

Management Information Systems Advisory Task Force (MISATFOR)  
Meeting Minutes for July 29-30, 2010  
Central Florida Community College, Ocala, Florida

Community College/Technical Center Common Issues  
Thursday, July 29, 8:30 a.m. – 11:45 a.m.

1. Administrative Issues – Gene Kovacs
  - a. Gene Kovacs welcomed everyone to Central Florida Community College
  - b. Dr. Charles Dassance welcomed everyone. He thanked us for what we do and expressed that data is a critical element to the success of any college.
  - c. Vince Jones, MISATFOR representative for Central Florida, gave an overview of the breakout sessions and locations for the next two days.
  - d. When signing in, please indicate if you are interested in IPEDS training.
  - e. All reports will be placed out on the FLDOE restricted hub.
  - f. Bruce has information on how to set up alerts on the FLDOE hub.
  - g. The WDIS handbook can now be found on the FLDOE public hub.
  - h. A lot going on at DOE – Grants Race to the Top, projects in works that will affect how we do business.
  - i. First Information Governance Project – data governance, developed in isolation, part of project to bring things in line, commonality, race indicators are a good example, K12 and colleges using same.
  - j. Research – automated approval process for requests, build a web interface for request, research sandbox, web interface with data mining tools, use for analysis through the web.
  - k. Media-Data management tool – manage data, interactive web dictionary, dashboards and customized tools.
  - l. Data captains and coaches – K12
  - m. Redesign K12, college and universities data systems – COMSYS to pull projects together, done in September, have something in October to propose change in data collection, done through web with immediate feedback.
  - n. Single sign on, anyone interfacing with DOE.
  - o. October 27-29 Equity Conference.
2. Donna Wilson, Chair for WEDDAC, performed a skit.
3. Joan Roddenberry
  - a. Report PELL, SEOG, all eligible students for Perkins economically disadvantaged report, only reported once, report financial aid on database to pull
4. Mark Baird
  - a. In a window to propose additions to Perkins, window closes August 27.
  - b. ECPC (managed at DOE) records are paper, no matching process, created a web database, serve several purposes, enter students, DCF issues parallel cert will have access, will than be able to match with SDB, no SSNs, match on other items, possible reports throughout year to check matches.
  - c. Limited English proficiency – flag Y or N, data element 1013
  - d. Push on data quality and use of data; improve linkage between MIS and data worlds. Calendars when data is submitted, reports returned, timeframe to check. Get program managers involved.
5. NRS, Craig
  - a. Three primary things inserted in to grants: (1) data and how to use it, (2) quality campaign – data use, and (3) goal over next couple of years – training on how to look at and use data.
  - b. ACE conference is scheduled for September 27-29 in Orlando
  - c. In grant, local grantees, submit data locally monthly and look at data monthly
  - d. Linked requirements from OVAE together
  - e. Create a library of best practice reports, use for program improvement, make available on Web.

Community College APR, Facilities, IDB, PDB, & SDB Databases  
Thursday, July 29, 11:00 a.m. – (?)

1. Annual Personnel Report
  - a. Data Element 0040 deleted – CCTCMIS will generate race/ethnicity. CCTCMIS staff will need to change all the verification reports showing numbers based on the race/ethnicity, these reports are:
    - IPEDS Fall Staff Survey (RFALLIPS)
    - College Employee Headcounts by Gender and Ethnicity (RHDETGEN)
  - b. For the 2010-11 APR reports, CCTCMIS will be adding salary ranges to the IPEDS Fall Staff Survey G, New Hire report. This report calculates the count of non-duplicated, non-terminated, New Hire employees by occupational activity and salary ranges by ethnicity and gender. The salary ranges are being added in accordance to Florida Statute 1012.86 Community College employment equity accountability program.
2. Personnel Database
  - a. Data Element 1020 deleted. CCTCMIS will generate race/ethnicity. CCTCMIS staff will need to change all the verification reports showing numbers based on the race/ethnicity, these reports are:
    - College Employee Counts by Activity Group by Ethnicity and Gender (RHDETGEN)
    - Salary Ranges by Gender and Race/Ethnicity (RRNGETH)
    - Salary by Gender, Degree and Race/Ethnicity (RSALDET)
    - Salary by Gender, Academic Rank and Ethnicity (RSALRET)
  - b. Data Element 2025 – Informational Edit 7 deleted.
3. Integrated Database
  - a. The 2009-10 DCC.COLLEGE reports for Room/Space Inventory, Faculty Load, and Distance Learning have been generated. Only PDF reports are now produced and have new names.
  - b. For 2010-11 CCTCMIS has added verification files for the data submitted to Teacher Certification for the State Approved Teacher Prep Enrollments and Completions. Beginning with 2009-10, new data fields were required for the baccalaureate programs: term admitted, GPA at admission, and term completed. The verification files and report are cumulative and have been generated for 3E 2009-10.

Community College ADB and SDB Databases  
Thursday, July 29, 1:00 p.m. – 4:00 p.m.

1. State Auditor – Diane McCarthy  
Requested record types 1, 6 and 8, please send when done with SDB submission. Submit full record types 1 and 6. Can wait until certification date to provide complete grades in record type 6.
2. Budget Briefing – John Holdnak  
Colleges will see a slight increase 3% overall to budgets
3. Admission Database – Robert McMullen  
New Data Element 1031 – will indicate if a student has been admitted to a State Approved Baccalaureate Teacher Prep program under the 10% waiver. All colleges with baccalaureate programs who do not have a State Approved Baccalaureate Teacher Prep program will code all students with an N value. This data is required for Federal reporting. A motion was made, seconded and approved to add DE 1031 to the ADB.
4. Student Database – Robert McMullen
  - a. FTE Flag (DE 3018) TV D – Direct Instructional Cost. CCTCMIS plans to delete this table value for 2010-11. Only one college is using this and CCTCMIS are in discussion with this college. It was moved, seconded and approved this value be deleted from DE 3018. Beginning

in 2010-11. CWE is non funded and does not count for Funded FTE. CWE must still be reported on the SDB as always and CCTCMIS will exclude CWE from the Funded FTE.

- b. For the 2010-11 reporting year, changes have been made to Record Type 6 in regards to Workforce Development Instruction, Community College Program Fund, CWE, Course Withdrawal and Official Withdrawal.
  - c. Reporting SB1908 Students on Entry Level Test – for the 2010-11 SDB submission, report the sub-test data for student who took the Entry Level Test at a high school under SB1908 and passed or those who failed and did not complete the college preparatory course in high school. If the student failed the sub-test and completed the college preparatory course in high school, report the completion on the college preparatory completion indicator (DE 1106): H – student completed a college preparatory course in high school (successful exit). It was moved, seconded and approved to add H table value to DE 1106.
  - d. The new PERT Entry Level Test has been added to the SDB dictionary (DE 1104). The cutoff scores will be added as soon as CCTCMIS gets them.
  - e. Gold Standard Industry Certification Code – for the 2010-11 SDB submission, the data element Gold Standard Industry Certification Code (DE 1205) was added to the Acceleration Record Type 3, colleges will need to send this data.
  - f. 2010 Baccalaureate Program CIP Codes – the change for 2010-11 SDB submission will be 1105116012 to 1105138012 for the Baccalaureate Nursing program.
  - g. Race/Ethnicity Reports – the following reports will be effected by the change in race/ethnicity reporting:
    - AA1A Report
    - AA1B Report
    - AA1C Report
    - Enrollment in Occupational Specific Programs Report (EP)
    - Readiness for College
    - PSAV Readiness for College
    - Fall Enrollment Report (EF2)
    - IPEDS Completion Report (C2)
    - IPEDS Fall Enrollment Report (EF2)
5. Miscellaneous Information – Joan Roddenberry
- a. NRS reports are on the restricted hub, no masking of values less than 10
  - b. Technical Skills Attainment – send supplemental files to Joan by October 1, 1A1 and 1P1. Files will be sent to Teresa by October 10. Reports can be found under the name CCXX.PERKIV, where XX is your college number. GPA match still covered in 09-10 not sure about 10-11.
  - c. Recreation & Leisure – do not need President’s signature on the certification form.
6. Dru wants to have a remote meeting to determine how data is extracted for accountability reporting.
7. Karen Lippe (Palm Beach State) and Leigh Hopf (St Petersburg) gave a briefing on “Reporting Baccalaureate Degrees”

## MISATFOR

Friday, April 24, 9:00 a.m. – 10:30 a.m

1. Approval of Minutes – It was moved, seconded and approved to accept the meetings minutes as changed.
2. SB1908 – Gene Kovacs  
With PERT collect all data and have the ability to match. If college uses only PERT DOE will do matching because they will have access to that data. If colleges are still using CPT DOE doesn’t have capability to match. Concern that students will take the college preparatory courses even if they aren’t SB1908 eligible. Also concern about the validity of classes taught at district level. Using both CPT and PERT only need to send CPT.

3. FTE – Brian  
Projections are done. Historical report updated. Deadlines are set by the enrollment conference.
4. IPEDS & Accountability – Robert McMullen  
Robert covered several items in regards to IPEDS and accountability to include that the net price calculator will be required in October 2011; new race/ethnicity codes mandatory for fall enrollment and human resources; new CIP 2010 mandatory; Institutional Characteristics (IC) header data moved from IC to Registration; and new verification reports.
5. Election of new officers  
Dee Nielsen, Chair  
Margaret Wingate, Vice-Chair  
Newton Beardsley, SDB  
Vince Jones, FACDB/PDB  
Blanca Adams, Recorder
6. Equity Conference is scheduled for October 27-29. MISATFOR and Equity Conference to have a joint session.
7. Dual Enrolled courses taught at the HS by HS teachers – concern courses are not as rigorous, watered down. Robert sent reports, data we have is not going to be enough. Need to know number taught at HS, taught by HS instructors, and if HS instructors paid by district or paid by colleges. May need a supplemental collection, also need to define “by HS instructor.”
8. Factbook – criteria developed and used by others who didn’t understand numbers. Want colleges involved in possible changes to factbook. Go through factbook and see what is useful, what isn’t, and what can be added.
9. Adjournment – A motion to adjourn was seconded and approved at 10:30 a.m.