

Notes from MHEC MAC2 Conference Call#2

Tuesday, September 10, 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. After testing the final file format will be posted to the Data web.

Q: Will EIS and DIS be submitted separately or all together for each term? *EIS and DIS are two separate collections that must be submitted separately by term, summer, fall, winter, spring based on the system due dates.*

Q: How will IPEDS affect EDS with part-time employees? *The errata sheet in the EDS manual regarding the 10 fields missing for part-time employees no longer applies. Please report all fields for all Part-time employees.*

Q: For EIS, do we count external credits for the collection term field for the term that's being collected? *ECS credits must be collected for the previous term based on the collection calendar.*

Q: Are we moving away from recording SSN's or encrypting them at MHEC? *No, SSNs continue to be MHEC's primary Identifier.*

Q: Should SSN's be encrypted on the institution's end? *No, because it causes a conflict with our system on MHEC's end when the files are submitted. MHEC later encrypts SSNs.*

Q: Does MHEC require a race/ethnicity field to be added to an SRS file? *No, not required in SRS.*

Q: Is there a special new way to upload information when it's sent back to MHEC? *No, but we recommend using the comment box for upload submissions. The process is still the same but improved with additional options for MAC2.*

Q: Is there a manual or guideline for new people for the upload process? *No, there is not a manual but instructions to upload we will follow up and get back to you with information of any new changes.*

Q: Where are the notes from the last meeting? *The notes are located on the data website under MAC2.*

Q: Are the E-trends and D-trends going to be updated on the dataweb? **Currently trend data for Fall 2012 is posted at <http://www.mhec.state.md.us/publications/research/index.asp>. The dataweb will be updated soon.**

Q: In DIS, Credit Hours Required to Earn Award (DD103): If an individual student is required to complete prerequisites, should those hours be included? E.g., the M.S. program in Computer Science is normally 36 credit hours, but any entering student who doesn't have a B.S. in Computer Science or at least one year of programming experience must complete a 6 credit hour programming class; should this latter 6 hours be included? **No, prerequisite hours should not be included. In this case, 36 hours should be reported.**

Q: In EIS, should students who are only taking audited classes be included? If so, how should hours be reported in Term Native Credit Hours Attempted (DD42)? **Audit-only students should not be reported in the collection.**

Q: In EIS, should students who are only taking remedial classes be included? If so, how should hours be reported in Term Native Credit Hours Attempted (DD42)? **Remedial-only students SHOULD be reported in the collection. Remedial hours should be included in this field.**