

Minutes  
HEI Liaisons Conference Call  
October 16, 2008  
10:00 to 11:30

1. Roll Call

2. HEI Business

a. Student Entrance file revisions

- i. Please review draft specs and send any comments to Darrell
- ii. It was pointed out that in the Data Submissions document that was sent out had a few typos in the “Relationships to Other Files” in Data Submission document
  - These will be taken care of before final version
- iii. How should we populate the country code list?
  - We agreed to use the SEVIS list, but the federal government updates the list every other week. One option is to pick a census date and go with the county code list as of that date
  - Institutions mentioned the idea of continually updating the table. This option will be reviewed.

b. Faculty Demographics and All Employee revisions

- i. Please review draft specs and send any comments to Darrell
- ii. The idea of adding an optional CIP code for the FD file was raised
  - What CIP code would be used?
    - CIP code with the faculty members highest degree
    - CIP code of the primary program in which he/she teaches
    - Or both CIP codes, one for highest degree earned and the other for primary program
  - Should this only be for full-time faculty members?

c. Status of Potential File eliminations

- i. Non-Credit Enrollment (NE) file
  - Nothing final
- ii. Flexibly Schedule Course Section (FS) file
  - This file is directly tied to Rule 2 so nothing can be finalized until a revision is made
- iii. PE, PD
  - Nothing final
- iv. Extended Programs (EP), Extended Student (ES) files
  - ES -Any use beyond Success Challenge will be looked into with regard to the ES file

- UC and OHUN raised the issue that they would still need the ES file because this shows extended students but not necessarily extended programs and because of text in Rule 2 regarding foreign exchange students
  - EP information should and can be housed in the AP file so this file is going being discontinued
- v. Cross Registration (XR) file
  - XR currently under more in-depth review. There are good ideas behind the file; our use of it might not be what it should be.

### 3. OHAIRP maintained HEI discussion list?

- i. Denise Krallman volunteered to maintain a listserv and this is a great idea that will allow two-way communication
  - An announcement is expected at the OHAIRP meeting on October 24, 2008
  - Note: The list has been set up. The initial members are HEI Liaisons and the data staff at Regents

### 4. Funding formula and HEI data – Andy Lechler

- i. We have received formulas from the IUC and the OACC and we are currently running SSI for 2010-2011 with these new formulas in place.
- ii. Two new principle data elements are apparent in the formulas, course completions (university level) and degrees
  - Course completions focus on FY 2008 data. We decided not to go back and collect older data but to focus on 2008 data.
    - The terms involved: Summer and Autumn 2007 along with Winter and Spring 2008
    - Campus, subject field and level are combinations being used for Course completion ratios
    - We are using FY 2008 but if a combination doesn't have a 2008 rate we are using prior years data to achieve a completion rate
  - Degrees (universities and community colleges) are also using FY 2008 data along with FY 2007 and FY 2006 (negotiations are not finalized and could possibly change)
    - The terms involved: Summer and Autumn 2007 along with Winter and Spring 2008 are the terms being used

We would like to have all data for FY 2008 corrections and revisions to us BY Nov. 15, 2008

5. Rule 2 revisions.

- i. Internal OBR review has begun (last revision was in 1992). In the future we might need a small group of HEI Liaison volunteers for Round 2 (not sure when that will start)
- ii. We will send out a pdf version of the current Rule 2 and a link to the actual administrative code.

**NOTE:**

The new enrollment files, Unit Record Tuition (TF) and Unit Record Financial Aid (UF) both have a first year edit window of: November 1, 2008 – March 1, 2009.