MISATFOR

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

November 2017 Meeting

The official minutes from the April 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 - November 2017).

Miscellaneous

- **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. Templates will be mailed out in December with a January 2018 deadline for colleges to complete.
- **Apprenticeships**: There was discussion about a new data element capturing registered Apprenticeship Sponsorship.
- **Civic Literacy Requirement (1007.25 (4)):** Students initially entering the FCS or a state university in the 2018-19 school year must demonstrate competency through successful completion of a civic literacy course or by achieving a passing score on an assessment. The state is working on identifying the specifics with implementation for reporting in Summer 2018.
- **Comparative Frequency Deep Dive:** Provides a general overview utilizing trend information. During the submission window, current data compared to prior year close data.
- **FCS Data Software Platform Survey:** The spreadsheet contain information on college's local data software platforms.
- **Graduation Exit Survey:** There was discussion about providing colleges with three to five questions from national surveys (ex. Gallup Student Poll) to include in their graduation surveys and sharing the responses with the FCS for state level aggregation.
- **Hurricane Related Student Assistance:** The Office of Academic and Student Affairs continues to Survey College Admissions and Registration personnel for the number and original location of students who were displaced by the hurricanes. **Data on these students will not be collected through database submissions - no Data Element changes at this time.**
- **SharePoint Migration Towards Website:** SharePoint is moving to an agency only application – no one outside of the Department of Education (DOE) will have access. Items that were housed there will be available either through the Server using TIBCO or the Website. Other items not listed below will be handled through email.
    - **Server:** TIBCO file transfer software is the mechanism that will be used to transfer data to and from the Department of Education (Databases, Supplemental, Ad hoc Requests, FTE, etc.).
    - **Website (http://fldoe.org/accountability/data-sys/CCTCMIS/):** Data Submission Procedures Guide, Data Dictionaries, Database Historical Documentation, Reference Files, Level II AA/Vocational Review Application, Blank Certification Forms, Chart of Reports, Numbered Memoranda

Florida Education and Training Placement Information Program (FETPIP) – Presentation

FETPIP is a data collection and consumer reporting system established by Florida Statute 1008.39. The statute requires all elements of Florida's workforce development system to use information provided through FETPIP requiring automated matching of administrative records for follow-up purposes.

The following items were highlighted in this presentation: data collection participants, data collected (follow-up, quarterly), confidentiality protection, major uses and dissemination of FETPIP data, tracking Florida Students (Report Overview), and Training Relatedness Application.
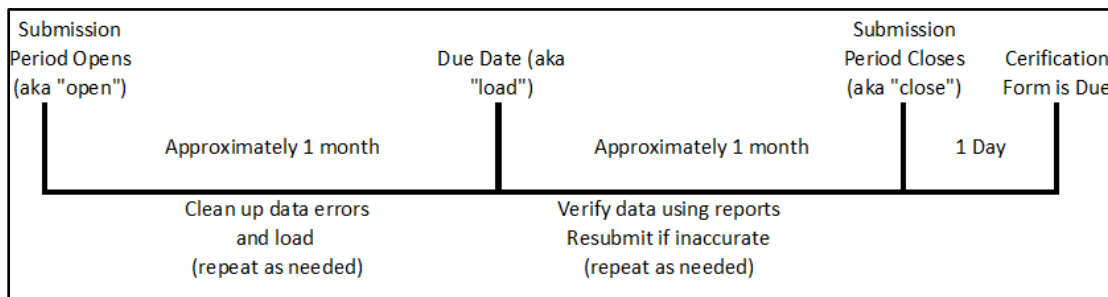
IPEDS – Handout
- The following changes are in place for the 2017-18 Outcome Measures Survey:
  - Institutions will report on a full year cohort.
  - Pell status will be added.
  - Highest award earned will be captured.
  - Reviews will include 4 (new), 6, and 8 years.
  - Exclusions will be set for eight-year review.
  - A protocol was established for students with multiple outcomes (completions, transfer, exclusion).
  - Summer students are set to part-time unless they appear as full-time in Fall or Spring.
- Pell grant information appears in the Outcome Measures, Graduation Rate, and Student Financial Aid Surveys.
  - Student Financial Aid – Awarded
  - Outcome Measure – Disbursed
  - Graduation Rate Survey – Disbursed
- Beginning Fall 2017, an additional field (Entering Class Type) was added to the Cohort File (EF2). This would provide additional insight in tracking students that potentially could affect future college performance.

Perkins
- **Presentation:** Discussed the process of adding industry certification to the Perkins Technical Skills Attainment (TSA) inventory. Includes a discussion about the timeline.
- **Update:** Currently processing 2016-2017 data. The new data should be available on the Data Tool in December and early spring for Local-Level Displays.

Data Dictionary Discussion: Provides an excellent overview of Data Element Dictionaries (what it is, where you can find it, and discussion on the various components).
- **Data Element Dictionary:** "…centralized repository of information about data such as meaning, relationships to other data, origin, usage, and format."
- **Section 1:** Provides useful information on the purpose of the database, technical definitions / special consideration, submission schedules, and data element listings. This graphic provides a great visual of the submission window.

- **Section II:** Data Element Details and Record Formats
- **Section III:** Verification report explanations and selection criteria
- **Section IV:** System reports explanations and selection criteria
- **Appendix**

Facilities Database (FAC) – Handout
- To ensure that room/space utilization correctly reflects the status at the college, please report in the Fall term submission recent storm damage that may have occurred.

Integrated Database (IDB) – Handout
- **IDB Verification Report (Faculty Load):** There reports will now include Lifelong Learning ICS code 13300. Adult Education (Adult Basic, Adult Literacy, Adult Secondary, and GED) will be excluded – had no impact SPC since we do not offer these programs.

Integrated Database (IDB) – Continued

- **New SDB-PDB Cross Check Edit:** Effective Fall 2017, a new informational edit (PDB-SDB 3013_2) was added to ensure that the reported site numbers associated with course section agree. This will be critical for the 2018-19 reporting year.
- **New SDB-PDB Cross Check Edit:** Effective 2018-19, SDB-PDB 4060_3 relates to courses classified as Adult General Education. **Since SPC does not offer these types of courses, this edit change should not have an impact on our reporting.**

Personnel Database Handout

- **Primary Course Classification (4060):** There was a new table value added for reporting NRS courses. **Since SPC does not offer these courses, this change should not have an impact on reporting**.

Student Database (SDB) – Handout

- **Career Pathways Flag (DE1043):** This data element will be retired starting Sumer 2018-19.
- **Dual Enrollment:** Charter students must be reported as (D)ual Enrolled in your college's charter school in **FTE Flag (DE3018).**
- **Entry Level/Exit Test – Score (DE1101):** Beginning the Fall 2017-18 (2E) submission, new ACCUPLACER scores will be used.
- **Entry Level/Exit Test – Date (DE1105):** Beginning with the 2018-19 reporting year, informational edits will be triggered when colleges submit test dates than April 1st of five prior reporting years (ex. April 2013).
- **Transfer Institution (DE1034):** the data dictionary and transfer institution reference files will be updated with current information for Fall 2017-18 (2E) and will be retroactive for Summer 2017-18 (1E).
- **Entry Level/Exit Type – Date (DE1104):** The following edits will be implemented Fall 2017-18 (2E). Critical edit 1104_10 was modified to include the new value for ACCUPLACER (O). A new edit was added (1104_27) that checks the test date (DE1105) is not less than 062015. This edit is currently informational and will become critical in 2018-19.
- **Financial Aid Award Type (DE3208):** a new table value (309) was added to capture student who received the Florida Gold Seal Cape Scholars award. The new table value was added to critical errors 3208_3 and 3208_8. This change is effective for the 2017-18 Annual (4E) submission.

The rest of this handout only applies to Adult General Education programs. **SPC does not have these programs.**
- AGE Withdrawal Reason (DE 2021)
- Completion Date (DE 2121)
- Course Section Hours (DE 3012)

Reports Coordinator Training Materials (Entire Packet)

- **Reports Coordinator Training (Overview):** This presentation provides information on the Florida Department of Education (FDOE) organizational structure, the role of the Report's Coordinator, and available resources.
- **Database Overviews**: The presentations on each database provide overview of purpose of the database, provides insight on what is contained in the Data Element Dictionary and highlights how the data from the database submission is used.
    - Admissions Database,
    - Facilities Database,
    - Integrated Database,
    - Personnel Database,
    - Student Database
- **Full-time Equivalent (FTE) Process and Reporting (Presentation):** This presentation provides information on terminology, reporting schedule, process details (estimates, actuals, projections), submitting adjustments, and FTE process evolution.
- **From the College Perspective (Presentation, Handout):** Reports Coordinator Training – SPC's Perspective, Where Do We Start? The MISATFOR panel discussion included a slightly modified version of this presentation.