



STATE
UNIVERSITY
SYSTEM
of FLORIDA
Board of Governors

2016 Higher Education Summit/SUS Data Workshop

Monday, June 20, 2016

Session: IRM Data Workshop

Facilitator: Gene Kovacs

As of August 2, 2016

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Welcome: Gene Kovacs

Reports from Breakout Sessions from Session Facilitators:

Admissions and Registrars

FCS/SUS Residency Committee

Institutional Research

Legislative Update: Janet Owen

IPEDS - 2016-2017 Due Dates

Description:

Topic ID: 10-10

Initiator: IPEDS

Affects: N/A

<https://surveys.nces.ed.gov/ipeds/>

2016-17	Registration	Fall 6 weeks	Winter 9 weeks	Spring 17 weeks
Collection Opens	August 10	September 7	December 14	December 14
Collection Closes for Keyholders		October 19	February 15	April 12
Collection Closes for Coordinators		November 2	March 1	April 26
Components included	Registration; Report Mapping; Institution ID; IC-Header	Institutional Characteristics; Completions; 12-month Enrollment	Student Financial Aid; Graduation Rates; 200% Graduation Rates; Admissions; Outcome Measures	Fall Enrollment; Finance; Human Resources; Academic Libraries
Preliminary Data available in the IPEDS Data Center*		Mid-May	Mid-September	Mid-October

* Release dates are approximate.

All institutions will be required to register for the 2016-17 data collection cycle.

UserIDs and passwords for 2016-17 will be distributed to all institutions on August 10. Those with designated keyholders will receive information via email. All institutions for which there is no designated keyholder will receive a letter directed to the CEO containing registration information.

Institutions are encouraged but not required to complete Report Mapping, Institution Identification, and IC Header during the Registration period.

Report Mapping (if applicable) and Institution Identification must be completed, and IC Header must be locked before the Fall surveys can be started. Report Mapping and IC Header are available until the end of the Fall collection. Institution Identification is available through Spring.

On August 31, NCES will review the registration status of each institution. If an institution has not registered as of this date, a letter will be sent to the CEO requesting appointment of a new keyholder.

Deadline Extensions: There are no deadline extensions available for the IPEDS survey components.

Note concerning Prior Year Revision System: Survey components will be open for revision during their regular data collection period, except that Fall components will open on 9/14 instead of 9/7. For example, revisions to the Completions component can be made during the Fall data collection period.

Compliance Notice: Mandatory Reporting Requirements for Institutions with Program Participation Agreements

Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325) requires that "institutions will complete surveys conducted as part of the Integrated Postsecondary Education Data System (IPEDS)...in a timely manner and to the satisfaction of the Secretary". Thus, reporting to IPEDS is mandatory for institutions that participate in or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended (20 USC 1094, Section 487(a)(17)).

2016 Higher Education Summit/SUS Data Workshop – IRM

June 20, 2016, 8:00 - 2:00

General – SUDS Due Dates

Description: Due Dates for 2016-2017 Standard Files

Topic ID: 50-10

Initiator: Board-IRM

Affects: N/A

**Master File Due Dates
2016-2017**

*Not Submitted by NCF
**NCF only
Changes
Term Option
Submitted in New SUDS

ABBREV	TITLE	TERM	REPT TIME FRAME	DUE DATE	STATUS
LAP *	Limited Access Programs File	Annual 2015	20152016	Jul-25-16 Mon	REQUIRED
OB	Operating Budget File	Annual 2016	20162017	Aug-15-16 Mon	REQUIRED
SCD	Salary Category Detail File	OB 2016	201608	Aug-15-16 Mon	REQUIRED
ADM *	Admissions File	Summer 2016	201605	Sep-07-16 Wed	REQUIRED
SPA	Physical Facilities Space File	Summer 2016	201605	Sep-19-16 Mon	REQUIRED
SIF *	Student Instruction File	Summer 2016	201605	Sep-26-16 Mon	REQUIRED
ADM	Admissions File	Fall 2016	201608	Sep-23-16 Fri	REQUIRED
CPC *	College Prep Completions	Summer 2016	201605	Oct-06-16 Thu	REQUIRED
SFA	Student Financial Aid File	Annual 2015	20152016	Oct-03-16 Mon	REQUIRED
IRD	Instruction & Research File	Annual 2015	20152016	Oct-04-16 Tue	REQUIRED
SIFD *	Degrees Awarded	Summer 2016	201605	Oct-04-16 Tue	REQUIRED
SIFP	Student Instruction File Preliminary	Fall 2016	201608	Oct-07-16 Fri	REQUIRED
SIFP	Student Instruction File Preliminary	Fall 2016	201608	Oct-14-16 Fri	REQUIRED
HTD *	Hours to Degree File	Annual 2015	20152016	Oct-18-16 Tue	REQUIRED
EA	Expenditure Analysis File	Annual 2015	20152016	Oct-18-16 Tue	REQUIRED
EMPL	University Employee/OPS File	Fall 2016	201610	Nov-10-16 Thu	REQUIRED
TEI *	Teacher Education Information	Annual 2015	20152016	Sep-26-16 Mon	REQUIRED
SCD	Salary Category Detail File	MidYr 2017	201701	Jan-06-17 Fri	REQUIRED
SPA	Physical Facilities Space File	Fall 2016	201608	Jan-06-17 Fri	REQUIRED
SIF *	Student Instruction File	Fall 2016	201608	Jan-13-17 Fri	REQUIRED
CPC *	College Prep Completions	Fall 2016	201608	Jan-13-17 Fri	REQUIRED
SIF **	Student Instruction File	Fall 2016	201608	Jan-27-17 Fri	REQUIRED
SIFD *	Degrees Awarded	Fall 2016	201608	Feb-03-17 Fri	REQUIRED
ADM *	Admissions File	Spring 2017	201701	Feb-24-17 Fri	REQUIRED
ADM **	Admissions File	Spring 2017	201701	Feb-24-17 Fri	REQUIRED
SIFP *	Student Instruction File Preliminary	Spring 2017	201701	Mar-03-17 Fri	REQUIRED
SIFP **	Student Instruction File Preliminary	Spring 2017	201701	Mar-03-17 Fri	REQUIRED
RET	Retention File	Annual 2015	20152016	Jan-18-17 Wed	REQUIRED
EMPL	University Employee/OPS File	Spring 2017	201703	Apr-10-17 Mon	REQUIRED
SPA	Physical Facilities Space File	Spring 2017	201701	Jun-02-17 Fri	REQUIRED
SIF *	Student Instruction File	Spring 2017	201701	Jun-09-17 Fri	REQUIRED
CPC *	College Prep Completions	Spring 2017	201701	Jun-09-17 Fri	REQUIRED
SIF **	Student Instruction File	Spring 2017	201701	Jun-15-17 Thu	REQUIRED
SIFD *	Degrees Awarded	Spring 2017	201701	Jun-22-17 Thu	REQUIRED
SCD	Salary Category Detail File	EOY 2017	201706	Jun-22-17 Thu	REQUIRED
SIFD **	Degrees Awarded	Spring 2017	201701	Jul-06-17 Thu	REQUIRED

General – Person ID

Description: Modify Error Level

Topic ID: 50-20

Initiator: Board-IRM

Affects: SCD, EMPL

We are proposing to modify the error level of Edit Diagnostic 0493, At least one of the race flags or the non-resident alien flag must = Y (excluding the NO_RACE_REPORT_FLG for EMPL and SCD).

The edit is currently a level 9 error, we are proposing to change it to a 10% allowable tolerance.

Final Disposition: Approved

General - No Race Reported Flag

Description: Modify Error Level

Topic ID: 50-30

Initiator: Board-IRM

Affects: SCD, EMPL

We are proposing to modify the error level of Edit Diagnostic 5342, NO_RACE_REPORT_FLG must equal 'N' when all PAY_PLAN_NBR values are 98 or 99 (non SUS compensated employees).

The edit is currently a level 9 error, we are proposing to change it to a 10% allowable tolerance.

Final Disposition: Approved

Admissions – Scholastic Assessment Test (SAT)

Description: Modify Software

Topic ID: 100-10

Initiator: Board-IRM

Affects: ADM

A new code, **S2 – 2016 Scholastic Assessment Test**, will be added to the Test or Requirement Type Code (02008) element on the TESTS_REQS table.

The following new values will be added to the Test or Requirement Score Type (02009) element on the TESTS_REQS table:

- SAT Evidence-Based Reading and Writing – **RW**
- SAT Math – **M**
- SAT Reading Subscore – **RS**
- SAT Writing and Language Subscore – **WL**
- SAT Math Subscore – **MS**

The following test score ranges will be added to Test Score Type Numeric (02011) on the TESTS_REQS table:

- SAT Evidence-Based Reading and Writing – **200-800**
- SAT Math – **200-800**
- SAT Reading Subscore – **10-40**
- SAT Writing and Language Subscore – **10-40**
- SAT Math Subscore – **10-40**

Final Disposition: Approved. A new Admissions report with the new scores will be added as requested. The College Board recommends not mixing subscores to generate a “super score.” For the upcoming year, the Institutional Researcher’s (IR) group will report out the data using the old scores. Next year the scores will be converted using the concordance methodology.

Admissions – American College Test Writing Subscore

Description: Modify Software

Topic ID: 100-20

Initiator: Board-IRM

Affects: ADM

We will be modifying the range for the Writing subscore on the ACT. The range will be update to 1-36 instead of 1-12.

Final Disposition: Approved.

Operating Budget – Revenue Type

Description: New Value
Topic ID: 200-10
Initiator: Board-IRM
Affects: OB

We will be adding a new value, 000230-Excess Credit Hour Surcharge, to the Revenue Type (01318) data element.

This new data element value is intended to capture all surcharges for excess credit hours collected from students during the fiscal year per F.S. 1009.286 and Board of Governors Regulation 7.003(21). The total amount of actual surcharge collections each year, as well as the estimated amount for the upcoming period, will be reported as a separate line item on the annual Operating Budget Report RP625 “Schedule IA”. The new value will become effective July 1, 2016 for fiscal year 2016-17.

Final Disposition: Approved. If you run into any issues with reporting this data. Please contact Kristie or Dale in the BOG’s budget office

Student Financial Aid – FSAG-Eligible Flag

Description: New Element

Topic ID: 300-20

Initiator: Board-IRM

Affects: SFA

We are proposing to add a new element, FSAG-eligible flag (Y/N), to indicate whether the student was eligible for the FSAG need-based aid.

There are many reasons why a student may not be eligible, but we cannot currently discern if a low-EFC student with no grant funding was not eligible or if the funding ran out for the eligible student. This will help us better quantify the need for additional need based funding.

Final Disposition: Approved

Student Instruction – Existence of Admissions Record

Description: Modify Software

Topic ID: 400-10

Initiator: Board-IRM

Affects: SIF

We are proposing to add a new edit for all degree seeking and/or FTICs who are reported on the Enrollments table, a corresponding Admissions record must exist.

Final Disposition: Approved. This new edit will be added as a 9-level error with an allowable 5% tolerance.

Student Instruction – Exception Status

Description: Modify Edit

Topic ID: 400-20

Initiator: Board-IRM

Affects: SIF

We are proposing to modify Edit Diagnostic 0148, Type of Student must be G, L, M, D, V, or R if Exception Status is G.

It appears that the graduate level types, K, S, and T were not added to this edit when these values were added, so we are proposing to modify this edit by adding these 3 values.

K - Doctorate of Nursing

T - Doctorate of Physical Therapy

S - Post Baccalaureate, Degree Seeking Student

Final Disposition: Approved

Student Instruction – Fee Waiver Kind/3rd Party Kind

Description: Modify Edit

Topic ID: 400-30

Initiator: Board-IRM

Affects: SIF

We are proposing to modify Edit Diagnostic 5237, Stu_Recent_Adm_Typ is 'H' or 'E' and Deg_Highest_Held is 'N', then Fee_Waiver_Kind must be 'Q'. This means high school dual enrolled or early admit students without a degree must have a high school student waiver (Q).

The 'Q2', fee waiver value needs to be added to this edit.

Q2 – Students enrolled in a Florida private secondary school as defined in Florida Statutes 1007.271.

Final Disposition: Approved

Student Instruction – Continuing and Cooperative Education Flag

Description: New Edit
Topic ID: 400-40
Initiator: Board-IRM
Affects: SIF

We are proposing to add a new edit on the Continuing and Cooperative Education Flag (01101) element on the COURSES_TAKEN table. For all continuing education courses (01101 = 'C'), the Student Section Funding Flag cannot be equal to '0' - State Fundable and the Course Budget Entity Code (01100) cannot be equal to '1' - E&G.

Final Disposition: Approved

Student Instruction – Type of Student at Time of Most Recent Admission

Description: New Edit
Topic ID: 400-50
Initiator: Board-IRM
Affects: SIF

We are proposing to add a new edit on Type of Student at Time of Most Recent Admission (01413) for high school dual enrolled students. These students should not be coded as seeking a degree.

If Type of Student at Time of Most Recent Admission (01413) is 'H-Dually Enrolled – High School' and Dual Enrollment Identification (01070) is ('H-Secondary School' or 'S-Home Schooling Program'), then Degree-Level Sought (01053) must equal 'N-No Degree'.

Final Disposition: Approved

Student Instruction – Nation of Citizenship

Description: Modify Values List

Topic ID: 400-60

Initiator: Board-IRM

Affects: SIF

We are proposing that we switch to the new country code list that is based on the ISO 3166 list for the Nation of Citizenship (01110) element on the ENROLLMENTS table. It replaces the FIPS list.

Final Disposition: Approved (Use the alpha-numeric code)

Student Instruction – Country Code

Description: Modify Values List

Topic ID: 400-70

Initiator: Board-IRM

Affects: SIF

We are proposing that we switch to the new country code list that is based on the ISO 3166 list for the Country Code (01703) element on the INSTRUCTIONAL_ACTIVITY table. It replaces the FIPS list.

Final Disposition: Approved (Use the alpha-numeric code)

Student Instruction – Site Number

Description: Increase Size

Topic ID: 400-80

Initiator: Board-IRM

Affects: SIF

We will be increasing the size of the Site Number (10062) element on the COURSES_TAKEN, BUILDINGS, COURSE_MEETINGS, ROOMS, and SITES tables to 20 characters.

Final Disposition: Approved

Student Instruction – Building Number

Description: Increase Size

Topic ID: 400-90

Initiator: Board-IRM

Affects: SIF

We will be increasing the size of the Building Number (01130) element on the BUILDINGS, COURSE_MEETINGS, and ROOMS tables to 20 characters.

Final Disposition: Approved

Student Instruction – New Space Integration with SIF

Description: Increase Size

Topic ID: 400-95

Initiator: Board-IRM

Affects: SIF

FOR INFORMATIONAL PURPOSES ONLY

1. Space Integration with SUDS

- Campus_cd
 - Campus_cd will be used in all SUDS files at this time. Any of the currently valid campus_cds is fine.
 - No new campus_cds can be added.

- Courses_Taken (SUDS)
 - If the site exists in the Sites table, then
 - use the site in the table.
 - crs_sectn_loc_cnty should match the county in the sites table if in Florida; otherwise it should be NUSA or NFLA.
 - unsched_mtg_ind in the corresponding record in course_meetings table should be X (or T if the meeting is unscheduled).

 - If the site does not exist in the sites table, then
 - any value that is not a dot or null is acceptable for site_id.
 - crs_sectn_loc_cnty should be the NFLA, NUSA, or the specific Florida county in the sites table.
 - unsched_mtg_ind in the corresponding record in course_meetings table should be N (or T if the meeting is unscheduled).

- Course_Meetings (SUDS)
 - The site should match the site of the corresponding record in the Courses_Taken table.
 - Site_zip_code – Not Used

- If the building and room exist in the new Buildings/Rooms tables, then
 - use the building in the new buildings table.
 - use the room number in the new rooms table. The three values of the course_meetings should combine to make the value in the new rooms table.
 - unsched_mtg_ind should be X.

- If the building and room do not exist in the new Buildings/Rooms tables and the unsched_mtg_ind is N, then
 - any value that is not a dot or null is acceptable for bldg_nbr.
 - any value that is not a dot or null is acceptable for room_nbr.
 - Any value is acceptable for room_nbr_prefix and room_nbr_suffix.

- If the building and room do not exist in the new Buildings/Rooms tables and the unsched_mtg_ind is T, then
 - bldg_nbr should be null (or dotted).
 - room_nbr should be null (or dotted).
 - room_nbr_prefix and room_nbr_suffix should be null (or dotted).

- Instructional Activity File (SUDS)
 - Include the appropriate country_cd, if there is a site, it should match the site.

- Country Code list
 - The new country code list is based on the ISO 3166 list. It replaces the FIPS list.
 - Country code is used in several other places in SUDS.
 - IAF: Country Code
 - Enrollments: Nation of Citizenship

2. Resubmissions in SUDS that involve older space files
 - All Space resubmissions should use the new system.
 - SIF resubmissions that do not include new sites, buildings, or rooms should use the original file format – except for Country Code.

Teacher Education – Existence of Admissions Record

Description: New Edit
Topic ID: 500-10
Initiator: Board-IRM
Affects: TEI

We are proposing to add a new level 'X' edit. For all milestones, except for 'A', an Admissions milestone record must exist.

Final Disposition: Approved. Records with a milestone of 'P' (Completion) and a DOE level of 'E' (Endorsement) will also be excluded from this edit. It does not apply for these record types.