

Notes from MHEC MAC2 Conference Call

Friday, September 6, 2013

Thank you to all who joined the call. It was time well spent discussing MAC2 concerns. There are two more calls scheduled this week on Tuesday, September 10th at 1:00 and Friday, September 13th at 1:00. Please join us.

Q: Institutions are interested in getting information for the SASID testing process. Is there a layout available? **Yes, a layout is available and MHEC is in testing mode right now. Please send an email to macrevision@mhec.state.md.us if you would like to participate during this phase.**

Q: Do we need a new login for the test process? **Yes, to differ from the old MAC sign-on, instead of using an "M" with your user ID replace it with a "P." Password remains the same.**

Q: What is the status of the header record? If it is going to be required, we wish to program the header into our systems. However, some of the variable names are exceptionally long, which causes issues with some database systems. **The header record for the column headings is required. The variable names used match the actual field names. If these names cause issues with your system you may adjust them. Our edit process does not check the variable names it only checks that the header record exists and skips it.**

Q: Is the SRS based on enrollments as of the term's census (EIS timeline) or at the term's conclusions (EOTS timeline)? **The SRS file should reflect the student record at the term's conclusion. The SRS system includes a Course Outcome field to determine course results.**

Q: Will MHEC publish manuals for the new collections? The collection manuals have been helpful in understanding the context, policies, and intent of collections. **Yes, MHEC intends to create manuals as in the past.**

Q: Because of the volume we might not have all the high school information entered into Colleague for the new first time freshmen by our census date. This is also the date in which the EIS data will be captured. Is this a problem or will this information be picked up during the spring EIS run. **If the high school information is unknown, leave blank. If this information is known by the spring EIS collection, please submit the high school data.**

Q: EIS Item # 6 (DD6) Identification number type: 3 = ITIN I have a memorandum from MHEC Office of information System dated June 17, 2008 under II. Validation of SSN that lists the Area#/State associated with SSN.

Last column: 900-70-0001 thru 9xx-8x – ITIN. From this should I assume any number within this range (such as 974-71-xxxx) should be classified as an ITIN = 3? Is this a rule to follow?

Yes, here is the update on the Individual Taxpayer Identification Number (ITIN) range. An ITIN is a tax processing number issued by the Internal Revenue Service. It is a nine-digit number that always begins with the number 9 and has a range of 70-88 in the fourth and fifth digit. Effective April 12, 2011, the range was extended to include 900-70-0000 through 999-88-9999, 900-90-0000 through 999-92-9999 and 900-94-0000 through 999-99-9999. IRS issues ITINs to

individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain a Social Security Number (SSN) from the Social Security Administration (SSA).

Q: As listed in the EIS FAQ: Q18: DD42: Term Native Credit Hours Attempted – Please confirm that developmental credits should be included for this data element.

Answer: That is Correct. Just to clarify please:

For developmental courses the credit hours is the equated credit (equal to the billable hours of the course.)

What about audited courses? **Yes.** Should these be equal to '00.00', no matter the number of credits of the course? **Yes, that is correct.** “Term Native Credit Hours Attempted” is an EIS original data element that has historically included both audit and developmental courses.

Q: Are all the Teacher Candidate codes (DD144) available yet? **As of the Friday meeting the full list is not available. We are working on securing the list from MSDE and determining which group of codes will be used for collection purposes.**

Q: In determining remedial status, if a student is concurrently enrolled and completes developmental courses prior to enrolling as a degree-seeking college student, should institutions consider their initial assessment or the assessment at the time of their enrollment as a degree-seeking (non-concurrently enrolled) student? **No, assessment for remediation should capture the assessment that takes place at the time of entry as a degree-seeking student. The point is to find out whether the student is adequately prepared for college by their high school experience, and dual enrollment is part of the high school experience (i.e. pre-graduation).**

Q: For sessions that begin after the census date, how will these students be captured? **The Fall EIS will not capture all students. The End-of-Term (EOTS) system due in the spring will include all students for the previous fall term.**

Q: Should high school concurrent students be included in EIS? **Yes, concurrent students should be included with a First-Time flag code (DD37) equal to '0.'**

Q: MHEC proposed submitting single term files rather than summer/fall, winter/spring. **This was well received for the following reasons: 1) more manageable, 2) easier to deal with edits/errors by term, 3) easier for non-traditional terms, and 4) cuts down on file size transfers. When single term upload are in effect there will no longer be an option to submit concatenated files. All collection systems, except FAIS and EDS which remain annual collections, will be collected in single terms. Deadlines will remain the same, for example, both the Summer EIS and Fall EIS files are due by November 15th. The files can be submitted on the same day or different days. The upload option will be on a single term basis.**

Comment: There are still inconsistencies in the layout and the data dictionary. For example, the DD100, Distance Enrollment Code allows a blank in the data dictionary but the layout indicates blanks are not allowed. For data elements that include decimal points, the data dictionary and layout should include the same language when it comes to the number of digits and the maximum field size when the decimal is included. **MHEC has gone through great lengths to**

provide updated layouts and data dictionary. It is very challenging to keep up with and document all of the changes as they occur. We will work diligently to get documents updated for your reference and use. If you have a question please do not hesitate to submit it to macrevision@mhec.state.md.us.