

Management Information Systems Advisory Task Force (MISATFOR)
Meeting Minutes for August 6-7, 2009
Tallahassee Community College, Tallahassee, Florida

Community Colleges Issues

Thursday, August 6, 8:30 a.m. – 11:45 a.m.

1. Administrative Issues – Gene Kovacs
 - a. Nomination of new officers: Chair - Tammy VanderHey; Vice-Chair – Dee Nielsen; SDB - Dru Clark; PDB – Alys Arceneaux; Recorder – Bridgette Decent
 - b. Next meeting: will aim for the end of October/beginning of November (before Veteran’s Day), possibly meeting in the Orlando area.

2. Finance Report - John Holdnack

Dr. Holdnack presented on a number of topics, including the following points:

 - a. 14 Colleges offering baccalaureate programs now, with 8 more expressing interest. Noted name changes.
 - b. Colleges grew 7.9% over 2007-08, while headcount grew 3.5%, indicating that students are enrolling in more hours. There were only 35,000 new students for the entire system.
 - c. Council of Presidents: Colleges will have to revisit PECO projects, since the revenue estimates for PECO were released last week and there will be no revenue next year for PECO.
 - d. As of today, there are no mid-year budget reduction discussions, but next year there will likely be another budget reduction, with a dismal financial outlook for at least the next two years.
 - e. Funding formula was not used this year (it is only used on new money).
 - f. Legislative budget request – asking for 80 million new dollars for CCPF, to maintain the same funding per FTE that colleges had in 08-09. Asking for 15 million for baccalaureate program FTE funding. Asking for \$45 million for distance learning. \$39 million for Phillip Benjamin match. Requesting a total of \$134 million in new money.
 - g. OPPAGA request – legislature looking at workforce education programs (PSAV,AS, AAS) to see if private enterprise can provide the education faster and better than community colleges.
 - h. 2008-09 Legislative session bill: Transparency Florida. SB1796. State Agencies have to be transparent in how they distribute, spend, and allocate funds. Colleges must participate. All state money can be tracked on a website.

3. Auditor General Withdrawal Request – Robert McMullen
 - a. DOE has been working with Auditor General’s office to clarify their information needs. AG office wants official withdrawal information.
 - b. Robert is working with colleges to come up with an exact definition of official and unofficial withdrawals. Two table values: one for official withdrawal, one for unofficial. MISATFOR discussed that official withdrawal could be one that is student initiated or instructor initiated, in writing as a request, and the student has a last date attended (date of turning in paperwork/transaction date). Unofficial could be where a student does not show up to class and is withdrawn at the end of the semester.
 - c. Diane McCarthy requested Record Types 1, 6, and 8 after the load date of each database submission. She reiterated that the auditors understand that this is not certified data.

4. Legislative Liaison Committee Discussion – Gene Kovacs

Steve Schroeder will be the liaison between MISATFOR/WEDDAC and legislature. Robert McMullen recommended that a committee be formed of MISATFOR members with various expertises, and a chair to be the central point of contact with the lobbyist. The topic will be revisited at the next MISATFOR, and a committee formed at that time.

5. FTE – Brian Walsh

FTE-3 report has been completed and is posted on the SharePoint website for review.

6. College Directory New Assignment Request – Debbie Fitzpatrick
Andrew Meyers from Florida College System requested that we add an assignment of Lobbyist/Legislative Liaison. Debbie checked and it is there.
7. Accountability – Katie Decoteau
Reports are available for review. One college has reported problems with M4P1 data so far. M5 may be delayed due to delay in getting CLAST data files. Certification will be due last week in September. Julie Alexander’s email discusses not having CLAST – contact her with questions. Will not affect accountability reports for 2 years. Continue to report 2009 Summer CLAST. After that, CLAST data will no longer be collected.
8. Student Database – Cesar Regazzoni
 - a. First Time Student Flag and Transfer Student Flag - Moved, seconded and approved the following:
 - 1) Motion not to add critical edit 12 to DE1005, and to keep edit 5 as informational. Discussion on whether CCTCMIS will calculate date of entry for the colleges (DE1020). Will revisit DE1020 during next MISATFOR. Robert’s recommendation is to delete DE1020.
 - 2) Motion to keep the edits 3, 4, and 5 on Transfer Student Flag (DE1032) informational until next year, and not to add edit 7 and edit 8.
 - 3) Motion to change Nation of Citizenship DE1033 edit 2 to an informational edit.
 - 4) Motion to keep edit 2 on Transfer Institution DE1034 as an informational edit.
 - b. Colleges should review reports on Credit Hour Clock Hour and then the decision for deleting those DEs will be made during next MISATFOR.

Community College Issues

Thursday, August 6, 1:15 p.m. – 4:55 p.m.

9. Adult Goal and Course – Joan Roddenberry
CCTCMIS wants to explore standardized course ids for adult education, so that they can see if student goal corresponds with actual course they are enrolled in. Minimum recommendation from CCTCMIS: If there is no adult course, there shouldn’t be an adult goal. Subcommittee formed: Jerry Mock, Craig Simpson, Vince Jones, Donna Bouchard, Tammy VanderHey and Teresa Lott.
10. Misc SDB Items – Joan Roddenberry
 - a. Joan requested for schools to find out if they are sending transcripts with PSAV courses via FASTER, and if so, in what format? Are they sent on the credit transcript?
 - b. Waiting on GED scores before NRS tables for 2008-09 can be sent out. Joan went over NRS reminders.
 - c. Perkins: DE2007 and DE2008 are used to identify concentrators, as well as 75% proxy Technical Skills Attainments. FETPIP will match all concentrators against their licensure info. They only have cosmetology, real estate, barbering, and a handful of other certifications. All other certifications will have to be found by schools.
 - d. Joan handed out Nursing Enrollments for 2007-08 and requested for colleges to verify data.
11. SDB Disabled Classification -Brian Walsh
CCTCMIS asked colleges if table value D is used by the colleges. Will revisit at the next MISATFOR meeting to determine if table value should be kept.
12. SDB Term Part-time/Full-time – Robert McMullen
 - a. CCTCMIS asked colleges to review hours used to include in part-time/full-time designation.
 - b. One college combines other courses for local enrollment reporting
 - c. Colleges agreed that hours included should be A&P, PSV, College Prep, and PSAV courses
 - d. For students who were not enrolled in those types of courses, the data element will be coded as Unknown.
 - e. Robert will go back to consider students who were enrolled in apprenticeship classroom courses.
 - f. EPI Students are considered institutional credit, but they are not reported to IPEDS. Robert recommended keeping EPI separate.

- g. If the student is enrolled in credit and non-credit courses, it is up to the institution to determine if the student is enrolled part-time or full-time. Generally, students enrolled in non-credit courses are not counted toward full-time status (Robert).
 - h. Audited courses, CLEP, and credit by examination should not be included
 - i. Only students who are paying for courses that they are enrolled in should be reported.
 - j. Robert will return to the next meeting with a better definition for full-time/part-time status.
13. Course Fee Kind and Dual Enrollment Edit – Robert McMullen
Due to a problem with dual enrollment headcount, CCTCMIS proposed a critical edit to DE3006 to require Course Fee Kind=N (no Fee Waiver) when DE3005=H, P, S. Moved, seconded and approved.
14. AA Completions
CCTCMIS proposed a new critical edit to flag students with duplicate AA completions for the same student in the same term. Moved, seconded and approved.
15. Frequency Zero edit report – Entry Level test
CCTCMIS proposed a new edit on the frequency zero report to flag any entry level test that does not have at least one failing score. Colleges also asked for a flag if not at least one passing score. Moved, seconded and approved.
16. SB1908 – Gene Kovacs
Gene reviewed the process implemented for SB1908 participation, and changes for 2009-10 administration. In 2009-10, the Division of Colleges will administer funds. This year's data will be used to determine common cost estimate for administration next year. Regarding student pool identification, FACTS has EPEP career test scores for students who took an exam and expressed interest in attending college (will allow for identification of approximately 50% of students who are tested). Reviewed data submission requirements, with the same file format to be used for next year. Funding next year may be extended to dual enrollment and SB1908 students. John Hughes (Associate Vice Chancellor for Evaluation, john.hughes@fldoe.org, (850) 245-9482) from state recommended submitting inquiries related to identification of students to state for assistance.
17. FASTER
Will be open during regular submission window, and a memo will be sent to remind colleges to submit data. CCTCMIS will work with FASTER to pull remediation outcome scores, CPT scores, and other transcript info.
18. 2010-11 CPT
New testing contract for CPT for Florida College System will go into effect in 2010-11. Repository will be built and maintained by contractor, and responsibility for storage of test scores will be maintained by testing agency. CCTCMIS will try to automate receipt of district and student identification information.
19. SREB
SREB is collecting time to degree survey. John Hughes has been working with CCTCMIS to create the selection criteria. Only looks at native hours attempted at institution – no transfer hours. Judith will provide SREB data and student progression data for review by colleges prior to submission to SREB.
20. IPEDS for Colleges – Judith Thompson
IPEDS will use CIP 2010 (optional this year; required next year). Conversion tables are available through CCTCMIS. Alys reported that Valencia is implementing SEVIS and has concerns that students are not being reported correctly.
21. FCAT Pilot Submission – John Hughes
The pilot will continue an additional year for those colleges who participated this year. New colleges can participate – will focus on dual enrolled students.

22. Equity Report – Lynda Earls
 - a. Dates: This year, the report will be due May 1. The Equity Office will provide information to colleges at the end of October or early November for use in development of the report. A technical assistance workshop will be conducted on November 4-6.
 - b. Part I: Strategies to Overcome Underrepresentation of Students –a category for students with disabilities will be added.
 - c. Part II: Gender Equity in Athletics: Will remain the same, with data provided by the state
 - d. Part III: College Employment Accountability: Data for student reports will be winter and spring of 2009. Personnel data used will be last year’s APR data due to the timing of the report
 - e. Misc: Data charts will be incorporated into the uniform reporting format to be used by all colleges.
23. Facilities and Capital Outlay Edits – Linda Wheatcraft-Smith
Beginning in the 2009-10 summer FCO submission, CCTCMIS will implement a critical edit requiring facilities coded as joint-use on the inventory to be on the PECO site list. Moved, seconded and approved.
24. Facilities Data Base
CCTCMIS discovered the edit process was loading zeros to the site length of holding. Reports were rebuilt, and colleges are asked to review data to ensure accuracy.
25. Crosscheck edits
CCTCMIS will be deleting the crosscheck edits page from the data element dictionary and adding crosscheck edits to the associated data elements numbers, beginning with the 2009-10 dictionary.
26. Integrated Data base – Lisa Cook, Robert McMullen
In response to OPPAGA report, CCTCMIS created charts of room utilization by day and hour. As opposed to OPPAGA’s report, these reports include only classrooms (no labs). Reports are available on CCTCMIS Restricted Hub.
27. Number and Percent of Courses Taught by FT/PT Instructors – Robert McMullen
CCTCMIS staff has been working on the courses taught by FT/PT instructors report to make it a verification report and to add Team teaching Workload as a factor. Robert offered a comparison of reports using both methods to calculate workload. Colleges should review data and contact Robert with any questions or concerns
28. APR
CCTCMIS proposed a new critical edit to ensure that the amount of social security tax collected is not equal to zero. Moved, seconded and approved.
29. Personnel Data base – Gene Kovacs
Proposed two new data elements based on the definition of Distance Learning as recommended by the Distance Learning Task Force. CCTCMIS will provide direction for colleges for submission of data related to distance learning. Robert recommended that reports coordinators should contact distance learning coordinators at colleges to discuss these definitions. Topic will be revisited at next MISATFOR.
30. America Reinvestment Recovery Act – Gene Kovacs
Gene outlined the details of a grant for which DOE will be applying. The grant proposal centers on upgrading the EDW systems, upgrading data collection process, upgrade data submission tools, and training modules. Reports coordinators should consider college representatives for participation in statewide committee to work through considerations related to the development of the new data system.

Community College/Technical Center Common Issues

Friday, August 7, 8:30 a.m. – 12:05 p.m.

1. Gene thanked Tallahassee Community College for hosting the August MISATFOR/WEDDAC meetings.
2. Ode to Reports Coordinator – presented by Donna Wilson and Jim Rick from Hillsborough District Schools.
3. The next MISATFOR/WEDDAC will likely be held the last week of October/beginning of November. Gene will send out notification when meeting has been scheduled.
4. It was moved and seconded to approve the minutes from the April 2009 MISATFOR meeting. Motion passed.
5. NRS Findings from OVAE Visit - Tara Goodman
 - a. Tara Goodman is now the GED testing administrator. Call Aaron McKinney with GED testing issues.
 - b. OVAE report was released in June, and DOE has responded with plan for improvement. Findings will be posted on FLDOE hub, and include:
 - i. FDOE has an information system that does not fully comply with NRS guidelines. (Concerned that not enough assessment data from CBO's is collected, that data is not being stored in a relational database, and that a quarterly submission cycle is not being followed). FLDOE responded that NRS guidelines are non-regulatory, so they do not agree with the finding. Also, responded that the system is relational and can follow the quarterly submission cycle.
 - ii. The current data quality checklist does not accurately reflect the state of data quality in Florida. FLDOE response: DOE will revise some of their answers related to the current data quality checklist. Will develop a quality improvement plan, due in October. The goal is to be in alignment with guidelines.
 - iii. FLDOE must enforce assessment according to NRS guidelines. FLDOE response: retrain test administrators on post assessment and placement guidelines. Provide Technical assistance to agency heads and administrators. Conduct random monitoring.
6. NRS Reminders for 2009-10 and proposed new data elements - Joan and Bruce
Joan presented for review and discussion changes to existing Entry Level Test data elements as well as new data elements for 2010-11. New data elements include Pre-Test Indicator. The question was raised whether this field was needed, since CCTCMIS can look at test date to determine if a test is a pretest. Same commentary on proposed post-test data element. It was noted that there needs to be an "Unknown" value added to the proposed DE1109. Joan noted that guidance on hours between tests and test versions is in the Technical Assistance paper. Colleges and technical centers should review the proposed changes and send any comments to Joan Roddenberry.
7. Perkins IV Updates – Tara Goodman
 - a. Negotiations for targets for 2010-11 have been completed. In most of the measures there are moderate increases for performance. The highest gains are targeted for Tech Skill Attainment, and completion and retention for post-secondary.
 - b. Working on a Business Intelligence tool to develop a data mart for CTE and Perkins data reports.
 - c. Dru mentioned that the completions are not being captured for many law enforcement PSAV programs because the programs do not end in the Spring, and Tara responded that they are looking at revising the business rules to address that issue.
 - d. Tara brought up the problems with getting certification information from agencies. Will monitor what other states are doing. Monitoring for 2008-09 to see if technical skills assessment is going to continue to be problematic. There will be the option to amend our plan if it looks like we are not getting enough tech skills assessment data.
8. SharePoint- Debbie Fitzpatrick
 - a. Problem with printing agenda – recommendation is to print in color.

- b. The public SharePoint site will be referred to as The Hub. This includes other divisions, not just CCTCMIS. The Restricted site will be CCTCMIS Restricted Hub.
 - c. Debbie will be sending out an excel sheet for those reports coordinators who want to add users. You can reset your password on the Restricted Hub.
 - d. B.U.G.S. is up and operational – use this if you have questions or problems, and it will be routed to the appropriate person at the division.
 - e. Demonstrated how to turn on an alert.
 - f. Open documents in read only mode to bypass password request.
 - g. Chart of reports is in a new calendar format.
 - h. There is a new signature form on the Restricted site for CCTCMIS Certification of data. Colleges can have an official designee sign the certification forms.
9. IPEDS – Judith Thompson
Judith discussed changes for the 2009-10 reporting year, which is now open. IPEDS is adding more items for Student Financial Aid due to Higher Education Opportunity Act. Data will be on College Navigator site. This year they will be adding calculation of net price data and data needed for multi -year tuition calculator. Colleges should make sure student financial aid offices know of changes. A summary of changes will be posted on the portal.
10. OPPAGA Workforce Study – Brian Underhill
SB1616 outlines the project. Report must be provided to legislature by Jan 15. They have been commissioned to look at completion rates, licensure passing rates, wage information, employment information. Questions can be addressed to underhill.brian@oppaga.fl.gov.
11. Adjournment – a motion to adjourn was seconded and approved at 12:05 p.m.