



## MISATFOR

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

### April 2018 Meeting

The official minutes from the [November 2017 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 2018](#)).

**Academic Program Inventory (API):** The purpose of this initiative is to understand the supply of Workforce programs in the Florida College System (FCS) through historical trends, active/teach out designations, and other factors.

- Discussions continue on the most appropriate template.
- Much of the data requested for the API currently being reported to Florida Shines using a slightly different format. Several colleges requested using the Florida Shines data file format as a starting point with new data elements added.
- Is Hour Type data element necessary since the Award Type automatically establishes the hour type used for the program?

**Accountability Reports** – A webinar will be scheduled in the next few weeks to discuss the accountability reports and usage.

**CCTCMIS Website Review** – A review of the new website and processes that replaced the “Restricted Hub” SharePoint site. A brief demonstration of the following: A Data Submission Procedures Guide, Data Dictionaries, Database Historical Documentation, Reference Files, Numbered Memoranda, Reports Coordinator Resources (Chart of Reports, Training, Directory), Blank Certification/Authorization Forms, MISATFOR, Level II AA/Vocational Review Application, and Reports.

### College Forum – Reports Coordinator Session

- **AA-1A** – There appeared to be some inconsistencies in the displays between the position of enrollment and completions counts on the newest version of the AA-1A (formatting issue).
- **Plant Survey** – There was some confusion between room/space utilization and ICS codes. The Facilities Room Information Classification Structure (ICS) Code identifies the program or function to which activities in the room contribute. The Student Database Course Information Classification Structure classifies the course’s subject matter content. One of the colleges was trying to use the course ICS to determine which programs were contributing to room utilization.
- **National Council for State Authorization Reciprocity Agreements (NC-SARA)** – voluntary for states and institution and pertains to the approval of distance education courses and programs offered across state lines by postsecondary institutions that have degree authorization in at least one state. This agreement allows colleges or universities to offer distance education to students in any other member state (<http://nc-sara.org/sara-states-institutions>).
  - Additional information specific to Florida is available on the DOE website <http://www.fldoe.org/sara/documents.shtml>).
  - St. Petersburg College shared a local solution using the SDB database submission files, PERA transformed files and a download of current ZIP codes from the US Post Office ([SAS Code](#)). SAS code and programming notes will be distributed to Reports Coordinators.
  - Several colleges were interested in a standardized/automated approach to this reporting – there will be additional discussions on this topic in the future.



## Data/Report Reviews

- **First Generation Data Element Review (DE 1054)**: A few strange observations were discussed during this session. Why would anything be reported for parent 2 if unknown (X) and not applicable (Z) were reported for parent 1. Colleges were asked to check their intake processes. Possibly confusing language on the application?
- **Military Status Data Element Review (DE 1057)** : A few strange observations were discussed during this session.
  - System-wide there were 84,007 Active Members of the National Guard (N) reported. In reality, the Department of Defense only had a record of 11,700. Please check to see if the default value is set to “N”.
  - There was a large number of colleges reporting a large percentage (100%, 90%, 80%) of their students with Unknown/No Response (X). Does your college collect this information?
  - Division will discuss and provide guidance on strategies to improve accuracy.
  - Follow-up item for the IR webinar.
- **New CTE Data Quality Reports**: These reports will be included in the Student Database verification process and includes and overall and by program CTE Enrollment and Instructional Hours Comparisons (Clock, Credit), CTE Completers, Industry Certification Outcomes, and College Financial Aid Counts.
- **Student Data Quality Ad-Hoc Review**: two data elements were reviewed and data anomalies were discussed.
  - Limited English Proficiency (DE1013) used in Equity reporting
  - College Preparatory Completion Indicator, used in Accountability reporting

**FCS Graduate Outcomes Dashboards**: There was a demonstration and discussion of the new graduate outcomes dashboard. Three displays are available with multiple filtering capabilities. Below is additional information on data source and inputs.

- **Standard FETPIP methodology** includes data for Florida and uses employment data from the 4th fiscal quarter.
- **Performance funding methodology** includes employment data from other states through the U.S. Office of Personnel Management (OPM) and the Wage Record Interchange System 2 (WRIS2). Wages based on a graduate's best quarterly wage the year after graduation, not just the 4th fiscal quarter. Continuing education data matched against the National Student Clearinghouse (NSC) – includes out of state transfers.

**Florida Student Success Center**: This initiative encourages connectivity among state colleges and increased supports for student achievement. It will serve as a depository and incubator of evidence-based, innovative practices and just-in-time information. Another benefit includes joining a national network of Centers administered by Jobs for the Future – national nonprofit building educational and economic opportunity for underserved populations. A few highlights from the presentation include:

- Helios Education Foundation invested in the Florida College Systems (FCS) through a one million dollar grant.
- There are 15 states with student success centers. Florida's peer group includes Texas and North Carolina.
- Math Pathways
  - Evaluating math competencies between high school and postsecondary. Are they aligned?
  - Different paths for Stem and Non-Stem majors?
  - Relationship between the FCS and the State University Systems (SUS). Are they aligned?
- Discussion on this topic was from a larger webinar presentation ([March 2018 FCS IR Webinar](#)).

**Fundable Industry Certification Award Timeline** - A discussion of the basic requirements and the timing of industry certifications across terms and reporting years.



## IPEDS – [Handout](#)

- There was a great discussion about the EF2 report and the differences represented in the term-based Student Database (SDB) verification reports, IPEDS reporting, and Performance Funding. Below is a summary table with additional information available in the handout.

E2 Reports Differences in Data Transformation	Performance Funding	IPEDS	SDB
Report Generated All Terms	N	N	Y
Report Generated Beginning Fall Only	Y	Y	Y
Excludes students taking only Adult Education, Continuing Workforce Education, or Recreation Leisure courses	Y	Y	Y
Full-Time and First-Time-in-College	Y	Y	Y
Prior Summer added to FTIC	Y	Y	N
Prior Dual Enrolled added to FTIC - enrolled anytime within the last two years and graduated from High School within the last year	Y	Y	N
Include Unknown Gender	Y	N	N
Include Apprenticeship	N	Y	Y
Move former dual students enrolled in college A to college B after HS graduations and counted as FTIC.	Y	Y	N

- Unknown gender increases are occurring on a national level as discussed in [IPEDS Technical Review Panel #51: Gender](#). Several college representatives suggested advocating at the federal level to include unknown gender – currently unknown race is included in the IPEDS surveys. The attached report shows an overall increase by 73.3% compared to last year ([Unknown Gender Review](#)).
- IPEDS Conference Update (April 30<sup>th</sup> – May 2<sup>nd</sup>)
  - No survey changes for the 2018-19 IPEDS Reporting Year.
  - Changes made to the SOC system did not impact IPEDS HR reporting.
  - There will be new CIP Codes for 2020.

**Legislative Update:** Below are brief notes, please refer to the handout for specifics.

- Constitution Review Commission Proposal** – moved to the ballot for public vote
- Overall FCS Budget** – Overall, there was an increase in funds of 1.40%. For 2018-19, fundable industry certifications were once again allocated \$10 million.
- Dual Enrollment (HB 7055)**
  - FCS enrollment cannot be limited by independent postsecondary enrollment
  - Removes several restrictions on home-schooled students
  - The FCS will provide additional money to offset the cost of instructional materials of home-schooled students. Allocations will be based upon the number of students and prorated if necessary.
- Free Speech** – codifying the right to free-speech activities throughout all parts of Florida’s campuses, and prohibits public higher education institutions from designating any area of campus as a free-speech zone.
- Military**
  - HB 75** – authorizes FCS institutions to waive certain fees (e.g. student activity fee, financial aid fee, technology fee, etc.) for an active duty member using tuition assistance provided by the U.S. Department of Defense. A technical assistance paper will go out in May. A new waiver type will be added.
  - HB 29** – requires FLDOE to lead and coordinate outreach efforts to educate veterans about apprenticeship and career opportunities
- Scholarship** – highlights changes to Bright Futures Scholarship Program, Florida Farmworker Scholarship Program, and First Generation Matching Grant Program.



## Legislative Update Continued

- **Other**
  - **SB 1392** – encourages local communities and educational institutions to implement prearrest diversion programs.
  - **HB 731** – allows districts (secondary) to provide access to CTE courses/programs for home education students.
  - **HB 1201** – authorizes use of state funds for inmate postsecondary workforce programs.
  - **HB 1337** – revises requirements related to licensure for nurses (post-baccalaureate).
- **Civic Literacy (Rule in Development) [6A-10.02413](#)**: Beginning with FTIC students initially entering the FCS or a state university in the 2018-19 school year and thereafter must demonstrate competency through successful completion of civic literacy. This rule only applies to students pursuing Associate in Arts or Baccalaureate programs. This is a graduation requirement with immediate reporting occurring only if a Fall 2018 FTIC student graduates in the same term. [Postsecondary Civics Literacy](#) provides additional information on articulations. [State Civic Education Policy: Framework and gap analysis tool](#) provides additional information about this topic. This requirement could potentially require a new data element.
  - **Successful completion of a course** – institutions determine what is successful, course outcomes will eventually change to match statutes. A question came up about the impact on excess hours.
    - **POX041** American Government
    - **AMHX020** Introductory Survey Since 1877
  - **Achieving a passing score on an assessment (minimum passing score shown below)** – A question came up about special consideration for dual enrolled students.
    - AP Government and Politics: United States (3)
    - AP United States History (4)
    - CLEP: American Government (50)

**Performance Funding Update:** The methodology remains the same as last year. The document that outlines the methodology will be sent out. A webinar will be scheduled in the next few weeks.

## Perkins ([Presentation](#))

- **Perkins Reauthorization** – It was passed by the House last summer and under review in the Senate (document for discussion currently under development). We will continue operating under Perkins IV.
- **Perkins Technical Skills Attainment Request Window** – opportunity to link CTE programs to industry certifications will be available next month.
- **Perkins RFA Process** – Two webinars were conducted in April that may be useful. [2018-19 Perkins Funding Opportunities Webinar](#), [Program of Study Webinar](#).
  - Local level reports should be available in a few weeks.
  - The starting point for the local targets are the state’s target.
  - The 2018-19 local performance targets and LAUPL system (web tool) will be sent to CTE directors and occupational deans. Last year we received emails the third week of May.
  - [Perkins IV Data Verification Tool](#) shows the state targets for 2017-18.

## Admissions Database (ADB) – [Handout](#)

- **Final Admission Action:** Effective Summer (1E) 2018-19, students admitted in a prior term (A) and submitted later with values in (B, D, P, X) will cause a critical error.

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

- Formatting on the Room Inventory by Space Category report was corrected.



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

- **IDB Verification Report (Faculty Load):** Lifelong Learning Flag (SDB DE 3010) reported with <Y> will be reported under the Lifelong Learning ICS code 13300 – footnote included in the report. Further review on Adult Education course reporting resulted in no need for exclusions.
- **Edit Selection Criteria Modification:** Selection criteria was changed to match on Student ID or Florida Education Identifier.
- **2018-19 Database Submission Due Dates:** Due dates have been moved to Fridays with certifications due on Mondays. Overall, this move benefitted colleges with the Friday date after the typical Monday. Due to the increased time for test submissions, optional open dates have been eliminated.

## Personnel Database (PDB) – [Handout](#)

- The Office of Articulation sends a file to CCTCMIS (each term) with all of the identified developmental education courses for each college from the Statewide Course Numbering System (SCNS). Colleges should review reference files and verify their developmental courses are included.
- Although it is not required yet, colleges are encouraged to begin submitting FLEIDs for their employees.

## Student Database (SDB) – [Handout](#)

- **EF2 Report Labeling:** term-based EF2REPT verification report was renamed to ETENSRPT to avoid confusion with the IPEDS Fall Enrollment report – EF2 is an IPEDS acronym.
- **FLEID Edit (DE1000):** an additional edit was added in Fall 2017 (2E) to make sure the student's PSNID/FLEID matched in all record types.
- **State Code at Time of Admission (DE1018) to State at Time of First Entry (DE1018):** Name change of data element to avoid confusion. The purpose is to simply record where the student resided when the student first entered the college.
- **Program of Industry - CIP (DE 3301):** Effective Summer (1E) 2018-19, spaces will no longer be accepted and will cause a critical error.
- **Entry Level/Exit Test (DE 1104):** Effective Summer (1E) 2018-19, test dates less than 062015 will no longer be accepted and will cause a critical error.
- **Apprenticeship Sponsor Code:** As a result of the discussion at the November 2017 meeting, a new data element was added, Apprenticeship Sponsor Code (DE2022), on the program record. Data element collection will begin 2018-19 Summer (1E) submission.

## Adult Education (Does Not Apply) – SPC Does Not Offer This Program

- [CAE Ad-Hoc Data Quality Review](#): Employment Status (DE 1052) and Level of Schooling (DE 1064).
- [SDB Appendix A.pdf](#)
- **Adult Program and Course Submission Edits:** SPC does not offer Adult Education so only default values will be reported.
- **TABE and WONDERLIC changes:** these tests are used for Adult General Education
- **TABE 9-10 Changes:** these tests are used for Adult General Education