

Date: December 4, 2008  
To: Distribution  
From: Jesse Coraggio  
Subject: MISATFOR Meeting October 2008

### **MISATFOR**

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

### **October Meeting**

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

- **CPT Pilot Data Collection.** The CPT will be conducted in the high school. Students with certain ACT/SAT and FCAT scores will be designated 'college ready.' For those students who do not meet these criteria, the CPT will be given (by the local community college) and remediation will be done by the high school when needed. The college, as part of the agreement, will also enter data related to student participation in this program into the Department's Community College and Technical Center Management Information Systems (CCTCMIS). The Institution must submit the data in the require format (e.g., all data must be submitted 1 week prior to the submission of the final invoice) ([Handout 5](#)).
- **Site 99 Location.** Beginning in 2007-08, site 99 was no longer a valid value for Course Section Location – Campus (DE 3013). In the transition to the SAS edit program for the Student Data Base, the edit for site 99 was not implemented. Nine colleges loaded data with site 99 for 2008-09 Summer End-of-Term and Fall Beginning-of-Term. These colleges have been notified and will need to re-submit Summer End-of-Term data without site 99 ([Handout 6](#)).
- **FTIC Changes in Definition ([Handout 8](#)).** *First-Time-in-College (FTIC) Student:* A certificate or degree seeking student who enters a postsecondary institution for the first time after high school graduation regardless of the number of credits earned through any acceleration mechanism (i.e., Dual Enrollment/Early Admission, AP, AICE, IB or CLEP). *Transfer Student:* A certificate or degree seeking student that transfers from any postsecondary institution, regardless of accreditation or whether transfer credits are awarded.

- **Community College Feedback Report** ([Handout 12](#)). Cohorts will be created from graduates reported to CCTCMIS via the Student Data Base. All Associate in Arts graduates for the academic year for the College and all Associate in Science graduates that are in programs guaranteed transfer (as listed in the Statewide Articulation Manual) will be included. Only graduates who transfer to one of the selected baccalaureate-degree granting institutions will be included in the cohort. The College may maintain the data for one year from the date the third year of data is made available. Agreement expected to be executed in summer 2009.

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

- Tallahassee, February 26-27, 2009
- Tallahassee, April 23-24, 2009

#### **Keynote Address:** Senate Bill 1908 ([Handout 3](#)).

Jay Pfeifer discussed the implications of Senate Bill 1908 in terms of High School graduation cohort creation methodologies and state grades for high schools.

#### **Personnel Database (PDB)** ([Handout 4](#)).

**Reporting Non-Instructional Activity.** 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 last 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 is being proposed for implementation for 2009-10. A new data element will be added to the Demographic record for "Primary Activity". If noninstructional 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.

Per MISATFOR Recommendation, Colleges will submit all data for term submissions for Summer and Winter/Spring, and CCTCMIS will pull and load the data required. For Salary and Fringe Benefits, colleges will submit a demographic record for each employee. Primary Activity will be added to the demographic record. New PDB Reports Review subcommittee will work with HR subcommittee to review current reports and suggest changes or new reports.

#### **Student Database (SDB)** ([Handout 5](#)).

**OPPAGA Dual Enrollment Follow-up Study.** Recently, CCTCMIS supplied OPPAGA with data for a follow-up study on Dual Enrollment. The 2007-08 Dual Enrollment Headcount and FTE reports in the Handout 13 were provided to OPPAGA.

**CPT Pilot Data Collection.** The CPT will be conducted in the high school. Students with certain ACT/SAT and FCAT scores will be designated ‘college ready.’ For those students who do not meet these criteria, the CPT will be given (by the local community college) and remediation will be done by the high school when needed. The college, as part of the agreement, will also enter data related to student participation in this program into the Department’s Community College and Technical Center Management Information Systems (CCTCMIS). The Institution must submit the data in the require format (e.g., all data must be submitted 1 week prior to the submission of the final invoice).

**Comparative Frequency Report.** The Comparative Frequency Report is a relatively new verification report that does a five-year term comparison for selected data elements.

- The Phase I report highlighted a change of  $\pm 10\%$  or more.
- The Phase II refinements were presented and approved at the July MISATFOR meeting. A base level is established that looks at the size as well as the percent change from the prior year. An adjustment to the base level is then made based on percent of the total and the five year trend of both the detail and the total frequency (see attachment for a more detailed explanation).

The state is currently requesting recommendations for further changes to help you review your data.

**TEACH grant.** A memo was sent to the Reports Coordinators on September 11, 2008 about the new Federal Financial Aid – TEACH grant. Because the grant was effective in Fall term, CCTCMIS updated the Student Data Base Financial Aid Record Type 8 and Data Dictionary, to report the TEACH grant. While the data will not be reported until October 2009 during the FAID submission period, the colleges offering the TEACH grant must collect the data starting with Fall Term 2008-09.

**Student Directory Opt Out.** At the Annual Reports Workshop, MISATFOR approved adding a new data element to the Student Data Base Demographic Record Type 1, to report students who have opted out of having their directory data published or released. CCTCMIS has been told verbally by DOE legal that CCTCMIS is a second party and can not release any student data as directory information. CCTCMIS will continue its current practice and procedure for releasing any student identifiable data. The Anticipated AA Grads report is not affected by this.

**Course Match Report.** For Summer (1E) and Fall (2B) data submission, CCTCMIS staff implemented two new sections to the Course Match report:

- Discontinued courses
- Pending courses

**Summary of Changes.** CCTCMIS staff, in an effort to reduce paper, will be publishing the Summary of Changes for each Database on our Web site on the same page as the Database Data Element Dictionaries. Also the Historical Documentation for each Database will be available.

**AA1A – Non Traditional.** CCTCMIS staff added a new section in the AA1A verification report: AA1A – Non Traditional. The new section will be available to the colleges for the 2008-09 Fall (2E) End-of-Term and Winter/Spring (3B) Beginning-of-Term data submission.

In the Perkins Act Section 3(17) Non Traditional is defined: ‘Nontraditional training and employment’ means occupations of fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

When the Perkins IV was approved by Congress, Florida chose to look at the enrollments in each program and apply the less than 25 percent of a gender in a given program to determine the Non Traditional status at the program level.

**Career Pathways Flag (DE 1043).** In an effort to match definitions between the technical center and the community college documentation, CCTCMIS staff is proposing to update the definition of the Career Pathways Flag (DE 1043) with the Career Pathways Student Participant Postsecondary definition.

#### **FTE Reports** ([Handout 6](#)).

**FTE Estimates.** The college adjustments to the FTE-1 Estimates have been completed. The estimates will be presented at the Enrollment Estimating Conference scheduled for November 4, 2008.

**Site 99 Location.** Beginning in 2007-08, site 99 was no longer a valid value for Course Section Location – Campus (DE 3013). In the transition to the SAS edit program for the Student Data Base, the edit for site 99 was not implemented. Nine colleges loaded data with site 99 for 2008-09 Summer End-of-Term and Fall Beginning-of-Term. These colleges have been notified and will need to re-submit Summer End-of-Term data without site 99.

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

**Ad hoc Request for Grant Proposal.** Daytona State College (DSC) has requested a system wide Integrated Data Base (IDB) report to fulfill a grant application. Attached is a copy of the report and the selection criteria Community College and Technical Center MIS (CCTMIS) received from DSC.

## **FTIC ([Handout 8](#)).**

**First time Student Flag (DE 1005).** *Proposed change to Record Type One -A* code to show if the student is first-time-in-college, first time at institution, or dual enrolled/early admitted. A first-time in college student is one attending a postsecondary institution for the first time after high school graduation who is enrolled in courses in one of the following instructional areas; Advanced and Professional, Postsecondary Vocational, Postsecondary Adult Vocational (if certificates are awarded), College Preparatory, Vocational Preparatory, or Apprenticeship. EXCLUDES students exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute.

**Transfer Student Flag (1032).** *Proposed change to Record Type One -A* code to show that the student is or is not a transfer student. A transfer student is a student who has previously attended another postsecondary institution. This transfer student is enrolled in courses in one of the following instructional areas; Advanced and Professional, Postsecondary Vocational, Postsecondary Adult Vocational (if certificates are awarded), College Preparatory, Vocational Preparatory, or Apprenticeship. EXCLUDES students exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute.

## **IPEDS Status ([Handout 9](#)).**

- Human Resource data will be loaded December 3-9. This is APR data. Colleges will check the APR verification reports for accuracy before the end of the submission.
- The changes to the Student Financial Aid Survey are mandatory this year not optional.
- There are also changes to the Finance Survey. If you have questions, ask early. Judith will need to get guidance from Finance and IPEDS.

## **State Accountability Measures ([Handout 9](#)).**

State Accountability Measures are running late this year due to workload issues. Measure 4 Part 1 College Prep should be certified for PBPB funding November 10, 2008. Measure 4 Part 2 and the rest of Measure 2 will be run by the state soon. The state is waiting on data for Measure 3 Part 2.

## **Vocational, PSAV, and Program Completion Handouts ([Handout 10](#)).**

Handout 10 contains vocational credit enrollments with 1/3 of program completed for 2008-09 summer term by Florida Community College. The handout also includes a similar chart for PSAV enrollments. A chart displaying completions by degree type per Florida Community College is also included.

### **Community College Update ([Handout 11](#)).**

Jo Conte provided a Community College update where she compared and contrasted the Florida College System Task Force with the State College Pilot Project, discussed College and Career Readiness Initiative as it related to the implementation of SB 1908, and briefly discussed the American Diploma Project and the 2009 Connections Conference.

### **Community College Feedback Report ([Handout 12](#)).**

Cohorts will be created from graduates reported to CCTCMIS via the Student Data Base. All Associate in Arts graduates for the academic year for the College and all Associate in Science graduates that are in programs guaranteed transfer (as listed in the Statewide Articulation Manual) will be included. Only those graduates who transfer to one of the following baccalaureate-degree granting institutions will be included in the cohort:

- A public Florida university;
- A public Florida baccalaureate-granting community college;
- A private Florida college who is a member of ICUF;
- An out of state institution matched through the National Student Clearinghouse.

At any time, a College will maintain no more than three years of subsequent enrollment information on a graduating cohort. Information on a cohort will be provided as data become available. If three years of subsequent enrollment data have been provided to a College on a specific graduating cohort, the College may maintain the data for one year from the date the third year of data was made available. Agreement expected to be executed in Summer 2009. If so, the following cohorts will be pulled.

- 2005-06 Cohort: Subsequent enrollment for 2006-07, 2007-08,2008-09
- 2006-07 Cohort: Subsequent enrollment for 2007-08,2008-09
- 2007-08 Cohort: Subsequent enrollment for 2008-09