

**Management Information Systems Advisory Task Force (MISATFOR)**  
**Meeting Minutes for October 30-31, 2008**  
**Hilton Clearwater Beach, Clearwater Beach, Florida**

Community College/Technical Center Common Issues  
Thursday, October 30, 8:30 a.m. – 10:00 a.m. (Salon G)

1. Administrative Items – Gene Kovacs  
Gene announced Jay Pfeiffer is retiring and this will be his last MISATFOR meeting.
2. Keynotes – Jay Pfeiffer  
Jay presented a PowerPoint presentation titled “Revising Florida’s High School Accountability System”. Jay discussed Senate Bill 1908 – starting in 2009-10 school year, 50% of school’s grade will be based on existing FCAT related factors and the remaining 50% will be based on factors that include the following five components:
  1. Graduation Rate - The Secretary of US Dept of Education is proposing a uniform H.S. Graduation Rate for all the states. When the Florida Graduation Rate is compared to the USDOE proposed rate, there is only a 2% difference overall.
  2. Performance and Participation in Accelerated Coursework – two formulas are being proposed one for performance and one for participation. The Participation measure has no weights applied for different types of acceleration coursework. The performance measure has a weighting method proposed based on the logic used to award Postsecondary credit by exam.
  3. Postsecondary Readiness – there will be separate measures for reading, writing, and math. If multiple tests are taken (ACT, SAT, CPT), use highest score.
  4. Graduation Rate for at Risk Students
  5. Growth or Decline in components – schools earn bonus points based on magnitude of improvements.
3. NRS – Joan Roddenberry
  - a. Joan passed out the NRS Selection Criteria to schools that report NRS. The 2007-08 data was pulled by this selection criterion.
  - b. Nine of the colleges are using the Division’s data.
  - c. There will be a Federal audit of the data in the near future.
  - d. A question was posed by one of the schools – Is GED considered a Post Test? There was some discussion but no resolution.
  - e. We do not get credit for Co-enrolled students so they are not tested (TABE).
  - f. Dru Clark suggested adding an NRS best practices meeting to the next ARW agenda so schools could share how they are collecting the data.
  - g. Joan asked the schools if age can determine co-enrolled students – the answer given was no. Joan reminded the colleges they need to identify co-enrolled students in the SDB data element.
  - h. Pre-GED program – have no way to get LCP if not reported.

4. Perkins IV – Joan Roddenberry
  - a. Have not produced tables yet - waiting for FETPIP
  - b. Dual Enrollments – it is to the college’s advantage to exclude dual students. We do not want students in the denominator that will never end up in the numerator.

Community College PDB, APR, IDB, & Facilities Data Base Issues 10:15 am–11:30 am

1. Integrated Database – Robert McMullen
  - a. Adhoc Request for Grant Proposal – Daytona State College requested a report from CCTCMIS to fulfill a grant application. The selection criteria and report is included in the IDB handout.
  - b. Some of the college’s email systems reject emails when certain file types are attached. CCTCMIS is looking at developing a Share Point System rather than send attachments through email. Report Coordinators would be given access to their school’s data through a portal. The portal could also be used for feedback, bug forms, and suggestions.
  - c. Data Quality Award – Gene Kovacs – The criteria for the award developed by Bill Carmen is included in the IDB handout. A long discussion broke out about the award. What is really being rewarded – Data Quality or Timeliness? There was a suggestion to change the name to On-time Charlie award. Another suggestion to give Gold, Silver, Bronze awards rather than just reward one school.
  - d. A comment was made that some school’s terms end after the submission window is open causing their submission period to be smaller. A suggestion was made to email a survey for feedback from the colleges about due dates.
2. Personnel Database – Robert McMullen
  - a. NRS Distance Learning DE 4060 Table Value A was implemented this year so colleges will not have to send a supplemental file next year.
  - b. All pre- and post-tests for NRS Distance Learning courses must be administered in person.
  - c. Reporting Non-Instructional Activity – the PDB Revision Committee recommended reporting non-instructional activity only in the Fall Term beginning in 2009-10.
    - i. A new data element will be needed to determine the employee’s Primary Activity.
    - ii. Schools will be allowed to send non-instructional activity for Summer / Spring submission, however, only the Instructional Activity will be loaded.
    - iii. Several options were discussed about Salary and Fringe Benefits submissions. A demographic record is necessary for those employees so we have to decide whether or not to send a demographic record for every employee during the submission or CCTCMIS can save the demographic records during the Summer / Spring submissions if reported. Vince made a motion to send a demographic record for every employee during the Salary and Fringe Benefits submission, Karen Lippe seconded it and it was approved.
  - d. The HR Council has created a sub-committee to review the PDB verification reports. MISATFOR asked CCTCMIS to provide a list of the members.

- e. Several members of the MISATFOR sub-committee to review the PDB verification reports are no longer with the colleges so CCTCMIS asked for a new chair for the sub-committee and new members to be on the committee. Alys Arceneaux is the new chair and Vince and Cassondra are new members. Previous members are still on the committee – Dee Nelson and Bert Merritt.

#### Community College Student & Admissions Data Base Issues 1:00 pm – 5:00 pm

1. OPPAGA Dual Enrollment Follow-up Study – CCTCMIS supplied OPPAGA with data for a follow-up study on Dual Enrollments. The results of the study are in the SDB handout.
2. CPT Pilot Data Collection – Senate Bill 1908 allows Colleges to test high school Juniors for college and career readiness. If students fail the CPT, they can be remediated at the High School.
  - a. Some funds are available this year and maybe next year. After that is unknown.
  - b. There is an issue about how the colleges will receive the data from the H.S. for students that have been remediated.
  - c. Districts have to identify the students that will be tested. Colleges will test the students and keep test data in their student record systems.
  - d. Agreements are required between Districts and Colleges.
  - e. There will be a separate submission to report these students.
  - f. One of the colleges noted that we may need an additional table value in SDB<sup>2?</sup> for the data element which indicates if the student took the highest level college prep courses.
  - g. We may need to add a field to Faster / Transcripts to identify these students and whether or not they have been remediated.
  - h. During the February MISATFOR meeting we will determine the submission date for the data.
3. Status First-time Student Flag (DE 1005) and Transfer Student Flag (DE 1032) – Jo Conte presented a handout showing the current and proposed definition changes for these data elements. About a year and a half ago, MISATFOR created a subcommittee to redefine the definitions so colleges would report the data the same way. After a discussion concerning the new definitions, it was decided that the definition for First-Time in College was still unclear about Dual Enrolled students. MISATFOR asked the sub-committee to reword the definition to make it clear that Dual Enrolled students would be coded as “D” when they first enroll at the college, then “N” every term after that. They will never be coded as “Y”. CCTCMIS will develop an algorithm to report Dual Students as First Time in College the first term they take classes at any of the Florida Colleges after high school. MISATFOR members asked CCTCMIS to provide a file of these students to the colleges for their internal reporting.
4. Comparative Frequency Report – CCTCMIS recently made changes to the comparative frequency report. Examples of the changes are included in the SDB handout. CCTCMIS was asked if the report could be provided in a version that would print better on a black and white printer. Some of the colleges do not have color printers available. Another suggestion was to provide the data in Excel format.

5. Teach Florida – CCTCMIS staff wanted to make sure MISATFOR members are aware of the New Federal Financial Aid Teach Grant. The data is to be collected now, but will not be reported in Record Type 8 until Oct 2009.
6. Student Directory Opt Out – At the last ARW, MISATFOR approved adding a new D.E. to SDB Record Type 1 to identify students who have opted out of having their information published. This may not be necessary because CCTCMIS is not allowed to release any student data as directory information. CCTCMIS is waiting for this in writing for making a final decision.
7. Course Match Report – Beginning this submission year, two new sections were added to the Course Match Report – Discontinued courses and Pending Courses.
8. Summary of Changes – To reduce paper, CCTCMIS will be publishing the Summary of Changes for each database on the Web rather than handing out paper copies at the ARW.
9. AA1A Verification Report – CCTCMIS staff added a new section on the AA1A verification report – Non-Traditional. An example of the change is in the SDB handout.
10. Career Pathways Flag (DE 1043) – the definition was updated to match the definition between technical centers and community colleges. A motion was made to approve the definition change, seconded and approved.
  - a. A question was posed if Career Pathway student does not enroll in their Career Pathway degree at the college, can they still be counted as Career Pathway?
  - b. Can a field be added to Faster Transcript to identify Career Pathway students?
11. Student Date of Entry (DE 1020) and Adult Educational Courses Exit – Date (DE 3024) – NRS Reporting. Some of the colleges had difficulties submitting their data during 2008-09 Summer and Fall (2B) submissions because of a critical error that compares these two data elements. CCTCMIS staff proposed updating the definition of Student Date of Entry to include Adult Education Courses. They also asked for a new critical error between Adult Ed Exit Date DE (3024) and Adult Ed Entry Date ED (3023). Both items were tabled until the Feb MISATFOR meeting.
12. Joan Roddenberry gave the colleges handouts comparing the colleges Credit Enrollments, Vocational Enrollments, Completions, OCPs/LCPs, Apprenticeship, Adult Goal, and Valid/Invalid Functioning levels. One of the colleges asked if Joan would update the OCP/LCP report to compare the data for last year by comparable terms rather than the whole year.

MISATFOR / WEDDAC Agenda 8:30 am – 1:00 pm Friday October 31, 2008

1. Technical Center Issues – Tara Goodman / Mark Baird –
  - a. The Industry Certification list is being revised. Colleges will be able to request additions to the list and provide other data sources.
  - b. DOE is adopting a new Strategic Plan for New Accountability Measures.
  - c. Budget – no news – governor is looking to cut programs and is looking for new revenue sources. A mid-year cut like last year is possible.
  - d. New Research Projects – Workforce Education Fact Sheets (State-wide data); study of co-enrollments; dropout study; student participation and performance; and Ready to Work.

2. Administrative Items - Gene Kovacs – Next MISATFOR meetings Feb 26 & 27 and Apr 23 & 24 in Tallahassee at Ramada.
3. Community College Update – Jo Conte – passed out a copy of her PowerPoint Presentation which touched on the points below:
  - a. Jo discussed the similarities/differences between recommendations of the Florida College System Task Force and State College Pilot Project.
  - b. Process for colleges to apply for offering BA Programs
  - c. College & Career Readiness – Senate Bill 1908 – expands college readiness assessment to H.S. students.
  - d. American Diploma Project – align H.S. Graduation standards and match postsecondary readiness definitions
  - e. 2009 Connections Conference May 13-15 in Orlando
4. Community College Feedback Report – Nancy Copa – Nancy changed positions and is currently working for ARM. She is working on a project to provide colleges information from the AA Anticipated Graduates data. To receive information about AA/AS Graduates from the Florida University System, each college is required to have an agreement signed by their President. The data is confidential and can only be kept for one year then must be destroyed. Any aggregate reports created from the data can be kept.
5. IPEDS – Robert McMullen – Robert passed out a handout for IPEDS and Accountability which had notes from Judith Thompson about the IPEDS submission and Accountability Status. Accountability is running late due to workload issues.
6. FTE – Robert McMullen – Robert passed out a handout for FTE. FTE-1 estimates are complete and will be presented at the Enrollment Estimating Conference on Nov 4. Because of an error with the SDB load program, nine colleges submitted data with site 99. The colleges that submitted the data have been notified and will have to re-submit their Summer data.
7. New Business
  - a. Because Accountability Measures are used to evaluate Presidents, colleges need the data early to review it. Peter from Polk Community College was nominated to survey the colleges to set up a schedule of when the data is needed.
  - b. There were no minutes from the last meeting.
  - c. A suggestion was made to create a Recorder position for MISATFOR to take minutes. The MISATFOR committee approved creating the Recorder position and nominated Peter from Polk Community College. Peter was not at the meeting at that time of the nomination and will be the Recorder this year pending acceptance of the position.
  - d. Karen Lippe suggested that selected colleges be prepared to present Best Practices at the MISATFOR meetings when the meetings finish early making best use of the time. She volunteered to create a presentation for the next time it is needed.

A motion to adjourn the meeting was seconded and approved at 10:30 a.m.