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Governor

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Lt. Governor

Mary Pat Seurkamp, Ph.D.

Chair

James D. Fielder, Jr., Ph. D.

Secretary

July 8, 2022

Dear Colleagues,

You are receiving this email because you are the point-of-contact as designated by your institution for all MHEC Data collection activities. Please forward this information to your colleagues and other campus offices as needed.

The Maryland Annual Data Collection calendar for each segment has been posted on the Data Website. Direct links to the calendars are below. At the top of the 2022-23 calendar is a link to the prior 2021-22 year. Links on the 2021-22 calendar are no longer active.

Data Collection Segment Calendars

[Community College Calendar](#)

[Four-Year Public Calendar](#)

[Independent Institution Calendar](#)

[Private Institution Calendar](#)

2022-23 Unit Record Revisions, Updated Edits and Clarifications

There are numerous revisions, edits and clarifications implemented across collections. Revisions are necessary to update collections to capture additional data required to accomplish MHEC's research agenda. Updated edits are needed to improve the overall process of editing submitted data. The goal of including additional edits on the front end of the submission process is to reduce back-end internal validations, thus minimizing institutional contact for data explanations and corrections. Similarly, clarifications are provided to offer guidance needed for certain data elements that tend to frequently trigger errors because of inaccurate reporting or formatting. The data cookbook has been revised to reflect all changes made. If you have further questions or notice inconsistencies, please email mac2help.mhec@maryland.gov.

Use this link to access the [MAC2 2022-23 Unit Record Updates](#).

MARYLAND HIGHER EDUCATION COMMISSION

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2022-23 Survey Updates

MHEC has updated the survey submission process. To date, the following surveys have been migrated from excel forms to Google forms. The data file transfer function is no longer needed to submit the surveys, instead use the Google form submit button.

S-20	Annual Report on the Exemption for Nonresident Tuition for Undocumented Immigrants	Community Colleges 4 Year Public Institutions
S-35	Tuition and Fee Reductions for Victims of Human Trafficking Survey	Community Colleges
S252DR	Community College Report on Students Receiving Accommodations for Disabilities	Community Colleges
S254DR	Four-Year Institution Report on Students Receiving Accommodations for Disabilities	4 Year Public Institutions Independent Institutions
S-30	Foster Care and Homeless Youth Tuition Waivers Survey Note: The S-30 Survey is currently not active on the calendar. The link will be added at a later date in advance of the due date.	Community Colleges 4 Year Public Institutions

Each survey above in the MAC2 calendar will have a link to the form, guidelines if needed, a pdf copy of the entire form, and any additional data sheets that must be submitted (e.g., Excel sheets to be uploaded with the entry). Again, the upload feature of the Google Form is to be used **not** the Secure Data Web file transfer.

- **Campus Climate Survey Narrative Report and Sexual Assault Incident Data** - For the 2022-2024 cycle, guidelines, a revised data collection tool and other materials will be distributed to campus contacts later this summer. In the meantime, institutions should continue to track the data using the methods they currently employ. An announcement will come from Barbara Schmertz via email and materials will be attached. Next submission date will be June 1, 2024.
- MHEC is no longer collecting aggregated enrollment surveys from private institutions. The 2022-23 collection year is the last year MHEC will collect aggregate degree and aggregate financial aid data from private institutions. Private institutions will fully transition to submitting unit record data collections during the 2022-23 collection year.

Use this link to access the [MAC2 2022-23 Survey Updates](#).

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New Data Elements

There are four new data elements added this year. All new elements are optional to report for the 2022-23 year and required for the 2023-24 collection year. Click on the system acronym for the layout or the data element name for the data cookbook definition.

[EIS – MAPCS Program Type – DD169](#)

[EIS – Advanced Standing – DD170](#)

[EOTS – US Citizenship – DD24](#) (*note: this new field is inserted (not appended) between birthdate and Hispanic/Latino Ethnicity*)

[MAPCS – MAPCS Program Type – DD169](#)

[MAPCS – MAPCS Program Description – DD172](#)

IMPORTANT: Although you may opt out to report a new element, it is imperative that each record in your file still account for the added field, meaning an additional comma must be present in each record in the csv file to represent where the new field is added. If the extra comma is not present and the incorrect number of fields is submitted during the editing process, records will be bypassed.

Note: There is an additional new element that will be introduced for the 2023-24 collection year. It is DIS – IPEDS Degree – DD171, but please DO NOT use it in the 2022-23 year. This is advance notice for the 2023-24 collection year, and will be optional for 2023-24 and required in 2024-25.

Other Very Important Highlights

- MHEC will no longer accept collection files with spaces between commas. If a data element is not reported there should be successive commas in the csv file, NOT a space between the commas. The file will be promptly returned to the institution for corrections.
- DIS and ECS Unit record collection dues dates have both shifted to an August 1st due date. (All unit record collection due dates are now due either on the 1st or 15th of the month.) EOTS due date has shifted earlier to September 15th.
- MHEC will classify all state mandated tuition waivers or tuition exemptions according to the codes listed in the FAIS Aid Category Code chart. State mandated tuition waivers must be reported under the correct code rather than as generic "institutional grants" or "institutional scholarships." When reporting aid by institution, MHEC will include the waivers in the institutional aid category as a state mandated tuition waiver or tuition exemptions. These include: Foster Care Tuition Waivers/Tuition Exemptions, Homeless Youth Tuition Waivers/Exemptions, Senior Citizen Tuition Waivers/Exemptions; Student Tuition Waivers/Exemptions; Employees and Dependents Tuition Waivers/Exemptions. These tuition

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exemptions/waivers CANNOT be classified as institutional aid or other forms of aid for FAIS reporting purposes.

- MHEC has been working on documentation and will be posting individual data collection documentation links on the documentation page with each system. Stay tuned.
- For the new user, MHEC has created an introductory page that discusses [data collection websites, emails, and Institution Point-of-Contact and MHEC responsibilities as it relates to file submissions](#).
- IPEDS 2022-23 Updates – Attached is an IPEDS PowerPoint presentation describing changes expected for the 2022-23 collection year.

Use this link to access the [MAC2 Very Important Highlights](#).

Please submit questions to mac2help.mhec@maryland.gov.

Thank you for your partnership as we begin a new data collection year.

Parris Jackson

Director of Information Technology

Maryland Higher Education Commission

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