

Management Information Systems Advisory Task Force (MISATFOR)
Meeting Minutes for February 26-27, 2009
Ramada Inn, Tallahassee, Florida

Community College/Technical Center Common Issues
Thursday, February 26, 8:30 a.m. – 11:45 p.m.

1. Administrative Issues – Gene Kovacs
 - a. Next meeting is scheduled for April 23 and 24, 2009 at the Ramada Inn in Tallahassee, Florida.
 - b. Annual Reports Workshop – currently scheduled for July 19 through July 23 at World Golf Village in St. Augustine, Florida. However, since the workshop falls in the new fiscal year, the workshop may be cancelled or shortened due to financial constraints.
2. SharePoint – Debbie Fitzpatrick

Since we lost our secure website, Debbie has moved the information to the Sunshine Connections Business Intelligence portal using SharePoint. Everyone should have received two emails with information on how to access Sunshine Connections. This site will have a public and a secure section (the secure section will be accessible only by the Reports Coordinators). The URL for the Sunshine Connections Business Intelligence portal is <http://bi.sunshineconnections.org/Pages/Default.aspx>. From this page everyone will be able to access the CCTC directory, College Reporting information, Meetings, and Secondary Vocational and Adult Reporting. A handout was provided to everyone following the live demonstration.
3. National Reporting System (NRS) – Joan Roddenberry, Tara Goodman
 - a. Report every performance and LCP, not just for NRS, but also used for state reporting.
 - b. Report all enrollments – state will roll the 10 hours.
 - c. Be sure to report valid functioning levels
 - d. Federal Auditors questioned as to why we are reporting only 1 goal per student. The auditors indicated that we should be reporting 1 primary goal (making the assumption that all students have an academic goal) and up to 4 additional goals. This would require an increase of field size of DE1044 from 1 to 5 with the first character being the primary goal. There is a need for the auditors to define what is meant by primary and secondary goals. Tara indicated that the state wanted to start collecting this information in 2009-10.
4. Perkins – Tara Goodman
 - a. 2008-09 all new requirements to Feds
 - b. Error was found in the data for Credit and PSAV. All data being re-run to correct this error.
 - c. Some duplication will occur by programs.
5. IPEDS – Judith Thompson
 - a. IPEDS Technical Review Panel (TRP) #25 Requirements of the Higher Education Opportunity Act Net Price of Attendance was discussed. A handout was provided that included recommendations and review.
 - b. Student Financial Aid Summary of Changes – items which were previously added as optional are now mandatory. These items include the following:
 - 1) Number of students and average amount of aid received from all grants
 - 2) Number of students and average amount of aid received from Pell grants
 - 3) Number of students and average amount of aid received from other federal grants
 - 4) Number of students and average amount of aid received from federal loans
 - 5) Number of students and average amount of aid received from other loans
 - 6) Additional items due to HEOA: total aid granted to all undergraduates; total number who received a Pell grant; and total number of students in cohort who received any aid will now include Work Study.

There was some discussion about the terms “awarded and accepted” as opposed to “disbursed.”

- c. Enrollment Survey Student Faculty Ratio – will be calculated from the Human Resource Survey and the Enrollment Survey. However, since our institutions have enrollment that is not included in the survey, the ratio will not be accurate.
- d. Finance Survey – colleges will report using the old unaligned forms this year and implement the new aligned forms next year. Recommendation was made that the districts do the same.
- e. Spring Supplemental Survey – includes percentage of students with disabilities and GRS 100% and 200% time to completion.
- f. Race/Ethnicity – reminder: the old race/ethnicity codes will be used for reporting this year and next. This includes IPEDS.

Community College APR, Facilities, IDB, PDB, & SDB Databases
 Thursday, February 26, 1:10 p.m. – 4:30 p.m.

1. Administrative Issues – Gene Kovacs, Jan Cessna
 - a. Michelle Nifong from FCCJ was the SDB chair, but has taken on other responsibilities at her college, so Teresa Lott volunteered to be the SDB chair.
 - b. Someone is needed to record the minutes for the meetings. Jan asked for nominations and/or volunteers from the floor. Dee Nielsen (GCCC) volunteered to record the minutes.
 - c. Certification forms – the fax machine at CCTCMIS is not functioning properly. Please scan your certification forms and email them to Mark Shipley. Mark’s email will be sent to everyone. Asked if we could use electronic signatures, Gene stated that he would look into this and get back to us.
 - d. Gene wanted to know how many colleges would like to have a Reports Coordinator Crash Course. At least 4 colleges indicated the need. Gene will look into scheduling something for the next MISATFOR meeting in April.
2. Data Quality Award – Gene Kovacs
 Gene stated he is going to table this issue. He will generate reports for each college on number and timeliness of submissions.
3. College Feedback Report – Nancy Copa
 - a. The agreement has been written and approved by legal; however there is a difference between DOE and the Board of Governors on the release of SSNs. A possible work around would be to tack graduate information onto university information, however, this information would not be at student level, but would remain anonymous.
 - b. College Board is instituting SAT Score Choice. A new score-reporting policy that gives students the ability to choose which scores to send to colleges and universities.
4. Record Submission to the Auditor General – Diane McCarthy
 An email was sent out to the reports coordinators asking for submission of record types 1, 6, and 8. It was asked as to why the Auditor General’s office can’t get record types 1 and 6 from CCTCMIS after close of the database each term when the data has been verified. The colleges agreed to submit record type 8 twice a year (Fall and Winter/Spring) to the Auditor General’s office. A recommendation was made that this request be put on the Chart of Reports and that a memo be sent out with dues dates to remind everyone of the submission.
5. IPEDS for Colleges – Judith Thompson
 - a. Finance Survey – Board of Business Officers may want us to use new forms, but IPEDS wants them to use the old forms for next two years. If the new form is used a checklist will have to be obtained from Sophia Gaines.
 - b. EPI – discussions are on going with IPEDS on how to report EPI enrollment and completions. CCTCMIS will inform the group on what IPEDS decides.
 - c. Dual Enrolled Students – discussion about how to report State of Admittance of former dual enrolled students resulted in two possible options. The first option was to change D.E. 1018 to enter a value for First Time Transfers as well as FTIC’s and First Time Duals. This value would

be the same for all subsequent terms. Option 2 was to report all former duals as Florida residents. A motion was made to accept Option 2; the motion was seconded, and approved.

d. Student Financial Aid Survey (SFAID)

- 1) Need to determine what is meant by awarded/accepted. The survey used to ask for disbursed.
- 2) Two problems – not collecting data on awarded/accepted; and not calculating fee waivers. There will be discussion of the desirability and feasibility of reporting the SFAID through the state data base for the colleges at the ARW.
- 3) Spring Supplemental Survey – Disability will be verified using D.E. 1035. State will upload the data. Judith has written the program for the GRS information. Judith will put in system once the database has closed.
- 4) Edit Explanations – IPEDS is scrutinizing the edit explanations particularly where data is new or will be used for something new. Therefore colleges need to have an explanation for why the change.

6. APR/PDB – Non Instructional Employee Reporting, Salaries

The PDB Revision Committee recommended that the non-instructional activity be collected once per year and to be implemented for 2009-10. A new data element (D.E. 1009) will be added to the demographic record for “primary activity.” The PDB revision committee is looking at the PDB for other possible changes. It was stressed that it would be necessary to look at different scenarios as to how individuals are assigned/attached to a course and set the database to fit real world. Robert will be contacting different colleges for input.

7. Admissions Database – Cesar Regazzoni

- a. There is a need to add a new data value to the Admissions database for AAS students applying to a baccalaureate program. A motion was made to add the data value; the motion was seconded and approved.
- b. Vince asked for a session on 4-year programs to answer questions on what to do and what not to do; best practices from those colleges already offering baccalaureate programs. A session will be included in either the next MISATFOR meeting or at the next ARW.

8. CPT Pilot Data Collection – Cesar Regazzoni, Gene Kovacs, Julie Alexander

- a. SB1908 passed into law. Colleges will receive money for one year.
- b. CPT tests will be given to 11th grade students who scored a certain score on their FCAT. If remediation is necessary, it will be offered at the high schools. If the student chooses to enroll in the remediation course and pass, the student will not be required to take the CPTs again at college.
- c. CCTCMIS is proposing an annual supplemental file be submitted. The official submission period start date would be April 27 with a due date of May 11.
- d. There would be a need for code to translate that the students are college ready and the date they completed the remediation course. This information would be on the students’ high school transcripts.
- e. The college’s local Assessment Office is responsible for administering the CPT at the high schools.

9. FTIC and Transfer Flags – Cesar Regazzoni

The Division of Community Colleges sent a memorandum to CCTCMIS with new definitions and the vetting process for FTIC Flag (DE 1005) and Transfer Student Flag (DE 1032). CCTCMIS will be considering the necessary changes to edits to conform to the new decisions and will present them at a future MISATFOR.

10. Nation of Citizenship Codes – Cesar Regazzoni

SDB Nation of Citizenship (DE 1034) codes are different from the Student and Exchange Visitor Information System (SEVIS). SEVIS is used for reporting non-resident students on F or M visas and employees on J visas as required by the Department of Homeland Security. Need to use new codes for 2009-10. CCTCMIS will send a file that can be uploaded to update tables. A motion was made to use the same codes as SEVIS; the motion was seconded and approved.

11. PSAT Placement for Dual Enrolled Students – Robert McMullen
Beginning with Fall 2008-09, Hillsborough CC (HCC) has been granted use of the PSAT for placing dual enrolled students. The SDB has been updated to allow reporting of PSAT for entry level testing. This applies only to HCC.
12. CPT Math Scores – Robert McMullen
For entry level test on the SDB, only the CPT Algebra score can be reported. This is based on State Rule 6A-10. There are no plans to change the reporting to CPT math.
13. Student Directory Information – Robert McMullen
The previously approved change to SDB record type 1 for student directory information will not be put into place. DOE legal informed CCTCMIS that they are a second party and cannot release student data as directory information.
14. College Class Size Discussion – Robert McMullen
Several requests have been made to CCTCMIS for class size data, which CCTCMIS does not currently do. However, Robert suggested that we think about this issue and develop some kind of parameters, i.e., what needs to be excluded, for example, music, labs, clinical, criminal justice, open enrollment, workforce, adult ed, and distance learning. Send Robert any caveats on how to determine class size.
15. NRS, Student Date of Entry and Adult Ed, Course Exit – Cesar Regazzoni, Joan Roddenberry
A recommendation was made to add Adult Education to Data Elements 1020 and 3024. After several minutes of discussion it was determined that this recommendation was not necessary for DE 1020 but was needed for DE 3024. A motion was made to add an edit to DE 3024 as it relates to DE 3023; the motion was seconded and approved.

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Friday, February 27, 8:30 a.m. – 11:00 a.m

1. Finance Report – John Holdnak
Dr. Holdnak had a PowerPoint presentation that covered counter-cyclical enrollment patterns, college operating budgets, comparison of FTE to State Funds per FTE, Operating Fund per FTE, Median Annual Tuition and Required Fees, Florida's standing compared to the nation on student tuition, % of Fees of Operating Budget, Technology Fees, Tuition, just to name a few.
2. Administrative Issue – Gene Kovacs
It was requested that the MISATFOR meetings be rearranged, for example, have ½ day (afternoon session) on the first day and a full day on the second day. This would accommodate those who have to travel to the meetings. Also recommended was a Wednesday/Thursday meeting instead of Thursday/Friday.
3. October Minutes Approval – Jan Cessna
Due to pages missing from the October minutes, there was a motion made and seconded to approve these minutes at the next MISATFOR meeting in April. Motion was approved.
4. Accountability – Katie Decoteau
CCTCMIS have resolved the problems with FETPIP for the data for M3P2 Vocational Program Placement Report. The files are now available at NWRDC. Certification is due March 17, 2009. Summary reports for certified measures were sent out this week. There is a new summary report format.
5. IDB – Equity Report – Lynda Earls
The functions of the Office of Equity and Access ha been split between K-12 and the community colleges. All college equity reporting will now be handled by the Division of Community Colleges. Lynda Earls is the equity coordinator for the Division. Lynda gave an overview of what her office does. Lynda also stated that she is streamlining the collection process for the equity report.
6. IDB – Nursing Program Discussion – Robert McMullen, Gene Kovacs
In January the Division requested Nursing Program data related to the salaries and credentials held by full and part time instructors. In order to provide the Foundation with better information the Division, in conjunction with CCTCMIS, will be conducting a Nursing Instructor Survey. This information will be

used by the Foundation to possibly obtain some financial resources from non-government entities. The Foundation needs this information by March 16th. A survey will be sent out within the week.

7. FTE – Brian Walsh

Thanked everyone for recent submissions. Enrollment Conference set for Monday. System increased 8.3% if reports stay as run. Future memos will come directly from CCTCMIS.

8. Office of Educational Facilities (OEF) Survey System – Charles Wooten

Charles gave an overview on the changes to the OEF Survey. It is now a web based system, no longer completed on an Excel spreadsheet. OEF has tried to make it very user friendly and invites facility personnel to come to Tallahassee for a demonstration as well as training.

9. Old/New Business – None

10. Adjournment – A motion to adjourn was seconded and approved at 11:00 a.m.