

Community College and Technical Center Management Information Systems (CCTCMIS)

Basics of State Reporting

EPI

KNOW THE PLAYERS



DIVISION OF COMMUNITY COLLEGES

- WILLIS N. HOLCOMBE - Chancellor
- JUDY BILSKY – Exec. Vice Chancellor
- ED CISEK – Vice Chancellor
- PAT WINDHAM – Assoc. Vice Chancellor
- PAT FROHE – Dir. Academic Programs & Teacher Preparation
- MELINDA MILLES –Coor. Teacher Preparation



DIVISION OF ACCOUNTABILITY, RESEARCH, & MEASUREMENT

- JAY PFEIFFER – DEPUTY COMMISSIONER
- JEFF SELLERS – ASST. DEPUTY COMMISSIONER
- ANDRE SMITH - EDUCATION DATA WAREHOUSE
- TRINA CONDO – FETPIP
- LAVAN DUKES – K-12 MIS
- BILL CARMAN – CCTCMIS
- OTHER STAFF – RESEARCH



DIVISION OF ACCOUNTABILITY, RESEARCH, & MEASUREMENT

Community College & Technical Center MIS

Bill Carman – Bureau Chief

COMMUNITY COLLEGE DATA

- ROBERT MCMULLEN, CESAR REGAZZONI, GENE KOVACS, JUDITH THOMPSON, JOAN RODDENBERRY, AND OTHERS
- HANDLE DATA SUBMISSIONS
- MAINTAIN DATA BASES
- REPORTS TO FEDERAL GOVT,
STATE GOVT, AND OTHER ENTITIES



REPORTS COORDINATOR

CRS #

PEPC

O.S.F.A.

LEGISLATURE

DCC

OPPAGA

IPEDS

AWI

CCTCMIS.

THEY ARE THE
MAIN CONDUIT



COMMUNICATIONS (JOB # 1)

Instructional Affairs

Registrar

Tech Ctr Dir.

Continuing Ed. Dean

Follow-up
Co-ord.

Voc. Dean

I.R.

D.P.

Adult Dean

Dir. WF

Personnel Dept.

Bus. Off.

Testing Co-ord

REPORTS COORDINATORS

- CCTCMIS contact with the colleges
- Responsible for distributing information to college staff
- Responsible for data submissions to the state

What's on the web?

- ARM Website
 - www.flboe.org/arm/
- DCC Website
 - www.flboe.org/cc/
- DOE Website
 - www.flboe.org/cc/
- CCTCMIS Website
 - www.firn.edu/doe/arm/cctcmis/cctcmis.htm

Community College Directory

- By College
- By Assignment
 - MISATFOR
 - Reports Coordinator
- Maintained by the Reports Coordinator

MISATFOR

Management Information Systems
Advisory Task Force



MISATFOR

- Management Information Systems Advisory Task Force
- Created in 1984
- Meets 5 times each year
- Advise and Assist with Data Issues
- Web Site (Announcements, Agenda, & Other Misc. Info)

http://www.firn.edu/doe/arm/cctcmis/misatfor/misatfor_main.htm

MISATFOR

- Only Useful Information is Collected
- Reduce Reporting Burden on Colleges
- Avoid Unnecessary Duplication and Redundancy
- Clearly Define All Data Elements Used
- Achieve Consistency and Accuracy of Data Reporting

MISATFOR

- Workforce Education
- FACTS
- Federal IPEDS Reports
- Accountability (including new K-20)
- Performance Based Program Budgeting
- Various Data Base Reports
- FTE Reports
- Perkins and NRS (Federal Reporting)
- Data Consistency, Accuracy, and Timeliness



DATA SUBMISSION

- Procedures
 - Required by Auditor General Audit
 - Timely Submission of Data
 - Submission Period when CCTCMIS is prepared to receive data submissions from the colleges.
 - Process by which colleges submit data, CCTCMIS edits the data and generates verification reports, and the colleges verify the submitted data.

DATA SUBMISSION

- Notification to Colleges
 - Data Base Submission Timelines are submitted to MISATFOR for approval at the February or April meeting.
 - Colleges are notified approximately one month before the Due Date for each Submission Period.

DATA SUBMISSION

- Submission Period
 - Open Date
 - Optional Open Date: If CCTCMIS has submission programs ready, college data submissions will begin on this date.
 - Open Date: CCTCMIS must be ready to accept college data submissions by this date.

DATA SUBMISSION

– Load/Due Date

- Colleges must submit data with no critical errors by this date. If data has no critical errors, the data is loaded into the database.
- The purpose of the Load Date is for the colleges to have time to review the verification reports.
- A second purpose is to allow CCTCMIS to generate reports for all colleges with the current data. For example, the FTE-2 Estimates.
- One day after, if college data is not loaded, a memo is sent to the college's Reports Coordinator and copied to the college's President.
- One week after, if college data is still not loaded, a memo is sent to the college's President.

DATA SUBMISSION

– Term Close Date

- Last day CCTCMIS will accept college data submissions.
- Certification Form is due the next day.
- If college data is not loaded by the Close Date or the Certification Form is not submitted the next day, a memo is sent to the college's President.

DATA SUBMISSION

– Annual Close

- For databases with a single Submission Period, the Term Close and Annual Close are the same. I.E. APR, ADB.
- For databases with term submissions, the Annual Close is the Winter/Spring End-of-Term Close.
- Prior term data resubmissions are not allowed after the Annual Close.

DATA SUBMISSION

- Prior Term Resubmission
 - For databases with term submissions, during an open Submission Period, colleges may resubmit prior end-of-term data. I.E. - during the Winter/Spring End-of-Term Submission Period, a college may resubmit Summer and/or Fall End-of-Term data.
 - All end-of-term data must be loaded by the Load Date and the Term Close Date.
 - A college must send a written request (email is ok) to CCTCMIS giving the database and term and a brief reason for the resubmission.

DATA SUBMISSION

- Submission Process
 - Edit
 - Edit program is run several times during the day
 - Edits are listed in the Data Dictionaries
 - Critical Errors: data will not be loaded into the database, colleges must make corrections
 - Informational Edits: data may or may not be in error. Colleges must determine if changes are needed.

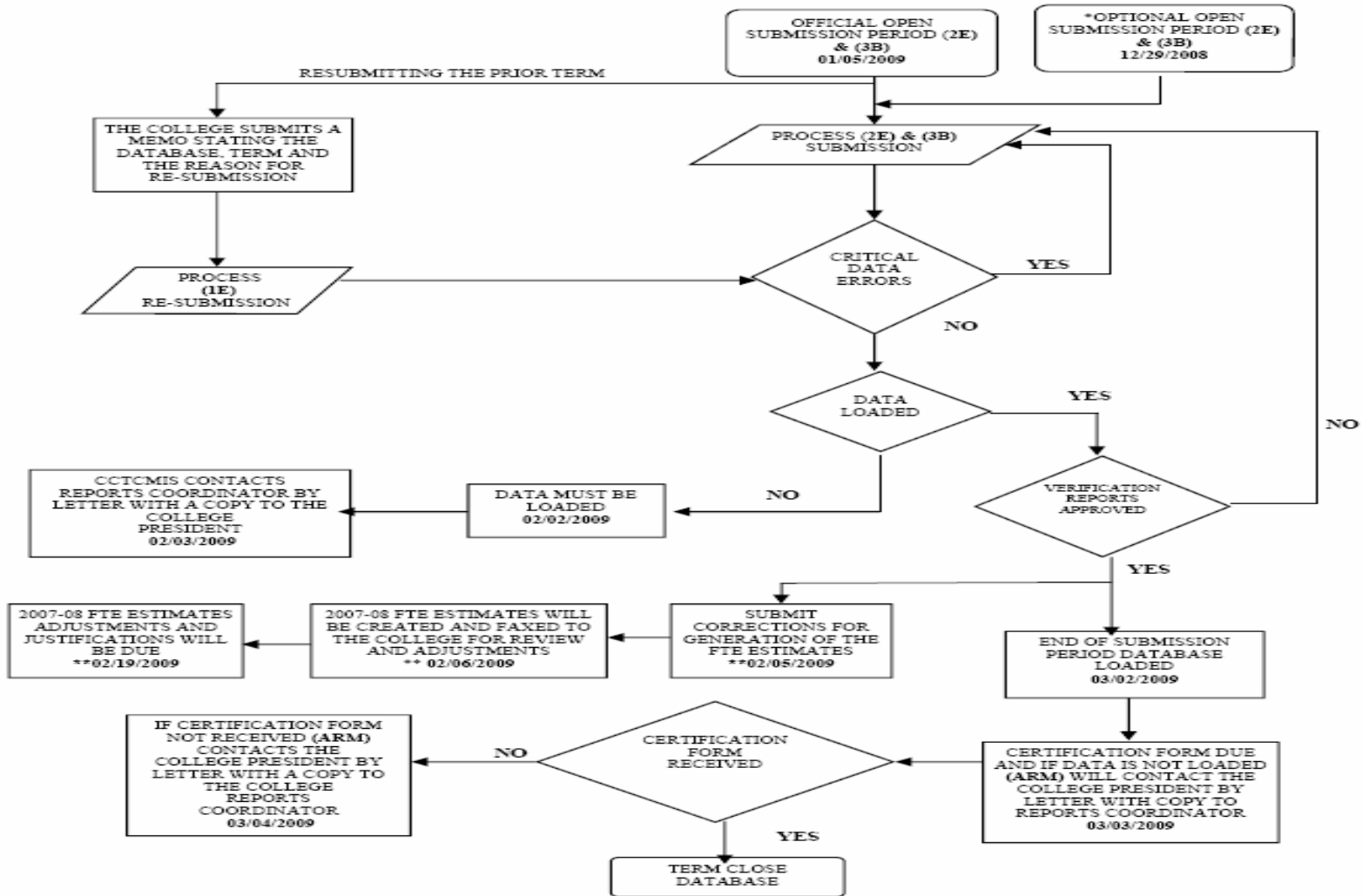
DATA SUBMISSION

- Submission Process
 - Error Reports
 - Summary: List by error code with number of errors
 - List: List by record identifier
 - File: Data records which had an error
 - Informational Report: List of Informational edits by record Identifier

DATA SUBMISSION

- Submission Process
 - Verification Reports
 - Generated after data is loaded
 - Run overnight to reduce costs
 - Text and PDF files are created
 - Selection Criteria in Data Dictionaries
 - Exceptions Report: Table Value counts
 - Zero Frequency: Table Values with zero counts which must not be zero

**DATA SUBMISSION FLOWCHART
 FALL END-OF-TERM (2E) AND WINTER / SPRING BEGINNING-OF-TERM (3B)**



*CCTCMIS Discretion
 **Dates are approximate until the Enrollment Estimating Conference is scheduled

Student Data Base Due Dates

	<u>Open</u>	<u>Load</u>	<u>Close</u>
• Summer End-of-Term	08/27/2007	09/17/2007	10/01/2007
• Fall Beginning-of-Term			
• Fall End-of-Term	01/02/2008	02/04/2008	03/03/2008
• Winter/Spring Beginning-of-Term			
• Winter/Spring End-of-Term	04/14/2008	05/19/2008	06/09/2008
• Annual			06/23/2008
• Financial Aid	10/06/2008	10/20/2008	11/03/2008

STUDENT DATA BASE

- Record Types
 - 1 Demographic
 - 2 Entry Level/Exit Testing
 - 3 Acceleration/Advanced Placement
 - 4 Program
 - 5 Completion
 - 6 Course
 - 7 Economically Disadvantaged
 - 8 Financial Aid

STUDENT DATA BASE

- Program Record
 - Award Type (DE 2001) = F
 - CIP (DE 2002) = 5551399990
 - Level (DE 2005) = F
- Completion Record
 - CIP (DE 2101) = 5551399990
 - Degree Granted (DE 2103) = F
- Course Record
 - ICS (DE 3001) = 15001

STUDENT DATA BASE

- Enrollments are determined by Program Level and CIP
- Completions are determined by Completion Degree Granted and CIP
 - Completions reported by Colleges must meet all requirements set by DCC and the College.
- FTE is calculated based on ICS

AA-1A REPORT

- Enrollments and Completions
 - By Program CIP
 - By Race and Gender
- Reported for
 - Performance Based Budgeting
 - Teacher Certification
- Issue
 - Duplicate Reporting of Completions

Extract from AA-1A Report

FLORIDA
COMMUNITY
COLLEGES

STUDENT DATA BASE
AA-1A VERIFICATION REPORT
YEAR: 2007 - 2008 TERM: 1E

CCMIS NBR: SDPAAL1A
RUN DATE: 11/16/07
RUN TIME: 03:52 PM
PAGE: 01

COLLEGE: 01 BREVARD FICE CODE: 001470

CIP CODE	PROGRAM TITLE	LENGTH	TYPE	LEVEL/AWARD	RACE/ETHNICITY																			
					ALIEN	ASIAN		INDIAN		BLACK		HISPANIC		WHITE		UNKNOWN	T	D	D	C				
					F	M	F	M	F	M	F	M	F	M	F	M	GENDER	L	B	D	L	L	P	P
* 555139999 00	EDUCATOR PREPARATION INSTITUTE		SSH	EPI CERT.																				
ENROLLMENTS					1	0	2	0	0	0	3	4	4	0	37	29	0	80	0	2	0	1	0	
COMPLETERS					0	0	0	0	0	0	0	0	0	0	5	0	0	5	0	0	0	0	0	
** PROGRAM TOTALS	EPI CERT.																							
ENROLLMENTS					1	0	2	0	0	0	3	4	4	0	37	29	0	80	0	2	0	1	0	
COMPLETERS					0	0	0	0	0	0	0	0	0	0	5	0	0	5	0	0	0	0	0	

FTE REPORT

- Course ICS = 15001
- Reported for
 - Funding Formula
- EPI FTE is Institutional Credit
 - 30 Hours per FTE
 - Like College Preparatory Hours, EPI hours are not transferrable to other Programs or Non-Florida Public Post-Secondary Institutions

FTE-3 Report

FLORIDA
COMMUNITY
COLLEGES

NON-WEIGHTED FTE ENROLLMENT
FUNDED-30, LOWER LEVEL
2006-07 FTE-3

CCFTE201
06/29/07
09:24:29

COLL	A AND P	POSTSEC VOC	COLLEGE PREP	CLPREP EAP	EPI	POSTSEC ADL VOC	APPRNT CLASS	APPRNT OJT	CWE VOC	ADULT BASIC	LTRCY EAP	ADULT SEC	GED PREP	VOC PREP	TOTAL
BREV	5883.4	2044.2	650.4		45.7	775.6	42.7	370.3	124.9						9937.2
BROW	12343.5	5512.3	2673.3	562.7	46.8	662.3			287.8						22088.7
CFLA	2339.9	981.4	389.4	2.7	38.3	472.3			163.6	93.6		15.0	6.6	2.9	4505.7
CHIP	932.7	219.5	102.7			189.8			59.6					13.4	1517.7
DAYT	4657.2	2028.7	819.9	29.3	75.0	662.6	59.9	512.1	73.8	414.3	124.1	163.0	116.0	6.2	9742.1
EDIS	4603.7	1497.9	891.8	81.1	119.6	5.8			66.5						7266.4
FJAX	10897.3	3522.3	1321.9	22.0	104.1	1219.0	50.4	530.1	1305.7	839.2	480.7	215.4	156.1	52.4	20716.6
FKEY	396.8	210.4	51.1			40.0			23.7						722.0
GULF	2621.7	954.8	331.3		55.8	323.8	13.0	111.0	242.6	29.1	34.5		2.6		4720.2
HILL	9509.7	2587.2	1686.8	353.9	66.0	433.4	153.1	1531.6	234.8	55.0			10.9		16622.4
INDR	4491.2	2639.4	518.2	1.7	92.6	1161.6	97.6	822.6	18.7	429.4	797.9	210.4	142.6	1.5	11425.4
LCTY	1126.4	411.2	151.6		21.5	466.1			107.8	2.2			1.2	2.1	2290.1
LSUM	1488.7	594.3	222.4		32.4				39.0						2376.8
MANA	5248.3	646.3	809.6		59.5				118.7	33.4			3.0		6918.8
MIAM	26903.7	8262.8	5578.6		53.3	928.6	58.5	582.0	1546.4	2045.1	1603.7		519.8	1534.8	49617.3
NFLA	496.4	155.0	100.3		27.9	128.7			37.6	9.0			1.6	0.4	956.9
OKAL	3343.0	641.4	280.5		75.8	174.5			17.8	74.3	63.7		34.0		4705.0
PALM	10365.1	1292.3	1059.8	203.8	63.9	778.8	232.4	1655.4	279.4						15930.9
PASC	2794.0	1298.9	522.0	9.3	64.3	336.5			45.0	70.1	1.2		25.8		5167.1
PENS	4545.9	1648.5	504.8		59.9	361.7			57.4	235.5	77.9	341.9	39.2	11.1	7883.8
POLK	2745.9	1158.9	406.4	8.7	72.0	109.8			200.7						4702.4
ST_J	2190.7	737.6	252.3		36.0	113.5	38.0	369.1	55.9	58.6		2.7	8.3		3862.7
ST_P	9445.3	3877.2	1404.5	166.9		173.2			335.0						15402.1
SANP	7438.5	2321.8	942.2	72.6	60.5	259.4	219.7	51.9	83.9	121.0	21.6	25.3	29.5	21.2	11669.1
SEMI	4656.3	2151.2	765.3	41.8	28.4	370.2	65.1	581.0	66.5	215.5	397.4	419.8	97.1	29.0	9884.6
SFLA	991.7	143.8	89.2		12.7	473.3	34.4	72.0	86.3	270.0	117.4		40.5		2331.3
TALL	7561.9	1219.0	1070.8	12.8	26.4	273.8	6.2		581.4	437.6	61.5		93.5		11344.9
VALE	14215.0	4763.2	1588.1	242.8	54.1	318.2			434.5						21615.9
SYST	164233.9	53521.5	25185.2	1812.1	1392.5	11212.5	1071.0	7189.1	6695.0	5432.9	3781.6	1393.5	1328.3	1675.0	285924.1

SOURCE: FN30C32007

NOTE: A&P, PSV, COLLEGE PREP AND EPI ARE CREDIT HOURS/30

GOOD DATA vs BAD DATA

DON'T FORGET

