

Date: May 2, 2008
To: Distribution
From: Carol Weideman
Subject: MISATFOR Meeting April 2008

The [agenda](#) for the MISATFOR meeting is attached along with [minutes](#) from February MISATFOR meeting. Detailed minutes and corresponding handouts from this current meeting are attached. Some items of interest are highlighted below:

- **SAT/ACT Test Repository**

Nancy Copa spoke about the repository. She mentioned that some community colleges are not using the repository and she provided the authorization form to utilize the repository ([Handout 4](#)). Nancy suggested that colleges applying for the federal TEACH Grant may be required to subscribe to the repository.

- **Anticipated Community College AA graduates**

DOE requests colleges to provide listings of the anticipated AA grads which are then given to the ICUF schools. The FLDOE Office of General Counsel is recommending that colleges advise students of the types of information that is released and allow an option for students to opt out of the release. Schools should only include students in the Anticipated AA grad listing who have been notified and who have not chosen to opt out ([Handouts 7, 8](#)). CCTCMIS will add a data element for 2009-10 for colleges to report if a student has opted out.

- **CC ICS to Course Identifier CIP**

Patti Askins made a presentation on the migration from ICS to CIP. This will affect the current system of financial and student reporting. Because CIP refers to programs and our concern is courses, the proposed system is called CIC – course identifier code. The current plan was to have this be effective 2009-10.

Upcoming MISATFOR meetings:

- **Annual Reports Workshop, July 20-24, 2008:** Sawgrass Resort, Ponte Vedra Beach
- **Clearwater Beach Hilton, October 30-31** (September meeting is shifted to October and the November meeting is cancelled due to budgetary constraints)
- **Spring 2008:** There are usually two meetings in February and April. One meeting will probably be cancelled. More information will be provide

DETAILED MINUTES FROM APRIL MISATFOR

Perkins IV Update

Mark Baird provided the update. The Perkins IV Business Rules were distributed ([Handouts 1, 2](#)). Mark requested the colleges to review and provide feedback.

Mark also discussed the 2006-07 baseline data ([Handout 3](#)). Colleges can review and provide feedback to Mark. If the last column is less than 100%, you will need to include an improvement plan in your application.

Adult Education

There has been a problem with the reporting of “co-enrolled” students by the community colleges and possibly by a few technical centers. Clarification on the definition of “co-enrolled” was provided. “Co-enrolled” is a high school student enrolled in the K-12 system and taking adult high school course(s). This should not affect any students at SPC.

SAT/ACT Test Repository

Nancy Copa announced that FLDOE has recently been notified that the College Board will potentially be adding a check box to the SAT form that a student can mark stating that only the student’s highest scores will be sent to the college. However, this is not the student’s highest score in verbal and highest score in math; it is the student’s highest composite score during one test administration. In Florida, we use the highest for each section to meet the requirements for College Preparatory exemption as well as for Bright Futures eligibility.

However, for those institutions who are not signed up to use the repository, you will receive only the highest composite score for a student. Information was provided to all MISATFOR members in attendance regarding how to become authorized to use the repository.

ACT currently has this same option that the College Board is proposing for SAT. However, Florida has arranged for ACT to disregard the option in our state. We are working with the College Board to see if a similar arrangement can be made. But, to ensure that your institution receives *all* scores for a student, your institution should make arrangements to use the repository.

Nancy mentioned that some community colleges are not using the SAT/ACT repository. She provided the authorization form to utilize the repository ([Handout 4](#)). Nancy suggested that colleges applying for the federal TEACH Grant may be required to subscribe to the repository.

PDB/APR

The state provided an analysis of the informational edits on the PDB. The colleges are asked to review this analysis and provide feedback.

The Office of the Auditor General (AG) requested aggregate Personnel Data Base (PDB) reports from CCTCMIS. The reports provided are listed on page 19 of [\(Handout 5\)](#).

The APR will be updated to collect only what is needed for IPEDS. In addition, as part of the annual data element review the state is recommending that DE0140, DE0220 and DE0230 be eliminated. These data elements relate to support soft money which is not required by IPEDS and has not historically been used for other purposes.

Student Database

The state provided the CC Data Quality Award Criteria and Sample Scoring Chart [\(Handout 6\)](#).

Anticipated Community College graduates: DOE requests colleges to provide listings of the anticipated AA grads which are then given to the ICUF schools. The FLDOE Office of General Counsel is recommending that colleges advise students of the types of information that is released and allow an option for students to opt out of the release. Schools should only include students in the Anticipated AA grad listing who have been notified and who have not chosen to opt out. [\(Handouts 7, 8\)](#). CCTCMIS will add a data element for 2008-09 for colleges to report if a student has opted out.

The Office of the Auditor General (AG) is requesting colleges to send demographic (Record Type 1), Course (Record Type 6) and Financial Aid (Record Type 8) for use in preparing for audits of students who receive financial aid. CCTCMIS has discussed this with the OAG and are proposing that FAID – Record Type 8 be reported by the colleges by term along with the other record types. CCTCMIS will then submit the data to OAG. CCTCMIS proposes to implement the reporting by term beginning with Summer 2008-09. The AG needs the colleges to send these three record types directly to AG using the FTP server [\(Handout 9\)](#). The AG needs the files from end of fall term and end of spring term. The files submitted to CCTCMIS are transmitted after the Annual Financial Aid submission but the files are needed sooner to provide timely and more complete audit reports.

New data elements are being added to the SDB for the New Perkins and NRS reporting. A new record type is proposed – Record Type 9. It will include 6 new data elements – Program Industry CIP, Program Industry Certification number, Program Industry Certification date, Completion Degree Awarded, Completion Degree Awarded Date, Industry Certification outcome. At the course level, three new data elements are proposed: course entry date, course exit date, course post-test status.

Integrated Database

SREB Distance Learning: CCTCMIS has added the EPI course to the data collection for SREB. This change has impacted the numbers so the new aggregate will not match the IDB term driven verification reports. Colleges are asked to review the evaluation report included on pages 4-6 of [\(Handout 10\)](#).

Florida Distance Learning Consortium has been evaluating the distance learning structures to synchronize data collection among higher education institutions. The consortium's recommended changes are included on pages 8-9 of Handout 10.

The background paper prepared for the IPEDS Technical Review Panel (April 22-23, 2008) was distributed [\(Handout 11\)](#).

IPEDS

The new race/ethnicity reporting for IPEDS will be mandatory in 2010-11 ([Handout 12](#)).

Accountability

Accountability 2008 has begun ([Handout 13](#)). CLAST Measure 5 is due by May 13, 2008.

Community College Update

Nancy Copa provided an update on various community college issues. The Developmental Education Summit took place on April 16. Seventeen colleges participated in this pilot program along with their respective school districts. The goal is to teach high schools about the developmental education curriculum offered at the colleges. Mathematics is the first area to be included.

The program review for baccalaureate programs is nearly complete. Some data from Miami Dade was inadvertently omitted so an updated version will be issued. The EPI program review is due for completion by the end of June. This review will focus on the alternate certification process.

Community College Budget, Funding and Legislative Issues: ([Handout 14](#))

Patti Askins provided an update.

Community College FTE

Robert McMullen discussed a unified post-secondary projection model that will be used for all post-secondary institutions. These projections would be available before the legislative session begins. For capital outlay and FTE projections, Site 99 will be eliminated from the SDB. Colleges will need to assign courses taught offsite to one of the existing campuses. Site 99 will still be used for the PDB>

CC ICS to Course Identifier CIP

Patti Askins made a presentation on the migration from ICS to CIP ([Handout 15](#)). This will affect the current system of financial and student reporting. Because CIP refers to programs and our concern is courses, the proposed system is called CIC – course identifier code.

There was much discussion among those present about the issues that may arise during this conversion process. Patti pointed out that the COP ([Handout 16](#)) had approved the feasibility study in December 2006 and the plan presented is open to discussion. She will take MISATFOR concerns back to Ed Cisek and others involved in the planning process. It was mentioned that Florida is one of the only states using the ICS, rather than CIP, in their financial and student reporting systems.

The current plan was to have this be effective 2009-10. However, the MISATFOR members informed Patti Askins that this was not viable given that some colleges need 12 months to prepare

for the changes in their systems and that changes are due for some consortiums by July 1. Since, the crosswalk has not been vetted with all appropriate groups at the colleges, this is not possible.