

Date: September 21, 2009  
To: Distribution  
From: Jesse Coraggio  
Subject: MISATFOR Meeting August 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:**

- *Orlando*, October 29- 30, 2009

### **August Meeting**

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

- **CPT Update:** There was discussion regarding the proposed changes to the administration of the CPT this upcoming year. 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). This change should include better identification of students using FACTS.org, and a better funding model with a fixed price per administration. 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.
- **Anticipated Degree Grads ([Handout 5](#)):** DFC has received a request to add Anticipated AS and AAS Degree Grads to the Anticipated AA Grads. Since submission is optional, we will be adding AS and AAS degrees to the request. The data request would be for 'Anticipated Degree Graduates.' Instructions and file format are in the handout.
- **Share Point Updates ([Handout 14](#)):** The handout includes general information regarding the new FLDOE share point site. The new URL is: <http://www.fldoehub.org/CCTCMIS/Pages/default.aspx> (Eff. date: May 4, 2009). The site contains general information such as the State Factbook, 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.

- **IPEDS College CIP 2010 Issues** ([Handout 16](#)): Registration for IPEDS has been opened. The CIP Conversion Tables for the CIP 2010 will be updated for Colleges and Technical Centers this month. The CIP 2010 will be used in the 2009-10 Disbursement Eligibility Report. CIPS are also used for SEVIS.
- **OPPAGA Workforce Study** ([Handout 17](#)): 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. The handout includes definitions, program outcomes, and other elements of the design of the OPPAGA study.

**Election of Officers:** Jan Cessna

New MISATFOR officers were elected for 2009-10.

**2009-10 MISATFOR OFFICERS:**

Office	Title
Chair	Tammy VanderHey 
Vice-Chair	Dee Nielsen 
SDB	Dru Clark 
PDB	Alys Arceneaux 
Recorder	Briidgette Decent 

**Finance Report:** John Holdenak

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.

**Auditor General Request:** Robert McMullen

The auditor general has requested record types 1, 6, and 8 from the colleges for testing and analysis purposes.

**Legislative Liaison Committee Discussion** ([Handout 1](#)): Gene Kovacs

Gene stated that Steve Schroeder was not able to attend this session, but provided an email stating what he intended to discuss.

This year the FACC Legislative committee which consists of all of the lobbyists for the State and Community Colleges within the Florida College System has made a conscious decision to become more involved and more available to the various committees and councils throughout the Florida College System. In doing this, they have each volunteered to serve as a liaison between the lobbyists and one or more council or committee. Steve has agreed to serve as the liaison between the lobbyists and MISATFOR/WEDDAC. In this role, he hopes to be able to attend meetings and provide information on legislative issues relating to each area of operation and make himself available to as a resource on those issues. The FACC Legislative committee hopes that this will become a source for two-way communication. They are asking that the committees appoint a point person to provide information when need information. There was discussion that there may be a need for a group instead of a single point person to serve in this capacity.

**FTE – Brian Walsh**

The FTE-3 report has been completed is located in the CCTMIS section of the FLDOE hub site:

<http://www.fldoehub.org/CCTCMIS/c/Pages/default.aspx>

**Accountability (Handout 2):** Katie Decoteau

*Reports Available for College Review*

- M11Y2008 M1P1 Prior High School Graduates
- M2Y2008 M2 AA Degree Transfers to SUS
- M2CP2008 M2 AA Degree Transfers to SUS by College Preparatory Status
- M32Y2008 M3P2 Vocational Placement
- M41DRFT\* M4P1 College Prep Retention and Success

\*There is at least one college that has been contacted about data problems

*Reports Available for CCTCMIS Review*

- M12Y2008 M1P2 Retention and Success

*Reports Coming Attractions*

- M42Y2008 M4P2 College Preparatory Success Rate

*Available Soon*

- M5Y2008\* M5 CLAST Performance

*Changes due to the repeal of the CLAST legislation may cause a delay in getting the CLAST data files.*

Numbered Memorandum for Accountability Review to be sent last week of August

Review Certification due last week of September

The repeal of CLAST and the Division of Florida College's technical assistance sanctioning use of the CPT for CLAST purposes has caused many to question transcript reporting strategies. As of today, the FASTER code 995 will be recommended for use to the Articulation Coordinating Committee; therefore, colleges may use 995 on student transcripts to indicate that CPT scores concordant with SAT/ACT have been used to clear students for award of the AA degree.

**Student Database (SDB) (Handout 3):**

**Course Withdrawals:** 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 is working on development of a definition for withdrawal codes that will meet the auditor's needs and have consistent reporting by all the colleges. The colleges will be notified when the definitions are ready and will be presented at the next MISATFOR meeting. The plan is to implement the new definitions in 2010-11. CCTCMIS staff will meet with Auditor General's staff to see if there is another way to get the Auditors the data they need without sending Rec type 8.

**First-time Student Flag (DE 1005) Transfer Student Flag (DE 1032):** Cesar Regazzoni

At the April MISATFOR meeting, CCTCMIS staff presented a list of data elements under review, due to the new definitions for FTIC (DE 1005) and Transfer Student Flag (DE 1032). For 2009-10 year submission, CCTCMIS staff is proposing edit changes to a number of data elements (See handout page 4). **MISATFOR RECOMMENDATION:** *Approved edits change;* **CCTCMIS STAFF DECISION:** *Study motion to delete Date of Entry (DE 1020)*

**Term Course Load (DE 1022-23) and Term Hours Earned (DE 1024-25) - Deletion – Definitions for the hour calculation:** Cesar Regazzoni

At the 2008 July MISATFOR meeting, a sub-committee was formed to review the definitions for the calculation for the Term Course Load (DE 1022-23) and the Term Hours earned (DE 1024-25) hours before the execution of the deletion. The sub-committee decided to follow the FTE Funding report criteria for the calculation of the Term Course Load (DE1022-23). Also The Total Hours Earned will not include the Lifelong Learning Hours.

After a year with the verification reports HRATTREP (Course Hours Attempted by College) and HREARREP (Course Hours Earned by College), CCTCMIS staff is asking the colleges if there is any problem with the reports and the total hours calculations to proceed with the deletion of the data elements for the 2009-10 year submission. **MISATFOR**

**RECOMMENDATION:** Colleges will review reports to take a decision next meeting;  
**CCTCMIS STAFF DECISION:** Bring item next MISATFOR meeting

**Miscellaneous Information:** Joan Roddenberry

Joan briefly discussed some state reporting concerns in the following areas:

Perkins Items of concern:

- 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 Proxy.
- Correct reporting of full program completers.
- Correct reporting of OCPs earned (Proxy Technical Skill Attainment).
- Correct reporting in supplemental file of Industry Certification data.
- Industry Certification Process for FETPIP.

FASTER:

- Nursing Enrollments ([Handout 4](#))

**Disabled Classification (DE 1002):** Robert McMullen

With the change to require all students' disabilities to be verified, CCTCMIS question 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. If this table value is no longer needed, CCTCMIS staff would recommend this table value be dropped for the 2010 – 11 reporting year. **MISATFOR RECOMMENDATION:** College will research this value at their institution; **CCTCMIS STAFF DECISION:** Include this item for next MISATFOR meeting.

**Term Part-Time/Full-Time (DE 1029):** Robert McMullen

At the last MISATFOR meeting, there was discussion of what type of hours to include in the Part-time/Full-Time calculation. From reviewing the issue, CCTCMIS has determined that PT/FT is only used in reporting for students enrolled in A&P, PSV, College Prep, and PSAV.

- Question: Should the definition for PT/FT include A&P, PSV, College Prep, and PSAV courses only?
- Question: Should EPI be included?

Audited Courses must not be included. Hours for credit by examination and/or CLEP must not be included. Hours for prior term Incompletes being completed in the prior term must not be included unless the student has registered and paid fees for the course being completed.

**MISATFOR RECOMMENDATION:** *Agreed with recommendation for Definition, EPI should not be included.*

**Course Fee Kind and Dual Enrollment Edit:** Robert McMullen

CCTCMIS is proposing to add a critical edit to DE 3006 – Course Fee Kind to require that a code of N – no fee waiver when DE 3005 = H, P, S – Dual Enrollment. The critical edit will be implemented for 2009-10 Summer Term. **MISATFOR RECOMMENDATION:** *Approved*

**Course Section Resource:** Robert McMullen

CCTCMIS has received input from two colleges on the course prefixes for music courses with limited enrollment which should not be included in a course section resource report. The following is the criteria suggested to date:

- 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). Note: Could do Distance learning separately.
  - Exclude Contract and Recreation and Leisure courses (PDB DE 4060 = S – Credit/Non-credit course). Exclude courses with prefixes: MUC, MUL, MVB, MVK, MVP, MVS, MVV, and MVW.

**MISATFOR RECOMMENDATION:** *Add prefix MUO*

**AA Completions:** Robert McMullen

CCTCMIS staff checking the 2008-09 AA completions found that a college reported two AA completions for the same student in the same term, the student edit program accepted the duplication because the records had a different CIP cluster. Colleges should report only one AA degree completion for the student. For the 2009-10 submission, CCTCMIS staff is adding a new critical edit to flag this kind of duplication. The edit will be checking the CIP middle six digits equal to ‘240101’. Any duplication for the same student will be flagged. Attached are the Completion CIP (DE 2101) dictionary pages. **MISATFOR RECOMMENDATION:** *Approved*

**Frequency Zero edit report – Entry Level Test:** Robert McMullen

CCTCMIS staff checking the data from the Entry Level Test – Record Type 2 for Accountability found a college that did not submit failing scores for any entry level tests by type since 2006-07 submission year. For the 2009-10 submission, CCTCMIS staff is proposing to add a new critical edit to the Frequency Zero edit report to flag any entry level test by type and subtest that the college is reporting that do not have at least one failing score. If the college does not send any records for an entry level test type, the test type will be not flagged.

**MISATFOR RECOMMENDATION:** *Approve by subtest, add edit for 0 passing*

**CPT Update:** Gene Kovacs

There was discussion regarding the proposed changes to the administration of the CPT this upcoming year. 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 Community Colleges. This change should include better identification of students using FACTS.org, and a better funding model with a fixed price per administration. The data submission of a flat file will remain the same as this year with submissions occurring during the summer open submission window with the regular file submission.

**Anticipated Degree Grads ([Handout 5](#)):** Katie Decoteau

DFC has received a request to add Anticipated AS and AAS Degree Grads to the Anticipated AA Grads. Since submission is optional, we will be adding AS and AAS degrees to the request. The data request would be for 'Anticipated Degree Graduates.' Instructions and file format are in the handout.

**SREB ([Handout 6](#)):** Judith Thompson

SREB is collecting a Time To Degree Survey, and John Hughes has been working with CCTCMIS to create the Selection Criteria.

**FCAT Pilot Extension:** John Hughes

The FCAT pilot will continue for one more year in order to gather more information. Focus will be on dual-enrolled students and other colleges may now join the pilot group.

**Equity Report ([Handout 7](#)):** Lynda Earls, Gene Kovacs

The equity report will be due on May 1<sup>st</sup> this year. The data and the charts will be provided by the state and integrated directly into the report. This information will be available during the end of October and beginning of November timeframe. Data from the 08-09 academic reporting year will be provided along with the APR from last year. Next year, data from the personnel database will be provided. There will be a state technical assistance workshop held for Equity Officers at our college on November 4-6. A student with disabilities category will be added to the Equity Report this year. A draft of the components for the 2009-10 Annual Equity Update Report is located in the handout.

**Facilities/Capital Outlay Database (FCO) ([Handout 8](#)):**

**Joint-Use Facility:** Linda Wheatcraft-Smith

A Joint-Use Site or Facility is one that is designated by the Legislature or State Board of Education as such in advance of its acquisition or construction, that is, one specifically funded for cooperative use. All Joint-Use Facilities are listed on the PECO Site List maintained by the Division of Florida Colleges. Some colleges are misreporting facilities as Joint-Use. DCF and CCTCMIS staff have identified these miscoded facilities and will be notifying the colleges to correct the data in the 2009-10 Summer FCO submission. Beginning in the 2009-10 Summer FCO submission, CCTCMIS will implement a critical edit requiring Facilities coded as Joint-Use on the Inventory to be on the PECO Site List. **MISATFOR RECOMMENDATION:**  
*Approve*

**2008-09 Facilities Data Base Error:** Linda Wheatcraft-Smith

While CCTCMIS staff was reviewing 2008-09 Facilities Data Base data an error was discovered. The edit process was loading zeros to the Site Length of Holding (DE 5150). The submission terms affected are Fall (2E) End-of-Term and the Winter/Spring (3E) End-of-Term

and also colleges that resubmitted Summer (1E) End-of-Term (Daytona and Valencia). The edit process was fixed and all reports were rebuilt. Please check your reports for accuracy.

**Crosschecks Edits:** Linda Wheatcraft-Smith

CCTCMIS staff is updating the 2009-10 Facility Data Element Dictionary deleting the crosscheck edits page and adding the crosscheck edits to the associated data elements numbers. With this change colleges will be aware of which data elements have a cross edit without leaving the data element page. The data element changes are located in the handout.

**Integrated Database (IDB) ([Handout 9](#)):**

**Room/Space Utilization Committee:** Lisa Cook/Robert McMullen

CCTCMIS staff have created graphs of the Room Utilization by Day by Hour reports.

- RU110CN.PDF – By college for the day with the highest utilization.
- RU110SITE##.PDF – By site by day.

The reports are available on the CCTCMIS Restricted Hub, in the Colleges, All Common Documents, RSU Graphs folder.

**Number & Percent of Courses Taught by FT/PT Instructors:** Robert McMullen

CCTCMIS staff have been working on the Courses Taught by FT/PT Instructors report to make it a verification report and to add Team Teaching Workload as a factor in the number of courses. Some colleges have large decreases in the number of courses because of 0 Workload for many Team Teaching Instructors. In the handout are two reports, one without the Team Teaching Workload factor and one with it.

**Annual Personnel Report (APR) - Fringe Benefits ([Handout 10](#)):** Robert McMullen/ Katie Decoteau  
CCTCMIS discovered on the APR Fringe Benefits File for Fringe Benefit Type 11 (Social Security Tax) were reported as having social security taxes but the amount of social security taxes were zero. CCTCMIS is recommending a critical Fringe Benefit edit for the upcoming submission 2009-10 to insure the data isn't zero. ***MISATFOR RECOMMENDATION:** Approve, CCTCMIS should review if other values need edit.*

**Personnel Database (IDB) - Distance Learning Definition ([Handout 11](#)):** 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. Located in the handout are two new elements Instructional Delivery Method (DE 4065) and Technology Delivery Indicator (DE 4070).

**April Minutes ([Handout 12](#)):** Jan Cessna

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

**Administrative Issues:** Gene

CCTMIS is completing an application for an American Reinvestment and Recovery Act (AARA) stimulus grant to enhance the development of a longitudinal database/data warehouse. Specifically designed to update the current source systems and enhance data quality as well as improve the

timeliness of reporting. CCTMIS will be creating an advisory committee composed of members of the colleges to assist in this process. If the grant is awarded, there will be a three time limit for completion.

**Perkins IV Updates ([Handout 13](#)):** Tara

The handout includes the Final Agreed Upon Performance Levels (FAUPL) for the Perkins IV performance measures.

**Share Point Updates ([Handout 14](#)):** Debbie Fitzpatrick

The handout includes general information regarding the new FLDOE share point site. The new URL is: <http://www.fldoehub.org/CCTCMIS/Pages/default.aspx> (Eff. date: May 4, 2009). The site contains general information such as the State Factbook, CCTMIS directory, and the FTE-3 reports as well as secure access for college reporting staff for information such as the chart of reports and the new authorized signature form for a president's designee.

**Share Point – New Data Base Certification Form ([Handout 15](#)):** Debbie Fitzpatrick

One form has been created that can be used throughout the year for all state database submissions. The new form was developed with Microsoft's InfoPath program and can be accessed via SharePoint on the College Restricted SharePoint Web site (<https://restrictedbi.fldoehub.org/CCTCMIS/c/>).

**IPEDS College CIP 2010 Issues ([Handout 16](#)):** Judith Thompson

Registration for IPEDS has been opened. The CIP Conversion Tables for the CIP 2010 will be updated for Colleges and Technical Centers this month. The CIP 2010 will be used in the 2009-10 Disbursement Eligibility Report. CIPS are also used for SEVIS.

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