

Management Information Systems Advisory Task Force (MISATFOR)
Meeting Minutes for February 21-22, 2008
Ramada Conference Center, Tallahassee, Florida

Community College/Technical Center Common Issues
Thursday, February 21, 8:30 a.m.-10:00 a.m. (Regency Ballroom)

1 Administrative Items – Bill Carman

SUNCOM is a large umbrella, one-piece of which is seven-digit dialing. The seven-digit dialing is going away as of April 1st. From then on, anyone trying to reach FLDOE staff must dial the 850 area code (if outside the calling area) followed by the 245 prefix and the last four digits of the number.

The New Reports Coordinator training “crash course,” scheduled for April 1-2, will be expanded to school districts in the future.

Regarding anticipated AA graduates, FLDOE staff has requested legal counsel to OK the practice of forwarding student contact information of those approaching graduation to private schools to be used as part of their marketing efforts.

Among the Perkins III issues that impact Perkins IV reporting is data on special populations such as single parents, displaced homemakers, etc. These populations are not reported in Perkins IV. Further, this information cannot be requested but must be collected and stored if provided.

2 NRS Tables 4, 4B and 5 Discussion – Joan Roddenberry

Files returned with students who were post-tested resulted in having duplicates in Table 4B. For this instance, the information from SDB and supplemental files were used but not the web site. Although supplemental information will be used for 2007-08, for 2008-09 only the SDB will be used. For Table 4C, identify anyone as a distance learner as those taking courses with a distance learning component of 51% or more.

3 Annual Reports Workshop Update – Bill Carman

The ARW will be held at the Marriott Sawgrass in Ponte Vedra on July 20-24.

4 Office of Equity and Access Presentation – Lydia Southwell and Craig Winger

The timing to collect demographic information such as disabilities must comply with civil rights issues. It should not be seen as some populations being targeted to collect this information. A recommended time to request it is at time of admission. Also, it cannot be requested and the form cannot have types of disabilities listed. It should indicate that providing this information is voluntary.

Community College PDB, APR, IDB & Facilities Data Base Issues
Thursday, February 21, 10:15 a.m.-11:45 a.m. (Regency Ballroom B)

- 1 Consolidated Certification Forms – Gene Kovacs
New forms which consolidate certification of several databases with one signature were distributed for information and review.
- 2 New Due Dates – Winter/Spring and Annual Submissions – Gene Kovacs
The submission calendar has been reformatted and a new procedure implemented to designate part of the submission window as a “Data Verification Period”.
- 3 Verification Reports (FCCJ/TCC Blog) – Robert McMullen, Karen Lippe
FCCJ suggested setting up a website, perhaps a “wiki”, to provide background and procedures and share experiences regarding verification of reports, particularly IDB reports. This will be discussed and coordinated further.
- 4 Office of Equity and Access, Adjunct Faculty – Craig Winger
The Equity Report will contain a table requesting information on adjunct faculty. This table is optional this year.
- 5 APR Data Element Review – Gene Kovacs
CCTCMIS staff presented a proposal to not include data on terminated employees in the APR. This information is not required by IPEDS and has not been used for other purposes previously. This would make two data elements, Termination Date (DE 0200) and Termination Status (DE 0210), unnecessary. After some discussion, the motion to delete these data elements and adjust the APR machine record format was approved.
- 6 PDB/APR Ethnicity Machine Format – Gene Kovacs
The machine record format of the PDB and APR is being modified to accommodate the new race/ethnicity codes. The overall length of the record will be maintained. Colleges should implement this change as soon as possible so CCTCMIS staff can review it.
- 7 PDB Revision Committee Update – Gene Kovacs
The committee met in Orlando and is considering a full revision of the database. This process is not just a tinkering with a few data elements. The committee has recommended using APR for IPEDS only. CCTCMIS will be downsizing the system as time allows.

Community College Student and Admissions Data Base Issues
Thursday, February 21, 1:00 p.m.- 2:30 p.m. (Regency Ballroom B)

- 1 PSAV Programs with Credit Courses – Julie Alexander
Colleges who have PSAV students with college credit courses that apply to the degree must show those hours in DE 2007, clock hours, so they can be captured as “concentrators” for Perkins Accountability Measures.
- 2 Fee Waiver Reports State Employee/Purple Heart – Joan Roddenberry
A report on State Employee/Purple Heart fee waivers was distributed.
- 3 Perkins IV Credit and PSAV Concentrator Reports – Joan Roddenberry
Reports on PSAV and concentrator status were distributed. Also, it was indicated that since Tech Prep has rolled into Perkins, the Tech Prep flag (DE1043) may be modified.
- 4 Data Elements 2007 and 2008 hours = 99999.9 – Joan Roddenberry
A report on Data Elements 2007 and 2008 containing all 9s was distributed.
- 5 Data Element Review of FTIC and Transfer – Judith Thompson
Summary of survey completed by college Registrars was distributed. The information shows both similarities and discrepancies on several specific items. Further, the FTIC and Transfer flags are needed for IPEDS and Excess Hours reporting. Registrars will be asked regarding their preference for particular definitions.
- 6 Transfer Hours for Degree – Judith Thompson
Reports were distributed that compared between Native Hours reported in the Excess Hours report and the Hours reported in SDB Course record (Record Type 6). The data was similar but several clarifications need to be made as to how the hours will be counted. Further, there is new legislation being considered on Excess Hours.
- 7 Additional IPEDS C2 Report – Judith Thompson
CCTCMIS staff has produced a new report that presents the C2 data in a format that will make it easier to verify against the data sent to IPEDS. The new report is sorted by the 2000 CIPS with the 1985 conversion.
- 8 Enrollment and Completions – Robert McMullen
Verification and reports after the reporting year is closed will use same selection criteria for enrollments. There was some discussion on whether these reports should also check for courses rather than just programs. Completions reported will be checked against the whole previous year for duplicates.
- 9 Baccalaureate Enrollments – Robert McMullen

The dynamic Factbook will include both Transitional and Baccalaureate as part of enrollment counts.

- 10 Term Course Load and Term Hours Earned – Robert McMullen, Karen Lippe
There was discussion on the criteria to prepare reports that will replace the eliminated Term Course Load and Term Hours Earned data elements. It was recommended to use the Course Record (Record Type 6) by sorting the same way it's done for FTE reports unless otherwise requested. Audited hours would not be included. And passing grades would be used.
- 11 FAID Record 8 New Edits – Robert McMullen
New edits checks match between Award Type and Need/Not Need Based for those award types that can be determined one way or the other.
- 12 Course Section Location, Site 99 – Robert McMullen
Site 99 will no longer be used in the SDB. All courses, including Internet-based courses need to be assigned to a specific physical site.
- 13 Teacher Ed Programs – Robert McMullen
Programs may have to be broken out by subject area. Further, the Admissions Data Base may be required for all institutions that have an Educator Preparation Institute.
- 14 Frequency Analysis – Katie Decoteau
Frequency Analysis reports are available for Ending Fall and Beginning Winter/Spring terms in PDF format.

MISATFOR/WEDDAC

Friday, February 22, 8:30 a.m.- 1:00 p.m. (Regency Ballroom)

- 1 Administrative Items – Bill Carman
This meeting had a new record in attendance with 55 staff from Community Colleges and 54 staff from the Districts attending. A moment was taken to recognize all of the CCTCMIS staff who coordinate and make sure that these meetings are efficient, effective and productive. The Data Quality Award is going to be revived. Previously it has been called the Charlie Award or CAT (consistent, accurate, timely). Evaluation towards this award will begin with the End-of-Summer submission window. Points will be awarded based on several categories. The Annual Reports Workshop will be held on July 20-24 at the Marriott Sawgrass in Ponte Vedra.

There have been comments about the arranging of discussion items based on importance and especially as they may relate to funding. Bill stated that all items on the MISATFOR and ARW agenda are important and the ordering of them will remain at the discretion of the CCTCMIS staff. As far as funding

impact of any item, Bill states that as things change, something could have a funding impact today that did not before, therefore all discussion items should be considered in that light.

- 2 Approval of Minutes from November meeting – Jan Cessna
There was a motion to approve the minutes of the November meeting. This motion passed and the Minutes were approved.

- 3 IPEDS – Judith Thompson
A crosswalk between 1985 and 2000 CIPs is available.

Race/ethnicity codes will be collected using a two question format. A directive will be issued to re-survey staff and re-surveying students will be encouraged. Reports will be prepared following the format of the EF-2 report. There will be a difference between this report and the data collected from the SDB and repackaged to be submitted to IPEDS.

Bill Carman recommended a more coordinated implementation schedule so there can be some commonality between Districts, CCs, and Universities. There is no timetable for when FASTER will implement this. Judith will contact IPEDS to inquire about the set-up for the Finance Survey the Districts need to complete. On the Community College side, data needs to be verified beforehand to avoid changing information already uploaded to the IPEDS site.

The Finance Survey will not open until March but CCs may start gathering the data ahead of time. The survey announcement, instructions, and attachments were emailed to CCs (in some cases the body of the email was blank). Also, IPEDS no longer prepares graduation rates on athletic related aid. CCTCMIS will continue preparing these reports from the data submitted in the SDB for CCs to use for Student-Right-To-Know.

- 4 Community Colleges/School District Tech Center Issues – Tara Goodman
There is no baseline data available yet but it should be available in April. At that time institutions will have an opportunity to review and modify the baseline data.
- 5 Technical Centers Budget, Funding and Legislative Issues – Tara Goodman
The draft of the Senate higher education appropriations on workforce development funds was distributed. Overall, the draft indicates that workforce development funds will be cut by \$7.7 million.

An aside was taken to recognize Sue Brennan who is retiring on April 1st. All attendees expressed their appreciation for her work and assistance through the years.

- 6 CC Budget, Funding, and Legislative Issues – Ed Cisek
The Legislature hasn't started with the 2008-09 budget because they are still working on balancing the 2007-08 budget. The 2008-09 budget will start with \$2 billion less and will represent the lowest funding in the last 20-25 years. It appears it will take up to 3 years to get to the 2007-08 appropriations level.

The Funding Committee recommendations were accepted. The Adult Ed Committee felt that the FTE data reported on Adult Ed showed an uneven application of reporting procedures. Therefore, the data submitted will not be considered and the level of Adult Ed FTE reported in 2005-06 will be used for the funding formula.

A handout on budget and legislative issues was distributed for discussion. Topics addressed included: the 2008-09 Legislative Budget Request, Funding Committee recommendations, a highlight of two bills being discussed on fees and funding, data on College Prep/Florida High School graduates, data on Fall 2007 faculty salaries, data on dual enrollment and accelerated funding, and data on productivity, and output and costs.

- 7 CC Student FTE – Robert McMullen
There was a brief discussion on pending issues regarding Student FTE.
- 8 FCCS Accountability – Katie Decoteau
Accountability Measure 2 has been modified and will be redistributed. Additionally, certification forms will be modified so CCs are not asked to certify the accuracy of data and performances at the Florida SUS.
- 9 Emerging Issues – Nancy Copa
There were several brief announcements: A handout on the next Connections conference was distributed. There will be a program review on EPI in March. Similarly, a study on Dual Enrollment will be completed in March. The Concurrent-Use survey CCs need to complete will go out soon. Also, there's an opportunity to apply for a 2+2 Partnership Incentive Grant. This is a non-recurring grant.
- 10 Next Meeting – Bill Carman
The next MISATFOR/WEDDAC meeting will be held April 17-18 at the Santa Fe Community College campus.
- 11 Old Business/New Business – Bill Carman
The New Reports Coordinator Crash Course will be held April 1st in Tallahassee.

A motion to adjourn the meeting was seconded and approved at 11:30 a.m.