



STATE
UNIVERSITY
SYSTEM
of FLORIDA
Board of Governors

2012 Higher Education Summit/SUS Data Workshop

Thursday, June 7, 2012

Session: IRM Data Workshop

Facilitator: Gene Kovacs

As of July 10, 2012

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8:00 Welcome: Gene Kovacs

8:15 Keynote: Jeff Sellers

Reports from Breakout Sessions from Session Facilitators:

Introduction to SUS Data Reporting

SUS Quality Academic Programs

Budget Directors/Workshop

Facilities and Space

Institutional Research

Admissions & Registrars/ Admissions File

Teacher Education Information

Strategic Plan, Annual Report & Workplans

Data Administrators

IPEDS - 2012-2013 Due Dates

Description:

Topic ID: 10-10

Initiator: IPEDS

Affects: N/A

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

2012-13	Registration	Fall 6 weeks	Winter 9 weeks	Spring 18 weeks
Collection Opens	August 8	September 5	December 5	December 5
Collection Closes for Keyholders		October 17	February 6	April 10
Collection Closes for Coordinators		October 31	February 22	April 24
Components included	Registration; Report Mapping; Institution ID; IC- Header	Institutional Characteristics; Completions; 12- month Enrollment	Student Financial Aid	Fall Enrollment; Graduation Rates; 200% Graduation Rates; Finance; Human Resources

IPEDS - 2012-2013 Summary of Changes

Description:

Topic ID: 10-15

Initiator: IPEDS

Affects: Multiple

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

Changes to IPEDS Data Collection 2012-13	
Change	Source
Institutional Characteristics (All institutions) 2012-13	
Add an item to collect whether distance education opportunities are offered and at what student level (undergraduate, graduate). The current IC question C2 will be modified to exclude the distance education reporting option, and a new question will be added.	Distance Ed TRP
Completions (All institutions) 2012-13	
Add an item to collect the total number of <i>students</i> who earned degrees or certificates, by race/ethnicity and gender.	Completions TRP
Add items to collect the numbers of <i>students</i> who earned degrees or certificates, separately by (1) gender; (2) race/ethnicity, and (3) age*, for the following 6 award categories (collapsed from the 11 IPEDS categories): <ul style="list-style-type: none"> • Less than 1-year certificates • At least 1 but less than 4-year certificates • Associate's degrees • Bachelor's degrees • Postbaccalaureate and Post-Master's certificates • Master's degrees • Doctor's degrees <p>* Age categories are: under 18; 18-24; 25-39; 40 and above; and age unknown.</p>	Completions TRP
Add an item so that institutions can indicate, by CIP code and award level, if the program is available to be completed completely through distance education.	Distance Ed TRP
12-month Enrollment (4-yr institutions) 2012-13	
Eliminate collection of doctor's-professional practice instructional activity, now included with graduate activity.	NCES initiated
Add an item collect full-time equivalent enrollment for doctor's-professional practice students. These 2 changes will address the problem created in the calculation of FTE enrollment caused by the recent introduction of new postbaccalaureate degree classifications.	NCES initiated
Fall Enrollment (all institutions) 2012-13	
Add a new Part to the survey to collect data on the number of students enrolled in any distance education and the number of students enrolled exclusively in distance education. Data will be broken out by student level (undergraduate,	Distance Ed TRP

graduate) and student location (in same state as institution, in U.S. but not in same state, outside U.S.).	
HUMAN RESOURCES 2012-13	
<p>The changes for the Human Resources survey component fall into two categories:</p> <ul style="list-style-type: none"> • New occupational categories for all institutions due to the required alignment of the HR component with the 2010 Standard Occupational Classification (SOC). These new occupational categories will replace the primary function/occupational activity categories currently used for HR reporting. These changes have been approved by the Office for Management and Budget (OMB) for implementation in the 2012-13 IPEDS data collection. Institutions should begin to prepare to report using the new categories. Each job at the institution will need to be categorized according to the 2010 SOC in order to report HR data in 2012-13. • Changes for degree-granting institutions that have been approved by the Office for Management and Budget (OMB) for implementation in the 2012-13 IPEDS data collection. These were changes that were suggested by the IPEDS Technical Review Panel (TRP) and adopted. 	
Human Resources (all institutions) 2012-13	
<p>Adopt new occupational categories to replace the current primary function/occupational activity categories.</p> <p>The alignment with the 2010 Standard Occupational Categories (SOC) requires the adoption of new occupational categories for reporting on the HR survey component. However, the currently used categories Primarily Instruction, Instruction Combined with Research and/or Public Service, Primarily Research, and Primarily Public Service will continue to be used, and will not change, except that “primarily” has been dropped from the category name. The professional/non-professional terminology will no longer be used.</p> <p>NCES has received approval from OMB to use the following categories:</p> <ul style="list-style-type: none"> • Management Occupations • Business and Financial Operations Occupations • Computer, Engineering, and Science Occupations • Community Service, Legal, Arts, and Media Occupations • Instruction • Instruction combined with Research and/or Public Service • Research • Public Service • Graduate Assistants – Teaching ¹ • Library and Non-postsecondary Teaching Occupations <ul style="list-style-type: none"> ○ Archivists, Curators, and Museum Technicians ○ Librarians ○ Library Technicians ○ Non-postsecondary Teaching Occupations • Healthcare Practitioners and Technical Occupations • Service Occupations • Sales and Related Occupations • Office and Administrative Support Occupations 	<p>2010 SOC</p>

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<ul style="list-style-type: none"> • Natural Resources, Construction, and Maintenance Occupations • Production, Transportation, and Material Moving Occupations 	
Human Resources (all degree-granting institutions) 2012-13	
Add a screening question to determine if an institution has graduate assistants.	HR TRP
<p>Revise the Primarily Instruction occupational category so that data in the EAP section (Part A) are reported for three subcategories:</p> <ul style="list-style-type: none"> • Instruction (formerly called Primarily Instruction) <ul style="list-style-type: none"> ○ Exclusively credit ○ Exclusively not-for-credit ○ Combination credit/not-for-credit 	HR TRP
<p>Make the following revisions to the <i>Salaries</i> section (Part E):</p> <ul style="list-style-type: none"> • Eliminate the contract length differentiation from the survey screens. • Add an additional column to the survey screen after the salary outlays column to collect the number of months covered by those salary outlays. (This number will be used to calculate a weighted monthly average salary.) <p>Note: To assist data reporters in determining the number of hours covered, a worksheet will be provided in the data collection system that collects counts of staff on 9-month contracts, 10-month contracts, 11-month contracts, and 12-month contracts, by gender and academic rank. For each gender and academic rank category, the system would then calculate: (1) the total number of staff reported (i.e., the sum of the values entered for each contract length), and (2) the total number of months covered (i.e., the sum of the staff reported for each contract length multiplied by the number of months in the contract).</p>	HR TRP
<p>Add an additional screen to the Salaries section (Part E), to be displayed immediately after the salary outlays screen for full-time instructional staff, to collect salary outlays for full-time non-instructional staff by occupational category. These totals will not be disaggregated by race/ethnicity or gender.</p> <p>Note: The alignment with the 2010 Standard Occupational Categories (SOC) requires the adoption of new occupational categories for reporting on the HR survey component. If approved, the new occupational categories for which salary outlays will be collected will be:</p> <ul style="list-style-type: none"> • Management Occupations • Business and Financial Operations Occupations • Computer, Engineering, and Science Occupations • Community Service, Legal, Arts, and Media Occupations • Research (formerly called Primarily Research) • Public Service (formerly called Primarily Public Service) • Library and Non-postsecondary Teaching Occupations • Healthcare Practitioners and Technical Occupations • Service Occupations • Sales and Related Occupations • Office and Administrative Support Occupations • Natural Resources, Construction, and Maintenance Occupations 	2010 SOC

<ul style="list-style-type: none"> • Production, Transportation, and Material Moving Occupations 	
Human Resources (degree-granting institutions with 15+ FT staff) 2012-13	
<p>To streamline data collection across component sections:</p> <ul style="list-style-type: none"> • Eliminate full-time non-instructional research and public service staff from Part G reporting in the <i>Fall Staff</i> section, better aligning this section with the Salaries section, which collects data exclusively on instructional staff. • Add items to Part I of the <i>Fall Staff</i> section (the headcount of full-time non-instructional staff) to include the research and public service categories that were eliminated from reporting in Part G. 	HR TRP
Add a screening question to determine if the institution has a tenure system.	HR TRP
<p>Add the following non-tenure track contract faculty categories to the <i>Fall Staff</i> section (Part G):</p> <ul style="list-style-type: none"> • Multi-year contract • Annual contract • Less than annual contract • Without faculty status 	

IPEDS - 2012-2013 Human Resources Survey Component and the 2010 Standard Occupational Classification

Description:

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

The IPEDS HR survey component uses the Standard Occupational Classification (SOC) system to assist institutions in classifying employees for IPEDS reporting purposes. The SOC is a system used by Federal statistical agencies to classify workers and jobs into occupational categories for the purpose of collecting, calculating, analyzing, or disseminating data. In 2010, an updated version of the SOC system (<http://www.bls.gov/soc/>) was released. Consequently, the IPEDS HR survey must be revised to incorporate the 2010 SOC information.

The current HR instructions map approximately 140 of the 821 SOC occupational categories to the following eleven primary functions/occupational activities in the IPEDS HR survey:

- Primarily instruction
- Primarily research
- Graduate assistants
- Other professional (support/service)
- Clerical and secretarial
- Service/Maintenance

Although there were no major changes to the 2010 SOC, the primary functions/occupational activities in the IPEDS HR survey must be redefined to align with an approved aggregation scheme created from the 23 major groups in the 2010 SOC. (In April 2011, the SOC Policy Committee approved the aggregation scheme proposed for IPEDS HR reporting, shown in the table below.) Additionally, NCES must give guidance concerning reporting all SOC occupational categories, not just the subset that is more commonly found on campuses.

There will be a loss of trend data with the adoption of the new categories. Currently, the Other professional, Technical and paraprofessional, and Service/Maintenance categories span SOC major categories, splitting them by skill level, and assigning the more skilled occupations to the Other professional category, and the less skilled occupations to the Technical and paraprofessional and Service/Maintenance categories. This is no longer permitted. HR aggregations must now be based on the SOC major categories, which are discipline focused instead of being based on skill levels.

The IPEDS Occupational Categories that will be implemented in 2012-13 Human Resources reporting are shown below. The first column shows the occupational categories that will be reported in IPEDS starting in 2012-13, incorporating the 2010 SOC. The second column shows the SOC major and minor groups that make up the IPEDS categories.

IPEDS Occupational Categories for Implementation in 2012-13	
IPEDS Category	SOC Major/Minor Group Elements and Detailed Occupations
Management Occupations	11-0000 Management Occupations
Business and Financial Operations Occupations	13-0000 Business and Financial Operations Occupations
Computer, Engineering, and Science Occupations	15-0000 Computer and Mathematical Occupations 17-0000 Architecture and Engineering Occupations 19-0000 Life, Physical, and Social Science Occupations
Community Service, Legal, Arts, and Media Occupations	21-0000 Community and Social Service Occupations 23-0000 Legal Occupations 27-0000 Arts, Design, Entertainment, Sports, and Media Occupations
Primarily Instruction	25-1000 Postsecondary Teachers
Instruction combined with research and/or public service (I/R/PS)	
Primarily Research	
Primarily Public Service	
Graduate assistants - teaching	25-1191 Graduate teaching assistants
Graduate assistants - research(I/R/PS)	
Graduate assistants - other	
Archivists, Curators, and Museum Technicians	25-4010 Archivists, Curators, and Museum Technicians
Librarians	25-4020 Librarians
Library Technicians	25-4030 Library Technicians
Non-postsecondary Teachers	25-2000 Pre-school, Primary, Secondary, and

	<p>Special Education School Teachers 25-3000 Other Teachers and Instructors 25-9000 Other Education, Training, and Library Occupations 25-4010 Archivists, Curators, and Museum Technicians</p>
Healthcare Practitioners and Technical Occupations	29-0000 Healthcare Practitioners and Technical Occupations
Service Occupations	<p>31-0000 Healthcare Support Occupations 33-0000 Protective Service Occupations 35-0000 Food Prep and Serving Related Occupations 37-0000 Building and Grounds Cleaning and Maintenance Occupations 39-0000 Personal Care and Service Occupations</p>
Sales and Related Occupations	41-0000 Sales and Related Occupations
Office and Administrative Support Occupations	43-0000 Office and Administrative Support Occupations
Natural Resources, Construction, and Maintenance Occupations	<p>45-0000 Farming, Fishing, and Forestry Occupations 47-0000 Construction and Extraction Occupations 49-0000 Installation, Maintenance, and Repair Occupations</p>
Production, Transportation, and Material Moving Occupations	<p>51-0000 Production Occupations 53-0000 Transportation and Material Moving Occupations</p>
Not applicable in IPEDS because IPEDS collects data on civilian staff only	55-0000 Military Specific Occupations

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General - SUDS Due Dates

Description: Due Dates for 2012-2013 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 2012	201200	Jul-06-12 Fri	REQUIRED
LAP *	Limited Access Programs File	Annual 2011	20112012	Jul-13-12 Fri	REQUIRED
TEI *	Teacher Education Information	Fall 2011	201108	Jul-20-12 Fri	OPTIONAL
OB	Operating Budget File	Annual 2012	20122013	Aug-17-12 Fri	REQUIRED
SCD	Salary Category Detail File	OB 2012	201208	Aug-17-12 Fri	REQUIRED
ADM *	Admissions File	Summer 2012	201205	Sep-06-12 Thu	REQUIRED
SIF *	Student Instruction File	Summer 2012	201205	Sep-14-12 Fri	REQUIRED
ADM	Admissions File	Fall 2012	201208	Sep-28-12 Fri	REQUIRED
IRD	Instruction & Research File	Annual 2011	20112012	Oct-08-12 Mon	REQUIRED
SFA	Student Financial Aid File	Annual 2011	20112012	Oct-05-12 Fri	REQUIRED
CPC *	College Prep Completions	Summer 2012	201205	Oct-04-12 Thu	REQUIRED
SIFP	Student Instruction File Preliminary	Fall 2012	201208	Oct-12-12 Fri	REQUIRED
SIFD *	Degrees Awarded	Summer 2012	201205	Oct-08-12 Mon	REQUIRED
HTD *	Hours to Degree File	Annual 2011	20112012	Oct-15-12 Mon	REQUIRED
LAP *	Limited Access Programs File	Summer 2012	201205	Oct-15-12 Mon	OPTIONAL
EA	Expenditure Analysis File	Annual 2011	20112012	Oct-22-12 Mon	REQUIRED
HTD *	Hours to Degree File	Summer 2012	201205	Nov-05-12 Mon	OPTIONAL
EMPL	University Employee/OPS File	Fall 2012	201210	Nov-14-12 Wed	REQUIRED
TEI *	Teacher Education Information	Spring 2012	201201	Nov-20-12 Tue	OPTIONAL
TEI *	Teacher Education Information	Annual 2011	20112012	Nov-20-12 Tue	REQUIRED
IRD *	Instruction & Research File	Summer 2012	201205	Dec-03-12 Mon	OPTIONAL
SCD	Salary Category Detail File	MidYr 2013	201301	Jan-11-13 Fri	REQUIRED
SIF *	Student Instruction File	Fall 2012	201208	Jan-17-13 Thu	REQUIRED
CPC *	College Prep Completions	Fall 2012	201208	Jan-18-13 Fri	REQUIRED
SIF **	Student Instruction File	Fall 2012	201208	Jan-25-13 Fri	REQUIRED
LAP *	Limited Access Programs File	Fall 2012	201208	Feb-04-13 Mon	OPTIONAL
ADM *	Admissions File	Spring 2013	201301	Feb-14-13 Thu	REQUIRED
SIFD *	Degrees Awarded	Fall 2012	201208	Feb-08-13 Fri	REQUIRED
ADM **	Admissions File	Spring 2013	201301	Feb-22-13 Fri	REQUIRED
SIFP *	Student Instruction File Preliminary	Spring 2013	201301	Feb-22-13 Fri	REQUIRED
HTD *	Hours to Degree File	Fall 2012	201208	Mar-08-13 Fri	OPTIONAL
SIFP **	Student Instruction File Preliminary	Spring 2013	201301	Mar-08-13 Fri	REQUIRED
IRD	Instruction & Research File	Fall 2012	201208	Mar-19-13 Tue	OPTIONAL
TEI*	Teacher Education Information	Summer 2012	201205	Apr-05-13 Fri	OPTIONAL

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RET	Retention File	Annual 2011	20112012	Apr-10-13 Wed	REQUIRED
EMPL	University Employee/OPS File	Spring 2013	201303	Apr-12-13 Fri	REQUIRED
SIF *	Student Instruction File	Spring 2013	201301	Jun-12-13 Wed	REQUIRED
CPC *	College Prep Completions	Spring 2013	201301	Jun-12-13 Wed	REQUIRED
SIF **	Student Instruction File	Spring 2013	201301	Jun-18-13 Tue	REQUIRED
LAP *	Limited Access Programs File	Spring 2013	201301	Jun-21-13 Fri	OPTIONAL
SIFD *	Degrees Awarded	Spring 2013	201301	Jun-25-13 Tue	REQUIRED
SCD	Salary Category Detail File	EOY 2013	201306	Jun-25-13 Tue	REQUIRED
SIFD **	Degrees Awarded	Spring 2013	201301	Jul-05-13 Fri	REQUIRED
HTD *	Hours to Degree File	Spring 2013	201301	Jul-22-13 Mon	OPTIONAL
IRD	Instruction & Research File	Spring 2013	201301	Aug-02-13 Fri	OPTIONAL

General – First Year First Professional Flag

Description: Update Data Dictionary

Topic ID: 50-20

Initiator: Board-IRM

Affects: SIF/SIFP/SIFD/HTD/SFA

Update the definition and coding instructions for element 01269- First Year First Professional Flag to reflect doctoral professional instead of first professional.

FINAL DISPOSITION:

Data dictionary will be updated to reflect doctoral professional, which includes doctorate in physical therapy and nursing practice.

General - SCD/EMPL Salary Limits

Description: New level 9 edit

Topic ID: 50-30

Initiator: Board-IRM

Affects: SCD/EMPL

Add edits to enforce the salary limits set in statute (1012.975 and 1012.976) for university presidents and administrative employees. This cap does not apply to university teaching faculty, medical school faculty or staff. How can we identify university presidents?

FINAL DISPOSITION:

An edit will be added to look at salary limit for University Presidents (should be coded as P0 in 01409-Administrative Code).

Edit for administrative employees needs more research. Get the list from budget office of who is considered an administrator.

Admissions – Requirements Met

Description: New level 9 edit

Topic ID: 100-10

Initiator: Board-IRM

Affects: ADM

Add an edit that says if the admission scale requirement is reported as met then the reported test scores should all be greater than or equal to the minimum required standards.

FINAL DISPOSITION:

Edit will be added and will take GPA into consideration.

Admissions – Final Admission Action

Description: Modify edit 5359

Topic ID: 100-20

Initiator: Board-IRM

Affects: ADM

Diag 5359: Final_Adm_Action = A is invalid when Fee_Class_Res = F, T, N and Stu_Class_Level = L and Stu_Typ = J,U,B,E and GPA_high_school < 2.5 or GPA_College < 2 depending on Stu_Typ and a valid exception_typ (F for Stu_Type B,E; T,M,G for Stu_Typ J,U) does not exist

This edit currently looks at students that are admitted. We would like to modify this edit to look at admitted and registered.

FINAL DISPOSITION:

Edit will be updated as described above.

Admissions – Student Classification Level

Description: Student Classification Level

Topic ID: 100-30

Initiator: Board-IRM

Affects: ADM

Does the 36 hour rule still apply for the classification of Advanced graduate?

Data Dictionary Description:

The categorization of the student's progress at the beginning of the term toward a specific degree or certificate as it applies to allocation of resources within the State University System. These categories are:

Advanced Graduate--a graduate student who has been formally admitted to a recognized Doctoral or Post-Masters's degree program and who has (accumulated 36 or more credit hours toward his or her degree program or has a master's degree). Credit hours counted for this classification include (a) credit hours earned applicable to the current program and (b) credit hours earned prior to the current program but accepted by the university as applicable toward the student's current degree program.

Beginning Graduate--a graduate student who has been formally admitted to a graduate degree program and is not an advanced graduate student.

Upper Division--a student who has earned 60 or more credit hours or has an associate of arts degree and has (1) completed requirements in English and mathematics as prescribed by FAC 6A-10.030 and (2) has presented appropriate scores on the College-Level Academic Skills Test (CLAST) as required by FS 1008.29; or is working toward an additional baccalaureate degree.

Lower Division--a student who has earned less than 60 credit hours, or a student who has not been admitted to the upper division. **Unclassified**--a student not admitted to a degree program.

FINAL DISPOSITION:

Remove 36 hour rule. Doctoral students will be classified as advanced grad regardless of hours to better align student classification with course classification.

Employee/OPS - Salary Dollars

Description: New edit on employee_data.salary_dollars

Topic ID: 150-10

Initiator: Board-IRM

Affects: EMPL

Add a level 9 edit that says Salary Dollars (01034) must be greater than 0. This element use to be optional, but now it is required.

FINAL DISPOSITION:

Edit will be added but will exclude pay plans 98 and 99.

Employee/OPS – Modify edit 5279

Description: Modify edit 5279

Topic ID: 150-20

Initiator: Board-IRM

Affects: EMPL

Diag 5279 – MISSING OR INVALID.

This edit needs to be revised. Invalid values are still getting through the edit. Edit occurs on all the following elements:

01020-Senior Management Benefit Switch (SR_MGMT_BFT_SW)

01669-Health Insurance Provider Code, State (HLTH_INS_PROV_CD)

01055-County of Residence, (COUNTY_OF_RES)

01611-Restricted Access Indicator (RESTRICT_ACC_IND)

01617-Occupational Activity Category (OCC_ACT_CAT_EEO6)

01112- Degree - Highest Level Held (DEG_HIGHEST_HELD)

01668- Health Insurance Option Code, State (HLTH_INS_OPT_CD)

01635- Life Insurance Participation Code, State (LIFE_INS_PART_CD).

FINAL DISPOSITION:

Edit will be updated as described above.

Hours to Degree – Course Grouping Code

Description: Element 01485 – Course Grouping Code

Topic ID: 200-20

Initiator: Board-IRM

Affects: HTD

Add codes for dual enrollment and internships

Current Values:

A - Academic Course

C - College Prep (Remedial) Course

E - Exam Credit

L - Life Experience

M - Military Course

R - Graduate Roll Over Course

V - Vocational Course

X - Non accredited/non acceptable

Proposed Additional Values:

D - Dual Enrollment Course

I - Internship

FINAL DISPOSITION:

Internship is not needed. Code for Dual Enrollment will be added for the 20112012 submission but will not be required until 20122013 submission.

Hours to Degree – Calculation of Excess Hours

Description: Calculation of Excess Hours

Topic ID: 200-10

Initiator: Board-IRM

Affects: HTD

The calculations of Excess Hours needs to be modified to align with statute 1009.286

Florida Statute 1009.286 defines “excess hours” as credit hours that exceed the completion requirements for a baccalaureate degree program at State universities. Specifically, undergraduate students enrolling for the first time at a State University during any of the following three periods will be subject to the corresponding excess hours surcharge:

- **Fall Semester 2009 – Summer 2011** admits will pay 1.5 times the tuition rate for each credit hour either beyond 144 for students in a 120-hour degree program or 120 % in excess of the hours required.
- **Fall Semester 2011 – Summer 2012** admits will pay double the tuition rate for each credit hour either beyond 138 for students in a 120-hour degree program or 115% in excess of the hours required.
- **Fall Semester 2012 and beyond** admits will pay double the tuition rate for each credit hour either beyond 132 for students in a 120-hour degree program or 110% in excess of the hours required.

The law provides for the following exceptions, in which instance the excess hours surcharge will be waived for additional college coursework taken:

1. Articulated accelerated credit (e.g. Advance Placement, International Baccalaureate, CLEP, Dual Enrollment, etc.)
2. Internship credit
3. Certification/Recertification credit (e.g. teacher, nurses, etc.) and certificate program credits
4. Credits withdrawn due to medical or personal hardship
5. Credits taken by active-duty military personnel
6. Credits required to achieve a dual major (NOTE: the law only exempts those hours “required” to obtain a dual major, rather than every credit hour a dual major student chooses to enroll in.)
7. Remedial and English as a Second Language (ESOL) credit
8. Military Science credits in Reserve Officers Training Corps (ROTC) programs

FINAL DISPOSITION:

Internships we can use course section type to get. We need to figure out a way to calculate the certification credit. Explore the possibility of using the FETPIP data to get the active duty students. Ask legislature about exempting all hours for active military.

Hours to Degree - High School Graduation Date and Term - Upper Level

Description: Change level 9 edits to level 5 warnings

Topic ID: 200-30

Initiator: Board-IRM

Affects: HTD

The following two items are recurring 9 level errors that we would like to change to warnings:

Diag 0600: HS_Grad_Dt is either more than 10 years in the past or more than two years in the future.

Diag 0599: Term_Upper is either more than 10 years in the past or is in the future.

FINAL DISPOSITION:

Edits will be updated as described above.

Hours to Degree - Catalog-Hours to Degree

Description: New level 9 edit

Topic ID: 200-40

Initiator: Board-IRM

Affects: HTD

Add new edit to make sure that the catalog hours reported on the Hours to Degree table do not exceed the catalog hours that the program was approved for by the Board of Governors.

FINAL DISPOSITION:

Edit will be added as described above.

Instruction and Research–Account/Department Number, Activity & University Budget Identifier

Description: New level 9 edits

Topic ID: 250-20

Initiator: Board-IRM

Affects: IRD

A new level 9 edit needs to be added to check that DEPT_ID_ACT (01506) and UNIV_BUD_ID_ACT (01798) were reported on the UNIV_DEPT_MASTER table that is submitted with the Operating Budget. (Effective Sept 2012)

FINAL DISPOSITION:

Needs more research. This edit will be a level 5 or tolerance depending on the frequency of occurrence in prior data. May need to exclude pay plans 98 and 99.

Instruction and Research – Campus Code

Description: New Elements

Topic ID: 250-30

Initiator: Board-IRM

Affects: IRD

Add CAMPUS_CD (10060) to the WORKLOAD_ACTIVITIES and WORKLOAD_PERSON_FUNDING tables. Both columns will be edited for validity against the CAMPUS table and will default to 0001 for all universities except for USF (Effective Sept 2012)

FINAL DISPOSITION:

Element will be added as described above. There will be no cross check to campus_cd on SIF.

Student Financial Aid – Award Payment Term

Description: Modify or delete Diag 5344

Topic ID: 300-10

Initiator: Board-IRM

Affects: SFA

Diag 5344: An existing enrollment record submitted with SIF or SIFD in the award payment term could not be found and has not been sent with the current submission. For summer1 term, yyyy07, the SIF/SIFD match must be in term yyyy05.

We would like to either remove this edit since you can no longer submit an enrollment record with SFA or add a new element on the FINANCIAL_AID_DEMO table to indicate that the student is enrolled. If the new element is added diag 5344 would be modified to only error if the student is enrolled according to the new flag.

FINAL DISPOSITION:

Edit will be removed.

Student Instruction File – Site Number

Description: Modify diag 5256

Topic ID: 350-10

Initiator: Board-IRM

Affects: SIF

Diag 5256: No matching Site record found within BASE_YR by REPT_INST, CAMPUS_CD, SITE_NBR

This edit occurs on both COURSE_MEETINGS and the COURSES_TAKEN tables. This edit needs to be modified to look at both susdb.sites (production data) and univdb.sites (data submitted with the submission) so that when the SIF submission is edited in BETA, it will produce the same results as Production.

FINAL DISPOSITION:

Edit will be updated as described above.

Student Instruction File – Course Section Location - County

Description: Modify diag 5362

Topic ID: 350-20

Initiator: Board-IRM

Affects: SIF

Diag 5362: No matching county found on the SITES table

This edit needs to be modified on the Courses_Taken table to look within the appropriate base_yr for the submission, not just less than the rept_time_frame. This edit also needs to be added to the Course_meetings table.

FINAL DISPOSITION:

Edit will be updated as described above.

Student Instruction File – Recurring Errors

Description: Change level 9 edits to level 5 warnings

Topic ID: 350-30

Initiator: Board-IRM

Affects: SIF

We are proposing that the following recurring 9 level errors be changed to warnings.

Total Hours Earned at Current Degree Level (01087) on the ENROLLMENTS Table:

Diag 0818: Tot_Hrs_Deg_Lvl cannot be greater than 250.0

PERSON_ID on the PERSON_DEMO table:

Diag 5337: Student was reported on SIFP but not reported on SIF

Course Section Type (01104) on the COURSE_MEETINGS table:

Diag 5247: CRS_SECTN_TYPE cannot = C,D,L if UNSCHED_MTG_IND = T and CAMPUS = 0001 and TECH_IND_PRIMARY = N

(For unscheduled classes on the main campus with no technology method of instruction, the course section type cannot be classroom lecture, discussion, or laboratory)

FINAL DISPOSITION:

Edits will be changed to level 5. Universities would also like to change the tolerance on NO_RACE_REPORT_FLG to a level 5 warning since students are no longer required to report race. This tolerance occurs on SIF/SIFP and ADM.

Student Instruction File – Technology Delivery Indicator - Primary

Description: Change level 5 warnings to level 9 errors

Topic ID: 350-40

Initiator: Board-IRM

Affects: SIF

The following 4 edits were put in place in January on TECH_IND_PRIMARY (02030) as level 5 warnings. We would like to move the first 3 to level 9 errors.

Diag 0794: Tech_ind_Primary cannot equal 'N' (None) when Delivery_methd_ind is DL (Distance Learning) or HB(Hybrid). **Move to level 9**

Diag 0795: Tech_ind_Primary, Tech_ind_Secondary and Tech_ind_Tertiary must be all 'N' (None) when Delivery_Methd_Ind is 'T' (Traditional). **Move to level 9**

Diag 0796: Tech_ind_Primary, Tech_ind_Secondary and Tech_ind_Tertiary cannot all equal 'N' (None) when Delivery_methd_ind is 'DL' (Distance Learning), HB (Hybrid), or 'TE' (Technology Enhanced). **Move to level 9**

Diag 0797: Tech_ind_Primary and Tech_ind_Secondary should equal 'N' (None) when Delivery_Method_Ind is 'TE' (Technology Enhanced). **Remain a level 5 warning.**

FINAL DISPOSITION:

Edits will be updated as described above.

Student Instruction File – Budget Entity

Description: Modify diag 0586

Topic ID: 350-50

Initiator: Board-IRM

Affects: SIF

Diag 0586: Be_Cd must be 1,4,5

Modify this edit to allow C&G and Auxilliary to be reported in the Student Budget Entity.

FINAL DISPOSITION:

Edit will be updated to allow Auxilliary only.

Physical Facilities Space – Site Type

Description: Site Type
Topic ID: 400-10
Initiator: Board-IRM
Affects: SPA

Values for Site Type (10057) need to be updated to align with new regulation 8.009. Site Type will now be required for all sites. The below description and values are tentative pending approval in the Facilities/Space meeting.

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 sub-paragraph. 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 site 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 being used because the terms are no longer valid. New values being added are 05, 06 and 08. However, actual alphanumeric values to be used are subject to discussion and may be modified prior to release of 2013 SPA software.

FINAL DISPOSITION:

New codes will be effective for Annual Space 2013 submission due July 2013.

Physical Facilities Space – Room Budget Entity-User & Room Budget Entity-PO&M

Description: New level 9 edits

Topic ID: 400-20

Initiator: Board-IRM

Affects: SPA

New level 9 edits on BE_CD_USER (10063) and BE_CD_POM (10004) on the ROOMS table to make sure that only institutions with medical schools are using budget entity code '4'.

FINAL DISPOSITION:

Edit is not needed.

Physical Facilities Space – Campus Name

Description: New level 9 edit

Topic ID: 400-30

Initiator: Board-IRM

Affects: SPA

New level 9 edit on CAMPUS_NAME (02007) on the CAMPUS table that states that the campus name cannot be null or ''

FINAL DISPOSITION:

Edit will be added as described above.

Salary Category Detail – Restricted Access Indicator

Description: New tolerance edit on RESTRICT_ACC_FLG

Topic ID: 450-10

Initiator: Board-IRM

Affects: SCD

Some universities have been coding all employees as restricted access. We would like to add a new level 8 tolerance (10%) edit on the percentage of RESTRICT_ACC_FLG (01611) records.

FINAL DISPOSITION:

Edit will be added as described above.

Retention – Term Degree Granted

Description: Modify diag 5294

Topic ID: 500-10

Initiator: Board-IRM

Affects: RET

Diag 5294: An existing enrollment record in the award term could not be found and has not been sent with the current submission (excludes TEF EPI programs)

This edit needs to be modified to not error if the record is a degree posting only.

FINAL DISPOSITION:

Edit will be updated as described above.

Operating Budget – University Fund Identifier

Description: University Carry Forward

Topic ID: 550-10

Initiator: Board-IRM

Affects: OB

For SUS operating budget reporting, effective July 1, 2012, the universities will begin coding any expenditure from prior-period fund balances (aka carryforward funds) using the dedicated university fund identifier 000215 (data element 01400). These actual year 2012-13 expenditures will be reported as a component of the universities' 2013-14 operating budget submissions in August 2013. Fund ID 000215 "Univ Carryforward – Education & General" is already in place in the SUS Data Dictionary.

FINAL DISPOSITION:

Carry Forward expenditures need to use fund_id = 000215 and will begin being reported on the 2013-2014 OB submission for 2012-2013 actual expenditures.

Operating Budget – Appropriation Category

Description: New Code for Market Rate Tuition

Topic ID: 550-20

Initiator: Board-IRM

Affects: OB

For those universities that have approved pilot programs allowing for market rate tuition to be charged, we need an Appropriation Category (data element 01301) added to track those tuition revenues revenues (revenue values begin with “00xxxx”):

- The Account/Department Program (PCS) - 01245 will be coded as ‘78’ – Continuing Education
- The Budget Entity Code - 01297 will be coded as ‘48900800’ – Auxiliary Enterprises

FINAL DISPOSITION:

Market Rate tuition should be reported with Appropriation Category = 000200 on the 2012-2013 Operating Budget.