



STATE
UNIVERSITY
SYSTEM
of FLORIDA
Board of Governors

2013 Higher Education Summit/SUS Data Workshop

Thursday, June 6, 2013

Session: IRM Data Workshop

Facilitator: Gene Kovacs

As of August 19, 2013

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8:00 Welcome: Gene Kovacs

Reports from Breakout Sessions from Session Facilitators:

SUDS Q&A For Experienced Users

Deep Dive into SUS Hours To Degree

Academic and Student Affairs Meeting

SUS Strategic Planning & Accountability

Admissions and Registrars Committee

Residency Committee

Council on Equal Opportunity and Diversity Meeting

Budget Directors/Information Session

Physical Facilities and Space

Teacher Education Information

Data Administrators

IPEDS - 2013-2014 Due Dates

Description:

Topic ID: 10-10

Initiator: IPEDS

Affects: N/A

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

2013-14	Registration	Fall 6 weeks	Winter 9 weeks	Spring 17 weeks
Collection Opens	August 7	September 4	December 11	December 11
Collection Closes for Keyholders		October 16	February 12	April 9
Collection Closes for Coordinators		October 30	February 26	April 23
Components included	Registration; Report Mapping; Institution ID; IC-Header	Institutional Characteristics; Completions; 12-month Enrollment	Student Financial Aid; Graduation Rates; 200% Graduation Rates	Fall Enrollment; Finance; Human Resources

IPEDS - 2013-2014 Summary of Changes

Description:

Topic ID: 10-15
Initiator: IPEDS
Affects: Multiple

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

Changes to the IPEDS 2013-14 Data Collection

This document contains:

- Changes to the IPEDS data collection that **have been approved** by the Office of Management and Budget (OMB) for implementation in 2013-14. There are two changes, and they are both timing changes, not changes in data collected.

Move Graduation Rates and 200% Graduation Rates Components to the Winter Collection

Action:

- The Graduation Rates (GR) and 200% Graduation Rates (GR200) components will move from the Spring data collection to the Winter collection starting in 2013-14.
- There will be no change to the data items collected, only to the collection period in which the data are submitted.

Impact:

- GR and GR200 data will be due in February, rather than April.
- 3 components will be due in Winter 2013-14 and 3 components will be due in Spring 2014 (instead of 1 in Winter and 5 in Spring).
 - The reporting schedule for institutions will be balanced out.
 - Help Desk activities (follow-up, quality control editing, and migration) will be spread more evenly throughout the year.

Background for the change:

- NCES is under increased pressure from legislators, policy makers, and data users to provide graduation rates data earlier. While legislation and regulation dictate the method and timetable for calculating these rates, there is some latitude for movement within the data collection calendar to speed up the process.
- The IPEDS Technical Review Panel (TRP) meeting in November 2007 made the suggestion to move the collection of Graduation Rates data to a "late Winter" data collection, which they proposed would be open from approximately November 1 to February 1. The TRP felt that institutions would be able to meet the new due date since it falls five months after the latest status date for determining graduation rates data (August 31 of the previous year). While NCES did not implement a late Winter data collection, the dates of the Winter data collection were extended in 2010-11 so that it now runs to early February, approximating the suggested late Winter due date.

Move the Revision of Prior Year Cost of Attendance Data to the Student Financial Aid Component

Action:

- Prior year cost of attendance data will now be revised on the current year Student Financial Aid (SFA)

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component in the Winter collection, rather than in the Prior Year Revision System on the Institutional Characteristics (IC) component in the Fall collection.

- For the 2013-14 data collection, the prior year cost of attendance data affected will be for 2012-13, 2011-12, and 2010-11.
- There will be no change to the data elements that are available to be revised, only to the place where they can be revised.

Impact:

- A new screen will be added to the SFA component:

New Screen for SFA Component			
Cost of Attendance for Full-time, First-time Degree/Certificate-Seeking Undergraduate Students			
<i>Estimates of expenses for books and supplies, room and board, and other expenses are those from the Cost of Attendance report used by the financial aid office in determining financial need. Please talk to your financial aid office to ensure that you are reporting correctly.</i>			
	Prior Year 1	Prior Year 2	Prior Year 3
Published tuition and required fees			
In-district			
Tuition	Preloaded	Preloaded	Preloaded
Required fees	Preloaded	Preloaded	Preloaded
Tuition + fees total	Calculated	Calculated	Calculated
In-state			
Tuition	Preloaded	Preloaded	Preloaded
Required fees	Preloaded	Preloaded	Preloaded
Tuition + fees total	Calculated	Calculated	Calculated
Out-of-state			
Tuition	Preloaded	Preloaded	Preloaded
Required fees	Preloaded	Preloaded	Preloaded
Tuition + fees total	Calculated	Calculated	Calculated
Books and supplies	Preloaded	Preloaded	Preloaded
On campus			
Room and board	Preloaded	Preloaded	Preloaded
Other expenses	Preloaded	Preloaded	Preloaded
Room and board and other expenses	Calculated	Calculated	Calculated
Off campus (not with family)			
Room and board	Preloaded	Preloaded	Preloaded
Other expenses	Preloaded	Preloaded	Preloaded
Room and board and other expenses	Calculated	Calculated	Calculated
Off campus (with family)			
Other expenses	Preloaded	Preloaded	Preloaded

Background:

- The Higher Education Opportunity Act (HEOA) of 2008 requires that NCES calculate an average institutional net price, and display it on College Navigator and on the College Affordability and Transparency website. The inputs to this calculation are cost of attendance, collected on the IC component in the Fall, and financial aid, collected on the SFA component in the Winter. In order to improve the calculation of this measure, keyholders will now be able to revise the cost of attendance data at the same time they submit the financial aid data on the SFA component. Keyholders will be able to verify the 3 prior years' of cost data that will be used in the calculation of their institution's average net price at the same time that they can see the calculation.

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General – SUDS Due Dates

Description: Due Dates for 2013-2014 Standard Files

Topic ID: 50-10

Initiator: Board-IRM

Affects: N/A

	*Not Submitted by NCF	**NCF only	Changes	Term Option	
ABBREV	TITLE	TERM	REPT TIME FRAME	DUE DATE	STATUS
SPA	Physical Facilities Space File	Annual 2013	201300	Jul-08-13 Mon	REQUIRED
LAP *	Limited Access Programs File	Annual 2012	20122013	Jul-12-13 Fri	REQUIRED
TEI *	Teacher Education Information	Fall 2012	201208	Jul-19-13 Fri	OPTIONAL
OB	Operating Budget File	Annual 2013	20132014	Aug-19-13 Mon	REQUIRED
SCD	Salary Category Detail File	OB 2013	201308	Aug-19-13 Fri	REQUIRED
ADM *	Admissions File	Summer 2013	201305	Sep-06-13 Fri	REQUIRED
SIF *	Student Instruction File	Summer 2013	201305	Sep-13-13 Fri	REQUIRED
ADM	Admissions File	Fall 2013	201308	Sep-27-13 Fri	REQUIRED
CPC *	College Prep Completions	Summer 2013	201305	Oct-04-13 Fri	REQUIRED
SFA	Student Financial Aid File	Annual 2012	20122013	Oct-07-13 Mon	REQUIRED
IRD	Instruction & Research File	Annual 2012	20122013	Oct-08-13 Tue	REQUIRED
SIFD *	Degrees Awarded	Summer 2013	201305	Oct-08-13 Tue	REQUIRED
SIFP	Student Instruction File Preliminary	Fall 2013	201308	Oct-11-13 Fri	REQUIRED
HTD *	Hours to Degree File	Annual 2012	20122013	Oct-15-13 Tue	REQUIRED
LAP *	Limited Access Programs File	Summer 2013	201305	Oct-15-13 Tue	OPTIONAL
EA	Expenditure Analysis File	Annual 2012	20122013	Oct-22-13 Tue	REQUIRED
HTD *	Hours to Degree File	Summer 2012	201305	Nov-05-13 Tue	OPTIONAL
EMPL	University Employee/OPS File	Fall 2013	201310	Nov-14-13 Thu	REQUIRED
TEI *	Teacher Education Information	Spring 2013	201301	Sep-30-13 Mon	OPTIONAL
TEI *	Teacher Education Information	Annual 2012	20122013	Sep-30-13 Mon	REQUIRED
IRD *	Instruction & Research File	Summer 2013	201305	Dec-03-13 Tue	OPTIONAL
SCD	Salary Category Detail File	MidYr 2014	201401	Jan-10-14 Fri	REQUIRED
SIF *	Student Instruction File	Fall 2013	201308	Jan-17-14 Fri	REQUIRED
CPC *	College Prep Completions	Fall 2013	201308	Jan-17-14 Fri	REQUIRED
SIF **	Student Instruction File	Fall 2013	201308	Jan-24-14 Fri	REQUIRED
LAP *	Limited Access Programs File	Fall 2013	201308	Feb-04-14 Tue	OPTIONAL
SIFD *	Degrees Awarded	Fall 2013	201308	Feb-07-14 Fri	REQUIRED
ADM *	Admissions File	Spring 2014	201401	Feb-28-14 Fri	REQUIRED
ADM **	Admissions File	Spring 2014	201401	Feb-21-14 Fri	REQUIRED
SIFP *	Student Instruction File Preliminary	Spring 2014	201401	Mar-07-14 Fri	REQUIRED
HTD *	Hours to Degree File	Fall 2013	201308	Mar-07-14 Fri	OPTIONAL
SIFP **	Student Instruction File Preliminary	Spring 2014	201401	Mar-07-14 Fri	REQUIRED

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IRD	Instruction & Research File	Fall 2013	201308	Mar-19-14 Wed	OPTIONAL
TEI*	Teacher Education Information	Summer 2013	201305	Apr-04-14 Fri	OPTIONAL
RET	Retention File	Annual 2012	20122013	Jan-22-14 Wed	REQUIRED
EMPL	University Employee/OPS File	Spring 2014	201403	Apr-14-14 Mon	REQUIRED
SIF *	Student Instruction File	Spring 2014	201401	Jun-12-14 Thu	REQUIRED
CPC *	College Prep Completions	Spring 2014	201401	Jun-12-14 Thu	REQUIRED
SIF **	Student Instruction File	Spring 2014	201401	Jun-18-14 Wed	REQUIRED
LAP *	Limited Access Programs File	Spring 2014	201401	Jun-20-14 Fri	OPTIONAL
SIFD *	Degrees Awarded	Spring 2014	201401	Jun-25-14 Wed	REQUIRED
SCD	Salary Category Detail File	EOY 2014	201406	Jun-25-14 Wed	REQUIRED
SIFD **	Degrees Awarded	Spring 2014	201401	Jul-07-14 Mon	REQUIRED
HTD *	Hours to Degree File	Spring 2014	201401	Jul-22-14 Tue	OPTIONAL
IRD	Instruction & Research File	Spring 2014	201401	Aug-01-14 Fri	OPTIONAL

General – Department Identifier

Description: Department Identifier
Topic ID: 50-20
Initiator: Board-IRM
Affects: OB/SCD/EMPL/IRD/EA

Increase the size of the Department Identifier (01796) from 9 characters to 10. A trailing space will be added to IDs that are reported as 9 characters.

FINAL DISPOSITION:

01796 - Department Identifier will increase from 9 bytes to 10 bytes
01198 - Account/Department Number - Course will increase from 9 bytes to 10 bytes
01506 - Account/Department Number, Activity will increase from 9 bytes to 10 bytes

The changes will be effective beginning with the OB, SCD submission due August 19, 2013

Employee/OPS - Current Year Rate

Description: New element

Topic ID: 100-10

Initiator: Board-IRM

Affects: EMPL

A new element will be created to report the salary for OPS employees.

FINAL DISPOSITION:

New element will be created effective for the Fall 2013 EMPL submission due November 14, 2013.

Expenditure Analysis – University Fund Identifier & Account/Department Program
(PCS)

Description: New Elements

Topic ID: 150-10

Initiator: Board-IRM

Affects: EA

Add the University Fund Identifier (01400) and Account/Department Program (01245) to the EA extract.

FINAL DISPOSITION:

Needs further discussion/research.

Expenditure Analysis – Tuition Differential

Description: Modify software

Topic ID: 150-20

Initiator: Board-IRM

Affects: EA

Update the EA software to allow expenditures from the 30% need-based component of tuition differential to be included in cost activity 55 (Financial Aid).

FINAL DISPOSITION:

Software will be updated as stated above. Effective for the 20122013 EA submission due October 22, 2013.

Hours to Degree – Number of Degree Program Changes

Description:

Topic ID: 200-10

Initiator: Board-IRM

Affects: HTD

We are proposing to add the Number of Degree Program Changes (01435) element to the Enrollments table. The new definition and data values have not been defined yet. This issue will be discussed in the HTD breakout session and the outcome will be discussed in the general session.

FINAL DISPOSITION:

Number of Degree Program Changes (01435) will remain on the HOURS_TO_DEGREE table on the HTD submission. The definition will be revised as such: A count of the total number of times a baccalaureate graduate changed CIP_STUDENT (01062) after 60 credit hours were earned while attending the institution as a degree-seeking student.

Hours to Degree – Excess Credit Hours

Description: Modify definition

Topic ID: 200-20

Initiator: Board-IRM

Affects: HTD

Update the definition of Excess Credit Hours (02058) element as defined in the Board of Governors regulation 7.003 Fee, Fines, and Penalties.

New modified description: The total number of credit hours ~~as of the end of the term~~ that are in excess of ~~120 percent~~ of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled and meet the definition of excess credit in Board of Governors regulation 7.003 Fees, Fines and Penalties.

FINAL DISPOSITION:

This element currently exists on SIF and HTD. This element will remain on SIF but the definition will be modified as such: The total number of term credit hours in excess of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled and which meet the definition of excess credit hours in Board of Governors regulation 7.003 Fees, Fines, and Penalties.

A new element will be added to HTD, Cumulative Excess Credit Hours. This element will be defined as such: The total number of credit hours in excess of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled and which meet the definition of excess credit hours in Board of Governors regulation 7.003 Fees, Fines and Penalties.

Hours to Degree – Excess Hours Native & Excess Hours SUS

Description: Delete elements

Topic ID: 200-30

Initiator: Board-IRM

Affects: HTD

We are proposing to delete the following two program generated elements, Excess Hours Native (01479) and Excess Hours Sus (01480).

FINAL DISPOSITION:

Elements will be deleted.

Hours To Degree – Student Summary of Excess Hours Report

Description: New Report

Topic ID: 200-40

Initiator: Board-IRM

Affects: HTD

A new report will be added to the Hours to Degree submission to provide a student-level record account of data used to calculate the percentage of graduates with (and without) excess hours that is reported in the annual accountability reports.

FINAL DISPOSITION:

Report will be added. We will work with the universities submitting HTD by term to find the best way to generate this report for them.

Student Financial Aid – Fee Waivers Table

Description: Add table
Topic ID: 250-10
Initiator: Board-IRM
Affects: SFA

Add the FEE_WAIVERS table to the Student Financial Aid submission.

FINAL DISPOSITION:

Needs further discussion/research.

Student Instruction File – Student Budget Entity

Description: Modify coding instructions

Topic ID: 300-10

Initiator: Board-IRM

Affects: SIF

Modify the language on the Student Budget Entity (01065) to provide coding instructions for the auxiliary budget entity.

FINAL DISPOSITION:

Data dictionary will be updated with coding instructions.

Teacher Education Information – Completion_GPA

Description: New Element

Topic ID: 350-10

Initiator: Board-IRM

Affects: TEI

Add Completion_GPA to the Teacher Education Information table. The Completion_GPA will be set to null if the milestone is not = 'P' (Completion of the Program).

The following edit will be added to this new element, when MILESTONE equals 'P', TCHR_PREP_DOE_CD is not equal to '285' and TCHR_PREP_DOE_LEVEL is equal to ('B','M','S','D'), then Completion_GPA must not be null and must be between 0.01 and 4.0.
(Effective Summer 2013 Submission)

FINAL DISPOSITION:

New element will be added as described above. Change will be added effective for the Summer 2013 TEI submission due April 4, 2014.

Teacher Education Information – Exception Reason

Description: New Element

Topic ID: 350-20

Initiator: Board-IRM

Affects: TEI

Add Exception_RSN to the Teacher Education Information table as a result of F.S. 1004.04 Public accountability and state approval for teacher preparation programs.

An exception reason is required for students that are admitted with an admissions criteria waiver (EXCEPTION_TYP (01204) = 'W').

The values for EXCEPTION_RSN will be:

1 = "GPA was under a 2.5 on a 4.0 scale"

2 = "Mastery not achieved on the General Knowledge Test"

3 = "GPA was under a 2.5 on a 4.0 scale and Mastery not achieved on the General Knowledge Test" (Effective Summer 2013 Submission)

FINAL DISPOSITION:

New element will be added as described above. Change will be added effective for the Summer 2013 TEI submission due April 4, 2014.

Teacher Education Information – Milestone

Description: New level 5 edits

Topic ID: 350-30

Initiator: Board-IRM

Affects: TEI

A new level 5 edit needs to be added that says if the MILESTONE = P (Completion of the Program) and the DOE Level is not an Endorsement or DOE Code is not a Professional Training Option and a previously submitted milestone of 'I' (Completion of the Intern/Practicum) could not be found, a warning will be generated. (Effective April 2014)

Another new level 5 edit needs to be added that says if the MILESTONE = P (Completion of the Program) and DOE Level is not an Endorsement or DOE Code is not a Professional Training Option and a previously submitted milestone of 'C' (Completion of the Non-Clinical course requirements of the program) could not be found, a warning will be generated. (Effective Summer 2013 Submission)

FINAL DISPOSITION:

Edits will be added effective for the Summer 2013 TEI submission due April 4, 2014.

Physical Facilities Space – Site Type

Description: New Values

Topic ID: 400-10

Initiator: Board-IRM

Affects: SPA

The data values for Site Type (10057) will be updated as defined by the Board of Governors Regulation 8.009. The new allowed values are listed below.

Description: Code to designate the nature and use of the site. Regulation 8.009

Coding Instructions: This element is required for all sites

Allowed Values

01 Main Campus

Main Campus is defined as the primary site of the university educational, research, and administrative activities.

Additional Campus

Additional Campus, including one that has received separate regional accreditation, is defined as an instructional and administrative unit of a university, apart from the main campus, that primarily offers students upper-division undergraduate and graduate programs, as well as a wide range of administrative and student support services appropriate for the number of student FTE served, and reflects a relatively permanent commitment by a university for the foreseeable future, not an occasional, time-limited, or transitory activity, in facilities which are university-owned, university-leased, or jointly used with another public institution.

2a Type I Campus is defined as a university operation that has obtained and continues to maintain an enrollment level of more than 2,000 university student FTE in courses which lead to a college degree. A Type I Campus typically provides a broad range of instruction for numerous full and partial degree programs, research activity, and an extensive complement of student services.

2b Type II Campus is defined as a university operation that has obtained and continues to maintain an enrollment level of 1,000 to 2,000 university student FTE in courses which lead to a college degree. A Type II Campus typically provides a moderate range of instruction for full and partial degree programs, limited research activity, and a moderate complement of student services.

2c Type III Campus is defined as a university operation that has obtained and continues to maintain an enrollment level of at least 300 but less than 1,000 university student FTE. The Board may, within its discretion, require an operation with less than 300 FTE to be presented to the Board for approval if the operation otherwise meets the remaining criteria in this subparagraph. A Type III Campus typically provides a limited range of instruction for full and partial degree programs, limited research activity, and a limited complement of student services.

- 07 *Special Purpose Center* is defined as a unit of a university, apart from the main campus, that provides certain special, clearly defined programs or services, such as research or public service, and reflects a relatively permanent commitment by a university for the foreseeable future, not an occasional, time-limited, or transitory activity, in facilities which are university-owned, university-leased, or jointly used with another public institution. Instructional programs or courses leading to a college degree are typically not offered at Special Purpose Centers. Cooperative extension sites are NOT considered Special Purpose Centers.
- 05 *Instructional Site* is defined as a temporary instructional unit of a university, apart from the main campus, that provides a limited range of instructional programs or courses leading to a college degree, in facilities not owned by the institution.
- 06 *Special Purpose Site* is defined as a unit of a university, apart from the main campus, that provides services of an educational or community outreach nature which are other than instruction leading to a college degree, in facilities not owned by the institution. Instructional programs or courses leading to a college degree are typically not offered at special purpose sites.
- 08 *Cooperative Extension*
- 09 *Undeveloped*
Undeveloped parcel of land
- 10 *Other*

Note: Old values of 02 Branch Campus and 04 Instructional Center are no longer allowed with the release of 2013 SPA software. Blank or zero is no longer an allowed value.

FINAL DISPOSITION:

New values are effective for the Annual 2013 Space file submission due July 8, 2013.

Physical Facilities Space – Budget Entity

Description: Modify Diag 0142

Topic ID: 400-20

Initiator: Board-IRM

Affects: SPA

Diag 0142 (budget entity must be valid for the university) will be modified to check BE_CD_USER. If the budget entity is 6 (UF Health Center-Shands) and not UF then an error will be generated.

FINAL DISPOSITION:

Edit will be modified and be effective for the Annual 2013 Space submission due July 8, 2013.

Retention – RETRP1SUDS Report

Description: Modify RETRP1SUDS Report

Topic ID: 450-10

Initiator: Board-IRM

Affects: RET

Update the RETRP1SUDS retention report in SUDS to use the adjusted cohort numbers (which is what IPEDS require) instead of the initial cohort numbers.

FINAL DISPOSITION:

We will use the adjusted cohort instead of initial cohort and if possible have both initial and adjusted cohorts on the same report.