REPORT TO THE PRESIDENT
OF THE PROGRAM CODING TASK FORCE

November 2006
Hillsborough Community College

The Task Force

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Other Participants

Mr. Newton Beardsley
Dr. Anthony Joiner
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Guests

Mr. Bill Carman, FDOE
Ms. Joan Roddenbury, FDOE
Mr. Jim Simpson, FCC-J
The Issue

On July 12, 2006 President Stephenson appointed a Task Force to develop recommendations “for ways in which program codes can be more accurately assigned to students throughout their tenure at HCC” – from matriculation to graduation. Hillsborough Community College has long had issue with the accurate assignment of program codes. For instance in a fall 2005 review of the Criminal Justice Program, a study of 139 students indicated that only 29.5% were correctly coded. Most were coded in Associate of Arts or wrongly coded in another criminal justice area.

Conversely, in another study, 91 of 216 students coded to the Associate of Science Degree in Legal Assisting in 2004-05 had not enrolled in any course specific to the major. This examination was extended to 16 other technical awards ultimately demonstrating that greater than 350 students had not taken courses in their coded major. These findings call into question the alignment of coding, advising and student intent.

Small programs are not immune. Of the 28 students coded for the AS or AAS degree in Environmental Science Technology, only 5 were found to have enrolled in a subject-specific course in the spring, summer, fall of 2005 – or had registered for one in spring 2006.

The consequences of inaccurate coding are manifold impacting advising, retention, graduation, state reporting, funding, performance measurement, excess hours to degree completion, etc.

The charge to the Task Force also encouraged exploration outside the College for solutions. To this end, the Task Force invited guests with special knowledge or experience in addressing the issue of program coding. The first guest was Mr. Jim Simpson, Associate Vice President for Workforce Development and Adult Education at Florida Community College in Jacksonville. A week later the Task Force met with Mr. Bill Carman, MIS Bureau Chief and Ms. Joan Roddenberry, Director of Data Analysis & Reporting, both of the Florida Department of Education. Their handouts are included in the appendices of this report.

The Task Force convened on four occasions beginning July 14 with the final meeting held on September 29.

The Recommendations

The Task Force proposes 15 recommendations to improve the accuracy of program code assignment. For purposes of organization, the recommendations are appropriated among five thematic categories:

1. Data Wash
2. Technology
3. Process/Procedure
4. Training
5. Advising

The recommendations follow.
Data Wash

1. Schedule a Data Quality Site Review by the Florida Department of Education and follow-up on recommendations.
2. Monitor headcount enrollments in programs.
   - Develop an internal unduplicated enrollment report by program to be widely disseminated and reviewed for accuracy.
   - Expand review of the official report of headcount by program (AA1A) to a wider audience of stakeholders prior to state submission.
3. Use the most recently applied program to designate a student’s primary program code for purposes of state reporting and internal inquiries.
4. Review, revise, and enhance programming to improve the accuracy of state reporting including the refinement of business rules and programming logic on the reporting of student program code assignment; FTIC cohorts; as well as other fields key to state accountability measures, performance funding, and 2007-09 college strategic initiatives.

Technology

5. Develop an automated process to identify and notify students who have completed 15, 30 and 45 hours of college credit. Students will be asked to verify the accuracy of their degree program.
6. Develop a process/mechanism to identify and graduate students who have completed program requirements (i.e. Auto-graduator routine) beginning with College Credit Certificate programs. See FCC-J handouts in the appendix.
7. Purchase and implement Datatel’s E-Advising (Educational Planner) using the First Year Experience project (Title III grant) as a pilot.

Process/Procedure

8. Implement usage of the “General Freshman” designation until a 25% threshold of program completion. This could be used in coordination with recommendation #5 above.
9. Consider eliminating the option of allowing students to choose both AA and AS programs without mandatory advising.
10. Produce section rosters (hardcopy) at the final date of “withdrawal for non-attendance” (10 days beyond the last day of drop/add), with a required sign-off by faculty. Alternately, an online verification of rosters can be developed. The rosters will include the student’s name, program title, and verification if the program is correct.
11. Student Services Deans should work with the Director of Financial Aid to develop an alternative program code for financial aid funding instead of coding them in the Associate of Arts program.

Training

12. Use Campus Cruiser to educate students about the various programs and how to determine whether or not they are in the correct program. This could also include online tutorials developed by the Professional Development Services Department.
13. Develop a mandatory workshop to focus specifically on program coding for all Student Services personnel. The training should include defining the differences between AA and AS programs in order to provide more accurate information to students.
14. Provide clear-cut direction to staff/advisors/faculty about program codes and criteria. There may need to be small meetings to ensure that everyone understands.
Advising

15. Appoint a task force to review the entire advising system including consideration of:
   • The frequency of mandated interactions between the student and the advisor at key
     junctures such as upon declaration of a major, progress toward degree (see
     recommendations #5 and 8), and prior to graduation;
   • The viability of program specific advisors and the expansion of faculty/program manager
     advising;
   • Providing a roster of program managers to advisors to use as referrals for more detailed
     student advisement;
   • Re-assess the adequacy of the number of program managers assigned oversight to
     programs;
   • Informing students of changes in degree/certificate course requirements;
   • Pool advising; and
   • Express advising.
The Appendices
Hillsborough Community College Program Coding Task Force

“Briefing on FCCJ Initiatives”

Jim Simpson
Florida Community College at Jacksonville
Associate Vice President – Workforce Education & Adult Education
Briefing Focus

- Definition of POS
- Overview of POS Problem at FCCJ
  - Scope of Problem
  - Current State of Problem
- Benefits FCCJ has Experienced as a Result of More Accurate Coding of Student POS
- History of FCCJ Efforts to Improve POS Accuracy
- Demonstration of MIS (optional)

Definition

- POS = Program of Study Code
  - POS is essentially the student's major. All degree and certificate programs have a POS code.
  - As of Spring 2007 students can have up to 99 POS's on their record.
  - Prior to Spring 2007 the maximum was 10 POS's.
- Efforts at FCCJ has been directed at improving the accuracy of the "primary" POS on the student's record.

2001-2003
Scope of Problem

- College Wide
  - 27.3% of students were taking courses outside of their primary POS.
  - 20,247 total students in wrong primary POS
  - 4.5% of all unduplicated headcount graduated
    - 3,338 graduates from AA, PSV, and PSAV programs.
2001-2002
Scope of Problem

- AA Students
  - 34.2% of students were taking courses outside of their primary POS
  - 8,587 total AA students were in the wrong primary POS
  - 5.8% of unduplicated AA students graduated
    - 1,450 AA graduates

- PSV Students
  - 34.2% of students were taking courses outside of their primary POS
  - 5,750 total PSV students were in the wrong primary POS
  - 39% fall-to-fall retention in all PSV programs
  - 4.2% of unduplicated PSV students graduated
    - 705 AS, AAS, TC, ATD, ATC graduates.

- PSAV Students
  - 35.3% of students were taking courses outside of their primary POS
  - 1,801 total PSAV students were in wrong primary POS
  - 31% fall-to-spring retention in PSAV programs
  - 25.8% of unduplicated PSAV students graduated
    - 1,183 graduates from PSAV programs
2005-2006
Current State

- College Wide
  - 23.6% of students were taking courses outside of their primary POS
  - 13.6% decrease rate
  - FCCJ were allowed to have up to 89 POS’s in their student files.
  - 18,678 total students are in the wrong primary POS
  - 7.8% decrease in total numbers of students in the wrong primary POS
  - Unduplicated headcount has increased by 6.7%
  - 6.6% of all unduplicated headcount graduated.
  - 18,171 graduates in AA, PSV, and PSAV programs
  - 54.9% increase in numbers of graduates

2005-2006
Current State

- AA Students
  - 30.2% of students were taking courses outside of their primary POS
    - 11.7% decrease in the rate
  - 9,229 total AA students are in the wrong primary POS
    - 8.3% increase in total numbers of students in the wrong primary POS.
    - AA unduplicated headcount has increased by 22.6%
  - 6.1% of unduplicated AA students graduated
    - 1,881 AA graduates
    - 29.7% increase in number of graduates

2005-2006
Current State

- PSV Students
  - 24.2% of students were taking courses outside of their primary POS
    - 20.3% decrease in the rate
  - 4,773 total PSV students are in the wrong primary POS
    - 17% decrease in the total numbers of students in the wrong primary POS.
    - PSV unduplicated headcount increased by 12.7%
  - 53% fall-to-fall retention rate in PSV programs
    - 39% increase in Fall-to-Fall retention for PSV students
  - 5.8% of unduplicated PSV students graduated
    - 1,116 AS, AAS, TC, ATD, ATC graduates.
    - 58.3% increase in the numbers of graduates.
**2005-2006 Current State**

- PSAV Students
  - 35.7% of students were taking courses outside of their primary POS
    - 8.9% decrease in the rate
  - 1,667 PSAV Students are in the wrong primary POS
    - 7.4% decrease in total numbers of students in the wrong primary POS.
  - PSAV unduplicated headcount increased by 1.7%.
  - 44% fall-to-spring retention rate in PSAV programs
    - 42% Increase in retention
  - 46.5% of unduplicated PSAV students graduated
    - 2,174 graduates from PSAV programs
    - 54.4% increase in the numbers of graduates

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**Summary**

- Even with increases in unduplicated headcount.
  - Percentage of students in wrong primary POS's has declined
    - Largest improvement in Workforce Programs
      - PSV = 26.3% decrease in rate; 17% decrease in numbers
      - PSAV = 8.9% decrease in rate; 7.4% decrease in numbers

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**Summary**

- Better POS Tracking Has Resulted in
  - Better Advisement/Communication Strategies
    - 725 section decrease in the number of made sections from 2004-2005.
    - Higher course yield (2.59 vs 2.18) and FTE yields (.31 vs .22)
    - Increases in WF Retention
      - PSV = 36% increase in fall-to-fall retention
      - PSAV = 42% increase in fall-to-spring retention
    - Increases in Total Number of Graduates
      - PSV = 58.3% increase in total numbers of graduates
      - PSAV = 54.4% increase in total numbers of graduates
    - Increases in Percentage of unduplicated students who do graduate.
      - PSV = 39% increase in the rate of graduation
      - PSAV= 80% increase in the rate of graduation
History of Efforts

- **2001-2002**
  - Classroom Blitz's
    - Staff intensive
    - Was not sustainable
  - Auto-Grad developed
    - Worked but not well. Initially, Auto-Grad was tied to primary POS
  - MIS tools were identified
    - 27 tools identified

- **2002-2003**
  - Auto-Grad Modification
    - Tied to all POS's in students file

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History of Efforts

- **2003-2004**
  - Section Roll Sheet Modification
    - Primary POS was added to section roll sheet.
    - Has been well received by full-time faculty
    - Inconsistent use by Adjunct faculty
    - Requires constant communication/training
    - Most effective when systematically used by program manager
    - Low cost to develop
  - 75% Completors Report Developed
    - Ran by my office
    - 350 additional graduates in first year
    - Pointed out coding issues in Auto-Grad
    - Became a MIS report priority based on feedback

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History of Efforts

- **2004-2005**
  - MIS Partially Implemented
    - Revisited all tools and consolidated and eliminated some tools.
    - Development of dashboard begins
  - Tool was Developed to Assess the Scope of the POS Problem
    - First data run was implemented in my office in Spring 2005
History of Efforts

2005-2006
- Auto-POS
  - Problem was identified with credit TC's and short PSAV programs POS's not being assigned to students records.
  - Modifications to automate POS for TC's made for Spring 2006. Graduates in TC's increased by 38%
  - Modification to automate POS for short PSAV programs to be implemented Summer 2006
  - Auto-POS project for all PSAV's programs to be completed by Spring 2007.
  - Auto-POS project for all PSV's programs to be completed by Fall 2007
- Allow up to 99 POS's in student records
  - Suggested by Financial Aid

History of Efforts

2005-2006 (continued)
- On-line Registration Warnings
  - Decision was made not to block registrations from courses outside of a students POS.
  - Beginning in Summer 2006, when students register for classes on-line, they are prompted three times to change their primary POS or talk with an advisor/program manager.
  - Listing of students who take a course outside of their primary POS is in a MIS report.
- MIS Tools Go Live
  - Student Mailings, Student Exception, 75% Completors went live during 2005-2006 year.
  - Systematic training on tools only begin in Summer 2006.
Handouts from Presentations by
Bill Carman and Joan Roddenbury,
Management Information Systems,
Florida Department of Education
Business Administration
0506040102/1506040102
Specialties within this program

- Accounting/Budget Operations Management
- Banking
- Customer Service
- E-Business
- Finance
- Human Resources
- Insurance
- International Business
- Management
- Marketing
- Non-Profit Management
- Postal Service Management
- Real Estate
- Retail management
- Small Business Management
- Sport Management
• No matter which specialty or specialties the student chooses within this program they can only be reported with the specific CIP for this program – and it will appear as duplicates to the State if the student completes more than one specialty and the college will receive funding for only ONE when more than one are reported with the same program code.
AA Degree CIP Code

- 1112401010 thru 1192401010

- This CIP should only be used for students pursuing an AA degree – not for students that haven’t decided what program they are interested in – for those a CIP of all 9’s (not enrolled in a program) should be used until the student decides on a program to pursue. Need to remember to update so the student doesn’t get to graduation and still have this CIP of all 9’s
Program Records (Type 4)

- Program records are used for:
- Enrollments (IPEDS, FACTBOOK, Perkins, Accountability, Workforce, FETPIP, various other Adhoc requests that may be received)
- Program Inventory (Web, AWI, Counseling Manual, DCCWE)
**Important Data Elements**

- **DE2001 – Program of Study Award Type**
  - the various awards that can be granted

- **DE2002 – Program of Study CIP**
  - the CIP code of the program the student is enrolled in

- **DE2005 – Program of Study Level**
  - the program level used to determine the type of program the student is enrolled in

- **DE2008 – Total Credit Hours Toward Award**
  - this data element is used in Perkins and Accountability to determine how much of the program the student has completed to date.
Perkins Processing

- To satisfy the Feds all vocational program records MUST have a compatible course record (college credit programs MUST have an A&P or PSV course and PSAV programs MUST have a PSAV course) or the data is EXCLUDED from the Perkins Performance Measures reporting – this was due to an audit criticism a few years ago.
Completion Records (Type 5)

- Completion records are used for
- IPEDS, FACTBOOK, Perkins, Accountability, Workforce, PBPB, Placement and Followup, NRS, and various other Adhoc requests that may be received
Important Data Elements

- **DE2101 – Completion CIP**
  - the CIP code of the program the student has completed

- **DE2103 – Completion Degree Granted**
  - the type of degree or certificate being awarded to the student

- **DE2104 – Occupational Completion Point Indicator**
  - this indicates which OCP the student has completed

- **DE2105 – Adult Literacy Completion Point Indicator**
  - this indicates which LCP the student has completed
**Description of Data Element:**

**Number:** 2001  
**Name:** Program of Study - Award Type

**Data Element is Used in the Following Reports:**

- Exceptions Report
- FETPIP Files (Enrollments, Leavers)
- IPEDS Reports (C2, EF2, R2)
- Readiness for College Report
- AA-1 Series Reports
- Accountability Outcome Measure Report
- Perkins Report

**Description:**

Record Type Four - Code indicating the degree or other formal award being sought, as declared by the student at the institution. Unlike Program of Study, Level (DE 2005), this element is designed to capture the student's award intention. All students should be coded as such, regardless of their Program of Study Level (DE 2005).

**TABLE VALUES:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Associate in Arts (AA) Degree</td>
</tr>
<tr>
<td>2</td>
<td>Associate in Science (AS) Degree</td>
</tr>
<tr>
<td>3</td>
<td>Associate in Science (AS) Certificate</td>
</tr>
<tr>
<td>4</td>
<td>Vocational Certificate</td>
</tr>
<tr>
<td>5</td>
<td>Adult High School Diploma</td>
</tr>
<tr>
<td>6</td>
<td>Degree Seeking - Undecided</td>
</tr>
<tr>
<td>9</td>
<td>No Formal Award (Credit, Non-degree seeker)</td>
</tr>
<tr>
<td>A</td>
<td>Associate in Applied Science (AAS) Degree</td>
</tr>
<tr>
<td>B</td>
<td>Adult General (except Adult High School Diploma and GED)</td>
</tr>
<tr>
<td>C</td>
<td>Baccalaureate</td>
</tr>
<tr>
<td>D</td>
<td>Applied Technology Diploma (ATD)</td>
</tr>
<tr>
<td>F</td>
<td>Educator Preparation Institute (EPI) Certificate</td>
</tr>
<tr>
<td>G</td>
<td>GED</td>
</tr>
<tr>
<td>H</td>
<td>Upper Division Non-Degree seeker</td>
</tr>
<tr>
<td>P</td>
<td>Apprenticeship Program</td>
</tr>
<tr>
<td>T</td>
<td>Advanced Technical Certificate (ATC)</td>
</tr>
<tr>
<td>Z</td>
<td>Not Applicable (i.e. Continuing Education Enrollments)</td>
</tr>
</tbody>
</table>

(Rule 6A-14.030(1), Florida Administrative Code)  
(Rule 6A-14.030(2), FAC.)  
(Rule 6A-14.030(2), FAC.) (Postsecondary Vocational Certificate (PSVC))  
(Rule 6A-14.030(3), FAC.) (Postsecondary Adult Vocational Certificate (PSAVC))  
(Rule 6A-14.030(5), FAC.)

**Physical Description:** PIC X(01)

**Create/Change Date:** 07/01/2006
NOTES:
1. Use for active and inactive programs.
2. Degree Seeking - Undecided: Persons who intend to achieve a degree but have not decided on the program area of the degree.

Edit:
1. Missing or Invalid
2. C, H, and Reporting Institution (DE 1017) not in (1472, 1475, 1477, 1506, 1510, 1528)
3. H, C and Institutional Class Level of student (DE 1012) NE 3, 4 or 6
4. F and Program of Study - Level (DE 2005) NE F
5. F and Program of Study - CIP (DE 2002) NE 5551399990
6. H and Program of Study - Level (DE 2005) NE ‘H’
7. H and Program of Study - CIP (DE 2002) NE 9999999999
8. C and Program of Study - Level (DE 2005) NE C, E
9. C and Program of Study - CIP (DE 2002) EQ 9999999999

Critical
Description of Data Element:

Number: 2002  
Name: Program of Study - CIP

Data Element is Used in the Following Reports:

- IPEDS Reports (EF2, EP, C2)
- Perkins Funding
- AA-1A Report
- Accountability Outcome Measure Report
- AA-1B Reports
- AA-1C Reports
- Perkins Performance
- Workforce Development
- NRS

Description:

Record Type Four - A code identifying the classification associated with the College's declared program of study (Data Element 2005). The Program of Study - CIP is a ten character code composed of a two or three digit code indicating the program cluster, a six digit code indicating the Classification of Instructional Program (CIP), and a one or two digit unique identifier. Code all nines (9999999999) if the student is not enrolled in a program. If a student is enrolled in one or more inactive program(s) in one term, then code this data element with one of the following: 8888888881, 8888888882, 8888888883, 8888888884, 8888888885, 8888888886, 8888888887, 8888888888, 8888888889.

NOTES:

1. If the student is awaiting entry into a Limited Access Program, code the student under the specific CIP (Needed for the AA-1B).
2. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the CIP code is a valid code. The file that can be retrieved by the colleges is named: DCC.COLLEGE.CIP.YYT2007
3. For reporting Employment Related or Other Personal Objectives students taking technical courses that earn PPP’s the generic Program of Study-CIP is '3333333333'.

For Educator Preparation Institute (EPI) Certificate Programs

For Students enrolled in an Educator Preparation Institute Certificate program, code '5551399990'.

PHYSICAL DESCRIPTION: PIC X(10)  
CREATE/CHANGE DATE: 07/01/2006
For Associate in Arts (AA) Degree Programs and Baccalaureate Degree Programs

<table>
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<tr>
<th>Cluster</th>
<th>Classification of Instructional Program</th>
<th>Unique Identifier</th>
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<tbody>
<tr>
<td>1</td>
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<td>7</td>
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<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TABLE VALUES:**

**CLUSTER VALUES:** (Decimal point is implied.)

1.10 - Baccalaureate
1.11 - Natural and Physical Sciences
1.12 - Fine and Applied Arts
1.13 - Letters and Foreign Languages
1.14 - Education
1.15 - Business and Management
1.16 - Mathematics and Computer Science
1.17 - Social Sciences
1.18 - Other Degree Programs
1.19 - General Degree Transfer

**CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:**

For AA Degree Programs, code the Classification of Instructional Program (CIP) as 24.0101.

For Baccalaureate Programs, code the CIP which has been agreed upon between the Division of Community Colleges and Workforce Education and the college. The Community College and Technical Centers MIS staff will provide a file for the colleges to determine if the CIP code is a valid code. The file that can be retrieved by the colleges is named: **DCC.COLLEGE.BACCIP.TYY2007**.

For Upper Division Non-Degree Seeking students, code '9999999999'.

**UNIQUE IDENTIFIER:**

0 thru 9 - Differentiates between two CIP codes which are otherwise the same.

For Associate in Applied Science (AAS) Degree Programs, Associate in Science (AS) Degree Programs, Associate in Science Certificate Programs, Vocational Certificate Programs, or Adult General Education

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Classification of Instructional Program</th>
<th>Unique Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>4</td>
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<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TABLE VALUES:**

**CLUSTER VALUES:**

01 - Agriculture
02 - Marketing
03 - Health Occupations
04 - Family and Consumer Sciences
05 - Business
06 - Industrial
07 - Public Service
09 - Preparation for Homemaking
10 - Diversified Cooperative Training
15 - Adult General Education

**PHYSICAL DESCRIPTION:** PIC X(10)

Section 3.2 – Data Element Dictionary

**CREATE/CHANGE DATE:** 07/01/2006

Version 18.0

July 1, 2006
CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:

Use appropriate CIP code from file provided by CCTCMIS (See Note 2).

UNIQUE IDENTIFIER:

00 thru 99 - Differentiates between two CIP codes which are otherwise the same.

NOTES:

4. The combination of the Cluster '15' and the CIP starting with '320' or '330' are used to identify the Adult General Education Programs.

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Classification of Instructional Program</th>
<th>Unique Identifier</th>
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</thead>
<tbody>
<tr>
<td>11</td>
<td>Agriculture</td>
<td>15 - Business</td>
</tr>
<tr>
<td>12</td>
<td>Marketing</td>
<td>16 - Industrial</td>
</tr>
<tr>
<td>13</td>
<td>Health Occupations</td>
<td>17 - Public Service</td>
</tr>
<tr>
<td>14</td>
<td>Family and Consumer Sciences</td>
<td></td>
</tr>
</tbody>
</table>

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:

Use appropriate CIP code from file provided by CCTCMIS (See Note 2).

UNIQUE IDENTIFIER:

00 thru 99 - Differentiates between two CIP codes which are otherwise the same.

Edit:

1. Missing
2. Program of Study, Hour Type (DE 2003) EQ Z and (Program of Study - CIP NE 3333333333 or 9999999999)
3. Program of Study, Hours (DE 2004) EQ zero or 99999 and (Program of Study - CIP NE 3333333333 or 9999999999)
4. 9999999999 and Program of Study, Level (DE 2005) NE 4, 5, 6, or Z or 3333333333 and Program of Study, Level (DE 2005) NE 5 or 6
5. AA Degree Program CIP and Program of Study, Title (DE 2006) is blank

Critical

PHYSICAL DESCRIPTION: PIC X(10)
Section 3.2 - Data Element Dictionary
Version 18.0

CREATE/CHANGE DATE: 07/01/2006
July 1, 2006
6. Combination of CIP and Program of Study, Hour Type (DE 2003) and Program of Study, Level (DE 2005) do not match CIP, Hour Type, Level values from the CIP and Level tables

7. Valid CIP for Adult Programs and First-Time Student (DE 1005) NE N or Z and (High School Graduation Code (DE 1008) EQ X or Z) or (No Program Record with Program of Study - Level (DE 2005) NE 9, B, G, Z))

8. 8888888888 and Locally Inactive Program Flag (DE 2009) EQ Y

9. CIP award category from the CIP Leveling List is equal to BAC (Baccalaureate Degree) and Reporting Institution (DE 1017) not in (1472, 1475, 1477, 1506, 1510, 1528)

10. Baccalaureate Degree Program CIP and Program of Study, Title (DE 2006) is blank

11. Baccalaureate CIP (Cluster = 110) and CIP is not a valid CIP from the Baccalaureate CIP Table for the Reporting Institution (DE 1017) in (1472, 1475, 1477, 1506, 1510, 1528)

12. 5551399990 and Program of Study - Award Type (DE 2001) NE F

13. 5551399990 and Program of Study - Level (DE 2005) NE F

14. NE 9999999999 and Program of Study - Award Type (DE 2001) EQ H and Program of Study, Level (DE 2005) EQ H
Description of Data Element:

Number: 2005  
Name: Program of Study - Level

Data Element is Used in the Following Reports:

- IPEDS Reports (EF2, EP)
- EWC Enrollment Report
- AA-1A Report
- Workforce Development
- AA-1B Reports
- Perkins Performance
- Accountability Outcome Measure Report
- NRS
- Readiness for College Report

Description:

Record Type Four - Code determined by the institution to describe the student's program of study level.

TABLE VALUES:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rule</th>
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<tr>
<td>0</td>
<td>Associate in Arts (AA) Degree</td>
<td>Rule 6A-14.030(1), FAC.</td>
</tr>
<tr>
<td>1</td>
<td>Associate in Science (AS) Degree</td>
<td>Rule 6A-14.030(2), FAC.</td>
</tr>
<tr>
<td>2</td>
<td>Vocational Certificate</td>
<td>Rule 6A-14.030(3), FAC.</td>
</tr>
<tr>
<td>2</td>
<td>(Postsecondary Adult Vocational Certificate (PSAVC))</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Awaiting Limited Access Program</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>General Freshman</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Employment Related (Career Exploration or Job Upgrade)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Other Personal Objectives</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Linkage</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Associate in Science Certificate</td>
<td>Rule 6A-14.030(2), FAC.</td>
</tr>
<tr>
<td>8</td>
<td>(Postsecondary Vocational Certificate (PSVC))</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Adult High School Diploma</td>
<td>Rule 6A-14.030(5), FAC.</td>
</tr>
<tr>
<td>A</td>
<td>Associate in Applied Science (AAS) Degree</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Adult General (Except Adult High School Diploma and GED)</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Baccalaureate Degree</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Applied Technology Diploma (ATD)</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>BS/BA Education - Transitional</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Educator Preparation Institute (EPI) Certificate</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>GED</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Upper Level Non-Degree seeker</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Apprenticeship Program</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>Advanced Technical Certificate (ATC)</td>
<td></td>
</tr>
<tr>
<td>Z</td>
<td>Not Applicable</td>
<td></td>
</tr>
</tbody>
</table>

PHYSICAL DESCRIPTION: PIC X(01)  
CREATE/CHANGE DATE: 07/01/2006
NOTES:

1. **General Freshman**: Persons who intend to achieve a degree or certificate but have not met the criteria of a program enrollee (definition in the Florida Community Colleges Fact Book Glossary section).

2. **Employment Related**: Persons enrolled for credit or non-credit courses for career exploration or current job upgrading. These persons have no intention of completing a degree or certificate program.

3. **Other Personal Objectives**: Persons enrolled in credit or non-credit courses to satisfy their personal objectives. The enrollments would not be employment related. These persons have no intention of completing a degree or certificate program.

4. **Linkage**: A cooperative agreement among community colleges to allow students to enroll in specialized programs only offered at certain colleges. A student enrolls in one linkage college to complete the general education requirements and continues his/her education in a specialized program at another linkage college.

5. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the Level code is a valid code. The file that can be retrieved by the colleges is named:

   `DCC.COLLEGE.LEVEL.YTT2007`

**Edit:**

1. Missing or Invalid

2. 4, 5, 6, or Z and Program of Study - CIP (DE 2002) NE 9999999999 or 5 or 6 and Program of Study - CIP (DE 2002) NE 3333333333

3. Combination of Level, Program of Study, CIP (DE 2002) and Program of Study, Hour Type (DE 2003) do not match CIP, Hour Type and Level values from the CIP and Level tables

4. NE 2 or P and Entry Level/Exit Test, Type (DE 1104) EQ V

5. 0, 1, 2, 3, 8, A, C, D, E, P, or T and Transfer Student Flag (DE 1032) EQ Z

6. 0, 1, 2, 3, 8, A, D, P, or T and Program of Study, Hours (DE 2004) not equal the standard program hour length from the CIP table

7. NE 9, B, G, or Z or First Time Student Flag (DE 1005) NE N or Z and Program of Study, CIP (DE 2002) is an Adult Program (see Appendix A) and High School Graduation Code (DE 1008) EQ X, Z

8. C, E and Reporting Institution (DE 1017) not in (1472, 1506, 1510, 1528)

9. C, E and Program of Study, Hours (DE 2004) not equal the standard program hour length from the CIP table

10. F and Program of Study - Award Type (DE 2001) NE F

11. F and Program of Study - CIP (DE 2002) NE 5551399990

12. H and Program of Study - Award Type (DE 2001) NE H

**PHYSICAL DESCRIPTION:** PIC X(01)

**CREATE/CHANGE DATE:** 07/01/2006
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>H and Program of Study - CIP (DE 2002) NE 9999999999</td>
<td>Critical</td>
</tr>
<tr>
<td>14.</td>
<td>C, E and Program of Study - Award Type (DE 2001) NE C</td>
<td>Critical</td>
</tr>
<tr>
<td>15.</td>
<td>C and Program of Study - CIP (DE 2002) EQ 9999999999</td>
<td>Critical</td>
</tr>
<tr>
<td>16.</td>
<td>F and First-Time Student Flag (DE 1005) NE Z</td>
<td>Informational</td>
</tr>
</tbody>
</table>
Description of Data Element:

Number: 2008  Name: Total Credit Hours Toward Award

Data Element is Used in the Following Reports:

- Ad Hoc Legislative Reports
- Perkins Report
- Perkins Performance
- Exceptions Report
- AA1A Report
- AA1B Report
- EDW Enrollment
- Workforce Development

Description:

Record Type Four - A cumulative count of credit hours earned, prior to and after formal admission, which apply to the current award program CIP. This includes transfer credit hours and non-instructional credit hours (CLEP, etc.) awarded.

Code all nines (999999) if not applicable.

NOTES:

1. College Preparatory credit hours should be excluded.
2. Code 99998.9 if program record is generated for the PPP process.
3. Zeros are loaded for Beginning-of-Term data submissions.

Edit:

1. Missing or Non-numeric  Critical
### For Associate in Arts (AA) Degree Programs and Baccalaureate Degree Programs:

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Classification of Instructional Program</th>
<th>Unique Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**TABLE VALUES:**

**CLUSTER VALUES:** (Decimal point is implied.)

- 1.10 - Baccalaureate
- 1.11 - Natural and Physical Sciences
- 1.12 - Fine and Applied Arts
- 1.13 - Letters and Foreign Languages
- 1.14 - Education
- 1.15 - Business and Management
- 1.16 - Mathematics and Computer Science
- 1.17 - Social Sciences
- 1.18 - Other Degree Programs
- 1.19 - General Degree Transfer

**CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:**

For AA Degree Programs, code the Classification of Instructional Program (CIP) as 240101.

For Baccalaureate Programs, code the CIP which has been agreed upon between the Division of Community Colleges and Workforce Education and the college. The Community College and Technical Centers MIS staff will provide a file for the colleges to determine if the CIP code is a valid code. The file that can be retrieved by the colleges is named: `DCC.COLLEGE.BACCIP.TYY2007`.

**UNIQUE IDENTIFIER:**

0 thru 9 - Differentiates between two CIP codes which are otherwise the same.

### For Associate in Applied Science (AAS) Degree Programs, Associate in Science (AS) Degree Programs, Associate in Science Certificate Programs, Vocational Certificate Programs, or Adult General Education

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Classification of Instructional Program</th>
<th>Unique Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**TABLE VALUES:**

**CLUSTER VALUES:**

- 01 - Agriculture
- 02 - Marketing
- 03 - Health Occupations
- 04 - Family and Consumer Sciences
- 05 - Business
- 06 - Industrial
- 07 - Public Service
- 09 - Preparation for Homemaking
- 10 - Diversified Cooperative Training
- 15 - Adult General Education

**PHYSICAL DESCRIPTION:**PIC X(10)

**CREATE/CHANGE DATE:** 07/01/2006

Section 3.2 - Data Element Dictionary

Version 18.0

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July 1, 2006
Description of Data Element:

Number: 2101  Name: Completion - CIP

Data Element is Used in the Following Reports:

- IPEDS Reports (C2)
- AA-1A Report
- Accountability Outcome Measure Report
- Workforce Development
- Perkins Performance
- NRS

Description:

Record Type Five - A code identifying the classification associated with the program in which a completion occurred. Completion - CIP is a ten character code composed of a two or three digit code indicating the program cluster, a six digit code indicating the Classification of Instructional Program (CIP), and a one or two digit unique identifier. Code all nines (9999999999) if no completion was awarded. If a student completes one or more inactive program(s) in one term, then code this data element with one of the following: 8888888881, 8888888882, 8888888883, 8888888884, 8888888885, 8888888886, 8888888887, 8888888888, or 8888888889.

NOTES:

1. For reporting AA Degree Seeking students taking technical courses that earn PPP's the generic Completion-CIP is '2222222222'.

2. For reporting Employment Related or Other Personal Objectives students taking technical courses that earn PPP's the generic Completion-CIP is '3333333333'.

3. Record Type not required for Beginning-of-Term data submissions.

4. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the CIP code is a valid code. The file that can be retrieved by the colleges is named: DCC.COLLEGE.CIP.YTT2007

For Educator Preparation Institute (EPI) Certificate Programs

For students enrolled in an Educator Preparation Institute Certificate program, code '5551399990'.
CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:

Use appropriate CIP code from file provided by CCTCMIS (see Note 4).

UNIQUE IDENTIFIER:

00 thru 99 - Differentiates between two CIP codes which are otherwise the same.

NOTES:

5. The combination of the Cluster ‘15’ and the CIP starting with ‘320’ or ‘330’ are used to identify the Adult General Education Programs.

Associate in Science (AS) Degree Programs with articulated General Education
(Beginning Adult General Education Programs):

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Classification of Instructional Program</th>
<th>Unique Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TABLE VALUES:

CLUSTER VALUES:

11 - Agriculture
12 - Marketing
13 - Health Occupations
14 - Family and Consumer Sciences
15 - Business
16 - Industrial
17 - Public Service

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:

Use appropriate CIP code from file provided by CCTCMIS (see Note 4).

UNIQUE IDENTIFIER:

00 thru 99 - Differentiates between two CIP codes which are otherwise the same.

Edit:

1. Missing                                Critical
2. 22222222222 or 3333333333 or 9999999999 and Completion Degree Granted (DE 2103) EQ 1, 2, 3, 4, 5, 6, 7, 8, A, C, P Critical
3. Combination of Completion - CIP and Completion Degree Granted (DE 2103) do not match CIP and Degree values from CIP and Degree tables Critical
4. Combination of Completion - CIP and Occupational Completion Point (DE 2104) do not match CIP and OCP values from CIP table Critical
5. Combination of Completion - CIP and Adult Literacy Completion Point Indicator (DE 2105) do not match CIP and LCP values from CIP and LCP Critical

PHYSICAL DESCRIPTION: PIC X(10)  
CREATE/CHANGE DATE: 07/01/2006

Section 3.2 – Data Element Dictionary  
Version 18.0  
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July 1, 2006
6. 8888888888 and Locally Inactive Completion Program Flag (DE 2107) EQ Y

7. CIP award category from the CIP Leveling List is equal to BAC (Baccalaureate) and Reporting Institution (DE 1017) not in (1472, 1475, 1477, 1506, 1510, 1528)

8. Baccalaureate CIP (Cluster = 110) and CIP is not a valid CIP from the Baccalaureate CIP Table for the Reporting Institution (DE 1017) in (1472, 1475, 1477, 1506, 1510, 1528)

9. Combination of Completion - CIP and Program Progression Point Indicator (DE 2109) do not match CIP and PPP values from CIP table

10. 5551399990 and Completion Degree Granted (DE 2103) NE F
Description of Data Element:

Number: 2103  Name: Completion Degree Granted

Data Element is Used in the Following Reports:

- Exceptions Report
- Workforce Development
- IPEDS Reports (C2)
- PBPB Reports
- AA-1A Report
- Perkins Performance
- Accountability Outcome Measure Report
- NRS

Description:

Record Type Five - The degree, certificate, or diploma awarded to the student this term.

TABLE VALUES:

1  Associate in Arts (AA) Degree (Rule 6A-14.030(1), FAC.)
2  Associate in Science (AS) Degree (Rule 6A-14.030(2), FAC.)
3  Associate in Science Certificate (Rule 6A-14.030(2), FAC.)
   (Postsecondary Vocational Certificate (PSVC))
4  Vocational Certificate (Rule 6A-14.030(3), FAC.)
   (Postsecondary Adult Vocational Certificate)
5  Advanced Technical Certificate (ATC)
6  Adult High School Diploma (Rule 6A-14.030(5), FAC.)
7  Applied Technology Diploma (ATD)
8  Student attained a GED
9  No formal award
A  Associate in Applied Science (AAS) Degree
C  Baccalaureate
F  Educator Preparation Institute (EPI) Certificate
P  Apprenticeship Program
Z  Not applicable

NOTES:

1. Record Type not required for Beginning-of-Term data submissions.
2. The Community College and Technical Center MIS staff will provide a file for colleges to
determine if the Degree code is a valid code. The file that can be retrieved by the colleges is
named:
   DCC.COLLEGE.DEGREE.YTT2007

Edit:

PHYSICAL DESCRIPTION: PIC X(01)  CREATE/CHANGE DATE: 07/01/2006
Section 3.2 - Data Element Dictionary  Version 18.0  July 1, 2006
1. Missing or Invalid
2. Combination of Degree Granted and Completion, CIP (DE 2101) do not match CIP and Degree values from the CIP and Degree tables
3. 1-8, 3.4, 5, 7, A, C, or P and Transfer Student Flag (DE 1032) EQ Z
4. 1-8, A, C and Occupational Completion Point Indicator (DE 2104) and/or Adult Literacy Completion Point Indicator (DE 2105) NE Z
5. 1-8, A, or P and Completion CIP (DE 2101) EQ 2222222222 or 3333333333 or 9999999999
6. 5 and ATC Completion Hours (DE 2106) LT 9 or GT 44
7. 1-4, 6-9, A, C, P, or Z and ATC Completion Hours (DE 2106) GT zeroes
8. Not 9 or Z and Completion Date (DE 2102) equal 999999
9. C and Reporting Institution (DE 1017) not in (1472, 1475, 1477, 1506, 1510, 1528)
10. EQ 1-8, A, C and Program Progression Point Indicator (DE 2109) NE Z
11. F and Completion CIP (DE 2101) NE 5551399990
Description of Data Element:

Number: 2104  
Name: Occupational Completion Point Indicator

Data Element is Used in the Following Reports:

☐ Workforce Development Reports
☐ Perkins Performance

Description:

Record Type Five - The field that indicates the Occupational Completion Point (Clock Hour Programs) that a student has completed in a particular program. This data element will be used for various performance and funding requirements.

TABLE VALUES:

Use valid Occupational Completion Point value from CIP file provided by CCTCMIS (see Completion-CIP Note 4). Otherwise use:

Z  Not Applicable

Edit:

1. Missing or Invalid  
2. Combination of Occupational Completion Point Indicator and Completion - CIP (DE 2101) do not match CIP and OCP values from the CIP table  

PHYSICAL DESCRIPTION: PIC X(01)  
CREATE/CHANGE DATE: 07/01/2006

Section 3.2 – Data Element Dictionary
Version 18.0
Description of Data Element:

Number: 2105  
Name: Adult Literacy Completion Point Indicator

Data Element is Used in the Following Reports:
- Federal Reporting
- Workforce Development Reports
- NRS

Description:
Record Type Five - The field that indicates the Adult Literacy Completion Point that a student has completed in a particular program.

Literacy Completion Point (LCP) means that attainment of academic or workforce readiness skills which qualify the participant for further basic education, vocational education or employment.

TABLE VALUES:
Valid Adult Literacy Completion Point value (See Appendix A)

Z  Not Applicable

This field should be left justified, filled with a trailing blank.

NOTES:
The Hours listed in Appendix A for each LCP are the maximum hours allowed. The Community College and Technical Centers MIS staff will provide a file for the colleges to determine if the LCP code is a valid code. The file that can be retrieved by the colleges is named:
DCC.COLLEGE.LCP.TYY2007.

Edit:
1. Missing or Invalid  Critical
2. Combination of Adult Literacy Completion Point Indicator and Completion-CIP (DE 2101) do not match CIP and LCP values from the CIP and LCP tables  Critical
3. LT Adult Educational Functioning Level, Initial (DE 3022)  Informational

PHYSICAL DESCRIPTION: PIC X(02)  
CREATE/CHANGE DATE: 07/01/2006

Section 3.2 – Data Element Dictionary
Version 18.0  July 1, 2006