New Reports Coordinator Training

High Level Overview

November 6 – November 7, 2017

FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

About this session…

- Department organization, high level
- Department organization, front lines staff
- Reports Coordinators, your organization, your role
- Reports Coordinator resources, terminology
- Proven keys to success

More about this session…

- Not a TED quality speaker, so interruptions and exchanges are good, questions are best.

About FDOE

Florida Department of Education (FDOE) organizational structure…

Commissioner of Education, Pam Stewart

- Eight Divisions within FDOE

  - Division of Technology and Innovation
  - Division of Accountability, Research, & Measurement (ARM)
  - Division of Career and Adult Education (CAE)
  - Division of Florida Colleges (DFC)

About FDOE

Florida Department of Education (FDOE) organizational structure…

Commissioner of Education, Pam Stewart

- Division of Technology and Innovation
  - Bureau, Community Colleges and Technical Centers MIS (CCTCMIS)
  - Bureau, K-20 Education Data Warehouse
    - Florida Education & Training Placement Information Program (FETPIP)
    - Florida Education Identifier (FLEID)
- Division of Accountability, Research, & Measurement (ARM)
- Division of Career and Adult Education (CAE)
- Division of Florida Colleges (DFC)

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    - Florida Education & Training Placement Information Program (FETPIP)
    - Florida Education Identifier (FLEID)
- Division of Accountability, Research, & Measurement (ARM)
  - Bureau, PK-20 Education Research and Accessibility (PERA)
    - Team, College and Workforce Reporting
- Division of Career and Adult Education (CAE)
- Division of Florida Colleges (DFC)

About FDOE

Florida Department of Education (FDOE) organizational structure…

Commissioner of Education, Pam Stewart

- Division of Technology and Innovation, Dep Comm Andre Smith
  - Bureau, CCTCMIS, Juan Mestre
    - Team contact, Kris Bice
  - Bureau, K-20 Education Data Warehouse, Shawna Reid
    - FETPIP team contact, Kendra Jahnke
    - FLEID team contact, Shawna Reid
- Division of ARM, Dep Comm Juan Copa
  - Bureau, PERA, Tammy Duncan
    - College & Workforce Reporting team, Jay Gelin / Joan Roddenberry
- Division of Career and Adult Education (CAE)
- Division of Florida Colleges (DFC)

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- Division of Technology and Innovation, Dep Comm Andre Smith
- Division of ARM, Dep Comm Juan Copa
- Division of Career and Adult Education (CAE)
  - Chancellor Rod Duckworth
    - Tara Goodman, Funding, Workforce and Adult Education
      - Tara McLarnon, Workforce and Adult Education
- Division of Florida Colleges (DFC)
  - Chancellor Madeline Pumariega
    - Executive Vice Chancellor Chris Mullin
      - Associate Vice Chancellor for Financial Policy, Scott Kittel
      - Associate Vice Chancellor for Academic & Student Affairs, Karinda Barrett
      - Associate Vice Chancellor of Research & Evaluation, Eric Godin

About FDOE

Florida Department of Education (FDOE) organizational structure…

Commissioner of Education, Pam Stewart

- College team
  - Kris Bice, manager
    - Linda Wheatcraft-Smith, Student Database
    - Katie Mueller, Integrated Database, Facilities Database
    - Murray Cooper, Personnel Database, Annual Personnel Report (APR) Database, Sharepoint/web
    - Ashlie Kraft, Admissions Database, Sharepoint/web

About FDOE

Florida Department of Education (FDOE) organizational structure…

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Bottom line function

- Help translate policy into data for reporting and accountability

- Often cast the villain, we provide a buffer between you and legislative data requests and federal reporting (i.e., IPEDS, Perkins, NRS).

Reports Coordinator

- Appointed by the College President

- Primary college communication channel with CCTCMIS, PERA, & FCS on data collection and reporting issues
    - Memorandums
    - Data submissions; Due dates, data error resolution, review of reports, certifications
    - Coordinate communication between CCTCMIS staff and college staff on data matters

Reports Coordinator… Where do you sit?

- Learn your college organizational structure and how reporting is done
- "Coordinate" the collection, review, and delivery of the data
    - HR review of personnel data for Personnel Database and Annual Personnel Report submissions.
    - Facilities staff to review Facilities Database submissions
    - Admissions/Registrars to review Admissions Database submissions.
    - Registrars, Student Affairs, Workforce Deans/staff to review different aspects of the Student Database reports

Available resources

- Chart of Reports
- Database Dictionary
- Memorandums and emails
- MISATFOR
- Websites / Sharepoint (aka, Restricted Hub)
- Conference Calls
- Colleagues

Chart of Reports

- Description
- Due Dates
- DOE Contact
- Legal Reference
- Source to Generate
- Report/File Distribution

Database Dictionary

- Website - Location of Database Dictionaries
  - http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/college-data-diction.stml
- Overview - Database Dictionary, first 15-18'ish pages
- Individual Data Base Dictionaries
  - ADB - Admissions
  - FAC – Facilities and Capital Outlay (aka, FCO)
  - PDB/APR – Personnel Data Base, Annual Personnel Reports
  - SDB – Student Data Base
  - IDB – Integrated Data Base (not a submission)
  - FTE – Full-Time Equivalency (not a submission)
  - Data Submission Procedures ("How to" manual)

Database Dictionary

- Typical Submission Cycle

- |--------------------------|--------------------------|

Open Date	Load/ Due Date	Close Date

- If the load date is missed, letter to the RC, copied to college President

- If the close date or the certification date is missed, letter to President, copied to RC

Database Dictionary

How many different years are there?

- Reporting year
  - Summer (T1), Fall (T2), Winter/Spring (T3)
  - 2016-2017, aka 2017

- Academic year
  - Fall (T1), Winter/Spring (T2), Summer (T3)

- Fiscal year
  - State - July 1 through June 30
  - Federal - October 1 through September30

Numbered Memorandum

- Formal Request for data
  - Database Submission
  - Other Data Submissions (e.g., Excess Hours, Deceased Exclusions)
- Memo, Attachments, and Database Dictionaries should include the necessary information to satisfy the data request
- Certifications Required for all Numbered Memorandums

Numbered Memorandum

- Include:
    - Data being requested
    - Due Date
    - Filenames, Locations, and Formats of files
    - Verification Report Names and Locations
    - CCTCMIS contact if there are questions
    - Changes from Prior Year Submissions

Numbered Memorandum

RC Responsibilities

- Forward numbered memorandum and other necessary documents to college staff Subject Matter Experts (SME) responsible for the submission

- Coordinate to ensure due dates are met
  - Set internal college due dates
  - Data, Reports, Certifications

- Contact for
  - Data error resolution
  - College or CCTCMIS submission questions

Numbered Memorandum

Certifications

- Certification
  - Certifies that **the data** is loaded and is accurate to the best of your knowledge **at the time of submission.**
  - Certifies **that reports** are accurate to the best of your knowledge **at the time of submission**.

Numbered Memorandum

Certifications

- Signature on Certification Form
  - President, or Direct-Report Designee, as indicated on Authorized Signature Form that is on file with CCTCMIS
  - FTE Estimates, Projections, COFTE also require the signature of the Business Officer

MISATFOR

- MISATFOR - Management Information Systems Advisory Task Force
  - Minutes and meeting packets posted on public website (post-meeting packets usually available within the week)
  - Discussions. Exchange of ideas, problems, and solutions at the different institutions.

Web Sites

- Wealth of information on our web sites
- Details to be covered in a separate session

Conference Calls / GoToMeetings

- Facilitates distribution of information to all
- Used between MISATFOR meetings
  - Follow-up items from recent meeting
  - Review data collection or database element issues
  - Prepare review items ahead of upcoming meeting

Colleagues

- Get to know your colleagues at your college, those Subject Matter Experts (SME) who review data

- Get to know your colleagues at MISATFOR
  - CCTCMIS and PERA
  - FDOE Staff, FCS and CAE
  - College attendees
    - Particularly consortium partners
    - Get names

Key Points to Success

- DO NOT WAIT on submissions
  - Set internal, early college due dates
  - Submit early, submit often
  - Use “test” submissions
  - Recruit appropriate SMEs to review data
  - Review data reports with SMEs
- Reach out to veteran RCs, more so if in consortium
- Communication, email Kris and DBAs

Good time for more questions, discussion

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www.FLDOE.org

Data Dictionaries

Getting the most out of them

Reports Coordinator Training
November 6-7, 2017

FLORIDA DEPARTMENT OF
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Purpose

- What is a data dictionary?
  - IBM defines as a “centralized repository of information about data such as meaning, relationships to other data, origin, usage, and format.”
- Documents that describe the procedures and elements that make up the four reporting databases and the one logical database.
  - Admissions
  - Facilities
  - Personnel
  - Student
  - Integrated

What’s new for 2017?

- Removed references to mainframe procedures.
- Added new location for reference files
- Moved data element structure information from footer into body of data element pages

Where to get them

- FLDOE Website → Accountability → Data Systems → Community Colleges and Technical Center MIS → Florida College Data Information System → College Data Dictionaries and Procedures
  - http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/college-data-diction.stml
- Set a bookmark!

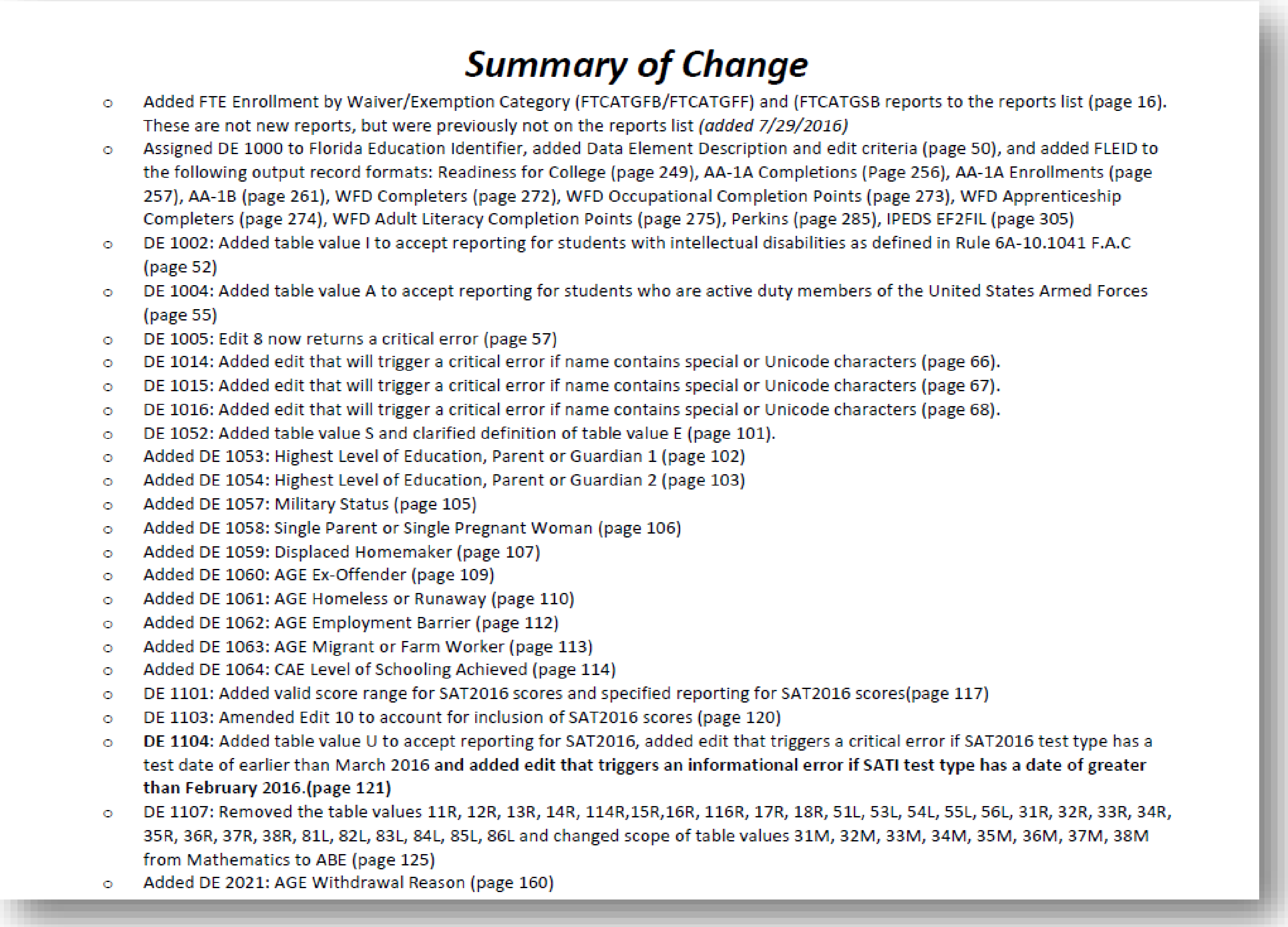
Outline

- Summary of Change
- Section I:
  - Purpose,
  - Program matters,
  - Procedures,
  - Record type descriptions,
  - Submission schedule,
  - Data element listings (alpha/numerical/by record type)

Outline

- Section II:
  - Data element listings – Use, definitions, rules/statutes, reference files, valid values, edits
  - Record formats – Byte-by-byte layouts
- Section III:
  - Verification reports explanations and selection criteria
- Section IV:
  - System reports explanations and selection criteria
- Appendix

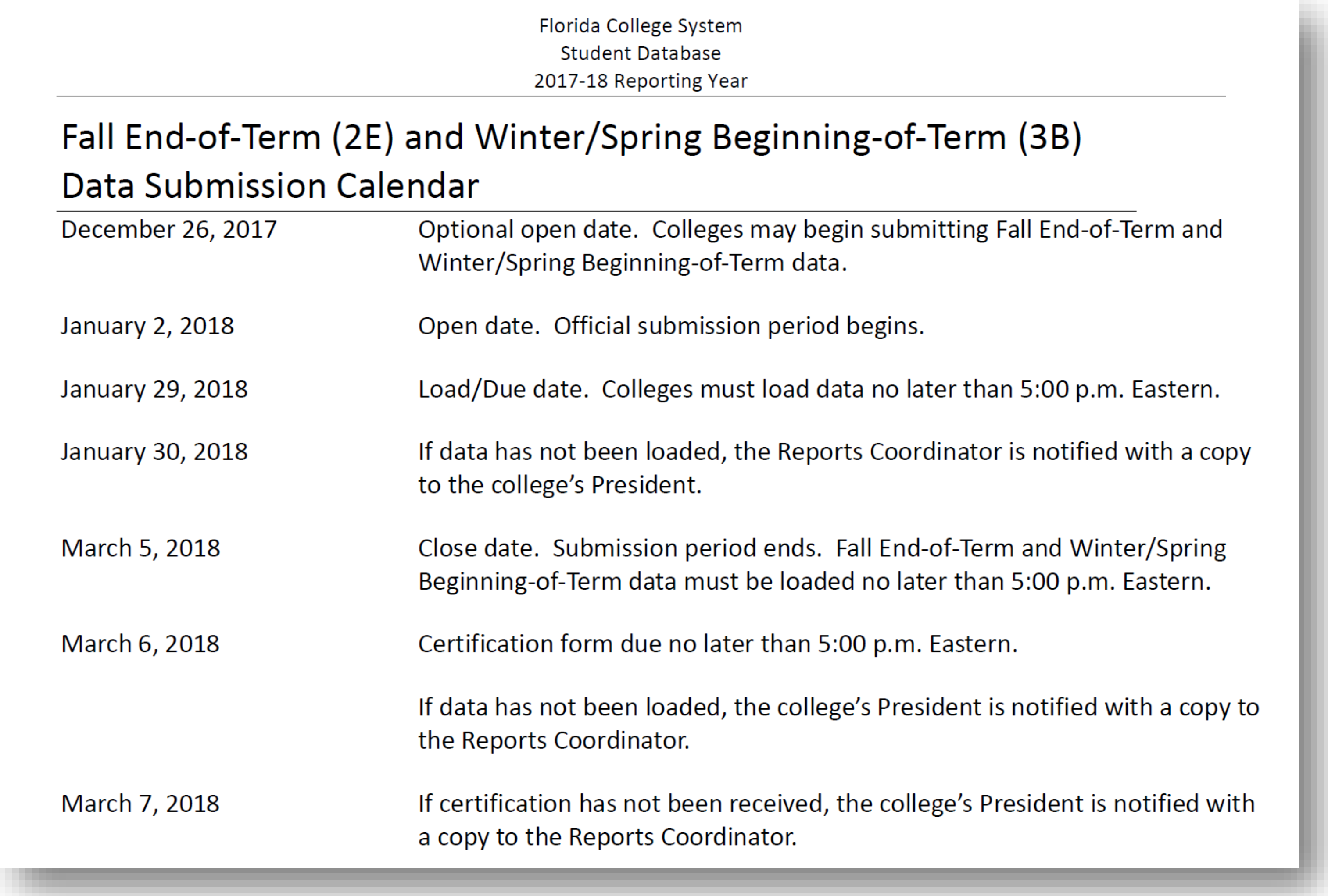
Summary of Change



Summary of Change

- Added FTE Enrollment by Waiver/Exemption Category (FTCATGFB/FTCATGFF) and (FTCATGSB reports to the reports list (page 16). These are not new reports, but were previously not on the reports list *(added 7/29/2016)*
- Assigned DE 1000 to Florida Education Identifier, added Data Element Description and edit criteria (page 50), and added FLEID to the following output record formats: Readiness for College (page 249), AA-1A Completions (Page 256), AA-1A Enrollments (page 257), AA-1B (page 261), WFD Completers (page 272), WFD Occupational Completion Points (page 273), WFD Apprenticeship Completers (page 274), WFD Adult Literacy Completion Points (page 275), Perkins (page 285), IPEDS EF2FIL (page 305)
- DE 1002: Added table value I to accept reporting for students with intellectual disabilities as defined in Rule 6A-10.1041 F.A.C (page 52)
- DE 1004: Added table value A to accept reporting for students who are active duty members of the United States Armed Forces (page 55)
- DE 1005: Edit 8 now returns a critical error (page 57)
- DE 1014: Added edit that will trigger a critical error if name contains special or Unicode characters (page 66).
- DE 1015: Added edit that will trigger a critical error if name contains special or Unicode characters (page 67).
- DE 1016: Added edit that will trigger a critical error if name contains special or Unicode characters (page 68).
- DE 1052: Added table value S and clarified definition of table value E (page 101).
- Added DE 1053: Highest Level of Education, Parent or Guardian 1 (page 102)
- Added DE 1054: Highest Level of Education, Parent or Guardian 2 (page 103)
- Added DE 1057: Military Status (page 105)
- Added DE 1058: Single Parent or Single Pregnant Woman (page 106)
- Added DE 1059: Displaced Homemaker (page 107)
- Added DE 1060: AGE Ex-Offender (page 109)
- Added DE 1061: AGE Homeless or Runaway (page 110)
- Added DE 1062: AGE Employment Barrier (page 112)
- Added DE 1063: AGE Migrant or Farm Worker (page 113)
- Added DE 1064: CAE Level of Schooling Achieved (page 114)
- DE 1101: Added valid score range for SAT2016 scores and specified reporting for SAT2016 scores(page 117)
- DE 1103: Amended Edit 10 to account for inclusion of SAT2016 scores (page 120)
- **DE 1104**: Added table value U to accept reporting for SAT2016, added edit that triggers a critical error if SAT2016 test type has a test date of earlier than March 2016 **and added edit that triggers an informational error if SATI test type has a date of greater than February 2016.(page 121)**
- DE 1107: Removed the table values 11R, 12R, 13R, 14R, 114R,15R,16R, 116R, 17R, 18R, 51L, 53L, 54L, 55L, 56L, 31R, 32R, 33R, 34R, 35R, 36R, 37R, 38R, 81L, 82L, 83L, 84L, 85L, 86L and changed scope of table values 31M, 32M, 33M, 34M, 35M, 36M, 37M, 38M from Mathematics to ABE (page 125)
- Added DE 2021: AGE Withdrawal Reason (page 160)

Example Submission Timeline

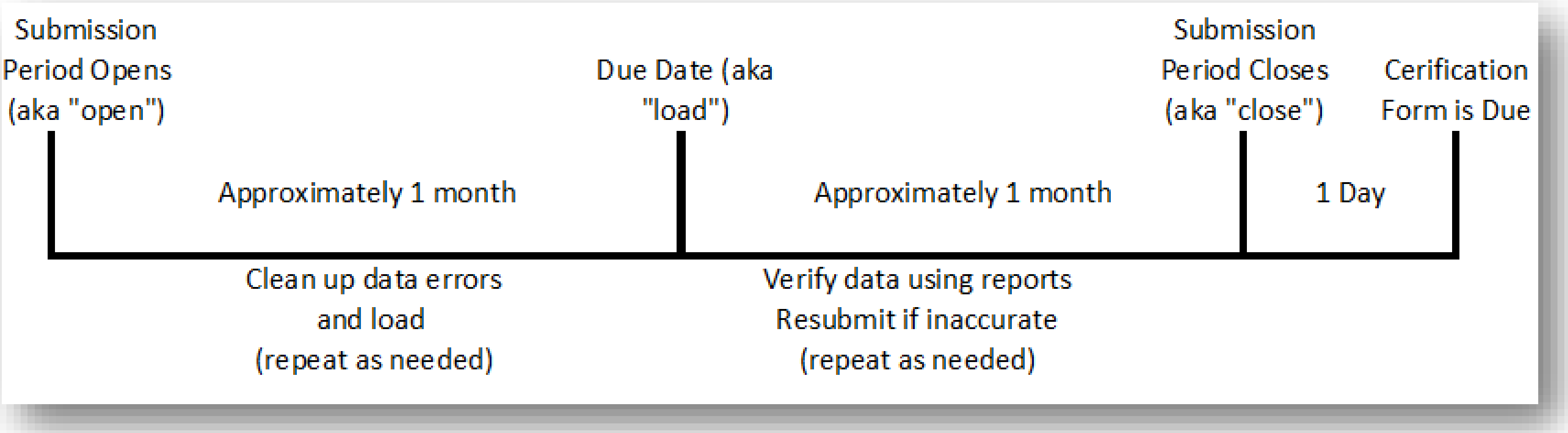


Florida College System
Student Database
2017-18 Reporting Year

Fall End-of-Term (2E) and Winter/Spring Beginning-of-Term (3B) Data Submission Calendar

December 26, 2017	Optional open date. Colleges may begin submitting Fall End-of-Term and Winter/Spring Beginning-of-Term data.
January 2, 2018	Open date. Official submission period begins.
January 29, 2018	Load/Due date. Colleges must load data no later than 5:00 p.m. Eastern.
January 30, 2018	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
March 5, 2018	Close date. Submission period ends. Fall End-of-Term and Winter/Spring Beginning-of-Term data must be loaded no later than 5:00 p.m. Eastern.
March 6, 2018	Certification form due no later than 5:00 p.m. Eastern.
	If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
March 7, 2018	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.

Typical Data Submission Period



Submission Period Opens (aka "open")

Due Date (aka "load")

Submission Period Closes (aka "close")

Cerification Form is Due

Approximately 1 month

Approximately 1 month

1 Day

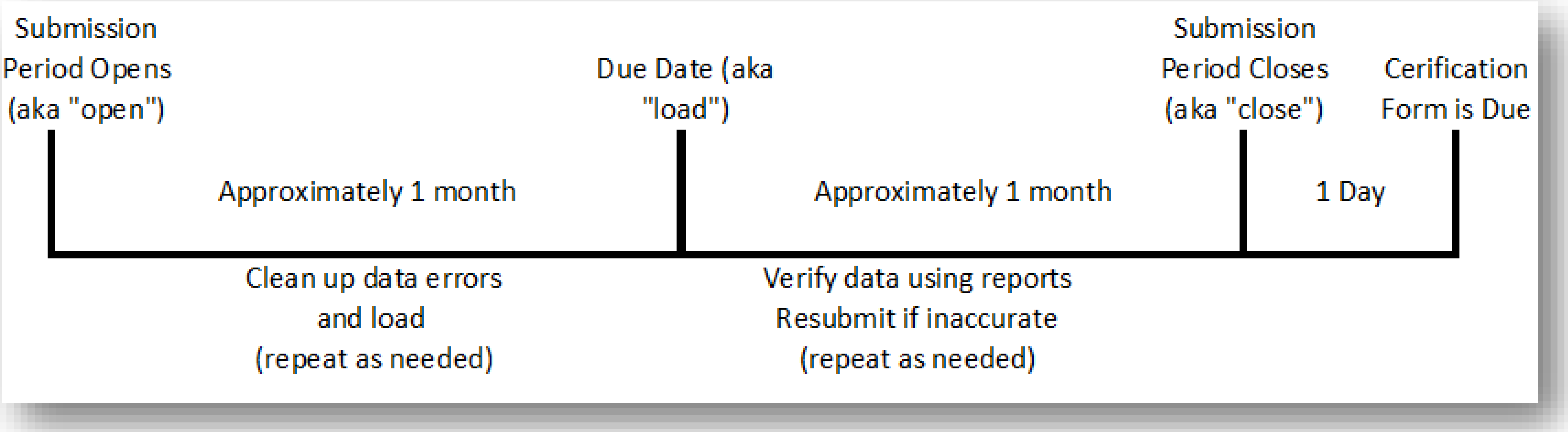
Clean up data errors and load (repeat as needed)

Verify data using reports Resubmit if inaccurate (repeat as needed)

Tips for Success:

- Start early
- Use available reports
- Set meeting dates with institution’s data owners

What happens if a deadline is missed?



Submission Period Opens (aka "open")

Due Date (aka "load")

Submission Period Closes (aka "close")

Cerification Form is Due

Approximately 1 month

Approximately 1 month

1 Day

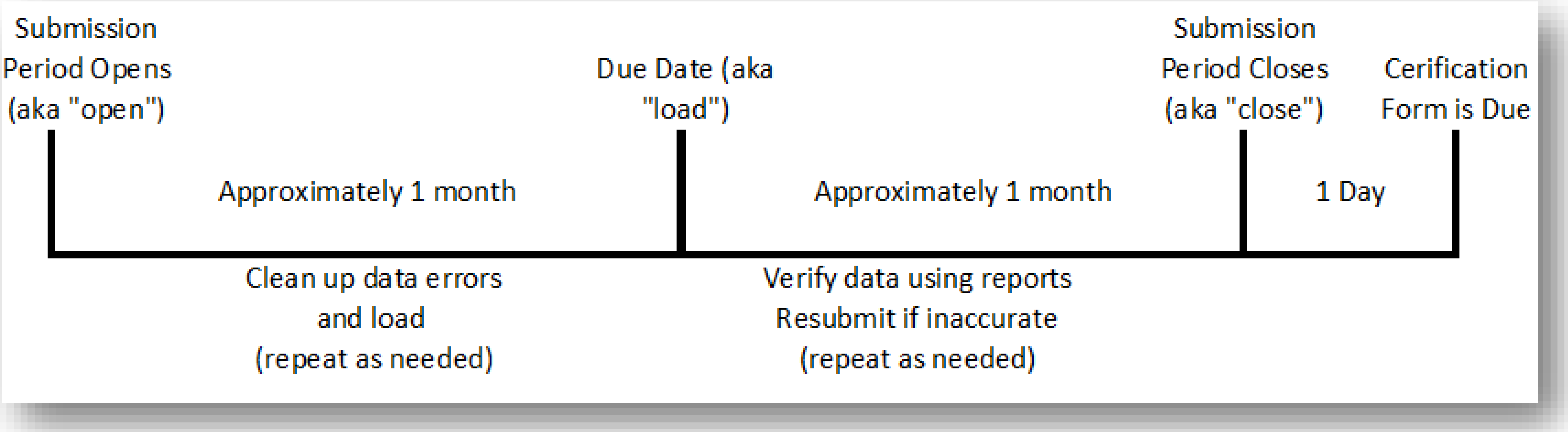
Clean up data errors
and load
(repeat as needed)

Verify data using reports
Resubmit if inaccurate
(repeat as needed)

After Due Date (Load)

- One day after the due date, the Reports Coordinator will be notified in writing with a copy to the college President.
- One day later the college President will be notified with a copy to the Reports Coordinator.

Typical Data Submission Period



Submission Period Opens (aka "open")

Due Date (aka "load")

Submission Period Closes (aka "close")

Cerification Form is Due

Approximately 1 month

Approximately 1 month

1 Day

Clean up data errors
and load
(repeat as needed)

Verify data using reports
Resubmit if inaccurate
(repeat as needed)

After Submission Period Closes Date (Close)

- One day after the submission period closes, the college President is contacted with a copy to the Reports Coordinator.

After Certification Date

- One day after the certification date, the college President is contacted with a copy to the Reports Coordinator.

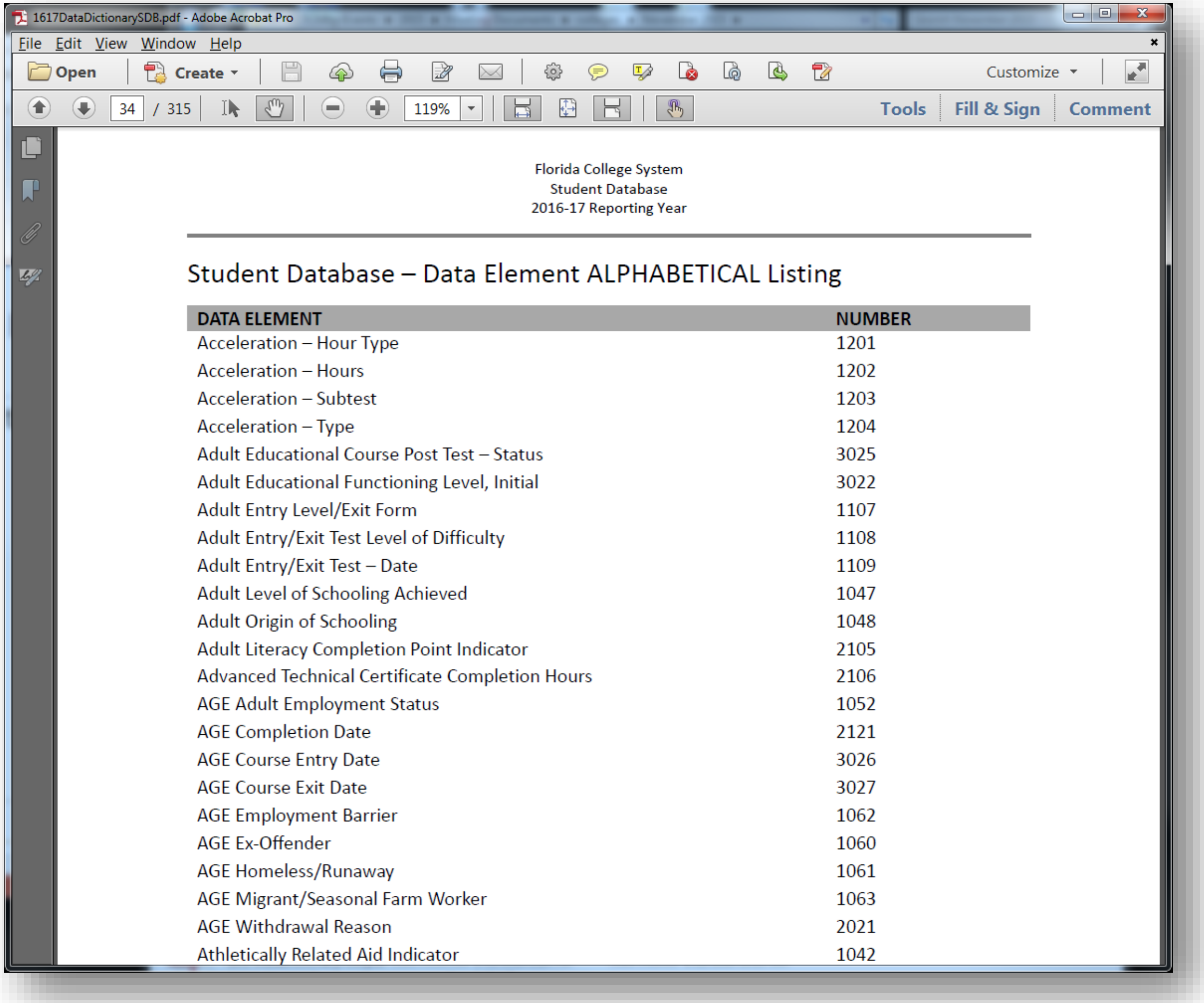
What happens if you figure out the data were incorrect after the submission period closes?

- After requesting to resubmit and receiving approval, you can resubmit **prior term end-of-term** data during an open submission period during the current reporting year.
- Beginning-of-term student data may not be resubmitted.
- No changes or resubmissions will be made after the close of the annual reporting year.

What happens if we figure out the data were incorrect after the submission period closes?

- If the reporting year is still open:
  - Notified of deficiency and advised to resubmit during the next term.
- If the reporting year is closed:
  - Notified of deficiency and sent an adhoc resubmission file to update and return.

Data Element Lists – Alphabetical

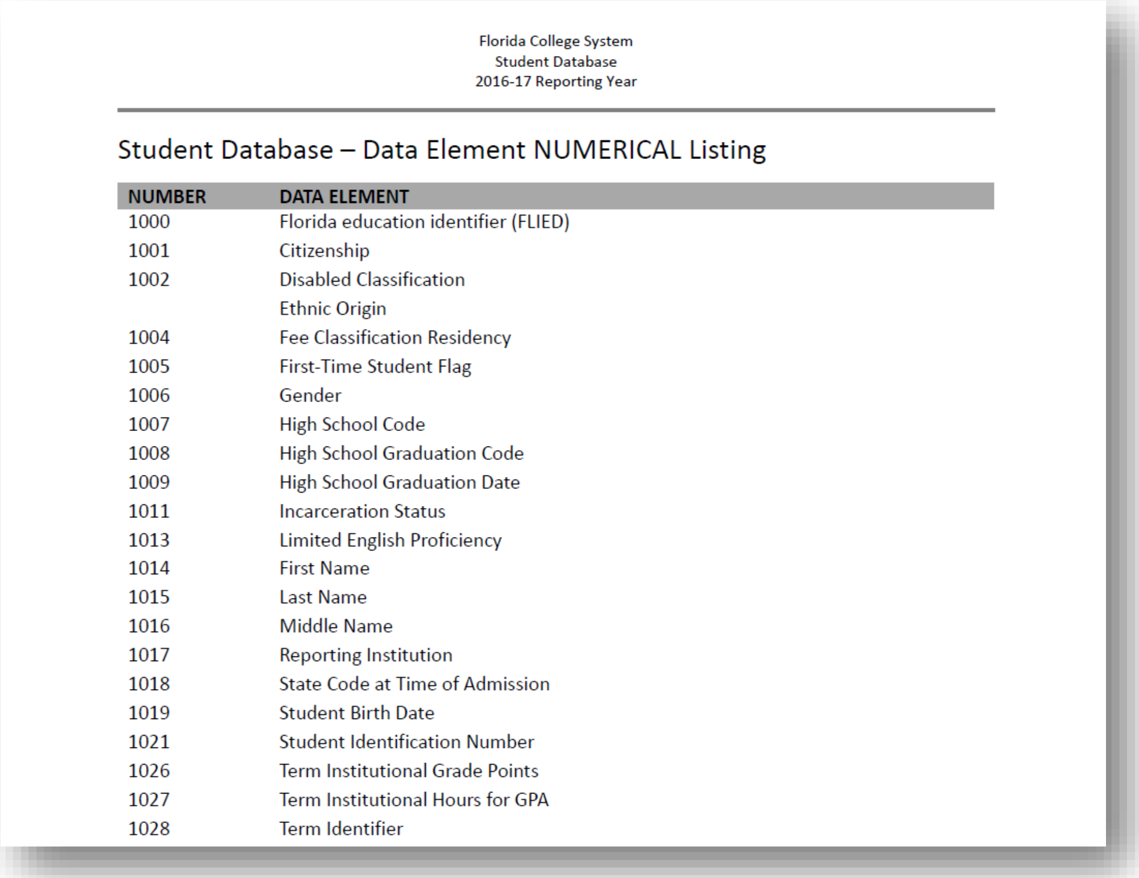

1617DataDictionarySDB.pdf - Adobe Acrobat Pro
File
Edit
View
Window
Help
Open
Create
Customize
34
/ 315
119%
Tools
Fill & Sign
Comment

Florida College System
Student Database
2016-17 Reporting Year

Student Database – Data Element ALPHABETICAL Listing

DATA ELEMENT	NUMBER
Acceleration – Hour Type	1201
Acceleration – Hours	1202
Acceleration – Subtest	1203
Acceleration – Type	1204
Adult Educational Course Post Test – Status	3025
Adult Educational Functioning Level, Initial	3022
Adult Entry Level/Exit Form	1107
Adult Entry/Exit Test Level of Difficulty	1108
Adult Entry/Exit Test – Date	1109
Adult Level of Schooling Achieved	1047
Adult Origin of Schooling	1048
Adult Literacy Completion Point Indicator	2105
Advanced Technical Certificate Completion Hours	2106
AGE Adult Employment Status	1052
AGE Completion Date	2121
AGE Course Entry Date	3026
AGE Course Exit Date	3027
AGE Employment Barrier	1062
AGE Ex-Offender	1060
AGE Homeless/Runaway	1061
AGE Migrant/Seasonal Farm Worker	1063
AGE Withdrawal Reason	2021
Athletically Related Aid Indicator	1042

Data Element Lists - Numerical

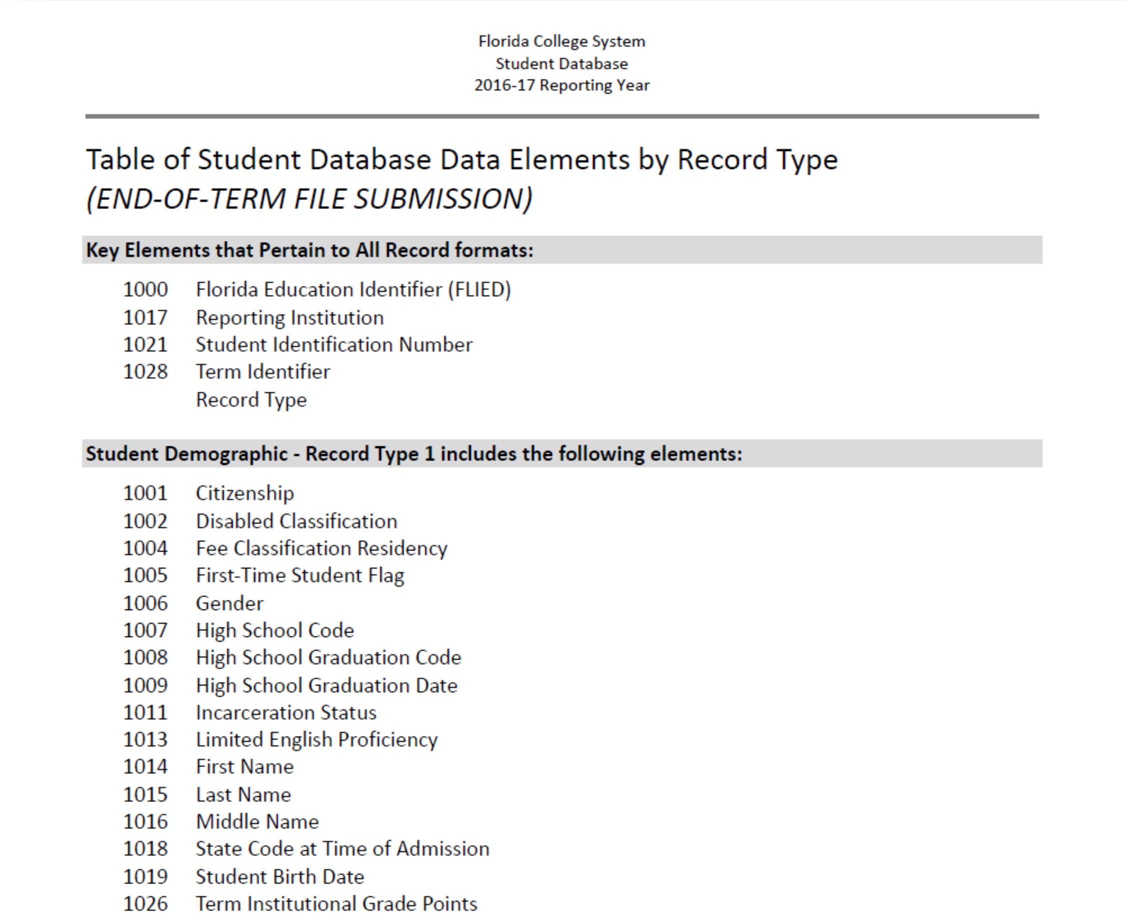


Florida College System
Student Database
2016-17 Reporting Year

Student Database – Data Element NUMERICAL Listing

NUMBER	DATA ELEMENT
1000	Florida education identifier (FLIED)
1001	Citizenship
1002	Disabled Classification
	Ethnic Origin
1004	Fee Classification Residency
1005	First-Time Student Flag
1006	Gender
1007	High School Code
1008	High School Graduation Code
1009	High School Graduation Date
1011	Incarceration Status
1013	Limited English Proficiency
1014	First Name
1015	Last Name
1016	Middle Name
1017	Reporting Institution
1018	State Code at Time of Admission
1019	Student Birth Date
1021	Student Identification Number
1026	Term Institutional Grade Points
1027	Term Institutional Hours for GPA
1028	Term Identifier

Data Element Lists – By Record Type



Florida College System
Student Database
2016-17 Reporting Year

Table of Student Database Data Elements by Record Type
(END-OF-TERM FILE SUBMISSION)

Key Elements that Pertain to All Record formats:

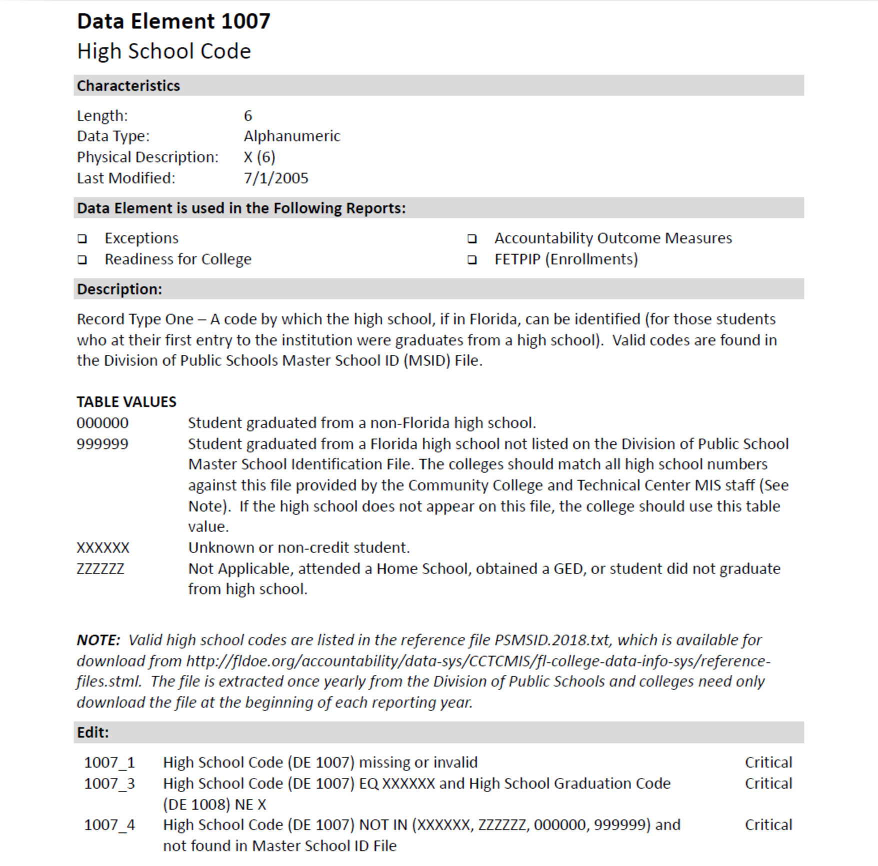
1000	Florida Education Identifier (FLIED)
1017	Reporting Institution
1021	Student Identification Number
1028	Term Identifier
	Record Type

Student Demographic - Record Type 1 includes the following elements:

1001	Citizenship
1002	Disabled Classification
1004	Fee Classification Residency
1005	First-Time Student Flag
1006	Gender
1007	High School Code
1008	High School Graduation Code
1009	High School Graduation Date
1011	Incarceration Status
1013	Limited English Proficiency
1014	First Name
1015	Last Name
1016	Middle Name
1018	State Code at Time of Admission
1019	Student Birth Date
1026	Term Institutional Grade Points

Data Element Sheet

- New format for 2017



Data Element 1007

High School Code

Characteristics

Length:	6
Data Type:	Alphanumeric
Physical Description:	X (6)
Last Modified:	7/1/2005

Data Element is used in the Following Reports:

- ☐ Exceptions
- ☐ Readiness for College
- ☐ Accountability Outcome Measures
- ☐ FETPIP (Enrollments)

Description:

Record Type One – A code by which the high school, if in Florida, can be identified (for those students who at their first entry to the institution were graduates from a high school). Valid codes are found in the Division of Public Schools Master School ID (MSID) File.

TABLE VALUES

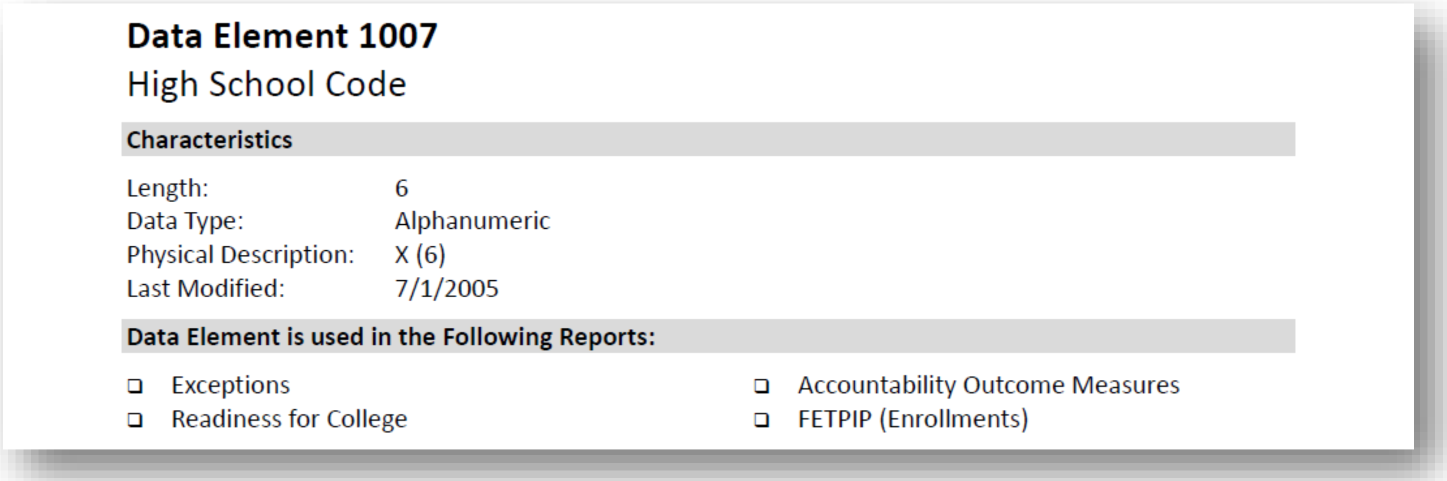
000000	Student graduated from a non-Florida high school.
999999	Student graduated from a Florida high school not listed on the Division of Public School Master School Identification File. The colleges should match all high school numbers against this file provided by the Community College and Technical Center MIS staff (See Note). If the high school does not appear on this file, the college should use this table value.
XXXXXX	Unknown or non-credit student.
ZZZZZZ	Not Applicable, attended a Home School, obtained a GED, or student did not graduate from high school.

NOTE: *Valid high school codes are listed in the reference file PSMSID.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml. The file is extracted once yearly from the Division of Public Schools and colleges need only download the file at the beginning of each reporting year.*

Edit:

1007_1	High School Code (DE 1007) missing or invalid	Critical
1007_3	High School Code (DE 1007) EQ XXXXXX and High School Graduation Code (DE 1008) NE X	Critical
1007_4	High School Code (DE 1007) NOT IN (XXXXXX, ZZZZZZ, 000000, 999999) and not found in Master School ID File	Critical

Data Element Sheet Anatomy



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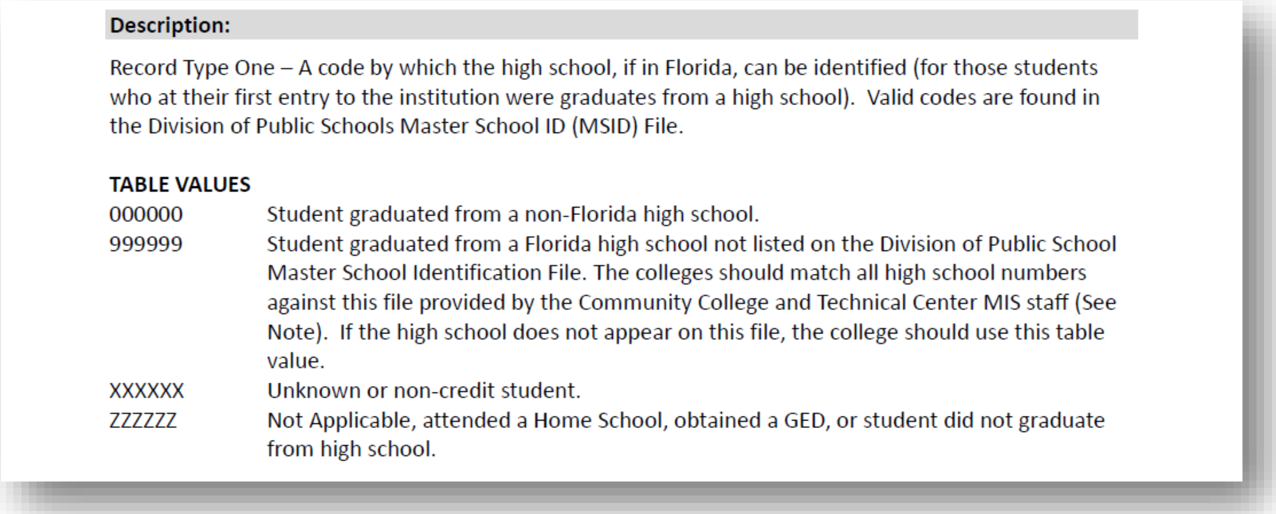
☐ Exceptions
☐ Readiness for College
☐ Accountability Outcome Measures
☐ FETPIP (Enrollments)

- Data Element Number
- Data Element Title
- Data Element Characteristics
- Data Element Uses

Data Element Sheet Anatomy



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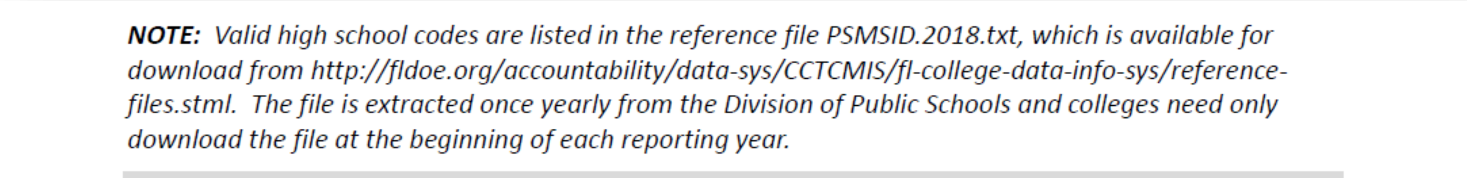
- Description
  - Record type where used
  - Valid Values

Data Element Sheet Anatomy



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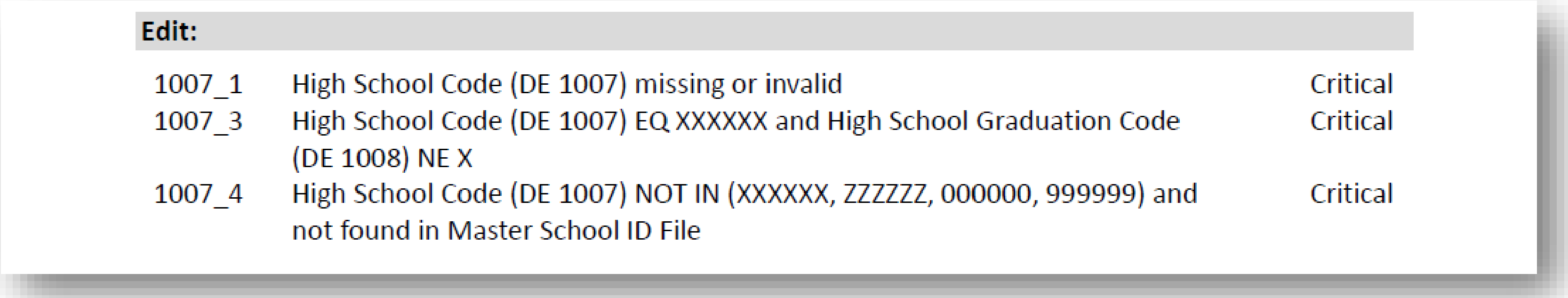
- Notes
  - Identify things to consider when reporting the data element
    - Valid values
    - Special rules
    - Special instructions

Data Element Sheet Anatomy



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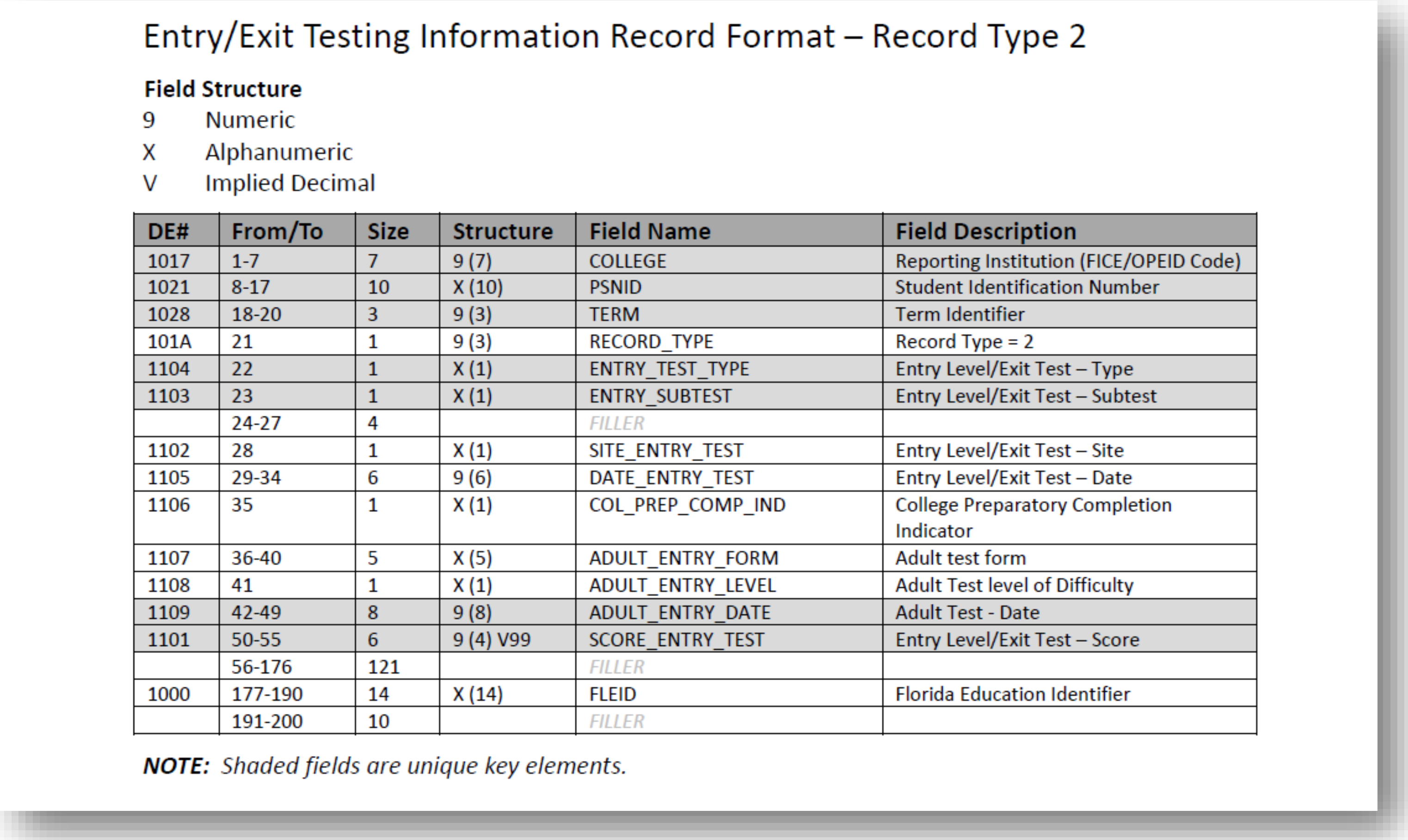
1007_4	High School Code (DE 1007) NOT IN (XXXXXX, ZZZZZZ, 000000, 999999) and not found in Master School ID File	Critical

- Edits
  - Critical
    - Trigger fatal errors
  - Informational
    - Do not trigger fatal errors, but **should be checked for accuracy**
    - Informational edits may turn into critical edits over time

Record Format



Entry/Exit Testing Information Record Format – Record Type 2

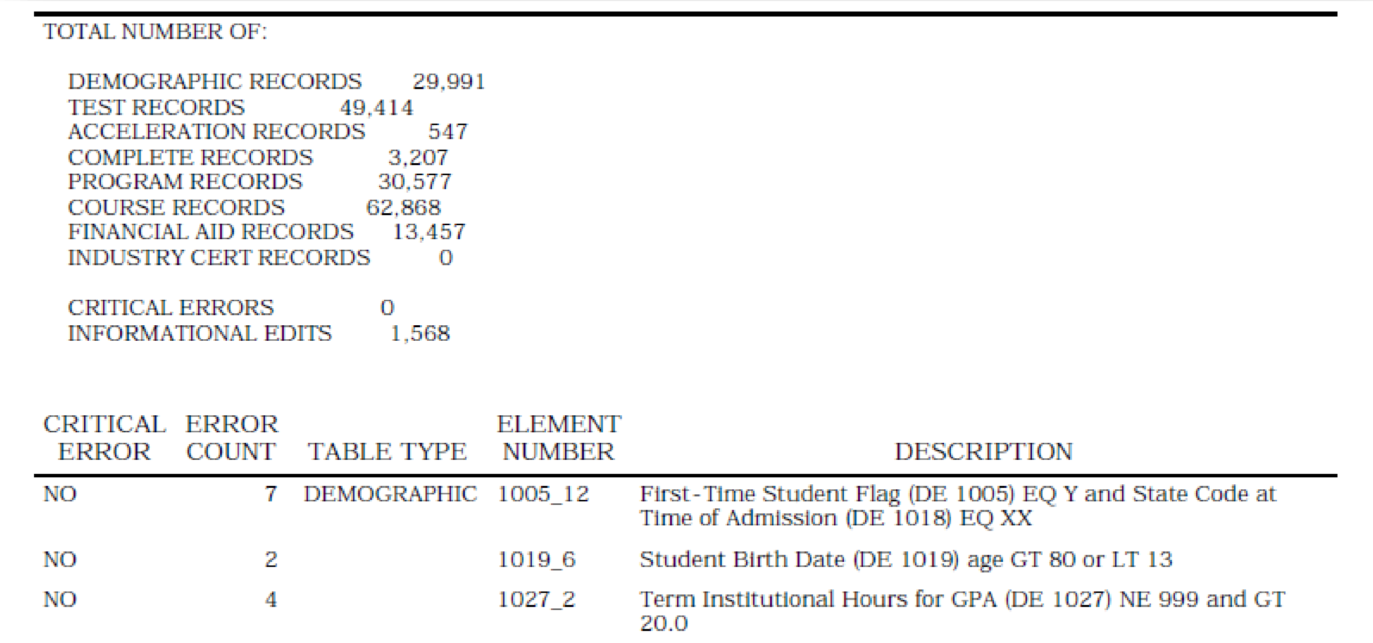
Field Structure

9	Numeric
X	Alphanumeric
V	Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (3)	RECORD_TYPE	Record Type = 2
1104	22	1	X (1)	ENTRY_TEST_TYPE	Entry Level/Exit Test – Type
1103	23	1	X (1)	ENTRY_SUBTEST	Entry Level/Exit Test – Subtest
	24-27	4		*FILLER*	
1102	28	1	X (1)	SITE_ENTRY_TEST	Entry Level/Exit Test – Site
1105	29-34	6	9 (6)	DATE_ENTRY_TEST	Entry Level/Exit Test – Date
1106	35	1	X (1)	COL_PREP_COMP_IND	College Preparatory Completion Indicator
1107	36-40	5	X (5)	ADULT_ENTRY_FORM	Adult test form
1108	41	1	X (1)	ADULT_ENTRY_LEVEL	Adult Test level of Difficulty
1109	42-49	8	9 (8)	ADULT_ENTRY_DATE	Adult Test - Date
1101	50-55	6	9 (4) V99	SCORE_ENTRY_TEST	Entry Level/Exit Test – Score
	56-176	121		*FILLER*	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-200	10		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Edit Reports



```
TOTAL NUMBER OF:

   DEMOGRAPHIC RECORDS       29,991
   TEST RECORDS          49,414
   ACCELERATION RECORDS        547
   COMPLETE RECORDS          3,207
   PROGRAM RECORDS          30,577
   COURSE RECORDS          62,868
   FINANCIAL AID RECORDS     13,457
   INDUSTRY CERT RECORDS        0

   CRITICAL ERRORS           0
   INFORMATIONAL EDITS        1,568


CRITICAL  ERROR                 ELEMENT
 ERROR    COUNT   TABLE TYPE    NUMBER                       DESCRIPTION
NO            7   DEMOGRAPHIC   1005_12      First-Time Student Flag (DE 1005) EQ Y and State Code at
                                             Time of Admission (DE 1018) EQ XX

NO            2                 1019_6       Student Birth Date (DE 1019) age GT 80 or LT 13

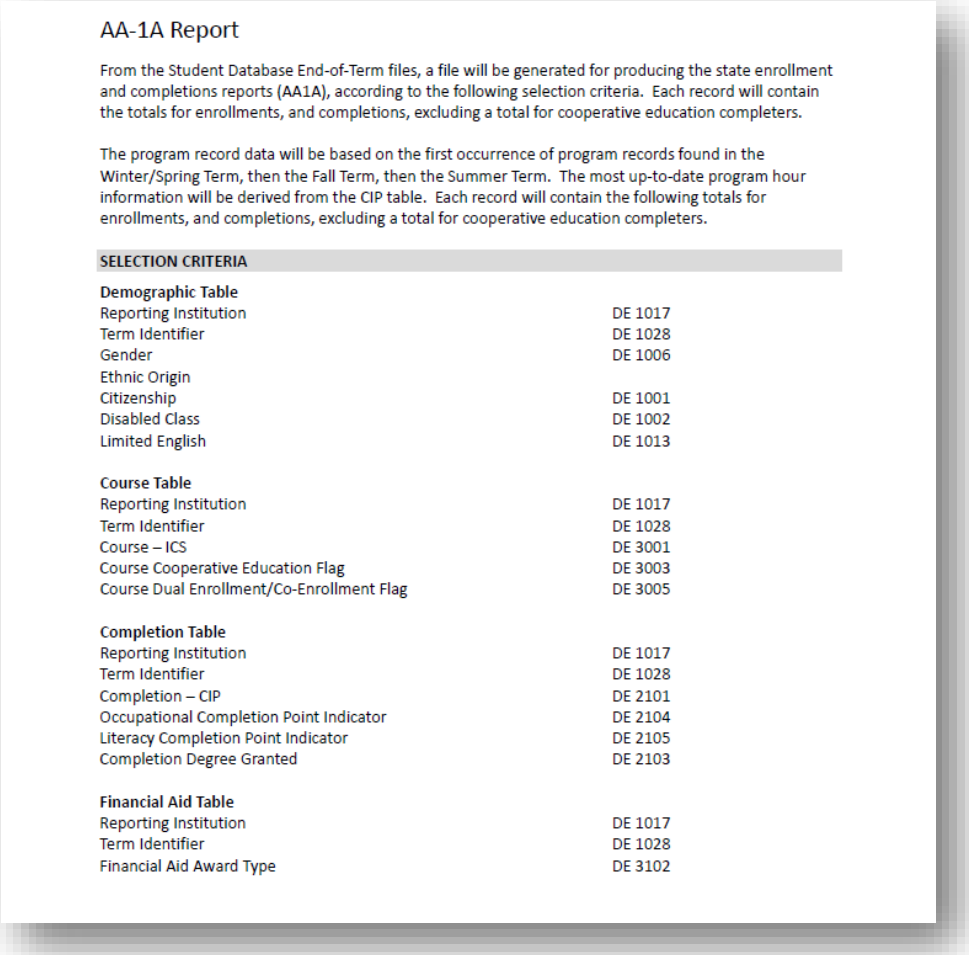
NO            4                 1027_2       Term Institutional Hours for GPA (DE 1027) NE 999 and GT
                                             20.0
```

- Generated after every edit run
- Things to check (and verify against what you submitted)
  - Number of records submitted
  - Number and types of critical errors
  - Number and types of informational errors

Verification Reports

- Only generated if a submitted file loads into the database
- Run four times daily on the server

Selection Criteria



AA-1A Report

From the Student Database End-of-Term files, a file will be generated for producing the state enrollment and completions reports (AA1A), according to the following selection criteria. Each record will contain the totals for enrollments, and completions, excluding a total for cooperative education completers.

The program record data will be based on the first occurrence of program records found in the Winter/Spring Term, then the Fall Term, then the Summer Term. The most up-to-date program hour information will be derived from the CIP table. Each record will contain the following totals for enrollments, and completions, excluding a total for cooperative education completers.

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Gender	DE 1006
Ethnic Origin	
Citizenship	DE 1001
Disabled Class	DE 1002
Limited English	DE 1013

Course Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Course – ICS	DE 3001
Course Cooperative Education Flag	DE 3003
Course Dual Enrollment/Co-Enrollment Flag	DE 3005

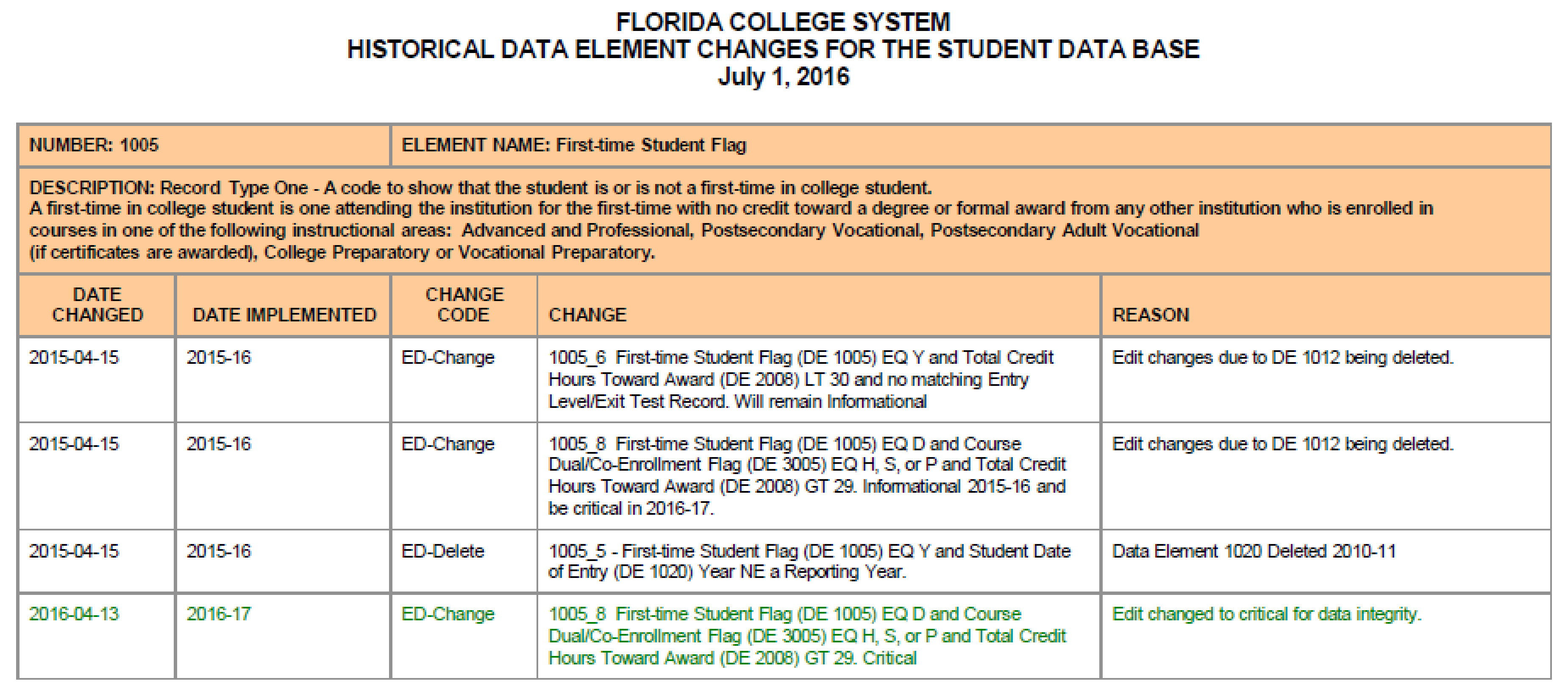
Completion Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Completion – CIP	DE 2101
Occupational Completion Point Indicator	DE 2104
Literacy Completion Point Indicator	DE 2105
Completion Degree Granted	DE 2103

Financial Aid Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Financial Aid Award Type	DE 3102

Historical Database Changes



FLORIDA COLLEGE SYSTEM
HISTORICAL DATA ELEMENT CHANGES FOR THE STUDENT DATA BASE
July 1, 2016

NUMBER: 1005 | **ELEMENT NAME: First-time Student Flag**

DESCRIPTION: Record Type One - A code to show that the student is or is not a first-time in college student.
A first-time in college student is one attending the institution for the first-time with no credit toward a degree or formal award from any other institution who is enrolled in courses in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, Postsecondary Adult Vocational (if certificates are awarded), College Preparatory or Vocational Preparatory.

DATE CHANGED	DATE IMPLEMENTED	CHANGE CODE	CHANGE	REASON
2015-04-15	2015-16	ED-Change	1005_6 First-time Student Flag (DE 1005) EQ Y and Total Credit Hours Toward Award (DE 2008) LT 30 and no matching Entry Level/Exit Test Record. Will remain Informational	Edit changes due to DE 1012 being deleted.
2015-04-15	2015-16	ED-Change	1005_8 First-time Student Flag (DE 1005) EQ D and Course Dual/Co-Enrollment Flag (DE 3005) EQ H, S, or P and Total Credit Hours Toward Award (DE 2008) GT 29. Informational 2015-16 and be critical in 2016-17.	Edit changes due to DE 1012 being deleted.
2015-04-15	2015-16	ED-Delete	1005_5 - First-time Student Flag (DE 1005) EQ Y and Student Date of Entry (DE 1020) Year NE a Reporting Year.	Data Element 1020 Deleted 2010-11
2016-04-13	2016-17	ED-Change	1005_8 First-time Student Flag (DE 1005) EQ D and Course Dual/Co-Enrollment Flag (DE 3005) EQ H, S, or P and Total Credit Hours Toward Award (DE 2008) GT 29. Critical	Edit changed to critical for data integrity.

Questions?

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Data Processing Manager

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www.FLDOE.org

Facilities/Capital Outlay Database

Training

November 6-7, 2017

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Purpose of Facilities Inventory

Reports are created so that evaluations and decisions can be made which effect the future of the college facilities.

- Identify space needs which are used in capital outlay budget request
- Determine the number of existing student stations and instructional capacity
- For Planning Sites
- For conducting the Educational Plant Survey
- Generating funding needs for facility depreciation

PUBLIC EDUCATION CAPITAL OUTLAY (PECO)

Updated by the

Division of Florida Colleges

Official PECO Sites must be approved by the State Board of Education or through legislative appropriations to receive PECO Funding.

- CAMPUSES
- CENTERS
- SPECIAL PURPOSE CENTERS
- JOINT USE FACILITIES

PECO gets edited against the Facilities Inventory

- The Facilities will edit against the PECO file when the site has been designated as a PECO site. A critical error will be generated for sites that do not match the PECO site.
- It is the colleges responsibility to inform Florida College and Workforce staff of any owned site without property or leased site without a lease. These must be entered into the Facilities Database during the first submission after the lease has been signed.
- Colleges will report their approved sites where the property has not been purchased yet. Lisa Cook will create a record for the site and will be making the PECO Flag a ‘U’ in the PECO File. The colleges will send in a site record for the sites that are marked with a ‘U’.

PECO FILE ON WEBSITE

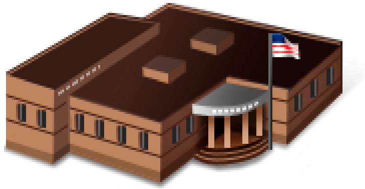
http://www.fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml

PECO.Ttyyyy.txt

Field	No. From-To	Size	Char	Field Description
1	001-002	02	Num	School Number
2	003-006	04	Num	Year
3	007-007	01	Num	Term
4	008-009	02	Num	Site Number
5	010-013	04	Num	Facility Number
6	014-028	15	Char	PECO Name
7	029-048	20	Char	PECO Type
8	049-057	09	Date	Sites Date Appr
9	058-058	01	Char	PECO Flag

3 Record Formats

- Type 1 = Site Record
  - A space of ground occupied or being occupied by an educational facility or program



- Type 2 = Facility Record
  - A building, covered walkway, structure or special use area that has been built, installed or established for educational purposes.

- Type 3 = Room Record
  - A delimited area defined by the college as a room. All rooms must be entered for all buildings and for buildings under construction the rooms may be aggregated by Room Use Code and Information Classification Structure (ICS) until plans are completed.

Procedures and Definitions Section

- Pages 11-29
- Contains information that would help a person make a decision before contacting CCTCMIS.

Description of Elements – Site Record

- 5001 – College Number
  - A two digit number from 1 through 28 which represents the College.
- 5002 – Term Identifier
  - A five position Alpha/Numeric in the format of TCCYY.
    - First Position is term (1 or 2 or 3).
    - Second and Third are for the century.
    - Fourth and Fifth are for the reporting year.
    - Example: Reporting year 2006-07 Term 1 of 2007 would be **12007.**
- 5100 – Site Number
  - This is a two position number from 1-97 that the college assigns
  - You can not use a number twice or you will get an error.
  - **Most important is that it must match the Personnel Database (PDB) site number.**

Site Record – Continued

- 5105 – Site County
    - Two digit number that represents what *county* the site is in from 1 through 67.
- 5110 – Site Name
    - This is a 20 position alpha/numeric field where the college assigns the site a *name*.
- 5120 – Site Type
    - A 1 position numeric field which represents the *nature* of the site.
    - *Site type 1, 2, and 3 must be on the PECO Sites List.
- 5130 – Site Area
    - A 6 position numeric field which represents the site in *acres*.
    - There is an implied decimal.
    - Site Area of zero acres can be entered if a new site was approved but not yet purchased. It is necessary for you to enter the site even if the site has not been purchased yet. This is how a site will be added for FTE reporting in the spring.

Site Record – Continued

- 5140 – Site Ownership
  - 1 position alpha/numeric field which lets the agency know who owns title of this property whether it be fee simple, title vested, leased, etc.
- 5150 – Site Length of Holding
  - A 2 position numeric field which represents how many years a site is leased or shared. If a site is not leased or shared you would report 00.
- 5160 – Site Acquisition Means
  - A 1 position numeric field which represents how the site was acquired.
    - *7- Not yet acquired (not purchased yet)*
    - *This is used for the new approved sites that are not purchased yet.*
- 5170 – Site Acquisition Date
  - A 6 position numeric field which represents the year/month (CCYYMM) in which the site was acquired.
    - Example: May 2007 would be 200705

Description of Elements – Facility Record

- 5200 – Facility Number
    - A four digit number which is assigned by the college.
    - Site/Facility can not be duplicated.
    - **Most important is that it must match the Personnel Database (PDB) facility number.**
- 5210 – Facility Name
    - This is a 20 position alpha/numeric field where the college assigns the Facility a *name*.
- 5220 – Facility Type
    - A 1 position numeric field which represents the *nature* of the Facility.
    - This is required for Buildings and Covered Walkways. Type is optional for Parking Area, Athletic area, Agricultural Field, and Outdoor Swimming Pool.
- 5230 – Facility Status
    - A 1 position numeric field which represents the *nature* of the Facility, such as 1(Permanent), 2(Temporary), or 3(Under Construction).
        - One of the things you need to remember is that as soon as the legislature allocates money for a facility you must show it under construction.

Facility Record – Continued

- 5240 – Facility Condition
  - This is a 1 position numeric field which represents the physical quality of a Facility.
- 5250 – Facility Area
  - This is a 6 position numeric field which represents the area in **gross sq. feet.**
  - Gross Area is determined by physically measuring or scaling measurements from the outside of the exterior walls.
  - Gross Area of basement area, attics, garages, etc., are to be counted.
  - Only the walkway portion that falls beneath building roof overhang will be counted with the building gross sq. ft. The covered walkways gross square footage will be covered by themselves.
- 5260 – Facility Ownership
  - 1 position numeric field title of this property whether it be fee simple, title vested, leased, or etc.
  - Joint-Use Facility is a facility that has been approved by the State Board of Education or through legislative appropriations to get on the PECO (Public Education Capital Outlay) list.

Facility Record – Continued

- 5270 – Facility Length of Holding
    - A 2 position numeric field which represents how many *years* a site is leased or shared. If a site is not leased or shared you would put 00 in the 2 position numeric field.
- 5280 – Facility Original Inspection Date
    - A 6 position numeric field which represents the year and month (CCYYMM) in which the Certificate of Final Inspection was issued for the facility.
        - Example: May 2007 would be 200705
- 5290– Facility Parking Spaces
    - A 5 position numeric field which represents the number of parking spaces that are available in your parking lots(Facility Type 2), parking garages (Facility Type 7), or buildings with parking (Facility Type 8).
    - All other Facility Types will be a zero.

Facility Record cont.

- 5295– Facility Last Inspection Date
  - A 6 position numeric field which represents the year and month (CCYYMM) in which the Certificate of Final Inspection was issued for a facility after being remodeled or renovated.
  - If a facility has never been remodeled or renovated then you will use the original inspection date. If facility is under construction you will input zeros as the date.
    - Example: May 2007 would be 200705

Room Record

- 5300 – Room Number
  - A six place alpha/numeric field which is assigned by the college.
  - one-place prefix, followed by a four-place core number, and a one-place suffix
  - Prefix may be blank. If the prefix is not blank then the core cannot contain any blanks. The core must contain at least one character or number right justified. The Suffix may be blank. **Most important is that it must match the Personnel Database (PDB) room number.**
- 5310 – Room Name
  - This is a 20 position alpha/numeric field where the college assigns the room a *name*.
- 5320 – Room Use Code
  - This is a 3 position numeric field where the college assigns a room use code. This code tells what the room is being used for and also the way the room has been designed.
    - Ex: 110 = Classroom
    - 120 = Computer Classroom
  - Check Appendix A for further description.

Room Record cont.

- 5330 – Room Area
  - Three position numeric field that is for floor area of a room in net sq. feet.
  - This is a whole number.
- 5340 – Room ICS Code
  - 8 position numeric code that identifies the program or function that the activities in the room contribute.
    - This is very specific for vocational area (section 4 – detail coding).
    - ICS Code and Room Use Code are used to calculate Stations Size.
    - Used in developing space need and space utilization.
    - Do not confuse Room ICS code with the Course ICS code in the Student Database.
- 5350 – Room Joint-Use Code
  - 1 position numeric code that identifies if the room is in a Joint-Use Facility and which an institution is assigned use of that room.
    - If this is assigned to the college the room will be included on space utilization.
    - If this is assigned to the visitor the room will be excluded from space utilization.

Room Record cont.

- 5360 – Room Condition
    - 1 position numeric code that identifies whether the room is Satisfactory or being Remodeled.
    - If a room is being remodeled you can still make your facility condition satisfactory.

Cross Checking Between Records

1. A site may or may not contain any Facilities
2. A facility must always be located on a Site
3. Buildings must all have rooms, but a facility other than a building will not have any rooms.
4. Rooms cannot exist without a building
5. If Facility Type is a building and Facility Condition is not set up to be Demolition (5) or Termination(6) then the Facility must have rooms in the Room File.
6. If a Room is Joint Use then the facility must be Joint Use.
7. If a Site or Facility is Joint Use then on the PECO Site the site must have PECO Flag = ‘Y’.

Record Formats

- Pages 71, 72, and 73

Site Record Format

DE#	From/To	Size	Structure	Field Description
* 5001	1-2	2	9 (2)	College Number
	3	1	9 (1)	FILE NUMBER = 1
* 5100	4-5	2	9 (2)	Site Number
5110	6-25	20	X (20)	Site Name
5120	26	1	9 (1)	Site Type
5130	27-32	6	9 (6)	Site Area (in acres)
5140	33	1	X (1)	Site Ownership
5150	34-35	2	9 (2)	Site Length of Holding
5160	36	1	9 (1)	Site Acquisition Means
5170	37-42	6	9 (6)	Site Acquisition Date (CCYYMM)
* 5002	43-47	5	9 (6)	Term Identifier
5105	48-49	2	9 (2)	Site County
	50-80	31		FILLER

* Fields are Unique Key Elements

Facility Record Format

DE#	From/To	Size	Structure	Field Description
*5001	1-2	2	9 (2)	College Number
	3	1	9 (1)	File Number = 2
*5100	4-5	2	9 (2)	Site Number
*5200	6-9	4	9 (4)	Facility Number
5210	10-29	20	X (20)	Facility Name
5220	30	1	9 (1)	Facility Type
5230	31	1	9 (1)	Facility Status
5240	32	1	9 (1)	Facility Condition
5250	33-38	6	9 (6)	Facility Area in Gross Sq. FT.
5260	39	1	X (1)	Facility Ownership
5270	40-41	2	9 (2)	Facility Length of Holding
5280	42-47	6	9 (6)	Facility Original Inspection Date(CCYYMM)
*5002	48-52	5	9 (5)	Term Identifier
5295	53-58	6	9 (6)	Facility Last Inspection Date(CCYYMM)
5290	59-63	5	9 (5)	Facility Parking Spaces
	64-80	17		FILLER

* Fields are Unique Key Elements

Room Record Format

DE#	From/To	Size	Structure	Field Description
*5001	1-2	2	9 (2)	College Number
	3	1	9 (1)	File Number = 3
*5100	4-5	2	9 (2)	Site Number
*5200	6-9	4	9 (4)	Facility Number
*5300	10	1	X (1)	Room Number Prefix
*5300	11-14	4	X (4)	Room Number
*5300	15	1	X (1)	Room Number Suffix
5310	16-35	20	X (20)	Room Name
5320	36-38	3	9 (3)	Room-Use Code
5330	39-44	6	9 (6)	Room Area in Net Sq. Ft.
5340	45-52	8	9 (8)	Room ICS Code
5350	53	1	9 (1)	Room Joint-Use Code
5360	54	1	9 (1)	Room Condition
*5002	55-59	5	9 (5)	Term Identifier
	60-80	21		Filler

* Fields are Unique Key Elements

Filenames

- Data Submission Filename
  - CCxx.FAC.FACILITY.T<term><submission>YYYY.PROD.txt
- Edit Reports after an edit run:
  - Zip file: CCxx.FAC.T<term><submission>YYYY.<jobid>.PROD.EDITRPT.zip
    - ERRSUM
    - ERRREC
    - ERRLST
    - INFOLST
- Critical Errors
  - ERRSUM – Summary Report
  - ERRLST – Detailed List of Critical Errors
  - ERRFILE – Record File
- Informational Errors
  - INFOLST – Included on Summary Report

Appendix A - Page 76 through 113

- Room-Use Codes
  - Definitions
  - Descriptions
  - Limitations

Example of Room-Use Codes

110 Classroom - 25 Sq. Ft. Student Stations
Definition. A room or space used primarily for instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space. Student Stations are assigned to 110 classrooms. For details, refer to the Size of Space and Occupant Design Criteria Table (B) for Community Colleges, in Section 6.1, State Requirements for Educational Facilities.

Example of Room-Use Codes

Description. Includes rooms or spaces generally used for scheduled instruction that require no special, restrictive equipment or configuration. These spaces may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These spaces may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps, computers, network connections) appropriate to a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.

Example of Room-Use Codes

- **Limitations.** This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Conference spaces and meeting spaces are distinguished from seminar spaces according to primary use; spaces with chairs and tables that are used primarily for meetings (as opposed to classes) are conference spaces or meeting rooms (see Codes 350 and 680 for distinction). Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom based on equipment in the space and by its restrictive use. If a space is restricted to a single or closely related group of disciplines by special equipment or its configuration, it may be logically considered as a laboratory (see Code 200 series). The evolution of computers and instrumentation altered the restrictive nature of some equipment to a specific discipline or application.

Section III
Selection Criteria for the Verification Reports

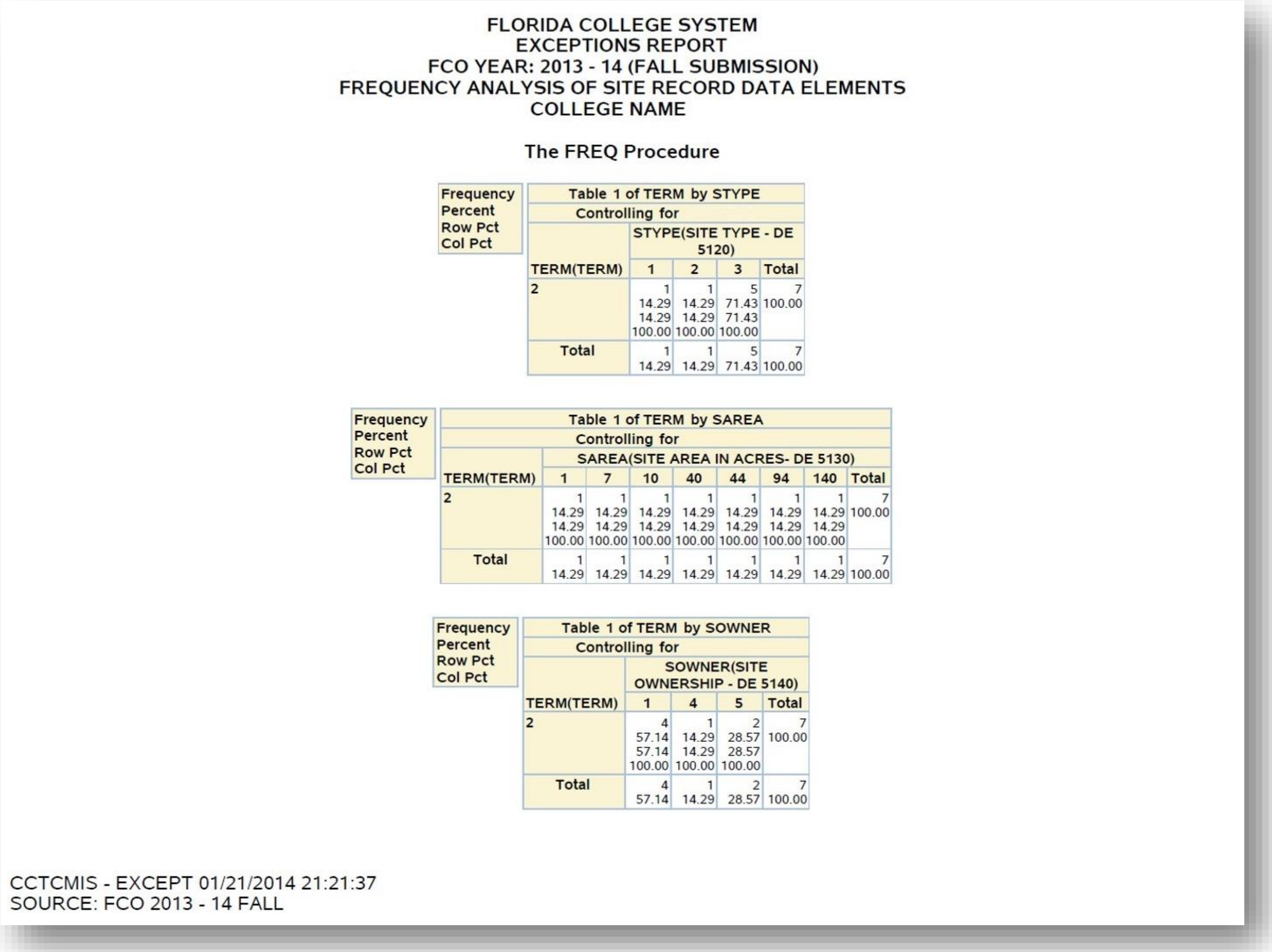
- Pages 117-129
- Verification Reports
  - Zip file: CCxx.FAC.T<term><submission>YYYY.<jobid>.PROD.VERIFICATIONRPT.zip
  - List of Verification Reports with filenames is located on page 10.
- The Verification/Exceptions Reports will display the frequency of table values for a specific Data Element.

Verification Reports

Gives the selection criteria for each report

- Exceptions Report
- Site Inventory
- Facility Inventory
- Room Inventory
- Facilities Under Construction
- Room Inventory by Space Category Criteria
- Aggregate Room Area by Site
- Aggregate Room Area By Facility
- Room Area Difference
- Facility and Room Area Comparison
- PECO Sites Report
- Comparative Frequencies

Exceptions Report



FLORIDA COLLEGE SYSTEM
EXCEPTIONS REPORT
FCO YEAR: 2013 - 14 (FALL SUBMISSION)
FREQUENCY ANALYSIS OF SITE RECORD DATA ELEMENTS
COLLEGE NAME

The FREQ Procedure

Frequency
Percent
Row Pct
Col Pct

Table 1 of TERM by STYPE
Controlling for

TERM(TERM)	STYPE(SITE TYPE - DE 5120) 1	2	3	Total
2	1 14.29 14.29 100.00	1 14.29 14.29 100.00	5 71.43 71.43 100.00	7 100.00
Total	1 14.29	1 14.29	5 71.43	7 100.00

Frequency
Percent
Row Pct
Col Pct

Table 1 of TERM by SAREA
Controlling for

TERM(TERM)	SAREA(SITE AREA IN ACRES- DE 5130) 1	7	10	40	44	94	140	Total
2	1 14.29 14.29 100.00	1 14.29 14.29 100.00	1 14.29 14.29 100.00	1 14.29 14.29 100.00	1 14.29 14.29 100.00	1 14.29 14.29 100.00	1 14.29 14.29 100.00	7 100.00
Total	1 14.29	1 14.29	1 14.29	1 14.29	1 14.29	1 14.29	1 14.29	7 100.00

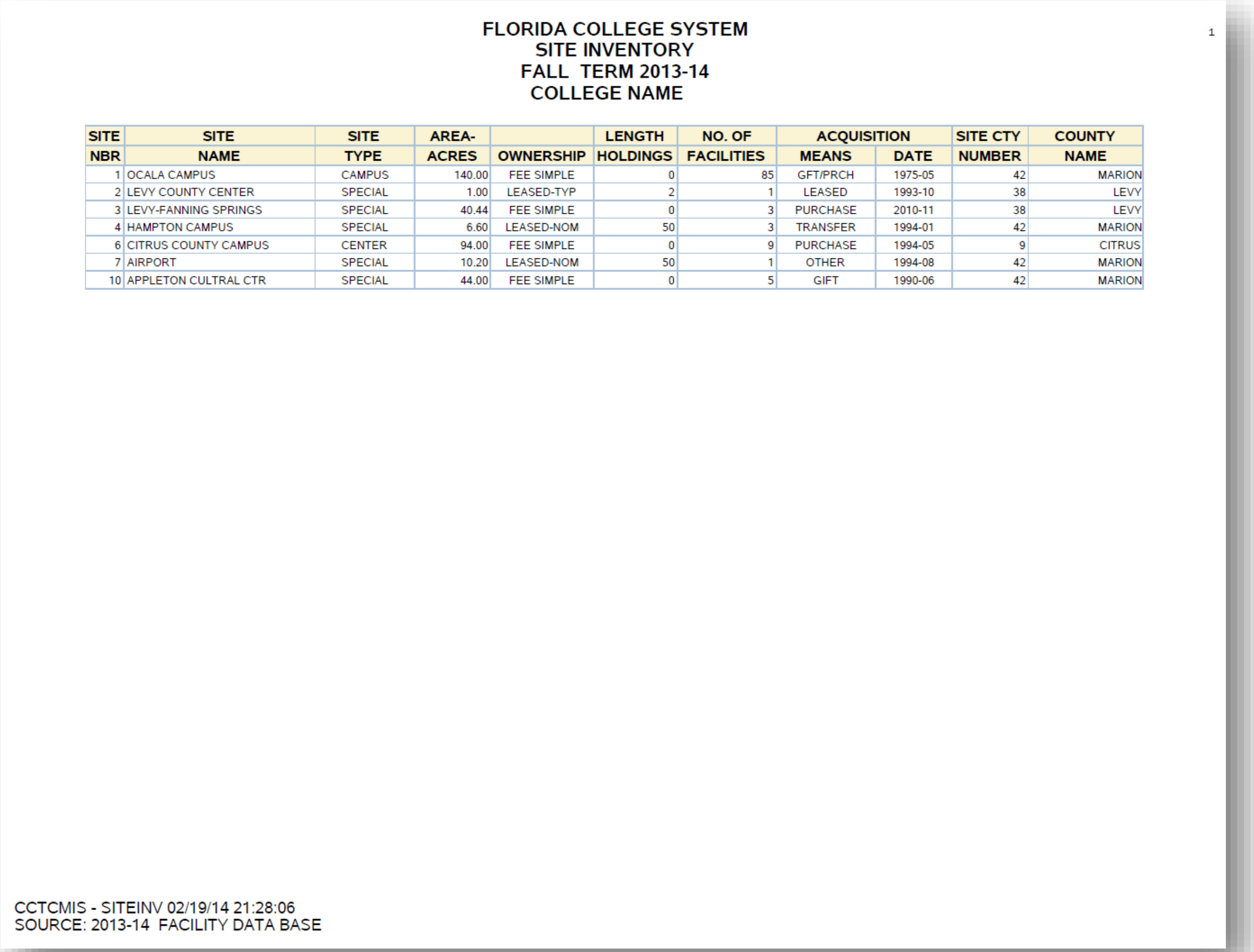
Frequency
Percent
Row Pct
Col Pct

Table 1 of TERM by SOWNER
Controlling for

TERM(TERM)	SOWNER(SITE OWNERSHIP - DE 5140) 1	4	5	Total
2	4 57.14 57.14 100.00	1 14.29 14.29 100.00	2 28.57 28.57 100.00	7 100.00
Total	4 57.14	1 14.29	2 28.57	7 100.00

CCTCMIS - EXCEPT 01/21/2014 21:21:37
SOURCE: FCO 2013 - 14 FALL

Site Inventory



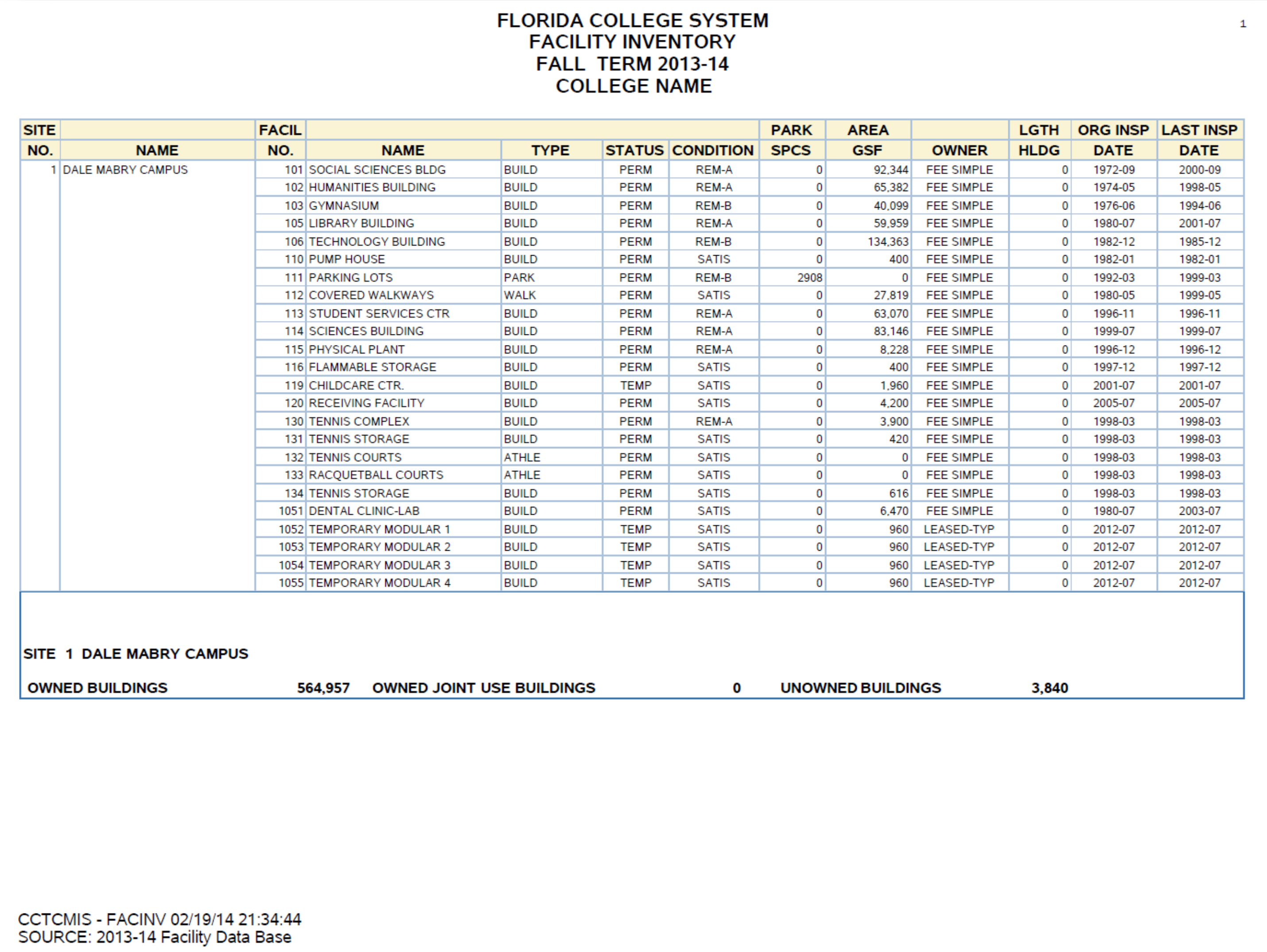
FLORIDA COLLEGE SYSTEM
SITE INVENTORY
FALL TERM 2013-14
COLLEGE NAME

1

SITE	SITE	SITE	AREA-		LENGTH	NO. OF	ACQUISITION		SITE CTY	COUNTY
NBR	NAME	TYPE	ACRES	OWNERSHIP	HOLDINGS	FACILITIES	MEANS	DATE	NUMBER	NAME
1	OCALA CAMPUS	CAMPUS	140.00	FEE SIMPLE	0	85	GFT/PRCH	1975-05	42	MARION
2	LEVY COUNTY CENTER	SPECIAL	1.00	LEASED-TYP	2	1	LEASED	1993-10	38	LEVY
3	LEVY-FANNING SPRINGS	SPECIAL	40.44	FEE SIMPLE	0	3	PURCHASE	2010-11	38	LEVY
4	HAMPTON CAMPUS	SPECIAL	6.60	LEASED-NOM	50	3	TRANSFER	1994-01	42	MARION
6	CITRUS COUNTY CAMPUS	CENTER	94.00	FEE SIMPLE	0	9	PURCHASE	1994-05	9	CITRUS
7	AIRPORT	SPECIAL	10.20	LEASED-NOM	50	1	OTHER	1994-08	42	MARION
10	APPLETON CULTRAL CTR	SPECIAL	44.00	FEE SIMPLE	0	5	GIFT	1990-06	42	MARION

CCTCMIS - SITEINV 02/19/14 21:28:06
SOURCE: 2013-14 FACILITY DATA BASE

Facility Inventory



FLORIDA COLLEGE SYSTEM
FACILITY INVENTORY
FALL TERM 2013-14
COLLEGE NAME

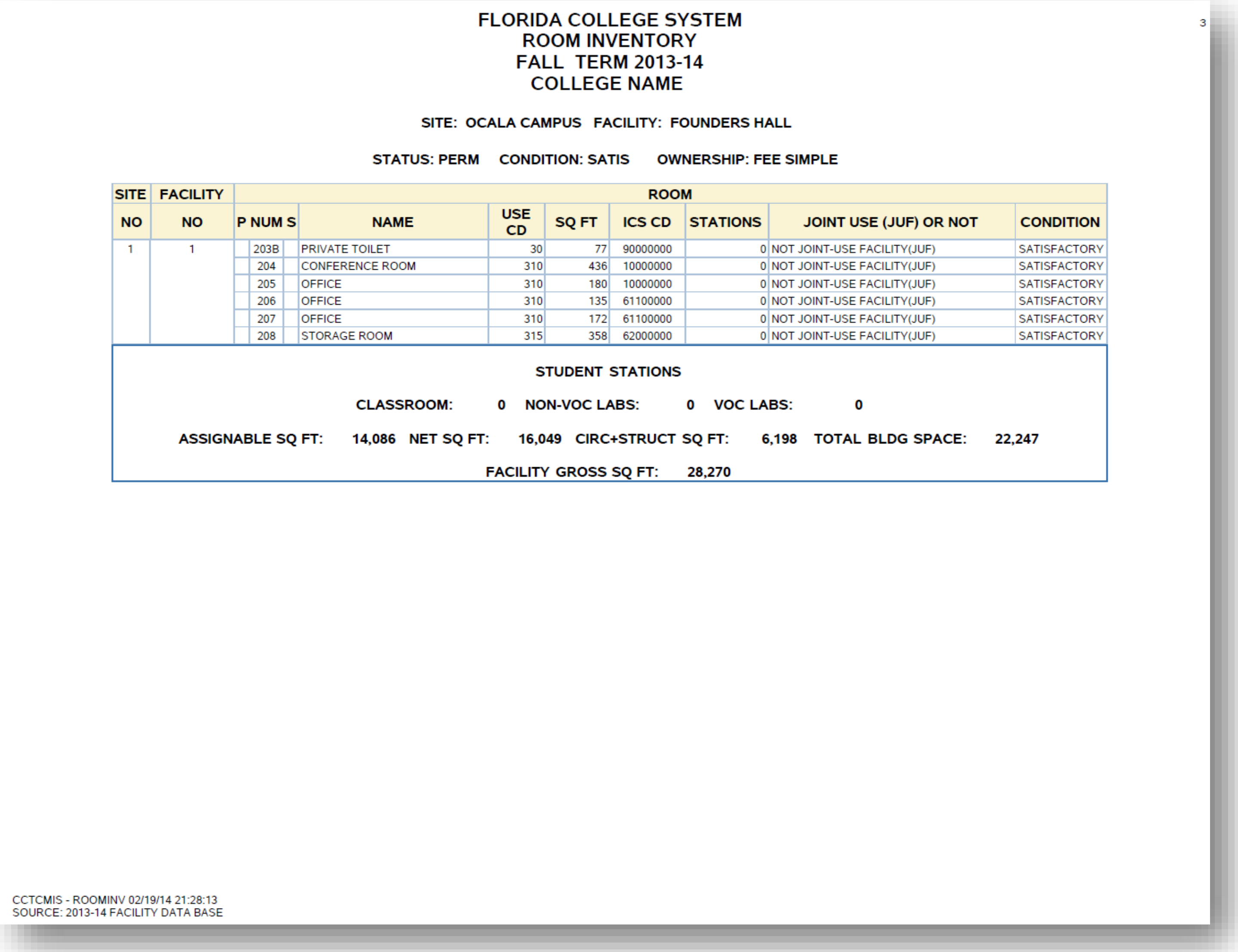
SITE		FACIL					PARK	AREA		LGTH	ORG INSP	LAST INSP
NO.	**NAME**	**NO.**	**NAME**	**TYPE**	**STATUS**	**CONDITION**	**SPCS**	**GSF**	**OWNER**	**HLDG**	**DATE**	**DATE**
1	DALE MABRY CAMPUS	101	SOCIAL SCIENCES BLDG	BUILD	PERM	REM-A	0	92,344	FEE SIMPLE	0	1972-09	2000-09
		102	HUMANITIES BUILDING	BUILD	PERM	REM-A	0	65,382	FEE SIMPLE	0	1974-05	1998-05
		103	GYMNASIUM	BUILD	PERM	REM-B	0	40,099	FEE SIMPLE	0	1976-06	1994-06
		105	LIBRARY BUILDING	BUILD	PERM	REM-A	0	59,959	FEE SIMPLE	0	1980-07	2001-07
		106	TECHNOLOGY BUILDING	BUILD	PERM	REM-B	0	134,363	FEE SIMPLE	0	1982-12	1985-12
		110	PUMP HOUSE	BUILD	PERM	SATIS	0	400	FEE SIMPLE	0	1982-01	1982-01
		111	PARKING LOTS	PARK	PERM	REM-B	2908	0	FEE SIMPLE	0	1992-03	1999-03
		112	COVERED WALKWAYS	WALK	PERM	SATIS	0	27,819	FEE SIMPLE	0	1980-05	1999-05
		113	STUDENT SERVICES CTR	BUILD	PERM	REM-A	0	63,070	FEE SIMPLE	0	1996-11	1996-11
		114	SCIENCES BUILDING	BUILD	PERM	REM-A	0	83,146	FEE SIMPLE	0	1999-07	1999-07
		115	PHYSICAL PLANT	BUILD	PERM	REM-A	0	8,228	FEE SIMPLE	0	1996-12	1996-12
		116	FLAMMABLE STORAGE	BUILD	PERM	SATIS	0	400	FEE SIMPLE	0	1997-12	1997-12
		119	CHILDCARE CTR.	BUILD	TEMP	SATIS	0	1,960	FEE SIMPLE	0	2001-07	2001-07
		120	RECEIVING FACILITY	BUILD	PERM	SATIS	0	4,200	FEE SIMPLE	0	2005-07	2005-07
		130	TENNIS COMPLEX	BUILD	PERM	REM-A	0	3,900	FEE SIMPLE	0	1998-03	1998-03
		131	TENNIS STORAGE	BUILD	PERM	SATIS	0	420	FEE SIMPLE	0	1998-03	1998-03
		132	TENNIS COURTS	ATHLE	PERM	SATIS	0	0	FEE SIMPLE	0	1998-03	1998-03
		133	RACQUETBALL COURTS	ATHLE	PERM	SATIS	0	0	FEE SIMPLE	0	1998-03	1998-03
		134	TENNIS STORAGE	BUILD	PERM	SATIS	0	616	FEE SIMPLE	0	1998-03	1998-03
		1051	DENTAL CLINIC-LAB	BUILD	PERM	SATIS	0	6,470	FEE SIMPLE	0	1980-07	2003-07
		1052	TEMPORARY MODULAR 1	BUILD	TEMP	SATIS	0	960	LEASED-TYP	0	2012-07	2012-07
		1053	TEMPORARY MODULAR 2	BUILD	TEMP	SATIS	0	960	LEASED-TYP	0	2012-07	2012-07
		1054	TEMPORARY MODULAR 3	BUILD	TEMP	SATIS	0	960	LEASED-TYP	0	2012-07	2012-07
		1055	TEMPORARY MODULAR 4	BUILD	TEMP	SATIS	0	960	LEASED-TYP	0	2012-07	2012-07

SITE 1 DALE MABRY CAMPUS

OWNED BUILDINGS 564,957 OWNED JOINT USE BUILDINGS 0 UNOWNED BUILDINGS 3,840

CCTCMIS - FACINV 02/19/14 21:34:44
SOURCE: 2013-14 Facility Data Base

Room Inventory



FLORIDA COLLEGE SYSTEM
ROOM INVENTORY
FALL TERM 2013-14
COLLEGE NAME

SITE: OCALA CAMPUS FACILITY: FOUNDERS HALL

STATUS: PERM CONDITION: SATIS OWNERSHIP: FEE SIMPLE

SITE	FACILITY	ROOM									
NO	NO	P	NUM	S	NAME	USE CD	SQ FT	ICS CD	STATIONS	JOINT USE (JUF) OR NOT	CONDITION
1	1		203B		PRIVATE TOILET	30	77	90000000	0	NOT JOINT-USE FACILITY(JUF)	SATISFACTORY
			204		CONFERENCE ROOM	310	436	10000000	0	NOT JOINT-USE FACILITY(JUF)	SATISFACTORY
			205		OFFICE	310	180	10000000	0	NOT JOINT-USE FACILITY(JUF)	SATISFACTORY
			206		OFFICE	310	135	61100000	0	NOT JOINT-USE FACILITY(JUF)	SATISFACTORY
			207		OFFICE	310	172	61100000	0	NOT JOINT-USE FACILITY(JUF)	SATISFACTORY
			208		STORAGE ROOM	315	358	62000000	0	NOT JOINT-USE FACILITY(JUF)	SATISFACTORY

STUDENT STATIONS

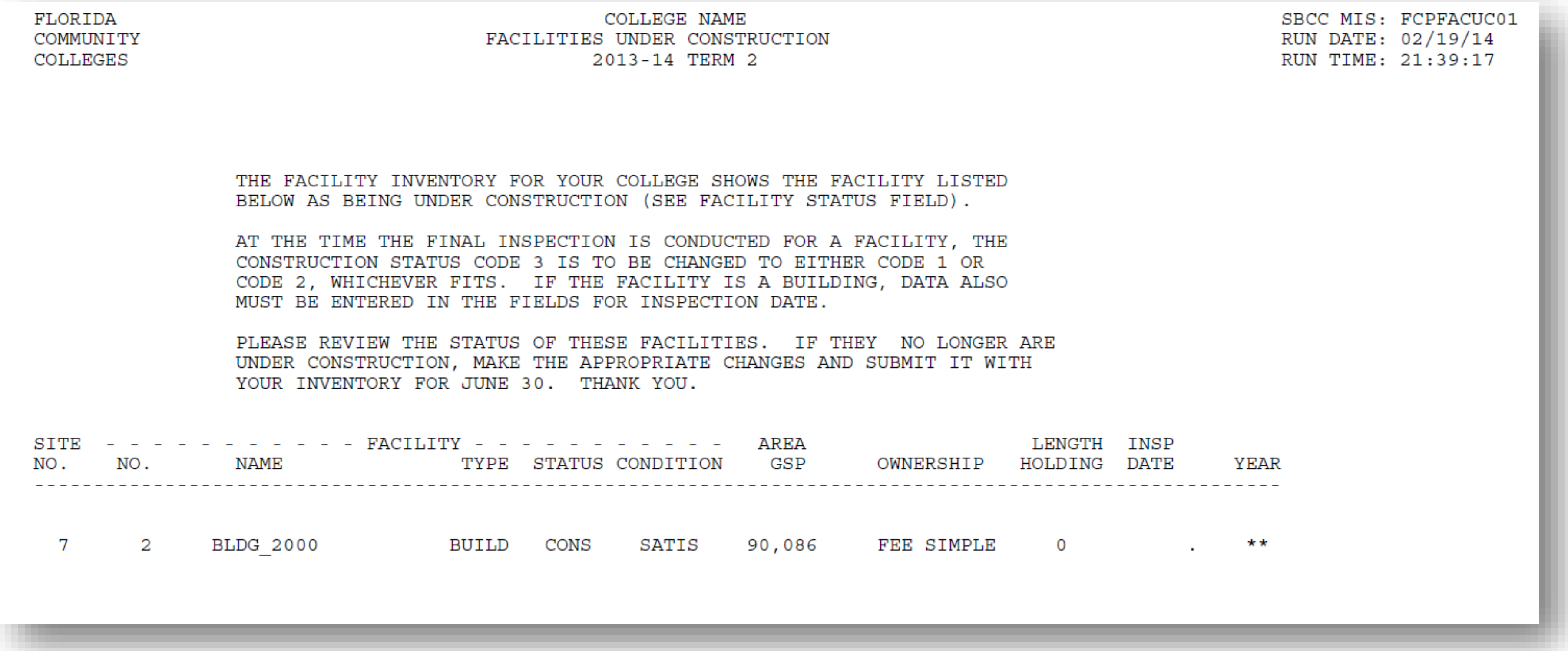
CLASSROOM: 0 NON-VOC LABS: 0 VOC LABS: 0

ASSIGNABLE SQ FT: 14,086 NET SQ FT: 16,049 CIRC+STRUCT SQ FT: 6,198 TOTAL BLDG SPACE: 22,247

FACILITY GROSS SQ FT: 28,270

CCTCMIS - ROOMINV 02/19/14 21:28:13
SOURCE: 2013-14 FACILITY DATA BASE

Facilities Under Construction



```
FLORIDA                                   COLLEGE NAME                                        SBCC MIS: FCPFACUC01
COMMUNITY                           FACILITIES UNDER CONSTRUCTION                             RUN DATE: 02/19/14
COLLEGES                                  2013-14 TERM 2                                      RUN TIME: 21:39:17




                 THE FACILITY INVENTORY FOR YOUR COLLEGE SHOWS THE FACILITY LISTED
                 BELOW AS BEING UNDER CONSTRUCTION (SEE FACILITY STATUS FIELD).

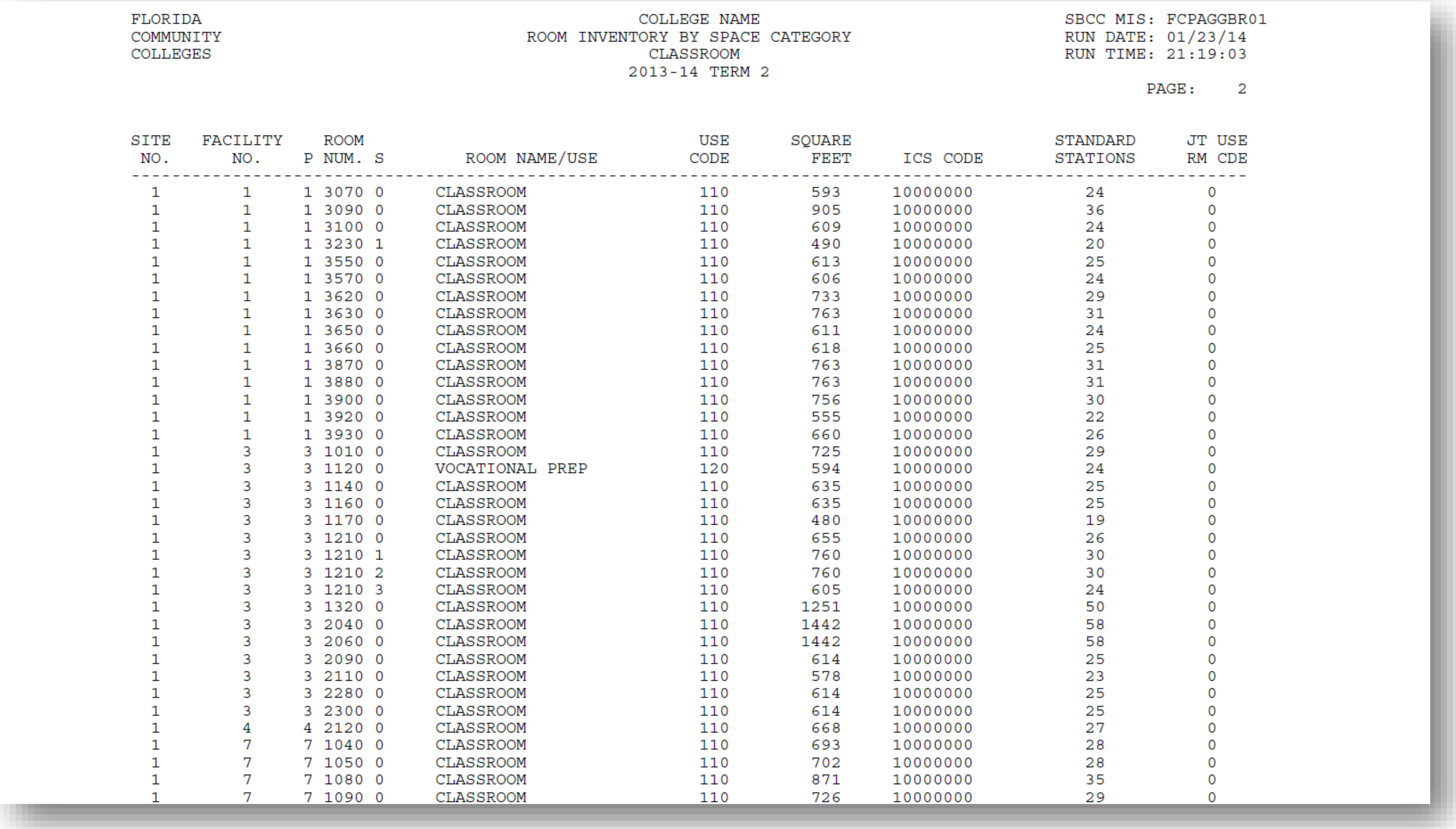
                 AT THE TIME THE FINAL INSPECTION IS CONDUCTED FOR A FACILITY, THE
                 CONSTRUCTION STATUS CODE 3 IS TO BE CHANGED TO EITHER CODE 1 OR
                 CODE 2, WHICHEVER FITS.  IF THE FACILITY IS A BUILDING, DATA ALSO
                 MUST BE ENTERED IN THE FIELDS FOR INSPECTION DATE.

                 PLEASE REVIEW THE STATUS OF THESE FACILITIES.  IF THEY  NO LONGER ARE
                 UNDER CONSTRUCTION, MAKE THE APPROPRIATE CHANGES AND SUBMIT IT WITH
                 YOUR INVENTORY FOR JUNE 30.  THANK YOU.


SITE  - - - - - - - - - - - FACILITY - - - - - - - - - - -  AREA                  LENGTH  INSP
NO.    NO.       NAME              TYPE  STATUS CONDITION    GSP      OWNERSHIP   HOLDING  DATE     YEAR
-----------------------------------------------------------------------------------------------------------


  7      2     BLDG_2000          BUILD   CONS    SATIS     90,086     FEE SIMPLE     0          .     **
```

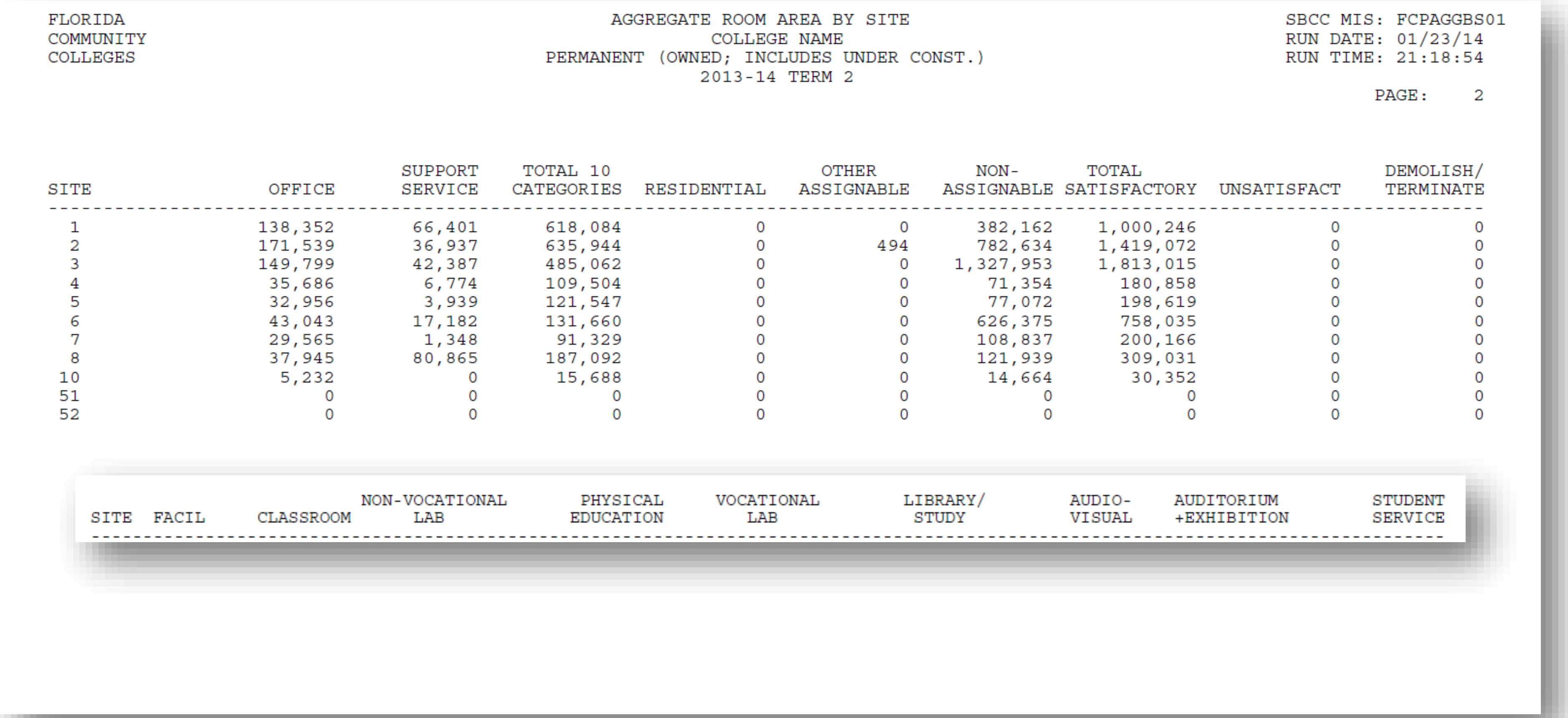
Room Inventory by Space Category



```
FLORIDA                                  COLLEGE NAME                              SBCC MIS: FCPAGGBR01
COMMUNITY                      ROOM INVENTORY BY SPACE CATEGORY                    RUN DATE: 01/23/14
COLLEGES                                  CLASSROOM                                RUN TIME: 21:19:03
                                      2013-14 TERM 2
                                                                                           PAGE:     2

SITE    FACILITY     ROOM                                 USE      SQUARE                    STANDARD     JT USE
 NO.        NO.   P NUM. S       ROOM NAME/USE            CODE       FEET     ICS CODE        STATIONS     RM CDE
-------------------------------------------------------------------------------------------------------------
  1          1    1 3070 0    CLASSROOM                    110        593    10000000            24          0
  1          1    1 3090 0    CLASSROOM                    110        905    10000000            36          0
  1          1    1 3100 0    CLASSROOM                    110        609    10000000            24          0
  1          1    1 3230 1    CLASSROOM                    110        490    10000000            20          0
  1          1    1 3550 0    CLASSROOM                    110        613    10000000            25          0
  1          1    1 3570 0    CLASSROOM                    110        606    10000000            24          0
  1          1    1 3620 0    CLASSROOM                    110        733    10000000            29          0
  1          1    1 3630 0    CLASSROOM                    110        763    10000000            31          0
  1          1    1 3650 0    CLASSROOM                    110        611    10000000            24          0
  1          1    1 3660 0    CLASSROOM                    110        618    10000000            25          0
  1          1    1 3870 0    CLASSROOM                    110        763    10000000            31          0
  1          1    1 3880 0    CLASSROOM                    110        763    10000000            31          0
  1          1    1 3900 0    CLASSROOM                    110        756    10000000            30          0
  1          1    1 3920 0    CLASSROOM                    110        555    10000000            22          0
  1          1    1 3930 0    CLASSROOM                    110        660    10000000            26          0
  1          3    3 1010 0    CLASSROOM                    110        725    10000000            29          0
  1          3    3 1120 0    VOCATIONAL PREP              120        594    10000000            24          0
  1          3    3 1140 0    CLASSROOM                    110        635    10000000            25          0
  1          3    3 1160 0    CLASSROOM                    110        635    10000000            25          0
  1          3    3 1170 0    CLASSROOM                    110        480    10000000            19          0
  1          3    3 1210 0    CLASSROOM                    110        655    10000000            26          0
  1          3    3 1210 1    CLASSROOM                    110        760    10000000            30          0
  1          3    3 1210 2    CLASSROOM                    110        760    10000000            30          0
  1          3    3 1210 3    CLASSROOM                    110        605    10000000            24          0
  1          3    3 1320 0    CLASSROOM                    110       1251    10000000            50          0
  1          3    3 2040 0    CLASSROOM                    110       1442    10000000            58          0
  1          3    3 2060 0    CLASSROOM                    110       1442    10000000            58          0
  1          3    3 2090 0    CLASSROOM                    110        614    10000000            25          0
  1          3    3 2110 0    CLASSROOM                    110        578    10000000            23          0
  1          3    3 2280 0    CLASSROOM                    110        614    10000000            25          0
  1          3    3 2300 0    CLASSROOM                    110        614    10000000            25          0
  1          4    4 2120 0    CLASSROOM                    110        668    10000000            27          0
  1          7    7 1040 0    CLASSROOM                    110        693    10000000            28          0
  1          7    7 1050 0    CLASSROOM                    110        702    10000000            28          0
  1          7    7 1080 0    CLASSROOM                    110        871    10000000            35          0
  1          7    7 1090 0    CLASSROOM                    110        726    10000000            29          0
```

Aggregate Room Area by Site/Facility

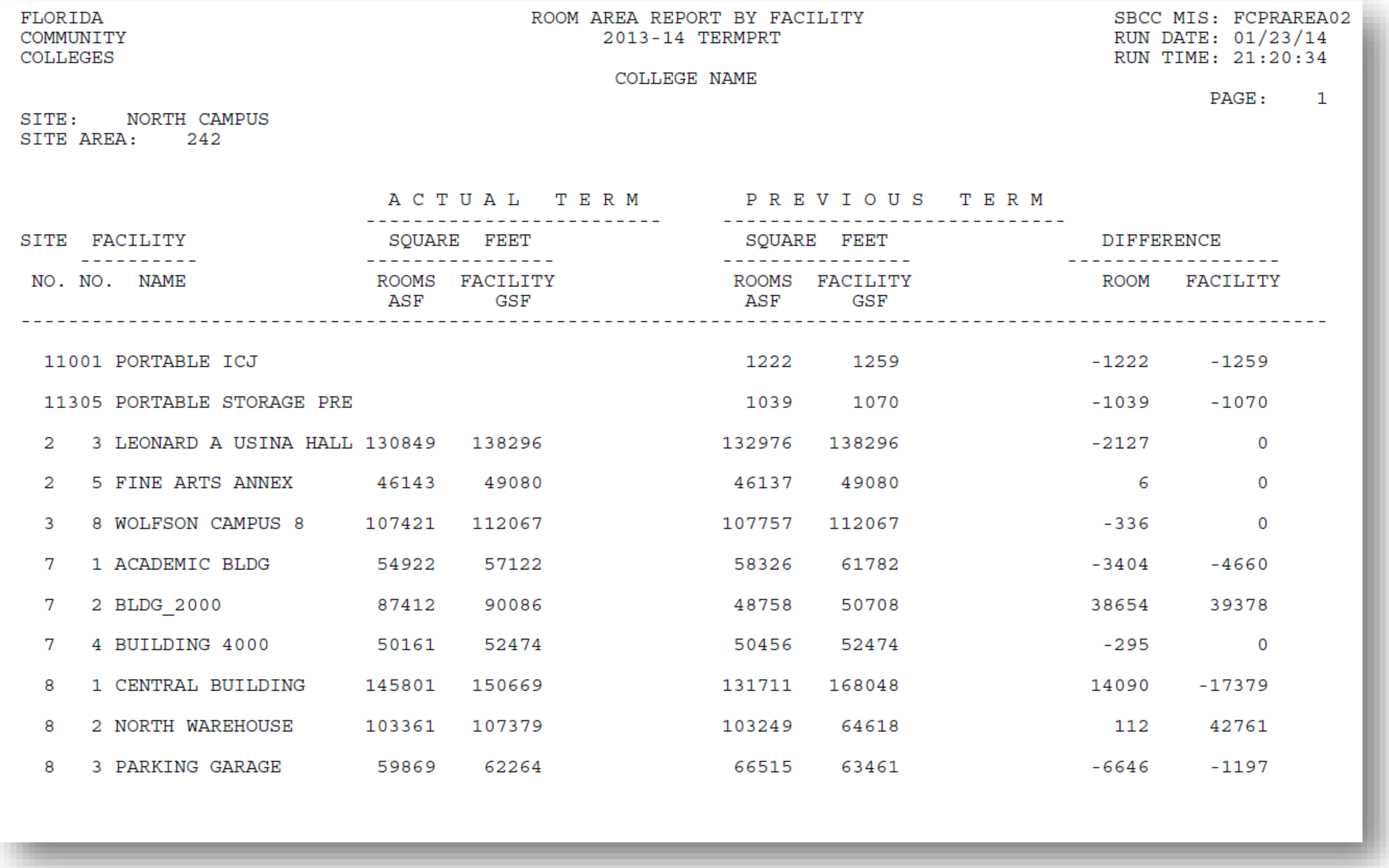


```
FLORIDA                                        AGGREGATE ROOM AREA BY SITE                                     SBCC MIS: FCPAGGBS01
COMMUNITY                                              COLLEGE NAME                                            RUN DATE: 01/23/14
COLLEGES                                 PERMANENT (OWNED; INCLUDES UNDER CONST.)                              RUN TIME: 21:18:54
                                                     2013-14 TERM 2
                                                                                                                       PAGE:     2


                            SUPPORT     TOTAL 10                     OTHER        NON-        TOTAL                     DEMOLISH/
SITE               OFFICE   SERVICE   CATEGORIES  RESIDENTIAL   ASSIGNABLE  ASSIGNABLE SATISFACTORY  UNSATISFACT    TERMINATE
-----------------------------------------------------------------------------------------------------------------------------
  1               138,352    66,401     618,084            0            0     382,162    1,000,246            0            0
  2               171,539    36,937     635,944            0          494     782,634    1,419,072            0            0
  3               149,799    42,387     485,062            0            0   1,327,953    1,813,015            0            0
  4                35,686     6,774     109,504            0            0      71,354      180,858            0            0
  5                32,956     3,939     121,547            0            0      77,072      198,619            0            0
  6                43,043    17,182     131,660            0            0     626,375      758,035            0            0
  7                29,565     1,348      91,329            0            0     108,837      200,166            0            0
  8                37,945    80,865     187,092            0            0     121,939      309,031            0            0
 10                 5,232         0      15,688            0            0      14,664       30,352            0            0
 51                     0         0           0            0            0           0            0            0            0
 52                     0         0           0            0            0           0            0            0            0
```

```
                             NON-VOCATIONAL         PHYSICAL      VOCATIONAL          LIBRARY/          AUDIO-      AUDITORIUM             STUDENT
SITE   FACIL      CLASSROOM       LAB              EDUCATION         LAB               STUDY            VISUAL      +EXHIBITION            SERVICE
----------------------------------------------------------------------------------------------------------------------------------------------
```

Room Area Difference



```
FLORIDA                                    ROOM AREA REPORT BY FACILITY                                    SBCC MIS: FCPRAREA02
COMMUNITY                                       2013-14 TERMPRT                                            RUN DATE: 01/23/14
COLLEGES                                                                                                   RUN TIME: 21:20:34
                                                  COLLEGE NAME
                                                                                                                   PAGE:     1
SITE:     NORTH CAMPUS
SITE AREA:     242


                                       A C T U A L   T E R M         P R E V I O U S   T E R M
                                      -------------------------     -----------------------------
SITE  FACILITY                          SQUARE  FEET                  SQUARE  FEET                  DIFFERENCE
     ----------                       ----------------              ----------------              -----------------
 NO. NO.  NAME                          ROOMS  FACILITY               ROOMS  FACILITY                 ROOM    FACILITY
                                         ASF      GSF                  ASF      GSF
-------------------------------------------------------------------------------------------------------------------------

  11001 PORTABLE ICJ                                                  1222      1259                 -1222      -1259

  11305 PORTABLE STORAGE PRE                                          1039      1070                 -1039      -1070

  2    3 LEONARD A USINA HALL 130849    138296                      132976    138296                 -2127          0

  2    5 FINE ARTS ANNEX       46143     49080                       46137     49080                     6          0

  3    8 WOLFSON CAMPUS 8     107421    112067                      107757    112067                  -336          0

  7    1 ACADEMIC BLDG         54922     57122                       58326     61782                 -3404      -4660

  7    2 BLDG_2000             87412     90086                       48758     50708                 38654      39378

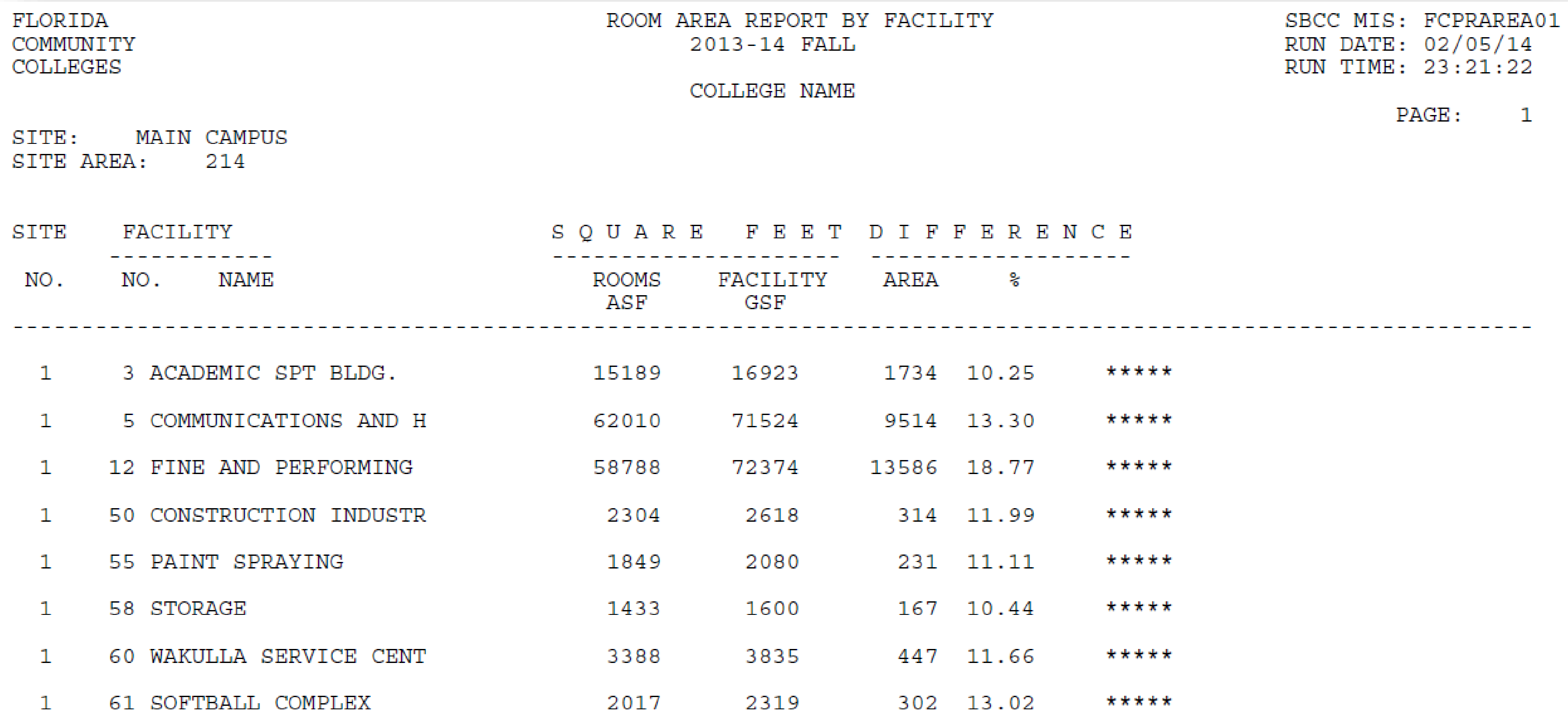
  7    4 BUILDING 4000         50161     52474                       50456     52474                  -295          0

  8    1 CENTRAL BUILDING     145801    150669                      131711    168048                 14090     -17379

  8    2 NORTH WAREHOUSE      103361    107379                      103249     64618                   112      42761

  8    3 PARKING GARAGE        59869     62264                       66515     63461                 -6646      -1197
```

Facility and Room Area Comparison



```
FLORIDA                                      ROOM AREA REPORT BY FACILITY                              SBCC MIS: FCPRAREA01
COMMUNITY                                          2013-14 FALL                                        RUN DATE: 02/05/14
COLLEGES                                                                                               RUN TIME: 23:21:22
                                                   COLLEGE NAME
                                                                                                               PAGE:    1
SITE:     MAIN CAMPUS
SITE AREA:     214


SITE    FACILITY                           S Q U A R E   F E E T  D I F F E R E N C E
       ------------                        ---------------------  -------------------
 NO.    NO.    NAME                           ROOMS     FACILITY    AREA      %
                                               ASF        GSF
--------------------------------------------------------------------------------------------------------------

  1      3 ACADEMIC SPT BLDG.                 15189      16923      1734  10.25      *****

  1      5 COMMUNICATIONS AND H               62010      71524      9514  13.30      *****

  1     12 FINE AND PERFORMING                58788      72374     13586  18.77      *****

  1     50 CONSTRUCTION INDUSTR                2304       2618       314  11.99      *****

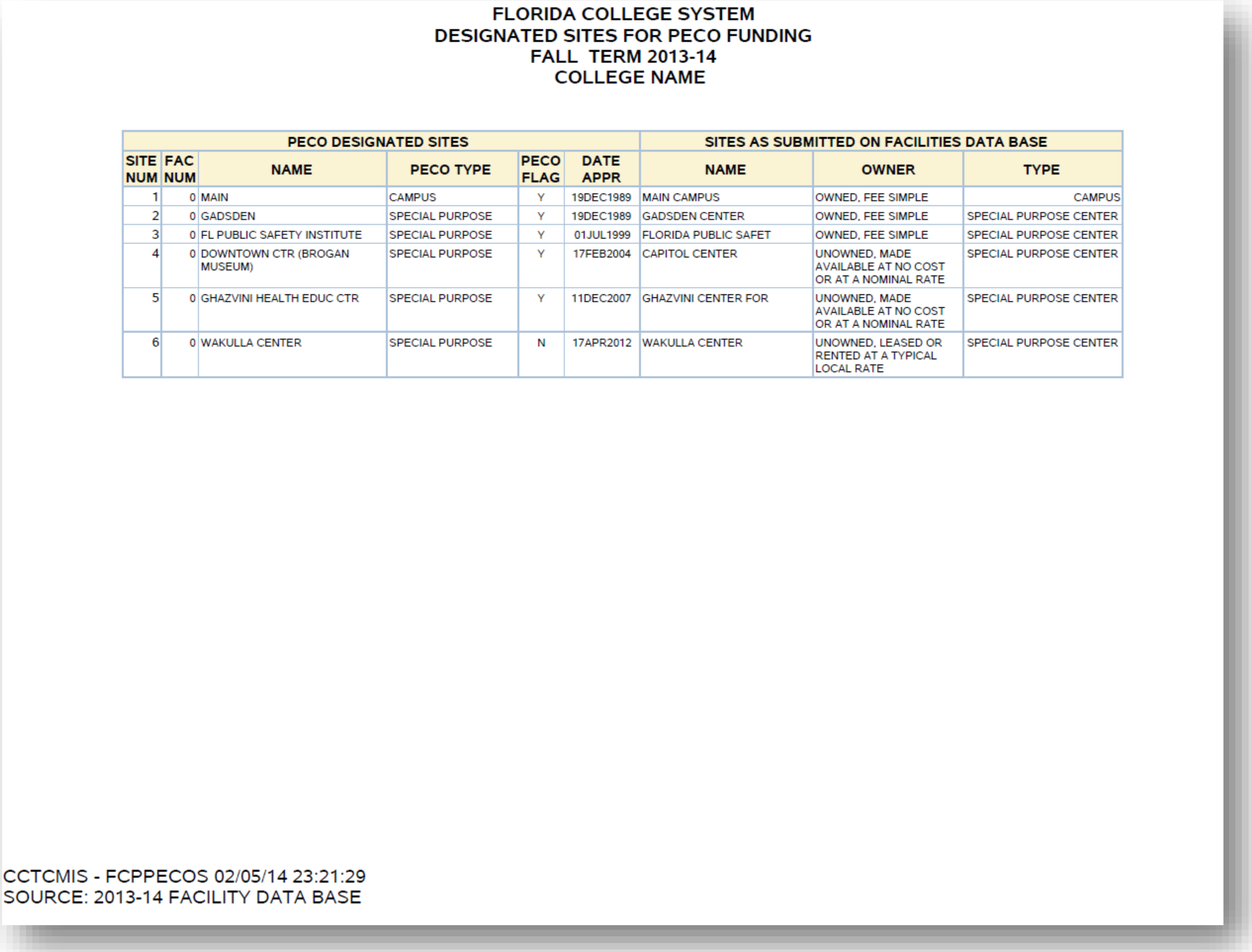
  1     55 PAINT SPRAYING                      1849       2080       231  11.11      *****

  1     58 STORAGE                             1433       1600       167  10.44      *****

  1     60 WAKULLA SERVICE CENT                3388       3835       447  11.66      *****

  1     61 SOFTBALL COMPLEX                    2017       2319       302  13.02      *****
```

PECO Sites Report

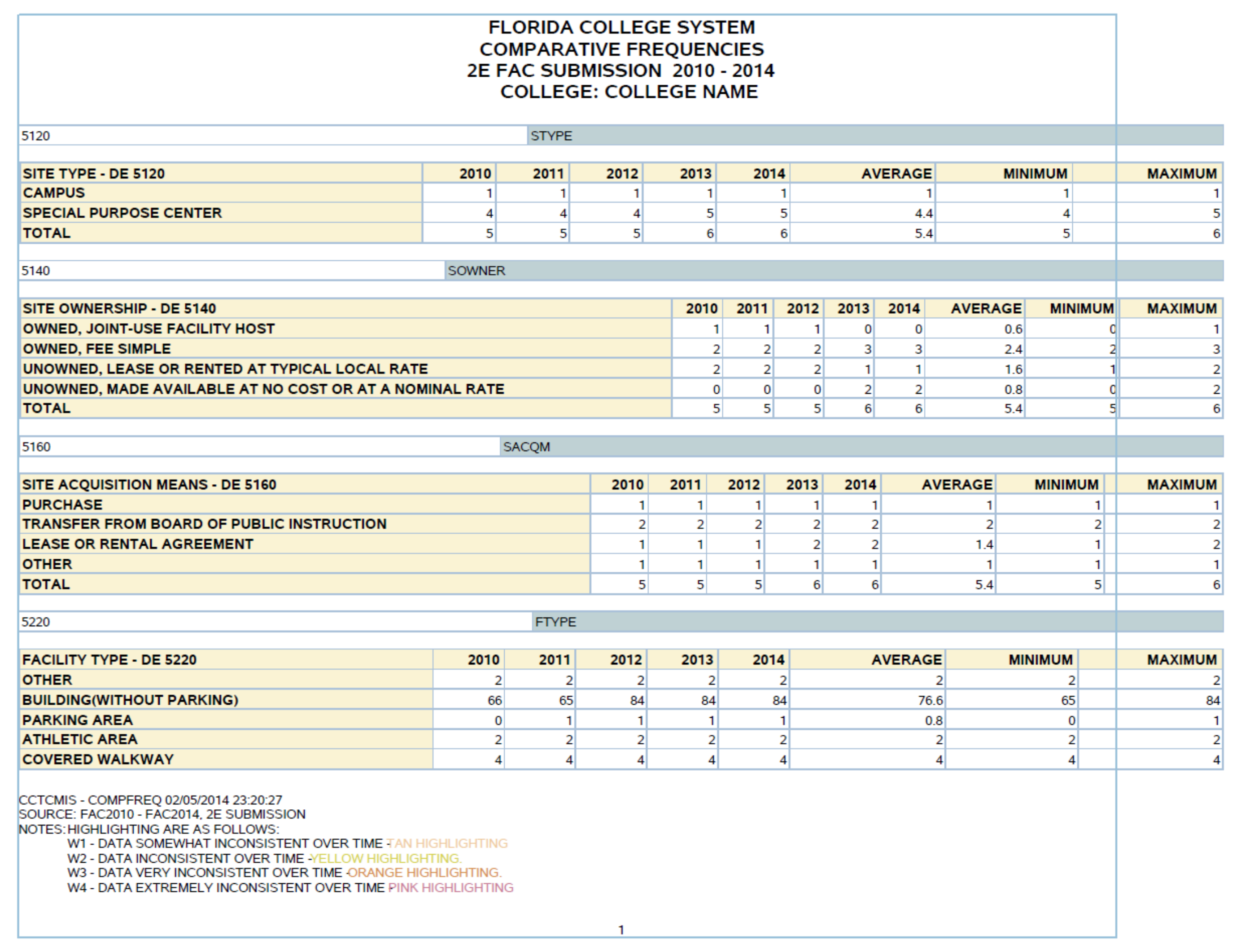


FLORIDA COLLEGE SYSTEM
DESIGNATED SITES FOR PECO FUNDING
FALL TERM 2013-14
COLLEGE NAME

PECO DESIGNATED SITES						SITES AS SUBMITTED ON FACILITIES DATA BASE		
SITE NUM	FAC NUM	NAME	PECO TYPE	PECO FLAG	DATE APPR	NAME	OWNER	TYPE
1	0	MAIN	CAMPUS	Y	19DEC1989	MAIN CAMPUS	OWNED, FEE SIMPLE	CAMPUS
2	0	GADSDEN	SPECIAL PURPOSE	Y	19DEC1989	GADSDEN CENTER	OWNED, FEE SIMPLE	SPECIAL PURPOSE CENTER
3	0	FL PUBLIC SAFETY INSTITUTE	SPECIAL PURPOSE	Y	01JUL1999	FLORIDA PUBLIC SAFET	OWNED, FEE SIMPLE	SPECIAL PURPOSE CENTER
4	0	DOWNTOWN CTR (BROGAN MUSEUM)	SPECIAL PURPOSE	Y	17FEB2004	CAPITOL CENTER	UNOWNED, MADE AVAILABLE AT NO COST OR AT A NOMINAL RATE	SPECIAL PURPOSE CENTER
5	0	GHAZVINI HEALTH EDUC CTR	SPECIAL PURPOSE	Y	11DEC2007	GHAZVINI CENTER FOR	UNOWNED, MADE AVAILABLE AT NO COST OR AT A NOMINAL RATE	SPECIAL PURPOSE CENTER
6	0	WAKULLA CENTER	SPECIAL PURPOSE	N	17APR2012	WAKULLA CENTER	UNOWNED, LEASED OR RENTED AT A TYPICAL LOCAL RATE	SPECIAL PURPOSE CENTER

CCTCMIS - FCPPECOS 02/05/14 23:21:29
SOURCE: 2013-14 FACILITY DATA BASE

Comparative Frequencies



FLORIDA COLLEGE SYSTEM
COMPARATIVE FREQUENCIES
2E FAC SUBMISSION 2010 - 2014
COLLEGE: COLLEGE NAME

5120 STYPE

SITE TYPE - DE 5120	2010	2011	2012	2013	2014	AVERAGE	MINIMUM	MAXIMUM
CAMPUS	1	1	1	1	1	1	1	1
SPECIAL PURPOSE CENTER	4	4	4	5	5	4.4	4	5
TOTAL	5	5	5	6	6	5.4	5	6

5140 SOWNER

SITE OWNERSHIP - DE 5140	2010	2011	2012	2013	2014	AVERAGE	MINIMUM	MAXIMUM
OWNED, JOINT-USE FACILITY HOST	1	1	1	0	0	0.6	0	1
OWNED, FEE SIMPLE	2	2	2	3	3	2.4	2	3
UNOWNED, LEASE OR RENTED AT TYPICAL LOCAL RATE	2	2	2	1	1	1.6	1	2
UNOWNED, MADE AVAILABLE AT NO COST OR AT A NOMINAL RATE	0	0	0	2	2	0.8	0	2
TOTAL	5	5	5	6	6	5.4	5	6

5160 SACQM

SITE ACQUISITION MEANS - DE 5160	2010	2011	2012	2013	2014	AVERAGE	MINIMUM	MAXIMUM
PURCHASE	1	1	1	1	1	1	1	1
TRANSFER FROM BOARD OF PUBLIC INSTRUCTION	2	2	2	2	2	2	2	2
LEASE OR RENTAL AGREEMENT	1	1	1	2	2	1.4	1	2
OTHER	1	1	1	1	1	1	1	1
TOTAL	5	5	5	6	6	5.4	5	6

5220 FTYPE

FACILITY TYPE - DE 5220	2010	2011	2012	2013	2014	AVERAGE	MINIMUM	MAXIMUM
OTHER	2	2	2	2	2	2	2	2
BUILDING(WITHOUT PARKING)	66	65	84	84	84	76.6	65	84
PARKING AREA	0	1	1	1	1	0.8	0	1
ATHLETIC AREA	2	2	2	2	2	2	2	2
COVERED WALKWAY	4	4	4	4	4	4	4	4

CCTCMIS - COMPFREQ 02/05/2014 23:20:27
SOURCE: FAC2010 - FAC2014, 2E SUBMISSION
NOTES: HIGHLIGHTING ARE AS FOLLOWS:
W1 - DATA SOMEWHAT INCONSISTENT OVER TIME - TAN HIGHLIGHTING
W2 - DATA INCONSISTENT OVER TIME - YELLOW HIGHLIGHTING.
W3 - DATA VERY INCONSISTENT OVER TIME - ORANGE HIGHLIGHTING.
W4 - DATA EXTREMELY INCONSISTENT OVER TIME PINK HIGHLIGHTING

1

Certifying Data

- After the Edits and Verification reports have been thoroughly checked out then the College President will need to sign the certification certifying the data that was sent to CCTCMIS.

Section IV

- Information Classification Structure (ICS) for Detail Coding for Advanced and Professional, Vocational Courses and Programs of Study (pages 132-160).
- Section 6.1 of the State Requirements for Educational Facilities can be found in the State Requirements for Educational Facilities 2014 (SREF) (link for SREF 2014 on page 160).
    - Contains the Size of Space and Occupant Design Criteria Table.

www.FLDOE.org

Admissions Database

Reports Coordinator Training

November 6, 2017 – November 7, 2017

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Purpose

The Admissions Database, or ADB, was designed to collect data comparable to the State University System (SUS) on student applications and admissions to baccalaureate programs at Florida Colleges per Florida Statute 1004.04 and Administrative Rule 6A-1.0014.

Who uses the ADB?

- The data are primarily required for reporting to the Bureau of Educator Recruitment, Development and Retention (ERDR) on Teacher Preparation Programs.
  - Reported to ERDR via the electronic Institutional Program Evaluation Plan (eIPEP) system.
- The data are also used for possible future requests.

Record Types

- The ADB has only one record type which contains:
    - Demographic information (race, gender, birth date, etc.)*
    - Test Data
    - Admission Status

*Demographic information is collected because the student may never enroll therefore a demographic record will not be submitted in the Student Database (SDB).

How often is data submitted for ADB?

- Reported by term:
  - Term 1E – Summer End-of-Term
  - Term 2E – Fall End-of-Term
  - Term 3E – Winter/Spring End-of-Term

Submitting ADB data

Server:

CCxx.ADB.ADMISS.TtEyyyy.PROD.txt

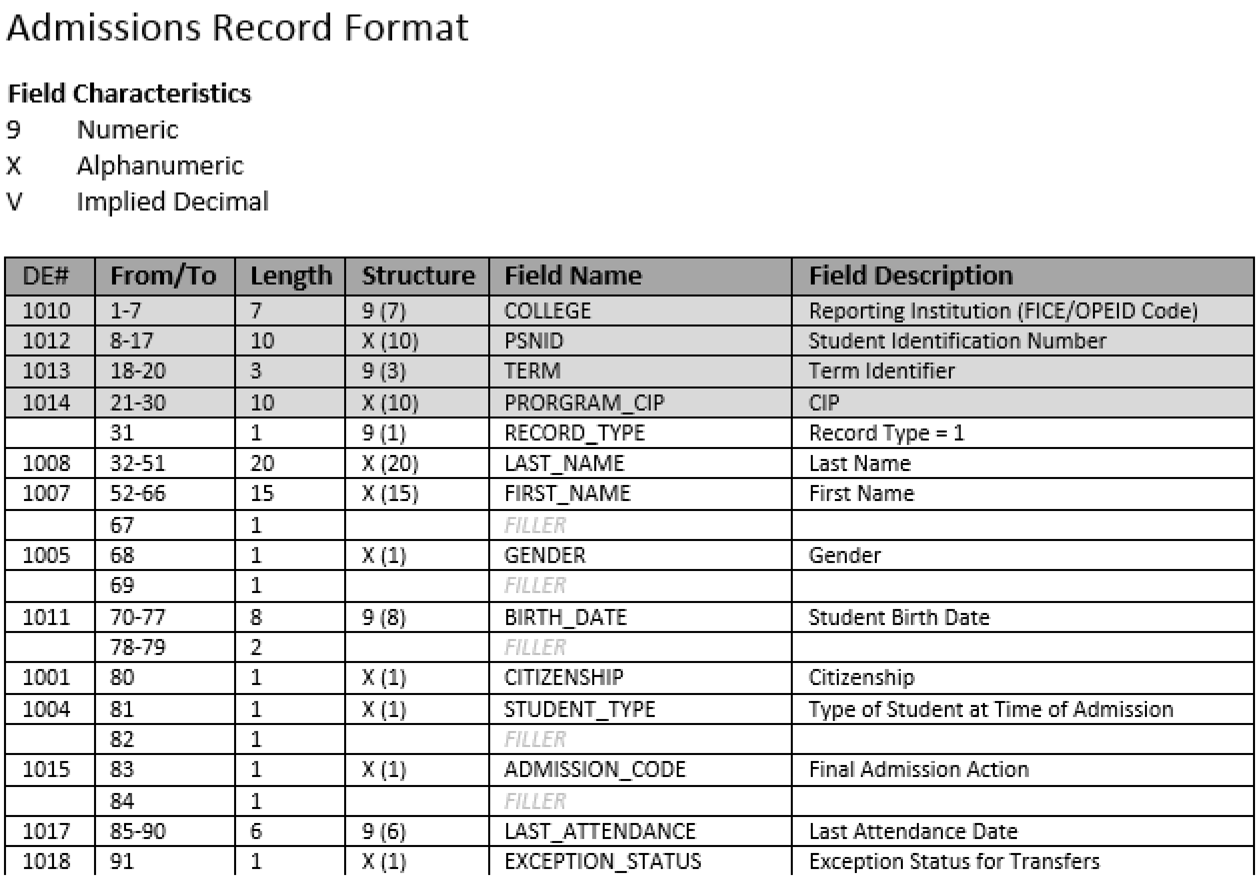
CCxx.ADB.ADMISS.TtEyyyy.TEST.txt

Where:

- xx = two-digit college number
- t = term
- yyyy = reporting year

- *Remember, filenames must conform to the above naming convention or they will not process!*

ADB Record Format*



Admissions Record Format

Field Characteristics

9	Numeric
X	Alphanumeric
V	Implied Decimal

DE#	From/To	Length	Structure	Field Name	Field Description
1010	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1012	8-17	10	X (10)	PSNID	Student Identification Number
1013	18-20	3	9 (3)	TERM	Term Identifier
1014	21-30	10	X (10)	PRORGRAM_CIP	CIP
	31	1	9 (1)	RECORD_TYPE	Record Type = 1
1008	32-51	20	X (20)	LAST_NAME	Last Name
1007	52-66	15	X (15)	FIRST_NAME	First Name
	67	1		*FILLER*	
1005	68	1	X (1)	GENDER	Gender
	69	1		*FILLER*	
1011	70-77	8	9 (8)	BIRTH_DATE	Student Birth Date
	78-79	2		*FILLER*	
1001	80	1	X (1)	CITIZENSHIP	Citizenship
1004	81	1	X (1)	STUDENT_TYPE	Type of Student at Time of Admission
	82	1		*FILLER*	
1015	83	1	X (1)	ADMISSION_CODE	Final Admission Action
	84	1		*FILLER*	
1017	85-90	6	9 (6)	LAST_ATTENDANCE	Last Attendance Date
1018	91	1	X (1)	EXCEPTION_STATUS	Exception Status for Transfers

*To view the Admissions Record Format in its entirety, please see pages 52-53 of the ADB Data Dictionary.

Problem Data Elements

- DE 1000 – FLEID
  - Required for ALL reported students!
- DE 1015 – Final Admission Action
  - If student is provisionally admitted, then a 'final' action must be reported
  - If a student is admitted and reported with an A and subsequently reporting the same student with B,D,N, or X created an impossible situation.
- Name Data Elements
  - DE 1007, DE 1008, DE 1009, DE 1033
  - Limited character set to enforce data quality

1000 – Florida Education Identifier (FLEID)
A 14 position Alpha/Numeric – a unique identifier assigned to a student by the Florida Department of Education.

1001 – Citizenship
A one position Alpha – indication of US Citizenship status.

Ethnic Origin
A one position Alpha – the aggregated Ethnic Origin of the student.
Note: This field is not submitted.

1004 – Type of Student at Time of Application
A one position Alpha – the type of student submitting the application.

1005 – Gender
A one position Alpha – gender reported by the student.

1007 – Name – First
A 15 position Alpha/Numeric – first name as reported by the student.
Note: If a student has only one name, place a hyphen (‘-’) in the first position of the First Name field and use Last Name field to report the name.

1008 – Name – Last

A 20 position Alpha/Numeric – last name or surname as reported by the student.

1009 – Name – Middle

A 20 position Alpha/Numeric – middle name as reported by the student.

1010 – Reporting Institution (College Number)

A seven position Numeric – Federal Interagency Commission on Education (FICE) Number. Right justified, filled with leading zeroes. Stored as a two-digit number from 1 through 28 which represents the Florida College.

Example:

Broward College	FICE: 0001500
	College Number: 02

1011 – Student Birth Date

An eight position Numeric – student’s legal date of birth.

Format: MMDDCCYY

Where:

MM = valid month (01-12)
DD = valid day (01-31)
CC = valid century (18-20)
YY = numeric year (01-99)

**Code all nines (99999999) for unknown

1012 – Student Identification Number

A ten position Alpha/Numeric – Social Security Number (SSN) or derived number assigned for the purpose of student identification (unique within the college).

Notes: If not SSN, number must begin with an alphabetic character. Must be left-justified, filled with trailing spaces.

1013 – Term Identifier

A three position Numeric – indication of the academic term within the fiscal year.

Format: TYY

Where: T = term (1, 2, or 3)
YY = two-digit calendar year (example: 16 for 2016-17)

1014 – Program of Study - CIP

A ten position Numeric – Classification of Instructional Program (CIP) - a code identifying the classification associated with the College's declared program of study.

Format: CCCPPPPPPU

Where: CCC = three-digit cluster
PPPPPP = six-digit CIP
U = one digit unique identifier

Cluster = 110 - Baccalaureate

Code 9999999999 for Upper Division Non-degree seeking students

1015 – Final Admission Action

A one position Alpha – for each student submitting a formal application for admission to a baccalaureate program, code the type of final (most recent) admission action.

Final Admission Action is admission to a College's approved Baccalaureate program. Admission to the specific program is on the SDB program record when enrolled.

1017 – Date of Last Attendance

A six position Numeric – date of last attendance at the most recent postsecondary educational institution for admitted students.

Format: MMCCYY

Where:

MM = valid month (01-12)
CC = valid century (18-20)
YY = numeric year (01-99)

**Code all nines (999999) for unknown or if Final Admission Action (Data Element (DE) 1015) equals 'B' (Cancelled prior to admission decision), 'C' (Cancelled after admission), or 'D' (Denied)

1018 – Exception Status

A one position Alpha – indication of whether the applicant was an exception to admissions policy as stated in Board of Governors regulation 6.004 4(a) (Amended 01/21/2016).

Note: Only for transfer applicants who are enrolled (registered).

1019 – College GPA

A three position Numeric – Grade Point Average (GPA) based on a 4.0 system from the previous postsecondary institution upon which the student's application is being evaluated.

Note: the decimal place is implied.

Example: 3.75 GPA = 375

Special Values:

999 = Freshman, Sophomore, or Not Reported
980 = Transfer from institution with a nontraditional grading system (New College is the only SUS campus with a nontraditional grading system)

1020 – Degree – Highest Level Held

A one position Alpha – highest degree level held by the applicant.

1021 – Institution Granting Highest Degree A seven position Numeric – postsecondary institution where the student received their highest degree.
1022 – Transfer Language Requirement A one position Alpha – indication of whether a registered transfer applicant, who was admitted as an exception, meets the foreign language requirement.
1023 – Admission Test Indicator A one position Alpha – type of test used to determine admission status.
1024 – Admission Test Score A four position Alpha/Numeric – admission test score used to determine admission status.
1025 – Race – White A one position Alpha – indication of whether student has origins in any of the original people of Europe, the Middle East, or North Africa.
1026 – Race – Black/African American A one position Alpha – indication of whether student has origins in any of the original people of the black racial groups of Africa.

1027 – Race – Asian

A one position Alpha – indication of whether student has origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, the Philippines Islands, Thailand, and Vietnam.

1028 – Race – American Indian/Alaskan Native

A one position Alpha – indication of whether student has origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

1029 – Race – Native Hawaiian/Pacific Islander

A one position Alpha – indication of whether student has origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

1030 – Ethnicity – Hispanic/Latino

A one position Alpha – indication of whether student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

1031 – State Approved Teacher Prep Waiver A one position Alpha – indication of whether student was admitted as an exception to the teacher preparation program admissions requirements. Note: Administrative Rule 6A-5.066 states that at least 90% of students admitted to a teacher preparation program meet the minimum admission requirements.
1032 – Reason for State Approved Teacher Prep Waiver A one position Numeric – indication of the reason a student was admitted as an exception to the teacher preparation program admissions requirements.
1033 – Name – Suffix A ten position Alpha/Numeric – generation in his or her family as reported by the student. Examples: Jr., Sr., III

Type of Report	Report Name	Text Location	PDF Location	PDF Filename	Produced
Exception Reports/ Edit Reports	Critical Edits List	CCxx.ADB.ERRLST.Tttyyyy	CCxx.ADB.Adttyyyy	ERRLST	Produced for every file processed
	Error Summary	CCxx.ADB.ERRSUM.Tttyyyy	CCxx.ADB.Adttyyyy	ERRSUM	Produced for every file processed
	Critical Edit Records	CCxx.ADB.ERRREC.Tttyyyy	CCxx.ADB.Adttyyyy	ERRREC	Produced for every file processed
	Informational Edits List	CCxx.ADB.INFOLST.Tttyyyy	CCxx.ADB.Adttyyyy	INFOLST	Produced for every file processed
Verification Reports	Exceptions Report	CCxx.ADB.EXCPLST.Tttyyyy	CCxx.ADB.Adttyyyy	EXCPLST	Produced only when data clears all critical edits and loads to the database
	Admissions Headcount Report	CCxx.ADB.ADMREPT.Tttyyyy	CCxx.ADB.Adttyyyy	ADMREPT	Produced only when data clears all critical edits and loads to the database
Where: xx = two-digit college number, tt = term and term submission, and yyyy = reporting year					

What is the difference between admission to the College and admission to a program?

- The Final Admission Status (DE 1015) applies to any one of the College's approved Baccalaureate programs.
- Admission to the specific program is on the SDB program record when enrolled.

Contacts

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Florida College System

Personnel Reporting Overview

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

FCS Personnel Reporting Overview

- Two personnel related data systems
- Question…
  - Why Are There Two Data Systems?
- Answer…
  - While similar, two different owners, purposes, and timing make it easier to process separately.

Authorizations

Annual Personnel Reports (APR)

The APR were designed in accordance with the public law 88-352, Title VII Section 709(c), of the Civil Rights Act Of 1964, as amended by the Equal Employment Opportunity Act Of 1972, including 20 United States Code 1121e-1, General Education Provisions Act, Section 406(b) as amended.

Personnel Database (PDB)

The PDB was designed in accordance with the 1993 proviso language, located in specific appropriations 388, 389, 390A, and 390B.

Authorizations *(continued)*

Annual Personnel Reports (APR)

1. Directed by IPEDS (Integrated Postsecondary Education Data Systems), requirement of the federal government.
2. October reporting.
3. Less detailed than PDB.

Personnel Database (PDB)

1. Florida legislative requirement.
2. Reports across all three terms, plus an annual submission (term 4).
3. More detailed than APR.
4. Data edited within the Integrated Database (IDB) against the student and facilities data.

Personnel Database Record Types

Seven Record Types

• Demographic (Record Type 1)	Term 1,2,3,4
• Employment (Record Type 2)	Term 1,2,3
• Instructor (Record Type 3)	Term 1,2,3
• Course (Record Type 4)	Term 1,2,3
• Reassignment (Record Type 5)	Term 1,2,3
• Salary (Record Type 6)	Term 4
• Benefit (Record Type 7)	Term 4

Annual Reports (APR) Record Type

One Record Type

Staff (Record Type 1)

Annual Personnel Reports (APR) details

- Used for IPEDS Reporting , FCS Equity Reporting
- One yearly collection of personnel employed during the first October payroll. Either full September payroll or biweekly October 15th payroll.
- One record type, 33 data elements
- Partial data collected for part-time or temporary employees.
- Employees are categorized by occupational / activity codes (local definition)
- Cannot be linked to PDB data

Annual Personnel Report(APR) important data elements

0035 – Gender

0050 – Citizenship

0160 – Degree

1080 – Tenure Status

0090 – Full Time/Part Time

0080 – Temporary Employment

0185 – Faculty Status

0130 – Activity / Occupational Activity Code ←

0170 – Leave Type

0225 – EAM Indicator ←

0265 – Months Employed

0270 – Contract Status - Non Tenured

0275 – Credit Category - Primary Instruction

APR DE 0130 Occupational Activity Code (IPEDS occupational codes)

21 - Management Occupations
22 - Business and Financial Operations Occupations
23 - Computer, Engineering, and Science Occupations
24 - Community, Social Service, Legal Arts, Design, Entertainment, Sports, and Media
25 - Instruction
26 - Instruction combined with research and/or public policy
27 - Research
28 - Public Service
29 - Archivists, Curators, and Museum Technicians

APR DE 0130 Occupational Activity Code (IPEDS occupational codes)

30 - Librarians

31 - Library Technicians

32 - Student, Academic Affairs, and Other Education Services

33 - Healthcare Practitioners and Technical Occupations

34 - Service Occupations

35 - Sales and Related Occupations

36 - Office and Administrative Support Occupations

37 - Natural Resources, Construction, and Maintenance Occupations

38 - Production, Transportation, and Material Moving Occupations

39 - Student Assistants

APR DE 0225 EAM Indicator

- “Executive and Management” Indicator
- Used by IPEDS and the state to break out/consolidate support occupations from management occupations when needed in reporting.
- All records with a DE 0130 Occupational Activity Code value of 21 (Management Occupations) must have a DE 0225 EAM indicator value of ‘E’, ’I’, or ‘P’.
  - ‘E’xecutive
  - ‘I’nstructional Support
  - ‘P’rofessional Support

APR Main Points and General Issues

- APR is a snap shot of personnel that are employed during the first payroll in October.
- Employees are categorized by occupational activity codes. (Local Definition)
- APR reports are used for IPEDS reporting
- New hires reported in APR are persons hired in the period of July 1st-October 1st
- Not all data is collected for part-time or temporary employees

Personnel Data Base (PDB) details

- Used for state reporting (legislative and management)
- Mostly term data collections
- Seven record types (record types 1-5 by term, 6-7 yearly)
- Detail for full-time/part-time, permanent and temporary employees
- Multiple occupational activity codes for a person
- Used for edits with other databases (SDB, FAC) through the Integrated Database (IDB)
- Cannot be linked to APR data

Personnel Data Base (PDB) important data elements

1015 – Gender
1025 – Citizenship
1030 – Disabled Classification
1035 – Degree
1045 – Contract Status
1055 – Employment Status
1065 – Faculty Status
1096 – EAM Indicator ←
1009 – Primary Occupational Activity Code ←

Personnel Data Base (PDB) important data elements

2005 – Occupational Activity Code

2045 – Sabbatical/Educational Leave

2050 – Termination Status

4015 – Days of Course Meeting

4060 – Primary Course Section Classification

4065 – Instructional Delivery Method

4070 – Technology Delivery Indicator

6005 – Salary Type

7005 – Benefit Type

PDB DE 1009 Primary Occupational Activity Code
PDB DE 2005 Occupational Activity Code

21 - Management Occupations

22 - Business and Financial Operations Occupations

23 - Computer, Engineering, and Science Occupations

24 - Community, Social Service, Legal Arts, Design, Entertainment, Sports, and Media

25 - Instruction

26 - Instruction combined with research and/or public policy

27 - Research

28 - Public Service

29 - Archivists, Curators, and Museum Technicians

PDB DE 1009 Primary Occupational Activity Code
PDB DE 2005 Occupational Activity Code

30 - Librarians

31 - Library Technicians

32 - Student, Academic Affairs, and Other Education Services

33 - Healthcare Practitioners and Technical Occupations

34 - Service Occupations

35 - Sales and Related Occupations

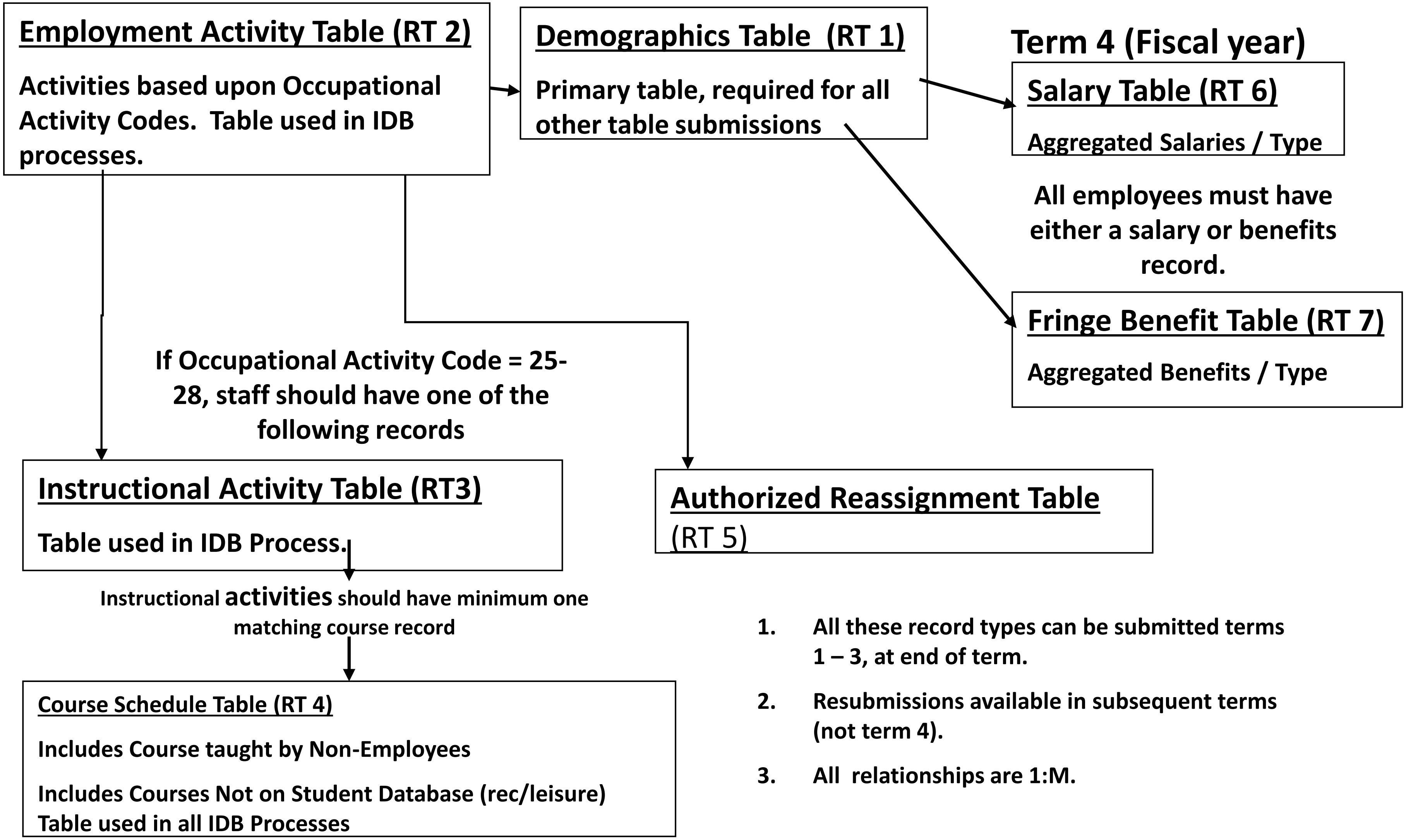
36 - Office and Administrative Support Occupations

37 - Natural Resources, Construction, and Maintenance Occupations

38 - Production, Transportation, and Material Moving Occupations

PDB DE 1096 EAM Indicator

- “Executive and Management” Indicator
- Used by IPEDS and the state to break out/consolidate support occupations from management occupations when needed in reporting.
- All records with a DE 1009 Primary Occupational Activity Code value of 21 (Management Occupations) must have a DE 0225 EAM indicator value of ‘E’, ’I’, or ‘P’.
- Consists of values
  - ‘E’xecutive
  - ‘I’nstructional Support
  - ‘P’rofessional Support



Employment Activity Table (RT 2)

Activities based upon Occupational Activity Codes. Table used in IDB processes.

Demographics Table (RT 1)

Primary table, required for all other table submissions

Term 4 (Fiscal year)

Salary Table (RT 6)

Aggregated Salaries / Type

All employees must have either a salary or benefits record.

Fringe Benefit Table (RT 7)

Aggregated Benefits / Type

If Occupational Activity Code = 25-28, staff should have one of the following records

Instructional Activity Table (RT3)

Table used in IDB Process.

Instructional activities should have minimum one matching course record

Course Schedule Table (RT 4)

Includes Course taught by Non-Employees

Includes Courses Not on Student Database (rec/leisure)
Table used in all IDB Processes

Authorized Reassignment Table (RT 5)

1. All these record types can be submitted terms 1 – 3, at end of term.
2. Resubmissions available in subsequent terms (not term 4).
3. All relationships are 1:M.

PDB “Selected Salaries” Submission - Fall

- An annual supplemental data collection beginning at the end of October (usually a month to return spreadsheets)
- Not a regular mainframe data submission
- Excel Spreadsheet is emailed to colleges
- Collects salary information associated with certain positions
- If a title does not exist at your college, leave the salary blank
- No identifiable information
- Spreadsheet usually passed on to HR to complete
- After all colleges have submitted, a system wide report is generated and sent to the FCS

Load Summary Report Formats

```
CRITICAL   ERROR   TABLE    ELEMENT
  ERROR    COUNT    TYPE    NUMBER          DESCRIPTION
  -----------------------------------------------------------------
    YES     176    SDB/PDB   3005_1   PDB CRSE,SEC MISMATCH,NO MATCH SDB
    YES     632              3008_1   SDB COURSE,SECTION MISMATCH, NO
                                                          MATCH ON PDB

           -----
            808
```

Corresponds To Data Element/Edit Number

Is This Item A Load Error Or Informational Item?

Verification Reports

- Exceptions/Frequency Report
- Categorical Reports
  - Data Aggregations
  - Ranges Reports
  - Detailed Listing Reports
  - Ratio Reports
- Historical Frequency Analysis
- MISATFOR Review Committee
- Selection Criteria for Verification reports located in back of Data Dictionary

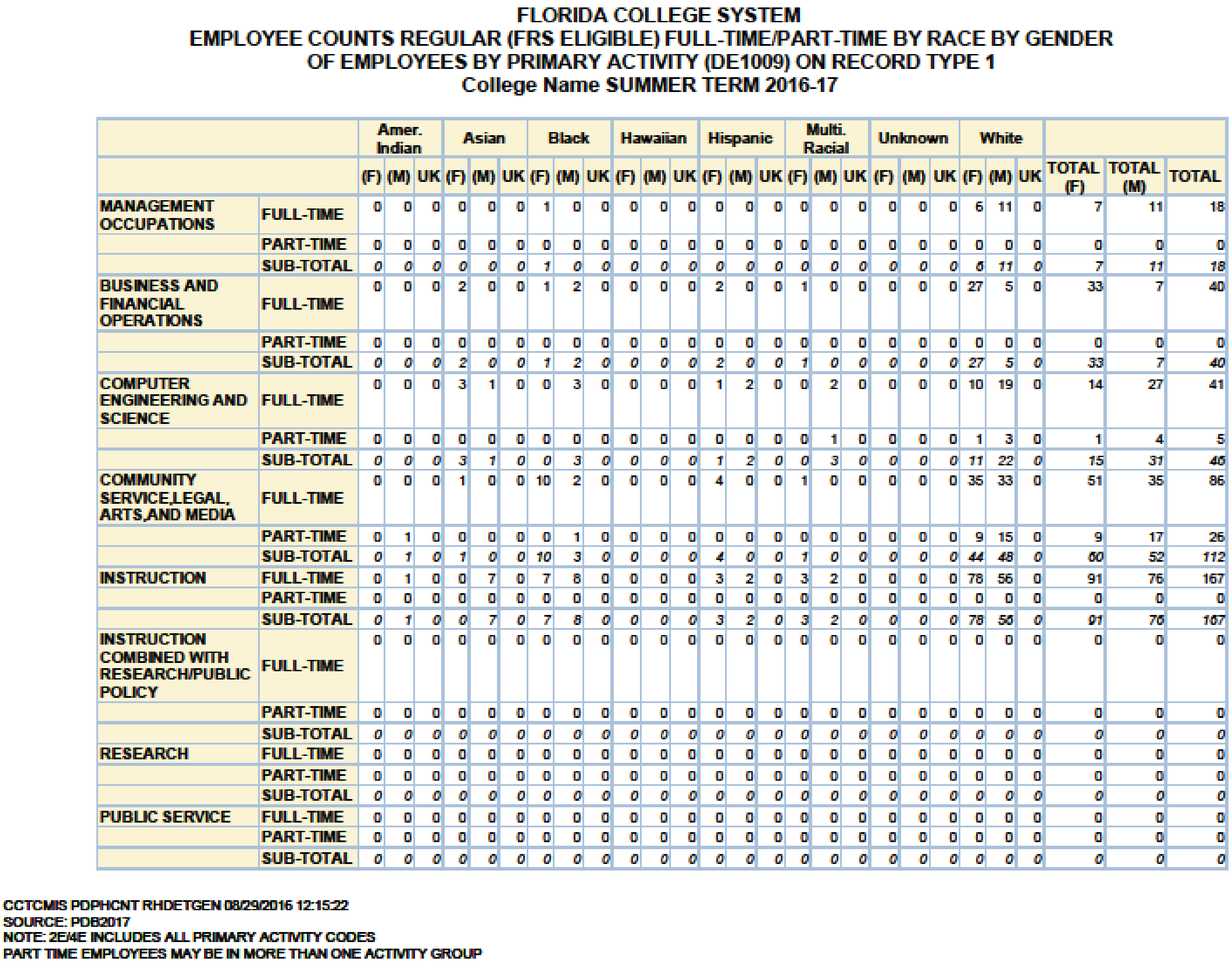
Reports to Focus On

PDB

- Exceptions Report – (EXCPLST)
- Comparative Frequency – (COMPFREQ)
- Developmental Education Course Count Report – (RDEVCRSE)
- Employee Headcount Reports - (RHDAGR,RHDCONTR,RHDDEGRE,RHDETGEN)
- FTE Ratio/HDCNT Reports – (RRFINFEX, RHDETEAM, RRHALEAM, RRHALLEX, RRHINEAM)
- Total Salary and Headcounts – (RSALOCC *** Annual Submission Only)

APR

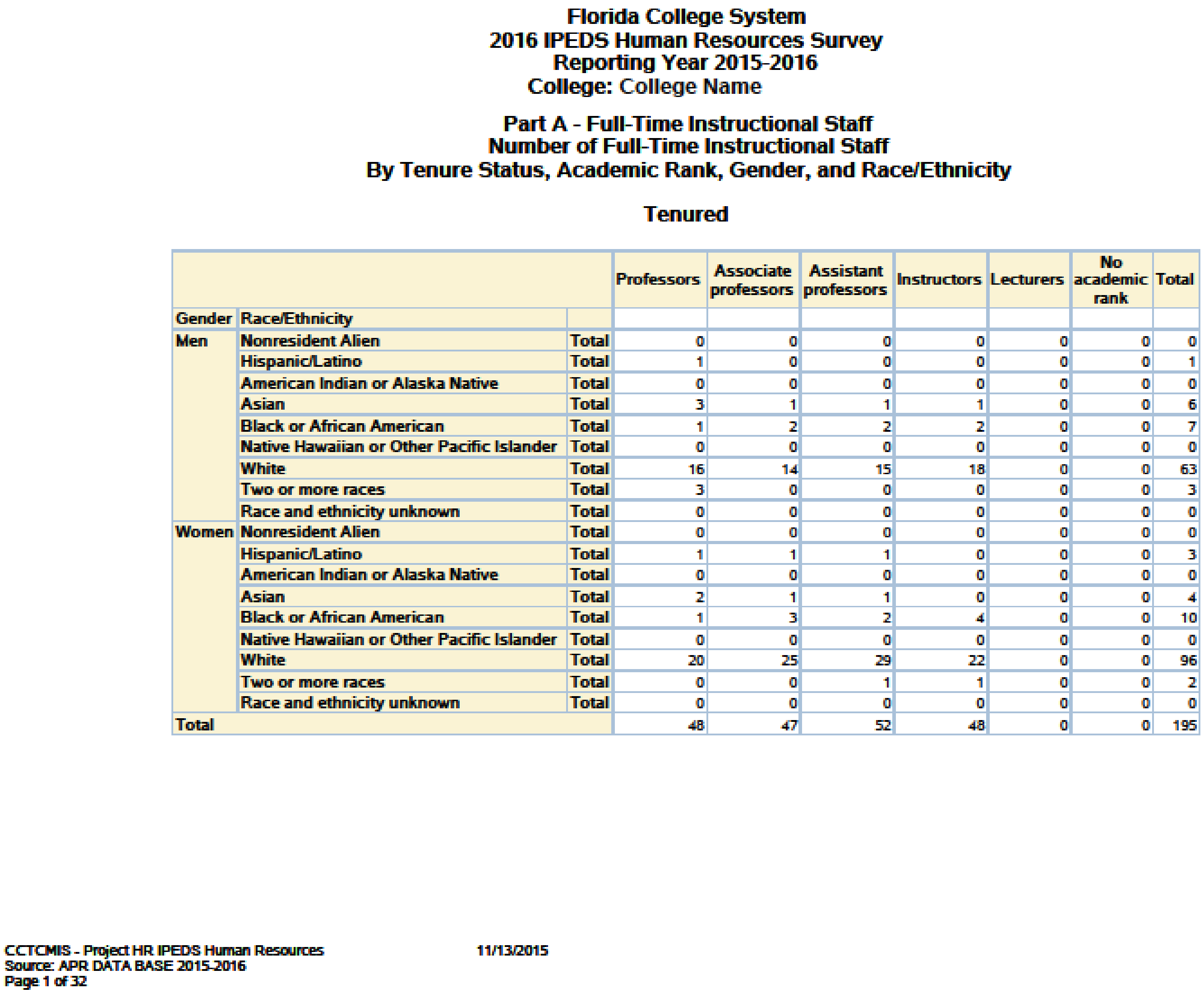
- Exceptions Report – (EXCPLST)
- Comparative Frequency – (COMPFREQ)
- IPEDS Fall Staff Survey - (RFALLIPS)



FLORIDA COLLEGE SYSTEM
EMPLOYEE COUNTS REGULAR (FRS ELIGIBLE) FULL-TIME/PART-TIME BY RACE BY GENDER OF EMPLOYEES BY PRIMARY ACTIVITY (DE1009) ON RECORD TYPE 1
College Name SUMMER TERM 2016-17

		Amer. Indian			Asian			Black			Hawaiian			Hispanic			Multi. Racial			Unknown			White					
		(F)	(M)	UK	(F)	(M)	UK	(F)	(M)	UK	(F)	(M)	UK	(F)	(M)	UK	(F)	(M)	UK	(F)	(M)	UK	(F)	(M)	UK	TOTAL (F)	TOTAL (M)	TOTAL
MANAGEMENT OCCUPATIONS	FULL-TIME	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	11	0	7	11	18
	PART-TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUB-TOTAL	*0*	*0*	*0*	*0*	*0*	*0*	*1*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*6*	*11*	*0*	*7*	*11*	*18*
BUSINESS AND FINANCIAL OPERATIONS	FULL-TIME	0	0	0	2	0	0	1	2	0	0	0	0	2	0	0	1	0	0	0	0	0	27	5	0	33	7	40
	PART-TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUB-TOTAL	*0*	*0*	*0*	*2*	*0*	*0*	*1*	*2*	*0*	*0*	*0*	*0*	*2*	*0*	*0*	*1*	*0*	*0*	*0*	*0*	*0*	*27*	*5*	*0*	*33*	*7*	*40*
COMPUTER ENGINEERING AND SCIENCE	FULL-TIME	0	0	0	3	1	0	0	3	0	0	0	0	1	2	0	0	2	0	0	0	0	10	19	0	14	27	41
	PART-TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	3	0	1	4	5
	SUB-TOTAL	*0*	*0*	*0*	*3*	*1*	*0*	*0*	*3*	*0*	*0*	*0*	*0*	*1*	*2*	*0*	*0*	*3*	*0*	*0*	*0*	*0*	*11*	*22*	*0*	*15*	*31*	*46*
COMMUNITY SERVICE,LEGAL, ARTS,AND MEDIA	FULL-TIME	0	0	0	1	0	0	10	2	0	0	0	0	4	0	0	1	0	0	0	0	0	35	33	0	51	35	86
	PART-TIME	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	9	15	0	9	17	26
	SUB-TOTAL	*0*	*1*	*0*	*1*	*0*	*0*	*10*	*3*	*0*	*0*	*0*	*0*	*4*	*0*	*0*	*1*	*0*	*0*	*0*	*0*	*0*	*44*	*48*	*0*	*60*	*52*	*112*
INSTRUCTION	FULL-TIME	0	1	0	0	7	0	7	8	0	0	0	0	3	2	0	3	2	0	0	0	0	78	56	0	91	76	167
	PART-TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUB-TOTAL	*0*	*1*	*0*	*0*	*7*	*0*	*7*	*8*	*0*	*0*	*0*	*0*	*3*	*2*	*0*	*3*	*2*	*0*	*0*	*0*	*0*	*78*	*56*	*0*	*91*	*76*	*167*
INSTRUCTION COMBINED WITH RESEARCH/PUBLIC POLICY	FULL-TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PART-TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUB-TOTAL	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*
RESEARCH	FULL-TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PART-TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUB-TOTAL	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*
PUBLIC SERVICE	FULL-TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PART-TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUB-TOTAL	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*

CCTCMIS PDPHCNT RHDETGEN 08/29/2016 12:15:22
SOURCE: PDB2017
NOTE: 2E/4E INCLUDES ALL PRIMARY ACTIVITY CODES
PART TIME EMPLOYEES MAY BE IN MORE THAN ONE ACTIVITY GROUP



Florida College System
2016 IPEDS Human Resources Survey
Reporting Year 2015-2016
College: College Name

Part A - Full-Time Instructional Staff
Number of Full-Time Instructional Staff
By Tenure Status, Academic Rank, Gender, and Race/Ethnicity

Tenured

Gender	Race/Ethnicity		Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank	Total
Men	Nonresident Alien	Total	0	0	0	0	0	0	0
	Hispanic/Latino	Total	1	0	0	0	0	0	1
	American Indian or Alaska Native	Total	0	0	0	0	0	0	0
	Asian	Total	3	1	1	1	0	0	6
	Black or African American	Total	1	2	2	2	0	0	7
	Native Hawaiian or Other Pacific Islander	Total	0	0	0	0	0	0	0
	White	Total	16	14	15	18	0	0	63
	Two or more races	Total	3	0	0	0	0	0	3
	Race and ethnicity unknown	Total	0	0	0	0	0	0	0
Women	Nonresident Alien	Total	0	0	0	0	0	0	0
	Hispanic/Latino	Total	1	1	1	0	0	0	3
	American Indian or Alaska Native	Total	0	0	0	0	0	0	0
	Asian	Total	2	1	1	0	0	0	4
	Black or African American	Total	1	3	2	4	0	0	10
	Native Hawaiian or Other Pacific Islander	Total	0	0	0	0	0	0	0
	White	Total	20	25	29	22	0	0	96
	Two or more races	Total	0	0	1	1	0	0	2
	Race and ethnicity unknown	Total	0	0	0	0	0	0	0
Total			48	47	52	48	0	0	195

CCTCMIS - Project HR IPEDS Human Resources 11/13/2015
Source: APR DATA BASE 2015-2016
Page 1 of 32

PDB Main Points and General Issues

- Integrated Database (IDB) edits PDB Course and Sections against student (SDB) and facilities (FAC).
- FTE employees with no FTE etc.
- Primary Activity Code reported on demographic record (record type 1). Occupational Activity Code reported on each of the employment records (record type 2).

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Student Database

Reports Coordinator Training

November 6-7 2017

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Why and how did student come into existence?

- **In 1987 Legislature through the Special Appropriation 369A.**
- **The SDB was designed in accordance with the General Education Provisions Act 20 USC 1221(e-1) Proviso Language.**

Data Dictionary

- Summary of Changes
- Table of contents
- Documents and Procedures
- Data Element Descriptions
- Record Layouts
- Verification Reports Selection
- System Reports Selection
- Appendix A

Submission Files

August 21, 2017

- Summer End-of-Term (1E)
  - Data file name -- CCxx.STU.STUDENT.T1E2018.TEST.txt
  - -- CCxx.STU.STUDENT.T1E2018.PROD.txt
- Fall Beginning-of-Term (2B)
  - Data file name -- CCxx.STU.STUDENT.T2B2018.TEST.txt
  - -- CCxx.STU.STUDENT.T2B2018.PROD.txt

December 26, 2017

- Fall End-of-Term (2E)
  - Data file name -- CCxx.STU.STUDENT.T2E2018.TEST.txt
  - -- CCxx.STU.STUDENT.T2E2018.PROD.txt
- Winter/Spring Beginning-of-Term (3B)
  - Data file name -- CCxx.STU.STUDENT.T3B2018.TEST.txt
  - -- CCxx.STU.STUDENT.T3B2017.PROD.txt

Submission Files (cont.)

April 2, 2018

- Winter/Spring End-of-Term (3E)
  - Data file name -- CCxx.STU.STUDENT.T3E2018.TEST.txt
  - -- CCxx.STU.STUDENT.T3E2018.PROD.txt

September 24, 2018

- Annual Financial Aid Record Type 8 (4E)
  - Data file name -- CCxx.STU.STUDENT.T4E2018.TEST.txt
  - -- CCxx.STU.STUDENT.T4E2018.PROD.txt
- Program Industry Certification Record Type 9 (4E)
  - Data file name -- CCxx.STU.INDCERT.T4E2018.TEST.txt
  - -- CCxx.STU.INDCERT.T4E2018.PROD.txt
- Difference between TEST and PROD
  - TEST **does not delete** data in Database.
  - PROD **will delete** the data in the Database.

Record Types

Record Type 1: Demographic

- This record contains personal information about each student. Type 1 record is required for every submission.

Record Type 2 : Entry Level/Exit Test

- This record contains information about the student’s entry level/exit test(s). Only report the entry level test used for placement purposes.

Record Type 3 : Acceleration

- This record contains information about the student’s acceleration examination or method. Only report this for students in the term the reporting institution accepts the acceleration credit.
- This record type is not required for Beginning-of-Term.

Record Types (cont.)

Record Type 4 : Program

- This record type contains information about the program(s) of Study in which the student is enrolled in at the college.

Record Type 5 : Completion

- This record type contains information about the degree, certificate, or diploma awarded to the student who has completed during the reporting term. A student may have multiple completion records. A duplicate completion is one that is reported for the same student using the same CIP code (10 digit completion code) during the current and previous year submissions.

Record Type 6 : Course

- This record type contains information about the courses in which the student is enrolled in during a reporting term. A student may have multiple courses.
- The course grade(DE 3007) is not required during Beginning-of-Term.

Record Types (cont.)

Record Type 7 : Economically Disadvantaged

- This record type will contain need-based financial aid information. It will collect data to identify economical disadvantaged students for Career and Technical Education and Perkins reporting. A student may have more than one financial aid record per term. A record will be reported for each Award Type the student receives.
- This record type is not required during Beginning-of-Term.

Record Type 8 : Financial Aid

- Collection of all financial aid.
- This is an annual collection.

Record Type 9 : Program Industry Certification

- This record type will contain Industry Certifications based on whether or not a student passes the industry certification test. Both fundable and PERKINS Industry Certifications use this record type.

Demographic Record

1. DE 1000 Florida Education Identifier
2. DE 1001 Citizenship
3. DE 1002 Disabled Classification
    - **Linked with DE 1035 Verified Disabled Classification Indicator. Keep this in mind when reporting this data element.**
4. DE 1004 Fee Classification Residency
5. DE 1005 First-Time Student Flag
6. DE 1006 Gender

Demographic Record (cont.)

7. DE 1007 High School Code
   - CCTCMIS provides a reference file containing valid Florida high school codes: PSMSID.2018.txt
8. DE 1008 High School Graduation Code
9. DE 1009 High School Graduation Date(MMCCYY)
10. DE 1011 Incarceration Status
11. DE 1013 Limited English Proficiency
12. DE 1014 First Name
13. DE 1015 Last Name
14. DE 1016 Middle Name

Demographic Record (cont.)

8. **DE 1017 Reporting Institution**
9. **DE 1018 State Code at the Time of Admission**
   - CCTCMIS provides a reference file for colleges containing valid state codes: STATE.2018.txt
17. **DE 1019 Student Birth Date (MMDDCCYY)**
    - Code 99999999 for unknown
18. **DE 1021 Student Identification Number**
19. **DE 1026 Term Institutional Grade Points**
20. **DE 1027 Term Institutional Hours for GPA**
21. **DE 1028 Term Identifier**

Demographic Record (cont.)

22. DE 1029 Term Part-time/Full-time
    - Any student whom is not currently enrolled in a course during a term the field will be a table value of ‘Z’.
    - Example: A completion was missed in prior term. The school should send a Demographic Record(Record Type 1) making sure that DE 1029 is ‘Z’ along with the Completion Record (Record Type 5).
23. DE 1030 Total Institutional Grade Points
24. DE 1031 Total Institutional Hours for GPA
25. DE 1032 Transfer Student Flag
26. DE 1033 Nation of Citizenship

Demographic Record (cont.)

27. **DE 1034 Transfer Institution**
    - CCTCMIS provides a reference file containing valid institution codes: XFERINST.2018.txt

28. **DE 1035 Verified Disabled Classification Indicator**

28. **DE 1036 Race – White**

29. **DE 1037 Race – Black or African American**

30. **DE 1038 Race – Asian**

31. **DE 1039 Race - American Indian/Alaskan Native**

32. **DE 1040 Race – Native Hawaiian/Pacific Islander**

33. **DE 1041 Ethnicity – Hispanic/Latino**

Demographic Record (cont.)

34. DE 1042 Athletically Related Aid Indicator

- Report table value 9 (Not applicable) for Demographic (Record Type 1) for Term Submission 1E, 2B, 2E, 3E, and 3B. applicable).
- Report correct table value of 2 (Basketball), 3 (Baseball), 4 (Cross Country and track combined), 5 (All other sports combined), or 9 with the Annual Financial Aid Demographic (Record Type 1)

Demographic Record (cont.)

35. DE 1043 Career Pathways Flag*

- Formerly Tech Prep Flag was used to report the Career Pathway students.
- A Career Pathway student will always remain a Career Pathway student.
- A Career Pathway student can begin in high school and continue at the post secondary level are in a like program
- Examples of career pathways is at the following link: //www.fldoe.org/workforce/dwdgrants/2007/perkins_programstudy_samples.asp

Demographic Record (cont.)

36. **DE 1048 Adult Origin of Schooling**
37. **DE 1049 Distance Education Student Location**
38. **DE 1050 Developmental Education High School Exemption**
39. **DE 1051 Developmental Educational Military Exemption**
40. **DE 1052 AGE adult Employment Status**
41. **DE 1053 Highest Level of Education Completed – Parent One or Guardian One**
42. **DE 1054 Highest Level of Education Completed – Parent Two or Guardian Two**

Demographic Record (cont.)

43.	DE 1056	Name Suffix
44.	DE 1057	Military Status
45.	DE 1058	CAE Single Parent
46.	DE 1059	CAE Displaced Homemaker
47.	DE 1060	AGE Ex-Offender
48.	DE 1061	AGE Homeless/Runaway
49.	DE 1062	Age Employment Barriers
50.	DE 1063	AGE Migrant/Seasonal Farm Worker
51.	DE 1064	AGE Level of Schooling Achieved

* *Data elements will be deleted in 2018-19*

Entry Level /Exit Test Record

1. **DE 1101 Entry Level/Exit Test – Score**
   - Table values for the valid test scores.
   - Each test/subtest has separate scores.
     a. SAT(I): 200-800
     b. SAT (2016): 10-40
2. **DE 1102 Entry Level/Exit Test –Site**
3. **DE 1103 Entry Level/Exit Test – Subtest**
   - ACCUPLACER Elementary Algebra Subtest must be coded M.

The following are used in conjunction: Entry Level/Exit Test-Site (DE 1102), Entry Level/Exit Test – Subtest (DE 1103), and Entry Level/Exit Test – Type (DE 1104).

Entry Level /Exit Test Record (cont.)

4. **DE 1107 Adult Entry Level/Exit Form**
   - Only used for Adult Ed students; use ZZZZZ for non adult test.
5. **DE 1108 Adult Entry/Exit Test Level of Difficulty**
   - This is only used for Adult Ed students; use Z for non adult test.
6. **DE 1109 Adult Entry/Exit Test – Date (MMDDCCYY)**
   - Only used for Adult Ed students; use 99999999 for non adult test.

Acceleration Information Record

Report all acceleration credit previously accepted by the reporting institution in the student’s first term enrolled. After the student’s first term report the acceleration credit in the term the reporting instruction accepts the acceleration credit. Examples of credit you might earn after the student enrolls from the institution they are attending is where a student can CLEP on a particular class or by taking certain exams for a particular class.

1. DE 1201 Acceleration – Hour Type
2. DE 1202 Acceleration – Hours
3. DE 1203 Acceleration – Subtest
4. DE 1204 Acceleration – Type

Acceleration Information Record (cont.)

5. **DE 1205 Gold Standard Industry Certification Code**
    - Indicates the type of Industry Certification the student has been granted credit toward an AS/AAS degree.
    - The State Board of Education has approved the listed Statewide Career and Technical Education Articulation Agreements which are based on industry certification and provided in the reference file: PINDCER.2018.txt

Program of Study Record

1. DE 2001 Award Type
    - Student’s award intention at the time of registration.
2. DE 2002 CIP
    - Ten position number that identifies the classification associated with the college’s declared Program of Study (DE 2005).
    - Composed of a two or three digit code indicating the program cluster, a six digit code indicating the classification of instruction program(Federal CIP), and a one or two digit unique identifier.
    - Inactive Programs use 8888888881-8888888889.
3. DE 2003 Hour Type

Program of Study Record (cont.)

4. DE 2004 Hours
5. DE 2005 Level
   - This is determined by the college following the student's course work.
6. DE 2006 Title
7. DE 2007 Total Clock Hours Earned Toward Award
8. DE 2008 Total Credit Hours Earned Toward Award
9. DE 2009 Locally Inactive Program Flag
   - Flags the inactive programs at your institution (college is not accepting enrollments), but the programs may not be not inactive at a state level.

Program of Study Record (cont.)

10. DE 2010 State Approved Teacher Preparation Program – DOE Code
11. DE 2011 State Approved Teacher Preparation Program – Benchmark Term
12. DE 2012 State Approved Teacher Preparation Program – Student Teaching Term
13. DE 2013 Baccalaureate Enrollment flag
14. DE 2014 Baccalaureate Program of Interest
15. DE 2015 Baccalaureate Institution of Interest

Program of Study Record (cont.)

16. **DE 2016 EPI Subject Area Specialization – Program 1 -**
    DE 2020 EPI Subject Area specialization – Program 5
    - Must match code from Bureau of Educator Recruitment, Development and Retention (BERDR).
    - CCTCMIS provides a reference file containing valid EPI subject areas: EPICERT.2018.txt

17. **DE 2021 AGE Withdrawal Reason**
    - Reason an adult student withdraws in entirety at program level.
    - This would only be for students reported for Workforce Innovation and Opportunity ACT (WIOA). All other students report with a 'Z'.

Completion Record

1. **DE 2101 Completion CIP**
   - **Composed of a ten digit code composed of two or three digit code indicating the program cluster, a six digit code indicating the Classification of Instruction Program (Federal CIP), and a one or two digit unique identifier.**

Completion Record (cont.)

3. **DE 2103 Completion Degree Granted.**
   1. For a degree, diploma, or certification awarded to the student in prior/current term.
   2. Code of ‘F’ – Educator Preparation Institute (EPI) Certificate Completion awarded when a:
      1. Student has satisfactorily completed all required program components
      2. Passed the Professional Education portion of the Florida Teacher Certification Exam
      3. The college has submitted the Florida Department of Education form CT133 to Teacher Certification.
   3. CCTCMIS provides a reference file containing valid degree codes: DEGREE.2018.txt

Completion Record (cont.)

4. **DE 2104 Occupational Completion Point Indicator**
   - CCTCMIS provides a reference file containing the completion points that qualify for the CIPs: CIP.2018.TXT
5. **DE 2105 Adult Literacy Completion Point Indicator**
   - CCTCMIS provides a reference file containing valid Literacy Completion Points (LCPs) that qualify for the CIPs: CIP.2018.TXT
6. **DE 2106 Advanced Technical Certificate Completion Hours**
   - If degree granted is not Advanced Technical Certificate (ATC) then code all zeroes (00000).

Completion Record (cont.)

7. **DE 2107 Locally Inactive Completion Program Flag**
   - Do not use ‘Y’ for STATEWIDE inactive programs. Only locally inactive programs.
8. **DE 2108 Completion Multiple Major Indicator**
9. **DE 2110 State Approved Teacher Preparation Program Completion – DOE Code**
   - Only use for Baccalaureate or higher State Approved Teacher Preparation Programs.
   - Codes must match list provided by the Bureau of Educator Recruitment, Development, and Retention (BERDR).

Completion Record (cont.)

10. DE 2111 CTE Basic Skills Examination Flag

- **Pay close attention! Read all table values and choose the table value that the student may meet the correct criteria.**
- **If student does not fit any of the exemption and student is enrolled in postsecondary program offered for career education credit of 450 hours or more the student shall complete an entry-level basic skills examination within the first six weeds after admission into the program.**

Completion Record (cont.)

11. DE 2116 EPI Subject Area Specialization – Completion 1
    - DE 2120 EPI Subject Area specialization – Completion 5
    - Must match code from Bureau of Educator Recruitment, Development and Retention (BERDR).
    - CCTCMIS provides a reference file containing valid EPI subject areas: EPICERT.2018.txt
12. DE 2121 Completion Date(MMDDCCYY)
    - Code 99999999 for students who are not applicable.

Course Record

1. DE 3001 Course – Information Classification Structure
2. DE 3003 Course Cooperative Education Flag
   - Blanks are loaded for Beginning-of-Term.
3. DE 3004 Course Dual Enrollment Category
4. DE 3005 Course Dual Enrollment/Co-Enrollment Flag
   - Only applicable to secondary students who are in the dual enrollment program or other accelerated credit programs.

Course Record (cont.)

5. **DE 3006 Course Fee Kind**
   - Don’t confuse this Data Element with DE 1004 Fee Classification Residency for FEE. Course Fee Kind is a Fee Waiver and Fee Classification is a Fee based on Residence and other criteria.
6. **DE 3007 Course Grade Awarded**
   - Course grade is required in End-of-Term data.
   - Code ‘X’ for Beginning-of-Term data and if grade is not available at the time file is due.

Course Record (cont.)

7. **DE 3008 Course Identifier**
   - Composed of three letter prefix, four digit number, and one digit suffix.
   - SCNS to identify course numbers in Advanced and Professional, Postsecondary Vocational, College Preparatory, and Dual Enrollment ICS.
   - Fourth position of Course Identifier must be a 0,1,2,3, or 4
   - One digit suffix code must be C, L, S, or blank.
   - Adult (ICS 13201) will use ABX0100-ABX0399
   - Adult Secondary (ICS 13202) will use courses from Course Code Directory (CCD) located at

   http://www.fldoe.org/core/fileparse.php/7522/urlt/1617Coenrolledcourse.pdf

Course Record (cont.)

8. DE 3009 Course identifier Section
9. DE 3010 Course Lifelong Learning Flag
10. DE 3011 Course Section Hour type
11. DE 3012 Course Section Hours
12. DE 3013 Course Section Location – Campus
    - Three part code
    - First digit should tell where course is being taught. whether course is on or off campus, or taught in a branch campus located in a foreign country.
    - Second part is a two digit site number
    - Third part is the last two digits which are left unused. (reserved for future use).

Course Record (cont.)

13. DE 3014 Course Registration Period
14. DE 3015 Course Instructor flag
15. DE 3018 FTE Flag
    - Code 'Z' only if the course is not exempted.
    - The Funded FTE process selects only the courses with a value 'Z'.
    - If the course is not funded by state monies or the direct instructional costs of any course are fully funded by an external entity or paid for by an individual FTE generated shall not be reported for state funding. (§1011.80(5)(d) F.S.)

Course Record (cont.)

16. DE 3018 FTE Flag (cont.)

- When Community College Program Fund is where an external agency pays for the direct instructional costs of any course or program. The FTE generated shall not be reported for state funding. (§1011.84(1)(f) F.S.)
- Continuing Workforce Education (CWE) courses are not state funded however CWE is fully externally funded. Colleges will report a CWE with a ‘Z’ and CCTCMIS will exclude from calculations of Funded FTE.

Course Record (cont.)

17. **DE 3022 Adult Educational Functioning Level, Initial**
18. **DE 3026 Course entry Date (MMDDCCYY)**
    - Not required for Beginning-of-Term.
    - Required for Adult Education for End-of-Term.
    - Code 999999 for students not fitting the criteria.
19. **DE 3027 Course Exit Date (MMDDCCYY)**
    - Not required for Beginning-of-Term.
    - Required for Adult Education for End-of-Term when student completes instruction or has not received instruction for 90 days and has no instruction scheduled.
    - Code 999999 for the students not fitting the criteria.

Economically Disadvantaged Information

- Record Type does not need to be submitted for Beginning-of-Term
- **DE 3102 Financial Aid Award Type**
  - **Student must meet financial need criteria as determined by the Financial Aid Office using a federally approved needs analysis formula.**

Program Industry Certification Record

- Record Type does not need to be submitted for Beginning-of-Term. There must be a Demographic Record (Record Type 1) for each Program Industry Certification.

1. **DE 3301 Program Industry – CIP**
   - **Check reference file for eligibility: PINDCER.2018.txt**
   - **Submit 9s for CIPs for fundable industry certifications.**
   - **Submit CIPs for Perkins (Term 4)**
2. **DE 3302 Program Industry Certification Number**
   - **PINDCER.2018**
     i. **Fundable must = 'Y' – Position 172.**

Program Industry Certification Record (cont.)

3. **DE 3003 Program Industry Certification Date(MMCCYY)**
4. **DE 3304 Program Industry Outcome**
    - **Must be coded 'P' in order to get paid.**
    - **Send all table values.**

Annual Financial Aid Record

- Submission is annual, but “reporting year” uses previous year Fall (2E), Winter/Spring (3E), and current year Summer (1E) term submission data.
  - e.g., Fall (2E) 2015-16, Winter/Spring (3E) 2015-16, Summer (1E) 2016-17
- Annual Financial Aid record is submitted with a Demographic record
- When sending Demographic Record, pay close attention to Athletically Related Aid Indicator (DE 1042)

Annual Financial Aid Record (cont.)

1. **DE 3203 Student Current Dependency Status**
2. **DE 3204 Expected Family Contribution**
3. **DE 3205 Financial Aid – Need**
4. **DE 3206 Financial Aid – Award Condition ID**
    - **Make sure the Need Based and Non Need Based data is correct**
5. **DE 3207 Financial – Source of Funds**
6. **DE 3208 Financial Aid Award Type**
7. **DE 3209 Financial Aid Paid Amount**

Annual Perkins Industry Certification

- PK-12 Education Reporting and Accessibility (PERA) will send a file with all of the Perkins concentrators for Industry Certifications that are possible for the fiscal year.
- From the file that PERA creates the colleges will create a Perkins Industry Certification file and send back to CCTCMIS as record type 9. Please do not send a Demographic record.

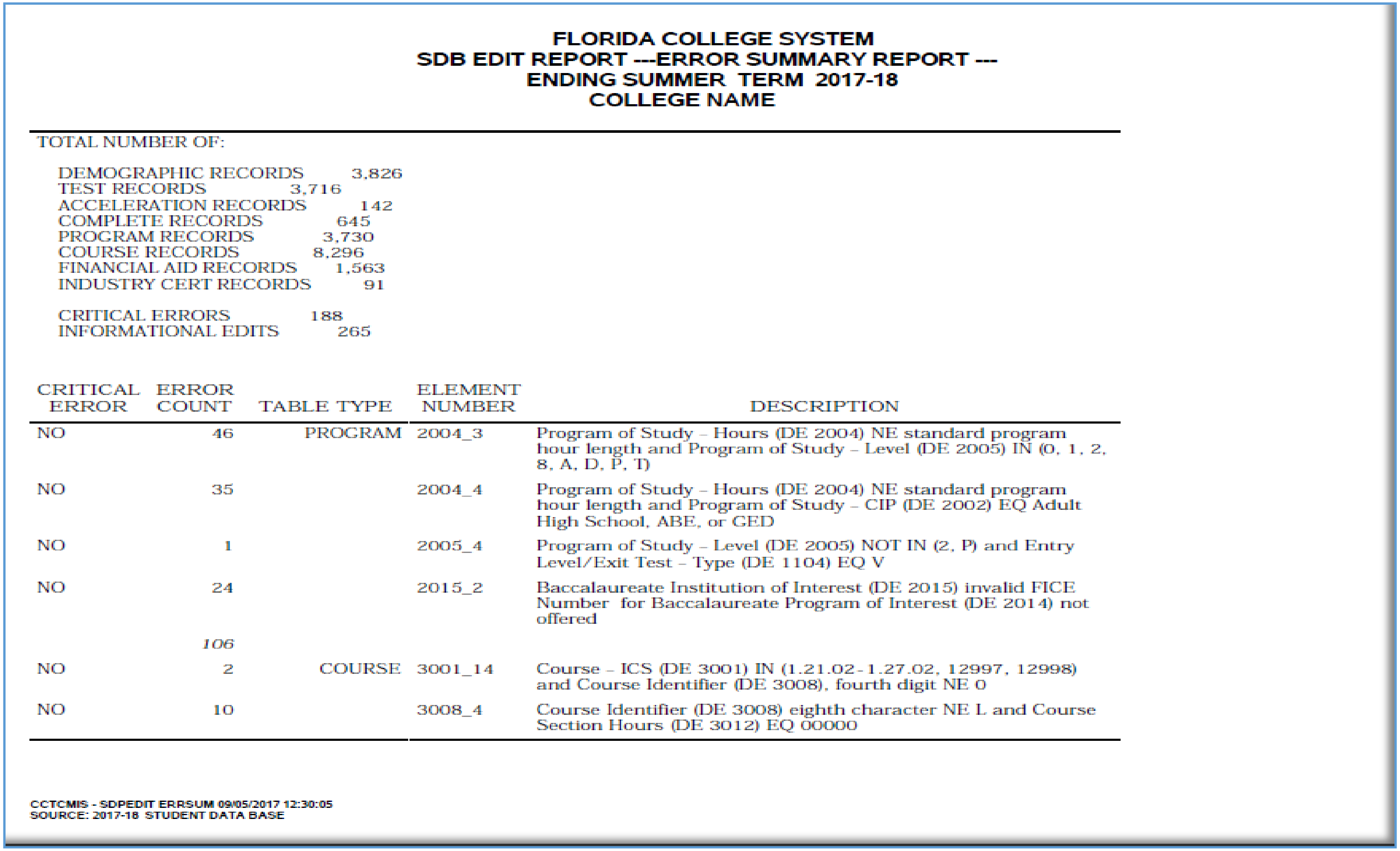
Annual Perkins Industry Certification (cont.)

1. **DE 3301 Program Industry – CIP**
   - **Check reference for eligibility: PINDCER.2018.txt**
   - **CIP must be in the reference file.**
2. **DE 3302 Program Industry Certification Number**
   - **PERKINS = 'Y' - Position 170 .**
3. **DE 3303 Program Industry Certification Date(MMCCYY)**
4. **DE 3304 Program Industry Outcome**
   - **Submit all table values.**

Edit Reports

1. **ERRLST**
   - Critical error records on report.
2. **ERRSUM**
   - Error Summary showing total critical and informational errors.
3. **ERRREC**
   - List of error records.
4. **FRQZRO**
   - All frequency zero error report
5. **INFOLST**
   - All informational edits on report
6. **DUPLCOM**
   - Duplicate students

ERRSUM



FLORIDA COLLEGE SYSTEM
SDB EDIT REPORT ---ERROR SUMMARY REPORT ---
ENDING SUMMER TERM 2017-18
COLLEGE NAME

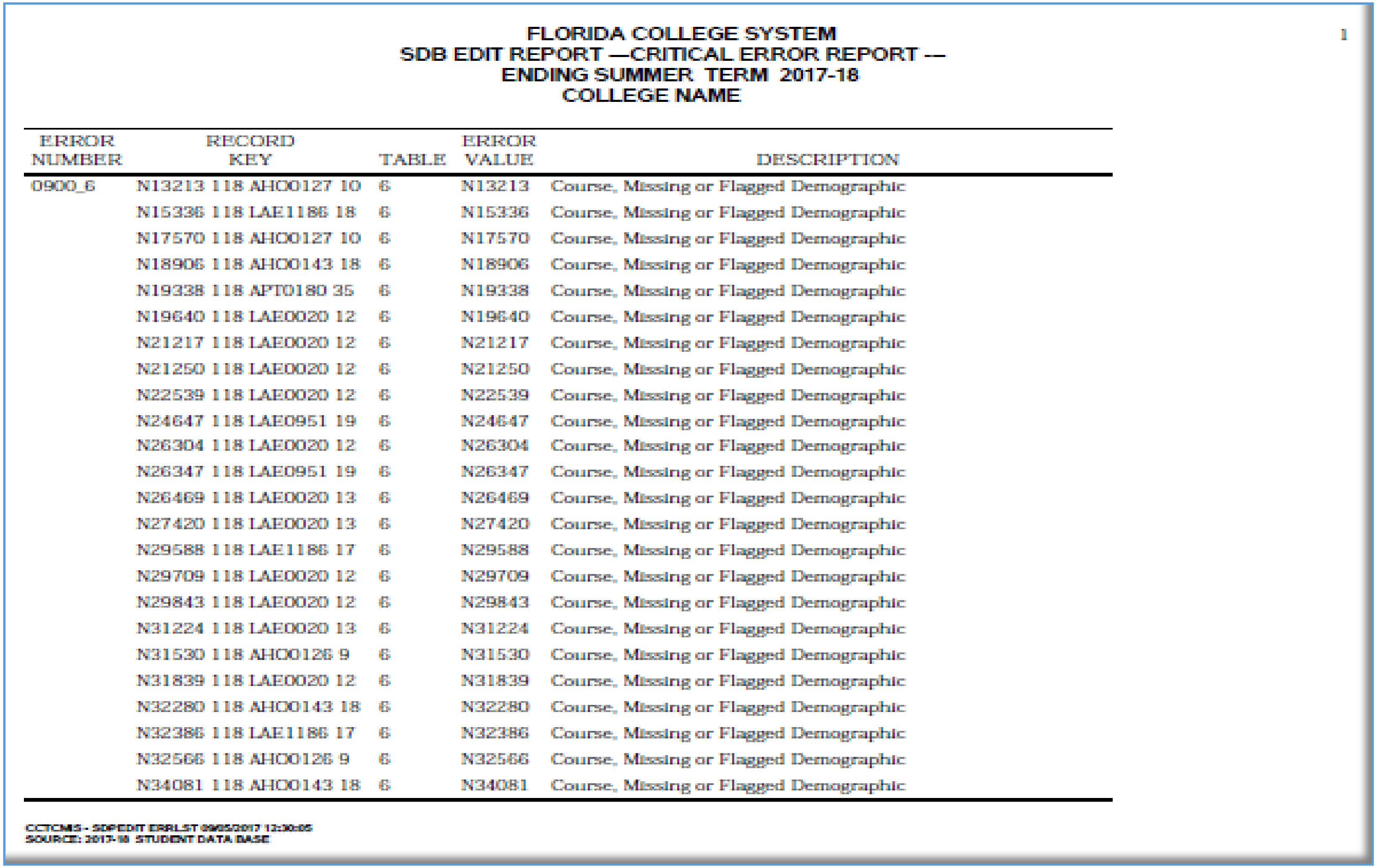
TOTAL NUMBER OF:

DEMOGRAPHIC RECORDS	3,826
TEST RECORDS	3,716
ACCELERATION RECORDS	142
COMPLETE RECORDS	645
PROGRAM RECORDS	3,730
COURSE RECORDS	8,296
FINANCIAL AID RECORDS	1,563
INDUSTRY CERT RECORDS	91
CRITICAL ERRORS	188
INFORMATIONAL EDITS	265

CRITICAL ERROR	ERROR COUNT	TABLE TYPE	ELEMENT NUMBER	DESCRIPTION
NO	46	PROGRAM	2004_3	Program of Study – Hours (DE 2004) NE standard program hour length and Program of Study – Level (DE 2005) IN (0, 1, 2, 8, A, D, P, T)
NO	35		2004_4	Program of Study – Hours (DE 2004) NE standard program hour length and Program of Study – CIP (DE 2002) EQ Adult High School, ABE, or GED
NO	1		2005_4	Program of Study – Level (DE 2005) NOT IN (2, P) and Entry Level/Exit Test – Type (DE 1104) EQ V
NO	24		2015_2	Baccalaureate Institution of Interest (DE 2015) invalid FICE Number for Baccalaureate Program of Interest (DE 2014) not offered
	106			
NO	2	COURSE	3001_14	Course – ICS (DE 3001) IN (1.21.02-1.27.02, 12997, 12998) and Course Identifier (DE 3008), fourth digit NE 0
NO	10		3008_4	Course Identifier (DE 3008) eighth character NE L and Course Section Hours (DE 3012) EQ 00000

CCTCMIS - SDPEDIT ERRSUM 09/05/2017 12:30:05
SOURCE: 2017-18 STUDENT DATA BASE

ERRLIST



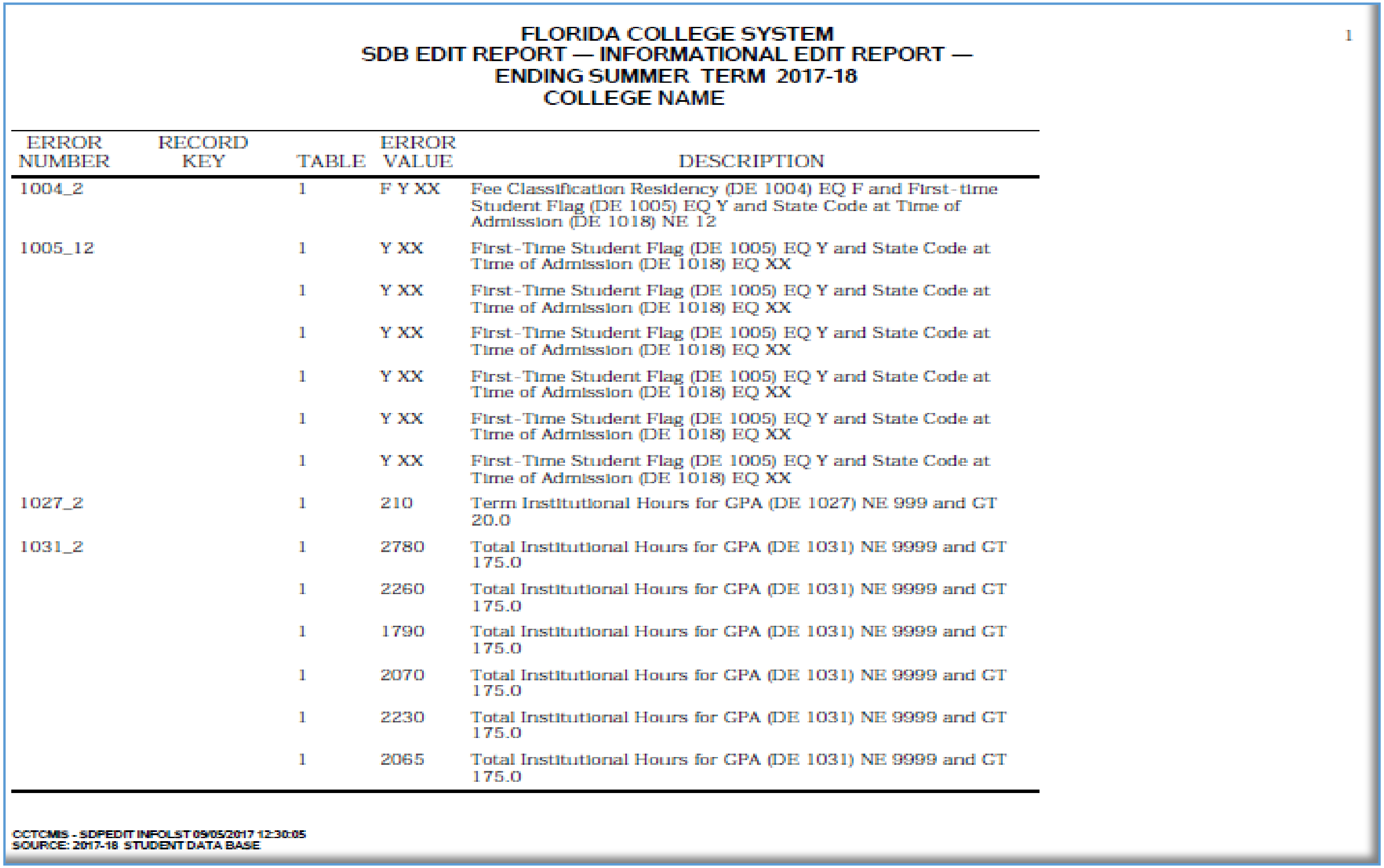
FLORIDA COLLEGE SYSTEM
SDB EDIT REPORT —CRITICAL ERROR REPORT —
ENDING SUMMER TERM 2017-18
COLLEGE NAME

1

ERROR NUMBER	RECORD KEY	TABLE	ERROR VALUE	DESCRIPTION
0900_6	N13213 118 AHO0127 10	6	N13213	Course, Missing or Flagged Demographic
	N15336 118 LAE1186 18	6	N15336	Course, Missing or Flagged Demographic
	N17570 118 AHO0127 10	6	N17570	Course, Missing or Flagged Demographic
	N18906 118 AHO0143 18	6	N18906	Course, Missing or Flagged Demographic
	N19338 118 APT0180 35	6	N19338	Course, Missing or Flagged Demographic
	N19640 118 LAE0020 12	6	N19640	Course, Missing or Flagged Demographic
	N21217 118 LAE0020 12	6	N21217	Course, Missing or Flagged Demographic
	N21250 118 LAE0020 12	6	N21250	Course, Missing or Flagged Demographic
	N22539 118 LAE0020 12	6	N22539	Course, Missing or Flagged Demographic
	N24647 118 LAE0951 19	6	N24647	Course, Missing or Flagged Demographic
	N26304 118 LAE0020 12	6	N26304	Course, Missing or Flagged Demographic
	N26347 118 LAE0951 19	6	N26347	Course, Missing or Flagged Demographic
	N26469 118 LAE0020 13	6	N26469	Course, Missing or Flagged Demographic
	N27420 118 LAE0020 13	6	N27420	Course, Missing or Flagged Demographic
	N29588 118 LAE1186 17	6	N29588	Course, Missing or Flagged Demographic
	N29709 118 LAE0020 12	6	N29709	Course, Missing or Flagged Demographic
	N29843 118 LAE0020 12	6	N29843	Course, Missing or Flagged Demographic
	N31224 118 LAE0020 13	6	N31224	Course, Missing or Flagged Demographic
	N31530 118 AHO0126 9	6	N31530	Course, Missing or Flagged Demographic
	N31839 118 LAE0020 12	6	N31839	Course, Missing or Flagged Demographic
	N32280 118 AHO0143 18	6	N32280	Course, Missing or Flagged Demographic
	N32386 118 LAE1186 17	6	N32386	Course, Missing or Flagged Demographic
	N32566 118 AHO0126 9	6	N32566	Course, Missing or Flagged Demographic
	N34081 118 AHO0143 18	6	N34081	Course, Missing or Flagged Demographic

CCTCMIS - SDPEDIT ERRLST 09/05/2017 12:30:05
SOURCE: 2017-18 STUDENT DATA BASE

INFOLIST



1

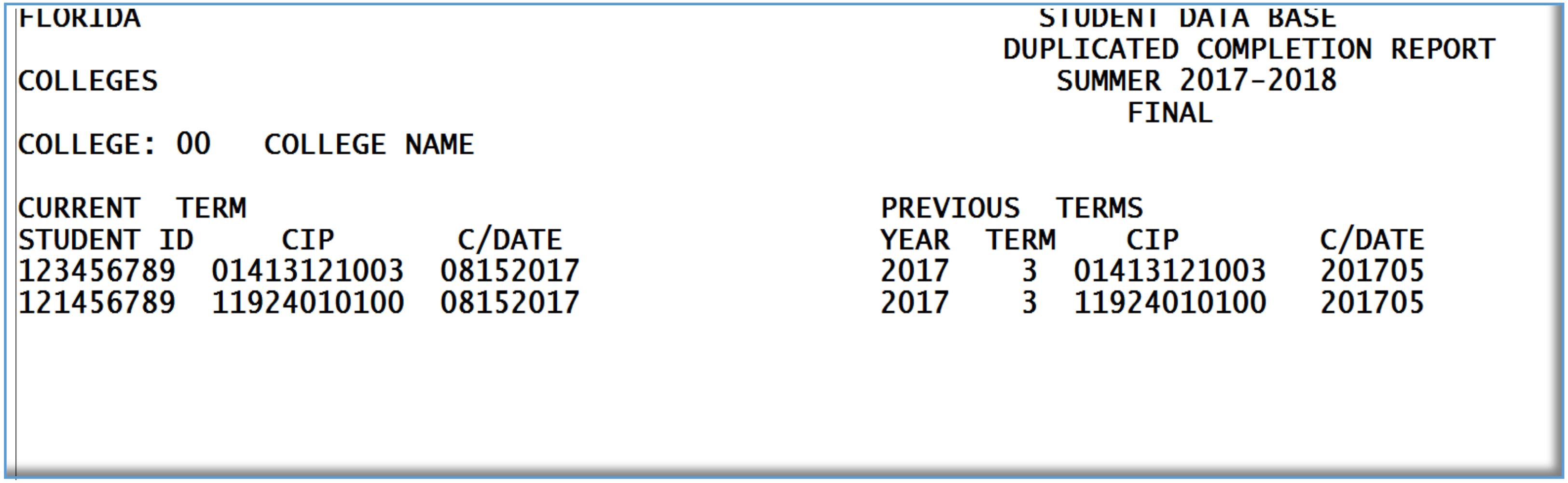
FLORIDA COLLEGE SYSTEM
SDB EDIT REPORT — INFORMATIONAL EDIT REPORT —
ENDING SUMMER TERM 2017-18
COLLEGE NAME

ERROR NUMBER	RECORD KEY	TABLE	ERROR VALUE	DESCRIPTION
1004_2		1	F Y XX	Fee Classification Residency (DE 1004) EQ F and First-time Student Flag (DE 1005) EQ Y and State Code at Time of Admission (DE 1018) NE 12
1005_12		1	Y XX	First-Time Student Flag (DE 1005) EQ Y and State Code at Time of Admission (DE 1018) EQ XX
		1	Y XX	First-Time Student Flag (DE 1005) EQ Y and State Code at Time of Admission (DE 1018) EQ XX
		1	Y XX	First-Time Student Flag (DE 1005) EQ Y and State Code at Time of Admission (DE 1018) EQ XX
		1	Y XX	First-Time Student Flag (DE 1005) EQ Y and State Code at Time of Admission (DE 1018) EQ XX
		1	Y XX	First-Time Student Flag (DE 1005) EQ Y and State Code at Time of Admission (DE 1018) EQ XX
		1	Y XX	First-Time Student Flag (DE 1005) EQ Y and State Code at Time of Admission (DE 1018) EQ XX
1027_2		1	210	Term Institutional Hours for GPA (DE 1027) NE 999 and GT 20.0
1031_2		1	2780	Total Institutional Hours for GPA (DE 1031) NE 9999 and GT 175.0
		1	2260	Total Institutional Hours for GPA (DE 1031) NE 9999 and GT 175.0
		1	1790	Total Institutional Hours for GPA (DE 1031) NE 9999 and GT 175.0
		1	2070	Total Institutional Hours for GPA (DE 1031) NE 9999 and GT 175.0
		1	2230	Total Institutional Hours for GPA (DE 1031) NE 9999 and GT 175.0
		1	2065	Total Institutional Hours for GPA (DE 1031) NE 9999 and GT 175.0

CCTCMIS - SDPEDIT INFOLST 09/05/2017 12:30:05
SOURCE: 2017-18 STUDENT DATA BASE

DUPLCOM

- **DUPLCOM.PDF**
- **Report shows students that have a duplicate completion program within the past 3 terms.**
- **Will not load to database.**



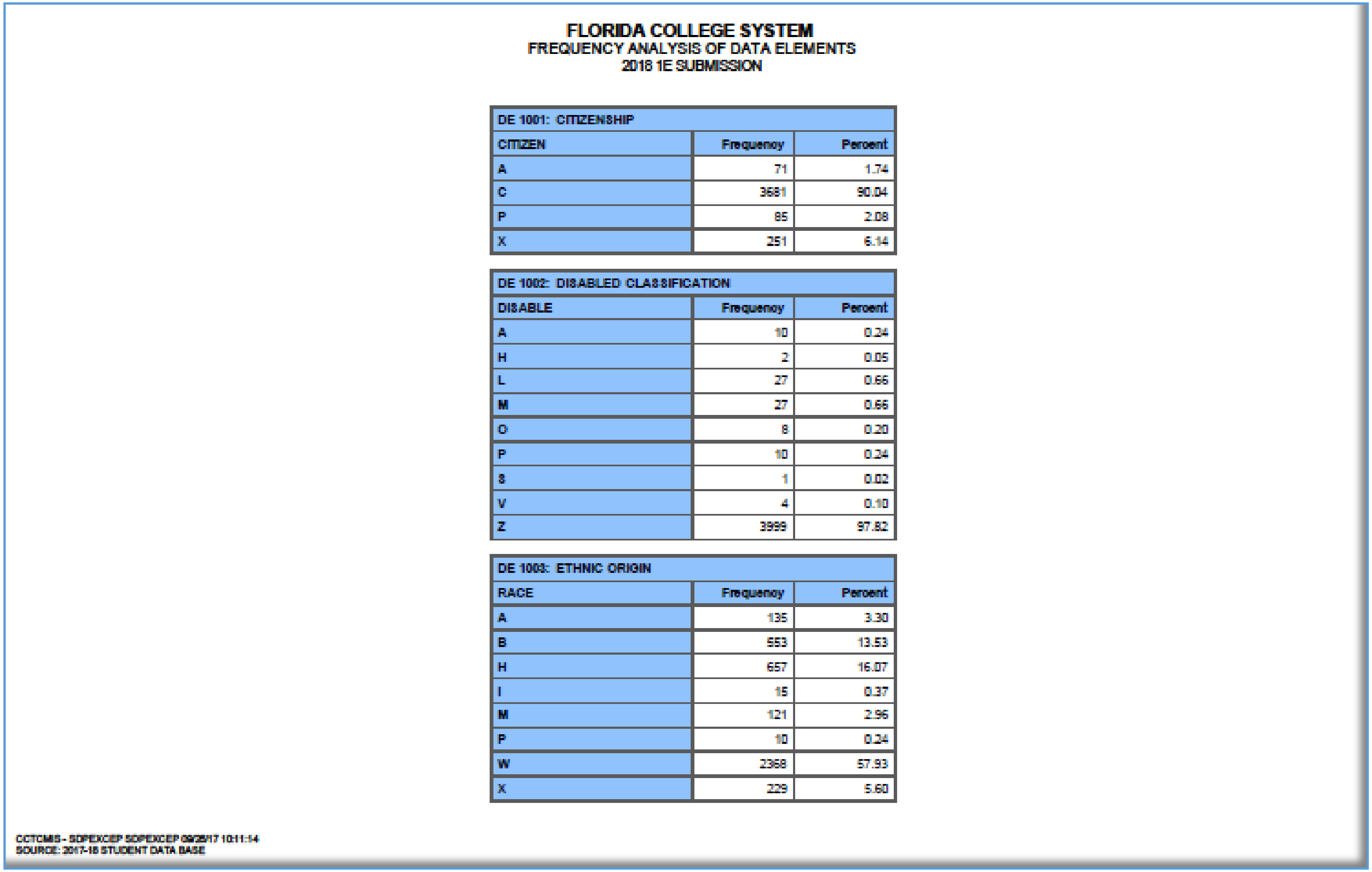
```
FLORIDA                                                           STUDENT DATA BASE
                                                              DUPLICATED COMPLETION REPORT
COLLEGES                                                         SUMMER 2017-2018
                                                                     FINAL
COLLEGE: 00   COLLEGE NAME

CURRENT  TERM                                              PREVIOUS  TERMS
STUDENT ID     CIP        C/DATE                           YEAR  TERM    CIP         C/DATE
123456789  01413121003  08152017                           2017     3  01413121003  201705
121456789  11924010100  08152017                           2017     3  11924010100  201705
```

Exceptions Report

1. SDBEXCP.PDF
2. Most of the Data Elements will be on the exceptions report.
3. The things this report will help determine:
    - Which table values loaded and total number for each value.
    - The percentage of each table value per element.
    - Student whom have changed from prior term.
    - If any students are duplicate FTIC from the prior term.
    - if any students GPA > 4.0
4. This report is a valuable report for the colleges.
5. Please be thorough when checking this report.

Exceptions Report (cont.)



FLORIDA COLLEGE SYSTEM
FREQUENCY ANALYSIS OF DATA ELEMENTS
2018 1E SUBMISSION

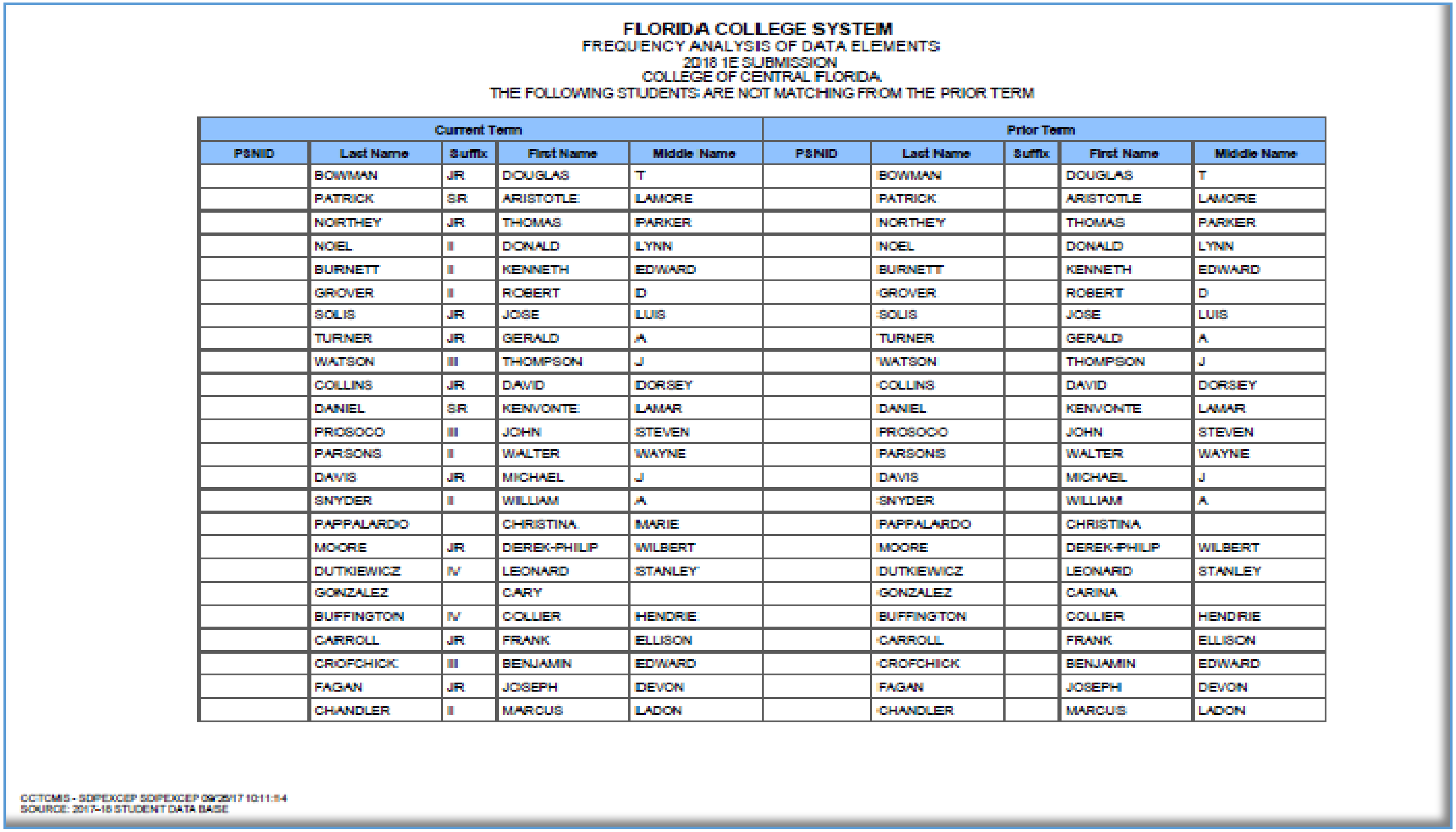
DE 1001: CITIZENSHIP		
CITIZEN	Frequency	Percent
A	71	1.74
C	3681	90.04
P	85	2.08
X	251	6.14

DE 1002: DISABLED CLASSIFICATION		
DISABLE	Frequency	Percent
A	10	0.24
H	2	0.05
L	27	0.66
M	27	0.66
O	8	0.20
P	10	0.24
S	1	0.02
V	4	0.10
Z	3999	97.82

DE 1003: ETHNIC ORIGIN		
RACE	Frequency	Percent
A	135	3.30
B	553	13.53
H	657	16.07
I	15	0.37
M	121	2.96
P	10	0.24
W	2368	57.93
X	229	5.60

CCTCMIS - SDPEXCEP SDPEXCEP 09/28/17 10:11:14
SOURCE: 2017-18 STUDENT DATA BASE

Exceptions Report (cont.)

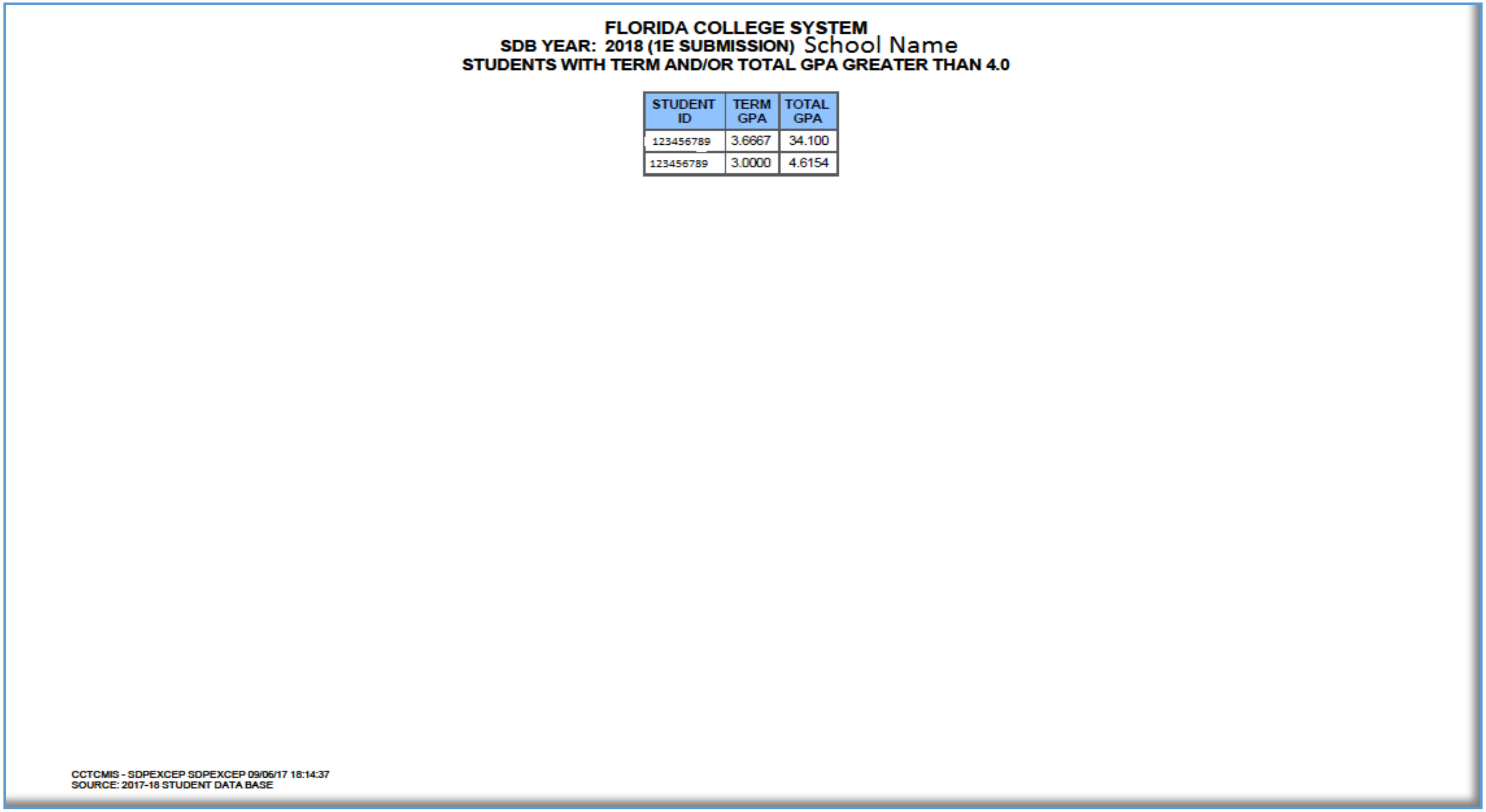


FLORIDA COLLEGE SYSTEM
FREQUENCY ANALYSIS OF DATA ELEMENTS
2018 1E SUBMISSION
COLLEGE OF CENTRAL FLORIDA
THE FOLLOWING STUDENTS ARE NOT MATCHING FROM THE PRIOR TERM

Current Term					Prior Term				
PSNID	Last Name	Suffix	First Name	Middle Name	PSNID	Last Name	Suffix	First Name	Middle Name
	BOWMAN	JR	DOUGLAS	T		BOWMAN		DOUGLAS	T
	PATRICK	SR	ARISTOTLE	LAMORE		PATRICK		ARISTOTLE	LAMORE
	NORTHEY	JR	THOMAS	PARKER		NORTHEY		THOMAS	PARKER
	NOEL	II	DONALD	LYNN		NOEL		DONALD	LYNN
	BURNETT	II	KENNETH	EDWARD		BURNETT		KENNETH	EDWARD
	GROVER	II	ROBERT	D		GROVER		ROBERT	D
	SOLIS	JR	JOSE	LUIS		SOLIS		JOSE	LUIS
	TURNER	JR	GERALD	A		TURNER		GERALD	A
	WATSON	III	THOMPSON	J		WATSON		THOMPSON	J
	COLLINS	JR	DAVID	DORSEY		COLLINS		DAVID	DORSEY
	DANIEL	SR	KENVONTE	LAMAR		DANIEL		KENVONTE	LAMAR
	PROSOCO	III	JOHN	STEVEN		PROSOCO		JOHN	STEVEN
	PARSONS	II	WALTER	WAYNE		PARSONS		WALTER	WAYNE
	DAVIS	JR	MICHAEL	J		DAVIS		MICHAEL	J
	SNYDER	II	WILLIAM	A		SNYDER		WILLIAM	A
	PAPPALARDIO		CHRISTINA	MARIE		PAPPALARDO		CHRISTINA	
	MOORE	JR	DEREK-PHILIP	WILBERT		MOORE		DEREK-PHILIP	WILBERT
	DUTKIEWICZ	IV	LEONARD	STANLEY		DUTKIEWICZ		LEONARD	STANLEY
	GONZALEZ		CARY			GONZALEZ		CARINA	
	BUFFINGTON	IV	COLLIER	HENDRIE		BUFFINGTON		COLLIER	HENDRIE
	CARROLL	JR	FRANK	ELLISON		CARROLL		FRANK	ELLISON
	CROFCHICK	III	BENJAMIN	EDWARD		CROFCHICK		BENJAMIN	EDWARD
	FAGAN	JR	JOSEPH	DEVON		FAGAN		JOSEPH	DEVON
	CHANDLER	II	MARCUS	LADON		CHANDLER		MARCUS	LADON

CCTCMIS - SDPEXCEP SDPEXCEP 09/28/17 10:11:54
SOURCE: 2017-18 STUDENT DATA BASE

Exceptions Report (cont.)



FLORIDA COLLEGE SYSTEM
SDB YEAR: 2018 (1E SUBMISSION) School Name
STUDENTS WITH TERM AND/OR TOTAL GPA GREATER THAN 4.0

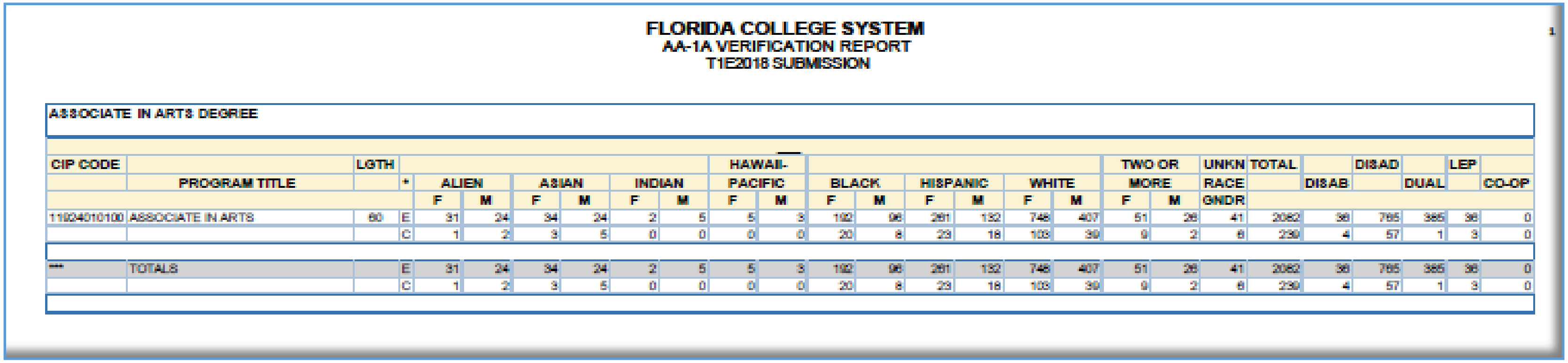
STUDENT ID	TERM GPA	TOTAL GPA
123456789	3.6667	34.100
123456789	3.0000	4.6154

CCTCMIS - SDPEXCEP SDPEXCEP 09/06/17 18:14:37
SOURCE: 2017-18 STUDENT DATA BASE

Verification Reports

AA1A

- AA1AREPT.PDF, AA1ACOMP.TXT and AA1AENRL.TXT.
- Shows total enrollments and completions, excluding cooperative education completers.
- An enrollment is based on whether a student has the following record types: Demographic (type 1) , Course(type 6), and Program Record (type 4) .
- A completer is based on the a demographic record(type 1) and completion record (Type 5 record).



FLORIDA COLLEGE SYSTEM
AA-1A VERIFICATION REPORT
T1E2018 SUBMISSION

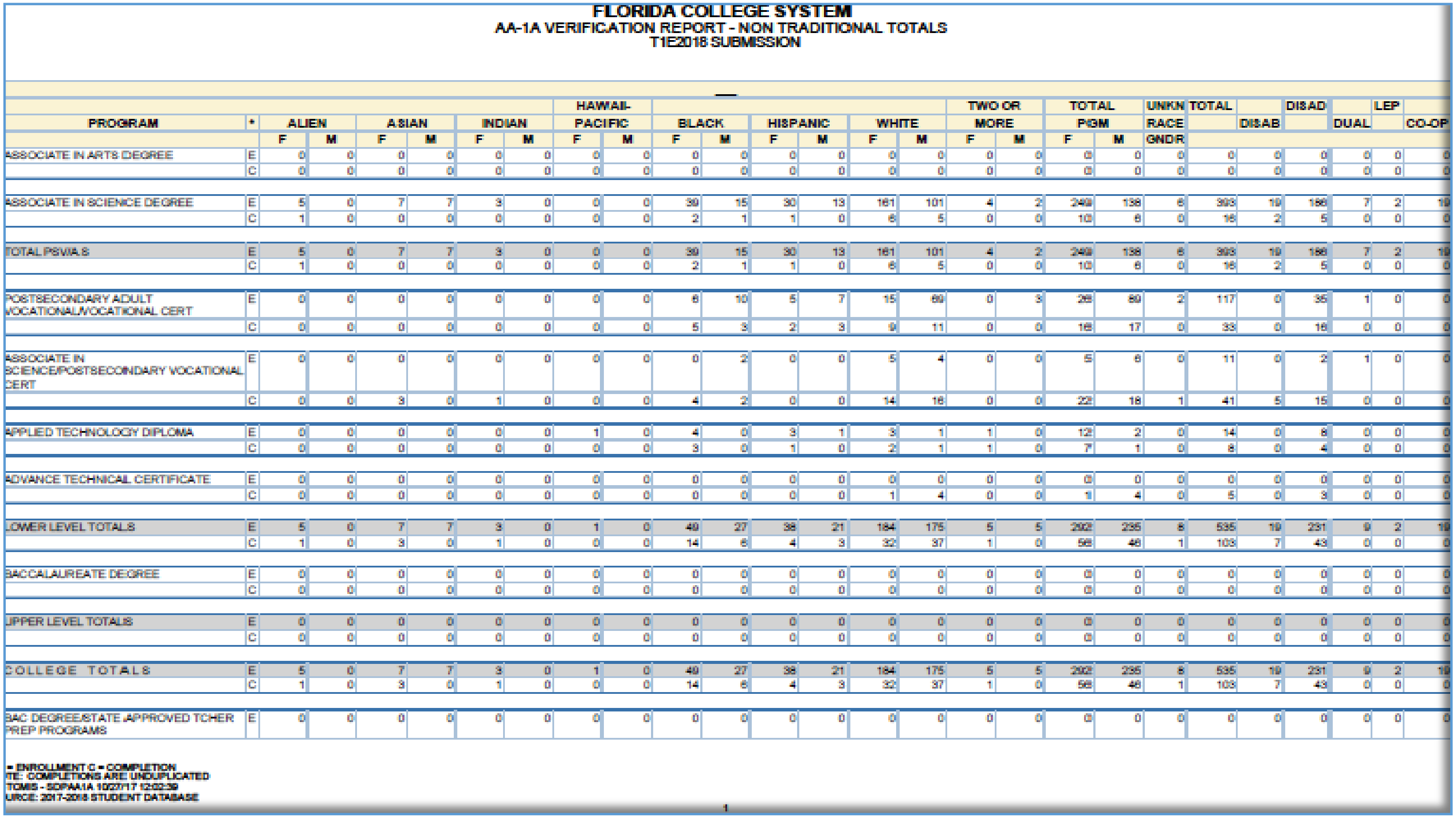
1

ASSOCIATE IN ARTS DEGREE

CIP CODE	PROGRAM TITLE	LGTH	*	ALIEN		ASIAN		INDIAN		HAWAII-PACIFIC		BLACK		HISPANIC		WHITE		TWO OR MORE		UNKN RACE GNDR	TOTAL	DISAB	DISAD	DUAL	LEP	CO-OP
				F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M							
11024010100	ASSOCIATE IN ARTS	60	E	31	24	34	24	2	5	5	3	192	96	261	132	748	407	51	28	41	2062	38	785	385	38	0
			C	1	2	3	5	0	0	0	0	20	8	23	18	103	39	9	2	6	239	4	57	1	3	0
***	TOTALS		E	31	24	34	24	2	5	5	3	192	96	261	132	748	407	51	28	41	2062	38	785	385	38	0
			C	1	2	3	5	0	0	0	0	20	8	23	18	103	39	9	2	6	239	4	57	1	3	0

Verification Reports (cont.)

AA1A Totals



FLORIDA COLLEGE SYSTEM
AA-1A VERIFICATION REPORT - NON TRADITIONAL TOTALS
T1E2018 SUBMISSION

PROGRAM	*	ALIEN F	ALIEN M	ASIAN F	ASIAN M	INDIAN F	INDIAN M	HAWAII-PACIFIC F	HAWAII-PACIFIC M	BLACK F	BLACK M	HISPANIC F	HISPANIC M	WHITE F	WHITE M	TWO OR MORE F	TWO OR MORE M	TOTAL PGM F	TOTAL PGM M	UNKN RACE GNDR	TOTAL	DISAB	DISAD	DUAL	LEP	CO-OP
ASSOCIATE IN ARTS DEGREE	E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	C	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSOCIATE IN SCIENCE DEGREE	E	5	0	7	7	3	0	0	0	39	15	30	13	161	101	4	2	249	138	6	393	19	186	7	2	19
	C	1	0	0	0	0	0	0	0	2	1	1	0	6	5	0	0	10	6	0	16	2	5	0	0	0
TOTAL PSV/AS	E	5	0	7	7	3	0	0	0	39	15	30	13	161	101	4	2	249	138	6	393	19	186	7	2	19
	C	1	0	0	0	0	0	0	0	2	1	1	0	6	5	0	0	10	6	0	16	2	5	0	0	0
POSTSECONDARY ADULT VOCATIONAL/VOCATIONAL CERT	E	0	0	0	0	0	0	0	0	6	10	5	7	15	69	0	3	28	89	2	117	0	35	1	0	0
	C	0	0	0	0	0	0	0	0	5	3	2	3	9	11	0	0	16	17	0	33	0	16	0	0	0
ASSOCIATE IN SCIENCE/POSTSECONDARY VOCATIONAL CERT	E	0	0	0	0	0	0	0	0	0	2	0	0	5	4	0	0	5	6	0	11	0	2	1	0	0
	C	0	0	3	0	1	0	0	0	4	2	0	0	14	16	0	0	22	18	1	41	5	15	0	0	0
APPLIED TECHNOLOGY DIPLOMA	E	0	0	0	0	0	0	1	0	4	0	3	1	3	1	1	0	12	2	0	14	0	8	0	0	0
	C	0	0	0	0	0	0	0	0	3	0	1	0	2	1	1	0	7	1	0	8	0	4	0	0	0
ADVANCE TECHNICAL CERTIFICATE	E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	C	0	0	0	0	0	0	0	0	0	0	0	0	1	4	0	0	1	4	0	5	0	3	0	0	0
LOWER LEVEL TOTALS	E	5	0	7	7	3	0	1	0	49	27	38	21	184	175	5	5	202	235	6	535	19	231	9	2	19
	C	1	0	3	0	1	0	0	0	14	6	4	3	32	37	1	0	58	46	1	103	7	43	0	0	0
BACCALAUREATE DEGREE	E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	C	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
UPPER LEVEL TOTALS	E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	C	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COLLEGE TOTALS	E	5	0	7	7	3	0	1	0	49	27	38	21	184	175	5	5	202	235	6	535	19	231	9	2	19
	C	1	0	3	0	1	0	0	0	14	6	4	3	32	37	1	0	58	46	1	103	7	43	0	0	0
BAC DEGREE/STATE APPROVED TCHER PREP PROGRAMS	E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

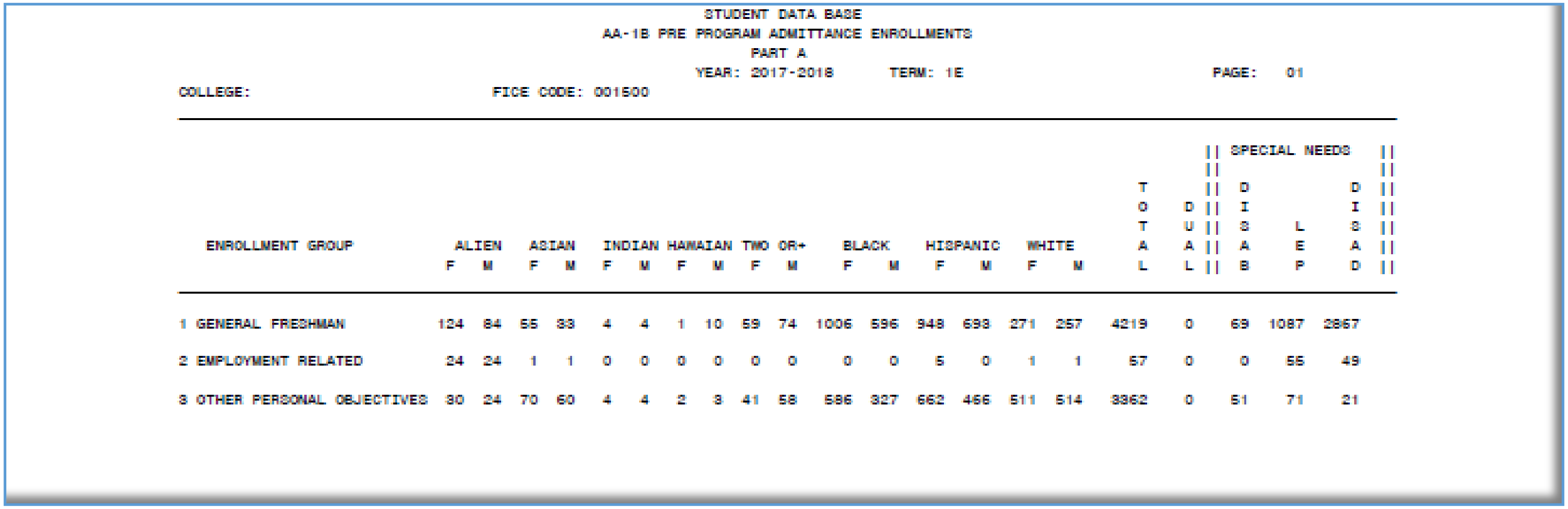
= ENROLLMENT C = COMPLETION
TE: COMPLETIONS ARE UNDUPLICATED
TOMIS - SDPAA1A 10/27/17 12:02:39
URCE: 2017-2018 STUDENT DATABASE

1

Verification Reports (cont.)

AA1B - Part A

- Report name - AA1BPARA.PDB File name - AA1BPARAF.TXT
- Pre-Program Enrollment Students – Program of Study of Level 4 (General Freshman), 5 (Employment Related) and 6 (Other Personal Objectives).
- Unduplicated annual headcount.



```
                                                  STUDENT DATA BASE
                                       AA-1B PRE PROGRAM ADMITTANCE ENROLLMENTS
                                                       PART A
                                             YEAR: 2017-2018      TERM: 1E                          PAGE:   01
COLLEGE:                     FICE CODE: 001500
----------------------------------------------------------------------------------------------------------------------

                                                                                               || SPECIAL NEEDS   ||
                                                                                               ||                 ||
                                                                                         T     ||  D           D  ||
                                                                                         O   D ||  I           I  ||
                                                                                         T   U ||  S     L     S  ||
  ENROLLMENT GROUP              ALIEN   ASIAN   INDIAN HAWAIAN TWO OR+   BLACK    HISPANIC  WHITE       A   A ||  A     E     A  ||
                               F    M   F   M   F   M   F   M   F   M    F    M    F    M    F    M    L   L ||  B     P     D  ||
----------------------------------------------------------------------------------------------------------------------

1 GENERAL FRESHMAN            124  84  55  33   4   4   1  10  59  74  1006  596  948  693  271  257  4219   0    69  1087  2867

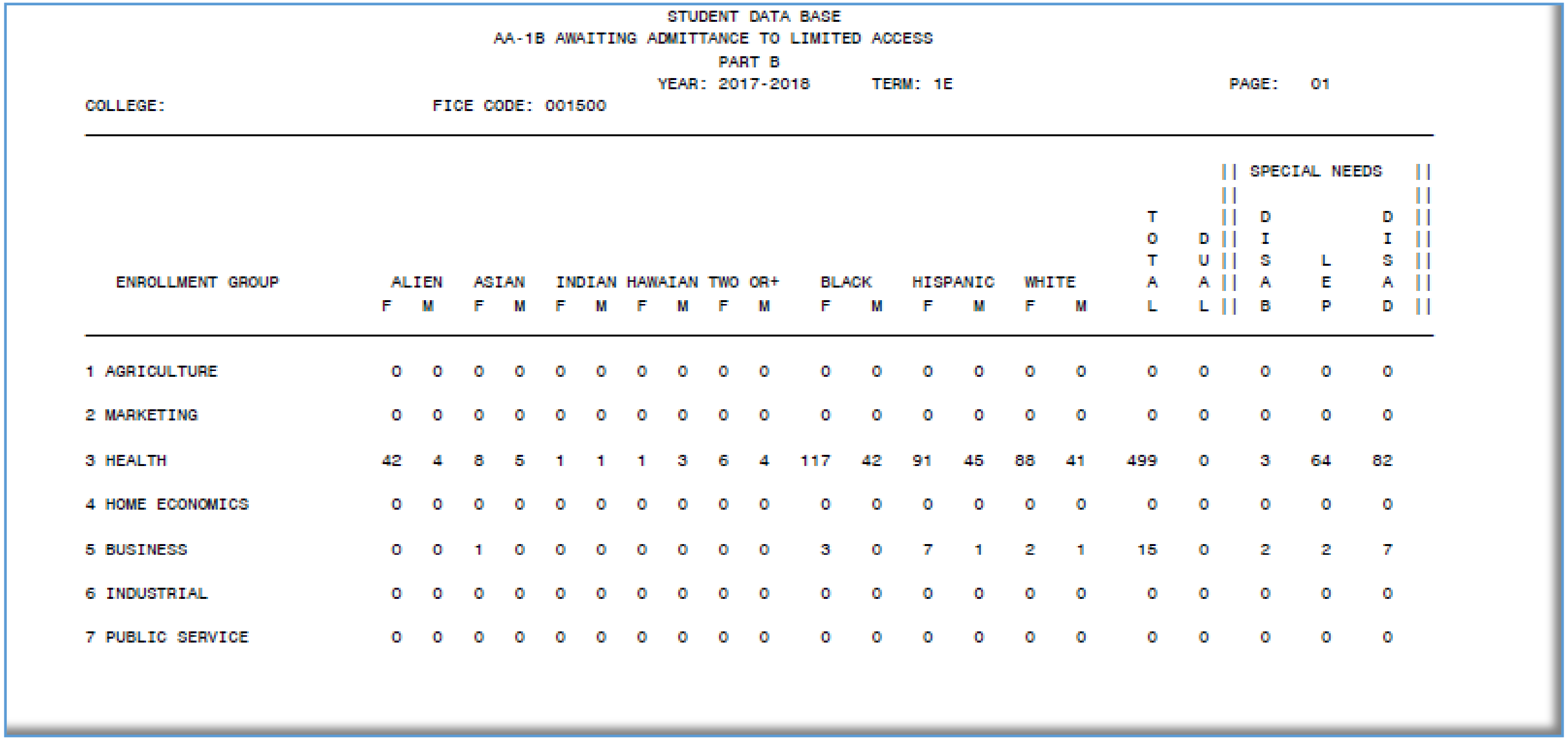
2 EMPLOYMENT RELATED           24  24   1   1   0   0   0   0   0   0     0    0    5    0    1    1    57   0     0    55    49

3 OTHER PERSONAL OBJECTIVES    30  24  70  60   4   4   2   3  41  58   586  327  662  466  511  514  3362   0    51    71    21
```

Verification Reports (cont.)

AA1B - Part B

- **Report name - AA1BPARB.PDF File name - AA1BPARBF.TXT**
- **Program of Study Level 3 (Awaiting Limited Access Program)**



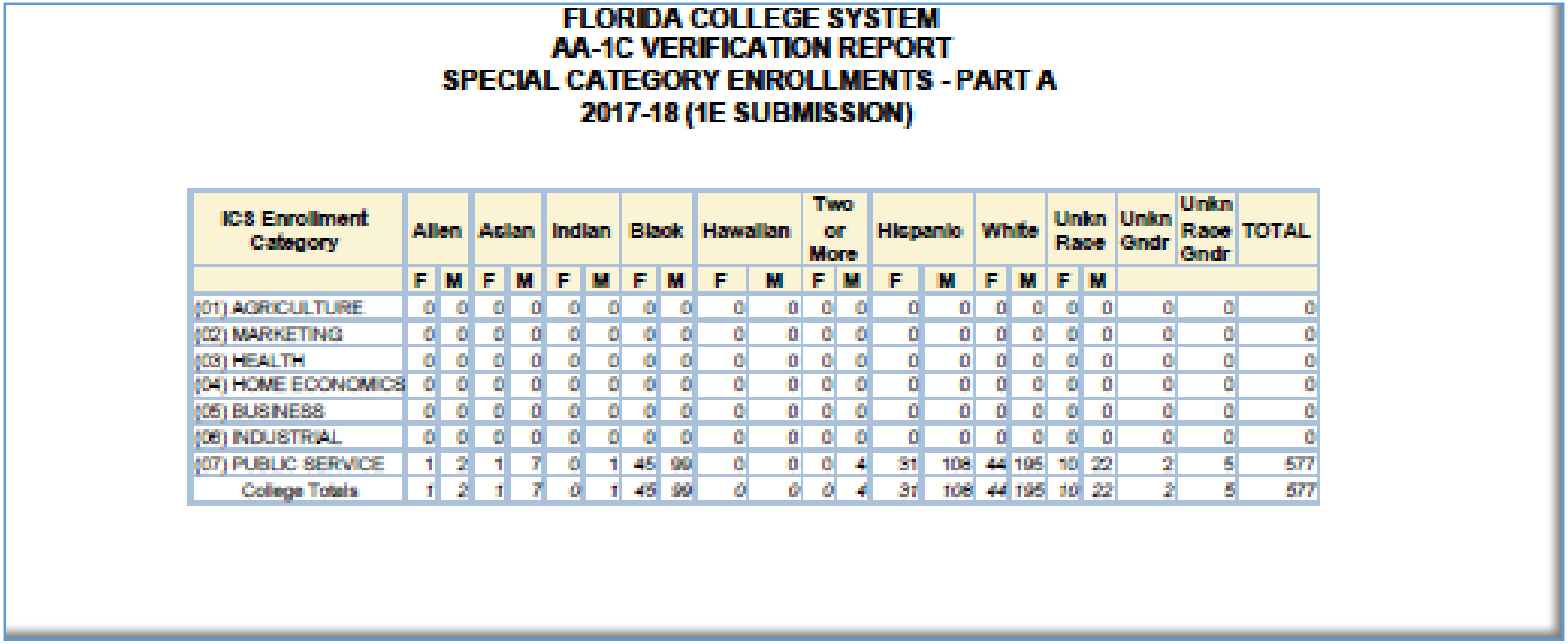
STUDENT DATA BASE
AA-1B AWAITING ADMITTANCE TO LIMITED ACCESS
PART B
YEAR: 2017-2018 TERM: 1E PAGE: 01
COLLEGE: FICE CODE: 001500

																			SPECIAL NEEDS		
ENROLLMENT GROUP	ALIEN		ASIAN		INDIAN		HAWAIAN		TWO OR+		BLACK		HISPANIC		WHITE		TOTAL	DUAL	DISAB	LEP	DISAD
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M					
1 AGRICULTURE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2 MARKETING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3 HEALTH	42	4	8	5	1	1	1	3	6	4	117	42	91	45	88	41	499	0	3	64	82
4 HOME ECONOMICS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5 BUSINESS	0	0	1	0	0	0	0	0	0	0	3	0	7	1	2	1	15	0	2	2	7
6 INDUSTRIAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7 PUBLIC SERVICE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Verification Reports (cont.)

AA1C - Part A

- **Report Name AA1CPARA.PDF**
- **File Name Part A - AA1CPARAF.TXT**
- **Special Category Enrollment Students.**
    - **Examples shows continuing workforce.**



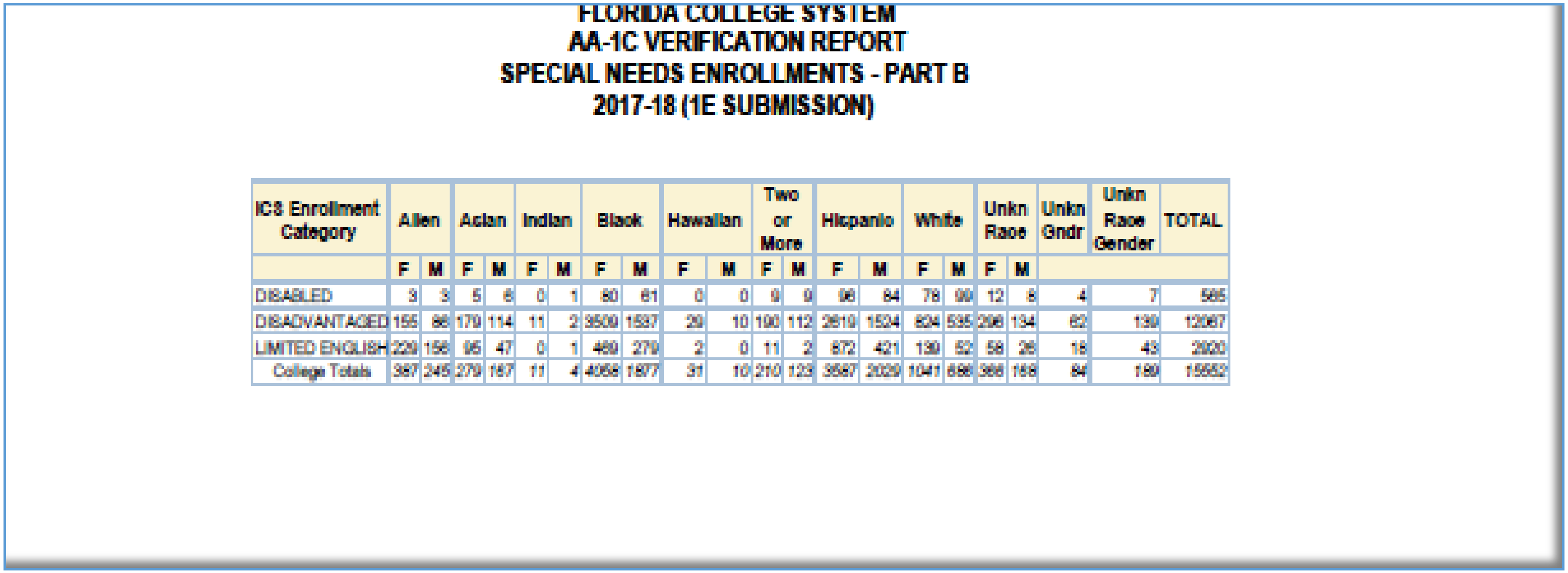
FLORIDA COLLEGE SYSTEM
AA-1C VERIFICATION REPORT
SPECIAL CATEGORY ENROLLMENTS - PART A
2017-18 (1E SUBMISSION)

ICS Enrollment Category	Alien		Asian		Indian		Black		Hawaiian		Two or More		Hispanic		White		Unkn Race		Unkn Gndr	Unkn Race Gndr	TOTAL
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M			
(01) AGRICULTURE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(02) MARKETING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(03) HEALTH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(04) HOME ECONOMICS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(05) BUSINESS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(06) INDUSTRIAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(07) PUBLIC SERVICE	1	2	1	7	0	1	45	99	0	0	0	4	31	108	44	195	10	22	2	5	577
College Totals	1	2	1	7	0	1	45	99	0	0	0	4	31	108	44	195	10	22	2	5	577

Verification Reports (cont.)

AA1C - Part B

- Report Name AA1CPARB.PDF
- File Name Part B - AA1CPARBF.TXT
- Special Category Enrollment Students.
  - Example shows Special Needs Headcount (all programs).



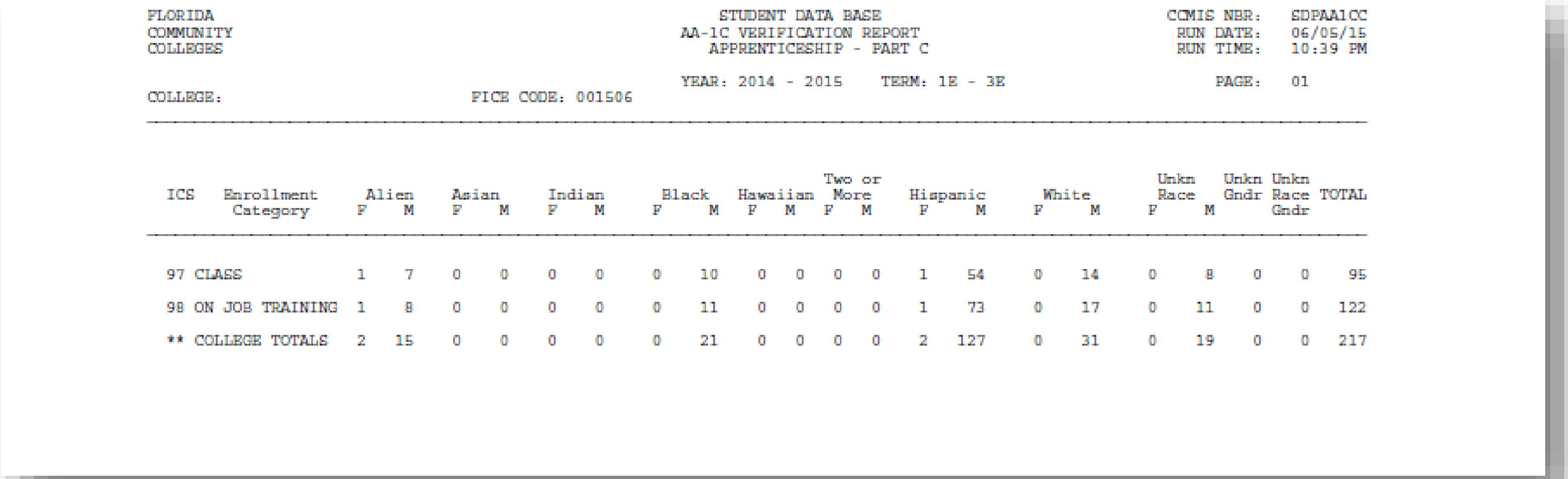
FLORIDA COLLEGE SYSTEM
AA-1C VERIFICATION REPORT
SPECIAL NEEDS ENROLLMENTS - PART B
2017-18 (1E SUBMISSION)

ICS Enrollment Category	Alien		Asian		Indian		Black		Hawaiian		Two or More		Hispanic		White		Unkn Race		Unkn Gndr	Unkn Race Gender	TOTAL
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M			
DISABLED	3	3	5	6	0	1	80	81	0	0	9	9	96	84	78	99	12	6	4	7	585
DISADVANTAGED	155	86	179	114	11	2	3509	1537	29	10	190	112	2819	1524	824	535	296	134	62	139	12067
LIMITED ENGLISH	229	156	95	47	0	1	469	279	2	0	11	2	672	421	139	52	58	26	18	43	2920
College Totals	387	245	279	167	11	4	4058	1877	31	10	210	123	3587	2029	1041	686	366	166	84	189	15552

Verification Reports (cont.)

AA1C - Part C

- Report Name AA1CPARC.PDF
- File Name Part C - AA1CPARCF.TXT
- Special Category Enrollment Students.
    - Example shows apprenticeship headcount.



```
FLORIDA                                                     STUDENT DATA BASE                                CCMIS NBR:   SDPAA1CC
COMMUNITY                                               AA-1C VERIFICATION REPORT                             RUN DATE:   06/05/15
COLLEGES                                                   APPRENTICESHIP - PART C                            RUN TIME:   10:39 PM

                                                        YEAR: 2014 - 2015    TERM: 1E - 3E                        PAGE:   01
COLLEGE:                          FICE CODE: 001506
---------------------------------------------------------------------------------------------------------------------------------


                                                                       Two or                               Unkn      Unkn Unkn
  ICS   Enrollment     Alien    Asian     Indian      Black   Hawaiian  More     Hispanic      White        Race      Gndr Race TOTAL
         Category     F    M   F    M    F    M     F     M   F   M   F   M    F     M     F     M     F     M          Gndr
---------------------------------------------------------------------------------------------------------------------------------

  97 CLASS            1    7   0    0    0    0     0    10   0   0   0   0    1    54     0    14     0     8     0    0    95

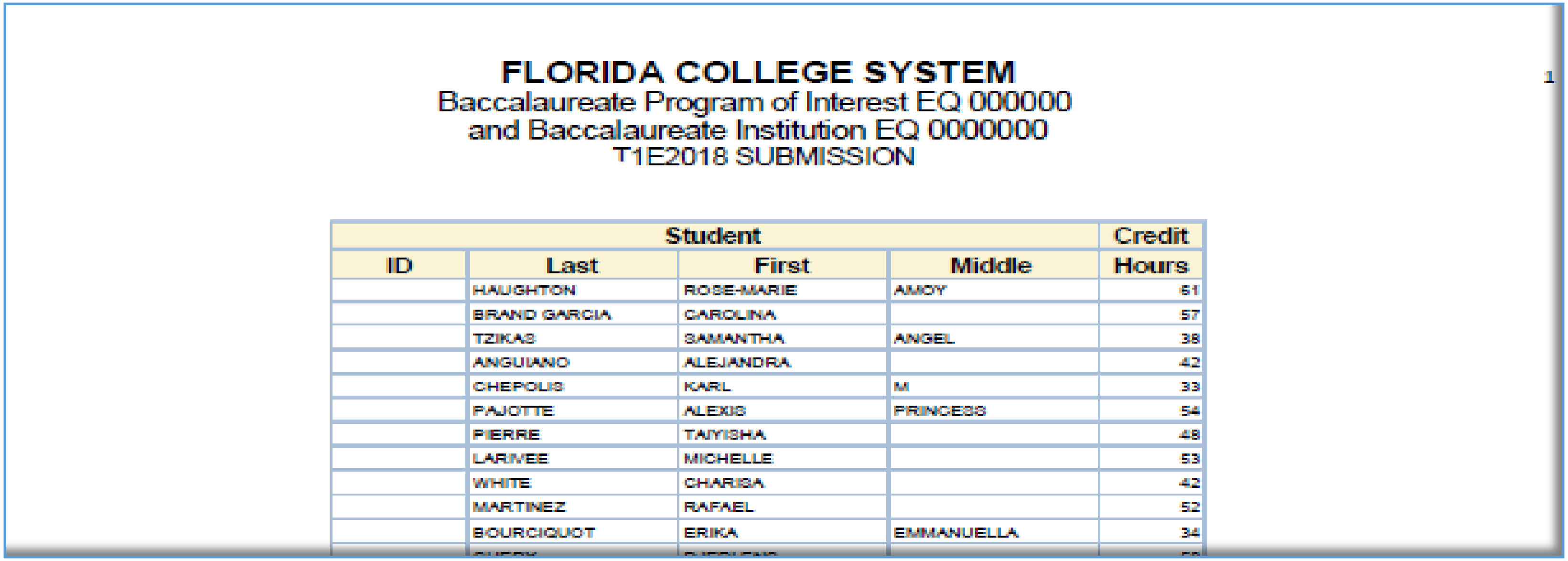
  98 ON JOB TRAINING  1    8   0    0    0    0     0    11   0   0   0   0    1    73     0    17     0    11     0    0   122

  ** COLLEGE TOTALS   2   15   0    0    0    0     0    21   0   0   0   0    2   127     0    31     0    19     0    0   217
```

Verification Reports (cont.)

Baccalaureate Program of Interest and Baccalaureate Institution of Interest

- Report Name **BACINCNT.PDF**
- **Total count of baccalaureate students with 0000000 value for Baccalaureate Institution of Interest and 000000 value for Baccalaureate Program of Interest with hours greater than 29 hours.**



FLORIDA COLLEGE SYSTEM
Baccalaureate Program of Interest EQ 000000
and Baccalaureate Institution EQ 0000000
T1E2018 SUBMISSION

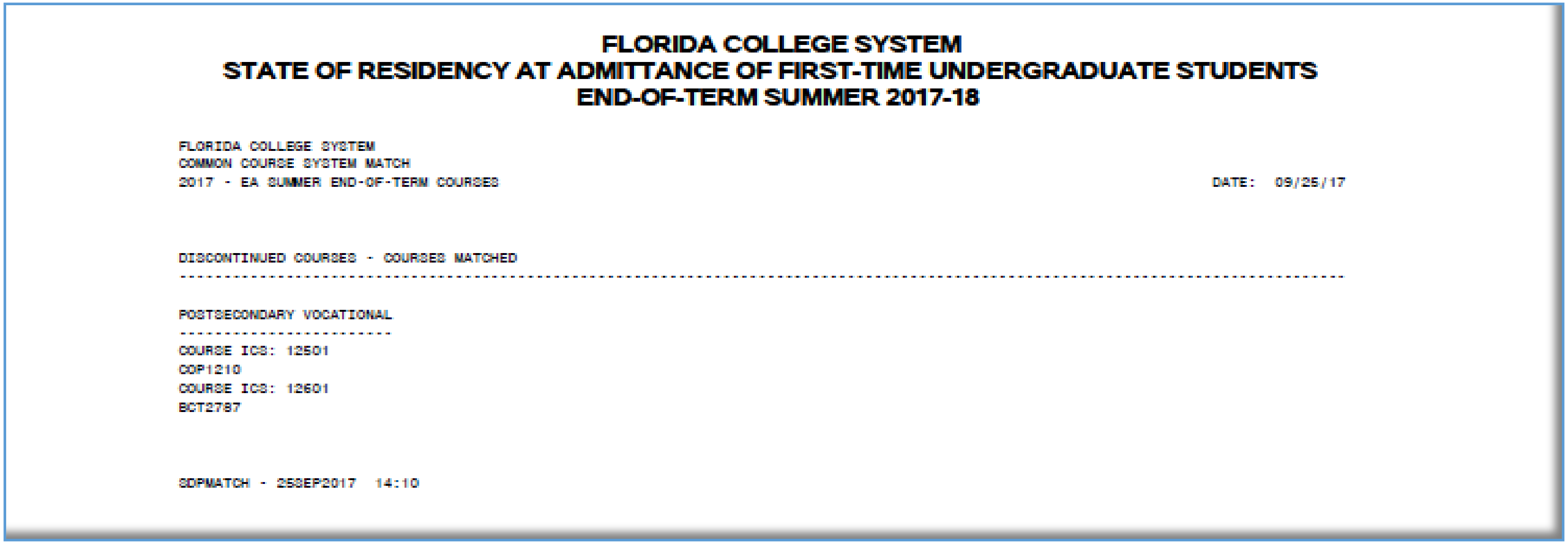
1

Student				Credit
ID	Last	First	Middle	Hours
	HAUGHTON	ROSE-MARIE	AMOY	61
	BRAND GARCIA	CAROLINA		57
	TZIKAS	SAMANTHA	ANGEL	38
	ANGUIANO	ALEJANDRA		42
	CHEPOLIS	KARL	M	33
	PAJOTTE	ALEXIS	PRINCESS	54
	PIERRE	TAIYISHA		48
	LARIVEE	MICHELLE		53
	WHITE	CHARISA		42
	MARTINEZ	RAFAEL		52
	BOURCIQUOT	ERIKA	EMMANUELLA	34

Verification Reports (cont.)

Course Match

- Report Name **CRSEMTCH.PDF**
- Shows how many of the colleges' reported courses that did not appear on the Statewide Course Numbering System File.
  - The courses that are checked are Advanced and Professional, Postsecondary Vocational, Post Secondary Adult Vocational, College Preparatory, and dual enrollment ICS courses.



FLORIDA COLLEGE SYSTEM
STATE OF RESIDENCY AT ADMITTANCE OF FIRST-TIME UNDERGRADUATE STUDENTS
END-OF-TERM SUMMER 2017-18

```
FLORIDA COLLEGE SYSTEM
COMMON COURSE SYSTEM MATCH
2017 - EA SUMMER END-OF-TERM COURSES                                                      DATE:  09/25/17


DISCONTINUED COURSES - COURSES MATCHED
-----------------------------------------------------------------------------------------------------------

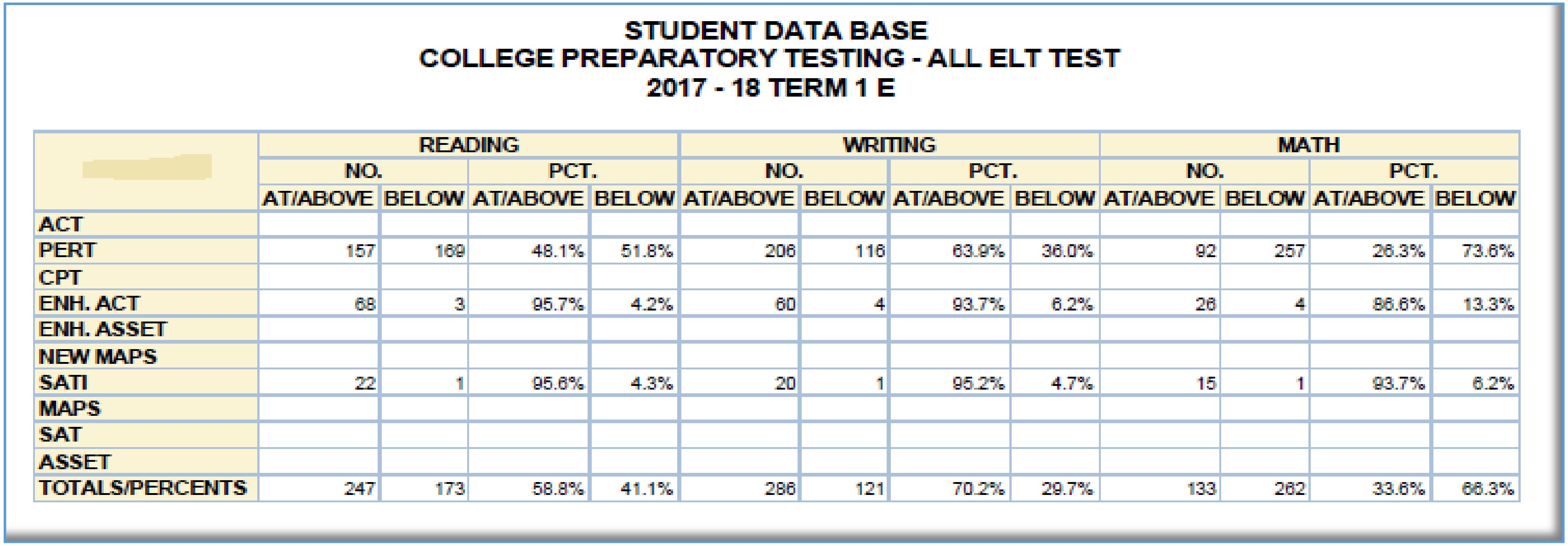
POSTSECONDARY VOCATIONAL
------------------------
COURSE ICS: 12501
COP1210
COURSE ICS: 12601
BCT2787


SDPMATCH - 25SEP2017  14:10
```

Verification Reports (cont.)

College Preparatory Testing – All ELT Test (Page 1)

- Report Name ALLTREPT.PDF
- Shows the number of first time in college students' test scores at/above or below the cut-off scores.
- By Entry Level Test Type (DE 1104) using the Entry Level Test – Subtest (DE 1103).

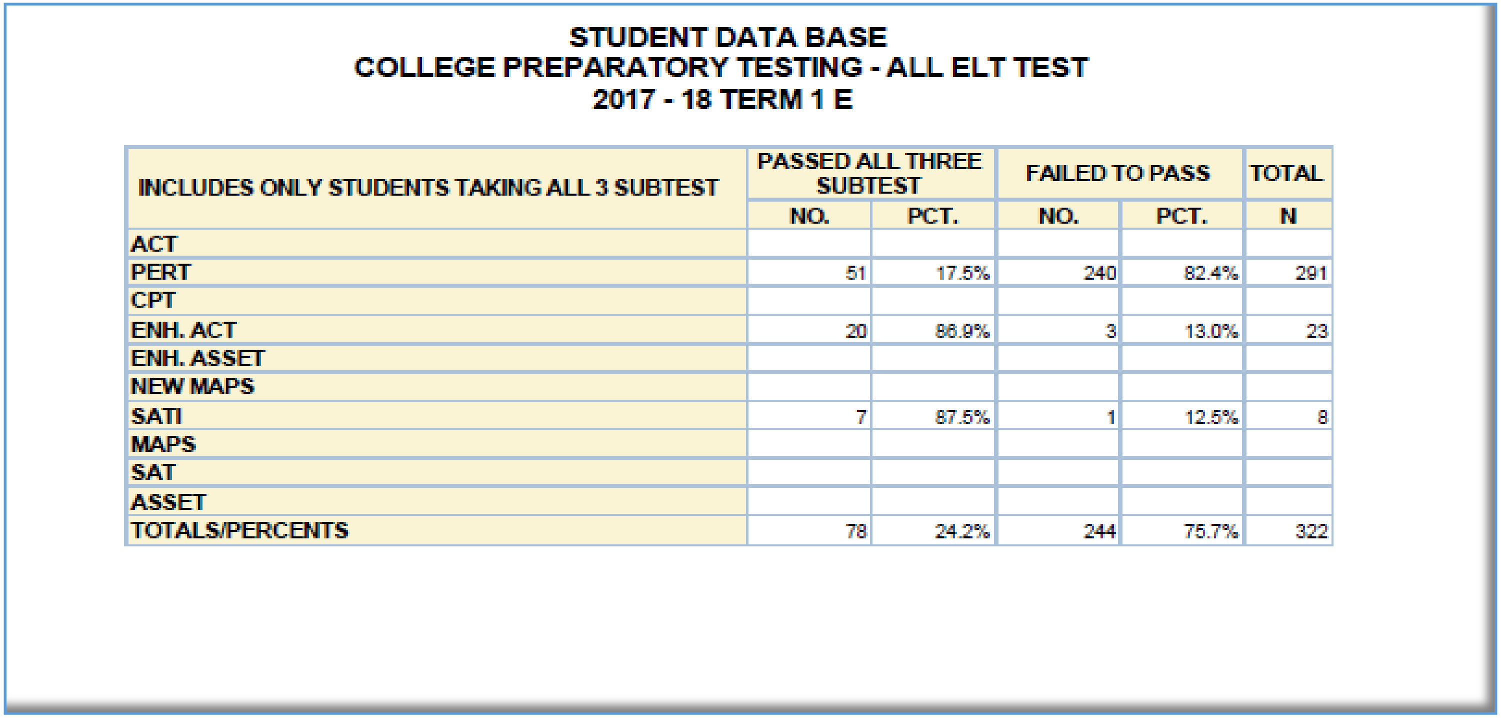


STUDENT DATA BASE
COLLEGE PREPARATORY TESTING - ALL ELT TEST
2017 - 18 TERM 1 E

[redacted]	READING				WRITING				MATH			
	NO.		PCT.		NO.		PCT.		NO.		PCT.	
	AT/ABOVE	BELOW	AT/ABOVE	BELOW	AT/ABOVE	BELOW	AT/ABOVE	BELOW	AT/ABOVE	BELOW	AT/ABOVE	BELOW
ACT												
PERT	157	169	48.1%	51.8%	206	116	63.9%	36.0%	92	257	26.3%	73.6%
CPT												
ENH. ACT	68	3	95.7%	4.2%	60	4	93.7%	6.2%	26	4	86.6%	13.3%
ENH. ASSET												
NEW MAPS												
SATI	22	1	95.6%	4.3%	20	1	95.2%	4.7%	15	1	93.7%	6.2%
MAPS												
SAT												
ASSET												
TOTALS/PERCENTS	247	173	58.8%	41.1%	286	121	70.2%	29.7%	133	262	33.6%	66.3%

Verification Reports (cont.)

College Preparatory Testing – All ELT Test (Page 2)



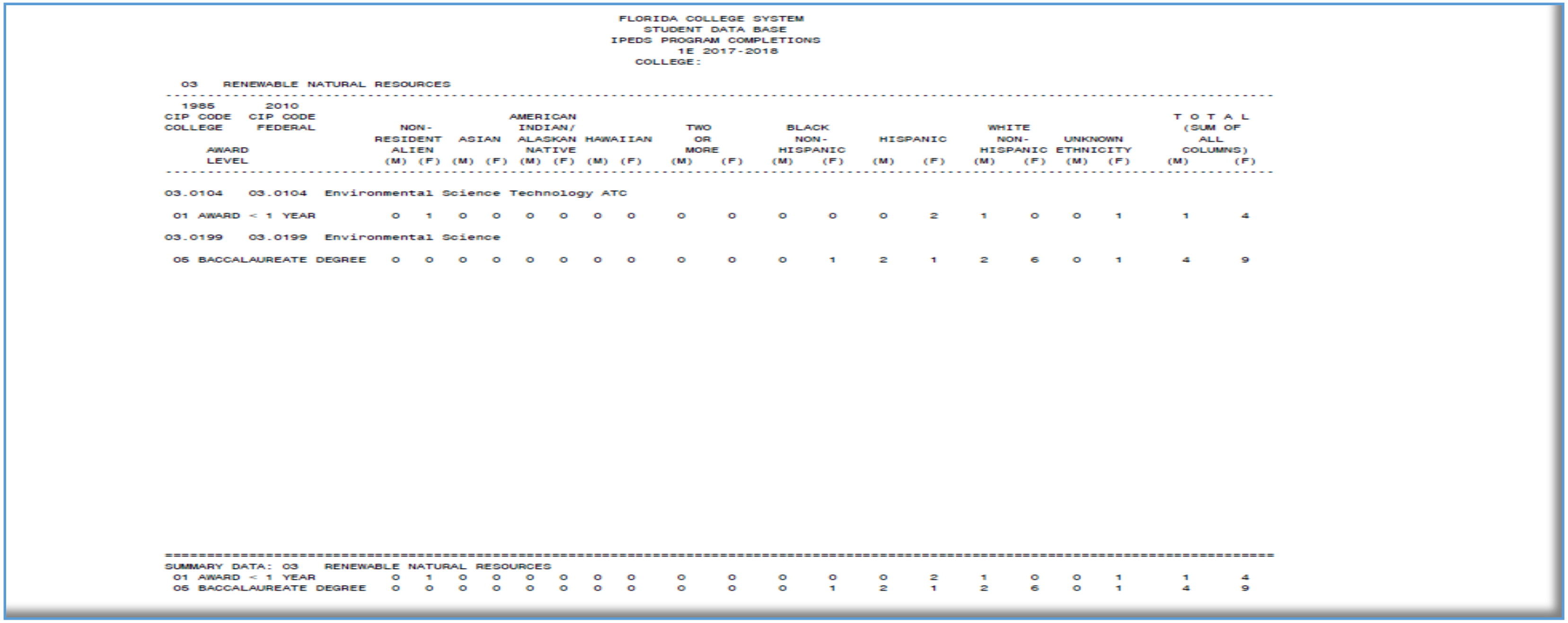
STUDENT DATA BASE
COLLEGE PREPARATORY TESTING - ALL ELT TEST
2017 - 18 TERM 1 E

INCLUDES ONLY STUDENTS TAKING ALL 3 SUBTEST	PASSED ALL THREE SUBTEST		FAILED TO PASS		TOTAL
	NO.	PCT.	NO.	PCT.	N
ACT					
PERT	51	17.5%	240	82.4%	291
CPT					
ENH. ACT	20	86.9%	3	13.0%	23
ENH. ASSET					
NEW MAPS					
SATI	7	87.5%	1	12.5%	8
MAPS					
SAT					
ASSET					
TOTALS/PERCENTS	78	24.2%	244	75.7%	322

Verification Reports (cont.)

IPEDS Program Completions

- Report Name **C2REPT.PDF**
- **Shows the number of degrees and awards conferred by each institution.**
- **Reported by race and gender**
- **Also reports the total number of awards granted to students with unknown gender.**



```
                                              FLORIDA COLLEGE SYSTEM
                                                 STUDENT DATA BASE
                                             IPEDS PROGRAM COMPLETIONS
                                                  1E 2017-2018
                                                COLLEGE:

  03   RENEWABLE NATURAL RESOURCES
-------------------------------------------------------------------------------------------------------------------------------------
  1985      2010
CIP CODE  CIP CODE                          AMERICAN                                                                          T O T A L
COLLEGE    FEDERAL        NON-              INDIAN/                TWO          BLACK                      WHITE                 (SUM OF
                        RESIDENT  ASIAN   ALASKAN HAWAIIAN        OR          NON-        HISPANIC        NON-     UNKNOWN       ALL
     AWARD               ALIEN              NATIVE               MORE        HISPANIC                   HISPANIC ETHNICITY    COLUMNS)
     LEVEL              (M)  (F)  (M)  (F)  (M)  (F)  (M)  (F)   (M)    (F)   (M)    (F)   (M)    (F)   (M)    (F)  (M)  (F)   (M)      (F)
-------------------------------------------------------------------------------------------------------------------------------------

03.0104   03.0104  Environmental Science Technology ATC

 01 AWARD < 1 YEAR       0    1    0    0    0    0    0    0     0      0     0      0     0      2     1      0    0    1     1        4

03.0199   03.0199  Environmental Science

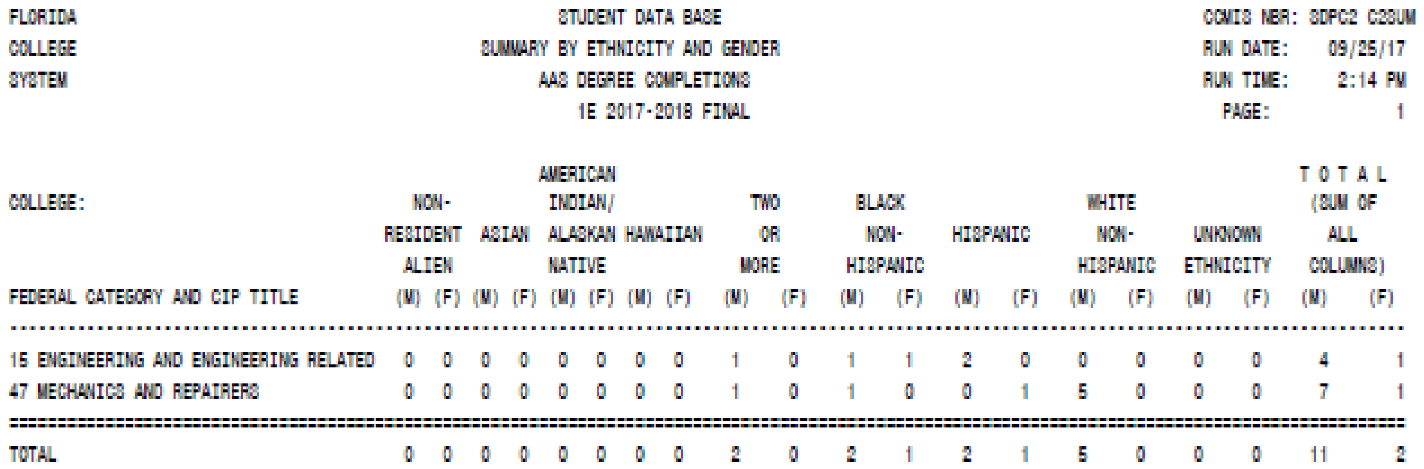
 05 BACCALAUREATE DEGREE 0    0    0    0    0    0    0    0     0      0     0      1     2      1     2      6    0    1     4        9

=====================================================================================================================================
SUMMARY DATA: 03   RENEWABLE NATURAL RESOURCES
 01 AWARD < 1 YEAR       0    1    0    0    0    0    0    0     0      0     0      0     0      2     1      0    0    1     1        4
 05 BACCALAUREATE DEGREE 0    0    0    0    0    0    0    0     0      0     0      1     2      1     2      6    0    1     4        9
```

Verification Reports (cont.)

EPI Certificate Completions

- Report Name C2SUM.PDF
- EPI Certificate Completions by ethnicity and gender that is cumulative from term to term.



```
FLORIDA                                                  STUDENT DATA BASE                                  CCMIS NBR: SDPC2 C2SUM
COLLEGE                                          SUMMARY BY ETHNICITY AND GENDER                            RUN DATE:    09/25/17
SYSTEM                                                 AAS DEGREE COMPLETIONS                               RUN TIME:     2:14 PM
                                                           1E 2017-2018 FINAL                                 PAGE:             1

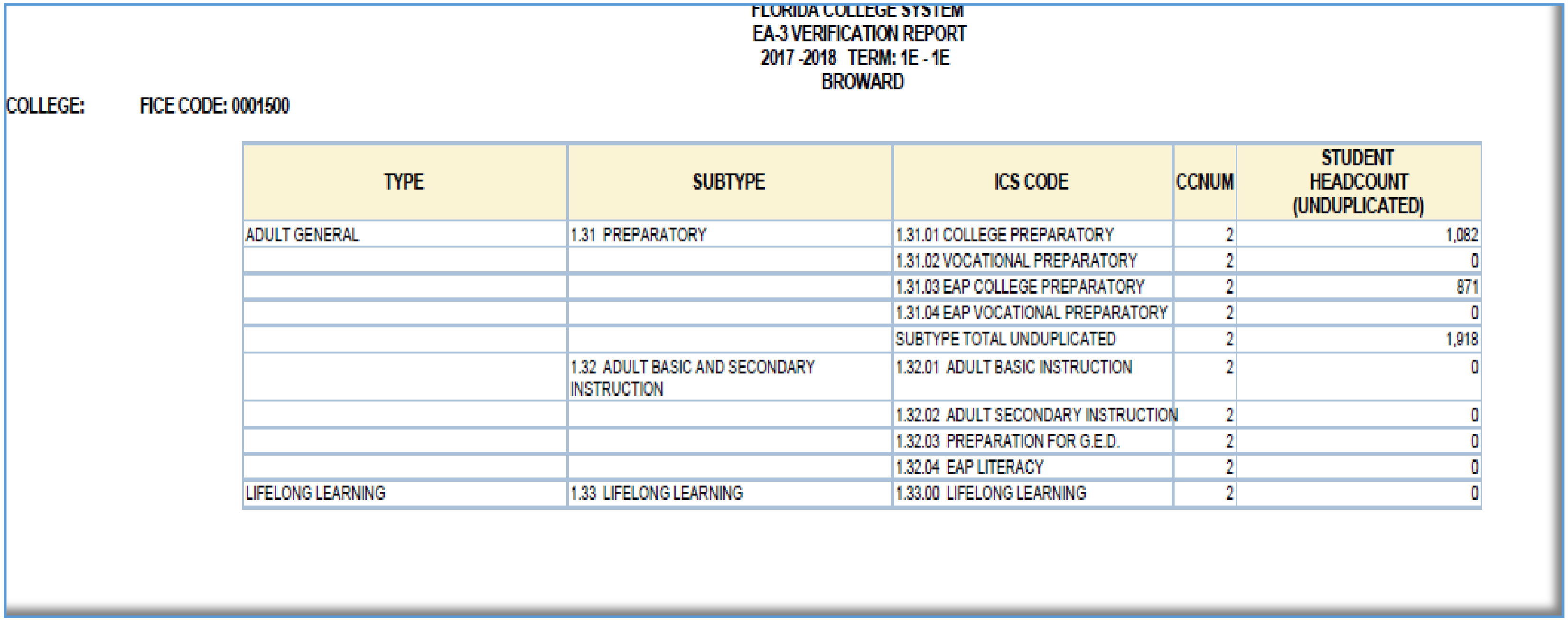
                                                       AMERICAN                                                                       T O T A L
COLLEGE:                                  NON-          INDIAN/              TWO        BLACK                   WHITE                  (SUM OF
                                       RESIDENT  ASIAN  ALASKAN HAWAIIAN      OR         NON-     HISPANIC       NON-      UNKNOWN       ALL
                                         ALIEN          NATIVE              MORE       HISPANIC                HISPANIC   ETHNICITY    COLUMNS)
FEDERAL CATEGORY AND CIP TITLE          (M) (F) (M) (F) (M) (F) (M) (F)   (M)   (F)   (M)   (F)   (M)   (F)   (M)   (F)   (M)   (F)   (M)    (F)
-------------------------------------------------------------------------------------------------------------------------------------------------

15 ENGINEERING AND ENGINEERING RELATED   0   0   0   0   0   0   0   0     1     0     1     1     2     0     0     0     0     0     4        1
47 MECHANICS AND REPAIRERS               0   0   0   0   0   0   0   0     1     0     1     0     0     1     5     0     0     0     7        1
=================================================================================================================================================
TOTAL                                    0   0   0   0   0   0   0   0     2     0     2     1     2     1     5     0     0     0    11        2
```

Verification Reports (cont.)

EA-3 Verification

- Report Name EA3REPT.PDF
- Shows adult basic and secondary totals by 1.31, 1.31.01, 1.31.02, 1.32, 1.32.01, 1.32.02, 1.32.03, 1.33.00, and 1.42.00.



FLORIDA COLLEGE SYSTEM
EA-3 VERIFICATION REPORT
2017 -2018 TERM: 1E - 1E
BROWARD

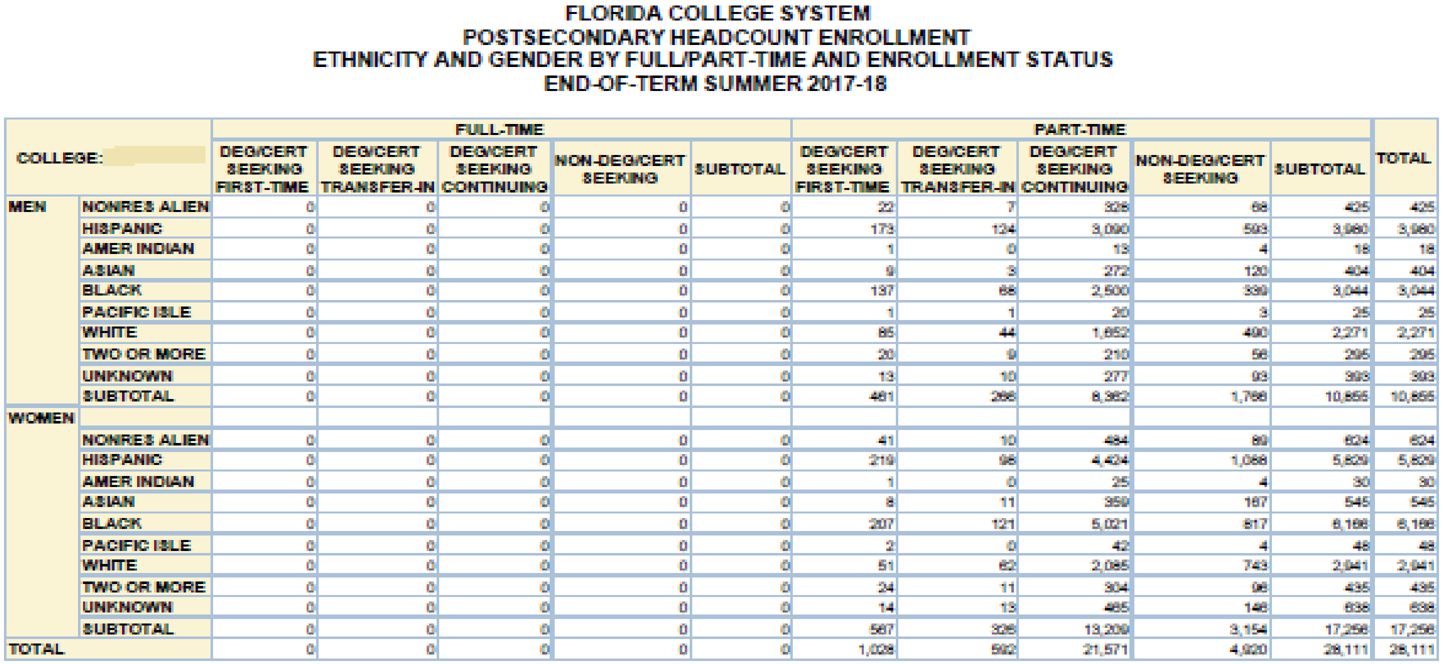
COLLEGE: FICE CODE: 0001500

TYPE	SUBTYPE	ICS CODE	CCNUM	STUDENT HEADCOUNT (UNDUPLICATED)
ADULT GENERAL	1.31 PREPARATORY	1.31.01 COLLEGE PREPARATORY	2	1,082
		1.31.02 VOCATIONAL PREPARATORY	2	0
		1.31.03 EAP COLLEGE PREPARATORY	2	871
		1.31.04 EAP VOCATIONAL PREPARATORY	2	0
		SUBTYPE TOTAL UNDUPLICATED	2	1,918
	1.32 ADULT BASIC AND SECONDARY INSTRUCTION	1.32.01 ADULT BASIC INSTRUCTION	2	0
		1.32.02 ADULT SECONDARY INSTRUCTION	2	0
		1.32.03 PREPARATION FOR G.E.D.	2	0
		1.32.04 EAP LITERACY	2	0
LIFELONG LEARNING	1.33 LIFELONG LEARNING	1.33.00 LIFELONG LEARNING	2	0

Verification Reports (cont.)

Postsecondary Headcount Enrollment

- Report Name EF2REPT.PDF
- Shows the number of degree seeking students by race/gender and by age/race/gender.
- Shows a total of full-time and part-time students with unknown gender that is not in the totals of race/gender or age/race/gender.



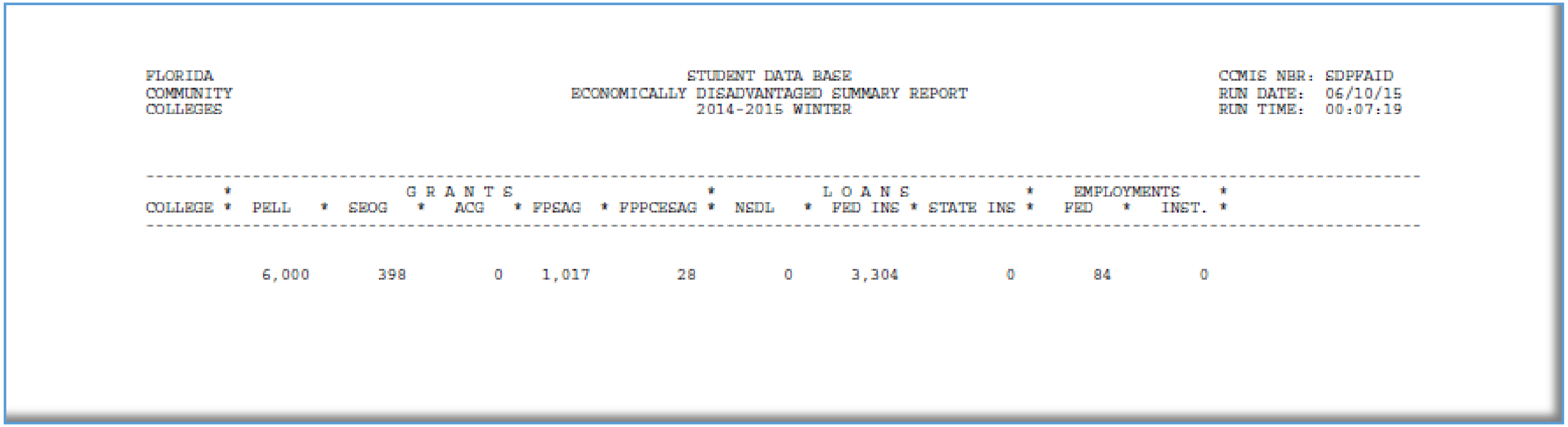
FLORIDA COLLEGE SYSTEM
POSTSECONDARY HEADCOUNT ENROLLMENT
ETHNICITY AND GENDER BY FULL/PART-TIME AND ENROLLMENT STATUS
END-OF-TERM SUMMER 2017-18

COLLEGE: [redacted]		FULL-TIME					PART-TIME					TOTAL
		DEG/CERT SEEKING FIRST-TIME	DEG/CERT SEEKING TRANSFER-IN	DEG/CERT SEEKING CONTINUING	NON-DEG/CERT SEEKING	SUBTOTAL	DEG/CERT SEEKING FIRST-TIME	DEG/CERT SEEKING TRANSFER-IN	DEG/CERT SEEKING CONTINUING	NON-DEG/CERT SEEKING	SUBTOTAL	
MEN	NONRES ALIEN	0	0	0	0	0	22	7	328	68	425	425
	HISPANIC	0	0	0	0	0	173	124	3,090	593	3,980	3,980
	AMER INDIAN	0	0	0	0	0	1	0	13	4	18	18
	ASIAN	0	0	0	0	0	9	3	272	120	404	404
	BLACK	0	0	0	0	0	137	68	2,500	339	3,044	3,044
	PACIFIC ISLE	0	0	0	0	0	1	1	20	3	25	25
	WHITE	0	0	0	0	0	85	44	1,652	490	2,271	2,271
	TWO OR MORE	0	0	0	0	0	20	9	210	56	295	295
	UNKNOWN	0	0	0	0	0	13	10	277	93	393	393
	SUBTOTAL	0	0	0	0	0	461	266	8,362	1,766	10,855	10,855
WOMEN												
	NONRES ALIEN	0	0	0	0	0	41	10	484	89	624	624
	HISPANIC	0	0	0	0	0	219	98	4,424	1,088	5,829	5,829
	AMER INDIAN	0	0	0	0	0	1	0	25	4	30	30
	ASIAN	0	0	0	0	0	8	11	359	167	545	545
	BLACK	0	0	0	0	0	207	121	5,021	817	6,166	6,166
	PACIFIC ISLE	0	0	0	0	0	2	0	42	4	48	48
	WHITE	0	0	0	0	0	51	62	2,085	743	2,941	2,941
	TWO OR MORE	0	0	0	0	0	24	11	304	96	435	435
	UNKNOWN	0	0	0	0	0	14	13	465	146	638	638
	SUBTOTAL	0	0	0	0	0	567	326	13,209	3,154	17,256	17,256
TOTAL		0	0	0	0	0	1,028	592	21,571	4,920	28,111	28,111

Verification Reports (cont.)

Economically Disadvantaged Summary

- Report Name FAIDSUM1.PDF
- Shows the Economically Disadvantaged as reported on record type seven. Shows the different head counts by grant type, loan type, and employment type.



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FLORIDA                                          STUDENT DATA BASE                                     CCMIS NBR: SDPFAID
COMMUNITY                           ECONOMICALLY DISADVANTAGED SUMMARY REPORT                          RUN DATE:  06/10/15
COLLEGES                                        2014-2015 WINTER                                       RUN TIME:  00:07:19


-----------------------------------------------------------------------------------------------------------------------
        *                 G R A N T S                        *           L O A N S               *    EMPLOYMENTS    *
COLLEGE *  PELL    *  SEOG   *   ACG   * FPSAG  * FPPCESAG *  NSDL    *  FED INS * STATE INS *   FED   *   INST.  *
-----------------------------------------------------------------------------------------------------------------------

           6,000       398          0    1,017         28          0      3,304           0        84          0
```

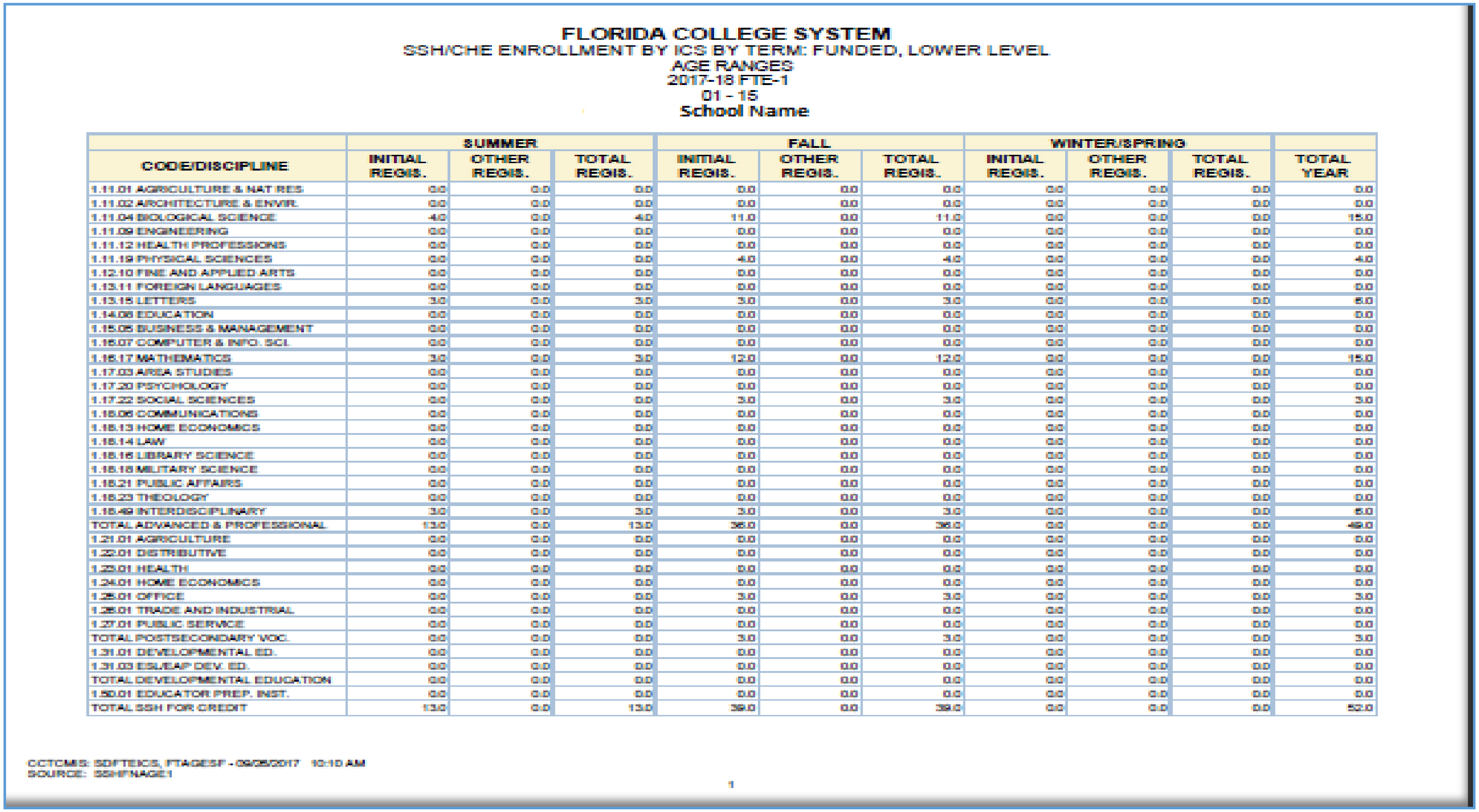
Verification Reports (cont.)

FTE

1. FTAGEFB.PDF, FTAGEFF.PDF, FTAGESB.PDF, FTAGESB.PDF, ETC.
    - FTE reports by ICS, by category, by age range, by residence fee classification, by disability, by High School Graduation Year, by upper taking lower level courses, etc.
    - Shows aggregate hours and calculated FTE.
2. FTECOLB.PDF, FTECOLF.PDF, FTEFHSB.PDF, FTEFHSF.PDF, ETC.
    - Reports with college totals.
3. FTECATB.PDF, FTECATF.PDF, FTECATGB.PDF, and FTECATGBS.PDF.
    - Broken down by categories.
4. CCxx.STU.FTERPT4.Ttyyyy
    - For adult hours
    - PDF name ADLTCAP

Verification Reports (cont.)

FTEAGESF.PDF



FLORIDA COLLEGE SYSTEM
SSH/CHE ENROLLMENT BY ICS BY TERM: FUNDED, LOWER LEVEL
AGE RANGES
2017-18 FTE-1
01 - 15
School Name

	SUMMER			FALL			WINTER/SPRING			
CODE/DISCIPLINE	INITIAL REGIS.	OTHER REGIS.	TOTAL REGIS.	INITIAL REGIS.	OTHER REGIS.	TOTAL REGIS.	INITIAL REGIS.	OTHER REGIS.	TOTAL REGIS.	TOTAL YEAR
1.11.01 AGRICULTURE & NAT RES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.11.02 ARCHITECTURE & ENVIR.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.11.04 BIOLOGICAL SCIENCE	4.0	0.0	4.0	11.0	0.0	11.0	0.0	0.0	0.0	15.0
1.11.09 ENGINEERING	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.11.12 HEALTH PROFESSIONS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.11.19 PHYSICAL SCIENCES	0.0	0.0	0.0	4.0	0.0	4.0	0.0	0.0	0.0	4.0
1.12.10 FINE AND APPLIED ARTS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.13.11 FOREIGN LANGUAGES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.13.15 LETTERS	3.0	0.0	3.0	3.0	0.0	3.0	0.0	0.0	0.0	6.0
1.14.08 EDUCATION	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.15.05 BUSINESS & MANAGEMENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.16.07 COMPUTER & INFO. SCI.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.16.17 MATHEMATICS	3.0	0.0	3.0	12.0	0.0	12.0	0.0	0.0	0.0	15.0
1.17.03 AREA STUDIES	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.17.20 PSYCHOLOGY	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.17.22 SOCIAL SCIENCES	0.0	0.0	0.0	3.0	0.0	3.0	0.0	0.0	0.0	3.0
1.18.06 COMMUNICATIONS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.18.13 HOME ECONOMICS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.18.14 LAW	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.18.16 LIBRARY SCIENCE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.18.18 MILITARY SCIENCE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.18.21 PUBLIC AFFAIRS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.18.23 THEOLOGY	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.18.49 INTERDISCIPLINARY	3.0	0.0	3.0	3.0	0.0	3.0	0.0	0.0	0.0	6.0
TOTAL ADVANCED & PROFESSIONAL	13.0	0.0	13.0	36.0	0.0	36.0	0.0	0.0	0.0	49.0
1.21.01 AGRICULTURE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.22.01 DISTRIBUTIVE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.23.01 HEALTH	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.24.01 HOME ECONOMICS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.25.01 OFFICE	0.0	0.0	0.0	3.0	0.0	3.0	0.0	0.0	0.0	3.0
1.26.01 TRADE AND INDUSTRIAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.27.01 PUBLIC SERVICE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL POSTSECONDARY VOC.	0.0	0.0	0.0	3.0	0.0	3.0	0.0	0.0	0.0	3.0
1.31.01 DEVELOPMENTAL ED.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.31.03 ESL/EAP DEV. ED.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL DEVELOPMENTAL EDUCATION	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.50.01 EDUCATOR PREP. INST.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL SSH FOR CREDIT	13.0	0.0	13.0	39.0	0.0	39.0	0.0	0.0	0.0	52.0

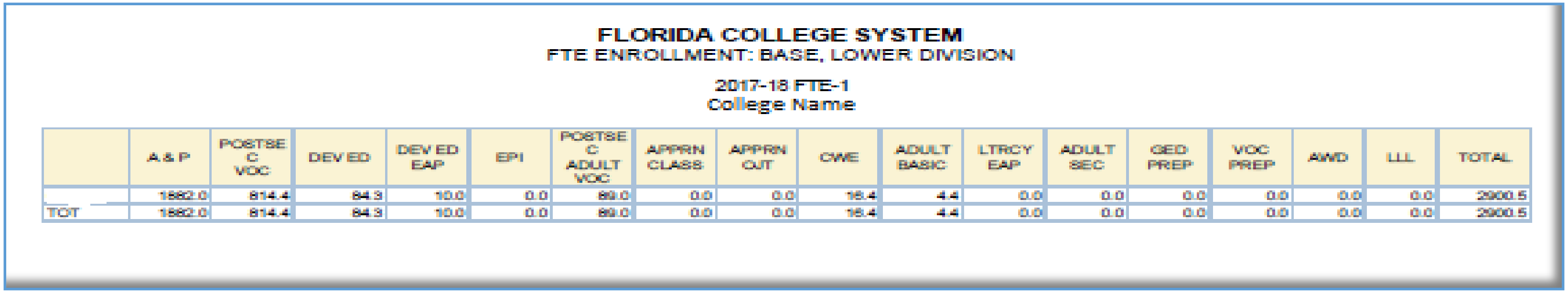
CCTCMIS: SDFTEICS, FTAGESF - 09/26/2017 10:10 AM
SOURCE: SSHFNAGE1

1

Verification Reports (cont.)

FTECOLB.PDF, FTEFHSB.PDF

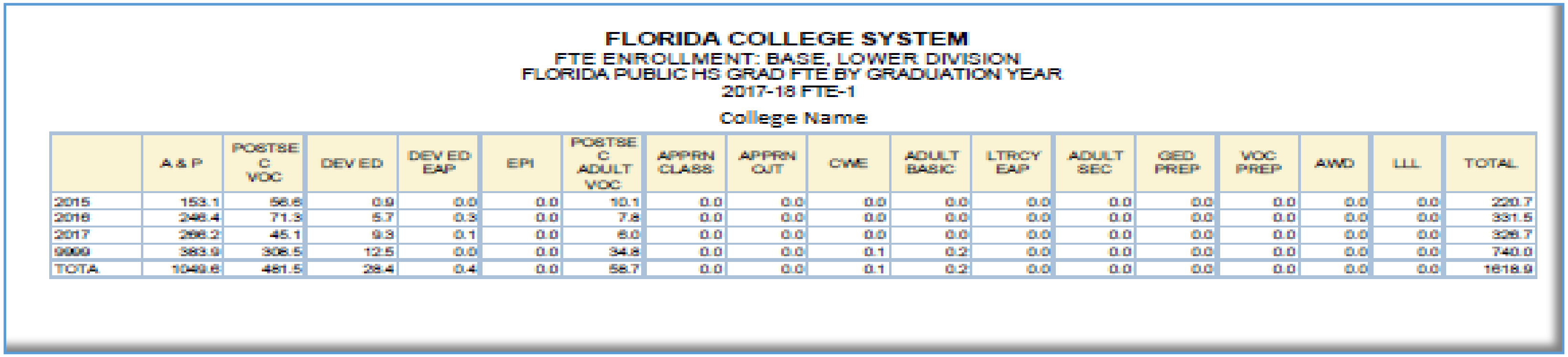
- FTE Reports with college totals.



FLORIDA COLLEGE SYSTEM
FTE ENROLLMENT: BASE, LOWER DIVISION

2017-18 FTE-1
College Name

	A & P	POSTSEC VOC	DEV ED	DEV ED EAP	EPI	POSTSEC ADULT VOC	APPRN CLASS	APPRN OJT	CWE	ADULT BASIC	LTRCY EAP	ADULT SEC	GED PREP	VOC PREP	AWD	LLL	TOTAL
	1882.0	814.4	84.3	10.0	0.0	89.0	0.0	0.0	16.4	4.4	0.0	0.0	0.0	0.0	0.0	0.0	2900.5
TOT	1882.0	814.4	84.3	10.0	0.0	89.0	0.0	0.0	16.4	4.4	0.0	0.0	0.0	0.0	0.0	0.0	2900.5



FLORIDA COLLEGE SYSTEM
FTE ENROLLMENT: BASE, LOWER DIVISION
FLORIDA PUBLIC HS GRAD FTE BY GRADUATION YEAR
2017-18 FTE-1

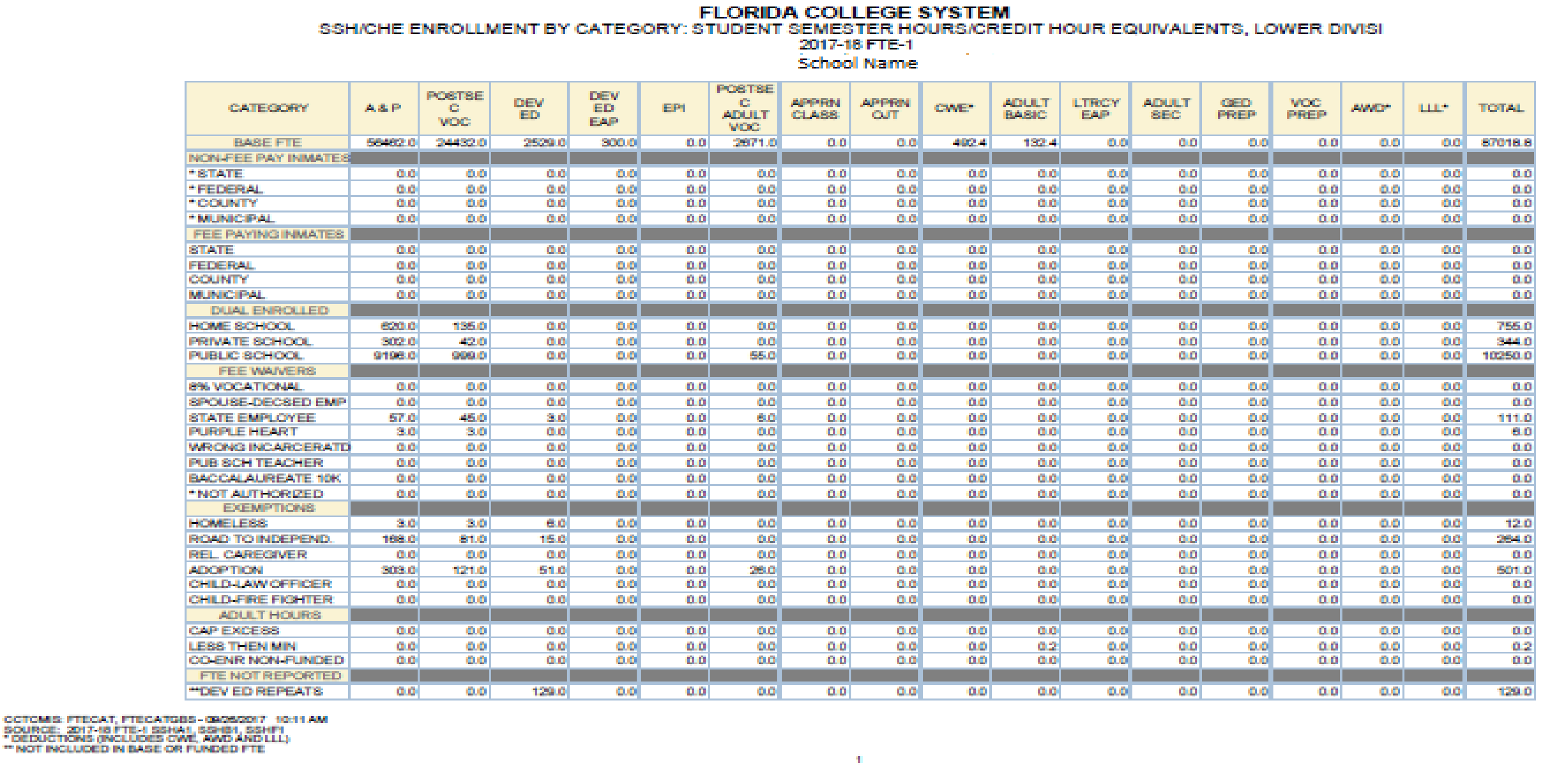
College Name

	A & P	POSTSEC VOC	DEV ED	DEV ED EAP	EPI	POSTSEC ADULT VOC	APPRN CLASS	APPRN OJT	CWE	ADULT BASIC	LTRCY EAP	ADULT SEC	GED PREP	VOC PREP	AWD	LLL	TOTAL
2015	153.1	56.6	0.9	0.0	0.0	10.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	220.7
2016	246.4	71.3	5.7	0.3	0.0	7.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	331.5
2017	268.2	45.1	9.3	0.1	0.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	328.7
9999	383.9	306.5	12.5	0.0	0.0	34.8	0.0	0.0	0.1	0.2	0.0	0.0	0.0	0.0	0.0	0.0	740.0
TOTA	1049.6	481.5	28.4	0.4	0.0	58.7	0.0	0.0	0.1	0.2	0.0	0.0	0.0	0.0	0.0	0.0	1618.9

Verification Reports (cont.)

FTECATGBS.PDF

- FTE 3 REPORTS broken down by category.
- Deductions include CWE, AWD, and LLL.



FLORIDA COLLEGE SYSTEM
SSH/CHE ENROLLMENT BY CATEGORY: STUDENT SEMESTER HOURS/CREDIT HOUR EQUIVALENTS, LOWER DIVISI
2017-18 FTE-1
School Name

CATEGORY	A & P	POSTSEC VOC	DEV ED	DEV ED EAP	EPI	POSTSEC ADULT VOC	APPRN CLASS	APPRN OJT	CWE*	ADULT BASIC	LTRCY EAP	ADULT SEC	GED PREP	VOC PREP	AWD*	LLL*	TOTAL
BASE FTE	56482.0	24432.0	2529.0	300.0	0.0	2871.0	0.0	0.0	492.4	132.4	0.0	0.0	0.0	0.0	0.0	0.0	87018.8
NON-FEE PAY INMATES																	
* STATE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
* FEDERAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
* COUNTY	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
* MUNICIPAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
FEE PAYING INMATES																	
STATE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
FEDERAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
COUNTY	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
MUNICIPAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
DUAL ENROLLED																	
HOME SCHOOL	620.0	135.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	755.0
PRIVATE SCHOOL	302.0	42.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	344.0
PUBLIC SCHOOL	9196.0	999.0	0.0	0.0	0.0	55.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10250.0
FEE WAIVERS																	
8% VOCATIONAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
SPOUSE-DECSED EMP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
STATE EMPLOYEE	57.0	45.0	3.0	0.0	0.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	111.0
PURPLE HEART	3.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.0
WRONG INCARCERATD	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PUB SCH TEACHER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BACCALAUREATE 10K	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
* NOT AUTHORIZED	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
EXEMPTIONS																	
HOMELESS	3.0	3.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	12.0
ROAD TO INDEPEND.	168.0	81.0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	264.0
REL. CAREGIVER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
ADOPTION	303.0	121.0	51.0	0.0	0.0	26.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	501.0
CHILD-LAW OFFICER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CHILD-FIRE FIGHTER	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
ADULT HOURS																	
CAP EXCESS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LESS THEN MIN	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.2
CO-ENR NON-FUNDED	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
FTE NOT REPORTED																	
**DEV ED REPEATS	0.0	0.0	129.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	129.0

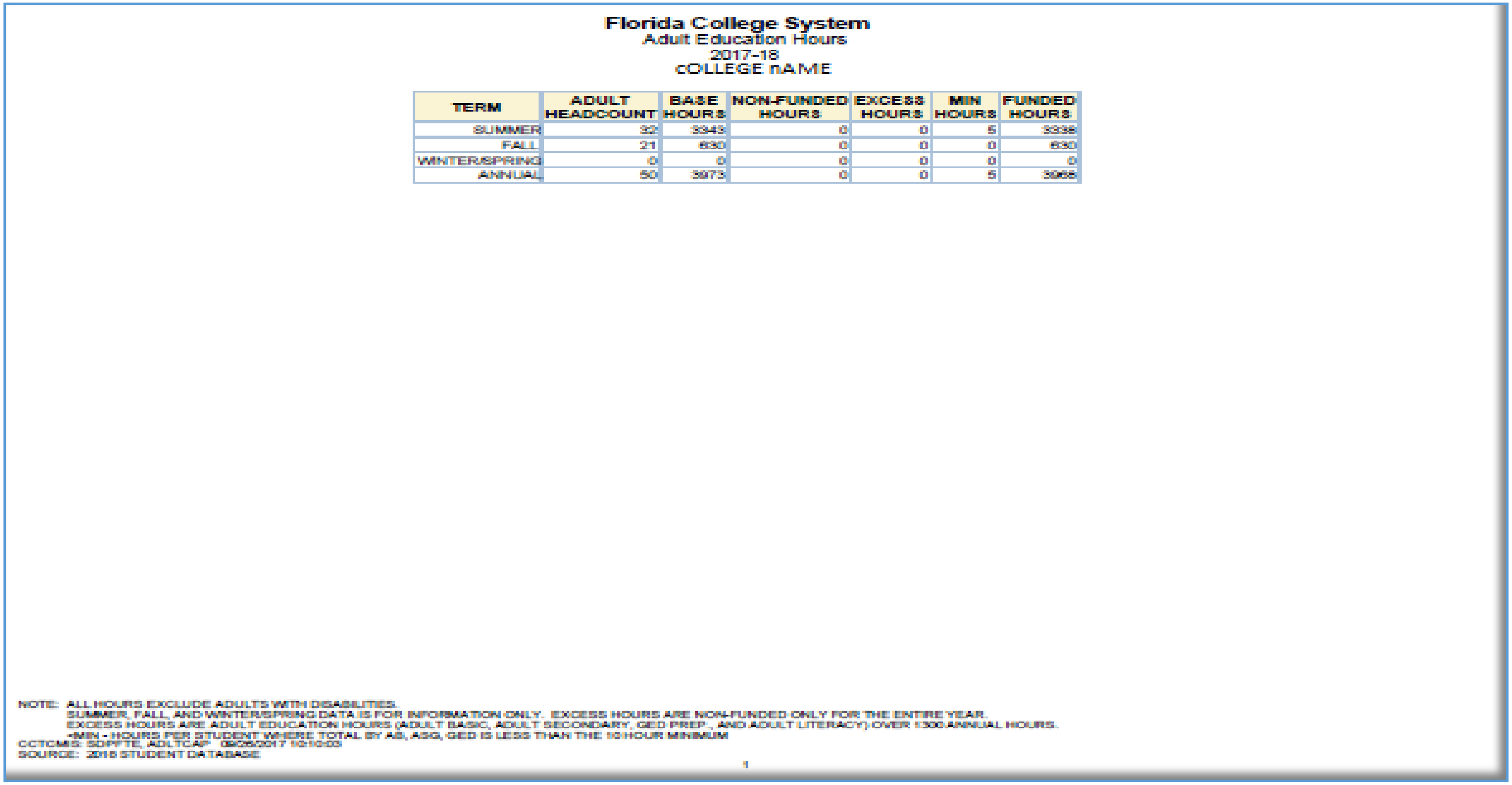
CCTCMIS: FTECAT, FTECATGBS - 08/28/2017 10:11 AM
SOURCE: 2017-18 FTE-1 SSHA1, SSHB1, SSHF1
* DEDUCTIONS (INCLUDES CWE, AWD AND LLL)
** NOT INCLUDED IN BASE OR FUNDED FTE

1

Verification Reports (cont.)

ADLTCAP.PDF

- For adult hours.



Florida College System
Adult Education Hours
2017-18
cOLLEGE nAME

TERM	ADULT HEADCOUNT	BASE HOURS	NON-FUNDED HOURS	EXCESS HOURS	MIN HOURS	FUNDED HOURS
SUMMER	32	3343	0	0	5	3338
FALL	21	630	0	0	0	630
WINTER/SPRING	0	0	0	0	0	0
ANNUAL	50	3973	0	0	5	3968

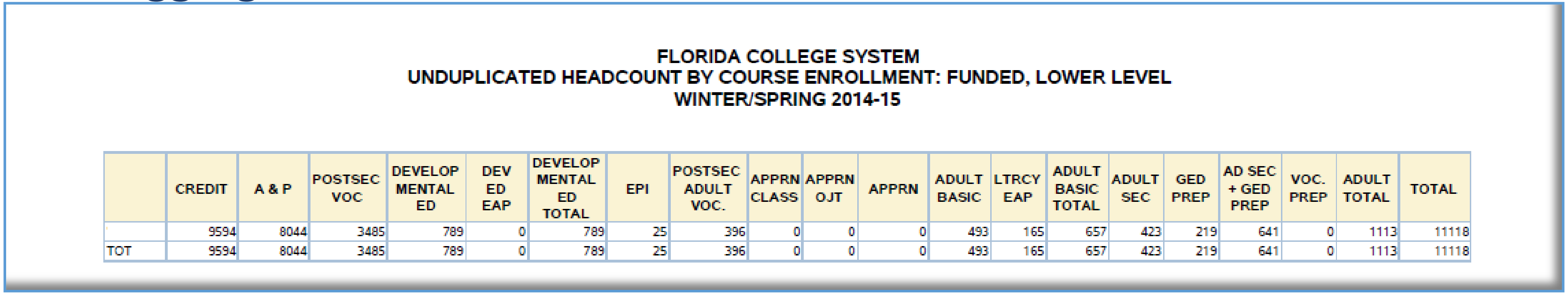
NOTE: ALL HOURS EXCLUDE ADULTS WITH DISABILITIES.
SUMMER, FALL, AND WINTER/SPRING DATA IS FOR INFORMATION ONLY. EXCESS HOURS ARE NON-FUNDED ONLY FOR THE ENTIRE YEAR.
EXCESS HOURS ARE ADULT EDUCATION HOURS (ADULT BASIC, ADULT SECONDARY, GED PREP., AND ADULT LITERACY) OVER 1300 ANNUAL HOURS.
<MIN - HOURS PER STUDENT WHERE TOTAL BY AB, ASG, GED IS LESS THAN THE 10 HOUR MINIMUM
CCTCMIS: SDPFTE, ADLTCAP 09/26/2017 10:10:03
SOURCE: 2018 STUDENT DATABASE

1

Verification Reports (cont.)

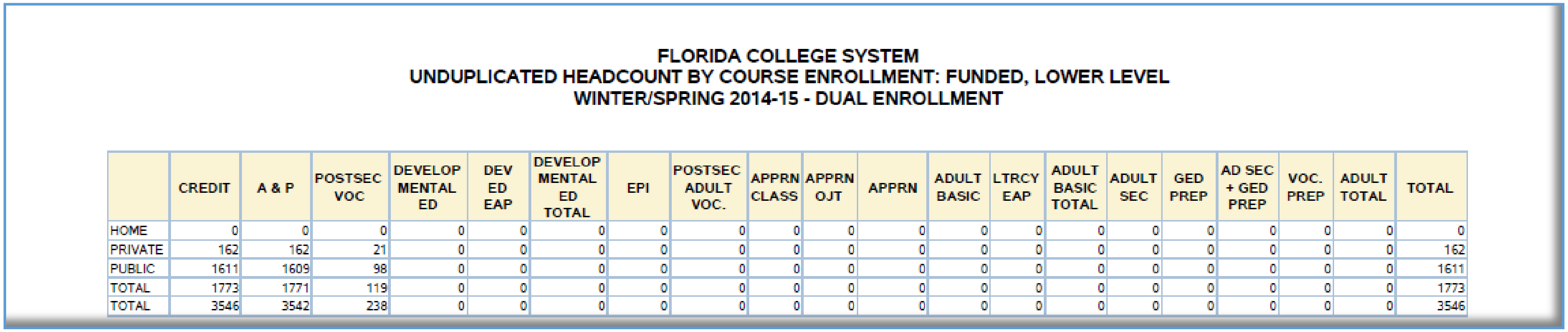
Unduplicated Headcount by Course Enrollment

- Report Name HDCTCRSE.PDF
- PDF Reports named HD3F20 and HC3F20
- Unduplicated headcount of students enrolled in funded FTE courses.
- Aggregate headcount.



FLORIDA COLLEGE SYSTEM
UNDUPLICATED HEADCOUNT BY COURSE ENROLLMENT: FUNDED, LOWER LEVEL
WINTER/SPRING 2014-15

	CREDIT	A & P	POSTSEC VOC	DEVELOP MENTAL ED	DEV ED EAP	DEVELOP MENTAL ED TOTAL	EPI	POSTSEC ADULT VOC.	APPRN CLASS	APPRN OJT	APPRN	ADULT BASIC	LTRCY EAP	ADULT BASIC TOTAL	ADULT SEC	GED PREP	AD SEC + GED PREP	VOC. PREP	ADULT TOTAL	TOTAL
	9594	8044	3485	789	0	789	25	396	0	0	0	493	165	657	423	219	641	0	1113	11118
TOT	9594	8044	3485	789	0	789	25	396	0	0	0	493	165	657	423	219	641	0	1113	11118



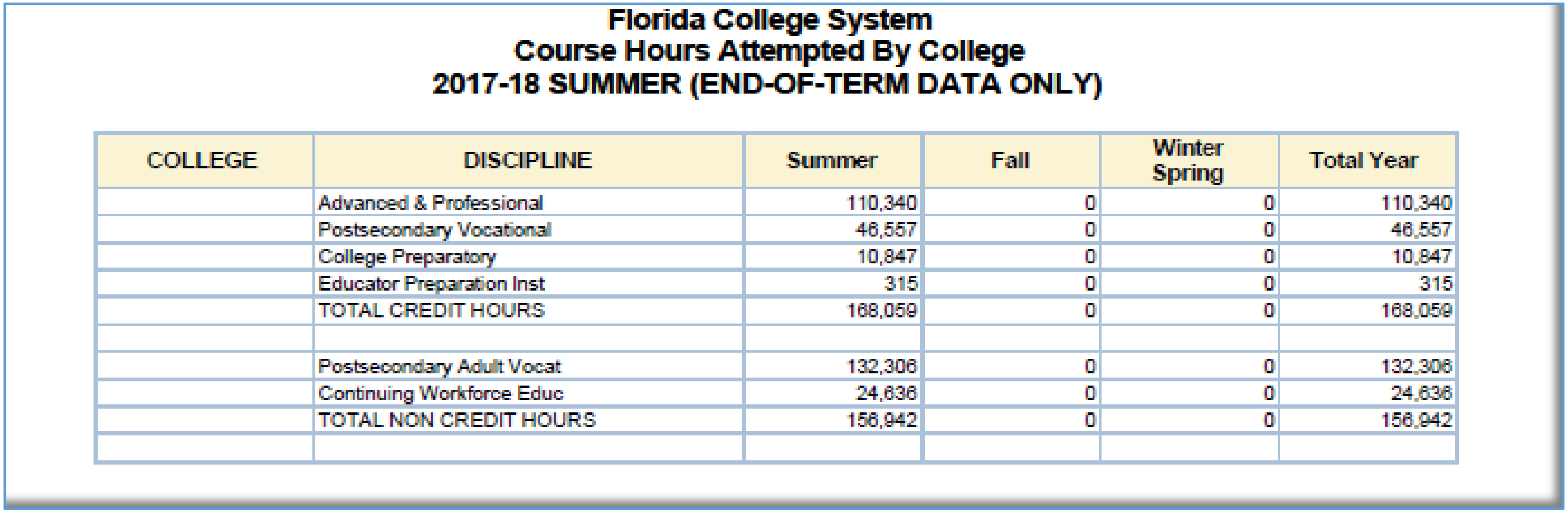
FLORIDA COLLEGE SYSTEM
UNDUPLICATED HEADCOUNT BY COURSE ENROLLMENT: FUNDED, LOWER LEVEL
WINTER/SPRING 2014-15 - DUAL ENROLLMENT

	CREDIT	A & P	POSTSEC VOC	DEVELOP MENTAL ED	DEV ED EAP	DEVELOP MENTAL ED TOTAL	EPI	POSTSEC ADULT VOC.	APPRN CLASS	APPRN OJT	APPRN	ADULT BASIC	LTRCY EAP	ADULT BASIC TOTAL	ADULT SEC	GED PREP	AD SEC + GED PREP	VOC. PREP	ADULT TOTAL	TOTAL
HOME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PRIVATE	162	162	21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	162
PUBLIC	1611	1609	98	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1611
TOTAL	1773	1771	119	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1773
TOTAL	3546	3542	238	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3546

Verification Reports (cont.)

Course Hours Attempted by College

- Report Name HRATTREP.PDF
- Shows totals of Summer, Fall, and Winter/Spring for the college discipline.
- Audit classes are not included.



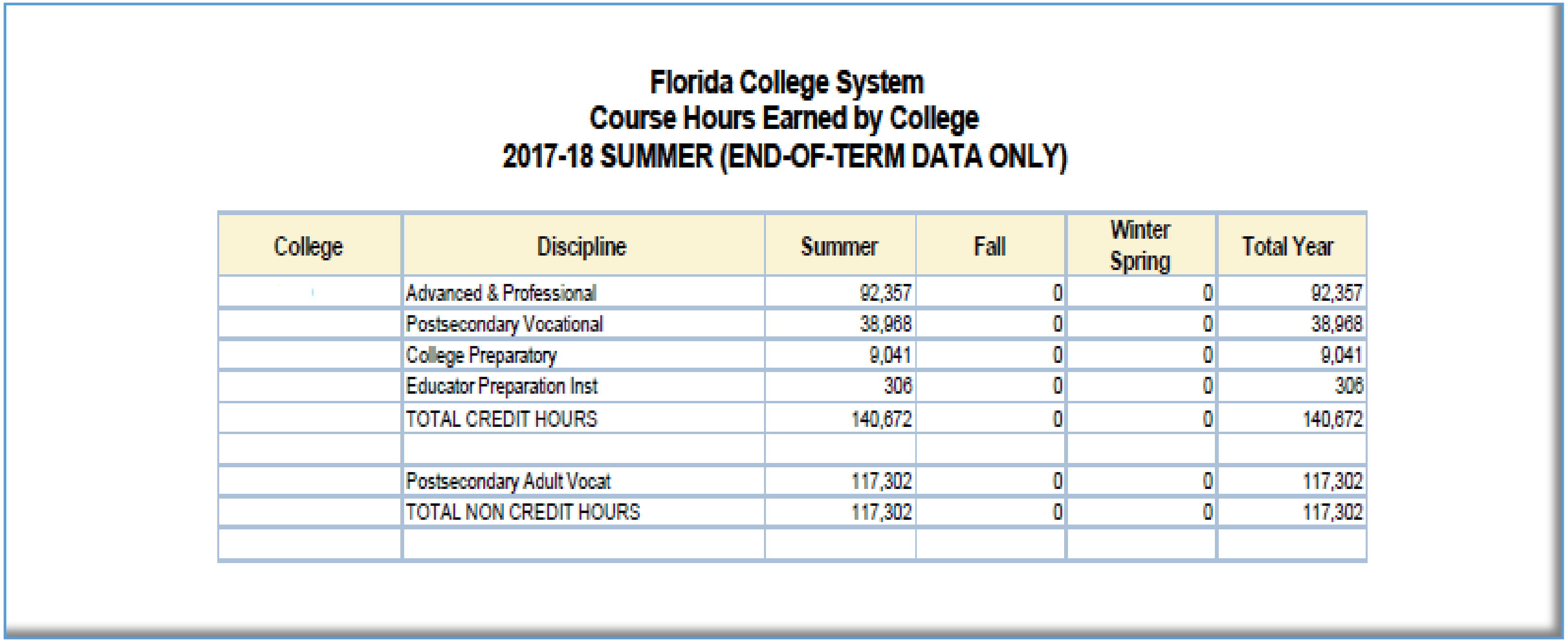
Florida College System
Course Hours Attempted By College
2017-18 SUMMER (END-OF-TERM DATA ONLY)

COLLEGE	DISCIPLINE	Summer	Fall	Winter Spring	Total Year
	Advanced & Professional	110,340	0	0	110,340
	Postsecondary Vocational	46,557	0	0	46,557
	College Preparatory	10,847	0	0	10,847
	Educator Preparation Inst	315	0	0	315
	TOTAL CREDIT HOURS	168,059	0	0	168,059
	Postsecondary Adult Vocat	132,306	0	0	132,306
	Continuing Workforce Educ	24,636	0	0	24,636
	TOTAL NON CREDIT HOURS	156,942	0	0	156,942

Verification Reports (cont.)

Course Hours Earned by College

- Report Name HEARREP.PDF
- Shows totals of Summer, Fall, and Winter/Spring for the college discipline.
- Only grades A, B, C, D, P, PR, and S are included.



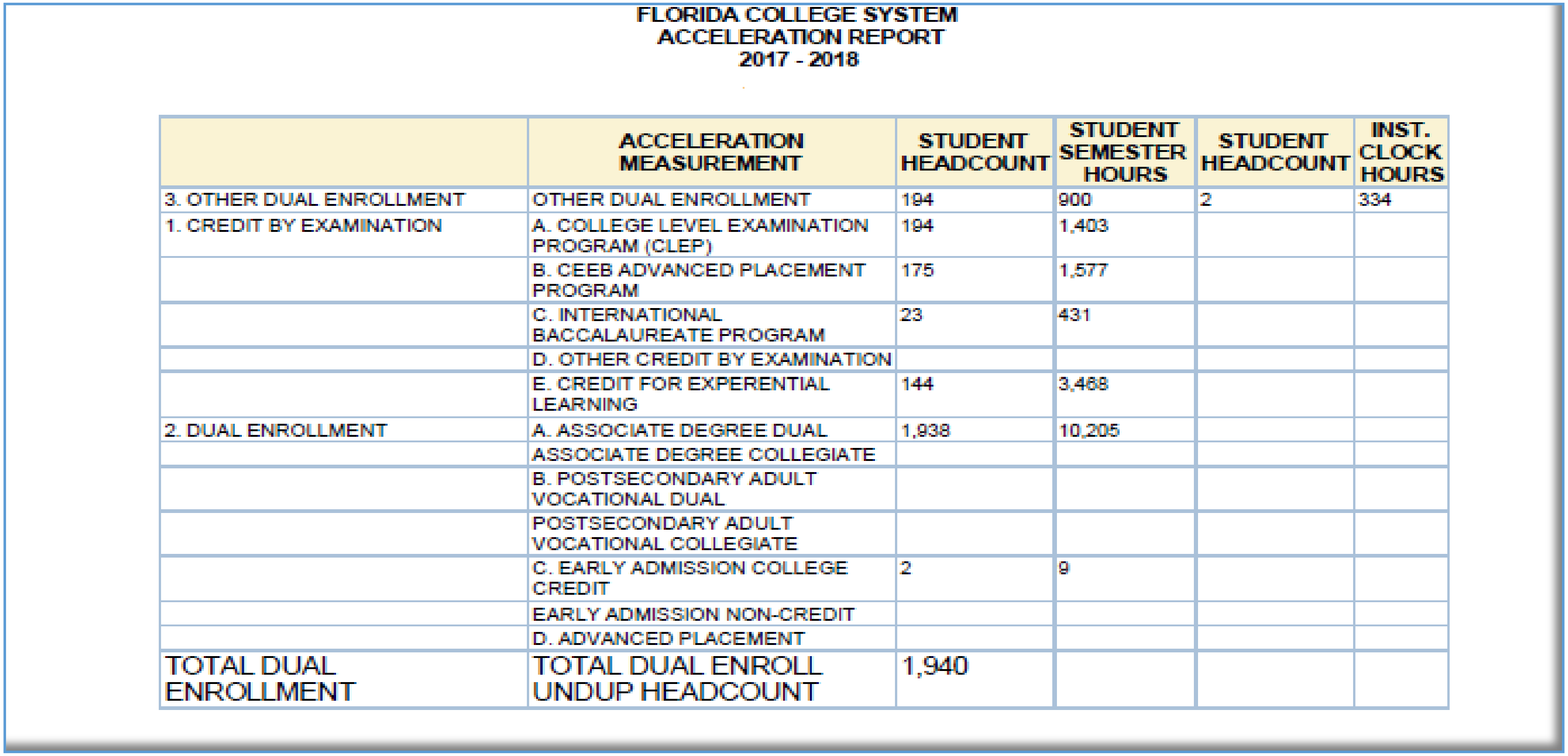
Florida College System
Course Hours Earned by College
2017-18 SUMMER (END-OF-TERM DATA ONLY)

College	Discipline	Summer	Fall	Winter Spring	Total Year
	Advanced & Professional	92,357	0	0	92,357
	Postsecondary Vocational	38,968	0	0	38,968
	College Preparatory	9,041	0	0	9,041
	Educator Preparation Inst	306	0	0	306
	TOTAL CREDIT HOURS	140,672	0	0	140,672
	Postsecondary Adult Vocat	117,302	0	0	117,302
	TOTAL NON CREDIT HOURS	117,302	0	0	117,302

Verification Reports (cont.)

Acceleration

- Report Name OA2REPT.PDF
- Reports acceleration credits as required by F.S. 1007.27



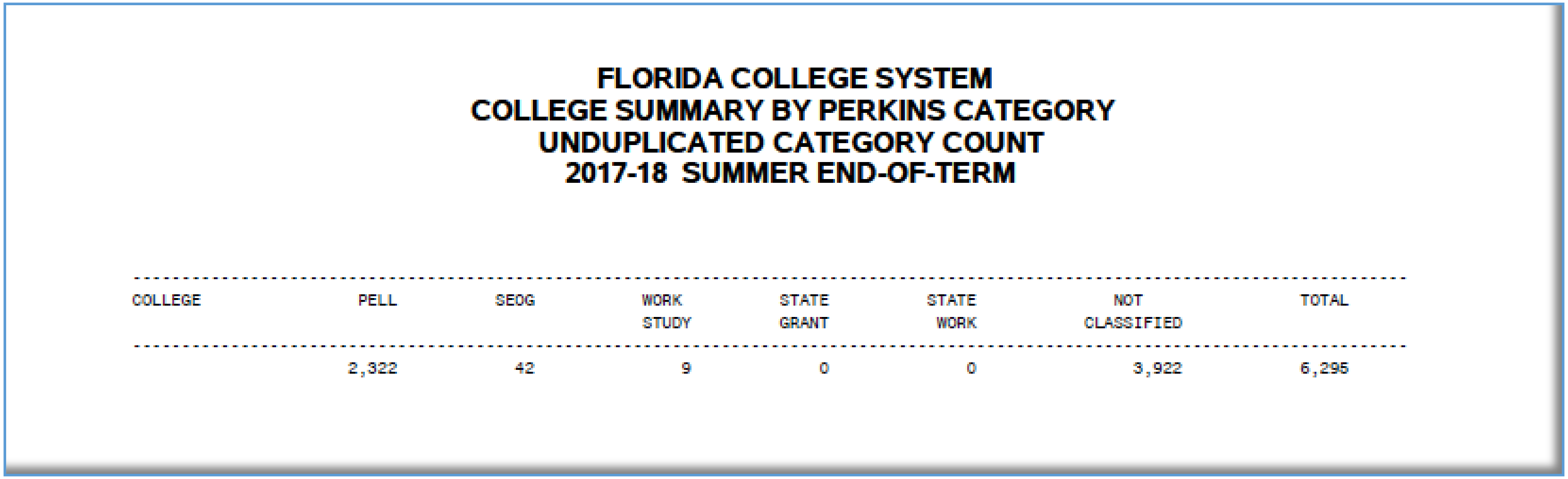
FLORIDA COLLEGE SYSTEM
ACCELERATION REPORT
2017 - 2018

	ACCELERATION MEASUREMENT	STUDENT HEADCOUNT	STUDENT SEMESTER HOURS	STUDENT HEADCOUNT	INST. CLOCK HOURS
3. OTHER DUAL ENROLLMENT	OTHER DUAL ENROLLMENT	194	900	2	334
1. CREDIT BY EXAMINATION	A. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)	194	1,403		
	B. CEEB ADVANCED PLACEMENT PROGRAM	175	1,577		
	C. INTERNATIONAL BACCALAUREATE PROGRAM	23	431		
	D. OTHER CREDIT BY EXAMINATION				
	E. CREDIT FOR EXPERENTIAL LEARNING	144	3,468		
2. DUAL ENROLLMENT	A. ASSOCIATE DEGREE DUAL	1,938	10,205		
	ASSOCIATE DEGREE COLLEGIATE				
	B. POSTSECONDARY ADULT VOCATIONAL DUAL				
	POSTSECONDARY ADULT VOCATIONAL COLLEGIATE				
	C. EARLY ADMISSION COLLEGE CREDIT	2	9		
	EARLY ADMISSION NON-CREDIT				
	D. ADVANCED PLACEMENT				
TOTAL DUAL ENROLLMENT	TOTAL DUAL ENROLL UNDUP HEADCOUNT	1,940			

Verification Reports (cont.)

PERKINS

- Report Name PERKINS.Ttyyyy and CCxx.STU.PERKINSF.Ttyyyy
- This report takes Program of Study – Award or Program of Study – Level or Program of Study – (CIP) and looks at CIP cluster and the Course – ICS and financial aid award type = ‘GA’, ‘GB’, AND ‘EA’.
- *Information not available.



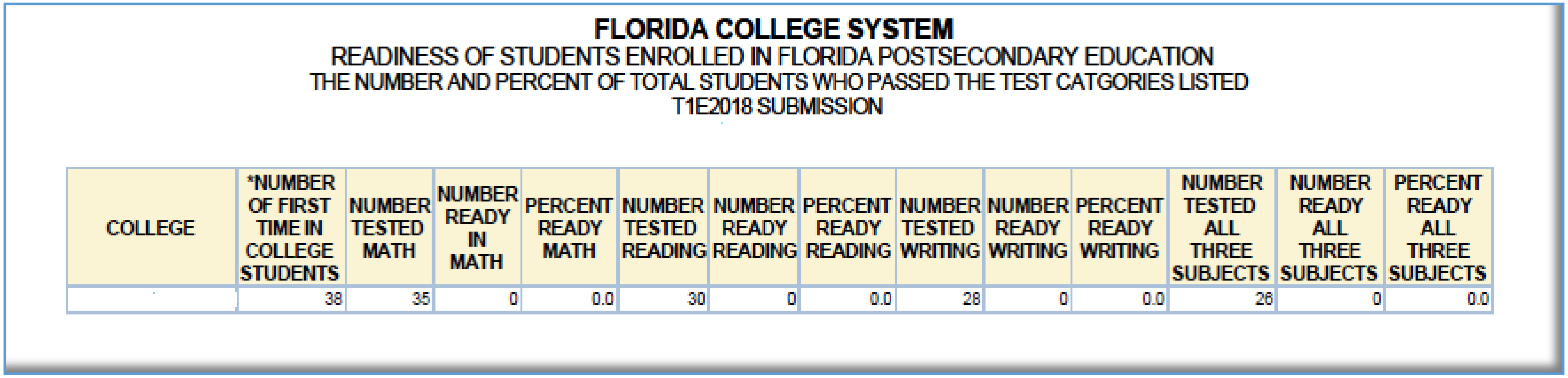
FLORIDA COLLEGE SYSTEM
COLLEGE SUMMARY BY PERKINS CATEGORY
UNDUPLICATED CATEGORY COUNT
2017-18 SUMMER END-OF-TERM

```
------------------------------------------------------------------------------------------------------
COLLEGE                PELL       SEOG        WORK       STATE      STATE        NOT          TOTAL
                                              STUDY      GRANT      WORK      CLASSIFIED
------------------------------------------------------------------------------------------------------
                      2,322         42           9          0          0         3,922        6,295
```

Verification Reports (cont.)

Readiness

- **Report Name READYRPT.PDF and READYFIL.Ttyyyy**
- **Shows readiness of students enrolled in Florida Postsecondary Education. Gives the number and percent of total students who passed the test categories listed.**

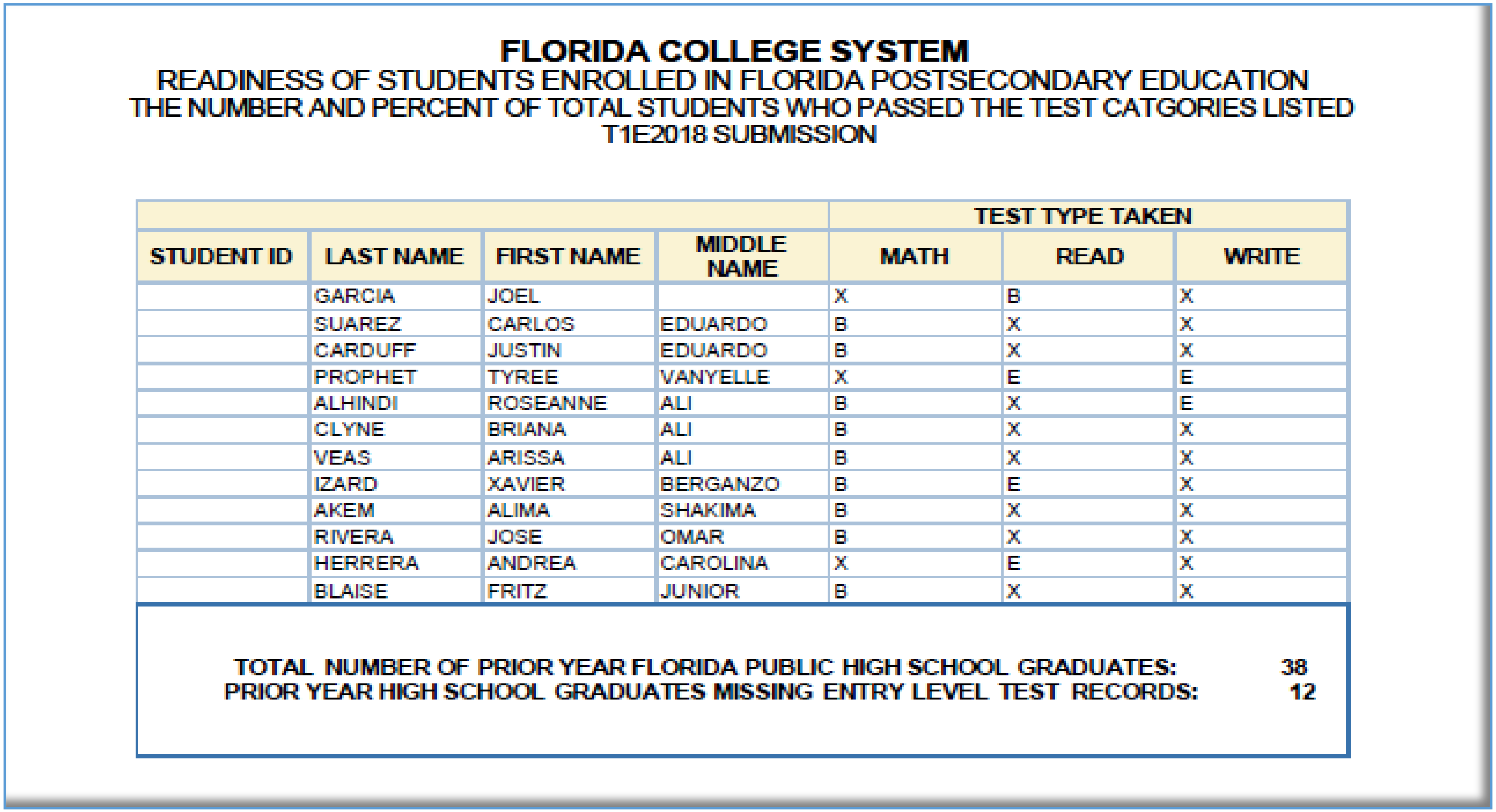


FLORIDA COLLEGE SYSTEM
READINESS OF STUDENTS ENROLLED IN FLORIDA POSTSECONDARY EDUCATION
THE NUMBER AND PERCENT OF TOTAL STUDENTS WHO PASSED THE TEST CATGORIES LISTED
T1E2018 SUBMISSION

COLLEGE	*NUMBER OF FIRST TIME IN COLLEGE STUDENTS	NUMBER TESTED MATH	NUMBER READY IN MATH	PERCENT READY MATH	NUMBER TESTED READING	NUMBER READY READING	PERCENT READY READING	NUMBER TESTED WRITING	NUMBER READY WRITING	PERCENT READY WRITING	NUMBER TESTED ALL THREE SUBJECTS	NUMBER READY ALL THREE SUBJECTS	PERCENT READY ALL THREE SUBJECTS
	38	35	0	0.0	30	0	0.0	28	0	0.0	26	0	0.0

Verification Reports (cont.)

Readiness (cont.)



FLORIDA COLLEGE SYSTEM
READINESS OF STUDENTS ENROLLED IN FLORIDA POSTSECONDARY EDUCATION
THE NUMBER AND PERCENT OF TOTAL STUDENTS WHO PASSED THE TEST CATGORIES LISTED
T1E2018 SUBMISSION

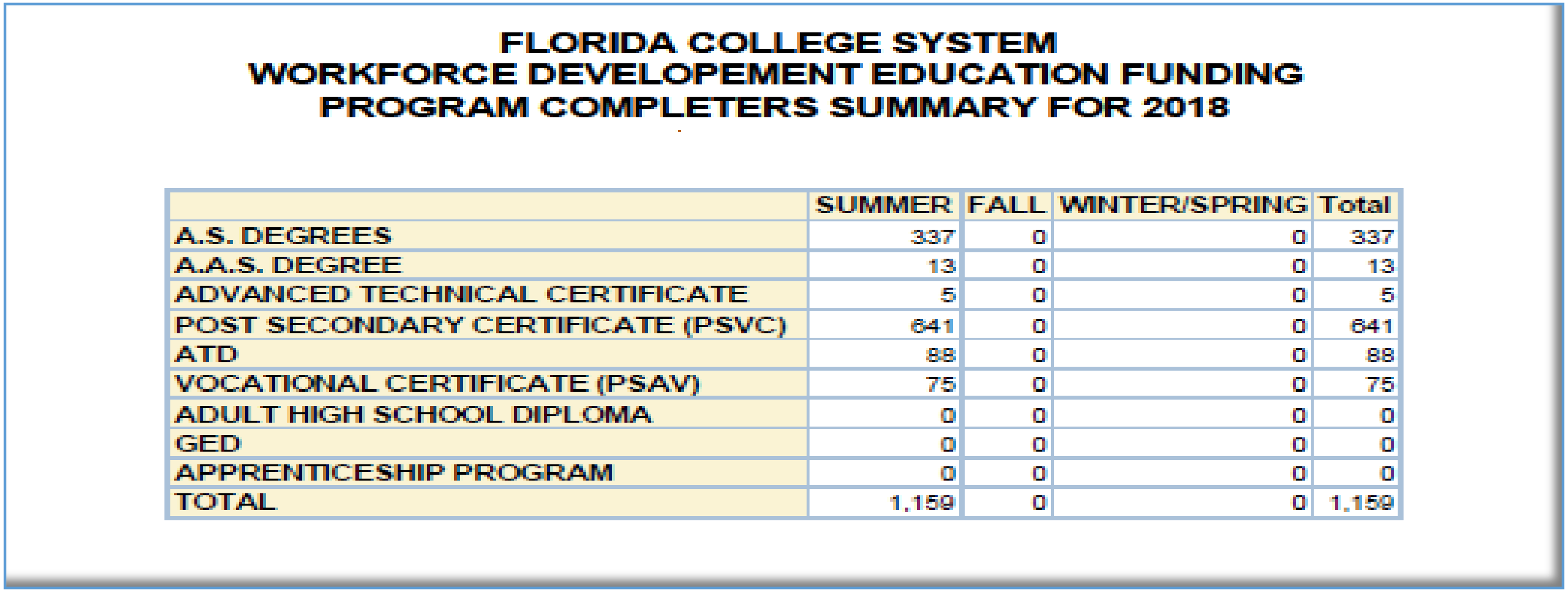
				TEST TYPE TAKEN		
STUDENT ID	**LAST NAME**	**FIRST NAME**	**MIDDLE NAME**	**MATH**	**READ**	**WRITE**
	GARCIA	JOEL		X	B	X
	SUAREZ	CARLOS	EDUARDO	B	X	X
	CARDUFF	JUSTIN	EDUARDO	B	X	X
	PROPHET	TYREE	VANYELLE	X	E	E
	ALHINDI	ROSEANNE	ALI	B	X	E
	CLYNE	BRIANA	ALI	B	X	X
	VEAS	ARISSA	ALI	B	X	X
	IZARD	XAVIER	BERGANZO	B	E	X
	AKEM	ALIMA	SHAKIMA	B	X	X
	RIVERA	JOSE	OMAR	B	X	X
	HERRERA	ANDREA	CAROLINA	X	E	X
	BLAISE	FRITZ	JUNIOR	B	X	X

TOTAL NUMBER OF PRIOR YEAR FLORIDA PUBLIC HIGH SCHOOL GRADUATES: 38
PRIOR YEAR HIGH SCHOOL GRADUATES MISSING ENTRY LEVEL TEST RECORDS: 12

Verification Reports (cont.)

Workforce Developmental Education

- Report Name WFCMPRPT.PDF and two files called WFCMPFIL.TXT and WFNOCPFL.TXT.
- Degrees AS, PSAV, PAVC, ATC, Adult High School Diploma, ATD, Student attained a GED, AAS, and Apprentice Program.
- Shows program completers for workforce programs.



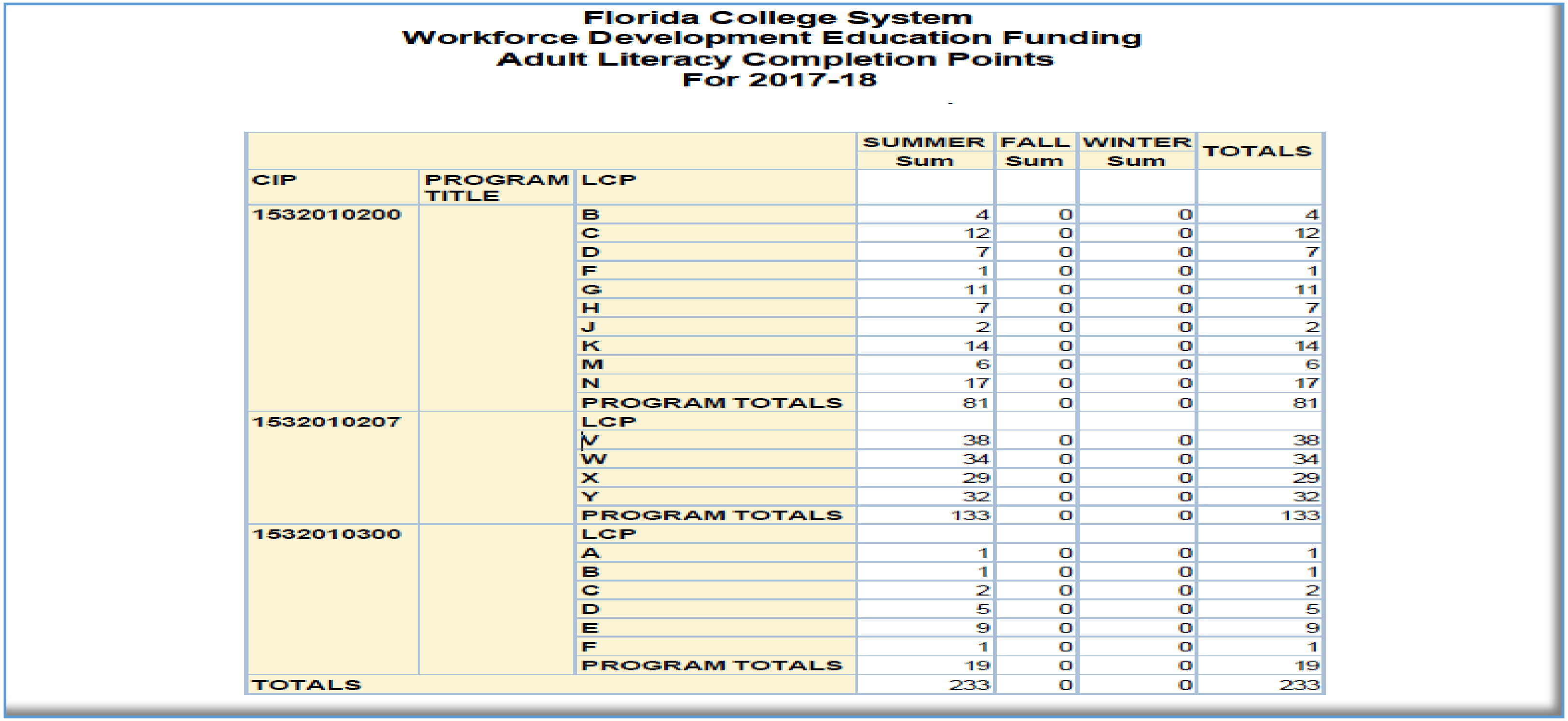
FLORIDA COLLEGE SYSTEM
WORKFORCE DEVELOPEMENT EDUCATION FUNDING
PROGRAM COMPLETERS SUMMARY FOR 2018

	SUMMER	FALL	WINTER/SPRING	Total
A.S. DEGREES	337	0	0	337
A.A.S. DEGREE	13	0	0	13
ADVANCED TECHNICAL CERTIFICATE	5	0	0	5
POST SECONDARY CERTIFICATE (PSVC)	641	0	0	641
ATD	88	0	0	88
VOCATIONAL CERTIFICATE (PSAV)	75	0	0	75
ADULT HIGH SCHOOL DIPLOMA	0	0	0	0
GED	0	0	0	0
APPRENTICESHIP PROGRAM	0	0	0	0
TOTAL	1,159	0	0	1,159

Verification Reports (cont.)

Workforce Developmental Education for Adult LCP

- Report Name WFLCPRPT.PDF and WFLCPFIL.TXT
- Shows totals for Adult Literacy Completion Points (LCP) for Summer, Fall, and Winter/Spring for Adult Basic Education



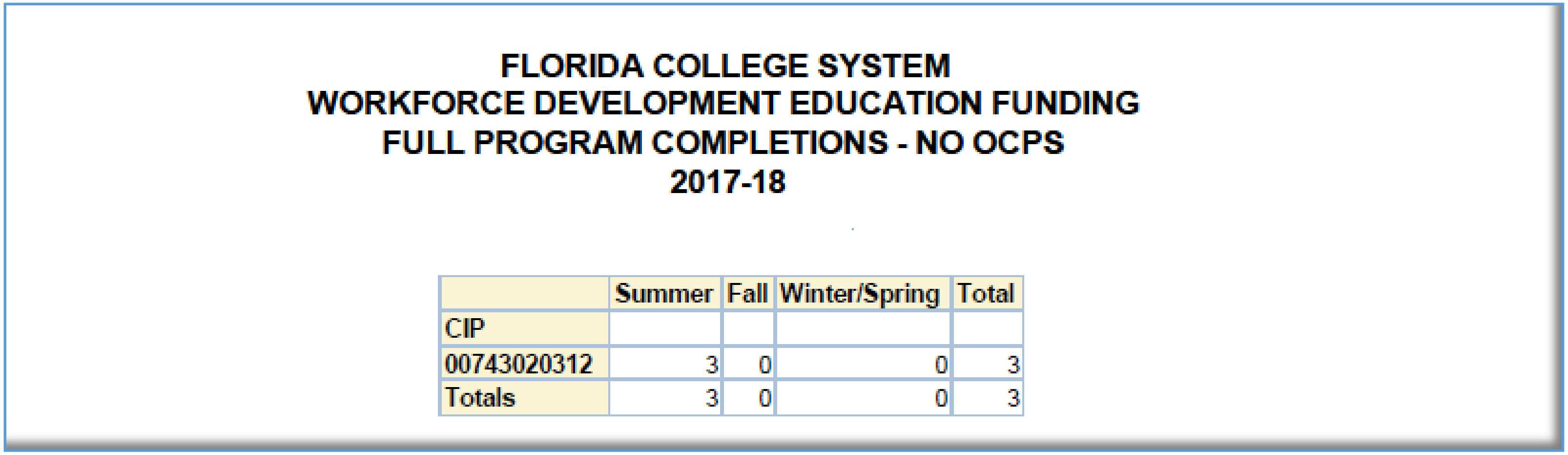
Florida College System
Workforce Development Education Funding
Adult Literacy Completion Points
For 2017-18

			SUMMER Sum	FALL Sum	WINTER Sum	TOTALS
CIP	PROGRAM TITLE	LCP				
1532010200		B	4	0	0	4
		C	12	0	0	12
		D	7	0	0	7
		F	1	0	0	1
		G	11	0	0	11
		H	7	0	0	7
		J	2	0	0	2
		K	14	0	0	14
		M	6	0	0	6
		N	17	0	0	17
		PROGRAM TOTALS	81	0	0	81
1532010207		LCP				
		V	38	0	0	38
		W	34	0	0	34
		X	29	0	0	29
		Y	32	0	0	32
		PROGRAM TOTALS	133	0	0	133
1532010300		LCP				
		A	1	0	0	1
		B	1	0	0	1
		C	2	0	0	2
		D	5	0	0	5
		E	9	0	0	9
		F	1	0	0	1
		PROGRAM TOTALS	19	0	0	19
TOTALS			233	0	0	233

Verification Reports (cont.)

Workforce Development Education for Full Program No OCP Completions

- Report Name WFNOCPRP.PDF and WFNOCPFL.TXT
- Shows full PSAV completions but not OCP completers reported for Summer, Fall, and Winter/Spring with summary totals and creates a file.



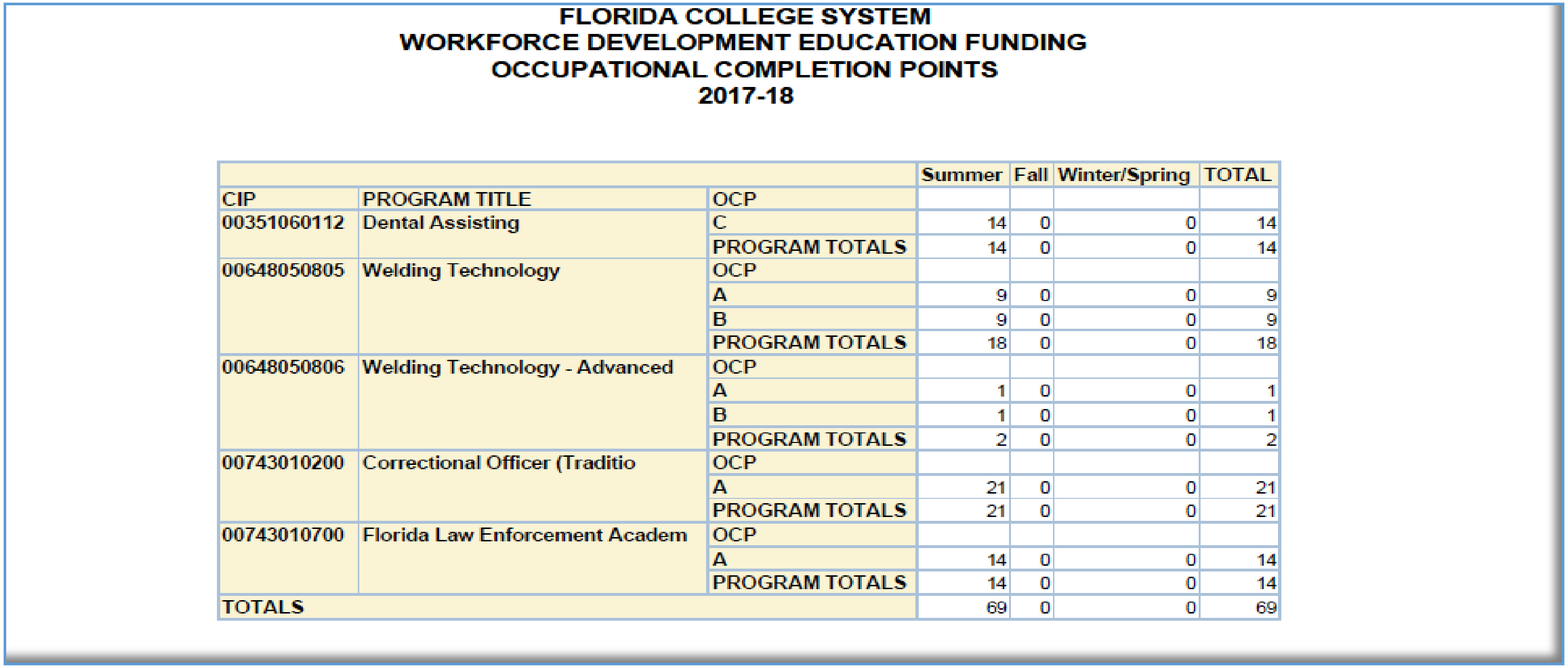
FLORIDA COLLEGE SYSTEM
WORKFORCE DEVELOPMENT EDUCATION FUNDING
FULL PROGRAM COMPLETIONS - NO OCPS
2017-18

	Summer	Fall	Winter/Spring	Total
CIP				
00743020312	3	0	0	3
Totals	3	0	0	3

Verification Reports (cont.)

Workforce Developmental Education OCPs

- Report Name WFOCPRPT.PDF and WFOCPFIL.TXT
- This report shows Adult Occupational Completion Points for Summer, Fall, and Winter/Spring each with summary



FLORIDA COLLEGE SYSTEM
WORKFORCE DEVELOPMENT EDUCATION FUNDING
OCCUPATIONAL COMPLETION POINTS
2017-18

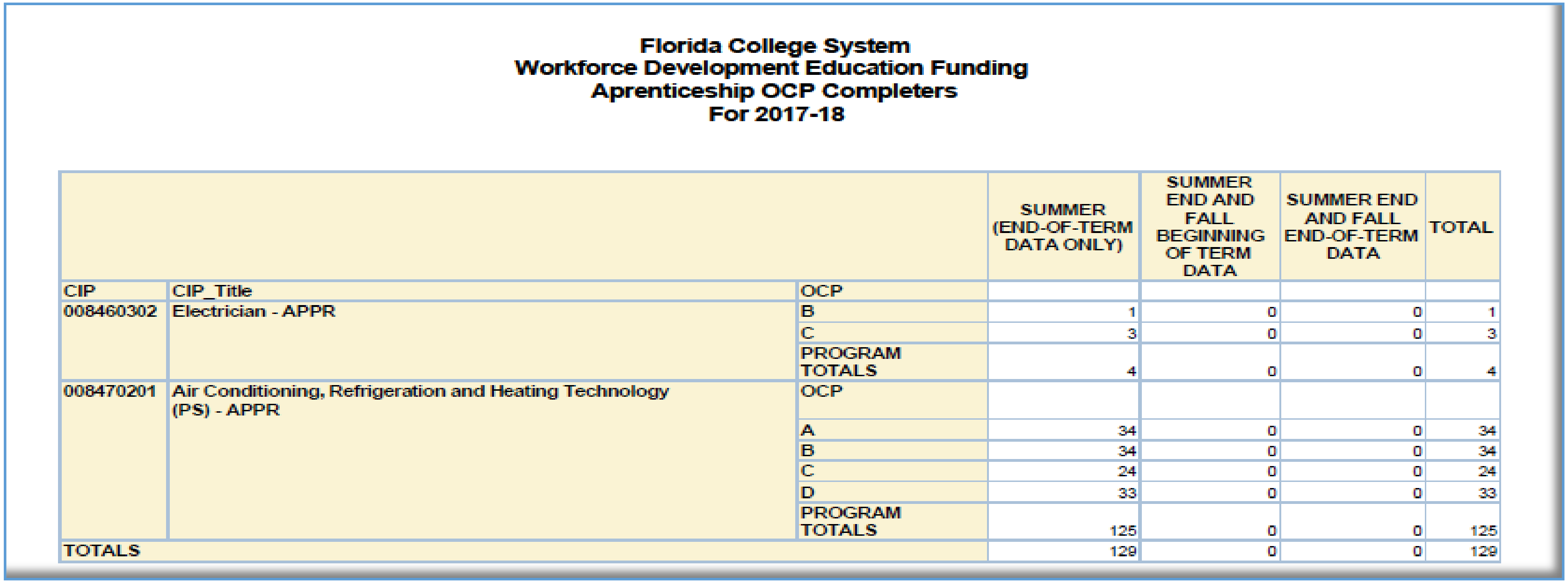
			Summer	Fall	Winter/Spring	TOTAL
CIP	PROGRAM TITLE	OCP				
00351060112	Dental Assisting	C	14	0	0	14
		PROGRAM TOTALS	14	0	0	14
00648050805	Welding Technology	OCP				
		A	9	0	0	9
		B	9	0	0	9
		PROGRAM TOTALS	18	0	0	18
00648050806	Welding Technology - Advanced	OCP				
		A	1	0	0	1
		B	1	0	0	1
		PROGRAM TOTALS	2	0	0	2
00743010200	Correctional Officer (Traditio	OCP				
		A	21	0	0	21
		PROGRAM TOTALS	21	0	0	21
00743010700	Florida Law Enforcement Academ	OCP				
		A	14	0	0	14
		PROGRAM TOTALS	14	0	0	14
TOTALS			69	0	0	69

Verification Reports (cont.)

Workforce Developmental Education Apprenticeship OCPs

a. Report Name CCxx.STU.WFAPPRPT.Ttyyyy and CCxx.STU.WFAPPFIL.Ttyyyy

b. This report shows Apprenticeship Completers with totals for Summer, Fall, and Winter/Spring with summary totals and creates a file.



Florida College System
Workforce Development Education Funding
Aprenticeship OCP Completers
For 2017-18

			SUMMER (END-OF-TERM DATA ONLY)	SUMMER END AND FALL BEGINNING OF TERM DATA	SUMMER END AND FALL END-OF-TERM DATA	TOTAL
CIP	CIP_Title	OCP				
008460302	Electrician - APPR	B	1	0	0	1
		C	3	0	0	3
		PROGRAM TOTALS	4	0	0	4
008470201	Air Conditioning, Refrigeration and Heating Technology (PS) - APPR	OCP				
		A	34	0	0	34
		B	34	0	0	34
		C	24	0	0	24
		D	33	0	0	33
		PROGRAM TOTALS	125	0	0	125
TOTALS			129	0	0	129

Appendix A

- **Used by the colleges in reporting when students complete a segment of Adult Programs.**
- **This appendix should be used in conjunction with DE 2101 – Completion CIP and DE 2105 – Adult Literacy Completion Points.**
    - **Adult Basic Education (ABE)**
    - **General Education Development (GED)**
    - **English Literacy for Career & Technical Education (ELCATE)**
    - **Other Adult Programs**
    - **Adult High School – Adult Secondary (Students seeking an adult High School Diploma)**

Appendix A (cont.)

- Adult High School Co-Enrolled
- Pre-Applied Academics for Adult education
- Applied Academics for Adult Education
- Adult English for Speakers of Other Languages (ESOL)
- Literacy Skills for Adult ESOL

All of the above show Type of Instruction, Completion CIP numbers, and Adult Literacy Completion Points (DE 2105)

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INTEGRATED DATABASE (IDB)

November 6-7, 2017

OVERVIEW

- The Florida College System's Integrated Database was created to provide data at the state level to fulfill state and federal reporting requirements. The IDB is used to provide information to help support the budget and management decisions.
- The Integrated Database is a logical database that supports the four physical databases;
  - Student Database (SDB),
  - Personnel Database (PDB),
  - Facilities and Capital Outlay Database (FCO)
  - Admissions Database (ADB).

Examples of IDB reports

- Room and Space Utilization reports
- FTE Reports
- Distance Learning reports
- Headcount reports
- Teacher Prep Enrollments and Completions
- Developmental Education

Why do we need an IDB edit?

- The Integrated Database ties the physical databases together by running an edit that scrutinizes the data in an effort to find a potential problem if one exists in the relationships between the physical databases.
- An IDB Edit will run if SDB, FCO, PDB, and ADB have run clean and loaded. When looking at the IDB edit summary you will be able to tell at that time whether or not all databases are loaded.
- At that time an IDB edit will be run to determine if the four databases will come together.

Examples of IDB edits

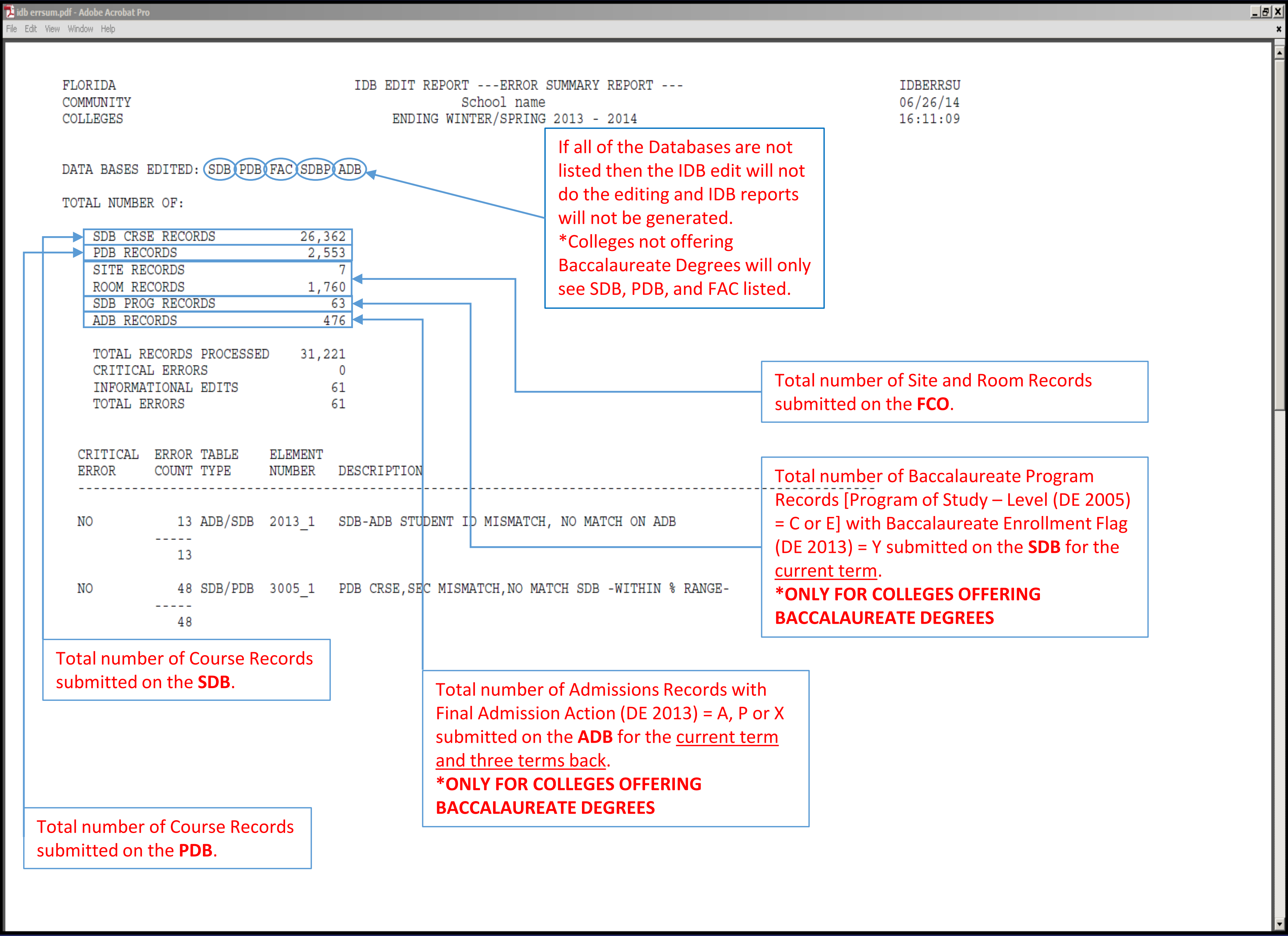
- Did the rooms all get coded properly in FCO?
- Is the site/facility set up properly in PDB?
- Did SDB get the course scheduled correctly to the right site?
- Are they getting a match on SDB and PDB by Course Identifier and Course Identifier Section?
- If the Student Program record has the Baccalaureate Flag of ‘Y’ this will trigger the edit to check the Admissions Database to make sure that the Final Admission Action is ‘A’, ‘P’, or ‘X’.

Frequent types of IDB issues

- The Course is not set up in either PDB or SDB.
- Not all of the Databases Loaded.
- Room mismatch between FCO and PDB.
- Student mismatch between SDB and ADB.

Integrated Database Changes for 2017-18

- Edit changes due to intensive edit review
- Updated selection criteria on Faculty Load
- Edit for course site mismatch between PDB and SDB



```
FLORIDA                              IDB EDIT REPORT ---ERROR SUMMARY REPORT ---                     IDBERRSU
COMMUNITY                                          School name                                       06/26/14
COLLEGES                                 ENDING WINTER/SPRING 2013 - 2014                            16:11:09

DATA BASES EDITED: SDB PDB FAC SDBP ADB

TOTAL NUMBER OF:

    SDB CRSE RECORDS              26,362
    PDB RECORDS                    2,553
    SITE RECORDS                       7
    ROOM RECORDS                   1,760
    SDB PROG RECORDS                  63
    ADB RECORDS                      476

    TOTAL RECORDS PROCESSED       31,221
    CRITICAL ERRORS                    0
    INFORMATIONAL EDITS               61
    TOTAL ERRORS                      61


  CRITICAL  ERROR TABLE     ELEMENT
  ERROR     COUNT TYPE      NUMBER    DESCRIPTION
  ----------------------------------------------------------------------------------------------------------

  NO           13 ADB/SDB   2013_1    SDB-ADB STUDENT ID MISMATCH, NO MATCH ON ADB
             -----
               13

  NO           48 SDB/PDB   3005_1    PDB CRSE,SEC MISMATCH,NO MATCH SDB -WITHIN % RANGE-
             -----
               48
```

If all of the Databases are not listed then the IDB edit will not do the editing and IDB reports will not be generated.
*Colleges not offering Baccalaureate Degrees will only see SDB, PDB, and FAC listed.

Total number of Site and Room Records submitted on the **FCO**.

Total number of Baccalaureate Program Records [Program of Study – Level (DE 2005) = C or E] with Baccalaureate Enrollment Flag (DE 2013) = Y submitted on the **SDB** for the current term.
***ONLY FOR COLLEGES OFFERING BACCALAUREATE DEGREES**

Total number of Course Records submitted on the **SDB**.

Total number of Admissions Records with Final Admission Action (DE 2013) = A, P or X submitted on the **ADB** for the current term and three terms back.
***ONLY FOR COLLEGES OFFERING BACCALAUREATE DEGREES**

Total number of Course Records submitted on the **PDB**.

How to tell if all databases are loaded

- Five edits that clarify which databases are loaded

Edit Number	Description	
0000_1	No SDB Course Records	Critical
0000_2	No PDB Course Records	Critical
0000_3	No FCO Site or Room Records	Critical
0000_4*	No ADB Records (current term plus prior three terms)	Critical
0000_5*	No Current Term ADB Records	Informational
*Only applies to Four Year Institutions		

Certification

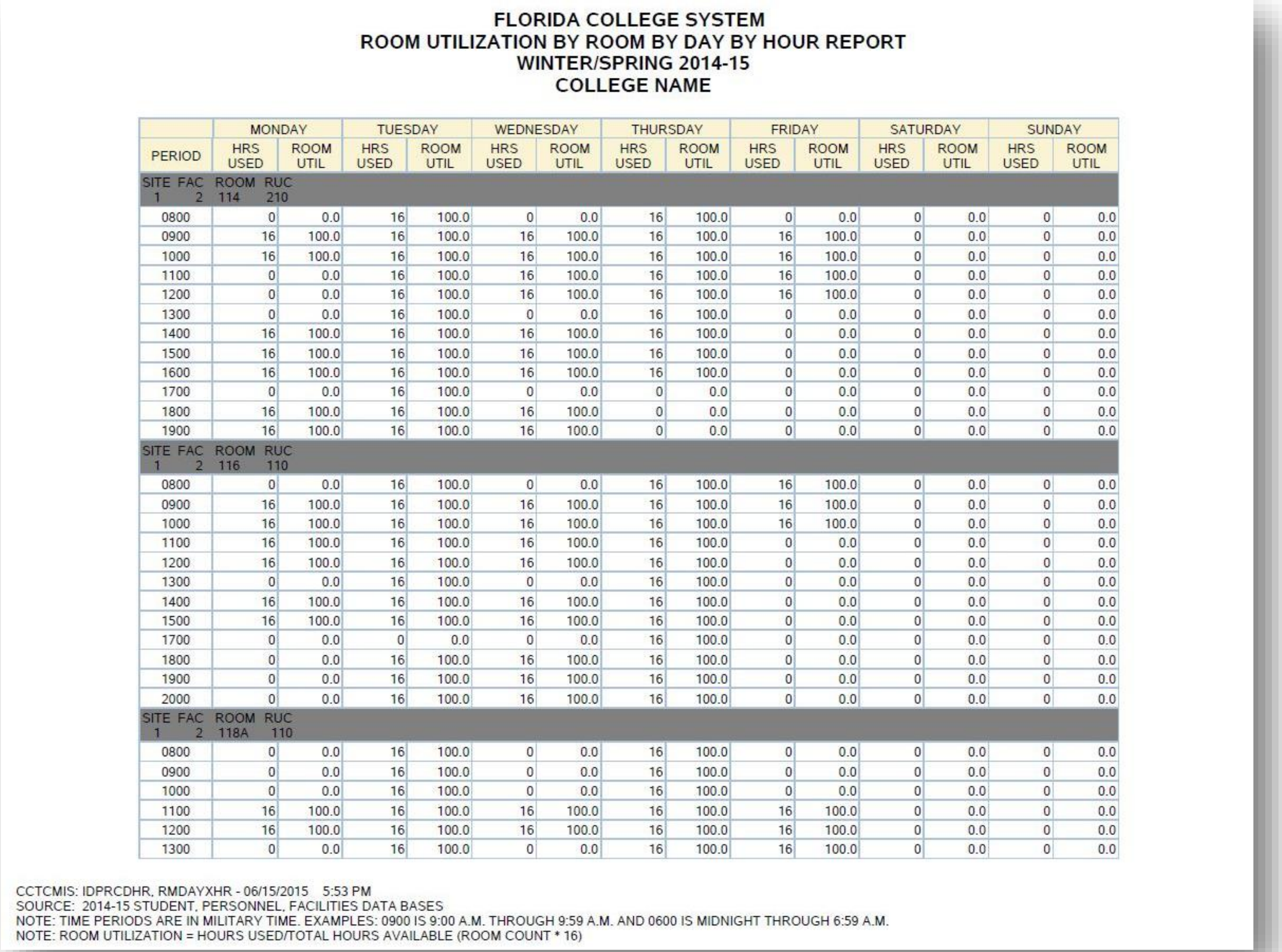
- Every time a database is submitted (or resubmitted for prior terms) the IDB must perform the edits between the databases.
  - The IDB reports are generated after the data has passed all critical IDB edits.
- Therefore, anytime a database (ADB, FCO, PDB, or SDB) is certified (1E, 2E, 3E), IDB must also be certified.

Integrated reports

- ROOM/SPACE UTILIZATION
  - This report is created for Classrooms and Class Laboratories (Room use codes of 110, 120, and 210).
    - This includes permanent buildings that are owned (ownership code = 0, 1, 2, or 3) by the college and are in satisfactory condition or the building is scheduled to be remodeled.
    - This excludes all rooms in buildings that are leased, temporary, or under construction and buildings scheduled for demolition or termination.
    - On a joint use facility it must be assigned to the college or the college shares the room with the visiting institution.
    - On the Student Data Base the course includes only the regular scheduled courses. Courses that are Recreation and Leisure are not included. Directed Individual Study Courses, open lab course and other similar courses that are not scheduled on a regular weekly basis are excluded also.

Room Utilization Reports

Room Use by Day by Hour

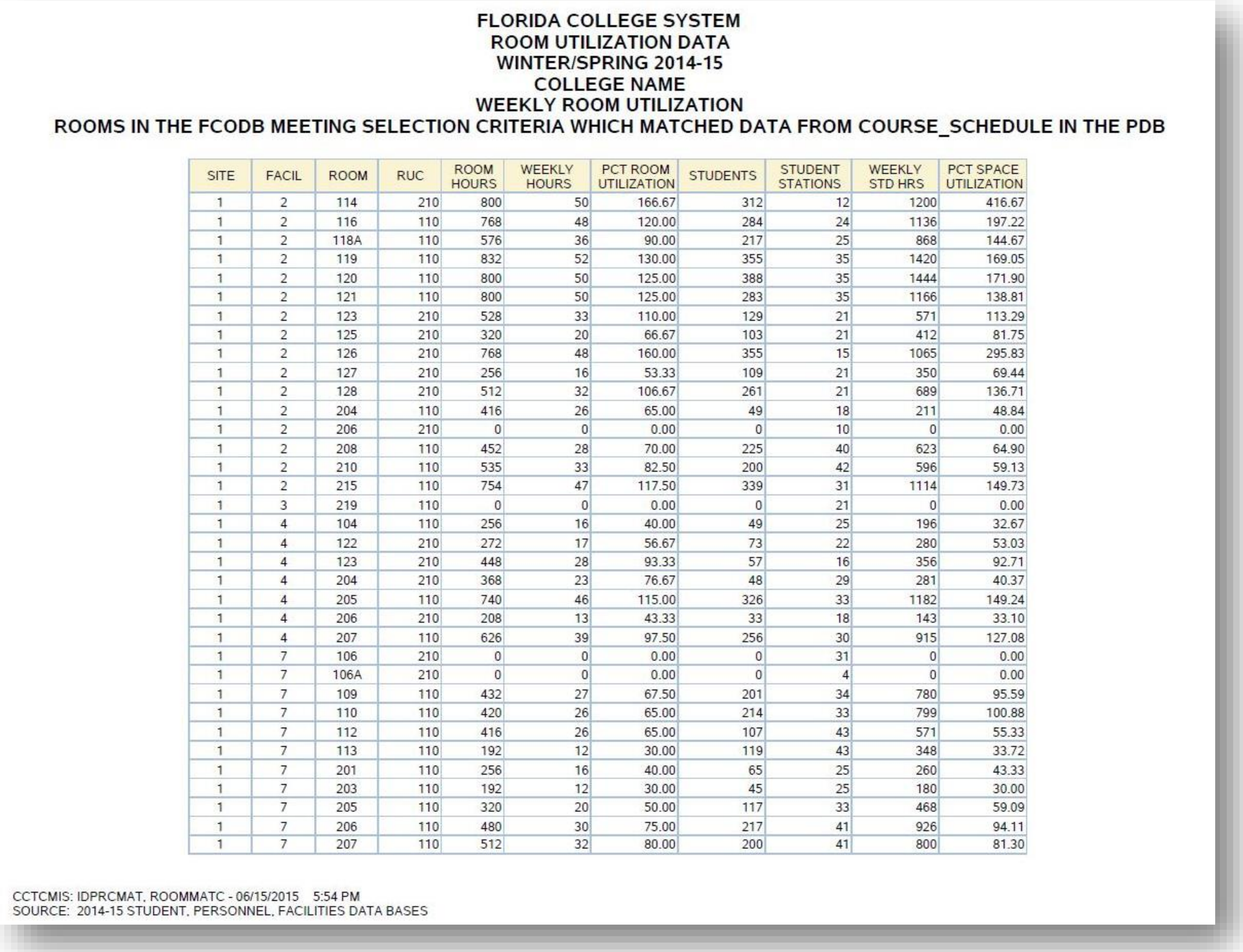


FLORIDA COLLEGE SYSTEM
ROOM UTILIZATION BY ROOM BY DAY BY HOUR REPORT
WINTER/SPRING 2014-15
COLLEGE NAME

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
PERIOD	HRS USED	ROOM UTIL	HRS USED	ROOM UTIL	HRS USED	ROOM UTIL	HRS USED	ROOM UTIL	HRS USED	ROOM UTIL	HRS USED	ROOM UTIL	HRS USED	ROOM UTIL
SITE FAC ROOM RUC 1 2 114 210														
0800	0	0.0	16	100.0	0	0.0	16	100.0	0	0.0	0	0.0	0	0.0
0900	16	100.0	16	100.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0
1000	16	100.0	16	100.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0
1100	0	0.0	16	100.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0
1200	0	0.0	16	100.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0
1300	0	0.0	16	100.0	0	0.0	16	100.0	0	0.0	0	0.0	0	0.0
1400	16	100.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0	0	0.0
1500	16	100.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0	0	0.0
1600	16	100.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0	0	0.0
1700	0	0.0	16	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
1800	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0	0	0.0	0	0.0
1900	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0	0	0.0	0	0.0
SITE FAC ROOM RUC 1 2 116 110														
0800	0	0.0	16	100.0	0	0.0	16	100.0	16	100.0	0	0.0	0	0.0
0900	16	100.0	16	100.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0
1000	16	100.0	16	100.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0
1100	16	100.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0	0	0.0
1200	16	100.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0	0	0.0
1300	0	0.0	16	100.0	0	0.0	16	100.0	0	0.0	0	0.0	0	0.0
1400	16	100.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0	0	0.0
1500	16	100.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0	0	0.0
1700	0	0.0	0	0.0	0	0.0	16	100.0	0	0.0	0	0.0	0	0.0
1800	0	0.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0	0	0.0
1900	0	0.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0	0	0.0
2000	0	0.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0	0	0.0
SITE FAC ROOM RUC 1 2 118A 110														
0800	0	0.0	16	100.0	0	0.0	16	100.0	0	0.0	0	0.0	0	0.0
0900	0	0.0	16	100.0	0	0.0	16	100.0	0	0.0	0	0.0	0	0.0
1000	0	0.0	16	100.0	0	0.0	16	100.0	0	0.0	0	0.0	0	0.0
1100	16	100.0	16	100.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0
1200	16	100.0	16	100.0	16	100.0	16	100.0	16	100.0	0	0.0	0	0.0
1300	0	0.0	16	100.0	0	0.0	16	100.0	16	100.0	0	0.0	0	0.0

CCTCMIS: IDPRCDHR, RMDAYXHR - 06/15/2015 5:53 PM
SOURCE: 2014-15 STUDENT, PERSONNEL, FACILITIES DATA BASES
NOTE: TIME PERIODS ARE IN MILITARY TIME. EXAMPLES: 0900 IS 9:00 A.M. THROUGH 9:59 A.M. AND 0600 IS MIDNIGHT THROUGH 6:59 A.M.
NOTE: ROOM UTILIZATION = HOURS USED/TOTAL HOURS AVAILABLE (ROOM COUNT * 16)

Room Use by Week

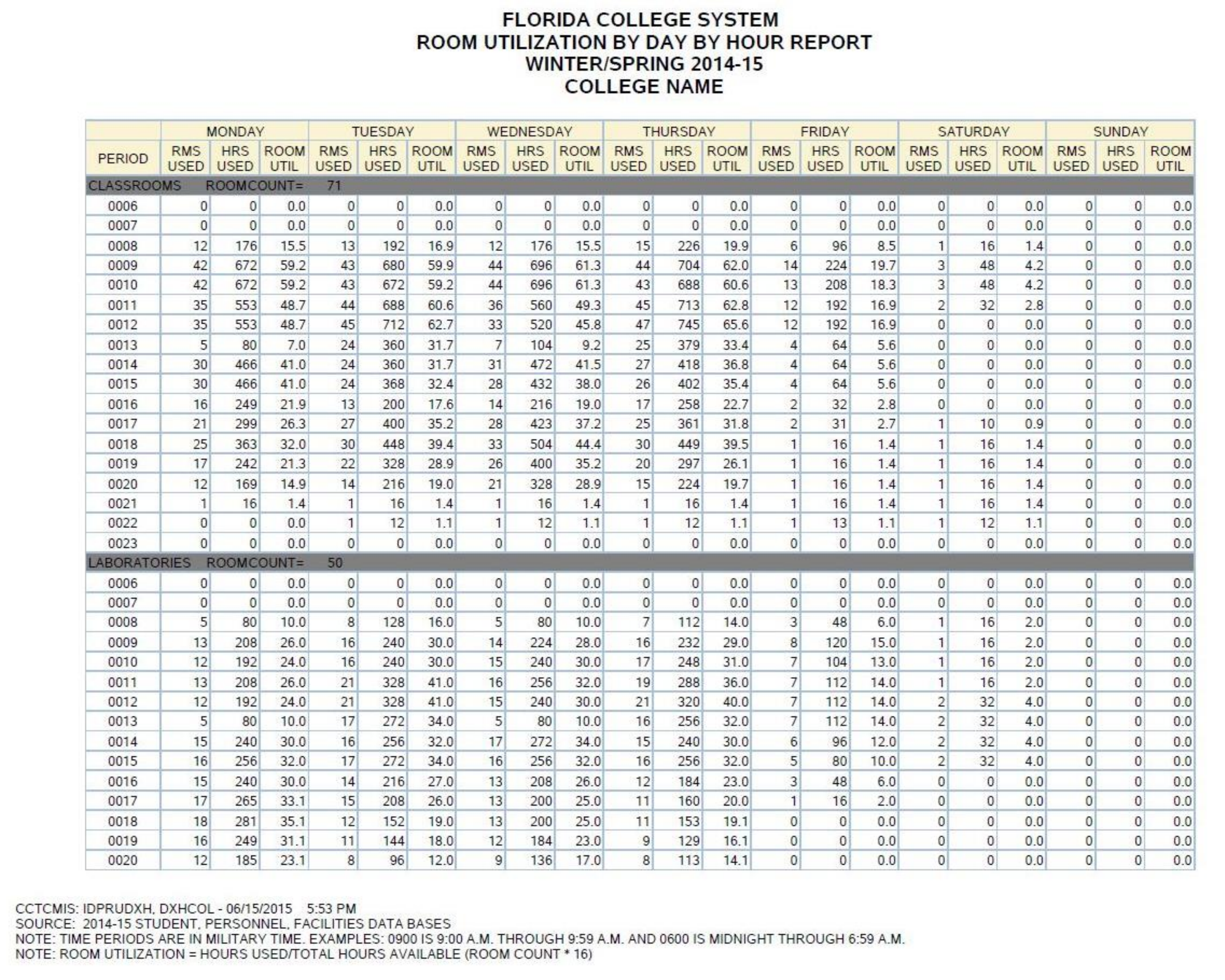


FLORIDA COLLEGE SYSTEM
ROOM UTILIZATION DATA
WINTER/SPRING 2014-15
COLLEGE NAME
WEEKLY ROOM UTILIZATION
ROOMS IN THE FCODB MEETING SELECTION CRITERIA WHICH MATCHED DATA FROM COURSE_SCHEDULE IN THE PDB

SITE	FACIL	ROOM	RUC	ROOM HOURS	WEEKLY HOURS	PCT ROOM UTILIZATION	STUDENTS	STUDENT STATIONS	WEEKLY STD HRS	PCT SPACE UTILIZATION
1	2	114	210	800	50	166.67	312	12	1200	416.67
1	2	116	110	768	48	120.00	284	24	1136	197.22
1	2	118A	110	576	36	90.00	217	25	868	144.67
1	2	119	110	832	52	130.00	355	35	1420	169.05
1	2	120	110	800	50	125.00	388	35	1444	171.90
1	2	121	110	800	50	125.00	283	35	1166	138.81
1	2	123	210	528	33	110.00	129	21	571	113.29
1	2	125	210	320	20	66.67	103	21	412	81.75
1	2	126	210	768	48	160.00	355	15	1065	295.83
1	2	127	210	256	16	53.33	109	21	350	69.44
1	2	128	210	512	32	106.67	261	21	689	136.71
1	2	204	110	416	26	65.00	49	18	211	48.84
1	2	206	210	0	0	0.00	0	10	0	0.00
1	2	208	110	452	28	70.00	225	40	623	64.90
1	2	210	110	535	33	82.50	200	42	596	59.13
1	2	215	110	754	47	117.50	339	31	1114	149.73
1	3	219	110	0	0	0.00	0	21	0	0.00
1	4	104	110	256	16	40.00	49	25	196	32.67
1	4	122	210	272	17	56.67	73	22	280	53.03
1	4	123	210	448	28	93.33	57	16	356	92.71
1	4	204	210	368	23	76.67	48	29	281	40.37
1	4	205	110	740	46	115.00	326	33	1182	149.24
1	4	206	210	208	13	43.33	33	18	143	33.10
1	4	207	110	626	39	97.50	256	30	915	127.08
1	7	106	210	0	0	0.00	0	31	0	0.00
1	7	106A	210	0	0	0.00	0	4	0	0.00
1	7	109	110	432	27	67.50	201	34	780	95.59
1	7	110	110	420	26	65.00	214	33	799	100.88
1	7	112	110	416	26	65.00	107	43	571	55.33
1	7	113	110	192	12	30.00	119	43	348	33.72
1	7	201	110	256	16	40.00	65	25	260	43.33
1	7	203	110	192	12	30.00	45	25	180	30.00
1	7	205	110	320	20	50.00	117	33	468	59.09
1	7	206	110	480	30	75.00	217	41	926	94.11
1	7	207	110	512	32	80.00	200	41	800	81.30

CCTCMIS: IDPRCMAT, ROOMMATC - 06/15/2015 5:54 PM
SOURCE: 2014-15 STUDENT, PERSONNEL, FACILITIES DATA BASES

Classroom and Lab Use by Day by Hour

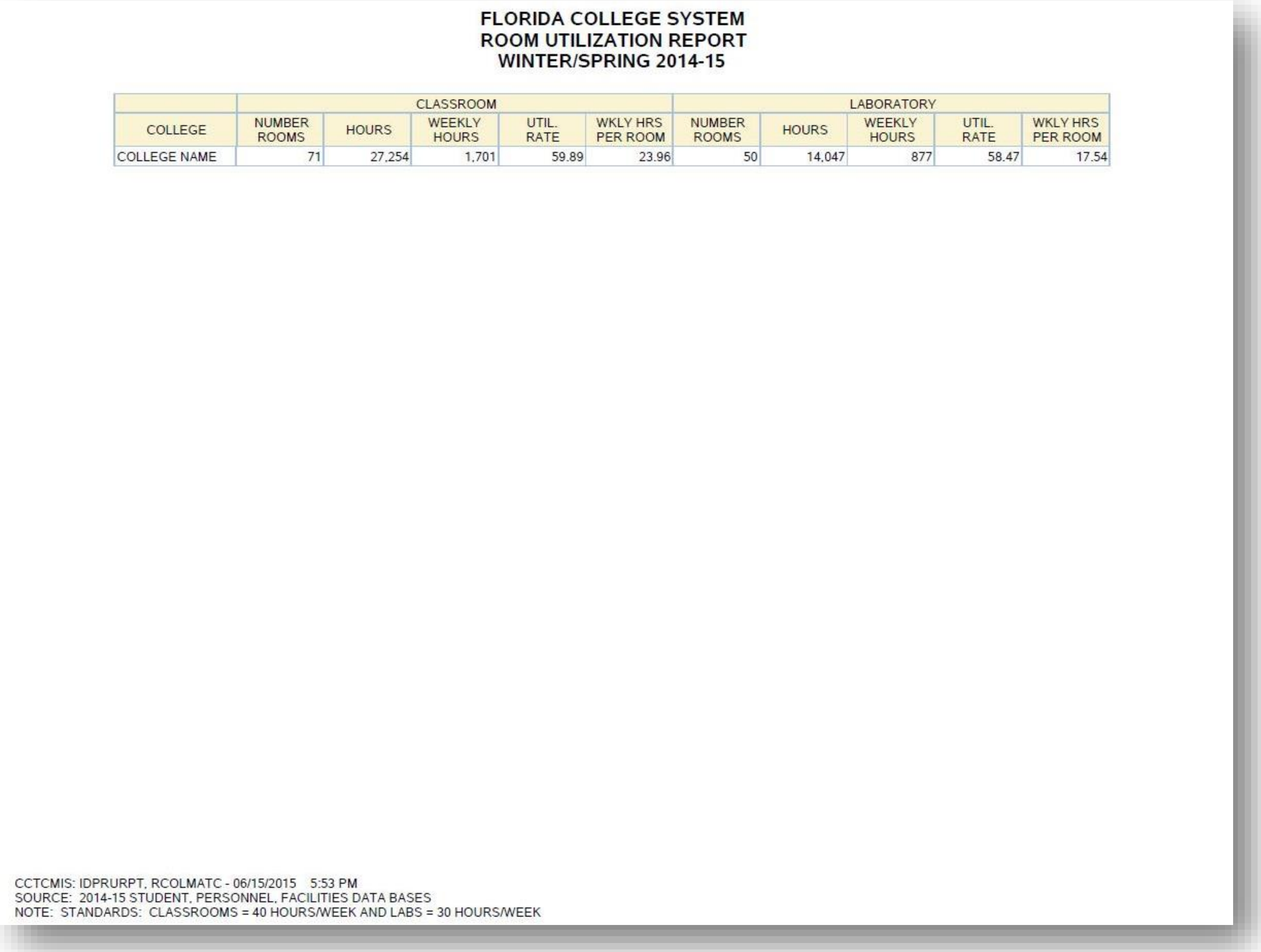


FLORIDA COLLEGE SYSTEM
ROOM UTILIZATION BY DAY BY HOUR REPORT
WINTER/SPRING 2014-15
COLLEGE NAME

	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY			SUNDAY		
PERIOD	RMS USED	HRS USED	ROOM UTIL	RMS USED	HRS USED	ROOM UTIL	RMS USED	HRS USED	ROOM UTIL	RMS USED	HRS USED	ROOM UTIL	RMS USED	HRS USED	ROOM UTIL	RMS USED	HRS USED	ROOM UTIL	RMS USED	HRS USED	ROOM UTIL
CLASSROOMS ROOMCOUNT= 71																					
0006	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0
0007	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0
0008	12	176	15.5	13	192	16.9	12	176	15.5	15	226	19.9	6	96	8.5	1	16	1.4	0	0	0.0
0009	42	672	59.2	43	680	59.9	44	696	61.3	44	704	62.0	14	224	19.7	3	48	4.2	0	0	0.0
0010	42	672	59.2	43	672	59.2	44	696	61.3	43	688	60.6	13	208	18.3	3	48	4.2	0	0	0.0
0011	35	553	48.7	44	688	60.6	36	560	49.3	45	713	62.8	12	192	16.9	2	32	2.8	0	0	0.0
0012	35	553	48.7	45	712	62.7	33	520	45.8	47	745	65.6	12	192	16.9	0	0	0.0	0	0	0.0
0013	5	80	7.0	24	360	31.7	7	104	9.2	25	379	33.4	4	64	5.6	0	0	0.0	0	0	0.0
0014	30	466	41.0	24	360	31.7	31	472	41.5	27	418	36.8	4	64	5.6	0	0	0.0	0	0	0.0
0015	30	466	41.0	24	368	32.4	28	432	38.0	26	402	35.4	4	64	5.6	0	0	0.0	0	0	0.0
0016	16	249	21.9	13	200	17.6	14	216	19.0	17	258	22.7	2	32	2.8	0	0	0.0	0	0	0.0
0017	21	299	26.3	27	400	35.2	28	423	37.2	25	361	31.8	2	31	2.7	1	10	0.9	0	0	0.0
0018	25	363	32.0	30	448	39.4	33	504	44.4	30	449	39.5	1	16	1.4	1	16	1.4	0	0	0.0
0019	17	242	21.3	22	328	28.9	26	400	35.2	20	297	26.1	1	16	1.4	1	16	1.4	0	0	0.0
0020	12	169	14.9	14	216	19.0	21	328	28.9	15	224	19.7	1	16	1.4	1	16	1.4	0	0	0.0
0021	1	16	1.4	1	16	1.4	1	16	1.4	1	16	1.4	1	16	1.4	1	16	1.4	0	0	0.0
0022	0	0	0.0	1	12	1.1	1	12	1.1	1	12	1.1	1	13	1.1	1	12	1.1	0	0	0.0
0023	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0
LABORATORIES ROOMCOUNT= 50																					
0006	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0
0007	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0
0008	5	80	10.0	8	128	16.0	5	80	10.0	7	112	14.0	3	48	6.0	1	16	2.0	0	0	0.0
0009	13	208	26.0	16	240	30.0	14	224	28.0	16	232	29.0	8	120	15.0	1	16	2.0	0	0	0.0
0010	12	192	24.0	16	240	30.0	15	240	30.0	17	248	31.0	7	104	13.0	1	16	2.0	0	0	0.0
0011	13	208	26.0	21	328	41.0	16	256	32.0	19	288	36.0	7	112	14.0	1	16	2.0	0	0	0.0
0012	12	192	24.0	21	328	41.0	15	240	30.0	21	320	40.0	7	112	14.0	2	32	4.0	0	0	0.0
0013	5	80	10.0	17	272	34.0	5	80	10.0	16	256	32.0	7	112	14.0	2	32	4.0	0	0	0.0
0014	15	240	30.0	16	256	32.0	17	272	34.0	15	240	30.0	6	96	12.0	2	32	4.0	0	0	0.0
0015	16	256	32.0	17	272	34.0	16	256	32.0	16	256	32.0	5	80	10.0	2	32	4.0	0	0	0.0
0016	15	240	30.0	14	216	27.0	13	208	26.0	12	184	23.0	3	48	6.0	0	0	0.0	0	0	0.0
0017	17	265	33.1	15	208	26.0	13	200	25.0	11	160	20.0	1	16	2.0	0	0	0.0	0	0	0.0
0018	18	281	35.1	12	152	19.0	13	200	25.0	11	153	19.1	0	0	0.0	0	0	0.0	0	0	0.0
0019	16	249	31.1	11	144	18.0	12	184	23.0	9	129	16.1	0	0	0.0	0	0	0.0	0	0	0.0
0020	12	185	23.1	8	96	12.0	9	136	17.0	8	113	14.1	0	0	0.0	0	0	0.0	0	0	0.0

CCTCMIS: IDPRUDXH, DXHCOL - 06/15/2015 5:53 PM
SOURCE: 2014-15 STUDENT, PERSONNEL, FACILITIES DATA BASES
NOTE: TIME PERIODS ARE IN MILITARY TIME. EXAMPLES: 0900 IS 9:00 A.M. THROUGH 9:59 A.M. AND 0600 IS MIDNIGHT THROUGH 6:59 A.M.
NOTE: ROOM UTILIZATION = HOURS USED/TOTAL HOURS AVAILABLE (ROOM COUNT * 16)

Classroom and Lab Use by Week

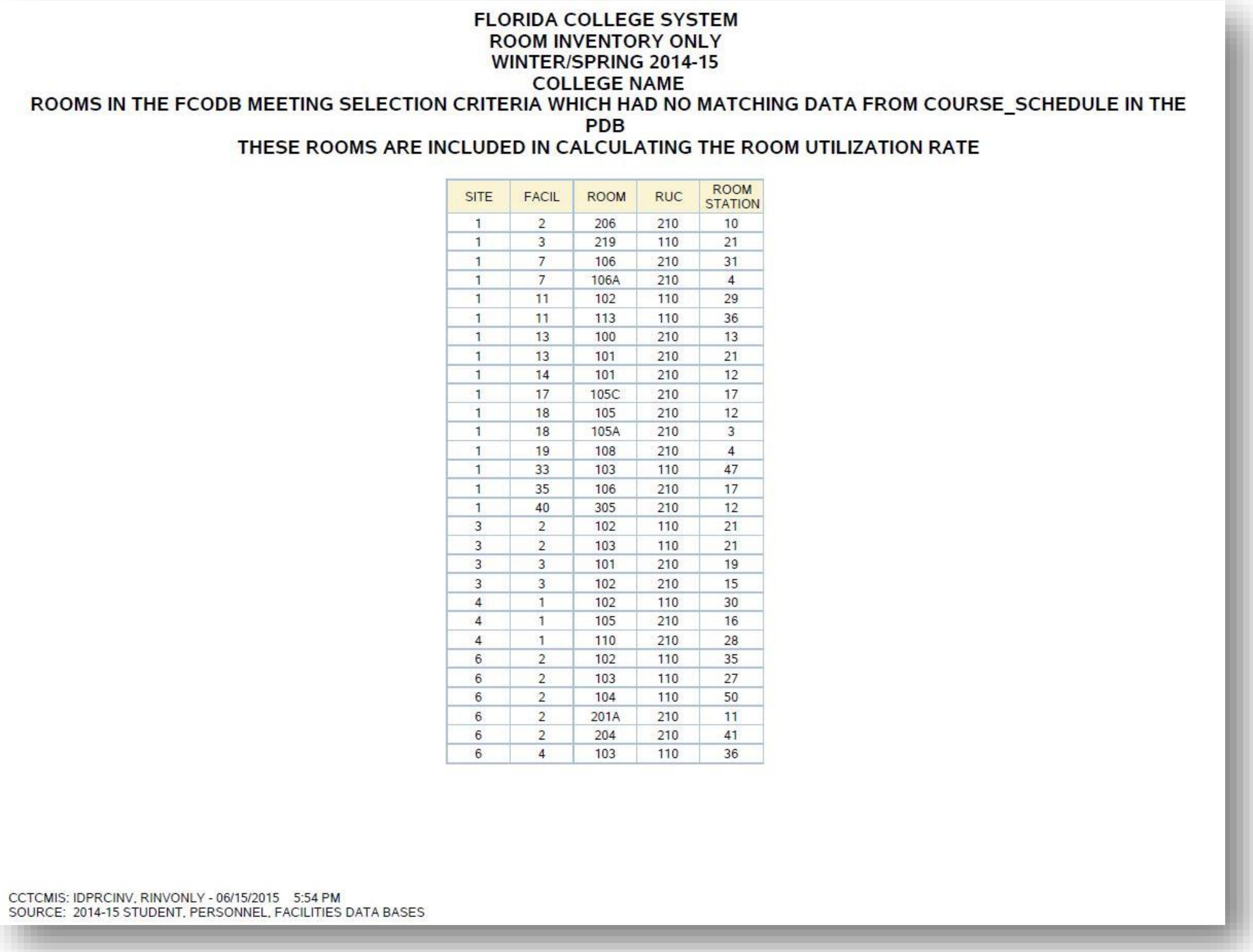


FLORIDA COLLEGE SYSTEM
ROOM UTILIZATION REPORT
WINTER/SPRING 2014-15

	CLASSROOM					LABORATORY				
COLLEGE	NUMBER ROOMS	HOURS	WEEKLY HOURS	UTIL. RATE	WKLY HRS PER ROOM	NUMBER ROOMS	HOURS	WEEKLY HOURS	UTIL. RATE	WKLY HRS PER ROOM
COLLEGE NAME	71	27,254	1,701	59.89	23.96	50	14,047	877	58.47	17.54

CCTCMIS: IDPRURPT, RCOLMATC - 06/15/2015 5:53 PM
SOURCE: 2014-15 STUDENT, PERSONNEL, FACILITIES DATA BASES
NOTE: STANDARDS: CLASSROOMS = 40 HOURS/WEEK AND LABS = 30 HOURS/WEEK

FCO Room with no Match in PDB

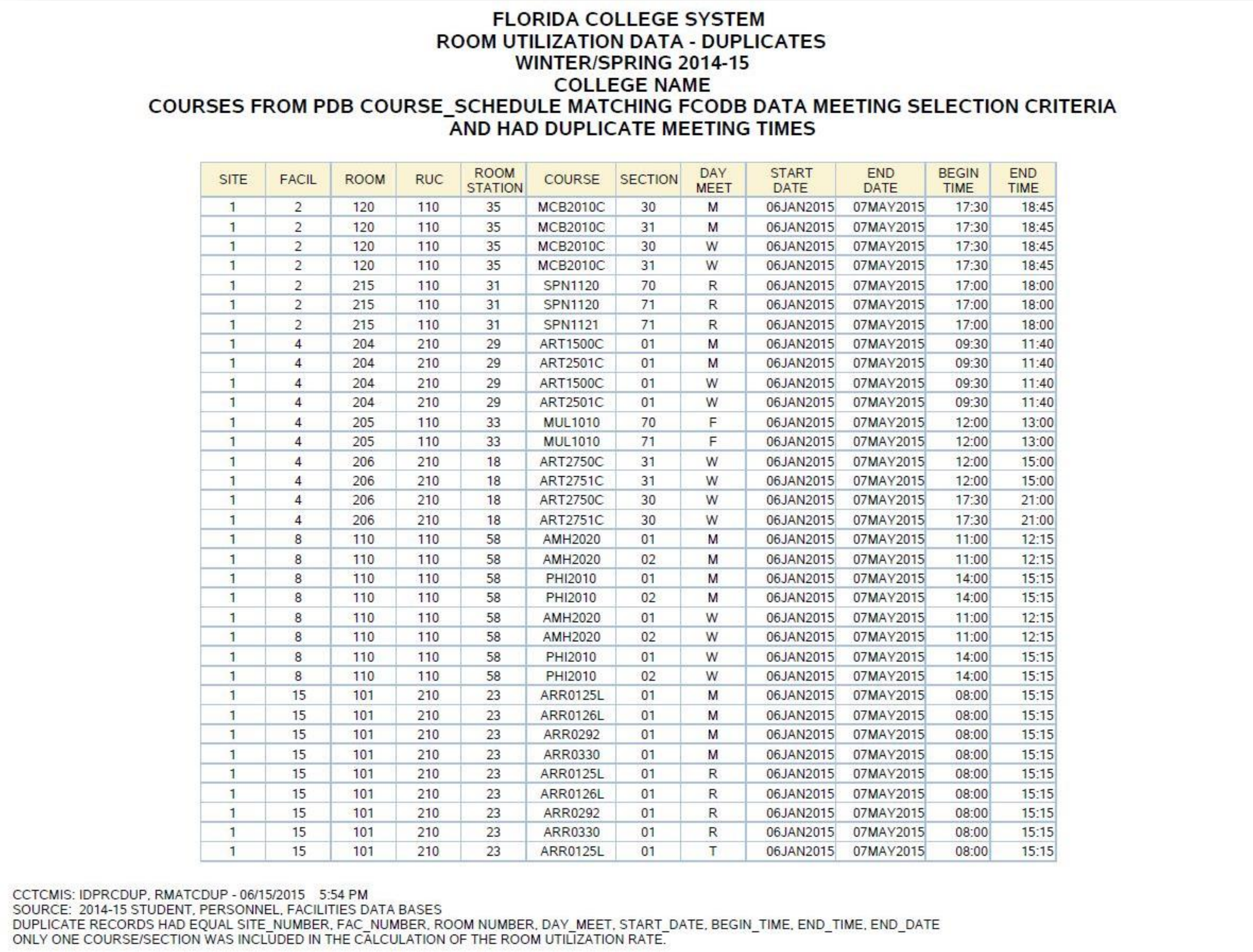


FLORIDA COLLEGE SYSTEM
ROOM INVENTORY ONLY
WINTER/SPRING 2014-15
COLLEGE NAME
ROOMS IN THE FCODB MEETING SELECTION CRITERIA WHICH HAD NO MATCHING DATA FROM COURSE_SCHEDULE IN THE PDB
THESE ROOMS ARE INCLUDED IN CALCULATING THE ROOM UTILIZATION RATE

SITE	FACIL	ROOM	RUC	ROOM STATION
1	2	206	210	10
1	3	219	110	21
1	7	106	210	31
1	7	106A	210	4
1	11	102	110	29
1	11	113	110	36
1	13	100	210	13
1	13	101	210	21
1	14	101	210	12
1	17	105C	210	17
1	18	105	210	12
1	18	105A	210	3
1	19	108	210	4
1	33	103	110	47
1	35	106	210	17
1	40	305	210	12
3	2	102	110	21
3	2	103	110	21
3	3	101	210	19
3	3	102	210	15
4	1	102	110	30
4	1	105	210	16
4	1	110	210	28
6	2	102	110	35
6	2	103	110	27
6	2	104	110	50
6	2	201A	210	11
6	2	204	210	41
6	4	103	110	36

CCTCMIS: IDPRCINV, RINVONLY - 06/15/2015 5:54 PM
SOURCE: 2014-15 STUDENT, PERSONNEL, FACILITIES DATA BASES

PDB Course with Meeting Duplications

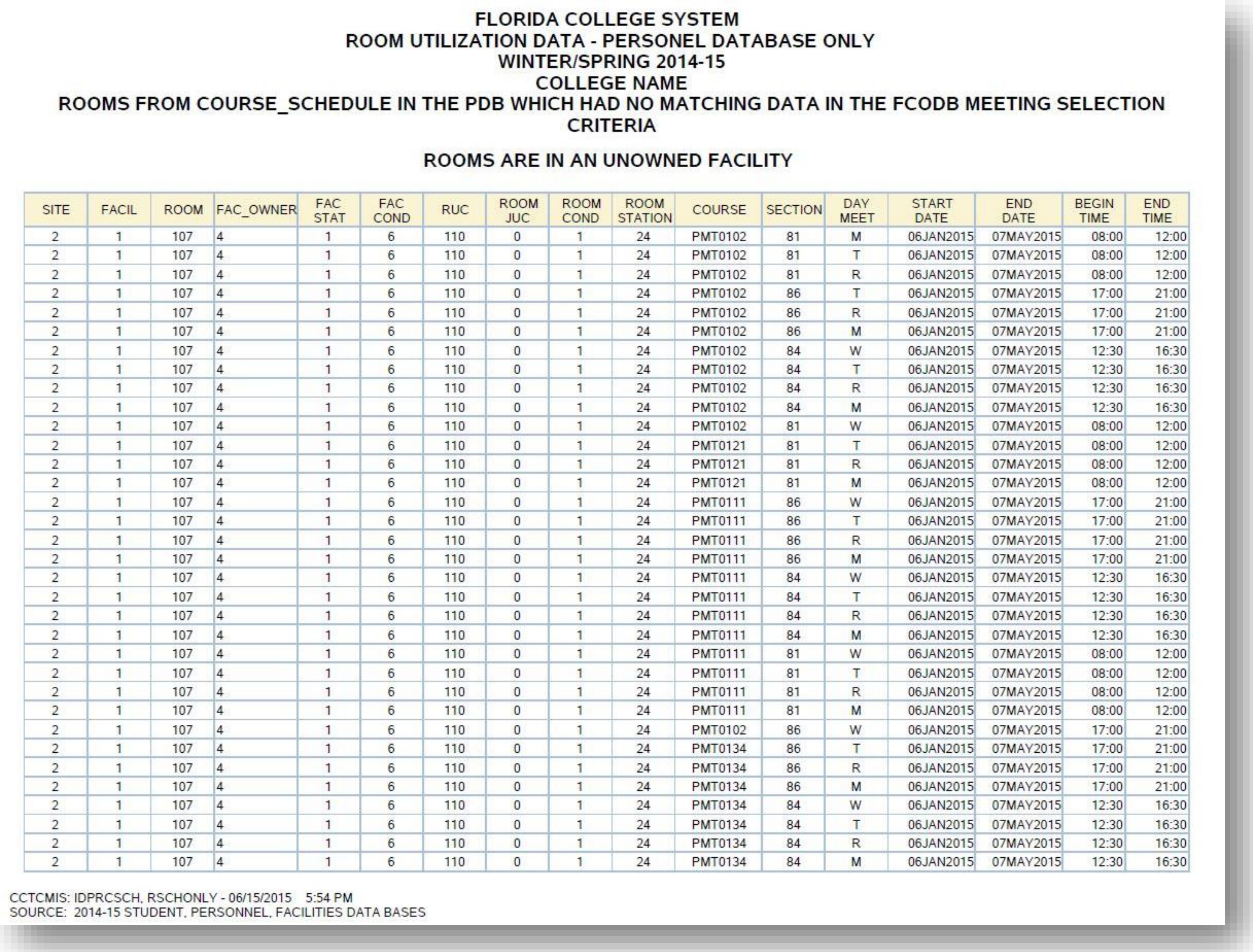


FLORIDA COLLEGE SYSTEM
ROOM UTILIZATION DATA - DUPLICATES
WINTER/SPRING 2014-15
COLLEGE NAME
COURSES FROM PDB COURSE_SCHEDULE MATCHING FCODB DATA MEETING SELECTION CRITERIA AND HAD DUPLICATE MEETING TIMES

SITE	FACIL	ROOM	RUC	ROOM STATION	COURSE	SECTION	DAY MEET	START DATE	END DATE	BEGIN TIME	END TIME
1	2	120	110	35	MCB2010C	30	M	06JAN2015	07MAY2015	17:30	18:45
1	2	120	110	35	MCB2010C	31	M	06JAN2015	07MAY2015	17:30	18:45
1	2	120	110	35	MCB2010C	30	W	06JAN2015	07MAY2015	17:30	18:45
1	2	120	110	35	MCB2010C	31	W	06JAN2015	07MAY2015	17:30	18:45
1	2	215	110	31	SPN1120	70	R	06JAN2015	07MAY2015	17:00	18:00
1	2	215	110	31	SPN1120	71	R	06JAN2015	07MAY2015	17:00	18:00
1	2	215	110	31	SPN1121	71	R	06JAN2015	07MAY2015	17:00	18:00
1	4	204	210	29	ART1500C	01	M	06JAN2015	07MAY2015	09:30	11:40
1	4	204	210	29	ART2501C	01	M	06JAN2015	07MAY2015	09:30	11:40
1	4	204	210	29	ART1500C	01	W	06JAN2015	07MAY2015	09:30	11:40
1	4	204	210	29	ART2501C	01	W	06JAN2015	07MAY2015	09:30	11:40
1	4	205	110	33	MUL1010	70	F	06JAN2015	07MAY2015	12:00	13:00
1	4	205	110	33	MUL1010	71	F	06JAN2015	07MAY2015	12:00	13:00
1	4	206	210	18	ART2750C	31	W	06JAN2015	07MAY2015	12:00	15:00
1	4	206	210	18	ART2751C	31	W	06JAN2015	07MAY2015	12:00	15:00
1	4	206	210	18	ART2750C	30	W	06JAN2015	07MAY2015	17:30	21:00
1	4	206	210	18	ART2751C	30	W	06JAN2015	07MAY2015	17:30	21:00
1	8	110	110	58	AMH2020	01	M	06JAN2015	07MAY2015	11:00	12:15
1	8	110	110	58	AMH2020	02	M	06JAN2015	07MAY2015	11:00	12:15
1	8	110	110	58	PHI2010	01	M	06JAN2015	07MAY2015	14:00	15:15
1	8	110	110	58	PHI2010	02	M	06JAN2015	07MAY2015	14:00	15:15
1	8	110	110	58	AMH2020	01	W	06JAN2015	07MAY2015	11:00	12:15
1	8	110	110	58	AMH2020	02	W	06JAN2015	07MAY2015	11:00	12:15
1	8	110	110	58	PHI2010	01	W	06JAN2015	07MAY2015	14:00	15:15
1	8	110	110	58	PHI2010	02	W	06JAN2015	07MAY2015	14:00	15:15
1	15	101	210	23	ARR0125L	01	M	06JAN2015	07MAY2015	08:00	15:15
1	15	101	210	23	ARR0126L	01	M	06JAN2015	07MAY2015	08:00	15:15
1	15	101	210	23	ARR0292	01	M	06JAN2015	07MAY2015	08:00	15:15
1	15	101	210	23	ARR0330	01	M	06JAN2015	07MAY2015	08:00	15:15
1	15	101	210	23	ARR0125L	01	R	06JAN2015	07MAY2015	08:00	15:15
1	15	101	210	23	ARR0126L	01	R	06JAN2015	07MAY2015	08:00	15:15
1	15	101	210	23	ARR0292	01	R	06JAN2015	07MAY2015	08:00	15:15
1	15	101	210	23	ARR0330	01	R	06JAN2015	07MAY2015	08:00	15:15
1	15	101	210	23	ARR0125L	01	T	06JAN2015	07MAY2015	08:00	15:15

CCTCMIS: IDPRCDUP, RMATCDUP - 06/15/2015 5:54 PM
SOURCE: 2014-15 STUDENT, PERSONNEL, FACILITIES DATA BASES
DUPLICATE RECORDS HAD EQUAL SITE_NUMBER, FAC_NUMBER, ROOM NUMBER, DAY_MEET, START_DATE, BEGIN_TIME, END_TIME, END_DATE
ONLY ONE COURSE/SECTION WAS INCLUDED IN THE CALCULATION OF THE ROOM UTILIZATION RATE.

Room in PDB not meeting FCO utilization criteria



FLORIDA COLLEGE SYSTEM
ROOM UTILIZATION DATA - PERSONEL DATABASE ONLY
WINTER/SPRING 2014-15
COLLEGE NAME
ROOMS FROM COURSE_SCHEDULE IN THE PDB WHICH HAD NO MATCHING DATA IN THE FCODB MEETING SELECTION CRITERIA

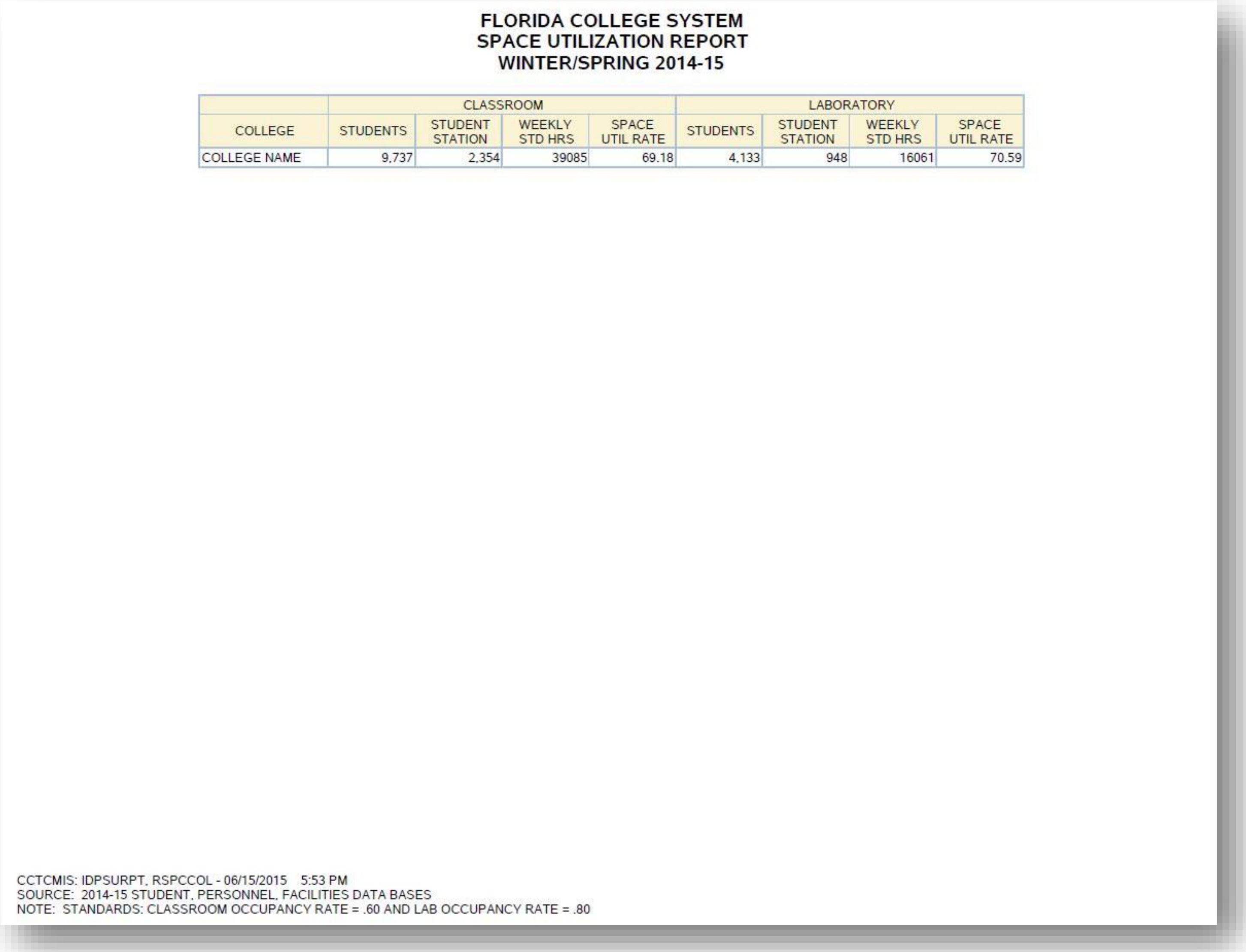
ROOMS ARE IN AN UNOWNED FACILITY

SITE	FACIL	ROOM	FAC_OWNER	FAC STAT	FAC COND	RUC	ROOM JUC	ROOM COND	ROOM STATION	COURSE	SECTION	DAY MEET	START DATE	END DATE	BEGIN TIME	END TIME
2	1	107	4	1	6	110	0	1	24	PMT0102	81	M	06JAN2015	07MAY2015	08:00	12:00
2	1	107	4	1	6	110	0	1	24	PMT0102	81	T	06JAN2015	07MAY2015	08:00	12:00
2	1	107	4	1	6	110	0	1	24	PMT0102	81	R	06JAN2015	07MAY2015	08:00	12:00
2	1	107	4	1	6	110	0	1	24	PMT0102	86	T	06JAN2015	07MAY2015	17:00	21:00
2	1	107	4	1	6	110	0	1	24	PMT0102	86	R	06JAN2015	07MAY2015	17:00	21:00
2	1	107	4	1	6	110	0	1	24	PMT0102	86	M	06JAN2015	07MAY2015	17:00	21:00
2	1	107	4	1	6	110	0	1	24	PMT0102	84	W	06JAN2015	07MAY2015	12:30	16:30
2	1	107	4	1	6	110	0	1	24	PMT0102	84	T	06JAN2015	07MAY2015	12:30	16:30
2	1	107	4	1	6	110	0	1	24	PMT0102	84	R	06JAN2015	07MAY2015	12:30	16:30
2	1	107	4	1	6	110	0	1	24	PMT0102	84	M	06JAN2015	07MAY2015	12:30	16:30
2	1	107	4	1	6	110	0	1	24	PMT0102	81	W	06JAN2015	07MAY2015	08:00	12:00
2	1	107	4	1	6	110	0	1	24	PMT0121	81	T	06JAN2015	07MAY2015	08:00	12:00
2	1	107	4	1	6	110	0	1	24	PMT0121	81	R	06JAN2015	07MAY2015	08:00	12:00
2	1	107	4	1	6	110	0	1	24	PMT0121	81	M	06JAN2015	07MAY2015	08:00	12:00
2	1	107	4	1	6	110	0	1	24	PMT0111	86	W	06JAN2015	07MAY2015	17:00	21:00
2	1	107	4	1	6	110	0	1	24	PMT0111	86	T	06JAN2015	07MAY2015	17:00	21:00
2	1	107	4	1	6	110	0	1	24	PMT0111	86	R	06JAN2015	07MAY2015	17:00	21:00
2	1	107	4	1	6	110	0	1	24	PMT0111	86	M	06JAN2015	07MAY2015	17:00	21:00
2	1	107	4	1	6	110	0	1	24	PMT0111	84	W	06JAN2015	07MAY2015	12:30	16:30
2	1	107	4	1	6	110	0	1	24	PMT0111	84	T	06JAN2015	07MAY2015	12:30	16:30
2	1	107	4	1	6	110	0	1	24	PMT0111	84	R	06JAN2015	07MAY2015	12:30	16:30
2	1	107	4	1	6	110	0	1	24	PMT0111	84	M	06JAN2015	07MAY2015	12:30	16:30
2	1	107	4	1	6	110	0	1	24	PMT0111	81	W	06JAN2015	07MAY2015	08:00	12:00
2	1	107	4	1	6	110	0	1	24	PMT0111	81	T	06JAN2015	07MAY2015	08:00	12:00
2	1	107	4	1	6	110	0	1	24	PMT0111	81	R	06JAN2015	07MAY2015	08:00	12:00
2	1	107	4	1	6	110	0	1	24	PMT0111	81	M	06JAN2015	07MAY2015	08:00	12:00
2	1	107	4	1	6	110	0	1	24	PMT0102	86	W	06JAN2015	07MAY2015	17:00	21:00
2	1	107	4	1	6	110	0	1	24	PMT0134	86	T	06JAN2015	07MAY2015	17:00	21:00
2	1	107	4	1	6	110	0	1	24	PMT0134	86	R	06JAN2015	07MAY2015	17:00	21:00
2	1	107	4	1	6	110	0	1	24	PMT0134	86	M	06JAN2015	07MAY2015	17:00	21:00
2	1	107	4	1	6	110	0	1	24	PMT0134	84	W	06JAN2015	07MAY2015	12:30	16:30
2	1	107	4	1	6	110	0	1	24	PMT0134	84	T	06JAN2015	07MAY2015	12:30	16:30
2	1	107	4	1	6	110	0	1	24	PMT0134	84	R	06JAN2015	07MAY2015	12:30	16:30
2	1	107	4	1	6	110	0	1	24	PMT0134	84	M	06JAN2015	07MAY2015	12:30	16:30

CCTCMIS: IDPRCSCH, RSCHONLY - 06/15/2015 5:54 PM
SOURCE: 2014-15 STUDENT, PERSONNEL, FACILITIES DATA BASES

Space Utilization Reports

Space Utilization



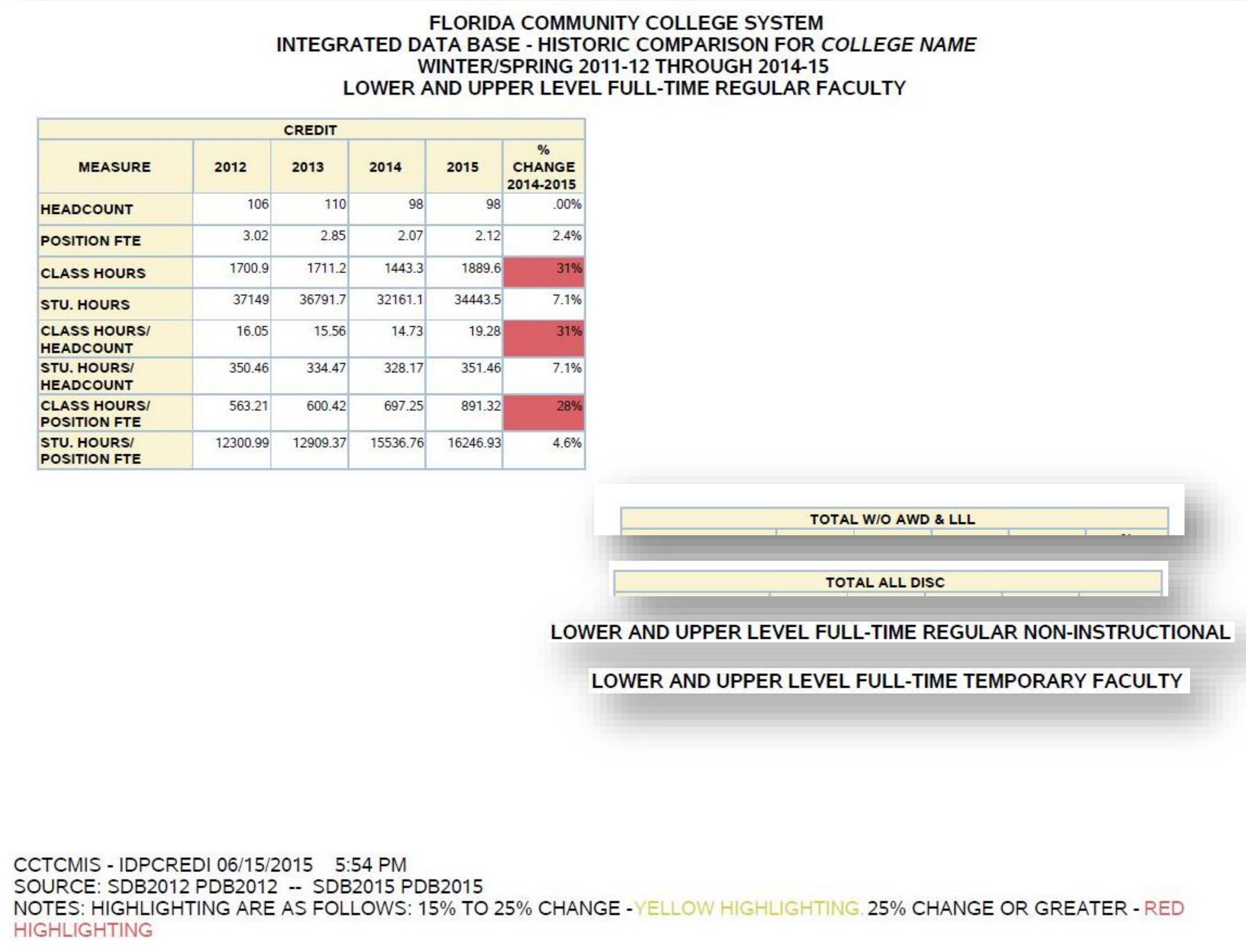
FLORIDA COLLEGE SYSTEM
SPACE UTILIZATION REPORT
WINTER/SPRING 2014-15

	CLASSROOM				LABORATORY			
COLLEGE	STUDENTS	STUDENT STATION	WEEKLY STD HRS	SPACE UTIL RATE	STUDENTS	STUDENT STATION	WEEKLY STD HRS	SPACE UTIL RATE
COLLEGE NAME	9,737	2,354	39085	69.18	4,133	948	16061	70.59

CCTCMIS: IDPSURPT, RSPCCOL - 06/15/2015 5:53 PM
SOURCE: 2014-15 STUDENT, PERSONNEL, FACILITIES DATA BASES
NOTE: STANDARDS: CLASSROOM OCCUPANCY RATE = .60 AND LAB OCCUPANCY RATE = .80

Faculty Load Reports

Headcount, Hours, and Ratios by FT/PT Faculty



FLORIDA COMMUNITY COLLEGE SYSTEM
INTEGRATED DATA BASE - HISTORIC COMPARISON FOR *COLLEGE NAME*
WINTER/SPRING 2011-12 THROUGH 2014-15
LOWER AND UPPER LEVEL FULL-TIME REGULAR FACULTY

CREDIT					
MEASURE	**2012**	**2013**	**2014**	**2015**	**% CHANGE 2014-2015**
HEADCOUNT	106	110	98	98	.00%
POSITION FTE	3.02	2.85	2.07	2.12	2.4%
CLASS HOURS	1700.9	1711.2	1443.3	1889.6	31%
STU. HOURS	37149	36791.7	32161.1	34443.5	7.1%
CLASS HOURS/ HEADCOUNT	16.05	15.56	14.73	19.28	31%
STU. HOURS/ HEADCOUNT	350.46	334.47	328.17	351.46	7.1%
CLASS HOURS/ POSITION FTE	563.21	600.42	697.25	891.32	28%
STU. HOURS/ POSITION FTE	12300.99	12909.37	15536.76	16246.93	4.6%

TOTAL W/O AWD & LLL

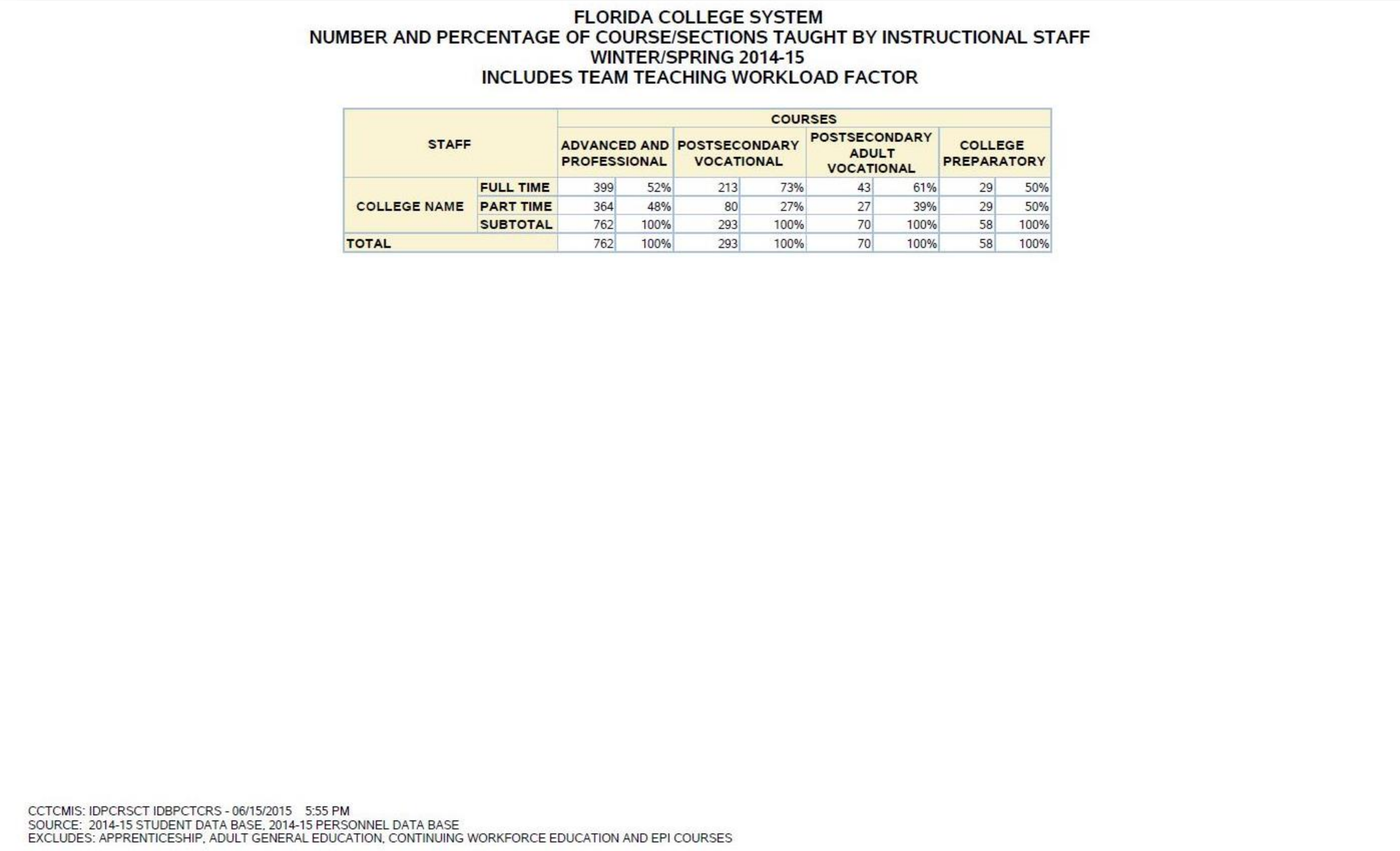
TOTAL ALL DISC

LOWER AND UPPER LEVEL FULL-TIME REGULAR NON-INSTRUCTIONAL

LOWER AND UPPER LEVEL FULL-TIME TEMPORARY FACULTY

CCTCMIS - IDPCREDI 06/15/2015 5:54 PM
SOURCE: SDB2012 PDB2012 -- SDB2015 PDB2015
NOTES: HIGHLIGHTING ARE AS FOLLOWS: 15% TO 25% CHANGE - YELLOW HIGHLIGHTING. 25% CHANGE OR GREATER - RED HIGHLIGHTING

Number of Course Taught by FT/PT Instructors



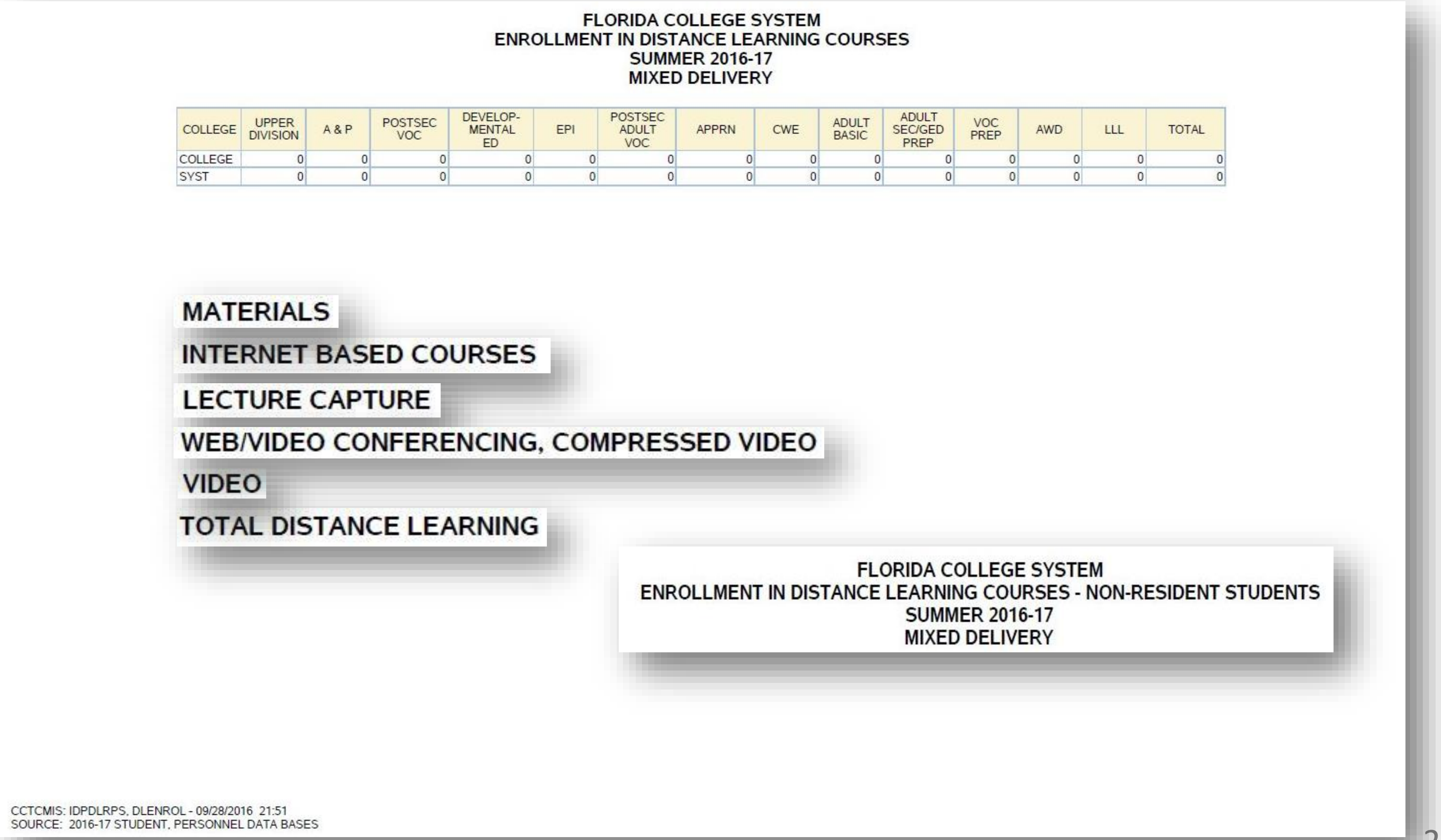
FLORIDA COLLEGE SYSTEM
NUMBER AND PERCENTAGE OF COURSE/SECTIONS TAUGHT BY INSTRUCTIONAL STAFF
WINTER/SPRING 2014-15
INCLUDES TEAM TEACHING WORKLOAD FACTOR

STAFF		COURSES							
		ADVANCED AND PROFESSIONAL		POSTSECONDARY VOCATIONAL		POSTSECONDARY ADULT VOCATIONAL		COLLEGE PREPARATORY	
COLLEGE NAME	FULL TIME	399	52%	213	73%	43	61%	29	50%
	PART TIME	364	48%	80	27%	27	39%	29	50%
	SUBTOTAL	762	100%	293	100%	70	100%	58	100%
TOTAL		762	100%	293	100%	70	100%	58	100%

CCTCMIS: IDPCRSCT IDBPCTCRS - 06/15/2015 5:55 PM
SOURCE: 2014-15 STUDENT DATA BASE, 2014-15 PERSONNEL DATA BASE
EXCLUDES: APPRENTICESHIP, ADULT GENERAL EDUCATION, CONTINUING WORKFORCE EDUCATION AND EPI COURSES

Distance Learning Reports

Enrollment in Distance Learning Courses (Total and Non-Resident)



FLORIDA COLLEGE SYSTEM
ENROLLMENT IN DISTANCE LEARNING COURSES
SUMMER 2016-17
MIXED DELIVERY

COLLEGE	UPPER DIVISION	A & P	POSTSEC VOC	DEVELOP-MENTAL ED	EPI	POSTSEC ADULT VOC	APPRN	CWE	ADULT BASIC	ADULT SEC/GED PREP	VOC PREP	AWD	LLL	TOTAL
COLLEGE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SYST	0	0	0	0	0	0	0	0	0	0	0	0	0	0

MATERIALS

INTERNET BASED COURSES

LECTURE CAPTURE

WEB/VIDEO CONFERENCING, COMPRESSED VIDEO

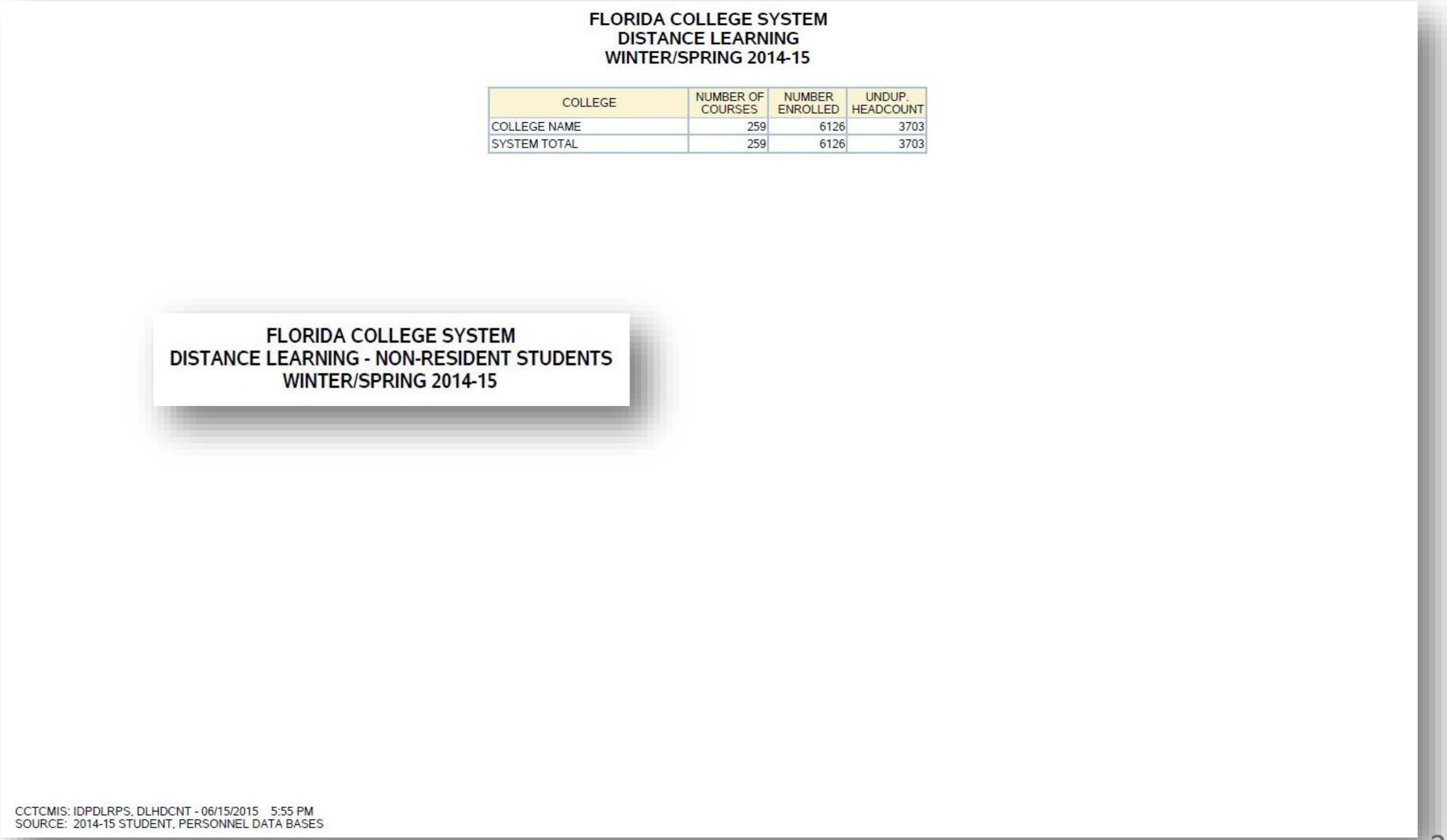
VIDEO

TOTAL DISTANCE LEARNING

FLORIDA COLLEGE SYSTEM
ENROLLMENT IN DISTANCE LEARNING COURSES - NON-RESIDENT STUDENTS
SUMMER 2016-17
MIXED DELIVERY

CCTCMIS: IDPDLRPS, DLENROL - 09/28/2016 21:51
SOURCE: 2016-17 STUDENT, PERSONNEL DATA BASES

Distance Learning Student Headcount (Total and Non-Resident)



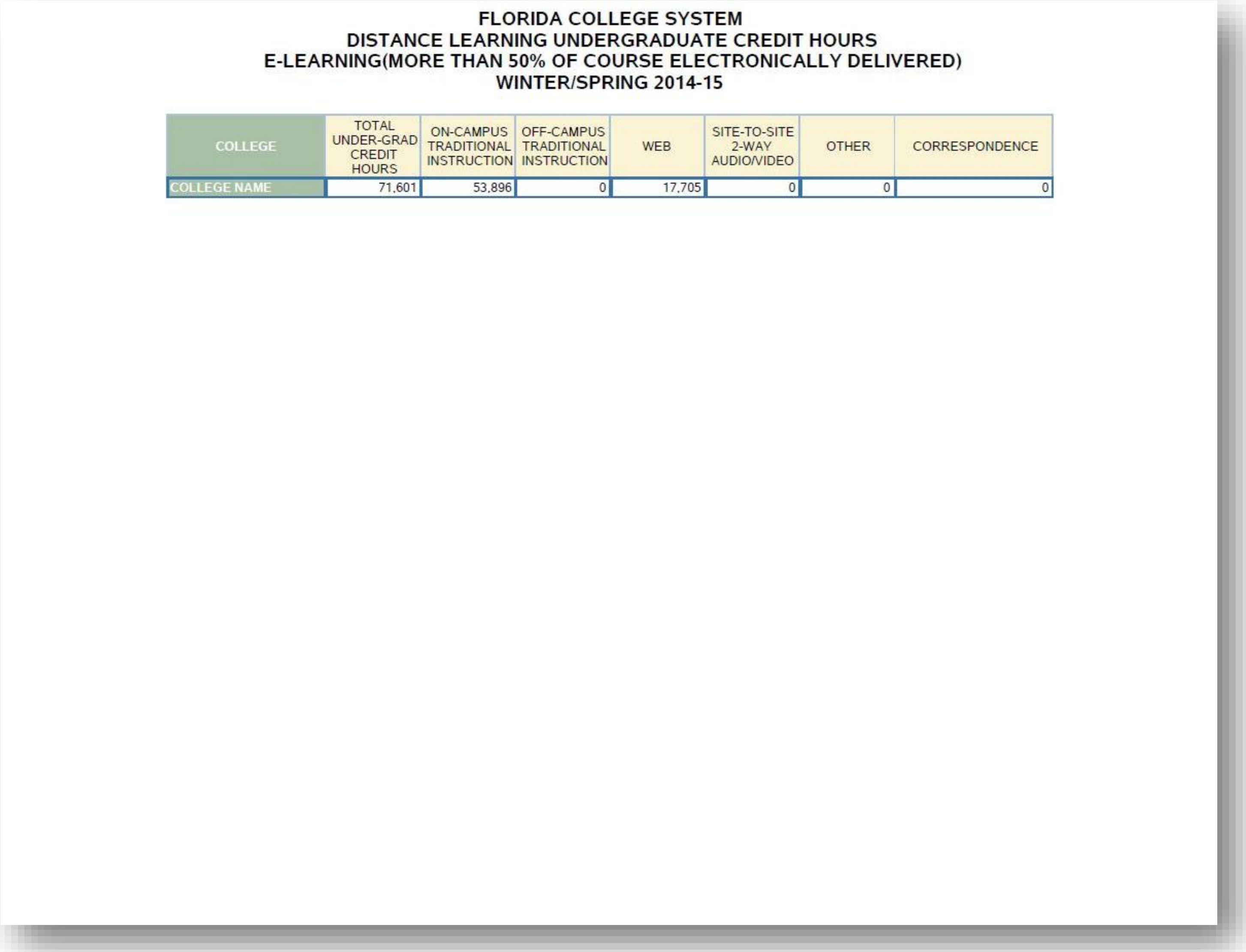
FLORIDA COLLEGE SYSTEM
DISTANCE LEARNING
WINTER/SPRING 2014-15

COLLEGE	NUMBER OF COURSES	NUMBER ENROLLED	UNDUP. HEADCOUNT
COLLEGE NAME	259	6126	3703
SYSTEM TOTAL	259	6126	3703

FLORIDA COLLEGE SYSTEM
DISTANCE LEARNING - NON-RESIDENT STUDENTS
WINTER/SPRING 2014-15

CCTCMIS: IDPDLRPS, DLHDCNT - 06/15/2015 5:55 PM
SOURCE: 2014-15 STUDENT, PERSONNEL DATA BASES

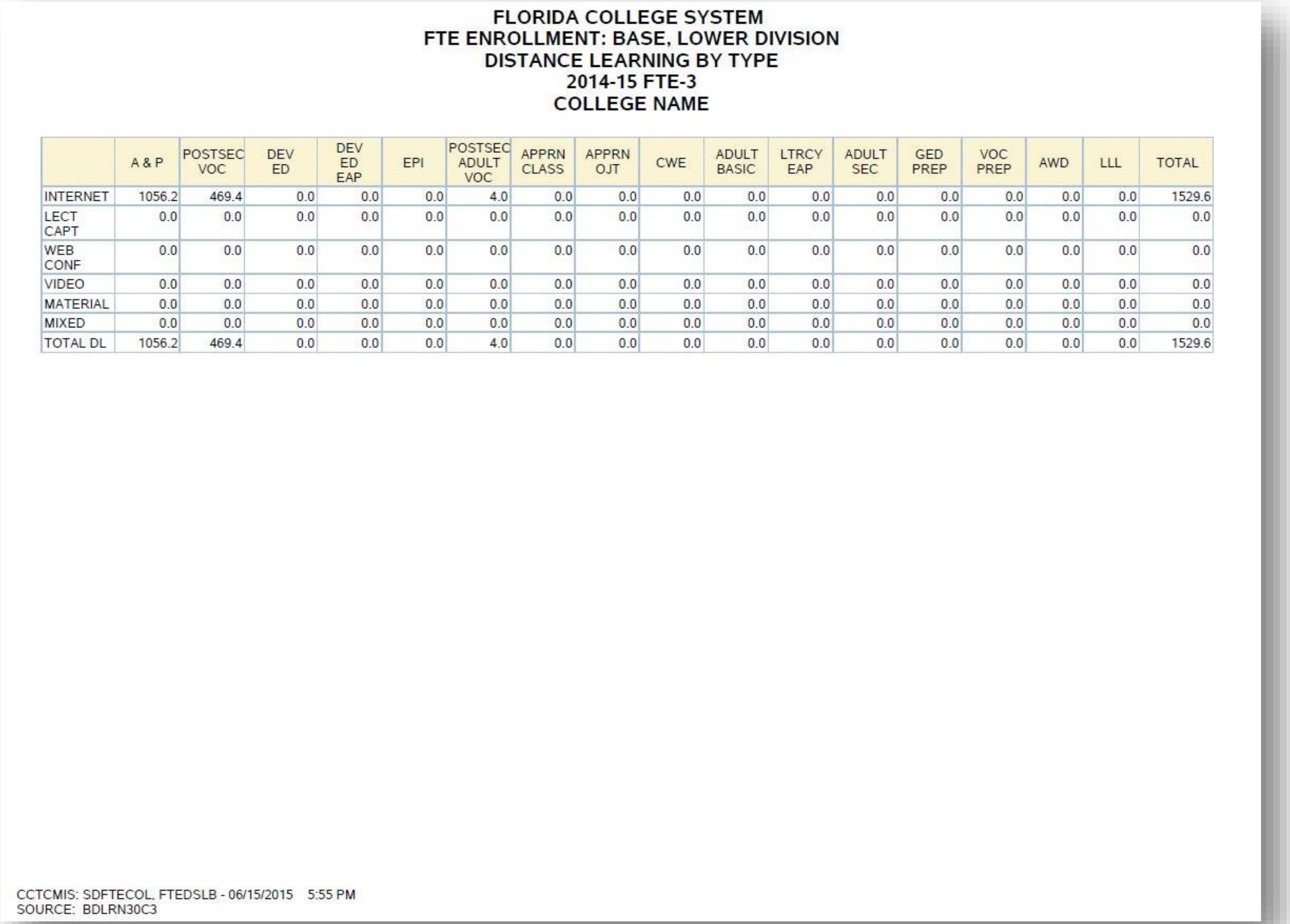
Distance Learning SREB Report



FLORIDA COLLEGE SYSTEM
DISTANCE LEARNING UNDERGRADUATE CREDIT HOURS
E-LEARNING(MORE THAN 50% OF COURSE ELECTRONICALLY DELIVERED)
WINTER/SPRING 2014-15

COLLEGE	TOTAL UNDER-GRAD CREDIT HOURS	ON-CAMPUS TRADITIONAL INSTRUCTION	OFF-CAMPUS TRADITIONAL INSTRUCTION	WEB	SITE-TO-SITE 2-WAY AUDIO/VIDEO	OTHER	CORRESPONDENCE
COLLEGE NAME	71,601	53,896	0	17,705	0	0	0

Distance Learning FTE



FLORIDA COLLEGE SYSTEM
FTE ENROLLMENT: BASE, LOWER DIVISION
DISTANCE LEARNING BY TYPE
2014-15 FTE-3
COLLEGE NAME

	A & P	POSTSEC VOC	DEV ED	DEV ED EAP	EPI	POSTSEC ADULT VOC	APPRN CLASS	APPRN OJT	CWE	ADULT BASIC	LTRCY EAP	ADULT SEC	GED PREP	VOC PREP	AWD	LLL	TOTAL
INTERNET	1056.2	469.4	0.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1529.6
LECT CAPT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
WEB CONF	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
VIDEO	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
MATERIAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
MIXED	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL DL	1056.2	469.4	0.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1529.6

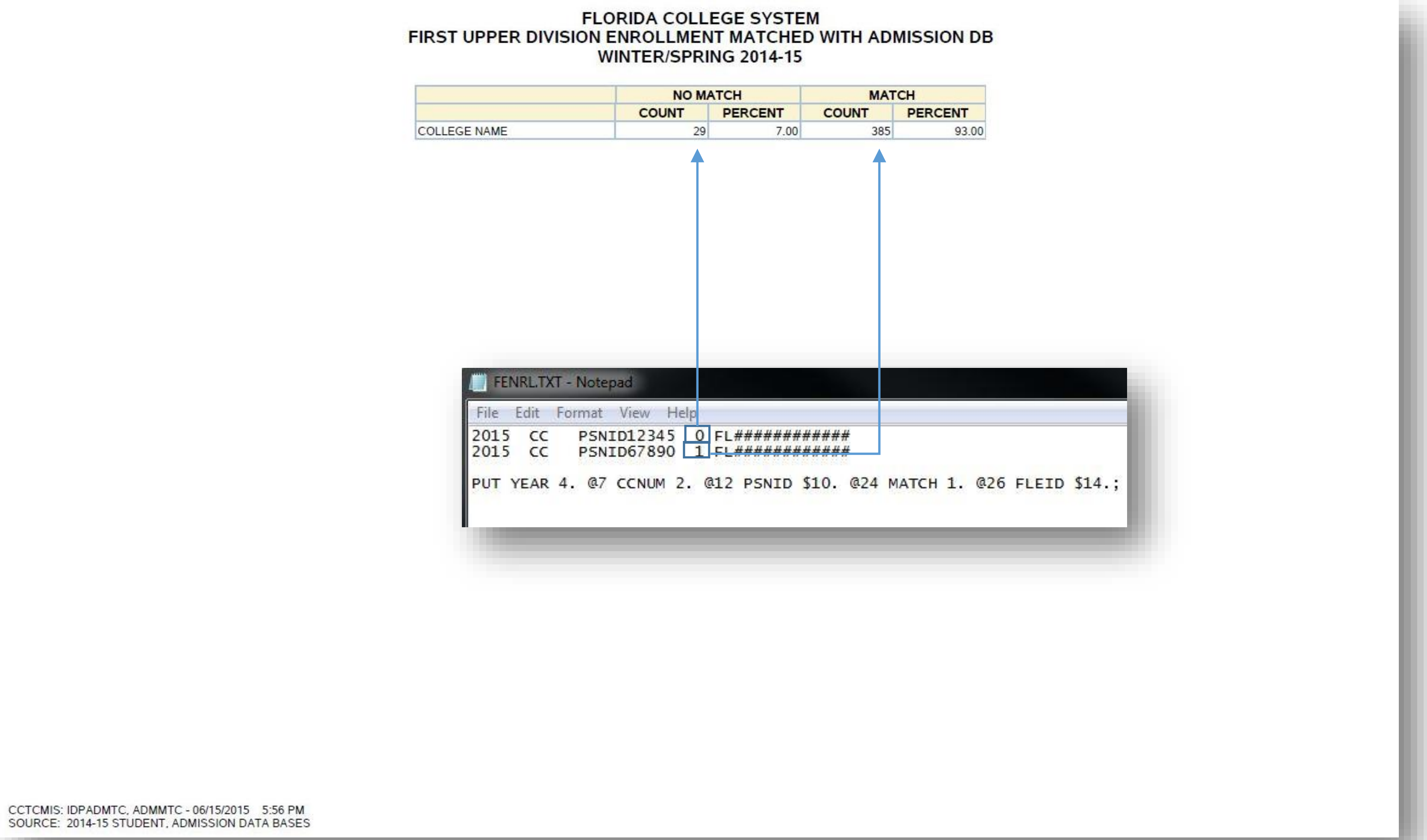
CCTCMIS: SDFTECOL, FTEDSLB - 06/15/2015 5:55 PM
SOURCE: BDLRN30C3

Teacher Preparation Enrollments and Completions

- This report gives you students who enrolled or completed a State Approved Teacher Preparation Program
- Enrollments
  - Student is in a State Approved Teacher Preparation Bachelors Program, or Educator Preparation Institute (EPI) Program, and taking a course
- Completions
  - Student has completed a State Approved Teacher Preparation Bachelors Program or Educator Preparation Institute (EPI) Program
- Further student information is provided in the Enrollments and Completions files
  - i.e. Gender, Race/Ethnicity, etc.
- CCxx.IDB.T<term><submission>YYYY.<jobid>.PROD.VERIFICATIONRPT.zip
  - Enrollments File: TCTENR
  - Completions File: TCTCMP
- First Time Baccalaureate Enrollments matched to First Admission
  - Report Filename: ADMMTC
  - Student Level File: FENRL

Baccalaureate Student Match with Admissions Data Base Reports

Baccalaureate Match with ADB



FLORIDA COLLEGE SYSTEM
FIRST UPPER DIVISION ENROLLMENT MATCHED WITH ADMISSION DB
WINTER/SPRING 2014-15

	NO MATCH		MATCH	
	COUNT	PERCENT	COUNT	PERCENT
COLLEGE NAME	29	7.00	385	93.00

FENRL.TXT - Notepad

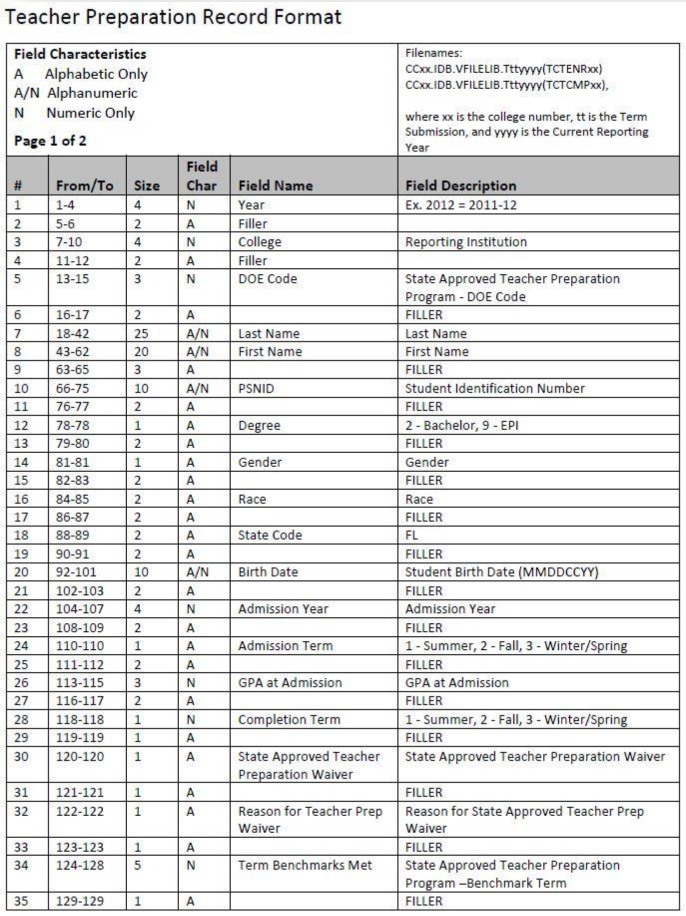
```
2015  CC   PSNID12345  0 FL############
2015  CC   PSNID67890  1 FL############

PUT YEAR 4. @7 CCNUM 2. @12 PSNID $10. @24 MATCH 1. @26 FLEID $14.;
```

CCTCMIS: IDPADMTC, ADMMTC - 06/15/2015 5:56 PM
SOURCE: 2014-15 STUDENT, ADMISSION DATA BASES

Teacher Preparation Record Format

- Files with all Teacher Preparation Baccalaureate and EPI Enrollments and Completions
- Winter/Spring (Term 3E) file should contain all data for the whole year (Terms 1, 2, and 3)
- Files contain data that will be provided to Bureau of Educator Recruitment, Development, and Retention (BERDR) for use in the eIPEP system.
- Pages 62-63



Teacher Preparation Record Format

Field Characteristics
A Alphabetic Only
A/N Alphanumeric
N Numeric Only

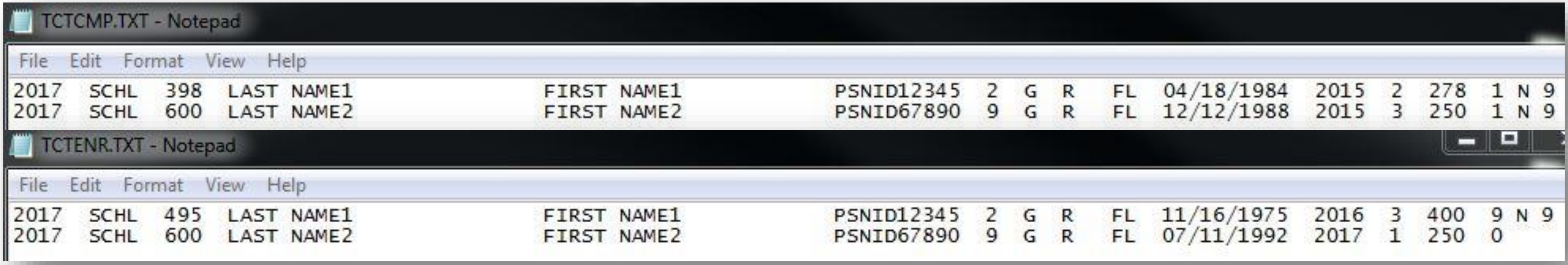
Page 1 of 2

Filenames:
CCxx.IDB.VFILELIB.Tttyyyy(TCTENRxx)
CCxx.IDB.VFILELIB.Tttyyyy(TCTCMPxx),

where xx is the college number, tt is the Term Submission, and yyyy is the Current Reporting Year

#	From/To	Size	Field Char	Field Name	Field Description
1	1-4	4	N	Year	Ex. 2012 = 2011-12
2	5-6	2	A	Filler	
3	7-10	4	N	College	Reporting Institution
4	11-12	2	A	Filler	
5	13-15	3	N	DOE Code	State Approved Teacher Preparation Program - DOE Code
6	16-17	2	A		FILLER
7	18-42	25	A/N	Last Name	Last Name
8	43-62	20	A/N	First Name	First Name
9	63-65	3	A		FILLER
10	66-75	10	A/N	PSNID	Student Identification Number
11	76-77	2	A		FILLER
12	78-78	1	A	Degree	2 - Bachelor, 9 - EPI
13	79-80	2	A		FILLER
14	81-81	1	A	Gender	Gender
15	82-83	2	A		FILLER
16	84-85	2	A	Race	Race
17	86-87	2	A		FILLER
18	88-89	2	A	State Code	FL
19	90-91	2	A		FILLER
20	92-101	10	A/N	Birth Date	Student Birth Date (MMDDCCYY)
21	102-103	2	A		FILLER
22	104-107	4	N	Admission Year	Admission Year
23	108-109	2	A		FILLER
24	110-110	1	A	Admission Term	1 - Summer, 2 - Fall, 3 - Winter/Spring
25	111-112	2	A		FILLER
26	113-115	3	N	GPA at Admission	GPA at Admission
27	116-117	2	A		FILLER
28	118-118	1	N	Completion Term	1 - Summer, 2 - Fall, 3 - Winter/Spring
29	119-119	1	A		FILLER
30	120-120	1	A	State Approved Teacher Preparation Waiver	State Approved Teacher Preparation Waiver
31	121-121	1	A		FILLER
32	122-122	1	A	Reason for Teacher Prep Waiver	Reason for State Approved Teacher Prep Waiver
33	123-123	1	A		FILLER
34	124-128	5	N	Term Benchmarks Met	State Approved Teacher Preparation Program –Benchmark Term
35	129-129	1	A		FILLER

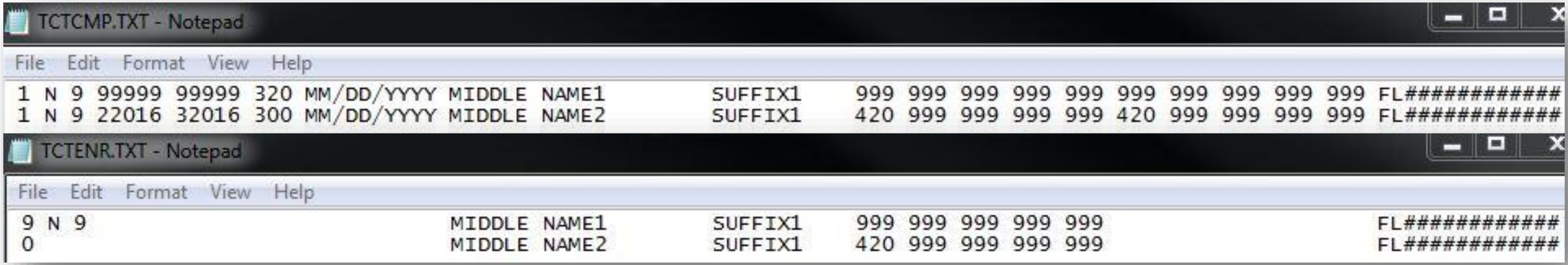
Teacher Preparation Enrollment and Completions Files


TCTCMP.TXT - Notepad
File Edit Format View Help

```
2017  SCHL  398  LAST NAME1          FIRST NAME1          PSNID12345  2  G  R   FL  04/18/1984  2015  2  278  1 N 9
2017  SCHL  600  LAST NAME2          FIRST NAME2          PSNID67890  9  G  R   FL  12/12/1988  2015  3  250  1 N 9
```

TCTENR.TXT - Notepad
File Edit Format View Help

```
2017  SCHL  495  LAST NAME1          FIRST NAME1          PSNID12345  2  G  R   FL  11/16/1975  2016  3  400  9 N 9
2017  SCHL  600  LAST NAME2          FIRST NAME2          PSNID67890  9  G  R   FL  07/11/1992  2017  1  250  0
```


TCTCMP.TXT - Notepad
File Edit Format View Help

```
1 N 9 99999 99999 320 MM/DD/YYYY MIDDLE NAME1      SUFFIX1     999 999 999 999 999 999 999 999 999 999 FL###########
1 N 9 22016 32016 300 MM/DD/YYYY MIDDLE NAME2      SUFFIX1     420 999 999 999 999 420 999 999 999 999 FL###########
```

TCTENR.TXT - Notepad
File Edit Format View Help

```
9 N 9                            MIDDLE NAME1      SUFFIX1     999 999 999 999 999                     FL###########
0                                MIDDLE NAME2      SUFFIX1     420 999 999 999 999                     FL###########
```

Developmental Education

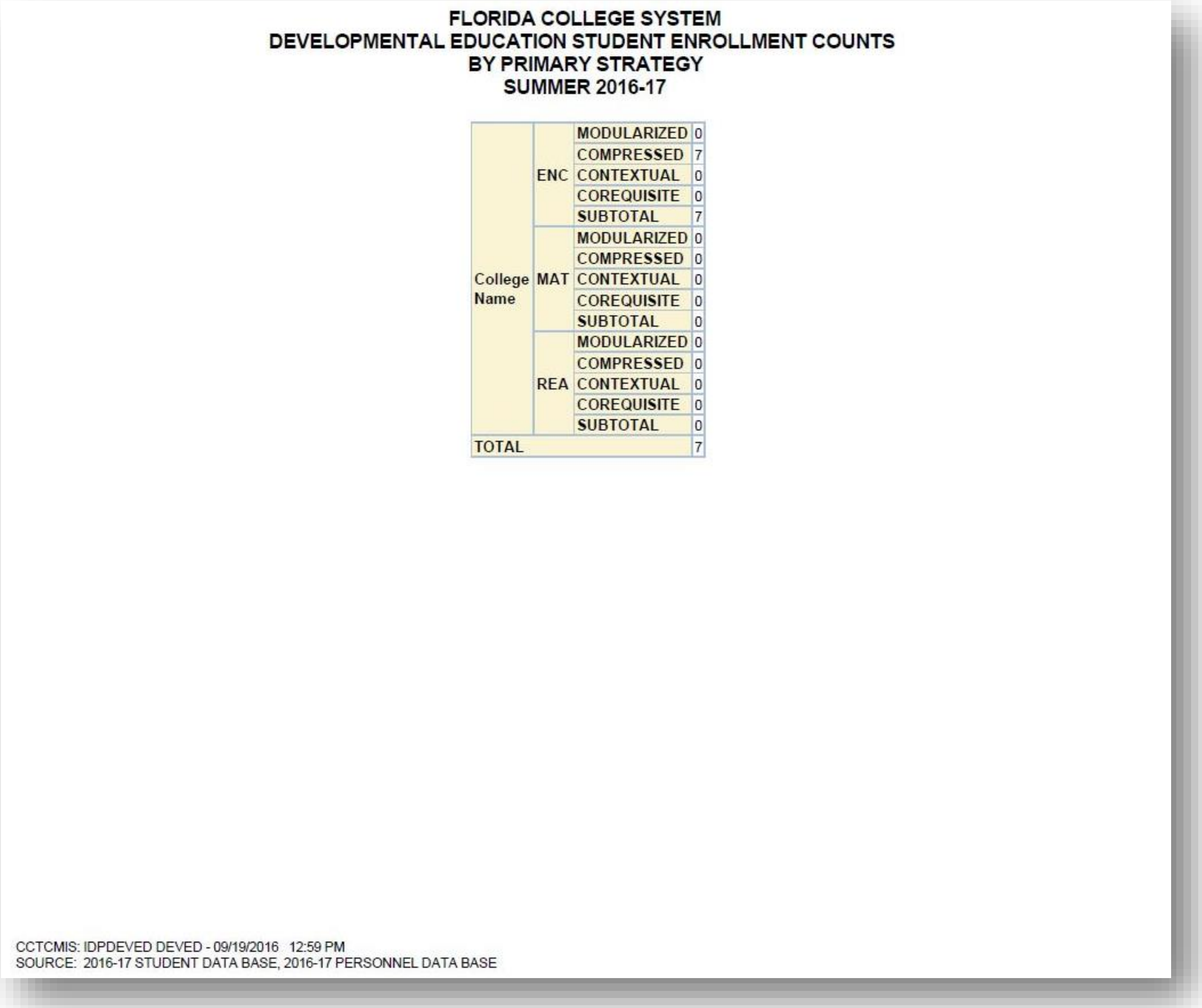
Developmental Education

- Developmental Education Student Enrollment Counts
  - By Course Prefix and Primary Strategy
    - Report Location:

      *CCxx.IDB.T<term><submission>YYYY.<jobid>.PROD.VERIFICATIONRPT.zip
    - Report Filename: DEVED
    - Student Level File: DEVEDF

      *where xx = college number, tt = term and term submission, and yyyy = reporting year

Developmental Education Enrollment Report

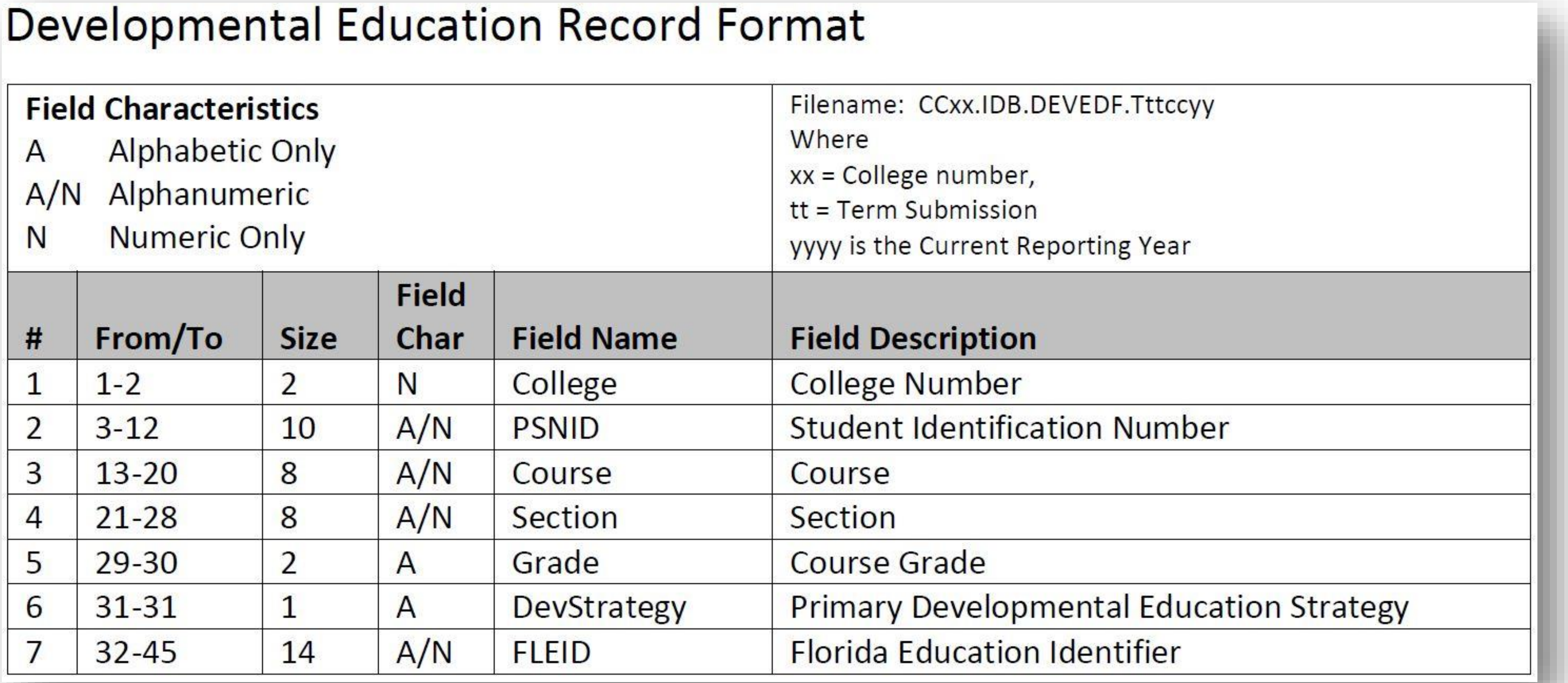


FLORIDA COLLEGE SYSTEM
DEVELOPMENTAL EDUCATION STUDENT ENROLLMENT COUNTS
BY PRIMARY STRATEGY
SUMMER 2016-17

College Name	ENC	MODULARIZED	0
		COMPRESSED	7
		CONTEXTUAL	0
		COREQUISITE	0
		SUBTOTAL	7
	MAT	MODULARIZED	0
		COMPRESSED	0
		CONTEXTUAL	0
		COREQUISITE	0
		SUBTOTAL	0
	REA	MODULARIZED	0
		COMPRESSED	0
		CONTEXTUAL	0
		COREQUISITE	0
		SUBTOTAL	0
TOTAL			7

CCTCMIS: IDPDEVED DEVED - 09/19/2016 12:59 PM
SOURCE: 2016-17 STUDENT DATA BASE, 2016-17 PERSONNEL DATA BASE

Developmental Education Enrollment File



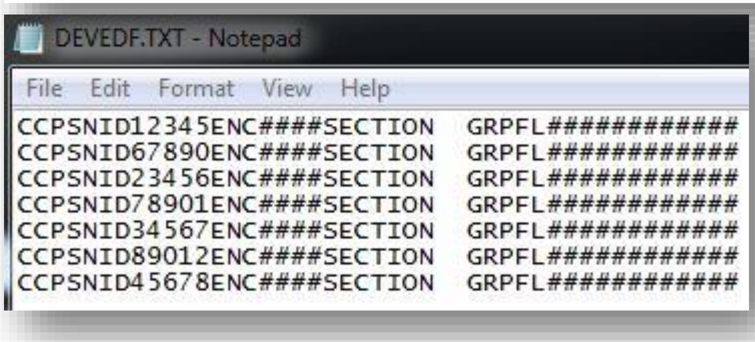
Developmental Education Record Format

Field Characteristics

A	Alphabetic Only
A/N	Alphanumeric
N	Numeric Only

Filename: CCxx.IDB.DEVEDF.Tttccyy
Where
xx = College number,
tt = Term Submission
yyyy is the Current Reporting Year

#	From/To	Size	Field Char	Field Name	Field Description
1	1-2	2	N	College	College Number
2	3-12	10	A/N	PSNID	Student Identification Number
3	13-20	8	A/N	Course	Course
4	21-28	8	A/N	Section	Section
5	29-30	2	A	Grade	Course Grade
6	31-31	1	A	DevStrategy	Primary Developmental Education Strategy
7	32-45	14	A/N	FLEID	Florida Education Identifier



```
CCPSNID12345ENC####SECTION  GRPFL############
CCPSNID67890ENC####SECTION  GRPFL############
CCPSNID23456ENC####SECTION  GRPFL############
CCPSNID78901ENC####SECTION  GRPFL############
CCPSNID34567ENC####SECTION  GRPFL############
CCPSNID89012ENC####SECTION  GRPFL############
CCPSNID45678ENC####SECTION  GRPFL############
```

IDB System Reports

- At the end of the term CCTCMIS staff will produce IDB System Reports.
- Room/Space Utilization Reports

  RMUTyyyy.zip
- Headcount, Hours, Ratios for FT/PT Faculty Reports

  FCLtyyyy.zip
  - These reports are actually your FTE reports for faculty
- Number of Courses Taught by FT/PT Instructors

  CRSCyyyy.zip
- Distance Learning Reports

  DSLRyyyy.zip
- Reports Coordinators are notified after the reports are ran.

www.FLDOE.org

New Reports Coordinator Training

Full Time Equivalent (FTE) Processes and Reporting

November 6 – November 7, 2017

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

About this session…

- FTE terminology
- Reporting schedule
- Estimates, Actuals, and Projection Details
- Submitting adjustments
- FTE tomorrow

Basic Terminology

- Full-Time Equivalent (FTE);

  The number of full-time equivalent students for the community college program fund is the college credit hours for which students register divided by thirty (30), plus the hours of instruction for which students register in other clock hour programs divided by nine hundred (900).

- Headcount;

  Used when trying to get a count of students/individuals attending the college. Typically, when discussing headcounts, you need to specify whether the count is “duplicated” vs “unduplicated”, depending on the intent of the request.

Basic Terminology

- Estimates;

  Processed twice within the current reporting year, to provide an estimate of the actual FTE at the end of the current reporting year. Once in October (FTE1), then again in January/February (FTE2).

- Actuals;

  Done once per year, at the close of the winter/spring term. Reported in August (FTE3), it reports the actual totals based on the submitted and certified data for the three terms.

- Projections;

  Two projections, both typically done concurrently in May/June timeframe. The “FTE Enrollment Plan” is a projection for the coming reporting year. The “Capital Outlay FTE (COFTE) Projection” is for the five years after the FTE Enrollment Plan. In total, both projections cover the next six reporting years.

Basic Terminology

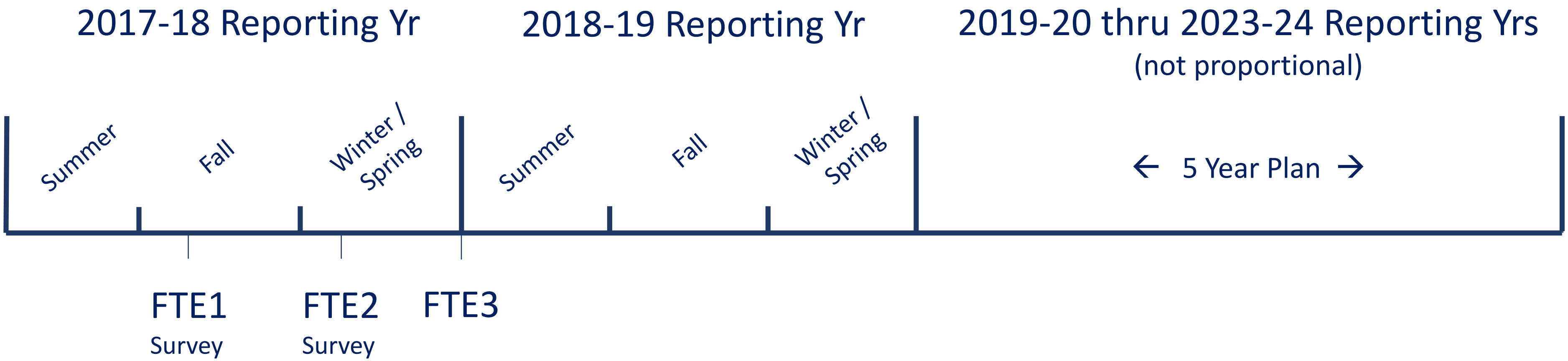
- Enrollment Estimating Conference;

  Staffers of the Florida House of Representatives, Florida Senate, Governor's Office, and members the Office of the Economic and Demographic Research (EDR, legislative research arm). Meets three times a year. Broadcast live and available for viewing afterwards.

- Division model;

  Statistical process developed in-house to project FTE based on a selected number of years of historical data. These projections are also based on the population of the college's service area. For more details, see "College Data Dictionaries and Procedures" on our web site, under "FTE Procedures".

Basic Timeframe

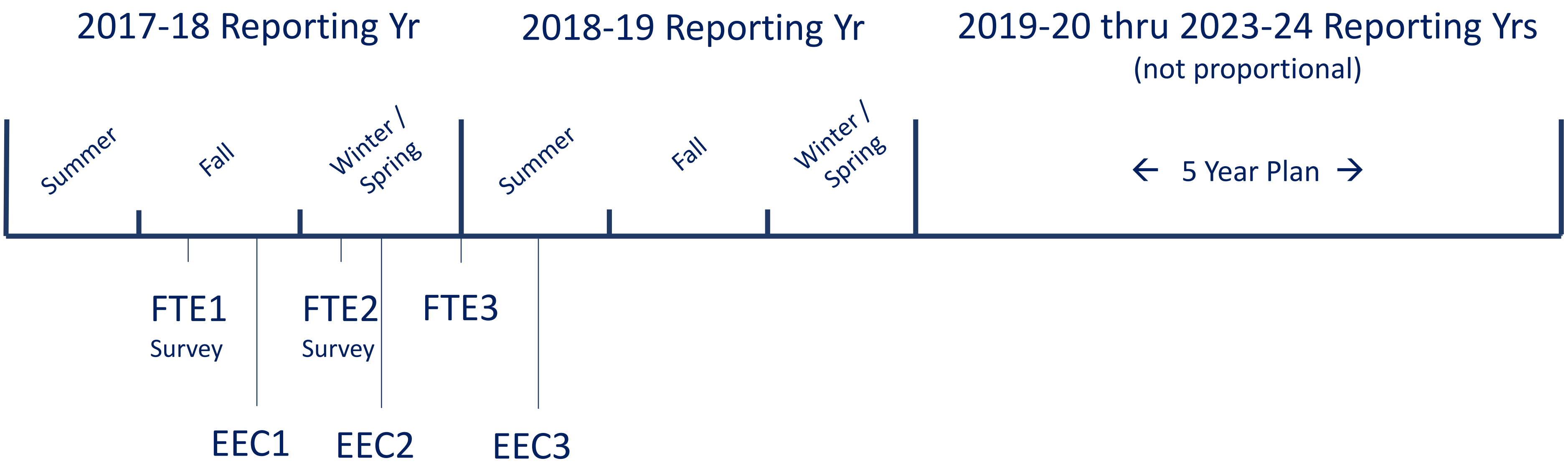

2017-18 Reporting Yr
2018-19 Reporting Yr
2019-20 thru 2023-24 Reporting Yrs
(not proportional)
Summer
Fall
Winter / Spring
Summer
Fall
Winter / Spring
← 5 Year Plan →
FTE1
Survey
FTE2
Survey
FTE3

- FTE1 Survey is based off of T1E / T2B “close” data.
  - Survey typically sent first week of October, two week window.

- FTE2 Survey is based off of T1E “close”, T2E “load”, and T3B “load” data.
  - Survey typically sent first week of February, two week window.

- FTE3 is not a survey and is based off of end of year, closed data. Referred to as “Actuals”.

Basic Timeframe



2017-18 Reporting Yr

2018-19 Reporting Yr

2019-20 thru 2023-24 Reporting Yrs
(not proportional)

Summer
Fall
Winter / Spring
Summer
Fall
Winter / Spring
← 5 Year Plan →

FTE1
Survey

FTE2
Survey

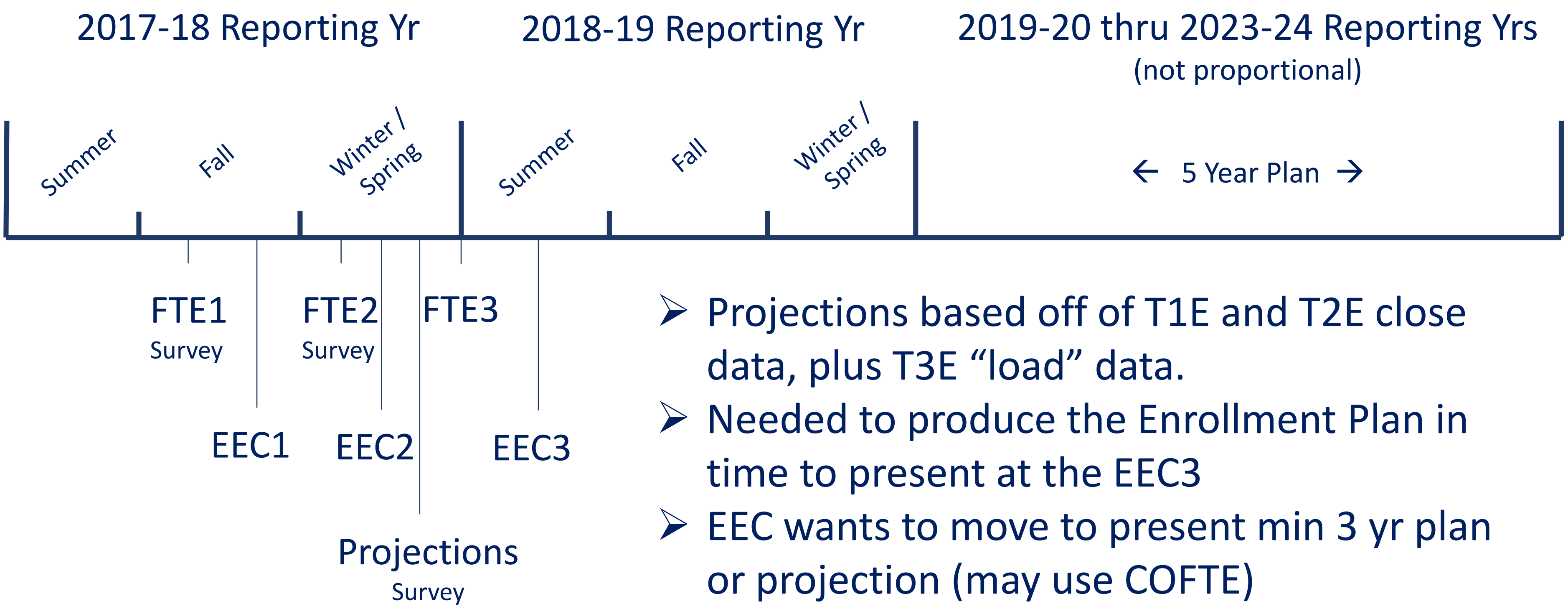
FTE3

EEC1
EEC2
EEC3

- EEC1 typically the last FTE data presented prior to an election year
    - Legislative session usually January thru March on election years

- EEC2 the last FTE data presented on non-election year
    - Legislative session usually March thru April on non-election years

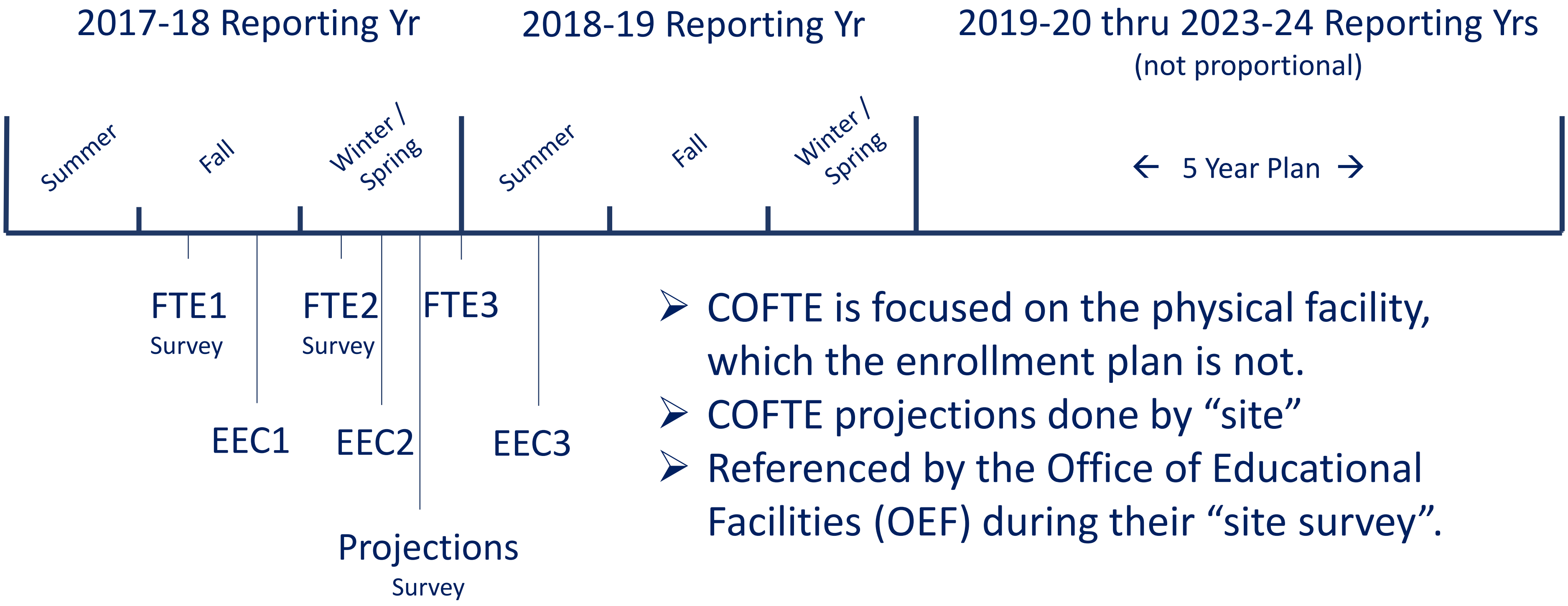
Basic Timeframe


2017-18 Reporting Yr
2018-19 Reporting Yr
2019-20 thru 2023-24 Reporting Yrs
(not proportional)
Summer
Fall
Winter / Spring
Summer
Fall
Winter / Spring
← 5 Year Plan →
FTE1
Survey
FTE2
Survey
FTE3
EEC1
EEC2
EEC3
Projections
Survey

- ➢ Projections based off of T1E and T2E close data, plus T3E "load" data.
- ➢ Needed to produce the Enrollment Plan in time to present at the EEC3
- ➢ EEC wants to move to present min 3 yr plan or projection (may use COFTE)

← FTE Enrollment Plan →← COFTE Projections →
("1 Yr projection") ("5 Yr projection")

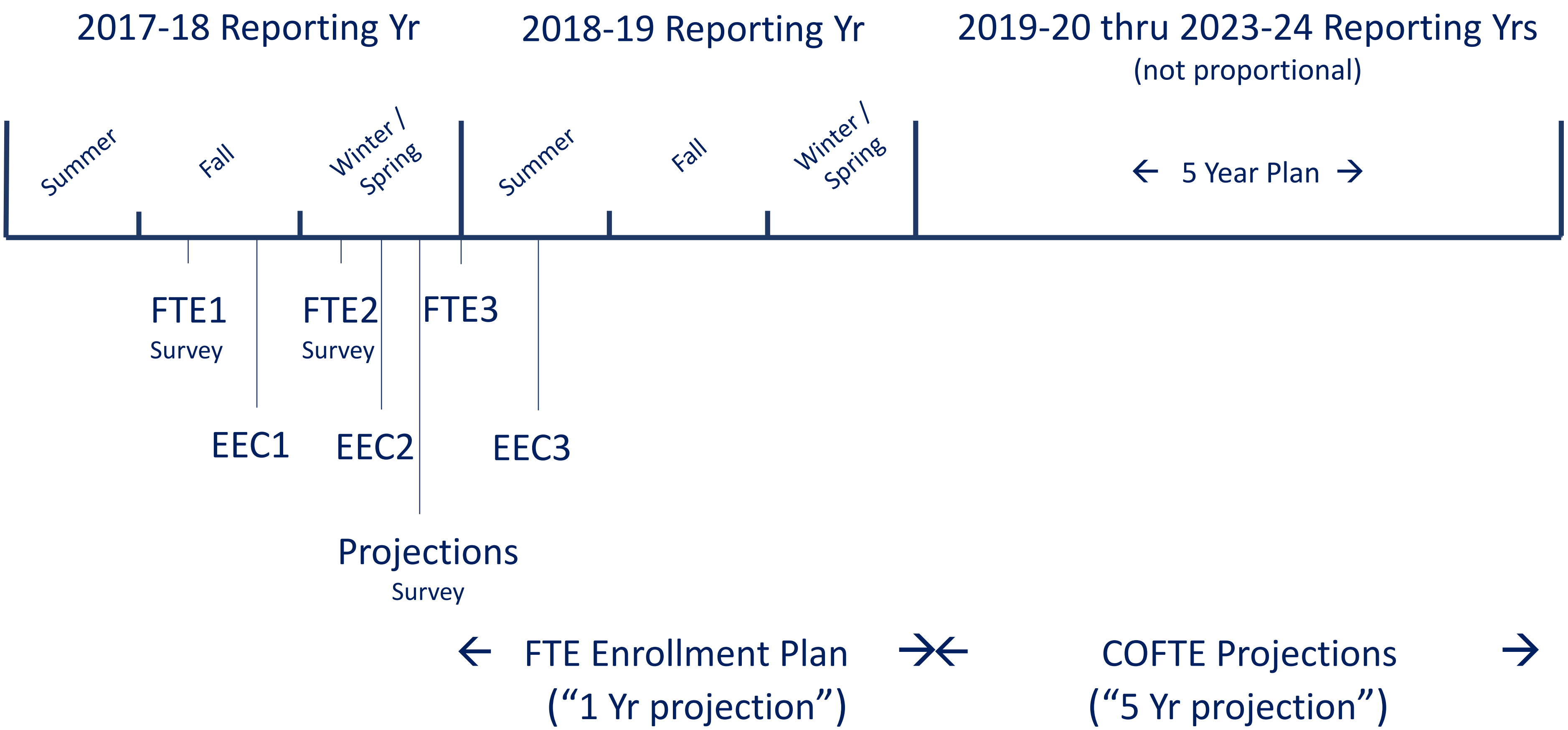
Basic Timeframe


2017-18 Reporting Yr
2018-19 Reporting Yr
2019-20 thru 2023-24 Reporting Yrs
(not proportional)
Summer
Fall
Winter / Spring
Summer
Fall
Winter / Spring
← 5 Year Plan →
FTE1
Survey
FTE2
Survey
FTE3
EEC1
EEC2
EEC3
Projections
Survey

- COFTE is focused on the physical facility, which the enrollment plan is not.
- COFTE projections done by "site"
- Referenced by the Office of Educational Facilities (OEF) during their "site survey".

← FTE Enrollment Plan →← COFTE Projections →
("1 Yr projection") ("5 Yr projection")

Basic Timeframe



2017-18 Reporting Yr

2018-19 Reporting Yr

2019-20 thru 2023-24 Reporting Yrs
(not proportional)

Summer

Fall

Winter / Spring

Summer

Fall

Winter / Spring

← 5 Year Plan →

FTE1
Survey

FTE2
Survey

FTE3

EEC1

EEC2

EEC3

Projections
Survey

← FTE Enrollment Plan
("1 Yr projection") →←

COFTE Projections
("5 Yr projection") →

FTE Reporting Schedule

Enrollment Estimating Conference (EEC)	Date	Data Submission	FCS Review and presented to EEC
FTE-1 (Estimates)	Second week of October	Term 1E and 2B close data	Approximately two weeks. Presented early November.
FTE-2 (Estimates)	First week of February	Term 2E and 3B load data	Approximately two weeks. Presented early March.
FEP & COFTE Projections	Third Week of May	Term 3E load data	Approximately 2-4 weeks. Presented early August.
FTE-3 (Actual)	Second Week of July	End of year data, after validation	No college review. Presented early August.

FTE-1

- Estimates enrollment for the remainder of the reporting year.
- Generated from the close data of SDB T1E and T2B submissions
- Funded FTE only

Selection criteria for funded FTE may be found in the 2014-15 FTE Dictionary. Please go to:

http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/college-data-diction.stml

FTE-1A

- Memorandum with FTE-1 estimates sent after T1E and T2B submissions close
- Colleges are allotted *approximately* 2 weeks for adjustments
- Early November: Enrollment Estimating Conference (EEC)
- Estimates adopted by EEC are posted at: http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/fte-reports.stml

FTE-2

- Summer T1E, Fall T2E, and Winter/Spring T3B enrollments… **using the load date submission for T2E and T3B**.
- Estimates enrollment for the remainder of the reporting year.

Note: FTE -2 may delay the processing of resubmitted files immediately after load date as the databases are frozen during this time.

- Funded FTE only

FTE-2A

- Memorandum and FTE-2 Estimates are sent out after load date submissions in February
- Colleges are allotted *approximately* two weeks for adjustments
- Early March Enrollment Estimating Conference (EEC)
- Estimates Adopted by EEC posted at:

  http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/fte-reports.stml

FTE FEP and COFTE Projections

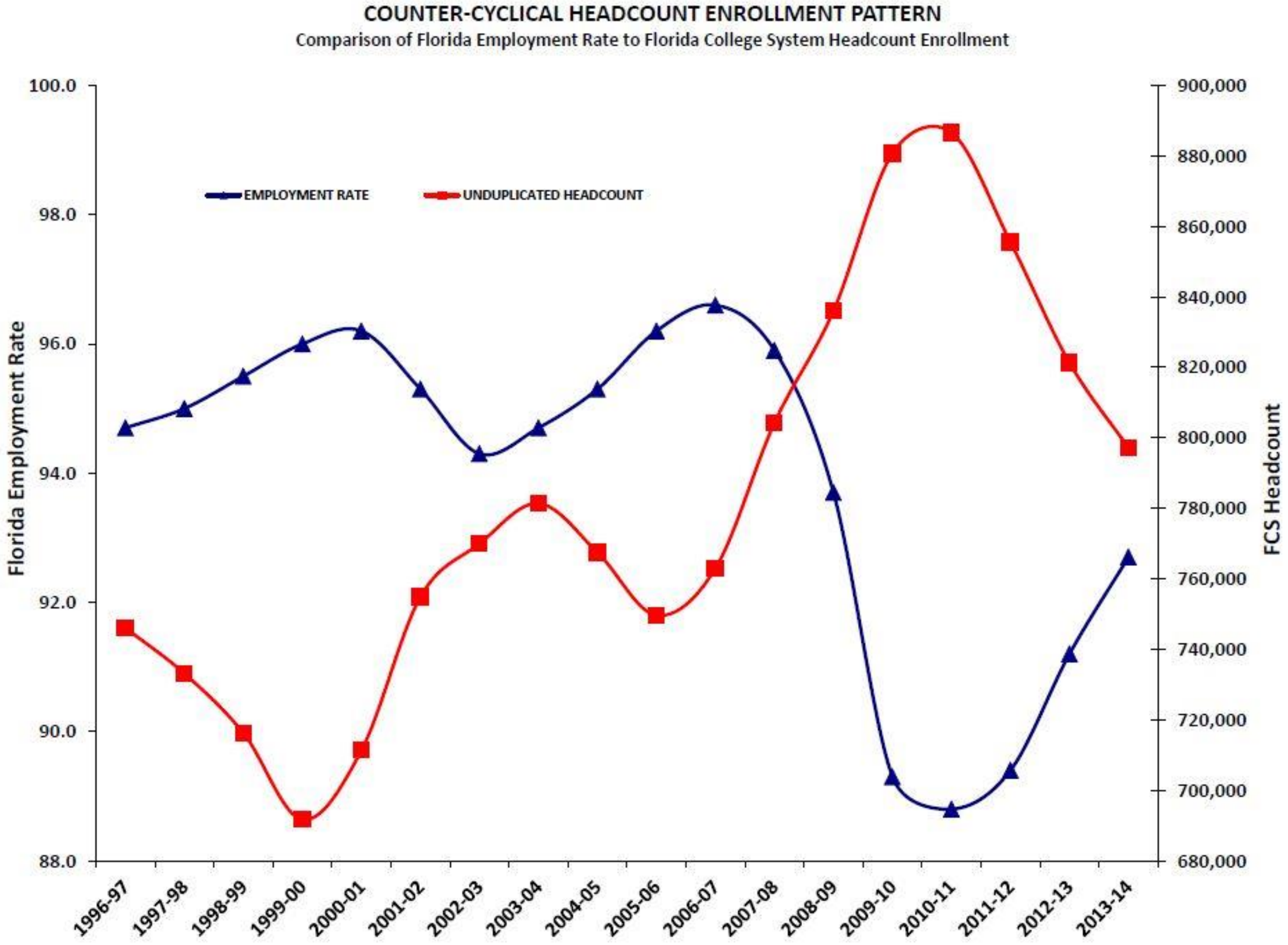
- Calculated using between 3 to 6 years of historical FTE-3 (actual FTE) data and the current year FTE-2A data. Other process inputs include (1) projected county population data (by EDR) and (2) projected school district high school graduations (by FDOE).

  Note: Projections may delay the processing of resubmitted files immediately after load as the databases are frozen during this time.

- Specific description of the model can be found in the 2014-15 FTE Dictionary. Please visit

http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/college-data-diction.stml

FTE FEP and COFTE Projections



J:\Finance\Work\Meetings & Presentations\Enrollment Estimating Conference\2015\March 2015\Counter Cyclical chart SRF 02-16-15

FTE FEP and COFTE Projections

- Memorandum and FTE Projections are sent out after T3E load in May

- *Approximate* 2-4 week turnaround for adjustments

- Enrollment Projections and Capital Outlay posted at: http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/fte-reports.stml

FTE Adjustment Process

- Documents needed to complete adjustments to projections:
  - FTE Projections Instructions
  - Memorandum
  - FEP Adjustment Spreadsheet (submit, if changing)
  - Narrative Justification Form (submit)
  - Certification Form (submit)
    - COFTE Requires President and the Business Officer signatures
  - CCTCMIS Reports

Narrative Justifications

- Justifications are used to present adjusted FTE Estimates and Projections to the EEC during the three reporting periods when colleges make adjustments.

- The college must *clearly* justify the reasons for all adjustments (positive or negative) **as well as a reason for accepting any projections not adjusted.**

FTE References

- FTE Procedures

  http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/college-data-diction.stml

- Student Database Data Element Dictionary
  - Verification Reports List
  - Selection Criteria

  http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/college-data-diction.stml

FTE Tomorrow

- The legislative data staff has asked FDOE to review of how estimates and projections are done.
- DOE leadership is committed to rewriting the FTE processes, starting from the business rules, led by DFC administrators.
- Unlike the K12 FTE and funding relationship, FCS institutional funding is not directly tied to an FTE algorithm.

Good time for more questions, discussion

Juan Mestre
Juan.mestre@fldoe.org
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www.FLDOE.org

SharePoint Migration

Florida Department of Education
fldoe.org

CCTCMIS Online Systems

- Server
- Website
- SharePoint

Server

- Files sent to and from DOE through TIBCO file transfer software
    - TIBCO’s sole purpose is to move information back and forth across the DOE firewall
- Processes data submissions
    - Edit Jobs – 12x hourly
    - Verification Reports Jobs – 4 x daily
- Returns data submission feedback
    - Edit Reports
    - Verification Reports

Server (continued)

- Deliver and receive ad hoc submissions and sundry information as needed.
  - “One-off” ad hoc requests
  - Supplemental submissions
  - FTE
- Going forward will be main means of information transfer between colleges and CCTCMIS

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
- ***Certification Forms***
- ***Chart of Reports***
- ***Numbered Memoranda***

SharePoint

- Purpose was a means to facilitate information exchange between CCTCMIS and the colleges
- SharePoint is moving to an *agency only* application.
    - Entities outside of the DOE will no longer have access.
- No more tech support issues pertaining to permissions and login problems!

What it means

- Major functions of SharePoint will be moved to other systems
    - Server via TIBCO
    - FLDOE.org website

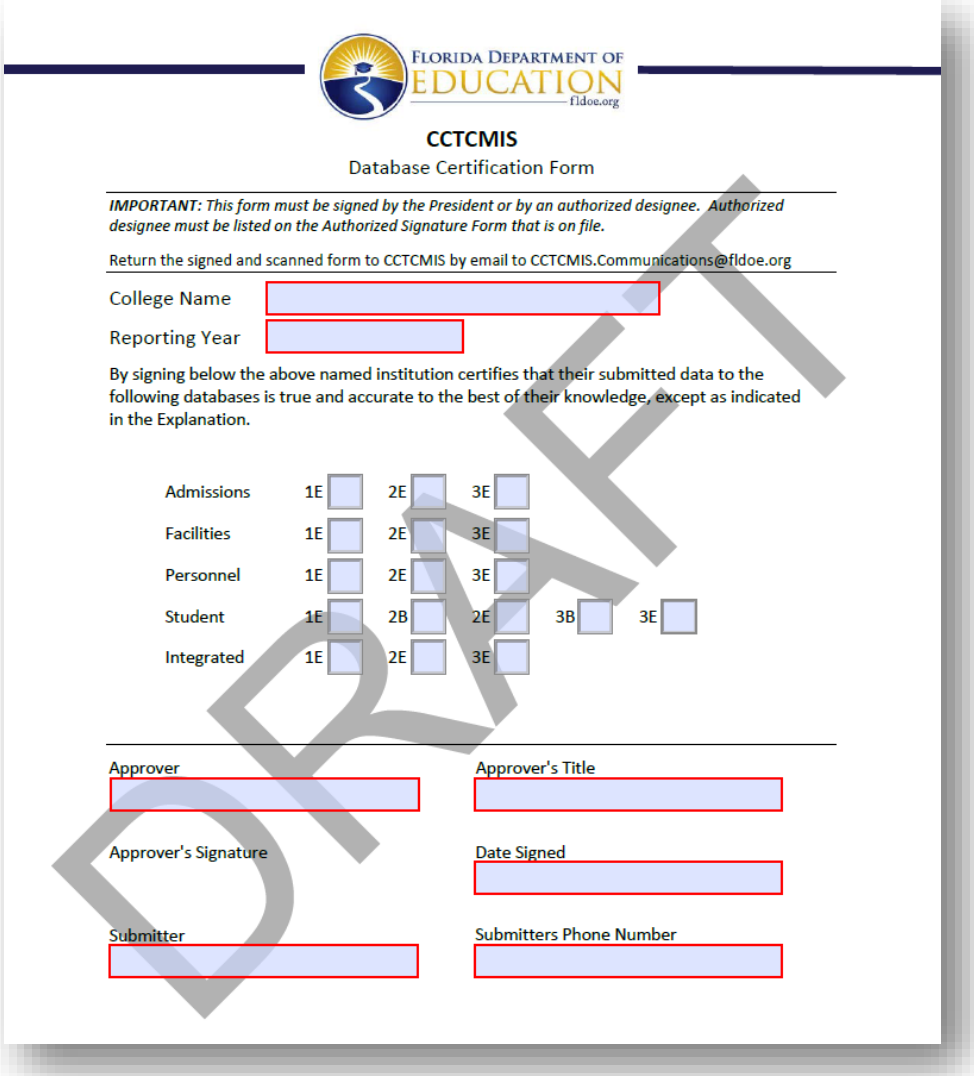
Major Functions of SharePoint

- Certifications
  - Certification process is currently being reimagined
    - New, fillable PDF forms currently under development
    - Completed certifications will be submitted through TIBCO
    - Details to follow in forthcoming update to *Data Submission Procedures Guide*
- Chart of Reports
  - Will be published as a spreadsheet on the FLDOE.org website
- Numbered Memoranda
  - First contact will still be by email
  - After email, will be published to FLDOE.org website

Major Functions of SharePoint (continued)

- FTE Enrollment Projections
  - Will be published to colleges through TIBCO
  - Adjustments and justifications will be sent back to CCTCMIS through TIBCO
- College Directory
  - TBD

Certification Form Example



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

CCTCMIS

Database Certification Form

IMPORTANT: *This form must be signed by the President or by an authorized designee. Authorized designee must be listed on the Authorized Signature Form that is on file.*

Return the signed and scanned form to CCTCMIS by email to CCTCMIS.Communications@fldoe.org

College Name

Reporting Year

By signing below the above named institution certifies that their submitted data to the following databases is true and accurate to the best of their knowledge, except as indicated in the Explanation.

Admissions	1E ☐	2E ☐	3E ☐		
Facilities	1E ☐	2E ☐	3E ☐		
Personnel	1E ☐	2E ☐	3E ☐		
Student	1E ☐	2B ☐	2E ☐	3B ☐	3E ☐
Integrated	1E ☐	2E ☐	3E ☐		

Approver

Approver's Title

Approver's Signature

Date Signed

Submitter

Submitters Phone Number

DRAFT

Questions?

Kristopher Bice

Data Processing Manager

kristopher.bice@fldoe.org

850-245-9594

www.FLDOE.org