

Date: March 20, 2009  
To: Distribution  
From: Jesse Coraggio  
Subject: MISATFOR Meeting February 2009

### **MISATFOR**

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

### **February Meeting**

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

- **SharePoint ([Handout 1](#))**: The new CCTMIS data website is located at: <http://bi.sunshineconnections.org/CCTCMIS/Pages/default.aspx>. The site contains both public and private access information (reports coordinator login required). The public portion includes the complete Florida Community College & District/Technical Center Directory.
- **ACT/SAT Scores**: The College Board is changing the ACT/SAT reporting. A new model entitled Score Choice has been established that does not send all the scores, but only select scores to the colleges.
- **CPT Pilot Data Collection ([Handout 6](#))**: The CPT Pilot 'Memorandum of Agreement' (MOA) requires the submission of data to CCTCMIS for those students participating in the project. CCTCMIS is proposing an annual supplemental file be submitted per the timeline and file structure in the handout.
- **Nation of Citizenship Codes ([Handout 7](#))**: SEVIS nation codes and the university system nation codes are using the same codes defined by the Federal Information Processing Standards (FIPS 10-4). CCTCMIS staff uses the International Organization for Standardization (ISO) codes to update the Nation of Citizenship codes. For the 2009-10 submission year CCTCMIS staff will start updating the Nation of Citizenship Code Table with the FIPS 10-4 codes.
- **FTIC and Transfer Flags ([Handout 8](#))**: The Division of Community Colleges sent the attached memorandum (in the handout) to the bureau with the new definitions and the vetting process. The new data element pages for First-time Student Flag (DE 1005) and Transfer Student Flag (DE 1032) are attached. The state will be considering the necessary changes to edits to conform to the new definitions and will present them at a future MISATFOR.

- **Finance Report (Handout 14):** A presentation by John Holdnak, vice chancellor for financial policy, of the current financial state of the community college system in Florida was presented. The handout contains a copy of the presentation.

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

- Tallahassee, April 23-24, 2009
- St. Augustine, July 19- 23, 2009 (2009 Annual Reports Workshop)

#### **SharePoint (Handout 1):** Debbie Fitzpatrick

The new CCTMIS website is located at:

<http://bi.sunshineconnections.org/CCTCMIS/Pages/default.aspx>. The site contains both public and private access information (reports coordinator login required). The public portion includes the complete Florida Community College & District/Technical Center Directory.

#### **Perkins:** Tara Goodman

Tara discussed the email that recently went out regarding the web tool. Data will be available for review before the 2008-09 Perkins Report goes out. Next year will include an analysis by program. By 2010-11, targets will be thoroughly reviewed. Programs may have locally established targets and must show continued improvement for all those exceeding targets. State is rerunning 2007-08 Community College Credit and PSAV Perkins Measures. Concentrators (denominator) were rerun for Perkins. Email will be sent to reports coordinators discussing the Perkins website with available summary reports. Community Colleges may request results detail files from the state.

#### **Industry Certification:** Tara Goodman

Discussed college side issues with processing identical content in some programs. Inventory based on college requests. For example, AAS is comparable for AS and certificates. Will discuss in more detail at the Annual Reports Workshop.

#### **IPEDS (Handout 2):** John Hughes, assistant vice chancellor of evaluation (replaced Pat Wydham), and Judith Thompson

##### **IPEDS Technical Review Panel (TRP) #25 Requirements of the Higher Education Opportunity Act Net Price of Attendance**

Last November IPEDS sent an email requesting review of the TRP #25 recommendations which we then forwarded to our institutions requesting input. The recommendations and the state's review are in the handout: IPEDS TRP #25 Recommendations and Review of the "Report and Suggestions from the IPEDS TRP #25 Requirements of the Higher. Education Opportunity Act Net Price of Attendance" Meeting Notes.doc December 10, 2008 is in the handout.

##### **IPEDS announcements of Changes at:**

[http://nces.ed.gov/IPEDS/news\\_room/ana\\_Proposed\\_Changes\\_05\\_06\\_2008\\_181.asp](http://nces.ed.gov/IPEDS/news_room/ana_Proposed_Changes_05_06_2008_181.asp)

[http://nces.ed.gov/IPEDS/news\\_room/ana\\_Changes\\_to\\_8\\_22\\_2008\\_188.asp](http://nces.ed.gov/IPEDS/news_room/ana_Changes_to_8_22_2008_188.asp)

Instructions at: [http://nces.ed.gov/ipeds/submit\\_data/](http://nces.ed.gov/ipeds/submit_data/) under Survey Materials

##### ***Student Financial Aid Summary of Changes***

Items previously added as optional are now mandatory due to the Higher Education Opportunity Act of 2008 (HEOA)

Number of students and average amount of aid received from all grants  
Number of students and average amount of aid received from Pell grants  
Number of students and average amount of aid received from Other federal grants  
Number of students and average amount of aid received from Federal loans  
Number of students and average amount of aid received from Other loans

Additional items due to HEOA

- Total aid granted to all undergraduates
- Total number who received a PELL grant
- Total number of students in cohort who received any aid will now include Work Study

### ***Enrollment Survey Student Faculty Ratio***

This will be calculated from the Human Resource Survey and the Enrollment Survey. Unfortunately since our institutions have enrollment that is not included in the Survey, the ratio will not necessarily be accurate.

### ***Finance Survey***

IPEDS “Note: Changes to the IPEDS Finance forms will be optional for two data collection years (2008-09 and 2009-10 and mandatory in subsequent years. However, institutions are encouraged to make the change to the new forms as soon as possible.” Colleges will be reporting the old unaligned forms this year and implement the new aligned forms next year. We recommend the districts do the same. Note: IPEDS left the Finance and Enrollment surveys open between collections.

### ***Spring Supplemental Survey***

Includes:

- Percentage of Students with Disabilities
- GRS 100% and 200% Time to Completion

### **Race/Ethnicity**

Reminder: The old Race/Ethnicity codes will be used for reporting this year and next. This includes IPEDS.

### **Certification Forms:** Gene Kovacs

Signed certification forms will now need to be scanned and transmitted to the state electronically as opposed to the previous method of facsimile transfer. Certification forms should be emailed to Mark Shipley.

### **Data Quality Award:** Gene Kovacs

The data quality award has been tabled due to economic issues, but that quality submission reports will be produced and shared with the colleges.

### **College Feedback Report:** Nancy Copa

The DOE and the Board of Governors are having a disagreement concerning the use of SSNs for the College Feedback Report. The state is currently working on a resolution which autonomizes the information.

**ACT/SAT Scores:** Nancy Copa

The College Board is changing the ACT/SAT reporting. A new model entitled Score Choice has been established that does not send all the scores, but only select scores to the colleges.

**Record Submission to the Auditor General:** Diane McCarthy

Submit to Auditor Generals Office record types 1, 6, & 8 after each Fall and Spring certification periods using the standard DOE Format. In the future, may have record type 1 & 6 sent directly from the DOE.

**IPEDS for Colleges:** Judith Thompson, John Hughes ([Handout 3](#))

**Education Preparation Institute (EPI) Certificates:** We are currently having a discussion with IPEDS with the aid of Pat Frohe the Director of Academic Programs/Baccalaureates DCC about how to report EPI enrollment and completions to IPEDS.

**State of Admittance of former duals:** Currently the residency at time of admission for former duals who are now FTIC is missing. For most schools this is <6% of the total FTIC'S, However, for 10 colleges 10-60% of their students are former duals. There needs to be a change that allows us to report this.

Strategy 1: If D.E. 1018 State Code at Time of Admission was changed as follow:  
Enter value for First Time Transfers as well as FTIC's and First Time Duals. Enter this same value in all subsequent terms. Then this value would be available for native duals and transfer-in duals in the term that they become FTIC after high school graduation.

Strategy 2: Report all former duals as Florida Residents.

**Student Financial Aid Survey (SFAID):** There will be discussion of the desirability and feasibility of reporting the SFAID through the state database for the colleges at the ARW.

**Spring Supplemental Survey Selection Criteria in linked handout above.**

**Edit Explanations:** IPEDS has been 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.

**Admissions Database (ADB) ([Handout 4](#)):** Degree-Highest Level Held (DE 1020)

For the 2009-10 submission year, CCTCMIS staff would like to add to the data element "Degree – Highest Level Held" (DE 1020), the table value 'Y' for Associate in Applied Science. The table value 'Y' is the same value that FASTER uses to indicate the AAS. See the handout for the updated data element pages.

**Personnel Database (PDB) ([Handout 5](#)):** Non Instructional Employee Reporting, Salaries

The following procedures will be implemented for 2009-10. Details will be sent to the colleges as soon as possible:

- A new data element will be added to the Demographic record for “Primary Activity”. If non-instructional activity is not reported, then the current process of determining Primary Activity for employees with multiple activities by FTE will not be possible. Therefore the colleges will have to determine Primary Activity and report it on the Demographic record.
- 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.

### **Student Database (SDB):**

#### **CPT Pilot Data Collection:** Cesar Regazzoni, Gene Kovacs ([Handout 6](#))

The CPT Pilot ‘Memorandum of Agreement’ (MOA) requires the submission of data to CCTCMIS for those students participating in the project. CCTCMIS is proposing an annual supplemental file be submitted per the timeline and file structure in the handout.

#### **Nation of Citizenship Codes:** Cesar Regazzoni ([Handout 7](#))

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#### **FTIC and Transfer Flags:** Cesar Regazzoni ([Handout 8](#))

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#### **Student Directory Information** ([Handout 9](#))

At the October MISATFOR meeting, CCTCMIS reported that we had been told verbally by DOE legal that CCTCMIS is a second party and can not release any student data as directory information. CCTCMIS has received this in writing from legal. Therefore, a new data element will not be added and CCTCMIS will continue its current practice and procedure for releasing any student identifiable data. The Anticipated AA Grads report is not affected by this.

#### **CPT Math Scores:** Robert McMullen ([Handout 10](#))

For Entry Level Test on the SDB, only the CPT Algebra Score can be reported. This is based on State Rule 6A-10. After discussions with DCC staff, there are no plans to change the reporting of CPT math.

**PSAT Placement for Dual Enrolled Students:** Robert McMullen ([Handout 11](#))

Beginning with Fall 2008-09, Hillsborough CC 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.

**College Class Size Discussion:** Robert McMullen ([Handout 12](#))

CCTCMIS has recently received several requests for class size data, which CCTCMIS does not do. While we were not required to produce any report, this is a request that continues to arise. It may be prudent for MISATFOR to look at developing selection criteria for class size, if possible, in case CCTCMIS is required to do this report in the future.

**October Minutes Approval:** Jan Cessna, Chair ([Handout 13](#))

Pages were missing from the handouts containing the October Minutes. As a result, a decision was made to delay the approval of the October minutes until the next MISATFOR meeting.

**Finance Report:** John Holdnak, vice chancellor for financial policy ([Handout 14](#))

The Community College Finance report was presented. The handout contains a copy of the presentation.

**Accountability:** Katie Decoteau ([Handout 15](#))

Problems with FETPIP for the data for M3P2 Vocational Program Placement Report have been resolved. Joan Roddenberry provided this explanation:

“The 2005-06 AA2 Completer and Leaver Reports have been replaced at NWRDC since a problem was discovered with the Followed files that you return to Joan or FETPIP and that Joan eventually ends up with. THE REPORTS (AA2 or Accountability Measure 3 part 2) will not match the reports you have locally from the Training Relatedness Application. One of the supplemental flags was not updating correctly and a local fix was made by FETPIP to remedy this so all the AA2 reports and the Accountability Measure 3 part 2 reports have been CORRECTED and REPLACED at NWRDC.”

**Integrated Database (IDB):**

**Equity Report:** Lynda Earls

The Office of Equity and Access has been closed and the community college equity and access function has been transferred to the Division of Community Colleges. K-12 equity and access function transferred to K-12. The new function of the DCC Equity and Access office is compliance with civil rights, grievance and compliant process procedures and access to the process, and to direct concerns back to the community college equity officers. Each college is required to develop equity plans designed to increase under represented students. Community college also needs to develop plans to increase minority representation in staffing role and the student representation of traditional under represented populations.

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. This new model will only have one table for the college equity officers to complete. The remaining tables will be provided by the state from the extract file. 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 30<sup>th</sup>. This year, the final report deadline has been moved up to May 31<sup>st</sup>, and next year the final report deadline will be moved up to May 1<sup>st</sup>.

**Nursing Program Discussion:** Robert McMullen, Gene Kovacs ([Handout 16](#))

In January the Division requested Nursing Program data related to the salaries and credentials held by full and part time instructors. A similar request was sent to the colleges from legislative staff during the previous year. The Division retrieved this survey but discovered that the survey was produced by a lobbyist and had not been completed. The survey also lacked clear guidelines for completion. This information is being used by the Foundation to possibly obtain some financial resources from non-government entities. In order to provide the Foundation with better information The Division, in conjunction with CCTCMIS, will be conducting a Nursing Instructor Survey. The Foundation needs this information by March 16<sup>th</sup>. *The DCC has been able to acquire the data since the February MISATFOR meeting.*

**FTE:** Robert McMullen

Provided an update of FTE-2 with an increase was at 8.3% overall. The next Monday was the estimating conference and the FTE-2a was sent out shortly after the estimating conference.

**College Survey System Overview:** Charles Wooten with Office Educational Facilities ([Handout 17](#))

The new Educational Plant survey tool has been automated and contains imported data from other state sources. The mission of the new Educational Plant survey tool was to:

1. Be accountable to the source [inventory, survey, funding & expenditures, and students (COFTE)]
2. Make everything understandable
3. Produce a system responsible to its purpose [Managing tool, planning tool]