

Demonstrations and upgrades

Horton demonstrated new HEI web pages entitled "Important Memos". These links display in chronological order all memos pertaining to the decisions made relative to each data area and can be used as a reference page. Horton suggested that these links will enhance communication between regents staff and HEI users. These links are currently available to all users. Jones suggested a link from this page to the Ohio Administrative Code which impacts OBR such as Rules 2, 10, and 19. This link is currently available in PDF format.

One member suggested adding a subscription service for this page so that when memos are created and changes are made, an e-mail is sent to the subscriber alerting them that there has been a change. Horton suggested that HEI staff will look into this technology.

Sheehan noted that while HEI began with a narrow scope, that there are natural outgrowths of communication and utilization of what HEI has to offer. In time, perhaps there may be campus-wide interest in HEI as it becomes more integrated with campuses. Since Liaisons are becoming more expert on OBR policy, other areas are becoming more permeable and the sharing of information is a natural outgrowth of this. Liaisons play a dual role on campus and break down barriers between campus level issues and statewide policy issues.

One member noted that his first impression of HEI left him overwhelmed with the operational aspect of it and the accountability factor involved with how information and data are collected in HEI. He now sees that what is done with that data has value in operations and strategic planning and balances the two.

There still exists concern about how data in HEI is used because each campus is unique. Sheehan noted that there is an attempt to distribute drafts of reports before final versions are distributed. That way, campuses are able to comment or clarify interpretations of their data. Horton noted that HEI is taking initiatives to increase confidence in the quality and data integrity in reporting. He noted that regents staff have: conducted enrollment audits and identified errors in reporting using HEI data; rolled out the Student Inventory Data (SID) using HEI data; and have developed other Basic Data Series reports and Performance Report with campus staff using HEI data. Horton also noted that at the last capital planner meeting, facilities audits which would include reviewing HEI facilities data were discussed.

One member noted that having the Performance Review data available puts pressure on an institution but that is a positive thing. Another member noted that HEI, as a relational database is positive since there were varying interpretations prior to HEI. The evolutionary process of HEI is helpful in weeding out inconsistencies in reporting and this member looks forward to the investment that campus presidents will make in HEI in the future. Another member stated that since most campuses lack integrated systems, HEI has been crucial in creating an integrated process. What must be recognized is that each campus is responsible for checking data when a report is published.

Johnson pointed out that the enhanced summary edits will also help with HEI data integrity. Currently in the (SN) Student Enrollment file, summary edits display an institution's data from the prior year as well as data for that particular type of campus. When a data reporter reviews the summary edits, he/she can view this and could actually use the summary edit as a report.

Status Reports

Sheehan noted that the media is interested in the Performance Report but that the report has not been released yet. A draft of the "Performance Report for Ohio's State Supported Colleges and Universities-Second Version" was distributed. He acknowledged how important the sub-committee was in terms of reporting this. HEI was a very integral part in the production of the report. Some key points were the addition of the employment report; In-state employment and salary of graduates. By the next meeting of the HEI Advisory Committee, this report will be distributed to a larger audience. Sheehan welcomed any edits.

Sheehan noted that Dr. Howard Gauthier's Market Penetration Reports have been updated. The reports take the census data for 18-39 year olds with a high school degree and use it as the denominator and student

headcount in the county as the numerator and compute a percentage by county. This report is just the undergraduates from 1998-1999 and a trend analysis from 1995 to 1998. These reports were distributed to the Board on October 19, 2000. It was noted that these reports do not reflect private college data, however, Larry Christman of the Association of Independent Colleges and Universities of Ohio is able to supply OBR with that data by headcount by county. It was also noted that enrollments are up in the two-year sector headcount. This may be attributed to the Access Challenge.

It was noted that in the remediation report Lakeland and Lorain labels were switched but the data was correct. This report is about two-thirds programmed.

HEI data are now being linked to unemployment insurance data from the Ohio Department of Jobs and Family Services (ODJFS). Sheehan stressed the importance of having control over who is able to access this data. These data should not be used in any other way other than to track the impact of training on employment and salary. ZIP code is intended to indicate the place of employment but sometimes it's the ZIP code of the payroll office. Discussion followed on what the appropriate use of this data entailed. Because there is a link between employer and salary this data is very sensitive and should not be used by an institution's development office. A campus will only be able to see their own data.

Sheehan suggested focus training and consultation before this data is turned over. This is the absolute first time that the Board of Regents is returning unit record information at the SSN level that did not originate with a campus back to that campus.

Given the data that we collect in the Student Enrollment (SN) file, there is an option to query students that are currently enrolled, not just graduated students, so campuses will have data about the salaries for dropouts. Long term we may be able to locate the student but this brings up FERPA issues.

Since IPEDS reporting includes the highest level code and major, we would need to return a common set major code. In using these data for analysis, one could disaggregate the results by major to look at what industries certain majors were working in. One member requested that there is training on what the codes mean.

Sheehan is talking to Doug Holmes OBES legal counsel about the appropriate use of this data.

https://hei.regents.state.oh.us/cgi-test/obes_query.cgi

The Board of Regents paid three cents for each unit record returned match.

Cohort Tracking File and Special Cohort Tracking File

Johnson demonstrated the Cohort Tracking (CT) and Special Cohort Tracking (SC) file. Both are available now. Note that a "campus" column was added for institutions with multiple campuses. The CT file was first introduced a number of months ago. The original intent was to provide campuses with transfer out rates for IPEDS. The CT is required of four year institutions and their regional campuses for the Performance Report. This file may also be used in the future to assist campuses with reporting IPEDS graduation rate survey. The submissions schedule for the CT file is November 1-30, 2000. Next year this file will be due in February when IPEDS reporting is due.

A committee member asked for clarification about whether campuses are expected to submit a file for certificate earners separate from associate degree seekers because time to completion will be different for different cohorts. Currently, the file returns enrollments of students as of 150% of the normal time associated with completing the degree. In addition, the file will need to return results for a longer length of time for future IPEDS. Johnson suggested adding another cohort type for certificate seekers and said that additional programming will be required for to extend the output beyond 150%.

The SC was designed exclusively for campus analysis and planning. The SC allows campuses to gain graduation and mobility information for any designated cohort. A committee member suggested that the employment data from OBES be linked to the SC so that this information can be returned in the SC output.

Senate Bill 53

Senate Bill 53 allows students who are employed in Ohio but live in contiguous states to receive in-state tuition if their employer pays tuition. Horton reminded committee members that for enrollment audit purposes, OBR is asking that a contract be on file between the school and the student employer. There must exist in the contract specificity about approved coursework and that the student resides out of state but is employed in the state of Ohio. Another member suggested that OBES employment data be used to verify employment in state. Regents staff will look into this possibility.

Tuition Award (TA) file

This file has not been rolled out to campuses yet although Sheehan is showing this file to the graduate funding commission next week. This file applies only to universities. The Board of Regents is interested in campus practices regarding tuition scholarships.

IPEDS download feature

Horton said that HEI has received positive feedback from campuses on the new IPEDS Completion Survey download feature. An update on this was sent out September 12, 2000 in the "Changes and Updates to Enrollment Data Area Files" memo. Horton said that requirements for Spring 2001 IPEDS reporting are being looked into and include the following areas: enrollment, financial, and graduation rate survey data. Horton stated that NCES has not made file specifications available yet. The window for IPEDS reporting is February 16 through April 5, 2001.

Emerging Technologies: Text File vs. data entry screen vs. web-based form

As an alternative to ASCII text files, HEI has created a Data Entry Portal for the submission of small files (e.g. PH and GP files) http://www.regents.state.oh.us/hei_data_entry?name=PH. Users can now just key enter data on an HEI screen and a file will be automatically created for the user to submit. McCann demonstrated this feature and stated that a tutorial is also available in the data entry portal. Horton suggested that this portal will be available for Financial File submissions and may be available in the future to update larger files.

McCann also noted that HEI is developing technology to allow for web-based forms to be used for HEI file submissions. This technology will be used to replace paper driven data collection systems at OBR. Currently, HEI is working on a pilot project with the capital planners, whereby paper forms are converted into web-based forms making them available electronically and creating an HEI file from that.

Review of HEI Enhancements memo of September 5, 2000

Johnson asked for reactions to the announcement of new changes to enrollment area files. We discussed the elimination of the Aggregated Enrollment (AE) File except for enrollment audits. This file will no longer be collected effective Autumn 2000 but Johnson requested that campuses not terminate the programming of this file as campuses selected for enrollment audits will be required to provide AE files as part of the audit process.

The High School of Graduation (HG) file is a new addition to the enrollment file area. The file consists of a student identifier, and the ACT High School code. This file was not added to the Student Entrance (SE) file, as there may be additions to the SE as far as IPEDS race categories are concerned. The HG file will cancel the need for FE file and the FE file will be eliminated this year. The Freshman Remedial Enrollment (FE) file was limited to public high schools only. The HG file is for all freshmen in the state of Ohio. It was clarified that this file needs to be submitted by all campuses, regardless of whether or not developmental courses are administered on their campus. Horton proposed that this file be required in six months for data at least as far back as Summer 2000.

One committee member asked about how to identify students that were home schooled. Johnson said to follow ACT's policy on that.

Academic Program Area

Horton distributed an inventory of academic programs for each Advisory Committee member's college and university. The inventory was derived from a 1997 data collection by Brad Barron and a query of the

degrees awarded in the Degree/Certificate Earned (DC) file for 1999. Horton stated that the OBR does not have an electronic database of all degree programs offered statewide and once this database is in place, a public query would be developed. Horton asked that campuses revise these lists to include current programs and identify inactive ones. This file is a one-time ask from campuses and Horton stated that HEI plans to collect this data in the next five months. Once this information is in HEI, as new programs are approved by the Board of Regents, the academic program database we will be updated.

Since there is intent to match students with degrees, campuses should designate active and inactive programs on the spreadsheet. It will be noted that when programs become inactive, students have a specific amount of time in which to complete their degree. An active or inactive status will then be stored in the database.

A committee member further clarified that this list should be kept as current as possible and that when a query is run for a return of certain programs in the state of Ohio, programs that are being phased-out are somehow noted. Campuses wouldn't want to "advertise" a program that will no longer be offered. Horton noted that this information will also be used for performance reporting to show the breadth of programs throughout the state.

A committee member was asking about how programs will be assigned if they're homegrown and being designed by the student. The issue of academic degree versus academic program was raised. Further clarification is needed. At times the concentration in an area is used to identify the program of study. A member noted that sometimes it's difficult for a campus to know when the Board of Regents should be involved before forging ahead with the development and implementation of a new academic program. Sheehan noted that the degree approval process has become streamlined but perhaps a pilot group needs to be created.

It was agreed that a pilot group of campus staff be brought together to review this initiative.

Developmental Courses

Recently, an institution asked what guiding principles a school should use to decide to declare a course as developmental. This inquiry was specific to developmental courses as they discovered that an Algebra course, previously identified as developmental was part of the requirements for a degree. The committee discussed that the issue is not whether the course is college level for some students and remedial for other but whether or not the instructional experience is the same. If the course is fundamentally below college level, then it should be identified as developmental. The question from OBR is that once a course is identified at a certain level, that course should not be subsidized differently from campus to campus. The subsidy level does not determine how a course is going to be used in a program. This issue may not be addressed at a statewide level but the variation needs to be standardized. Sheehan noted that we're due for a remediation consultation as it has been some time since the Legislative Office of Education Oversight study came out.

File Loading Policy

Miami University had a concern with regard to the file loading policy in HEI. Horton and Johnson stressed that analysts give this task a high priority. Horton said that our database has more than enough capacity to handle the loading of files onto the database. 99% of the time files are loaded the night they are requested for load. If an analyst sees something in the data that's worth attention, he/she will contact the data reporter for clarification. However, this rarely slows down the process. The analysts review the file's primary and summary edits in the same way as a data reporter. Committee members asked if this was necessary. We have been collecting data for two years. Johnson also stressed that if for some reason a file cannot be loaded, the analyst also contact the liaison. He also noted that we have a "Load Now" feature in HEI which means files are processed more quickly than a 12:30 p.m. or 9:30 p.m. load queue if need be. It was clarified that the e-mail message sent to the data reporter is automatic and not held up by manual checking and sending of this message. When a file is requested for load, the message to the data reported is automatic. For step-by-step instructions please refer to the webpage "How data are loaded onto the database". <http://www.regents.state.oh.us/hei/datasubdoc/general/howdataload.html>

Enrollment Audit 2001 Schedule and 2000 Statewide Error Report

A 2001 audit schedule letter will be sent to enrollment audit contacts in the near future. Horton noted that even though your school may not appear on the list, that does not mean that you will not be audited, since schools may be temporarily exempted from the audit due to accreditation visits, system conversions or calendar conversions.

A draft of the statewide enrollment audit error report summary was distributed for review. These results are based on the enrollment audit conducted so far this year. Some items are audited for data integrity and some are audited for subsidy purposes. Horton referred to the key findings that are linked from the report. These results are shown without identifying schools. This report will be on the web shortly.

A committee member asked what happens when a student changes their race. Race is collected one time in HEI (SE file) and is taken from the admissions application. This is what will be audited and this is what should be reported into HEI based on current definitions. Documentation should be available in the student's file to reconcile any discrepancies.

University of Toledo Recommendations for Consideration

Toledo's first recommendation is that HEI management and staff develop and publish a standard process for new or changed data requirements. Scott said that our new important memos web page would suffice.

The second recommendation is that the Course Sections Taught (ST) file officially be moved to the enrollment data area and that this change would make end of term processing smoother. Horton suggested that we make ST data submissions document available in the faculty as well as the enrollment area. A committee member suggested that if this is to take place, then an e-mail needs to be sent from HEI staff to campuses.

The third recommendation is that HEI management create a process similar to the end of term processing for facilities, faculty, and financial data files. This process would help clarify the state of reporting in all HEI data areas. Horton stated that the end of term process was directly related to subsidy and questioned the need for such a facility. He also noted that this would be a cumbersome process for campuses given the number of annual files to finalize or in some case unfinalize and refinalize. There was not much campus support for this and it was agreed to table and revisit the issue in six months.

FERPA and recent OBR Resolution

Horton stated that Leroy Rooker, Director, Family Policy Compliance Office, sent a memo to Rich Petrick, Vice Chancellor for Finance about disclosing SSN's for transfer tracking purposes. Rooker stated that data-sharing and re-disclosure of information from education records by State education authorities is under review and that his office is working towards providing education agencies and institutions more guidance in this area. He also advised against the disclosure of information on students that OBR has in its possession.

Horton reviewed a recent OBR resolution that gives the Chancellor more authority to recommend changes to state law or rules. This may lead to the sharing of transfer tracking data for research purposes. Sheehan noted that since we're moving in a direction for improving instruction and research, that there is a move toward making information available to campuses that wasn't previously released. If this survives the budget process, then it will become temporary law under the research component. We're hoping that the general assembly is open to this.

SID and BDS Reports

The new SID for fall 1998 is available on the web at http://hei.regents.state.oh.us/cgi-pub/site_map?name=bds_sid&jsflag=yes. Those interested have the ability to print the reports all at once. The 1999 SID reports will be available for campus review in the very near future. In addition, the Financial Reports of the BDS will be released to campuses for review in the near future.

The Part-time Faculty Survey Report will be made available in December. Raw data should be available in a query in January. There was a 50% response rate for the part-time survey. The full-time survey will be conducted again in 2002.

AICUO Participation in HEI

There is progress on the AICUO agreement and the collection of data from private schools in HEI. Schools representing 40% of the total independent headcount are interested participating in a consultation to learn more about HEI. The consultation will be scheduled late fall or early next year.

The next Advisory committee meeting is February.