MEMORANDUM

DATE: August 18, 2023

TO: Community Colleges

FROM: Parris Jackson, Director, Office of Information Technology, MHEC

CC: Emily A. A. Dow, Assistant Secretary, Academic Affairs, MHEC
Barbara Schmertz, Director, Office of Research and Policy Analysis, MHEC
Ann Kellogg, Director of Reporting Services, MHEC

SUBJECT: New Reporting Requirements for Community Colleges with Maryland Approved
Alternative Preparation Programs

This memorandum serves to inform community colleges about the procedures for reporting unit record data to the Maryland Higher Education Commission (MHEC) for students who pursue and complete Maryland Approved Alternative Preparation Programs (MAAPP) that have been approved by the Maryland State Department of Education (MSDE). A current directory of approved alternative programs is posted on MSDE's website. Students enrolled in or completing an MSDE approved MAAPP offered through a local school district-community college partnership (also known as a "grow your own program") are to be included in the Enrollment Information System (EIS) and Maryland Approved Program Completers System (MAPCS). Maryland community colleges were previously exempt from submitting MAPCS as the Associate's of Art in Teaching (AAT) is not an MSDE approved program. **Any Maryland community college participating in a MAAPP is required to report those data in the EIS and MAPCS data collections. Any Maryland community college who only offers the AAT is still exempt from submitting MAPCS.** *MHEC is aware that not all community colleges have students who are pursuing a MAAPP. If it is known that your college only offers the AAT and does not participate in MAAPPs, meaning you are exempt, please reply to this email indicating your exemption status so we will not expect a MAPCS file.*

Background
In 2018, MHEC launched a data collection that focused exclusively on students who completed educator preparation programs approved by the Maryland State Department of Education. The Maryland Approved Program Completers (MAPCS) collection was developed by MHEC in consultation with representatives from Maryland's institutions of higher education with traditional educator preparation programs.

Over the course of the last four collection cycles, MHEC, again in consultation with representatives from traditional educator preparation programs, has made refinements to MAPCS to improve data definitions to address data quality.

Additionally, in 2023, MHEC added a new data element to the existing Enrollment Information System (EIS) data collection to identify students pursuing traditional educator preparation programs.

Alternative Preparation Programs
MSDE's Division of Educator Certification and Program Approval, Program Approval and Assessment Branch, approves MAAPPs. Alternative programs prepare students for teacher certification but do not necessarily lead to a degree. Many of these programs are offered through partnerships between Maryland school districts and Maryland institutions of higher education (IHEs), including public four-year institutions, state-aid independent institutions and community colleges.

Data Submission Requirements
Effective with the **2023-2024 collection calendar**, any Maryland institution of higher education, including public four-year institutions, state-aid independent institutions, and community colleges, offering a MAAPP is required to submit student-level unit record data on those students along with students enrolled in and completing traditional educator preparation programs. These data are included in the following two data collections:

- Enrollment Information System (EIS) collection (due November 15, 2023)
- Maryland Approved Program Completers (MAPCS) collection (due December 1, 2023)

1) The MAPCS file should now include those students who complete a traditional educator preparation program and those students who complete a MAAPP. The file should contain all completions between September 1st and August 31st of each collection year. If an institution offers a teacher education program approved by MHEC but not MSDE, then those records should be excluded from MAPCS. For example, do not include students who complete the Associate of Arts in Teaching (AAT) unless that program is a MAAPP.

2) For MAPCS, "Completion" is institutionally defined. At some institutions, "completion" means fulfilling course work requirements to graduate AND passing ETS/Praxis tests. At other institutions, testing may not be required to meet the "completion" of a traditional program and/or a MAAPP program.

3) For MAPCS, the Degree Date (DD112) should be interpreted as the "completion date" for both the traditional program and the MAAPP program. At some institutions, the "completion date" will be the date of the MAP stamp. If the student earned a degree BUT had additional requirements to complete to fulfill "completion" (like subsequent testing) report the date in the degree date field when ALL requirements are completed rather than the degree date. It is possible that some records included in MAPCS may have a degree date that is BEFORE the September 1st cut-off but the traditional or MAAPP completion is on or after the September 1st

cut-off. As such, a record may be reported in the Degree Information System (DIS) collection (July 1st to June 30th) for one year and the MAPCS collection for the subsequent year.

4) Any of the following degree sought codes are valid in EIS and MAPCS for traditional programs and MAAPPs: 10, 20, 30, 40, 47, 50, 60, 65, 70, 81, 85, 86, or 87. A traditional or MAAPP enrollment or completion may or may not require degree conferral. If the record (traditional or MAAPP) being reported does not require a degree, report either 47 (undergraduate nondegree) or 87 (graduate nondegree) in EIS and MAPCS. If the enrollment or completion requires a degree, report the corresponding code.

5) Program Type – DD169. This element reports the traditional and MAAPP type in MAPCS and EIS. The existing code set has been expanded to distinguish traditional degree-based enrollments and completions from alternative enrollments and completions. Codes 1 to 3 are used to report traditional-degree based enrollments and completions. Code 4 is not applicable and codes 5, 6 and 7 identify alternative licensures.

- 1 = traditional program leads to initial licensure, undergraduate level
- 2 = traditional program leads to initial licensure, graduate level
- 3 = traditional program leads to advanced licensure, graduate level
- 4 = not applicable, not a traditional or alternative record
- 5 = program leading to initial alternative licensure at the undergraduate level;
- 6 = program leading to initial alternative licensure at the graduate level; or
- 7 = program leading to advanced alternative licensure at the graduate level

Information and resources for submitting the MAPCS data collection can be downloaded from the MHEC Secure Data Web under the MAC2 File Documentation section. Note, the current file layout, header row, and data element specifications are correct; however, documentation is actively being updated to reflect the new MAAPP reporting requirements.   If an institution has any questions regarding submitting MAPCS or the requirement for reporting Program Type in the EIS submission, please send an email to Ann Kellogg (ann.kellogg@maryland.gov) and mac2help.mhec@maryland.gov.