MISATFOR

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

April 2016 Meeting

The official minutes from the November, 2015 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 MEETING PACKET, April 2016).

Miscellaneous

- Accountability – finalized reporting year 2015 detail reports are available which show comparison metrics on each college and system-wide totals.
- Online Education Survey – The Board of Governors (BOG) for the State University System (SUS) has asked the Florida College System (FCS) to assist in learning more about online education in Florida. Survey responses were coordinated with Institutional Research and Online Learning Services.
- **Data Element Dictionary Updates** – CCTCMIS requested assistance from the colleges to review, clean up, and update where applicable the data element dictionaries. The first is the Student Database Guide since it is the most comprehensive and influences the most reporting systems. The majority of the interaction would be through email with a conference call once per month.
- **Perkins** – several webinars are available (2016-17 Funding Opportunities, Program of Study Registration, Program of Study PowerPoint).

Florida Education Identifier (FLEID) – Fact Sheet, Technical Assistance

- A quick reference document with contact information, file naming conventions, and common errors was distributed.
- There was discussion about including the FLEID on high school transcripts.

IPEDS – Handout

- **IPEDS Human Resources Survey** differences from the Annual Personnel Report (APR);
  - Excludes Gender (DE0035) = Unknown (X);
  - Excludes Occupational Activity Code (DE0130) = Student Assistants (39);
  - Excludes Leave (DE0170) = Leave of Absence Without Pay (3);
  - Temporary (DE0080=Y) and Full-time (DE0090=F) are include in part-time.
- **IPEDS Outcome Measures Survey** fatal error occurs when eight year exclusions are less than six year exclusions. This is valid because students who were excluded in year six but received an award in year seven or eight are kept in the cohort. Contact the IPEDS helpdesk for an administrative override.
- **IPEDS Graduation Rate Survey** Bachelor's or equivalent degree-seeking subcohort error. Please provide the following explanation: The Florida College System is a 2 + 2 system and therefore will not have a Bachelor's cohort.
- **Miscellaneous:** Proposed changes include the addition of Pell Grant data to the Graduation Rate and Outcome Measure Surveys and providing additional guidance on the appropriate classifications for Non-instructional Occupational Categories.

Online Systems – Handout

- The attached handout provides an overview of the Public (handouts, reports, meeting information) Restricted (college specific reports, certification forms and submission folders) Hubs and CCTC Directory (contact information by institution or job duty).

Admissions Database (ADB) – Handout

- Critical Edit was added for Final Admission Action (DE1015) – colleges will have two terms to make a final admission decision and update the provisional status (P=Admitted not an exception to policy or X=Admitted, is an exception to policy).

Integrated Database (IDB) – [Handout](#)
- 2016-17 Database submission due dates.

Personnel Database (PDB) – [Handout](#)
- Beginning 2016-17, data for all staff will be collected for Summer, Fall, and Spring. Currently 26 out of the 28 colleges are submitting all staff by term.
- Informational edits were added for Course Start Date (DE4005) and Couse End Date (DE4010). These edits will become critical in 2017-18.
- Critical edit was added for Site Number (DE4030). All PDB course records cannot equal 99.

Student Database (SDB) – [Handout](#)
- The reporting requirements for 2016-17 related to the Workforce Innovation and Opportunity Act (WIOA) only affect colleges that serve adult students. SPC is not affected this year.
- First Generation data elements were added. Highest Level of education Completed – Parent 1 or Guardian 1 (DE1053) and Parent 2 or Guardian 2 (DE1054).
- Military Status (DE1057) was added.
- Readiness Report: footnote will be added about students who opted out.
- Critical edits were added:
    - First-time Student Flag (DE1005),
    - Program of Study – Level (DE2005),
    - Total Credit Hours Toward Award (DE2008),
    - State Approved Teacher Preparation Program – Benchmark Term (DE2011),
    - State Approved Teacher Preparation Program – Student Teaching Term (DE2012),
    - State Approved Teacher Preparation Program – Completion – DOE Code,
    - Course Information Classification Structure (DE3001),
    - Course Dual Enrollment/Co-Enrollment Flag (DE3005),
    - Course Identifier (DE3008),
    - Expected Family Contribution (DE3204),
    - Financial Aid Need (DE3205),
    - Financial Aid Award Condition ID (DE3206).