

Notes from MHEC MAC2 Conference Call

Friday, September 13, 2013

Single Term Submissions

As a follow-up to a suggestion presented at the August 9th MdAIR meeting regarding single term submissions, MHEC, after exploring the idea with institutions, has reexamined the file submission approach and decided to proceed with single term uploads. This means, for example, what was previously a summer/fall combined file due by November 15th, will be separate summer (join multiple summer sessions into a single summer term file) and fall files, both due by November 15th. Similarly, a winter/spring combined file due by March 3rd will be uploaded as an individual winter file and individual spring file, both due by March 3rd. Term files can be submitted on the same day or different days as long as both are received by the due date. This single term upload approach will apply to all collection systems except the annual collections, FAIS and EDS.

SASID File Layout

A SASID file layout is available for testing purposes. MHEC is working with MSDE to test match rates. At least one Community College, one 4-year Institution and one independent institution have agreed to submit test files. The draft layout has been posted to the dataweb.

Questions:

- “Cumulative Native Credit Hours Earned (DD44)” – should we include courses a student has repeated? For example, a student earned both a D and a C grade for the same math course. Do both course credits count? In EOTS, “Cumulative Credit Hours Awarded (DD138),” do repeated course hours count?

The hours for a repeated course should be included only when the course earns additional hours credited toward the degree. In the example given, presumably the student ends up with only 3 hours earned – that is, the first attempt is forgiven – so the repeat should not be included. In a case where a course may be repeated for credit, all completed credits should be reported.

- In the EOTS file, the “First Math Grade (DD48)” and “First English Grade (DD50)”, blank is defined in the data dictionary as “not available or not taken.” So to clarify, this requires us to always report the first Math and English Grade for each term the student attends?

Only report the first Math grade and first English grade for the student’s career. “Not taken” may mean (a) the student did not take a math or English course in this term, or (b) the student has already taken the first math or English course in a previous term.

- In the EOTS, for students who are not degree-seeking, do we report “Term Native **Degree** Credit Hours Attempted (DD135)” and “Term Native **Degree** Credit Hours Earned (DD136)” They may be earning credits, so reporting “0” the minimum value does not seem to fit. There is no mention of blank or an option for non-degree students. So should we just report zero?

“Degree Hours” refers to any course that can be applied for credit to a degree offered at the institution. If the student could become a degree-seeking student in a subsequent term and have the course counted for credit, then the course should be reported here.

1. In the past we provided SSN for MD residents only. Is SSN required for all students, if available?

Yes. Data for all students are to be provided.

2. We are not receiving many transcripts through our electronic transcript system. If we do not get SASIDs from MHEC most of our students' SASIDs will be blank in EIS. Please advise. We are prepared to accept blanks for SASID at this time.

A blank SASID will not cause a fatal error.

3. Historically we have been using visa status for determining citizenship. If a student is in the U.S. on a visa (e.g. F1, J1, J2, B1, B2) the citizenship code = 2 and all else = 1. While the definition of U.S. citizenship field has not changed, we would like to clarify if this is within acceptable range or there are other options.

As noted in the definition, code 2 applies to all non-resident aliens. If the visa status includes all non-resident aliens, then this is acceptable. Note that resident aliens (aka "permanent residents" or "green card" holders) should be counted as 1.

4. Our graduate school lately started offering dual degree programs. However, EIS has only one field for program taxonomy. We met with our program directors and came up with an agreeable solution. We just wanted MHEC to know that one field for HEGIS code is causing a problem.

Multiple degree programs at the same level will be counted in DIS but not in EIS. EIS counts students rather than programs.

1. If a student has taken a course and passed the course with a C or a D grade in one semester but has taken the course over again and got a higher grade, would that student get double credits for taking the course and passing the course in both semesters?
 - a. It depends on the institution the student is enrolled. Meaning it's up to the institution to decide on if the student would be awarded double credits for passing the same class twice.
2. For transfer students, should we submit their high school and remedial course grades?
 - a. Yes
3. Is MHEC any closer or made progress to applying headers on all the fields/columns?
 - a. Headers are required for column headings only. Headers for each system are available on the data web site.
4. In regards to the meeting notes, will the notes be consolidated on the web or into the Data Dictionary?
 - a. The intent is to consolidate and include all the notes and information into the data dictionary and we are working towards it.

5. Explain why there's a need to have headers.
 - a. It is a convenience when importing the file into Excel for institutional verification purposes. The headers are available to be downloaded from the dataweb site. The column heading were designed to match data element names. Once downloaded, if the names are too long, they may be modified.