

Management Information Systems Advisory Task Force (MISATFOR)
Meeting Minutes for April 23-24, 2009
Ramada Inn, Tallahassee, Florida

Community College/Technical Center Common Issues
Thursday, April 23, 8:30 a.m. – 11:45 p.m.

1. Administrative Issues – Gene Kovacs
 - a. Annual Reports Workshop has been cancelled. Looking at alternatives – other ways to communicate, i.e. tele-conferences or shorter meetings in Tallahassee.
 - b. CCTCMIS will provide packets of handouts for each session.
 - c. The Ramada Inn has set up a buffet for lunch; cost will be \$10.00 per person.
2. National Reporting System (NRS) – Joan Roddenberry, Alex Penn-Williams, Craig Winger
 - a. We were briefed on the OVAE visit to include having a common/standard intake form, collecting more than one student goal, identifying individual student progress, and common procedure for collecting information.
 - b. RFP will be performance-based.
 - c. Low percentage of individuals being posted-tested. Need to increase the number of individuals being post-tested.
 - d. Number of completes in the RFP will be tied to incentives (dollars)
 - e. Three possible goals per student, assume that every student has a goal of Improving Basic Skills or Learning English.
 - f. Mid-term reports – how well providers are reaching goals.
 - g. Table 4 data lined to federal grants.
3. SharePoint II – Debbie Fitzpatrick
 - a. Restricted site is accessible by Reports Coordinators only. Need email from Sunshine Connections with username and password to access site.
 - b. Let Debbie know if you are having any problems, have suggestions, etc.
4. Perkins IV Common Issues – Tara Goodman
 - a. A problem was found with secondary concentrators being attached to programs not offered by districts, working to resolve this issue.
 - b. Data being reported now will count in 2008-09
 - c. Working to resolve issues revolving around PSAV courses that begin in one term but do not complete until the next reporting year.
 - d. Placement issues – looking beyond October-December would require amending the state plan. Why only one quarter – always done this way, even in Perkins III. Willing to entertain discussion with FETPIP, possible supplemental submission to FETPIP. Didn't include supplemental files in Perkins III.
 - e. Need to refine list of what is considered non-traditional for 2010-11.

Community College APR, Facilities, IDB, PDB, & SDB Databases
Thursday, February 26, 1:00 p.m. – 4:30 p.m.

1. Administrative Issues – Gene Kovacs, Jan Cessna
 - a. Don't let agenda items scare you, any items not covered today will be carried over to tomorrow.
2. Admissions Database – Cesar Regazzoni
Submission of the new values for race/ethnicity (approved at the February MISATFOR meeting) will be optional for the 2009-10 submission year.
3. Student Database – Cesar Regazzoni
 - a. At the February MISATFOR meeting new definitions for FTIC (DE1005) and Transfer Student Flag (DE1032) were presented. CCTCMIS staff will review the SDB edits and any changes will be presented at a future MISATFOR.

- b. Robert led discussion about Student Date of Entry (DE1020). A motion was made and seconded to eliminate DE1020. Robert stated they will take it under advisement and a final decision would be made at a later date.
- c. At the February MISATFOR meeting the use of the FIPS 10-4 codes for the Nation of Citizenship code (DE1033) was approved. To facilitate the transition, CCTCMIS staff built a cross-walk file between the FIPS 10-4 codes and the ISO codes at NWRDC (DCC.COLLEGE.NATION.CROSWALK.YY2009). For the 2009-10 submission year, CCTCMIS staff will start using the FIPS 10-4 codes.
- d. Disabled Classification (DE1002) and Verified Disabled Classification (DE1035) were discussed. Students will need to be verified as disabled. An informational edit will be added for the 2009-10 submission year, with a critical edit in 2010-11. A list was provided as to which colleges may have differences. It was moved, seconded and approved that these edits be put into place.
- e. Based on a request from a college that is offering an apprenticeship program with a length of 10,000 hours, CCTCMIS staff requested to reformat the Program of Study – Hours (DE2004) from 9,999.9 to 99,999.9 to allow for larger programs. After some discussion, it was moved, seconded, and approved to remove the decimal place on the hours. Change will take effect with summer term 2009-10.
- f. Discussion ensued as to whether one should set Term Part-Time/Full-Time (DE1029) for students taking audited courses. CCTCMIS staff would like all colleges to have the same procedure for audited course to set (DE1029). CCTCMIS staff suggested using Term Course Load – Credit Hours (DE1023) and Term Course Load – Clock Hours (DE1022) to set DE1029. More information to follow.
- g. Information was handed out as to the number of EPI enrollments that had received any type of federal or state financial aid in the 2007-08 academic year.
- h. 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.
- i. The Federal Title 2 Teacher Education Prep. Data requirements have been expanded. Almost all of the new data must be supplied by the colleges as the data is not on the data base and can not be added. Teacher Certification staff will present at future meetings of EPI coordinators and MISATFOR regarding the new data requirements. CCTCMIS will continue to provide completers to Teacher Certification.
- j. The Division of Workforce Education has changed the Adult Education grant requirements due to a recent federal compliance visit. The new grant will require the differentiation of student by county of residence. It was proposed to add a field to Record Type 1 to accommodate this request. However, after lengthy discussion, it was suggested that if you have Adult Ed send zip code at position 191-199 (length 9) for 2009-10 end-of-term only.
- k. At the request of the Office of Vocation and Adult Education staff that visited the state in February we have been told that we must begin collecting more than one Adult Student goal. This change needs to be implemented for the 2009-10 reporting year. Colleges will be able to report up to 3 goals per student per term. This information pertains to NRS Table 5. X is now the default values to use, replacing I (improve basic skills) and G (learn English). If student is reported with an X, will not be on Table 5.
- l. New financial aid – Post 9-11 GI Bill – will begin in Fall 2009-10. CCTCMIS proposed adding 3 additional table values to Financial Aid Award Type (DE3208) to report the Post 9-11 GI Bill by veteran, spouse, or dependent. It was moved, seconded and approved to add the table values to DE3208.

4. Facilities Database – Linda

- a. After reviewing the State Requirements for Education Facilities (SREF) 2007, the following room-use codes were changed. An informational edit reflecting the deletions was added for the 2008-09 Winter/Spring (3E) term submission. For the 2009-10 year submission edit #5 will be critical. It was moved, seconded and approved that the informational edit will become a critical edit in 2009-10.
 - 1) 230 – Individual Study Laboratory and 235 – Individual Study Laboratory Services were deleted.
 - 2) 755 – Central Service Support, 765 – Hazardous Waste Service, 815 – Patient Bedroom Service, 835 – Nurse Station Service, 845 – Surgery Service, 855 – Treatment/Examination Clinic Service, 865 – Diagnostic Service Laboratory Support and 890 – Staff On-Call Facility were added.
5. OPPAGA Room/Space Report
 - a. Two years ago OPPAGA did a report using the day-by-hour report. Came back again and asked for same data, conclusion no change. The report can be seen at www.oppaga.state.fl.us/MonitorDocs/Reports/pdf/0925rpt.pdf. It was suggested that a committee be formed (data, facilities, scheduling people) to put together guidelines/procedures/proposals to go forward to COBA and COP.
6. Annual Personnel Reports Database
 - a. While completing a data request concerning salary information on the APR database a few part-time (DE0090) employees were found having salaries greater than a hundred thousand dollars. A recommendation was made for an informational edit for the upcoming 2009-10 submission to insure that data is accurate. The edit would become a critical edit in 2010-11. It was moved, seconded, and approved for this edit to be put in place.
7. Personnel Database
 - a. Position Portion of Effort (FTE) (DE2025) was discussed. CCTCMIS proposed an informational edit for 2008-09 and 2009-10 to check FTE (DE2025) on employee record compared to the FTE (DE5010) on the Authorized Reassignment and Instructional Activity FTE (DE3025). The edit will become critical in 2010-11. It was moved, seconded and approved to put these edits in place.
 - b. Beginning in 2009-10 the reporting of Non-Instructional Activity will be done only in the fall term. Details will be sent to the colleges as soon as possible. A new data element has been added to the demographic record for “Primary Activity.” After review of the edits, no changes will be made except for adding the new data element 1009 – Primary Occupational Activity, a critical edit that if the activity = 02 – Instructional, then the Faculty Status must = Y. It was moved, seconded and approved to put this edit in place.
8. Integrated Database
 - a. A motion was made and seconded to approve the proposed due dates for the following submissions: Admissions Data Base, APR Data Base, Community College Directory, Facilities/Capital Outlay Data Base, Integrated Data Base, Personnel Data Base, Student Data Base, and FTE. The motion was passed.
9. CPT Data Collection SB1908 – Julie Alexander and Gene Kovacs
 - a. The date for submissions of this data was extended until July 31, 2009. Submissions should take about a month.
 - b. Next year’s testing schedule – January-February to allow for remediation classes in senior year.
 - c. Contract with ACCUPLACER expires this year. Look for replacement 2009-10.
 - d. CPT Repository – when scores are 2 years old, what will happen?
 - e. Best way to implement getting this information to colleges – summary section of transcript: CPT test, subtest, score, remediation course number, grade of C or better.
10. Equity Report – Lynda Earls and Gene Kovacs
 - a. In order to improve the Florida College System Equity Reporting process, the following items were discussed: producing the equity data from the closed Winter/Spring data collection and using PDB for State Employment Reporting.

11. Upper Division/Baccalaureate – Robert McMullen, Pat Frohe, Sandy Burkholder, and Melinda Mille
 - a. Do not admit upper division as limited access
 - b. No limited access for EPI program
 - c. Other upper division certificate programs – report as non-degree seeking

MISATFOR

Friday, April 24, 8:30 a.m. – 11:00 a.m

1. October and February Minutes Approval – Jan Cessna
It was moved and seconded to approve the October 2008 and February 2009 meeting minutes. Motion was approved.
2. IPEDS for Colleges – Judith Thompson
 - a. Spring collection locked. Student Financial Aid Survey (SFAID) – students counts in-district/out of district. IPEDS – in-district reduced fee. FTIC not filled in correctly, total is not correct.
 - b. Proposed changes to IPEDS 2009-10 and beyond – highlights:
 - 1) Tuition and fees will be reported separately in Institutional Characteristics
 - 2) Multiple items added to SFAID including aid by income level and living arrangements
 - 3) Revised student faculty ratio – to be calculated by institutions based on a worksheet
 - 4) Spring supplemental data will be redistributed to other surveys
 - a) Disabilities to Institutional Characteristics
 - b) GRS 100% time to completion will be moved to the GRS
 - c) GRS 200% time to completion will be put in a GR200 survey
 - c. EPI certificates – has Pell grants associated with it. IPEDS wants it reported if Pell is associated. Asked IPEDS how to report EPI enrollment and completions, IPEDS has not responded.
 - d. IPEDS EF2 and C2 rewrite – due to the many changes and additions in IPEDS and the difficulty with reconciling the verification reports and the IPEDS reports the EF2 and C2 program are being rewritten. Staff will be working with the reports subcommittee on report design.
 - d. Student-Right-To-Know – there have been several inquiries concerning what is required, particularly from new Reports Coordinators. The following websites can answers some of those questions:
 - 1) www.access.gpo.gov/nara/cfr/waisidx_00/34cfr668_00.html
 - 2) <http://www.ed.gov/finaid/prof/resources/athletics/eada.html>
 - 3) www.aacrao.org/compliance/srtknow/notes.cfm
 - 4) <http://ope.ed.gov/athletics>
 - e. IPEDS website has a new look. Check it out at <http://nces.ed.gov/ipeds>.
3. Anticipated AS Degree graduates – Judith Thompson
ICUF has asked that anticipated AS degree grads are added to the anticipated AA degree grads. Since submission is optional, DCC will be adding AS degrees to the request. The data request would be for ‘Anticipated AA and AS Degree Graduates.’ Instructions and file format will be modified accordingly. A question arose about AAS degrees; Judith stated she will check to see if ICUF also wants AAS degree grads.
4. Finance Report – John Holdnak
Dr. Holdnak presented a budget category comparison demonstrating the differences between the Senate and House budgets.
5. SREB – Judith Thompson
 - a. SREB is requesting the IPEDS entering class data. They would like data for at least the 2006-07 and 2007-08 reporting year. However, it was not until the 2008-09 that the data was provided unedited at the state level. Since the entering class does not appear in the publicly released data, we would need to get this from the colleges.
 - b. Time to degree for SREB is a new report. We will be working with John Hughes on the selection criteria and using the excess hours data which is only the AA degrees.

6. NCCBP – Judith Thompson
Data to colleges in May. Gives the colleges approximately a month with data before the June 17 deadline to NCCBP.
7. Accountability – Katie Decoteau
Accountability 2008 measures are done, and work on Accountability 2009 measures beginning. Won't be able to do the summary reports until all colleges have certified data.
8. FTE – Brian Walsh
Projections next month. No site 99. Capital outlay FTE – used for survey (facility). Have to have FTE for any new facilities.
9. Mini Workshops (Course in Box): Create committees, particular topics, build curriculum, and present at MISATFOR should meetings not last as long as anticipated.
10. Number and Percent FT/PT Instructors – should this be a standard report? It was the general consensus to make this a standard report. Breakdown between standard and overload and have a verification report.
11. Reporting headcount and enrollment – what's enrollment (duplicated) and what's headcount (unduplicated).
12. EFIS Office of Educational Facilities – new web application. Roll out in 3 weeks (deadline June 1). Open for suggestions/recommendations for changes.
13. Adjournment – A motion to adjourn was seconded and approved at 11:00 a.m.