

Date: December 16, 2009
To: Distribution
From: Jesse Coraggio
Subject: MISATFOR Meeting October 2009

MISATFOR

Management Information Systems Advisory Task Force (MISATFOR) is a state reporting focused taskforce composed of representatives from each of the community colleges.

Upcoming MISATFOR meetings:

- *Tallahassee*, April, 2010
- *Clearwater*, June 2010 (tentative), Annual Reports Workshop (ARW)

October Meeting

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

- **Transparency Florida Update: SB 1796:** Transparency Florida states that a state agency must be transparent in terms of how funds are spent. This includes all municipalities and colleges. There will be a website created that details how money is spent. This website will include monthly updates. The current order for development is 1) K-12 system, 2) Universities (SUS), and 3) Colleges
- **SDB –Unduplicated Headcount – FTE Funded Courses ([Handout 9](#)):** New verification reports have been added beginning in Summer 2009-10 for Unduplicated Headcount for Students Enrolled in Funded FTE Courses. These reports were originally done for the Finance Bureau for use in the Funding Formula. The current reports are by College, by Dual Enrollment Type, by Verified Disability Type, and by FTE Categories (waivers, exemptions and other types).
- **SDB – Withdrawal Definition ([Handout 9](#)):** The Auditor General’s Office would like to have the colleges report on the SDB an “Official” withdrawal code. This code is needed for auditing of financial aid data. CCTCMIS staff have developed a draft definition (See handout). The definition has been reviewed by the AG office, DFC, Brad Honius, Financial Aid Director, Valencia CC, and Deborah Fuchetti, Registrar, South Florida CC. The definition has been presented to the CIA/CSA. If the definition is adopted, then the current table values of W, WF, and WP would be replaced by WO – Official Withdrawal and WU – Unofficial Withdrawal. With the new definition it is not believed that an Unofficial Withdrawal could be reported, but we need input from the colleges to be positive.

Transparency Florida Update: Gene Kovacs

SB 1796: Transparency Florida states that a state agency must be transparent in terms of how funds are spent. This includes all municipalities and colleges. There will be a website created that details how money is spent. This website will include monthly updates. The current order for development is 1) K-12 system, 2) Universities (SUS), and 3) Colleges.

SB 1908 Data Flow Overview: ([Handout 1](#)): Gene Kovacs

Gene discussed SB 1908 and the current processes being implemented to address the Bill.

Gene also presented the draft Florida College System Testing Repository Data Flow model (see handout).

District courses will include:

- Writing for College Success (1009370) grade of 'C' + Basic Skills Exit Test
- Reading for College Success (1008350) grade of 'C' + Basic Skills Exit Test
- Math for College Success (1200410) grade of 'C' + Basic Skills Exit Test
- Math for College Readiness, (1200700) with grade of 'C' + and 86+ on the CPT

Course and exit test information will eventually be located on the FASTER transcript summary page.

Share Point Overview: ([Handout 2](#)): Gene Kovacs

Gene provided an overview of some of the new share point features including reporting problems (B.U.G.S.), using the discussion board, and activating alerts in order to receive CCTCMIS correspondence. The URL is: <http://www.fldoehub.org/CCTCMIS/Pages/default.aspx>. The site contains general information such as the State Fact book, CCTMIS directory, and the FTE-3 reports as well as secure access for college reporting staff to information such as the chart of reports and the new authorized signature form for a president's designee.

ARRA Update: ([Handout 3](#)): Gene Kovacs

CCTCMIS is applying for a \$10 million American Recovery and Reinvestment Act's (ARRA) Statewide Longitudinal Data System grant. The grant will be for three years from July 2010 through June 2013. The grant is intended to 1) upgrade the PK12, community colleges, workforce education and SUS data systems, 2) create a system to assign a unique identifier, 3) incorporate a report building tool, and 4) allow for data mining for analysis. The implementation schedule for the new data system will include:

Year 1: Design and implementation to include the hardware purchases.

Year 2: Coding and testing

Year 3: Pilot all schools with the maintenance of two systems

Year 4: Production

CCTCMIS will be forming a technical committee to assist with the implementation.

Performance Funding for the Council of Presidents: Jan Cessna

No performance funding will be available this year.

Transfer Program Admissions Information (TPAI) file: ([Handout 4](#)): Marsha Stickel

Marsha w/FACTS.ORG reviewed the information details of the transfer Admissions Information file (See handout).

Accountability Update: ([Handout 5](#)): Robert McMullen

Numbered Memorandum (08-2010-15) for Accountability 2009 Review was sent October 14, 2009.

Review Certification due November 18, 2009.

Reports Available for	College Review
MI1Y2009	MIPI Prior High School Graduates
M12Y2009	MIP2 Retention and Success
M2Y2009	M2 AA Degree Transfers to SUS
M2CP2009	M2 AA Degree Transfers to SUS by College Preparatory Status
M32Y2009	M3P2 Vocational Placement
M41Y2009	M4P I College Prep Retention and Success
M42Y2009	M4P2 College Preparatory Success Rate

M5Y2009: M5 CLAS Performance CLAST data files have been delayed due to the repeal of the CLAS Test. CLAS Alternatives will continue to be collected as a separate submission for Accountability Measure 5. A separate Numbered Memorandum will be sent for Accountability Measure 5 CLAS Performance review.

New Race/Ethnicity Collections and Reporting: ([Handout 6](#), [Handout 7](#), [Handout 8](#)): Gene Kovacs
The Race/Ethnicity reporting and collections measures will differ.

- Collections:
 - Collecting Ethnicity Requires a Two Part Question
 - Both Questions Must be Presented
 - Cannot Require an Answer - But Cannot Provide a Non-Response Option
- Reporting:
 - Categories will be Aggregated for Federal Reporting
 - Hispanic
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White
 - Two or more races
 - Nonresident alien
 - Race/ethnicity unknown

Student Database (SDB) ([Handout 9](#)):

SDB – AA1A Reports: Robert McMullen

CCTCMIS staff have finished rewriting the AA1A report program code. The new program code will generate the annual AA1A counts for the Factbook, Workforce, and the AA1A verification reports. The counts from the Winter/Spring End-of-Term (3E) AA1A verification report will match the annual AA1A counts. See the Handout for a copy of the new PDF format.

SDB – Date of Entry – Robert McMullen

After review and checking with others, CCTCMIS has determined that the Date of Entry is not needed. If the Date of Entry is deleted, then reports that need to know when a student entered (like Time to Degree), will be dependent on accurate data being reported for FTIC and First Time Transfer. CCTCMIS proposes to delete Date of Entry for 2010-11. **MISATFOR**

RECOMMENDATION: *Approve*

SDB- DCF Headcount Reports – Robert McMullen

The Division of Florida Colleges has set policy for all general headcount reports used by DFC that to be counted a student must be enrolled in a course. For the future, DCF would like to see unduplicated headcount reports in the Fact Book.

SDB – Disabled Classification: Robert McMullen

With the change to require all students' disabilities to be verified CCTCMIS questioned if the table value "D" is still needed on DE 1002. The table value of "D" is, disabled but not classified. It seems like a disability would be known to be verified. After review CCTCMIS has determined that this table value is no longer needed. CCTCMIS staff recommends this table value be deleted for the 2010 – 11 reporting year. **MISATFOR RECOMMENDATION:** *Approve*

SDB – DOE Code Procedure: Robert McMullen

An explanation of the DOE code (DE 2010 and 2110) has been added to the Procedures and Definitions (see Handout).

SDB – FAID New GI Bill: Robert McMullen

On 9/9/2009 a memo was sent to the Colleges' Reports Coordinators describing the changes to the new GI Bill definition (see the Handout for the memo and dictionary page). The main change is that only the tuition and fees are sent to the college and generally that will be through the business office and not financial aid. So only the tuition and fees will be reported on the database. The data will still be reported on the Financial Aid (RT 8) record. Also, the colleges will not know if the student receiving the aid is the veteran, spouse or dependent, so the table values for spouse and dependent are deleted and the new GI Bill is TV 114.

SDB –Unduplicated Headcount – FTE Funded Courses: Robert McMullen

New verification reports have been added beginning in Summer 2009-10 for Unduplicated Headcount for Students Enrolled in Funded FTE Courses. These reports were originally done for the Finance Bureau for use in the Funding Formula. The current reports are by College, by Dual Enrollment Type, by Verified Disability Type, and by FTE Categories (waivers, exemptions and other types).

SDB – Ethnicity Data Elements: Robert McMullen

The following Ethnicity Data Element's informational edits will become critical edits in the 2010-11 reporting year due to the changes necessary to implement the Office of Management and Budget's (OMB) 1997 Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity. Race/Ethnic Origin (DE 1003) will not be submitted and will be removed from the file format.

DE 1037 Race – White

DE 1038 Race – Black/African American

DE 1039 Race – Asian

DE 1040 Race – American Indian/Alaskan Native

DE 1041 Race – Native Hawaiian/Pacific Islander

DE 1042 Ethnicity – Hispanic/Latino

DE 1003 will not be reported by the colleges, but CCTCMIS will keep DE 1003 on the Student Database and use it for the conversion for IPEDS reporting. Should we keep DE 1003 in the Data Element Dictionary? **MISATFOR RECOMMENDATION:** *Approve, keep DE 1003 in dictionary, but grey out*

SDB – Veterans: Robert McMullen

The Board of Governors – State University System is adding data to their student database to report veteran’s data as it is reported on the FASTER transcript and the FACTS common application. The Division of Florida Colleges also needs this data. DFC is looking to see if we can get the data through the VA rather than the colleges reporting on the database.

SDB - Transfer Institution: Robert McMullen

During the Summer End-of-Term (1E) submission, Valencia requested to collapse the Transfer Institution values from: Other Florida Community Colleges (‘555555’) and Other Florida Universities (‘666666’) To: Other Florida Post-Secondary Institutions (‘666666’) And Other Non-Florida Community Colleges (‘777777’) and Other Non-Florida University (‘888888’) To: Other Non-Florida Post-Secondary Institutions (‘888888’) Valencia’s reason to collapse these data values is that the college does not know if the institution is a college or a university. CCTCMIS staff researched the use of the codes and found no objections against the changes. CCTCMIS staff recommends collapsing the values for the 2010-11 submission year.

MISATFOR RECOMMENDATION: *Approve, change ADB also*

SDB – Term Course Load & Hours Earned: Robert McMullen

CCTCMIS staff previously asked the colleges if there are any problems with the verification reports and the total hour calculation:

HRATTREP (Course Hours Attempted by College)

HREARREP (Course Hours Earned by College)

Pensacola brought up the issue of the lifelong repeats hours (Course Lifelong Learning Flag – DE 3010 = ‘Y’). In these courses, colleges need to convert the semester hours to institutional clock hours. The problem is in the total hour calculation for the semester hour courses, where clock hours are added to the total. CCTCMIS staff recommends taking out the lifelong repeats courses from the total hour calculation. CCTCMIS staff will delete the data elements Term Course Load (DE1022-23) and Term Hours Earned (DE 1024-25) for the 2010-11 submission year.

MISATFOR RECOMMENDATION: *Table, place reports and selection criteria on hub for review, add column with courses with no grade or failing grade for hours earned*

SDB – Withdrawal Definition: Robert McMullen

The Auditor General’s Office would like to have the colleges report on the SDB an “Official” withdrawal code. This code is needed for auditing of financial aid data. CCTCMIS staff have developed a draft definition (See handout). The definition has been reviewed by the AG office, DFC, Brad Honius, Financial Aid Director, Valencia CC, and Deborah Fuchetti, Registrar, South Florida CC. The definition has been presented to the CIA/CSA. If the definition is adopted, then the current table values of W, WF, and WP would be replaced by WO – Official Withdrawal and WU – Unofficial Withdrawal. With the new definition it is not believed that an Unofficial Withdrawal could be reported, but we need input from the colleges to be positive.

MISATFOR RECOMMENDATION: *Approve - change Official to Table Value W.*

SDB – OAG FAID Data: Robert McMullen

CCTCMIS staff previously agreed to work with the Auditor General’s Office to see if there was a way to collect the Financial Aid Title IV data needed by the OAG to prepare for audits. The data requirements are that the aid is disbursed and it is for specific Federal Title IV aid types (See handout). There are 2 options for reporting:

1. Add record type 9 to report only the Title IV disbursed aid. Patterned after Record Type 7, the data would only be the key and the type of aid.

2. Add the data to Record Type 7 and add a data element for a flag if the aid was disbursed. If the aid type is not Title IV then the disbursed flag must be no, the aid was awarded. If the aid type is Title IV and the aid is not need based, then the disbursed flag must be yes.

MISATFOR RECOMMENDATION: *Table*

SDB – CLAS Test: Robert McMullen

The CLAS Test (CLAST) has been repealed. The historical CLAST data will be available at the state level for any necessary reports in the future. The following data elements will have all references to CLAST deleted:

- Number: 1101 Name: Entry Level/Exit Test – Score
- Number: 1102 Name: Entry Level/Exit Test – Site
- Number: 1103 Name: Entry Level/Exit Test – Subtest
- Number: 1104 Name: Entry Level/Exit Test – Type
- Number: 1105 Name: Entry Level/Exit Test – Date
- Number: 1106 Name: College Preparatory Completion Indicator

This will be implemented in for the Fall End of Term 2009-10. The CLAS Alternatives will still be collected through a supplemental file for the Accountability Measure 5 CLAS Performance Report.

SDB – EF2 Postsecondary Headcount Verification Reports: Robert McMullen

Changes in the IPEDS EF2 reporting requirements have necessitated a rewrite of the programs that produce the verification reports for the term submissions, IPEDS Fall EF2 Survey and IPEDS E12 Survey, as well as the upload files and the Fall EF2 data file used for various IPEDS surveys.

Highlights of Report Changes:

- New reports for IPEDS
 - Entering Class
 - Retention Rates
 - 12-Month Unduplicated Headcount
 - Instructional Activity
- New Report formats that resemble the IPEDS data entry screens
 - New Aggregate Race/Ethnicity Codes
 - Entering Class Displayed
 - Dual Enrollment displayed separately
 - Footnotes to indicate differences between Verification and IPEDS reports

- Deletion of data no longer collected

- IPEDS EF2 and R2 reports combined into one PDF file

This will be implemented for the Summer Term 2010-11 and impact the selection criteria, the EF2 Verification Reports, the IPEDS EF2 report, and the IPEDS E12 report.

SDB - Miscellaneous Information (Summer Submission Reports/Perkins & NRS etc): ([Handout 10](#), [Handout 11](#), [Handout 12](#)): Joan Roddenberry

1) NRS Items of concern:

Current 08-09 Tables 1-4 on SharePoint.

Correct reporting of Initial Functioning Level.

Correct reporting of all Literacy Completion Points.

Correct reporting of course hours.

Unknown Gender/Race/No Birthday records are eliminated.

New Program CIP/VPC for Adult High School co-enrolled students.

Report all course records even those with hours less than 10 since NRS is annual hours not just a single term.

Correct reporting of Student Goals.

Correct reporting of Post Test.

Correct reporting of hours for Distance Learning courses (PDB DE 4060 Primary Course Section Classification).

2) Perkins Items of concern:

Correct reporting of DE 2007 and DE 2008 Hours towards award for determining Perkins Concentrators meeting 75% and GPA 2.5 for Technical Skill Attainment as well as any Industry Certifications in Supplemental files.

Correct reporting of full program completers.

Correct reporting of OCPs earned (Proxy Technical Skill Attainment) plus Industry Certifications.

Correct reporting in supplemental file of Industry Certification data.

Industry Certification Process for FETPIP.

3) Reports

Modification to testing record to accommodate adult testing data.

SAS Users Group – College Edit Program Workshop: Vince Jones

Vince provided an electronic copy of the College Edit program to the meeting attendees.

SB 1908 Discussion: ([Handout 13](#), [Handout 14](#)): Gene Kovacs

Gene provided the new Student Data Base SB 1908 Submission Dates (See handouts). For date extensions a memo must be sent from the College President to CCTCMIS. The responsibility for the administration of the CPT to high school students as determined by SB 1908 has changed from the Office of Assessment to the Division of Florida Colleges (DFC). Judith Bilsky, Executive Vice Chancellor for the Office of Student and Academic Success and John Hughes, who oversees the institutional research and effectiveness unit within the Division of Florida Colleges, will oversee the project.

This change should include better identification of students using FACTS.org, and a better funding model with a fixed price per administration. The new memorandum of understanding (MOU) includes payment of test administrations (after July 1st of this year) for Dual–Enrolled students. The data submission of a flat file will remain the same as this year with submissions occurring during the summer open submission window along with the regular file submission. Ten thousand students tested statewide last year with around a 30% pass rate.

Approval of August MISATFOR minutes: ([Handout 15](#)): Chair, MISATFOR

The August minutes were approved and are included in the handout.

OPPAGA Workforce Study: Robert McMullen

SB 1616 Legislation is designed to review student outcomes in workforce education degree and certificate programs offered by community colleges, school districts, and independent institutions which prepare students for occupations not included on the locally targeted occupations lists developed by Workforce Florida, Inc., or on the statewide occupational forecasting list developed by the Workforce Estimating Conference. Questions concerning class size have arisen as a result of the OPPAGA Workforce Study. CCTCMIS is working on a model to present class size information and will be discussing this model at future meetings

FCO – Room Use Code 220: ([Handout 16](#)): Robert McMullen

When the Facilities Inventory data is loaded into the database, student stations are calculated based on the Room Use Code (RUC) and Facilities ICS for class rooms and labs. Currently the RUCs which have student stations are: 110, 120, 210, 220, and 230. CCTCMIS have been asked by college staff and OEF to review whether RUC 220, should have student stations. After review by DFC, CCTCMIS will not calculate

student stations for RUC 220 beginning in the 2009-10 Fall End-of-Term data submission. **CCTCMIS STAFF DECISION:** *Approve*

IDB – Verification Reports: ([Handout 17](#)): Robert McMullen

The verification report programs for Room/Space Utilization, Distance Learning, and Faculty Load have been rewritten. PDF reports are being added and some bugs have been corrected.

Distance Learning

Correction - The logic for the annual report did not count the course/sections which changed distance learning type correctly.

Faculty Load

Correction - The logic for Headcount was excluding instructors that taught LLL and another course in a different Program Area.

Correction - The logic for the Total Position FTE added the FTE from the Program Areas, which results in duplicated FTE for instructors teaching in more than one Program Area.

Change - The Class Hours and Student Hours Credit Hour Equivalents are being calculated at the unit record level which results small changes in the numbers due to rounding.

Change - The reports are now available for Lower Level, Upper Level and Both (all combined). Current report was doing Both only.

Room/Space Utilization

No changes except PDF reports or corrections.

The new programs will be implemented for 2009-10 Fall End-of-Term.

Personnel Database (PDB) ([Handout 18](#)):

Distance Learning Update: Gene Kovacs

The Distance Learning Task Force recently created a set of recommended definitions for ‘distance learning’. Based on these recommendations a distance learning course is a course where the instructor and student are separated by time or space or both for 80% of the course. The legislator adopted the basic definition for the purpose of **fee collections**.

Although no other items were put into statute, the SUS system has adopted the full set of instructional delivery types recommended by the Task Force. The Florida Division of Florida Colleges believes that for consistency sake we should also adopted these categorizations. Attached for discussion are two new elements Instructional Delivery Method (DE 4065) and Technology Delivery Indicator (DE 4070). The expected Implementation year is 2010-11. **CCTCMIS STAFF DECISION:** *Approve*

PDB – Reporting Issues (Primary Activity): Brian Walsh

- 1) No longer will the primary activity be calculated. CCTCMIS is in process of changing the verification reports that use DE 2005, occupational activity code and DE 2025 position portion of effort, to use the new DE 1009, primary activity. Summer End-of Term submission was processed using the reports on the list below that have been updated to use DE 1009, primary activity. The verification reports that used DE 2005, occupational activity code, and DE 2030 position portion of effort, will be changed to use DE 1009, primary activity for the 2009-10 Fall End-of-term submission.
- 2) The Comparative Frequency report for the new DE 1009, primary activity, has been added to the submission processing. These reports will not be produced until there has been five years of data to establish the trend.
- 3) Since only instructional employees are being reported, except Fall term, the Comparative Frequency reports will be generated using only instructional employees in the Summer and

Winter/Spring term for the historical years so the colleges will not show a large drop with the new data collection. The FTE and Headcount ratio reports will only be produced in the Fall term when all employees are reported.

PDB – Team Teaching/Portion of (Course) Section Workload: Brian Walsh

There are some colleges reporting workloads greater than 1.0 in Data Element 3025, section workload, and Data Element 3020, team teaching flag, is equal to 'Y', for a single instructor who is team teaching. This over reporting causes calculations using this data element to show these colleges having workloads that can't be achieved. For the Fall-End-of-Term 2009-10 (next submission), CCTCMIS staff is planning to change from informational to critical the edit for single instructors over a total of 1.0 who are team teaching.

Additionally when DE 3025, section workload, is greater than one and DE 3020, team teaching flag, is equal to 'N'. The workload field must equal one. CCTCMIS will provide a critical edit for this issue starting 2009-10 Fall End-of-term submission. Another issue is caused when DE 3025, section workload, is less than one when DE 3020, team teaching flag, is equal to 'N'. The workload field must equal one. CCTCMIS will provide a critical edit for this issue starting 2009-10 Winter/Spring End-of-term submission.

We will also be looking at the sum of DE 3025, section workload, by course when DE 3020, team teaching flag, is equal to 'Y'. The total workload should not be greater than one for any single course. CCTCMIS will provide a critical edit for this issue starting 2009-10 Winter/Spring End-of-term submission.

PDB – NRS Distance Learning: Brian Walsh

In 2008-09 a new table value – 'A', was added to the Primary Course Section Classification – DE 4060, to report Distance Learning for NRS. Reporting this on the PDB will save the colleges from reporting in a supplemental file. For NRS, a course is distance learning if the majority of the instruction (>50%) is separated by geography, time or both, must have at least 12 hours of contact and all pre-assessments and post-assessments must be administered in person at a proctored program site. Community College and Technical Center MIS (CCTCMIS) discovered that there are only 5 colleges reporting table value 'A', while there should be at least 10 colleges reporting table value 'A'.