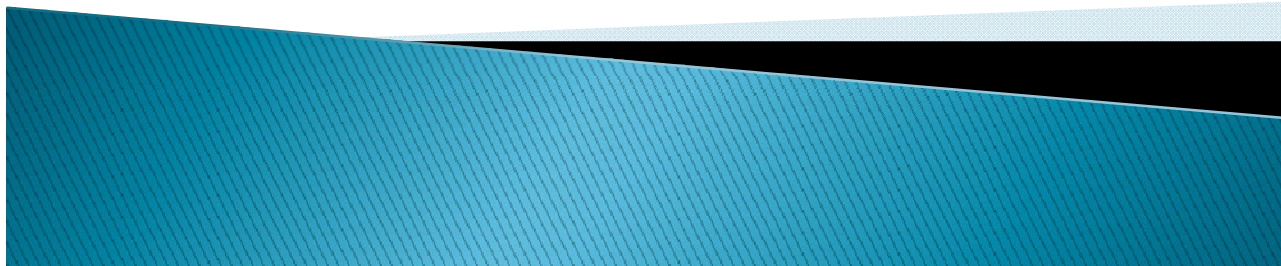




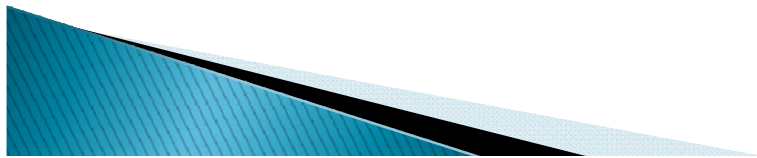
Effective MIS Data Entry

Point of Entry



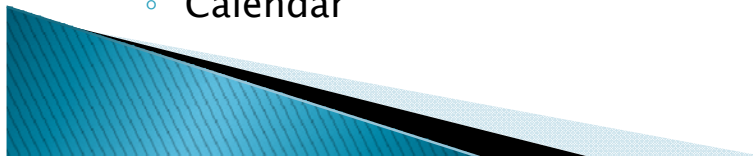
What is MIS?

- ▶ Management Information Systems (MIS)
- ▶ System of reporting data to the State for accountability & funding purposes.
- ▶ Implemented in 1989–90
- ▶ Also known as COMIS, Chancellor's Office Management Information System



What Data is Reported?

- Students
- Courses
- Section/Session/Assignment
- Enrollment
- Categorical Programs (DSPS, EOPS, CalWorks, Matriculation, ~~V~~A~~T~~E~~A~~/Perkins)
- Financial Aid
- Assessment (Test scores)
- Program Awards (Degrees & Certificates)
- Faculty (Demographics & Assignment)
- Calendar



When is Data Reported?


End of TERM

- ▶ SB – Student Basic
- ▶ CB – Course Basic
- ▶ XB – Section
(Session/Assignment)
- ▶ SX – Enrollment
- ▶ SD – Disability
- ▶ SE – EOPS
- ▶ CW – Cal Works
- ▶ SM – Matriculation
- ▶ SV – ~~VATEA~~/Perkins



Annual

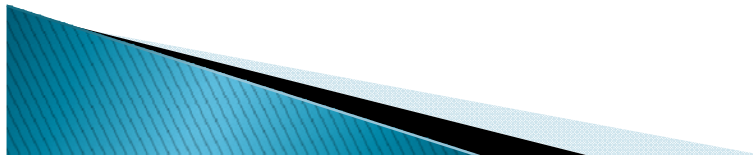
- February 1st
 - ▶ CC – Calendar
- September 1st
 - ▶ SP – Program Awards
- October 1st
 - ▶ SA – Assessment
 - ▶ SF – Financial Aid

What Happens if we Don't Report?

- ▶ Noncompliance letter sent to District Chancellor
- ▶ Reduced Apportionment 
- ▶ Excluded from Federal statistical data reports
 - ✘ IPEDS Integrated Post-Secondary Education Statistics
 - ✘ FISAP Fiscal Operations Application to Participate
 - ✘ NSC National Student Clearinghouse

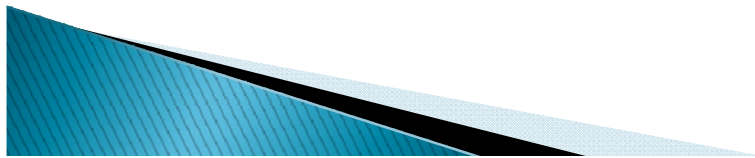
What Happens if Data is Inaccurate?

- ▶ Reduced Funding  = Reduced Budget 
- ▶ Impact on Student Services – results in:
 - ✘ Fewer class offerings
 - ✘ Fewer student services (tutoring, counseling, etc.)
 - ✘ Increased workload



Tools to Ensure Accuracy

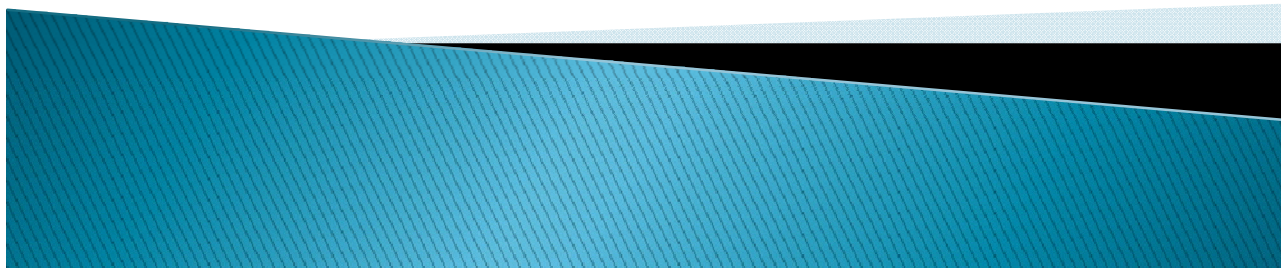
- ▶ MIS DED – MIS Data Element Dictionary
- ▶ Understanding MIS-generated edit reports
- ▶ Incorporating validation into Workflow Process





MIS Data Element Dictionary

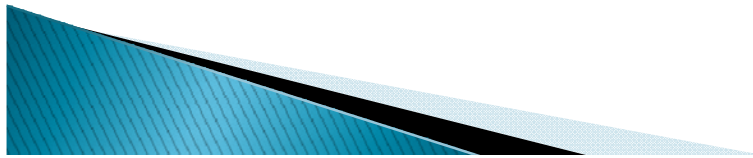
San Bernardino Community College District



MIS Data Element Dictionary

- ▶ Reporting Domain
 - Provides definition of the data and technical description of the coding structure of the data to be collected.

- ▶ Data Elements Defined
 - Provides detailed description of each element
 - Provides valid values for each element



Example

CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

DATA ELEMENT DICTIONARY

Data Reporting Domains and Formats

COURSE DATA RECORD

Reporting Domain: Report one record for each course listed in the reporting college's catalog or in supplements to the catalog. A course may or may not have sections associated with it this term.

This record is 220 characters long and the first two positions contain the record code "CB". The file with these records is submitted approximately one month following the end of the term.

Example

COURSE DATA RECORD – continued

<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>	<u>POSITION</u>
GI90	RECORD-CODE	"CB"	001-002
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	003-005
GI03	TERM-IDENTIFIER	X(03)	006-008
CB00	CONTROL-NUMBER	X(12)	009-020
CB01	COURSE-DEPARTMENT-NUMBER	X(12)	021-032
CB02	COURSE-TITLE	X(68)	033-100
CB03	COURSE-TOP-CODE	X(06)	101-106
CB04	COURSE-CREDIT-STATUS	X(01)	107
CB05	COURSE-TRANSFER-STATUS	X(01)	108
CB06	COURSE-UNITS-OF-CREDIT-MAXIMUM	99v99	109-112
CB07	COURSE-UNITS-OF-CREDIT-MINIMUM	99v99	113-116
CB08	COURSE-BASIC-SKILLS-STATUS	X(01)	117
CB09	COURSE-SAM-PRIORITY-CODE	X(01)	118
thru CB24	...		

Example

COURSE DATA RECORD – continued

<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>	<u>POSITION</u>
GI90	RECORD-CODE	"CB"	001-002
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	003-005
GI03	TERM-IDENTIFIER	X(03)	006-008
CB00	CONTROL-NUMBER	X(12)	009-020
CB01	COURSE-DEPARTMENT-NUMBER	X(12)	021-032
CB02	COURSE-TITLE	X(68)	033-100
CB03	COURSE-TOP-CODE	X(06)	101-106
CB04	COURSE-CREDIT-STATUS	X(01)	107
CB05	COURSE-TRANSFER-STATUS	X(01)	108
CB06	COURSE-UNITS-OF-CREDIT-MAXIMUM	99v99	109-112
CB07	COURSE-UNITS-OF-CREDIT-MINIMUM	99v99	113-116
CB08	COURSE-BASIC-SKILLS-STATUS	X(01)	117
CB09	COURSE-SAM-PRIORITY-CODE	X(01)	118
thru CB24	...		

Example

Course Data Elements

<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
CB00	CONTROL-NUMBER	X(12)

This data element is generated by the Chancellor's Office.

The element uniquely identifies a course.

The control number is not to be altered by the reporting college/district.

All new courses will require a control number from the Chancellor's Office before the course may be reported in a MIS data submission.

DED to Screen Mapping

CRSE-Courses

Course: CB01 Title: CB02

Depts/Percent 1 [redacted]

Subject CB19

Course Number CB20

Eff Dates [redacted]

Credit Type CB04

Min/Max/Incr CB07 CB06

CEUs [redacted]

Course Levels 1 CB09 CB21

Acad Level [redacted]

Grade Scheme [redacted]

Short Title [redacted]

Long Title 1 [redacted]

Description 1 [redacted]

National ID [redacted]

Local IDs 1 CB03

Locations 1 [redacted]

Course Types 1 CB08 CB10 CB22

Topic Code [redacted]

Course Sec [redacted]

Pgm Impact [redacted]

Status [redacted] Status Dt [redacted] Appr Agency [redacted] Appr Person [redacted] Appr Dt [redacted]

Offering Info [redacted] Restrictions [redacted] Billing Info [redacted]

Requisites [redacted] Financial Info [redacted] Additional Info [redacted]

DED to Screen Mapping

ACOI-Additional Course Information

Course: MATH-090 Title: Elementary Algebra

CB11 Purpose

CB14 Articulation No

CB15 Articulation Seq

CB05 Transfer Status

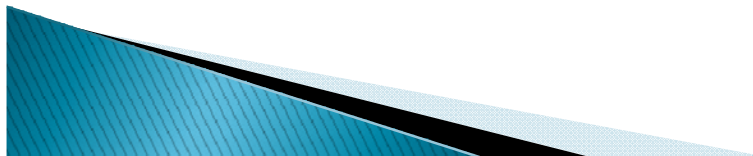
CB00 Reporting Identifier

CB24 Program Applicable

Equate Codes

Allow Portal Site Creation

Comments



DED to Screen Mapping

CRSE-Courses | CFIN-Course Financial Info

Course: MATH-090 Elementary Algebra Status: Active

Course Cost

Location

- 1 SBVC San Bernardino Vall
- 2 SBBHS Big Bear High Schoo
- 3 SOFF Valley Off-Campus
- 4
- 5

GL Account Number

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

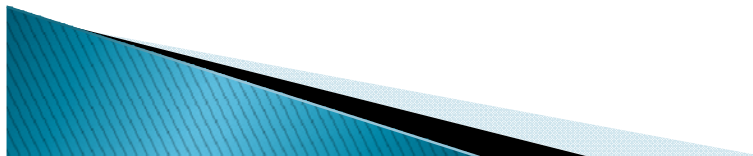
CB23 → Funding Sources 1

Funding Acctg Method

CB13 → Disability Status NOTSP Not a special class

Comments 1 Perm ID: MATH 101

Controller Funding Sources Value 1/1





Common Data Entry Errors

San Bernardino Community College District

Common Data Entry Errors

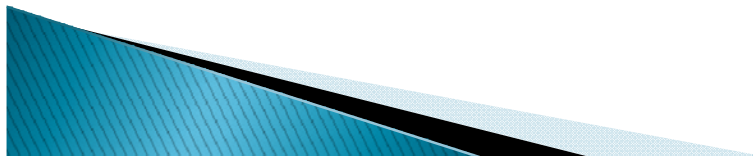
Instruction

Data File	DED	ISSUE
Course Basic	CB00	Course Control Number not on MCF ➤ Need to compare Course Control #s with MCF and validate/update
	CB03	TOP Code not on MCF
	CB04	Credit Status not valid for Basic Skills
	CB06	Maximum Units does not match MCF
	CB07	Minimum Units does not match MCF
	CB08	Basic Skills Status not valid for specified TOP or Credit Status
	CB09	SAM Code does not match MCF
	CB21	Prior to College does not match MCF
	CB23	Funding Category does not match MCF
	-----	Duplicate ACTIVE courses (i.e., EMS-157, CHC)
Section	-----	Section rejected because COURSE was rejected
Session	XF07	Session (i.e., A0, A5, A6, etc.) entered with no HOURS
Assignment	XE02	Total Percent of Assignment is < 100 ➤ Each instructional method must be > or = 100
	EB00	Employee ID Not Found in EB Demographic File ➤ No agreement submitted to payroll to pay

Common Data Entry Errors

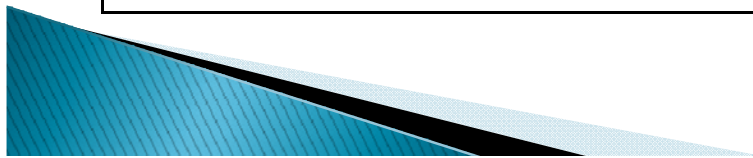
Admissions & Records

Data File	DED	ISSUE
Student Basic	SB03 SB08 SB11 SB15	Birth Date – Age greater than 21, cannot be Special Admit Zip Code entered has too few or too many digits or ‘.’ Education Status invalid (H.S. diploma received has future date) Special Admit not updated after H.S. graduation ➤3CDUG response – “SB11/SB15 reconciliation is a manual process”
Enrollment	SX01 SX02 SX03 SX04	Enrollment Effective Date falls AFTER drop date Enrollment Drop Date falls BEFORE the effective date Enrollment Units Earned = 0000, but Grade is A – F Enrollment Grade is W, but Drop Date = 8s (not valid for Census Class, i.e. HUMSV-189)



Impact of Data Entry Errors

IMPACT
Course REJECTION results in a rejection of the record in the following files: <ul style="list-style-type: none">• Student Basic• Enrollment• Financial Aid• Section/Session/Assignment• Matriculation
Exception messages generated: <ul style="list-style-type: none">Course ID not found in Section FileCourse ID not found in Course InventoryStudent not enrolled during term award was receivedStudent ID not found in production table
To Resolve: <ul style="list-style-type: none">• Rerun all effective term MIS files - for the reporting year (Sum/Fall/Spring/Sum)• Resubmit all effected term MIS files
Going Forward: <ul style="list-style-type: none">• Run SF/FA on a term-by-term basis



Conclusion

- ▶ Understanding MIS data is critical
- ▶ Data Entry must be concise and accurate
- ▶ Use available tools to ensure accuracy
- ▶ Use reporting timeline to plan use of resources accordingly

