of zero.

Motion: Add the needed decimal position.

Result: Passed with one dissenting vote.

Position FTE Value Ranges (pages 4-12 of the handout)

Steve Barnes – The reports beginning on page 5 of the handout show a new, smaller set of ranges for reporting FTE position values. DCC staff asked for feedback on the size of the ranges.

Motion: Implement the ranges listed as soon as possible.

Result: Passed.

Annual Primary Employment Status Logic (pages 13-20 of the handout)

Steve Barnes – Pages 15-20 show reports for all options (except option #1). Page 14 shows the report selection criteria. Pages 18, 19 and 20 in the original handout are in

error. New pages will be provided at the general MISATFOR meeting tomorrow. The pages in error should have shown only those employees whose status has changed.

Adjournment

The meeting was adjourned at 4:12 p.m.

Integrated Data Base Issues – Robert McMullen

Call to Order

The meeting was called to order with Robert McMullen Presiding.

Please reference the MISATFOR INTEGRATED DATA BASE handout dated January 25-26, 2001 for more information on the following items.

Credit Hours for FT/PT Instructors (pages 1-11 in the handout)

Robert McMullen – Draft reports are attached in the handout FYI. Two reports are missing from the packet. Robert will attempt to provide those at a later time.

DOE Data Warehouse (last page of the handout)

FYI

Adjournment

The meeting was adjourned at 4:36 p.m.

Management Information Systems Advisory Task Force (MISATFOR)
Business Meeting
Turlington Building
Tallahassee, FL
January 25, 2001

Call to Order

The meeting was called to order with chairperson Ron Nelson presiding.

Approval of the Minutes

Motion: Approve the minutes as presented.

Result: Passed.

Introductions

Everyone in the room introduced themselves.

FACTS Update

Howard Campbell – Handout: *FACTS Project Status Assessment 1/22/01*. Howard summarized the high points in the handout. In addition, summary information from FACTS Board meetings will be available monthly per a request from the Chief Information Officers Committee.

Data Warehouse

Howard Campbell – Handout: *Department of Education Data Warehouse Core Workgroup Session Results*. Once again, Howard summarized the project and informed the group that a purchase order has been issued to DMR out of Montreal to conduct the project.

Facilities Data Base

Robert McMullen – no report.

Financial Data Base

Robert McMullen – The financial data base is still on hold.

Student FTE

Robert McMullen – Handout: *MISATFOR FTE January 25-26, 2001*. The FTE-2 will be due soon since the next Enrollment Estimating Conference will be held on March 3, 2001. The Conference membership is still concerned about colleges' constant predictions of FTE increases that have not been historically substantiated. By and large, credit predictions have been good, non-credit predictions have not been as good.

In response to a college's request for information, information on historical changes to FTE have been included in the handout.

IPEDS

Judith Thompson – Handout: printout of web page entitled *Integrated Postsecondary Education Data System*. Access to the web page will give users a preliminary look at the IPEDS data collection screens. CAUTION! One password covers all four IPEDS reports due during the spring. If different users at one institution have access then they can change each others data

The colleges must complete the finance and student financial aid reports. The enrollment report and graduation rate survey will be completed by the Division. Once the data has been locked by a college, Judith will download all of the data to look for anomalies.

Judith Thompson – Graduation Rate Survey – Handout: *IPEDS Graduation Rate Survey Selection Criteria 2000-2001 Reporting Year*.

Items printed in red are changes to criteria. A question was raised as to whether or not a college can submit supplemental data on athletes. Apparently, some colleges have more complete data than FETPIP was able to find. Bureau staff will check on it.

Judith Thompson – IPEDS Race/Ethnicity

As of January 1, 2003, all Federal reports must use the new race/ethnicity guidelines. This means the databases for Fall 2002 and Fall 2003 will have to be modified to comply. Institutional data gathering should begin prior to fall 2002.

FYI – Handout: *Guidance on Aggregation and Allocation of Multiple Race Responses for Use in Civil Rights Monitoring and Enforcement*.

Workforce Development

Linda Hartnig – Perkins Update (Perkins III)

The Perkins Act of 1998 focused on secondary systems. However, it lends itself to postsecondary use as well. Experts expect an increase in Perkins funding for Florida whenever new census data is used for funding (population increase). Eighty-five percent of Perkins funds will be performance-related. Ten percent will be taken “off the top” of the 85% to fund postsecondary and secondary initiatives. Of that 10%, 47% will be allocated to postsecondary, while 53% will be allocated to secondary. Under Perkins III, the federal government CAN withhold funds.

Reference the three page draft document on Perkins for more information. Pages 1-2 deal with accountability. Page 3 addresses performance measures.

Reference the handout entitled *Florida Community College System College Summary by Perkins Category Unduplicated Count Comparative Analysis (1998-99 to 1999-2000)*. The handout only includes SDB data.

Update on Budget Request/Legislative Issues

Ed Cisek – Handout: Memo from David Armstrong/Subject: *Governor’s Recommended Budget for 2001-02*. The memo included highlights/summarization of the Governor’s recommended budget.

In regard to differences in the way the SBCC and the SUS operate, colleges keep fee revenues and earn interest. University fees go into the state treasury earning interest, which is then distributed to ALL state-funded entities. When all is said and done, SBCC and SUS will be handling fees the same way – still yet to be determined.

Handout: *State Board of Community Colleges Appropriations Allocation Policy for 2001-02*. Be forewarned of a possible legislative initiative – any workforce data which is late (or bad) will be discounted. That is, it will not be counted for full credit.

Elimination of the ALA report is currently under review. A task force will be determining how disabled students are being served. In theory, the data could be taken from the data bases. However, colleges must do a better job of reporting disabled data in order to accomplish that goal. Case in point: The ALA report showed 1400 more disabled students than did the SDB.

There is currently a bill under consideration that would allow colleges to charge a lump sum fee of up to 20% to cover capital improvement, technology, student activity, etc. In other words, no more individual special fees, just one big special fee.

Accountability

Judith Thompson – All accountability reports have been generated (except licensures). However, there appears to be some data problems on some of the reports already generated.

Articulation

Brian Walsh – Fall 97, 98 and 99 data will be included in the next set of articulation reports. The reports should go to the printer within the next few weeks.

Information Resource Management Budget Issues

Howard Campbell – FACTS and DS3 funding are in the Governor's budget. Privatization of the FACTS Center is currently being studied.

Microsoft and other vendors are backing UCITA's efforts to change software licensing laws. Some experts believe the result could be very invasive. For more information visit 4SITE.ORG on the world-wide-web.

A.S. Occupational Completion Points

Bill Carman – Handout: *Guidelines for Associate in Science Degree Occupational Completion Points (OCPs)*. The first page of the handout pertains to AS/AAS programs. The second page pertains to CCC/ATD (both have virtually the same criteria). Page three – a new generic CIP code will be created to accommodate reporting the OCP outlined in item #3.

The President's Council is reviewing the draft OCP guidelines. The Bureau will PROBABLY allow supplemental files to be submitted for AA/AAS/AS OCPs for this year due to the late date of the proposed OCP changes. However, total program completions need to be reported in the regular SDB submission. Any A.S. OCPs reported so far have to be thrown out. DE 2008 cannot be used for determining an AS OCP because any courses prior to 2000-2001 will not be counted.

If a student is dually enrolled in an A.A. or A.S. program in any term, then the rules in item #4 on page 3 of the handout would be invoked for the year.

If the President's Council adopts the proposed guidelines, then the old OCP listing will be set aside.

Old Business

Howard Campbell – MISATFOR Name Change

Howard has not received any suggestions for a name change. The issue will be postponed until the next meeting.

Brian Walsh – Microcomputer Project

The latest installment will be coming soon – hopefully prior to the next MISATFOR meeting. Data will be reflected in Version 8.

Howard Campbell – New Reports Coordinator Visits

Three new reports coordinators were introduced: Sherrie Roland of Gulf Coast Community College, Doug Olsen of Central Florida Community College, and Teresa Lott of St. John's River Community College. All of the new coordinators will be attending a new coordinators training session at the Bureau. Also introduced was Jay Glenn, Institutional Research, of Tallahassee Community College.

Robert McMullen – Replacement Reports

As promised at the issue groups meeting yesterday, Robert handed-out replacement PDB workload reports and IDB reports – Hours by FT/PT/Other (reference Annual Primary Employment Status Logic in the personnel data base issues minutes, as well as Credit Hours for FT/PT Instructors in the integrated data base issues minutes).

Howard Campbell - Reports Workshop

The summer reports workshop is tentatively scheduled for July 8-12. The site of the workshop is still unknown.

Next Meeting

The next set of meetings will be held March 15-16 in Tallahassee.

Adjournment

The meeting was adjourned at 12:18 p.m.