

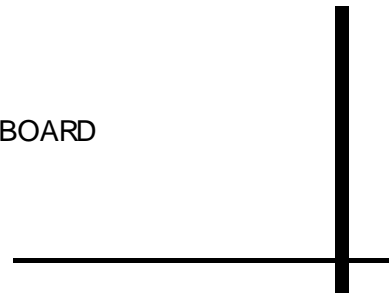
REPORTING AND PROCEDURES MANUAL

FOR

Public Community, Technical, and State Colleges

February 2001

TEXASHIGHER EDUCATION COORDINATING BOARD
Educational Data Center





Texas Higher Education COORDINATING BOARD

DIVISION OF PLANNING AND INFORMATION RESOURCES
P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

August 22, 2002

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MEMO

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To: Community, Technical, and State College Reporting Officials
and Institutional Researchers

From: Kenneth Dalley

John R. Cox
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Subject: Spring 2001 Reporting Manual revision 8
Report changes for CBM001, CBM009, CBM00M, and CBM00T
New Data Analyst and Reporting Due date for CBM004 for Appropriation Process

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As of August 22, 2002, the following CBM changes have been included in the web manual to be effective Fall 2002:

The requirement to report the SCH Release, Item #33, has been rescinded. That Item has been removed from all of the reports associated with the CBM001. However, the requirement to report a student's request of Non-Disclosure is still required on the CBM001, CBM002, CBM009, CBM00A, and the CBM00T.

The definition of students enrolled in Concurrent Credit Courses, Item #26, has changed. The first sentence now reads, "Enter the number of concurrent credit hours attempted in which the student receives both high school and college credit." This is to be consistent with CB Rule 9.145.

Two new Fields of Study Curricula have been inserted on page 9.2 of the Awards Report, CBM009. They are Engineering Technology and Nursing (RN). On the handout at the TACRAO Summer Conference, I was incorrect in switching the CIP codes for the Early Childhood and the Middle Grades Teacher Fields of Study. They are correct as reported in the manual.

On the Marketable Skills Achievement Report, CBM00M, the bullets listed under the criteria section have changed to align with the Guidelines for Instructional Programs in Workforce Education Manual.

Around September 15th the Tech Prep instructions for whom to report on the CBM00T should be revised. Look for them to be posted to the web shortly thereafter.

Effective September 1, 2002, Dr. David Mead is transferring to another area within the Automated Information Section. Charles Busbey's responsibilities are changing to do the reports that Dr. Mead was handling. Ms. Jocelyn Groce has been hired to handle the student reports that Charles was managing. Her phone number will be 512-427-6415. Jocelyn has worked the last five years in our Student Services Division.

In order to meet the Legislative Budget Board timeline for generating formula runs, the Fall 2002 credit class reports, CBM004, will be due October 16th and the Spring 2003 credit class reports, CBM004, will be due February 19th.



Texas Higher Education COORDINATING BOARD

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MEMORANDUM

July 24, 2002

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Web site:
<http://www.thecb.state.tx.us>

TO: Presidents and Chancellors
Public Institutions of Higher Education

FROM: Don W. Brown

SUBJECT: Another Change to February 22, 2002 Memorandum Regarding
Re-disclosure of Student Enrollment Data and Changes to Institutional
Reporting Requirements

Since my February 22, 2002, memorandum, we've continued to look at questions regarding the Family Educational Rights and Privacy Act (FERPA) and the re-disclosure of personally identifiable student data that has been sent to us by higher education institutions. Specifically, there have been many additional conversations among attorneys, the U.S. Department of Education, institutional researchers, registrars, admissions officers, and our staff regarding our request that the institutions obtain the consent of all students to disclose the number of semester credit hours (SCH) taken by a student. I sincerely appreciate the assistance that everyone has provided to us in making these changes in data reporting requirements, particularly the assistance of TACRAO in meeting with us to address some of the concerns of the registrars and admissions officers.

As a result of these conversations, we have concluded that the benefits of obtaining consent from *all* students for the re-disclosure of SCH are outweighed by the added administrative burden on institutions as a result of this requirement and the potential confusion to students. We are, therefore, changing our policy and asking that the institutions obtain the student's consent to re-disclose SCH *only* from those undergraduate students who are approaching the maximum number of SCH that can be funded by the formula, and for those students who apply for the \$1000 tuition rebate for completing their degree plans within three SCH of the hours required by each student's plan.

Without the consent of all students, we will not be able to include SCH data in migration reports requested by the institutions but we will be able to include in the reports all data designated as "directory information."

Beginning with the fall 2002 semester reporting period, therefore, institutions will be required to:

- Provide annually to the Coordinating Board a copy of the notice to students that defines "directory information";
- Identify, at a minimum, the following items as "directory information:" name; field of study; enrollment status (full-time, part-time undergraduate, graduate, etc.); degrees, certificates, and other awards received; the type of award received (academic, technical, Tech-Prep, or continuing education); dates of attendance; student classification; and name of the most recent previous institution attended; and

Memorandum
July 24, 2002
Page 2

- “Flag” individual student electronic data (submitted to the Coordinating Board) to indicate those students who have notified the institution of their refusal to have “directory information” disclosed.

Thank you for your patience and assistance in this matter. Please call me if you have questions about any of the new data reporting requirements. David Gardner, Assistant Commissioner for Planning and Information Resources, at (512) 427-6126, and Jan Greenberg, General Counsel, at (512) 427-6143, can also answer questions about these issues.

cc: General Counsels
Admissions Officers and Registrars



Texas Higher Education COORDINATING BOARD

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May 1, 2002

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To: Community, Technical, and State College Reporting Officials
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From: Kenneth Dalley

Subject: Spring 2001 Reporting Manual revision 7
Student report changes for "Non-Disclosure" of directory information

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As of May 1, 2002, the following CBM changes have been included in the web manual to be effective Fall 2002:

The change is to the default value of the new Items added in the April 26th memo about Non-Disclosure and SCH Release. To help assure that the item has not been overlooked, a value of '0' will be expected instead of a blank. In each of the records for the Non-Disclosure and SCH Release, the appropriate values should be '2' or '0' (for Non-Disclosure) and '1' or '0' (for SCH Release) on the CBM001, CBM002, CBM009, CBM00A, and the CBM00T. The page numbers are identified on the prior memo.

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Dale Hartman retired as of April 25th after over ten years with the Coordinating Board. We will miss his support. Scott Sewell is his replacement assuming the electronic transfer responsibilities



Texas Higher Education COORDINATING BOARD

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April 26, 2002

MEMO

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To: Community, Technical, and State College Reporting Officials
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From: Kenneth Dalley

Subject: Spring 2001 Reporting Manual revision 6
Student report changes for "Non-Disclosure" of directory information

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As of April 26, 2002, the following CBM changes have been included in the web manual to be effective Fall 2002:

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The following changes are to capture a "Non-Disclosure" of directory information flag on the student report (CBM001), the TASP report (CBM002), the degree report (CBM009), the continuing ed student report (CBM00A), and the Tech-Prep report (CBM00T). The CBM001 also have a new item to acknowledge a student's consent for the CB to provide his/her current institution with semester credit hour data taken at other institutions.

Item #32, Non-Disclosure, and Item #33, SCH Release, are the new items added to the CBM001 on page 1.14 and 1.15. The Data Processing Record Layout on page 1.16, the questionable/error values on page 1.18, the Summary of Student data on page 1.23, and the Edit Summary report on page 1.24 now reflect the new items. The item number of the update code has changed to #34. The changes are effective with data due October 2002.

Item #50, Non-Disclosure, has been added to the TASP report (CBM002) on page 2.16. The Data Processing Record Layout on page 2.18, the questionable/error values on page 2.20, and the Edit Summary on page 2.24 reflect the new items, too. Changes effective with data due February 2003.

Item #13, Non-Disclosure, has been added to the CBM009 on page 9.5. The Data Processing Record Layout on page 9.6, the questionable/error values on page 9.8, the Edit Summary report on page 9.10, and the Summary of Degrees on page 9.11 now reflect the new item. The update code is now Item #17. The changes are effective with data due November 2002.

Item #26, Non-Disclosure, has been added to the CBM00A on page A.7. The Data Processing Record Layout on page A.8, the questionable/error values on page A.10, the Summary of Student Data on page A.15 and the Edit Summary report on page A.16 now reflect the new item. The update code is now Item #27. Changes effective with data due December 2002.

Item #15, Non-Disclosure, has been added to the CBM00T on page T.3. The Data Processing Record Layout on page T.4, the questionable/error values on page T.5, the Summary of Student Data on page T.9, and the Edit Summary report on page T.10 now reflect the new item. The update code is now Item #17. The changes to the CBM00T are effective with the submission due July 1, 2003.



Texas Higher Education COORDINATING BOARD

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September 27, 2001

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To: Community, Technical, and State Colleges Reporting Officials and Institutional Researchers

From: Kenneth Dalley

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Subject: February 2001 Reporting Manual revision 5 (TASP changes)

As of September 27, 2001, the following CBM002 changes have been included in the web manual to be effective Fall 2001:

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The TASP report (CBM002) has been updated to include a new code '8' in Item #18, TASP Exemptions/Waivers on page 2.9, to identify the new exemption for high school graduates who attained a 3.5 grade point average or above in a Recommended or Advanced Curriculum. The "Active-Duty Military" waiver will be coded in category '6' which has been modified to indicate an "exemption/waiver based on other criteria". The discussion in the introduction section of the TASP report, pages 2.2 through 2.5, has been rearranged so that "exemptions" and "waivers" and "criteria for meeting TASP requirements" have been listed separately in each respective area. Also the "Questionable and Error Values" for Item #18 on page 2.20 has been updated to allow for the new value of '8'. These changes are effective with the submission of the Fall 2001 CBM002 report by February 1, 2002.

CORRECTION: Page references of 2.9 and 2.20 mentioned above should be 2.8 and 2.19, respectively.



Texas Higher Education COORDINATING BOARD

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September 18, 2001

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MEMO

To: Community, Technical, and State Colleges Reporting Officials and Institutional Researchers
From: Kenneth Dalley
Subject: February 2001 Reporting Manual revision 4 (clarifications)

As of September 18, 2001, the following CBM001 changes have been included in the web manual to be effective Fall 2001:

After much discussion, it has been determined that the students who meet the qualifications to pay resident tuition based on HB 1403 Section 2 and Section 4 need to be identified separately. Therefore, Item #7, Tuition Status, on page 1.5 and Item #14, Ethnic Origin, on page 1.9 of the student report (CBM001) have been changed. In Item #7, the codes 'A' and 'B' have been limited to students identified in Section 2 of HB 1403. New codes 'C' and 'D' have been added to identify the students who qualify under Section 4 of HB 1403 or CB policy. Also, the note associated with Item #14, Ethnic Origin, has been expanded to clarify how these international students should be coded.

NOTE for Item #7:

- a) International students who are allowed to pay the "Resident Tuition" rate due to an exemption or waiver should be coded '5'.
- b) International students who qualify under Section 2 of HB 1403 to pay resident rates should be coded 'A' for in-district and 'B' for out-of-district. These are students who have, among other qualifications, lived in Texas three consecutive years prior to graduation from a Texas high school or a GED completion.
- c) International students who qualify under Section 4 of HB 1403 or CB policy as outlined in memos issued by Commissioner Brown who are allowed to pay resident rates should be coded 'C' for in-district and 'D' for out-of-district. These students who have applied to or have a petition pending with the Immigration and Naturalization Service to attain lawful status under federal immigration law qualify for resident status for tuition and fee purposes. Included are international students who obtain residency through the eligibility specified in the CB policy memo interpreting TEC 54.057 and the Attorney General opinions.

NOTE for Item #14:

International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

- a) Even though an international student is allowed to pay the "Resident Tuition" rate due to an exemption or waiver (coded '5' in Item #7) report with the international code.
- b) Identify the appropriate ethnicity of international students who qualify as residents of Texas for purposes of higher education tuition under Section 2 of HB 1403 (coded 'A' or 'B' in Item #7).
- c) Continue to report international students who have applied to or have a petition pending with the Immigration and Naturalization Service as international students even though they qualify for resident status for tuition and fee purposes under Section 4 of HB 1403 (coded 'C' or 'D' in Item #7). Do the same for international students who qualify to pay the resident rate through CB policy or Attorney General opinions.



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August 3, 2001

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MEMO

To: Public Community, Technical, and State Colleges Reporting Officials
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From: Kenneth Dalley

Subject: Fall 2001 Reporting Manual revision 3

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The following change to the TASP report, CBM002, has been included in the web manual to be effective Fall 2001:

The requirement to report the new Item #17, Developmental Good Standing, on the TASP report (CBM002) for fall 2001 is on hold pending further review. When a new implementation date is determined, you will be given new definitions and time to incorporate it in your data systems prior to submission.



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July 11, 2001

MEMO

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To: Community, Technical, and State Colleges' Reporting Officials
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From: Kenneth Dalley

Subject: February 2001 Reporting Manual revision 2

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As of July 11, 2001, the following changes to the student report, CBM001, have been included in the web manual to be effective Fall 2001:

1. Two new codes 'A' and 'B' have been added to Item #7, Tuition Status, to identify foreign students who are eligible to pay resident tuition. The definitions are
 - A. Foreign students classified as residents through HB 1304 or CB policy and allowed to pay in-district tuition.
 - B. Foreign students classified as residents through HB 1304 or CB policy and allowed to pay out-of-district tuition.
2. In item #14, Ethnic Origin, add another sentence to the Note on International students to read "If the international student qualifies as a resident of Texas for purposes of higher education tuition, identify the appropriate ethnicity of the student."

CORRECTION: HB 1304 should read HB 1403



Texas Higher Education COORDINATING BOARD

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May 23, 2001

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To: Public Community, Technical, and State Colleges Reporting Officials
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From: Kenneth Dalley

Subject: Fall 2001 Reporting Manual revision 1 (clarifications)

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The following changes to the student report, CBM001, have been included in the web manual to be effective Fall 2001:

When reviewing students reported on the CBM001 in concurrent credit programs, many of the high school students are reported as first-time when they should not be. These students are not allowed to enroll in more than 6 hours while still enrolled in high school and therefore would never be considered full-time. Students should not be reported as first-time entering college (Item 9 on the CBM001) until they have completed their high school work. The reporting manual indicates to include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).

For the new Item 17 on the TASP report (CBM002) that is to be reported this fall include all students taking developmental coursework even if the student is enrolled in regular college work too. However, in calculating the in good standing status of the student (code of 1) use only developmental coursework for the semester.

In the discussion of the reporting of classes offered in conjunction with the Virtual College of Texas on the class report (CBM004), the first nine digits of the last name of the faculty of record can be reported in Item 13 if the institution finds it impossible to get the social security number. Other inter-institutional class records can be reported this same way under similar conditions. In an attempt to reduce the reporting burden on the institutions, the CB expects only the predominant instruction type to be reported in Item 7 on the CBM004 or CBM00C, which was identified in the latest version of the Reporting Manual.

FOREWORD

The reports discussed in this **Public Community, Technical, and State Colleges** manual fulfill provisions of the Higher Education Coordinating Act of 1965 as amended (codified as Subtitle B, Chapter 61, Texas Education Code, 1971).

All reports must be submitted electronically. Associated with each report is a set of instructions for preparing the data in the Coordinating Board format.

Reports prepared in compliance with this manual should be transmitted electronically using the following procedure:

- 1) After initializing the FTP process on your system, connect to the THECB server, EDC.THECB.STATE.TX.US, by whatever method your FTP requires.
- 2) For USER ID: Enter your full six (6) digit FICE code, i.e., "001234" (leading zeros are required).
- 3) For PASSWORD: Enter "XXXXXX", where "XXXXXX" is your assigned password, which must be entered in UPPER case. (See detail in Electronic Data Transfer System section of manual.)

If you need to write to the Educational Data Center, the address is:

Educational Data Center
Texas Higher Education Coordinating Board
P.O. Box 12788, Capitol Station
Austin, TX 78711

The fax number is (512) 427-6447.

If you have questions concerning the use of this manual, contact Ms. Jocelyn Groce regarding the CBM001, CBM002, CBM009, CBM00A, CBM00M, or CBM00T; Charles Busbey regarding the CBM004, CBM005, CBM006, CBM008, or CBM00C; Janice McIver regarding the CBM00N; and Kenneth Dalley regarding general reporting questions at the above address or at the following telecommunication numbers:

	<u>Regular Phone</u>	<u>INTERNET Address</u>
Jocelyn Groce	(512) 427-6415	grocejn@thecb.state.tx.us
Charles Busbey	(512) 427-6284	busbeycs@thecb.state.tx.us
Janice McIver	(512) 427-6298	mciverje@thecb.state.tx.us
Kenneth Dalley	(512) 427-6306	dalleykh@thecb.state.tx.us

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Public Community, Technical, and State Colleges

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CTC General Reporting Issues

REPORTING PERIODS

The reports are due at the Educational Data Center by the following dates:

<u>FALL REPORTS</u>		<u>Due Date</u>	<u>Due Date in Even Year</u>
Student Report	CBM001	November 1	
Continuing Ed Student Report	CBM00A	December 15	
TASP Report	CBM002	February 1	
Class Report	CBM004	November 1	Mid October
End-of-Semester Class Report	CBM006	February 1	
Building and Room Use Report	CBM005	November 1	
Continuing Ed Class Report	CBM00C	December 15	
Faculty Report	CBM008	November 1	
Graduation Report	CBM009	November 1	
Marketable Skills Achievement Report	CBM00M	November 1	

<u>SPRING REPORTS</u>		<u>Due Date</u>	<u>Due Date in Odd Year</u>
Student Report	CBM001	March 15	
Continuing Ed Student Report	CBM00A	March 15	
TASP Report	CBM002	June 15	
Class Report	CBM004	March 15	Mid February
Continuing Ed Class Report	CBM00C	March 15	
End of Semester Report	CBM006	June 15	
Faculty Report	CBM008	March 15	

<u>FIRST SUMMER SEMESTER REPORTS</u>		<u>Due Date</u>	
Student Report	CBM001	July 1	
Continuing Ed Student Report	CBM00A	June 15	
TASP Report	CBM002	October 1	
Class Report	CBM004	July 1	
Continuing Ed Class Report	CBM00C	June 15	
End of Semester Report	CBM006	October 1	

<u>SECOND SUMMER SEMESTER REPORTS</u>		<u>Due Date</u>	
Student Report	CBM001	August 15	
Continuing Ed Student Report	CBM00A	September 15	
TASP Report	CBM002	October 1	
Class Report	CBM004	August 15	
Continuing Ed Class Report	CBM00C	September 15	
End of Semester Report	CBM006	October 1	

<u>ANNUAL REPORTS</u>		<u>Due Date</u>	
Tech Prep Report	CBM00T	July 1	

<u>ANY TIME REPORTS</u>			
Student Number Change Report	CBM00N	Any Time	

CTC General Reporting Issues

COORDINATING BOARD CONTACTS

- I. CBM Reporting: Educational Data Center, FAX: 512-427-6447
 - A. CBM001, CBM002, CBM009, CBM00A, CBM00M, CBM00T Reports:
Jocelyn Groce, Data Analyst 512-427-6415
INTERNET address: grocejn@thecb.state.tx.us
 - B. CBM004, CBM00C, CBM005, CBM006, CBM008 Reports:
Charles Busbey, Data Analyst 512-427-6284
INTERNET address: busbeycs@thecb.state.tx.us
 - C. CBM00N Report:
Janice McIver, Data Analyst 512-427-6298
INTERNET address: mciverje@thecb.state.tx.us
 - D. Electronic Data Transfer System - receipt and distribution:
Scott Sewell, Programmer Analyst 512-427-6262
INTERNET address: sewellst@thecb.state.tx.us
 - E. General Questions:
Kenneth Dalley, Assistant Director 512-427-6306
INTERNET address: dalleykh@thecb.state.tx.us
- II. Course and Program Inventory Questions: COMMUNITY AND TECHNICAL COLLEGES,
FAX: 512-427-6444
 - A. Use the query facility (QUIN) to access your inventory to see what is currently approved
via the web server at INTERNET address: www.thecb.state.tx.us
 - B. Director for Instructional Programs:
Dr. Julie Leidig, Director 512-427-6443
INTERNET address: leidigje@thecb.state.tx.us
 - C. Assigned Instructional Program Officer: 512-427-6250
INTERNET address: Inamexy@thecb.state.tx.us where
"Iname" is CB person's last name,
"x" is the first letter of the CB person's first name,
"y" is the last letter of the CB person's first name
- III. Facilities Inventory Questions: CAMPUS PLANNING, FAX: 512-427-6147
Bill Beckham, Director 512-427-6122
INTERNET address: beckhamwm@thecb.state.tx.us
- IV. Instructional Television Course Inventory: UNIVERSITIES, FAX: 512-427-6168
Janet Beinke, Program Director 512-427-6321
INTERNET address: beinkejt@thecb.state.tx.us

CTC General Reporting Issues

- V. Evaluation and Division Web Services: COMMUNITY AND TECHNICAL COLLEGES,
FAX: 512-427-6444
Dr. David Gill, Director 512-427-6233
INTERNET address: gilldd@thecb.state.tx.us

- VI. Student Tuition and Residency Issues; Financial Aid DB: STUDENT SERVICES,
FAX: 512-427-6420
Jane Caldwell, Director 512-427-6455
INTERNET address: caldwellje@thecb.state.tx.us

- VII. Tech-Prep and Workforce Education Issues: COMMUNITY AND TECHNICAL COLLEGES,
FAX: 512-427-6444
Rob Franks, Director of Perkins Grants Administration 512-427-6442
INTERNET address: franksrt@thecb.state.tx.us

- VIII. Texas Academic Skills Program Questions: PARTICIPATION AND SUCCESS,
FAX: 512-427-6264
James Dilling, Program Director 512-427-6218
INTERNET address: dillingjs@thecb.state.tx.us

- Linda McDonough, Director 512-427-6525
INTERNET address: mcdonougla@thecb.state.tx.us

CTC General Reporting Issues

INSTITUTIONS REQUIRED TO REPORT

- A. Each public junior/community college which is certified by the commissioner of higher education to be eligible for and which may receive appropriations made by the legislature are required to report.
- B. The Texas State Technical College campuses of Harlingen, Marshall, Waco, and West Texas are required to report by campus. The extension centers will be reported with their respective campus.
- C. The Texas State University System institutions of Lamar State College-Orange, Lamar State College-Port Arthur, and the Institute of Technology are required to report.
- D. The Coordinating Board requires multiple campus community and technical college districts to submit separate reports for each college/campus in the taxing district. Out-of-district branch campuses recognized by the Coordinating Board as such must also report separately. Out-of-district Extension Centers will report with an associated college campus within the district. The following reporting procedure has been approved:
 - 1. Within a multi-campus district, each campus/college/site which represents a significant administrative structure is required to report individually to the THECB. A campus/college/site is defined as having significant administrative structure when it has its own president or provost, chief instructional officer, and other administrative offices as appropriate.
 - 2. Other types of sites which do not meet the definition will be included in the reporting with the campus or college which is responsible for overseeing its operations.
 - 3. Once a district has reported by individual campus/college/site it may not revert back to district-wide reporting.

CTC General Reporting Issues

ELECTRONIC DATA TRANSFER SYSTEM

The submission of CBM reports must be by electronic transfer.

The procedure uses the TCP/IP File Transfer Protocol (FTP) to transfer data files from your local system, PC, or central system to an FTP Server located at the THECB. The connection to the FTP File Server at the THECB is via Internet.

You may create the data file containing a header record, data records, and a trailer record by whatever method available.

The header record contains information to identify the data in the file. The trailer record contains a record count of the actual number of data records in the file, not including the header and trailer records. The record count in the trailer record will be used to verify that all records were transferred through the communication system.

The actual file name is not critical. Information in the header record is used to identify data contained in the file. To avoid possible confusion or loss of a file by writing over a previously transferred file of the same name, give each file transferred a unique name.

After initializing the FTP process on your system, connect to the THECB server, EDC.THECB.STATE.TX.US, by whatever method your FTP requires.

For USER ID: Enter your full six (6) digit FICE code,
i.e., "001234" (leading zeros are required)

For PASSWORD: Enter "XXXXXX" (must be in UPPER case) [contact EDTS-CB-ADMIN at
EMAIL EDTS-CB-ADMIN@theeb.state.tx.us for your password]

Each FICE code has a unique password assigned to it. Guard it to prevent unauthorized access to your data.

Following is the format for header and trailer records to be used with the file transfer procedure. The format and content of these records are critical and must be correct and valid if the data are to be identified and processed correctly.

CTC General Reporting Issues

File Transfer System INPUT FILE FORMAT

HEADER RECORD		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-ID. Always 'HY2K'	1	4
Item #2	Institution Code - FICE - Numeric	5	6
Item #3	Data Identifier, i.e., CBM001	11	6
Item #4	Semester - Numeric ('1' thru '4')	17	1
Item #5	Year - Numeric - YYYY	18	4
Item #6	Record Type - C for a Complete report or U for an Update to an existing report	22	1
Item #7	Length of data records within report – Numeric, leading zeros, i.e., "0080", "0090", "0104", "0120"	23	4
Item #8	Name and e-mail address of person submitting file	27	As Required

The length of the record may extend up to 400 characters in order to contain the name and e-mail address.

DATA RECORDS

For CBM Reports, data record formats must match the record formats specified in the documentation for each report.

TRAILER RECORD		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-ID - Always 'EOF1'	1	4
Item #2	Record Count - Numeric, leading zeros (Number of data records in file, not including "Header" and "Trailer" records)	5	5

Record size may be any length up to 400 characters

CTC General Reporting Issues

CERTIFICATION STATEMENT INSTRUCTIONS

When an edit for a CBM report is returned to the reporting institution, one of two actions is required:

1. If the edit reveals flagged items, corrections should be submitted for all errors and for questionable items where necessary.
2. If all the information is correct, the reporting official should certify the report by a certification statement to the Educational Data Center. This can be accomplished several ways:
 - a. If the front page of the final edit mailed to the institution has a printed certification statement, the reporting official may detach the front page from the edit, sign and date the certification statement, and return it to the Educational Data Center.
 - b. The reporting official may send an e-mail message to one of the data analysts which includes in the body of the message the certification statement ("I hereby certify ...") and identification of the name and FICE code of the institution, the name and title of the reporting official, the date of certification, and the CBM report ID, semester, and year of each report being certified.
 - c. A certification statement on paper may be prepared and mailed or faxed to the Educational Data Center. It should include all of the information listed in the item above with the signature of the reporting official, as illustrated by the following example.

CERTIFICATION STATEMENT

INSTITUTION: STARR COLLEGE

DATE: MM/DD/YYYY

I hereby certify that the following report(s) is (are) correct and the data are usable in all out-put reports.

<u>Report Number</u>	<u>Semester and Year</u>
CBM001	<u>SPRING 2001</u>
CBM004	<u>SPRING 2001</u>
CBM008	<u>SPRING 2001</u>

Reporting Official

CTC General Reporting Issues

CERTIFICATION TRACKING

The goal of these procedures is to have the CBM reports collected by the Educational Data Center and certified by the institutions as available for use within six weeks of the due date. The follow-up procedures for ensuring timely certification of the reports are:

- A. To notify an institution that an initial report for the semester has not been received:
 - 1. The EDC Data Analyst will telephone the Reporting Official if a specific report is not received two days after the due date.
 - 2. A letter from the Assistant Director of the Educational Data Center will be faxed to the Reporting Official if the report has not been received by the seventh working day after the due date.
 - 3. An inquiry letter will be faxed to the Vice President for Academic Affairs, or the equivalent, from the appropriate Assistant Commissioner if the report has not been received by the twelfth working day after the due date.

- B. To notify an institution when a report for the semester has not been certified:
 - 1. If the report is not certified three working weeks from the due date, the Reporting Official will be alerted by e-mail so that he or she will have an opportunity to resolve the matter before it gets to the next step.
 - 2. If the report is not certified four working weeks from the due date, the appropriate Assistant Commissioner will notify the Vice President for Academic Affairs, or equivalent, of the incompleteness of the data.
 - 3. Should the report not be certified within a week of the notification to the Vice President, the Commissioner will notify the President that his or her institution is delaying the publishing of statewide reports.
 - 4. If the data are not certified within six working weeks of the due date, the Commissioner will be notified so that he may inform the Coordinating Board at its next meeting that the institution is delinquent in certifying its CB reports.

CTC General Reporting Issues

CHANGES TO CERTIFIED REPORTS

- A. Changes to certified data will not be permitted unless an executive officer of the reporting institution requests the change in writing and the reporting error would have a significant impact on future year funding or statistical analysis.
- B. Requests made prior to the data being published may be approved by the Educational Data Center and must not delay standard publish dates.
- C. Requests to change data which are already published must be approved by the Commissioner.

STUDENT REPORT
CBM001

This report includes all students enrolled at the reporting institution in courses (for which semester credit hours or quarter credit hours are awarded) as of the official census date, which shall be the 12th class day for the fall and spring semesters (16 week sessions) and the 4th class day for each of the summer terms (6 week sessions).

Students who withdraw from the institution prior to or on the official census date will not be reported.

Official Reporting Date

The following schedule will be use to determine the official census date for terms of various lengths:

<u>Length of Term in Weeks</u>	<u>Official Census Date is Class Day #</u>
2 or less	1
3	2
4	3
5 - 6	4
7	5
8	6
9 - 10	7
11	8
12	9
13 - 14	10
15	11
16 or more	12

The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through Friday) until the official census date is reached. The official census day must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class.

Flexible Entry

Classes whose census date is after the official census date of the regular term are known as "Flexible Entry classes." Enrollments in flexible entry classes must be included in the data submitted in the semester following. These students must be identified in separate records by coding Item #20, Flexible Entry, with a '1'.

Any student enrolled as of the official census date who subsequently enrolls in a Flexible Entry class organized in the same semester must be assessed tuition and fees as though another class was being added to the student's current load.

CTC Student Report (CBM001)

Policy Regarding Tuition and Fees

The following four conditions are taken from Coordinating Board Rule 21.4, Collection of Tuition, and shall apply in the collection of tuition at institutions of higher education and in the conducting of enrollment audits:

- 1) On or before the official census date each enrollment period, each institution of higher education shall collect in full, from each student that is to be counted for state aid purposes, the amounts set as tuition by state law or by the respective governing board. Valid contracts with the United States government for instruction of eligible military personnel, approved financial assistance, and valid contracts with private business and public service-type organizations or institutions such as hospitals, may be considered as collections thereunder, but subject to adjustments after final payment thereof.
- 2) Returned checks must be covered by a transfer from a self-supporting auxiliary enterprise fund or other non-state fund source (e.g., food service, bookstore) within ten days of the date the institution receives the returned check in order for contact hours to be presented to the state for funding.
- 3) Auxiliary enterprise or other non-state fund sources may not be reimbursed with state-provided funds.
- 4) Institutions must retain records of individual student tuition payment and returned checks for verification by the State Auditor.

Tuition and Fee Refund Policy

The refund policy of tuition and fees for students is found in Section 21.5 of the Coordinating Board Rules and Regulations. The rule states that a community/technical college, as soon as practicable, shall refund mandatory fees and tuition collected for courses from which the students drop or withdraw, according to the following schedule. For courses which meet on what the college considers a regular schedule, class days refer to the number of calendar days the institution normally meets classes, not the days a particular course meets. For courses which meet on an unusual or irregular schedule, the college may exercise professional judgment in defining a class day. The indicated percentages are to be applied to the tuition and mandatory fees collected for each course from which the student is withdrawing.

- 1) Coordinating Board approved semester-length courses for which semester credit hours are awarded:
 - (A) A 100 percent refund is to be made for courses dropped prior to the first class day.
 - (B) During the fall or spring semester or comparable trimester
 - (i) during the first fifteen class days -- 70 percent
 - (ii) during the sixteenth through twentieth class days -- 25 percent
 - (iii) after the twentieth class day -- None
 - (C) Six-week summer semester
 - (i) during the first five class days -- 70 percent

CTC Student Report (CBM001)

- (ii) during the sixth and seventh class days -- 25 percent
 - (iii) after the seventh class day -- None
- 2) For flex-entry and non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester):
- (i) prior to the first class day -- 100 percent
 - (ii) after classes begin -- See table below

<u>Class Length in Weeks</u>	<u>Last day 70% refund</u>	<u>Last day 25% refund</u>	<u>Class Length in Weeks</u>	<u>Last day 70% refund</u>	<u>Last day 25% refund</u>
2 or less	2	n/a	10	9	12
3	3	4	11	10	14
4	4	5	12	12	15
5	5	6	13	13	16
6	5	7	14	13	17
7	7	9	15	14	19
8	8	10	16 or more	15	20
9	9	11			

Prior to the census date, community and technical colleges may allow hours to be dropped and re-added without penalty to the student if the exchange is an equal one. When the charges for dropped hours are greater than the charges for the hours added, the refund policy above is to be applied to the net charges being dropped. If the charges for hours being added exceed the charges for hours being dropped, the student is to pay the net additional charges.

The acceptance of off-setting drops and adds prior to the census date is an institutional option (not a requirement). Each institution will need to adopt its own policy for handling drop/add combinations.

Reporting Semester Credit Hours

Effective Fall 1999, the former Item #13 has been separated into the following categories:

- Item #13 - SCH in academic courses that are NOT affected by the undergraduate limit
- Item #27 - SCH in academic courses that are affected by the undergraduate limit
- Item #28 - SCH in developmental education courses which do not exceed the limit
- Item #23 - SCH in developmental education courses which exceed the limit
- Item #29 - SCH in technical courses

These items are mutually exclusive. When combined, they represent the total semester credit hours for the student. Item #26, SCH of Students Enrolled in Concurrent Credit Courses, is not exclusive of the above categories. Hours reported in Item #26 should also be reported in Items #13, #27, #28, or #29, as appropriate.

Reporting Contact Hours

Effective Fall 1999, student contact hours are to be distributed among the following categories:

- Item #10A CH in academic courses taught in-district that are NOT affected by the

CTC Student Report (CBM001)

- developmental SCH limit
- Item #10B CH in academic courses taught out-of-district that are NOT affected by the developmental SCH limit
- Item #24 CH in academic courses taught as inter-institutional courses
- Item #30 CH in developmental courses if student exceeds the developmental limit
- Item #11A CH in technical courses taught in-district
- Item #11B CH in technical courses taught out-of-district
- Item #25 CH in technical courses taught as inter-institutional courses

These items are mutually exclusive. When combined, they represent the total contact hours for the student.

CTC Student Report (CBM001)

INSTRUCTIONS FOR STUDENT REPORT

- Item #1 Record Code. Always enter '1'.
- Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.
- Item #3 Student Identification Number. Enter the Social Security Number of the student. The institution will assign a unique nine-digit identification number to each student without a Social Security Number.
- Item #4 Gender. Enter the gender of the student.
 M = Male F = Female
- Item #5 Classification. Enter the classification of the student using the following guidelines:
- | | |
|---------------------------|---|
| 1. Freshman | First year student, or less than 30 semester credit hours |
| 2. Sophomore | A second year student who has completed the equivalent of one year of full-time undergraduate work; that is, at least 30 semester credit hours and not more than 72 semester credit hours |
| 3. Unclassified | More than 72 semester hours; no associate degree or above earned |
| 4. Associate Degree | Previously earned an associate degree |
| 5. Baccalaureate or above | Previously earned a degree of baccalaureate or above |
- Item #6 Date of Birth. Enter all four digits of the year and both digits of the month and day of birth of the student in the following format -- YYYYMMDD.
 where YYYY = Year MM = Month DD = Day
- Item #7 Tuition Status. Enter the code indicating the legal status of the student for tuition purposes.
- | |
|---|
| 1. In-District |
| 2. Out-of-District |
| 3. Nonresident |
| 5. Tuition Exemption/Waivers |
| A. Foreign Student Classified as a Resident (Section 2 of HB 1403) and allowed to pay In-District Tuition |
| B. Foreign Student Classified as a Resident (Section 2 of HB 1403) and allowed to pay Out-of-District Tuition |

CTC Student Report (CBM001)

- C. Foreign Student Pending Resident Status (Section 4 of HB 1403) or holder of a visa that allows a person to domicile in the U.S. (per CB policy) who is allowed to pay In-District Tuition
- D. Foreign Student Pending Resident Status (Section 4 of HB 1403) or holder of a visa that allows a person to domicile in the U.S. (per CB policy) who is allowed to pay Out-of-District Tuition

NOTE:

- a) International students who are allowed to pay the “Resident Tuition” rate due to an exemption or waiver should be coded ‘5’.
- b) International students who qualify under Section 2 of HB 1403 to pay resident rates should be coded ‘A’ for in-district and ‘B’ for out-of-district. These are students who have, among other qualifications, lived in Texas three consecutive years prior to graduation from a Texas high school or a GED completion.
- c) International students who qualify under Section 4 of HB 1403 or CB policy as outlined in memos issued by Commissioner Brown who are allowed to pay resident rates should be coded ‘C’ for in-district or ‘D’ for out-of-district. These students have applied to or have a petition pending with the Immigration and Naturalization Service to attain lawful status under federal immigration law and qualify for resident status for tuition and fee purposes. Included are international students who obtain residency through the eligibility specified in the CB policy memo interpreting TEC 54.057 and the Attorney General opinions.

Item #8 Residence. Enter the code representing the county, state, or foreign country of which the student is a resident. See Appendix B for codes.

Texas Resident - Enter County Code
Out-of-State Resident - Enter State Code
Foreign Country Citizen - Enter Foreign Country Code

Item #9 Transfer or First-Time-in-College. If the student is a “transfer” student, enter the FICE code (see Appendix A) of the institution of higher education from which the student transferred. (Enter 999999 for institutions not having a FICE code.) A transfer is a student entering the reporting institution for the first time but who is known to have previously attended another postsecondary institution at the undergraduate level.

If the student has never attended college or other postsecondary institution, enter a ‘000001’ to indicate a first-time student. Students should not be reported as first-time-entering college until they have completed their high school work. Therefore, include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).

If not applicable, leave blank.

NOTE: The FICE codes in Item #9 are to be entered only the first semester of a student's enrollment after transferring to your institution.

CTC Student Report (CBM001)

Item #10A Contact Hour Load in Academic Courses, Current Registration (In-District). Enter the number of contact hours attempted in academic courses, including developmental, that are taught in-district if the student is NOT affected by the developmental SCH limit or inter-institutional courses. If the student has exceeded the developmental SCH limit and the developmental contact hours apply to the limit and they are taught in-district, exclude them from this item and report them in Item #30. Exclude contact hours attempted by the student in approved inter-institutional academic courses which are taught in-district and report them in Item #24. Enter one of the following for contact hours not excluded:

1. the number of contact hours in approved academic courses taught in-district for which the student is registered in the current semester, excluding contact hours from any flex-entry academic classes in which the student is enrolled; or
2. the number of contact hours in approved academic courses taught in-district from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

Item #10B Contact Hour Load in Academic Courses, Current Registration (Out-of-District). Enter the number of contact hours attempted in academic courses, including developmental, that are taught out-of-district if the student is NOT affected by the developmental SCH limit or taking inter-institutional courses. If the student has exceeded the developmental SCH limit and the developmental contact hours apply to the limit and they are taught out-of-district, exclude them from this item and report them in Item #30. Exclude contact hours attempted by the student in approved inter-institutional academic courses which are taught out-of-district and report them in Item #24. Enter one of the following for contact hours not excluded:

1. the number of contact hours in academic courses for which the student is registered in the current semester, excluding contact hours from any flex-entry academic classes in which the student is enrolled; or
2. the number of contact hours in academic courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

Item #11A Contact Hour Load in Approved Regular Technical Courses, Current Registration (In-District). Enter the number of contact hours attempted by the student in approved technical courses which are taught in-district. Exclude contact hours attempted by the student in approved inter-institutional technical courses which are taught in-district and report them in Item #25. Enter one of the following for contact hours not excluded:

1. the number of contact hours in approved technical courses taught in-district for which the student is registered in the current semester, excluding contact hours from any flex-entry technical classes in which the student is enrolled; or
2. the number of contact hours in approved technical courses taught in-district

CTC Student Report (CBM001)

from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

Item #11B Contact Hour Load in Approved Regular Technical Courses, Current Registration (Out-of-District). Enter the number of contact hours attempted by the student in approved technical courses which are taught out-of-district. Exclude contact hours attempted by the student in approved inter-institutional technical courses which are taught out-of-district and report them in Item #25. Enter one of the following for contact hours not excluded:

1. the number of contact hours in approved technical courses taught out-of-district for which the student is registered in the current semester, excluding contact hours from any flex-entry technical classes in which the student is enrolled; or
2. the number of contact hours in approved technical courses taught out-of-district from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

NOTE: The contact hour load of students in academic courses reported on the CBM001 must be within 250 hours of the academic contact hours reported on the CBM004. Similarly, the contact hour load of students in technical courses reported on the CBM001 must be within 250 hours of the contact hours reported on the CBM004.

TSTC and Lamar will code the on-campus contact hours in the In-District fields and off-campus contact hours in the Out-of-District fields.

Item #12 Major Area of Concentration. Enter the 1990 CIP code (Appendix C) of the major area of concentration and the appropriate code in Item #13C for the Type Major. All Technical majors, including Tech-Prep, must match the Coordinating Board approved programs in the Education and Training Clearinghouse Technical Programs Inventory for the institution (district). For an undeclared academic or technical major (non Tech-Prep), a value of '99999999' may be reported.

Item #13 Semester Credit Hour Load in Academic Courses of Students that Are NOT Affected by the Undergraduate SCH Limit. Include the number of semester credit hours attempted in academic courses if the student is NOT affected by the undergraduate SCH limit. Semester credit hours in developmental academic courses are to be excluded from this item, but should be reported in Item #23 or Item #28 as appropriate. Students whose credit hours should be reported here include students who already have a baccalaureate degree from an institution of higher education, students who pay the non-resident tuition rate, and academic students who enrolled as undergraduates in an institution of higher education prior to the 1999 fall semester. Enter one of the following:

CTC Student Report (CBM001)

1. the number of academic semester credit hours (not affected by undergraduate SCH limit) for which the student is registered in the current semester, excluding credit hours from any flex-entry classes in which the student is enrolled; or
2. the number of academic semester credit hours (not affected by undergraduate SCH limit) from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary.

Item #13A Tuition Exemption/Waiver Code. Leave this item blank unless Item #7 is coded '5' and the tuition exemption or tuition waiver granted is one of the categories below. In that case, enter the appropriate code. The following two codes are the only ones that will be accepted on the CBM001.

- 01 Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition
- 21 Application of resident rather than nonresident tuition to military personnel and dependents

NOTE: These two tuition exemption/waiver codes are important in determining if the students are military or military dependents. They are used in the follow-up system if the student cannot be found in higher education or in the Texas workforce.

Item #13B Remote Campus. Enter '5' if the student is confined in a correctional institution; blank if not. Students attending out-of-district branch campuses recognized by the Coordinating Board as such must be identified. Each out-of-district branch campus will be assigned a unique number within the district. TSTC is required to use this item to identify the students enrolled at their extension centers:

1. Abilene
2. Breckenridge
3. Brownwood

Item #13C Type Major. Enter the code which represents the primary major:

1. Academic
2. Technical
3. Tech-Prep

NOTE: The Tech-Prep declared major definition requires that students must declare themselves as specific Tech-Prep majors who have matriculated from a high school Tech-Prep program; course enrollment alone in Tech-Prep courses is not sufficient to identify students as Tech-Prep majors.

Item #14 Ethnic Origin. Enter the code indicating the ethnic origin of the student.

1. White, Non-Hispanic
2. Black, Non-Hispanic
3. Hispanic

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4. Asian or Pacific Islander
5. American Indian or Alaskan Native
6. International
7. Unknown or Not Reported

NOTE:

International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

- a) Even though an international student is allowed to pay the “Resident Tuition” rate due to an exemption or waiver (coded ‘5’ in Item #7) report with the international code.
- b) Identify the appropriate ethnicity of international students who qualify as residents of Texas for purposes of higher education tuition under Section 2 of HB 1403 (coded ‘A’ or ‘B’ in Item #7).
- c) Continue to report international students who have applied to or have a petition pending with the Immigration and Naturalization Service as international students even though they qualify for resident status for tuition and fee purposes under Section 4 of HB 1403 (coded ‘C’ or ‘D’ in Item #7). Do the same for international students who pay the resident rate through CB policy or Attorney General opinions.

Resident Alien. A non-citizen who has been lawfully admitted for permanent residence is to be reported in the appropriate racial/ethnic categories along with United States citizens.

Unknown or Not Reported. The unknown classification should only be used if the student has not selected a racial/ethnic designation and the institution finds it impossible to place the student in one of the categories during enrollment, post-matriculation, or verification processes.

Item #15 Last Name. Enter the student’s last name. Truncate if the name contains over 10 characters.

Item #16 First Name Initial. Enter the initial of the student’s first name.

Item #17 Middle Initial. Enter the initial of the student’s middle name.

Item #18 Semester. Enter the semester that this report covers. If reporting a combined summer report use a code of ‘3’.

1. Fall
2. Spring
3. Summer I
4. Summer II

Item #19 Year. Enter all four digits of the calendar year in which the semester occurs.

YYYY

Item #20 Flexible Entry. Enter a ‘1’ if the record is for a student enrolled in a Flexible Entry (FE) class that is being reported for this semester; leave blank if not.

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NOTE: An FE student who is also enrolled in the current semester should have separate entries for each enrollment.

Item #21 Unused

Item #22A Academically Disadvantaged. Enter a '1' or leave blank if not. When reporting academically disadvantaged students colleges may report students who, based on TASP or a local placement test, do not have college entry level skills in reading, writing, or math. Colleges should also report students who are enrolled in remedial courses based on the results of TASP or local placement tests. The Interim Evaluation Report definition may also be applied for students who did not receive a high school diploma nor did not receive a GED certificate.

After the semester in which a student successfully completes remediation, the college should no longer report that student as academically disadvantaged. Please note that academically disadvantaged does not include students with learning disabilities.

Item #22B Economically Disadvantaged Family or Individual. Enter a '2' or leave blank if not appropriate. Colleges may use one or more of the following standards to determine whether an individual is economically disadvantaged: 1) annual income at or below the federal poverty line, 2) eligibility for Aid to Families with Dependent Children or other public assistance programs (includes WIC program participants), 3) receipt of a Pell Grant or comparable state program of need-based financial assistance, 4) participation or eligible for JTPA programs included under Title II, and 5) eligible for benefits under the Food Stamp Act of 1977 or the Health and Humans Services (HHS) Poverty Guidelines, 403.114, page 36721 of final Rules and Regulations.

Students should not continue to be reported as economically disadvantaged if their circumstances change and they no longer meet the definition of economically disadvantaged.

Item #22C Individual with Disabilities. Enter a '3' or leave blank if not. The nature of this datum is that it is typically self-reported or reported when a student receives special services through a special populations coordinator or a state program. Students referred to the college by the Texas Rehabilitation Commission for education and training should be reported in this category.

Item #22D Limited English Proficiency (LEP). Enter a '4' or leave blank if not appropriate. Include all students who enroll in LEP courses or who were determined, based on a local placement test, to be Limited English Proficient.

After the semester in which a student successfully completes remediation, the college should no longer report that student as LEP.

Item #22E Programs to Eliminate Gender Bias. Leave blank at this time. Do NOT report this item on the CBM001 now. This item is under further review. In the interim, the Coordinating Board will use both the declared major and gender as reported on the

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CBM001 to determine programs with more than 75% of one gender in a single technical program (CIP Code).

Item #22F Displaced Homemaker. Enter a '7' or leave blank if not. This may be self-reported data. However, students who receive special federally funded or state funded assistance because they are displaced homemakers and students who receive special services through a Perkins Coordinator may be reported in this category.

Students should not continue to be reported as displaced homemakers if their circumstances change and they no longer meet the definition of displaced homemaker.

Item #22G Single Parent. Enter an '8' or leave blank if not appropriate. This may be self-reported data. However, students who receive special federally funded or state funded assistance (such as referrals from the Texas Department of Human Services or the Texas Department of Health) because they are single parents may also be reported in this category. Assistance may include child care assistance or child care fee waivers.

Students should not continue to be reported as single parents if their circumstances change and they no longer meet the definition of single parent.

Item #23 Semester Credit Hours - Developmental Education in Excess of State Limit. A community, technical, or state college may not receive funding for developmental course work taken by a student in excess of 27 semester credit hours or the equivalent. There are limits on the nature of courses used for such purposes. For a list of developmental courses see the *Community College General Academic Course Guide Manual*. For details about funding see CB Rules Chapter 5, Subchapter P, Section 5.318. Enter one of the following if the student has exceeded the state limit of 27 developmental SCHs funded at your institution:

1. the number of semester credit hours beyond the state limit in developmental education courses for which the student is registered and which exceed the state limit in the current semester, excluding semester credit hours from any flex-entry developmental education classes in which the student is enrolled; or
2. the number of semester credit hours beyond the state limit in developmental education courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

Item #24 Inter-Institutional Academic Contact Hours. Enter the number of inter-institutional contact hours in approved academic courses for which the student is registered in the current semester, or for flexible entry records and exclude them from Items #10A and #10B. An inter-institutional agreement must be on file at the CB. An inter-institutional class is where the class and instructor are provided by another institution and the receiving institution is not allowed to claim the contact hours of their students on the CBM004. See more discussion of inter-institution in the introduction of the CBM004 report. Use leading zeros, or zero fill if appropriate.

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Item #25 Inter-Institutional Technical Contact Hours. Enter the number of inter-institutional contact hours in approved technical courses for which the student is registered in the current semester, or for flexible entry records and exclude them from Items #11A and #11B. An inter-institutional agreement must be on file at the CB. An inter-institutional class is where the class and instructor are provided by another institution and the receiving institution is not allowed to claim the contact hours of their students on the CBM004. See more discussion of inter-institution in the introduction of the CBM004 report. Use leading zeros, or zero fill if appropriate.

Item #26 Semester Credit Hours of Student Enrolled in Concurrent Credit Courses. Enter the number of concurrent credit hours attempted in which the student receives both high school and college credit. These credit hours should also be reported in Item #13, #27, or #29 as appropriate. Enter one of the following if the student has concurrent semester credit hours at your institution:

1. the number of concurrent semester credit hours in which the student is registered in the current semester, excluding concurrent credit hours from any flex-entry classes in which the student is enrolled; or
2. the number of concurrent semester credit hours from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments. Use leading zeros, or zero fill if appropriate.

Item #27 Semester Credit Hours in Academic Courses Which Are Affected by the Undergraduate SCH Limit. Include the number of semester credit hours attempted by students in academic courses that apply to an associate or first baccalaureate degree at an institution of higher education and from which the college receives state funding. Do not include academic semester credit hours if the student pays the non-resident tuition rate or has already received a baccalaureate degree. This item applies only to students who initially enroll as undergraduates in an institution of higher education in the 1999 fall semester or in a subsequent term. Enter one of the following:

1. the number of semester credit hours in academic courses for which the student is registered in the current semester, excluding credit hours from any flex-entry academic classes in which the student is enrolled; or
2. the number of semester credit hours in academic courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments. Use leading zeros, or zero fill if appropriate.

NOTE: The academic semester credit hours which apply to the undergraduate limit reported on the CBM001 must be within 100 hours of the total semester credit hours reported on the CBM004 of students who are affected by the undergraduate limit.

Item #28 Semester Credit Hours in Developmental Education Courses. Include all semester credit hours in developmental education courses attempted by a student at your institution during the term reported, except the credit hours in developmental

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education courses in which the student exceeds the state funding limit and that are to be reported in Item #23. Enter one of the following for semester credit hours not excluded:

1. the number of semester credit hours in developmental education courses for which the student is registered in the current semester, excluding credit hours from any flex-entry developmental education classes in which the student is enrolled; or
2. the number of semester credit hours in developmental education courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments. Use leading zeros, or zero fill if appropriate.

Item #29 Total Semester Credit Hours in Technical Courses. Include the total number of semester credit hours attempted in technical courses. Enter one of the following:

1. the number of semester credit hours in technical courses for which the student is registered in the current semester, excluding credit hours from any flex-entry technical classes in which the student is enrolled; or
2. the number of semester credit hours in technical courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments. Use leading zeros, or zero fill if appropriate.

Item #30 Contact Hours - Developmental Education in Excess of State Limit. A community, technical, or state college may not receive funding for developmental coursework taken by a student in excess of 27 semester credit hours or the equivalent. There are limits on the nature of courses used for such purposes. For a list of developmental courses see the *Community College General Academic Course Guide Manual*. For details about funding see CB Rules Chapter 5, Subchapter P, Section 5.318. Enter one of the following if the student has exceeded the state limit of 27 developmental SCHs funded at your institution:

1. the number of contact hours beyond the state limit in developmental education courses for which the student is registered and which exceed the state limit in the current semester, excluding contact hours from any flex-entry developmental education classes in which the student is enrolled; or
2. the number of contact hours beyond the state limit in developmental education courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

Item #31 Student Intent. Enter the code that reflects the primary reason the student is attending classes at your college. Beginning in Fall 2001 the datum MUST be student-declared. If the student fails to identify an intent, a "Did Not Respond" option (code 6) may be reported.

1. Earn an associate's degree (2 year)

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2. Earn a certificate (less than 2 years)
3. Earn credits for transfer
4. Courses to:
 - get a new or better job
 - improve skills for current job
5. Courses for personal enrichment
6. Did not respond

Item #32 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #33 Update Code. Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously submitted CBM001 report. If the report being submitted contains all students in attendance for the semester (complete report), it is not necessary to enter an update code.

A = Add C = Change D = Delete

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DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '1'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Student Identification Number - Numeric	8	9
Item #4	Gender – 'M' or 'F'	17	1
Item #5	Classification – '1' thru '5' - Numeric	18	1
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Tuition Status – Alphanumeric	27	1
Item #8	Residence - Numeric	28	3
Item #9	Transfer/First Time In College - Numeric or blank	31	6
Item #10A	Contact Hours Academic - In-District - Leading zeros	37	4
Item #10B	Contact Hours Academic - Out-of-Dist - Leading zeros	41	4
Item #11A	Contact Hours Tech - In District - Leading zeros	45	4
Item #11B	Contact Hours Tech - Out-of-Dist - Leading zeros	49	4
Item #12	Major Area of Concentration - Numeric	53	8
Item #13	Academic Sem. Credit Hrs Not Affected by UG Limit - Numeric	61	2
Item #13A	Tuition Exemption/Waiver Code – '01', '21', or blank	63	2
Item #13B	Remote Campus – '5' or blank (TSTC '1' thru '3')	65	1
Item #13C	Type Major – '1' or '2' or '3'	66	1
Item #14	Ethnic Origin – '1' thru '7' - Numeric	67	1
Item #15	Last Name - Alpha	68	10
Item #16	First Name Initial - Alpha	78	1
Item #17	Middle Name Initial - Alpha or blank	79	1
Item #18	Semester – '1', '2', '3', or '4' - Numeric	80	1
Item #19	Year - YYYY - Numeric	81	4
Item #20	Flexible Entry – '1' or blank	85	1
Item #21	Unused	86	1
Item #22A	Academically Disadvantaged – '1' or blank	87	1
Item #22B	Economically Disadvantaged Family or Individual – '2' or blank	88	1
Item #22C	Individual with Disabilities – '3' or blank	89	1
Item #22D	Limited English Proficiency (LEP) – '4' or blank	90	1
Item #22E	Programs to Eliminate Gender Bias - Blank	91	1
Item #22F	Displaced Homemaker – '7' or blank	92	1
Item #22G	Single Parent – '8' or blank	93	1
Item #23	SCH--Developmental Ed in Excess of State Limit - Numeric	94	3
Item #24	Inter-institutional Academic CH - Leading zeros	97	3
Item #25	Inter-institutional Technical CH - Leading zeros	100	3
Item #26	Concurrent SCH of High School Student - Leading zeros	103	2
Item #27	Academic SCH Affected by UG Limit - Leading zeros	105	2
Item #28	Developmental Ed SCH (Academic) - Leading zeros	107	2
Item #29	Total Technical SCH - Leading zeros	109	2
Item #30	CH--Developmental Ed in Excess of State Limit - Numeric	111	3
Item #31	Student Intent – '1' thru '6' - Numeric	114	1
Item #32	Non-Disclosure - Numeric	115	1
Item #33	Update Code – 'A', 'C', or 'D' – Alpha	120	1

CTC Student Report (CBM001)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '1'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Student ID	Duplicate FE entries	Blank or duplicate entry or not alpha and/or numeric
4. Gender	N/A	Any value except 'M' or 'F'
5. Classification	N/A	Any value except '1' thru '5'
6. Date of Birth	Age less than 16 or more than 75	Any non-numerical data; month less than '01' or greater than '12'
7. Tuition Status	N/A	Any value except '1', '2', '3', '5', 'A', 'B', 'C', or 'D'
8. Residence	N/A	Any value except '001' thru '254', '310' thru '369' or '402' thru '799'; must be on residence file
9. Transfer/First Time In College	N/A	Any non-numerical characters except all blanks
10. Contact Hours Academic	Sum of 10A, 10B, 11A, 11B, 24, 25, and 30 is less than 8 or greater than 780 hours	Any non-numerical characters (unused positions should be zero-filled)
11. Contact Hours Technical	Same as Item #10	Same as Item #10
12. Major	N/A	Non-numeric or invalid CIP code
13. Academic Sem. Credit Hrs Not affected by UG Limit	Sum of 13, 23, 27, 28, 29 less than '01' or greater than '25'	Non-numerical or value greater than '28'
13A. Exemption Code	N/A	Any value except blanks or '00'; any value except '01' or '21' when Item #7 is coded '5'
13B. Remote Campus	N/A	Any value except '5' or blank or TSTC '1' thru '3'
13C. Type Major	N/A	Value except '1', '2', or '3'
14. Ethnic Origin	N/A	Any value other than '1' thru '7'
15. Last Name	N/A	Blank, numerical
16. First Name Initial	Blank	Blank, numerical

CTC Student Report (CBM001)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
17. Middle Name Initial	N/A	Numerical
18. Semester	N/A	Must match value in header record
19. Year	N/A	Must match value in header record
20. Flexible Entry	N/A	Value except space or '1'
21. Unused	N/A	N/A
22A. Academically Disadv.	N/A	Value except '1' and space
22B. Economically Disadv.	N/A	Value except '2' and space
22C. Individual with Disabilities	N/A	Value except '3' and space
22D. Limited English Proficiency	N/A	Value except '4' and space
22E. Programs to Eliminate Gender Bias	N/A	Value except space
22F. Displaced Homemaker	N/A	Value except '7' and space
22G. Single Parent	N/A	Value except '8' and space
23. SCH-Developmental (over limit)	Same as Item 13	Any non-numerical values
24. Inter-institutional Academic CH	Same as Item 10	Non-numerical value
25. Inter-institutional Technical CH	Same as Item 10	Non-numerical value
26. Concurrent High School SCH	Greater than '09'	Non-numerical or value greater than '21'
27. SCH-Academic Affected by UG Limit	Same as Item 13	Non-numerical or value greater than '28'
28. SCH-Developmental Ed (Academic)	Same as Item 13	Non-numerical or value greater than '28'
29. SCH-Total Technical	Same as Item 13	Non-numerical or value greater than '30'
30. Excess CH-Developmental Ed	Same as Item 10	Non-numerical
31. Student Intent	N/A	Value except '1' thru '6'
32. Non-Disclosure	N/A	Any value except '2' or '0'
33. Update Code	N/A	Value except 'A', 'C', or 'D'

DISCREPANCY: The edit program counts the number of records processed in this report. If it is not the same as the number listed in the header record, the difference is listed as the discrepancy. This value should be checked to insure that the entire file has been submitted and processed.

CTC Student Report (CBM001)

UPDATING PROCEDURES

Individual records in a previously submitted CBM001 report may be updated (deleted or changed) or new records may be added via electronic file transactions as defined below. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. The following items are required in each transaction:

Item #1	Record Code
Item #2	Institution Code
Item #3	Student Identification Number
Item #18	Semester
Item #19	Year
Item #33	Update Code

2. Item #6 in the header record must be coded 'U' to indicate that existing records in the Coordinating Board database will be updated.
3. New records may be added to an existing report by completing all items and placing the update code 'A' in Item #33.
4. Non-required items in an existing record may be changed by entering a 'C' in Item #33 and the other required items listed in step 1 above; among the non-required items, only the items to be changed need to be filled in.
5. To delete a record, enter the required items listed in step 1 above, including Item #3 (Student Identification Number) and the update code 'D' in Item #33. A deletion removes all occurrences of the identified student number; therefore, only one delete transaction should be submitted for each student being removed.
6. To change a required item, two transactions are needed. The old record must be deleted (step 5 above) and a complete record incorporating the corrected data added (step 3).
7. If a change to duplicate records (i.e., regular and flexible entry enrollments) is needed, the existing records must be deleted and complete records incorporating the corrected data added (that is, steps 5 and 3 above are to be followed).

CTC Student Report (CBM001)

UPDATING EXAMPLES

CORRECTION 1 --- ADD

Student 555-44-3333 was omitted from the initial submission of the report and needs to be added to the file.

Enter the student ID number for Item #3 and all appropriate data for Items #1 thru #33. Code Item #33 'A'.

CORRECTION 2 --- CHANGE TO CORRECT ERRONEOUS DATA

The record for student 666-77-8888 has an incorrect entry for birthday. The date should be May 1976.

Enter Items #1, #2, #18, #19 and the student ID number for Item #3 and '197605' for Item #6. Code Item #33 'C'.

CORRECTION 3 --- CHANGE TO CORRECT OMITTED DATA

The residence data for student 222-11-4444 has been omitted completely from the initial submission. It should be 254.

Enter Items #1, #2, #18, #19 and 222-11-4444 for Item #3, '254' for Item #8, and code Item #33 'C'.

CORRECTION 4 --- CHANGE TO STUDENT ID NUMBER (DELETE AND ADD)

Student 999-88-7777 was listed on the initial submission with an incorrect ID.

To delete the incorrect number, enter the incorrect number exactly as it was submitted, e.g., if the first space of Item #3 was left blank on the incorrect number, leave the first space of Item #3 blank on the update to delete. Enter Items #1, #2, #18, #19 and code Item #33 'D'. On another line, enter the correct student ID number for Item #3 and all appropriate data for Items #1 thru #32. Code Item #33 'A'.

CORRECTION 5 --- CHANGE TO DUPLICATE RECORDS (DELETE AND ADD)

Student 222-66-4444 was erroneously listed twice on the CBM001 file. One of the records should be deleted.

Enter Items #1, #2, #18, #19 and the student ID number for Item #3, and code Item #33 'D'. This deletes all records. Re-add the correct record.

CORRECTION 6 --- CHANGE TO MULTIPLE RECORDS (REGULAR AND FLEX ENTRY)

Student 666-55-4444 is on file both as a 'regular' entry and as a 'FE' entry. The FE entry has an error in residence. Residence should be 113.

To delete both records, enter one delete record, i.e., enter Items #1, #2, #18, #19 and the student ID number for Item #3. Code Item #33 'D'. Enter the regular record, completing all data items #1 thru #32 and code Item #33 'A'. Do the same for the FE record, including the correct data for Item #8, Residence.

CTC Student Report (CBM001)

SUMMARY OF STUDENT DATA METHODOLOGY

1. **TOTAL HEADCOUNT** - Total headcount is a summation of all CBM001 records, excluding flexible entry records, which are displayed separately. The total headcount is categorized by gender, classification, age, tuition status, residence, ethnic origin, first-time students, majors, and special populations.
2. **AGE** - Each student's age, for the purpose of the summary report, is calculated by comparing each student's date of birth to the beginning date of the semester. For this purpose, the beginning date of each semester is:
Fall - September 1; Spring - January 1; Summer - June 1
3. **CONTACT HOURS (Academic)** - The in-district (Item #10A) and out-of-district (Item #10B) contact hours are summed to produce academic contact hours in-district and out-of-district. A separate total is provided for all flexible entry contact hours in academic courses. Inter-institutional academic contact hours (Item #24) are summed.
4. **CONTACT HOURS (Technical)** - The in-district (Item #11A) and out-of-district (Item #11B) contact hours are summed to produce regular technical contact hours in-district and out-of-district. A separate total is provided for all flexible entry contact hours in regular technical courses. Inter-institutional technical contact hours (Item #25) are summed.
5. **MAJORS** - Item #12 Summarizes the "Declared Majors" as follows:
 - Academic Declared Majors - Type major equal '1'
 - Academic Undeclared - '24999999' or '99999999'; type major equal '1'
 - Technical Declared Majors - Type major equal '2'
 - Technical Undeclared - value of '99999999'; type major equal '2'
 - Tech-Prep Declared Majors - Type major equal '3'
6. **SEMESTER CREDIT HOURS UNAFFECTED BY UG LIMIT** - Item #13, Semester Credit Hours, is summed. Flexible Entry semester credit hours are summed in a separate column.
7. **ACADEMIC SEMESTER CREDIT HOURS AFFECTED BY UG LIMIT** - Item #27, Academic Semester Credit Hours, is summed. A separate total is provided for Flexible Entry semester credit hours.
8. **TECHNICAL SEMESTER CREDIT HOURS** - Item #29, Technical Semester Credit Hours, is summed. A separate total is provided for Flexible Entry semester credit hours.
9. **DEVELOPMENTAL SEMESTER CREDIT HOURS** - Item #28, Developmental Semester Credit Hours, is summed. A separate total is provided for Flexible Entry semester credit hours.

NOTE: Records which have any items in error (invalid amounts) are not included in any of the summary values.

CTC Student Report (CBM001)

TEXAS HIGHER EDUCATION COORDINATING BOARD
 JR-CBM001 SUMMARY OF STUDENT DATA FROM
 TEXAS COMMUNITY COLLEGE 111111

PART A
 DATE: 05/08/99
 SPRING 1999

GENDER
 MALE 2,570
 FEMALE 3,771
 TOTAL 6,341

CLASSIFICATION
 FRESHMAN 3,358
 SOPHOMORE 1,755
 UNCLASSIFIED 799
 ASSOCIATES 321
 BACHELORS 108
 TOTAL 6,341

INTENT
 EARN ASSOC 1,213
 EARN CERT 1,592
 TRANSFER 2,361
 IMPROVE SKILLS 569
 ENRICHMENT 606
 NO RESPONSE 0
 TOTAL 6,341

AGE
 UNDER 17 9
 17 75
 18 606
 19-21 2,361
 22-24 1,288
 25-30 962
 31-35 417
 36-50 569
 51-64 50
 65 AND OVER 4
 AVERAGE-AGE 24.3
 TOTAL 6,341

TUITION STATUS
 IN DISTRICT 4,575
 OUT OF DISTRICT 1,592
 NON-RESIDENT 79
 TUITION EXEMPTION/WAIVER 95
 RESIDENT TUITION-ID (HB1403) 0
 RESIDENT TUITION-OD (HB1403) 0
 RESIDENT TUITION-ID PENDING (HB1403) 0
 RESIDENT TUITION-OD PENDING (HB1403) 0
 TOTAL 6,341

RESIDENCE
 TEXAS COUNTIES 6,298
 OTHER STATES 8
 FOREIGN COUNTRIES 35
 TOTAL 6,341

ETHNIC ORIGIN
 WHITE 504
 BLACK 5
 HISPANIC 5,636
 ASIAN 27
 INDIAN 7
 INTERNATIONAL 162
 UNKNOWN 0
 TOTAL 6,341

CTC Student Report (CBM001)

TEXAS HIGHER EDUCATION COORDINATING BOARD
 JR-CBM001 SUMMARY OF STUDENT DATA FROM
 TEXAS COMMUNITY COLLEGE

111111

PART B
 DATE: 05/08/99
 SPRING 1999

FIRST TIME STUDENTS

FIRST TIME IN COLLEGE	557	
FIRST TIME TRANSFER	263	
TOTAL		820

CONTACT HOURS (ACADEMIC)

	REGULAR	FLEXIBLE ENTRY
IN DISTRICT 856,368		3,032
OUT OF DISTRICT	25,152	4,040
INTER-INSTITUTIONAL	0	402
TOTAL	888,994	

CONTACT HOURS (TECH)

	REGULAR	FLEXIBLE ENTRY
IN DISTRICT 164,720		2,602
OUT OF DISTRICT	90,784	570
INTER-INSTITUTIONAL	0	303
TOTAL	258,979	

SEMESTER CREDIT HOURS

	REGULAR	FLEXIBLE ENTRY
ACADEMIC UNAFFECTED BY LIMIT	13,357	609
ACADEMIC AFFECTED BY LIMIT	5,333	152
TOTAL DEVELOPMENTAL	10,200	622
TOTAL TECHNICAL	5,824	1,333
DEVELOPMENTAL (EXCESSIVE)	36	9
TOTAL	34,750	2,716
CONCURRENT HIGH SCHOOL	30	0

MAJORS

ACADEMIC DECLARED MAJORS	3,273	
ACADEMIC UNDECLARED	1,715	
TECH DECLARED MAJORS	1,192	
TECH UNDECLARED	161	
TECH PREP DECLARED MAJOR	0	
TOTAL		6,341

CONCURRENT ENROLLED IN HIGH SCHOOL 5

SPECIAL POPULATIONS

ACADEMIC DISADVANTAGED	902
ECONOMIC DISADVANTAGED	3,239
INDIVIDUAL W/DISABILITY	145
LIMITED ENGLISH PROFICIENCY	579
PGMS TO ELIM GENDER BIAS	0
DISPLACED HOMEMAKER	89
SINGLE PARENT	202

NON-DISCLOSURE 2

FLEXIBLE ENTRY	44
TOTAL HEADCOUNT	6,385

*** NOTE: TOTALS ARE NET ERRORS.

CTC Student Report (CBM001)

TEXAS HIGHER EDUCATION COORDINATING BOARD DATE: 05/08/1999
JR-CBM001 EDIT SUMMARY FROM TEXAS COMMUNITY COLLEGE 111111 SPRING 1999

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	6,390	0	0
ITEM 2	INST. CODE	6,390	0	0
ITEM 3	STUDENT ID	6,390	0	0
ITEM 4	GENDER	6,390	0	0
ITEM 5	CLASSIFICATION	6,390	0	0
ITEM 6	DOB	6,390	0	0
ITEM 7	TUITION STATUS	6,390	0	0
ITEM 8	RESIDENCE	6,390	0	0
ITEM 9	TRANSFER	6,390	0	0
ITEM 10	CONTACT HRS-CB	6,389	1	0
ITEM 11	CONTACT HRS-TECH	6,389	1	0
ITEM 12	MAJOR	6,385	0	5
ITEM 13	ACADEMIC SCH NOT LIMITED	6,385	5	0
ITEM 13A	TUITION EXEMPTION	6,390	0	0
ITEM 13B	REMOTE CAMPUS	6,390	0	0
ITEM 13C	TYPE MAJOR	6,390	0	0
ITEM 14	ETHNIC ORIGIN	6,390	0	0
ITEM 15	LAST NAME	6,390	0	0
ITEM 16	FIRST INITIAL	6,390	0	0
ITEM 17	MIDDLE INITIAL	6,390	0	0
ITEM 18	SEMESTER	6,390	0	0
ITEM 19	YEAR	6,390	0	0
ITEM 20	FLEXIBLE ENTRY	6,390	0	0
ITEM 21	UNUSED	6,390	0	0
ITEM 22A	ACADEMIC DISADVANTAGE	6,390	0	0
ITEM 22B	ECONOMIC DISADVANTAGE	6,390	0	0
ITEM 22C	INDIVIDUAL W DISABLE	6,390	0	0
ITEM 22D	LIMITED ENGLISH PROF	6,390	0	0
ITEM 22E	PGMS TO ELIM GENDER BIAS	6,390	0	0
ITEM 22F	DISPLACED HOMEMAKER	6,390	0	0
ITEM 22G	SINGLE PARENT	6,390	0	0
ITEM 23	DEVELOPMENTAL SCH (EXCESS)	6,390	0	0
ITEM 24	INTER-INSTITUTIONAL CH ACAD	6,390	0	0
ITEM 25	INTER-INSTITUTION CH TECH	6,390	0	0
ITEM 26	CONCURRENT ENROLLED HS SCH	6,390	0	0
ITEM 27	ACADEMIC SCH LIMITED	6,390	0	0
ITEM 28	TOTAL DEVELOPMENTAL SCH	6,390	0	0
ITEM 29	TOTAL TECHNICAL SCH	6,390	0	0
ITEM 30	DEVELOPMENTAL SCH (EXCESS)	6,390	0	0
ITEM 31	STUDENT INTENT	6,390	0	0
ITEM 32	NON-DISCLOSURE	6,390	0	0
	CBM001 VS CBM004 ACADEMIC CONTACT HOURS			0
	CBM001 VS CBM004 TECHNICAL CONTACT HOURS			0
	CBM001 VS CBM004 ACADEMIC LIMITED SCH			0
	TOTAL CBM001 RECORDS PROCESSED		6,390	
	CONTROL TOTAL		10	
	DISCREPANCY		0	
	NUMBER OF DUPLICATE RECORDS		49	
	ADDS	5		
	CHANGES	0		
	DELETES	5		
	REJECTS	0		

CTC Student Report (CBM001)

SEDT1J99

TEXAS HIGHER EDUCATION COORDINATING BOARD
 RESUBMISSION EDIT OF JR-CBM001 DATA
 TEXAS COMMUNITY COLLEGE 111111

DATE 10/13/2000

FALL 2000

PAGE 1

3	4	5	6	7	8	9	10A	10B	11A	11B	12	13	13	1	1	2	22	23	24	25	26	27	28	29	30	31	32	33	
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*** ERROR - CBM001/CBM004 ACADEMIC CREDIT HOUR MISMATCH
 TOTAL CBM001 CREDIT HOURS: 166,880
 TOTAL CBM004 CREDIT HOURS: 331,264
 *** ERROR - CBM001/CBM004 TECHNICAL CREDIT HOUR MISMATCH
 TOTAL CBM001 CREDIT HOURS: 23,504
 TOTAL CBM004 CREDIT HOURS: 44,224
 *** ERROR - CBM001/CBM004 SCH CREDIT HOUR MISMATCH
 TOTAL CBM001 CREDIT HOURS: 6,725
 TOTAL CBM004 CREDIT HOURS: 13,438

STUDENT TASP REPORT CBM002

This report will include all undergraduate students, including transfer students who are registered for one or more Coordinating Board approved courses during the reporting period. Do not include students:

- 1) with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the fall of 1989, or
- 2) who withdraw prior to or on the official census date.

Each student described above will be reported on the CBM002 every reporting period that the student is enrolled at your institution, whether he/she has or has not taken a test for TASP purposes and whether he/she passed or failed. The report must have a record for each semester the student attends your institution.

Rather than requiring two separate reports, TASP (Texas Education Code T.E.C. 51.306) and the student performance data required by T.E.C. 51.403(e) have been combined on this report. Therefore, students who meet the above criteria, even though they may be enrolled in TASP-waived certificate programs, will be reported for the first year after high school graduation. Include students in credit certificate programs, but exclude students in continuing education programs. After all CBM002 reports for a fiscal year have been received and processed, the Coordinating Board will send the student performance data to the respective high schools.

The following three paragraphs replace the three above for community, technical, and state college TASP reports due for Fall 2001 and later:

This report will include all students attempting credit hours and any others required to be reported for TASP purposes, including transfer students who are registered for one or more Coordinating Board approved courses during the reporting period. Do not include students who withdraw prior to or on the official census date.

Each student described above will be reported on the CBM002 every reporting period that the student is enrolled at your institution, whether he/she has or has not taken a test for TASP purposes and whether he/she passed or failed. The report must have a record for each semester the student attends your institution.

Include students in credit certificate programs, but exclude students in continuing education programs. After all CBM002 reports for a fiscal year have been received and processed, the Coordinating Board will send the student performance data to the respective high schools.

Certificate Programs

Level-One certificate consists of at least 15 but no more than 42 semester credit hours (23-63 quarter hours) designed to be completed in one year or less. TASP requirements do not

CTC TASP Report (CBM002)

apply to students in Level-One certificate programs as long as they remain within the curriculum specified for each certificate.

Students in waived programs in the fall of 1998 and thereafter are not permitted to accumulate more than six collegiate-level hours outside a waived curriculum without being liable for all TASP requirements. Students who accumulated fewer than nine semester credit hours outside of a waived curriculum prior to fall 1998, either before enrolling in a waived program or while in a waived program, may be permitted to continue in or begin a new waived program without having to take a test approved for TASP purposes. Students who accumulated nine or more collegiate-level hours should have already tested.

Students in an academic program who wish to switch to a TASP-waived certificate program may be permitted to do so with the understanding that they may take only those courses specified in the waived program curriculum (with a limited number of approved vocational/technical substitutes) and may not accumulate more than six additional semester credit hours or the equivalent (of any type) outside of the curriculum without taking a test for TASP purposes and entering any required developmental education or returning to continuous developmental education if required.

A Level-Two certificate consists of at least 43 but no more than 59 semester credit hours (64-89 quarter hours). All TASP requirements apply to students in such programs.

Exemptions

Students may be reported as exempt from the testing requirement under the following circumstances (see the latest TASP Policy Manual for specific details):

- Grand-fathering
Any student with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the fall semester 1989
- Baccalaureate degrees
A student who has graduated with a baccalaureate degree from an accredited institution of higher education
- ACT/SAT/TAAS
A student who meets the exemption standards and whose ACT, SAT or TAAS scores have not expired. Appropriate ACT and SAT test scores are valid for exemption purposes for exactly five years from the qualifying test date (three years for exit-level TAAS). Scores required for exemption must be attained on one "sitting" for an appropriate test instrument. That is, students either meet exemption standards for all sections of the test or they meet none. ACT, SAT, and TAAS exemption standards are:

ACT: composite score of 23 with a minimum of 19 on both the English and the mathematics tests;

CTC TASP Report (CBM002)

SAT: combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal and the mathematics tests (re-centered scale for tests taken April 1995 and thereafter;

SAT: for tests taken prior to April 1995, a combined verbal and mathematics score of 970, with a minimum of 420 on the verbal test and 470 on the mathematics test;

TAAS: a minimum scaled score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the math test, and 89 on the reading test

- Deaf students who have three or more college-level hours or the equivalent from an accredited institution prior to September 1, 1995 will not be required to test.
- High School Graduates with 3.5 or above GPA in Recommended or Advanced Curriculum
A student who graduated from a public high school or an accredited private high school in any state with a grade point average of 3.5 or higher on a 4.0 scale or the equivalent, and completed the recommended or advanced high school curriculum or an equivalent or similar curriculum at an accredited private high school or at an out-of-state high school. The exemption is effective only for a student who enrolls in an institution of higher education on or before the second anniversary of the date the student graduated from high school.
- Transfers with 3 or more credit hours
A student who transfers with 3 or more accumulated college-level semester credit hours or the equivalent to a Texas public institution from a private or out-of-state institution may use transferred courses which are given common course numbers corresponding to those in Subsection 5.315(d)(3) to satisfy TASP requirements. A student must have earned a course grade of "B" or higher in each of the three skill areas.

Waivers

- Active-Duty Military
Full-time active-duty military personnel serving in the United States Armed Forces who are: (1) stationed in Texas and enrolled in a Texas public institution of higher education; or (2) stationed outside of Texas and enrolled in full degree programs provided by Texas public institution of higher education through distance education. An enrolled student serving on active military duty, who later separates from the military, must comply with all TASP requirements prior to re-enrolling.
- Certificate programs of one year or less (see discussion above)
- Enrollment on a temporary basis
A student who enrolls on a temporary basis (the student must show proof of enrollment at a private or at an out-of-state institution for the previous semester and sign a document stating that s/he does not seek a degree from your

CTC TASP Report (CBM002)

institution)

- International students
A student who is a citizen of a country other than the United States who is not seeking a degree or Level-Two certificate.
- National Student Exchange Program Participants
A student participating in the National Student Exchange Program from another state shall be exempt from the provisions of TEC 51.306 unless that student becomes a degree-seeking undergraduate student at a Texas public institution of higher education.
- Out-of-state students
Applies to Texas institutions that offer college-level courses outside the state of Texas or outside of the United States to students taking courses at out-of-state or overseas locations, so long as they remain outside the state. If such students return to Texas to continue or complete their academic work, they immediately become liable for all TASP requirements within the first nine semester credit hours, or the equivalent, completed in-state at a Texas public higher education institution
- Students 55 years of age or older
A student who is over 55 and not seeking a degree or Level-Two certificate
- Transfers with 3 or more credit hours
A student who transfers with 3 or more accumulated college-level semester credit hours or the equivalent to a Texas public institution from a private or out-of-state institution may use transferred courses which are given common course numbers corresponding to those in Subsection 5.315(d)(3) to satisfy TASP requirements. If a student has earned a course grade of "B" or higher in one or two skill areas only, the student must be tested in the remaining skill area(s).

Criteria for Meeting TASP Requirements

After September 1, 1995, the Reading and Math TASP Passing Standard is 230 and the TASP Writing Passing Standard is 220. The TASP Passing Standard is 220 for all test sections prior to September 1, 1995.

Minimum passing scaled scores for approved alternative tests:

- ASSET: Reading Skills - 41; Elementary Algebra - 38;
Written Essay - 6 (raw score); Writing Skills (objective) - 40
- COMPASS: Reading Skills - 81; Algebra - 39; Written Essay - 6 (raw score)
Writing Skills (objective) - 59
- MAPS: Reading Comprehension - 114; Elementary Algebra - 613;
Written Essay - 6 (raw score); Conventions of Written English - 310
- ACCUPLACER: Reading Comprehension - 78; Elementary Algebra - 63;
Written Essay - 6 (raw score); Sentence Skills - 80

CTC TASP Report (CBM002)

- The passing standard for the written essay portion of all alternative tests is a score of 6 (raw score). However, an essay score of 5 will pass if the student meets the objective writing test standard. Report the raw score on the CBM002 and use the objective writing scaled score to determine whether to report the writing essay score as passing or failing.

Deaf students must take the Stanford Achievement Test in lieu of the TASP Test. The minimum passing standards on the Stanford Achievement Test given to deaf students are (report raw scores): Reading Comprehension - 29; Mathematics Total - 66; Language Total - 37. Do not report the Study Skills score.

A student may satisfy the TASP requirements by earning a grade of “B” or better in an appropriate course approved by the Board (CB Rule 5.315 Subsection d).

Dyslexia and other related disorders statute became effective September 1, 1995 for dyslexia and related disorders and fall 1997 for specific learning disabilities in mathematics, and does not provide for retroactive application. Students cannot avail themselves of the options under this legislation without first requesting special accommodations for the TASP Test or providing notice of the disability by submitting appropriate documentation to the Coordinating Board.

An institution may require higher performance standards for students than those required for TASP purposes. Such students should be reported as having completed the TASP obligation.

Developmental Education

For purposes of this report, course-based developmental education occurs when the developmental courses being taught are on your Coordinating Board approved course inventory for funding purposes.

Non-course-based developmental education may include, but is not limited to, such activities as tutoring, supervised self-study, and participation in learning assistance centers. Non-course-based developmental education is not to be turned in for state formula funding.

TASP Scores Database

The CB receives and applies TASP scores from NES approximately 4 weeks after each test occasion. NES updates to prior test occasion data are also applied at this time. Changes to TASP scores at the CB can only be applied from NES and not from the institution. The student should contact NES if any erroneous information is discovered on the NES file. Social Security number changes are provided by NES and applied weekly.

INSTRUCTIONS FOR TASP REPORT

HOUSEKEEPING SECTION: All items in this section must be provided every reporting period.

Item #1 Record Code. Always enter '2'.

Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.

Item #3 Student Identification Number. Enter the Social Security number of the student. The institution will assign unique (nine-digit) identification numbers to students without Social Security numbers and report their dates of birth, Item #16, each reporting period to help uniquely identify the student.

If it is known that there is no matching record in the corresponding CBM001 with the Student Identification Number reported in this item, Items #14 thru #16 of the demographic information will need to be provided.

Item #4 Reporting Period.

1. Fall
2. Spring
3. Summer I
4. Summer II

Item #5 Year. Enter all four digits of the calendar year of the reporting period.

Item #6 Semester Credit Hours Attempted. Enter the number of semester credit hours in non-developmental education courses (for which a grade of 'A' – 'F' is given) attempted at this institution for the reporting period (right justified, zero filled). Do not include Incompletes (unless they have been resolved prior to the reporting date), withdrawn, or credit/no credit hours attempted. Report the hours of Incompletes during the reporting period resolved.

NOTE: The semester credit hours attempted and the grade points earned must be reported every reporting period that the student is enrolled at your institution until a baccalaureate degree is earned.

Item #7 Grade Points Earned. Based on a 4 point system, enter the number of grade points earned in non-developmental education courses attempted at this institution for the reporting period (right justified, zero filled).

Item #8 Enrolled in a High School Level Program.

0. No; not currently pursuing a high school level program
1. Yes; student is currently pursuing a high school level program

CTC TASP Report (CBM002)

NOTE: A high school student who enrolls in a college course in the summer and is not attending a high school during the summer is still considered “pursuing” a high school level program.

Item #9 Update Code. Enter the appropriate code.

A = Add students that were omitted from the initial report of the reporting period

C = Change errors in specific items of this reporting cycle

D = Delete students that were inadvertently reported this cycle

STUDENT DEMOGRAPHICS and ENTRY STATUS SECTION: All items in this section must be provided every reporting period.

Item #10 First Semester Enrolled. Enter the code indicating the semester that the student was first enrolled at your institution. This data will remain constant throughout the student’s collegiate career at the institution.

1. Fall
2. Spring
3. Summer I
4. Summer II

Item #11 Year First Enrolled. Enter all four digits of the calendar year in which the semester in Item #10 occurred.

Item #12 Educational Objective. Enter the code indicating the student’s educational objective at the institution.

1. Non-degree: students enrolled in courses for credit who are not recognized by the institution as seeking a degree or certificate
2. Certificate: TASP-liable
3. Associate Degree
4. Baccalaureate Degree
5. Undetermined
6. Certificate: TASP-waived

NOTE: Institutions will update the student’s file if the educational objective changes. For a discussion of the circumstances under which a certificate qualifies as TASP-waived, see paragraph 1 of “Certificate Programs” on page 2.1.

Item #13 Prior Student ID - Social Security Number Change. The CB will use this number to match to the CBM001 and TASP Database if the number in Item #3 does not match.

Item #14 Gender. Enter the gender of the student. If the student identifier of the CBM002 does not match to the CBM001, this item must be provided.

CTC TASP Report (CBM002)

M = Male F = Female

Item #15 Ethnic Origin. Enter the code indicating the ethnic origin of the student. If the student identifier of the CBM002 does not match to the CBM001, this item must be provided.

1. White-Non-Hispanic
2. Black-Non-Hispanic
3. Hispanic
4. Asian or Pacific Islander
5. American Indian or Alaskan Native
6. International
7. Unknown or Not Reported

Item #16 Date of Birth. Enter all four digits of the year, the month, and day of the birth of the student (YYYYMMDD). Must be reported if the student has an institution-assigned identification number. If the date of birth is unknown, enter '00000000'.

Item #17 Developmental Good Standing. **Pending further review.**

Item #18 TASP Exemption/Waived Status - **If not qualified, enter a zero in this item then continue on to the next sections.**

0. Not qualified for TASP exemption or did not have a transfer "B" or better grade in all three skill areas
1. Exemption granted by another institution
2. Waiver based on Level-One Certificate Program
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS Scores
6. Exemption/waiver based on other criteria (such as students who qualify for the grand-fathering exemption, for 55 and older waiver, for temporary enrollment waiver, for international students, for out-of-state students, for active military student, etc. use this category)
7. Satisfied TASP requirement based on qualifying as a transfer student from an out-of-state or private institution with a "B" or higher grade in an appropriate course in all three skill areas.
8. Exemption based on completion of the recommended or advanced high school curriculum with a grade point average of 3.5 or higher on a 4.0 scale

Item #19 Initial Test Route. Enter the appropriate response for the initial test from the list below each reporting period. Enter the score of the initial TASP or alternative test in the appropriate test section, Item #26, #36, and #46, the first term the student is enrolled at your institution. If the student qualifies for an exemption, the "null" value is appropriate.

0. Not applicable or null

CTC TASP Report (CBM002)

1. TASP. If the social security number of the student can be matched to the National Evaluation Systems score database at the CB, you do not have to provided this score.
2. COMPASS (Use elementary algebra as math section)
3. ASSET
4. MAPS
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Reading Comprehension, Mathematics, and Language raw scores in appropriate Items #26, #36, and #46. Do not report the Study Skills score.
7. Initial Test taken at another institution. Do not report these scores.
8. Student was allowed to enroll but did not test during the reporting period.

MATH STATUS SECTION: When the student qualifies to be reported with a code '0' or '4' in Item #20, all other Items in this section should be reported as "null".

Item #20 TASP Math Obligation Status. Must be entered every reporting period.

0. Not applicable or null is appropriate for a student who qualifies for one of the exemptions listed in Item #18.
1. Not met
2. Met obligation during the reporting period. Item #21 cannot be reported as a zero when this Item is coded '2'.
3. Met obligation in a prior reporting period and this is the first time to report the student (identify how met obligation in Item #21). Include students who transferred from out-of-state or private institution who earned a course grade of "B" or higher in this area
4. Met obligation in a prior reporting period.

Item #21 TASP Math Obligation Was Met. Provide the reason identified below.

0. Not applicable or null
1. Passed math test section per Initial Test Route
2. Completed TASP math obligation at another higher education institution
3. Completed TASP math obligation while in high school (public, private, or home-school)
4. Passed TASP math section after receiving developmental education
5. Completed college-level math course(s) with "B" or better
6. Completed TASP math obligation via provision 51.306(u), dyslexia and other related disorders
7. Other, when none of the above apply

Item #22 TASP Math Developmental Education Status. Enter the code indicating the student's status for developmental education in this area.

0. Not applicable or null
1. Delayed: student not enrolled in required math developmental education program

CTC TASP Report (CBM002)

2. In Process: student enrolled and satisfied the requirements of a required math developmental education course; however, completion of additional math DE course(s) is pending
3. In Process: student enrolled and did not satisfy the requirements of the required math developmental education course(s)
4. Completed: student enrolled and satisfied the requirements of the required math developmental education course(s) which resulted in the student satisfying all components of the required math developmental education program
5. Other math Developmental Education program status (not identified above)

Item #23 Number of Semester Hours in Math Developmental Education. Enter the number of semester credit hours in which the student has been in math developmental education during the reporting period. Enter '00' if not applicable.

Item #24 Level of Math Developmental Education that was provided during the reporting period. When Item #22 is coded a '2', '3', or '4' the level must be identified.

0. Not applicable or null
1. Level 1 (Intro) Math Developmental Education Course
2. Level 2 (Intermediate) Math Developmental Education Course(s)
3. Level 3 (Highest) Math Developmental Education Course

NOTE: In institutions where only two courses are available in the math developmental program, code the first course a "Level 2" and the second course a "Level 3". In institutions where only one course in the math developmental program is available, code the course a "Level 3". In institutions where there are more than 3 courses in the math development program, code the first course a "Level 1"; the last course in the program a "Level 3"; and all intermediate courses a "Level 2".

Item #25 Math Developmental Education Provided During the Reporting Period. If math developmental education has been provided during any part of the reporting period, enter the appropriate code based on the type provided.

0. Not applicable or null
1. Course-based
2. Non-course-based
3. Combination of course and non-course-based
4. Provided by correctional institution

Item #26A Math Test Score on Initial Test Route (TASP or Alternative Test). The score must match the type test identified in Item #19. If the score is less than 2 digits, enter leading zeros. Enter '000' if the item is not applicable or null. The TASP score may be omitted if the student identifier matches to the NES score file at the Coordinating Board.

CTC TASP Report (CBM002)

Item #26B Math Test Pass/Fail on Initial Test Route (TASP or Alternative Test). Enter the appropriate indicator showing whether the student passed or failed the test identified in Item #19.

- 0. Not applicable or null
- 1. Passed
- 2. Failed

Item #27 TASP Math Score From Second Testing Occasion (Formerly Post-Developmental Education TASP Math Score). Enter the TASP score from the second testing occasion which normally occurs after completion of the developmental education program. This can only be a TASP score and, thus, must be 3 digits. Enter '000' if not applicable or null.

Item #28 TASP Math Score From Third or Most Recent Testing Occasion. If there are more than two testing occasions, enter the most recent three-digit scaled score for math provided by NES. If there are four or more testing occasions, and the student achieved the highest score on a prior occasion (after the second occasion), enter it here. Enter '000' if not applicable or null.

Item #29 Grade in CB-Approved College-Level Mathematics Course. Until one of the college-level courses listed below is attempted at your institution, report a code of '0'. Report the grade of the student in one of the freshman-level courses (as identified by their Common Course Numbers) listed below if it was attempted to satisfy the TASP requirement. If a student retakes one of the courses listed below because he/she did not make a "B" or better on the previous attempt, report the grade of the retake. The grade should be in one of the following:

- MATH 1332 (College Mathematics)
- MATH 1333 (College Mathematics)
- MATH 1314 (College Algebra)
- MATH 1316 (Plane Trigonometry)

Enter the appropriate code:

- 0. Not taken or null
- 1. A
- 2. B
- 3. C
- 4. D
- 5. F
- 6. Credit
- 7. No Credit
- 8. Incomplete
- 9. Withdrawn/Quit

WRITING STATUS SECTION: When the student qualifies to be reported with a code '0' or '4' in Item #30, all other Items in this section should be reported as "null".

Item #30 TASP Writing Obligation Status. Must be entered every reporting period.

- 0. Not applicable or null is appropriate for a student who qualifies for one of the exemptions listed in Item #18

CTC TASP Report (CBM002)

1. Not met
2. Met obligation during the reporting period
3. Met obligation in a prior reporting period and this is the first time to report the student (identify how met obligation in Item #31). Include students who transferred from out-of-state or private institution who earned a course grade of "B" or higher in this area
4. Met obligation in a prior reporting period

Item #31 TASP Writing Obligation Was Met. Provide the reason identified below.

0. Not applicable or null
1. Passed writing test section per Initial Test Route
2. Completed TASP writing obligation at another higher education institution
3. Completed TASP writing obligation while in high school (public, private, or home-school)
4. Passed TASP writing section after receiving developmental education
5. Completed college-level writing course(s) with "B" or better
6. Completed TASP writing obligation via provision 51.306(u), dyslexia and other related disorders
7. Other, when none of the above apply

Item #32 TASP Writing Developmental Education Status. Enter the code indicating the student's status for developmental education in this area.

0. Not applicable or null
1. Delayed: student not enrolled in required writing developmental education program
2. In Process: student enrolled and satisfied the requirements of a required writing developmental education course; however, completion of additional writing DE course(s) is pending
3. In Process: student enrolled and did not satisfy the requirements of the required writing developmental education course(s)
4. Completed: student enrolled and satisfied the requirements of the required writing developmental education course(s), which resulted in the student satisfying all components of the required writing developmental education program
5. Other writing Developmental Education program status (not identified above)

Item #33 Number of Semester Hours in Writing Developmental Education. Enter the number of semester credit hours in which the student has been in writing developmental education during the reporting period. Enter '00' if not applicable.

Item #34 Level of Writing Developmental Education that was provided during the reporting period. When Item #32 is coded a '2', '3' or '4' the level must be identified.

0. Not applicable or null
1. Level 1 (Intro) Writing Developmental Education Course
2. Level 2 (Intermediate) Writing Developmental Education Course(s)
3. Level 3 (Highest) Writing Developmental Education Course

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NOTE: In institutions where only two courses are available in the writing developmental program, code the first course a “Level 2” and the second course a “Level 3”. In institutions where only one course in the writing developmental program is available, code the course a “Level 3”. In institutions where there are more than 3 courses in the writing development program, code the first course a “Level 1”; the last course in the program a “Level 3”; and all intermediate courses a “Level 2”.

Item #35 Writing Developmental Education Provided During the Reporting Period. If writing developmental education has been provided during any part of the reporting period, enter the appropriate code based on the type provided.

0. Not applicable or null
1. Course-based
2. Non-course-based
3. Combination of course and non-course-based
4. Provided by correctional institution

Item #36A Writing Test Score on Initial Test Route (TASP or Alternative Test). The score must match the type test identified in Item #19. If the test was TASP, enter the writing scaled score. For alternative tests enter the single-digit writing essay score, not the writing objective score. Since the writing essay score is a single digit, enter leading zeros. Enter ‘000’ if the item is not applicable or null. The TASP score may be omitted if the student identifier matches to the NES score file at the Coordinating Board.

Item #36B Writing Test Pass/Fail on Initial Test Route (TASP or Alternative Test). Enter the appropriate indicator showing whether the student passed or failed the test identified in Item #19.

0. Not applicable or null
1. Passed
2. Failed

Item #37 TASP Writing Score From Second Testing Occasion (Formerly Post-Developmental Education TASP Writing Score). Enter the TASP score from the second testing occasion which normally occurs after completion of the developmental education program. This can only be a TASP score and, thus, must be 3 digits. Enter ‘000’ if not applicable or null.

Item #38 TASP Writing Score From Third or Most Recent Testing Occasion. If there are more than two testing occasions, enter the most recent three-digit scaled score for writing provided by NES. If there are four or more testing occasions, and the student achieved the highest score on a prior occasion (after the second occasion), enter it here. Enter ‘000’ if not applicable or null.

Item #39 Grade in CB-Approved College-Level Writing Course. Until one of the college-level courses listed below is attempted at your institution, report a code of ‘0’. Report the

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grade of the student in one of the Freshman-level courses (as identified by their Common Course Numbers) listed below if it was attempted to satisfy the TASP requirement. If a student retakes one of the courses listed below because he/she did not make a “B” or better on a previous attempt, report the grade of the retake. The grade should be in one of the following:

ENGL 1301 (Composition I)
ENGL 1302 (Composition II)

Enter the appropriate code:

- | | |
|----------------------|-------------------|
| 0. Not taken or null | 5. F |
| 1. A | 6. Credit |
| 2. B | 7. No Credit |
| 3. C | 8. Incomplete |
| 4. D | 9. Withdrawn/Quit |

READING STATUS SECTION: When the student qualifies to be reported with a code of ‘0’ or ‘4’ in Item #40, all other Items in this section should be reported as “null”.

Item #40 TASP Reading Obligation Status. Must be entered every reporting period.

0. Not applicable or null is appropriate for a student who qualifies for one of the exemptions listed in Item #18
1. Not met
2. Met obligation during the reporting period
3. Met obligation in a prior reporting period and this is the first time to report the student (identify how met obligation in Item #41). Include students who transferred from an out-of-state or private institution who earned a course grade of “B” or higher in this area
4. Met obligation in a prior reporting period

Item #41 TASP Reading Obligation Was Met. Provide the reason identified below.

0. Not applicable or null
1. Passed reading test section per Initial Test Route
2. Completed TASP reading obligation at another higher education institution
3. Completed TASP reading obligation while in high school (public, private, or home-school)
4. Passed TASP reading section after receiving developmental education
5. Completed college-level reading course(s) with “B” or better
6. Completed TASP reading obligation via provision 51.306(u), dyslexia and other related disorders
7. Other, when none of the above apply

Item #42 TASP Reading Developmental Education Status. Enter the code indicating the student’s status for developmental education in this area.

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0. Not applicable or null
1. Delayed: student not enrolled in required reading developmental education program
2. In Process: student enrolled and satisfied the requirements of a required reading developmental education course; however, completion of additional reading DE course(s) is pending
3. In Process: student enrolled and did not satisfy the requirements of the required reading developmental education course(s)
4. Completed: student enrolled and satisfied the requirements of the required reading developmental education course(s) which resulted in the student satisfying all components of the required reading developmental education program
5. Other reading Developmental Education program status (not identified above)

Item #43 Number of Semester Hours in Reading Developmental Education. Enter the number of semester credit hours in which the student has been in reading developmental education during the reporting period. Enter '00' if not applicable.

Item #44 Level of Reading Developmental Education that was provided during the reporting period. When Item #42 is coded a '2', '3', or '4' the level must be identified.

0. Not applicable or null
1. Level 1 (Intro) Reading Developmental Education Course
2. Level 2 (Intermediate) Reading Developmental Education Course(s)
3. Level 3 (Highest) Reading Developmental Education Course

NOTE: In institutions where only two courses are available in the reading developmental program, code the first course a "Level 2" and the second course a "Level 3". In institutions where only one course in the reading developmental program is available, code the course a "Level 3". In institutions where there are more than 3 courses in the reading development program, code the first course a "Level 1"; the last course in the program a "Level 3"; and all intermediate courses a "Level 2".

Item #45 Reading Developmental Education Provided During the Reporting Period. If reading developmental education has been provided during any part of the reporting period, enter the appropriate code based on the type provided.

0. Not applicable or null
1. Course-based
2. Non-course-based
3. Combination of course and non-course-based
4. Provided by correctional institution

Item #46A Reading Test Score on Initial Test Route (TASP or Alternative Test). The score must match the type test identified in Item #19. If the score is less than 2 digits, enter leading zeros. Enter '000' if the item is not applicable or null. The TASP score may be omitted if the student identifier matches to the NES score file at the Coordinating Board.

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Item #46B Reading Test Pass/Fail on Initial Test Route (TASP or Alternative Test). Enter the appropriate indicator showing whether the student passed or failed the test identified in Item #19.

- 0. Not applicable or null
- 1. Passed
- 2. Failed

Item #47 TASP Reading Score From Second Testing Occasion (Formerly Post-Developmental Education TASP Reading Score). Enter the TASP score from the second testing occasion which normally occurs after completion of the developmental education program. This can only be a TASP score and, thus, must be 3 digits. Enter '000' if not applicable or null.

Item #48 TASP Reading Score From Third or Most Recent Testing Occasion. If there are more than two testing occasions, enter the most recent three-digit scaled score for reading provided by NES. If there are four or more testing occasions, and the student achieved the highest score on a prior occasion (after the second occasion), enter it here. Enter '000' if not applicable or null.

Item #49 Grade in CB-Approved College-Level Reading Course. Until one of the college-level courses listed below is attempted at your institution, report a code of '0'. Report the grade of the student in one of the Freshman-level courses (as identified by their Common Course Numbers) listed below if it was attempted to satisfy the TASP requirement. If a student retakes one of the courses listed below because he/she did not make a "B" or better on the previous attempt, report the grade of the retake. The grade should be in one of the following:

- HIST 1301, 1302 (U.S. History)
- ENGL 2321, 2322, 2323 (British Literature)
- ENGL 2331, 2332, 2333 (World Literature)
- ENGL 2326, 2327, 2328 (American Literature)
- PSYCH 2301 (General Psychology)
- GOVT 2301, 2302, 2305, 2306 (American Government)

Enter the appropriate code:

- 0. Not taken or null
- 1. A
- 2. B
- 3. C
- 4. D
- 5. F
- 6. Credit
- 7. No Credit
- 8. Incomplete
- 9. Withdrawn/Quit

Item #50 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #51 Unused

CTC TASP Report (CBM002)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '2'	1	1
Item #2	Institution Identifier - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Reporting Period - Numeric	17	1
Item #5	Year - Numeric	18	4
Item #6	Semester Credit Hours Attempted - leading zeros	22	3
Item #7	Grade Points Earned - Right justified, leading zeros	25	3
Item #8	Concurrent Enrollment in H.S. - Numeric	28	1
Item #9	Update Code ('A' = add, 'C' = change, 'D' = delete)	29	1
Item #10	First Semester Enrolled - Numeric	30	1
Item #11	Year First Enrolled - Numeric	31	4
Item #12	Educational Objective - Numeric	35	1
Item #13	Prior Student ID - Numeric	36	9
Item #14	Gender - Alpha	45	1
Item #15	Ethnic Origin - Numeric	46	1
Item #16	Date of Birth - Numeric - YYYYMMDD	47	8
Item #17	Developmental Good Standing (pending further review)	55	1
Item #18	TASP Exemption Status - Numeric	56	1
Item #19	Initial Test Route - Numeric	57	1
Item #20	TASP Math Obligation Status - Numeric	58	1
Item #21	TASP Math Obligation Met - Numeric	59	1
Item #22	TASP Math Developmental Education Status - Numeric	60	1
Item #23	Semester Hours in Math Developmental Ed - Numeric	61	2
Item #24	Level of Math Developmental Ed - Numeric	63	1
Item #25	Math Developmental Ed Provided - Numeric	64	1
Item #26A	Math Test Score on Initial Entry - Numeric	65	3
Item #26B	Math Pass/Fail - Numeric	68	1
Item #27	Second Test Occasion TASP Mathematics Score - Numeric	69	3
Item #28	Third Test Occasion or Later TASP Math Score - Numeric	72	3
Item #29	Grade in First College-Level Mathematics Course - Numeric	75	1
Item #30	TASP Writing Obligation Status - Numeric	76	1
Item #31	TASP Writing Obligation Met - Numeric	77	1
Item #32	TASP Writing Developmental Education Status - Numeric	78	1
Item #33	Semester Hours in Writing Developmental Ed - Numeric	79	2
Item #34	Level of Writing Developmental Ed - Numeric	81	1
Item #35	Writing Developmental Ed Provided - Numeric	82	1
Item #36A	Writing Test Score on Initial Entry - Numeric	83	3
Item #36B	Writing Pass/Fail - Numeric	86	1
Item #37	Second Test Occasion TASP Writing Score - Numeric	87	3
Item #38	Third Test Occasion or Later TASP Writing Score - Numeric	90	3
Item #39	Grade in First College-Level Writing Course - Numeric	93	1
Item #40	TASP Reading Obligation Status - Numeric	94	1
Item #41	TASP Reading Obligation Met - Numeric	95	1
Item #42	TASP Reading Developmental Education Status - Numeric	96	1

CTC TASP Report (CBM002)

		<u>Beginning Position</u>	<u>Length</u>
Item #43	Semester Hours in Reading Developmental Ed - Numeric	97	2
Item #44	Level of Reading Developmental Ed - Numeric	99	1
Item #45	Reading Developmental Ed Provided - Numeric	100	1
Item #46A	Reading Test Score on Initial Entry - Numeric	101	3
Item #46B	Read Pass/Fail - Numeric	104	1
Item #47	Second Test Occasion TASP Reading Score - Numeric	105	3
Item #48	Third Test Occasion or Later TASP Reading Score - Numeric	108	3
Item #49	Grade in First College-Level Reading Course - Numeric	111	1
Item #50	Non-Disclosure – Numeric	112	1
Item #51	Unused	113	8

CTC TASP Report (CBM002)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for each data element.

<u>ITEM NUMBER</u>		<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1.	Record Code	N/A	Any value except '2'
2.	Institution Code	N/A	Must match value in header record and be a valid FICE code
3.	Student ID Number	N/A	Blank; special characters
4.	Reporting Period	N/A	Must match value in header record; value except '1' thru '4'
5.	Year	N/A	Must match value in header record
6.	SCH Attempted	Semester value > 022; Semester value < 001	Any non-numerical values
7.	Grade Points Earned	Semester value > 088; Semester value < 001	Any non-numerical values Value > 4 times SCH
8.	High School Enrollment	N/A	Any value except '0' or '1'
9.	Update Code	N/A	Any value except '0', 'A', 'C' or 'D'
10.	First Sem. Enrolled	N/A	Any value except '1' thru '4'
11.	Year First Enrolled	N/A	Any non-numerical values
12.	Educational Objective	N/A	Any value except '1' thru '6'
13.	Prior SSN	N/A	Special characters
14.	Gender	N/A	Any value except 'M' or 'F'
15.	Ethnic Origin	N/A	Any value except '1' thru '7'
16.	Date of Birth	N/A	Month < '01' or > '12'; day < '01' or > '31'
17.	Dev. Good Standing	N/A	N/A
18.	TASP Exemption Status	N/A	Any value except '0' thru '8'
19.	Initial Test Route	N/A	Any value except '0' thru '8'

(continued on next page)

CTC TASP Report (CBM002)

<u>ITEM NUMBER</u>		<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
<u>MATH/Writing/READING TEST SECTION</u>			
20/30/40.	Obligation Status	N/A	Any value except '0' thru '4'
21/31/41.	Obligation Met	N/A	Any value except '0' thru '7'
22/32/42.	TASP DE Status	N/A	Any value except '0' thru '5'
23/33/43.	SCH in DE	Any value > '6'	Any value > '9'
24/34/44.	Level of DE	N/A	Any value except '0' thru '3'
25/35/45.	DE Provided	N/A	Any value except '0' thru '4'
26A/36A/46A.	Entry Test Score		
	Math Score	N/A	TASP < 100 or > 300
	when Item #19 = '2'		COMPASS < 0 or > 100
	when Item #19 = '3'		ASSET < 23 or > 55
	when Item #19 = '4'		MAPS < 601 or > 625
	when Item #19 = '5'		ACCUPLACER < 21 or > 120
	when Item #19 = '6'		Stanford < 1 or > 118
	Writing Score	N/A	TASP < 100 or > 300
	when Item #19 = '2'		COMPASS = 1 or > 8
	when Item #19 = '3'		ASSET = 1 or > 8
	when Item #19 = '4'		MAPS = 1 or > 8
	when Item #19 = '5'		ACCUPLACER = 1 or > 8
	when Item #19 = '6'		Stanford < 1 or > 60
	Reading Score	N/A	TASP < 100 or > 300
	when Item #19 = '2'		COMPASS < 0 or > 100
	when Item #19 = '3'		ASSET < 23 or > 53
	when Item #19 = '4'		MAPS < 101 or > 125
	when Item #19 = '5'		ACCUPLACER < 26 or > 120
	when Item #19 = '6'		Stanford < 1 or > 54
26B/36B/46B.	Entry Test Pass/Fail	N/A	Any value except '0' thru '2'
27/37/47.	Score From 2nd Test	N/A	Number < 100 or > 300
28/38/48.	Recent TASP Score	N/A	Number < 100 or > 300
29/39/49.	First Grade	N/A	Any value except '0' thru '9'
50.	Non-Disclosure	N/A	Any value except '2' or '0'
51.	Unused	N/A	N/A

CTC TASP Report (CBM002)

UPDATING PROCEDURES

The updating procedure for the CBM002 is different from the other CBM reports. Updating of the other CBM reports are confined to one semester. The CBM002 data will be input to a Master TASP file that will be continually updated. Consequently, each semester is tied to the others by the student ID (Social Security number) and birthday. Therefore, when the Social Security number changes from one reporting period to the next, the new number should be reported in Item #3 and the prior Social Security number reported in Item #13. This will allow the historical data to be incorporated with the new information.

Rather than adding the TASP records directly to the Master TASP Database, an intermediate CBM002 area is being used to store the data until it can be edited and certified. This procedure will allow you to apply changes or resubmit the whole report if necessary, just like the other CBM reports:

- a) On a “complete report” type of submission, all records are considered as adds, ‘A’, to the intermediate file area. Changes of the ‘C’ type and deletes of the ‘D’ type are treated just like they were “add” records. Therefore, they should not be reported until a later submission as an “update.”
- b) An “update” type submission is the process in which changes and deletes are applied to the intermediate file area records in order to clear up errors or questionable items.
 1. If only a few records need to be changed, enter the key information, Items #1, #2, #3, #4, #5, and the item(s) to be changed, and a ‘C’ in Item #9. Records that have been omitted may be added by supplying all the information and an ‘A’ in Item #9. If there are records that should not have been reported, they can be deleted by entering Items #1, #2, #3, #4, and #5 and a ‘D’ in Item #9.
 2. If a significant number of the records need to be changed, then you may resubmit the complete report electronically and, thus, replace all the records for the reporting period.
- c) After all records are error-free and certified, all the records will be applied to the Master TASP Database for the reporting period.

REPORTING EXAMPLES

Items #1 through #17 will be entered each time. Since the report is designed so that the coding for each section (Math, Writing, and Reading) is similar, the examples here reflect the items in the Math section, but are applicable to all sections.

1. Student failed one section of the TASP test, was enrolled in a developmental course, and needs further developmental education:

Item #18 = 0	Item #19 = 1	Item #20 = 1
Item #21 = 0	Item #22 = 2	Item #23 = 03
Item #24 = 2	Item #25 = 1	Item #26A = 220
Item #26B = 2	Item #27 = 000	Item #28 = 000
Item #29 = 0		

2. Student being reported for the first time who has passed the TASP :

Item #18 = 0	Item #19 = 1	Item #20 = 3
Item #21 = 1	Item #22 = 0	Item #23 = 00
Item #24 = 0	Item #25 = 0	Item #26A = 250
Item #26B = 1	Item #27 = 000	Item #28 = 000
Item #29 = 0		

3. Student passed an alternative (ASSET) test :

Item #18 = 0	Item #19 = 3	Item #20 = 3
Item #21 = 1	Item #22 = 0	Item #23 = 00
Item #24 = 0	Item #25 = 0	Item #26A = 050
Item #26B = 1	Item #27 = 000	Item #28 = 000
Item #29 = 0		

4. Student enrolled in "B or better" course to complete a TASP requirement:

- A. Student passes the course:

Item #18 = 0	Item #19 = 1	Item #20 = 2
Item #21 = 5	Item #22 = 4	Item #23 = 00
Item #24 = 0	Item #25 = 0	Item #26A = 200
Item #26B = 2	Item #27 = 215	Item #28 = 000
Item #29 = 2		

- B. Student fails the course:

Item #18 = 0	Item #19 = 1	Item #20 = 1
Item #21 = 0	Item #22 = 4	Item #23 = 00
Item #24 = 0	Item #25 = 0	Item #26A = 000
Item #26B = 2	Item #27 = 215	Item #28 = 000

CTC TASP Report (CBM002)

Item #29 = 3

5. Student is TASP exempt based on ACT scores:

Item #18 = 3	Item #19 = 0	Item #20 = 0
Item #21 = 0	Item #22 = 0	Item #23 = 00
Item #24 = 0	Item #25 = 0	Item #26A = 000
Item #26B = 0	Item #27 = 000	Item #28 = 000
Item #29 = 0		

6. Student who has declared a disability:

A. Student with dyslexia, prior to THECB waiver:

Item #18 = 0	Item #19 = 1	Item #20 = 1
Item #21 = 0	Item #22 = 2	Item #23 = 02
Item #24 = 3	Item #25 = 3	Item #26A = 222
Item #26B = 2	Item #27 = 000	Item #28 = 000
Item #29 = 0		

B. Student with dyslexia, satisfying waiver:

Item #18 = 0	Item #19 = 1	Item #20 = 2
Item #21 = 6	Item #22 = 4	Item #23 = 03
Item #24 = 1	Item #25 = 1	Item #26A = 220
Item #26B = 2	Item #27 = 222	Item #28 = 000
Item #29 = 0		

7. A student who satisfies one or two of the three TASP areas with a transfer-in grade of "B" or better is coded as follows (passing grade in Math):

Item #18 = 0	since all areas are not completed based on transfer grades (depending upon the initial test taken for the other sections which do not have a "B" or better grade in an approved course) If an initial test has not been taken before the end of the semester, then it would be appropriate to code this item an 8.
Item #19 = 1 thru 6	
Item #20 = 3	
Item #21 = 5	
Items #22 thru #28	coded 0
Item #29 = 1 or 2	depending on the grade transferred

CTC TASP Report (CBM002)

CBM002 SUMMARY OF INITIAL STUDENT TASP DATA FROM DATE: 02/11/2001
 TEXAS COMMUNITY COLLEGE 003304 FALL 2000

EDUCATIONAL OBJECTIVE		INITIAL TEST ROUTE	
NON-DEGREE	738	TASP	1,252
CERT: TASP LIABLE	107	COMPASS	0
ASSOCIATE DEGREE	580	ASSET	52
BACCALAUREATE DEGREE	987	MAPS	0
UNDETERMINED	298	ACCUPLACER	0
CERT: TASP WAIVED	1	STANDFORD ACHIEVE TEST	1
TOTAL	2,711	ANOTHER INSTITUTION	13
MATH OBLIGATIONS MET		LEVEL OF MATH DE	
NOT APPLICABLE	189	NOT APPLICABLE	422
PASSED INITIAL TEST	1,200	LEVEL 1 (INTRO)	0
COMPLETED ANOTHER INST.	33	LEVEL 2 (INTERMED.)	44
PASSED AFTER DE PROGRAM	543	LEVEL 3 (HIGHEST)	859
COMPLETED IN HIGH SCHOOL	3		
COMPLETED B OR BETTER	15		
MATH DEVELOPMENTAL ED STATUS		MATH DEVELOPMENTAL ED PROVIDED	
NOT APPLICABLE	914	NOT APPLICABLE	914
DELAYED	275	COURSE BASED	155
IN PROCESS PENDING	110	NON-COURSE BASED	37
IN PROCESS NOT SATISFACTORY	85	COMBINATION OF BOTH	0
COMPLETED	1,327	GED BASED, CORRECTIONAL	0
WRITING OBLIGATIONS MET		LEVEL OF WRITING DE	
NOT APPLICABLE	189	NOT APPLICABLE	422
PASSED INITIAL TEST	1,200	LEVEL 1 (INTRO)	0
COMPLETED ANOTHER INST.	33	LEVEL 2 (INTERMED.)	44
COMPLETED IN HIGH SCHOOL	6	LEVEL 3 (HIGHEST)	859
PASSED AFTER DE PROGRAM	543		
COMPLETED B OR BETTER	15		
WRITING DEVELOPMENTAL ED STATUS		WRITING DEVELOPMENTAL ED PROVIDED	
NOT APPLICABLE	914	NOT APPLICABLE	914
DELAYED	275	COURSE BASED	155
IN PROCESS PENDING	110	NON-COURSE BASED	37
IN PROCESS NOT SATISFACTORY	85	COMBINATION OF BOTH	0
COMPLETED	1,327	GED BASED, CORRECTIONAL	0
READING OBLIGATIONS MET		LEVEL OF READING DE	
NOT APPLICABLE	366	NOT APPLICABLE	742
PASSED INITIAL TEST	721	LEVEL 1 (INTRO)	0
COMPLETED ANOTHER INST.	33	LEVEL 2 (INTERMED.)	46
COMPLETED IN HIGH SCHOOL	7	LEVEL 3 (HIGHEST)	518
PASSED AFTER DE PROGRAM	94		
COMPLETED B OR BETTER	13		
READING DEVELOPMENTAL ED STATUS		READING DEVELOPMENTAL ED PROVIDED	
NOT APPLICABLE	755	NOT APPLICABLE	888
DELAYED	27	COURSE BASED	155
IN PROCESS PENDING	110	NON-COURSE BASED	3
IN PROCESS NOT SATISFACTORY	63	COMBINATION OF BOTH	0
COMPLETED	1,468	GED BASED, CORRECTIONAL	0
		NON-DISCLOSURE	2

CLASS REPORT CBM004

Reporting for State Reimbursement

Class enrollments will be reported on the CBM004 for all students enrolled at the reporting institution in Coordinating Board approved (Academic and Technical) courses (for which semester credit hours or quarter credit hours are awarded). Enrollment shall be reported as of the official census date. The official census dates are the twelfth class day of the Fall and Spring semesters and the fourth class day of each summer session. The census date for classes which meet other than sixteen weeks are defined in a schedule in the introductory section of the CBM001 called Official Reporting Date. On or before the official census date, each student eligible for inclusion shall have paid in full the amount set as tuition by the respective governing board (or, where applicable, have valid accounts receivable on record). Students who withdraw from a class on or before the census date will not be included in this report. Students are allowed to pay their tuition and fees in installments. Such students are required to have a fully operational installment contract by the payment due date (census date) to be in good standing. This includes receipt of half the tuition and fees as a first installment payment prior to the beginning of the semester and the existence of a fully-signed contract by the payment due date.

Funding for Physical Education Courses: A rider in the appropriations bill states that no funds appropriated under this act shall be used for contact hours or semester credit hours for students who are registered solely for physical education, weight lifting, group exercises, aerobics, or related courses; have registered for the same such course more than once; and are not seeking a degree plan or certificate of completion of a course of study.

A Fall or Spring semester shall normally include at least 15 weeks for instruction and one week for final examinations, or a total of 16 weeks of instruction and examination combined. Each of the two summer terms shall include no less than 5 1/2 calendar weeks, including registration, instruction, and final examinations.

Institutions may schedule enrollment periods different from the standard periods noted above. Regardless of the length of the term, however, only those contact hours actually scheduled (and not exceeding the maximum approved contact hours) may be reported. Each school year is subdivided into four semesters: fall, spring, summer I, and summer II. The base tuition charge should be assessed only one time during each term.

Classes Organized After the Official Census Date (Flexible Entry Classes)

Any class organized after the official census date for a term will be included in the data submitted in the term following. Classes organized after the 12th class day of the Fall semester, for example, will be reported in the subsequent Spring semester CBM004 report; classes organized after the 12th class day of the Spring semester will be reported in the subsequent first Summer session, etc. The official census date for a flexible entry class is calculated according to the procedure described in the introductory section of the CBM001 called Official Reporting Date.

Flexible Entry classes will be identified by filling the last two places of Item #5, Section Number, with the letters 'FE'. All other data will be completed as if the class had been a part of the term in which it is reported.

CTC Class Report (CBM004)

Instructional Telecommunications

- (a) “Distance Learning” refers to instruction delivered by any means to any single or multiple location(s) (1) other than the “main campus” of a senior institution (or “on campus”), where the primary office of the chief executive officer of the campus is located; (2) outside the boundaries of the taxing authority of a community/junior college district; or (3) via instructional telecommunications to any other distance location.
- (b) The term “Instructional Telecommunications” (IT) refers to distance instruction delivered primarily by telecommunication technology. Delivery systems may include, but are not limited to, one or more of the following: internet, interactive video, open-channel television, cable television, closed-circuit television, low-power television, communication and/or direct broadcast satellite, satellite master antenna system, microwave, video tape, video disc, computer software, computer networks, and telephone lines.

Inter-Institutional Courses (For institutions not within the same district)

Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution’s students. For inter-institutional classes using instructional telecommunications, see also notes on [Classes Offered in Conjunction With the Virtual College of Texas](#). In this context, the “providing institution” is the institution providing the instruction. The “receiving institution” refers to the institution(s) whose students receive the instruction. Neither the location of the class nor the delivery medium affect these definitions.

There are two alternatives for reporting the students and courses where inter-institutional agreements have been approved by the Coordinating Board. Regardless of how the institutions choose to report them, EACH STUDENT MAY ONLY BE REPORTED BY ONE INSTITUTION FOR ANY ONE CLASS.

1. The institution that provides the instructor of record for the course (providing institution) reports all enrollments in the class for contact hour funding.
 - a. For the providing institution:
 - 1) The providing institution will report at least two class records, one with its own students and one per FICE code of each receiving partner. For each receiving institution, Item #9 will be coded ‘6’ to exempt those records from the CBM001 and CBM004 contact hour comparisons. Item #19 should report the FICE code of each receiving institution. All other items should be coded according to customary definitions. The providing institution will report the hours for this class on the CBM001 only where its own students have enrolled in the class.
 - 2) With regard to the cross-checks between the CBM001 and CBM004 for the providing institution, the code ‘6’ in Item #9 will cause the edit program to exclude the generated contact hours from the contact hour cross-checks. Semester credit hours generated by enrollments reported in Item #20 will be included in the cross-check of semester credit hours of students affected by the undergraduate limit.
 - b. For the receiving institution(s):
 - 1) In this situation, a receiving institution will not report a class record (CBM004). A receiving institution will report its students on the student report (CBM001), and the

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contact hours for the inter-institutional class will be reported in the appropriate Items #24 and #25, "Contact Hours, Inter-Institutional Load--Academic/Technical," not in Items #10 or #11.

- 2) With regard to the cross-checks between the CBM001 and CBM004 for the receiving institution(s), because the class does not appear on the CBM004, the students' contact hours need to be reported in Items #24 or #25 to ensure that they will be excluded from the contact hour cross-check.
 - c. It is possible with this reporting method for the edit program to report a false mismatch of affected semester credit hours between the CBM001 and the CBM004. If this error is reported, and if there is reason to believe that this mismatch report is false, secondary calculations will be performed in order to verify the data.
2. Each participating institution reports its own enrollments in the class for contact hour funding. Institutions may make arrangements among themselves regarding compensation of the institution providing the instruction. This reporting procedure applies to all types of distance education courses: those done through telecourses or interactive video as well as those taught by live instructors at a multi-institutional teaching center. The following conditions must be met:
- a. The institutions involved are all public institutions of higher education in Texas.
 - b. The institutions involved have a written agreement clearly specifying how students will be reported for formula funding.
 - c. Institutions participating in an agreement of this type have auditable procedures in place to ensure that the same contact hours are not reported more than once for funding.
 - d. The courses involved are approved for the inventories of both the providing and the receiving institutions.

To report such classes and students:

- e. Each institution reports only its own students on the CBM001. Any associated class records on the CBM004 should reflect only those enrollments made through that institution.
- f. The contact hours generated by such classes (coded '6' in Item #9) will be excluded from the contact hour cross-checks. The semester credit hours generated by such classes for students subject to the undergraduate limit will be included in the cross-check of affected semester credit hours.
- g. For the providing institution:
 - 1) The providing institution will report the class only if students from the institution are enrolled in the class. In this situation, the class is reported as a conventional class.
 - 2) With regard to the cross-checks between the CBM001 and CBM004 for the providing institution, if there are hours and enrollments to report, the contact hours

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for the students in such a class on the CBM001 should be reported in Items #24 or #25.

- h. For the receiving institution(s):
 - 1) On the class report(s) for the receiving institution(s), Item #9 is coded '6' to indicate that the class is inter-institutional; Item #13, Instructor Code, is coded with the Social Security number or name of the faculty of record; and Item #19, Inter-Institutional FICE of Host Faculty, identifies the institution of the faculty of record.
 - 2) The faculty report(s) for the receiving institution(s) should not include a record for the instructor.
 - 3) With regard to the cross-checks between the CBM001 and CBM004 for the receiving institution(s), the code '6' in Item #9 of the class record will signal the edit program to exclude the generated contact hours from the contact hour cross-checks. These should be balanced by the students' hours reported in Items #24 and/or #25 of the CBM001.

Multi-Institutional Teaching Center (CB Rule 5.245) and University System Centers (CB Rule 5.246)

A multi-institution teaching center is an "off-campus educational unit" or an "auxiliary location" administered under a formal agreement between two or more higher education institutions. It exists for the purpose of providing credit instruction from several "parent institutions" in a common geographic setting. The CB must give formal approval before either type teaching center can be initiated or changed. Courses offered at the teaching center MUST be reported separately. The following assigned FICE codes will identify the specific multi-institution teaching centers (MITC) or University System Center:

000802	North Austin & Williamson County MITC
000810	Tarleton State University System Center - Central Texas
000820	The University Center MITC at the Woodlands
000800	UH System Center at Ft. Bend MITC
000818	Universities Center at Dallas
000824	University of North Texas System Center at Dallas
000826	UH System Center at Cinco Ranch
000828	TAMU-Kingsville System Center at Palo Alto

Classes Offered in Conjunction With the Virtual College of Texas

These guidelines are for reporting any class employing instructional telecommunications as the primary means of instruction where the instructor is employed by another Texas institution. Any class offered in this manner must be active on the institution's course inventory or one of the statewide course inventories. Conceptually, the reporting of such a class is a hybrid of instructional telecommunications and an inter-institutional class. The students register at and pay tuition to one institution while the instruction is provided by another by means of instructional telecommunications.

Refer to the documentation of the individual items for details regarding the specific data. The record(s) for classes on the CBM004 or CBM00C employ the following special coding:

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1. Contrary to prior reporting practice, the criteria for coding Item #7 (Type of Instruction) are the same for this type of class as for any other.
2. Item #9 (Location Code) is coded '6', indicating an inter-institutional class.
3. Item #12 (Instruction Mode) is coded to reflect the primary medium of instruction in the class. For the classes under consideration here, it is anticipated that Item #12 will be any value *except* '1'.
4. Since Item #9 should be coded '6' for these classes, Item #12B should be blank.
5. Item #13 is coded with the Social Security number or name of the instructor (who is an employee of the providing institution).
6. Item #19 is coded with the FICE code of the providing institution.

On the Student Report (CBM001 or CBM00A), as with other inter-institutional classes, the receiving institution reports those students enrolled at that institution, with the contact hours reported in Items #24 or #25, not Items #10 or #11.

The Faculty Report (CBM008) for the receiving institution should *not* include a record for the instructor.

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INSTRUCTIONS FOR CLASS REPORT

Item #1 Record Code. Always enter '4'.

Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.

Class Identification. The subject prefix, course number, and section number uniquely identifies each class taught. The subject prefix, course number, and course approval code must be on the institution's annual list of Coordinating Board approved general academic courses or the annual list of CB approved technical courses.

NOTE: Subject Prefix and Course Number should each be left-justified.

Item #3 Subject Prefix. Enter the subject abbreviation of this course.

Item #4 Course Number. Enter the course number.

Item #5 Section Number. Enter the section number assigned to this class.

NOTE: All classes will be assigned a section number.

Item #6A Semester Credit Hour Value. Enter the semester credit hour value for this section. If no credit is given, e.g., non-credit laboratory section, enter '00'. If variable credit is given within the section, make multiple entries for each semester credit hour value for which students are enrolled (see notes on multiple entries). Only whole numbers, no fractions, can be accepted. Right justify with leading zeros.

Item #6B Enrollment of Developmental Students Exceeding State Limit. Enter the total number of students officially enrolled in this section whose developmental semester credit hours exceed the state funding limit (27 SCHs). Students counted in this item should not be included in Items #16 or #20. There is further discussion and an example on page 4.16 that illustrates how to report students in this item if a student should be partially funded for a developmental course. Right justify with leading zeros.

Item #6C Unused

Item #7 Type of Instruction. Enter the code of primary type(s) of instruction used in this section. If multiple types of instruction are used, e.g., section entails lecture and clinical, see notes on multiple entries.

- | | |
|--------------------------|---------------|
| 1. Lecture | 5. Co-op |
| 2. Laboratory | 6. Internship |
| 3. Clinical | 7. Practicum |
| 4. Electronic (optional) | |

NOTE: Courses that were formerly called "Instructional Telecommunications" (code 4) are now called "electronic" and should be coded according to their

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type of instruction rather than the mode of instruction which will now be identified in Item #12. However, if you consider the “Electronic” medium a type of instruction, you may use the optional code ‘4’ in Item #7 and you must identify the mode of instruction in Item #12. For example, a two-way interactive video class that is a lecture should be coded a ‘1’ in Item #7 and a ‘4’ in Item #12. The optional coding is to code both Items a ‘4’. (More discussion of Instructional Telecommunications is described in the Introduction of the CBM004 and more discussion on multiple entries reporting is described on page 4.10.) Lecture and laboratory instruction can be combined and reported in the same record.

Item #8 Course Type. Enter the code of the type of course for this section.

1. General Academic
2. Local Need
4. Technical (in Workforce Education Course Manual)

Item #9 Location Code. Enter the code indicating where this section meets. Courses taught at one of the locations coded ‘5’, ‘6’, ‘7’, ‘9’, or ‘A’ should be reported even if they are taught in-district.

1. In-District
2. Out-of-District (regular); other locations not listed below

NOTE: Classes taught away from the main campus of TSTC or Lamar, if the entity or facility is not listed below, will be coded a ‘2’.

3. Out-of-State
4. Foreign Country
5. Correctional Institution - Courses taught in a correctional institution in Texas by a public institution of higher education.
6. Inter-institutional - Courses taught by one institution *for the students* of another through a mutual agreement approved by the Coordinating Board. See definition in the Introductory Section of the CBM004.
7. Military Bases - Courses taught on a military base.
8. Primary or Secondary School - Courses taught on the campus of a public or private primary or secondary school out of the institution’s taxing district.
9. Individual Instructional Telecommunications Receiver - Courses delivered through Instructional Telecommunications to individuals via the Internet or broadcast or live, interactive television delivery systems. See definition in the Introductory Section of the CBM004.
- A. Auxiliary Location - Courses approved to be taught at one of the multi-institution teaching center or system center. See the discussion about multi-institution teaching centers in the Introduction of the CBM004. The assigned FICE code of the center must also be included in Item #19.
- B. Business, Government, or Other Work Location - Courses taught at such entities out of the institution’s taxing district.

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NOTE: Item #12B, Zip Code, must be completed for all classes taught at all of the locations identified above, except locations coded '1', '6', '9', or 'A'.

Item #10 Contact Hours. Enter the number of contact hours for which the course is actually scheduled. The contact hours reported on the CBM004 cannot be greater than the contact hours approved on the course inventory. Only whole numbers can be accepted. Right justify with leading zeros.

NOTE: The total academic contact hours of the CBM001 must be within plus or minus 250 total contact hours of the CBM004. The total technical contact hours of the CBM001 must be within plus or minus 250 total contact hours of the CBM004. The contact hours of flex-entry classes and the contact hours reported in flex-entry student records are included when doing the comparison. However, contact hours in inter-institutional class records are not included.

Item #11 Approval Number. Enter the ten-digit approval number assigned to academic courses or the six-digit CIP code for the technical program area (left-justified with trailing zeros). For technical courses, the Coordinating Board will insert zeros in positions 7 and 8. For both academic and technical courses, the Coordinating Board will insert the associated funding code in positions 9 and 10 of the CIP code during the edit process.

Item #12 Instruction Mode. Enter the primary mode of instruction where 50% or more of the instruction is delivered via a single mode.

1. Face-to-Face - The instructor and the students are in the same physical location at the same time.
2. Internet
3. Video Tape and/or Broadcast TV
4. Two-way Interactive Video
5. Multiple or Other Electronic Media (Use only if no other single mode accounts for 50% of the instruction or if the electronic instruction mode is not listed above.)

Item #12A Site Code. This item has been discontinued. Report the Instruction Mode in the first column of the old field and blank out the last 2 columns for now.

Item #12B Zip Code Where Classes Taught. Enter the zip code of the specific site for all classes taught at the locations identified by codes '2', '5', '7', '8', and 'B' in Item #9. For locations identified by codes '3' and '4' in Item #9, enter the three-digit state or foreign country code (see Appendix B and right-justified with 2 leading zeros). Leave this item blank for location codes '1', '6', '9', and 'A' in Item #9. Classes taught at an out-of-district branch campus recognized by the Coordinating Board as such must also be identified separately with a specific zip code.

Item #13 Instructor Code. Enter the Social Security Number of the faculty member of record who participates in the delivery of instruction and evaluation of the student progress in this section. If the class section is an inter-institutional class (Item #9 is coded '6')

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that is being taught by a faculty of another institution, enter the SSN of the instructor and enter the FICE code of the other institution in Item #19. If more than one instructor teaches this section, complete separate entries for each instructor. See notes on multiple entries.

Item #14 Responsibility Factor (percent). Enter the responsibility factor (percent) of each faculty member involved in this section. The responsibility factor for each section must always be 100 percent. (See notes below.)

Item #15 Number of Weeks. Enter the number of weeks this section will be taught.

Item #16 Enrollment NOT Affected by Undergraduate SCH Limit. Enter the total number of students officially enrolled in this section who qualify for state funding and who are NOT affected by the undergraduate limitation of semester credit hours attempted. Students reported here include:

- 1) students who already have a baccalaureate degree from an institution of higher education,
- 2) students who pay the non-resident tuition rate,
- 3) students in technical courses,
- 4) academic students who enrolled as undergraduates in an institution of higher education prior to the 1999 fall semester, and
- 5) students enrolled in developmental courses where the student's accumulated developmental semester credit hours has not exceeded the developmental limit.

There is further discussion and an example on page 4.16 that illustrates how to report students in this item if a student should be partially funded for a developmental course. Exclude auditing students. Students counted in this item should not be included in Item #6B or #20.

Item #17 Semester. Enter the semester that this report covers. If reporting a combined summer report use a code of '3'.

1. Fall 2. Spring 3. Summer I 4. Summer II

Item #18 Year. Enter all four digits of the calendar year in which the semester occurs.

YYYY

Item #19 Inter-institutional FICE. Enter the six-digit FICE code that identifies the provider institution of the faculty of record if Item #9 is coded a '6' (see Appendix A). If the course is taught at a multi-institution teaching center or system center identified in Item #9 with a code 'A', enter the assigned FICE of the MITC. (See list on page 4.4.)

Item #20 Enrollments Affected by Undergraduate SCH Limit. Enter the total number of academic students officially enrolled in this section who qualify for state funding and who ARE affected by the undergraduate limitation of semester credit hours

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attempted. Include only the students in academic courses that apply toward an associate or first baccalaureate degree at an institution of higher education and for which the college receives state funding. Exclude auditing students. If the student is counted in this item, do not include in Item #6B or #16.

NOTE: The academic semester credit hours which apply to the undergraduate limit reported on the CBM001 must be within 100 hours of the total semester credit hours reported on the CBM004 of students who are affected by the undergraduate limit.

Item #21 Update Code. Enter the appropriate code only when updating a report.

A = Add C = Change D = Delete

NOTES: CLASS REPORT (CBM004)

MULTIPLE ENTRIES: When a variable exists for any data item of a course record, e.g., more than one faculty member teaching a single section or variable credit offered within a single section, make separate entries for each variable item.

To enter a multiple record, duplicate all Items #1 thru #20 of the first record except for Item #6A, Semester Credit Hours; Item #10, Contact Hours; Item #14, Responsibility Factor; and the variable item. The semester credit hour value should be zero-filled. The contact hours will be apportioned by the institution, the total of which should not exceed that approved in the Coordinating Board inventory. The responsibility factor will also be apportioned by the institution. For example, two instructors might be listed as 50-50 and three instructors might be listed as 50-25-25. The total must always equal 100 percent.

EXAMPLE 1. When two or more instructors share teaching duties in a class, there will be a separate entry for each instructor involved. The contact hours and responsibility factor will be apportioned by the institution, but Item #6, Semester Credit Hours, will be zero-filled in the second and following entries.

EXAMPLE 2. When one instructor teaches lecture and another teaches lab, Item #6 will be zero-filled for the lab, Item #10's contact hours will be apportioned by the institution, the total of which should not exceed that approved in the Coordinating Board inventory and Item #14 will also be apportioned by the institution, the total of which should equal 100 percent.

EXAMPLE 3. When there is more than one lab section associated with a lecture, one record is now acceptable for the class, or each lab may be entered separately. If there is more than one faculty member involved in teaching the lecture and lab components, multiple records will be submitted to apportion the responsibility of each faculty. If you choose to submit separate records for each lab, follow example 2, but enrollment in the labs may vary. The total responsibility factor of the lecture plus labs should equal 100 percent.

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DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '4'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6A	Semester Hour Value - Leading Zeros	27	2
Item #6B	Enrollment - Developmental SCH exceeds state limit (mutually exclusive of Items #16 and #20)	29	2
Item #6C	Unused	31	2
Item #7	Type Instruction - Numeric	33	1
Item #8	Course Type - Numeric	34	1
Item #9	Location Code - Alphanumeric '1' thru '9', 'A' or 'B'	35	1
Item #10	Contact Hours - Leading zeros	36	4
Item #11	Approval Number	40	10
Item #12	Instruction Mode - Numeric	50	1
Item #12A	Unused	51	2
Item #12B	Zip Code or Foreign Country Code - Numeric or blank	53	5
Item #13	Instructor Code	58	9
Item #14	Responsibility Factor - Numeric, leading zeros	67	3
Item #15	Number of Weeks - Numeric, leading zeros	70	2
Item #16	Enrollment NOT Affected by UG SCH Limit, leading zeros (mutually exclusive of Items #6B and #20)	72	3
Item #17	Semester - Numeric	75	1
Item #18	Year - YYYY - Numeric	76	4
Item #19	Inter-institutional FICE	80	6
Item #20	Enrollment Affected by UG SCH Limit, leading zeros (mutually exclusive of Items #6B and #16)	86	3
Item #21	Update Code	90	1

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QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for the Class Report.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value other than '4'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Subject Prefix	N/A	Blank or not on inventory
4. Course Number	N/A	Blank or not on inventory
5. Section Number	N/A	Blank
6A. SCH Value	Less than '01'; greater than '15'	Non-numerical characters
6B. Enrollment - Developmental SCH Exceeds State Limit (exclusive of Item #16 & #20)	Greater than '20'	Non-numerical characters
6C. Unused	N/A	N/A
7. Type Instruction	N/A	Any value except '1' thru '7'
8. Course Type	N/A	Any value other than '1', '2', or '4'
9. Location Code	N/A	Any value except '1' thru '9', 'A', or 'B'
10. Contact Hours	Less than '0008', greater than '0640'	Any non-numerical value
11. Approval Number	N/A	Blank or not numeric; not on inventory
12. Instruction Mode	N/A	Any value except '1' thru '5'
12A. Unused	N/A	N/A
12B. Zip/Foreign Country	N/A	Non-numeric or not on zip code file if Item #9 is coded '2', '3', '4', '5', '7', '8', or 'B'
13. Instructor Code	Not alpha and/or numeric	Blank
14. Responsibility Factor	N/A	Non-numerical value; numbers not totaling 100% for each section

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
15. Number of Weeks	Less than '01'; greater than '16'	Non-numerical value
16. Enrollment - NOT Affected by Undergraduate SCH Limit (exclusive of Item#6B & #20)	Less than '001'; greater than '500'	Non-numerical value
17. Semester	N/A	Must match value in header record
18. Year	N/A	Must match value in header record
19. Inter-institutional FICE	N/A	Must be on list of valid FICE codes
20. Enrollment - Affected by Undergraduate SCH Limit (exclusive of Item #6B & #16)	Less than '001'; greater than '500'	Non-numerical value
21. Update Code	N/A	Any value other than 'A', 'C' or 'D'; blank if complete report

DISCREPANCY: The edit program counts the number of records processed on initial submissions and resubmissions. If the number is not the same as that listed in the header record (the "control total"), the difference is shown on the edit report as a discrepancy.

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UPDATING PROCEDURES

Individual records in a previously submitted CBM004 report may be updated (deleted, changed, or new ones added) by creating transactions as defined below in an electronic file. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. Every transaction must contain Items #1, #2, #3, #4, #5, #17, #18, and #21 (record type, FICE code, subject prefix, course number, section number, semester, year, and update code).
2. Item #6 in the header record must be coded a 'U' to indicate that existing records in the CB database will be updated.
3. When changing or deleting a record, the characters and alignment in Items #3, #4, and #5 on the update transaction must be identical to the subject prefix, course number, and section number of the record that is being updated.
4. New records may be added to an existing report by completing all items and inserting an 'A' in Item #21.
5. An existing record may be changed by placing a 'C' in Item #21 and entering the required items indicated in step 1, provided the change is not to Items #3, #4 or #5. Only the items to be changed need to be filled in.
6. If the change is to Items #3, #4 and #5, enter the required items indicated in step 1 and a 'D' in Item #21. No other items need be listed. In a separate transaction, all items of the corrected record should be entered and an 'A' placed in Item #21.
7. To delete a record, enter the required items indicated in step 1 and a 'D' in Item #21. For deleting multiple entries, only one delete entry is needed with all the required items identified in step 1 and a 'D' in Item #21.
8. Changing a multiple entry requires deleting the current records and adding corrected records (steps 7 and 4 should be followed).

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UPDATING EXAMPLES

The examples below describe how to code updates to the CBM004. The process is different for single entry records and multiple entry records.

SINGLE ENTRY:

Item #3 Item #4 Item #5

ENG	101	1	CORRECTION 1 --- ADD was omitted from the initial submission of the report and needs to be added to the file. Enter appropriate data for all Items (#1 thru #19) and code Item #21 an 'A'.
-----	-----	---	--

AUTO	401	3	CORRECTION 2 --- CHANGE has an incorrect entry under enrollment (Item #16). Code Items #1, #2, #3, #4, #5, #17, and #18;
AUTO	401	3	enter correct value for Item #16, code Item #21 a 'C'.

HIST	222	22	CORRECTION 3 --- CHANGES TO ITEMS #3, #4 or #5 was shown on the initial report as Section 22 instead of Section 2. The course must be deleted and re-added. Code Items #1, #2, #3, #4, #5, #17, and #18
HIST	222	22	and code Item #21 a 'D'. This removes the course from the file completely. Then code Items #1, #2, #3, #4, and #5
HIST	222	2	filling in all data for Items #6 thru #20. Code Item #21 an 'A'.

Item #3 Item #4 Item #5

MATH	105	6	CORRECTION 4 --- DELETE was listed on the initial submission of the CBM004, but the class was canceled. The record should be deleted. Enter Items #1, #2, #3, #4, and #5
MATH	105	6	and code Item #21 a 'D'.

DRFTG	102	01	CORRECTION 5 --- DELETE DUPLICATE RECORD was erroneously reported twice. One of the records should be deleted. Enter Items #1, #2, #3, #4, #5, #17, and #18
DRFTG	102	01	and code Item #21 'D'. This deletes both records. Re-enter Items #1, #2, #3, #4, and #5
DRFTG	102	01	and fill in all data for Items #6 thru #20 and code Item #21 an 'A'.

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MULTIPLE ENTRIES: To make a change to multiple entries, first delete the course. It is only necessary to delete once. This removes all courses with this identifier. Then re-add all the records (lecture and lab), entering correct data for all data Items #1 thru #20 for both records and code Item #21 an 'A'.

Item #3 Item #4 Item #5

PHIL	301	B	CORRECTION 6 --- CHANGE TO MULTIPLE ENTRY has an incorrect number of weeks listed for its lab section. Enter Items #1, #2, #3, #4, #5, #17, and #18 and code Item #21 'D' to delete all entries. Then add for lecture and lab (separate entries) filling in all relevant data for Items #1 thru #19 for both records. Code Item #21 'A' for each.
PHIL	301	B	
PHIL	301	B	
ACCT	230	1	CORRECTION 7 --- CHANGE TO RESPONSIBILITY FACTOR was shown in the initial submission as having (Item #14) responsibility factors of 100% in both the lecture and the lab records. The responsibility factors are to be changed to 50% in both records. Enter Items #1, #2, #3, #4, #5, #17, and #18 and code Item #21 'D' to delete all entries. Then add for the lecture and the lab records (separate entries), filling in all relevant data for Items #1 thru #20 for both records, being sure to code Item #14 with '050' for each record. Code Item #21 'A' for each.
ACCT	230	1	
ACCT	230	1	

Enrollment of Developmental Students Exceeding State Limit

The law regarding the 27 SCH rule is being interpreted to mean that each student will be funded for exactly 27 semester credit hours of developmental courses. This will not present great problems for CBM reporting purposes to institutions where every developmental course awards 3 SCH. If your institution offers developmental courses that award 1 or 2 SCH (or any other number of hours not divisible by 3), it is possible that you will have students whose total SCH in developmental courses never exactly equals 27. For such students, you will need to employ a multiple-record, variable-credit structure to report that portion of a course's credit hours and contact hours that will bring the total SCH in developmental courses to exactly 27.

For example, MATH 011, Section 0001 is a developmental course with 3 SCH and 48 CH. The class has 24 students whose total SCH in developmental courses are distributed as follows:

- [a] 16 students have attempted less than 20 developmental SCH
- [b] 1 student has attempted 25 developmental SCH
- [c] 3 students have attempted 26 developmental SCH
- [d] 4 students have attempted more than 27 developmental SCH

Three class records will be needed to report these students properly. The first record will show the full credit hours and contact hours for the course in Items #6A and #10. The 16 fully funded students (from category [a] above) will be entered in Item #6A, while the 4 fully UNfunded students [d] will be entered in Item #6B. The second record will show 2 SCH in Item #6A with the contact hours (Item #10) reduced proportionally to 32. Student [b] will be entered in Item #6A since he should be funded for 2 of the 3 attempted credit hours; the students in [c] should be entered in this record in Item #6B to indicate that 2 of the hours for which they are enrolled are

CTC Class Report (CBM004)

not funded. The third record will show 1 SCH in Item #6A with the contact hours (Item #10) reduced proportionally to 16. Student [b] will be entered in this record in Item #6B to show the 1 unfunded credit hour, and the students from [c] will be entered in Item #16 to show their 1 funded credit hour. The responsibility factor (Item #14) should be distributed proportionally among the three records and must total 100.

These fields in these three records will appear as follows (the letters in square brackets correspond to the list above):

(3) Subject	(4) Course #	(5) Section	(6A) SCH	(6B) Enroll_Unfund	(10) Contact_Hours	(14) Respon_Factor	(16) Enroll_Funded
MATH	011	0001	3	4[d]	48	50	16[a]
MATH	011	0001	2	3[c]	32	33	1[b]
MATH	011	0001	1	1[b]	16	17	3[c]

If such a situation occurs with a course which has lecture and lab components, there needs to be a pair of records with appropriately distributed credit hours and contact hours for each level of funding. Similarly, classes with multiple instructors need to have sets of records, each displaying all instructors with appropriately distributed hours and responsibility factors.

Regardless of how many records are used to report a course, the responsibility factor in such a group of records must always total 100. For the sake of data integrity, care should be taken that the credit hours, contact hours, and responsibility factor are distributed appropriately.

Developmental courses do not apply toward the undergraduate semester credit hour limit. Consequently there should not be any enrollments reported in Item #20 in these situations.

CTC Class Report (CBM004)

SUMMARY OF CONTACT HOURS GENERATED METHODOLOGY

In order to produce the Summary of Contact Hours generated in approved courses, the approval number, subject prefix, and course number as reported for each class on the CBM004 are compared to the institution's Inventory of Approved Courses. Only the contact hours for those classes which match exactly to the Course Inventory are affected and are tabulated. The approval number mismatch between the respective inventory and CBM004 must be resolved before the hours for these classes can be added into the total.

The enrollment (Items #16 and #20) of each class with a valid approval number is multiplied by the contact hour value shown on the CBM004 for that class. The contact hours produced are then aggregated by the program/discipline area within each funding area.

Each course has an assigned eight-digit CIP code and an associated funding code in the course record in the inventory. The funding codes are based on the first two or four digits of the CIP code.

CTC Class Report (CBM004)

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TEXAS HIGHER EDUCATION COORDINATING BOARD

PAGE 3

JR-CBM004 SUMMARY OF SEMESTER CREDIT HOURS GENERATED FOR CREDIT COURSES
BY FUNDING CODE - APPROVAL CODE

FALL 2000

TEXAS COMMUNITY COLLEGE 111111 DATE 10/13/2000
ACADEMIC ACADEMIC

EXCESS PROGRAM NUMBER	CURRICULUM TITLE	TOTAL SCH	SCH AFFECTED BY LIMIT	SCH NOT AFFECTED BY LIMIT	TECHNICAL SCH	DEVELOPMENTAL SCH
2701015119	MATHEMATICS	75.00	27.00	48.00	0.00	0.00
2701015419	MATHEMATICS	351.00	303.00	48.00	0.00	0.00
2701015919	MATHEMATICS	15.00	9.00	6.00	0.00	0.00
2703015219	APPLIED MATHEMATICS, GENERAL	33.00	27.00	6.00	0.00	0.00
3201045119	COMPUTATIONAL SKILLS	253.00	200.00	53.00	0.00	0.00
3201045219	COMPUTATIONAL SKILLS	78.00	60.00	18.00	0.00	0.00
	TOTAL MATHEMATICS	805.00	626.00	179.00	0.00	0.00
3105015223	HEALTH & PHYS EDUC, GENERAL	60.00	54.00	6.00	0.00	0.00
3105065123	SOCIO-PSYCHOLOGICAL SPRTS STDS	90.00	75.00	15.00	0.00	0.00
3601085123	SPORTS & EXERCISE (ACTIVITIES)	163.00	149.00	14.00	0.00	0.00
	TOTAL PHYSICAL EDUCATION AND FITNESS	313.00	278.00	35.00	0.00	0.00
2201015124	LAW (LLB, JD)	72.00	72.00	0.00	0.00	0.00
2201015224	LAW (LLB, JD)	30.00	12.00	18.00	0.00	0.00
2201015324	LAW (LLB, JD)	27.00	24.00	3.00	0.00	0.00
4301045124	CRIMINAL JUSTICE STUDIES	54.00	54.00	0.00	0.00	0.00
	TOTAL PROTECTIVE SERVICES AND PUBLIC ADMIN	183.00	162.00	21.00	0.00	0.00
4201015125	PSYCHOLOGY, GENERAL	231.00	174.00	57.00	0.00	0.00
4504015225	CRIMINOLOGY	24.00	15.00	9.00	0.00	0.00
4506015125	ECONOMICS, GENERAL	33.00	30.00	3.00	0.00	0.00
4508025125	AMERICAN (U S) HISTORY	873.00	738.00	135.00	0.00	0.00
4508025225	AMERICAN (U S) HISTORY	39.00	30.00	9.00	0.00	0.00
4510025125	AMERICAN GOVT & POLITICS (U S)	534.00	405.00	129.00	0.00	0.00
4511015225	SOCIOLOGY	72.00	72.00	0.00	0.00	0.00
4511015425	SOCIOLOGY	54.00	30.00	24.00	0.00	0.00
	TOTAL PSYCHOLOGY, SOCIAL SERVICES, AND HIS	1,860.00	1,494.00	366.00	0.00	0.00
	TOTAL FUNDED	3,161.00	2,560.00	601.00	0.00	0.00
	TOTAL UNFUNDED	0.00	0.00	0.00	0.00	0.00
	GRAND TOTAL ALL CURRICULUM AREAS	3,161.00	2,560.00	601.00	0.00	0.00
COLUMN A = COLUMN B + COLUMN C + COLUMN D						
COLUMN B = ITEM 20 * ITEM 6A (ITEM 8 = 1)						
COLUMN C = ITEM 16 * ITEM 6A (ITEM 8 = 1)						
COLUMN D = ITEM 16 * ITEM 6A (ITEM 8 <> 1)						
COLUMN E = ITEM 6B * ITEM 6A						

CTC Class Report (CBM004)

S11370ED

TEXAS HIGHER EDUCATION COORDINATING BOARD
 JR-CBM004 SUMMARY OF CONTACT HOURS GENERATED FOR CREDIT COURSES
 BY FUNDING CODE - APPROVAL CODE

PAGE 1

FALL 2000		TEXAS COMMUNITY COLLEGE	111111	DATE 10/13/2000		
PROGRAM NUMBER	CURRICULUM TITLE	TOTAL CONTACT HOURS	ACADEMIC CONTACT HOURS	TECHNICAL CONTACT HOURS	EXCESS DEVELOPMENTAL CON HRS	
0101010001	AGRI BUSINESS & MGMT, GENERAL	1,344.00	0.00	1,344.00	0.00	
0101020001	AGRI BUSINESS/AGRIBUSINSS OPER	2,016.00	0.00	2,016.00	0.00	
0101035101	AGRICULTURAL ECONOMICS	720.00	720.00	0.00	0.00	
0203015101	FOOD SCIENCES & TECHNOLOGY	384.00	384.00	0.00	0.00	
0204025101	AGRONOMY & CROP SCIENCE	384.00	384.00	0.00	0.00	
0204090001	RANGE SCIENCE & MANAGEMENT	2,016.00	0.00	2,016.00	0.00	
0301010001	NATURAL RESOURCES CNSRV, GNRL	1,344.00	0.00	1,344.00	0.00	
	TOTAL AGRICULTURE	8,208.00	1,488.00	6,720.00	0.00	
4805010002	MACHINIST/MACHINE TECHNOLOGIST	880.00	0.00	880.00	0.00	
	TOTAL ARCHITECTURE AND PRECISION PRODUCTIO	880.00	0.00	880.00	0.00	
2601015103	BIOLOGY, GENERAL	6,336.00	6,336.00	0.00	0.00	
2603015103	BOTANY, GENERAL	3,840.00	3,840.00	0.00	0.00	
2605015103	MICROBIOLOGY/BACTERIOLOGY	1,152.00	1,152.00	0.00	0.00	
2607015103	ZOOLOGY, GENERAL	3,840.00	3,840.00	0.00	0.00	
2607065103	PHYSIOLOGY, HUMAN & ANIMAL	3,840.00	3,840.00	0.00	0.00	
4005015203	CHEMISTRY, GENERAL	5,328.00	5,328.00	0.00	0.00	
4005045203	ORGANIC CHEMISTRY	896.00	896.00	0.00	0.00	
4008015303	PHYSICS, GENERAL	768.00	768.00	0.00	0.00	
	TOTAL BIOLOGY, PHYSICAL SCIENCES, & SCIENC	26,000.00	26,000.00	0.00	0.00	
5201015104	BUSINESS, GENERAL	624.00	624.00	0.00	0.00	
5203015104	ACCOUNTING	1,200.00	1,200.00	0.00	0.00	
5203020004	ACCOUNTING TECHNICIAN	2,880.00	0.00	2,880.00	0.00	
5204010004	ADMNSTRTIVE ASST/SECR SCI, GNRL	960.00	0.00	960.00	0.00	
5204070004	INFO PROC/DATA ENTRY TCHNCN	1,440.00	0.00	1,440.00	0.00	
5204080004	GNRL OFFCE/CLRCL & TYPNG SRVCS	2,400.00	0.00	2,400.00	0.00	
5204085504	GNRL OFFCE/CLRCL & TYPNG SRVCS	576.00	576.00	0.00	0.00	
	TOTAL BUSINESS MANAGEMENT, MARKETING & ADM	10,080.00	2,400.00	7,680.00		
	TOTAL FUNDED	45,168.00	29,888.00	15,280.00	0.00	
	TOTAL UNFUNDED	0.00	0.00	0.00	0.00	
	GRAND TOTAL ALL CURRICULUM AREAS	45,168.00	29,888.00	15,280.00	0.00	

COLUMN A = COLUMN B + COLUMN C
 COLUMN B = (ITEM 16 + ITEM 20) * ITEM 10 (ITEM 8 = 1)
 COLUMN C = (ITEM 16 + ITEM 20) * ITEM 10 (ITEM 8 <> 1)
 COLUMN D = ITEM 6B * ITEM 10

CTC Class Report (CBM004)

S11300ED

TEXAS HIGHER EDUCATION COORDINATING BOARD
 JR-CBM004 CLASSES TAUGHT BY NON-REPORTED FACULTY
 TEXAS COMMUNITY COLLEGE DIST 111111

DATE 05/12/2000

SPRING 2000

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ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5	ITEM 6	ITEMS 6A	ITEMS 7	ITEMS 8	ITEMS 9	ITEM 10	ITEM 11	ITEMS 12	ITEMS 12A	ITEMS 12B	ITEM 13	ITEM 16	ITEMS 17	ITEMS 18	ITEM 19	ITEM 20
4	111111	ULTR	4211	0445	04	0	1	2	1	0064	5109100000	1			457806507	004	2	2000		000
4	111111	ULTR	5202	0446	05	0	2	2	1	0512	5109100000	1			457806507	004	2	2000		000
4	111111	MEDI	2110	0042F	02	0	1	2	1	0032	5116010000	1			458024455	019	2	2000		000
4	111111	PTAP	4202	4071	04	0	1	2	1	0048	5108060000	1			458786381	012	2	2000		000
4	111111	PTAP	4202	4072	00	0	2	2	1	0048	5108060000	1			458786381	012	2	2000		000
4	111111	EXSS	1101	3037	01	0	2	1	1	0048	3601085128	1			548655718	011	2	2000		022
4	111111	EXSS	1127	3068	01	0	2	1	1	0048	3601085128	1			548655718	014	2	2000		007
4	111111	EXSS	1127	3071	01	0	2	1	1	0048	3601085128	1			548655718	016	2	2000		003
4	111111	EXSS	1127	6211	01	0	2	1	1	0048	3601085128	1			548655718	016	2	2000		000

CTC Class Report (CBM004)

TEXAS HIGHER EDUCATION COORDINATING BOARD

DATE 05/12/2000

JR-CBM008 FACULTY TEACHING LESS THAN 4 CLASSES WHOSE TOTAL PERCENT OF TIME = 100%

SPRING 2000

TEXAS COMMUNITY COLLEGE 111111

PAGE 2

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS
1	2	3	4	5	6	6B 7 8 9	10	11	12A 12B	13	16	17 18 19 20

THERE ARE NO FACULTY TEACHING LESS THAN 4 CLASSES WITH A TOTAL PERCENT = 100

CTC Class Report (CBM004)

SED T4J93 TEXAS HIGHER EDUCATION COORDINATING BOARD DATE 05/12/2000
 UPDATE EDIT OF JR-CBM004 DATA
 SPRING 2000 TEXAS COMMUNITY COLLEGE 111111 PAGE 1

ITEM 3	ITEM 4	ITEM 5	ITEM 6A 6B	ITEMS 7 8 9	ITEM 10	ITEM 11	ITEMS 12A 12B	ITEM 13	ITEM 14	ITEMS 15 16	ITEMS 17 18	ITEMS 20 21	REMARKS
CCRP	3116	3889	03 00	1 2 1	0048	2301010021		478681251	100	16 019	2 2000	0 C	CHANGED
CISC	3101	2144	03 00	1 2 1	0048	5212130022		461176591	100	16 021	2 2000	0 C	CHANGED
CISC	3101	8386	00 00	2 2 1	0016	5212130022		452513302	100	16 044	2 2000	0 C	CHANGED
CISC	3103	7068	03 00	1 2 1	0048	1107010022		459395859	100	16 009	2 2000	0 C	CHANGED
CISC	3109	6226	03 00	1 2 1	0048	5212130022		461741871	100	16 018	2 2000	0 C	CHANGED
CISC	3274	6975	00 00	2 2 1	0032	1107010022		463132674	100	16 010	2 2000	0 C	CHANGED
DENH	2209	0975	00 00	2 2 1	0048	5106020054		456042968	100	16 013	2 2000	0 C	CHANGED
ESOL	3002	1082	00 00	2 1 1	0016	3201085635		465508634	100	16 031	2 2000	0 C	CHANGED
HUSA	3204	1701	03 00	1 2 1	0048	4407010050		585147531	100	16 013	2 2000	0 C	CHANGED
MATH	3103	5985	03 00	1 1 1	0048	3201045137		452379881	100	16 036	2 2000	0 C	CHANGED
OFIS	3103	1045	03 00	1 2 1	0048	5204070023		456868497	100	16 014	2 2000	0 C	CHANGED
SIGN	4101	5949	04 00	1 2 1	0048	5102050069		450575854	100	16 015	2 2000	0 C	CHANGED
SIGN	4101	5950	00 00	2 2 1	0032	5102050069		450575854	100	16 015	2 2000	0 C	CHANGED
SPCH	3001	4163	03 00	1 1 1	0048	3201085535		465394673	100	16 015	2 2000	0 C	CHANGED
SPCH	3101	1747	03 00	1 1 1	0048	2310015335		551745589	100	16 030	2 2000	0 C	CHANGED

THERE WERE NO ERRORS DETECTED FOR: TEXAS COMMUNITY COLLEGE

CTC Class Report (CBM004)

TEXAS HIGHER EDUCATION COORDINATING BOARD
JR-CBM004 EDIT SUMMARY FROM TEXAS COMMUNITY COLLEGE

DATE: 05/12/2000
111111 SPRING 2000

	NORMAL RANGE	QUESTIONABLE	ERROR VALUES	
ITEM 1	RECORD CODE	3,273	0	0
ITEM 2	INST. CODE	3,273	0	0
ITEM 3	SUBJECT PREFIX	3,273	0	0
ITEM 4	COURSE NUMBER	3,273	0	0
ITEM 5	SECTION NUMBER	3,273	0	0
ITEM 6A	SEMESTER CREDIT HOURS	3,273	0	0
ITEM 6B	ENROLLMENT-DEV EXCESS	3,273	0	0
ITEM 7	TYPE INSTRUCTION	3,273	0	0
ITEM 8	COURSE TYPE	3,273	0	0
ITEM 9	LOCATION CODE	3,273	0	0
ITEM 10	CONTACT HOURS	3,273	0	0
ITEM 11	APPROVAL NUMBER	3,273	0	0
ITEM 12	INSTRUCTION MODE	3,273	0	0
ITEM 12A	UNUSED	3,273	0	0
ITEM 12B	ZIP/FOREIGN	3,273	0	0
ITEM 13	INSTRUCTOR CODE	3,273	0	0
ITEM 14	RESPONSIBILITY FACTOR	3,273	0	0
ITEM 15	NUMBER WEEKS	3,273	0	0
ITEM 16	ENROLLMENT - Not Limited	3,273	0	0
ITEM 17	SEMESTER	3,273	0	0
ITEM 18	YEAR	3,273	0	0
ITEM 19	INTER-INSTITUTIONAL FICE	3,273	0	0
ITEM 20	ENROLLMENT - UG Limited	3,273	0	0
	CBM001 VS CBM004 ACADEMIC CONTACT HOURS			0
	CBM001 VS CBM004 TECHNICAL CONTACT HOURS			0
	CBM001 VS CBM004 ACADEMIC LIMITED SCH			0
	TOTAL CBM004 RECORDS PROCESSED	3,273		
	CONTROL TOTAL	15		
	DISCREPANCY	0		
	ADDS	0		
	CHANGES	15		
	DELETES	0		
	REJECTS	0		

NOTE:

1. A value of 1 on the "CBM001 vs CBM004 Contact Hours" indicates that the total contact hours on the two reports do not balance.
2. The edit program counts the number of records processed on initial submissions and resubmissions. If the number is not the same as that listed in the transmittal document (the "control total"), the difference is shown on the edit report as a discrepancy.

BUILDING AND ROOM USE REPORT
CBM005

This report is required only for the Texas State Technical Colleges, Lamar State College-Orange, Lamar State College-Port Arthur, and Lamar Institute of Technology.

The purpose of this report is to collect data reflecting the building and room assignments as of the twelfth class day of the fall semester only. The following data refer to building and room usage and are to be reported for all courses taught in the fall semester in buildings or rooms required to be included in the institutions' Facilities Inventory. In the *Texas Higher Education Facilities Inventory Procedures Manual*, it states that "A building inventory should include facilities under the jurisdiction or control of the institution's governing board, regardless of its location" (on or off campus). ... "If a building is not owned by the institution or is shared with other tenants, only include the portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area." Building number, room number, and room type data in this report must match an institution's facilities inventory on file with the Coordinating Board. This data is used to calculate classroom and class laboratory utilization for average weekly hours of use.

NOTE:

1. Only the classes reported on the CBM004 that have been assigned to a specific room for a definite day(s) and time of the week should be reported on the CBM005.
2. Multiple entries should be made for classes meeting at different assigned times or in different classrooms.

CTC Building and Room Use Report (CBM005)

INSTRUCTIONS FOR BUILDING AND ROOM USE REPORT

Item #1 Record Code. Always enter '5'.

Item #2 Institution Code. Enter the FICE Code of the institution.

Class Identification. The course identification used to identify a class in this report must be the same as the course identification used on the CBM004.

Item #3 Subject Prefix. Enter the subject abbreviation of this course.

Item #4 Course Number. Enter the course number.

Item #5 Section Number. Enter the section number associated with this class.

Item #6 Unused

Item #7 Building. Enter the building number (as reported on the Coordinating Board Facilities Inventory) in which this section meets.

Item #8 Room. Enter the room number (as reported on the Coordinating Board Facilities Inventory) in which this section meets.

NOTE: It is imperative that the room number and building number are identical in every way to that reported by the institution in the Coordinating Board Facilities Inventory, including spacing, leading zeros and suffixes, if any.

Item #9 Days of the Week. Enter the day(s) of the week that this section meets. Left justify and space-fill.

1 - Monday	5 - Friday
2 - Tuesday	6 - Saturday
3 - Wednesday	7 - Sunday
4 - Thursday	

Up to seven entries can be made.

EXAMPLES: Monday, Wednesday, Friday class would be coded 135~~bbb~~. A class that meets on Thursday only would be coded 4~~bbbb~~. A class meeting Monday through Friday would be coded 12345~~bb~~.

Item #10 Starting Time. Enter the time of day that the class begins based on the 24 hour clock, i.e., eight a.m. would be coded '0800', three-thirty p.m. would be coded '1530', etc.

Item #11 Duration of Class. Enter the duration of time that the class meets expressed in minutes. If a class meets for forty-five minutes, it would be coded '045', if for one hour and thirty-five minutes, it would be coded '095'.

CTC Building and Room Use Report (CBM005)

Item #12 Reporting Period. Always enter '1'.

Item #13 Year. Enter all four digits of the calendar year in which the Fall semester occurs (YYYY).

Item #14 Classification of Room Type. The room type will be reported by the classifications listed in the Coordinating Board Facilities Inventory. Room Type codes must match those listed in the inventory. Examples of a few of the room type codes are listed below:

- 110 Classroom
- 210 Class Laboratory (Regularly Scheduled)
- 220 Special Class Laboratories (Informally Scheduled)
- 310 Office
- 350 Conference Room
- 610 Assembly (Auditorium, etc.)
- 680 Meeting Room

Item #15 Enrollment. Enter the number of students enrolled in the class who are using the specific room during the time specified.

Item #16 Update Code. Enter the appropriate code only when updating a report.

A = Add C = Change D = Delete

CTC Building and Room Use Report (CBM005)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '5'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6	Unused	27	1
Item #7	Building	28	4
Item #8	Room	32	7
Item #9	Days of Week - Left justify, space-fill	39	7
Item #10	Start Time – Numeric – 24-hour clock	46	4
Item #11	Duration - Minutes - Numeric, leading zeros	50	3
Item #12	Semester - Always '1'	53	1
Item #13	Year - YYYY - Number	54	4
Item #14	Classification of Room Type - Numeric	58	3
Item #15	Enrollment - Numeric, leading zeros	61	3
Item #16	Update Code – 'A', 'C', or 'D'	80	1

CTC Building and Room Use Report (CBM005)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value other than '5'
2. Institution Code	N/A	Must match value in header record and be a valid FICE code
3. Subject Prefix	N/A	Blank
4. Course Number	N/A	Blank
5. Section Number	N/A	Blank
6. Unused	N/A	N/A
7. Building	N/A	Must match Facilities Inventory File
8. Room	N/A	Must match Facilities Inventory File
9. Days of Week	Any combination that includes Sunday	Non-numerical, blank, or '0'
10. Start Time	Any class starting before '0700' or after '2100'	Non-numerical
11. Duration	Any value greater than '240' and less than '540'	Any numerical value '540' or greater
12. Semester	N/A	Must match value in header record
13. Year	N/A	Must match value in header record
14. Room Type	N/A	Must match value on Facilities Inventory File; value of '000'
15. Enrollment	Value greater than '500'	Non-numerical

NOTE: Those CBM005 records for which corresponding CBM004 records cannot be located are flagged and an error message is generated.

CTC Building and Room Use Report (CBM005)

UPDATING PROCEDURES

Individual records in a previously submitted CBM005 report may be updated (deleted or changed) or new ones added by creating transactions as defined below in an electronic file. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. Every transaction must contain Items #1, #2, #3, #4, #5, #12, #13, and #16 (record type, FICE code, subject prefix, course number, section number, semester, year, and update code).
2. Item #6 in the header record must be coded a 'U' to indicate that existing records in the CB database will be updated.
3. When changing or deleting a record, the characters and alignment in Items #3, #4, and #5 on the update transaction must be identical to the subject prefix, course number and section number of the record that is being updated.
4. New records may be added to an existing report by completing all items and inserting an 'A' in Item #16.
5. An existing record may be changed by placing a 'C' in Item #16 and entering the required items indicated in step 1, provided the change is not to Items #3, #4 or #5. Only the items to be changed need to be filled in.
6. If the change is to Items #3, #4 and #5, enter the required items indicated in step 1 and a 'D' in Item #16. No other items need be listed. In a separate transaction, all items of the corrected record should be entered and an 'A' placed in Item #16. To delete a record, enter the required items indicated in step 1 and a 'D' in Item #16.
7. For deleting multiple entries, only one delete entry is needed with all the required items identified in step 1 and a 'D' in Item #16.
8. Changing a multiple entry requires deleting the current records and adding corrected records (steps 7 and 4 should be followed).

CTC Building and Room Use Report (CBM005)

UPDATE EXAMPLES

NOTE: Items #1 and #2 will be omitted from the examples.

CORRECTION #1. ADD

ENG 101.2 was reported on the CBM004 but was omitted from the CBM005 and needs to be added to the file.

ITEM 3	ENG
ITEM 4	101
ITEM 5	2
ITEM 7	0117
ITEM 8	00318
ITEM 9	135
ITEM 10	1100
ITEM 11	050
ITEM 12	1
ITEM 13	2001
ITEM 14	110
ITEM 15	030
ITEM 16	A

CORRECTION #2. CHANGE

The room number (Item #8) was omitted from the record of GOVT 324.3

ITEM 3	GOVT
ITEM 4	324
ITEM 5	3
ITEM 8	00456
ITEM 12	1
ITEM 13	2001
ITEM 16	C

CORRECTION #3. DELETE

Since MATH 105.6 was deleted from the CBM004 report, it must be deleted from the CBM005 as well.

ITEM 3	MATH
ITEM 4	105
ITEM 5	6
ITEM 12	1
ITEM 13	2001
ITEM 16	D

CTC Building and Room Use Report (CBM005)

CORRECTION #4. CHANGE TO ITEM #3, #4 OR #5

HIST 222.02 was incorrectly submitted as HIST 222.22. Since it does not match the CBM004 report, the record must be changed. (As this is a change to the identifier field, you must delete the initial record and re-add the correct information.)

Delete Record:

ITEM 3	HIST
ITEM 4	222
ITEM 5	22
ITEM 12	1
ITEM 13	2001
ITEM 16	D

Add Record:

ITEM 3	HIST
ITEM 4	222
ITEM 5	02
ITEM 7	0987
ITEM 8	00654
ITEM 9	24
ITEM 10	1300
ITEM 11	075
ITEM 12	1
ITEM 13	2001
ITEM 14	110
ITEM 15	029
ITEM 16	A

CTC Building and Room Use Report (CBM005)

EDIT SUMMARY OF CBM005 DATA FROM TEXAS COMMUNITY COLLEGE FALL 2001 111111

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	762	0	0
ITEM 2	INSTITUTION CODE	762	0	0
ITEM 3	SUBJECT PREFIX	762	0	0
ITEM 4	COURSE NUMBER	762	0	0
ITEM 5	SECTION NUMBER	762	0	0
ITEM 7	BUILDING	762	0	0
ITEM 8	ROOM	762	0	0
ITEM 9	DAY-OF-WEEK	762	0	0
ITEM 10	START TIME	762	0	0
ITEM 11	DURATION	762	0	0
ITEM 12	SEMESTER	762	0	0
ITEM 13	YEAR	762	0	0
ITEM 14	ROOM TYPE	762	0	0
ITEM 15	ENROLLMENT	762	0	0
NO CORRESPONDING CODE 4 RECORD		0		
TOTAL CBM004-5 RECORDS PROCESSED		762		
ADDS	762			
DELETES	0			
REJECTS	0			

END OF SEMESTER CLASS REPORT
CBM006

This report contains enrollment data for all classes in Coordinating Board-approved (academic and technical) courses for which semester credit hours or quarter credit hours are awarded, and includes only those census date students who are enrolled on the final day of the class (have not withdrawn or dropped). These final enrollments can only be reported if the students qualify to be reported on the CBM004.

A CBM006 should report all classes that were reported on the corresponding CBM004, regardless of the length of the class. For classes longer than 16 weeks, report the enrollment (census date students who have not withdrawn or dropped) as of the end of semester in which the class is reported for funding on the CBM004. Include only classes reported on the CBM004.

Flexible Entry classes will be identified by filling the last two places of Item #5, Section Number, with the letters 'FE'. All other data will be completed as if the class had been a part of the term in which it is reported.

CTC End of Semester Report (CBM006)

INSTRUCTIONS FOR END OF SEMESTER CLASS REPORT

Item #1 Record Code. Always enter '6'.

Item #2 Institution Code. Enter the FICE Code of the institution.

Class Identification. The subject prefix, course number, and section number uniquely identify each class taught. All courses (as identified by the subject prefix, course number, and course approval code) must appear as "active" in one of the inventory files of Coordinating Board-approved courses maintained by the Community and Technical Colleges Division.

NOTE: Subject Prefix and Course Number should each be left justified. The Section Number is normally right justified.

Item #3 Subject Prefix. Enter the subject abbreviation of this course.

Item #4 Course Number. Enter the course number.

Item #5 Section Number. Enter the section number assigned to this class.

NOTE: Include only classes reported on the Class Report (CBM004).

Item #6A Semester Credit Hour Value. Enter the semester credit hour value for this section. If no credit is given, e.g., non-credit laboratory section, enter '00'. If variable credit is given within the section, make multiple entries for each semester credit hour value for which students are enrolled (see notes on multiple entries). Only whole numbers, no fractions, can be accepted. Right justify with leading zeros.

Item #6B Enrollment of Developmental Students Exceeding State Limit. Enter the total number of students officially enrolled in this section whose developmental semester credit hours exceed the state funding limit (27 SCHs). Students counted in this Item should not be included in Items #16 or #20.

Item #6C Unused

Item #7 Type of Instruction. Enter the code of primary type(s) of instruction used in this section. If multiple types of instruction are used, e.g., section entails lecture and clinical, see notes on multiple entries.

- | | |
|--------------------------|---------------|
| 1. Lecture | 5. Co-op |
| 2. Laboratory | 6. Internship |
| 3. Clinical | 7. Practicum |
| 4. Electronic (Optional) | |

NOTE: Courses that were formerly called "Instructional Telecommunications" (code 4) are now called "Electronic" and should be coded according to their type of instruction rather than the mode of instruction which will now be identified in Item #12. However, if you consider the "Electronic" medium a

CTC End of Semester Report (CBM006)

type of instruction, you may use the optional code '4' in Item #7 and you must identify the mode of instruction in Item #12. (More discussion of Instructional Telecommunications is described in the Introduction of the CBM004 and more discussion on multiple entries reporting is described on page 4.10.)

Item #8 Course Type. Enter the code of the type of course for this section.

1. General Academic
2. Local Need
4. Technical (in Workforce Education Course Manual)

Item #9 Location Code. Enter the code indicating where this section meets. Courses taught at one of the locations coded '5', '6', '7', '9', or 'A' should be reported even if they are taught in-district.

1. In-District
2. Out-of-District (regular); other locations not listed below

NOTE: Classes taught away from the main campus of TSTC or Lamar, if the entity or facility is not listed below, will be coded a '2'.

3. Out-of-State
4. Foreign Country
5. Correctional Institution - Courses taught in a correctional institution in Texas by a public institution of higher education.
6. Inter-institutional - Courses taught by one institution *for the students* of another through a mutual agreement approved by the Coordinating Board. See definition in the Introductory Section of the CBM004.
7. Military Bases - Courses taught on a military base.
8. Primary or Secondary School - Courses taught on the campus of a public or private primary or secondary school out of the institution's taxing district.
9. Individual Instructional Telecommunications Receiver - Courses delivered through Instructional Telecommunications to individuals via the Internet or broadcast or live, interactive television delivery systems. See definition in the Introductory Section of the CBM004.
- A. Auxiliary Location - Courses approved to be taught at one of the multi-institution teaching center or system centers. See the discussion about multi-institution teaching centers in the Introduction of the CBM004. The assigned FICE code of the center must also be included in Item #19.
- B. Business, Government, or Other Work Location - Courses taught at such entities out of the institution's taxing district.

NOTE: Item #12B, zip code, must be completed for all classes taught at all of the locations identified above, except locations coded '1', '6', '9', or 'A'.

Item #10 Contact Hours. Enter the number of contact hours for which the course is actually scheduled. The contact hours reported on the CBM004 cannot be greater than the

CTC End of Semester Report (CBM006)

contact hours approved on the course inventory. Only whole numbers can be accepted. Right justify with leading zeros.

NOTE: The total contact hours of the CBM006 must be less than the total contact hours of the CBM004. However, contact hours in inter-institutional class records are not included.

- Item #11 Approval Number. Enter the ten-digit approval number assigned to academic courses or the six-digit CIP code for the technical program area (left-justified with trailing zeros). For technical courses, the Coordinating Board will insert zeros in positions 7 and 8. For both academic and technical courses the Coordinating Board will insert the associated funding code in positions 9 and 10 of the CIP code during the edit process.
- Item #12 Instruction Mode. Enter the primary mode of instruction where 50% or more of the instruction is delivered via a single mode.
1. Face-to-Face - The instructor and the students are in the same physical location at the same time
 2. Internet
 3. Video Tape and/or Broadcast TV
 4. Two-way Interactive Video
 5. Multiple or Other Electronic Media (Use only if no other single mode accounts for 50% of the instruction or if the electronic instruction mode is not listed above.)
- Item #12A Site Code. This item has been discontinued, but the first column of the old field is being used to identify the Instruction Mode and the other two columns are unused at this time.
- Item #12B Zip Code Where Classes Taught. Enter the zip code of the specific site for all classes taught at the locations identified by codes '2', '5', '7', '8', and 'B' in Item #9. For locations identified by codes '3' and '4' in Item #9, enter the three-digit state or foreign country code (see Appendix B and right-justified with 2 leading zeros). Leave this item blank for location codes '1', '6', '9', and 'A' in Item #9. Classes taught at an out-of-district branch campus, recognized by the Coordinating Board as such, must also be identified separately with a specific zip code.
- Item #13 Instructor Code. Enter the Social Security Number of the faculty member of record for this section. More than one instructor is not required unless it is a variable credit section or the lecture and lab portions are reported with the same section number. See notes on multiple entries.
- Item #14 Responsibility Factor (percent). Enter zeros. This item is not required for the CBM006.
- Item #15 Number of Weeks. Enter the number of weeks this section was taught.

CTC End of Semester Report (CBM006)

Item #16 Enrollment NOT Affected by Undergraduate SCH Limit. Enter the total number of students officially enrolled in this section as of the census date who have not withdrawn or dropped as of the last day of the term who qualify for state funding and who are NOT affected by the undergraduate limitation of semester credit hours attempted. Students reported here include:

- 1) students who already have a baccalaureate degree from an institution of higher education,
- 2) students who pay the non-resident tuition rate,
- 3) students in technical courses,
- 4) academic students who enrolled as undergraduates in an institution of higher education prior to the 1999 fall semester, and
- 5) students enrolled in developmental courses where the student's accumulated developmental semester credit hours has not exceeded the developmental limit.

There is further discussion and an example on page 4.16 that illustrates how to report students in this item if a student should be partially funded for a developmental course. Exclude auditing students. Students counted in this Item should not be included in Item #6B or #20.

Item #17 Semester. Enter the semester that this report covers. If reporting a combined summer report, use a code of '3'.

1. Fall 2. Spring 3. Summer I 4. Summer II

Item #18 Year. Enter all four digits of the calendar year in which the semester occurs. YYYY

Item #19 Inter-institutional FICE. Enter the six-digit FICE code that identifies the providing institution of the faculty of record if Item #9 is coded a '6' (see Appendix A). If the course is taught at a multi-institution teaching center or system center identified in Item #9 with a code 'A', enter the assigned FICE of the MITC. (See list on page 4.4.)

Item #20 Enrollments Affected by Undergraduate SCH Limit. Enter the total number of academic students officially enrolled in this section as of the census date who have not withdrawn or dropped as of the last day of the term who qualify for state funding and who ARE affected by the undergraduate limitation of semester credit hours attempted. Include only the students in academic courses that apply toward an associate or first baccalaureate degree at an institution of higher education and for which the college receives state funding. Exclude auditing students. If the student is counted in this Item, do not include in Item #6B or #16.

Item #21 Update Code. Enter the appropriate code only when updating a report.

A = Add C = Change D = Delete

CTC End of Semester Report (CBM006)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '6'	1	1
Item #2	Institution Code - FICE Code - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6A	Semester Hour Value - Leading zeros	27	2
Item #6B	Enrollment - Developmental SCH Exceeds UG Limit (mutually exclusive of Items #16 and #20)	29	2
Item #6C	Unused	31	2
Item #7	Type Instruction - Numeric	33	1
Item #8	Course Type - Numeric	34	1
Item #9	Location Code – Alphanumeric - '1' thru '9', 'A' or 'B'	35	1
Item #10	Contact Hours - Leading zeros	36	4
Item #11	Approval Number	40	10
Item #12	Instruction Mode - Numeric	50	1
Item #12A	Unused	51	2
Item #12B	Zip Code or Foreign Country - Numeric or blank	53	5
Item #13	Instructor Code	58	9
Item #14	Responsibility Factor - Numeric, leading zeros	67	3
Item #15	Number of Weeks - Numeric, leading zeros	70	2
Item #16	Enrollment NOT Affected by UG SCH Limit (mutually exclusive of Items #6B and #20)	72	3
Item #17	Semester - Numeric	75	1
Item #18	Year - YYYY - Numeric	76	4
Item #19	Inter-institutional FICE	80	6
Item #20	Enrollment Affected by UG SCH Limit (mutually exclusive of Items #6B and #16)	86	3
Item #21	Update Code	90	1

CTC End of Semester Report (CBM006)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for the End of Semester Report.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value other than '6'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Subject Prefix	N/A	Blank or not on inventory
4. Course Number	N/A	Blank or not on inventory
5. Section Number	N/A	Blank
6A. SCH Value	Less than '01'; greater than '15'	Non-numerical
6B. Enrollment - Developmental SCH Exceeds State Limit (exclusive of Item #16 & #20)	Greater than '20'	Non-numerical
6C. Unused	N/A	N/A
7. Type Instruction	N/A	Any value except '1' thru '7'
8. Course Type	N/A	Any value other than '1', '2', or '4'
9. Location Code	N/A	Any value except '1' thru '9', 'A', or 'B'
10. Contact Hours	Less than '0008', greater than '0640'	Any non-numerical value
11. Approval Number	N/A	Blank or not numeric; not on inventory
12. Instruction Mode	N/A	Any value except '1' thru '5'
12A. Unused	N/A	N/A
12B. Zip/Foreign Country	N/A	Non-numeric or not on zip code file if Item #9 coded '2', '3', '4', '5', '7', '8', or 'B'
13. Instructor Code	Not alpha and/or numeric	Blank
14. Responsibility Factor	N/A	N/A

CTC End of Semester Report (CBM006)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
15. Number of Weeks	Less than '1'; greater than '16'	Non-numerical value
16. Enrollment - NOT Affected by Undergraduate SCH Limit (exclusive of Item #6B & #20)	Less than '001'; greater than '500'	Non-numerical value
17. Semester	N/A	Must match value in header record
18. Year	N/A	Must match value in header record
19. Inter-institutional FICE	N/A	Must be on list of valid FICE codes
20. Enrollment – Affected by Undergraduate SCH Limit (exclusive of Item #6B & #16)	Less than '001'; greater than '500'	Non-numerical value
21. Update Code	N/A	Any value other than 'A', 'C' or 'D'; blank if complete report

DISCREPANCY: The edit program counts the number of records processed on initial submissions and resubmissions. If the number is not the same as that listed in the header record (the “control total”), the difference is shown on the edit report as a discrepancy.

CTC End of Semester Report (CBM006)

UPDATING PROCEDURES

Individual records in a previously submitted CBM006 report may be updated (deleted or changed) or new ones added by creating transactions as defined below in an electronic file. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. Every transaction must contain Items #1, #2, #3, #4, #5, #17, #18, and #21 (record type, FICE code, subject prefix, course number, section number, semester, year, and update code).
2. Item #6 in the header record must be coded a 'U' to indicate that existing records in the CB database will be updated.
3. When changing or deleting a record, the characters and alignment in Items #3, #4, and #5 on the update transaction must be identical to the subject prefix, course number and section number of the record that is being updated.
4. New records may be added to an existing report by completing all items and inserting an 'A' in Item #21.
5. An existing record may be changed by placing a 'C' in Item #21 and entering the required items indicated in step 1, provided the change is not to Items #3, #4 or #5. Only the items to be changed need to be filled in.
6. If the change is to Items #3, #4 and #5, enter the required items indicated in step 1 and a 'D' in Item #21. No other items need be listed. In a separate transaction, all items of the corrected record should be entered and an 'A' placed in Item #21.
7. To delete a record, enter the required items indicated in step 1 and a 'D' in Item #21. For deleting multiple entries, only one delete entry is needed with all the required items identified in step 1 and a 'D' in Item #21.
8. Changing a multiple entry requires deleting the current records and adding corrected records (steps 7 and 4 should be followed).

CTC End of Semester Report (CBM006)

UPDATING EXAMPLES

The examples below describe how to code updates to the CBM006. The process is different for single entry records and multiple entry records.

SINGLE ENTRY:

Item #3 Item #4 Item #5

ENG	101	1	CORRECTION 1 --- ADD was omitted from the initial submission of the report and needs to be added to the file. Enter appropriate data for all Items (#1 thru #20) and code Item #21 an 'A'.
-----	-----	---	--

AUTO	401	3	CORRECTION 2 --- CHANGE has an incorrect entry under enrollment (Item #16). Code Items #1, #2, #3, #4, #5, #17, and #18
AUTO	401	3	enter correct value for Item #16, code Item #21 a 'C'.

HIST	222	22	CORRECTION 3 --- CHANGES TO ITEMS #3, #4 or #5 was shown on the initial report as Section 22 instead of Section 2. The course must be deleted and re-added. Code Items #1, #2, #3, #4, #5, #17, and #18
HIST	222	22	and code Item #21 a 'D'. This removes the course from the file completely. Then code Items #1, #2, #3, #4, and #5 filling in all data for Items #6 thru #20. Code Item #21 an 'A'.
HIST	222	2	

Item #3 Item #4 Item #5

MATH	105	6	CORRECTION 4 --- DELETE was listed on the initial submission of the CBM004, but the class was canceled. The record should be deleted. Enter Items #1, #2, #3, #4, and #5
MATH	105	6	and code Item #21 a 'D'.

DRFTG	102	01	CORRECTION 5 --- DELETE DUPLICATE RECORD was erroneously reported twice. One of the records should be deleted. Enter Items #1, #2, #3, #4, #5, #17, and #18
DRFTG	102	01	and code Item #21 'D'. This deletes both records. Re-enter Items #1, #2, #3, #4, and #5
DRFTG	102	01	and fill in all data for Items #6 thru #20 and code Item #21 an 'A'.

CTC End of Semester Report (CBM006)

MULTIPLE ENTRIES: To make a change to multiple entries, first delete the course. It is only necessary to delete once. This removes all courses with this identifier. Then re-add all the records (lecture and lab) entering correct data for all data Items #1 through #20 for both records and code Item #21 an 'A'.

Item #3 Item #4 Item #5

PHIL	301	B	CORRECTION 6 --- CHANGE TO MULTIPLE ENTRY has an incorrect number of weeks listed for its lab section. Enter Items #1, #2, #3, #4, #5, #17, and #18
PHIL	301	B	and code Item #21 'D' to delete all entries. Then add for lecture and lab (separate entries) filling in all relevant data for Items #1 thru #20 for both records. Code Item #21 'A' for each.
PHIL	301	B	

CTC End of Semester Report (CBM006)

SUMMARY OF CONTACT HOURS GENERATED METHODOLOGY

In order to produce the Summary of Contact Hours generated in approved courses, the approval number, subject prefix, and course number as reported for each class on the CBM006 are compared to the institution's Inventory of Approved Courses. Those classes with approval numbers that are not in the inventory are listed on the edit report entitled "CBM006 Records That Do Not Relate to the Course Inventory (CBM003)." The approval number mismatch between the CBM003 and CBM006 must be resolved before the hours for these classes can be added into the total.

Each record that is coded '2', '3', '4', '5', '7', '8' or 'B' in Item #9 must have a valid ZIP code. Only the error-free class records coded '2' in Item #9 will be summarized in the out-of-district columns.

The enrollment (Items #16 and #20) of each class with a valid approval number is multiplied by the contact hour value shown on the CBM006 for that class. The contact hours produced are then aggregated by the program/discipline area within each funding area.

Each course has an assigned eight-digit CIP code and an associated funding code in the course record in the inventory. The funding codes are based on the first two or four digits of the CIP code.

CTC End of Semester Report (CBM006)

S11385ED

TEXAS HIGHER EDUCATION COORDINATING BOARD

PAGE 3

JR-CBM006 SUMMARY OF SEMESTER CREDIT HOURS GENERATED FOR CREDIT COURSES
BY FUNDING CODE - APPROVAL CODE

FALL 2000

TEXAS COMMUNITY COLLEGE 111111 DATE 10/13/2000

PROGRAM NUMBER	CURRICULUM TITLE	TOTAL SCH	ACADEMIC		TECHNICAL SCH	EXCESS DEVELOPMENTAL SCH
			SCH AFFECTED BY LIMIT	SCH NOT AFFECTED BY LIMIT		
2701015119	MATHEMATICS	75.00	27.00	48.00	0.00	0.00
2701015419	MATHEMATICS	342.00	303.00	39.00	0.00	0.00
2703015219	APPLIED MATHEMATICS, GENERAL	33.00	27.00	6.00	0.00	0.00
3201045119	COMPUTATIONAL SKILLS	253.00	200.00	53.00	0.00	0.00
3201045219	COMPUTATIONAL SKILLS	69.00	51.00	18.00	0.00	0.00
	TOTAL MATHEMATICS	772.00	608.00	164.00	0.00	0.00
3105015223	HEALTH & PHYS EDUC, GENERAL	60.00	54.00	6.00	0.00	0.00
3105065123	SOCIO-PSYCHOLOGICAL SPRTS STDS	90.00	75.00	15.00	0.00	0.00
3601085123	SPORTS & EXERCISE (ACTIVITIES)	163.00	149.00	14.00	0.00	0.00
	TOTAL PHYSICAL EDUCATION AND FITNESS	313.00	278.00	35.00	0.00	0.00
2201015124	LAW (LLB, JD)	72.00	72.00	0.00	0.00	0.00
2201015224	LAW (LLB, JD)	30.00	12.00	18.00	0.00	0.00
2201015324	LAW (LLB, JD)	27.00	24.00	3.00	0.00	0.00
4301045124	CRIMINAL JUSTICE STUDIES	54.00	54.00	0.00	0.00	0.00
	TOTAL PROTECTIVE SERVICES AND PUBLIC ADMIN	183.00	162.00	21.00	0.00	0.00
4201015125	PSYCHOLOGY, GENERAL	231.00	174.00	57.00	0.00	0.00
4504015225	CRIMINOLOGY	24.00	15.00	9.00	0.00	0.00
4506015125	ECONOMICS, GENERAL	33.00	30.00	3.00	0.00	0.00
4508025125	AMERICAN (U S) HISTORY	852.00	717.00	135.00	0.00	0.00
4508025225	AMERICAN (U S) HISTORY	39.00	30.00	9.00	0.00	0.00
4510025125	AMERICAN GOVT & POLITICS (U S)	534.00	405.00	129.00	0.00	0.00
4511015225	SOCIOLOGY	60.00	60.00	0.00	0.00	0.00
4511015425	SOCIOLOGY	54.00	30.00	24.00	0.00	0.00
	TOTAL PSYCHOLOGY, SOCIAL SERVICES, AND HIS	1,827.00	1,461.00	366.00	0.00	0.00
	TOTAL FUNDED	3,095.00	2,509.00	586.00	0.00	0.00
	TOTAL UNFUNDED	0.00	0.00	0.00	0.00	0.00
	GRAND TOTAL ALL CURRICULUM AREAS	3,095.00	2,509.00	586.00	0.00	0.00

COLUMN A = COLUMN B + COLUMN C + COLUMN D
 COLUMN B = ITEM 20 * ITEM 6A (ITEM 8 = 1)
 COLUMN C = ITEM 16 * ITEM 6A (ITEM 8 = 1)
 COLUMN D = ITEM 16 * ITEM 6A (ITEM 8 <> 1)
 COLUMN E = ITEM 6B * ITEM 6A

CTC End of Semester Report (CBM006)

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TEXAS HIGHER EDUCATION COORDINATING BOARD
 JR-CBM006 SUMMARY OF CONTACT HOURS GENERATED FOR CREDIT COURSES
 BY FUNDING CODE - APPROVAL CODE

PAGE 1

FALL 2000		TEXAS COMMUNITY COLLEGE	111111			DATE 10/13/2000
PROGRAM NUMBER	CURRICULUM TITLE	TOTAL CONTACT HOURS	ACADEMIC CONTACT HOURS	TECHNICAL CONTACT HOURS		EXCESS DEVELOPMENTAL CON HRS
0101010001	AGRI BUSINESS & MGMT, GENERAL	1,344.00	0.00	1,344.00		0.00
0101020001	AGRI BUSINESS/AGRIBUSINSS OPER	1,920.00	0.00	1,920.00		0.00
0101035101	AGRICULTURAL ECONOMICS	720.00	720.00	0.00		0.00
0203015101	FOOD SCIENCES & TECHNOLOGY	384.00	384.00	0.00		0.00
0204090001	RANGE SCIENCE & MANAGEMENT	2,016.00	0.00	2,016.00		0.00
0301010001	NATURAL RESOURCES CNSRV, GNRL	1,124.00	0.00	1,124.00		0.00
	TOTAL AGRICULTURE	7,508.00	1,104.00	6,404.00		0.00
4805010002	MACHINIST/MACHINE TECHNOLOGIST	880.00	0.00	880.00		0.00
	TOTAL ARCHITECTURE AND PRECISION PRODUCTIO	880.00	0.00	880.00		0.00
2601015103	BIOLOGY, GENERAL	6,336.00	6,336.00	0.00		0.00
2603015103	BOTANY, GENERAL	3,840.00	3,840.00	0.00		0.00
2605015103	MICROBIOLOGY/BACTERIOLOGY	1,152.00	1,152.00	0.00		0.00
2607015103	ZOOLOGY, GENERAL	3,000.00	3,000.00	0.00		0.00
2607065103	PHYSIOLOGY, HUMAN & ANIMAL	3,840.00	3,840.00	0.00		0.00
4005015203	CHEMISTRY, GENERAL	5,328.00	5,328.00	0.00		0.00
4005045203	ORGANIC CHEMISTRY	896.00	896.00	0.00		0.00
4008015303	PHYSICS, GENERAL	720.00	720.00	0.00		0.00
	TOTAL BIOLOGY, PHYSICAL SCIENCES, & SCIENC	25,112.00	25,112.00	0.00		0.00
5201015104	BUSINESS, GENERAL	624.00	624.00	0.00		0.00
5203015104	ACCOUNTING	1,200.00	1,200.00	0.00		0.00
5203020004	ACCOUNTING TECHNICIAN	2,880.00	0.00	2,880.00		0.00
5204010004	ADMNSTRTVE ASST/SECR SCI, GNRL	960.00	0.00	960.00		0.00
5204070004	INFO PROC/DATA ENTRY TCHNCN	1,440.00	0.00	1,440.00		0.00
5204080004	GNRL OFFCE/CLRCL & TYPNG SRVCS	1,920.00	0.00	1,920.00		0.00
5204085504	GNRL OFFCE/CLRCL & TYPNG SRVCS	576.00	576.00	0.00		0.00
	TOTAL BUSINESS MANAGEMENT, MARKETING & ADM	9,600.00	2,400.00	7,200.00		0.00
	TOTAL FUNDED	43,100.00	28,616.00	14,484.00		0.00
	TOTAL UNFUNDED	0.00	0.00	0.00		0.00
	GRAND TOTAL ALL CURRICULUM AREAS	43,100.00	28,616.00	14,484.00		0.00

COLUMN A = COLUMN B + COLUMN C
 COLUMN B = (ITEM 16 + ITEM 20) * ITEM 10 (ITEM 8 = 1)
 COLUMN C = (ITEM 16 + ITEM 20) * ITEM 10 (ITEM 8 <> 1)
 COLUMN D = ITEM 6B * ITEM 10

CTC End of Semester Report (CBM006)

SEDT6J99

TEXAS HIGHER EDUCATION COORDINATING BOARD

DATE 05/12/99

UPDATE EDIT OF JR-CBM006 DATA

SPRING 1999

TEXAS COMMUNITY COLLEGE 111111

PAGE 1

ITEM	ITEM	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEMS	ITEMS	ITEMS	ITEMS	ITEMS	ITEMS	ITEMS	ITEMS	REMARKS		
3	4	5	6A	6B	7	8	9	10	11	12	12A	12B	13	14	15	16	17	18	20	21	
CCRP	3116	3889	03	0	1	2	1	0048	2301010000	1			478681251	100	16	019	2	1999	000	C	CHANGED
CISC	3101	2144	03	0	1	2	1	0048	5212130000	1			461176591	100	16	021	2	1999	000	C	CHANGED
CISC	3101	8386	00	0	2	2	1	0016	5212130000	1			452513302	100	16	044	2	1999	000	C	CHANGED
CISC	3103	7068	03	0	1	2	1	0048	1107010000	1			459395859	100	16	009	2	1999	000	C	CHANGED
CISC	3109	6226	03	0	1	2	1	0048	5212130000	1			461741871	100	16	018	2	1999	000	C	CHANGED
CISC	3274	6975	00	0	2	2	1	0032	1107010000	1			463132674	100	16	010	2	1999	000	C	CHANGED
DENH	2209	0975	00	0	2	2	1	0048	5106020000	1			456042968	100	16	013	2	1999	000	C	CHANGED
ESOL	3002	1082	00	0	2	1	1	0016	3201085635	1			465508634	100	16	031	2	1999	005	C	CHANGED
HUSA	3204	1701	03	0	1	2	1	0048	4407010000	1			585147531	100	16	013	2	1999	000	C	CHANGED
MATH	3103	5985	03	0	1	1	1	0048	3201045137	1			452379881	100	16	036	2	1999	001	C	CHANGED
OFIS	3103	1045	03	0	1	2	1	0048	5204070000	1			456868497	100	16	014	2	1999	000	C	CHANGED
SIGN	4101	5949	04	0	1	2	1	0048	5102050000	1			450575854	100	16	015	2	1999	000	C	CHANGED
SIGN	4101	5950	00	0	2	2	1	0032	5102050000	1			450575854	100	16	015	2	1999	000	C	CHANGED
SPCH	3001	4163	03	0	1	1	1	0048	3201085535	1			465394673	100	16	015	2	1999	004	C	CHANGED
SPCH	3101	1747	03	0	1	1	1	0048	2310015335	1			551745589	100	16	030	2	1999	002	C	CHANGED

THERE WERE NO ERRORS DETECTED FOR: TEXAS COMMUNITY COLLEGE DIST

CTC End of Semester Report (CBM006)

TEXAS HIGHER EDUCATION COORDINATING BOARD DATE: 05/12/99
JR-CBM006 EDIT SUMMARY FROM TEXAS COMMUNITY COLLEGE 11111 SPRING 1999

	NORMAL RANGE	QUESTIONABLE	ERROR VALUES	
ITEM 1	RECORD CODE	3,273	0	0
ITEM 2	INST. CODE	3,273	0	0
ITEM 3	SUBJECT PREFIX	3,273	0	0
ITEM 4	COURSE NUMBER	3,273	0	0
ITEM 5	SECTION NUMBER	3,273	0	0
ITEM 6A	SEMESTER CREDIT HOURS	3,273	0	0
ITEM 6B	ENROLLMENT-DEV EXCESS	3,273	0	0
ITEM 7	TYPE INSTRUCTION	3,273	0	0
ITEM 8	COURSE TYPE	3,273	0	0
ITEM 9	LOCATION CODE	3,273	0	0
ITEM 10	CONTACT HOURS	3,273	0	0
ITEM 11	APPROVAL NUMBER	3,273	0	0
ITEM 12	INSTRUCTION MODE	3,273	0	0
ITEM 12A	UNUSED	3,273	0	0
ITEM 12B	ZIP/FOREIGN	3,273	0	0
ITEM 13	INSTRUCTOR CODE	3,273	0	0
ITEM 14	RESPONSIBILITY FACTOR	3,273	0	0
ITEM 15	NUMBER WEEKS	3,273	0	0
ITEM 16	ENROLLMENT - Not Limited	3,273	0	0
ITEM 17	SEMESTER	3,273	0	0
ITEM 18	YEAR	3,273	0	0
ITEM 19	INTER-INSTITUTIONAL FICE	3,273	0	0
ITEM 20	ENROLLMENT - UG Limited	3,273	0	0
CBM004 VS CBM006 TOTAL CONTACT HOURS				0
TOTAL CBM006 RECORDS PROCESSED		3,273		
CONTROL TOTAL		15		
DISCREPANCY		0		
ADDS		0		
CHANGES		15		
DELETES		0		
REJECTS		0		

FACULTY REPORT
CBM008

This report will include all personnel who teach a class that is reported on the Class File (CBM004) or whose assigned responsibilities are described in codes '2', '3', '4', or '5' under Item #15, Assignment Code, of the CBM008.

The CBM008 report will be submitted only for the Fall and Spring semesters.

This report should reflect personnel as of the census date of the reporting period. It must also include records for faculty identified in the corresponding CBM004 in Item #13 of any records for flex-entry classes.

CTC Faculty Report (CBM008)

INSTRUCTIONS FOR FACULTY REPORT

Item #1 Record Code. Always enter '8'.

Item #2 Institution Code. Enter the FICE Code of the institution.

Item #3 Faculty Identification Number. Enter the Social Security Number of the individual faculty member of record.

Item #4 Rank. Enter the code indicating the rank of the faculty member. Enter zero if the institution does not have a ranking system.

- | | |
|------------------------|-----------------------|
| 0. No Ranking System | 5. Lecturer |
| 1. Professor | 6. Teaching Assistant |
| 2. Associate Professor | 7. Visiting Faculty |
| 3. Assistant Professor | 8. Adjunct Faculty |
| 4. Instructor | 9. Special Faculty |

Item #5 Gender. Enter the code indicating the gender of the faculty member.

M = Male F = Female

Item #6 Year of Birth. Enter all four digits of the year in which this faculty member was born (YYYY). If unknown, enter '0000'.

Item #7 Ethnic Origin. Enter the code indicating the ethnic origin of the faculty member.

- | | |
|------------------------|--------------------------------------|
| 1. White, Non-Hispanic | 4. Asian or Pacific Islander |
| 2. Black, Non-Hispanic | 5. American Indian or Alaskan Native |
| 3. Hispanic | 6. International |

NOTE: International. A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

Resident Alien. A non-citizen who has been lawfully admitted for permanent residence is to be reported in the appropriate racial/ethnic categories along with United States citizens.

Item #8 Last Name. Enter the faculty member's last name (limited to 10 characters).

Item #9 First Name Initial. Enter the initial of the faculty member's first name.

Item #10 Middle Name Initial. Enter the initial of the faculty member's middle name.

Item #10A Physical Handicap. Enter the appropriate code as indicated.

0 = No 1 = Yes

CTC Faculty Report (CBM008)

Item #10B Full-Time New Hire. Enter a '1' if this person was hired full-time for the first time for the reporting period, or after a break in service. Do not include persons who have returned from sabbatical leave or full-time faculty with contracts shorter than 9-10 months. Leave the item blank if the person is not newly hired.

Item #11 Administrative Unit Code. Enter the appropriate four-digit code (see Appendix D) designating the administrative unit (i.e., department) in which the faculty member teaches. If the faculty member teaches in more than one unit, submit a separate record for each unit.

Item #12 Highest Earned Certificate/Degree. Enter the code representing the highest earned degree or certificate.

- | | |
|---------------|------------------------|
| 1. Doctorate | 4. Associate |
| 2. Masters | 5. Certificate or less |
| 3. Bachelor's | 6. No degree |

Item #13 Years of Service at Current Institution. Enter the number of years teaching experience at current institution (right justified, leading zeros).

Item #14 Total Years of Service. Enter the total years of postsecondary teaching experience (right justified, leading zeros).

Item #15 Assignment Code(s). Enter the code(s) indicating the faculty member's assignments for the period reported.

1. Direct Teaching Function
2. Supervisory responsibilities such as department heads, coordinators for special programs, multi-section classes, etc.
3. Any other assignment, such as counselors, not covered in code '2', which the institution considers directly related to the teaching function.
4. Administrators, such as deans, having a teaching assignment in addition to their administrative duties.
5. Overloads. This applies only to persons who are employed full-time (100%) and teach a class or two in addition to their full load.
6. Other assignments.

NOTE: Enter all appropriate assignment codes for the faculty member based upon contracted or required duties. Full-time equivalent salary calculations are based upon codes '1' thru '3'.

Item #16 Percent of Time. For each assignment reported in Item #15, enter the percentage of a full or normal workload at the institution considered to be devoted to the assignment. Each institution has a policy that defines a full or normal faculty workload (e.g., 15 semester credit hours, five classes, etc.). For multiple assignments, apportion the percent of time according to the contracted or required duties.

CTC Faculty Report (CBM008)

NOTE: Percent of time for all assignments will never exceed '100' percent. An '05' assignment requires '000' in Percent of Time.

Item #17 Salary. Enter the amount of the faculty member's salary contracted for each assignment in Item #15.

For the purposes of this report, Fall and/or Spring salaries are to be computed as follows:

Salary contracted for Fall semester only - Fall salary
Salary contracted for Spring semester only - Spring salary
Salary contracted for nine months session - nine month salary
x .5 for either the Fall or Spring semester
Salary contracted for 12 months - twelve month salary x .375
for either the Fall or Spring semester.

Item #18 Semester. Enter the appropriate semester code.

1. Fall 2. Spring

Item #19 Year. Enter all four digits of the calendar year in which the semester occurs.

Item #20 Update Code.

A = Add C = Change D = Delete

CTC Faculty Report (CBM008)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '8'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Faculty Identification Number	8	9
Item #4	Rank – '0' thru '9' - Numeric	17	1
Item #5	Gender – 'M' or 'F' - Alpha	18	1
Item #6	Year of Birth - YYYY - Numeric	19	4
Item #7	Ethnic Origin – '1' thru '6' - Numeric	23	1
Item #8	Last Name - Alpha	24	10
Item #9	First Name Initial - Alpha	34	1
Item #10	Middle Name Initial - Alpha	35	1
Item #10A	Handicap – '0' or '1' - Numeric	36	1
Item #10B	New Hire – '1' or blank	37	1
Item #11	Administrative Unit Code - Numeric	38	4
Item #12	Highest Earned Degree - Numeric	42	1
Item #13	Years of Service - Current Institution – Numeric, leading zero	43	2
Item #14	Total Postsecondary Years of Service – Numeric, leading zero	45	2
Item #15A-D	Assignment Code(s) – '1' thru '6' - Numeric	47,56,65,74	1
Item #16A-D	Percent of Time - Numeric, leading zeros	48,57,66,75	3
Item #17A-D	Salary - Numeric, leading zeros, no decimals	51,60,69,78	5
Item #18	Semester - Numeric	83	1
Item #19	Year - YYYY - Numeric	84	4
Item #20	Update Code ('A' = Add, 'C' = Change, 'D' = Delete)	90	1

CTC Faculty Report (CBM008)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '8'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Faculty ID*	N/A	Blank or special characters
4. Rank	N/A	Value other than '0' thru '9'
5. Gender	N/A	Value other than 'M' or 'F'
6. Year of Birth	'0000'	Non-numeric
7. Ethnic Origin	N/A	Value other than '1' thru '6'
8. Last Name	Non-alphabetic	Blank, numeric
9. First Initial	N/A	Blank, numeric
10. Middle Initial	N/A	Number or special character
10A. Handicap	N/A	Value other than '0' or '1'
10B. Full-Time New Hire	N/A	Value other than '1' or blank; not 100% assignment
11. Administrative Code**	N/A	Must be on administrative unit list (Appendix D)
12. Highest Degree/Cert	N/A	Value other than '1' thru '6'
13. Years of Service/Current	Greater than Item #14	Non-numeric or blank
14. Total Years of Service	Greater than 40	Non-numeric or blank
15A-D. Assignment Code(s)	'5' without another assignment	Value other than '1' thru '6'
16A-D. Percent of Time***	Value less than '03'	Non-numerical; sum of assignment codes greater than 100

CTC Faculty Report (CBM008)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
17A-D. Salary, Total Salaries	Non-numerical; greater than 30,000	Total salary of assignment codes '1' thru '3'; less than \$4,100
18. Semester	N/A	Value other than '1' or '2'
19. Year	N/A	Non-numerical value; must match value in header record
20. Update Code	N/A	Any value except 'A', 'C', or 'D'

* If a faculty member has more than 1 record and differences between them occur in Items #4 through #10B, or #12 through #14, all records will be flagged as questionable.

** If a faculty member has more than 1 record under a single department (Item #11) and the data for one is flagged, all records for that department will be printed out.

*** The total number of records with errors in percent of time (Item #16) will appear on the Edit Summary as "Appointment Errors."

UPDATING PROCEDURES

Individual records in a previously submitted CBM008 report may be updated (deleted or changed) or new records may be added via electronic file transactions as defined below. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. The following items are required in each transaction:

Item #1	Record Code
Item #2	Institution FICE Code
Item #3	Faculty Identification Number
Item #11	Administrative Unit Code (see Note)
Item #18	Semester
Item #19	Year
Item #20	Update Code

NOTE: If a faculty is reported in only one administrative unit, the administrative unit (department) is not a required item.

Item #11 is not a required item if the faculty is reported in more than one administrative code.

2. Item #6 in the header record must be coded 'U' to indicate that existing records in the Coordinating Board database will be updated.
3. New records may be added to an existing report by completing all items and placing the update code 'A' in Item #20.
4. Non-required items in an existing record may be changed by entering a 'C' in Item #20 and the other required items listed in step 1 above; among the non-required items, only the items to be changed need to be filled in.
5. To delete a record, enter the required items listed in step 1 above, including Item #3 (Faculty Identification Number) and the update code 'D' in Item #20. **Caution:** One delete transaction will remove all records with that faculty ID.
6. Some multiple entry records have different Administrative Unit Codes. To delete only those records under a particular Administrative Unit Code, enter the required items listed in step 1 above, including Item #11, Administrative Unit Code, and the update code 'D' in Item #20.
7. Items #4 through #10B or #12 through #14 may be changed for one faculty ID by entering the required items listed in step 1 above and only those of Items #4 through #10B and #12 through #14 to be changed. Enter 'C' in Item #20. If Item #11 (Administrative Unit Code) is

CTC Faculty Report (CBM008)

left blank, this will change the data for all records with that faculty ID. If an Administrative Unit Code is specified, only the record(s) matching both the faculty ID and the Administrative Unit Code will be changed.

8. To change Item #11, Administrative Unit Code, the record must be deleted and re-added. Follow procedures 5 and 3 above.
9. Changes to Items #15 through #17 differ according to whether they affect single or multiple entry records. If a faculty member has a single record, enter the required items listed in step 1 above (with or without Item #11) and the data in the fields to be changed. If a faculty member has more than one Administrative Unit Code, enter the required items listed in step 1 above (including Item #11) and the data in Items #15 through #17 to be changed.
10. To change a required item, two transactions are needed. The old record must be deleted (step 5 above) and a complete record incorporating the corrected data added (step 3).

UPDATING EXAMPLES

NOTE: Items #1, #2, #4 thru #10B, #18, and #19 are omitted from the examples.

1. Mary A Smith is a full-time instructor in the Department of English and is paid \$24,500 for a nine-month contract. CBM008 will be coded:

Item #3	123 456 789
Item #11	0990
Item #12	2
Item #13	10
Item #14	13
Item #15A;B;C;D	1;0;0;0
Item #16A;B;C;D	100;000;000;000
Item #17A;B;C;D	12250;00000;00000;00000

2. Sidney W. Frederickson has full-time responsibilities split between chair of the Department of Physics and teaching two courses in physics. His salary for the Fall semester is \$24,750.
NOTE: If the institution defines five classes as a full load, then the teaching load is 40 percent and the administrative load is 60 percent. Divide the salary proportionately.

Item #3	901 678 234
Item #8	Fredericks (limited to 10 spaces)
Item #11	2300
Item #12	1
Item #13 & #14	15;15
Item #15A;B;C;D	1;2;0;0
Item #16A;B;C;D	040;060;000;000
Item #17A;B;C;D	09900;14850;00000;00000

3. For the Fall semester, J. N. Robert is a part-time instructor of chemistry. His salary for one class is \$3,000. The chemistry program is administered in the Department of Physical Sciences. The CBM008 would be coded:

Item #3	345 67 8901
Item #11	2290
Item #12	2
Item #13	02
Item #14	02
Item #15A;B;C;D	1;0;0;0
Item #16A;B;C;D	020;000;000;000
Item #17A;B;C;D	03000;00000;00000;00000

CTC Faculty Report (CBM008)

4. Assistant Professor Charles Martin is a physically handicapped full-time faculty member teaching half-time in psychology and half-time in sociology, each of which is administered in separate departments. Mr. Martin's nine-month salary of \$26,000 is budgeted equally between the two departments. Items #4 thru #10 are given to show the reporting of multiple records:

Record 1

Item #3	678 901 234
Item #4	3
Item #5	M
Item #6	1950
Item #7	2
Item #8	Martin
Item #9	C
Item #10	[blank]
Item #10A	1
Item #10B	[blank]
Item #11	2380
Item #12	2
Item #13	11
Item #14	15
Item #15A;B;C;D	1;0;0;0
Item #16A;B;C;D	050;000;000;000
Item #17A;B;C;D	06500;00000;00000;00000

Record 2

Item #3	678 901 234
Item #4	3
Item #5	M
Item #6	1950
Item #7	2
Item #8	Martin
Item #9	C
Item #10	[blank]
Item #10A	1
Item #10B	[blank]
Item #11	2590
Item #12	2
Item #13	11
Item #14	15
Item #15A;B;C;D	1;0;0;0
Item #16A;B;C;D	050;000;000
Item #17A;B;C;D	06500;00000;00000;00000

CTC Faculty Report (CBM008)

5. Mary Sosa is a newly hired full-time instructor of Spanish and is paid \$12,780 for the Fall semester. In addition to her regular teaching load, she teaches a course “English as a Second Language” in the night program of the institution, for which she is paid a stipend of \$3,000. Both programs are administered in the Department of Spanish. CBM008 would be coded:

Item #3	765 432 901
Item #11	2630
Item #12	2
Item #13	00
Item #14	05
Item #15A;B;C;D	1;5;0;0
Item #16A;B;C;D	100;000;000;000
Item #17A;B;C;D	12780;03000;00000;00000

6. Kelley Garrett was a full-time instructor of biology during the fall and did not return to the institution in the spring. Although all of her responsibilities and salary were reported in the fall, one of her classes was organized after the census date and must be reported in the spring as a flex-entry class. It is also necessary to report her faculty record again in the spring, but with no salary or percent of time.

Item #3	465 87 9012
Item #11	0440
Item #12	2
Item #13	07
Item #14	12
Item #15A;B;C;D	5;0;0;0
Item #16A;B;C;D	000;000;000;000
Item #17A;B;C;D	00000;00000;00000;00000

CTC Faculty Report (CBM008)

TEXAS HIGHER EDUCATION COORDINATING BOARD

EDIT SUMMARY OF CBM008

DATE 03/12/2001

TEXAS COMMUNITY COLLEGE

111111

SPRING

2001

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	1,490	0	0
ITEM 2	INST. CODE	1,490	0	0
ITEM 3	FACULTY ID	1,489	0	1
ITEM 4	RANK	1,490	0	0
ITEM 5	GENDER	1,489	0	1
ITEM 6	YEAR OF BIRTH	1,489	1	0
ITEM 7	ETHNIC ORIGIN	1,489	0	1
ITEM 8	LAST NAME	1,489	0	1
ITEM 9	FIRST INITIAL	1,489	0	1
ITEM 10	MIDDLE INITIAL	1,490	0	0
ITEM 10A	PHYSICAL HANDICAP	1,490	0	0
ITEM 10B	FULL-TIME NEW HIRE	1,490	0	0
ITEM 11	ADM. UNIT CODE	1,489	0	1
ITEM 12	HIGHEST DEGREE/CERT.	1,489	0	1
ITEM 13	YRS OF SERVICE W/INST	1,490	0	0
ITEM 14	TOTAL YRS OF SERVICE	1,490	0	0
ITEM 15A	ASSIGNMENT CODE	1,489	0	1
ITEM 16A	PERCENT OF TIME	1,481	9	0
ITEM 17A	SALARY	1,489	0	1
ITEM 15B	APPOINTMENT CODE	1,490	0	0
ITEM 16B	PERCENT OF TIME	1,449	41	0
ITEM 17B	SALARY	1,490	0	0
ITEM 15C	APPOINTMENT CODE	1,490	0	0
ITEM 16C	PERCENT OF TIME	1,467	23	0
ITEM 17C	SALARY	1,490	0	0
ITEM 15D	APPOINTMENT CODE	1,490	0	0
ITEM 16D	PERCENT OF TIME	1,487	3	0
ITEM 17D	SALARY	1,490	0	0
ITEM 19	YEAR	1,486	0	4

APPOINTMENT ERRORS

2

TOTAL CBM008 RECORDS PROCESSED

1,490

1,490

CONTROL TOTAL

1,491

DISCREPANCY

1-

NUMBER OF COMBINED RECORDS

0

ADDS

1,490

CHANGES

0

DELETES

1,486

REJECTS

0

CONSOLIDATED DEPT RECORDS

0

DUPLICATES

75

NON-DUPLICATIVE FACULTY HEADCOUNT

1,415

CTC Faculty Report (CBM008)

TEXAS HIGHER EDUCATION COORDINATING BOARD
JR-CBM008 SUMMARY OF FACULTY DATA FROM
TEXAS COMMUNITY COLLEGE 111111

PART A
DATE: 03/12/2001
SPRING 2001

GENDER		
MALE	688	
FEMALE	721	
TOTAL		1,409

ETHNIC ORIGIN		
WHITE-NON-HISPANIC	681	
BLACK-NON-HISPANIC	34	
HISPANIC	634	
ASIAN/PACIFIC ISLANDER	20	
AMERICAN INDIAN/ALASKAN NATIVE	10	
INTERNATIONAL	30	
TOTAL		1,409

RANK		
PROFESSORS	0	
ASSOCIATE PROFESSORS	0	
ASSISTANT PROFESSORS	0	
INSTRUCTOR	1,409	
LECTURER	0	
TEACHING ASSISTANTS	0	
VISITING TEACHER	0	
ADJUNCT FACULTY	0	
SPECIAL FACULTY	0	
TOTAL		1,409

FACULTY AGE		
UNKNOWN	0	
UNDER 20	3	
20 - 30	190	
31 - 40	341	
41 - 50	486	
51 - 60	285	
61 - 65	53	
OVER 65	51	
TOTAL		1,409

NEW HIRE		
FULL TIME	29	
TOTAL		29

HIGHEST DEGREE EARNED		
DOCTORATE	92	
MASTERS	648	
BACHELORS	272	
ASSOCIATE	150	
CERTIFICATE	246	
TOTAL		1,408

CTC Faculty Report (CBM008)

TEXAS HIGHER EDUCATION COORDINATING BOARD
 JR-CBM008 SUMMARY OF FACULTY DATA FROM
 TEXAS COMMUNITY COLLEGE 111111

PART B
 DATE: 03/12/2001
 SPRING 2001

YEARS OF SERVICE-CURRENT INSTITUTION		
LESS THAN 1		106
1 - 5		626
6 - 10		345
11 - 15		170
16 - 20		109
21 - 25		53
OVER 25		0
TOTAL		1,409

YEARS OF SERVICE-TOTAL		
LESS THAN 1		106
1 - 5		626
6 - 10		345
11 - 15		170
16 - 20		109
21 - 25		53
OVER 25		0
TOTAL		1,409

SALARIES BY ASSIGNMENT CODE		
DIRECT TEACHING FUNCTION		6,875,994
SUPERVISORY RESPONSIBILITIES		257,800
OTHER RELATED TEACHING FUNCTIONS		2,076,693
ADMINISTRATION		1,740
OVERLOADS		385,455
OTHER ASSIGNMENTS		452,942

PERCENT OF TIME BY ASSIGNMENT CODE (DUPLICATIVE COUNT)		
DIRECT TEACHING FUNCTION 1,067		
0%		0
1 - 79%		825
80 - 99%		69
100%		173
SUPERVISORY RESPONSIBILITIES 13		
0%		0
1 - 79%		1
80 - 99%		0
100%		12
OTHER RELATED TEACHING FUNCTIONS 433		
0%		34
1 - 79%		229
80 - 99%		58
100%		112
ADMINISTRATION (ALL %)		1
OVERLOADS (ALL %)		146
OTHER ASSIGNMENTS (ALL %)		115
TOTAL FACULTY		1,409

*** NOTE: TOTALS ARE NET ERRORS.

CTC Faculty Report (CBM008)

SEDT8J93 TEXAS HIGHER EDUCATION COORDINATING BOARD DATE 03/12/2001
 RESUBMISSION EDIT OF JR-CBM008 DATA
 SPRING 2001 TEXAS COMMUNITY COLLEGE 111111 PAGE 1

ITEM	ITEMS			ITEM	ITEMS			ITEMS			AREA A			AREA B			AREA C			1	2				
3	4	5	6	7	8	9	0	A	B	11	12	13	14	15	16	17	15	16	17	15	16	17	8	19	0
	0	0000			0					00	00		0	000	00000	0	000	00000	0	000	00000	00000	1	2000	E
011185396	0	F	1949	1	TOMASONLI	D	L	0		9999	2	06	06	1	100	21618	3	000	03008	6	000	00608	2	2001	Q
022227700	0	M	1953	1	DANNON	J	F	0		9999	2	15	15	1	100	21194	3	000	01740	5	000	00271	2	2001	Q
066661821	0	M	1965	4	SUNG	P	D	0		0500	2	19	19	1	100	21091	3	000	01740	5	000	01740	2	2001	Q
425566222	0	M	1939	3	BALLARDO	E	H	0		9999	4	22	22	1	100	23281	5	000	01623	6	000	01623	2	2001	Q
434455073	0	M	1938	1	SAMS	L		0		1450	1	21	21	1	080	22333	3	020	05583	0	000	00000	2	2001	Q
445544179	0	M	1942	3	WETALADO	M		0		9999	2	17	17	1	100	22382	3	000	01740	0	000	00000	2	2001	Q

ITEMS IN ERROR ARE INDICATED BY (*), QUESTIONABLE BY (-)

CTC Faculty Report (CBM008)

TEXAS HIGHER EDUCATION COORDINATING BOARD
 JR-CBM004 CLASSES TAUGHT BY NON-REPORTED FACULTY

DATE 03/12/2001

SPRING 1999			TEXAS COMMUNITY COLLEGE 111111										PAGE 1		
ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEM
1	2	3	4	5	6	7 8 9	10	11	12A 12B	13	16 17 18				
4	111111	CISC	3101	8386	0000	2 2 1	001600	5212130022		452513302	044 2 2001				
4	111111	MEDI	2110	0042F	0200	1 2 1	003200	5116010051		458024455	019 2 2001				
4	111111	PTAP	4202	4071	0400	1 2 1	004800	5108060069		458786381	012 2 2001				
4	111111	PTAP	4202	4072	0000	2 2 1	004800	5108060069		458786381	012 2 2001				
4	111111	EXSS	1101	3037	0100	2 1 1	004800	3601085128		548655718	033 2 2001				
4	111111	EXSS	1127	3068	0100	2 1 1	004800	3601085128		548655718	014 2 2001				
4	111111	EXSS	1127	3071	0100	2 1 1	004800	3601085128		548655718	016 2 2001				
4	111111	EXSS	1127	6211	0100	2 1 1	004800	3601085128		548655718	016 2 2001				

CTC Faculty Report (CBM008)

TEXAS HIGHER EDUCATION COORDINATING BOARD DATE 03/12/2001
 JR-CBM008 FACULTY TEACHING LESS THAN 4 CLASSES WHOSE TOTAL PERCENT OF TIME = 100%
 SPRING 2001 TEXAS COMMUNITY COLLEGE 111111 PAGE 1

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM
1	2	3	4	5	6	7 8 9	10	11	12A 12B	13	16	17 18		

THERE ARE NO FACULTY TEACHING LESS THAN 4 CLASSES WITH A TOTAL PERCENT = 100

***** END OF REPORT FILE *****

GRADUATION REPORT CBM009

This report will include all degrees and certificates which have been awarded to students in active Coordinating Board approved programs during the fiscal year. Also included are *progress measures* of students who have completed the core curriculum and/or approved fields of study. By definition, the progress measures are not awards. The degree and certificate program approval codes for technical and continuing education programs must be on the Education and Training Clearinghouse Technical Programs Inventory. If a student is awarded an associate degree and a certificate concurrently, a separate record for each award must be submitted. Each progress measure will be submitted in a separate record but only once for each specific measure.

This report will be due in the fall semester following the close of the fiscal year.

TEC 61.821 - 61.829 requires the Board to develop guidelines for core curriculum and fields of study. That portion of the TEC also requires that if a student completes the core curriculum at one institution, another institution must accept the whole block of courses in transfer. Similarly, if a student completes a field of study curriculum at one institution, that block of courses must be accepted for transfer at another institution and substituted for that institution's lower division requirements for the degree program for the field of study into which the student transfers. Coordinating Board rules relating to core curriculum and field of study curricula may be found in Subchapter S of Chapter 5. A student concurrently enrolled at more than one institution of higher education shall follow the core curriculum or field of study curriculum requirements in effect for the institution at which the student is classified as a degree-seeking student.

These progress measures will be used for policy analysis purposes related to progress toward Plan goals and targets, and will count toward "other successes" as described in the Higher Education Plan.

Core Curriculum Completer: A student may be reported as a core curriculum completer if the institution certifies that the student has satisfactorily completed all required elements and courses in the institution's approved core curriculum (including any hours transferred from other institutions). Core curriculum completers *must* have completed courses totaling at least the number of semester credit hours in the institution's approved core curriculum (range: 42-48 SCH). A student must have completed at least one course in the core at an institution for that institution to identify the student as a core curriculum completer. No student may be reported as a core curriculum completer more than once; the institution that first reports a student as a core completer will be recognized as the institution where the student completed the core. The CIP code defined for all core curricula: 24.0101.00.

Field of Study (FOS) Curriculum Completer: A student may be reported as a field of study curriculum completer if the student has satisfactorily completed all required courses in the field of study curriculum, regardless of whether or not the student has completed any optional courses that may be offered. No student may be reported as a field of study completer more than once for a particular field of study; the institution that first reports a student as a FOS completer will be recognized as the institution where the student completed that particular FOS. A student must have completed at least one course in a FOS at an institution for that institution to identify the student as a FOS completer. Students may be identified as FOS completers only

CTC Graduation Report (CBM009)

in fields of study that have been approved by the Coordinating Board. There currently are six approved field of study curricula with CIP codes and parameters as follows:

Middle Grades Teacher Certification Field of Study Curriculum

CIP 13.1203, minimum 12 SCH

Early Childhood Education Field of Study Curriculum

CIP 13.1204, minimum 12 SCH

Engineering Technology Field of Study Curriculum

CIP 15.0000, minimum 30 SCH

Music Field of Study Curriculum

CIP 50.0901, minimum 27 SCH

Nursing (RN) Field of Study Curriculum

CIP 51.1601, minimum 40 SCH

Business Field of Study Curriculum

CIP 52.0101, minimum 21 SCH

NOTE: When a student has not yet completed a core curriculum or field of study, transfer of courses must be administered consistent with sections of the Education Code cited above.

INSTRUCTIONS FOR GRADUATION REPORT

Item #1 Record Code. Always enter '9'.

Item #2 Institution Code. Enter the FICE Code of the institution.

Item #3 Student Identification Number. Enter the Social Security Number of the student or the nine-digit identification number assigned by the institution if the student has no Social Security Number.

Item #4 Gender. Enter the gender of the student.

M = Male F = Female

Item #5 Ethnic Origin. Enter the code indicating the ethnic origin of the student.

1. White, Non-Hispanic
2. Black, Non-Hispanic
3. Hispanic
4. Asian or Pacific Islander
5. American Indian or Alaskan Native
6. International
7. Unknown or Not Reported

Item #6 Date of Birth. Enter all four digits of the year of birth and two-digit month of birth for the student.

YYYYMM where YYYY = Year; MM = Month

Item #7 Associate Degree or Certificate Awarded or Progress Measure. Enter the abbreviation for the associate degree or certificate awarded or progress measure completed, left justified.

Associate Degree -- Enter the abbreviation of the degree exactly as defined below:

- AA Associate in Arts
- AAA Associate in Applied Arts
- AS Associate in Science
- AAS Associate in Applied Science

Certificate -- Enter the abbreviation of the certificate exactly as defined below:

CERT1 - Certificate programs comprised of at least 15 SCH and no more than 42 SCH (or 23-63 quarter hours or 360-779 contact hours). The program may have fewer than 15 SCH if it is offered for licensure and approved by the Coordinating Board. Certificate programs of one year or less, which contain in excess of 42 semester credit hours or the equivalent, that require external accreditation and licensing examinations (e.g., Licensed Vocational Nursing, LVN) may be

CTC Graduation Report (CBM009)

- approved by the Coordinating Board staff as CERT1 certificates.
- CERT2 - Certificate programs comprised of at least 43 and no more than 59 SCH (or 64-89 quarter hours).
- CERT3 - Enhanced Skills certificates associated with an AAS or AAA degree program. Such a certificate program is comprised of at least 6 and no more than 15 SCH (9-22 quarter hours).

Progress Measure -- Enter the abbreviation of the progress measure exactly as defined below:

- CCC - Core Curriculum Completer (definition on 9.1)
FOS - Field of Study Completer (definition on 9.1)

Item #8 Level of Award. Enter the appropriate code to identify the level of the award.

1. Associate
2. Certificate
3. Enhanced Skills Certificate -- This is a credential that is normally awarded concurrently with a Tech-Prep Associate of Applied Science degree or as an additional Enhanced Skills Certificate.
5. Core Curriculum Completer
6. Field of Study Curriculum Completer

Item #9 Major. Enter the eight-digit 1990 CIP code identifying the academic or technical major code.

NOTE: General Academic Associate Degrees without a definitive major will be coded '24010200' (General Studies). The Type Major code (Item #13) will identify the academic awards from the technical awards. The CIP code defined for all core curricula completers is 24010100. The field of study curricula completers are limited at this time to the six CIP areas defined on page 9.2.

Item #10 Reporting Period. Always enter '1'.

Item #11 Year. Enter all four digits of the year in which the report is submitted.

Item #12 Month of Award. Enter the two-digit number for the month in which the award was conferred (i.e., '05' for May).

Item #13 Type Major. Enter a code of '1', '2', '3', or '4' to identify the type of the major:

1. Academic
2. Technical
3. Tech-Prep
4. Continuing Education

NOTE: At this time, core curriculum completers and field of study completers are considered academic majors.

CTC Graduation Report (CBM009)

Item #14 Unused

Item #15 Remote Campus. All institutions should indicate an incarcerated student who is awarded a degree or certificate with '5'. Students receiving awards from out-of-district branch campuses recognized by the Coordinating Board, as such, must also be identified separately. Each out-of-district branch campus will be assigned a unique number within the district. TSTC and any other approved extension centers are required to use this item to identify the graduates at their branch campuses. Leave blank if not applicable.

- 1 = Abilene
- 2 = Breckenridge
- 3 = Brownwood
- 5 = Incarcerated Student

Item #16 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #17 Update Code. Enter the appropriate code only when updating a report.

- A = Add
- C = Change
- D = Delete

CTC Graduation Report (CBM009)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '9'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender – 'M' or 'F'	17	1
Item #5	Ethnic Origin - Numeric	18	1
Item #6	Date of Birth - YYYYMM - Numeric	19	6
Item #7	Associate/Certificate/Completer - Left justified	25	8
Item #8	Level of Award – '1', '2', '3', '5', or '6'	33	1
Item #9	Major - CIP Code - Numeric	34	8
Item #10	Reporting Period - Always '1'	42	1
Item #11	Year - YYYY - Numeric	43	4
Item #12	Month of Award - Numeric	47	2
Item #13	Type Major – '1', '2', '3', or '4' - Numeric	49	1
Item #14	Unused	50	1
Item #15	Remote Campus - Blank or '1', '2', '3', or '5'	51	1
Item #16	Non-Disclosure – Numeric	52	1
Item #17	Update Code	80	1

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '9'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Student ID	Duplicate entries	Blank or not alpha and/or numeric
4. Gender	N/A	Any value except 'M' or 'F'
5. Ethnic Origin	N/A	Any value other than '1' thru '7'
6. Date of Birth	Age less than '16' or greater than '75'	Non-numerical; month less than '01' or greater than '12'
7. Degree/Cert/Completer	N/A	Numeric or blank; must be on list of valid degrees
8. Level of Award	N/A	Any value except '1', '2', '3', '5', or '6'
9. Major	N/A	Non-numerical or invalid CIP code; Core completer = 24010100; Field of Study = to one of 6 specific CIPs
10. Reporting Period	N/A	Any value except '1'
11. Year	N/A	Any value except current year
12. Month of Award	N/A	Any value other than '01' thru '12'
13. Type Major	N/A	Any value except '1' thru '4'
14. Unused	N/A	N/A

CTC Graduation Report (CBM009)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
15. Remote Campus	N/A	Any value except '1', '2', '3', '5', or blank
16. Non-Disclosure	N/A	Any value except '2' or '0'
17. Update Code	N/A	Value other than 'A', 'C, or 'D'

DISCREPANCY: The edit program counts the number of records processed in this report. If not the same as the number listed in the header record, the difference is the discrepancy. This value should be checked to assure that the entire file has been submitted .

UPDATING PROCEDURES

Individual records in a previously submitted CBM009 report may be updated (deleted or changed) or new records may be added via electronic file transactions as defined below. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. The following items are required in each transaction:

Item #1	Record Code
Item #2	Institution Code
Item #3	Student Identification Number
Item #10	Semester
Item #11	Year
Item #17	Update Code

2. Item #6 in the header record must be coded 'U' to indicate that existing records in the Coordinating Board database will be updated.
3. New records may be added to an existing report by completing all items and placing the update code 'A' in Item #17.
4. Non-required items in an existing record may be changed by entering a 'C' in Item #17 and the other required items listed in step 1 above; among the non-required items, only the items to be changed need to be filled in.
5. To delete a record, enter the required items listed in step 1 above, including Item #3 (Student Identification Number) and the update code 'D' in Item #17. A deletion removes all occurrences of the identified student number; therefore, only one delete transaction should be submitted for each student being removed.
6. To change a required item, two transactions are needed. The old record must be deleted (step 5 above) and a complete record incorporating the corrected data added (step 3).
7. If a change to duplicate records is needed, the existing records must be deleted and complete records incorporating the corrected data added (that is, steps 5 and 3 above are to be followed).

CTC Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD
JR-CBM009 TEXAS COMMUNITY COLLEGE 111111

DATE: 11/22/2001
FALL 2001

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	428	0	0
ITEM 2	INST. CODE	428	0	0
ITEM 3	STUDENT ID	427	0	1
ITEM 4	GENDER	427	0	1
ITEM 5	ETHNIC ORIGIN	427	0	1
ITEM 6	YEAR OF BIRTH	427	1	0
ITEM 7	DEGREE/CERT/COMPLETER	427	0	1
ITEM 8	LEVEL OF AWARD	427	0	1
ITEM 9	MAJOR	428	0	0
ITEM 10	SEMESTER	424	0	4
ITEM 11	YEAR	424	0	4
ITEM 12	MONTH OF AWARD	427	0	1
ITEM 13	TYPE OF MAJOR	428	0	0
ITEM 14	UNUSED	428	0	0
ITEM 15	REMOTE CAMPUS	419	9	0
ITEM 16	NON-DISCLOSURE	428	0	0
TOTAL CBM009 RECORDS PROCESSED			428	
CONTROL TOTAL			1	
DISCREPANCY			0	
NUMBER OF DUPLICATE RECORDS			35	
ADDS		0		
CHANGES		1		
DELETES		0		
REJECTS		0		

CTC Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD
 JR-CBM009 SUMMARY OF DEGREE DATA FROM
 TEXAS COMMUNITY COLLEGE 111111

DATE: 11/22/2001
 FALL 2001

GENDER
 MALE 126
 FEMALE 263
 TOTAL 389

AGE
 UNDER 17 0
 17 0
 18 1
 19-21 65
 22-24 68
 25-30 88
 31-35 62
 36-50 99
 51-64 6
 65 AND OVER 0
 AVERAGE-AGE 30.0
 TOTAL 389

ETHNIC ORIGIN
 WHITE 322
 BLACK 42
 HISPANIC 15
 ASIAN 6
 INDIAN 4
 INTERNATIONAL 0
 UNKNOWN 0
 TOTAL 389

ASSOCIATE DEGREES	ACADEMIC	VOC-TECH	TECH-PREP	C.E.
ASSOCIATE IN ARTS	18	0	0	
ASSOCIATE IN APPLIED ARTS	0	0	0	
ASSOCIATE IN SCIENCE	48	0	0	
ASSOCIATE IN APPLIED SCIENCE	0	162	0	
SUBTOTAL	66	162	0	

CERTIFICATES				
CERT1				33
CERT2		143		
CERT3			5	
SUBTOTAL		143	5	33

PROGRESS MEASURES	
CORE CURRICULUM COMPLETERS	33
FIELD OF STUDY COMPLETERS	4
SUBTOTAL	37

NON-DISCLOSURE 0

TOTAL DUPLICATES STUDENTS	35
TOTAL STUDENTS	481

*** NOTE: TOTALS ARE NET ERRORS.

STUDENTS IN CONTINUING EDUCATION COURSES REPORT CBM00A

This report includes all students enrolled as of the official census date in continuing education courses (reported on the CBM00C for state funding) where the official census date occurs within the reporting period. Do not report students who are enrolled in non-credit courses that do not result in CEUs being awarded.

Students who withdraw from the institution prior to or on the official census date will not be reported. Since there should be no classes that are longer than 18 weeks, "partial" class reporting is discontinued.

The Official Census Date is the third class meeting for all students enrolled in classes which have three or more scheduled class meetings and the last class meeting for all students enrolled in classes which have less than three scheduled class meetings. Students enrolled in CEU classes may be reported if the courses, as actually taught, comply with "The Continuing Education Unit: Guidelines" of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). These guidelines include transcribing of an individual's participation.

Student Attendance

CB rule 9.103(B) was amended on April 19, 1996 to eliminate the requirement to maintain attendance records for students in classes reported on the CBM00C.

Tuition and Fees

The following four conditions are taken from Coordinating Board Rule 21.4, Collection of Tuition, and shall apply in the collection of tuition at institutions of higher education and in the conducting of enrollment audits:

- 1) On or before the official census date of each enrollment period, each institution of higher education shall collect in full, from each student that is to be counted for state aid purposes, the amounts set as tuition by state law or by the respective governing board. Valid contracts with the United States government for instruction of eligible military personnel, approved financial assistance, and valid contracts with private business and public service-type organizations or institutions such as hospitals, may be considered as collections thereunder, but are subject to adjustments after final payment thereof.
- 2) Returned checks must be covered by a transfer from a self-supporting auxiliary enterprise fund or other non-state fund source (e.g., food service, bookstore) within ten days of the date the institution receives the returned check in order for contact hours to be presented to the state for funding.
- 3) Auxiliary enterprise or other non-state fund sources may not be reimbursed with state-provided funds.
- 4) Institutions must retain records of individual student tuition payment and returned checks for verification by the State Auditor.

CTC Students in Continuing Education Courses Report (CBM00A)

The policy regarding tuition and fees assessed to students in continuing education classes is defined in the introductory paragraphs of the CBM00C report with similar title.

Tuition and Fee Refund

The refund policy for students in continuing education courses is found in Section 21.5 of the Coordinating Board Rules and Regulations. The rule states that a community/technical college, as soon as practicable, shall refund mandatory fees and tuition collected for courses from which the students drop or withdraw, according to the following schedule. For courses which meet on what the college considers a regular schedule, class days refer to the number of calendar days the institution normally meets classes, not the days a particular course meets. For courses which meet on an unusual or irregular schedule, the college may exercise professional judgment in defining a class day. The indicated percentages are to be applied to the tuition and mandatory fees collected for each course from which the student is withdrawing. ... (2) For flex-entry and continuing education courses with a census date other than the 12th class day (4th class day for a six-week summer semester):

- (i) prior to the first class day 100 percent
- (ii) after classes begin See table below

<u>Class Length in Weeks</u>	<u>Last day 70% refund</u>	<u>Last day 25% refund</u>	<u>Class Length in Weeks</u>	<u>Last day 70% refund</u>	<u>Last day 25% refund</u>
2 or less	2	n/a	10	9	12
3	3	4	11	10	14
4	4	5	12	12	15
5	5	6	13	13	16
6	5	7	14	13	17
7	7	9	15	14	19
8	8	10	16 or longer	15	20
9	9	11			

A community/junior or technical college must follow the applicable refund policy outlined above for courses associated with any program which is approved for Title IV federal funding. The institution may determine a refund policy for any other program.

Prior to the census date, community and technical colleges may allow hours to be dropped and re-added without penalty to the student if the exchange is an equal one. When the charges for dropped hours are greater than for the hours added, the refund policy above is to be applied to the net charges being dropped. If the charges for hours being added exceed the charges for hours being dropped, the student would pay the net additional charges.

The acceptance of off-setting drops and adds prior to the census date is an institutional option (not a requirement). Each institution will need to adopt its own policy for handling drop/add combinations.

CTC Students in Continuing Education Courses Report (CBM00A)

INSTRUCTIONS FOR CBM00A STUDENT REPORT

Item #1 Record Code. Always enter 'A'.

Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.

Item #3 Student Identification Number. Enter the Social Security Number of the student. The institution will assign a unique nine-digit identification number to each student without a Social Security Number.

Item #4 Gender. Enter the gender of the student.

M = Male F = Female

Item #5 Classification. Enter the classification of the student using the following guidelines:

- | | |
|---------------------------|---|
| 0. Continuing Education | Use this code if the student is enrolled in continuing education courses only |
| 1. Freshman | First year student, or less than 30 semester credit hours |
| 2. Sophomore | A second year student who has completed the equivalent of 1 year of full-time undergraduate work; that is, at least 30 semester credit hours and not more than 72 semester credit hours |
| 3. Unclassified | No associate degree or above earned; more than 72 semester hours |
| 4. Associate Degree | Previously earned an associate degree |
| 5. Baccalaureate or above | Previously earned a baccalaureate or above degree |

Item #6 Date of Birth. Enter all four digits of the year, the two digits of the month, and the two digits of the day of birth of the student.

YYYYMMDD where YYYY = Year; MM = Month; DD = Day

Item #7 Status for Continuing Education Students. For students enrolled in continuing education courses, enter '0' in this item and the appropriate tuition status code in Item #21.

0. Continuing Education Student

Item #8 Residence. **Residency must be reported on all students.** The resident code for students who are only enrolled in continuing education courses may be self-reported. Enter the code representing the county, state, or foreign country of which the technical or continuing education student is a resident. Use only valid active codes listed in Appendix B.

Texas Resident - Enter County Code

CTC Students in Continuing Education Courses Report (CBM00A)

Out-of-State Resident - Enter State Code

International Student - Enter Foreign Country Code

Item #9 Transfer or First-Time-in-College. For students enrolling in continuing education courses, the transfer category may be left blank. If the student is a “transfer” student, enter the FICE code of the institution of higher education from which the student transferred (see Appendix A). (Enter ‘999999’ for institutions not having a FICE code.) A transfer is a student entering the reporting institution for the first time, but who is known to have previously attended another postsecondary institution at the undergraduate level.

Leave blank or zero fill if not appropriate.

NOTE: The FICE codes in Item #9 are to be entered only the first quarter of a student’s enrollment after transferring to your institution.

Item #10A Contact Hour Load in Approved Continuing Education Courses, Current Registration. Enter the number of contact hours in approved (state funded) Continuing Education courses taught for which the student is registered in the current quarter. Use leading zeros.

NOTE: The total contact hours of the CBM00A must be within 500 hours of the total contact hours of the CBM00C.

Item #10B Unused

Item #11A Unused

Item #11B Unused

Item #12 CIP of Program Major or Educational Focus. If the student is enrolled in a continuing education program, the continuing education program major takes precedence over a continuing education focus.

Continuing Education Program Major: Enter the 1990 CIP code of the major area of concentration (Appendix C) and a ‘4’ in Item #13C for the Type Major. All major codes for students in continuing education programs must match to a Coordinating Board approved program in the Education and Training Clearinghouse Technical Program Inventory for the institution (district).

Continuing Education Focus: If the student is not enrolled in a continuing education program, choose the CIP of the course(s) involving the most contact hours as the educational focus. Enter the 1990 CIP code (Appendix C) of the educational focus and a ‘5’ in Item #13C for the Type Major.

Item #13 Unused

Item #13A Tuition Exemption/Waiver Code. Leave this item blank unless the tuition exemption or waiver granted is one of the categories below. In that case, enter

CTC Students in Continuing Education Courses Report (CBM00A)

the appropriate code.

- 01 Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition
- 21 Application of resident rather than nonresident tuition to military personnel and dependents

NOTE: These two tuition exemption/waiver codes are important in determining if the students are military/military dependents. They are used in the follow-up system if the student cannot be found in higher education or in the Texas workforce.

Item #13B Remote Campus. Enter '5' if the student is confined in a correctional institution; leave blank if not. Students attending out-of-district branch campuses recognized by the Coordinating Board as such must also be identified separately. Each out-of-district branch campus will be assigned a unique number within the district. TSTC is also required to use this item to identify the students enrolled at their extension centers:

- 1 = Abilene
- 2 = Breckenridge
- 3 = Brownwood

Item #13C Type Major. A Tech-Prep major has precedence over a technical major which has precedence over a continuing education focus. Enter the code which represents the primary major:

- 4. Continuing Education Major
- 5. Continuing Education Focus or undeclared

Item #14 Ethnic Origin. Enter the code indicating the ethnic origin of the student.

- 1. White, Non-Hispanic
- 2. Black, Non-Hispanic
- 3. Hispanic
- 4. Asian or Pacific Islander
- 5. Native American or Alaskan Native
- 6. International
- 7. Unknown or Not Reported

NOTE: International. A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

Resident Alien. A non-citizen who has been lawfully admitted for permanent residence is to be reported in the appropriate racial/ethnic categories along with United States citizens.

Item #15 Last Name (Optional). Enter the student's last name. Truncate if the name

CTC Students in Continuing Education Courses Report (CBM00A)

contains over 10 characters.

- Item #16 First Name Initial (Optional). Enter the initial of the student's first name.
- Item #17 Unused
- Item #18 Quarter. 1. Fall 2. Winter 3. Spring 4. Summer
- Item #19 Year. Enter the calendar year in which the quarter ends.
- Item #20 C.E. Student. The Coordinating Board will put a code of '2' in this item to identify the students who are enrolled in continuing education classes, which are reported on the CBM00C.
- Item #21 Tuition Status of CEU Students. Enter the appropriate tuition status code. Coding is determined by whether courses in which the student is enrolled are offered in fulfillment of a contractual agreement between the institution and an external entity. Colleges may assess the same tuition rate for resident and non-resident CEU students who are not brought in-state for contract instruction.
1. Both contract and non-contract courses
 2. Contract course(s) only
 3. Non-contract course(s) only
- Item #22A Academically Disadvantaged. Enter a '1' or leave blank if not. See definition in Item #22A of the CBM001.
- Item #22B Economically Disadvantaged Family or Individual. Enter a '2' or leave blank if not appropriate. See definition in Item #22B of the CBM001.
- Item #22C Individual with Disabilities. Enter a '3' or leave blank if not. See definition in Item #22C of the CBM001.
- Item #22D Limited English Proficiency (LEP). Enter a '4' or leave blank if not appropriate. See definition in Item #22D of the CBM001.
- Item #22E Programs to Eliminate Gender Bias. Leave blank at this time. This item is under further review. See definition in Item #22E of the CBM001.
- Item #22F Displaced Homemaker. Enter a '7' or leave blank if not. This may be self-reported data. See definition in Item #22F of the CBM001.
- Item #22G Single Parent. Enter an '8' or leave blank if not appropriate. See definition in Item #22G of the CBM001.
- Item #23 Unused
- Item #24 Inter-institutional Continuing Education Contact Hours. Enter the number of inter-institutional contact hours in approved continuing education courses for which the

CTC Students in Continuing Education Courses Report (CBM00A)

student is registered in the quarter and exclude them from Item #10A. An inter-institutional agreement must be on file at the CB. An inter-institutional class is where the class and instructor are provided by another institution and the receiving institution is not allowed to claim the contact hours of their students on the CBM00C. See more discussion of inter-institution in the Introduction of the CBM004 report. Use leading zeros, or zero fill if appropriate. (Effective Spring 1998)

Item #25 Unused

Item #26 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #27 Update Code. Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously submitted CBM00A report. If the report being submitted contains all students in attendance for the quarter (complete report), it is not necessary to enter an update code.

A = Add C = Change D = Delete

CTC Students in Continuing Education Courses Report (CBM00A)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always 'A'	1	1
Item #2	Institution Code - FICE Code - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender – 'M' or 'F'	17	1
Item #5	Classification – '0' thru '5' - Numeric	18	1
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Tuition Status – '0' - Numeric	27	1
Item #8	Residence - Numeric	28	3
Item #9	Transfer/First Time In College - Numeric or blank	31	6
Item #10A	CE Contact Hours - Numeric, leading zeros or zero fill	37	4
Item #10B	Unused	41	4
Item #11A	Unused	45	4
Item #11B	Unused	49	4
Item #12	CE Major Program or Educational Focus - Numeric	53	8
Item #13	Unused	61	2
Item #13A	Tuition Exemption/Waiver Code – '01', '21', or blank	63	2
Item #13B	Remote Campus – '5' or blank (TSTC '1' thru '3')	65	1
Item #13C	Type Major – '4' or '5' - Numeric	66	1
Item #14	Ethnic Origin – '1' thru '7' - Numeric	67	1
Item #15	Last Name - (Optional) Alpha or blank	68	10
Item #16	First Name Initial - (Optional) Alpha or blank	78	1
Item #17	Unused	79	1
Item #18	Quarter – '1', '2', '3', or '4' - Numeric	80	1
Item #19	Year - YYYY - Numeric	81	4
Item #20	C.E. Student – '2'	85	1
Item #21	Tuition Status of CEU Students – '1', '2', or '3'	86	1
Item #22A	Academically Disadvantaged – '1' or blank	87	1
Item #22B	Economically Disadvantaged Family or Individual – '2' or blank	88	1
Item #22C	Individual with Disabilities – '3' or blank	89	1
Item #22D	Limited English Proficiency (LEP) – '4' or blank	90	1
Item #22E	Programs to Eliminate Gender Bias - Blank	91	1
Item #22F	Displaced Homemaker – '7' or blank	92	1
Item #22G	Single Parent – '8' or blank	93	1
Item #23	Unused	94	6
Item #24	Inter-institutional CE Contact Hours - Numeric, zero fill	100	3
Item #25	Unused	103	12
Item #26	Non-Disclosure	115	1
Item #27	Update Code	120	1

CTC Students in Continuing Education Courses Report (CBM00A)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except 'A'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Student ID	N/A	Blank or duplicate entry; not alpha and/or numeric
4. Gender	N/A	Any value except 'M' or 'F'
5. Classification	N/A	Any value except '0' thru '5'
6. Date of Birth	Age less than 16 or greater than 75	Any non-numerical data; month less than '01' or greater than '12'
7. Tuition Status	N/A	Any value except '0'
8. Residence	N/A	Any value except '001' thru '254', '310' thru '369', or '402' thru '799'; must be on residence file
9. Transfer/First Time In College	N/A	Any non-numerical characters except all blanks
10A. Contact Hours CEU Courses	N/A	Any non-numerical characters
10B. Unused	N/A	N/A
11A. Unused	N/A	N/A
11B. Unused	N/A	N/A
12. Major	N/A	Non-numeric or invalid CIP code
13. Unused	N/A	N/A
13A. Exemption Code	N/A	Any value except '01', '21', '00', or blank
13B. Remote Campus	N/A	Any value except '5' or blank; TSTC - any value except '1' thru '3' or blank
13C. Type Major	N/A	Any value except '4'

CTC Students in Continuing Education Courses Report (CBM00A)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
14. Ethnic Origin	N/A	Any value other than '1' thru '7'
15. Last Name	N/A	N/A
16. First Name Initial	N/A	N/A
17. Unused	N/A	N/A
18. Quarter	N/A	Must match value in header record
19. Year	N/A	Must match value in header record
20. C.E. student	N/A	Any value except '2'
21. Tuition Status CEU Students	N/A	Value except '1', '2', or '3'
22A. Academically Disadvantaged	N/A	Value except '1' and space
22B. Economically Disadvantaged	N/A	Value except '2' and space
22C. Individual with Disabilities	N/A	Value except '3' and space
22D. Limited English Proficiency	N/A	Value except '4' and space
22E. Programs to Eliminate Gender Bias	N/A	Value except space
22F. Displaced Homemaker	N/A	Value except '7' and space
22G. Single Parent	N/A	Value except '8' and space
23. Unused	N/A	N/A
24. Inter-Institution CE CH	N/A	Any non-numerical character
25. Unused	N/A	N/A
26. Non-Disclosure	N/A	Any value except '2' or '0'
27. Update Code	N/A	Value except 'A', 'C', or 'D'

DISCREPANCY: The edit program counts the number of records processed in this report. If it is not the same as the number listed in the header record, the difference is listed as the discrepancy. This value should be checked to insure that the entire file has been submitted and processed.

CTC Students in Continuing Education Courses Report (CBM00A)

UPDATING PROCEDURES

Individual records in a previously submitted CBM00A report may be updated (deleted or changed) or new records may be added via an electronic file. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. The following items are required in each transaction:

Item #1	Record Code
Item #2	Institution Code
Item #3	Student Identification Number
Item #18	Quarter
Item #19	Year
Item #27	Update Code

2. Item #6 in the header record must be coded 'U' to indicate that existing records in the Coordinating Board database will be updated.
3. New records may be added to an existing report by completing all items and placing the update code 'A' in Item #27.
4. Non-required items in an existing record may be changed by entering a 'C' in Item #27 and the other required items listed in step 1 above; among the non-required items, only the items to be changed need to be filled in.
5. To delete a record, enter the required items listed in step 1 above, including Item #3 (Student Identification Number) and the update code 'D' in Item #27. A deletion removes all occurrences of the identified student number; therefore, only one delete transaction should be submitted for each student being removed.
6. To change a required item, two transactions are needed. The old record must be deleted (step 5 above) and a complete record incorporating the corrected data added (step 3).

CTC Students in Continuing Education Courses Report (CBM00A)

CBM00A STUDENT REPORT UPDATING EXAMPLES

CORRECTION 1 --- ADD

Student 555-44-3333 was omitted from the initial submission of the report and needs to be added to the file.

Enter the student ID number for Item #3 and all appropriate data for Items #1 thru #26. Code Item #27 'A'.

CORRECTION 2 --- CHANGE (DELETE AND ADD)

Student 222-66-4444 was erroneously listed twice on the CBM00A file. One of the records should be deleted.

Enter Items #1, #2, #3, #18, and #19 and code Item #27 'D' to delete. All the appropriate data from the correct record should be re-added for Items #1 thru #26. Code Item #27 'A'.

CORRECTION 3 --- CHANGE TO CORRECT ERRONEOUS DATA

The record for student 666-77-8888 has an incorrect entry for birthday. The date should be May, 1976.

Enter Items #1, #2, #18, #19 and the student ID number for Item #3 and '197605' for Item #6. Code Item #27 'C'.

CORRECTION 4 --- CHANGE TO CORRECT OMITTED DATA

The residence data for student 222-11-4444 has been omitted completely from the initial submission. It should be 254.

Enter Items #1, #2, #18, #19 and 222-11-4444 for Item #3, '254' for Item #8 and code Item #27 'C'.

CORRECTION 5 --- CHANGE TO STUDENT ID NUMBER (DELETE AND ADD)

Student 999-88-7777 was listed on the initial submission with an incorrect ID number 99-88-777.

To delete the incorrect number enter the incorrect number exactly as it was submitted, e.g., if the first space of Item #3 was left blank on the incorrect number, leave the first space of Item #3 blank on the update to delete. Enter Items #1, #2, #18, #19 and code Item #27 'D'. On another line, enter the correct student ID number for Item #3 and all appropriate data for Items #1 thru #26. Code Item #27 'A'.

CTC Students in Continuing Education Courses Report (CBM00A)

SUMMARY OF CBM00A STUDENT REPORT METHODOLOGY

NOTE: Records which have any items in error (invalid amounts) are not included in any of the summary values. The Type Major Item #13C is evaluated to determine in which column the respective counts are summarized.

1. **TOTAL HEADCOUNT.** Total headcount is a summation of all CBM00A records which are displayed separately. The total headcount is categorized by gender, classification, age, tuition status, residence, ethnic origin, first-time students, majors, and special populations
2. **AGE.** Each student's age, for the purpose of the summary report, is calculated by comparing each student's date of birth to the beginning date of the quarter. For this purpose, the beginning date of each quarter is:

Fall	September 1
Winter	December 1
Spring	March 1
Summer	June 1

3. **CONTACT HOURS.** The CEU contact hours (Item #10A) are summed to produce the CEU contact hours.
4. **MAJORS.** Item #12, "Declared Majors," is summed as follows:

Continuing Education Program Declared Major: Type Major = '4'
Continuing Education Focus: Type Major = '5'

CTC Students in Continuing Education Courses Report (CBM00A)

TEXAS HIGHER EDUCATION COORDINATING BOARD
JR-CBM00A SUMMARY OF STUDENT DATA FROM
TEXAS COMMUNITY COLLEGE 111111

PART A
DATE: 05/08/2001
2ND QUARTER 2001

	CE PROGRAM
GENDER	
MALE	610
FEMALE	771
TOTAL	1,381
CLASSIFICATION	
CEU STUDENT ONLY	0
FRESHMAN	778
SOPHOMORE	324
UNCLASSIFIED	258
ASSOCIATES	19
BACHELORS	2
TOTAL	1,381
AGE	
UNDER 17	0
17	12
18	156
19-21	861
22-24	222
25-30	58
31-35	12
36-50	60
51-64	0
65 AND OVER	0
AVERAGE AGE	27.3
TOTAL	1,381
TUITION STATUS	
TUITION EXEMPTION/WAIVER	0
CEU BOTH CONTRACT AND NON	0
CEU CONTRACT ONLY	566
CEU NON-CONTRACT ONLY	815
TOTAL	1,381
RESIDENCE	
TEXAS COUNTIES	1,379
OTHER STATES	2
FOREIGN COUNTRIES	0
TOTAL	1,381

CTC Students in Continuing Education Courses Report (CBM00A)

TEXAS HIGHER EDUCATION COORDINATING BOARD
JR-CBM00A SUMMARY OF STUDENT DATA FROM
TEXAS COMMUNITY COLLEGE 111111

PART B
DATE: 05/08/2001
2ND QUARTER 2001

CE PROGRAM

ETHNIC ORIGIN

WHITE	504
BLACK	235
HISPANIC	627
ASIAN	15
INDIAN	0
INTERNATIONAL	0
UNKNOWN	
TOTAL	1,381

FIRST TIME STUDENTS

FIRST TIME IN COLLEGE	3
FIRST TIME TRANSFER	8
TOTAL	11

CONTACT HOURS

CONTINUING EDUCATION	64,125
INTER-INSTITUTIONAL	0
TOTAL	64,125

SPECIAL POPULATIONS

ACADEMIC DISADVANTAGED	202
ECONOMIC DISADVANTAGED	34
INDIVIDUAL W/DISABILITY	5
LIMITED ENGLISH PROFICY	79
PGMS TO ELIM GENDER BIAS	0
DISPLACED HOMEMAKER	9
SINGLE PARENT	39
TOTAL	368

TOTAL HEADCOUNT 1,381

NON-DISCLOSURE 2

*** NOTE: TOTALS ARE NET ERRORS.

CTC Students in Continuing Education Courses Report (CBM00A)

TEXAS HIGHER EDUCATION COORDINATING BOARD DATE: 05/08/2001
JR-CBM00A EDIT SUMMARY FROM TEXAS COMMUNITY COLLEGE 11111 2ND QTR 2001

	NORMAL RANGE	QUESTIONABLE	ERROR VALUES	
ITEM 1	RECORD CODE	2,765	0	0
ITEM 2	INST. CODE	2,765	0	0
ITEM 3	STUDENT ID	2,765	0	0
ITEM 4	GENDER	2,765	0	0
ITEM 5	CLASSIFICATION	2,765	0	0
ITEM 6	DOB	2,765	0	0
ITEM 7	TUITION STATUS	2,765	0	0
ITEM 8	RESIDENCE	2,765	0	0
ITEM 9	TRANSFER	2,765	0	0
ITEM 10A	CE CONTACT HRS	2,764	1	0
ITEM 10B	UNUSED	2,765	0	0
ITEM 11A	UNUSED	2,765	0	0
ITEM 11B	UNUSED	2,765	0	0
ITEM 12	MAJOR	2,765	0	0
ITEM 13	UNUSED	2,765	0	0
ITEM 13A	TUITION EXEMPTION	2,760	5	0
ITEM 13B	REMOTE CAMPUS	2,765	0	0
ITEM 13C	TYPE MAJOR	2,765	0	0
ITEM 14	ETHNIC ORIGIN	2,765	0	0
ITEM 15	LAST NAME	2,765	0	0
ITEM 16	FIRST INITIAL	2,765	0	0
ITEM 17	UNUSED	2,765	0	0
ITEM 18	QUARTER	2,765	0	0
ITEM 19	YEAR	2,765	0	0
ITEM 20	C.E. STUDENT	2,765	0	0
ITEM 21	TUITION STATUS CE STUDENTS	2,765	0	0
ITEM 22A	ACADEMIC DISADVANTAGE	2,765	0	0
ITEM 22B	ECONOMIC DISADVANTAGE	2,765	0	0
ITEM 22C	INDIVIDUAL W DISABLE	2,765	0	0
ITEM 22D	LIMITED ENGLISH PROF	2,765	0	0
ITEM 22E	PGMS TO ELIM GENDER BIAS	2,765	0	0
ITEM 22F	DISPLACED HOMEMAKER	2,765	0	0
ITEM 22G	SINGLE PARENT	2,765	0	0
ITEM 23	UNUSED	2,765	0	0
ITEM 24	INTER-INSTITUTIONAL CE CH	2,765	0	0
ITEM 25	UNUSED	2,765	0	0
ITEM 26	NON-DISCLOSURE	2,765	0	0
TOTAL CBM00A RECORDS PROCESSED			2,765	
CONTROL TOTAL			10	
DISCREPANCY			0	
NUMBER OF DUPLICATE RECORDS			0	
ADDS	5			
CHANGES	0			
DELETES	5			
REJECTS	0			

CONTINUING EDUCATION CLASS REPORT
CBM00C

REPORTING FORM

All students enrolled in Coordinating Board-approved continuing education courses will be reported on the CBM00C, which is submitted quarterly. All students who are counted on the CBM00C should also be reported on the CBM00A. The courses reported on the CBM00C include all specially approved continuing education courses, as listed in the institution's inventory, courses listed in the current Continuing Education Guidelines and Common Course Manual, and courses listed in the continuing education section of the Workforce Education Course Manual.

		<u>Due Date</u>
First Quarter	September 1 - November 30	December 15
Second Quarter	December 1 - February 28	March 15
Third Quarter	March 1 - May 31	June 15
Fourth Quarter	June 1 - August 31	September 15

OFFICIAL REPORTING DATE

The third class meeting is the official reporting (census) date for all students enrolled in the classes that have three or more scheduled class meetings. The official reporting date of classes with less than three scheduled meetings is the last class date.

REPORTING CLASS HOURS

All of the class contact hours will be reported in the quarter in which the official census date occurs. There should not be any classes extending over more than 18 weeks, so a "Partial" record will not be accepted.

CRITERIA FOR REPORTING STUDENT ATTENDANCE

CB rule 9.103(B) was amended on April 19, 1996 to eliminate the attendance requirement for students enrolled in classes reported on the CBM00C.

POLICY REGARDING TUITION AND FEES FOR CONTINUING EDUCATION CLASSES

At the beginning of each quarter an institution may assess base tuition and fees which have been approved by its governing board for students whose course-load is based on quarterly periods. Any additional courses during the same quarter would be considered as add-on courses and the base tuition and fees would not be reassessed. If a student is enrolled in semester length and quarter courses, the semester base tuition and fees would have precedence and the quarter course would be an add-on.

The tuition and fee refund policy is discussed in the Introduction of the CBM00A report.

Inter-Institutional Courses See a more detailed discussion in the similar section of the CBM004.

Multi-Institutional Teaching Center See a more detailed discussion in the similar section of the CBM004.

CTC Continuing Education Class Report (CBM00C)

INSTRUCTIONS FOR CONTINUING EDUCATION CLASS REPORT

Item #1 Record Code. Always enter 'C'.

Item #2 Institution Code. Enter the FICE Code of the institution.

Item #3 Subject Prefix. Enter the subject abbreviation of this course.

Item #4 Course Number. Enter the course number.

NOTE: Subject Prefix and Course Number should each be left-justified.

Item #5 Section Number. Enter the section number assigned to this class.

NOTE: All classes must be assigned a section number. The section number reported to the Coordinating Board must be uniquely identifiable if it must be reported in two or more quarters. Sections which begin in the reporting quarter must not have a section number that has been assigned to a course that is ending in this quarter.

Item #6 Course End Date. Enter all four digits of the year and the two digits of the month that the class ends in YYYYMM format.

Item #7 Type of Instruction. Enter the code of the primary type(s) of instruction used in this section. If multiple types of instruction are used, e.g., section entails lecture and clinical, see notes on multiple entries.

- | | | |
|---------------|--------------------------|--------------|
| 1. Lecture | 4. Electronic (Optional) | 7. Practicum |
| 2. Laboratory | 5. Co-op | |
| 3. Clinical | 6. Internship | |

NOTE: Courses that were formerly called "Instructional Telecommunications" (code 4) are now called "Electronic" and should be coded according to their type of instruction rather than the mode of instruction which will now be identified in Item #12. However, if you consider the "Electronic" medium a type of instruction, you may use the optional code '4' in Item #7 and you must identify the mode of instruction in Item #12. (More discussion of Instructional Telecommunications is described in the Introduction of the CBM004 and more discussion on multiple entries reporting is described on page 4.10.) Lecture and laboratory instruction can be combined and reported in the same record. To be reported with a code '6', internship, or code '7', practicum, the course must be posted on the WECM inventory with a course type '6' or '7', respectively.

Item #8 Course Type. Enter the code of the type of course.

3. Continuing education courses: specially approved continuing education courses listed in the institution's technical/continuing education course

CTC Continuing Education Class Report (CBM00C)

inventory and courses listed in the Common Course Manual for which colleges receive state funding. All courses in this category will award Continuing Education Units.

5. Continuing education courses listed in the *Workforce Education Course Manual*. All courses in this category will award Continuing Education Units.

Item #9 Location Code. Enter the code indicating where this section meets. Courses taught at one of the locations coded '5', '6', '7', '9', or 'A' should be reported even if they are taught in-district.

1. In-District
2. Out-of-District (regular); other locations not listed below

NOTE: Classes taught away from the main campus of TSTC or Lamar, if the entity or facility is not listed below, will be coded a '2'.

3. Out-of-State
4. Foreign Country
5. Correctional Institution - Courses taught in a correctional institution in Texas by a public institution of higher education.
6. Inter-institutional - Courses taught by one institution *for the students* of another through a mutual agreement approved by the Coordinating Board. See definition in the Introductory Section of the CBM004.
7. Military Bases - Courses taught on a military base.
8. Primary or Secondary School - Courses taught on the campus of a public or private primary or secondary school out of the institution's taxing district.
9. Individual Instructional Telecommunications Receiver - Courses delivered through Instructional Telecommunications to individuals via the Internet or broadcast or live, interactive television delivery systems. See definition in the Introductory Section of the CBM004.
- A. Auxiliary Location - Courses approved to be taught at one of the multi-institution teaching center or system center. See the discussion about multi-institution teaching centers in the Introduction of the CBM004. The assigned FICE code of the center must also be included in Item #19.
- B. Business, Government, or Other Work Location - Courses taught at such entities out of the institution's taxing district.

NOTE: Item #12B, Zip Code, must be completed for all classes taught at all of the locations identified above, except locations coded '1', '6', '9', or 'A'.

Item #10 Contact Hours. Enter the number of contact hours (whole numbers) for which the course is actually scheduled. The hours reported will not exceed the class contact hours as shown in your approved course inventory for one student for the entire course. The contact hour value does not change in a subsequent quarter when reporting the end-of-quarter enrollments.

NOTE: *The total contact hours of the CBM00A must be within plus or minus 500 total contact hours of the CBM00C.*

CTC Continuing Education Class Report (CBM00C)

Item #11 Approval Number. Enter the six-digit approval number assigned to the continuing education course (left-justified with trailing zeros). The Coordinating Board will insert zeros in positions 7 and 8 and the associated funding code in positions 9 and 10 of the CIP code during the edit process.

Item #12 Instruction Mode. Enter the primary mode of instruction where 50% or more of the instruction is delivered via a single mode.

1. Face-to-Face - The instructor and the students are in the same physical location at the same time
2. Internet
3. Video Tape and/or Broadcast TV
4. Two-way Interactive Video
5. Multiple or Other Electronic Media (Use only if no other single mode accounts for 50% of the instruction or if the electronic instruction mode is not listed above.)

Item #12A Site Code. This item has been discontinued, but the first column of the old field is being used to identify the Instruction Mode and the other two columns are unused at this time.

Item #12B Zip Code Where Classes Taught. Enter the zip code of the specific site for all classes taught at the locations identified by codes '2', '5', '7', '8', and 'B' in Item #9. For locations identified by codes '3' and '4' in Item #9, enter the three-digit state or foreign country code (see Appendix B and right-justified with 2 leading zeros). Leave this Item blank for location codes '1', '6', '9', and 'A' in Item #9. Classes taught at an out-of-district branch campus recognized by the Coordinating Board as such must also be identified separately with a specific zip code.

Item #13 Instructor Code. Enter the Social Security Number of the faculty member of record who participates in the delivery of instruction and evaluation of the student's progress in this section. If the class section is an inter-institutional class (Item #9 is coded '6') that is being taught by a faculty of another institution, enter the SSN of the instructor and enter the FICE of the other institution in Item #19.

In the situation where there is more than one instructor, a class record should be reported for each instructor. Items #7, #9, #10, #12, #12B, #13, #14, and #16 may vary. The contact hours should be apportioned among the individual records as the institution sees fit, but the sum of the data in Item #10 must not exceed the contact hours actually scheduled, and the maximum contact hours approved for the course. All other items should be identical.

If a class record is submitted only to report the end-of-quarter enrollment (the census date was in a prior quarter) and there were multiple instructors for the class, the institution may submit one record with the Social Security number of the primary instructor reported in Item #13.

Item #14 End of Course Enrollment. Enter the number of students (who had not withdrawn

CTC Continuing Education Class Report (CBM00C)

or dropped) who were enrolled on the final day of the class if the Course End Date (Item #6) occurred within the reporting quarter. Students who did not qualify to be reported on the census date (i.e., in Item #16) should not be included here either.

When the Course End Date does not occur within the reporting quarter, enter zeros.

NOTE: A class section is reported on the CBM00C:

1. In one quarter, if both the official census date and the course end date occurred in the same quarter.
2. In two quarters, if the two dates did not occur in the same quarter: the quarter the official date occurred and the quarter that the course end date occurred.
3. If the census date occurred in quarter 1 and the course-end date occurred in quarter 3, no CBM00C record for the class is reported in quarter 2.

Item #15 Census Month. Enter the month in which the official census date occurs.

Item #16 Census Date Enrollment.

1. If the official census date occurs within the reporting period, enter the total number of students enrolled in the section as of the official census date.
2. If the official census date occurred in a prior reporting period and the "course end date" (Item #6) occurred within the reporting period, enter zeros since this is an end-of-course record.

Item #17 Quarter. Enter the quarter that this report covers.

- | | |
|----------------------------|----------------------------|
| 1. First Quarter (Fall) | 3. Third Quarter (Spring) |
| 2. Second Quarter (Winter) | 4. Fourth Quarter (Summer) |

Item #18 Year. Enter all four digits of the calendar year in which the quarter terminates. (Example: For the second quarter report covering months of December, January, and February of 2000-2001 school year, enter '2001'.)

Item #19 Inter-institutional FICE. Enter the six-digit FICE code that identifies the provider institution of the faculty of record if Item #9 is coded a '6' (see Appendix A). If the course is taught at a multi-institution teaching center or system center identified in Item #9 with a code 'A', enter the assigned FICE of the MITC (see list on page 4.4).

Item #20 Unused

Item #21 Update Code. Enter the appropriate code only when updating a report.

A = Add C = Change D = Delete

CTC Continuing Education Class Report (CBM00C)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always 'C'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6	Course End Date - YYYYMM - Numeric	27	6
Item #7	Type Instruction - Numeric	33	1
Item #8	Course Type - Numeric	34	1
Item #9	Location Code - Numeric	35	1
Item #10	Contact Hours - Leading Zeros	36	4
Item #11	Approval Number - Numeric, CIP codes with trailing zeros	40	10
Item #12	Instruction Mode - Numeric	50	1
Item #12A	Unused	51	2
Item #12B	Zip Code or Foreign Country - Numeric or blank	53	5
Item #13	Instructor Code	58	9
Item #14	End of Course Enrollment - Numeric, leading zeros	67	3
Item #15	Census Month – Numeric, leading zero	70	2
Item #16	Census Date Enrollment - Numeric	72	3
Item #17	Quarter - Numeric	75	1
Item #18	Year - Numeric	76	4
Item #19	Inter-institutional FICE	80	6
Item #20	Unused	86	4
Item #21	Update Code	90	1

CTC Continuing Education Class Report (CBM00C)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for the Continuing Education Class Report.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE</u>	<u>ERROR VALUES</u>
1. Record Code	N/A	Any value other than 'C'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Subject Prefix	N/A	Not on inventory
4. Course Number	N/A	Not on inventory
5. Section Number	N/A	Blank
6. Course End Date	N/A	Month < 1 or > 12; Year < current year
7. Type Instruction	N/A	Any value except '1' thru '7'
8. Course Type	N/A	Any value other than '3' or '5'
9. Location Code	N/A	Any value except '1' thru '9', 'A', or 'B'
10. Contact Hours	N/A	Any non-numerical value
11. Approval Number	N/A	Blank, not numeric, or not on inventory
12. Instruction Mode	N/A	Any value except '1' thru '5'
12A. Site Code	N/A	N/A
12B. ZIP/Foreign Country	N/A	Non-numeric; not on zip code file if Item #9 coded '2', '3', '4', '5', '7', '8', or 'B'
13. Instructor Code	Not numeric	Blank or alpha
14. Course-End Enrollment	Less than '001', greater than '500' if Course End Date is in current quarter	Any non-numerical value; value > '000' if Course End Date is in a future quarter
15. Census Month	Less than '01', greater than '12'	Any non-numerical value
16. Census Day Enrollment	Less than '001', greater than '500' if census month	Any non-numerical value; value > '000' if census

CTC Continuing Education Class Report (CBM00C)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE</u>	<u>ERROR VALUES</u>
	in current quarter	month not in current quarter
17. Quarter	N/A	Must match value in header record
18. Year	N/A	Must match value in header record
19. Inter-institutional FICE	N/A	Must be on list of valid FICE codes
20. Unused	N/A	N/A
21. Update Code	N/A	Any value other than 'A', 'C', 'D', or blank if complete report

DISCREPANCY: The edit program counts the number of records processed on initial submissions and resubmissions. If the number is not the same as that listed in the header record (the "control total"), the difference is shown on the edit report as a discrepancy.

CTC Continuing Education Class Report (CBM00C)

UPDATING PROCEDURES

Individual records in a previously submitted CBM00C report may be updated (deleted or changed) or new ones added by creating transactions as defined below in an electronic file. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. Every transaction must contain Items #1, #2, #3, #4, #5, #17, #18, and #21 (record type, FICE code, subject prefix, course number, section number, quarter, year, and update code).
2. Item #6 in the header record must be coded a 'U' to indicate that existing records in the CB database will be updated.
3. When changing or deleting a record, the characters and alignment in Items #3, #4, and #5 on the update transaction must be identical to the subject prefix, course number, and section number of the record that is being updated.
4. New records may be added to an existing report by completing all items and inserting an 'A' in Item #21.
5. An existing record may be changed by placing a 'C' in Item #21 and entering the required items indicated in step 1, provided the change is not to Items #3, #4 or #5. Only the items to be changed need to be filled in.
6. If the change is to Items #3, #4 and #5, enter the required items indicated in step 1 and a 'D' in Item #21. No other items need be listed. In a separate transaction, all items of the corrected record should be entered and an 'A' placed in Item #21.
7. To delete a record, enter the required items indicated in step 1 and a 'D' in Item #21. For deleting multiple entries, only one delete entry is needed with all the required items identified in step 1 and a 'D' in Item #21.
8. Changing a multiple entry requires deleting the current records and adding corrected records (steps 7 and 4 should be followed).

CTC Continuing Education Class Report (CBM00C)

UPDATING EXAMPLES

The examples below describe how to code updates to the CBM00C. The process is different for single entry records and multiple entry records.

SINGLE ENTRY:

Item #3 Item #4 Item #5

LE	18473	1	CORRECTION 1 --- ADD was omitted from the initial submission of the report and needs to be added to the file. Enter appropriate data for all Items (#1 thru #19) and code Item #21 an 'A'.
----	-------	---	--

ADVOC	0172	3	CORRECTION 2 --- CHANGE has an incorrect entry under enrollment (Item #16). Code Items #1, #2, #3, #4, and #5
ADVOC	0172	3	and enter correct value for Item #16; code Item #21 a 'C'.

BCS	0080	22	CORRECTION 3 --- CHANGES TO ITEMS #3, #4 or #5 was shown on the initial report as Section 22 instead of Section 2. The course must be deleted and re-added. Code Items #1, #2, #3, #4, #5, #17, and #18
BCS	0080	22	and code Item #21 a 'D'. This removes the course from the file completely. Then code Items #1, #2, #3, #4, and #5
BCS	0080	2	filling in all data for Items #6 thru #19. Code Item #21 an 'A'.

Item #3 Item #4 Item #5

00C	580	6	CORRECTION 4 --- DELETE was listed on the initial submission of the CBM00C, but the class was cancelled. The record should be deleted. Enter Items #1, #2, #3, #4, #5, #17, and #18
00C	580	6	and code Item #21 a 'D'.

LVN	102	01	CORRECTION 5 --- DELETE DUPLICATE RECORD was erroneously reported twice. One of the records should be deleted. Enter Items #1, #2, #3, #4, #5, #17, and #18
LVN	102	01	and code Item #21 'D'. This deletes both records. Re-enter Items #1, #2, #3, #4, and #5
LVN	102	01	and fill in all data for Items #6 thru #19 and code Item #21 an 'A'.

CTC Continuing Education Class Report (CBM00C)

MULTIPLE ENTRIES: To make a change to multiple entries, first delete the course. It is only necessary to delete once. This removes all courses with this identifier. Then re-add all the records (lecture and lab) entering correct data for all data Items #1 through #19 for both records and code Item #21 an 'A'.

Item #3 Item #4 Item #5

<u>Item #3</u>	<u>Item #4</u>	<u>Item #5</u>	
00-GEN 002	B		CORRECTION 6 --- CHANGE TO MULTIPLE ENTRY
			has an incorrect census month listed for its lab section. Enter
			Items #1, #2, #3, #4, #5, #17, and #18
00-GEN 002	B		and code Item #21 'D' to delete all entries. Then add
00-GEN 002	B		for lecture and lab (separate entries) filling in all relevant data for
			Items #1 thru #18 for both records. Code Item #21 'A' for each.

MULTIPLE ENTRIES: When you report multiple CCM Classes with the same Subject Prefix, Course Number and Section Number, the sum of all contact hours generated must fall within the range of hours approved. When a variable exists for any data item of a course record, e.g., more than one faculty member teaching a single section or variable credit offered within a single section, make separate entries for each variable item.

To enter a multiple record, duplicate all Items #1 thru #19 of the first record except those items which may vary. The contact hours (Item #10) will be apportioned by the institution, the total of which should not exceed the number that the class is scheduled and that is approved in the Coordinating Board inventory. When class records are submitted only to report the end-of-course enrollments (Item #14) and the official census date occurred in a prior quarter, multiple records are not required. The primary instructor code would be reported in Item #13.

EXAMPLE 1 - When two or more instructors share teaching duties in a class, there will be a separate entry for each instructor involved. The contact hours will be apportioned by the institution.

EXAMPLE 2 - When one instructor teaches lecture and another teaches lab, Item #10's contact hours will be apportioned by the institution, the total of which should not exceed that approved by the Coordinating Board.

EXAMPLE 3 - When there is more than one lab to a lecture, the class may be reported as one record unless there is more than one faculty involved in the class and then separate records should be submitted to identify all faculty responsible for each class component. All items will be as indicated in example 2, but enrollment in the labs may vary.

CTC Continuing Education Class Report (CBM00C)

SUMMARY OF CONTACT HOURS GENERATED METHODOLOGY

In order to produce the Summary of Contact Hours, continuing education courses are matched by the Coordinating Board approval number for each class to the course inventory. Only the contact hours for those classes with approval numbers that are in the course inventory and are free of reporting errors are tabulated. Those classes with approval numbers that are not in the inventories are listed on the edit report entitled "CBM00C - Not on Course File." The approval number mismatch must be resolved before the hours for these classes can be added into the total.

The enrollment of each class (Item #16) with a valid approval number is multiplied by the contact hour value shown on the CBM00C for that class. The contact hours produced are then aggregated by program/discipline area.

A Summary of Course-End Contact Hours Generated in Continuing Education Courses will be generated for those classes where the Course End Date occurred in the reporting quarter and where the class matched to the institution's inventory of approved courses. The Course-End Enrollment (Item #14) is multiplied by the contact hour value.

CTC Continuing Education Class Report (CBM00C)

S10515ED TEXAS HIGHER EDUCATION COORDINATING BOARD PAGE 1
 JR-CBM00C SUMMARY OF CONTACT HOURS GENERATED IN CONTINUING EDUCATION COURSES
 BY APPROVAL CODES
 QUARTER 2 2001 TEXAS COMMUNITY COLLEGE 111111 DATE 3/11/2001

PROGRAM NUMBER	CURRICULUM TITLE	CONTACT HOURS	CONTACT IN DISTRICT	CONTACT OUT-OF-DIST
15061100	METALLURGICAL TCHN/TCHNCN	420.00	420.00	0.00
15070100	OCCUPTNL SAFTY & HLTH TCH/TCHN	180.00	180.00	0.00
11	TOTAL ENGINEERING RELATED	600.00	600.00	0.00
23110100	ENGLISH TECHNICAL & BUSI WRNG	100.00	100.00	0.00
32010100	BASIC SKILLS, GENERAL	3,804.00	3,804.00	0.00
12	TOTAL ENG LANG, LIT, PHILOSOPHY, HUMANI	3,904.00	3,904.00	0.00
16010100	FOREIGN LNGS & LITS, GENERAL	432.00	264.00	168.00
13	TOTAL FOREIGN LANGUAGES	432.00	264.00	168.00
51070100	HEALTH SYSTS/HEALTH SRVCS ADMN	168.00	168.00	0.00
51090400	EMERGENCY MEDICAL TCHN/TCHNCN	4,180.00	4,180.00	0.00
51161400	NURSING ASSISTANT/AIDE	9,200.00	9,200.00	0.00
16	TOTAL HEALTH OCCUPATIONS-OTHER	13,548.00	13,548.00	0.00
GRAND TOTAL ALL CURRICULUM AREAS		18,484.00	18,316.00	168.00

CTC Continuing Education Class Report (CBM00C)

S10525ED TEXAS HIGHER EDUCATION COORDINATING BOARD PAGE 1
 JR-CBM00C SUMMARY OF END OF COURSE CONTACT HOURS GENERATED IN CE COURSES
 BY APPROVAL CODES
 QUARTER 2 2001 TEXAS COMMUNITY COLLEGE 111111 DATE 3/11/2001

PROGRAM NUMBER	CURRICULUM TITLE	CONTACT HOURS	CONTACT IN DISTRICT	CONTACT OUT-OF-DIST
15061100	METALLURGICAL TCHN/TCHNCN	240.00	240.00	0.00
15070100	OCCUPTNL SAFTY & HLTH TCH/TCHN	180.00	180.00	0.00
11	TOTAL ENGINEERING RELATED	420.00	420.00	0.00
23110100	ENGLISH TECHNICAL & BUSI WRTNG	100.00	100.00	0.00
32010100	BASIC SKILLS, GENERAL	6,996.00	6,576.00	420.00
12	TOTAL ENG LANG, LIT, PHILOSOPHY, HUMANI	7,096.00	6,676.00	420.00
16010100	FOREIGN LNGS & LITS, GENERAL	0.00	0.00	0.00
13	TOTAL FOREIGN LANGUAGES	0.00	0.00	0.00
51070100	HEALTH SYSTS/HEALTH SRVCS ADMN	1,104.00	1,104.00	0.00
51090400	EMERGENCY MEDICAL TCHN/TCHNCN	3,462.00	3,462.00	0.00
51161400	NURSING ASSISTANT/AIDE	2,900.00	2,900.00	0.00
16	TOTAL HEALTH OCCUPATIONS-OTHER	7,466.00	7,466.00	0.00
GRAND TOTAL ALL CURRICULUM AREAS		14,982.00	14,562.00	420.00

CTC Continuing Education Class Report (CBM00C)

TEXAS HIGHER EDUCATION COORDINATING BOARD

DATE:05/11/99

JR-CBM00C EDIT SUMMARY TEXAS COMMUNITY COLLEGE 111111 QTR 2 99

		NORMAL RANGE	QUESTIONABLE	ERROR VALUE
ITEM 1	RECORD CODE	18	0	0
ITEM 2	INST. CODE	18	0	0
ITEM 3	SUBJECT PREFIX	18	0	0
ITEM 4	COURSE NUMBER	18	0	0
ITEM 5	SECTION NUMBER	18	0	0
ITEM 6	COURSE-END DATE	18	0	0
ITEM 7	TYPE INSTRUCTION	18	0	0
ITEM 8	COURSE TYPE	18	0	0
ITEM 9	LOCATION CODE	18	0	0
ITEM 10	CONTACT HOURS	18	0	0
ITEM 11	CB APPROVAL NUMBER	18	0	0
ITEM 12	INSTRUCTION MODE	18	0	0
ITEM 12A	UNUSED	18	0	0
ITEM 12B	ZIP/FOREIGN	18	0	0
ITEM 13	INSTRUCTOR CODE	18	0	0
ITEM 14	END OF COURSE ENROLLMENT	18	0	0
ITEM 15	CENSUS MONTH	18	0	0
ITEM 16	CENSUS DAY ENROLLMENT	18	0	0
ITEM 17	SEMESTER	18	0	0
ITEM 18	YEAR	18	0	0
ITEM 19	INTER-INSTITUTIONAL FICE	18	0	0
ITEM 20	UNUSED	18	0	0
TOTAL CONTACT HOURS MUST BE EQUAL TO THOSE ON CBM00A				0
TOTAL CBM00C RECORDS PROCESSED			18	
CONTROL TOTAL			1	
DISCREPANCY			0	
ADD		0		
CHANGES		1		
DELETES		0		
REJECTS		0		

CTC Continuing Education Class Report (CBM00C)

SEDTCJ94 TEXAS HIGHER EDUCATION COORDINATING BOARD DATE 04/11/2001
UPDATE EDIT OF JR-CBM00C DATA QUARTER 2 2001 TEXAS COMMUNITY COLLEGE PAGE 1
ITEM ITEM ITEM ITEM ITEMS ITEM ITEM ITEM ITEM ITEM ITEMS ITEMS
3 4 5 6 7 8 9 10 11 12A 12B 13 14 15 16 17 18 20 REMARKS
CCM 1017 02 199502 1 3 1 0020 1101010022 464047748 008 01 008 2 2001 C CHANGED

THERE WERE NO ERRORS DETECTED FOR: TEXAS COMMUNITY COLLEGE

***** END OF REPORT FILE *****

MARKETABLE SKILLS ACHIEVEMENT REPORT CBM00M

This report will include Marketable Skills Achievement (MSA) awards granted to students in active Coordinating Board approved programs during the fiscal year. A marketable skills achievement award may be a credit program of 9-14 SCH or a workforce continuing education program of 144-359 contact hours. These awards meet minimum standard for program length specified in the federal Workforce Investment Act (WIA), but are too short to qualify as certificate programs on the Coordinating Board program inventory.

Marketable Skills Achievement awards must meet the following criteria:

- The content of the award must have been recommended by an external workforce advisory committee or appear on the Local Workforce Development Board's Demand Occupations list;
- In most cases, the award must be composed of Workforce Education Course Manual (WECM) Courses. Academic courses that are not "B or better" courses for TASP purposes may occasionally be used if recommended by the external committee;
- If the award does not have at least 50 percent of its course work in a CIP code area in which the college has an approved program on the program inventory, the college must comply with the single Course Delivery guidelines for WECM courses listed in Chapter Four, page 12 of the GIPWE; and
- The college should document that the award prepares students for employment in accordance with guidelines for the Workforce Investment Act.

Other limitations:

- Only one Marketable Skills Achievement award per FICE/SSN combination is allowed per year.
- If a student is awarded an associate degree and an MSA award concurrently, a separate record for each award must be submitted.
- This report will be due by November 1 in the fall semester following the close of the fiscal year.

CTC Marketable Skills Achievement Report (CBM00M)

INSTRUCTIONS FOR MARKETABLE SKILLS ACHIEVEMENT REPORT

- Item #1 Record Code. Always enter 'M'.
- Item #2 Institution Code. Enter the FICE Code of the institution.
- Item #3 Student Identification Number. Enter the Social Security Number of the student or the nine-digit identification number assigned by the institution if the student has no Social Security Number.
- Item #4 Gender. Enter the gender of the student.
 M = Male F = Female
- Item #5 Ethnic Origin. Enter the code indicating the ethnic origin of the student.
 1. White, Non-Hispanic
 2. Black, Non-Hispanic
 3. Hispanic
 4. Asian or Pacific Islander
 5. American Indian or Alaskan Native
 6. International
 7. Unknown or Not Reported
- Item #6 Date of Birth. Enter the month and all four digits of the year of birth for the student.
 MM - Month YYYY - Year
- Item #7 Marketable Skills Achievement Awarded. Enter the abbreviation for Marketable Skills Certificate (MS), left justified.
- Item #8 Level of Award. Enter '4' for Marketable Skills Award.
- Item #9 Major. Enter the eight-digit 1990 CIP code identifying the academic or technical major code.
- Item #10 Reporting Period. Always enter '1'.
- Item #11 Year. Enter all four digits of the year in which the report is submitted.
- Item #12 Month of Award. Enter the two-digit number for the month in which the award was conferred (i.e., '05' for May).
- Item #13 Type Major. Enter a code of '2' or '4' to identify the type of the major:
 2. Technical
 4. Continuing Education

CTC Marketable Skills Achievement Report (CBM00M)

Item #14 Unused

Item #15 Remote Campus. All institutions should indicate an incarcerated student who is awarded a degree or certificate with '5'. Students receiving awards from out-of-district branch campuses recognized by the Coordinating Board as such must also be identified separately. Each out-of-district branch campus will be assigned a unique number within the district. TSTC and any other approved extension centers are required to use this item to identify the graduates at their branch campuses. Leave blank if not applicable.

- 1 = Abilene
- 2 = Breckenridge
- 3 = Brownwood
- 5 = Incarcerated Student

Item #16 Update Code. Enter the appropriate code only when updating a report.

A = Add C = Change D = Delete

CTC Marketable Skills Achievement Report (CBM00M)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always 'M'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender – 'M' or 'F'	17	1
Item #5	Ethnic Origin - Numeric	18	1
Item #6	Date of Birth - YYYYMM - Numeric	19	6
Item #7	Marketable Skills Award - Left justified	25	8
Item #8	Level of Award – '4'	33	1
Item #9	Major - CIP Code - Numeric	34	8
Item #10	Reporting Period - Always '1'	42	1
Item #11	Year - YYYY - Numeric	43	4
Item #12	Month of Award - Numeric	47	2
Item #13	Type Major – '2' or '4' - Numeric	49	1
Item #14	Unused	50	1
Item #15	Remote Campus - blank or '1', '2', '3', or '5'	51	1
Item #16	Update Code	80	1

CTC Marketable Skills Achievement Report (CBM00M)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except 'M'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Student ID	Duplicate entries	Blank or not alpha and/or numeric
4. Gender	N/A	Any value except 'M' or 'F'
5. Ethnic Origin	N/A	Any value other than '1' thru '7'
6. Date of Birth	Age less than '16' or greater than '75'	Non-numerical data; month less than '01' or greater than '12'
7. Marketable Skills Award	N/A	Numeric or blank; must be on list of valid degrees
8. Level of Award	N/A	Any value except '4'
9. Major	N/A	Non-numerical or invalid CIP code
10. Reporting Period	N/A	Any value except '1'
11. Year	N/A	Any value except current year
12. Month of Award	N/A	Any value other than '01' thru '12'
13. Type Major	N/A	Any value except '2' or '4'
14. Unused	N/A	N/A
15. Remote Campus	N/A	Any value except '1', '2', '3', '5', or blank

CTC Marketable Skills Achievement Report (CBM00M)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
16. Update Code	N/A	Any value except 'A', 'C', or 'D'

DISCREPANCY: The edit program counts the number of records processed in this report. If not the same as the number listed in the header record, the difference is the discrepancy. This value should be checked to assure that the entire file has been submitted.

CTC Marketable Skills Achievement Report (CBM00M)

UPDATING PROCEDURES

Individual records in a previously submitted CBM00M report may be updated (deleted or changed) or new records may be added via electronic transactions as defined below. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. The following items are required in each transaction:

Item #1	Record Code
Item #2	Institution Code
Item #3	Student Identification Number
Item #10	Semester
Item #11	Year
Item #16	Update Code

2. Item #6 in the header record must coded 'U' to indicate that existing records in the Coordinating Board database will be updated.
3. New records may be added to an existing report by completing all items and placing the update code 'A' in Item #16.
4. Non-required items in an existing record may be changed by entering a 'C' in Item #16 and the other required items listed in step 1 above; among the non-required items, only the items to be changed need to be filled in.
5. To delete a record, enter the required items listed in step 1 above, including Item #3 (Student Identification Number) and the update code 'D' in Item #16. A deletion removes all occurrences of the identified student number; therefore, only one delete transaction should be submitted for each student being removed.
6. To change a required item, two transactions are needed. The old record must be deleted (step 5 above) and a complete record incorporating the corrected data added (step 3).
7. If a change to duplicate records is needed, the existing records must be deleted and complete records incorporating the corrected data added (that is, steps 5 and 3 above are to be followed).

CTC Marketable Skills Achievement Report (CBM00M)

TEXAS HIGHER EDUCATION COORDINATING BOARD
JR-CBM00M TEXAS COMMUNITY COLLEGE 111111

DATE 12/12/2001
FALL 2001

	NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1 RECORD CODE	428	0	0
ITEM 2 INST. CODE	428	0	0
ITEM 3 STUDENT ID	427	0	1
ITEM 4 GENDER	427	0	1
ITEM 5 ETHNIC ORIGIN	427	0	1
ITEM 6 YEAR OF BIRTH	427	1	0
ITEM 7 MARKETABLE SKILLS AWARD	427	0	1
ITEM 8 LEVEL OF AWARD	427	0	1
ITEM 9 MAJOR	428	0	0
ITEM 10 SEMESTER	424	0	4
ITEM 11 YEAR	424	0	4
ITEM 12 MONTH OF AWARD	427	0	1
ITEM 13 TYPE OF MAJOR	428	0	0
ITEM 14 UNUSED	428	0	0
ITEM 15 REMOTE CAMPUS	419	9	0
TOTAL CBM00M RECORDS PROCESSED		428	
CONTROL TOTAL		1	
DISCREPANCY		0	
NUMBER OF DUPLICATE RECORDS		35	
ADDS	0		
CHANGES	1		
DELETES	0		
REJECTS	0		

CTC Marketable Skills Achievement Report (CBM00M)

TEXAS HIGHER EDUCATION COORDINATING BOARD
JR-CBM00M SUMMARY OF MARKETABLE SKILL AWARD DATA FROM DATE: 12/12/2001
TEXAS COMMUNITY COLLEGE 111111 FALL 2001

GENDER		
MALE	126	
FEMALE	263	
TOTAL		389

AGE		
UNDER 17	0	
17	0	
18	1	
19-21	65	
22-24	68	
25-30	88	
31-35	62	
36-50	99	
51-64	6	
65 AND OVER	0	
AVERAGE-AGE	30.0	
TOTAL		389

ETHNIC ORIGIN		
WHITE	322	
BLACK	42	
HISPANIC	15	
ASIAN	6	
INDIAN	4	
INTERNATIONAL	0	
UNKNOWN	0	
TOTAL		389

TOTAL DUPLICATES STUDENTS 35

TOTAL STUDENTS 424

*** NOTE: TOTALS ARE NET ERRORS.

STUDENT NUMBER CHANGE REPORT
CBM00N

The Texas Education Code, Sections 54.068 and 61.0595, sets an undergraduate funding limit for universities and health-related institutions equal to length of degree plus 45 semester credit hours. The limit applies to students who first enroll in an institution of higher education in the 1999 fall semester and later. The academic semester credit hours attempted at community, technical, and state colleges affect this limit. In order for the Coordinating Board to maintain a database indicating the number of hours an eligible undergraduate student has accumulated toward the limit, student identifying numbers (social security numbers), birth dates, and gender must be as accurate as possible. These changes can be submitted through the electronic data transfer system using the format identified in this report.

When the current change is applied to the database at the Coordinating Board, any number that generates a conflict with a student number that already exists on the database will require that a copy of the student's social security card be sent to the Educational Data Center so conflicts can be resolved.

The database is not operational at this time, but to alleviate the institution having to maintain more than one prior number, the CBM00N report will be accepted and stored at the CB until the database is operational. This report can be submitted at any time. The date that the CB applies the change will be maintained in the database.

CTC Student Number Change Report (CBM00N)

INSTRUCTIONS FOR STUDENT NUMBER CHANGE REPORT

Item #1 Record Code. Always enter 'N'.

Item #2 Institution Code. Enter FICE Code of the institution (see Appendix A).

NOTE: All three items: student number, birth date, and gender will be used to uniquely identify a student. All three items of the prior number must match to a record in the database before the current number will be used as a replacement.

Item #3 Current Student Identification Number. Enter the current Social Security Number of the student. This should not be an assigned identification number except in infrequent occasions.

Item #4 Current Date of Birth. Enter all four digits of the year and the month and day of birth of the student in format YYYYMMDD.

YYYY = Year MM = Month DD = Day

Item #5 Current Gender. Enter the gender of the student.

M = Male F = Female

Item #6 Prior Student Identification Number. Enter the prior student identifying number of the student. If the student identifier did not change it will be the same as the current student identifier.

Item #7 Prior Date of Birth. Enter all four digits of the year and the month and day of birth of the student in format YYYYMMDD. If the birth day did not change, enter the current date of birth to uniquely identify to which student the change applies.

YYYY = Year MM = Month DD = Day

Item #8 Prior Gender. Enter the gender of the student. If the gender of the student did not change, enter the current gender to uniquely identify to which student the change applies.

M = Male F = Female

Item #9 Last Name. Enter up to 20 characters of the student's current last name.

Item #10 First Name. Enter the first 10 digits of the student's first name.

Item #11 Middle Initial. Enter the initial of the student's middle name.

CTC Student Number Change Report (CBM00N)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always 'N'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Current Student Identification Number - Numeric	8	9
Item #4	Current Date of Birth - YYYYMMDD - Numeric	17	8
Item #5	Current Gender – 'M' or 'F'	25	1
Item #6	Prior Student Identification Number - Numeric	26	9
Item #7	Prior Date of Birth - YYYYMMDD - Numeric	35	8
Item #8	Prior Gender – 'M' or 'F'	43	1
Item #9	Last Name - Alpha	44	20
Item #10	First Name - Alpha	64	10
Item #11	Middle Name Initial - Alpha or blank	74	1
Item #12	Unused	75	6

TECH-PREP STUDENT REPORT
CBM00T

This report includes students who are enrolled in an approved Tech-Prep postsecondary program and who matriculated from a high school Tech-Prep program during the prior summer, fall, and spring terms. The student should have been reported on the CBM001 as a first-time-in-college student during one of the terms of the report. Do not report students who started in the summer at the institution, but who did not return to the same institution in the fall. This report is to capture, by student, the number of semester credit hours that the postsecondary institution accepted or plans to accept in transfer credit (**includes articulated, advanced placement and dual/concurrent**) from the student's high school Tech-Prep program. Even though the student may not have satisfied the college course work at the time the report is due, report the number of semester credit hours that will be accepted from the high school work when the college requirements are met. Each student will be reported only the first year that he/she is accepted in a Tech-Prep program in your institution.

CTC Tech-Prep Student Report (CBM00T)

INSTRUCTIONS FOR TECH-PREP STUDENT REPORT

- Item #1 Record Code. Always enter 'T'.
- Item #2 Institution Code. Enter the FICE Code of the institution (see Appendix A).
- Item #3 Student Identification Number. Enter the Social Security Number of the student. The institution will assign a unique nine-digit identification number to each student without a Social Security Number.
- Item #4 Gender. Enter the gender of the student.
 M = Male F = Female
- Item #5 Date of Birth. Enter all four digits of the year and the month and day of birth of the student in format YYYYMMDD.
 YYYY = Year MM = Month DD = Day
- Item #6 Ethnic Origin. Enter the code indicating the student's ethnic origin.
1. White, Non-Hispanic
 2. Black, Non-Hispanic
 3. Hispanic
 4. Asian or Pacific Islander
 5. American Indian or Alaskan Native
 6. International
 7. Unknown or Not Reported

NOTE: International. A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

Resident Alien. A non-citizen who has been lawfully admitted for permanent residence is to be reported in the appropriate racial/ethnic categories along with United States citizens.

Unknown or Not Reported. The unknown classification should only be used if the student has not selected a racial/ethnic designation and the institution finds it impossible to place the student in one of the categories during enrollment, post-matriculation, or verification processes.

- Item #7 Semester Credit Hours Accepted from High School Program. Include the number of semester credit hours that has been accepted in transfer from the high school Tech-Prep program or that you plan to accept when the student satisfies the criteria that your Tech-Prep program requires before the hours will be accepted.

Right justify and include a leading zero if necessary.

CTC Tech-Prep Student Report (CBM00T)

- Item #8 Major Area of Concentration. Enter the 1990 CIP code (Appendix C) of the major area of concentration. The major code must match the Coordinating Board approved programs in the Education and Training Clearinghouse Workforce Education Programs Inventory for the institution (district).
- Item #9 Type Major. Enter the code which represents the primary major:
3. Tech-Prep
- Item #10 Last Name. Enter the student's last name. Truncate if the name contains over 10 characters.
- Item #11 First Name Initial. Enter the initial of the student's first name.
- Item #12 Middle Initial. Enter the initial of the student's middle name.
- Item #13 Term. Enter a '5' indicating that this is an annual report
- Item #14 Year. Enter all four digits of the reporting year.
- Item #15 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.
- Item #16 Unused
- Item #17 Update Code. Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously submitted CBM00T report. If the report being submitted contains all students who matriculated during the year (summer of prior year, fall and spring of current year), the report is considered a complete report and it is not necessary to enter an update code.

A = Add C = Change D = Delete

CTC Tech-Prep Student Report (CBM00T)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always 'T'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Student Identification Number - Numeric	8	9
Item #4	Gender - 'M' or 'F'	17	1
Item #5	Date of Birth - YYYYMMDD - Numeric	18	8
Item #6	Ethnic Origin – '1' thru '7' - Numeric	26	1
Item #7	Semester Credit Hours - Numeric	27	2
Item #8	Major Area of Concentration (CIP) - Numeric	29	8
Item #9	Type Major - Value of '3' - Numeric	37	1
Item #10	Last Name - Alpha	38	10
Item #11	First Name Initial - Alpha	48	1
Item #12	Middle Name Initial - Alpha or blank	49	1
Item #13	Term – '5' - Numeric	50	1
Item #14	Year - YYYY - Numeric	51	4
Item #15	Non-Disclosure	55	1
Item #16	Unused	56	24
Item #17	Update Code – 'A', 'C', or 'D' - Alpha	80	1

CTC Tech-Prep Student Report (CBM00T)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error values for each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except 'T'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Student ID	N/A	Blank or duplicate entry; not alpha and/or numeric
4. Gender	N/A	Any value except 'M' or 'F'
5. Date of Birth	Age less than 16 or greater than 22	Any non-numerical data; month less than '01' or greater than '12'; age more than 24
6. Ethnic Origin	N/A	Any value other than '1' thru '7'
7. Semester Credit Hours	Value greater than 24	Any non-numerical values; value greater than '30'
8. Major	N/A	Non-numeric or invalid CIP code
9. Type Major	N/A	Any value other than '3'
10. Last Name	N/A	Blank, numerical
11. First Name Initial	Blank	Blank, numerical
12. Middle Name Initial	N/A	Numerical
13. Term	N/A	Value not = to '5'
14. Year	N/A	Must match value in header record
15. Non-Disclosure	N/A	Any value except '2' or '0'
16. Unused	N/A	N/A
17. Update Code	N/A	Value except 'A', 'C', or 'D'

DISCREPANCY: The edit program counts the number of records processed in this report. If it is not the same as the number listed in the header record, the difference is listed as the discrepancy. This value should be checked to insure that the entire file has been submitted and processed.

CTC Tech-Prep Student Report (CBM00T)

UPDATING PROCEDURES

Individual records in a previously submitted CBM00T report may be updated (deleted or changed) or new records may be added via an electronic file. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. The following items are required in each transaction:

Item #1	Record Code
Item #2	Institution Code
Item #3	Student Identification Number
Item #13	Term
Item #14	Year
Item #17	Update Code

2. Item #6 in the header record must be coded 'U' to indicate that existing records in the Coordinating Board database will be updated.
3. New records may be added to an existing report by completing all items and placing the update code 'A' in Item #17.
4. Non-required items in an existing record may be changed by entering a 'C' in Item #17 and the other required items listed in step 1 above; among the non-required items, only the items to be changed need to be filled in.
5. To delete a record, enter the required items listed in step 1 above, including Item #3 (Student Identification Number) and the update code 'D' in Item #17.
6. To change a required item, two transactions are needed. The old record must be deleted (step 5 above) and a complete record incorporating the corrected data added (step 3).

CTC Tech-Prep Student Report (CBM00T)

UPDATING EXAMPLES

CORRECTION 1 --- ADD

Student 555-44-3333 was omitted from the initial submission of the report and needs to be added to the file.

Enter the student ID number for Item #3 and all appropriate data for Items #1 thru #14. Code Item #17 'A'.

CORRECTION 2 --- CHANGE TO CORRECT ERRONEOUS DATA

The record for student 666-77-8888 has an incorrect entry for birthday. The date should be May 1, 1976.

Enter Items #1, #2, #13, #14 and the student ID number for Item #3 and '19760501' for Item #5. Code Item #17 'C'.

CORRECTION 3 --- CHANGE TO CORRECT OMITTED DATA

The semester credit hour data for student 222-11-4444 has been omitted completely from the initial submission. It should be 12.

Enter Items #1, #2, #13, #14 and 222-11-4444 for Item #3, '12' for Item #7, and code Item #17 'C'.

CORRECTION 4 --- CHANGE TO STUDENT ID NUMBER (DELETE AND ADD)

Student 999-88-7777 was listed on the initial submission with an incorrect ID.

To delete the incorrect number, enter the incorrect number exactly as it was submitted, e.g., if the first space of Item #3 was left blank on the incorrect number, leave the first space of Item #3 blank on the update to delete. Enter Items #1, #2, #13, #14 and code Item #17 'D'. On another line, enter the correct student ID number for Item #3 and all appropriate data for Items #1 thru #14. Code Item #17 'A'.

CTC Tech-Prep Student Report (CBM00T)

SUMMARY OF STUDENT DATA METHODOLOGY

1. TOTAL HEADCOUNT - Total headcount is a summation of all CBM00T records. The total headcount is categorized by gender, age, and ethnic origin.
2. AGE - Each student's age, for the purpose of the summary report, is calculated by comparing each student's date of birth to the beginning date of the semester. For this purpose, the beginning date is September 1.
3. SEMESTER CREDIT HOURS - Item #7 is summed.

NOTE: Records which have any items in error (invalid amounts) are not included in any of the summary values.

CTC Tech-Prep Student Report (CBM00T)

TEXAS HIGHER EDUCATION COORDINATING BOARD
JR-CBM00T SUMMARY OF STUDENT DATA FROM
TEXAS COMMUNITY COLLEGE 111111

DATE: 07/08/2000
ANNUAL 2000

GENDER		
MALE	70	
FEMALE	71	
TOTAL		141

AGE		
UNDER 17	2	
17	10	
18	129	
19-21	0	
22 AND OVER	0	
AVERAGE-AGE	18.1	
TOTAL		141

ETHNIC ORIGIN		
WHITE	90	
BLACK	5	
HISPANIC	36	
ASIAN	10	
INDIAN	0	
INTERNATIONAL	0	
UNKNOWN	0	
TOTAL		141

SEMESTER CREDIT HOURS	1,410
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NON-DISCLOSURE	2
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*** NOTE: TOTALS ARE NET ERRORS.

CTC Tech-Prep Student Report (CBM00T)

TEXAS HIGHER EDUCATION COORDINATING BOARD
JR-CBM00T EDIT SUMMARY FROM TEXAS COMMUNITY COLLEGE 111111 ANNUAL 2000

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	141	0	0
ITEM 2	INST. CODE	141	0	0
ITEM 3	STUDENT ID	141	0	0
ITEM 4	GENDER	141	0	0
ITEM 5	DOB	141	0	0
ITEM 6	ETHNIC ORIGIN	141	0	0
ITEM 7	SEMESTER CREDIT HOURS	136	5	0
ITEM 8	MAJOR	136	0	5
ITEM 9	TYPE MAJOR	136	0	5
ITEM 10	LAST NAME	141	0	0
ITEM 11	FIRST INITIAL	141	0	0
ITEM 12	MIDDLE INITIAL	141	0	0
ITEM 13	TERM	141	0	0
ITEM 14	YEAR	141	0	0
ITEM 15	NON-DISCLOSURE	141	0	0
ITEM 16	UNUSED	141	0	0
ITEM 17	UPDATE CODE	141	0	0

TOTAL CBM00T RECORDS PROCESSED 141

CONTROL TOTAL 10
DISCREPANCY 0

ADDS 5
CHANGES 0
DELETES 5
REJECTS 0