

MISATFOR Meeting
Wednesday, November 2, 2016 & Thursday, November 3, 2016
Lively Technical Center
Tallahassee, FL
Minutes

Juan Mestre called the Joint Session to order, welcomed the attendees and discussed the following housekeeping issues:

- Meeting location for MISATFOR will be in Building 9, Training Room
- Name Tags need to be turned back in every evening after the meetings adjourn
- If this is your first MISATFOR meeting, reach out and introduce yourself to your colleagues.

Andre Smith, Deputy Commissioner was the first presenter.

Topics covered:

- Confidentiality and protecting data (using encrypted data)
- Timely data submissions (can't use late data)
- Data quality (% changes from prior years)
- New policies/requirements (WIOA changes take time-almost 1 year to get quality changes—this is too long).
- Integration of New Technology (work together to ensure we collect quality data).
- Key Initiatives—Agency-wide data governance committee to assist with vetting new data elements, reviewing the requirements to collect the data and the costs to implement the data element, assist with setting data % change thresholds, etc.
- Evaluation of current data collection processes (e.g. length and timing of survey windows, amendment windows, etc.)
- Reorganization by splitting reporting and collection/quality of data.
 - ARM has PERA reporting to it
 - Technology has CCTCMIS and EIAS reporting to it
- Integrity and Availability of Data Matters
 - Performance Based Funding
 - Federal Reporting
 - Strategic Planning
 - Data Driven Decision Making

Shawna Reid, FLEID Updates

Topics covered:

- Review of Project: FS 1008.386
- Timeline:
 - Current Year-at least one characteristic and FLEID
 - July 2017 – June 2018 only submit FLEID
 - Only accepting requests for 2014-15, 2015-16, and 2016-17
 - Question about needing 8 years for IPEDS—there will be a separate window to come for these requests.
- Student and Staff can be submitted
- Stats on matches, near matches were provided
- Pre-processing refinements presented
 - Email rejections will now be sent via file
 - 8 users can be added to the functional user if you want admission/registration staff to receive rejections

- Working on the ADMIN Rule for FLEID
- Setting up windows for submissions
- Processing shut down during holiday periods

Tara McLarnon covered:

WIOA Updates

- The text for the ABE Educational Functioning Levels is going to change. No change in the cut scores or how Functioning Levels are set—just a change in the nomenclature of each level.
- Reporting year will be July 1 to June 30 starting 2016-17
 - Must exit a student June 30 and reenroll a student July 1
- Given the NRS reporting moving from year end to October, we will be forced to use T1E and T2B load date data. ~~Using Load Date Data for NRS submission~~
- Periods of Participation (POP) will be calculated from existing data elements. This will result in a new NRS Table 4 that will present Gains versus POPs.

Perkins Topics:

- TSA Inventories for 2016-17 have been posted to the Perkins Resource Page
- Nontraditional Designations for many programs in 2016-17 also posted on Resource Page

AE Updates:

- Changes for ELCATE—limited to students at EFL levels 5 or 6.
- AAAE Program in 2017-18
 - Subject levels will not be used any longer
 - Only enroll students in Comprehensive courses
 - One LCP will be reported when all basic skills achieved
- Career/AE Symposium in Tallahassee January 10-11, ~~2016~~-2017 (will be webcasted)
- 2016-17 AGE Data Training dates presented
- Data Reporting web modules available at: <http://www.fldoe.org/academics/career-adult-edu/professional-dev.stml>

Gar Schafer, DQ2 Review:

- A data edit process that the School Districts are currently using was presented. The intent is to use something like this system for the college's edit process.

Session broke and MISATFOR reconvened in Building 9, Training Room.

Andre Smith discussed the submission process and the need to improve the quality of the data submitted and the timeliness of data submissions. He mentioned that the Presidents were going to be notified from the Chancellor about the requests to open submission windows and missing data. Discussion from MIS staff to Andre Smith followed:

- Requests to be copied on the emails to Presidents
- Request to FDOE Staff to review the dates associated with the window submissions. Data is often required to be loaded before it is generated: e.g. T3E and APR, etc.
- Request for more frequent processing of data.
- The closing of FLEID during holiday times will only slow down data submission.
- Load Date deadlines was initially set for colleges who continually waited until the end to load their data. It was never ~~suppose to~~ supposed to be a date to receive “useful” data. Now it is being used against us in performance based funding. Load Data should not be used!

- Request to use test mode for TIBCO to submit data outside submission window for testing. This would “clean” up the data submitted during appropriate window.
- More frequent meetings—even if by webinars would help facilitate communication.
- Annual meetings with breakout sessions so programmers and appropriate staff could also attend. Networking was also encouraged.
- Timeline for new data elements introduced was November and the summer was used to program the data elements. We need to return to this timeline—unless legislatively mandated.
- Student transfer and apply from websites too. So Date of Birth, if needed for FLEID matches, needs to be included on applications too because student info is received from these sites.

Steve Kimble-IPEDS Update

- DUNS # required for survey
- Grad Rate Survey is using Pell Grants and Subsidized Stafford Loan information.
 - Question/Request to review the Student Financial Aid numbers. Would the data from the student FA report need to match the Grad Rate data? Maybe the selection criteria can be standardized between the two reports. Karen was asked to email Steve about this issue.
- IPEDS has a catch all web page: <https://nces.edu.gov/IPEDs/>
 - This website was introduced. Data can be changed if it is only 1 year back and it was not a data table that Steve populated.
- Steve discussed global edits
 - MIS staff asked if a comment or explanation can be added to a table where a major issue happened (ERP conversion, hurricane, etc.).
 - This would open a Pandora’s Box and not sure how to draw the line. But discussions could happen.
 - MIS staff asked to have a check list of “top” tables that often have errors. MIS folks can help to look for the common errors and get them corrected before certification.
- Steve asked that we prominently display the IPEDS Calendar at our workstation.
- CIP Data-put a zero in the fields to keep it for next year and not get an error.
- MIS staff requested an advocate from the State to the Feds regarding Gender=X.
 - Chris Mullins and Eric Godin are advocating for us.
- Thank you to Steve for his keen review of the EF2, FTIC, FTPT, and Gender Issues which lead to a second submission window to correct data.

Robert Estridge-Accountability Update

- First 4 reports (M1P1, M1P2, M1P2B, and M2) have been loaded to Northwest. Please take a look at it and let Robert know if there are any issues.
- Estimated dates of when the accountability reports are available are provided. These are estimated times for reports to post—so please be patient if the reports are not posted exactly on this schedule. There are priority issues that may alter this schedule slightly.

Kristopher Brice: Discussion occurred over the following topics:

- Kris expressed that he isn’t a “No person”, but there may be times when he needs to be a “just not a-right now” person. ~~(this is kind of taken out of context – I didn’t say I was a “not right now person” I stated that sometimes I might say “not right now,” but I would never say “no”).~~
- May be able to have test submissions-they are looking into this and will let us know. Costs are an issue. Mainframe is expensive so all options are being reviewed.

- Term and APR will be exclusive on server (TIBCO)
- Graduation, Out (??), Financial Aid, and Industry Certs will be on the main frame one more year.
- They are open to running reports more frequently if a subset of reports can be identified.
- Independent phone calls from various 28 schools has to be limited if more frequent reports are to be processed.
- As we move off the mainframe, the college out folders will be used for files that are commonly placed on the mainframe. Need to decide locally how and who has access to these folders. Other files that are generic will probably be placed on Share or Share Point files. Kris asked us to put this on the agenda tomorrow and provide a recommendation.
- Kris explained that TIBCO is a 3rd party software to transfer data/info across FDOE's fire wall (both ways). Data is available for 7 days before it is expired and unavailable. It would need to be refreshed if needed after 7 days. There should a local process to have historical data available without refreshing. FDOE is not the google drive for everyone.

Linda Wheatcraft-Smith, and Kris - Data Information

- DE 3001/DE 3008: Additional edits are added to prevent classes without the ICS Code of 13201 from using the new course numbers for AE classes. Informational only for this year. **Critical next year.**
- DE 1107: To remove obsolete Adult Entry Level/Exit Tests. Only report exams that are listed. Informational this year. **Critical next year.**
- DE 1101, DE 1104, and DE 1105: A new table value was added to DE1104 and new score ranges and cutoff dates were defined to DE 1101. SAT two digit scores should be reported right justified with leading zeroes. Math scores are submitted right justified whole numbers with an implied decimal. Edits and cross edits about the New SAT 2016 exam are also provided. **Informational only.**
- DE 3022 AE Functioning Level-Initial: Correction of the definition of table value X to include Disabilities. **Informational only.**
- DE 3008 Course Identifier: Standardizing the reporting process of Adult HS students with a predefined subset of the Course Code Directory between DE 3008 and DE 3001. Informational this year. **Critical next year.** Motion to approve was made by Laurie. Second to the motion made by Donna. **Unanimously approved.**
- DE 1058, DE 1059, DE 1064, and DE 1047: The first three DE will be used for CTE students as well as AE students. And the DE 1064 will be deleted starting 2017-18. Informational this year. **Critical next year.**
- DE 2102, and DE 2121: DE 2102 will be deleted next year. DE 2121 is an eight digit completion date and next year the AGE text in the title will be deleted so it can be used for everyone. Motion to approve made by Donna. Second made by Laurie. **Approved unanimously.**
- DE 1104, DE 1109, DE 2105, and DE 2121: Implement an edit to check and make sure there is a valid test to support the LCP. After discussion, this was initially tabled until Tara McLarnon was available to clarify. Tara returned and answered questions sufficiently. A motion to approve was made by Donna. Second to the motion was made by Laurie. This was **unanimously approved.**
- DE 3023, DE 3024, DE 3026, and DE 3027: DE 3023 and DE 3024 will be deleted next year. AGE Text will be removed from the title of DE 3026 and DE 3027. DE 3026 and DE 3027 are in the required eight digits for date. Informational this year. Critical next year. A motion to approve was made by Laurie. Second to the motion was made by Alley. ?? **Approved unanimously.**
- DE 1109 Adult Entry Level/Exit: Limit the time frame used for submitting test data for this element to the current reporting year. After discussion, this item was tabled until

Tara McLarnon was available to answer questions. After Tara returned to answer questions it was determined that only the current years data should be sent with an appropriate buffer to the reporting year. A motion to accept this DE with an amendment to change current submission year to the previous year's March of the current year. Second was made by Margaret. ***Motion was approved with the only ~~decent~~->? dissent provided by Marcus. ??***

- DE 1104 and DE 1105: This change was to remove outdated tests and add new tests for entry level/exit tests. After discussion about how the tests slated for deletion are tied to College Prep Completion Indicator data, this issue was ***tabled***.
- DE 1101 Entry Level/Exit Test: Test score field is enlarged for SAT2016 math. 2017-18 implementation. A motion to approve was made by Marcus. Second to the motion was made by Laurie. ***Approved unanimously***.

General Discussion:

- Questions about DE 1004 from Kay: concerning table value "A". How to report A, when they are In State with orders? Does anyone have an A? Kris will provide clarification.
- Several requests were made to return to the time line for edits and changes to data elements. Unless legislatively mandated, edits and changes are approved in November and then the summer is used to program the changes for July 1. Please return to this standard.
- Please be consistent in policy. There were 2 hurricanes during submission windows. The one that hit first along the gulf coast knocked power out for 8 days. Schools reported they were having difficulty making deadlines, but no action was taken by FDOE. When the second hurricane hit the east coast and schools reported the impact to their progress reporting, FDOE extended the submission window.
- Also, there needs to be proofreading and consistency in the data dictionary. Providing edits during the submission windows is difficult to manage.
- Kris agreed that last year was rough for everyone. He apologized and expects that this year will be smoother. Policy is something that is handled above them at FDOE—so this will be hard to correct.
- MIS staff appreciate the notification from FDOE when there have been changes made to documents. THANK YOU!
- Please review the GRS and OM Instructions for generating Cohorts. There is inconsistency. Kris will take this information back to Steve.

Reminder that they will meet at 8:30 am tomorrow—same place.

Meeting adjourned at 4:00 pm.

Thursday, November 3, 2016

Juan Mestre opened the meeting with the following announcements:

- Name Tags need to be turned back in every evening after the meetings adjourn

Kris Brice: Topic Updates/Discussion

- Frequency zero edits: In order to load data, it must past frequency zero edits—this is a critical error. To figure out why you can't load data, review the data dictionary. Fix the error, and then resubmit. If the value is actually a zero and it is correct. Then give Kris the element number and confirm that the data is zero. He will investigate it and change it if needed.

- Comparative Frequency Report: provides trends, very large file approximately 66 pages. Discussion followed about how to streamline this report. Discussion confirmed that this report is very valuable and should be continued. General consensus from the group recommended that 1) the back summary pages be moved to the front, 2) add the new data elements, and 3) label or identified the performance funding items.

Juan Mestre: Submission Procedures Discussions

Thank you for the discussion yesterday with Andre Smith. The upper leadership is aware of the importance of the quality of data. And they are engaged. I will be continuing this conversation. To recap yesterday's discussion, Juan heard that we strongly want field representation on the agency-wide data governance committee. The history of the load date was valuable information too.

Juan made it clear that in the current environment, load date will be used as the barometer of the data. Discussion followed. The load date may be able to be shifted so it can have better data. He will look into this. Right now it looks like there will be evaluation of load data and comp. freq. and if outside a pre-determined threshold evaluation, school would have to confirm the data or fix the data within 3 days. Communication will be sent through the President's office. MIS folks asked for the following:

- The .test window before the load date. This will be needed for critical reports: edits can be brought in during a Phase I, and verification can be brought in during a later Phase II.
- MIS folks also wanted to make sure the DOE administration knew that OCPs, LCPs, and Grades are not available during load time. This data is not available until the end of each term.
- Make sure this information gets sent to the student affairs (registrars and admissions).
- Please provide a comment section to provide details of why the threshold was breached.

DOE staff did want to make sure that we all knew that load data are currently being used for enrollment, fulltime/first time, and completions for FTE, Fundable Industry Certifications, NRS, Perkins, CS ?? Enrollment, etc.

Laurie Layton asked for a comment section to say yes data is correct and to offer a reason for threshold alert being raised.

MISATFOR folks asked if there was subset of data elements that they can focus on first. Juan brought up that leadership doesn't want us to focus only on these data elements. All data needs to be quality data.

MISATFOR folks expressed concern that generally the spring-term calendar at the colleges is being pushed later in the calendar, but FDOE is going earlier with load windows. Therefore, the staff at colleges and divisions of colleges, etc., need to explain data delivery and spring registration to all involved. It was asked if a calendar could be created at MISATFOR that could be distributed and also include legislative dates of needs. We all want good data too.

Estimated timeframe for this is 2017-18 it **will be critical**.

Academic calendar is submitted on the **FTS??** website by each college.

CWE-questions how this data is used. Juan reminded everyone it is a requirement so it must be reported.

TIBCO-only one account per college. No sharing, so locally make it work. Recommended that batch files be developed and put into TIBCO using single accounts. Can only use one IP address on application? Contact Dan Grosh or Carlos Butt if you need to add IP addresses. These guys are the functional leads.

A question was raised if anyone is using an in house process to send files for TIBCO? No one responded. Vince wants FDOE to develop this and then share. Juan will ask, but not at CCTCMIS.

ADB DE 1015-Kris Brice: issue admitted a prior term and then readmitted. Informational this year. **Motion Karen, Second Theresa. Approved Unanimously.**

Personnel Database Update-Murray Cooper: DE 4005/4010. Informational this year. **Becomes critical 2017-18.**

Integrated Database Edits-Katie Mueller: Clarifies which databases are loaded. **First four are critical. Fifth is informational.**

Sue requested to add to the system report for room/space usage a way to identify utilization percent. Katie will look into this.

Online Systems Update-April Card: Handouts were provided. She asked that the contacts for each institution be checked at the Restricted Hub/Sunrise page. The locked areas are for the Reports Coordinator only. There is a guide on the Sunrise page. The reports coordinator is an appointed position. President authorized his/her delegate. If there is a new person, an email must be sent in. Duty assignments have been added to the directory. The Hub Page has been updated. Do not use the edit button and write on top of the current text. Please use the delete and submit options to add a new person.

Fire Drill occurred during meeting

Discussion followed about in-private/incognito browsing. Please know that this doesn't mean you can't be tracked.

Baccalaureate Programs of Interest Update-Kris Brice: Table is only 85% completed. So it has to be added in manually.

Linda commented that it is resubmitted every term. Should be a one time report every term for the first year. Change to 8. It is intended to follow student to Florida Universities and Colleges so they can plan ahead.

SDB-FLEID-Error: Is there a way to separate FLEID from other errors. Can the list be sorted by Error? Start with the 1000s list? Kris asked for an example to be sent to him and he will get with Linda. Linda mentioned that she thinks she understands the questions. This can't be corrected or checked until it becomes a key field. But she will look at this.

Karen asked if you can see the special symbol – text description is not correct.

Thanks to Linda for getting everything up for today.

Kris asked that he be copied on all communications to staff.

Laurie Layton-called the meeting to order. The April 2016 meeting minutes were discussed. There is a misspelling on the first page, first bullet--change careen to career. And on the fifth bullet, negations should be negotiations. Alex made a motion to accept the minutes with these two changes. Nancy Petty seconded the motion. **The motion passed unanimously.**

Discussion followed to identify the subset of reports needed for the .test window. The subset of reports agreed upon are:

- AA1A
- Exceptions
- Comp. Freq.
- FTECOL-sorted by terms
- OCP
- LCP
- EF2

Decide how to get non-college specific files: share point, prefer college out files (but limited to 7 days).

Next meeting is in April-but no date is set yet. Discussion followed on hotel accommodations. Some schools are chastising MISATFOR staff heavily about the costs being excessive. Discussion followed on could we get a state rate or room block? CCTMIS staff cannot set up room accommodations for these meetings. Vince, Laurie, and Donna agreed to work on hotel accommodations for the April meeting.

Discussion followed about continuing dialog between CCTCMIS and MISATFOR staff. Both agreed not to wait until next meeting (6 months) to communicate.

Meeting was adjourned at 10:48 am.