

Agenda
HEI Liaisons Conference Call
May 22, 2008
10:00 to 11:30

1. Roll Call

2. Review of business from April conference call

a. Race/ethnicity reporting

- Brief overview of what was decided in last month's conference call
 - Capture maximum level of detail that schools will be collecting for new IPEDS race/ethnicity guidelines (2009-2010 year)
 - Changes to the SE and FD files
 - Mike from Ohio University mentioned that this is going to be very different and a long road ahead for Institutions with their vendors and also raised the issue of the "Unknown" selection for the new race category
 - Denise from Miami raised the issue of having blank characters for the unknown category. She said it would be difficult for campuses to set-up the file in this format and would be easier and more consistent if we had a category for "Unknown"
 - Several schools agreed
 - Agreed on crosswalk to take old data categories into new data categories
 - It is apparent that trend lines are going to be affected for a while and there is nothing we can do about that except to let the data work itself out by itself
 - Rob from Cuyahoga Community College mentioned that we do not believe what HEI is asking for is that unreasonable and should be doable for HEI reporting
 - Derek from Sinclair Community College raised the question of updating old data, and since there was an agreed upon crosswalk institutions do not have to update old data
 - However, Summer 2009 will be the first term that will be reported with the new race/ethnicity guidelines as well as all the other SE changes

b. Discontinuance of GP file

- An email has been sent out since the last conference call detailing the fact that this file has been discontinued and no longer needs to be submitted. A formal memo will be sent out in a few weeks.

c. Using Section Type field in Sections Taught file to capture "co-op and internship" experiences.

- Reminder about the new guidelines for populating the Section Type fields in the Sections Taught file. We need to improve our ability to report on students having "co-op and internship" experiences. All coursework that can be viewed as co-ops or internships should be coded as Field Experience, Practicum, or Clinical. It was mentioned that there is the possibility for incentive grants for institutions and businesses who work together to arrange these types of experiences for this students; could be a part of the governors economic stimulus plan and be worth up to a quarter of a billion dollars

- Lynn Sullivan-mentioned the operating manual for a 2 year college has different requirements for the definitions of field experience and co-op. It also points out the difference between the field experience, practicum, and clinical field.
 - The Board of Regents is going to take a look into the operating manual to see what changes need to be made, if any.
 - Denise from Miami raised the question of should institutions go back in-time and fix the data that has been misreported.
 - We are not expecting this and it is possibly in the best interest of everyone to move forward. Discontinuities will be prevalent and it will take sometime to see a baseline and let the data sort itself out
- It was mentioned that the Regents would like the institutions to make sure they are appropriately classifying classes as soon as institutions can
 - Jeffrey Chen asked if it was possibly to let the Liaisons know when the changes will be made to the website to show the new focus of this field
 - Darrell Glenn said that he is going to draft up a formal email that will be sent to the liaison listserv to show these detailed changes that institutional liaisons can take to department chairs to show the added importance of this field to be reportedly correctly

Notice to Institutions: *It would be useful for us to find out how institutions capture this data, and if guidelines are changed, how this change would be communicated.*

3. HEI Updates

- a. New Tuition and Fees, Financial Aid file collections. AU07-SP08
 - Both files submitted annually. It is being planned to initially open the submission window in November of every year. For the first year, the submission window will stay open longer than what is typical for a file submission (possibly March)
- b. Tuition and Fees
 - This file is for every undergraduate student regardless of their financial aid status at your institution.
 - Possibility for multiple records for each student per term due to the varying nature of charges that schools charge individual students (tuition, out-of-state surcharge, etc.).
 - If it is easier for institutions to show a single record for each charge category, that is fine, but if schools prefer to show multiple records for each charge then that is fine, well.
 - It is up to the institutions to populate the comment field; this is not necessary and can be left blank.
 - The Regents want to collect in this file the charges that correspond to the reported credits attempted in other HEI enrollment files.
 - For example, a student might start out as full-time and drop half their classes at mid-term. The tuition reported for this student will be the full-time rate, not the lesser amount actually paid after refunds.

- How is this information going to be used?
 - For one, the topic of the day in Higher Education is affordability. People want to know what students are paying to go to college and how these charges relate to their financial resources.
 - Also the issue of financial aid is important in higher education today. Total grants received by Ohio residents are over 40% of gross tuition charges. We don't know the distribution of those grants to see what individuals are paying.
 - With this new file, the Regents will be able to see actual out-of-pocket charges that students are paying instead of the fictitious sticker price.
 - These files are mission critical and will help drive new policy.

- For first year, we will implement minimal edits. After we have the collections coming in we can increase the specifications of the edits to better streamline the data.

- If it's a fee that all students are required to pay then this needs to be included in the file submission.
 - Denise from Miami mentioned the definition for what fees should be included in this file from specifications.
 - It was determined that this definition is not that clear and needs to be changed. It should read something along these lines: "Report only fees related to instruction, as well as all mandatory fees"

- Question was raised: Why do we have to submit it on a unit record level? And why can't the tuition survey results be used?
 - The tuition and fees survey data isn't detailed enough for this purpose. For example, "other fees" is a growing business. Those other fees vary by individual student and this can't be captured with the tuition survey results.
 - Policy changes might be made in the future that allow many kinds of tuition flexibility. Varying charges by type of course, time of day, location, etc. are likely to be much more common in the future. We need unit-record data to capture that variability in charges.

- Question was raised: Is it possible to split-up the submission and make it into a term file?
 - Conversations will need to take place to look into this issue. File dependencies haven't been finalized as this process is currently underway.
 - Institutions can split up how they submit this file. A single institution can submit this file multiple times during the edit window. For example, if an institution wanted to submit this file on a term basis, they would submit a single file or multiple files for that particular term, then move on to the next term and so on. In essence, an annual file submitted by a term basis.

c. Financial Aid

- This file is for every undergraduate student that has filled out a FAFSA regardless if aid was awarded to this student or not.
- Recent changes to the file specifications show that Cost of Education and Expected Family Contribution have been dropped from the file.
 - It was under the impression that these numbers were ambiguous and fairly easy numbers to come up with but it has recently been found that these two amounts aren't necessarily ambiguous and can change.
- This file will be discussed in more detail at next month's conference call.

d. Revisions to Student Entrance file for 2009-2010

- Revisions will include the New Race/Ethnicity guidelines per IPEDS guidelines, as well as other possible additions which could include:
 - High School Code
 - High School Graduation Year
 - GRS cohort info or flag
 - ACT/SAT scores
 - HS GPA
 - Country of origin
 - Full Birth Date

Note: Inclusion of High School Code and Graduation Year and GRS cohort information will eliminate the need for HG and CT files.

e. Revisions to Faculty Demographics and All Employee files (2009-2010?)

- Revisions will include the New Race/Ethnicity guidelines
 - With the possible addition of Country of Origin

f. Revisions to Degree Completion file

- Revisions to this file will capture doctoral and professional degree codes in agreement with new IPEDS categories. This is mandatory for 2010-2011. Is there any reason to convert earlier?
 - This was not discussed and will be discussed during next month's conference call

4. Data Issues

- Warnings for SN file. What about students in SN who have no CN records? What are the legitimate cases where this can occur?
 - Did not discuss and will be discussed on next month's conference call.

5. On the Radar

- Review of EP (Extended Program) file. This information overlaps with the AP (Academic Programs) file. Is the EP necessary?
 - Melissa Sponseller is conducting a review of HEI files. Results from this review will be shared soon.