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MHEC Directive on Fall 2021 S-6 Data Reporting Issued: September 14, 2021

Last year, due to questions received from several community colleges, we issued special guidance about how to properly report information on the S-6 form in light of the fact that the COVID pandemic caused many classes that normally would have been conducted in a traditional in-person format to instead be provided online or in a hybrid format temporarily. We are aware of the fact that certain classes in several colleges are again being conducted in temporary formats this semester due to COVID. Therefore, we are providing the following guidance again this year:

If classes are held on-line or in a hybrid format this fall, but would have been held live and in person if not for COVID-19, and the plan is to conduct them live and in-person in the future when feasible, then you should report them on the S-6 forms as though they were live and in person this fall. If such classes are reported as distance learning on the S-6, there is a fear that this will under-represent the space needs of the colleges when capital improvement needs are later calculated using the current space guidelines. Please understand that we do not intend to penalize colleges for the fact that classes are being held in these different formats temporarily this semester. Please keep this in mind when completing the S-6 form. Classes should be reported as having taken place at whatever location they would have taken place if held in-person.

On the other hand, if the classes in question were previously all online and/or the plan is to continue to offer them online in the future after the pandemic, then they should be reported as distance learning on the form.

For hybrid classes, consideration should be given as to whether the classes are temporarily being held in a hybrid format due to COVID or whether they will be permanently offered in a hybrid format. If temporary, as indicated above, please report them on the S-6 as though they were held live and in-person. If permanent, please report on the S-6 appropriately according to the “51% rule” described in the current S-6 instructions, which can be found here:

http://data.mhec.state.md.us/D1/CC-S-6_Instructions_New_10.26.15.pdf

If reported in this manner, we will then be able to accurately calculate the present and future needs of the college for capital planning purposes based upon current space guidelines and prioritize capital projects accordingly. As a reminder, the S-6 form is due to MHEC by **November 4, 2021** via MAC file transfer.

For further questions or clarification, please contact our Capital Finance Analyst Dan Schuster at daniel.schuster1@maryland.gov.