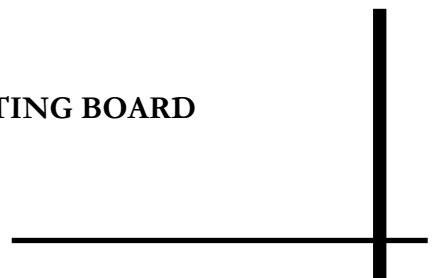# REPORTING and PROCEDURES MANUAL

for

Texas Health-Related Institutions

Fall 2007

TEXAS HIGHER EDUCATION COORDINATING BOARD
Educational Data Center

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M E M O R A N D U M

August 12, 2008

To: Chief Reporting Officials
From: Doug Parker
Subject: Changes to 2007 Reporting Manual – Additional Fall 2008 CBM Edit
            Changes

Special CEEB codes created for CBM001 reporting – to be used if an official CEEB code is not available:
449966 – Texas Home Schooled
449977 – Texas GED
449999 – Texas unknown CEEB code

888866 – Out of State Home Schooled
888877 – Out of State GED
888888 – Out of State unknown CEEB code

999999 – Foreign

New PEIMS ID field on the CBM001 – This field will be 9 characters in length and will be the last field in the CBM001. It will be Item #40 for Community Colleges, Item #38 for the Health-related institutions, and Item #37 for the Universities.

The instructions will be - Enter the PEIMS identification number of the student if you collect this information. The PEIMS identification number is a state-approved alternative student identification number provided by TEA to the school districts that is to be used when the student does not provide an SSN. It may be found on the student's high school transcript. This number begins with an 'S' which is then followed by 8 digits. Leave blank if you do not collect this information.

CBM00R (Health-Related Institutions)
New edit check between the Prior Cumulative Residency/Research Years (Item # 16) and a new field provided by the ACGME - Program Requires Prior GME Training. Appendix K has this new field on each of the Residency programs. If Item #16 = 0 and Prior GME Training = 'y' then Error.

Certification – Justification of all "Review" items on the edits is required before certification can be applied. Provide justification on the certification statement (see example in the General Reporting Issues section of the reporting manual at http://www.txhighereddata.org/ReportingManuals.cfm.

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Memorandum

May 30, 2008

To: Health-Related Institutions Reporting Officials
From: Doug Parker
Subject: Changes to 2007 Reporting Manual

<u>Modifications to HRI CBM Report editing that are in effect</u>

<u>Student ID editing</u> – Student IDs of spaces or zeros will be flagged as an error.

<u>CBM001</u> – All institutions are expected to have first-time students

A questionable message will be generated if a Health-related institution reports zero first-time students in any semester. This message will appear on the Edit Summary following the CBM001/CBM004 SCH balancing lines.

<u>CBM001</u> – Students with Hazlewood exemptions should be Texas residents

A questionable message will be generated if the student has been granted a Hazlewood exemption (Tuition Exemption Code = '01') and the residence is not in Texas (Residence Code > '254').

<u>CBM001</u> – Identify students affected by the 30 SCH Undergraduate Funding Limit

Enter a '2' in Item 28 if the student first enrolled in an institution of higher education in Fall 2006 and later. The edit run will produce 3 more reports that will list the students who are Approaching, Will Exceed, and Exceed the 30 SCH Limit. This is effective Summer 2008.

<u>CBM002</u> – New edit check inserted to validate data reported

<u>SCH in Developmental Ed/ College-level Course Grade</u> – A student reported with Developmental SCH this semester is reported as passing that course in a previous semester.

A questionable message will be generated if Number of SCH in Developmental Ed field (Items 12, 13, 14) is greater than zero and the corresponding College-level Course Grade field (Items 25B, 35B, 45B) is coded as Null (0).

Initial Assessment Pass-Fail/Course Grade – A student is reported as Not Attempted or Failed in the TSI Initial Assessment field and is also reported as Passing the course in a previous semester.

A questionable message will be generated if the Initial Assessment Pass-Fail field (Items 23B, 33B, 43B) equals 2, 3, or 4 and the Course Grade field (Items 25B, 35B, 45B) equals zero.

Modifications to CBM Report editing beginning Fall 2008

CBM001 all institutions – Add a field (Item 37) that will contain the College Board (CEEB) High School Code of the high school that the student graduated from. This will be mandatory for any Texas high school graduate that is enrolled at your institution and coded as First-time in college. The Appendix is being updated to include Appendix M, the College Board (CEEB) High School Codes for Texas. Not required for students accepted in a master's, doctoral, or first-professional program for the first time. Leave blank if not applicable. May be reported for all students. The high school codes for non-Texas schools can be found at http://www.collegeboard.com/student/testing/sat/codelist.html

CBM00R – Need to expand the license field and capture out of state licenses.

The current license field (Item 11) will become unused. A new license number field (Item 22) of 12 characters will be added and a 2-character field (Item 23) to identify the state that issued the license will be added. The two-letter US Postal Service state abbreviations will be used.

FOREWORD

The reports discussed in this **<u>Health-Related Institution</u>** 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. (See detail in Electronic Data Transfer System section of manual.) Associated with each report is a set of instructions for preparing the data in the Coordinating Board format.

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
Austin, TX 78711

The fax number is (512) 427-6447.

If you have questions concerning the use or implementation of this manual, contact Torca Bunton or Doug Parker at the above address or at the following telecommunication numbers:

	<u>Regular Phone</u>	<u>INTERNET Address</u>
Torca Bunton	(512) 427-6532	<u>Torca.Bunton@thecb.state.tx.us</u>
Doug Parker	(512) 427-6287	<u>Doug.Parker@thecb.state.tx.us</u>

Click on <u>Memos Related to Changes to the CBM Manual for Health-Related Institutions</u> for memos related to changes made to the *Reporting and Procedures Manual* prior to the memo(s) appearing in this manual.

Health-Related Institutions

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REPORTING PERIODS

The following is a schedule of due dates for the reports contained in this manual.

Fall Semester Reports (Fall Quarter)		Due Dates
Student Report	CBM001	October 15
Texas Success Initiative Report	CBM002	February 1
Faculty Report	CBM008	October 15

Spring Semester Reports (Winter Quarter)		Due Date	Due Date in Odd Years
Student Report	CBM001	March 15	Mid February
Texas Success Initiative Report	CBM002	June 15	

Summer Semester Reports (Spring & Summer Qtrs)		Due Date
Student Report	CBM001	August 15
Texas Success Initiative Report	CBM002	October 1

Annual Reports		Due Date
Graduation Report	CBM009	October 1
Residents/Fellows Report	CBM00R	October 1

Any Time Reports		
Student Number Change Report	CBM00N	Any Time
Facilities Room Inventory Report	CBM011	January – October certified by Nov. 1
Facilities Building Inventory Report	CBM014	January – October certified by Nov. 1

COORDINATING BOARD CONTACTS

I.   CBM Reporting: Educational Data Center, 512-427-6302, FAX: 512-427-6447

   A.   All Health-Related Institutions' CBM Reports
       Torca Bunton, Data Analyst   512-427-6532
       INTERNET address: Torca.Bunton@thecb.state.tx.us

   B.   Electronic Data Transfer System - receipt and distribution
       Torca Bunton, Data Analyst   512-427-6532
       INTERNET address: Torca.Bunton@thecb.state.tx.us

   C.   General Questions
       Doug Parker, Director 512-427-6287
       INTERNET address: Doug.Parker@thecb.state.tx.us

II. Program Inventory and CIP Questions: Graduate and Professional Education,
    FAX: 512-427-6168
    Chris Fowler, Program Director   512-427-6217
    INTERNET address: Chris.Fowler@thecb.state.tx.us

III. Financial Aid Database: Educational Data Center, FAX: 512-427-6447
    TBA

IV. Funding Questions: Finance and Resource Planning, FAX: 512-427-6147
    TBA

V.   Residents and Postdoctoral/Research Fellows Questions: Finance and Resource Planning,
    FAX: 512-427-6147
    Ed Buchanan, Program Director 512-427-6138
    INTERNET address: Ed.Buchanan@thecb.state.tx.us

VI. Student Tuition and Residency Issues: Student Services, FAX: 512-427-6420
    Jane Caldwell, Director   512-427-6455
    INTERNET address: Jane.Caldwell@thecb.state.tx.us

VII. Texas Success Initiative Program Questions: Outreach and Success, FAX: 512-427-6264
    Cynthia Ferrell, Program Director, Developmental Education   512-427-6237
    INTERNET address: Cynthia.Ferrell@thecb.state.tx.us

ELECTRONIC DATA TRANSFER SYSTEM

The submission of CBM reports must be by electronic transfer. If any data items need to be changed, make the changes to your file and re-submit it as a complete report.

State and federal security requirements mandate that confidential data be transferred using a secure process. Since July 15, 2004 all files are required to be submitted or retrieved via SFTP (the secure FTP) server process. Connection to the SFTP File Server at the THECB is via the 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 type of data in the file and the length of the data records. The trailer record contains a record count of the actual number of data records, not including the header and trailer records, in the file. 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 file by writing over a previously transferred file of the same name, make each file transferred a unique name.

In order to submit EDC CBM files, you must log into the SFTP server, sftp.thecb.state.tx.us, with a username and password.

For USERID: Enter "edcNNNNNN" where "NNNNNN" is your six-digit FICE code. For example, "edc001234" (lower case 'edc'; leading zeros required in the FICE code).

For PASSWORD: Enter your password, case sensitive. Contact Torca Bunton at e-mail Torca.Bunton@thecb.state.tx.us for your password.

This password is unique for your FICE code. Guard it to prevent unauthorized access to your data.

The data sent to the Coordinating Board goes to the "INPUT" directory and the edit and summary report files are retrieved from the "OUTPUT" directory. Detailed instructions are located at Data Transfer Procedures for THECB Reports Using SFTP.

The data content of the files will be as defined in the Data Processing Record Layout of each report in this manual. The format and content of the HEADER and TRAILER records are critical and must be valid. Identification of the data depends totally on the accuracy of the information contained in the header record.

File Transfer System INPUT FILE FORMAT

HEADER RECORD		Beginning Position	Length
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', '2', '3', or '5')	17	1
Item #5	Year - Numeric - YYYY	18	4
Item #6	Record Type - C for a Complete report	22	1
Item #7	Length of data records within report – Numeric, leading zeros, i.e., "0080", "0102", "0120", "0136"	23	4
Item #8	Name and E-mail address of person submitting file	27	As Required

NOTE: Use a space (not a special character) to separate the name and e-mail address. 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		Beginning Position	Length
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

EDIT REPORT OUTPUT FILES

As we migrate to processing the CBM edits on a server over the next 3-4 months, a new naming convention has been implemented for the edit report output files. The following file name is an example:

CBM002_FALL_2003_S_003652_200405100136262.TXT

CBM002 – CBM report type
_ - used as a separator
FALL – the report semester (can also be SPRING, SUMMER, SUMMER1, SUMMER2, ANNUAL, QUARTER1, QUARTER2, QUARTER3, QUARTER4)
_ - used as a separator
2003 – Report Year
_ - used as a separator
S – Institution type (can also be J, H or I)
_ - used as a separator
003652 – FICE code of institution
_ - used as a separator
200405100136262 – Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

EDC Data Report Processing Schedule

Reports in by	Edit run begins	Edit reports posted
6:00 a.m.	6:20 a.m. (M-F)	7:00 a.m.
8:00 a.m.	8:20 a.m. (M-F)	9:00 a.m.
10:00 a.m.	10:20 a.m. (M-F)	11:00 a.m.
1:00 p.m.	1:20 p.m. (M-F)	2:00 p.m.
3:00 p.m.	3:20 p.m. (M-F)	4:00 p.m.
6:00 p.m.	6:20 p.m. (M-Th)	7:00 p.m.

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 <u>four</u> working weeks of the due date. Since there are six edit cycles each workday, turn-around time should be less of an issue. Also, the desire is to have the most current data available for formula committee work, accountability measures, and appropriation requests. The follow-up procedures for ensuring timely certification of the reports are:

1. The EDC Data Analyst will telephone or e-mail the Reporting Official if a specific report is not received within <u>two</u> days after the due date.

2. An email from the Director of the Educational Data Center will be emailed to the Reporting Official if the report has not been received and certified by the <u>seventh</u> 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 and certified by the <u>twelfth</u> working day after the due date.

4. A letter indicating that the certification of the CB report is delinquent will be faxed to the President, or the equivalent, from the Associate Commissioner if the report has not been certified by the <u>end of the third</u> working week after the due date.

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.

CERTIFICATION STATEMENT INSTRUCTIONS

When the edit materials for a CBM report are returned to the reporting institution for verification, one of two actions is required. If the edit reveals errors in the report, corrections should be submitted. Justification of all "Review" items is **required** before certification can be applied. When all the information is correct, the reporting official certifies the report by completing a certification statement and returning it to the Educational Data Center. An e-mail stating which report is certified is an acceptable alternative.

The example below shows the certification of Long Star School of Allied Health's Fall 2005 CBM001, CBM008, and CBM009.

CERTIFICATION STATEMENT

INSTITUTION: LONE STAR HEALTH SCIENCE CENTER   003304

DATE: DECEMBER 15, 2005

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

REPORT NUMBER	SEMESTER AND YEAR
CBM001	Fall 2005
CBM008	Fall 2005
CBM009	Fall 2005

Justification of Review items is as follows: _____

_____

_____

_____

_____

REPORTING OFFICIAL

STUDENT REPORT
CBM001

       This report reflects all academic and professional students enrolled at the reporting institution as of the official census date, which is the 12th class day for the Fall and Spring semesters (16-week session) and the 4th class day for each of the summer terms (6 week session). To be counted for state aid, the students must be registered as of the official census date and the institution must collect in full from the student (or have a valid accounts receivable on record) by the 20th class day or the 15th class day during summer sessions. Students are required to have a fully operational installment contract (in accordance with Chapter 54, Section 54.007 of the Texas Education Code) by the payment due date in order to be in good standing. This includes receipt of a first installment payment prior to the beginning of the semester.

       Students who withdraw from the institution prior to or on the official census date will not be reported for that term. The report will include an unduplicated headcount of all students registered at the reporting institution, whether the course is taught on-campus or off-campus, or whether the student is in an academic program or medical or dental professional program.

       Students who are participating in joint degree programs (e.g., MD/PhD) should be given classifications that match the majority of course work that they are taking during the semester. For example, if a jointly admitted student is completing the second year of medical school, the student should be reported in Item #5 as 'B.' However, if that student is enrolled in a PhD course or lab work, the student should be reported in Item #5 as '7.'

       Medical and dental professional students will be reported in each term (Fall, Spring, or Summer) if they have not withdrawn from classes by the census date of the term. Use the same census date of the academic programs for the professional programs. Use the start-date of the academic calendar to define the beginning of the fall reporting period.

       All summer sessions will be combined into one report. When combined, the headcount reported should be non-duplicative. Combined reports should be coded as '3' (Summer I) in Item #14.

       The student records for all components of the health-related institution will be submitted as one report under the FICE code of the health science center. The specific component in which each student is enrolled will be identified in Item #33.

HRI Student Report (CBM001)

Census Dates for other than 16 or 6 week terms are outlined below:

Fall and Spring Semesters		Summer Semester	
Length of Term (Weeks)	Census Date	Length of Term (Weeks)	Census Date
2 or less	1st Class Day	2 or less	1st Class day
3	2nd Class Day	3	2nd Class Day
4	3rd Class Day	4	3rd Class Day
5 – 6	4th Class Day	5 – 6	4th Cass Day
7	5th Class Day	7	5th Class Day
8	6th Class Day	8	6th Class Day
9 – 10	7th Class Day	9	7th Class Day
11	8th Class Day	10 or more	12th Class Day
12	9th Class Day		
13 – 14	10th Class Day		
15	11th Class Day		
16	12th Class Day		

Flexible Entry Students

Students enrolled in classes organized after the official census date should be included in the data submitted in the semester following; i.e., (1) students enrolled in the classes organized after the 12th class day of the fall semester will be reported in the following Spring semester 12th class day report; (2) students enrolled in classes organized after the 12th class day of the Spring semester will be reported in the summer semester report; etc. These students will be identified by inserting a '1' in Item #17 to denote "flexible entry".

NOTE: A class is organized when students have registered and have paid fees or established accounts receivable. Classes which are organized with regular semester classes but whose first class day is not until after the term census date, may be reported as a regular class, except:

A. Students who register for this class after the term census date cannot have the hours reported for state funding on the CBM001;
B. Students who drop this class before this class's first class day cannot be reported for state funding on the CBM001.

Inter-institutional Credit Hours

If the instruction of a student is being provided by the faculty of another institution, both institutions cannot claim the credit hours attempted by the student. If the other institution is claiming the credit hours, then the student credit hours of the receiving institution are to be reported as inter-institution credit hours. Neither the location of the class nor the delivery medium affect the definition.

HRI Student Report (CBM001)

Remote Teaching Sites

Use the assigned FICE codes below to identify the location of a remote teaching site on the student report in Item #34. If you need to report a location not listed below, contact Janice McIver at (512) 427-6298 or email her at Janice.McIver@thecb.state.tx.us.

The Texas A&M University System Health Science Center
000850 Dallas Campus (Baylor Coll. of Dentistry)
000852 Houston Campus (Inst. for Biosciences and Tech., Grad. Sch. of Biomedical Sci.)
000853 Round Rock Campus (Coll. of Medicine)
000854 Temple Campus (Coll. of Medicine)
000856 Kingsville Campus (Coll. of Pharmacy)
000857 McAllen Campus (Sch. of Rural Public Health)

Texas Tech University Health Sciences Center
000860 Amarillo (Sch. of Medicine, Grad. Sch. of Biomedical Sci., Sch. of Allied Health, Sch. of Pharmacy)
000861 Abilene (Sch. of Pharmacy)
000862 El Paso (Sch. of Medicine)
000863 Midland (Sch. of Allied Health)
000864 Odessa (Sch. of Allied Health, Sch. of Nursing)
000866 Dallas (Sch. of Pharmacy)

The University of Texas Health Science Center at Houston
000871 Austin (Sch. of Public Health)
000872 Brownsville RAHC (Sch. of Public Health)
000874 Dallas (Sch. of Public Health)
000876 El Paso (Sch. of Nursing, Sch. of Public Health)
000878 San Antonio (Sch. of Nursing, Sch. of Public Health)

The University of Texas Health Science Center at San Antonio
000880 Edinburg Research Division (Medical Sch.)
000882 Harlingen Research Division (Medical Sch.)
000884 Laredo Research Division (Medical Sch., Sch. of Health Prof.)
000886 McAllen Research Division (Medical Sch.)

The University of Texas M.D. Anderson Cancer Center
000896 Veterinary Science Bastrop
000898 Science Park Operations Smithville

The University of Texas Medical Branch at Galveston
000870 Austin (Medical Sch.)

Reporting Semester Credit Hours

Effective Spring 2000, Item #10 should be the total SCH the student attempted in the current term. For undergraduate students, the sum of Item #10 should equal the sum of the other SCH Items (#16, #22, #24, and #25):

1.3

HRI Student Report (CBM001)

Item #16 - SCH in inter-institutional courses that DO qualify for state funding
Item #22 - SCH in collegiate courses that DO NOT qualify for state funding
Item #24 - SCH in inter-institutional courses that DO NOT qualify for state funding
Item #25 - SCH in collegiate courses that DO qualify for state funding

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

<u>Undergraduate Semester Credit Hours in Excess of State Limit</u> and <u>Formula Funding Exceptions for Repeated Courses</u>

> See rules at http://www.thecb.state.tx.us/Rules/, Chapter 13, Subchapter F, Section 13.100-13.109.

<u>Undergraduate Students Approaching Funding Limit for a Baccalaureate Degree</u>

Six reports are produced each edit run – three for students affected by the 45-hour funding limit and three for students affected by the 30-hour funding limit. The reports identify those students who are approaching the funding limit (within 30 SCH of the limit), who will exceed the funding limit (after the semester reported), and who exceed the funding limit (prior to the semester reports). Item #28, Student Affected by Undergraduate Funding Limitation, will be used to determine the funding limit the student is affected by. The total number of undergraduate SCH the student has accumulated and Item #27, SCH of Undergraduate Degree Program, will be used to determine if the student will appear on any of the reports.

<u>Funding Limitation for Doctoral Students</u>

The Legislative limit of 99 doctoral funded semester credit hours per doctoral student and the allowable exceptions for funding up to 130 hours are described in the Texas Education Code (TEC 61.059). Two reports are provided during each student report edit cycle. One report provides the doctoral students who have exceeded 70 doctoral credit hours but who have not exceeded 99 doctoral credit hours. The other report identifies the doctoral students who have exceeded the 99 doctoral credit hour limit. Prior to the formula runs each base year, each institution is given the opportunity to identify which of their doctoral students should be granted program or individual exceptions during the next funding period.

INSTRUCTIONS FOR STUDENT REPORT

Item #1   Record Code. Always enter '1' for all students.

Item #2   Institution Code. Enter the FICE Code of the health-related institution.

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. A second record with the same student identification number will only be accepted if a student is being reported as a "flex-entry" student from a prior term and is enrolled in the current term being reported.

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

                M = Male   F = Female

Item #5   Classification. Enter the classification of the student.

1.	Freshman	8.	Special-Professional (AUD)
2.	Sophomore	9.	Special-Professional (PharmD)
3.	Junior	A.	First Year Medical/Dental
4.	Senior	B.	Second Year Medical/Dental
5.	Post-Baccalaureate	C.	Third Year Medical/Dental
6.	Master's Level	D.	Fourth Year Medical/Dental
7.	Doctoral Level	M.	Professional Specialty (Medical/Dental)

Use the following guidelines to classify students:

1. Freshman
2. Sophomore   Institutions will use their guidelines
3. Junior   for these categories
4. Senior
5. Post-Baccalaureate – a student possessing a baccalaureate degree but who has not been admitted to a graduate program
6. Master's Level – a student possessing a baccalaureate degree or the equivalent or admitted to an approved master's degree program at the institution
7. Doctoral Level – a student admitted to an approved doctoral degree program at the institution
8. Special-Professional (AUD) – a student admitted to an Audiology program
9. Special-Professional (PharmD) – a student admitted to a PharmD program
A. First Year student in a Medical or Dental degree program
B. Second Year student in a Medical or Dental degree program
C. Third Year student in a Medical or Dental degree program
D. Fourth Year student in a Medical or Dental degree program
M. Professional Specialty (Med-Den) – a student with a medical or dental degree and who is admitted to a professional specialty program at the institution

HRI Student Report (CBM001)

Item #6   <u>Date of Birth</u>. Enter all four digits of the year and the two digits of the month and the day of birth for the student in the YYYYMMDD format.

        YYYY = Year; MM = Month; DD = Day

     NOTE: If the month of birth is known and the year is unknown, enter for unknown as '00000000'. If the year of birth is known and the month and day are unknown, code the month as '06' and the day as '01'.

Item #7   <u>Tuition Status</u>. Enter the code indicating the status of the student for tuition purposes.

1. Resident Tuition (regular)
2. Non-Resident Tuition (regular)
3. Tuition Exemption for Texas Resident
5. Thesis or Dissertation
A. Student classified as a resident based on TEC 54.052(a)(3) who is not a U.S. citizen or permanent resident but is allowed to pay resident tuition
C. An applicant for permanent resident status or holder of a visa that allows a person to domicile in the U.S. who is classified as a resident and is allowed to pay resident tuition
E. Tuition Waiver that allows non-resident or foreign students to pay the resident rate as well as recipients of Tuition Exemptions through TEC 54.207 (Good Neighbor Scholarship)
N. Visiting student allowed to enroll due to Natural Disaster (Hurricane Katrina coding expires after Summer 2006 regardless of future extensions of executive order)

     NOTE:
a) Students who are allowed to pay the "Resident Tuition" rate due to a waiver should be coded 'E'.
b) Students who qualify as residents through the 36-months' residence in Texas and who are not U.S. citizens or permanent residents should be coded as 'A' if they are paying regular resident tuition. Students coded 'A' must complete the affidavit.
c) Students who are eligible for permanent resident status (whose I-485 applications have not been rejected and are being processed by BCIS) and students who hold visas that allow them to domicile in the U.S. should be coded 'C' if they actually established a domicile in Texas and have been classified as residents eligible to pay regular resident tuition.

Item #8   <u>Residence</u>. Enter the code representing the county, state, or foreign country of which the student is a resident as identified by the student as his/her permanent address at the time of application to the institution. See Appendix B for codes.

a. Enter the Texas county code for students who are Texas residents

b. Enter the state code for students who are U.S. citizens or permanent residents and who are residents of other states

      c.   Enter the foreign country code for foreign country citizens who are not Texas residents

Item #9   Transfer Student or First-Time-in-College. Enter the FICE code (see Appendix A) of the institution of higher education from which a student transfers the first semester that the student enrolls at your institution. Enter '999999' for an out-of-state institution if the FICE code is not known. 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 same level (e.g., undergraduate to undergraduate, or graduate to graduate; not undergraduate to graduate). This does not include an institution's own graduates who enter for further education.

If the student has never attended college or other postsecondary institution, enter '000001' to indicate a first-time student. Also include as first-time students those who entered with advanced standing (college credits earned before graduation from high school). For a first-time-entering medical or dental professional student (Item #5, Classification, is coded an 'A') enter '000001' in this Item.

In the term that the student is accepted into a master's program, doctoral program, or first-professional program (AUD or PharmD), enter '000001' in this item; otherwise, for a graduate or first-professional student leave blank unless the student is a first-time transfer at that level. If the student is a first-time transfer, enter the FICE of the institution transferring from. This will allow the CB to determine time-to-degree of such students.

NOTE: A student should not be coded as first-time until he/she has completed high school.

Leave blank if not applicable.

Item #10   Semester Credit Hour Load, Current Registration. Enter the number of semester credit hours for which the student is registered in the current semester. For undergraduate students, Item #10 should equal the sum of the other SCH Items (#16, #22, #24, and #25). The semester credit hours attempted in courses that begin after the census date of the prior term, which are identified as flexible-entry, are to be reported in a separate record and a '1' entered in Item #17. Where applicable, convert quarter hours to semester hours -- 3 quarter hours equal 2 semester hours; right justify with leading zeros. Do not enter decimals. Enter zeros for medical and dental professional students.

Item #11   Semester Credit Hour Load, Remote Site. Enter the number of semester credit hours for which the student is registered in the current semester at a remote teaching site. Include these credit hours in Item #10 and in Items #16, #22, #24, or #25, as appropriate. Enter zeros for medical and dental professional students.

Item #12   Unused

Item #13   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

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 a foreign student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7), report with the international code. If an out-of-state student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7), report the ethnicity of the student.

b) Report the ethnicity of students who were coded 'A' in Item #7.

c) Continue to report students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S. as international students.

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 #14   Semester. Enter the appropriate code.

1. Fall
2. Spring
3. Summer

Item #15   Year. Enter all four digits of the calendar year in which the semester occurs.

Item #16   Inter-institution SCH Load. Enter the number of semester credit hours in inter-institutional courses in which the student is registered during the current semester that DO qualify for state funding. Exclude SCH attempted in inter-institutional courses that do not qualify for state funding (Item #24) and all other collegiate level courses (Items #22 and #25). Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students and there is an inter-institutional agreement on file at the CB. See more discussion of inter-institution in the Introduction section of the CBM001 report. Not required for professional students.

Item #17   Flexible Entry. Enter a '1' if the student is enrolled in a Flexible Entry (FE) class that is being reported this semester. Enter a '2' if a professional student is enrolled in academic class work as a "dual degree" student; item #33 will be the school code of the academic unit. Enter a '4' if an academic student is taking inter-

institutional courses at a health science center. Leave the item blank if not applicable. Not required for professional schools.

Enter a '7' to identify a visiting (displaced) student who has been allowed to enroll in a regular (non-flex) class due to the natural disaster (Hurricane Katrina – expires after Summer 2006); otherwise, continue to code the flex-entry item with a '1' for a visiting (displaced) student who enrolls in a flex-entry class. Leave blank if not applicable. Required of academic and professional schools.

Item #18   Correctional Entity. If the student is confined in a correctional institution, enter a '5'. If not, leave the item blank. Not required for professional students.

Item #19   Major Area of Concentration. Enter the CIP code of the major area of concentration. See Appendix C. Undergraduate, graduate, and professional medical and dental students should be coded with an appropriate major area; not undeclared. Use the general CIP code for graduate students who have not identified their specialty.

Item #20   Unused

Item #21   Tuition Exemption/Waiver Code. When Item #7 is coded '3' and the student is a resident receiving a Hazlewood exemption (authorized in TEC 54.203), enter the code '01'; otherwise leave blank. When Item #7 is coded 'E' and the student is a nonresident eligible to pay the resident rate due to the state's waiver for members of the military and their families (TEC 54.058), enter '21'; otherwise leave blank.

    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

Item #22   SCH Load - NOT State Funded. Enter the number of attempted semester credit hours for which the student is registered that do NOT qualify for state funding during the current semester. Include SCHs of classes that are not allowed to be state funded if attempted three or more times. Exclude SCHs attempted in courses that are state funded (Item #25) and all inter-institutional courses (Items #16 and #24). Examples are attempted SCHs of an undergraduate student who has exceeded the state limit and attempted SCHs of a student in physical education courses that are not allowed for state funding (see discussion on SCHs that exceed state limits in the Introduction). Not required for medical and dental professional students.

Item #23   Unused

Item #24   SCH Load - Inter-Institutional NOT State Funded. Enter the number of semester credit hours in inter-institutional courses in which the student is registered during this current semester that do NOT qualify for state funding. Exclude SCH attempted in state funded inter-institutional courses (Items #16) and all other collegiate level courses (Items #22 and #25). Not required for medical and dental

professional students.

Item #25   SCH Load - State Funded. Enter the number of attempted semester credit hours
            for which the student is registered that DO qualify for state funding during the
            current semester. Exclude SCH attempted in collegiate courses that are not state
            funded (Item #22) and all inter-institutional courses (Items #16 and #24). There is
            more information on this topic in the Introduction section of this report. Not required
            for medical and dental professional students.

Item #26   Unused

Item #27   SCH of Undergraduate Degree Program. Enter the number of semester credit
            hours of the undergraduate degree program in which the student is enrolled. Enter
            '000' if the student is not classified as a senior. For students who have exceeded
            100 hours and are not considered seniors, report the hours in the degree program.
            A student who is enrolled on a temporary basis or who has not enrolled in a degree
            program is considered to be enrolled in a degree program requiring a minimum of
            120 semester credit hours. You may enter '000' for all students until the fall
            semester 2001. Not required for professional students.

Item #28   Student Affected by Undergraduate Funding Limitation. Enter a '1' if the student
            first enrolled in an institution of higher education in fall 1999 to summer 2006 (45-
            hour rule). Enter a '2' if the student first enrolled in an institution of higher education
            in the fall 2006 semester or later (30-hour rule). Otherwise enter a '0'. Not required
            for medical and dental professional students.

Item #29   Last Name. Enter the student's last name. Truncate if the name contains over 20
            characters.

Item #30   First Name. Enter the student's first name. Truncate if the name contains over 10
            characters.

Item #31   Middle Name Initial. Enter the initial of the student's middle name.

Item #32   Full-Time Equivalency of Student. Enter the student's percent of time enrolled, in
            relation to a full or normal workload at the institution, during the reporting period.
            Each institution has a policy that determines a full or normal workload. For an
            undergraduate, a long term workload may be 18 credit hours and 12 credit hours in
            the summer. For a master's student, a long term workload may be 15 credit hours
            and 9 credit hours in the summer. For a doctoral student, a long term workload
            may be 12 credit hours and 6 credit hours in the summer. An equivalency for a
            medical or dental professional student should be entered by semester too. In
            calculating an annual FTE, the fall and spring FTEs will be divided by 2 and the
            summer FTE will be divided by 3 and added per student. A student who enrolls in
            several courses, and the sum of the credit hours is in excess of a "normal" work
            load, is coded as 100 percent.

Item #33   School or College. Enter the six-digit assigned code of the school or college in
            which the student is to be funded as identified in Appendix A.

Item #34   Remote Teaching Site. Enter the six-digit assigned code of the remote teaching site listed, if one has been identified in the Introduction section of this report; or enter the zip code of the location if the remote site has not been assigned a unique six-digit code, right-justified, leading zero; or enter the FICE code of the institution if the remote site is another institution. Include the semester credit hours in Item #11.

Item #35   RN Nursing Program. Enter an 'NL' (Not Licensed) to indicate that the student is enrolled in the "generic" BSN program; otherwise, leave the item blank. Students who have received their RN license are not to be reported in this category. Report the student in this status as long as they are studying toward their first RN license. Not required for medical and dental professional students.

Item #36   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 #37   High School Code. Enter the College Board CEEB High School code of the high school that the student graduated from. Required for Texas high school graduates that are coded as First-time-in-College (Item #9 = 000001). The Texas CEEB codes are in Appendix M. Not required for medical and dental professional students or students accepted in a master's, doctoral, or first-professional program for the first time. Leave blank if not applicable.

            May be reported for all students. The high school codes for non-Texas schools can be found at http://www.collegeboard.com/student/testing/sat/codelist.html.

Item #38   PEIMS Identification Number. Enter the PEIMS identification number of the student if you collect this information. The PEIMS identification number is a state-approved alternative student identification number provided by TEA to the school districts that is to be used when the student does not provide an SSN. It may be found in the student's high school transcript. This number begins with an 'S' which is then followed by 8 digits. Leave blank if you do not collect this information.

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always '1' – Numeric	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Student Identification Number – Numeric	8	9
Item #4	Gender – 'M' or 'F' – Alpha	17	1
Item #5	Classification – Alphanumeric	18	1
Item #6	Date of Birth - YYYYMMDD – Numeric	19	8
Item #7	Tuition Status – Alphanumeric	27	1
Item #8	Residence – Numeric, leading zeros	28	3
Item #9	Transfer/First-Time-In-College – Numeric or blank	31	6
Item #10 *	SCH Load - Numeric – No decimals, zero fill	37	2
Item #11 *	SCH Remote Site – Numeric - No decimals	39	2
Item #12	Unused	41	2
Item #13	Ethnic Origin – Numeric	43	1
Item #14	Semester – Numeric	44	1
Item #15	Year - YYYY – Numeric	45	4
Item #16 *	Inter-institution SCH Load State Funded – No decimals	49	2
Item #17	Flexible Entry – Numeric or blank	51	1
Item #18 *	Correctional Entity – Numeric or blank	52	1
Item #19	Major Area of Concentration - CIP – Numeric	53	8
Item #20	Unused	61	2
Item #21	Tuition Exemption/Waiver Code – Numeric or blank	63	2
Item #22 *	SCH NOT State Funded – Numeric - No decimals	65	2
Item #23	Unused	67	2
Item #24 *	SCH - Inter-institutional NOT State Funded – Numeric	69	2
Item #25 *	SCH - State Funded – Numeric - No decimals	71	2
Item #26	Unused	73	2
Item #27 *	SCH - Undergraduate Degree Program – Numeric	75	3
Item #28 *	Student Affected by UG Funding Limit – Numeric	78	1
Item #29	Last Name	79	20
Item #30	First Name	99	10
Item #31	Middle Name Initial	109	1
Item #32	FTE Student – Numeric - 2 decimals	110	3
Item #33	School or College – Numeric	113	6
Item #34	Remote Teaching Site - Numeric or blank	119	6
Item #35 *	RN Nursing Program	125	2
Item #36	Non-Disclosure – Numeric	127	1
Item #37 *	High School Code – Numeric	128	6
Item #38	PEIMS Identification Number	134	9

* Indicates item not required to be reported for professional students.

QUESTIONABLE AND ERROR VALUES

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

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except '1'
2.	Institution Code	N/A	Must match value in header record and be on the list of valid FICE codes
3.	Student ID Number	Alpha characters	Blank, special characters
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Classification	N/A	Any value except '1' thru '9', 'A' thru 'D', or 'M'
6.	Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data; month greater than '12' or less than '01'
7.	Tuition Status	N/A	Any value except '1', '2', '3', '5', 'A', 'C', or 'E'
8.	Residence	Not '001' thru '254' if Item #21 coded '01'	Not on residence file
9.	Transfer/First-Time-In-College	Zero students coded '000001'	Any non-numerical characters or embedded spaces or invalid FICE
10.	SCH Load	Value greater than 22	Any non-numerical value; unused positions should be zero-filled
11.	SCH Load – Remote Site	Value greater than 22	Any non-numerical value; unused positions should be zero-filled
12.	Unused	N/A	N/A
13.	Ethnic Origin	N/A	Any value other than '1' thru '7'

HRI Student Report (CBM001)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
14.	Semester	N/A	Must match value on header record
15.	Year	N/A	Must match value on header record
16.	Inter-Institution SCH	Sum of Items #16, #22, #24, and #25 less than 1 or greater than 22	Non-numerical
17.	Flexible Entry	N/A	Any value except spaces, '1', '2', or '4' when Item #33 is coded an academic school; any value except spaces when Item #33 is coded a professional school
18.	Correctional Entity	N/A	Any value except '5' or spaces
19.	Major (CIP)	N/A	Not numeric or '99999999' or '240101'; must be a valid CIP code
20.	Unused	N/A	N/A
21.	Tuition Exemption/Waiver	Any value except '01' when Item #7 is coded '3' and Item #8 > '254'	Any value except '01' when Item #7 is coded '3' or '21' when Item #7 is coded 'E'
22.	SCH Load Not Funded	Sum of Items #16, #22, #24, and #25 less than 1 or greater than 22	Non-numerical
23.	Unused	N/A	N/A
24.	SCH Inter-Inst. Not Funded	See Item #22	Non-numerical
25.	SCH Load Funded	See Item #22	Non-numerical
26.	Unused	N/A	N/A
27.	SCH of UG Degree Program	Value less than 120	Non-numerical or greater than 195 when Item #5 is coded '4'

HRI Student Report (CBM001)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
28.	Student Affected by UG Level	N/A	Any value except '0', '1', or '2'
29.	First Name	N/A	Blank or numerical
30.	Middle Initial	Blank	N/A
31.	Last Name	N/A	Blank or numerical
32.	FTE Student	N/A	Non-numerical; percentage greater than 100 percent
33.	School or College	N/A	Not on FICE file
34.	Remote Teaching Site	N/A	Not on FICE file
35.	RN Nursing Program	N/A	N/A
36.	Non-Disclosure	N/A	Any value except '2' or '0'
37.	High School Code	N/A	Blank if Item #9 = '000001' and Item #5 = '1', '2', or '3' and Item #8 = '001' thru '254'
38.	PEIMS Ident. Number	N/A	First position not 'S' with remaining positions not numeric

NOTE: The number of duplicate records is indicated.

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

<u>HRI Student Report (CBM001)</u>

SUMMARY OF STUDENT DATA

<u>PART A</u>

HEADCOUNT: The headcount is a summation of CBM001 records less the number of flexible entry students.

CLASSIFICATION: This summary is based upon level designation of Item #5.

GENDER: The headcount by gender summary is determined by 'M' or 'F' in Item #4.

ETHNIC ORIGIN: The summary is based on the Ethnic Origin code (Item #13).

AGE: The age distribution is calculated by subtracting the date of birth (Item #6) from the beginning date of the semester. For this report the beginning date of each semester is:

> Fall   September 1
> Spring   January 1
> Summer   June 1

RESIDENCE: All residence codes from '001' to '254' are Texas counties. Codes '310' through '369' are other states and U.S. possessions. Codes '402' through '799' are foreign countries. Any other residence code will not be valid.

<u>PART B</u>

FIRST TIME STUDENTS: The first-time-in-college student is based on a code of '000001' in Item #9. A first-time-entering medical and dental professional student is based on a code of '000001' in Item #9 and an 'A' in Item #5. All other numeric values are considered a transfer code and cause a counter to be incremented to show the number of students who have transferred to your institution.

TUITION STATUS: This summary is based on the tuition status codes in Item #7.

REMOTE SITE: When the SCH value in Item #11 is greater than zero, a counter should be incremented by one to indicate the number of students receiving instruction at a remote site.

SCH REGISTERED: Item #10 is summed to produce a total. Hours of flexible entry students are not included. Also Items #16, #22, #24, and #25 are summed for undergraduate students.

FLEXIBLE ENTRY: All records with a '1' in Item #17 are summed separately and are <u>not</u> included in the headcount summaries.

<u>HRI Student Report (CBM001)</u>

DOCTORAL, 45-HOUR AND 30-HOUR-LIMIT REPORTS

These reports are generated each time the CBM001 edit report is generated in each semester and will appear on the edit. The reports are listed below.

1. Doctoral Students Approaching Doctoral SCH Limit
2. Doctoral Students Exceeding Doctoral SCH Limit
3. UG Students Approaching 45-Hour Funding Limit
4. UG Students Who Will Exceed the 45-Hour Funding Limit After This Term
5. UG Students Exceeding 45-Hour Funding Limit
6. UG Students Approaching 30-Hour Funding Limit
7. UG Students Who Will Exceed the 30-Hour Funding Limit After This Term
8. UG Students Exceeding 30-Hour Funding Limit

HRI Student Report (CBM001)

```
CBM001 EDIT SUMMARY FROM TEXAS HEALTH SCIENCE CENTER   003304   Spring 2004

                                        NORMAL RANGE   QUESTIONABLE   ERROR VALUES
ITEM 1    RECORD CODE                      5,429            0             0
ITEM 2    INSTITUTION CODE                 5,429            0             0
ITEM 3    STUDENT ID                       5,429            0             0
ITEM 4    GENDER                           5,429            0             0
ITEM 5    CLASSIFICATION                   5,429            0             0
ITEM 6    DATE OF BIRTH                    5,429            0             0
ITEM 7    TUITION STATUS                   5,429            0             0
ITEM 8    RESIDENCE                        5,429            0             0
ITEM 9    TRANSFER                         5,429            0             0
ITEM 10   SCH LOAD TOTAL                   5,429            0             0
ITEM 11   SCH REMOTE SITE                  5,429            0             0
ITEM 12   UNUSED                           5,429            0             0
ITEM 13   ETHNIC ORIGIN                    5,429            0             0
ITEM 14   SEMESTER                         5,429            0             0
ITEM 15   YEAR                             5,429            0             0
ITEM 16   INTER-INSTITUTION SCH FUNDED     5,429            0             0
ITEM 17   FLEXIBLE ENTRY                   5,429            0             0
ITEM 18   CORRECTIONAL ENTITY              5,429            0             0
ITEM 19   MAJOR-TEXAS CIP                  5,429            0             0
ITEM 20   UNUSED                           5,429            0             0
ITEM 21   TUITION EXEMPT/WAIVER            5,429            0             0
ITEM 22   SCH COLLEGIATE NOT FUNDED        5,429            0             0
ITEM 23   UNUSED                           5,429            0             0
ITEM 24   SCH INTERINSTITUTION NOT FUNDED  5,429            0             0
ITEM 25   SCH COLLEGIATE FUNDED            5,429            0             0
ITEM 26   UNUSED                           5,429            0             0
ITEM 27   SCH OF UG PROGRAM                5,429            0             0
ITEM 28   STUDENT AFFECTED BY UG LIMIT     5,429            0             0
ITEM 29   LAST NAME                        5,429            0             0
ITEM 30   FIRST NAME                       5,429            0             0
ITEM 31   MIDDLE INITIAL                   5,429            0             0
ITEM 32   FTE STUDENT                      5,429            0             0
ITEM 33   SCHOOL OR COLLEGE                5,429            0             0
ITEM 34   REMOTE TEACHING SITE             5,429            0             0
ITEM 35   RN NURSING PROGRAM               5,429            0             0
ITEM 36   NON-DISCLOSURE                   5,429            0             0
ITEM 37   HIGH SCHOOL CODE                 5,429            0             0
ITEM 38   PEIMS IDENTIFICATION NUMBER      5,429            0             0

TOTAL CBM001 RECORDS PROCESSED                5,430
CONTROL TOTAL                                 5,430
DISCREPANCY                                       0
NUMBER OF DUPLICATE RECORDS                     130
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HRI Student Report (CBM001)

```
THE TEXAS HIGHER EDUCATION COORDINATING BOARD    PART A
HR-CBM001 SUMMARY OF STUDENT DATA FROM   DATE: 04/08/2004
TEXAS HEALTH SCIENCE CENTER            003304  Spring   2004


GENDER
  MALE                  2,567
  FEMALE                2,683
    TOTAL                           5,250
AGE
  UNDER 17                  0
  17                        8
  18                      676
  19-21                 2,287
  22-24                   954
  25-30                   640
  31-35                   290
  36-50                   365
  51-64                    30
  65 AND OVER               0
  AVERAGE-AGE    23.4
    TOTAL                           5,250
FIRST TIME STUDENTS
  FIRST TIME IN COLLEGE    81
  FIRST TIME TRANSFER     217
  FIRST TIME MASTERS        0
  FIRST TIME DOCTORAL       0
  FIRST TIME FIRST PROF     0
    TOTAL                             298
RESIDENCE
  TEXAS COUNTIES        4,962
  OTHER STATES            177
  FOREIGN COUNTRIES       111
    TOTAL                           5,250
ETHNIC ORIGIN
  WHITE                 4,374
  BLACK                   219
  HISPANIC                497
  ASIAN                    37
  INDIAN                   12
  INTERNATIONAL           111
  UNKNOWN                   0
     TOTAL                          5,250


SCH REGISTERED TOTAL    50,366
    SCH LOAD STATE FUNDED                49,373
    SCH LOAD NOT STATE FUNDED              543
    INTER-INSTITUTIONAL STATE FUNDED        0
    INTER-INSTITUTIONAL NOT STATE FUNDED    0
    SCH LOAD REMOTE CAMPUS                 933

SCH OF RN NURSING PROGRAM STUDENTS          322
```

1.19

HRI Student Report (CBM001)

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THE TEXAS HIGHER EDUCATION COORDINATING BOARD                    PART B
HR-CBM001 SUMMARY OF STUDENT DATA FROM         DATE: 04/08/2004
TEXAS HEALTH SCIENCE CENTER      003304                     Spring   2004

CLASSIFICATION
  FRESHMAN                1,402
  SOPHOMORE                 984
  JUNIOR                    961
  SENIOR                  1,143
  POST-BACCALAUREATE          0
  MASTER                    354
  DOCTORAL                    0
  PROF. SPECIALITY MED-DEN    0
  SPEC. PROF. AUD             0
  SPEC. PROF. PHARMD          0
  FIRST YEAR MED-DEN         97
  SECOND YEAR MED-DEN        96
  THIRD YEAR MED-DEN        102
  FOURTH YEAR MED-DEN       111
      TOTAL                          5,250

REMOTE SITE                 0

TUITION STATUS
  RESIDENT TUITION        4,814
  NON-RESIDENT TUITION      436
  TUITION EXEMP TX RES (3)    0
  THESIS/DISSERTATION         0
  RESIDENT TUITION (HB1403)   0
  RESIDENT TUITION PENDING    0
  TUITION WAIV NON-RES (E)    0
  VISITING STUDENT (N)        0
      TOTAL                          5,250

NON-DISCLOSURE              2

      FLEXIBLE ENTRY                      167
      PROFESSIONAL DUAL DEGREE STUDENTS     0
      INTER-INST ACADEMIC STUDENT           7
      VISITING STUDENT (7)                  0
      TOTAL HEADCOUNT                   5,429


*** NOTE:  TOTALS ARE NET ERRORS
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HRI Student Report (CBM001)

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                          TEXAS HIGHER EDUCATION COORDINATING BOARD                    DATE 4/08/2004
Spring   2004                    INITIAL EDIT OF HR-CBM001 DATE
                                 TEXAS HEALTH SCIENCE CENTER                                      PAGE 1
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ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEMS	ITEMS	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEMS
3	4	5	6	7	8	9	10	11	12	13	14 15	16 17 18	19	20 21 22	23 24	26 27 28	29	30	31 32	33	34 35 36	37
666886666 M		7	19650606	1	191		09	00		2	2 2004	00	51160100	00	00	00	0	ZACKORY	BILL	R 100	000314		
													*										
777887777 F		4	19891024	1	059		09		3	2	2 2004		13120200										

        ***ERROR = CBM001/004 SEMESTER CREDIT HOUR MISMATCH

                 TOTAL CBM001 SEMESTER CREDIT HOURS: 64,254

        ITEMS IN ERROR ARE INDICATED BY (*), QUESTIONABLE BY (-)
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1.21

TEXAS SUCCESS INITIATIVE REPORT
CBM002

This report will include all undergraduate students attempting credit hours and any others required to be reported for Texas Success Initiative (TSI) purposes, including transfer students who are registered for one or more Coordinating Board approved courses during the reporting period. Include students in credit certificate programs, but exclude students in continuing education programs. Do not include students who withdraw prior to or on the official census date. The report will include information known about students as of the end of the semester.

Students may be exempt from TSI; however, institutions are not exempt from the evaluation and reporting requirements of TSI. The revised CBM002 will minimize the burden of reporting exempt students, but that data is needed for TSI evaluation and several other purposes (i.e., GPA for all undergraduates). A student must be enrolled at the institution during the term in which the "satisfaction" or "exemption/waiver" (date) is granted. The test occasion date alone does not determine the date. Each student described above will be reported on the CBM002 every reporting period that the student is enrolled at this institution, whether he/she has or has not taken a test for TSI purposes and whether he/she passed or failed. The report must have a record for each semester the student attends this institution. For semesters after a student qualifies to be reported with a date of TSI satisfaction in a section (math, writing, or reading), all other items in that section will be filled with zeros. A transfer student previously determined by any Texas public institution of higher education to have satisfied TSI in a section should be reported with that FICE code and the default value of '99999' for the date of TSI satisfaction; all other items in that section will be filled with zeros. However, a transfer student determined to have satisfied TSI in a section upon admission to the health-related institution (HRI) may be reported with the HRI's parent FICE code and the default value of '99999' for the date of TSI satisfaction; all other items in that section will be filled with zeros.

The Coordinating Board rules that apply to TSI can be found in Chapter 4, Subchapter C at http://www.thecb.state.tx.us/Rules/.

Exemptions

Students either meet the standards of a specific TSI exemption from all sections (math, writing, and reading) or they meet none, with two exceptions: (1) students who qualify as transfer students and (2) students taking ACT/SAT/TAKS tests. Students may be reported as exempt from the TSI requirements under the following circumstances:

➢ Earned degrees
    A student who has graduated with an associate or baccalaureate degree from a Texas public institution of higher education.

➢ ACT/SAT/TAAS/TAKS
    A student who meets the exemption standards and whose ACT, SAT, TAAS, or TAKS scores are active (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 and exit-level TAKS).

ACT, SAT, TAAS, and TAKS exemption standards are:

ACT:  For active tests, a composite score of 23 with a minimum of 19 on the English and/or the mathematics tests shall exempt a student for the corresponding section(s).

SAT:  For active tests, a combined critical reading (verbal) and mathematics score of 1070 with a minimum of 500 on the critical reading test and/or the mathematics tests shall exempt a student for the corresponding section(s). For the new SAT tests that include a writing component, ignore the writing section when evaluating a SAT exemption until the Coordinating Board approves the passing standard for writing.

TAAS:  A minimum scaled score of 1770 on the writing test, a Texas Learning Index (TLI) of 89 on the reading test, and 86 on the math test shall exempt a student for all sections when attained on the first attempt of each section.

TAKS (Eleventh Grade Exit Level):  For tests taken in spring 2004 and later, a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English/Language Arts section with a writing subsection score of at least 3 shall exempt a student from the corresponding section(s). For tests taken in Spring 2003, the scores are not valid for exemption purposes.

➢ Transfers
A student who transfers to a Texas public institution of higher education from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework, as determined by the receiving institution.

➢ Military
A student who:
(1) is serving on active-duty as a member of the armed forces of the United States or the Texas National Guard;
(2) is serving as a member of a reserve component of the armed forces of the United States and has been serving for at least the three-year period preceding enrollment; or
(3) on or after August 1, 1990 was honorably discharged, retired, or released from (a) active-duty as a member of the armed forces of the United States or the Texas National Guard or (b) service as a member of a reserve component of the armed forces of the United States.

➢ Previous TASP exemption
Should only be used for exemptions granted prior to September 1, 2003 for:
(1) 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;
(2) deaf students who have three or more college-level hours or the equivalent from an accredited institution prior to September 1, 1995;
(3) high school graduates with 3.5 or above GPA in Recommended or Advanced

Curriculum (effective from September 1, 2001 to August 31, 2003); or
(4) students who completed TASP obligation via provision TEC 51.306(u),
dyslexia, and other related disorders (effective from September 1, 1995 to
August 31, 2003).

All other TASP exemptions should be translated to the corresponding TSI
exemptions.

For more information, see http://www.thecb.state.tx.us/OS/DevEd/exemptions.cfm.

## Waivers

Students either meet the standards of a specific TSI waiver from all sections (math,
writing, and reading) or they meet none, except for dual credit enrollment via TAKS score.
Students may be reported as waived from the TSI requirements under the following
circumstances:

➢ Non-degree-seeking or non-certificate-seeking students
An institution of higher education may waive the requirements of the TSI for non-
degree-seeking or non-certificate-seeking students.

➢ Certificate programs of one year or less
TSI requirements do not apply to students in Level-One certificate programs.
Level-one certificates consist 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.

➢ Dual credit enrollment via TAKS score
Eligibility for students in the high school graduating class of 2005 to take dual
credit courses during the 2003-2004 and 2004-2005 academic years may also be
established by achieving at least the minimum passing standard on the
English/Language Arts and/or Mathematics sections (as applicable) of the tenth
or eleventh grade Texas Assessment of Knowledge and Skills (TAKS) test.

Eligibility for students in the high school graduating class of 2006 and later to
take dual credit courses during their junior and senior years may be established
by achieving at least a minimum scale score of 2200 on the math section and/or
a minimum scale score of 2200 on the English/Language Arts section with a
writing subsection score of at least 3 on the tenth grade Texas Assessment of
Knowledge and Skills (TAKS) test.

For more information, see http://www.thecb.state.tx.us/OS/DevEd/dualcredit.cfm.
The Coordinating Board rules that apply to dual credit enrollment can be found in
Chapter 4, Subchapter D, Section 4.85 at http://www.thecb.state.tx.us/Rules/.

## Criteria for Meeting TSI Requirements

An institution may require higher performance standards for students than those
required for TSI purposes. Such students should be reported as having satisfied TSI.

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Minimum passing scaled scores for approved tests:

➢ THEA/TASP:  Math - 230; Reading - 230; Writing - 220. The TASP Passing Standards are 220 for all test sections prior to September 1, 1995.

➢ ASSET:  Elementary Algebra - 38; Reading Skills - 41; Written Essay - 6 (raw score); Writing Skills (objective) - 40

➢ COMPASS:  Algebra - 39; Reading Skills - 81; Written Essay - 6 (raw score); Writing Skills (objective) - 59

➢ MAPS:  Elementary Algebra - 613; Reading Comprehension - 114; Written Essay - 6 (raw score); Conventions of Written English - 310

➢ ACCUPLACER:  Elementary Algebra - 63; Reading Comprehension - 78; Written Essay - 6 (raw score); Sentence Skills - 80

➢ The passing standard for the written essay portion of all 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.

For a student that does not meet the minimum passing scaled scores on the initial attempt of an approved test, an institution shall determine when the student is ready to perform freshman-level academic coursework on an individual basis according to the needs of the student.  As indicators of readiness, institutions shall consider as appropriate:

➢ Performance in developmental education

➢ Performance in appropriate non-developmental coursework

➢ Performance on an approved TSI assessment instrument or performance on an institutionally selected assessment

➢ Other indicators of readiness as determined by the institution

➢ The determination shall include the requirement that the student shall retake an approved test if the student did not initially perform at or above the following scores:

▪ THEA/TASP:  Math - 206; Reading - 201; Writing - 205

▪ ASSET:  Elementary Algebra - 30; Reading Skills - 35; Writing Skills (objective) - 35

▪ COMPASS:  Algebra - 23; Reading Skills - 64; Writing Skills (objective) – 44

▪ MAPS:  No deviation; retest not required by TSI, but an institution's policy may require a retest

- ACCUPLACER: Elementary Algebra - 42; Reading Comprehension - 61; Sentence Skills - 62

- An essay with a score of 5 will meet these criteria if the student meets the objective writing test standard.

The following guidelines may be helpful in determining the highest score on subsequent tests if multiple test instruments have been used:

If subsequent tests are not the same instrument, determine in which stratum (below deviation, above deviation but less than the passing standard, or above the passing standard) the score range falls for each instrument. Submit the test score that falls in the highest stratum. If the test scores are in the same stratum, the institution may decide which one to report.

## General Criteria About Initial Test Attempts

A comparison on all initial assessment types has been implemented to evaluate the compliance of the THEA/TASP requirement (if one part taken, all have been taken). However, partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, if there is a THEA/TASP test type and another assessment type reported in the initial assessment items, a comparison is done on the initial assessment dates to determine which assessment type occurs first. If THEA/TASP is the earliest initial test occasion, then all sections must be shown as THEA/TASP assessments and any area "not taken" on the initial assessment must be reported as failing below the deviation with a score of zero. Any other assessment type will have to be shown in the Subsequent Assessment categories. If the earliest initial assessment date is a COMPASS, ASSEST, MAPS, OR ACCUPLACER test, then each assessment section is reported based on the earliest test type for each section and THEA/TASP can be one of the initial tests.

## TSI Satisfaction During Prior Term

If the TSI Satisfaction Date (Item 20B/30B/40B) is earlier than fall 2003 (20031), then the obligation code (Item 21/31/41) cannot be a value of '6', '7', or '8' because those categories did not exist under TASP. Also, if the TSI Satisfaction Date has been coded as occurring at a transfer institution (date coded 99999) or the satisfaction date is prior to the reporting term, the Exemption/Waiver Date (Items 22A/32A/42A) must be zeros.

## 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.

## THEA/TASP Scores Database

The CB receives and applies THEA/TASP scores from National Evaluation Systems (NES) approximately four weeks after each test occasion. NES updates to prior test occasion

data are also applied at this time. Changes to THEA/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.

## Indications of Successful Texas Success Initiative Programs

The Texas Success Initiative gives institutions flexibility in designing programs to help under prepared students be successful; therefore, institutions will have plans that differ in the details, but the goal of each plan will be the same - to help under prepared students be successful college students. The problem, however, is always the same: how do you measure success? The reporting system has to be global enough to capture the various aspects of those programs yet structured enough to capture the essential elements of student learning and allow for comparison of programs and results from year to year and institution to institution. In the spirit of the Success Initiative flexibility, this reporting system is meant to be a means for institutions to report data on the success of their students and programs by tracking the educational progress of individual students. It is intended that the data and resulting reports will allow institutional researchers to find the strengths and weaknesses of particular programs and allow the state to determine if the Success Initiative is meeting the statewide goal of helping under prepared students be successful.

## Intent and Purpose

The intent of the Coordinating Board is to extract as much information from the CBM002 as possible without over burdening the institutional reporting official. The purpose of the data collected is to allow the CB to create a summary report that reflects the activities taking place on campuses statewide to assist students in becoming college ready, and allows us to answer questions from stakeholders about the effectiveness of the program. After all CBM002 reports for a fiscal year have been received and processed, the Coordinating Board will publish the student performance data for the respective independent school districts.

## Authority

At a minimum, the information reported on the CBM002 will be used to fulfill the requirements of Texas Education Code 51.3062 that "(n) Each institution of higher education shall report annually to the board on the success of its students and the effectiveness of its Success Initiative," and "(o) The board shall evaluate the effectiveness of the Success Initiative on a statewide basis and with respect to each institution of higher education." Other reports and data analysis above and beyond the requirements of the law may be generated in order to help institutions analyze and improve their programs based on information from the CBM002 and an analysis of the institutional Texas Success Initiative plans.

## Relationship of CBM002 to Texas Success Initiative Plans

Data from the CBM002 provides valuable information about student learning and will be structured uniformly so comparisons of the data can be made institution to institution and from year to year. Results of comparison studies can only be meaningful if there are standard definitions in the reporting elements. This is the real strength of this reporting format. The CBM002 provides the uniform template for institutions to report data to the Coordinating Board

on the educational progress of students. Concurrent analysis of the similarities and differences of the various Texas Success Initiative plans will help researchers and stakeholders identify elements of programs that are uniquely successful at various institutions and may be easily exported to other institutions.

## General Education Core Curriculum Component Areas (Math) and Competencies (Reading and Writing)

The objective of the mathematics component of the core curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools to the solution of real-world problems.

Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling, and punctuation are each a *sine qua non* in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process, including how to discover a topic, how to develop and organize it, and how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

Reading at the college level means the ability to analyze and interpret a variety of printed materials -- books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

Consider the following conditions when reporting a core course of a transfer student and in no instance should the transferred-to institution report the grade from the transferring institution.

1. When a core course was taken during the reporting period
    a. the grade attained should be coded in Item 25B/35B/45B if a grade of C or better was not attained and reported in a prior term.
    b. in all terms after a grade of C or better has been reported the area will be reported as null.

2. When a core course was not taken during the reporting period
    a. and at the time of submission the institution has not evaluated a transcript to know whether a grade of C or better has been attained on a core course for a specific section(s) by a transfer student, report a value of '7' (not attempted) in Item 25B/35B/45B.
    b. and at the time of submission the institution has evaluated the transcript and determined that a grade of C or better has been attained on a core course for a specific section(s), then reporting the null value is appropriate.

## INSTRUCTIONS FOR TSI REPORT

**HOUSEKEEPING and STUDENT DEMOGRAPHICS 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 #9) each reporting period to help uniquely identify the student.

Item #4      Reporting Period.

        1.   Fall
        2.   Spring
        3.   Summer

        **NOTE**:  Combine all summer data into one report. It is due October 1.

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

Item #6      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 #7      Gender.  Enter the gender of the student.

        M = Male     F = Female

Item #8      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 #9      Date of Birth.  Enter all four digits of the year, the month, and day of 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 #10     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), withdrawals, 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 undergraduate student is enrolled at this institution.

Item #11     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 #12     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 #13     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 #14     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 #15-19 Unused.  These items are unused (and occupy no positions in the record) to facilitate the numbering of items for the math, writing, and reading sections.

**MATH ASSESSMENT and STATUS SECTION**:  In the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, zero fill all other items in this section. A transfer student previously determined by any Texas public institution of higher education to have satisfied the TSI section should be reported with that FICE code in Item #20A, '99999' in Item #20B, and zeros in Items #21 though #24D. All other transfer and native students should be reported with the appropriate values in Items #21 through #24D, until the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B. However, a transfer student determined to have satisfied TSI in a section upon admission to the health-related institution (HRI) may be reported with the HRI's parent FICE code and the default value of '99999' for the date of TSI satisfaction; all other items in that section will be filled with zeros.

Item #20A     Math TSI Satisfaction at Previous Institution Code.  This item must be provided every reporting period. Enter the FICE Code of the previous Texas public institution where the TSI section was satisfied (except as noted above). See Appendix A. Otherwise, enter '000000' and report the appropriate date in Item #20B. If the specific institution (FICE) has not been recorded in the institution's electronic data for students transferring prior to fall 2004, the FICE of the latest Texas public institution transferred from may be reported.

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Item #20B    Math TSI Satisfaction Date.  This item must be provided every reporting period.
             Enter the year and semester (YYYYS) when the TSI section was satisfied at the
             current institution for the first time, or subsequently after a previous waiver expired.
             Enter '00000' until the section is satisfied at the current institution. Enter '99999' if a
             previous Texas public institution code is reported in Item #20A (or as noted above).

             Year:                              Semester:
             Enter all four digits              1.    Fall
             of the calendar year               2.    Spring
             of the reporting period.           3.    Summer I
                                                4.    Summer II

Item #21     Math TSI Obligation.  Provide the reason identified below.

             0.    Null (Report only for semesters after a student satisfies the TSI section and
                   qualifies to be reported with a date in Item #20B, or if a previous Texas public
                   institution code is reported in Item #20A, or as noted above)
             1.    Satisfied TSI obligation per approved TSI initial test
             3.    Satisfied TSI obligation based on exemption or waiver
             4.    Satisfied TSI obligation per approved TSI retake test
             5.    Satisfied TSI obligation based on performance in appropriate non-
                   developmental coursework (Should also be used for students who completed
                   TASP obligation prior to September 1, 2003 via a grade of "B" or better in a
                   related THECB approved college-level course)
             6.    Satisfied TSI obligation based on performance in developmental education
             7.    Satisfied TSI obligation based on performance on an institutionally selected
                   assessment
             8.    Satisfied TSI obligation based on other indicators of readiness, as determined
                   by the institution
             9.    TSI obligation not met

Item #22A    Math TSI Exemption/Waiver Date.  Enter the year and semester (YYYYS) when
             the TSI exemption or waiver identified in Item #22B was granted. Enter '00000' if
             the item is null, not applicable, or unknown. The same value must be reported for
             all sections (math, writing, and reading), with some exceptions (see pages 2.1 and
             2.2).

             Year:                              Semester:
             Enter all four digits              1.    Fall
             of the calendar year               2.    Spring
             of the reporting period.           3.    Summer I
                                                4.    Summer II

Item #22B    Math TSI Exemption/Waiver Status.  Enter the appropriate response from the list
             below for the TSI exemption or waiver granted. The same value must be reported
             for all sections (math, writing, and reading), with some exceptions (see pages 2.1
             and 2.2).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A, or as noted above)
1. Not qualified for TSI exemption or waiver
2. Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS or TAKS Scores
6. Exemption based on military service
7. Exemption based upon qualifying as a transfer student from a private or independent institution of higher education or an accredited out-of-state institution of higher education with satisfactory completion of college-level coursework as determined by the receiving institution
8. Previous TASP exemption (see page 2.2)
9. Exemption based on earned degrees from Texas public institutions
A. Waiver based on dual credit enrollment via TAKS score

Item #23A    Math TSI Initial Assessment Score.  Enter the initial test score for math. The score must match the type test identified in Item #23D. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #23B    Math TSI Initial Assessment Pass/Fail.  Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the initial test score identified in Item #23A. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, if one section (math, writing, or reading) is attempted, then all sections are attempted.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A, or as noted above)
1. Passed
2. Failed below the deviation (TSI requires that the student shall retake an approved test)
3. Not attempted
4. Failed at or above the deviation (TSI does not require that the student shall retake an approved test)

Item #23C    Math TSI Initial Assessment Date.  Enter all four digits of the year, the month, and day (YYYYMMDD) of the initial test score identified in Item #23A. If the date is unknown, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

Item #23D    Math TSI Initial Assessment Type.  Enter the appropriate response from the list below for the initial test score identified in Item #23A. If the student qualifies for an

exemption, the "9" value may be appropriate. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A, or as noted above)
1. THEA/TASP
2. COMPASS (Use elementary algebra as math section)
3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Mathematics raw score in Item #23A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7. Initial test taken at another institution (Report only if previous institution did not provide scores on transcript)
8. Student was allowed to enroll but did not test during the reporting period
9. Not applicable if exempted or waived

Item #24A Math TSI Subsequent Assessment Highest Score. If there is more than one testing occasion, enter the highest retake test score for math. The score must match the type test identified in Item #24D. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #24B Math TSI Subsequent Assessment Pass/Fail. Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the retake test score identified in Item #24A.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A, or as noted above)
1. Passed
2. Failed below the deviation
3. Not attempted
4. Failed at or above the deviation

Item #24C Math TSI Subsequent Assessment Date. Enter all four digits of the year, the month, and day (YYYYMMDD) of the retake test score identified in Item #24A. If the date is unknown or a retake has not been taken, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th.

Item #24D Math TSI Subsequent Assessment Type. Enter the appropriate response from the list below for the retake test score identified in Item #24A. If the student qualifies for an exemption, the "9" value may be appropriate.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A, or as noted above)
1. THEA/TASP
2. COMPASS (Use elementary algebra as math section)
3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Mathematics raw score in Item #24A. (Report only tests taken on or before August 31, 2003)
7. Retest taken at another institution (report only if previous institution did not provide scores on transcript)
8. Student was enrolled but did not retest during the reporting period
9. Not applicable if exempted or waived

**MATH COURSE SECTION**: Include only the student's attempts at this institution of the mathematics component courses of the general education core curriculum. In the semesters <u>after</u> a student is reported with a grade of A, B, or C in Item #25B and a date in Item #25A, zero fill all Items in this section.

Item #25A    <u>CB-Approved College-Level Mathematics Course Success Date</u>.  Enter the year and semester (YYYYS) when the student is awarded a grade of A, B, or C for the first time in the course identified in Item #25B. Report a code of '00000' for all subsequent reporting periods. Enter a code of '00000' until the student is reported with a grade of A, B, or C for the first time.

Year:                                      Semester:
Enter all four digits                      1.    Fall
of the calendar year                       2.    Spring
of the reporting period.                   3.    Summer I
                                           4.    Summer II

Item #25B    <u>CB-Approved College-Level Mathematics Course Grade</u>.  Enter the appropriate response from the list below. If no attempt occurred this semester, report a code of '7'. If the first attempt occurred this semester, report the grade. For any subsequent attempt, when the prior grade reported was not an A, B, or C, report the subsequent grade. In the semesters after a grade of A, B, or C is reported for the first time, report a code of '0' for all subsequent reporting periods. If two or more attempts occur in the same reporting period, report only one grade for this item.

0. Null (Report only for semesters after a student is reported with a grade of A, B, or C in Item #25B and a date in Item #25A)
1. A
2. B
3. C
4. D
5. F/No Credit
6. Credit

> 7. Not attempted this semester
> 8. Incomplete
> 9. Withdrawn/Quit

Item #26-29 <u>Unused</u>. These items are unused (and occupy no positions in the record) to facilitate the numbering of items for the math, writing, and reading sections.

**WRITING ASSESSMENT and STATUS SECTION**: In the semesters <u>after</u> a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, zero fill all other items in this section. A transfer student previously determined by any Texas public institution of higher education to have satisfied the TSI section should be reported with that FICE code in Item #30A, '99999' in Item #30B, and zeros in Items #31 though #34D. All other transfer and native students should be reported with the appropriate values in Items #31 through #34D, until the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B. However, a transfer student determined to have satisfied TSI in a section upon admission to the health-related institution (HRI) may be reported with the HRI's parent FICE code and the default value of '99999' for the date of TSI satisfaction; all other items in that section will be filled with zeros.

Item #30A   <u>Writing TSI Satisfaction at Previous Institution Code</u>. This item must be provided every reporting period. Enter the FICE Code of the previous Texas public institution where the TSI section was satisfied (except as noted above). See Appendix A. Otherwise, enter '000000' and report the appropriate date in Item #30B. If the specific institution (FICE) has not been recorded in the institution's electronic data for students transferring prior to fall 2004, the FICE of the latest Texas public institution transferred from may be reported.

Item #30B   <u>Writing TSI Satisfaction Date</u>. This item must be provided every reporting period. Enter the year and semester (YYYYS) when the TSI section was satisfied at the current institution for the first time, or subsequently after a previous waiver expired. Enter '00000' until the section is satisfied at the current institution. Enter '99999' if a previous Texas public institution code is reported in Item #30A (or as noted above).

| Year: | Semester: | |
|---|---|---|
| Enter all four digits | 1. | Fall |
| of the calendar year | 2. | Spring |
| of the reporting period. | 3. | Summer I |
| | 4. | Summer II |

Item #31   <u>Writing TSI Obligation</u>. Provide the reason identified below.

> 0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A, or as noted above)
> 1. Satisfied TSI obligation per approved TSI initial test
> 3. Satisfied TSI obligation based on exemption or waiver
> 4. Satisfied TSI obligation per approved TSI retake test

5. Satisfied TSI obligation based on performance in appropriate non-developmental coursework (Should also be used for students who completed TASP obligation prior to September 1, 2003 via a grade of "B" or better in a related THECB approved college-level course)
6. Satisfied TSI obligation based on performance in developmental education
7. Satisfied TSI obligation based on performance on an institutionally selected assessment
8. Satisfied TSI obligation based on other indicators of readiness, as determined by the institution
9. TSI obligation not met

Item #32A    <u>Writing TSI Exemption/Waiver Date</u>. Enter the year and semester (YYYYS) when the TSI exemption or waiver identified in Item #32B was granted. Enter '00000' if the item is null, not applicable, or unknown. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

| Year: | | Semester: |
|-------|---|-----------|
| Enter all four digits | 1. | Fall |
| of the calendar year | 2. | Spring |
| of the reporting period. | 3. | Summer I |
| | 4. | Summer II |

Item #32B    <u>Writing TSI Exemption/Waiver Status</u>. Enter the appropriate response from the list below for the TSI exemption or waiver granted. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A, or as noted above)
1. Not qualified for TSI exemption or waiver
2. Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS or TAKS Scores
6. Exemption based on military service
7. Exemption based upon qualifying as a transfer student from a private or independent institution of higher education or an accredited out-of-state institution of higher education with satisfactory completion of college-level coursework as determined by the receiving institution
8. Previous TASP exemption (see page 2.2)
9. Exemption based on earned degrees from Texas public institutions
A. Waiver based on dual credit enrollment via TAKS score

Item #33A    <u>Writing TSI Initial Assessment Score</u>. Enter the initial test score for writing. The score must match the type test identified in Item #33D. If the test was THEA/TASP, enter the writing scaled score. For COMPASS, ASSET, MAPS, and

ACCUPLACER 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 essay and the objective components of the COMPASS, ASSET, MAPS, and ACCUPLACER test instruments are to be taken at the same time for TSI purposes (even though the tests are designed such that an institution may assess them independently). So a value of zero in Items 33A/34A will be allowed when Item 33B/34B are reported with a value of 2, "Failed below the deviation". The essay component is the primary determinant for the value reported in Items 33B and 34B—above 5 is passing and below 5 is failing. The objective portion is only used to determine if a 5 is passing or failing. Therefore, if the objective component has been taken, but the essay portion has not, report zeros in Item 33A/34A, the date of the objective component in Item 33C/34C, and a 2 in Item 33B/34B. If neither the writing objective or the writing essay section have been attempted, report a 3, "Not Attempted", in Item 33B and an 8, "Student allowed to enroll but did not test during the reporting period", in 33D, and zeros in Items 33A and 33C.

Item #33B     <u>Writing TSI Initial Assessment Pass/Fail</u>.  Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the initial test score identified in Item #33A. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, if one section (math, writing, or reading) is attempted, then all sections are attempted.

       0.    Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A, or as noted above)
       1.    Passed
       2.    Failed below the deviation (TSI requires that the student shall retake an approved test)
       3.    Not attempted
       4.    Failed at or above the deviation (TSI does not require that the student shall retake an approved test)

Item #33C     <u>Writing TSI Initial Assessment Date</u>.  Enter all four digits of the year, the month, and day (YYYYMMDD) of the initial test score identified in Item #33A. If the date is unknown, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

Item #33D     <u>Writing TSI Initial Assessment Type</u>.  Enter the appropriate response from the list below for the initial test score identified in Item #33A. If the student qualifies for an exemption, the "9" value may be appropriate. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A, or as noted above)
1. THEA/TASP
2. COMPASS
3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Language raw score in Item #36A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7. Initial test taken at another institution (Report only if previous institution did not provide scores on transcript)
8. Student was allowed to enroll but did not test during the reporting period
9. Not applicable if exempted or waived

Item #34A    Writing TSI Subsequent Assessment Highest Score.  If there is more than one testing occasion, enter the highest retake test score for writing. The score must match the type test identified in Item #34D. If the test was THEA/TASP, enter the writing scaled score. For COMPASS, ASSET, MAPS, and ACCUPLACER 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.

Item #34B    Writing TSI Subsequent Assessment Pass/Fail.  Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the retake test score identified in Item #34A.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A, or as noted above)
1. Passed
2. Failed below the deviation
3. Not attempted
4. Failed at or above the deviation

Item #34C    Writing TSI Subsequent Assessment Date.  Enter all four digits of the year, the month, and day (YYYYMMDD) of the retake test score identified in Item #34A. If the date is unknown or a retake has not been taken, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th.

Item #34D    Writing TSI Subsequent Assessment Type.  Enter the appropriate response from the list below for the retake test score identified in Item #34A. If the student qualifies for an exemption, the "9" value may be appropriate.

0.  Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A, or as noted above)
1.  THEA/TASP
2.  COMPASS
3.  ASSET
4.  MAPS (Report only tests taken on or before June 4, 2003)
5.  ACCUPLACER
6.  Stanford Achievement Test (for deaf students). Report only Language raw score in Item #34A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7.  Retest taken at another institution (Report only if previous institution did not provide scores on transcript)
8.  Student was enrolled but did not retest during the reporting period
9.  Not applicable if exempted or waived

**WRITING COURSE SECTION**:  Include only the student's attempts at this institution of the general education core curriculum courses containing the objectives and content of the intellectual core competencies for writing. In the semesters after a student is reported with a grade of A, B, or C in Item #35B and a date in Item #35A, zero fill all Items in this section.

Item #35A    CB-Approved College-Level Writing Course Success Date.  Enter the year and semester (YYYYS) when the student is awarded a grade of A, B, or C for the first time in the course identified in Item #35B. Report a code of '00000' for all subsequent reporting periods. Enter a code of '00000' until the student is reported with a grade of A, B, or C for the first time.

| Year: | Semester: | |
|---|---|---|
| Enter all four digits | 1. | Fall |
| of the calendar year | 2. | Spring |
| of the reporting period. | 3. | Summer I |
| | 4. | Summer II |

Item #35B    CB-Approved College-Level Writing Course Grade.  Enter the appropriate response from the list below. If no attempt occurred this semester, report a code of '7'. If the first attempt occurred this semester, report the grade. For any subsequent attempt, when the prior grade was not an A, B, or C, report the subsequent grade. In the semesters after a grade of A, B, or C is reported for the first time, report a code of '0' for all subsequent reporting periods. If two or more attempts occur in the same reporting period, report only one grade for this item.

0.  Null (Report only for semesters after a student is reported with a grade of A, B, or C in Item #35B and a date in Item #35A)
1.  A
2.  B
3.  C
4.  D
5.  F/No Credit

6. Credit
7. Not attempted this semester
8. Incomplete
9. Withdrawn/Quit

Item #36-39  Unused.  These items are unused (and occupy no positions in the record) to facilitate the numbering of items for the math, writing, and reading sections.

**READING ASSESSMENT and STATUS SECTION**:  In the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, zero fill all other Items in this section. A transfer student previously determined by any Texas public institution of higher education to have satisfied the TSI section should be reported with that FICE code in Item #40A, '99999' in Item #40B, and zeros in Items #41 though #44D. All other transfer and native students should be reported with the appropriate values in Items #41 through #44D, until the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B. However, a transfer student determined to have satisfied TSI in a section upon admission to the health-related institution (HRI) may be reported with the HRI's parent FICE code and the default value of '99999' for the date of TSI satisfaction; all other items in that section will be filled with zeros.

Item #40A  Reading TSI Satisfaction at Previous Institution Code.  This item must be provided every reporting period. Enter the FICE Code of the previous Texas public institution where the TSI section was satisfied (except as noted above). See Appendix A. Otherwise, enter '000000' and report the appropriate date in Item #40B. If the specific institution (FICE) has not been recorded in the institution's electronic data for students transferring prior to fall 2004, the FICE of the latest Texas public institution transferred from may be reported.

Item #40B  Reading TSI Satisfaction Date.  This item must be provided every reporting period. Enter the year and semester (YYYYS) when the TSI section was satisfied at the current institution for the first time, or subsequently after a previous waiver expired. Enter '00000' until the section is satisfied at the current institution. Enter '99999' if a previous Texas public institution code is reported in Item #40A (or as noted above).

Year:                             Semester:
Enter all four digits             1.     Fall
of the calendar year             2.     Spring
of the reporting period.          3.     Summer I
                                  4.     Summer II

Item #41  Reading TSI Obligation.  Provide the reason identified below.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A, or as noted above)
1. Satisfied TSI obligation per approved TSI initial test
3. Satisfied TSI obligation based on exemption or waiver
4. Satisfied TSI obligation per approved TSI retake test

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5. Satisfied TSI obligation based on performance in appropriate non-developmental coursework (Should also be used for students who completed TASP obligation prior to September 1, 2003 via a grade of "B" or better in a related THECB approved college-level course)
6. Satisfied TSI obligation based on performance in developmental education
7. Satisfied TSI obligation based on performance on an institutionally selected assessment
8. Satisfied TSI obligation based on other indicators of readiness, as determined by the institution
9. TSI obligation not met

Item #42A    Reading TSI Exemption/Waiver Date. Enter the year and semester (YYYYS) when the TSI exemption or waiver identified in Item #42B was granted. Enter '00000' if the item is null, not applicable, or unknown. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

Year:
Enter all four digits
of the calendar year
of the reporting period.

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

Item #42B    Reading TSI Exemption/Waiver Status. Enter the appropriate response from the list below for the TSI exemption or waiver granted. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A, or as noted above)
1. Not qualified for TSI exemption or waiver
2. Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS or TAKS Scores
6. Exemption based on military service
7. Exemption based upon qualifying as a transfer student from a private or independent institution of higher education or an accredited out-of-state institution of higher education with satisfactory completion of college-level coursework as determined by the receiving institution
8. Previous TASP exemption (see page 2.2)
9. Exemption based on earned degrees from Texas public institutions
A. Waiver based on dual credit enrollment via TAKS score

Item #43A    Reading TSI Initial Assessment Score. Enter the initial test score for reading. The score must match the type test identified in Item #43D. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable or null.

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Item #43B    Reading TSI Initial Assessment Pass/Fail.  Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the initial test score identified in Item #43A. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, if one section (math, writing, or reading) is attempted, then all sections are attempted.

0.    Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A, or as noted above)
1.    Passed
2.    Failed below the deviation (TSI requires that the student shall retake an approved test)
3.    Not attempted
4.    Failed at or above the deviation (TSI does not require that the student shall retake an approved test)

Item #43C    Reading TSI Initial Assessment Date.  Enter all four digits of the year, the month, and day (YYYYMMDD) of the initial test score identified in Item #43A. If the date is unknown, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

Item #43D    Reading TSI Initial Assessment Type.  Enter the appropriate response from the list below for the initial test score identified in Item #43A. If the student qualifies for an exemption, the "9" value may be appropriate. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

0.    Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A, or as noted above)
1.    THEA/TASP
2.    COMPASS
3.    ASSET
4.    MAPS (Report only tests taken on or before June 4, 2003)
5.    ACCUPLACER
6.    Stanford Achievement Test (for deaf students). Report only Reading Comprehension raw score in Item #43A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7.    Initial test taken at another institution (Report only if previous institution did not provide scores on transcript)
8.    Student was allowed to enroll but did not test during the reporting period
9.    Not applicable if exempted or waived

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Item #44A    Reading TSI Subsequent Assessment Highest Score.  If there is more than one
             testing occasion, enter the highest retake test score for reading. The score must
             match the type test identified in Item #44D. If the score is less than 3 digits, enter
             leading zeros. Enter '000' if the item is not applicable or null.

Item #44B    Reading TSI Subsequent Assessment Pass/Fail.  Enter the appropriate indicator
             showing whether the student met TSI requirements (see pages 2.3 and 2.4) with
             the retake test score identified in Item #44A.

             0.   Null (Report only for semesters after a student satisfies the TSI section and
                  qualifies to be reported with a date in Item #40B, or if a previous Texas public
                  institution code is reported in Item #40A, or as noted above)
             1.   Passed
             2.   Failed below the deviation
             3.   Not attempted
             4.   Failed at or above the deviation

Item #44C    Reading TSI Subsequent Assessment Date.  Enter all four digits of the year, the
             month, and day (YYYYMMDD) of the retake test score identified in Item #44A. If
             the date is unknown or a retake has not been taken, enter '00000000'. If the month
             and year are known but the specific day of the test is not known, enter a default
             day of the 15th.

Item #44D    Reading TSI Subsequent Assessment Type.  Enter the appropriate response from
             the list below for the retake test score identified in Item #44A. If the student
             qualifies for an exemption, the "9" value may be appropriate.

             0.   Null (Report only for semesters after a student satisfies the TSI section and
                  qualifies to be reported with a date in Item #40B, or if a previous Texas public
                  institution code is reported in Item #40A, or as noted above)
             1.   THEA/TASP
             2.   COMPASS
             3.   ASSET
             4.   MAPS (Report only tests taken on or before June 4, 2003)
             5.   ACCUPLACER
             6.   Stanford Achievement Test (for deaf students). Report only Reading
                  Comprehension raw score in Item #48A. Do not report the Study Skills score.
                  (Report only tests taken on or before August 31, 2003)
             7.   Retest taken at another institution (Report only if previous institution did not
                  provide scores on transcript)
             8.   Student was enrolled but did not retest during the reporting period
             9.   Not applicable if exempted or waived

**READING COURSE SECTION**:  Include only the student's attempts at this institution of the
general education core curriculum courses containing the objectives and content of the
intellectual core competencies for reading. In the semesters after a student is reported with a
grade of A, B, or C in Item #45B and a date in Item #45A, zero fill all Items in this section.

Item #45A    CB-Approved College-Level Reading Course Success Date.  Enter the year and semester (YYYYS) when the student is awarded a grade of A, B, or C for the first time in the course identified in Item #45B. Report a code of '00000' for all subsequent reporting periods. Enter a code of '00000' until the student is reported with a grade of A, B, or C for the first time.

|  | |
|---|---|
| Year: | Semester: |
| Enter all four digits | 1.    Fall |
| of the calendar year | 2.    Spring |
| of the reporting period. | 3.    Summer I |
|  | 4.    Summer II |

Item #45B    CB-Approved College-Level Reading Course Grade.  Enter the appropriate response from the list below. If no attempt occurred this semester, report a code of '7'. If the first attempt occurred this semester, report the grade. For any subsequent attempt, when the prior grade was not an A, B, or C, report  the subsequent grade. In the semesters after a grade of A, B, or C is reported for the first time, report a code of '0' for all subsequent reporting periods. If two or more attempts occur in the same reporting period, report only one grade for this item.

0.    Null (Report only for semesters after a student is reported with a grade of A, B, or C in Item #45B and a date in Item #45A)
1.    A
2.    B
3.    C
4.    D
5.    F/No Credit
6.    Credit
7.    Not attempted this semester
8.    Incomplete
9.    Withdrawn/Quit

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DATA PROCESSING RECORD LAYOUT

|  |  | Beginning Position | Length |
|---|---|---|---|
| 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 | Non-Disclosure – Numeric | 22 | 1 |
| Item #7 | Gender - Alpha | 23 | 1 |
| Item #8 | Ethnic Origin - Numeric | 24 | 1 |
| Item #9 | Date of Birth - Numeric - YYYYMMDD | 25 | 8 |
| Item #10 | Semester Credit Hours Attempted - Leading zeros | 33 | 3 |
| Item #11 | Grade Points Earned - Right justified, leading zeros | 36 | 3 |
| Item #12 | Semester Hours in Math Developmental Ed – Numeric | 39 | 2 |
| Item #13 | Semester Hours in Writing Developmental Ed - Numeric | 41 | 2 |
| Item #14 | Semester Hours in Reading Developmental Ed - Numeric | 43 | 2 |
| Items #15-19 | Unused (no positions reserved in the record) | | |
| Item #20A | Math TSI Satisfaction at Previous Institution – Numeric | 45 | 6 |
| Item #20B | Math TSI Satisfaction Date - Numeric | 51 | 5 |
| Item #21 | Math TSI Obligation - Numeric | 56 | 1 |
| Item #22A | Math TSI Exemption/Waiver Date - Numeric | 57 | 5 |
| Item #22B | Math TSI Exemption/Waiver Status - Alphanumeric | 62 | 1 |
| Item #23A | Math TSI Initial Assessment Score - Numeric | 63 | 3 |
| Item #23B | Math TSI Initial Assessment Pass/Fail - Numeric | 66 | 1 |
| Item #23C | Math TSI Initial Assessment Date – Numeric | 67 | 8 |
| Item #23D | Math TSI Initial Assessment Type - Numeric | 75 | 1 |
| Item #24A | Math TSI Subsequent Assessment Highest Score - Numeric | 76 | 3 |
| Item #24B | Math TSI Subsequent Assessment Pass/Fail – Numeric | 79 | 1 |
| Item #24C | Math TSI Subsequent Assessment Date – Numeric | 80 | 8 |
| Item #24D | Math TSI Subsequent Assessment Type – Numeric | 88 | 1 |
| Item #25A | College-Level Mathematics Course Success Date - Numeric | 89 | 5 |
| Item #25B | College-Level Mathematics Course Grade - Numeric | 94 | 1 |
| Item #26-29 | Unused (no positions reserved in the record) | | |
| Item #30A | Writing TSI Satisfaction at Previous Institution - Numeric | 95 | 6 |
| Item #30B | Writing TSI Satisfaction Date - Numeric | 101 | 5 |
| Item #31 | Writing TSI Obligation - Numeric | 106 | 1 |
| Item #32A | Writing TSI Exemption/Waiver Date - Numeric | 107 | 5 |
| Item #32B | Writing TSI Exemption/Waiver Status – Alphanumeric | 112 | 1 |
| Item #33A | Writing TSI Initial Assessment Score - Numeric | 113 | 3 |
| Item #33B | Writing TSI Initial Assessment Pass/Fail - Numeric | 116 | 1 |
| Item #33C | Writing TSI Initial Assessment Date – Numeric | 117 | 8 |
| Item #33D | Writing TSI Initial Assessment Type - Numeric | 125 | 1 |
| Item #34A | Writing TSI Subsequent Assessment Highest Score | 126 | 3 |
| Item #34B | Writing TSI Subsequent Assessment Pass/Fail – Numeric | 129 | 1 |
| Item #34C | Writing TSI Subsequent Assessment Date – Numeric | 130 | 8 |

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|  |  | Beginning Position | Length |
|---|---|---|---|
| Item #34D | Writing TSI Subsequent Assessment Type – Numeric | 138 | 1 |
| Item #35A | College-Level Writing Course Success Date - Numeric | 139 | 5 |
| Item #35B | College-Level Writing Course Grade - Numeric | 144 | 1 |
| Item #36-39 | Unused (no positions reserved in the record) | | |
|  |  |  |  |
| Item #40A | Reading TSI Satisfaction at Previous Institution - Numeric | 145 | 6 |
| Item #40B | Reading TSI Satisfaction Date - Numeric | 151 | 5 |
| Item #41 | Reading TSI Obligation - Numeric | 156 | 1 |
| Item #42A | Reading TSI Exemption/Waiver Date - Numeric | 157 | 5 |
| Item #42B | Reading TSI Exemption/Waiver Status - Alphanumeric | 162 | 1 |
| Item #43A | Reading TSI Initial Assessment Score - Numeric | 163 | 3 |
| Item #43B | Reading TSI Initial Assessment Pass/Fail - Numeric | 166 | 1 |
| Item #43C | Reading TSI Initial Assessment Date – Numeric | 167 | 8 |
| Item #43D | Reading TSI Initial Assessment Type - Numeric | 175 | 1 |
| Item #44A | Reading TSI Subsequent Assessment Highest Score | 176 | 3 |
| Item #44B | Reading TSI Subsequent Assessment Pass/Fail – Numeric | 179 | 1 |
| Item #44C | Reading TSI Subsequent Assessment Date – Numeric | 180 | 8 |
| Item #44D | Reading TSI Subsequent Assessment Type – Numeric | 188 | 1 |
| Item #45A | College-Level Reading Course Success Date - Numeric | 189 | 5 |
| Item #45B | College-Level Reading Course Grade - Numeric | 194 | 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.

| ITEM NUMBER | | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|---|
| 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 '3' |
| 5. | Year | N/A | Must match value in header record |
| 6. | Non-Disclosure | N/A | Any value except '2' or '0' |
| 7. | Gender | N/A | Any value except 'M' or 'F' |
| 8. | Ethnic Origin | N/A | Any value except '1' thru '7' |
| 9. | Date of Birth | '00000000' | Month < '01' or > '12'; day < '01' or > '31'; year value that generates an age < 10 |
| 10. | SCH Attempted | Semester value > 022; Semester value < 001 | Any non-numerical values |
| 11. | Grade Points Earned | Semester value > 088; Semester value < 001 | Any non-numerical values Value > 4 times SCH |
| 12. | SCH in Math DE | Any value > '06' or = '00'; if value > '00' and Item #25B = '0' | Any value > '09' |
| 13. | SCH in Writing DE | Any value > '06' or = '00'; if value > '00' and Item #35B = '0' | Any value > '09' |
| 14. | SCH in Reading DE | Any value > '13' or = '00'; if value > '00' and Item #45B = '0' | Any value > '18' |
| | | Sum of Items #10, 12, 13, and 14 = 0 | |
| 15-19. | Unused | | |
| 20A/30A/40A. TSI Previous Inst. | | N/A | Invalid Texas public FICE code if not '000000'; if item #20B/30B/40B not = '99999' then valid FICE code is an error |

HRI Texas Success Initiative Report (CBM002)

| ITEM NUMBER | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|
| 20B/30B/40B.<br>TSI Satisfied Date | N/A | Semester value not = '1' thru '4' and valid 4-digit year, or value not = '00000' or '99999' |
| 21/31/41.<br>TSI Obligation | N/A | Any value except '1' or '3' thru '8' when item #20B/30B/40B = current date; or any value except '0' when item #20A/30A/40A = FICE or item #20B/30B/40B = previous date; or any value except '9' when item #20B/30B/40B = '00000'; value of '6', '7', or '8' when date in item #20B/30B/40B is earlier than fall 2003 |
| 22A/32A/42A.<br>TSI Exemption/Waiver Date | N/A | Not = '00000' or valid year with valid semester = '1' thru '4'; if item #22B/32B/42B not = '0' or '1' then value of '00000' is invalid; value not equal '0' when item #20B/30B/40B equal prior date or '99999' (transfer institution) |
| 22B/32B/42B.<br>TSI Exemption/Waiver Status | N/A | Any value except '2' thru '9' or 'A' when item #20B/30B/40B = current date and item #21/31/41 = '3'; or any value except '0' when item #20A/30A/40A = FICE or item #20B/30B/40B = previous date; or any value except '1' when item #20B/30B/40B = current date and item #21/31/41 = '1', '4' thru '8'; or any value except '1' when item #20B/30B/40B = '00000' and item #21/31/41 = '9' |

23A/33A/43A.
    TSI Initial Assessment Score
  Math Score

| | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|
| When Item #23D = '1' | N/A | THEA/TASP < 100 or > 300 |
| when Item #23D = '2' | | COMPASS < 15 or > 99 |
| when Item #23D = '3' | | ASSET < 23 or > 55 |
| when Item #23D = '4' | | MAPS < 601 or > 625 |

HRI Texas Success Initiative Report (CBM002)

| ITEM NUMBER | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|
| when Item #23D = '5' | | ACCUPLACER < 21 or > 120 |
| when Item #23D = '6' | | Stanford < 1 or > 118 |
| when Item #23D = '0', '7', '8', or '9' | | Any value except '000' |
| Writing  Score | | Item #33A = '000' when #33B not = '2' |
| When Item #33D = '1' | N/A | THEA/TASP < 100 or > 300 |
| when Item #33D = '2' | | COMPASS = 1 or > 8 |
| when Item #33D = '3' | | ASSET = 1 or > 8 |
| when Item #33D = '4' | | MAPS = 1 or > 8 |
| when Item #33D = '5' | | ACCUPLACER = 1 or > 8 |
| when Item #33D = '6' | | Stanford < 1 or > 60 |
| when Item #33D = '0', '7', '8', or '9' | | Any value except '000' |
| Reading Score | | |
| When Item #43D = '1' | N/A | THEA/TASP < 100 or > 300 |
| when Item #43D = '2' | | COMPASS < 18 or > 99 |
| when Item #43D = '3' | | ASSET < 23 or > 53 |
| when Item #43D = '4' | | MAPS < 101 or > 125 |
| when Item #43D = '5' | | ACCUPLACER < 20 or > 120 |
| when Item #43D = '6' | | Stanford < 1 or > 54 |
| when Item #43D = '0', '7', '8', or '9' | | Any value except '000' |
| 23B/33B/43B. | | |
| TSI Initial Assessment Pass/Fail | N/A | Any value except '0' thru '4'; if item #20A/30A/40A = valid FICE then a value of '1', '2', '3', or '4' is an error; if item #20B/30B/40B is not = current report date then a value of '1' is an error; if item #20B/30B/40B = '00000' or = current date then a value of '0' is an error; if item #20B/30B/40B = previous date then a value of '2', '3', or '4' is an error; if item #23D/33D/43D = '1' (THEA) and test occasion is prior to 7/1/2004 and #23A/33A/43A = '0', then any value other than '2' |

HRI Texas Success Initiative Report (CBM002)

| ITEM NUMBER | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|
| 23C/33C/43C.<br>    TSI Initial Assessment Date | N/A | Value other than '00000000' or date with month > '12' or day > '31' or year > current year; if item #23B/33B/43B not = '0' or '3' then value of '00000000' is invalid; when any item #23C/33C/43C contains the earliest date (and the date is before 7/1/2004) and the corresponding item #23D/33D/43D = '1', the other items #23D/33D/43D not = '1' is an error |
| 23D/33D/43D.<br>    TSI Initial Assessment Type | N/A | Any value except '0' thru '9'; if item #23B/33B/43B not = '0' then value of '0' is invalid; if item #23B/33B/43B not = '3' then a value of '8' or '9' is invalid; if item #23B/33B/43B not = '1', '2', or '4' then a value of '1' - '7' is invalid |
| 24A/34A/44A.<br>    TSI Subsequent Assessment<br>    Highest Score | | |
| Math Score | | |
| When Item #24D = '1' | N/A | THEA/TASP < 100 or > 300 |
| when Item #24D = '2' | | COMPASS < 15 or > 99 |
| when Item #24D = '3' | | ASSET < 23 or > 55 |
| when Item #24D = '4' | | MAPS < 601 or > 625 |
| when Item #24D = '5' | | ACCUPLACER < 21 or > 120 |
| when Item #24D = '6' | | Stanford < 1 or > 118 |
| when Item #24D = '0', '7',<br>    '8', or '9' | | Any value except '000' |
| Writing Score | | |
| When Item #34D = '1' | N/A | THEA/TASP < 100 or > 300 |
| when Item #34D = '2' | | COMPASS = 1 or > 8 |
| when Item #34D = '3' | | ASSET = 1 or > 8 |
| when Item #34D = '4' | | MAPS = 1 or > 8 |
| when Item #34D = '5' | | ACCUPLACER = 1 or > 8 |
| when Item #34D = '6' | | Stanford < 1 or > 60 |
| when Item #34D = '0', '7',<br>    '8', or '9' | | Any value except '000' |
| When objective part taken<br>    but essay not taken | | Item #34A = '000' and #33C = '00000000' and #33B = '2' |

HRI Texas Success Initiative Report (CBM002)

| ITEM NUMBER | QUESTIONABLE VALUE | ERROR VALUE |
|---|---|---|
| Reading Score | | |
| When Item #44D = '1' | N/A | THEA/TASP < 100 or > 300 |
| when Item #44D = '2' | | COMPASS < 18 or > 99 |
| when Item #44D = '3' | | ASSET < 23 or > 53 |
| when Item #44D = '4' | | MAPS < 101 or > 125 |
| when Item #44D = '5' | | ACCUPLACER < 20 or > 120 |
| when Item #44D = '6' | | Stanford < 1 or > 54 |
| when Item #44D = '0', '7', '8', or '9' | | Any value except '000' |
| 24B/34B/44B. | | |
| TSI Subsequent Assessment Pass/Fail | N/A | See item #23B/33B/43B |
| 24C/34C/44C. | | |
| TSI Subsequent Assessment Date | N/A | Value other than '00000000' or date with month > '12' or day > '31' or year > current year; if item #24B/34B/44B not = '0' or '3' then value of '00000000' is invalid |
| 24D/34D/44D. | | |
| TSI Subsequent Assessment Type | N/A | See item #23D/33D/43D |
| 25A/35A/45A. | | |
| College-Level Course Success Date | N/A | Value not = '00000' or current date |
| 25B/35B/45B. | | |
| College-Level Course Grade | If value = '0' and Item #23B/33B/43B = '2', '3', or '4' | Value not equal '0' thru '9'; if item #25A/35A/45A not = '00000' then values of '0' and '4' thru '9' are invalid; if item #25A/35A/45A not = current date then values of '1', '2', or '3' are invalid |

REPORTING EXAMPLES

Items #1 through #11 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 and Reading sections, but are applicable to all sections.

1a.  In fall 2003, a student failed initial Math section of the THEA test but passed the other 2 sections. The student enrolled in a developmental course in math and also made a 'D' in a core course in math and a 'C' in a core course in reading:

| | | | |
|---|---|---|---|
| Item #12   = 03 | Item #23A = 220 | Item #24A = 000 | Item #25A = 00000 |
| Item #20A = 000000 | Item #23B = 4 | Item #24B = 3 | Item #25B = 4 |
| Item #20B = 00000 | Item #23C = 20030813 | Item #24C = 00000000 | |
| Item #21   = 9 | Item #23D = 1 | Item #24D = 8 | |
| Item #22A = 00000 | | | |
| Item #22B = 1 | | | |

| | | | |
|---|---|---|---|
| Item #14   = 00 | Item #43A = 230 | Item #44A = 000 | Item #45A = 20031 |
| Item #40A = 000000 | Item #43B = 1 | Item #44B = 3 | Item #45B = 3 |
| Item #40B = 20031 | Item #43C = 20030813 | Item #44C = 00000000 | |
| Item #41   = 1 | Item #43D = 1 | Item #44D = 8 | |
| Item #42A = 00000 | | | |
| Item #42B = 1 | | | |

1b.  In spring 2004 the student above did not attempt a developmental or core course in Math. Reading was satisfied in a prior term:

| | | | |
|---|---|---|---|
| Item #12   = 00 | Item #23A = 220 | Item #24A = 000 | Item #25A = 00000 |
| Item #20A = 000000 | Item #23B = 4 | Item #24B = 3 | Item #25B = 7 |
| Item #20B = 00000 | Item #23C = 20030813 | Item #24C = 00000000 | |
| Item #21   = 9 | Item #23D = 1 | Item #24D = 8 | |
| Item #22A = 00000 | | | |
| Item #22B = 1 | | | |

| | | | |
|---|---|---|---|
| Item #14   = 00 | Item #43A = 000 | Item #44A = 000 | Item #45A = 00000 |
| Item #40A = 000000 | Item #43B = 0 | Item #44B = 0 | Item #45B = 0 |
| Item #40B = 20031 | Item #43C = 00000000 | Item #44C = 00000000 | |
| Item #41   = 0 | Item #43D = 0 | Item #44D = 0 | |
| Item #42A = 00000 | | | |
| Item #42B = 0 | | | |

HRI Texas Success Initiative Report (CBM002)

1c.  The student above made a 'C' on the next core math course attempted in the summer term 2004 and satisfied the institution's math requirements for TSI. (Reading would be reported as described in Example 1b.)

Item #12   = 00           Item #23A = 220        Item #24A = 000        Item #25A = 20043
Item #20A = 000000    Item #23B = 4           Item #24B = 3           Item #25B = 3
Item #20B = 20043     Item #23C = 20030813  Item #24C = 00000000
Item #21   = 5            Item #23D = 1           Item #24D = 8
Item #22A = 00000
Item #22B = 1


2.   On the initial THEA test taken in August 2003, a student failed below the deviation standard in Math, but passed Reading. This is the third term (fall 2004) to report the student who was still in developmental education.

Item #12   = 03           Item #23A = 200        Item #24A = 000        Item #25A = 00000
Item #20A = 000000    Item #23B = 2           Item #24B = 3           Item #25B = 7
Item #20B = 00000     Item #23C = 20030813  Item #24C = 00000000
Item #21   = 9            Item #23D = 1           Item #24D = 8
Item #22A = 00000
Item #22B = 1


Item #14   = 00           Item #43A = 000        Item #44A = 000        Item #45A = 00000
Item #40A = 000000    Item #43B = 0           Item #44B = 0           Item #45B = 0
Item #40B = 20031     Item #43C = 00000000  Item #44C = 00000000
Item #41   = 0            Item #43D = 0           Item #44D = 0
Item #42A = 00000
Item #42B = 0


3.   A student is TSI exempt based on ACT scores and made an 'A' in first core math course and a 'B' in first core reading course in fall 2003.

Item #12   = 00           Item #23A = 000        Item #24A = 000        Item #25A = 20031
Item #20A = 000000    Item #23B = 3           Item #24B = 3           Item #25B = 1
Item #20B = 20031     Item #23C = 00000000  Item #24C = 00000000
Item #21   = 3            Item #23D = 9           Item #24D = 9
Item #22A = 20031
Item #22B = 3


Item #14   = 00           Item #43A = 000        Item #44A = 000        Item #45A = 20031
Item #40A = 000000    Item #43B = 3           Item #44B = 3           Item #45B = 2
Item #40B = 20031     Item #43C = 00000000  Item #44C = 00000000
Item #41   = 3            Item #43D = 9           Item #44D = 9
Item #42A = 20031
Item #42B = 3

4.  A student who qualified as a transfer from a private institution with satisfactory completion of college-level coursework did not attempt a core course in math this semester (fall 2003), but did in reading (earning of grade of 'B').

| | | | |
|---|---|---|---|
| Item #12  = 00 | Item #23A = 000 | Item #24A = 000 | Item #25A = 00000 |
| Item #20A = PARENT | Item #23B = 0 | Item #24B = 0 | Item #25B = 7 |
| Item #20B = 99999 | Item #23C = 00000000 | Item #24C = 00000000 | |
| Item #21  = 0 | Item #23D = 0 | Item #24D = 0 | |
| Item #22A = 00000 | | | |
| Item #22B = 0 | | | |

| | | | |
|---|---|---|---|
| Item #14  = 00 | Item #43A = 000 | Item #44A = 000 | Item #45A = 20031 |
| Item #40A = PARENT | Item #43B = 0 | Item #44B = 0 | Item #45B = 2 |
| Item #40B = 99999 | Item #43C = 00000000 | Item #44C = 00000000 | |
| Item #41  = 0 | Item #43D = 0 | Item #44D = 0 | |
| Item #42A = 00000 | | | |
| Item #42B = 0 | | | |

5.  A student completed TSI requirements at another institution (003304) prior to fall 2003 and made a 'B' in a core course in math and reading in fall 2003.

| | | | |
|---|---|---|---|
| Item #12  = 00 | Item #23A = 000 | Item #24A = 000 | Item #25A = 20031 |
| Item #20A = PARENT | Item #23B = 0 | Item #24B = 0 | Item #25B = 2 |
| Item #20B = 99999 | Item #23C = 00000000 | Item #24C = 00000000 | |
| Item #21  = 0 | Item #23D = 0 | Item #24D = 0 | |
| Item #22A = 00000 | | | |
| Item #22B = 0 | | | |

| | | | |
|---|---|---|---|
| Item #14  = 00 | Item #43A = 000 | Item #44A = 000 | Item #45A = 20031 |
| Item #40A = PARENT | Item #43B = 0 | Item #44B = 0 | Item #45B = 2 |
| Item #40B = 99999 | Item #43C = 00000000 | Item #44C = 00000000 | |
| Item #41  = 0 | Item #43D = 0 | Item #44D = 0 | |
| Item #42A = 00000 | | | |
| Item #42B = 0 | | | |

**Note:** Insert the school/college's parent FICE (Health Science Center's FICE) where PARENT is identified.

6.  A student transferred from another public institution (003304) but did not satisfy TSI Math obligation until the current semester at your institution. The student satisfied Reading on initial ASSET test and made an 'A' in a core reading course fall 2003.

    | | | | |
    |---|---|---|---|
    | Item #12   = 00 | Item #23A = 036 | Item #24A = 000 | Item #25A = 00000 |
    | Item #20A = 000000 | Item #23B = 4 | Item #24B = 3 | Item #25B = 0 |
    | Item #20B = 20031 | Item #23C = 20030606 | Item #24C = 00000000 | |
    | Item #21   = 8 | Item #23D = 3 | Item #24D = 8 | |
    | Item #22A = 00000 | | | |
    | Item #22B = 1 | | | |

    | | | | |
    |---|---|---|---|
    | Item #14   = 00 | Item #43A = 000 | Item #44A = 000 | Item #45A = 20031 |
    | Item #40A = 003304 | Item #43B = 0 | Item #44B = 0 | Item #45B = 1 |
    | Item #40B = 99999 | Item #43C = 00000000 | Item #44C = 00000000 | |
    | Item #41   = 0 | Item #43D = 0 | Item #44D = 0 | |
    | Item #42A = 00000 | | | |
    | Item #42B = 0 | | | |

7.  A student previously satisfied all TSI obligations and made a 'C' or higher on first core course in each area in the prior semester at your institution.

    | | | | |
    |---|---|---|---|
    | Item #12   = 00 | Item #23A = 000 | Item #24A = 000 | Item #25A = 00000 |
    | Item #20A = 000000 | Item #23B = 0 | Item #24B = 0 | Item #25B = 0 |
    | Item #20B = 20033 | Item #23C = 00000000 | Item #24C = 00000000 | |
    | Item #21   = 0 | Item #23D = 0 | Item #24D = 0 | |
    | Item #22A = 00000 | | | |
    | Item #22B = 0 | | | |

    | | | | |
    |---|---|---|---|
    | Item #14   = 00 | Item #43A = 000 | Item #44A = 000 | Item #45A = 00000 |
    | Item #40A = 000000 | Item #43B = 0 | Item #44B = 0 | Item #45B = 0 |
    | Item #40B = 20033 | Item #43C = 00000000 | Item #44C = 00000000 | |
    | Item #41   = 0 | Item #43D = 0 | Item #44D = 0 | |
    | Item #42A = 00000 | | | |
    | Item #42B = 0 | | | |

HRI Texas Success Initiative Report (CBM002)

SUMMARY OF STUDENT DATA METHODOLOGY


1.  TSI SATISFACTION DATE – Items #21/31/41 and #20B/30B/40B are summarized as follows:

    Not Satisfied – Obligation equal '9' and Satisfaction Date equal '00000'

    Satisfied at Previous Institution – Obligation equal '0' and Satisfaction Date equal '99999'

    Current Semester – Obligation equal '1'-'8' and Satisfaction Date equal Reporting Period and Year

    Previous Semester in Current Academic Year – Obligation equal '0' and Satisfaction Date equal to current academic year and prior to Reporting Period and Year

    Previous Academic Year – Obligation equal '0' and Satisfaction Date prior to current academic year

2.  CURRENT SEMESTER (DUPLICATIVE) – Items #20B/30B/40B, #22A/32A/42A, #23C/33C/43C, #24C/34C/44C, #12/13/14, and #25A/35A/45A are summarized as follows:

    Previously Satisfied – Satisfaction Date prior to Reporting Period and Year or equal '99999'

    Exemption/Waiver Granted – Exemption/Waiver Date equal Reporting Period and Year

    Initial Assessment Attempted – Initial Assessment Date within Reporting Period and Year

    Subsequent Assessment Attempted – Subsequent Assessment Date within Reporting Period and Year

    Developmental Ed Attempted – Semester Hours in Developmental Ed greater than zero

    TSI Satisfaction - Satisfaction Date equal Reporting Period and Year

    College-Level Course Success - Course Success Date equal Reporting Period and Year


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

## HRI Texas Success Initiative Report (CBM002)

```
CBM002 SUMMARY OF TSI STUDENT DATA FROM    DATE: 05/11/2004
TEXAS COMMUNITY COLLEGE          003304          FALL 2003


GENDER
      MALE                          1,002
      FEMALE                        1,102
         TOTAL                      2,104


ETHNICITY
      WHITE                         1,399
      BLACK                           150
      HISPANIC                        350
      ASIAN OR PACIFIC ISLANDER        25
      AMERICAN INDIAN                   2
      INTERNATIONAL                   175
      UNKNOWN                           3
         TOTAL                      2,104


REQUESTED NON-DISCLOSURE               2

TSI EXEMPTION/WAIVER STATUS         MATH    WRITING    READING
      PREVIOUSLY SATISFIED           222       222        222
      NOT QUALIFIED FOR EITHER     1,318     1,318      1,318
      WAIVER BASED ON LEVEL ONE CERT 275       275        275
      EXEMPTION BASED ON ACT         110       110        110
      EXEMPTION BASED ON SAT          85        85         85
      EXEMPTION BASED ON TAAS/TAKS    27        27         27
      EXEMPTION BASED MILITARY SERV   20        20         20
      EXEMPTION BASED ON TRANSFER      7         7          7
      PREVIOUS TASP EXEMPTION          0         0          0
      EXEMPTION BASED ON EARNED DEGREE 40        40         40
      WAIVER BASED ON DUAL CREDIT      0         0          0
         TOTAL                     2,104     2,104      2,104


INITIAL ASSESSMENT TYPE             MATH    WRITING    READING
      PREVIOUSLY SATISFIED           222       222        222
      THEA/TASP                    1,252     1,252      1,252
      COMPASS                          0         0          0
      ASSET                           52        52         52
      MAPS                             0         0          0
      ACCUPLACER                       0         0          0
      STANFORD ACHIEVE TEST            1         1          1
      ANOTHER INSTITUTION             13        13         13
      NOT TESTED                       0         0          0
      EXEMPTED/WAIVED                564       564        564
         TOTAL                     2,104     2,104      2,104

INITIAL ASSESSMENT PASS/FAIL        MATH    WRITING    READING
      PREVIOUSLY SATISFIED           222       222        222
      PASSED                         540       540        540
      FAILED BELOW DEVIATION         578       578        578
      NOT ATTEMPTED                  564       564        564
      FAILED AT OR ABOVE DEVIATION   200       200        200
         TOTAL                     2,104     2,104      2,104
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HRI Texas Success Initiative Report (CBM002)

```
CBM002 SUMMARY OF TSI STUDENT DATA FROM    DATE: 05/11/2004
TEXAS COMMUNITY COLLEGE           003304       FALL 2003  Page 2


SUBSEQUENT ASSESSMENT TYPE                MATH    WRITING    READING
        PREVIOUSLY SATISFIED              222      222        222
        THEA/TASP                         452      452        452
        COMPASS                             0        0          0
        ASSET                             113      113        113
        MAPS                                0        0          0
        ACCUPLACER                          0        0          0
        STANFORD ACHIEVE TEST               0        0          0
        ANOTHER INSTITUTION                13       13         13
        NOT TESTED                        740      740        740
        EXEMPTED/WAIVED                   564      564        564
           TOTAL                        2,104    2,104      2,104


SUBSEQUENT ASSESSMENT PASS/FAIL           MATH    WRITING    READING
        PREVIOUSLY SATIFIED               222      222        222
        PASSED                            200      200        200
        FAILED BELOW DEVIATION            178      178        178
        NOT ATTEMPTED                   1,304    1,304      1,304
        FAILED AT OR ABOVE DEVIATION      200      200        200
           TOTAL                        2,104    2,104      2,104


DEVELOPMENTAL SCH                        2,334    2,334      2,334


TSI OBLIGATION SATISFACTION               MATH    WRITING    READING
        PREVIOUSLY SATISFIED              222      222        222
        BASED ON INITIAL TEST             540      540        540
        BASED ON EXEMPTION/WAIVER         564      564        564
        BASED ON RETAKE OF TEST           200      200        200
        BASED ON NON-DE COURSEWORK          3        3          3
        BASED ON DEVELOPMENT ED            15       15         15
        INSTITUTIONAL ASSESSMENT           16       16         16
        OTHER INDICATORS OF READINESS      17       17         17
        NOT MET                           527      527        527
           TOTAL                        2,104    2,104      2,104


GRADES IN FIRST COLLEGE LEVEL COURSE      MATH    WRITING    READING
        PREVIOUS A, B, OR C               111      111        111
        A                                 275      275        275
        B                                 110      110        110
        C                                  85       85         85
        D                                  27       27         27
        F/NO CREDIT                        20       20         20
        CREDIT                              0        0          0
        NOT ATTEMPTED THIS SEMESTER     1,476    1,476      1,476
        INCOMPLETE                          0        0          0
        WITHDRAWN/QUIT                      0        0          0
           TOTAL                        2,104    2,104      2,104


TSI SATISFACTION DATE                     MATH    WRITING    READING
        NOT SATISFIED                     527      527        527
        SATISFIED AT PREVIOUS INSTITUTION  22       22         22
        CURRENT SEMESTER                1,355    1,355      1,355
        PREVIOUS SEM IN CURRENT ACAD YR     0        0          0
        PREVIOUS ACADEMIC YEAR            200      200        200
           TOTAL                        2,104    2,104      2,104
```

HRI Texas Success Initiative Report (CBM002)

```
CBM002 SUMMARY OF TSI STUDENT DATA FROM    DATE: 05/11/2004
TEXAS COMMUNITY COLLEGE         003304      FALL 2003  Page 3

CURRENT SEMESTER (DUPLICATIVE)         MATH    WRITING    READING
     PREVIOUSLY SATISFIED               222       222        222
     EXEMPTION/WAIVER GRANTED           564       564        564
     INITIAL ASSESSMENT ATTEMPTED     1,318     1,318      1,318
     SUBSEQUENT ASSESSMENT ATTEMPTED    578       578        578
     DEVELOPMENTAL ED ATTEMPTED         778       778        778
     TSI SATISFACTION                 1,355     1,355      1,355
     COLLEGE LEVEL COURSE SUCCESS       470       470        470
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NOTE: The numbers above are repeated for each subject area for simplicity only, and
      will not necessarily be the same in an actual report.
```

FACULTY REPORT
CBM008

       The purpose of this report is to collect data on each person who is an employee of the institution who is paid a salary or receives benefits associated with the institution, and who has any type of faculty appointment, regardless of their source of funds or their assignment, during the year. Submit all such persons who are on the payroll of the institution as of October 1. Include research faculty, librarians, and administrators if they have faculty titles. Do not include student assistants, laboratory assistants, and graders whose duties are limited to grading, clerical functions, store keeping, and preparations of class or laboratory or other subordinate functions. The report will include the annual budgeted salary or benefit for the employee and be due on October 15 each year.

INSTRUCTIONS FOR FACULTY REPORT

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

Item #2   Institution Code. Enter the FICE Code of the Health Science Center. See Appendix A.

Item #3   Faculty Identification Number. Enter the social security number of the faculty member.

Item #4   Last Name. Enter the faculty member's last name.

Item #5   First Name Initial. Enter the initial of the faculty member's first name.

Item #6   Middle Name Initial. Enter the initial of the faculty member's middle name.

Item #7   Rank. Enter the code indicating the highest academic rank of the faculty member.

Rank	Definition
1. Professor	Include only faculty on tenure track or with tenure at your institution.
2. Associate Professor	Include only faculty on tenure track or with tenure at your institution.
3. Assistant Professor	Include only faculty on tenure track or with tenure at your Institution.
4. Instructor	Include all faculty on tenure track or with tenure at your institution who do not hold the rank of assistant professor, associate professor, or professor.
5. Other faculty	Includes faculty without tenure and not on tenure track including, but not limited to, adjunct, special, clinical, visiting, emeritus, and lecturer at your institution. Also include faculty with tenure or on tenure track from another institution.
6. Teaching Assistant	A graduate student who is teaching and/or assists a faculty member in teaching a class or laboratory. Exclude those who only serve as graders or who are included in one of the categories above.

Item #8   Tenure. Use the institution's criteria or requirements to determine tenure status.

       0.   Non-tenured
       1.   Tenured
       2.   On tenure track

HRI Faculty Report (CBM008)

Item #9   Gender. Enter the appropriate code indicating the gender of the faculty member.

                   M = Male   F = Female

Item #10   Unused

Item #11   Ethnic Origin. Enter the code indicating the ethnic origin of the faculty member.

                   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
               faculty member has not selected a racial/ethnic designation and the institution finds
               it impossible to place the faculty member in one of the categories during
               verification processes.

Item #12   Date of Birth. Enter the year and month in which the faculty member was born in
               the YYYYMM format where

               YYYY = Century and Year; MM = Month; If unknown enter '000000'.

Item #13   Percent of Time. Enter the faculty member's percent of time, in relation to a full or
               normal workload at the institution, for each appointment (Items #13A-E) during the
               reporting period. Each institution has a policy that determines a full or normal
               workload (example, 12 semester credit hours, four classes, etc.). For multiple
               assignments, apportion the percent of time according to the contracted or required
               duties. The total percent time must never exceed 100 percent.

               NOTE: In this report the appointments are associated with a specific Item #13A-E
                       so the appointment code will not be entered, only the percent of time.

Item #13A is related to the Instruction function:

Item #13A   Appointment 01 Percent. Instruction: Direct instructional activities which include
               interaction with students related to instruction, preparation for such instruction, and

evaluation of student performance. Also include administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc., and any other professional assignments which an institution considers to be directly related to the teaching function.

Appointments related to functions other than Instruction:

Item #13B   Appointment 03 Percent. Patient Care: Faculty assignments for activities specifically organized for patient care.

Item #13C   Appointment 11 Percent. Academic Support: Assignments include activities in the offices of academic and graduate deans; directors of major teaching department groupings like colleges, schools, or divisions; and librarians. Not included are the offices of the heads of teaching departments which are included in Item #13A.

Item #13D   Appointment 12 Percent. Research: Faculty assignments for activities specifically organized to produce research outcomes.

Item #13E   Appointment 13 Percent. Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations: Activities associated with admissions and registration, financial aid, student affairs, executive direction and control, business and fiscal management, personnel, administrative data processing, campus security, purchasing, physical plant administration, and auxiliary enterprise operations.

Item #14   Salary. Enter the annual budgeted salary and supplements (non-fringe benefits) of the faculty member based on the source of funds as identified in Items #14A thru #14X. Each amount must be entered in whole dollars, right justified, with leading zeros.

Item #14A   State Appropriations. Enter all funds from state appropriations including special items, whether funded by general revenue or other educational and general income.

Item #14D   Designated. Enter funds arising from sources that have been designated by the Board or management to be used for specific purposes. This fund distinguishes such internally designated funds from externally restricted funds as well as other current funds. Physician practice plan funds and revolving and clearing accounts are also included in this fund group.

Item #14R   Restricted. Enter funds available for current purposes, the use of which has been restricted by outside agencies or persons.

Item #14X   Auxiliary Enterprises. Enter funds for activities which furnish a service to students, faculty, or staff for which charges are made that are directly related to the cost of the service such as residence halls, bookstores, intercollegiate athletics, etc.

Item #14Z   Unused

HRI Faculty Report (CBM008)

NOTE: For the purposes of this report, annual salaries are to be computed as follows:

Salary Computations:
1. Sum the percent of time assigned for all appointments (Items #13A-13E).
2. Sum the salary amounts for all funds (Items #14A-X).
3. Divide the total percent of time assigned for all appointments (step 1) into the sum of all salary amounts (step 2) giving a full-time equivalent (FTE) salary for all appointments.
4. Summarize the FTE salaries (results of step 3) of ONLY the faculty who have percents of time assigned to appointment 01.
5. Tally all faculty with appointment code 01 where FTE salaries are greater than zero.
6. Divide the total faculty with appointment code 01 (results of step 5) into the total FTE salaries of faculty with 01 appointments (results of step 4) to yield the average FTE salaries.

Item #15   Appointment Length. Enter the number of months of the appointment. Enter a leading zero for an appointment of less than 10 months.

Item #16   New Hire. If the faculty member is full-time and is a "new hire" for the reporting semester, enter a '3'. The new hire code is reported only the first semester that it occurs. Do not include persons who have returned from sabbatical leave or full-time faculty with less than 9-10 month contracts. Enter zero if the person is not newly hired.

Item #17   Semester. Enter a '1' indicating the Fall semester.

Item #18   Year. Enter the calendar year in which the semester occurred. Use the YYYY format. Example, 2000.

Item #19   School or College. Enter the six-digit school or college identifier which may be the FICE code of the entity or may be a number assigned by the Coordinating Board. When the assignments of a faculty member involve more than one school or college, choose the one in which the faculty is most closely associated.

HRI Faculty Report (CBM008)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code – Always '8' - Numeric	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Faculty Identification Number - Numeric	8	9
Item #4	Last Name - Alpha	17	10
Item #5	First Name Initial - Alpha	27	1
Item #6	Middle Name Initial - Alpha or blank	28	1
Item #7	Rank - Numeric	29	1
Item #8	Tenure – '0', '1' or '2' - Numeric	30	1
Item #9	Gender – 'M' or 'F' – Alpha	31	1
Item #10	Unused	32	4
Item #11	Ethnic Origin - Numeric	36	1
Item #12	Date of Birth - YYYYMM - Numeric	37	6
Item #13A	Appointment 01 % - Numeric, zero fill	43	3
Item #13B	Appointment 03 % - Numeric, zero fill	46	3
Item #13C	Appointment 11 % - Numeric, zero fill	49	3
Item #13D	Appointment 12 % - Numeric, zero fill	52	3
Item #13E	Appointment 13 % - Numeric, zero fill	55	3
Item #14	Salary Fields - Right justified, no decimals		
Item #14A	State Appropriations - Numeric, zero fill	58	6
Item #14D	Designated - Numeric, zero fill	64	6
Item #14R	Restricted - Numeric, zero fill	70	6
Item #14X	Auxiliary Enterprises - Numeric, zero fill	76	6
Item #14Z	Unused	82	6
Item #15	Appointment Length- Numeric, zero fill	88	2
Item #16	New Hire – '3' or '0' - Numeric	90	1
Item #17	Semester – '1' – Numeric	91	1
Item #18	Year – YYYY – Numeric	92	4
Item #19	School or College – Numeric	96	6

QUESTIONABLE AND ERROR VALUES

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

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except '8'
2.	Institution Code	N/A	Must match value in header record and be on the list of valid FICE codes
3.	Faculty ID	N/A	Blank or special characters
4.	Last Name	Non-alphabetic	Numbers or spaces
5.	First Initial	N/A	Number or space
6.	Middle Initial	N/A	Number or special character
7.	Rank	N/A	Any value other than '1' thru '6'
8.	Tenure	N/A	Any value other than '0', '1', or '2'
9.	Gender	N/A	Any value other than 'M' or 'F'
10.	Unused	N/A	N/A
11.	Ethnic Origin	N/A	Any value other than '1' thru '7'
12.	Date of Birth	'000000'	Non-numerical data; month less than '01' or greater than '12'
13A-E.	Percent of Time	Value of 0	Non-numerical; sum of time for all appointments is greater than 100

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE

14A-X. Salary	Rank Salary
	      Less Greater
	      than than
	1 24,000 500,000
	2 24,000 400,000
	3,5 10,000 350,000
	4 3,200 150,000
	6 3,200 55,000
		Non-Numerical

14Z. Unused	N/A	N/A
15. Appointment Length	Value equal to '00'	Value greater than '12'
16. New Hire	N/A	Value other than '3' or '0'; not 100% assignment
17. Semester	N/A	Value other than '1'
18. Year	N/A	Non-numerical; must match header record
19. School or College	N/A	Must on the list of valid FICE codes

REPORTING EXAMPLES

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

1. Mary A. Jones, a professor of Clinical Medical Technology, is chairman of the Department of Medical Technology and also teaches Medical Lab Technology. Professor Jones is paid $62,000 for the 12-month period. Professor Jones's workload is distributed as follows: three fourths of her time in direct instructional activities and one-fourth as departmental chair. CBM008 would be coded:

Item #3	787676392
Item #4	Jones
Item #5	M
Item #6	A
Item #7	1
Item #8	1
Item #9	F
Item #10	blank
Item #11	1
Item #12	194405
Item #13A	100
Item #13B,C,D,E	000,000,000,000
Item #14A	062000
Item #14D,R,X	000000, 000000, 000000
Item #15	12
Item #16	0
Item #17	1
Item #18	2004
Item #19	000222

HRI Faculty Report (CBM008)

2. Professor John E. Smith, is chair of Health Services, teaches, and is involved with Patient Care 25% of his time. Professor Smith is paid $48,000 for the nine-month period. Professor Smith's workload is distributed as follows: three fourths of his time in direct instructional activities and one-fourth to Patient Care. CBM-008 would be coded:

Item #3	368927181
Item #4	Smith
Item #5	J
Item #6	E
Item #7	1
Item #8	1
Item #9	M
Item #10	blank
Item #11	1
Item #12	194003
Item #13A	075
Item #13B	025
Item #13C,D,E	000,000,000
Item #14A	048000
Item #14D,R,X	000000,000000,000000
Item #15	09
Item #16	0
Item #17	1
Item #18	2004
Item #19	000222

3. Dr. William E. Frederickson is a visiting teacher in the Department of Allied Health Science on special assignment as follows: Teaching - ten percent; Research - ninety percent. All of Dr. Frederickson's salary of $90,000 is paid from a federal grant. CBM008 should be coded:

Item #3	000000029
Item #4	Fredericks (only 10 characters allowed)
Item #5	W
Item #6	E
Item #7	5
Item #8	0
Item #9	M
Item #10	blank
Item #11	1
Item #12	194210
Item #13A	010
Item #13B,C	000,000
Item #13D	090
Item #13E	000
Item #14A,D	000000,000000
Item #14R	090000
Item #14X	000000
Item #15	10
Item #16	0
Item #17	1
Item #18	2004
Item #19	000222

4. Charles Martin has been hired to teach in the spring term, teaching half-time in occupational therapy and half-time in physical therapy, each of which is administered in separate departments. Assistant Professor Martin's nine-month salary of $42,000 is budgeted equally between the two departments. Choose the department with which Dr. Martin is most closely associated. CBM008 for the fall semester would be coded:

Item #3	452687912
Item #4	Martin
Item #5	C
Item #6	blank
Item #7	3
Item #8	1
Item #9	M
Item #10	blank
Item #11	1
Item #12	195108
Item #13A	050
Item #13B,C,D,E	000,000,000,000
Item #14A	021000
Item #14D,R,X	000000,000000,000000
Item #15	05
Item #16	3
Item #17	1
Item #18	2004
Item #19	000222

5. Associate Professor A. B. Jarrold is a full-time librarian who is teaching one class this semester in medical records. His eleven-month salary is $45,000. He receives no extra salary for teaching. CBM008 is coded:

Item #3	234567891
Item #4	JARROLD
Item #5	A
Item #6	B
Item #7	2
Item #8	1
Item #9	M
Item #10	blank
Item #11	2
Item #12	194702
Item #13A,B	000, 000
Item #13C	100
Item #13D,E	000, 000
Item #14A	045000
Item #14D,R,X	000000, 000000, 000000
Item #15	11
Item #16	0
Item #17	1
Item #18	2004
Item #19	000222

6. Dr. D. R. Frank is a Research Professional with an academic rank of assistant professor. During the fall semester she was conducting research 100 percent of her time. Her nine-month salary of $38,000 is from a federal grant. She also teaches a class in medical pharmacology, which is an overload, for which she is paid $2,500 from state appropriations. CBM008 is coded:

Item #3	888654321
Item #4	FRANK
Item #5	D
Item #6	R
Item #7	3
Item #8	2
Item #9	F
Item #10	blank
Item #11	1
Item #12	195706
Item #13A,B,C	000, 000, 000
Item #13D	100
Item #13E	000
Item #14A	002500
Item #14D	000000
Item #14R	038000
Item #14X	000000
Item #15	09
Item #16	0
Item #17	1
Item #18	2004
Item #19	000222

SUMMARY OF FACULTY DATA

NOTE: Error records are not included in the summary counts. There will be a report for each college/school and one summed for the health-related institution.

TOTAL FACULTY: The total faculty headcount is a summation of all CBM008 records.

GENDER: The headcount by gender summary is determined by 'M' or 'F' in Item #9.

ETHNIC ORIGIN: The ethnic summary is based on the Ethnic Origin code (Item #11).

FACULTY AGE: The faculty age distribution is calculated using the date of birth (Item #12) of the faculty member and the date of the beginning of the fall semester, which is considered September 1.

TENURE: The headcount by tenure is based on Item #8.

RANK: The headcount by rank summary is based on Item #7.

SALARIES BY SOURCE: These summaries are compiled from the values summed from Items #14A-X.

FACULTY FTE BY APPOINTMENT: Sum the percents from all faculty reported at the institution for each appointment code (Items #13A-E) and divide the results by 100.

HRI Faculty Report (CBM008)

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EDIT SUMMARY OF CBM008 FROM TEXAS HEALTH SCIENCE CENTER   003304   Fall 2004


                                 NORMAL RANGE    QUESTIONABLE   ERROR VALUES
ITEM 1     RECORD CODE                428             0             0
ITEM 2     INST. CODE                 428             0             0
ITEM 3     FACULTY ID                 428             0             0
ITEM 4     FACULTY LAST NAME          428             0             0
ITEM 5     FIRST INITIAL              428             0             0
ITEM 6     MIDDLE INITIAL             428             0             0
ITEM 7     RANK                       428             0             0
ITEM 8     TENURE                     428             0             0
ITEM 9     GENDER                     428             0             0
ITEM 10    UNUSED                     428             0             0
ITEM 11    ETHNIC ORIGIN              428             0             0
ITEM 12    DATE OF BIRTH              428             0             0
ITEM 13A   APPOINTMENT CODE 01 PERCENT 428            0             0
ITEM 13B   APPOINTMENT CODE 03 PERCENT 428            0             0
ITEM 13C   APPOINTMENT CODE 11 PERCENT 428            0             0
ITEM 13D   APPOINTMENT CODE 12 PERCENT 428            0             0
ITEM 13E   APPOINTMENT CODE 13 PERCENT 428            0             0
ITEM 14    SALARY BY SOURCE
ITEM 14A   STATE APPROPRIATED         428             0             0
ITEM 14D   DESIGNATED                 428             0             0
ITEM 14R   RESTRICTED                 428             0             0
ITEM 14X   AUXILIARY ENTERPRISES      428             0             0
ITEM 15    APPOINTMENT LENGTH         428             0             0
ITEM 16    NEW HIRE                   428             0             0
ITEM 17    SEMESTER                   428             0             0
ITEM 18    YEAR                       428             0             0
ITEM 19    SCHOOL OR COLLEGE          428             0             0


TOTAL CBM008 RECORDS PROCESSED           428

CONTROL TOTAL                            428
DISCREPANCY                                0
ERRORS IN PERCENT OF TIME NOT = 100        1
```

8.16

HRI Faculty Report (CBM008)

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SUMMARY OF FACULTY DATA FROM CBM008 REPORT
TEXAS HEALTH SCIENCE CENTER                003304    12/08/2004   Fall 2004


GENDER
      MALE                             289
      FEMALE                           131
            TOTAL                               420
ETHNIC ORIGIN
      WHITE,NON-HISPANIC               367
      BLACK,NON-HISPANIC                 6
      HISPANIC                          35
      ASIAN/PACIFIC ISLANDER            11
      AMERICAN INDIAN/ALASKAN NATIVE     1
      INTERNATIONAL                      0
      UNKNOWN OR NOT REPORTED            0
            TOTAL                               420
FACULTY AGE
      UNKNOWN                            4
      UNDER 20                           0
      20 - 30                           82
      31 - 40                          216
      41 - 50                           83
      51 - 60                           29
      61 - 65                            3
      OVER 65                            3
            TOTAL                               420
TENURE
      TENURED                           88
      NOT TENURED                      332
      ON TENURE TRACK                    0
            TOTAL                               420
RANK
      PROFESSORS                       103
      ASSOCIATE PROFESSORS              86
      ASSISTANT PROFESSORS             107
      INSTRUCTOR                        23
      TEACHING ASSISTANTS               30
      OTHER FACULTY                     71
            TOTAL                               420
SALARIES BY SOURCE                             FACULTY FTE APPOINTMENT
      STATE APPROPRIATED      3,146,781        01            325.31
      DESIGNATED                205,945        02             10.66
      RESTRICTED                610,671        11              6.75
      AUXILIARY                       0        12              0.00
                                               13              0.00
                                               TOTAL FTE    342.72
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HRI Faculty Report (CBM008)

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                          TEXAS HIGHER EDUCATION COORDINATING BOARD                              12/07/04
                                 UPDATE          EDIT OF CBM008 DATA
              Fall 2004                    TEXAS HEALTH SCIENCE CENTER     003304


_____
ITEMS       ITEM       ITEM   ITEMS                ITEMS 13                 ITEMS                                   ITEMS           REMARKS
1  2        3          4      5 6 7 8 9  10 11  12   A   B   C   D   E   14A     14D     14R    14X   15  16  17 18  19

8 003304 333553333 JONES G E 1 1 M 2295 1 192801 000 025 085 000 000 022593 000000 00000 00000 12   0   1 2004 000406 E   %GT100

                                                                   ***
8 003304 444774444 SMITH J   3 0 M 2315 1 197508 000 000 000 000 100 016713 000000 00000 00000 09   0   1 2004 000406 C   CHANGE

              ITEMS IN ERROR ARE INDICATED BY (*), QUESTIONABLE BY (-)
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GRADUATION REPORT
CBM009

This report will reflect degrees conferred during the fiscal year immediately preceding the fall semester in which the report is submitted. The initial report and any updates should be transmitted using the Electronic Data Transfer System.

Only degrees listed in the institution's Inventory of Approved Degree Programs are to be reported.

If a student is awarded more than one degree in a reporting period, enter separate records for each degree.

The CBM009 Appendix is extracted from the current Degree Program Inventory file. It contains (a) the degree designation to be reported, (b) the level, and (c) the CIP code of each program authorized by the Texas Higher Education Coordinating Board. The data submitted in Items #7, #8 and #9 of each CBM009 record correspond to (a), (b), and (c) above, and will be validated against the Degree Program Inventory file.

For the academic units, this report will include all students who have been awarded an Associate Degree or above during the fiscal year.

For the professional schools, this report will include all students who have been awarded a professional degree ('DDS', 'DO', 'MD', 'PharmD') during the fiscal year.

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 for students without a 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. An explanation of International is provided in Item #13 of the Student Report (CBM001).

                        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, the two digits of the month, and the day of birth for the student.

                        YYYY – Year   MM – Month   DD – Day

NOTE: The CBM009 Appendix containing the information for each institution regarding Items #7, #8, and #9 will be provided. ONLY the authorized degrees listed in the Appendix will be accepted. If your degree inventory is incomplete, you must communicate with the Universities and Health-Related Institutions Division.

Item #7   Degree Conferred. Enter the abbreviation of the degree (i.e., 'CER', 'BA', 'MS', 'PhD', 'DDS', 'DO', 'MD', 'PharmD') as it appears on the institution's CBM009 Appendix; left justified and space filled. The degree conferred for baccalaureate-level and graduate-level certificates will be identified with 'CER'. Do not include certificates that are awarded to continuing education students and to not include students who have taken courses toward their teacher certification.

Item #8   Level of Degree Conferred. (i.e., '1' - Associate, '2' - Baccalaureate, etc.) See CBM009 Appendix for level of degree. The level of the courses dictates the certificate level.

                        1.   Associate (Certificate only)
                        2.   Baccalaureate

      3.   Master's
      4.   Doctoral
      5.   Professional ('DDS', 'DO', 'MD', or 'PharmD')
      6.   Baccalaureate-Level Certificate
      8.   Graduate-Level Certificate

NOTE:

Baccalaureate-Level Certificate – An upper-level undergraduate certificate requiring completion of an organized program of study that includes 21-36 hours in disciplinary areas where the institution already offers an undergraduate degree program.

Graduate-Level Certificate – a graduate-level certificate that requires the completion of an organized program of study that includes 16-29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate. Use this code to identify the certificates that previously were coded '3'.

Item #9   Major. Enter the eight-digit CIP code in which the degree was earned. (See CBM009 Appendix for authorized CIP code of degree.) The CIP classification you will provide for baccalaureate-level and graduate-level certificates must be the same as the baccalaureate or graduate level degree program on the Program Inventory to which they support, unless the certificate program is on the Program Inventory.

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   School or College. Enter the six-digit school or college identifier which may be the FICE code of the entity or may be an assigned number by the Coordinating Board.

Item #13   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 #14   Month of Award. Enter the two-digit number for the month in which the award was conferred (e.g., '05' for May).

Item #15   Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

Item #16   First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

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

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record - Always '9' - Numeric	1	1
Item #2	Institution Identifier - FICE - Numeric	2	6
Item #3	Student Identification Number - Numeric	8	9
Item #4	Gender – 'M' or 'F' - Alpha	17	1
Item #5	Ethnic Origin - Numeric	18	1
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Degree Conferred - Left justified - Space filled, alpha	27	8
Item #8	Level of Degree Conferred - Numeric	35	1
Item #9	Major - Numeric	36	8
Item #10	Reporting Period - Always enter '1' - Numeric	44	1
Item #11	Year - YYYY - Numeric	45	4
Item #12	School or College - Numeric	49	6
Item #13	Non-Disclosure – Numeric	55	1
Item #14	Month of Award	56	2
Item #15	Last Name – Alpha	58	20
Item #16	First Name – Alpha	78	10
Item #17	Middle Name Initial – Alpha	88	1

QUESTIONABLE AND ERROR VALUES

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

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except '9'
2.	Institution code	N/A	Must match value in header record and be in list of valid FICE codes
3.	Student ID Number	Duplicate entries	Blank, special characters
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Ethnic Origin	N/A	Any value except '1' thru '7'
6.	Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data; month greater than '12' or less than '01', day greater than '31'
7.	Degree/Certificate	N/A	Must match institution's inventory of approved degree programs
8.	Level of Award	N/A	Must match institution's inventory of approved degree programs
9.	Major	N/A	Must match institution's inventory of approved degree programs
10.	Reporting Period	N/A	Any value except '1'
11.	Year	N/A	Must match value in header record
12.	School or College	N/A	Must be on list of valid FICE codes
13.	Non-Disclosure	N/A	Any value except '2' or '0'
14.	Month of Award	N/A	Any value other than '01' thru '12'
15.	Last Name	N/A	Blank, numerical
16.	First Name	N/A	Blank, numerical
17.	Middle Name Initial	N/A	Numerical

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

SUMMARY OF DEGREES CONFERRED DATA

HEADCOUNT: The headcount is a summation of non-duplicative CBM009 records.

TOTAL DEGREES: The total degrees is the summation of all CBM009 records.

GENDER: The headcount by gender summary is determined by 'M' or 'F' in Item #4.

AGE: The age distribution is calculated by subtracting the date of birth from September 1 of the fiscal year in which the data were collected.

ETHNIC ORIGIN: The headcount by ethnicity is determined by codes entered in Item #5.

DEGREE LEVEL: Headcount by degree level is determined by codes assigned in Item #8.

HRI Graduation Report (CBM009)

```
           CBM009 EDIT SUMMARY FROM TEXAS HEALTH SCIENCE CENTER

                                NORMAL RANGE    QUESTIONABLE    ERROR VALUES
   ITEM #1    RECORD CODE            500             0               0

   ITEM #2    INSTITUTION CODE       500             0               0

   ITEM #3    STUDENT ID             500             0               0

   ITEM #4    GENDER                 500             0               0

   ITEM #5    ETHNIC ORIGIN          500             0               0

   ITEM #6    DATE OF BIRTH          499             1               0

   ITEM #7    DEGREE CONFERRED       499             0               1

   ITEM #8    LEVEL DEGREE CONFERRED 500             0               0

   ITEM #9    MAJOR                  500             0               0

   ITEM #10   REPORTING PERIOD       500             0               0

   ITEM #11   YEAR                   500             0               0

   ITEM #12   SCHOOL OR COLLEGE      500             0               0

   ITEM #13   NON-DISCLOSURE         500             0               0

   ITEM #14   MONTH OF AWARD         500             0               0

   ITEM #15   LAST NAME              500             0               0

   ITEM #16   FIRST NAME             500             0               0

   ITEM #17   MIDDLE NAME INITIAL    500             0               0

   TOTAL CBM009 RECORDS PROCESSED    500

   CONTROL DATA                      500

   DISCREPANCY                         0

   NUMBER OF DUPLICATE RECORDS         5
```

HRI Graduation Report (CBM009)

```
TEXAS HIGHER EDUCATION COORDINATING BOARD
HR-CBM009 SUMMARY OF DEGREES CONFERRED DATA FROM
TEXAS HEALTH SCIENCE CENTER             003304

STUDENT HEADCOUNT
  TOTAL STUDENTS                  495
      DUPLICATES                    5
          TOTAL DEGREES                      500
GENDER
  MALE                            248
  FEMALE                          247
      TOTAL                                  495

AGE
  UNDER 17                          0
  18                                0
  19-21                            25
  22-24                           325
  25-30                            45
  31-35                            50
  36-50                            25
  51-64                            25
  65 AND OVER                       0
  AVERAGE AGE     23.2
      TOTAL                                  495

ETHNIC ORIGIN
  WHITE                           299
  BLACK                             9
  HISPANIC                         99
  ASIAN                            33
  INDIAN                            5
  INTERNATIONAL                    50
  UNKNOWN                           0
      TOTAL
                                             495
DEGREE LEVEL
  ASSOCIATE                         0
  BACCALAUREATE                   300
  MASTERS                         150
  DOCTORAL                         50
  SPECIAL/PROFESSIONAL              0
  BACCALAUREATE-LEVEL CERTIFICATES  0
  GRADUATE-LEVEL CERTIFICATES       0
      TOTAL                                  500

NON-DISCLOSURE                      0
```

HRI Graduation Report (CBM009)

```
                    TEXAS HIGHER EDUCATION COORDINATING BOARD DATE   11/20/2004
                         2004 INITIAL EDIT OF HR-CBM009

ITEM     ITEM      ITEM    ITEM ITEM ITEM    ITEM   ITEM   ITEM     ITEM  ITEM  ITEM  ITEM  ITEM  ITEM  ITEM  ITEM
1        2         3       4    5    6       7      8      9        10    11    12    13    14    15    16    17

9      003304 777887777  F    4   19891002  BA     2    27010100   1   2004 0008553  2     05    DOE   JANE  A
                                  --------
            ITEMS IN ERROR ARE INDICATED BY (*), QUESTIONABLE BY (-)
```

9.9

FACILITIES ROOM INVENTORY REPORT
CBM011

This report will include distinctions for all types of space within a building and its intended design function. Room Type codes and Room Use codes are found in Appendices F and G, respectively. See Appendix I for a Glossary of Facilities Terms. The Appendices can be viewed at http://www.txhighereddata.org/ReportingManuals.cfm.

Basis for Classification

Information to code rooms according to architectural features can best be obtained by a visual inspection of each room, but may also be obtained from as-built drawings. The evaluation of a room's functional use should be based on the judgment of a departmental representative and/or facility planning or physical plant personnel who are familiar with the coding structure in this manual. A room's type, use, and function can change from one inventory, or audit date, to another and should be updated as needed to reflect the current room inventory. A room's type does not change until its basic design function has changed. Room Type code 060 can be used temporarily to reflect unassigned space while it is undergoing a conversion by remodeling.

Rooms to be Included

Room Type codes for cubicle space are regarded as Office Facilities (300) that can be assigned to academic, administrative, or service functions of an institution. Each defined workspace can be considered a room. Operations independent of an institution's mission are to be reported under Room Use codes 91 and 92. The Appendices to this manual includes Room Type codes for inventory circulation areas, building service, mechanical, and structural areas, which are classified as unassigned space.

Rooms Not to be Included

Residential rooms in a facility with Building Type codes 6 or 7 (Residence/Single and Residence/Family) need not be reported except for rooms used for non-residential purposes. Residential rooms in a facility with Building Type code 2 (Academic/Residence) need not be reported except for rooms within the building that are used for non-residential purposes. Space within a leased facility that is not used by the institution need not be reported. Covered play areas and covered walkways are not considered rooms.

Additions of Rooms

Report the additions of rooms whenever they are ready to be occupied for use. Submit a complete replacement of the file.

CIP Code and Room Usage Limitations

The CIP code is a required field within a room record that may be prorated up to three times, based on percent of use with different CIP codes, to precisely identify space being used by a particular discipline, department, and/or function. A six-digit CIP code corresponds to a single instructional program and its first two digits correspond to a group of instructional programs. If an exact CIP code can not be determined, assign the most accurate code available.

Academic CIP codes should not be used with Institutional Support room usage codes (60). These two areas are fundamentally different. Space for academic administration is Room Usage Academic Administration (46) and it must be combined with an Academic CIP, as in the case of the departments' headspace.

Descriptive information on specific NCES CIP codes can be obtained from the following NCES web address: http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165. The Coordinating Board has an index of the current and deleted NCES CIP codes on its web site at http://www.txhighereddata.org/Interactive/CIP/.

Basis for Room Measurement

Room dimensions are measured to the nearest tenth of a foot from interior wall surfaces to opposite interior wall surface, disregarding alcoves. Alcove dimensions are measured and reported separately; columns and projections should be ignored. See Appendix I, Room Measurements.

An alcove is measured between its sidewall surfaces and from its back wall surface to where the plane of the primary wall surface crosses the alcove opening. The room inventory file format only allows two sets of alcoves to be reported. If there are more than two alcoves in a room, the total area must be mathematically converted into two sets of alcove dimensions.

Function Codes

Primary Room Type/Design Use: Each room has one best Room Type code based on its exclusive or predominant design/use. Primary activity areas (Room Type codes) always end with "0". For a room that is used as an office (Room Type 310) and a research/non-class laboratory (Room Type 250), a single determination for primary activity should be made. It is recommended that primary be evaluated in terms of time, the human activity that focuses on use, rather than space. Room Type codes change when a room's predominant use or physical characteristics have been changed and/or remodeled.

Service Codes: Determine whether the existence of a particular room, with its specific design/function and use, is dependent upon or justified by another room (usually nearby) and its specific use. If a significant degree of dependency exists, an appropriate service code should be used. Support or service space is identified by Room Type codes ending with "5".

Prorations of Use

A room may be reported with up to three use/program area functions: primary, secondary, and/or remaining. Where a room serves several purposes or uses, it may be reported on the basis of time spent on each activity. Overall, the total percent of use/proration for primary, secondary, and remaining use must always total 100 percent. Only a room's use and program area may be prorated since Room Type cannot be prorated.

INSTRUCTIONS FOR FACILITIES ROOM INVENTORY REPORT

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

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

Item #3   Report Year. Enter all four digits of the calendar year in which the inventory
               occurs.

BUILDING IDENTIFICATION

Each room within a building should have a unique alpha or numeric code to identify the room
record. The building identification used to identify a room in this report must be the same as the
building identification used on the CBM005, Building and Room Report.

Item #4   Building Number. Enter the assigned building number.

Item #5   Room Number. Enter the assigned room number.

Item #6   Primary Use CIP Code. Enter the primary classification of an instructional program
               (CIP) code associated with this room. Use the first six digits of the codes listed in
               Appendix C.

Item #7   Unused.

Item #8   Room Type Code. Enter the room type code based on the room's exclusive or
               predominant design or use. See Appendix F.

Item #9   Primary Use Usage Code. Enter the primary usage code. See Appendix G.

Item #10   Primary Usage/CIP Percent. Enter the percentage of the primary CIP code
               reported in Item #6.   .

Item #11   Main Dimension L1. See Basis for Room Measurement on page 11.2.

Item #12   Main Dimension L2. See Basis for Room Measurement on page 11.2.

Item #13   Alcove 1 Dimension A1. See Basis for Room Measurement on page 11.2.

Item #14   Alcove 1 Dimension A2. See Basis for Room Measurement on page 11.2.

Item #15   Alcove 2 Dimension A1. See Basis for Room Measurement on page 11.2.

Item #16   Alcove 2 Dimension A2. See Basis for Room Measurement on page 11.2.

Item #17   Student Station Capacity. This is based on the number of occupants the room is
               designed to accommodate; only required of certain room types.

<u>HRI Facilities Room Inventory Report (CBM011)</u>

Item #18   <u>Secondary Use CIP Code</u>. Enter the secondary usage CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.

Item #19   <u>Unused</u>.

Item #20   <u>Secondary Use Usage Code</u>. Enter the secondary usage code. See Appendix G.

Item #21   <u>Secondary Usage/CIP Percent</u>. Enter the percentage of the secondary CIP code reported in Item #18.

Item #22   <u>Remaining Use CIP Code</u>. Enter the remaining usage CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.

Item #23   <u>Unused</u>.

Item #24   <u>Remaining Use Usage Code</u>. Enter the remaining usage code. See Appendix G.

Item #25   <u>Remaining Usage/CIP Percent</u>. Enter the percentage of the remaining CIP code reported in Item #22.

Item #26   <u>Record Identification</u>. Always enter '11'.

HRI Facilities Room Inventory Report (CBM011)

DATA PROCESSING RECORD LAYOUT

			Beginning Position	Length
Item #1	Record Code – Always 'R'		1	1
Item #2	Institution Code – FICE – Numeric		2	6
Item #3	Report Year – Numeric		8	4
Item #4	Building Number – Alphanumeric		12	4
Item #5	Room Number – Alphanumeric		16	7
Item #6	Primary Use CIP Code – Numeric		23	6
Item #7	Unused		29	2
Item #8	Room Type Code – Alphanumeric		31	3
Item #9	Primary Use Usage Code – Numeric		34	2
Item #10	Primary Usage/CIP Percent – Numeric		36	3
Item #11	Main Dimension L1 – Numeric		39	4
Item #12	Main Dimension L2 – Numeric		43	4
Item #13	Alcove 1 Dimension A1 – Numeric		47	3
Item #14	Alcove 1 Dimension A2 – Numeric		50	3
Item #15	Alcove 2 Dimension A1 – Numeric		53	3
Item #16	Alcove 2 Dimension A2 – Numeric		56	3
Item #17	Student Station Capacity – Numeric		59	4
Item #18	Secondary Use CIP Code – Numeric		63	6
Item #19	Unused		69	2
Item #20	Secondary Use Usage Code – Numeric		71	2
Item #21	Secondary Usage/CIP Percent – Numeric		73	3
Item #22	Remaining Use CIP Code – Numeric		76	6
Item #23	Unused		82	2
Item #24	Remaining Use Usage Code – Numeric		84	2
Item #25	Remaining Usage/CIP Percent – Numeric		86	3
Item #26	Record Identification – Always '11'		89	2

NON-ASSIGNABLE E&G SPACE CALCULATION

When determining the amount of assignable Educational and General space (E&G) square footage of a building, the following building, CIP, and/or room descriptions are excluded.

Building Condition 7	Mothballed facility currently excluded from routine operation and maintenance expense
Building Type 6 or 7	Residence, Single and Resident, Family
Building Type 8 or 9	Non-institutional Agency Buildings and Rental Property
Building Type R	Renovations that cause the entire building to be temporarily out of service
CIP 720000 – 739999	Intercollegiate Athletics and Support Facilities (food, health, housing, parking, retail, and child care services)
CIP 817500	Alumni Relations
CIP 850006 – 850021	Texas A&M University System Service Agencies (temporary)
CIP 999999	Unknown use by External Agencies with Room Usage 92
Room Type 523	Indoor Athletic Facilities Spectator Seating
Room Type 630 – 635	Food Facility and Food Facility Service
Room Type 660 – 665	Merchandising and Merchandising Service
Room Type 670 – 675	Recreation (non-athletic/PE) and Recreation Service
Room Type 750 – 755	Central Food Store and Central Food Store Service
Room Type 810 – 895 (unless with Room Usage 11, 12, 15, 21, or 22)	These room type codes include Health Care Facilities
Room type 910 – 970	Residential Facilities
Room Type 050 – 070	Inactive areas permanently or temporarily incapable of use
Room Type M10, U10, and W10	Men's, Unisex, and Women's public restrooms (non-assignable space)
Room Type WWW, XXX, YYY, and ZZZ	Circulation, Building Service, Mechanical or Structural Areas (non-assignable space)
Room Usage 02 – 07	Unassigned or non-assignable space necessary for the general

operation of a building (custodial, mechanical, mothballed, public restrooms, shell space, circulation area)

Room Usage 31 – 35   Public Service

Room Usage 42   Museums and Galleries

Room Usage 52   Social and Cultural Development outside the degree curriculum

Room Usage 55 – 57 (except with CIP 740000 – 745000)   Student Service (Student Auxiliary Service, Intercollegiate Athletics, Student Health/Medical Services)

Room Usage 65 – 66   Faculty and Staff Auxiliary Services and Alumni Records

Room Usage 91   Independent Operations/Institutional

Room Usage 92 (use CIP 999999 for unknown use)   Independent Operations/External Agencies

REPORTING EXAMPLES

1. Alcoves – *How is an alcove measured separately from the main room dimensions?*

    The main dimensions, L-1 and L-2, are measured from one wall surface to the other, disregarding alcoves. An alcove, by definition, is a recess into or beyond the primary wall surface. Alcove dimensions are measured between its sidewall surface and back wall surface to where the plane of the primary wall surface crosses the alcove opening.

    A room record has four data fields for two sets of alcoves. When more than two alcoves exist, the total area for all alcoves must be mathematically converted into two sets of dimensions. Here is an example of how to compute the dimensions of three alcoves:

Alcove	*A-1 x A-2*	*Area*
Alcove 1	13.6 x 3.2	43.5
Alcove 2	9.8 x 4.1	40.2
Alcove 3	12.2 x 3.5	42.7
	Total Area	126.4

    Divide the total area by two to determine a gross area (126.4 / 2 = 63.2) then report two sets of fictitious alcove dimensions:

    Alcove 1 = 2 x 31.6
    Alcove 2 = 2 x 31.6

2. Alumni offices and associations – *How is this space treated?*

    Institutions must maintain some form of alumni offices to keep records of graduates as required by accrediting agencies. This Room Usage is Alumni Records (66). When alumni offices also coordinate activities of an alumni association and direct fundraising campaigns, Room Usage is prorated Independent Operations/Institutional (91) and CIP is Alumni Relations (817500).

3. Chapels – *How are they coded?*

    A chapel is a devotional facility, and the Room Type is Assembly (610). Associated rooms are coded according to their actual Room Type, usually Office (310), Conference Room (350), etc. The Room Usage is Social and Cultural Development (52) if under the institution's control. If the chapel is not under the institution's control nor housed by the institution, it is not inventoried.

4. Clinics: non-health care and health care – *How are they coded?*

    A Clinic (540) Non-Health Professions room may be assigned many appropriate CIP and Room Usage codes. For example, a Clinic (540) Non-Health Professions may be to diagnose learning disabilities in pre-school children and assigned Learning and Language Disabilities (131011) and General Academic Instruction (11) if it is part of an instructional program in the college of education. Health care facilities may be in student health care centers, medical centers, teaching hospitals, or veterinary facilities. It is non-

E&G unless it is used for General Instruction (11), Vocational Technical Instruction (12), Occupation-related Instruction (15), Institutes and Research Centers (21), or Individual or Project Research (22).

5.　Classrooms that serve several disciplines – *How are they coded?*

All Classrooms (110), regardless of use, are General Use (000000) with Instruction Room Usage (11-18). Classrooms may be coded with one or more of these codes depending on the proportionate use of the room. Listed below are Room Types that may need to be considered if the space is part of a particular instructional program:

- Media Production (530) becomes Laboratory (210, 220, or 230)
- Assembly (610) becomes Classroom (110)
- Central Computer or Telecommunications Service (710) becomes Laboratory (210, 220, or 230)
- Shop (720) becomes Laboratory Service (215, 225, 235, or 255)
- Central Storage (730) becomes Classroom or Laboratory Service (115, 215, 225, etc.)

6.　Columns, chases, and other architectural features in a room – *How are these measured?*

Measure the room's dimensions from wall surface to opposite wall surface and do nothing about such features. (Ignore--do not add or subtract these dimensions.)

7.　Conference Rooms, Meeting Rooms, Classrooms, Demonstration Rooms, and Assembly Rooms – *What is the difference?*

Conference Rooms (350) are office-related that serve an office complex and are primarily for staff meetings and other non-instructional uses.

Meeting Rooms (680) are non-office and not classroom related. They serve a variety of purposes, such as for student organizational meetings.

Classroom (110) is used for regularly scheduled instruction that requires no special equipment. The traditional Classroom was a room with a chalkboard at the front and rows of chairs or desks for students. Modern classrooms often are amphitheaters with fixed seating and special multimedia or telecommunications equipment. Lecture rooms, seminar rooms, and lecture/demonstration rooms are considered Classrooms for inventory purposes even if they have a lab table at the front for demonstrations.

Demonstration (550) is designed for the practice of certain disciplines, such as teaching, nursing, and home economics.

Assembly (610) is designed and equipped for large groups and used for a variety of purposes, such as dramatic and musical productions, non-instructional lectures, etc., including limited use for scheduled instruction. While some lecture halls are designed like auditoriums, they are Classrooms (110) if they are regularly scheduled for instruction.

8. Day care centers – *How is this space coded?*

    Day Care (640) and Day Care Service (645) have been added to the Room Type categories, but before this manual was published, institutions were advised to code this space as Other (590). If a Day Care facility is institutionally controlled or housed, the Room Usage is Auxiliary Services (55) or Faculty and Staff Auxiliary Services (65). If the Day Care facility is part of the instructional program, the Room Type is Demonstration (550) and the Room Usage is Instruction (11 or 12).

9. Dean's offices – *How are they coded?*

    Most deans' areas of authority can be matched with a CIP listed in *Appendix C*. Space for a dean of education is assigned Education, General (130101). The Multi/Interdisciplinary Studies listing provides several CIPs for deans. For instance, the dean of a graduate school may be assigned Deans-Interdisciplinary (497600). The Room Usage for all academic deans is Academic Administration (46).

    Note that some institutions use the title "dean" for vice-presidential classified positions, and the CIP Central Operations (810000 series) must be assigned.

10. Departmental libraries – *How are they coded?*

    Departmental libraries are not designated. They are assigned the appropriate CIP and Room Usage codes. If staffing and administration is under the control of the main library and/or its major branches, the space is Library Service (41).

11. Departmental research – *How are these areas coded?*

    Departmental research space is Room Usage Individual or Project Research (22) in most cases. The CIP is determined by its academic discipline.

12. Dividing one room into two or more rooms – *How is the inventory updated?*

    If the old room number is retained for one of the new spaces, changes to the dimensions, as well as any other new data for the original record, must be reported. The new rooms within the divided room are separately numbered (perhaps with letter suffix) and added to the inventory as new rooms. If the original room number is dropped, that room is deleted from the inventory and the subdivided spaces are added as new room records.

13. Faculty assigned to library study rooms – *How are faculty study rooms treated?*

    Faculty study rooms in libraries are Library Service (41), although they are restricted to faculty use. However, if a faculty member is assigned such a room as a main office, the Room Type is Office (310), and it is assigned the appropriate CIP and Room Usage.

14. Fraternity/sorority houses and dormitories – *How are these treated?*

    Rooms in fraternity and sorority houses that are university facilities are Student Auxiliary Services (55) and CIP (733000), and the appropriate Room Type Residential Facilities

(900 series). University owned dormitories only need to be included in the building inventory since their assignable room space is automatically calculated at 60 percent. If the facility is not budgeted through or controlled by the university, it is not included in the inventory.

15. HVAC Plants – *How are they coded?*

Only assignable space in these type facilities should be coded with the appropriate Room Type such as Office (310), Locker Room (690), etc. All rooms part of plant operations are Room Usage Utilities (74). Note that a major portion of the space in these type facilities house machinery and may be classified by Room Type Mechanical Area (YYY) and Room Usage Mechanical Areas (03), which is non-assignable space.

16. Improvements and infrastructure – *How are open parking lots, tennis courts, playing fields, outdoor swimming pools, and tracks treated?*

This manual deals only with procedures for describing buildings and rooms. The authors recognize that a building and room inventory may not constitute the full range of institutional facilities and recommends that when such additional information is desired, the institution develop its own codification scheme for its purpose.

17. Interview rooms – *How are these treated?*

Interview rooms are considered Room Type Office Service (315). Room Usage is determined by activity in the room. Examples of Room Usage are Placement and Career Guidance (53), Financial Aid Administration (54), and General Administrative and Logistical Service (63).

18. Lounges, circulation/lobby areas, and public waiting – *How are these Room Types distinguished?*

Lounge space for faculty, students, and staff are assignable space. Public Waiting for care in a health care facility is assignable space. Circulation Areas are non-assignable hallway space. A Lounge (650) is a room for rest and relaxation. It typically has upholstered furniture, draperies, and carpeting and may include vending machines. Public Waiting (880) is for the public to await admission, treatment, information, or patient visits in a Health Care Facility. Included are waiting and reception areas, visiting areas, and viewing areas. Circulation/Lobby Area (WWW), such as stairs or hallways, are considered non-assignable space and are optional to report. However, a lobby may function as a Lounge (650) or as an Exhibition Room (620). In these cases, the proper Room Type should be chosen and inventoried. The judgment here is based on primary function or predominant use.

19. Offices that serve many clients – *How are they coded?*

The distinction among its type of clients and activities are by CIP and Room Usage that may be prorated.

20. Police or campus security space – *What are the Room Types for holding cells, interview rooms, and armories associated with this type of space?*

Holding cells, interview rooms, and armories are considered Office Service (315) or Conference Room Service (355).

21.   Publication space – *How is its Room Usage coded?*

If the control and/or direct supervision of a campus publication is with institutional administration, i.e., university press, public relations office, etc., Room Usage is General Administration and Logistical Services (63). However, if the activities are under the auspices of a journalism department, the publication is likely a result of laboratory assignments and the appropriate academic CIP, Room Type, and Room Usage codes are assigned. If the space is neither, Room Usage is Social and Cultural Development (52).

22.   Registrar's Office, Student Recruitment and Admissions, and Student Records – *At some institutions, Student Recruitment and Admissions (67) and Student Records (68) are functions of the registrar's office. In these cases, how is the space coded?*

If the registrar's suite of offices has separate offices for separate functions, the Room Usage code may be determined by the function. If these functions are not separate, either code may be used or it may be prorated.

23.   Room type for a room with a combination of purposes – *How is this coded?*

Room type is determined by design and use combined, but primarily by design. Once the room type is selected, it does not change because of occasional untypical use. It changes only if its whole character is changed by redesign or if its primary use changes. Basic design and its regularly scheduled instructional use identify Classroom (110). Another example is a lab. It may be a Class Lab (210), a Special Class Lab (220), or a Non-Class Lab (250), but only one at a time as determined by its primary use (the predominant portion of the time used). CIP and Room Usage may be prorated but not Room Type.

24.   Room usage prorations – *What is the best method to determine proration of use?*

To determine proration, determine which departments use the room and for what purpose. The percentage of use is usually expressed as time estimates, such as 60-40, 55-45, 30-70, etc. These estimates are satisfactory in describing split use of CIP and Room Usage as primary, secondary, and remaining use.

25.   Shipping and receiving – *How are loading platforms treated?*

Generally, a receiving area is considered Room Type Circulation Areas (WWW), which is non-assignable space and optional to report. If the receiving area is also used for storage and part of a central warehouse, it is Room Type Central Storage (730). A departmental receiving area used for storage is considered a service room, such as Office Service (315), Class Lab Service (215), etc.

26.   Student unions and other student activity centers – *How is space in these type facilities reported?*

In general, Room Types for student activities are Office (300 series) and General Use (600 series). Social and Cultural Development (52) is the appropriate Room Usage for student organizations, recreational activities, and cultural activity areas.

27.   Toilets: public and private – *What is the difference?*

Public toilets are accessible to all persons using a building and considered unassigned space. If reported on the inventory, they are assigned CIP General Use (000000), Room Types (M10, W10, or U10), and Room Usage Public Rest Room (05). If the use of a toilet is restricted to a certain group or individual, it is a private toilet and considered a service area, such as Office Service (315) or Class Lab Service (215), and is considered assignable space. If a bath/toilet adjoins a patient bedroom in a health care facility, it is Room Type Patient Bath (820), assignable space.

28.   A room is designed as a science lab and it is assigned to the chemistry department. Its Room Type is one of the 200 codes and its CIP is 400501. If the chemistry department determines that the laboratory is regularly scheduled for classes, the specific Room Type Class Laboratory (210) and the Room Usage General Academic Instruction (11) are used.

HRI Facilities Room Inventory Report (CBM011)

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Edit00v00          TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
CBM011 Room  EDIT SUMMARY FROM            RunDate: 09/15/2005 Time: 18:15:08
TEXAS HEALTH SCIENCE CENTER                   003304      ANNUAL    2005
```

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RecordCode	36	0	0
ITEM 2	Inst. Code	36	0	0
ITEM 3	Report Year	36	0	0
ITEM 4	Building Number	35	0	1
ITEM 5	Room Number	35	0	1
ITEM 6	Primary CIP Code	36	0	0
ITEM 8	Room Type Code	36	0	0
ITEM 9	Primary Usage Code	36	0	0
ITEM 10	Primary Percent	36	0	0
ITEM 11	Main Dimension 1	36	0	0
ITEM 12	Main Dimension 2	36	0	0
ITEM 13	Alcove 1 Dimension 1	36	0	0
ITEM 14	Alcove 1 Dimension 2	36	0	0
ITEM 15	Alcove 2 Dimension 1	36	0	0
ITEM 16	Alcove 2 Dimension 2	36	0	0
ITEM 17	Student Station Capacity	36	0	0
ITEM 18	Secondary CIP Code	36	0	0
ITEM 20	Secondary Usage Code	36	0	0
ITEM 21	Secondary Percent	36	0	0
ITEM 22	Remaining CIP Code	36	0	0
ITEM 24	Remaining Usage Code	36	0	0
ITEM 25	Remaining Percent	36	0	0
ITEM 26	Record Identification	36	0	0

```
TOTAL Report Records                    36
CONTROL TOTAL                           36      DISCREPANCY        0
Total  Recs on Db                       36
Number Of Non-Unique/ Duplicated Id's    0
Number Of Duplicate Records              1
Number Of Relative Duplicate Questionabl  0
Number Of Relative Duplicate Error       0
Total Error Recs on Db                   1
Total Error Other                        3
Total Questionable Recs on Db            0
Total Non Error Records on Db           35
Total Rejected Records                   0
```

HRI Facilities Room Inventory Report (CBM011)

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          TEXAS HIGHER EDUCATION COORDINATING BOARD          Page 1
EDIT OF  CBM011 Room  DATA              RunDate: 09/15/2005 Time: 18:15:08
TEXAS HEALTH SCIENCE CENTER                      003304      ANNUAL   2005


Updated Building Record From Room Records.
Updated Institution Record From Building Records.


          Building Space Error Report

  Building        Gross Area  Assignable Area     E and G Area  Error

    0037                34.0        2,691.0              0.0    GrossArea Is Smaller than Assignable Area
    0038             1,701.0        1,740.5            585.6    GrossArea Is Smaller than Assignable Area
    0047             1,080.0        1,148.2              0.0    GrossArea Is Smaller than Assignable Area
     ***Note:  Totals are net errors.
```

HRI Facilities Room Inventory Report (CBM011)

PART A, HIGHER EDUCATION FACILITIES INVENTORY FOR – 2005
003304   TEXAS HEATLH SCIENCE CENTER
PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD   09/15/2005 06:15:09

Building Size and Cost Data

								C O L T C
BUILDING	GROSS	ASSIGN	BLDG	E & G	CAPITAL	OCCUP	FLOORS	N W O Y N
NUMBER NAME	AREA	AREA	PERIM	SQ.FT.	INVESTMENT	DATE		D N C P S
0001 HARDIN ADMINISTRATION BUILDING	71,594	0	1517	0	2,237,315	1937	3	2 1 1 1 3
0004 BRIDWELL HALL	42,260	0	780	0	5,799,382	1998	3	1 1 1 1 4
0005 UNIVERSITY PRESS	4,965	4,869	339	1,079	52,187	1940	1	2 1 1 1 3
0006 MEMORIAL BUILDING	7,019	0	259	0	288,504	1945	2	2 1 1 1 3
0007 FERGUSON HALL	16,896	0	377	0	1,212,855	1947	3	1 1 1 1 3
0010 MARTIN HALL	10,278	9,414	479	5,886	606,404	1946	2	1 1 1 1 2
0011 FAIN FINE ARTS CENTER	98,805	0	1380	0	6,594,806	1978	2	1 1 1 1 5
0012 DANIEL BUILDING	46,335	39,566	676	34,335	1,741,964	1990	2	1 1 1 4 4
0013 FOWLER HALL	22,896	20,464	557	13,755	1,782,141	1949	2	1 1 1 1 3
0015 BEYER GREENHOUSE	2,398	2,236	270	2,162	44,154	1983	1	1 1 1 1 8
0017 MERCANTILE BUILDING	10,608	8,828	534	1,662	144,423	1989	2	2 1 1 1 3
0018 MCGAHA HALL	6,789	6,220	550	2,761	210,124	1949	1	1 1 1 1 2
0019 INSTRUMENTAL MUSIC HALL	7,815	2,505	276	1,539	256,947	1949	2	1 1 1 1 2
0020 PAINT SHOP	1,987	1,884	194	1,732	15,881	1949	1	1 1 1 4 2
0021 MCCULLOUGH HALL	9,449	6,162	712	6,162	323,995	1949	1	1 1 1 1 2
0022 ENGINEERING LABORATORIES	2,443	1,738	236	1,526	23,332	1949	1	1 1 1 1 2
0023 BOLIN HALL	99,529	0	869	0	7,703,971	1966	3	1 1 1 1 3
0024 CLARK STUDENT CENTER	70,890	0	1376	0	8,724,685	1951	1	1 1 1 3 3
0025 MOFFETT LIBRARY	93,676	59,181	797	58,484	5,229,452	1964	3	1 1 1 1 3
0026 KILLINGSWORTH HALL	68,658	41,195	547	0	2,351,900	1965	6	1 1 1 6 3
0027 RESIDENCE HALL MECHANICAL BUILDING	1,296	0	150	0	163,792	1965	1	1 1 1 4 3
0029 PIERCE HALL	49,913	29,948	625	0	1,942,014	1966	3	1 1 1 6 3
0030 FAIN HALL	8,060	5,766	246	0	409,256	1945	2	1 1 1 9 3
0031 VINSON HEALTH CENTER	3,108	1,804	358	0	79,948	1949	1	1 1 1 3 2
0032 CENTRAL PLANT	10,789	8,192	363	8,192	2,937,617	1967	2	1 1 1 4 3
0033 TENNIS CENTER	560	463	99	134	57,478	1984	1	1 1 1 1 2
0034 D.L. LIGON COLISEUM	117,048	112,836	2296	91,991	5,641,619	1969	3	2 1 1 1 3
0035 PHYSICAL EDUCATION RESTROOMS	2,336	2,199	225	296	105,120	1970	1	1 1 1 3 3
0036 OUTDOOR RECREATION CENTER	5,000	4,903	300	0	88,954	1982	1	1 1 1 4 7
0037 SOCCER TICKET BOOTH	34	2,691	24	0	1,020	1982	1	1 1 1 3 1
0038 PHYSICAL TRAINING BUILDING	1,701	1,741	242	586	13,633	1970	1	1 1 1 3 3
0039 SOCCER PRESS BOX	943	806	67	0	12,210	1982	2	1 1 1 3 1
0044 SIKES HOUSE	9,626	5,776	500	0	103,484	1938	3	1 1 1 7 2
0045 GUEST HOUSE	1,530	918	208	0	18,780	1937	1	1 1 1 7 2
0046 ALUMNI CENTER	2,800	1,680	158	0	14,172	1938	2	1 1 1 7 2
0047 CARRIAGE HOUSE	1,080	1,148	96	0	3,932	1938	2	1 1 1 4 2
0048 MARCHMAN HALL	8,904	5,342	376	0	877,403	1959	2	1 1 1 6 2
0049 SIKES LAKE CENTER	8,836	8,558	416	0	280,291	1975	1	1 1 1 1 7

11.16

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0050  BRIDWELL COURTS                          22,243    13,346  1003          0    600,442 1964    2    2 1 1 7 2
0051  MCCULLOUGH-TRIGG HALL                    46,086    27,652   461          0  5,329,241 1994    6    1 1 1 6 4
0052  JAN THACKER FANTASY OF LIGHTS WKSHP       7,356     2,251   363          0     47,520 1986    1    1 1 3 8 7
0053  BEAWOOD-O'DONOHOE HALL                   65,060    35,371  1321     32,408  6,996,375 1950    2    1 1 1 1 3
0054  UNIVERSITY POLICE                         2,536     1,390   325          0    102,502 1997    1    1 1 1 3 2
0055  BIOLOGY HOUSE                             3,778     2,267   388          0    265,000 1953    1    1 1 1 6 2
0056  HONORS HOUSE                              3,395     2,037   232          0    263,323 1961    2    1 1 1 6 2
0057  SEISMOMETER BUILDING                        144         0   173          0          1 2003    1    1 1 1 1 2
0060  SIKES LAKE RESTROOM                         612       508   104          0          1 2005    1    1 1 2 3 2
      TOTALS                          47  1,080,064   483,853           264,689 71,699,550
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HRI Facilities Room Inventory Report (CBM011)

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Edit00v00                      TEXAS HIGHER EDUCATION COORDINATING BOARD                        Page 1
                            PART D, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2005
                                  003304   TEXAS HEALTH SCIENCE CENTER
                            PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD      09/15/2005 06:15:09
CAMPUSWIDE SPACE SUMMARY
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	SQUARE FEET
GROSS SQUARE FEET	1,080,064
TOTAL EXISTING FACILITIES (ASSIGNABLE SQUARE FEET)	441,788
NON ASSIGNABLE SQUARE FEET	638,276
NET ASSIGNABLE SQUARE FEET RENTED AND/OR SHARED	308
TOTAL SQUARE FEET - EDUCATIONAL AND GENERAL USE	264,689

TOTAL CAMPUS SPACE BY INSTITUTIONAL CATAGORIES

FUNCTION	NET ASSIGNABLE SQ. FT.
10 INSTRUCTION	164,349
20 RESEARCH	0
30 PUBLIC SERVICE	169
40 ACADEMIC SUPPORT	0
41 LIBRARY	57,322
50 STUDENT SERVICE	167,963
SUBTOTAL	389,803
60 INSTRUCTIONAL ADMINISTRAATION	4,028
70 PHYSICAL PLANT OPERATIONS	47,649
80 STUDENT FINANCIAL SUPPORT	0
90 INDEPENDENT OPERATIONS	308

HRI Facilities Room Inventory Report (CBM011)

TYPE OF ROOM		NASF	E&G NASF
110	CLASSROOM	28,730	28,730
115	CLASSROOM SERVICE	916	916
	SUBTOTAL	29,646	29,646
210	CLASS LABORATORY	7,857	7,857
215	CLASS LABORATORY SERVICE	213	213
220	SPECIAL CLASS LABORATORY	2,996	2,996
225	SPECIAL CLASS LABORATORY SERVICE	1,789	1,191
230	INDIVIDUAL STUDY LABORATORY	678	678
235	INDIVIDUAL STUDY LABORATORY SVC.	0	0
	SUBTOTAL	13,533	12,935
250	NON-CLASS LABORATORY	1,493	1,493
255	NON-CLASS LABORATORY SERVICE	173	173
	SUBTOTAL	1,667	1,667

OFFICE SPACE WITHOUT 41 ROOM USE-LIBRARY

310	OFFICE	49,250	41,512
315	OFFICE SERVICE	9,107	5,337
350	CONFERENCE ROOM	5,623	581
355	CONFERENCE ROOM SERVICE	343	343
	SUBTOTAL	64,323	47,773

OFFICE SPACE WITH 41 ROOM USE-LIBRARY

310	OFFICE	4,095	4,095
315	OFFICE SERVICE	547	547
350	CONFERENCE ROOM	326	326
355	CONFERENCE ROOM SERVICE	0	0
	SUBTOTAL	4,968	4,968
410	READING/STUDY ROOM	9,986	9,124
420	STACK	10,141	10,141
430	OPEN STACK STUDY ROOM	31,209	31,063
440	PROCESSING ROOM	1,063	1,063
455	STUDY SERVICE	1,272	964
	SUBTOTAL	53,671	52,355
510	ARMORY	0	0
515	ARMORY SERVICE	0	0

11.19

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520  ATHLETIC/PHYSICAL EDUCATION                   70,092        56,163
523  ATHLET. FACIL. SPECTATOR SEATING                 662             0
525  ATHLETIC/PHYSICAL EDUCATION SVC.              21,450        15,818
530  MEDIA PRODUCTION                                 163           163
535  MEDIA PRODUCTION SERVICE                           0             0
540  CLINIC (NON-HEALTH PROFESSIONS)                    0             0
545  CLINIC SERVICE (NON-HEALTH)                        0             0
550  DEMONSTRATION                                      0             0
555  DEMONSTRATION SERVICE                              0             0
560  FIELD BUILDING                                     0             0
570  ANIMAL QUARTERS                                    0             0
575  ANIMAL QUARTERS SERVICE                            0             0
580  GREENHOUSE                                     1,525         1,525
585  GREENHOUSE SERVICE                               637           637
590  OTHER                                             76            76
                              SUBTOTAL              94,605        74,382


610  ASSEMBLY                                           0             0
615  ASSEMBLY SERVICE                                   0             0
620  EXHIBITION                                         0             0
625  EXHIBITION SERVICE                                 0             0
630  FOOD FACILITIES                                  658             0
635  FOOD FACILITIES SERVICE                          704             0
640  DAY CARE                                           0             0
645  DAY CARE SERVICE                                   0             0
650  LOUNGE                                           518           289
655  LOUNGE SERVICE                                   440            65
660  MERCHANDISING FACILITIES                       1,323             0
665  MERCHANDISING FACILITIES SERVICE                 129             0
670  RECREATION                                         0             0
675  RECREATION SERVICE                            12,053             0
680  MEETING ROOM                                       0             0
685  MEETING ROOM SERVICE                               0             0
690  LOCKER ROOM                                      230           230
                              SUBTOTAL              16,055           584


710  COMPUTER/TELECOMMUNICATIONS                        0             0
715  COMPUTER/TELECOMMUNICATIONS SVC.                 299           102
720  SHOP                                          17,107        13,783
725  SHOP SERVICE                                   2,787         2,787
730  CENTRAL STORAGE                               22,220        22,220
735  CENTRAL STORAGE SERVICE                            0             0
740  VEHICLE STORAGE FACILITY                           0             0
745  VEHICLE STORAGE FACILITY SERVICE               1,417         1,417
750  CENTRAL FOOD STORES                                0             0
755  CENTRAL FOOD STORE SERVICE                         0             0
760  HAZARDOUS MATERIALS                               72            72
765  HAZARDOUS MATERIALS SERVICE                        0             0
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11.20

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770   CENTRAL SUPPORT                               0              0
775   CENTRAL SUPPORT SERVICE                       0              0
                           SUBTOTAL           43,902         40,381

810   PATIENT BEDROOM                             272              0
815   PATIENT BEDROOM SERVICE                       0              0
820   PATIENT BATH                                  0              0
830   NURSE STATION                                 0              0
835   NURSE STATION SERVICE                         0              0
840   SURGERY                                       0              0
845   SURGERY SERVICE                               0              0
850   TREATMENT/EXAMINATION                       339              0
855   TREATMENT/EXAMINATION SERVICE                 0              0
860   DIAGNOSTIC SUPPORT LABORATORY                 0              0
865   DIAGNOSTIC SUPPORT LAB SERVICE                0              0
870   HEALTH CARE SUPPLIES                          0              0
880   PUBLIC WAITING                              308              0
890   STAFF ON-CALL FACILITY                        0              0
895   STAFF ON-CALL FACILITY SERVICE              592              0
                           SUBTOTAL            1,510              0

910   SLEEP/STUDY WITHOUT TOILET/BATH               0              0
919   TOILET/BATH                                   0              0
920   SLEEP/STUDY WITH TOILET/BATH            108,440              0
935   SLEEP/STUDY SERVICE                           0              0
950   APARTMENT                                     0              0
955   APARTMENT SERVICE                             0              0
970   HOUSE                                    21,719              0
                           SUBTOTAL          130,160              0


                                           NON-SASF
050   INACTIVE AREA                             1,848
060   ALTERATION OR CONVERSION AREA                 0
070   UNFINSHED AREA                                0
M10   MENS BATHROOM                             3,771
U10   UNISEX BATHROOM                             175
W10   WOMENS BATHROOM                           3,658
WWW   CIRCULATION AREA                         13,358
XXX   BUILDING SERVICE AREA                     1,950
YYY   MECHANICAL AREA                           4,013
ZZZ   STRUCTURAL AREA                           1,042
                           SUBTOTAL                0              0


                         NON-SASF          NASF        E&G NASF
             TOTAL         29,815       454,038         264,689
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HRI Facilities Room Inventory Report (CBM011)

BUILDING NUMBER	NAME	INSTRUCT	RESEARCH	PUBLIC SERVICE	ACADEMIC SUPPORT	STUDENT SERVICE	INST SUPPORT	PHY PLT OPER	TOTAL NASF	TOTAL E&G NASF
SATISFACTORY CONDITION										
0004	BRIDWELL HALL	0	0	0	0	0	0	0	0	0
0007	FERGUSON HALL	0	0	0	0	0	0	0	0	0
0010	MARTIN HALL	5,886	0	0	0	0	0	0	9,414	5,886
0011	FAIN FINE ARTS CENTER	0	0	0	0	0	0	0	0	0
0012	DANIEL BUILDING	0	0	0	0	0	0	34,335	39,566	34,335
0013	FOWLER HALL	13,755	0	0	0	0	0	0	20,464	13,755
0015	BEYER GREENHOUSE	2,162	0	0	0	0	0	0	2,236	2,162
0018	MCGAHA HALL	2,734	0	0	0	0	27	0	6,220	2,761
0019	INSTRUMENTAL MUSIC HALL	1,539	0	0	0	0	0	0	2,505	1,539
0020	PAINT SHOP	0	0	0	0	0	0	1,732	1,884	1,732
0021	MCCULLOUGH HALL	6,162	0	0	0	0	0	0	6,162	6,162
0022	ENGINEERING LABORATORIES	1,526	0	0	0	0	0	0	1,738	1,526
0023	BOLIN HALL	0	0	0	0	0	0	0	0	0
0024	CLARK STUDENT CENTER	0	0	0	0	0	0	0	0	0
0025	MOFFETT LIBRARY	1,162	0	0	57,322	389	0	0	59,181	58,484
0026	KILLINGSWORTH HALL	0	0	0	0	41,195	0	0	41,195	0
0027	RESIDENCE HALL MECHANICAL BUILDING	0	0	0	0	0	0	0	0	0
0029	PIERCE HALL	0	0	0	0	29,948	0	0	29,948	0
0030	FAIN HALL	0	0	0	0	5,766	0	0	5,766	0
0031	VINSON HEALTH CENTER	0	0	0	0	1,804	0	0	1,804	0
0032	CENTRAL PLANT	230	0	0	0	0	0	7,961	8,192	8,192
0033	TENNIS CENTER	134	0	0	0	0	0	0	463	134
0035	PHYSICAL EDUCATION RESTROOMS	0	0	0	0	767	0	296	2,199	296
0036	OUTDOOR RECREATION CENTER	0	0	0	0	0	0	0	4,903	0
0037	SOCCER TICKET BOOTH	0	0	0	0	2,691	0	0	2,691	0
0038	PHYSICAL TRAINING BUILDING	586	0	0	0	0	0	0	1,741	586
0039	SOCCER PRESS BOX	0	0	0	0	806	0	0	806	0
0044	SIKES HOUSE	0	0	0	0	5,776	0	0	5,776	0
0045	GUEST HOUSE	0	0	0	0	918	0	0	918	0
0046	ALUMNI CENTER	0	0	0	0	1,680	0	0	1,680	0
0047	CARRIAGE HOUSE	0	0	0	0	0	0	1,073	1,148	0
0048	MARCHMAN HALL	0	0	0	0	5,342	0	0	5,342	0
0049	SIKES LAKE CENTER	0	0	0	0	0	0	0	8,558	0
0051	MCCULLOUGH-TRIGG HALL	0	0	0	0	27,652	0	0	27,652	0
0052	JAN THACKER FANTASY OF LIGHTS WKSHP	0	0	0	0	0	0	2,251	2,251	0
0053	BEAWOOD-O'DONOHOE HALL	34,326	0	0	0	0	178	0	35,371	32,408
0054	UNIVERSITY POLICE	0	0	0	0	1,390	0	0	1,390	0
0055	BIOLOGY HOUSE	0	0	0	0	2,267	0	0	2,267	0
0056	HONORS HOUSE	0	0	0	0	2,037	0	0	2,037	0
0057	SEISMOMETER BUILDING	0	0	0	0	0	0	0	0	0

0060	SIKES LAKE RESTROOM		0	0	0	0	0	0	0	508	0
		SUBTOTAL	70,202	0	0	57,322	130,428	205	47,648	343,976	169,956
REMODELING A CONDITION											
0001	HARDIN ADMINISTRATION BLDG		0	0	0	0	0	0	0	0	0
0005	UNIVERSITY PRESS		0	0	169	0	0	3,824	0	4,869	1,079
0006	MEMORIAL BUILDING		0	0	0	0	0	0	0	0	0
0017	MERCANTILE BUILDING		1,494	0	0	0	4,006	0	0	8,828	1,662
0034	D.L. LIGON COLISEUM		92,653	0	0	0	20,183	0	0	112,836	91,991
0050	BRIDWELL COURTS		0	0	0	0	13,346	0	0	13,346	0
		SUBTOTAL	94,147	0	169	0	37,535	3,824	0	139,879	94,733
		INSTITUTION TOTAL	164,349	0	169	57,322	167,963	4,029	47,648	483,855	264,689

HRI Facilities Room Inventory Report (CBM011)

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Edit00v00                           TEXAS HIGHER EDUCATION COORDINATING BOARD                              Page 1
                                        EDIT OF  CBM011 Room  DATA
ANNUAL   2005                       TEXAS HEALTH SCIENCE CENTER          003304          RunDate: 09/15/2005 Time: 18:15:08

Item Item Item Item  Item  Item  Item Item Item Item Item Item Item Item Item Item  Item Item Item  Item Item Item
 1    2    3    4     5     6     8    9    10   11   12   13   14   15   16   17    18   20   21    22   24   25   26   Remarks

 R 003304 2005 0010 00VST3 832000  WWW 72    100 0052 0080 000  000  000  000 0000 000000 00 000  000000 00  000   A E Add Rec Rej
                    **** *******
****************************
                                                                                            Duplicate Record. REF0713
                                                                               Duplicate Record Questionable. REF0716!


Total Rejected Records               0
Total Records On DataBase           36
Total Records Other Errors           3
Total Non Error Records             35
Total Error Records                  1
Total Questionable Records           0
Total Rejected Records               0



Items In Error Are Indicated By (*), Questionable By (-)
```

FACILITIES BUILDING INVENTORY REPORT
CBM014

This report will include facilities under the jurisdiction or control of the institution's governing board, regardless of its location. It may encompass many different types of structures, including marine/research vessels; aquarium structures; animal quarters; and trailers on wheels that are not mobile. If a building is not owned by the institution or is shared with other tenants, include only the portion of the building leased or controlled by the institution and it's pro rata share of gross, assignable area and non-assignable area.

As a guideline, minor structures or temporary facilities should be included if all of the following criteria are met:

- the structure is attached to a foundation;
- the structure is roofed;
- the structure is serviced by a utility, exclusive of lighting;
- the structure is a source of maintenance and repair activities; and
- the structure's space has at least a six-foot, six-inch clear ceiling height

Refer to Appendix H for building data file codes and definitions. See Appendix I for a Glossary of Facilities Terms. The Appendices can be viewed at http://www.txhighereddata.org/ReportingManuals.cfm.

Addition of Buildings

Report additions of buildings whenever they are ready to be occupied for use. Submit a complete replacement of the file.

Building Demolition

A building must be on the inventory with the appropriate Building Condition and Room Usage codes until it is demolished. After demolition, building and room records may be deleted.

Limitations

Buildings not to be included are investment properties that are used only for revenue generation and not for institutional purposes; hospitals not owned by the institution, except for any space in the hospital leased or controlled by the institution; public schools not owned by the institution, but used for practice teaching; and federal contract research centers identified by the Federal Office of Management and Budget (OMB).

Basis for Building Measurement

Gross area is computed by physically measuring or scaling measurements from the outside faces of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall faces. Gross area is measured to the nearest whole foot.

HRI Facilities Building Inventory Report (CBM014)

NOTES:

Building Type codes 6 and 7 (Residence/Single and Residence/Family) do not require residential rooms to be included in the facilities inventory room file. The building's assignable space will automatically be calculated at 60 percent.

Building Type code 2 (Academic/Residence) is a mix-use facility and only nonresidential rooms should be included in the facilities inventory room file.

Building Types codes 8 and 9 (Non-institutional Agency Buildings and Rental Property) do not require space to be included in the facilities inventory room file that serves non-institutional functions.

INSTRUCTIONS FOR FACILITIES BUILDING INVENTORY REPORT

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

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

Item #3   Report Year. Enter all four digits of the calendar year in which the inventory occurs.

BUILDING IDENTIFICATION

Each building should be assigned a unique alpha or numeric code to identify its record. The building identification used to identify a room in this report must be the same as the building identification used on the CBM005, Building and Room Report.

Item #4   Building Number. Enter the assigned building number.

Item #5   Building Name. Enter the assigned name of the building.

Item #6   Condition Code. Enter the condition code based on the physical status of the building at the time of the report. See Appendix H.

Item #7   Ownership Code. Enter the ownership code that represents the agency with which the ownership of the building resides. See Appendix H.

Item #8   Location Code. Enter the location code that represents the physical location of the building in relation to the main campus. See Appendix H.

Item #9   Type Code. Enter the type code that represents the purpose-function category that best describes its primary use. See Appendix H.

Item #10   Construction Code. Enter the construction code that represents the predominant type of construction used to build the facility. See Appendix H.

Item #11   Initial Occupancy Date. Enter the four-digit calendar year of the initial occupancy of the building by the building's original owner, whether the institution owns it or not.

Item #12   Number of Floors. Enter the number of floors in the building, including basements, penthouse, half-basements, and assignable attic space. Example: 9 floors = 09.

Item #13   Gross Area. Enter the sum of the floor areas within the exterior walls of the building for all stories or areas that house floor surfaces. Measure to the nearest whole square foot, right justified, leading zeros.

Item #14   Actual Capital Investment. Enter all capital costs associated with the building's purchase or construction, plus all other capital invested in the building during its life (major repairs, renovation, conversions, etc.). See Appendix I. This figure is not

adjusted for inflation, but is a cumulative total of actual dollars invested to the nearest dollar. If a building is not owned by the institution, report the dollar amount invested for its use. If a building is a gift or has no capital investment for other reasons, enter '1'.

Item #15   Building Perimeter. Enter the outside measurement of the building where the ground meets the walls, excluding porches, sidewalks, and cosmetic structures. Measure to the nearest foot.

Item #16   Unused.

Item #17   Record Identification. Always enter '14'.

HRI Facilities Building Inventory Report (CBM014)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code – Always 'B'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Report Year – Numeric	8	4
Item #4	Building Number – Alphanumeric	12	4
Item #5	Building Name – Alphanumeric	16	35
Item #6	Condition Code – Numeric	51	1
Item #7	Ownership Code – Numeric	52	1
Item #8	Location Code – Numeric	53	1
Item #9	Type Code – Numeric	54	1
Item #10	Construction Code – Numeric	55	1
Item #11	Initial Occupancy Date – Numeric	56	4
Item #12	Number of Floors – Numeric	60	2
Item #13	Gross Area – Numeric	62	7
Item #14	Actual Capital Investment – Numeric	69	10
Item #15	Building Perimeter – Numeric	79	4
Item #16	Unused	83	6
Item #17	Record Identification – Always '14'	89	2

REPORTING EXAMPLES

1. Chapels – *How are they coded?*

   A chapel is a devotional facility, and the Room Type is Assembly (610). Associated rooms are coded according to their actual Room Type, usually Office (310), Conference Room (350), etc. The Room Usage is Social and Cultural Development (52) if under the institution's control. If the chapel is not under the institution's control nor housed by the institution, it is not inventoried.

2. Parking garages – *By coding such space as Vehicle Storage Facility (740), is the institution being credited unfairly with assignable area as opposed to institutions with open parking lots?*

   Only garages, bays, or other multi-level structures for storage of institutional vehicles are E&G NASF space. These areas are coded Functional Operations (820000 series) or Maintenance Operations (830000), Vehicle Storage Facility (740); and General Administration and Logistical Services (63) or Physical Plant Operations (70 series). Garages that serve students, faculty, staff, and the general public for their private vehicles should be coded as above, except the Room Usage is Independent Operations/Institutional (91), non-E&G NASF.

3. Renovations – *How is the inventory updated when assignable space becomes unusable due to a renovation project?*

   Either building or room records may be modified to indicate renovations. If the entire building is unusable due to a current major renovation, Building Type Renovations (R) will temporarily exclude it from assignable space. Room Type Alteration/Conversion Area (060) will exclude a room record from assignable space on a temporary basis for conversions or renovations. When the conversion is complete and the space is ready to be occupied the record(s) must be updated to reflect its current information.

4. Spectator seating – *How is this treated?*

   If building space has non-movable spectator seating for intercollegiate athletics, it is coded Intercollegiate Athletics (720000 series), Athletic Facilities Spectator Seating (523), and Intercollegiate Athletics (56). If the seating is for recreational or intramural events, it is coded Recreation (714000) or Intramural Athletics (715000), and Social and Cultural Development (52). If spectator seating is the fold-up type, such space within a room is not inventoried separately. Outdoor spectator seating is not inventoried.

HRI Facilities Building Inventory Report (CBM014)

```
Edit00v00         TEXAS HIGHER EDUCATION COORDINATING BOARD        Page 1
CBM014 Building  EDIT SUMMARY FROM              RunDate: 08/23/2005 Time: 10:20:24
TEXAS HEALTH SCIENCE CENTER                     003304      ANNUAL    2005

                                           NORMAL QUESTIONABLE    ERROR
                                            RANGE      VALUES    VALUES
ITEM  1  RecordCode                           47           0         0
ITEM  2  Inst. Code                           47           0         0
ITEM  3  Report Year                          47           0         0
ITEM  4  Building Number                      45           0         2
ITEM  5  Building Name                        47           0         0
ITEM  6  Building Condition Code              47           0         0
ITEM  7  Building Ownership Code              47           0         0
ITEM  8  Building Location Code               47           0         0
ITEM  9  Building Type Code                   47           0         0
ITEM 10  Building Construction Code           47           0         0
ITEM 11  Initial Occupancy Year               47           0         0
ITEM 12  Number of Floors                     47           0         0
ITEM 13  Gross Area                           47           0         0
ITEM 14  Actual Capital Investment            47           0         0
ITEM 15  Building Perimeter                   47           0         0
ITEM 17  Record Identification                47           0         0



TOTAL Report Records                          47
CONTROL TOTAL                                 47      DISCREPANCY        0
Total  Recs on Db                             47
Number Of Non-Unique/ Duplicated Id's          0
Number Of Duplicate Records                    0
Number Of Relative Duplicate Questionabl       0
Number Of Relative Duplicate Error             0
Total Error Recs on Db                          2
Total Questionable Recs on Db                   0
Total Non Error Records on Db                  45
Total Rejected Records                          0
```

14.7

HRI Facilities Building Inventory Report (CBM014)

```
               TEXAS HIGHER EDUCATION COORDINATING BOARD            Page 1
EDIT OF  CBM014 Building  DATA              RunDate: 08/23/2005 Time: 10:20:24
TEXAS HEALTH SCIENCE CENTER                            003304        ANNUAL   2005


Updated Building Record From Room Records.
Updated Institution Record From Building Records.


               Building Space Error Report

  Building        Gross Area  Assignable Area      E and G Area  Error

    There are No entries for this report.
     ***Note:  Totals are net errors
```

HRI Facilities Building Inventory Report (CBM014)

```
Edit00v00                              TEXAS HIGHER EDUCATION COORDINATING BOARD
Page 1
                                          EDIT OF  CBM014 Building  DATA

ANNUAL   2005                          TEXAS HEALTH SCIENCE CENTER       003304          RunDate: 08/23/2005
Time: 10:20:24

Item Item Item Item  Item                        ***Item*** Item Item  Item        Item    Item Item
 1    2    3    4     5                           6 7 8 9 10  11   12    13          14      15   17    Remarks


 B 003304 2005 0001 HARDIN ADMINISTRATION BUILDING   2 1 1 1 3  1937   03   0071594 0002237315 1517        A          E Add
Record Rej
            ****
****************************
                                                                                                    Duplicate Record.
REF014
 B 003304 2005 0004 BRIDWELL HALL                    1 1 1 1 4  1998   03   0042260 0005799382 0780        A          E Add
Record Rej
            ****
****************************
                                                                                                    Duplicate Record.
REF014



Total Rejected Records                 0
Total Records On DataBase             47
Total Non Error Records               45
Total Error Records                    2
Total Questionable Records             0
Total Rejected Records                 0



Items In Error Are Indicated By (*), Questionable By (-)
```

14.9

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 CBM00N 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.

HRI 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 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 birthday 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.

HRI Student Number Change Report (CBM00N)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
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

RESIDENTS/FELLOWS REPORT
CBM00R

Health-related institutions and certain private independent organizations report medical/dental residents and postdoctoral/research fellows to the Coordinating Board for purposes of data collection. The records for all components of the health-related institution will be submitted as one report under the FICE code of the health science center. The categories of data collected are as follows:

- Residents
  - Medical
  - Dental
  - Pharmacy
- Postdoctoral/Research Fellows
  - Biomedical Science
  - Allied Health
  - Public Health
  - Nursing

The majority of data collection relates to Medical Residents. These data are used for verification purposes, input for determining Health-Related Institutions' Graduate Medical Education and Infrastructure Formula funding, and for allocation of GME funds trusteed to the Coordinating Board.

The terms Graduate Medical Education and Residency are interchangeable and describe the final stage of formal education a physician must complete prior to receiving state licensure, entering independent practice, and obtaining board certification in a medical specialty area. Residency training is a three to seven year process of focused education and training offered by nationally accredited programs, typically in large hospital settings. Residency programs are accredited nationally either by the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA), depending on whether the residency program accepts MD and/or DO-trained physicians.

The term Postdoctoral/Research Fellow refers to individuals who have earned a PhD and are continuing their training or research at a health-related institution.

Institutions will submit their data to the CBM system once a year. This process will replace the multiple data submissions that have been done for these data in past years.

These data are used to support health-related institutions' formula calculations in the following areas:

For GME funding purposes:

- **GME Resident counts** – Used as input into the Graduate Medical Education formulas for the health-related institutions' appropriation requests. The appropriations related to this request are detailed as follows:

R.1

- o **Formula Funding - Graduate Medical Education –** Appropriations for state health-related institutions
- o **Trusteed Funding - Graduate Medical Education –** Appropriations for Coordinating Board trusteed programs

  - Graduate Medical Education for Baylor College of Medicine
  - Graduate Medical Education for Independent Residency Programs
  - Family Practice Residency Program
  - Primary Care Residency Program

For Infrastructure funding purposes:

- **GME Resident and Postdoctoral/Research Fellows counts** – Used as input into the health-related institutions' Space Model. The output of the Space Model is used as input for calculating the Infrastructure Formula for the Infrastructure appropriations request. These counts include only the state public health-related institutions. The appropriations related to this request are bill pattern appropriations labeled as Infrastructure – E & G Space Support.

The reporting of data is dependent upon each institution/organization and the programs it offers. Appendix J provides a table of allowable categories for data submissions for each institution/organization. These categories are used to track the programs offered by each institution and mirror allowable data entry categories used for the Instruction and Operations formula.

Data will be submitted electronically in the prescribed format described in this manual on page 0.3.

Timing Considerations for Reporting Data

All institutions/organizations must report headcount and related information on residents as of September 1 of each year. Each institution/independent organization must have its data show a "Certified" status by October 15 of each year in order to have its count included in the formula funding calculations. Failure to achieve a "Certified" status could result in loss of formula funding appropriations.

In accordance with Coordinating Board policy, any request for waiver of the October 15 deadline should be submitted by the institution/organization President or Chief Executive Officer in writing to Susan Brown, Assistant Commissioner, for approval. In order for a waiver to be approved, the letter must provide substantive reasons for granting the request.

The October reporting date is a change from the June 30 (June 15 for Baylor College of Medicine) reporting date for GME residents. This change in methodology is necessary to align the GME Resident and Postdoctoral/Research Fellows data collection with timings currently used in the CBM reporting system.

HRI Residents/Fellows Report (CBM00R)

Resident/Postdoctoral/Research Fellows Qualifications

The following qualifications apply to all GME residents and postdoctoral/research fellows reported:

- All required data fields must be submitted in order for a resident/postdoctoral/research fellow to be counted for formula funding. Do not include residents/fellows with Doctor of Chiropractic (DC) or Doctor of Optometry (OD) degrees.

- A given resident/postdoctoral/research fellow that is an enrolled student is reported on the CBM001 Student Report, and should not be reported on the CBM00R. That individual will be counted on the CBM001 report.

- A given resident/postdoctoral/research fellow can only be claimed and reported by one institution/organization for a given year. No duplicate reporting will be allowed. Any duplication in reporting is the responsibility of each institution/organization to resolve. The data collection system will consider the first reporting of a resident/postdoctoral/research fellow as the authorized entry. Any subsequent reporting of the same person by another institution/organization will be flagged as an error. If the first reporting is in error, it is the responsibility of the first institution/organization reporting that person to remove it from its list so another institution/organization may report that person.

- For GME residents, only MDs or DOs that are enrolled in residency programs affiliated with either the Accreditation Council for Graduate Medical Education (ACGME) for MDs or the American Osteopathic Association (AOA) for DOs will be accepted.

- Only postdoctoral/research fellows that have earned a PhD will be accepted.

- Only certain degrees are eligible to be counted in a given category. If an ineligible degree is reported for a category, it will be rejected. The following table outlines the required degree selection for each category.

    - Residents
        - Medical – MD or DO or MDPHD
        - Dental – BDS or DDS or DMD or DDSPHD
        - Pharmacy – PHARMD
    - Postdoctoral/Research Fellows
        - Biomedical Science – PHD or DVM
        - Allied Health – PHD or DPT or AUD
        - Public Health – PHD or DRPH
        - Nursing – PHD or DNP

- The maximum number of years that a resident/postdoctoral/research fellow can be reported is seven. Residents/postdoctoral/research fellows whose total of

R.3

<u>HRI Residents/Fellows Report (CBM00R)</u>

"Prior Cumulative Residency/Research Years" plus "Year Level of Individual in Current Residency/Research Program" exceeds seven years will be rejected.

- Residents or postdoctoral/research fellows whose school of graduation appears on the Coordinating Board's list of "Institutions Whose Degrees are Illegal to Use in Texas" will not be considered in the counts used for formula funding purposes. This list can be viewed on the Coordinating Board's website at http://www.thecb.state.tx.us/AAR/PrivateInstitutions/NoTX.cfm.

<u>Institution/Organization Point of Contact</u>

Each health-related institution or other independent organization will designate a specific person to be the primary contact for handling all communication regarding this data with the Texas Higher Education Coordinating Board. The person assigned to be the primary contact needs to be of a level and position that can effectively deal with the respective units of your institution/organization to compile the data required and be responsible for answering any questions in its regard.

It is the responsibility of the institution/organization to provide revised information to the Coordinating Board whenever a change is made in the point of contact. The Coordinating Board is not responsible for missed data submission deadlines due to use of point of contact information that is no longer current or has not been updated.

The following point of contact information is required:

- Name and Title
- Department
- Institution/Organization Name
- Mailing Address
- Email Address
- Telephone Number

Send the required contact information to Torca Bunton in the Educational Data Center of the Texas Higher Education Coordinating Board at Torca.Bunton@thecb.state.tx.us.

Contact Ed Buchanan, Program Director in the Division of Planning and Accountability, with general questions and concerns at Ed.Buchanan@thecb.state.tx.us.

R.4

INSTRUCTIONS FOR RESIDENTS/FELLOWS REPORT

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

Item #2   Institution Code. Enter the six-digit FICE code of the health-related institution or independent organization. See Appendix A.

Item #3   Individual Identification Number. Enter the social security number of the resident or fellow.

Item #4   Reporting Category. Enter the appropriate code for the type of program.

                    00   Medical Residents
                    05   Dental Residents
                    10   Pharmacy Residents
                    15   Biomedical Science Postdoctoral/Research Fellows
                    20   Allied Health Postdoctoral/Research Fellows
                    25   Public Health Postdoctoral/Research Fellows
                    30   Nursing Postdoctoral/Research Fellows

Item #5   Gender. Enter the gender of the resident or fellow.

                    M = Male   F = Female

Item #6   Ethnic Origin. Enter the code indicating the ethnic origin of the resident or fellow.

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

             NOTE: International/Non-Resident Alien. 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 #7   First Name. Enter the first name of the resident or fellow, left justified.

Item #8   Middle Initial. Enter the middle initial of the resident or fellow.

Item #9   Last Name. Enter the last name of the resident or fellow, left justified.

HRI Residents/Fellows Report (CBM00R)

Item #10   Degree. Enter the degree of the resident or fellow, left justified.

                        AUD   Doctor of Audiology
                        BDS   Bachelor of Dental Science
                        DDS   Doctor of Dental Surgery
                        DDSPHD   Doctor of Dental Surgery/Terminal Doctoral Degree
                        DMD   Doctor of Dental Medicine
                        DNP   Doctor of Nursing Practice
                        DO   Doctor of Osteopathy
                        DPT   Doctor of Physical Therapy
                        DRPH   Doctor of Public Health
                        DVM   Doctor of Veterinary Medicine
                        MD   Medical Doctor
                        MDPHD   Medical Doctor/Terminal Doctoral Degree
                        PHARMD   Pharmacy Doctorate
                        PHD   Terminal Doctoral Degree

Item #11   Unused.

Item #12   Type of License. Enter the code for the type of license held. Codes are unique to
            each type of degree; left justify. Not required for DRPH or PHD degrees.

            If degree is AUD, then report:
                        LAU   Texas State Board of Examiners for Speech-Language Pathology
                               and Audiology licensed Audiologist

            If degree is BDS, DDS, DMD, or DDSPHD, then report:
                        LD   Texas State Board of Dental Examiners licensed Dentist
                        NL   No License
                        OOS   Out-of-State License

            If degree is DNP, then report:
                        LRN   Texas Board of Nursing licensed Registered Nurse

            If degree is DO, MD, or MDPHD, then report:
                        TML   Texas Board of Medical Examiners fully-licensed Doctor
                        BP1   Texas Board of Medical Examiners Basic Permit 1
                        BP2   Texas Board of Medical Examiners Basic Permit 2
                        BP3   Texas Board of Medical Examiners Basic Permit 3
                        BP4   Texas Board of Medical Examiners Basic Permit 4
                        BP5   Texas Board of Medical Examiners Basic Permit 5
                        TP1   Texas Board of Medical Examiners Temporary Permit 1
                        TP2   Texas Board of Medical Examiners Temporary Permit 2
                        IP   Institutional Permit
                        MDN   No License – MD only

            If degree is DPT, then report:
                        LPT   Texas Executive Council of Physical Therapy & Occupational
                               Therapy Examiners licensed Physical Therapist

R.6

If degree is DVM, then report:
      LV   Texas State Board of Veterinary Medical Examiners licensed Veterinarian
      NL   No License

If degree is PHARMD, then report:
      LP   Texas State Board of Pharmacy licensed Pharmacist
      NL   No License (due to testing delays)

Item #13   <u>Program Code</u>. Enter the appropriate ten-digit code for the medical residency program. See Appendix K. Required for medical residents only. Leave blank if not applicable.

             Note: The Program Code list is updated by the Coordinating Board in July of every year. Should you encounter a resident that is in an approved ACGME or AOA program that is not on the Program code listing, please contact the Coordinating Board and request that it be added.

Item #14   <u>Residency/Research Program Length</u>. Enter the code that corresponds with the total number of years for the current program. **Note**: This field is not reported for Medical Residents since the program length for Medical Residents is obtained from the ACGME or AOA. Enter zero for Medical Residents.

1	One year	5	Five years
2	Two years	6	Six years
3	Three years	7	Seven years
4	Four years		

NOTE: The following note applies to Items #15 and #16. The sum of Items #15 and #16 cannot exceed 6. The Coordinating Board will add one year to the total for the current year. The record will be flagged as an error if the sum of Items #15 and #16 plus 1 is greater than 7. Item #15 plus 1 cannot exceed the program length in Item #14.

Item #15   <u>Years Completed in Current Residency/Research Program</u>. Enter the cumulative number of years completed for the current program at the current institution. If the current year is the first year in the currently reported program (regardless of program level) at your institution for this resident (Item #13), enter 0.

0	No years	4	Four years
1	One year	5	Five years
2	Two years	6	Six years
3	Three years		

HRI Residents/Fellows Report (CBM00R)

Item #16   Prior Cumulative Residency/Research Years. Enter the code that corresponds
             with the cumulative number of residency years at any institution, including the
             current institution, in all programs that the resident/fellow had completed ***prior*** to
             admission to the current resident/research program.

0	No prior years	4	Four years
1	One year	5	Five years
2	Two years	6	Six years
3	Three years		

Item #17   Medical School of Graduation. Enter the five-digit code of the medical school from
             which the resident graduated, leading zeros. Required for medical residents only;
             leave blank if not applicable. See Appendix L.

Item #18   Date of Medical School Graduation. Enter the four-digit year and two-digit month
             in which the resident graduated from medical school. Required for medical
             residents only; leave blank if not applicable.

             YYYYMM

Item #19   Non-disclosure. Enter a '2' to indicate that the individual resident or fellow has
             notified the institution/organization of his/her refusal to have "directory information"
             disclosed; else zero fill.

Item #20   Reporting Period. Always enter '5' for annual report.

Item #21   Year of Report. Enter the four-digit academic year the report covers using an 'as
             of' date of September 1.

             YYYY

             Example: For 2007-2008 academic year (as of September 1, 2007) enter '2007'.

Item #22   License/Permit Number or Institutional Permit Number. Enter the license/permit
             number or an institutional permit number, left-justified. Not required for DRPH or
             PHD degrees. Leave blank if not applicable.

             If BDS, DDS, DMD, DDSPHD, DVM and no license, or MDN, leave blank.

Item #23   State of License. Enter the two-letter U. S. Postal Service abbreviation for the
             state from which the license was issued.

REPORTING EXAMPLES

The following examples are provided to explain Items #15 and #16.

1. Resident A has completed three years of residency training in two previous programs prior to the current program Resident A is undertaking at the current institution. Resident A has been admitted to the Medical Genetics program, a four-year program. Due to the resident's prior experience, the resident has been admitted into the fourth year of the Medical Genetics program.

    Item #13   1304821012
    Item #14   4 (length of current program)
    Item #15   0 (The resident has not completed any years of the program at the current institution.)
    Item #16   3 (These three years of prior residency training could have been in any program at any other institution or the current institution; it doesn't matter. It doesn't matter whether or not a resident completed all years of the two prior programs or not. The key data item sought is the fact that the resident did complete three prior residency years before joining the current program.)

    0 + 3 + 1 = 4 years for edit evaluation; the resident is accepted

2. Resident B is admitted to the Medical Genetics program at the current institution. Resident B is in year level 3 of the program having completed years one and two of this program at the current institution. The number of residency years for Resident B in prior programs was 3 years.

    Item #13   1304821012
    Item #14   4 (length of current program)
    item #15   2 (The resident has completed two years of the program at the current institution.)
    Item #16   3 (The resident completed three years of prior residency.)

    2 + 3 + 1 = 6 years for edit evaluation; the resident is accepted

3. Resident C is admitted to the Medical Genetics program at the current institution. Resident C is in year level 3 of the program having completed years one and two of the program at the current institution. The number of resident years for Resident C in prior programs was 5 years.

    Item #13   1304821012
    Item #14   4 (length of current program)
    Item #15   2 (The resident has completed two years of the program at the current institution.)
    Item #16   5 (The resident completed five years of prior residency.)

    2 + 5 + 1 = 8 years for edit evaluation; the resident is rejected (over 7 years)

4.   For postdoctoral/research fellows, use the following scenario if there is no established program length.

    Item #13   blank (since this is not a medical residency program)
    Item #14   1 (Use as the default for length of the current program.)
    Item #15   0 (Use as the default for years completed in current program.)
    Item #16   4 (The fellow completed 4 prior years in all programs.)

    0 + 4 + 1 = 5 years for edit evaluation; the fellow is accepted

HRI Residents/Fellows Report (CBM00R)

DATA PROCESSING RECORD LAYOUT AND FIELD REQUIREMENTS

R = Required   N/A = Not Collected from Institution   O = Optional

Item Number	Field Name	Field Type	Beginning Position	Length	Residents			Postdoctoral/Research Fellows			
					Medical	Dental	Pharmacy	Biomed Sci	Allied Health	Public Health	Nursing
					00	05	10	15	20	25	30
1	Record Code - Always 'R'	Alpha	1	1	R	R	R	R	R	R	R
2	Insitution Code	Numeric	2	6	R	R	R	R	R	R	R
3	Individual ID Number	Alphanumeric	8	9	R	R	R	R	R	R	R
4	Reporting Category	Numeric	17	2	R	R	R	R	R	R	R
5	Gender	Alpha	19	1	R	R	R	R	R	R	R
6	Ethnic Origin	Numeric	20	1	R	R	R	R	R	R	R
7	First Name	Alpha	21	10	R	R	R	R	R	R	R
8	Middle Initial	Alpha	31	1	R	R	R	R	R	R	R
9	Last Name	Alpha	32	20	R	R	R	R	R	R	R
10	Degree	Alpha	52	6	R	R	R	R	R	R	R
11	Unused		58	5							
12	Type of License	Alphanumeric	63	3	R	R	R	N/A	N/A	N/A	R
13	Program Code	Numeric	66	10	R	N/A	N/A	N/A	N/A	N/A	N/A
14	Program Length	Numeric	76	1	N/A	R	R	R	R	R	R
15	Year Level In Current Program	Numeric	77	1	R	R	R	R	R	R	R
16	Prior Cumulative Years	Numeric	78	1	R	R	R	R	R	R	R
17	Medical School of Graduation	Numeric	79	5	R	N/A	N/A	N/A	N/A	N/A	N/A
18	Date of Medical School Grad	Numerica	84	6	R	N/A	N/A	N/A	N/A	N/A	N/A
19	Non-disclosure	Numeric	90	1	R	R	R	R	R	R	R
20	Reporting Period - Always '5'	Numeric	91	1	R	R	R	R	R	R	R
21	Year of Report	Numeric	92	4	R	R	R	R	R	R	R
22	License/Permit Number	Alphanumeric	96	12	R	R	R	N/A	N/A	N/A	R
23	State of License	Alpha	108	2	R	R	R	N/A	N/A	N/A	R

Eligible Degree for given Category:

MD	DDS	PharmD	PhD	Phd	PhD	PhD
DO	DMD		DVM	DPT	DrPH	DNP
MDPhD	DDSPHD			AuD		

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QUESTIONABLE AND ERROR VALUES

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

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except 'R'
2.	Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3.	Individual ID Number	Alpha characters	Blank or special characters; if on CBM001 and CBM00R
4.	Reporting Category	N/A	Blank or special characters; not 00 if Item #10 = DO, MD, or MDPHD; not 05 if Item #10 = BDS, DDS, DMD, or DDSPHD; not 10 if Item #10 = PHARMD; not 15 if Item #10 = PHD or DVM; not 20 if Item #10 = PHD, DPT, or AUD; not 25 if Item #10 = PHD or DRPH; not 30 if Item #10 = PHD or DNP; not 15, 20, 25, or 30 if Item #12 = MDN
5.	Gender	N/A	Any value except 'M' or 'F'
6.	Ethnic Origin	N/A	Any value other than '1'–'7'
7.	First Name	N/A	Blank or numerical
8.	Middle Initial	N/A	N/A
9.	Last Name	N/A	Blank or numerical
10.	Degree	N/A	Blank or any value not on list of approved degrees; not MD, DO, or MDPHD when Item #4 = 00; not BDS, DDS, DMD, or DDSPHD when Item #4 = 05; not PHARMD when Item #4 = 10; not PHD, DVM, or MD when Item #4 =

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
			15; not MD, PHD, DPT, or AUD when Item #4 = 20; not MD, PHD, or DRPH when Item #4 = 25; not MD, PHD, or DNP when Item #4 = 30
11.	Unused	N/A	N/A
12.	Type of License	N/A	Value other than LAU if Item #10 = AUD; value other than LD, NL, or OOS if Item #10 = BDS, DDS, DDSPHD, or DMD; value other than LRN if Item #10 is = DNP; value other than TML, BP1-BP5, TP1, TP2, or IP if Item #10 = MD, DO, or MDPHD; value other than MDN if item #10 = MD and Item #4 = 15, 20, 25, or 30; value other than LPT if Item #10 = DPT; value other than LV or NL if Item #10 = DVM; value other than LP or NL if Item #10 = PHARMD; not blank if Item #10 = PHD or DRPH
13.	Program Code	N/A	Not on program file; blank if Item #4 = 00
14.	Program Length	N/A	Any value other than '1'-'7'; not 0 if Item #4 = '00'
15.	Yrs Completed Curr Prog	N/A	Any value other than '0'-'6'; sum of Item #15 and #16 + 1 > 7; sum of Item #15 + 1 > Item #14
16.	Prior Cum Years	N/A	Blank or any value other than '0'-'6'; sum of Item #15 and #16 + 1 > 7; if value of '0' and prior training required = 'y'
17.	Med Sch of Graduation	N/A	Not on medical school list; blank if Item #4 = 00

HRI Residents/Fellows Report (CBM00R)

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
18. Date of Med Sch Grad	N/A	Month < 01 or > 12; month not > 08 if year = Item #21; blank if Item #17 filled in
19. Non-disclosure	N/A	Any value except '0' or '2'
20. Reporting Period	N/A	Any value except '5'
21. Year of Report	N/A	Must match value on header record
22. License/Permit Number	N/A	Blank unless Item #10 is DRPH or PHD; blank unless Item #12 is NL or MDN and Item #10 is BDS, DDS, DMD, DDSPHD, DVM, or MD
23. State of License	N/A	Blank unless Item #10 is DRPH or PHD; blank unless Item #12 is NL and Item #10 is BDS, DDS, DMD, DDSPHD, or DVM

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

HRI Residents/Fellows Report (CBM00R)

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CBM00R EDIT SUMMARY FROM SAMPLE REPORTING INSTITUTION   003304   2007


                                        NORMAL RANGE   QUESTIONABLE   ERROR VALUES
ITEM 1    RECORD CODE                       500             0             0
ITEM 2    INSTITUTION CODE                  500             0             0
ITEM 3    INDIVIDUAL ID NUMBER              500             0             0
ITEM 4    REPORTING CATEGORY                499             0             1
ITEM 5    GENDER                            500             0             0
ITEM 6    ETHNIC ORIGIN                     500             0             0
ITEM 7    FIRST NAME                        500             0             0
ITEM 8    MIDDLE INITIAL                    500             0             0
ITEM 9    LAST NAME                         500             0             0
ITEM 10   DEGREE                            499             0             1
ITEM 11   UNUSED                            500             0             0
ITEM 12   TYPE OF LICENSE                   499             0             1
ITEM 13   PROGRAM CODE                      500             0             0
ITEM 14   PROGRAM LENGTH                    500             0             0
ITEM 15   YRS COMPLETED CURRENT PROG        499             0             1
ITEM 16   PRIOR CUM YEARS                   499             0             1
ITEM 17   MED SCH OF GRADUATION             500             0             0
ITEM 18   DATE OF MED SCH GRAD              500             0             0
ITEM 19   NON-DISCLOSURE                    500             0             0
ITEM 20   REPORTING PERIOD                  500             0             0
ITEM 21   YEAR OF REPORT                    500             0             0
ITEM 22   LICENSE/PERMIT NUMBER             500             0             0
ITEM 23   STATE OF LICENSE                  500             0             0


TOTAL CBM00R RECORDS PROCESSED                 500
CONTROL TOTAL                                  500
DISCREPANCY                                      0
NUMBER OF DUPLICATE RECORDS                      1
```

HRI Residents/Fellows Report (CBM00R)

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THE TEXAS HIGHER EDUCATION COORDINATING BOARD
HR-CBM00R SUMMARY OF DATA FROM      DATE: 10/01/2007
SAMPLE REPORTING INSTITUTION             003304  2007


Reporting Category
  Medical Residents         235
  Dental Residents           42
  Pharmacy Residents         13
  Biomedical Fellows        119
  Allied Health Fellows      20
  Public Health Fellows       5
  Nursing Fellows            65
     Total                              499

Gender
  Male                      250
  Female                    250
     Total                              500

Ethnic Origin
  White                     198
  Black                     130
  Hispanic                  112
  Asian                      42
  Indian                      5
  International              13
  Unknown                     0
     Total                              500

Degree
  AUD                        25
  BDS                         0
  DDS                        42
  DDSPHD                      0
  DMD                         0
  DNP                        65
  DO                         45
  DPT                        54
  DRPH                        5
  DVM                         0
  MD                        190
  MDPHD                       0
  PHARMD                     13
  PHD                        60
     Total                              499

Yrs Completed Curr Prog
  1 Year                     65
  2 Years                    35
  3 Years                    92
  4 Years                   130
  5 Years                    22
  6 Years                    51
  7 Years                   104
     Total                              499
```

HRI Residents/Fellows Report (CBM00R)

```
Type of License
  Licensed Audiologist          0
  TBME Licensed Doctor        105
  TBME Basic Permit 1         259
  TBME Basic Permit 2          63
  TBME Basic Permit 3           5
  TBME Basic Permit 4           1
  TBME Basic Permit 5           0
  TBME Temporary Permit 1       0
  TBME Temporary Permit 2       0
  TBME Institutional Permit     0
  Licensed Dentist              0
  Licensed Pharmacist          13
  Licensed Physical Therapist   0
  Licensed Registered Nurse    54
  Licensed Veterinarian         0
  No License                    0
  Out-of-State License          0
        Total                            500

Non-Disclosure               5

Note: Totals are net errors
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HRI Residents/Fellows Report (CBM00R)

ITEM 3	ITEM 4	ITEM 5	ITEM 6	ITEM 7	ITEM 8	ITEM 9	ITEM 10	ITEM 11	ITEM 12	ITEM 13	ITEM 14	ITEM 15	ITEM 16	ITEM 17	ITEM 18	ITEM 19	ITEM 20	ITEM 21	ITEM 22	ITEM 23 REMARKS
666778888	05	F	3	JANE	C	SMITH	DPT		DDS	1234567890	6	2	4	44444	200306	0	5	2007	77889	TX
*********	**						***		***											
777889999	00	M	2	BILL	D	JONES	MD		BP3	9876543210	6	3	5	55555	200206	0	5	2007	54321	TX
												***	***							

***ERROR = ID NUMBER ON CBM001

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

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