

Management Information Systems Advisory Task Force (MISATFOR)
Meeting Minutes for April 17-18, 2008
Santa Fe Community College, Gainesville, Florida

Community College/Technical Center Common Issues
Thursday, April 17, 8:30 a.m. – 10:00 a.m. (Room R-01)

1. Administrative Items – Bill Carman

- a. Ginger Gibson, Associate Vice-President, delivered welcoming remarks.
- b. Mike Droll indicated that there will be a tour of the Santa Fe Zoo on Friday afternoon. Beverage service will be provided mid-morning and mid-afternoon on Thursday, and mid-morning on Friday.
- c. Bill Carman indicated that an October 30-31 MISATFOR meeting at the Hilton in Clearwater Beach will replace the September and November meetings.
- d. Bill Carman announced his retiring by the end of the Annual Reports Workshop (ARW) in July. Also, since chair-elect Jaime Castro is departing his institution, Jan Cessna agreed to serve one more year.

2. A tentative one-page agenda for ARW was distributed.

3... Perkins IV Update – Mark Baird

He announced that business rules were distributed via email. A packet containing secondary, post-secondary measures was distributed. P-measures are the credit programs. They go measure by measure using definition from State plan. Then, an operational definition with the logic used to pull the data is presented. Baseline data at each Local Educational Agency (LEA) for 06-07 is presented.

4. NRS

Tips on helping students set their goals were shared. Colleges need to identify co-enrolled students in DE 3005 (enrolled in K-12 and also taking an Adult HS course at the College) so they are backed out of the NRS process.

5. SAT/ACT Test Repository – Nancy Copa

Handout listing the repository users was distributed. Repository is at one of the data centers. SAT and ACT are sending data dump of HS students with all their scores. Institutions can find the best verbal and best math scores. But those that don't use the repository and request scores from the College Board will only get verbal and math scores for the best composite score.

Community College PDB, APR, IDB, & Facilities Data Bases Issues
Thursday, April 17, 10:15 a.m. – 11:30 a.m. (Room R-01)

1. IDB SREB - Gene Kovacs

CCTCMIS staff has added the EPI course to the academic year data collection for SREB. Colleges need to review this data although it may not be rerun and resubmitted. The data matches are for SREB and since hours cannot be estimated, the calendar year is used (Winter/Spring, Summer, Fall).

2. IDB Distance Learning Consortium – Gene Kovacs

The Distance Learning Consortium does not have any issues so Colleges need to coordinate with each individual Distance Learning Coordinator for feedback. The changes will affect the PDB course record. Colleges need to review this and be prepared to discuss it at the ARW.

3. PDB Informational Edit Analysis – Gene Kovacs

Frequency analysis of informational edits for all 28 Colleges have been prepared. Individual Colleges should review these edits to identify those that can be used to improve the process. Particular attention should be given to the rank and the mismatch between tables 3 and 4 between course and instructional assignment.

4. PDB Revision Committee Update – Gene Kovacs

HR Council will look at verification reports in addition to fact book reports. Currently the feeling is that APR will be used only for IPEDS and PDB data will be used for the fact book

5. Auditor General Request - Gene Kovacs

Aggregate PDB reports will be sent to the Auditor General every year.

6. APR Data Element Review – Gene Kovacs

Three data elements in the APR (DE 0141, Support, DE 0220 Soft Money, and 0230 Org Unit and GL Codes) were eliminated.

Community College Student and Admission Data Bases Issues
Thursday, April 17, 1:00 p.m. – 2:30 p.m. (Room R-01)

Miscellaneous – Bill Carman

Data Quality Awards

The process has been updated and a handout was distributed.

Student and Admissions Database – Bill Carman

1. Mass Mailing Data Sets Provided to ICUF

Schools should only provide information if they notify the students their intent to release directory information. Nancy Copa indicated that no reciprocation from ICUF schools can be expected. On an unrelated issue, it was indicated that colleges will receive some feedback on enrollment by the schools in the SUS.

3. FAID auditor general request

Colleges will need to submit to the auditor general record type 8 for Fall and Winter/Spring. A new setup will be followed to submit data using FTP.

5. EPI CCTCMIS Reports

Data on the EPI program will be included in all completions and enrollments reports.

6. Duplicate Completions Informational Edit

A report listing duplicate completions has been prepared and will be generated with the rest of the verification reports.

7. SAS Edit Program

The COBOL program will be run for the last time in parallel during the Winter/Spring submission period. Beginning with the Summer submission, only the SAS program will be run.

8. Economically Disadvantaged Verification Report

The Economically Disadvantaged Verification report has been completed and will be generated with the rest of the verification reports.

9. Deletion of Data Elements

Data elements on Term Course Load (DE 1022, 1023) and Term Hours Earned (DE 1024, 1025), which were approved for deletion over a year ago, will be reviewed one more time during the ARW.

10. First-time Student flag (DE 1005) and Transfer Student flag (DE1032)

Julie Alexander will make a presentation on these data elements to the College registrars during their meeting in May.

11. Transfer Hours for Degree – Robert McMullen

A handout was distributed presenting comparisons between the Native hours reported in the Excess Hours report and the SDB Course Type Record.

12. New Data Elements for Perkins – Joan Roddenberry

For Perkins IV, industry certifications will be submitted in a new Record Type 9. Please see handout. Displaced Homemaker information will be received from AWI because an agreement that is in place between FETPIP and AWI. Migrant information from DOE also will be received. There was a motion to table this issue until the ARW. This was approved but if Colleges have something to report they must do so in Record Type 9. The handout also presents new data elements in the Course Record: enrollment date, course exit date, and course post-test status. A motion was made to approve only NRS data elements and it passed.

13. Miscellaneous Items – Joan Roddenberry

College CIP file with 2000 Federal CIP is available for download. Also, a handout was distributed on Adult Goal by ICS.

14. Blog Pilot Project on State Reporting Issues

FCCJ Institutional Research office is pursuing a blog pilot project on state reporting issues that can become a center to store knowledge and share tips and advice regarding college reporting issues. Please contact the office with input and/or questions.

MISATFOR/WEDDAC Meeting

Friday, April 18, 8:30 a.m. – 1:00 p.m. (Room R-01)

1. Administrative Items – Bill Carman

Acknowledgements were expressed to Mike Droll and all the support staff from Institutional Research who worked behind the scenes to make this meeting a success.

2. Next Meeting

Information on the ARW is posted on the website. Please continue to register online.

3. Minutes from previous meeting were approved.

4. IPEDS

Sophia Gaines is still working on the cost analysis part. New race and ethnicity codes will be implemented in 2010-11. Until then, Colleges are allowed to send old codes. Judith will provide a full update at the workshop. The Accountability process has begun and it's due May 13.

5. GED

Joan Roddenberry asked who is having trouble receiving GED information. Joan will get information for colleges and districts processed by the end of the year, working with the GED office.

6. Community College Update – Nancy Copa

Information on the upcoming Connections Conference was distributed.

Regarding the Education Summit, 17 colleges have agreed to participate in a pilot to teach HS the Developmental Ed Curriculum so they can teach Development Ed Math.

April is Community College Month and Facts.org prepared a campaign targeted to HS graduates so everyone getting their diploma has postsecondary plan whether it is in a university, college, tech school or military.

Baccalaureate program chart came out but it's being revised and will be posted.

The program review on EPI is centered on the alternate certification piece of EPI. The Concurrent Use Report due at the end of April excludes distance learning.

7. CC Budget, Funding and Legislative Issues – Patti Askins

Patti shared the news that Ed Cisek is retiring. Decision for replacement is still pending. A review packet on the budget was distributed.

8. Community College Student FTE – Robert McMullen

Enrollment conference will prepare a unified projection for colleges, public universities and independent colleges and universities. They'll project head count and project FTE. FTE projections for the enrollment plan and capital outlay will not include site 99. If a college is still using this code, the FTE under this code will need to be redistributed to the other sites. For PDB, colleges need to continue using site 99.

9. ICS to CIP Code Conversion – Patti Askins

Patti shared a PowerPoint presentation and on the Course Identifier Code project. This transition may require two data elements. College representatives emphasized that this change implies changes in registration, enrollment, payroll, and workforce systems, to name a few and the goal of an implementation for 2009-10 seemed overly ambitious. Also, business officers need to change the

Accounting Manual accordingly to take the new system into account. Colleges require a period to change all these systems and then be ready to implement them within a single week in July. What is now needed is an implementation plan.

10. New business – Carol Weideman

Carol invited everyone to the FACC Institutional Effectiveness Committee Summer Conference. A survey on topics and presentations is available.

A motion to adjourn the meeting was seconded and approved at 12:30 p.m.