

MISATFOR

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

April 2017 Meeting

The official minutes from the [November 2016 MISATFOR](#) meeting are available. Below is a summary of the items discussed and electronic copies of the handouts where available. The information document is available in its entirety ([MISATFOR - April 2017](#)).

Miscellaneous

- [Data Governance Process](#) – The handout contains a quick reference of how the Data Element Process will look like going forward. Changes will first be reviewed by Career Adult Education (CAE) and the Florida College System (FCS), next input from institutions (CIA, CSA, MISATFOR), consideration by the DOE Data Governance Council (cross-functional, cross-departmental team), with a status update and final documentation provided to institutions.
- [Database Submission Procedures](#)
 - The Database Submission Procedures – references to the submitting database processing on the NWRDC mainframe will be removed.
 - **Up to four previously named individuals**, the president and three direct reports (alternates), can now sign the **data submission certifications**.
- [Mainframe-to-Server Migration](#)
 - A parallel process allowed institutions to review and verification using the new method as well as providing useful information to CCTCMIS for perfecting this new process.
 - A table appears on the second page that shows the advantages over the mainframe environment.
 - Several 2016-17 annual submission (4E) that occur later in the calendar year will use the server submission process (PDB – Salary and Benefits, SDB – Annual Financial Aid, Anticipated Grads).
 - Download and store historical reports locally. These will not be maintained on the new server.
 - Since files will only be available for a short time on the server (one week), folks were wondering where the reference files attached to certain data elements would be stored going forward.
 - Definitions and descriptions were provided for when to use the .TEST and .PROD processes within and outside the submission windows. Summer must be loaded before fall using .TEST outside of the submission window.
- [Non-Database Submissions](#) – Anticipated Degree Graduates and Excess Hours are server .PROD submissions only – Test functionality is not available.
- [Restructuring Edits within Data Elements](#) – Two enhancements include listing edit errors in the order that they appear in the edit reports and including the data element number listed on the error.

Legislative Update– [Handout](#)

- 2016-17 Performance-based Incentive Funds Allocation (Slide 1– 3)
 - Deadline is May 12, 2017 with funds distributed on May 26, 2017
 - Funded industry certification cohorts include: 2015-16 reported after last year’s deadline and those reported in the current year (2016-17).
 - Additional criteria listed.
- 2017-18 Legislative Budget Update (Slide 4–7)
 - Information on Workforce Development Funds
 - 2017-18 Performance Based Incentive Funds – Funded in the House but not in the Senate Budget.

Florida Education Identifier (FLEID) Analysis – [Handout](#)

This analysis will inform DOE leadership in developing the next steps regarding FLEID implementation. A few of the items discussed shown below:

- SDB submissions compared to FELID's in the vault. Do they match?
- Multiple FLEID assignments to one student.
- Submitting students and not getting any results returned to the college.

Full-time Equivalent (FTE)

- [FTE Process Milestone Dates](#) – The presentation explores FTE terminology, reporting schedule, submitting adjustments, and potential process enhancements.
- [Fte Estimates vs. Projections](#) – A high-level overview of the DOE model and review process that builds DOE Estimates for the FTE1 and FTE2 and the DOE Projections (Enrollment Plan and Capital Outlay).

IPEDS – [Handout](#)

- Proposed 2017-18 IPEDS Survey changes were discussed for the Outcome Measures (OM) Survey and Institutional Characteristics (IC).
- Reviewed acceptable out-of-range edit Explanations.
- IPEDS verification reports will be located on Restricted Hub while student level files will remain on NWRDC until PERA has access to TIBCO.
- First-time in College (FTIC) – SDB definition compared to IPEDS.
- [EF2/FTIC](#) – The IPEDS “EF2” / FTIC Cohort discussion included information on IPEDS EF2 Cohort defined and used for IPEDS graduation and retention calculations. Also used in several ways that lead to publicly available data.
 - IPEDS cohort established in the Student Database beginning Fall (2B) submission. The 2B file submission cannot be updated after the submission window (we have to live with what we submitted). Student with unknown gender (X) are excluded.
 - All students including unknown gender are included for 2016-17 and 2017-18 Performance Funding Allocation.

Unless otherwise stated, changes will go into affect for 2017-18 Summer (1E) submission.

Annual Personnel Report (APR) [Handout](#)

- In response to college requests, the APR submission window is now between October 23rd and November 16th. Certification is due on November 17th. Only server submission will be available.
- The RFALLIPS verification report should be reviewed for accuracy during the submission window – this is what appears IPEDS Human Resources Survey uploaded in February.

Facilities Database (FAC) – [Handout](#)

- Critical edits were added to that identify facilities (**Facility Area – DE5250**) that are smaller than the sum of the area of the rooms in the facility (**Room Area – DE5330**). Edit also added to Facility Condition (5240).
- Critical edits were added to owned sites (**Site Ownership – DE 5140**) and number of years leased not equal to 0 (**Site Length of Holding – DE 5150**).
- Critical edits added to unowned facilities (**Facility Ownership – DE 5260**) and the number of years leased equal to zero (**Facility Length of Holding – DE 5270**). Edit also added to **Facility Type (DE 5220)**.
- Clarifying language added to Facility Status (DE 5230) to further define permanent and temporary facility status.



Integrated Database (IDB) – [Handout](#)

- Proposed 2017-18 due dates were shared.
- Discussion about changing the deadline days from Monday to Thursday and certification days from Tuesday to Fridays. This would be considered for 2018-19 reporting years and beyond.
- Discussion of changes to report titles and filenames.
- [IDB Verification Reports](#) – Information on corrections and renaming some of the reports.

Student Database (SDB) – [Handout](#)

- **Fee Classification Residency (DE1004):** According to §1009.26, Non-Florida residents who are active duty military members paying instate fees by tuition waiver must be tracked separately. For summer and fall, there were only two students in the entire FCS reported with this new value. **Institutions instructed to review their data and make applicable adjustments to residency reported for the 2016-17 Winter/Spring (3E) Submission. This information will also be discussed with the Registrars.**
- **Military Status (DE 1057):** Informational – table values aligned with State University System shown with an asterisk.
- **Course Dual Enrollment Category (DE 3004):** Florida Statute citations added to the table values.
- **Entry Level/Exit Test – T (DE 1104):** March 2016 is the earliest data reportable for SAT2016. Table value U (SAT2016) added. A critical error will trigger if test type is H (SATI) and Entry Level/Exit Test Date (DE1105) greater than February 2016.
- To accommodate for eight digit dates (MMDDCCYY), **AGE Completion Date (DE2121) replaces Completion Date (DE 2102).**
- **Program of Study – CIP (DE 2002), Completion - CIP (DE 2101):** Additional information included to enhance the meaning of “track” for Baccalaureate Degree Programs.
- **CAE level of Schooling Achieved (DE 1064):** SPC does not have NRS eligible programs, therefore, report the default value of “N”.
- **Entry Level/Exit Test – Date (DE1105):** Test records older than 2 years as of April 1st will produce an informational edit in 2017-18 that will become critical in the 2018-19 reporting year. Accountability processes maybe affected by this change – further research required.
- **WIOA Edits:** Several data elements listed but the only two that pertain to SPC are CAE Single Parent (DE 1058) and CAE Displaced Homemaker (DE 1059).