MAC2 Issues and Questions
From the MCCRG Professional Development Conference

Calendar
Most files are reported by Term, Summer Term, Fall Term and again for the Winter Term Spring Term. Students and courses will appear in the file for the term in which the college considers the student to be enrolled or the course to be scheduled. For example, if a summer course ends prior to July 1, it will be included in the Summer Term because the college considers the course to be a summer course.

Relationship Between SRS, EOTS, and CIS
- SRS includes one record per course per undergraduate per term. SRS includes a "Course Outcome" based on the student's grade in the course.
- EOTS includes one record per student per term.
- CIS includes one record per section per course per term. CIS will include only courses in which at least one student was enrolled. It will not include courses that were scheduled but cancelled or for which there was no enrollment.

It seems reasonable that all students listed in the SRS file should also appear in the EOTS file. It also seems reasonable that all courses listed in the SRS file should also appear in the CIS file. The following issues were discussed at the conference.

1. In the data systems for some colleges, some courses are listed more than once (same subject, course number, and section number).
   a. A hybrid course is listed once for the hybrid component and a second time for the face-to-face component. The same instructor appears in both instances.
   b. An education course with an internship requirement is listed once with the primary instructor and a second time with the staff member who serves as the liaison with the public schools for placing students in internships.
   c. A biology course is listed once for the classroom instruction and a second time for the lab component. The lab instructor might be different from the lecture instructor.
   d. A nursing off-site practicum is supervised by five different nursing instructors. The course is listed once for each instructor.
   When a course is listed multiple times, does MHEC want each listing? If not, how should the college determine which listing to include when multiple instructors are assigned?

   The college should report only one listing per graded course.
   - **If the student receives one grade for a course with both a lecture and lab component, only one component (likely the lecture component) should be used to report the course. If the student receives a grade for the lecture component and a different grade for the lab component, both the lab and lecture components should be reported.**
   - **The course reported in SRS/CIS should be the course associated with the grade. For the internship and practicum courses listed above, only report the section associated with the individual responsible for reporting the grade.**

2. Some colleges include several related courses in their data systems. Each course has a separate section number and often a separate instructor. However, the grades are assigned to only the primary course.

a. A chemistry course has an associated lab course. The lecture section number is different from the lab section number. The same students are enrolled in both sections. However, the grades are assigned only to the lecture section.

If each student in SRS must have a value in the "Course Outcome" field, and if all courses are reported including those for which grades are not assigned, then courses will appear in CIS which do not also appear in SRS. MHEC must determine if we should include every course with enrollment (including those where grades are not assigned) or if an additional code must be developed for "Course Outcome" (such as X – no grade assigned).

Not applicable; see 1, above.

3. Once these issues are resolved, researchers might find value in creating the files in this order.
    a. SRS – determine all students in the targeted terms and the courses in which those students are enrolled.
    b. CIS – using the courses identified in SRS, create the CIS file.
    c. EOTS – using the students identified in SRS, create the EOTS file.

    If the resolution to these issues results in consistency among these three files, this process should increase the likelihood that the files will include all of the data elements that they share.

Relationship Between DIS and ECS

DIS includes all degrees and certificates awarded by the institution reported twice per year. ECS includes one record per student per source of external credit and applies only to students who received degrees in the targeted term. Every student in DIS for whom the number of native credits is less than the number of credits required for the degree must be included in ECS. Additional students who received degrees and who also had transfer credits will be included in ECS. In summary, ECS will include every student in DIS for whom we have a record of transfer credit.

EIS Clarification
1. In the Summer Term and Fall Term EIS files, every student from the summer term will be included and all students enrolled in the fall at the freeze date will be included.

2. In the Winter Term and Spring Term EIS files, every student from the winter term will be included and all students enrolled in the spring at the freeze date will be included.

Data Element Clarification Issues

DD2.1: Fall Freeze Flag
1. For the Summer Term and Fall Term EIS files, this flag will apply students enrolled in the fall at the fall freeze date, excluding students who are auditing all courses and students who enroll after the freeze date. It will not apply to students enrolled in the summer term.
   Please confirm that this is correct.

Correct.

2. For the Winter Term and Spring Term EIS files, this flag will apply to students enrolled in the spring at the spring freeze date, excluding students who are auditing all courses and students who enroll after the freeze date. It will not apply to students enrolled in the winter term.
   Please confirm that this is correct.

Correct.

> Suggestion: If this field will apply to both EIS files, consider renaming the field from "Fall Freeze Flag" to simply "Freeze Flag".

Excellent suggestion.

DD3: FICE Codes
1. Regarding EIS Data Element 53 (Sending OPEID), when a student has more than one transfer institution on file for the targeted term, we are asked to include the record for the institution the student attended most recently. However, some colleges do not capture the dates of attendance in their data systems. They include only the dates when the transfer credits were received or when they were entered into the data system.
We are seeking additional guidance from MHEC regarding this issue. Students at some colleges will receive transfer credit from several different institutions in the same term and the colleges will not have the dates when that credit was awarded in their data systems.

   Institutions should report the most recent institution as of the reporting date. For instance, if in Fall 2014 the institution has one transcript stating that the student attended Cecil College in Fall 2010 and another stating that the student attended Wor-Wic Community College in Spring 2012, the institution should identify Wor-Wic as the sending institution. If in Spring 2015 the institution discovers that the student attended Garrett College in Summer 2013, the institution can then begin to identify Garrett as the sending institution.

2. Note that an extensive listing of FICE codes is available at http://data.mhec.state.md.us/MAC2Pilot/MAC2Pilot.asp. (Scroll to bottom of the page.)

DD9: SASID
We confirm that MHEC is working on a crosswalk to match community college student data with MSDE student data to assist in providing the SASID. Until we hear from MSDE, community colleges do not need to do anything regarding the SASID.

DD23: Geographic Origin
1. For confirmation: This data element is intended to capture a student's residence at the time of application. It is not intended to capture a student's country of origin (unless that is where the student resides at the time of application). For a student from a foreign country who is residing in Maryland at the time of application, one of the Maryland county codes will be used.

   Correct.
   Note that institutions should report the student's PERMANENT residence AT THE TIME OF APPLICATION. (For example, if a student is a permanent resident of Harford County, but is temporarily living in Calvert County to participate in a unique academic program at the College of Southern Maryland, Harford County should be reported.) This element should NOT be used to report the basis on which tuition is charged.

2. If a student is in the military and has an APO address, which code should be used?

In accordance with previous practices, if the institution is charging resident tuition, use 200 (Maryland, county unknown). Otherwise, use 100 (US, state unknown).

DD28: Application Zip Code
DD29: Current Zip Code
We noted that these appear to apply more appropriately to four-year institutions.

1. Some students will appear in a college's data system multiple times with multiple addresses. It is possible to identify the earliest zip code on file (which could serve as the Application Zip Code) and it is possible to identify the most recent zip code on file (which could serve as the Current Zip Code).
    Is this acceptable to MHEC?

    Yes.

2. Some community college students will have attended the college over a significant span of time (over a period of more than 20 years in some cases).
    If a significant period of time has elapsed in the student's attendance history, should we still use the earliest zip code on file as the Application Zip Code? Does MHEC want to limit the number of years that we use in determining the Application Zip Code?

    The institution should use its best judgment.

3. Confirming that if a student does not have an address on file with the institution, a zip code of 00000 is to be used.

    MHEC cannot understand a circumstance in which an institution would not have an address on file for an enrolled student. Nevertheless, if there is no address on file, 00000 should be used.

DD35: Term Student Level
Confirming that the code "07 – unclassified" will apply to:
*   High school students concurrently enrolled

Correct.

*   Students enrolled in a program who already hold an equivalent or higher degree

UNDERGRADUATE students enrolled in an UNDERGRADUATE program who hold an equivalent or higher degree.

This code will also apply to:
*   **Transfer students for whom the number of transferred credits has not been determined, and therefore a level cannot be specified.**

DD37: First Time Flag
1. A student graduates from high school in June. The student attends the college in the summer. The student continues to attend the college in the fall.

Should the student be coded "1 – first time undergraduate" for both terms? Or should the student be coded "1 – first time undergraduate" for the summer and "2 – continuing undergraduate" for the fall?

In accordance with the specifications in the existing definition of DD37, the student should be coded as "1 – first time undergraduate" for fall only. The student should be coded as "2 – continuing undergraduate" for the summer.

2. The student is taking a course in the summer or winter. The student is enrolled in another college and plans to take just one course at the community college. The student does not plan to transfer credits to the community college.
What code should be used?

   2 – Continuing undergraduate.

DD38: Admission Test Flag
We confirm that this field applies primarily to students at four-year schools and blank will be accepted for community college students.

   Correct.

DD40: High School Code
We confirm that a code of 000000 should be used for concurrent students.

   Blank should be used.

DD42: Term Native Credit Hours Attempted
We confirm that we should include developmental credits for this data element.

   Correct.

We are recommending that all references to credit in the Data Dictionary should clarify whether developmental credits are included.

DD45: Math Remedial Assessment
DD46: English Remedial Assessment
DD47: Reading Remedial Assessment
We have interpreted "Remedial Assessment" to mean Accuplacer only. Should we also include SAT scores, when available, as an indicator of "Remedial Assessment"?
- Example: A student has an SAT math score greater than 549 will not need to take the Accuplacer math test. Should the student be coded "blank – not assessed" or "1 – assessed and remediation not needed"?
- Example: A student has an SAT math score less than 550 but has not taken the Accuplacer math test due to a waiver from the division dean. Should the student be coded "blank – not assessed" or "2 – assessed to need remedial math work"?

"Assessment" should include any assessment, including standardized test scores, the institution's own assessment exam, individual interviews, or any other instrument or process. The institution should

report the result of that assessment. Both of the example students above should be considered to have been assessed. It's not clear from the examples whether the students will actually be required to take remedial coursework, but if either example student above is not required to take a remedial course, then the institution should report "1," and if either example student above will be required to take remedial work, the institution should report "2."

DD48: First Math Grade
DD50: First English Grade

1. These data elements appear in EOTS. The Data Dictionary states that these are "Only required for first-time undergraduate students." It seems that MHEC will miss these grades for all students who are not first-time undergraduates if we follow this language. The descriptions in the File Format Specification imply that these fields should be included for all students at the End of Term for whom the grades exist, even if the courses were taken in a prior term. Please clarify the students for whom these grades should be reported.

    These grades are required for all students. The quoted language has been removed.

2. In the Data Dictionary, this language appears: "Each institution will identify this course for the Commission." This is in reference to the first credit math or English course. Because many different courses can serve as the first credit course, it is not possible to meet this requirement. It appears that this statement applies to HGS, not to EOTS. Please clarify or modify the Data Dictionary.

    The quoted language has been removed.

3. For clarification: If these data elements apply, in fact, to "first-time undergraduate students", and the EOTS includes all students in the targeted terms, then these grades will apply only if the first-time undergraduate student took the first math credit course or the first English credit course during the targeted term.

4. These grades apply only to: A, B, C, D, P(Pass), and F. All other grades, including I and W, will be blank.

DD53: SAT Math Score
DD54: SAT Verbal Score
DD55: ACT English Score
DD56: ACT Math Score
DD57: ACT Reading Score
DD58: ACT Science Score
DD59: ACT Composite Score
DD106: SAT Writing Score
We confirm that while these are optional for two-year institutions, MHEC would like community colleges to report the highest score for each if those scores are available and in the data system. It is not necessary to have all SAT or ACT scores for a student in order to report the scores.

Correct. However, institutions should report whatever score is used by the institution when it evaluates a student, not necessarily the highest for each. (For example, an institution may choose to

use the best score from a single administration of the exam, rather than the best subscore from all administrations.)

DD108: High School Grade Point Average
We confirm that MHEC would like community colleges to report high school GPA's if they are available and in the data system.

Correct.

DD113: Major Flag
DD115: Dual Degree Flag
Several examples would assist in entering this information correctly.
MHEC is asked to enter the correct values into the table below.

NOTE:
The institution is expected to identify which degree should be flagged as "first major", "second major," etc. MHEC will not make this judgment for the institution and will return files with conflicting information. For the sake of this FAQ, we have flagged with an asterisk (*) any flag that was assigned randomly. That is, in ID #2 below, the PSY major is flagged as 1* and the BA major as 2*; this means that this pair requires a determination of first and second major, and that the institution might choose to denote PSY as 1 and BA as 2 or PSY as 2 and BA as 1.

ID	Degree	Major	Major Flag	Dual Degree Flag
1	AA	CART	1	N
	CERT	CSSC	1	N
2	AA	PSY	1*	Y
	AS	BA	2*	Y
3	AA	ENG	1*	Y
	AA	TEE	2*	Y
	CERT	CMCC	1*	Y
4	CERT	CPC	2*	Y
	CERT	CUBC	3*	Y
	AAS	BMHR	1*	Y
5	AAS	ISS	2*	Y
	CERT	BMEC	1	N
	AAS	CADD	1*	Y
6	AS	ENGR	2*	Y
	CERT	CADC	1	N

	AAS	AUT	1	N
7	CERT	AUFC	1*	Y
	CERT	AUGC	2*	Y

1. Does the Major Flag in DIS apply to every degree earned by a student in the collection period or to the degrees earned on a specific date? Note that the Dual Degree Flag specifies "collection period." Some collection periods will include awards made on multiple dates.

   Every degree in the collection YEAR, not just the collection period.

2. Would MHEC consider calculating the Major Flags and Dual Degree Flags through programming, thus eliminating the requirement for colleges to provide the data for these fields?

   No. To calculate Major Flag would mean that MHEC would be deciding on behalf of the institution what constitutes the "first major," which is a field that is reported to IPEDS. The institution is responsible for identifying the first major.

DD129: Entry-Level Credit-Bearing Math
DD130: Entry-Level Credit-Bearing English
DD131: Entry-Level Credit-Bearing Reading
   1. If a student takes a credit-bearing course in a previous term and repeats that course in the targeted term, and if the student has taken no other credit bearing course, should the course be identified as the Entry-Level Credit-Bearing course? For example, a student takes ENG 101 in the fall 2010 and withdraws. The student takes ENG 101 in the spring 2011 and fails. The student takes ENG 101 again in the fall 2012 which is the targeted term. The student has taken no other credit-bearing English courses. Should ENG 101 be considered the Entry-Level Credit Bearing English course?
   Please clarify.

The institution should report all graded attempts in the course. In the example above, the grades received in the Spring 2011 and Fall 2012 terms should be reported.

   2. Note that at the college credit level, all English courses are "English". There are not separate credit-level reading courses.
   It is likely that the entries for DD130 and DD131 will be identical in the SRS files. Does MHEC want to retain DD131 (Reading)?

DD131 will be removed.

Discrepancies between the File Formats and the Data Dictionary

DD105: Credit Hours Required to Earn Award
File Format: Decimal format, one decimal place (include decimal point)
Data Dictionary: 3 digits – whole number only

DD117: Entry Year
File Format: Year of initial enrollment at this institution as ***degree-seeking student***
Data Dictionary: First calendar year in which the student enrolled for any courses, ***regardless of degree seeking status***.

Degree-seeking student only. The Data Dictionary has been changed.