



Date: May 8, 2009  
To: Distribution  
From: Jesse Coraggio  
Subject: MISATFOR Meeting April 2009

### MISATFOR

Management Information Systems Advisory Task Force (MISATFOR) is a taskforce which contains representatives from each of the community colleges.

### April Meeting

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

- **SharePoint II ([Handout 1](#)):** The new URL is: <http://www.fldoehub.org/CCTCMIS/Pages/default.aspx> (Effective date: May 4, 2009). The latest edition of 2009 Fact Book is ONLY posted on the SharePoint site.
- **Course/Section Resource Study (class size):** CCTCMIS has recently received several requests for course section resource data, which CCTCMIS does not do. At the last MISATFOR, it was suggested that selection criteria be developed in case CCTCMIS is required to do this report in the future. ([Handout 3](#)).
- **Reporting Headcount and Enrollment Discussion:** Because of new staff within DCC, questions and issues have been raised concerning reporting of enrollments and headcounts. The main issue concerning enrollment and headcount is the multiple reports which use different criteria and thus have different numbers. DCC staff would like to set up a standard way to report enrollments and headcount for general purposes. ([Handout 3](#)).
- **Annual Financial Aid New Data Elements ([Handout 4](#)):** The Post 9-11 GI Bill will begin in Fall 2009-10. The new aid has changes that will allow for reporting on the student database. DCC is expecting many data requests on the effect of this new aid. Unlike the old GI Bill, this aid will go through the college's financial aid office. Also, this aid will be transferable to the veteran's spouse or dependent. CCTCMIS is proposing adding 3 additional table values to Financial Aid Award Type to collect the Post 9-11 GI Bill by veteran, spouse, or dependent. This will be implemented for Fall term 2009-10.
- **Room/Space Utilization ([Handout 7](#)):** OPPAGA has released its Higher Education classroom room/space utilization report. The report is located at: <http://www.oppaga.state.fl.us/MonitorDocs/Reports/pdf/0925rpt.pdf>. DOE and the BOG

responses are included with the OPPAGA publication. MISATFOR discussion: included Day-by-Hour, Shared Space, Non-regularly Scheduled Classes, and Room Use Codes.

- **Anticipated AS Degree Grads ([Handout 12](#)):** DCC has received a request to add Anticipated AS Degree Grads to the Anticipated AA Grads. Since submission is optional, we 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.

#### **Upcoming MISATFOR meetings:**

- *Canceled* - St. Augustine , July 19- 23, 2009 (2009 Annual Reports Workshop)

#### **SharePoint II ([Handout 1](#)):** Debbie Fitzpatrick

The new URL is: <http://www.fldoehub.org/CCTCMIS/Pages/default.aspx> (Eff. date: May 4, 2009).  
The latest edition of 2009 Fact Book is ONLY posted on the SharePoint site.

#### **Perkins IV Common Issues:** Tara Goodman

Perkins reports by school and program were distributed. 2008-09 data will count towards accountability measures, 2010-11 will include updates to the plan. Reviewing business rules to address issue with PSAV programs where a course begins in one term and ends in another.

#### **Admissions Database (ADB) ([Handout 2](#)):**

##### **Race/Ethnicity Data Elements:** Cesar

During the February MISATFOR meeting, for the 2009-10 submission year, colleges requested and approved the addition of the new race/ethnicity data elements matching the Student Data Base. The submission of the new values for the race/ethnicity will be optional for the 2009-10 submission year. Handout 2 includes the updated data element pages. **MISATFOR RECOMMENDATION: Approved**

#### **Student Database (SDB) ([Handout 3](#)):**

##### **Status First-Time Student Flag (DE 1005) and Transfer Student Flag (DE 1032):** Cesar.

At the February MISATFOR meeting, the new definitions for FTIC (DE 1005) and Transfer Student Flag (DE 1032) were presented. CCTCMIS staff is reviewing the Student Data Base edits and any changes will be presented at a future MISATFOR. Handout 3 includes a list of the data elements that are under review. **MISATFOR RECOMMENDATION: DE 1020 review definition, DE 1020 deletion requested**

##### **Nation of Citizenship (DE 1033):** Cesar

At the February MISATFOR meeting, the use of the FIPS 10-4 codes for the Nation of Citizenship code (DE 1033) was approved. To facilitate the transition, CCTCMIS staff built a cross-walk file between the FIPS 10-4 codes and the ISO codes at Northwest Regional Data Center located under the name: ‘DCC.COLLEGE.NATION.CROSWALK.YY2009’ For the 2009-10 submission year, CCTCMIS staff will start using the FIPS 10-4 code for the Nation of Citizenship code table.

**Disabled Classification and Verified Disabled Classification Indicator: Cesar**

In the past, this item was discussed. CCTCMIS staff had a legal opinion that all reported disabled students must be verified disabled. For the 2009-10 year submission, CCTCMIS staff is planning to reinforce this opinion adding an informational edit between these two data elements: If the Disabled Classification (DE 1002) is not equal to 'Z' (not applicable or not reported) the Verified Disabled Classification (DE 1035) should not be 'N' (student does not have a documented disability or not applicable). The edit will be critical for the 2010-11 year submission. *MISATFOR RECOMMENDATION: Approved*

**Program of Study – Hours: Cesar**

CCTCMIS staff received a call from a college requesting to review the Program of Study–Hours (DE 2004). The college is offering an apprenticeship program with a length of 10,000 hours. After reviewing, for the 2009-10 year submission, CCTCMIS staff is requesting to reformat the Program of Study – Hours from 9,999.9 to 99,999.9 to allow for these larger programs. Handout 3 includes the updated data element and record format pages. Note: Decimal in the Program of Study Hours is due to computer calculation, colleges will round the result. *MISATFOR RECOMMENDATION: Motion to remove implicated decimal point was approved.*

**Term Part-Time/Full-Time: Cesar**

CCTCMIS staff received a call from a college asking if the hours from the audited courses should be used to set Term Part-Time/Full-Time (DE 1028). CCTCMIS staff called other colleges asking the same question and found different answers: some colleges use the audit courses and others colleges do not use them. CCTCMIS staff would like all colleges to have the same procedure for the audited courses to set Term Part-Time/Full-Time (DE 1028). CCTCMIS staff suggests using Term Course Load – Credit Hours (DE 1023) and Term Course Load – Clock Hours (DE 1022) to set Term Part-Time/Full Time (DE 1028). During the discussion, colleges added more questions to the calculation procedure to set the DE 1028: Follow IPEDS definitions yes or not?  
*MISATFOR RECOMMENDATION: Form a review committee. Bring item next MISATFOR.*

**EPI Enrollment with Financial Aid: Cesar**

At the end of March, CCTCMIS staff received a request from the Division of Community College asking about the number of EPI students enrolled in The Florida College System who received any type of federal or state financial aid in the 2007-08 academic year. Handout 3 contains the 2007-08 EPI Enrollment with Financial Aid by College.

**Course/Section Resource Study (class size): Robert**

CCTCMIS has recently received several requests for course section resource data, which CCTCMIS does not do. At the last MISATFOR, it was suggested that selection criteria be developed in case CCTCMIS is required to do this report in the future. One college has provided feedback (see Handout 3).

The following criteria are suggested: Report by term only. Report average for College Credit and Non-College Credit (whenever possible). Match SDB to PDB by Course/Section. Include only Class/Laboratory and Class/Lecture (PDB DE 4050 – Primary Course Section Type = B – Class/Laboratory, C – Class/Lecture). Include only Non-Distance Learning (PDB DE 4055 –

Distance Learning Delivery Indicator = N – Not a distance learning course). *Colleges asked to email state (Robert) with the courses to be not included in the report.*

**Number and Percent of Courses Taught by FT/PT Instructors Report:** Robert

This is an ad-hoc report that we have gotten requests for several times. We were recently asked to make this a standard report, as the data is used for NCCBP. We already provide the data for NCCBP. Should this report become a standard report? If yes, then the selection criteria need to be changed to account for team teaching. Note. Colleges want the report to be a standard report and be converted to a verification report at a later future. CCTCMIS staff needs to know the different options for the report. *Colleges asked to email state (Robert) with list of options for the report.*

**Federal Teacher Prep Program Reporting:** Robert

The Federal Title 2 Teacher Education Prep. data requirements have been expanded. This applies to both state approved Baccalaureate and EPI programs. 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. The data from the colleges will probably be submitted through Teacher Certification's IPEP web system. 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. Assessment Pass Rates will require the number of enrolled students who have completed all nonclinical courses. Teacher Certification is working on the definition for completion of nonclinical courses. This may lead to the addition of a flag on the SDB in the future. For EPI, the new data will include data on the subject assessment test. DCC is working with Department staff to try to collect this data from department sources.

**Reporting Headcount and Enrollment Discussion:** Robert

Because of new staff within DCC, questions and issues have been raised concerning reporting of enrollments and headcounts. The distinction between an enrollment (which counts the number of times a student has enrolled) and a headcount (which counts the number of students) is that enrollment can have duplication whereas headcount can not. The main issue concerning enrollment and headcount is the multiple reports which use different criteria and thus have different numbers. For example, enrollment is reported in the EF2 for Fall Beginning-of-Term, excluding Adult General, LLL and EPI students, while the AA1A reports enrollments within a program. Both require the student to have a course record, but an ad-hoc report may not. The Annual Unduplicated Headcount counts all students reported in the database. The Unduplicated Headcount by Program Area counts students with a funded course. DCC staff would like to set up a standard way to report enrollments and headcount for general purposes.

**Upper Division and EPI Discussion:** Robert, Pat Frohe, Sandy Burkholder, Melinda Mille  
Open discussion on reporting issues for Upper Division/Baccalaureate and EPI.

Baccalaureate

- 2+2 System
- Program CIPs must be approved by Division of Community Colleges
- Remediation Courses – Division policy is colleges can not report College Prep courses taken/audited by Upper Division students. This policy is under review. Should EPI be included?
- Enrollment in Adult General Courses by Upper Division students can not be reported.

- BS/BA Education Transitional – Students who already have an AA or Bachelor’s degree and are taking pre-requisite courses necessary for their Baccalaureate degree programs, but have not been admitted into the Baccalaureate degree program. These students are degree seeking and included as such in standard reports.
- Non-Degree Seeking – enrolled in upper division course(s), non-degree seeking.
- Admissions Data Base – Report students applying for a baccalaureate program only.
- High school students applying for a baccalaureate program. Should the student be reported on the Admissions Data Base?
- Robert added that really only applicants with (or near) 60 college credits should be reported in the ADB. This will remove the “noise” of students who really meant to apply to one of the lower division programs, mistakenly applied to the upper division (as in they choose the wrong program during the application process), or need to earn a 2-year degree prior to starting an upper division program. The reason for this interpretation is that the ADB was meant to mirror an SUS database that tracks how many students are not admitted to the college or program of their choice (as well as the reasons admission was denied). Since this model does not mirror exactly what occurs in the community college Baccalaureate programs, additional interpretation is needed by each school.

#### EPI

- Colleges without a state approved teacher education prep. program who also offer EPI programs must offer EPI courses as institutional credit only. Colleges with a state approved teacher education prep. program can choose to offer their EPI program as upper division college credit.

#### Other Upper Division Certificate programs

- The state has not decided how upper division certificates (other than the EPI) should be reported in the ADB or SDB. Pat Frohe’s office is organizing a committee to decide how these should be reported. No time line was given for completing this task.

#### **Miscellaneous - Perkins Items of Concern: Joan**

- Correct reporting of DE 2007 and DE 2008 Hours towards award for determining Perkins Concentrators as well as 75% and GPA 2.5 for Technical Skill Attainment.
- Correct reporting of full program completers.
- Correct reporting of OCPs earned.
- Correct reporting in supplemental file of Industry Certification data.

#### **Annual Financial Aid New Data Elements ([Handout 4](#)): Robert**

The Post 9-11 GI Bill will begin in Fall 2009-10. The new aid has changes that will allow for reporting on the student database. DCC is expecting many data requests on the effect of this new aid. Unlike the old GI Bill, this aid will go through the college’s financial aid office. Also, this aid will be transferable to the veteran’s spouse or dependent. CCTCMIS is proposing adding 3 additional table values to Financial Aid Award Type to collect the Post 9-11 GI Bill by veteran, spouse, or dependent. If reporting spouse and dependent is too difficult, this can be combined into one table value. This will be implemented for Fall term 2009-10. **MISATFOR RECOMMENDATION: Approved**

**FCO - Room Use Code ([Handout 5](#)):** Linda

CCTCMIS staff reviewed The State Requirements for Educational Facilities 2007

(SREF) which was effective February 12, 2008 and the following Room-Use Codes changes are listed below.

- The following codes have been deleted: 230 Individual Study Laboratory, 235 Individual Study Laboratory Service
- The following codes have been added: 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

For the 2008-09 Winter/Spring (3E) Term Submission, CCTCMIS staff added an informational edit to reflect the deletions. For the 2009-10 year submission CCTCMIS staff is proposing that the edit # 5 to be critical. **MISATFOR RECOMMENDATION: *Approved***

**Non-Instructional Reporting ([Handout 6](#)):** Robert

The Personnel Data Base Revision Committee recommended that the Non-Instructional activity be collected once per year. This recommendation was presented to MISATFOR at the 2007 Annual Reports Workshop. The recommendations were presented to the last Council of Business Affairs. At the November meeting of the PDB Revision Committee, it was decided to implement the change to reporting Non-Instructional Activity for Fall Term only, beginning in 2009-10. The following procedures will be implemented for 2009-10. 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”. Summer and Winter/Spring term: Colleges must report record types 1-5 for all employees with Instructional Activity. Colleges may elect to report record types 1-5 for all employees, and CCTCMIS will only load the data for employees with Instructional Activity.

Fall term: Colleges must report record types 1-5 for all employees. Salary and Fringe Benefit: Colleges must report record types 1, 6 and 7 for all employees. After review of the edits, no changes will be made except for adding to the new data element 1009 – Primary Occupational Activity, a critical edit that if the activity = 02 – Instructional, then the Faculty Status must = Y.

**MISATFOR RECOMMENDATION: *Approved***

**Integrated Database (IDB) ([Handout 7](#)):**

**2009-10 Submission Due Dates:** Benita

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 due dates Submission dates for terms 1E, 2E, and 3E are the same for ADB, FCO, IDB, PDB, and SDB. Only SDB has beginning of term submissions. FTE submission due dates are provided within the SDB date schedule. The APR and SDB (term 4 Annual Financial Aid) Data Submissions are concurrent, but do not correspond to other data submissions. The PDB term 4 Salary and Benefits Data submission is a stand alone fiscal year submission. **MISATFOR RECOMMENDATION: *Approved***

**Room/Space Utilization:** Lisa Cook, Gene Kovacs

OPPAGA has released its Higher Education classroom room/space utilization report. The report is located at: <http://www.oppaga.state.fl.us/MonitorDocs/Reports/pdf/0925rpt.pdf> DOE and the BOG responses are included with the OPPAGA publication. MISATFOR discussion: included Day-by-Hour, Shared Space, Non-regularly Scheduled Classes, and Room

Use Codes. *The Room/Space Utilization Committee will be re-establishing. MISATFOR reps to include: Dru Clark, Jan Cesna, Alys Arceneaux, Peter Usinger, Craig Simpson, Vince Jones, and Jesse Coraggio.*

**CPT Data Collection SB 1908:** Julie Alexander, Gene Kovacs

Discussion included submission extensions status (to July 31<sup>st</sup>), next years' testing schedule to move to January/February timeframe, collection of CPT Data in terms of the current process and the CPT Repository/Student Mobility, and FASTER CPT Scores/Remediation Course information to Registrars. Accuplacer contract ends November 2009. Sate considering other alternatives.

**Personnel Database (PDB) ([Handout 8](#)):**

**Employees with Authorized or Reassign Record:** Robert

During the Fall End-of-Term submission, a College had a faculty member who is 100% reassigned but he was appearing on the Employees with an Instruction or Authorized Reassign Record and Total FTE = 0 Verification Report. That particular person is on the employee record (record type 2) as having a FTE of 0.00 but he is on the Authorized Reassignment record (type 5) as having authorized reassignment time as .53. The Authorized Reassignment FTE and Instructional Activity FTE are subsets of the FTE reported on the employee record. The RCRSEFTE report is reporting what is on the employee record for FTE which is 0.00 in this case. CCTCMIS is recommending an informational edit for the 2008-09 Winter/Spring End-of-Term (3E) submission that checks the FTE (DE 2025) on the employee record compared to the FTE (DE 5010) on the Authorized Reassignment and Instructional Activity FTE (DE 3025). If the totals from the Authorized Reassignment (DE 5010) and Instructional Activity FTE (DE 3025) is greater than Employee FTE (DE 2025) an informational edit will occur. The edit will become critical in 2010-11. **MISATFOR RECOMMENDATION: Approved**

**Equity Report:** Lynda Earls, Gene Kovacs

DCC Equity and Access office is working to develop a seamless flow of data from the state extract to the equity office to the college equity officers. Beginning with next year's report (Summer 08 – Spring 09), data will include student enrollment/completion rate, FTIC retention to sophomore year, as well as gaps/increases in minority retention. State Statute requires college equity reports be submitted earlier. Currently, draft equity reports are due to the state by April 30th. This year, the final report deadline has been moved up to May 31st, and next year the final report deadline will be moved up to May 1st.

**Approval of October & February Minutes ([Handout 9](#)):** Jan Cessna, Chair  
Minutes from the October and February MISATFOR meetings were approved.

**IPEDS Colleges ([Handout 10](#)):** Judith

1. Spring Collection
  - General
  - Student Financial Aid Survey (SFAID)- Student Counts In-District/Out of District
2. Proposed Changes to IPEDS 2009-10 and beyond is included in Handout 11. Highlights include:
  - Tuition and fees will be reported separately in Institutional Characteristics.
  - Multiple items added to SFAID including aid by income level and living arrangements.
  - Revised Student Faculty Ratio - To be calculated by institutions based on a worksheet.
  - Spring Supplemental Data will be redistributed to other surveys

- Disabilities to Institutional Characteristics
  - GRS 100% time to completion will be moved to the GRS
  - GRS 200% time to completion will be put in a GR200 Survey
3. Education Preparation Institute (EPI) Certificates  
We have asked IPEDS how to report EPI enrollment and completions to IPEDS. IPEDS has not yet responded.
  4. 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.
  5. Student-Right-To-Know  
There have been several inquiries concerning what is required, particularly from new Reports Coordinators. See the 'Student-Right-To-Know Fact Sheet' in Handout 10
  6. NCES IES IPEDS new website items.

**Anticipated AS Degree Grads ([Handout 11](#)):** Judith

DCC has received a request to add Anticipated AS Degree Grads to the Anticipated AA Grads. Since submission is optional, we 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. Please see the format in Handout 11.

**Finance Report:** John Holdnak

A presentation by John Holdnak, vice chancellor for financial policy, of the current financial state of the community college system in Florida was presented. He discussed the gap and philosophical differences between the House and Senate's proposed budgets for the community colleges.

**SREB ([Handout 12](#)):** Judith

Southern Regional Education Board (SREB)

1. Entering Class: 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. Do colleges want to provide this data?
2. 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.

**NCCBP ([Handout 13](#)):** Judith

The National Community College Benchmark Project (NCCBP) 2009 data is due on June 17, 2009 to NCCBP. CCTCMIS will again be providing data at least a month in advance to all colleges. The NCCBP Data Instructions are included in Handout 14.

**EFIS Office of Educational Facilities:** Denna Laster, Brian Gouin

The new Educational Plant survey tool has been automated and contains imported data from other state sources. The new web application will be released in the next 4-6 weeks.

**Accountability ([Handout 14](#)):** Katie

The 2008 State Accountability Measures have been completed and the 2009 State Accountability Measures process will begin shortly.