July 7, 2023

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. As such, please forward this information to your colleagues and other campus offices as necessary.

The Maryland Annual Data Collection calendar for each segment has been posted on the Data Website. Direct links to the calendars are below.

Data Collection Segment Calendars
Community College Calendar
Four-Year Public Calendar
Independent Institution Calendar
Private Institution Calendar

2023-24 Unit Record Revisions, Updated Edits, and Clarifications

Revisions, edits, and clarifications have been deployed across collections. Revisions were made to update collections to capture additional data required to enhance MHEC's research agenda, to more accurately report on institutional data, and to prepare for Maryland's Blueprint future implementation. Additional edits were coded to assist with identifying and eliminating errors in file submissions. Please note that variables that were optional to report for 2022-23 are required for the 2023-24 collection year. The required variables are identified on the layouts. Clarifications are intended to offer more detailed guidance for certain data elements that tend to frequently trigger errors because of inaccurate reporting or formatting.

All final data cookbook changes have been completed. Please note that data cookbook revisions have been ongoing since May, but changes have occurred since that time.

New data elements, new codes, and required variables for 2023-24 are listed below. All new elements are optional to report for the 2023-24 year and required for the 2024-25 collection year. Although the field may be optional, a value for the field is still required.

Unit Record Updates - MAC2 Data Collection Revisions, Updates & Clarifications (state.md.us)

This is only a summary of the unit record updates, please refer to the above link for the detailed list of changes.

New Data Elements (All new elements are optional to submit this year, but a value is still required.)	1. DIS – IPEDS Degree (DD171) 2. DIS – Prison Education Program Degree (DD174) 3. EDS – Employee Campus ID (DD176) 4. EIS – Prison Education Program Enrollment (DD173) 5. FAIS – First Name (DD10) 6. FAIS – Last Name (DD11) 7. FAIS – Middle Name (DD12) 8. FAIS – Generation Suffix (DD13) 9. FAIS – Birthdate (DD27) 10. FAIS – Student Aid Index (DD175)
Variables with new Codes	1. CIS – Principal Occupational Assignment of Instructor (DD89) 2. CIS – Instructional Location (DD126) 3. EIS – Degree Sought (DD30) 4. EIS – First-time Flag (DD37) 5. FAIS – Category Codes (DD84)
Variables that were optional for 2022-23 and are now required for 2023-24	1. EIS – Maryland Approved Program Type (DD169) 2. EIS - Advanced Standing (DD170) 3. EOTS – US Citizenship (DD24) 4. MAPCS – Maryland Approved Program Type (DD169) 5. MAPCS – Maryland Approved Program Description (DD172)

Survey Updates - [MAC2 Data Collection Survey Updates (state.md.us)](#)

S6 & CCS-6	The S6 will continue to be required. The CCS-6 is no longer required. See memo.	Community Colleges
S-15	The S-15 – Optional SSN Change survey This survey will be discontinued effective 2023-24. See memo.	Community Colleges 4 Year Public Institutions
S-30	Foster Care and Homeless Youth Tuition Waivers Revised form link will be available on the calendar in fall 2023.	Community Colleges 4 Year Public Institutions
DE Survey	The Distance Education Survey has been updated. Going forward this survey will only be required for community colleges and 4 year public institutions. The survey has been reduced to fewer items.	Community Colleges 4 Year Public Institutions

- **Campus Climate Survey Narrative Report and Sexual Assault Incident Data** - For the 2022-2024 cycle, guidelines, a revised data collection tool and other materials were distributed in September 2022. Institutions should use those materials for the 2024 submission. The next submission date is June 1, 2024.

- MHEC is no longer collecting aggregated enrollment surveys from private institutions. The 2022-23 collection year was the last year MHEC will collect aggregate degree and aggregate financial aid data from private institutions. Private institutions have fully transitioned to submitting unit record data collections during the 2022-23 collection year and will continue to do so for 2023-24 and beyond.

Other Important Notes

- 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.

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

- 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 2023-24 Updates – Attached is an IPEDS PowerPoint presentation describing changes expected for the 2023-24 collection year.

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

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

Regards,
Parris Jackson
Director of Information Technology
Maryland Higher Education Commission