Greetings to all 2009 SUS Data workshop/Florida Higher Education Summit attendees. In the following pages you will find data/information, decisions and action items stemming from the various sessions that were part of the SUS portion of the Florida Higher Education Summit. The information is presented in order of importance, from those items that will need immediate attention on your campus, to those items that are perhaps less pressing but yet still important. Lastly the information is presented again by file that is affected. Obviously, since these notes are coming from the staff of IRM, they are very data centric and may not reflect all of the conversations/discussions that happened at each session. Please let us know immediately if we have erred in the information we have captured or have been unclear in explaining what we thought we heard. We enjoyed meeting with you and are looking forward to seeing you again next year!

Sincerely,

Ramon Padilla Jr. and the staff of IRM.

For your immediate attention:

Unless otherwise specified, all changes are effective for submissions due after **August 1, 2009.**

See attached notes for details.

**ALL Submissions**

NEW EDIT: All Person_ID_Chgs must have a matching Person_Demo record sent with the submission. This edit was not discussed at workshop but was recognized as being needed upon further discussion upon returning to the office.

CHANGED EDIT:

Person_Demo PID Valid SSN: The 5% tolerance for ‘N’ will eliminate the non-resident aliens from the total population before calculating the
percentage. We will no longer accept an explanation for invalid SSN if PID_Valid_SSN = ‘Y’ unless we can verify that our table is out of date.

Last Institution Code - generic codes changing to non-numeric codes

High School Code - edits will allow out-of-state codes and high schools that have been deleted from the active list

Birthdate – age of student or employee less than 14 will generate a level 9 error.

New Race/Ethnicity codes will be edited, but not required. No Race Reported will still be nulled.

Grad II hours will be generated for graduate classes taken by Law and Pharmacy students.

**Student Financial Aid (SFA)**

NEW EDIT: An enrollment record from the SIF final submission will be required for all terms in which the student received aid. An enrollment record within the academic year will be required if the student did not receive aid.

NEW ELEMENT or CHANGE IN EXISTING ELEMENT:

Financial Aid Demo

Dependency Status - Name and Coding Instruction changes

Family Income - Coding Instruction changes

Fee Class Res - Send as dot (.)

Stu Entry Typ - Send as dot (.)

Stu Class Level - Send as dot (.)

CIP Student - Send as dot (.)

Financial Aid Need – Coding Instruction Change

Parent’s Income - New Element

Student Income - New Element

**Student Instructional File (SIF and SIFP)**

**Enrollments**

NEW EDITS:

An invalid VISA code (VISA_TYP) will have a new level 9 error: if the non-resident alien is classified as a temporary Florida Resident for Fee Purposes. We have also added new codes.

Doctoral Classification - Code will be generated if possible. If not, then a level 9 error will be generated.

Highest Degree Level Held (01112) and Institution awarding (01114) is Florida Community College (CC). Add ‘O - Other’ to the allowed codes.
High School Code required when Last Secondary Date is not null
Last Secondary Date required when High School Code is not null
Last Institution Code required when Last Postsecondary Date is not null
Last Postsecondary Date required when Last Institution Code is not null

CHANGED EDITS:
Degree Level Sought edit will be changed to allow undergraduates to seek a graduate degree for those programs that allow entry before the baccalaureate is awarded or do not require a baccalaureate.

NEW ELEMENTS:
Administrative Campus Code
Graduate Alternative Fee Charged

CHANGED ELEMENTS:
Differential Tuition Flag (01359) name will change to Border State Tuition Fee
Element 01244 College Level Academic Skills Test Flag – Due to the elimination of CLAST, we will be dropping every reference to the word TEST and refer to the element as CLAS flag although the ELEMENT NUMBER will not change. These changes will be reflected in the data dictionary.

Fee Waivers
CHANGED EDITS:
Fee Waiver Kind/3rd Party Kind – UBOT waiver code eliminated; new codes added to identify UBOT approved waivers and the waiving of tuition differential.
Waivers paid out of budget entities C&G or auxiliary will be allowed.

Instructional Activity
NEW EDITS:
Course Meeting Times between midnight and 6am will generate a level 9 error.
If Delivery Method is HB or DL then Technology Delivery Indicator Primary must not be ‘N’.

CHANGED EDITS:
0495 - Make sure diagnostic message is accurate.
0007 (missing) for Course Section Type Primary: make diagnostic message more descriptive
Missing Instructional_Activity row error message will be more descriptive.

NEW ELEMENT or CHANGE IN EXISTING ELEMENT:
(These elements for Distance Learning were overlooked during the Thursday data discussion. However they will be implemented as new or revised beginning Fall 2009 Summer 2010.)
Instructional Delivery Method (New Element)
Distance Learning Fee Charged (Criteria Change)
Technology Delivery Indicator (Coding instruction Change)

New Reports:
Course Section Summary error report.

**Degrees Awarded (SIFD)**

You will not be able to submit the SIFD until the SIF final submission has been accepted.

NEW EDIT:
An enrollment record will be required that matches the term degree granted. If one was not submitted with SIF final then one must be submitted with SIFD.

Doctoral Classification - Code will be generated if possible. If not, then a level 9 error will be generated.

NEW ELEMENTS:
Administrative Campus Code

**Teacher Education File (TEF)**

Continuing Enrollment records on the TEF will no longer be required. Enrollment will be determined from the SIF enrollment records. In order to identify those students that leave the teacher education program we are adding code T (Terminated) to State-Approved Teacher Prep Pgm-Registered Code (01260).

Stand alone educational specialist or doctoral programs in educational leadership are not state approved and should not be reported on the TEF file.
Applicants_Admits
NEW ELEMENT: Administrative Campus Code

DOE Pgm Info
NEW ELEMENT or CHANGE IN EXISTING ELEMENT:
Teacher Term Admit (Criteria Clarification)
Alternative Location Code changed to Campus Code

Tests Reqs
NEW EDITS:
For Educational Leadership completers the FELE exam must be passed
A pass on the FTCE exam is required for all completers in programs other
than 285, 600 and 700
A pass on the PET exam is required for completers in program 600
GRE scores for TEF can be submitted in composite or individual buckets
and the sum of the verbal and quantitative scores must be at least
1000 unless accompanied by an exception.
CLAST is no longer required

College Prep
Allow all valid values of OPEID (in and out-of-state).

Salary Category Detail (SCD)

Employee Demo
NEW ELEMENT:
Generated Faculty Rank

Employee Data
NEW EDITS:
Level X error will be generated if the sum of person years is greater than
1.04
For January and June submissions, generate level X for non E&G records
For salaried faculty, Highest Degree Held = ‘Z (not reported)’ will be a
level 9 error.

Instruction and Research Data (IRD)

NEW EDITS:
Program Component for employee and activity will be checked for valid
values based on Budget Entity.
We will not null tenure or rank under any circumstances.
Require tenure for all faculty.
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Require a valid CIP on all courses. 
Require a match of CIP between IRD and SIF. 
A fatal error will be generated if the sum of contact_hrs and contact_hrs_mod is greater than 999.9999.

**Hours to Degree (HTD)**

You are encouraged to submit by term rather than annually. Let us know what your university’s preference is.

**Degrees Awarded**

NEW EDIT: An enrollment record will be required that matches the term degree granted. If these were not submitted with SIFD or SIF final then these must be submitted with HTD.

REPORTS:
HTDNOMATCH Report – add UNIV_ROW_ID from Degrees_Awarded table for those awards that met the criteria but were not included in the HTD submission.

**Admissions (ADM)**

**Applicants Admits**

NEW ELEMENT: Administrative Campus Code

**Tests Reqs**

CHANGED EDITS:  
Updated admissions scale for SAT

New codes for Medical Admissions Tests

**Operating Budget (OB)**

**Operating Budget**

CHANGED EDITS: (for tracking technology fee and differential tuition)  
Object Codes - New codes added  
State Program Component - New codes added  
University Fund ID - New codes added

We have changed the due date for the Salary Category Detail in June next year to 6/25/2010 and the Summer Student Information File to 9/18/09 and the summer Degrees to 10/9/09.
Topics for 2010-2011:

- New race and ethnicity codes required
- Differential Tuition
- Excess Hours Surcharge
- Veterans Questions
GENERAL DISCUSSION

State University Data System (SUDS)

- As part of the budget reduction plan associated with the move to SUDS, Mainframe access of master files will end soon after the end of this fiscal year.

- Each University Institutional Data Administrator has been provided a CD with IRM libraries from the mainframe and historical fact books.

- Due to changes in FERPA as well as adhering to data management best practices, the BOG office will be initiating data sharing agreements with all data sharing partners including each university.

- We have encouraged universities to move from annual to term submissions. This makes corrections easier. It is a workload issue for the to switch but the universities are encouraged to do so.

- The College Prepaid and the Talent to 20 tables need to be added to the database.

- We will make the Retention files available in the database for next year.

System/SUDS requests - wish list:

Universities would like:

- batch processing ability – Not available yet.
- ability to download all errors for a given file at one time.
- secure FTP
- access to the system ID or be provided with a mechanism to do cohorts in some way
- training for the reporting instance.
- access to the reporting instance with third party tools

BUG - Sort order on detailed list of errors reverts to original sort on second page and will be fixed looked into by IRM.

Grad Admissions – multiple tracks in single CIP – this keeps coming up. We will discuss track reporting with the Academic Program Staff again.
GENERAL DISCUSSION

Other Discussions:

We have changed the due date for the Salary Category Detail in June next year to 6/25/2010 and the Summer Student Information File to 9/18/09 and the Summer Degrees to 10/9/09.

Differential Tuition reporting is still being discussed. It will not be reported on any of the files this year except for Operating Budget.

Residency

The universities want a written opinion about residency changes from our General Counsel. There will be a residency committee conference call to discuss this further.

Excess Hours

There is a technical assistance paper coming on this topic. No changes to the files for this year. There is discussion about transfer students entering in 2009. They would like to see that date be 2011.

CLAST

There is a technical assistance paper coming on this topic. While the test is eliminated, there is no expiration date on the score and it can be used where appropriate.

Admissions Scale

There is a new admissions scale which requires a new element for a writing section of the SAT scored at 200-800 and proposals to look at eliminating the scale and establishing minimums for GPA and test scores.

Veteran’s Reporting

For 2010 reporting, questions will be added to collect admissions information about Veteran’s status. For this year an ad hoc request will be disseminated for the student population.

The State Approving Agency (SAA), of Veterans Affairs, approves programs eligible for GI Bill funds. Overpayments under the new GI Bill will be collected from the veteran through the VA.
GENERAL DISCUSSION

Facilities is working on a revised space needs formula. They would also like to review the definitions for the Physical Facilities Space File with IRM. They are also looking at the break out of Medical space.

EEO
Counsel of Equal Opportunity and Diversity
Are trying to gather the historical documents tied to their mission and organize an archive.

New Edit:
All PERSON_ID_CHGS must have matching PERSON_DEMO record submitted.

SIF Enrollments table and SIFD Degrees Awarded Table: Doctoral Classification
- The CIP to doctoral classification crosswalk has been developed and is being distributed and approved by your CAVP. Only one CIP code at one university cannot be generated. This data is sent on the Enrollments table of the SIF submission and the Degree_Awarded table of the SIFD submission. If sent we will edit the contents against our degree inventory table. If not sent we will try to generate. If it can’t be generated because the CIP was split between two or more doctoral classification codes a level 9 error will be generated. Values are:
  R = Research/Scholarship
  P = Professional Practice
  O = Other

New Codes:
Change OPEID generic codes 01000, 02000, 03000, 04000 to something that won’t ever show up in the numerically defined OPEID codes.
[F1000000, F2000000, F3000000, F4000000]

Changed Edits:
High School Codes (HS ETS Cd) – will allow in-state/out-of-state and inactive high school codes.
Birth date – age of student or employee less than 14 will generate a level 9 error.

New Elements:
Administrative Campus (02050) will be added to Enrollments, Applicants_Admits and Degrees_Awarded. This is the campus responsible for the students registration. The submitted file must have an extra pipe delimiter. The load program will default missing values to Main Campus (0001). Otherwise, there must be a matching campus code in the Space submission.
IPEDS Update

IPEDS


INSTITUTIONAL CHARACTERISTICS
Disability information on this form is for the previous year.

COMPLETIONS – No issues.

HUMAN RESOURCES – Race/Ethnicity was discussed. While race is no longer required for salaried employees on the IPEDS surveys, we will continue to require it on our files. We will address this again in 2010.

STUDENT FINANCIAL AID – No issues.

FALL ENROLLMENT -
We discussed changing the way that we select “new” students on our IPEDS population. We have determined that matching to the admissions file will identify the proper population.

GRADUATION RATE SURVEY – Not discussed at workshop
BOG-IRM will map to the new race/ethnicity categories based on the table below until GRS is reported for 2010-2011 cohort.

<table>
<thead>
<tr>
<th>Old Code</th>
<th>New Code</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Resident Alien</td>
<td>Non-Resident Alien</td>
<td></td>
</tr>
<tr>
<td>Not Reported</td>
<td>Not Reported</td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td>Hispanic</td>
<td></td>
</tr>
<tr>
<td>American Indian/Alaskan Native</td>
<td>American Indian or Alaska Native</td>
<td>South American Indians are now included in the new code and could be reported anywhere in the old set.</td>
</tr>
<tr>
<td>Asian of Pacific Islander</td>
<td>Asian</td>
<td>This population accounts for only</td>
</tr>
</tbody>
</table>
IPEDS Update

<table>
<thead>
<tr>
<th>Old Code</th>
<th>New Code</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td></td>
<td>4.69% of the population and we have no idea how to split them. We could</td>
</tr>
<tr>
<td></td>
<td></td>
<td>look at state at time of admission and assign Hawaiian to a few, but</td>
</tr>
<tr>
<td></td>
<td></td>
<td>this may be worse than not assigning any.</td>
</tr>
<tr>
<td>Black (not of Hispanic Origin)</td>
<td>Black or African American</td>
<td></td>
</tr>
<tr>
<td>White (not of Hispanic Origin)</td>
<td>White</td>
<td></td>
</tr>
</tbody>
</table>

**All other items** – No issues.
Student Financial Aid

NEW EDIT: An enrollment record from the SIF final submission will be required for all terms in which the student received aid. An enrollment record within the academic year will be required if the student did not receive aid. Fee_Class_Res, Stu_Entry_Typ, Stu_Class_Level and CIP_Student will be program generated from the matching Enrollment record.

Definitions:

ISIR is “Institutional Student Information Record”
FAFSA is “Free Application for Federal Student Aid”
FISAP is "Fiscal Operations Report and Application to Participate (FISAP)"
FTI is "Fiscal Operations Report and Application to Participate (FISAP) Total Income"

Starting in Fall 2009, the Institutional Student Information Record (ISIR) data elements (from students’ Free Application for Federal Student Aid (FAFSAs) will be reported for all enrolled students with an official ISIR regardless of whether the student actually received financial aid. NOTE: Collection of an ISIR Date was determined to be unnecessary after further discussion following the workshop.

The ISIR data will be from the last official date the ISIR may be transmitted to U.S. DOE for correction (generally in September).

<table>
<thead>
<tr>
<th>COLUMN</th>
<th>SIZE</th>
<th>DISCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIV_ROW_ID</td>
<td>V2(8)</td>
<td>University Assigned ID for this row in this table. The value will be displayed as part of row identification on detailed error lists.</td>
</tr>
<tr>
<td>REPT_TIME_FRAME</td>
<td>V2(8)</td>
<td>Financial aid year (YYYYYYYY) to which the reported data applies.</td>
</tr>
<tr>
<td>REPT_INST</td>
<td>V2(4)</td>
<td>01045 - Reporting Institution</td>
</tr>
<tr>
<td>PERSON_ID</td>
<td>V2(9)</td>
<td>01029 - Person Identification Number</td>
</tr>
<tr>
<td>DEMO_TIME_FRAME</td>
<td>V2(8)</td>
<td>Academic term (YYYYMM) in which the demographic data is reported.</td>
</tr>
<tr>
<td>DEMO_DATA_SOURCE</td>
<td>V2(8)</td>
<td>Source of the demographic data to which the current record is related</td>
</tr>
<tr>
<td>Dependency Status</td>
<td>V2(1)</td>
<td>01248 - Student Current Dependency Status From the ISIR. D = Dependent, I = Independent if there is no ISIR data for this student then code a dot for missing.</td>
</tr>
<tr>
<td>FAMILY_InCOME</td>
<td>N(7,0)</td>
<td>01249 – Family Income FTI: FISAP Total Income as reported on the ISIR if Dependency Status not missing. If Dependency</td>
</tr>
<tr>
<td>COLUMN</td>
<td>SIZE</td>
<td>DISCRPTION</td>
</tr>
<tr>
<td>---------------------</td>
<td>------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| FAMILY_CONTRIB      | N(7,0) | Status is missing this field should be coded missing.  
- 01250 - Expected Family Contribution  
  As reported on the ISIR  
  - Defined as the “Official EFC”  
  - If there is not a reported EFC (i.e., if the values are not between 0 and 999999), code as “.”  
  - No EFC value between 0 and 999999 should be recoded as “.”  
  - if Dependency Status not missing.  
  If Dependency Status is missing this field should be coded missing. |
| FEE_CLASS_RES       | V2(1) | Send as ‘.’ This will be generated from Enrollment record for award term or first Enrollment record in the year if no award. |
| STU_ENTRY_TYP       | V2(1) | Send as ‘.’ This will be generated from Enrollment record for award term or first Enrollment record in the year if no award. |
| STU_CLASS_LEVEL     | V2(1) | Send as ‘.’ This will be generated from Enrollment record for award term or first Enrollment record in the year if no award. |
| CIP_STUDENT         | V2(6) | Send as ‘.’ This will be generated from Enrollment record for award term or first Enrollment record in the year if no award. |
| FINAID_NEED         | N(7,0) | 01251 - Financial Aid Need  
If Dependency Status is missing this field should be coded missing. |
| U_RESV_1            | V2(50) | Originally a 10-byte field |
| U_RESV_2            | V2(50) | Originally a 20-byte field |
| PARENTS_INCOME      | N(7,0) | Parents’ Adjusted Gross Income from IRS form as reported in the ISIR if Dependency Status not missing.  
If Dependency Status is missing this field should be coded missing. |
| STUDENT_INCOME      | N(7,0) | Student’s Adjusted Gross Income from IRS form as reported on the ISIR if Dependency Status not missing.  
If Dependency Status is missing this field should be coded missing. |
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**Student Information File (Final and Preliminary)**

Demographic

The tolerance for valid SSN will eliminate the non-resident aliens from the total population.

Enrollment

The edit for Visa Code will be a level 9 if the non-resident alien is classified as a temporary Florida Resident for Fee Purposes.

New Codes:
- X04 - INS form I-130 Petition
- X05 - Petition for permanent residency
- Missing only valid if Fee Classification Residency is non-Florida
  - If fee_class_res = T and race_ethnicity = O then Visa_Typ must not be undocumented.

New Element: Administrative Campus as described in the General Discussion section.

High School codes will be changed so the generic will not look like a valid code.

Add coding for Doctoral Classification as described in the General Discussion section.

Grad I/Grad II for students still in the pipe-line after the termination/phase date.
- If a student is a doctoral level student and the university eliminates the doctoral program, the student’s grad hours will be classed as grad II. If the submission is beyond the phased date, the use of the CIP for the doctoral will have to be explained and accepted.

Diagnostic 0765: Highest Degree Level Held (01112) and Institution awarding (01114) is Florida Community College (CC). Add ‘O - Other’ to the allowed codes.

Differential Tuition Flag (01359) will be renamed to Border State Tuition Fee in order to distinguish it from the new differential tuition legislation.

NOT DISCUSSED AT WKSHP:
Valid value edit for HS_ETS_CD will allow reporting of codes for high schools that have closed.

New level 9 edits on enrollments:
If LAST_INST_CD = null then LAST_POSTSEC_DT should be null.
Student Information File (Final and Preliminary)

If HS_ETS_CD = null then LAST_SECONDARY_DT should be null.

For masters degree sought by undergraduates, we have a list of exceptions to the edits. We will request an update from the universities. Here is the current list:

Coding Instructions:
Students in the five year masters level programs at USF Vocational Rehabilitation, Speech Language Pathology/Audiology and Engineering will be coded as Undergraduates (01060) and not generate an error in Degree - Level Sought.

With the change in the universities ability to set graduate tuition, we discussed the fact that some universities have set the out-of-state fees for full time graduate assistants and fellows with a 2.5 GPA to $0 and other universities may “waive” out-of-state tuition. While we have a mechanism to record the waiver, we need the ability to collect the alternative fee. We will add an element to be called “Graduate Alternative Fee Charge” to the enrollment record. In this way when we calculate the Incidental Revenue TF collections, we will not overstate the fees for these students.

Courses Taken

The course section type for all occurrences of a course must match. We will make sure that the summary course section report is available.

Excess Hours
Some tests are exempt from Excess Hours inclusion and some are not. Exempted tests include: AP, IB, ACE, CLEP, and dual enrollment.

Distance Learning
There is a new definition (80% technology enhanced) and a new element Instructional Delivery Method. See separate sheet for this information.

Fee Waivers
We are eliminating UBOT waivers from Fee Waiver Kind/3rd Party Kind (01108) and asking universities to identify the kind of waiver and use Waiver Indicator/3rd Party Indicator (01463) to indicate that it is a UBOT authorized waiver. Where we do not have a code that captures the kind of waiver, we will try to make one available.
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**Student Information File (Final and Preliminary)**

NEW CODES: Fee Waiver Kind/3rd Party Kind

These codes are for the in-state portion of the tuition and may only be used for UBOT waivers...

- University Board of Trustees Waiver
- AI Athletics
- BI Fine Arts
- CI Foreign Student
- DI Drama
- FI Fellowship
- GI Graduate Assistant
- HI Honors
- MI Music
- XI Exchange Student
- OI Vet Medicine
- II Other
- TU Teacher Intern Certificate. UBOT waiver used beyond the statutory waiver.
- WI Linkage Tuition Exemption. A UBOT waiver for the In-State tuition and fees.

This is a code that we did not bring up at workshop that passed this session:

- DT Per 1009.24(16)(e) – the tuition differential may be waived by the university for students who meet eligibility requirements for the Florida public student assistance grant established in s. 1009.50.

Waivers paid out of budget entities C&G or auxiliary will be allowed.

**Instructional Activity**

SIF: Diagnostic 0495: Zero in section enrollment for credit is allowed if course section type = M (Medical)  [make sure message reflects accurately]

Courses error out when in COURSES_TAKEN table and not in INSTRUCTIONAL_ACTIVITY table and the only message is “Bad Data Contents”. We will make the message more instructive?

Diagnostic 0007 (missing) for system generated Crs_Sectn_Typ_Pri triggers when the value cannot be assigned from the Courses_Taken table (crs_sectn_typ_pri must have one and only one value on all Courses_Taken records). The error message shown is ‘Missing’. We will make the message more descriptive and we will make the Course Section summary error report to identify the offending records.
Modifications to accommodate Distance Learning

**Instructional Delivery Method** (New Element)
All courses will be classified with an instructional delivery indicator.

Definition:
A classification of a course based on the delivery of direct instruction.

Table Values:
- **T** Traditional - 100% face to face instruction with no technology used.
- **TE** Technology Enhanced – Primarily face to face instruction utilizing some form of technology for delivery of supplemental course materials and no more than 49% of direct instruction.
- **HB** Hybrid Blend
  50-79% of the direct instruction of the course is delivered using some form of technology when the student and instructor are separated by time, space or both.
- **DL** Distance Learning
  80% or more of the direct instruction of the course is delivered using some form of technology when the student and instructor are separated by time, space or both.
Student Information File (Final and Preliminary)

Distance Learning Fee Charged (01416)

Definition:
An indicator denoting that a distance learning course fee was assessed for this course section. A 'Y' shall be used to denote a fee was charged, a period (.) shall be used to indicate that a distance learning course fee was not charged.

Coding Instructions:
Criteria:
1) A distance learning course fee cannot be charged unless 75% 80% of the direct instruction for the course is delivered using some form of technology when the student and instructor are separated by time, space or both and

2) the course section was/is listed in the Florida Higher Education Distance Learning Catalog pursuant to s. 1004.09

Placing a Y in this element indicates that both of the criteria given above have been met.

Additionally, placing a Y in this element will require that the corresponding Technology Delivery Indicator will not have an N in TECH_IND_PRIMARY and that the Instructional Delivery Method is coded as DL (Distance Learning)
Student Information File (Final and Preliminary)

Technology Delivery Indicator – Primary, Secondary, Tertiary (02030, 02031, 02032)

Description:
The type of technology used by the instructor for course delivery.

Coding Instructions:
Code the primary method of delivery using technology associated with this course section. A maximum of three indicators will be used for coding. If the course has both a technology and a face-to-face component, the delivery method associated with the majority of the instructional time should be coded in TECH_IND_PRIMARY (for “HB” and “DL” Delivery Method).
If technology is only a supplemental tool for this course then code "N - none" in TECH_IND_PRIMARY and use TECH_IND_SECONDARY and TECH_IND_TERTIARY to indicate any supplemental use of technology.

Table Values:

M Materials – Primarily print-based materials for checkout or mail out which may be packaged with other materials including Videotapes, CD-ROM, DVD. Correspondence courses fall into this category.

B Course delivered by open air broadcast, fed by satellite, or delivered by cable TV, EBS, microwave or radio that is synchronous or live. Transmission is one way. Telephone, web or email used simply for interactivity does not change this indicator to web based.

C Conferencing, Compressed Video, Audio, ITV – Two way audio synchronous delivery that is interactive between two or more locations. This does NOT include Web conferencing.

P Mobile or portable devices. Course delivery over PDA’s MP3 players, digital video players, handheld gaming units, mobile telephones or any other “personal mobile device.”

W Web-Based or Internet Based – Course Delivery via the Internet, via WEB TV, video streaming on a PC, or any other internet based technology heretofore not yet developed or thought of.

N None (no technology employed in the delivery of instruction)
Teacher Education File

The following changes are being made to the Teacher Education File effective for the 2009 – 2010 academic year. These changes were discussed and approved at the 2009 Annual SUS Data Workshop on June 17, 2009.

- New reporting requirements for educational leadership;
- CLAST is no longer required;
- New reporting requirements for the EPI completers
  PET pass required for completers
- Consistency of reporting an admit date on the TEF admit record each term
  This date should be the date they were admitted to the current upper division TEF program
- TEF enrollment records
- Alternate Location Code will now be the Campus Code
- Universities will be allowed to submit the individual GRE scores or the composite score and the sum of the verbal and quantitative scores must be at least 1000 unless accompanied by an exception and;
- Completers will require an enrollment and demo record for the term that they complete.
- New Element: Administrative Campus Code as described in the General Discussion section is being added to the Applicants_Admits table.

Applicants_Admits
- NEW ELEMENT: Administrative Campus Code

Educational Leadership (DOE code 285)
Any student who is admitted to a state approved educational leadership program beginning August 2008 must take and pass all portions of the FELE exam to be considered a completer. On the completer file, an edit will be added to return a level 9 error which will cause your submission to be rejected if a valid test record is not entered for those students with an admit date of August 2008 or later.

Currently, the Office of Program Approval has approved SUS institutions to offer state approved programs at the master’s level only. If you have a state approved master’s program, you may also offer a modified core at any level. On the TEF, institutions may report data for DOE code 285 at these levels:
- master’s;
- modified master’s;
- modified specialist; and
- modified doctorate.
Teacher Education File

If your institution offers a stand alone educational specialist or doctoral program in educational leadership, you may continue to do so. However, these programs are not state approved and should not be reported on the TEF file.

Florida Teacher Certification Exam (FTCE)
All other completers, except DOE codes 285, 600, and 700, must have an FTCE test record. An edit will be placed on the TEF for these completers to return a level 9 error if the test record is not included.

Educator Preparation Institutes (DOE code 600)
Institutions with a state approved EPI will have to include a PET test record for the EPI completers using DOE code 600. Florida statute 1005.85 requires that all completers of an Educator Preparation Institute achieve a passing score on the professional education (PET) competency examination prior to completion of the program.

CLAST Admissions Requirement
During the 2009 legislative session, the Legislature repealed section 1008.29, Florida Statutes, relating to the College Level Academic Skills Test (CLAST) and eliminated funding for the test. As of July 1, 2009, students will no longer be required to take the CLAST exam to meet university graduation requirements. However, students who have taken the CLAST exam prior to July 1, 2009 may still use this exam to satisfy admission requirements to a state approved teacher preparation program.

TEF Admit Record
It was determined at the workshop that we need consistency in reporting the admit date on the TEF admit file each term. The date entered on this file should be the date in which a student is formally accepted into the current state approved teacher education program. If a student is in multiple programs, the same student may show up in different records and the admit date should accurately reflect the date in which he/she was formally accepted to the state approved program for that particular term.

TEF Enrollment Records
Beginning with the fall 2009 submissions of the TEF, institutions will no longer be required to submit the TEF data unless the student is either applying, admitting or completing. Records for continuing students is not required. This data can be extracted from the SIF enrollment record. We will modify the reports to determine enrollment status from the SIF submission enrollment records. In order to identify those students that leave the teacher education program we are adding code T (Terminated) to State- Approved Teacher Prep Pgm-Registered Code (01260).
Teacher Education File

TEF Termination Records
We are looking to see if we can report on continuing students without termination records. For those students who continue enrollment, but discontinue participation in the teacher education field we may need to record that fact.

Alternate Location Code
A technical change was made to the alternate location code on the TEF. The name of this data element has been changed to “campus code - site” and will be a 4 character code that matches a campus code reported on the university’s Physical Facility Space File. The field is used for institutions choosing to report data on students enrolled at a branch campus instead of including it as part of the main campus data.
Other Submissions

Degrees Awarded
Beginning with the Summer 2009 submission of SIFD an enrollment record will be required that matches the term degree granted. If the enrollment record was not submitted with SIF then you must submit a degree posting only enrollment record with SIFD.

A foreign key to the enrollment record will be added to the database. This does not affect university submissions in any way.

Add coding for Doctoral Classification as described in the General Discussion section.

New Element: Administrative Campus as described in the General Discussion section.

We will be setting a trigger, so that degrees can not be submitted until SIF is accepted.

NOT DISCUSSED AT WKSHP:
Modify diagnostic 5208 for CIP_DEGREE to not error out for existing pgm if student’s date of most recent admission is prior the program termination date

Limited Access Programs

The student type of “2 – AA Transfer” will error out if the student does not hold a Community College AA degree. While some AS degrees are articulated, they will have to be explained. This is a current edit.

New Element: Administrative Campus as described in the General Discussion section.

College Prep Completions
Allow all valid values of OPEID (in and out-of-state).
Other Submissions

Hours to Degree
Submitting by term is encouraged.

NEW EDIT: An enrollment record will be required that matches the term degree granted. If these were not submitted with SIFD or SIF final then these must be submitted with HTD.

REPORTS:
HTDNOMATCH Report – add UNIV_ROW_ID from Degrees_Awarded table for those awards that met the criteria but were not included in the HTD submission.

Salary Category Detail
For the January and June E&G files, we discussed making a filter available to select only E&G records. Since this would slow down everyone’s processing we will not do this.

It is still possible to edit the entire file, for the January and June submissions non-E&G records will receive an “X” error, but will edit. At the time of submission, the file will be rejected if it has “X” errors.

NEW EDIT: For salaried faculty, Degree Highest Level Held = ‘Z (not reported)’ will be a level 9 error.

NEW EDIT: An edit will be added to reject records with person years greater then 1.04. The person year totals over 1.01 will still be a level 9 error and have to be explained.

Faculty Rank
IRM will generate a new column on the file for generated rank using the person’s portion with the greatest person year. The universities will be able to compare the new column to the one they are giving to us and we can see where we would have problems. We would like to use the new column for SUS reporting, as it would be uniform. This will be put in beta.
Other Submissions

We were asked if we could establish new faculty class code. That would not be possible as we no longer have any HR staff to write the specs.

Schedule III
We questioned the usefulness of the Schedule III to the universities. The BOG office uses it to disburse funds. Some universities still use the calculations for Operating Budgets and the reports are used internally.

Instruction and Research Data

NEW EDIT: Validate Program Component for both Employee and Activity based on Budget Entity.

We will not null tenure or rank under any circumstances. If sent it will be edited.

Tenure for faculty will be required.

If a non-faculty person is reported on the IRD, what CIP do we use. The CIP is associated with the paying department for the employee. If the paying department does not have a CIP code “000000’.

All courses will be required to have a valid 6 digit CIP and “000000” is not allowed.

IRD course CIPS will be required to match SIF course CIPS. All exceptions will need to be explained, we realize this can be a timing issue, and we urge universities to consider term submissions. The topic of “sparse” CIPs was brought up. CIPs that do not have any funding associated with them because the instructor is non-SUS compensated, or teaching outside of their field. These have to be adjusted to fit into the EA methodology.

NOT DISCUSSED AT WKSHP:
A fatal error will be generated if the sum of contact_hrs and contact_hrs_mod is greater than 999.9999.
Other Submissions

Admissions

The FAQ is incorrect regarding the Final Admission Action type.

Question: Final Admission Action cannot be 'X' for registered student when a valid exception_typ (F, T, M, G) does not exist. Why can we not use other types such as "R" for recommendations? If a student is a profile exception then they are an exception 'F' and the basis for admission would be 'R – Recommendations'.

New SAT Admission Scale – In 2005 the SAT was renamed to SAT Reasoning Test with three sections (critical reading, mathematics, and writing) each 200-800 range. We have not changed the test name and believe that the following mappings hold true: verbal=critical reading; quantitative=mathematics; writing score=writing. No new codes will be created.

A student applying for admission summer/fall 2009 or later must have a High School GPA in the required academic courses equaling any entry in the GPA column, with an SAT Reasoning Test/ACT score equaling or exceeding the corresponding entry below:

<table>
<thead>
<tr>
<th>High School Grade Point Average</th>
<th>SAT Reasoning Test (all three sections)</th>
<th>ACT</th>
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</thead>
<tbody>
<tr>
<td>2.0</td>
<td>1680</td>
<td>25</td>
</tr>
<tr>
<td>2.1</td>
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<td>21</td>
</tr>
<tr>
<td>2.9</td>
<td>1390</td>
<td>20</td>
</tr>
</tbody>
</table>

Someone asked if the fields could be reduced if a student is not accepted.
Other Submissions

Some fields are not required for non-accepted students. However if the field is included it will be edited for appropriate ranges.

NEW ELEMENTS – 2009
Administrative Campus as described in the General Discussion section.

NEW ELEMENTS - 2010
Are you a veteran of the U.S. Military?
(N=No; Y=yes before 9/11; 9=yes after 9/11)
Are you eligible to receive VA educational benefits as the spouse or dependent child of a veteran? (Y/N)

New Test Code and Test Score Types for Medical Colleges Admission Test:
Test Code (Test_Req_Cd-02008)
  MC – Medical Colleges Admission Test
Test Score Type (Test_Score_Typ-02009)
  PS – Physical Sciences with numeric score range of 1-15
  VR – Verbal Reasoning with numeric score range of 1-15
  BS – Biological Sciences with numeric score range of 1-15
  WA – Writing with alpha score range of J(lowest) – T(highest)
When reporting a composite score the numerics are summed and the letter added, so the highest score possible is 45T.

NOT DISCUSSED AT WKSHP:
Valid value edit for HS_ETS_CD will allow reporting of codes for high schools that have closed.

Operating Budget

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</thead>
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<tr>
<td>01639</td>
<td>Technology Fee</td>
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<tr>
<td>01007</td>
<td>Technology Fee</td>
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<td>01400</td>
<td>Technology Fee Trust Fund - (university)</td>
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<td>01400</td>
<td>Federal Grants Trust Fund - Education</td>
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<tr>
<td>01400</td>
<td>Federal Grants Trust Fund - Discretionary</td>
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Other Submissions