

MISATFOR Oct 29, 2009 - General Session

1. Administrative Items – Gene Kovacs. Next MISATFOR will be in April; tentative location is Tallahassee. There was a request for the provision of distance conferencing. ARW could possibly be held in June. Tentative plan is for location to be Clearwater.
2. Transparency Florida - Gene Kovacs. This statute passed during the last session. Legislators want to build a web system where the public can check financial transactions online of state agencies/public entities. Will be implemented in waves, with K-12 first, then Universities, then Community Colleges, expected in 3 years. Lynda Champion at DOE is heading up the initiative.
3. SB1908 - Gene Kovacs. An overview of the program was provided:
 - a. The goal is to find students who can be remediated at the senior high school level if they score low on their FCAT and express an interest in going to college.
 - b. Challenges with last year's reporting: Quick implementation did not leave time for planning, process. Struggles included identifying students who were eligible, tracking the student once they have taken the CPT.
 - c. Plans for 2010-11: Trying use FACTS to identify pool of eligible students, and FASTER to transmit remedial course performance. FACTS can provide EPEP and can get FCAT scores from the data warehouse to identify students for college placement testing. The testing vendor will develop a repository of scores, which will be used by CCTCMIS for reporting. FASTER will be used to transmit the exit exam results from the remedial HS courses to DOE. Plans include a summary page of students with their exit exam results that registrars can use to identify those students who should not be placed into college prep. FASTER will have representation at the next MISATFOR in Tallahassee.
4. Sharepoint Update - Gene Kovacs. Lack of travel money is making communication via face-to-face meetings difficult. CCTCMIS is encouraging colleges to use B.U.G.S. to report technical problems. Also, discussion boards should be used to facilitate communication. Users can set up alerts in order to get emails when new items get posted.
5. ARRA update - Gene Kovacs. A summary of the grant proposal that went to the Federal DOE was provided. The goal is to revamp the data collection system. Implementation will begin next fiscal year. First year will be planning with a technical team from the colleges and districts and purchasing the hardware. 2nd year will be developing, coding, testing. Third year will be a pilot involving all colleges while still running old systems. Included in the grant is a common K-20 student identifier. There will be report building tools to expand access to the data warehouse, and data mining tools, mostly for internal use. If there is a desire to be on the technical committee, email Gene.
6. NRS Discussions – Joan Roddenberry. This was the first year that reminders for updating table 7 were sent only to reports coordinators, who should then have informed appropriate people at their institutions. NRS supplemental files are available for updating, table 4B and table 4C. There will be no supplemental files next year. It was mentioned that students who were post-tested after database submission would not be counted for table 4B. Please be sure to report all adult ed courses as long as there is at least one hour of instruction, and report all LCP's. If there is Performance Based Budgeting money, it is based on LCP's. NRS business rules will be posted on portal.
7. Proposed Testing Record Changes for Adult Education - Mark Baird, Craig Winger.
 - a. Overview: Because of OVAE findings that Florida does not have a data system that complies with NRS guidelines, steps need to be taken to remedy key missing component, which is test score data. An Adult Ed Standing Committee was constituted earlier this year, comprised of program and MIS staff from districts and colleges. The committee met twice to discuss test score data reporting. The committee proposed new data elements, which would be used to identify post-tested students for table 4b, as well as for analysis by FLDOE.
 - b. Proposed SDB changes to address OVAE findings: 1) On record type 2 data elements, add all applicable tests and score ranges to Entry Level/Exit Test Score, Subtest, Data and Type. 2) On record type 2, add subtests to Entry Level/Exit Test – Subtest. 3) On record type 2, add course id and section number 4) New elements: Entry Level Pre- and Post-Test Indicators, Entry Level/Exit Test Version.
 - c. Colleges expressed concern that their systems are not set up for reporting test scores. Issues include: 1) There is a problem with reporting course section, because colleges can have the same course section for multiple terms, and courses can cross terms. 2) There is a problem with colleges that have comprehensive courses (all subjects in one course). 3) There is a problem with schools that do not have data on test date (they can get scan date, but not test date). MISATFOR requested a pilot or a modular phase-in with test, id, subtest, score, date elements coming first, and course linkage second.
 - d. Plan is to have review and approval of Chancellor Costin by December 15. In addition, all plans must be approved by OVAE. If there are any comments/ questions/ suggestions, give input to Mark Baird, Joan Roddenberry, Craig Winger. Robert recommended continuing discussion on the portal discussion board.

8. Race/Ethnicity Codes - Gene Kovacs. In 2010-11 the new codes for race and ethnicity will be implemented. Note that collection of R/E data is a separate issue than how it is reported to the federal government. Lynda Earls, the Equity Officer for DFC, has provided a technical assistance paper on collecting R/E info, which will be distributed to registrars. Gene presented guidance on how to ask the R/E question for collection. Next year the old race field will not be collected by CCTCMIS. CCTCMIS will make sure data verification reports are ready for Fall for new categories, and will address typos in data dictionary DE sequences.
9. Ethnicity changes for APR and PDB – Robert McMullen.
 - a. For 2010-11, there will be no z option for race fields.
 - b. In SDB, DE1003 Ethnicity will no longer be reported, but it will be kept on the database and used for the IPEDS value. Robert's recommendation: leave in data dictionary, but note in the dictionary that colleges do not report this data element. Motion to not report DE 1003 for 2010-11: seconded and approved. Motion to keep DE1003 on dictionary and gray out with comment that the data is not provided by the college: seconded and approved.
 - c. On the personnel and APR, edit will be changed to be made critical so that if "unknown" is reported for one race, it must be the same for all other races. Motion to add the critical edit on PDB and APR: moved, seconded and approved. Note that this applies to all databases where R/E is reported.
10. FACTS - Marsha Stickel. Discussed Transfer Program Admission Information file for colleges with Baccalaureate programs. Will be sending formatted file to the colleges for editing. Request for institutions to check their FACTS status files and contact FACTS help desk to update as necessary.
11. Accountability updates – Robert McMullen. Memo for 2009 review has been sent out. Certification due Nov. 19. All data except M5 CLAST is available. There will be a separate memo and certification due date for CLAST.
12. COP Update - Tammy Vanderhey. Provided an update on Performance funding from Council of Presidents via an email update from Jan Cesna. No money will be available this year, but COP decided to keep using all the measures regardless. Excess hours was kept due to visibility.
13. SDB AA1A report – Robert McMullen. CCTCMIS has finished re-writing AA1A. Goal is to make enrollment and completion numbers consistent across reports. The selection criteria has been redone. One of the criteria is that a student must be enrolled in a course in order to be counted in the AA1A as an enrollment. MISATFOR should review the selection criteria and let CCTCMIS know of questions or concerns.
14. Date of Entry: Proposed that DE 1020, Date of Entry be deleted for 2010-11, and FTIC flag will be used to determine date of entry. Moved, seconded, and approved.
15. Headcount – Robert McMullen. Provided clarification on the difference between headcount and enrollments. Headcount is a head which only gets counted once. Enrollments can be counted multiple times. DFC has set a policy that for all general headcount reports, they will use a student who is enrolled in a course. They want these reports in the Fact Book. Robert suggested forming a committee to recommend what kind of data should be in the Fact Book. Send ideas, volunteers for committee to Robert.
16. Disabled Classification – Brian Walsh. Proposed that table value D ("Disabled but not verified") on DE 1002, Disabled Classification should be deleted. Moved, seconded, and approved.
17. DOE Code – Brian Walsh. Explanation has been added to the Procedures and Definitions for State Approved Teacher Preparation Program – DOE Code, DE 2010 and DE2011.
18. Reminder regarding new GI Bill – Robert McMullen.
 - a. In September a memo was sent out regarding info needed for the new GI bill. It was determined that only tuition and fees will be reported on the financial aid record. The college will not know whether the student is veteran, spouse, or dependent, so those data elements have been removed. There is now one table value for the post 9-11 GI Bill.
 - b. Veterans: Legislators want to know how many veterans are attending institutions. DFC is trying to see if they can get that data from the VA rather than colleges reporting on the database.
19. Unduplicated Headcount for FTE Courses – Robert McMullen. New verification reports have been added for students enrolled in funded FTE courses.

20. Transfer Institution: Motion to collapse into one category the "Other Florida/Non-Florida Community Colleges" and "Other Florida/Non-Florida Universities" to single categories in SDB and ADB. Moved, seconded, approved.
21. Term course load and Term Hours Earned. Proposal: Starting in 2010-11, Term Course Load: DE 1022 and 1023, and Term Hours Earned, DE1024 and 1025 will be deleted. MISATFOR was not able to come to a decision. The suggestion was made that CCTCMIS sends this report to reports coordinators by email with a clear explanation of what data is included in Robert's calculations. Robert noted that the value in Course Clock total is what is being used for FTE. MISATFOR requested a column be added to the report for total grades in the Total Hours Earned report to see if the discrepancy in Course Clock Total is due to missing grades.
22. Withdrawal Definition: Auditor general wanted an official definition for official withdrawal and unofficial withdrawal. This definition was presented to the registrars, who suggested it be sent to financial aid officers for review. If your college has a college wide policy, and the policy is followed, it is an official withdrawal, otherwise it is an unofficial withdrawal. The hope is that in most colleges there will be no unofficial withdrawals. Motion for 2010-11 to make W be official withdrawal and WU be unofficial withdrawal for DE 3007 values: seconded and approved.
23. OAG Financial Aid Data. Data requirements: 1) Financial aid is disbursed. 2) OAG wants all Title IV aid types. Three options: 1) New record type nine to include this information. 2) Change record type 7 to add data elements for disbursed. Record 7 currently includes awarded. If option 2 is selected, the edit will have to be changed that drops students who are not enrolled. 3) No change, keep submitting record type 8 two additional times a year. Motion to table so that institutions can evaluate programming needs for each option: seconded and approved.
24. CLAST Test: Data elements referencing CLAST have been deleted. CLAS Alternatives will still be collected through a supplemental file for the Accountability Measure 5. Alternatives are now two items: 995 if they have taken coursework, CPT, ACT, SAT. 999 is if they get a waiver from academic officer. Will be effective with Fall 2009 data submission.
25. Selection criteria for verification reports - Robert McMullen. Presented a summary of changes in IPEDS verification reports. Changes in verification reports will be implemented Summer Term 2010-11. Send email to Judith if you notice typos.
26. NRS - Joan Roddenberry. The Adult Education subcommittee met and decided to wait until NRS was re-authorized before making decisions on implementing edits between adult goals and course Id's.
27. Adult Education and Perkins Summer submission reports - Joan Roddenberry. Colleges should review and contact Joan with problems. MISATFOR had a request for Joan to send out file of completers so colleges can double check for problems. There was also a request for Joan to provide number of students matched for Career Pathways.
28. Perkins Tech Skills Attainment - Joan Roddenberry. Technical skills attainment supplemental file is still awaiting a due date, tentatively due in the end of November. In 2011-12, all tech skills attainments will be based on industry certifications. The question was raised whether we can stop reporting OCP's after 2011-12. Joan will investigate. There was a request for Perkins concentrator tables to be generated after Fall submission (March).

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Friday, October 30, 2009, 8:30 a.m. – 11:00 a.m.

1. SAS Workshop - Vince Jones, Central Florida Community College. Explained how to run the SAS PC edit programs.
2. Administrative issues – Gene Kovacs. Miscellaneous announcements related to the hotel.
3. SB1908 – Gene Kovacs.
 - a. Memo will be going out with new due dates, extended to April 28. There is also a supplemental period from May to June 7, if the president's signature is present. There will be no extensions past June 7. \$400,000 of initial \$700,000 was distributed last year. This year, 1 million was allocated. Control was moved to DFC, so that money comes from Memorandum of Understanding. A flat rate for each test will be paid this year. Last year statewide 10,000 students were tested. Over 30 percent of FCAT eligible students passed the CPT. MOU this year outlines that schools can get paid for testing dual enrolled students. Gene will check to see the start dates and end dates of testing window. Side note: FCAT pilot has been extended to all schools.
 - b. District is negotiating contract with new vendor for new college placement test. Next fiscal year, schools should not have to collect and report SB1908 students because new vendor will provide a repository for all test score information.

4. Gene Kovacs: Distance Learning Definition. Distance Learning Task Force recommended definitions for distance learning, and the legislature took the recommendation of the course must be 80% distance in order to charge the distance learning fee. Chancellors from DFC and SUS will appoint a governance board for distance learning, which will make decisions for post-secondary distance learning in Florida.
 - a. Change to PDB DE4070, Technology Delivery Indicator: Remove the definition of distance learning from the dictionary.
 - b. New DE4065, Instructional Delivery Method: Propose to add this element to the database for 2010-11.
 - c. Motion to approve both changes: seconded and approved.
5. Adult Ed Distance Indicator – Brian Walsh. A reminder that a new table value of A for Adult Ed Distance was added to DE4060, Primary Course Section Classification.
6. DE3025, Team Teaching flag – Brian Walsh. When Team Teaching flag=Y, workload cannot be greater than 1. A critical edit will be implemented for submission of Fall data. This data is used in faculty load, and number of courses taught by full time, part time faculty. Motion to implement for Fall and Winter/Spring: seconded and approved.
7. Approval of August minutes: Moved, seconded, and approved.
8. PDB Reporting issues – Brian Walsh. The primary activity will no longer be calculated, and DE1009, primary activity will be used in verification reports.
9. FTE-1 estimates – Brian Walsh. FTE-1 estimates are done. Data collection went well using College Hub portal.
10. OPPAGA study – Robert McMullen. OPPAGA is conducting a review of comparison between private institutions and community colleges for PSAV instruction. They are now going to do a class size report.
11. IDB – Robert McMullen. Verification reports have been rewritten for Room/Space utilization, Distance Learning, and Faculty Load. New programs will be implemented for Fall 2009-10 end of term.
12. Facilities/Capital Outlay Database – Robert McMullen. CCTCMIS was asked why RUC 220, Related Space for Lab, had student station sizes. CCTCMIS will not calculate student station sizes for RUC 220 beginning 2009-10 Fall end of term data submission. Classes should be scheduled to the lab, not to the Related Space.
13. Best practices: How did colleges assemble and report industry certification – answer: addressed in an earlier discussion of Technical Skills Attainments.
14. Question on Faculty load reports: Drew wanted to know how colleges were classifying PSAV faculty. Palm Beach assigns all as instructors to each class.
15. Motion to adjourn at 11:00 a.m., seconded and approved.