

Minutes
HEI Liaisons Conference Call
January 22, 2009
10:00 to 11:30

Roll Call

I. Revision of Preliminary Headcount survey.

- A single headcount number isn't very informative when we try to explain why enrollment increased by 3%. Is there a small number of subgroups that would convey a lot more information, yet be easy to report?
- At the moment, we are thinking of the following:
 - Undergraduates
 - First-time ever in college
 - All other undergraduates
 - Graduate and Professional, Total
 - Dialogue
 - First-time ever in college
 - New to College
 - First time ever in college switch of Y
 - Separate High School student number
 - Graduate and Professional students
 - PH file in current format then sometime later, give this new more detailed description
 - Possibility of having the new revision three weeks after the 15th day
 - Problems- timing, multiple campus issues

II. Special populations.

- Only pertain to Perkins institutions:
 - Students with Disability
 - Displaced Homemaker
 - Migrant
- Other types of high school students taking high school classes:
 - Seniors to Sophomores
 - PSEO students (already account for)
 - Bill Gates funded Early College High School Students
 - Various types of Dual Enrollment programs
 - funded through ODE grant program

- We cannot identify or capture any of these types of special populations

- Dialogue
 - New data file dealing with Special Populations, with a simple layout. Students could have multiple records.
 - Campus, Student, Year, Term, Special Population field
 - Are veteran's included in this file? Possibly, but hasn't been asked about but in current format of file, could be included.
 - What about a generic id for students with a disability?
 - Would not work because we need to track outcomes for these students and would not be able to with a generic id.
 - Is a release form needed in order to release this data?
 - This will have to be looked at in greater detail.
 - For FY 2010, this file will be a phased-in approach and **only** Perkins related special populations will be asked to be collected. As of now, we are leaning towards this file being collected annually on a term basis. This data file will be for the entire undergraduate universe (although records will only be submitted for students who fall into a special population).
 - An up-to-date list of Perkins Institutions has been sent to the HEI liaisons and reporters listserv

III. Review of Bulletin #2 on admission area in the SE file, and corrections of admission area errors.

- The Revised Term of First Enrollment (RF) actually was a patch because we didn't have a HGH admission area and this allowed the term of first enrollment to be modified. This file seems to actually run its course, is it still needed? All institutions seemed to be in agreement that this file is no longer needed.

- Dialogue
 - If the admission area needs changed, the initial term and year of submission in the SE file needs to be corrected.
 - To do this, all subsequent enrollment files will need to back out all the way to the beginning in order to get back to the original SE record. Once the SE record is deleted, the new file submission process can begin.

IV. First-time in college switch in the SE File, subject of a forthcoming Bulletin #3.

- How can we get better reporting of this data element? We find that a lot of former PSEO students do not get their first-time switch flipped to "Y" when they enroll as regular undergraduates. Is it just inherently confusing to have file specs that allow students to be "First-Time" twice? Should the First-time switch only apply to the Undergraduate admission area?
- Dialogue
 - Only report this switch for Undergraduate students. High school students would be reported with a code for not applicable (i.e an X for example).
 - Or do nothing at all. Leave the specifications the same and deal with the oddities of students being classified as First-Time in College Switch twice.
 - A question was raised addressing the possible modification of the Course Inventory of Course Enrollment data to be able to classify a course section as subsidy eligible (could be a help dictating a dual enrollment, PSEO, etc type of course at the appropriate course level).
 - This question will be addressed at a later time.

V. Earlier reporting of Fall Enrollment data

- We have evolved into a tradition of not reporting official fall enrollment numbers until September of the following year. This has occurred because September 15 has been a firm deadline for the enrollment data used in Resource Analysis. Given the increasing interest in enrollment trends, it is becoming harder and harder to tell people that they have to wait so long to know whether we are up or down, and why.
- This is just a heads up that we are really going to make an effort to report fall 2008 enrollment data by April 2009. Even May would be an improvement over what we have done in the past.
 - Dialogue
 - This will not be a modification of the edit window or modification of the capture date being 30 days after a term, but making sure institutions get their data submitted to HEI in a more timely manner.

VI. Update on new HEI platform.

- HEI is going through a new platform change and from what we have heard this transformation is going to be transparent on the

institutional end. We will try to get eTech staff to give a more complete update in the near future.

VII. Solicit ideas for future phone call topics.

- Feel free to email Darrell offline for any future phone call topics.
- The next conference call will be February 26, 2009, 10:00 to 11:30. There will be no conference call in March.

Darrell's recap, sent via e-mail on 1-23-2009

1. Revision of preliminary headcount survey

Liaisons are going to investigate the potential problems involved with gathering more detailed information in the preliminary headcount survey. For example, there seemed to be a consensus that it might be difficult to get a reliable number for "first time ever in college" students at the same time that the total headcount number is generated.

We might consider a two-phase collection, where in mid-October, we report the single headcount number. Then in "X" weeks, report the component pieces (or good estimates of them). Solve for "X."

2. Special Populations

Beginning at some point in the 2009-2010 year, Perkins-participating schools need to begin submitting new data on Special Population students. This is not a new initiative; it has been moving in fits and starts for a while now. The data will be collected in the form of a Special Populations file.

This vehicle has a number of advantages:

- a. It allows for a student to be in multiple special populations.
- b. The number of special populations can expand as needed. We will just add values to the verification table.
- c. It decouples the special populations data from the other enrollment data. This is important because the special population data might come from a variety of people on your campus. It would be bad to have SN files held hostage by delays in gathering student disability data.

Here is a link to a version of an "SP" file that was developed in 2007 and never made it into HEI production. This will not be the final version, but it gives you an idea. It will probably be about this simple, though. Basically just student lists with a single field to identify the population.

<http://regents.ohio.gov/hei/datasubdoc/enrollment/spfile.html>

For the SP file(s) submitted in 2009-2010, we should limit the student populations to those required by Perkins (that cannot be generated from other HEI data) and only require the file submission from Perkins schools.

3. Bulletin #2 on the SE Admission Area. We will proof this one more time, put a more recent date on it, then put it on the HEI website in the Data Updates area.

4. Forthcoming Bulletin #3 on the first-time ever in college switch. We will revise our draft #3, based on yesterday's discussion. Probably we will send it out for review in the first week of February.

Darrell