MdAIR 2013 Summer Drive In:
The MHEC Annual Data Collection MAC 2 Revision Summary Notes
August 9, 2013

Panel Presentation – MAC 2 Overview:

<u>Gayle Fink, Bowie State Univ</u>:  It took them four months to get their systems running with the help of a programmer, so get started as soon as possible.

<u>Cindy Emory, Hood College</u>:  They've been actively working on this for two and a half months and are not yet ready to upload, so she was echoing the need for a four months lead time.

<u>Chad Muntz, USM office</u>:  He initiated a weekly conference to discuss issues that come up from the pilot schools.  This was helpful to determine which issues needed to be solved by MHEC.

<u>Connie Pierson, UMBC</u>:  They have been getting the data to create the files directly from their data warehouse, so there has not been the need for a great deal of interaction with IT.  They've been waiting for MHEC to answer questions before submitting all the files, but some have been submitted and are currently being reviewed.

<u>Michael Dillon, UMBC</u>:  He said it was helpful that UMBC/Connie was involved in the meetings with MHEC where the content of these files was discussed and determined.  They did their internal programming using SAS.  It would be helpful to understand the intended use for data elements in order to interpret the data element request and determine how we create and report the data elements.  Many of the questions UMBC has remaining regarding specific data elements rest around this issue of not understanding how they are going to be used.

<u>Karen Batykefer, Harford CC</u>:  Main comment was that it took a lot of time—time for programming and getting questions answered.  It just took a lot of time to get the data for the files.

<u>Jon Enriquez, MHEC</u>:  It's been taking a long time working through the questions, but that's what the purpose of a pilot is.  Pilot institutes find the problems and ask questions as they come.  MHEC is trying to make changes as they come, and make changes to the documentation as they go.  The file layout is firm but the definitions may still change a bit.
SASID is now being included and the matching process will involve submitting files via a website which will generate a return file with the SASIDs after matching up students using identifiable data to get the SASID.  They can query to try to obtain missing SASIDs as often as needed.  There are legal issues with this that are currently being worked out.  He was told more info will come in November.  They are prepared to start out with low match rates for SASIDs and will accept unknowns – the EIS should not be delayed if this process isn't ready.  Out of state students will also have blanks.

<u>Robyn Brayton, MHEC</u>:  She wants the schools to pre-test their files through the MHEC edit-check.  They will accept files in the .csv format or .txt format if it includes commas.  Schools are also able to run partial files (10-20 records) through the edit-check to get errors that might apply to all or most records.  And schools can also run old data from Fall 11 or Fall 12 through

the edit-check.  Right now, only the EIS file edit-check is available.

Each file will be required to have a header as the first line with the field names in order to be uploaded to MHEC.

Schools will be getting a new user ID and password to use when logging in to the secure MHEC site.  However, continue to use the old ID and password for files in the old formats.  The new upload page continues to ask you to select the year, term and file.

MAC2 data file specifications are online on the MHEC website.  Also, what they are testing for are listed in a table.  They would like to have it linked to the data dictionary, but that is not yet available.  Changes are not being noted or listed somewhere.  Check updated date at the bottom of the page.

SASID will not make a fatal error if it's blank.  When it's up and running, it will check against MD high school grads.

The Longitudinal Data System Center is funded by the state and has one employee, Ross Goldstein, but they will be hiring more staff.  They will be expanding the LDS website and writing reports.

PowerPoint slides:

End of Term file > or = to EIS file?  Not always- students enroll in late term classes but drop them after the freeze (mainly community colleges).

Pre-MAC2 Planning:

Bowie – Use Peoplesoft; have not quite a data warehouse; took 4 months of programming time

UMBC – Use Peoplesoft and data warehouse; use SAS to make changes until everything is confirmed.  Pilot schools will take longer.

Harford CC – Banner, SAS and Access

Hood – Power user;  Get IT involved to learn house to pull the data and figure out where to put the data (SASID)

Freeze Process:

 You can freeze summer at the same time as fall.  There was some discussion about this since the EIS and EOT would be the same for Summer.  The Summer and Winter terms are self-supported terms so it shouldn't matter.

MHEC will consider allowing us to submit the EIS by term instead of having summer with fall and winter with spring.

The files should have one record per student per term.

If you have a Trimester schedule, talk to Jon to determine freeze dates.  Many institutions will have issues that will need to be talked through, and MHEC is willing to talk through them with you.

EIS file:

What do you consider the application zip code if they are away? Where they went to high school, but tax payer trumps school goer.  Application zip code is only required for new students, including grad students.  Residency code is linked to tuition, which may not directly match either zip code.  It's not clear cut which is why more data is asked.  Current zip code may just be from their mailing address, not their legal address.

If remedial students transfer but don't need any more redial courses, is that required to report their remedial work?  If you have the information, provide it.  If not, leave it as unknown.  Robyn needs to look into an error check issue for this.

Parking Lot:  Is information like remedial work only collected for newly entering first-time students or are all the admission-like data (SAT, ACT, etc.) collected for all students all the time?  Some schools over-write this data over time.

Which FICE should be sent for transfer FICE?  Most recent school, but unknown is ok.  Why not just a transfer flag?  Because they want to match it up with the ECS file.

Parking Lot:  Are First-Time students flagged in the summer file and then again in the fall file?  MHEC – list summer first-time students as continuing, not first-time in the summer.  Use 2 or 4 for non-degree or freshmen continuing/other undergrad.

IR Folks – why not just don't collect the flag in the summer? Or collect the accurate flag for summer?  Some overwrite this information since to them, first-time summer students are NOT first-time students in the fall.

MHEC – we need to look at IPEDS changes to avoid having to change fields again.

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**Notes from Posters – August 9, 2013**

SASID

1. When does the data need to be submitted to MHEC?
2. 29 institutions all submitting multiple files at about the same time is going to create delays and problems.
3. Incorporating these SASIDs into our systems is going to be a problem. We have no control over our IT departments. They work on their own schedules. This will lead to delays, which will result in late MAC2 submissions.
4. Institutions have no real use for the SASID.
5. We will NEVER have all SASIDs.
6. Would you consider processing the SASIDs as you process our MAC2 files? Take institutions out of that process.

EIS – Enrollment Information System

1. ZIP Code – Applicant's boarding school address or applicant's parent's address
2. HS and Remedial assessment for transfers
3. FICE code for transfers – what if multiple --
4. How many or what percent of institutions installed the ET system for receiving transcripts?
5. Data Element 31 – First time flag – start in summer, both summer and fall files get a "1" first time?
6. Data Element 34 – Term Student Level "07" current and unclassified – is this the place to put previously graduated students with AA or Bachelors degree?
7. Summer session reporting with fall – how are first time freshmen coded if they attend both summer and fall?
8. Is admission type of info (SATs, HS GPA etc.) for new students only or all students?
9. Transfer institution – most recent attended vs. most recent transferred info (may be out of order)
10. First time students enrolled summer before fall how list first time flag? Need further discussion.
11. First time flag for non-degree – How deal with this?
12. Need to check if flags are comprehensive enough for non-degree, summer enroll for first time freshmen, international students, blank is not an option. Idea – new code for special student, non-degree. Idea – MHEC adds documentation to code non-degree and summer before fall = 2 (other continuing UG). Still unaddressed and need guidance.

CIS – Course Information File

How do we report courses with multiple instructors?

EOTS – End of Term System

DD-139 – Academic Standing – Do only Private institutions report this?

<u>DIS – Degree Information System</u>

First Degree Seeking Term – The definition of degree-seeking has changed over time.  Pulling the data from our data-mart will result in inconsistent data.  Figuring out degree-seeking using the current IPEDS definition will be difficult if not impossible, as courses have changed over time.  We have students that have been at Montgomery College for 15 years.

<u>MISCELLANEOUS</u>

1. Can the edits be sent as CSV (searchable file) instead of as a text file?
2. Can the ceiling for edits be increased for the warnings?
3. Should we take the admissions type info out of EIS and break it into a new file?
4. Changing rules for semesters for different fields can be problematic from an IT standpoint.
5. Look at what IPEDS is going towards for future collections to align with that where possible.

Suggestions

1. Have a document that has dates with when element numbers (e.g. DD12) were changed.
2. Split separate EIS Fall and Summer into two files with freeze dates.  Issues – cannot have two freeze dates with one file if bundled together.  Should there be one or two freeze dates and when?

<u>PARKING LOT</u>

Remedial / development assessment reporting

Defining most recent previous institution