

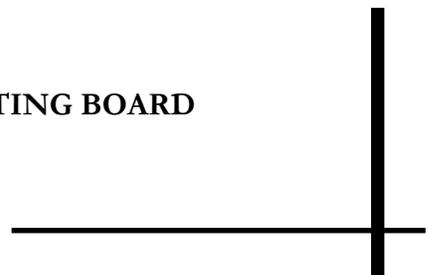
**REPORTING and PROCEDURES  
MANUAL**

for

**Texas Community, Technical,  
and State Colleges**

**Fall 2005**

**TEXAS HIGHER EDUCATION COORDINATING BOARD**  
Educational Data Center





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COORDINATING BOARD  
**Academic Excellence and Research**  
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M E M O R A N D U M

April 19, 2006

To: Public Community, Technical, and State Colleges Reporting Officials  
From: Kenneth Dalley  
Subject: Changes to Fall 2005 Reporting Manual Effective Fall 2006

This memo outlines the changes that have been made to the electronic CBM Reporting Manual on the CB website. Also, this is a reminder that in order to post the accountability measures in a timely manner, the Fall reports will need to be certified by December 1.

There have been some staff changes which are identified on page 0.2.

The CBM001 has been updated to reflect a new set of residency requirements based on Senate Bill 1528. The wording of the Tuition Status, Item #7, has been changed to reflect these requirements. It is important to identify students, other than Hazlewood recipients, who have been granted a tuition waiver even though there is not a way for one to report a specific waiver code in Item 13A. Item #8, Residence, has been tweaked to capture the changes in SB 1528. The Katrina status of 'N' will not be in effect after the Spring 2006 term. The Dual Credit hours (Item #26) of high school students must be a subset of the total credit hours, less developmental hours, for a student. Therefore, the error condition of Item #26 on the Questionable and Error page has been updated for this limitation. A new Item #38, Restricted Program Admittance, has been added to differentiate between the restricted enrollment programs in nursing of students who are admitted to or continuing his/her enrollment in one of the programs listed below.

- 07 Vocational Nursing (51.1613)
- 08 Nursing (LVN to ADN)
- 09 Nursing (Paramedic to ADN)
- 11 Nursing (Initial RN licensure - associate level)

The Classification categories on the CBM00A have been expanded to include the coding of a Bachelor of Technology student (codes 6 and 7) if they are taking some continuing education courses too.

The Questionable and Error conditions on the CBM004 and CBM006 for Items 16, 20 and 21 has been changed to sum all three items before checking the range of greater than 500 and less than 1 to be an error.

## FOREWORD

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

All reports must be submitted electronically. (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 of this manual, contact Anissa Wagner regarding the CBM001, CBM002, CBM009, CBM00A, CBM00M, or CBM00N; Jocelyn Groce regarding the CBM004, CBM005, CBM006, CBM008, or CBM00C; Torca Bunton regarding the CBM011 and CBM014; and Kenneth Dalley regarding general reporting questions at the above address or at the following telecommunication numbers:

	<u>Regular Phone</u>	<u>INTERNET Address</u>
Anissa Wagner	(512) 427-6313	<a href="mailto:Anissa.Wagner@thecb.state.tx.us">Anissa.Wagner@thecb.state.tx.us</a>
Jocelyn Groce	(512) 427-6415	<a href="mailto:Jocelyn.Groce@thecb.state.tx.us">Jocelyn.Groce@thecb.state.tx.us</a>
Torca Bunton	(512) 427-6532	<a href="mailto:Torca.Bunton@thecb.state.tx.us">Torca.Bunton@thecb.state.tx.us</a>
Kenneth Dalley	(512) 427-6306	<a href="mailto:Kenneth.Dalley@thecb.state.tx.us">Kenneth.Dalley@thecb.state.tx.us</a>

Click on [Memos Related to Changes to the CBM Manual for Community, Technical, and State Colleges](#) for memos related to changes made to the *Reporting and Procedures Manual* prior to the memo(s) appearing in this manual.

The Texas Higher Education Coordinating Board does not discriminate on the basis of race, color, national origin, gender, religion, age or disability

in employment or the provision of services.

## Public Community, Technical, and State Colleges

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CTC General Reporting Issues

REPORTING PERIODS

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

<u>FALL REPORTS</u>		<u>Due Date</u>	<u>Due Date in Even Year</u>
Student Report	CBM001	November 1	
Continuing Ed Student Report	CBM00A	December 15	
Texas Success Initiative Report	CBM002	February 1	
Class Report	CBM004	November 1	Mid October
End-of-Semester Class Report	CBM006	February 1	
Building and Room Use Report	CBM005	November 1	
Continuing Ed Class Report	CBM00C	December 15	
Faculty Report	CBM008	November 1	
Graduation Report	CBM009	November 1	
Marketable Skills Achievement Report	CBM00M	November 1	
<u>SPRING REPORTS</u>		<u>Due Date</u>	<u>Due Date in Odd Year</u>
Student Report	CBM001	March 15	
Continuing Ed Student Report	CBM00A	March 15	
Texas Success Initiative Report	CBM002	June 15	
Class Report	CBM004	March 15	Mid February
Continuing Ed Class Report	CBM00C	March 15	Mid February
End of Semester Report	CBM006	June 15	
Faculty Report	CBM008	March 15	
<u>FIRST SUMMER SEMESTER REPORTS</u>		<u>Due Date</u>	
Student Report	CBM001	July 1	
Continuing Ed Student Report	CBM00A	June 15	
Texas Success Initiative Report	CBM002	October 1	
(First and Second Summer combined)			
Class Report	CBM004	July 1	
Continuing Ed Class Report	CBM00C	June 15	
End of Semester Report	CBM006	October 1	
<u>SECOND SUMMER SEMESTER REPORTS</u>		<u>Due Date</u>	
Student Report	CBM001	August 15	
Continuing Ed Student Report	CBM00A	September 15	
Class Report	CBM004	August 15	
Continuing Ed Class Report	CBM00C	September 15	
End of Semester Report	CBM006	October 1	
<u>ANY TIME REPORTS</u>			
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	

## CTC General Reporting Issues

### COORDINATING BOARD CONTACTS

- I. CBM Reporting: Educational Data Center, FAX: 512-427-6447
  - A. CBM001, CBM002, CBM009, CBM00A, CBM00M, CBM00N  
Anissa Wagner, Data Analyst 512-427-6313  
INTERNET address: [Anissa.Wagner@thecb.state.tx.us](mailto:Anissa.Wagner@thecb.state.tx.us)
  - B. CBM004, CBM005, CBM006, CBM008, CBM00C  
Jocelyn Groce, Data Analyst 512-427-6415  
INTERNET address: [Jocelyn.Groce@thecb.state.tx.us](mailto:Jocelyn.Groce@thecb.state.tx.us)
  - C. CBM011, CBM014, and Electronic Data Transfer System:  
Torca Bunton, Data Analyst 512-427-6532  
INTERNET address: [Torca.Bunton@thecb.state.tx.us](mailto:Torca.Bunton@thecb.state.tx.us)
  - D. General Questions:  
Kenneth Dalley, Director 512-427-6306  
INTERNET address: [Kenneth.Dalley@thecb.state.tx.us](mailto:Kenneth.Dalley@thecb.state.tx.us)
- II. Course and Program Inventory Questions: Educational Data Center, FAX: 512-427-6447
  - A. Use the query facility via the Interactive Access to Data to access your inventory to see what is currently approved via the web server at INTERNET address  
<http://www.txhighereddata.org/>
  - B. Undergraduate Education:  
Dr. Carol Raney, Director 512-427-6443  
INTERNET address: [Carol.Raney@thecb.state.tx.us](mailto:Carol.Raney@thecb.state.tx.us)
- III. Financial Aid Database: Educational Data Center, FAX: 512-427-6447  
Kenneth Dalley, Director 512-427-6306  
INTERNET address: [Kenneth.Dalley@thecb.state.tx.us](mailto:Kenneth.Dalley@thecb.state.tx.us)
- IV. Facilities Inventory Questions: Finance and Resource Planning, FAX: 512-427-6147  
Lillian Wanjagi, Program Director 512-427-6125  
INTERNET address: [Lillian.Wanjagi@thecb.state.tx.us](mailto:Lillian.Wanjagi@thecb.state.tx.us)
- V. Performance Systems: TBA, FAX: 512-427-6444
- 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](mailto:Jane.Caldwell@thecb.state.tx.us)
- VII. Tech-Prep Questions: Outreach and Success, FAX: 512-427-6444  
Linda McDonough, Program Director, Tech-Prep 512-427-6525  
INTERNET address: [Linda.McDonough@thecb.state.tx.us](mailto:Linda.McDonough@thecb.state.tx.us)

## CTC General Reporting Issues

VIII. Workforce Education Issues: Academic Affairs and Research, FAX: 512-427-6444  
Duane Hiller, Undergraduate Education 512-427-6440  
INTERNET address: [Duane.Hiller@theccb.state.tx.us](mailto:Duane.Hiller@theccb.state.tx.us)

IX. 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@theccb.state.tx.us](mailto:Cynthia.Ferrell@theccb.state.tx.us)

## CTC General Reporting Issues

### INSTITUTIONS REQUIRED TO REPORT

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

## CTC General Reporting Issues

### ELECTRONIC DATA TRANSFER SYSTEM

The submission of CBM reports must be by electronic transfer. 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 data in the file. The trailer record contains a record count of the actual number of data records in the file, not including the header and trailer records. The record count in the trailer record will be used to verify that all records were transferred through the communication system.

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

In order to submit EDC CBM files, you must log into the SFTP server, [sftp.thecb.state.tx.us](http://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](mailto:Torca.Bunton@thecb.state.tx.us) for your password.

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

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](#).

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

CTC General Reporting Issues

File Transfer System INPUT FILE FORMAT

HEADER RECORD		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-ID. Always 'HY2K'	1	4
Item #2	Institution Code - FICE - Numeric	5	6
Item #3	Data Identifier, i.e., CBM001	11	6
Item #4	Semester - Numeric ('1' thru '4')	17	1
Item #5	Year - Numeric - YYYY	18	4
Item #6	Record Type - C for a Complete report	22	1
Item #7	Length of data records within report – Numeric, leading zeros, i.e., "0080", "0090", "0104", "0120", "0136"	23	4
Item #8	Name and e-mail address of person submitting file	27	As Required

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

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DATA RECORDS

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

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

Record size may be any length up to 400 characters

## CTC General Reporting Issues

### 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)

CTC General Reporting Issues

CERTIFICATION STATEMENT INSTRUCTIONS

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

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

CERTIFICATION STATEMENT

INSTITUTION: STARR COLLEGE

DATE: MM/DD/YYYY

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

<u>Report Number</u>	<u>Semester and Year</u>
CBM001	<u>FALL 2005</u>
CBM004	<u>FALL 2005</u>
CBM008	<u>FALL 2005</u>

\_\_\_\_\_  
Reporting Official

## CTC General Reporting Issues

### CERTIFICATION TRACKING

The goal of these procedures is to have the CBM reports collected by the Educational Data Center and certified by the institutions as available for use within four 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 two 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 seventh working day after the due date.
3. An inquiry letter will be faxed to the Vice President for Academic Affairs, or the equivalent, from the appropriate Assistant Commissioner if the report has not been received and certified by the twelfth 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 end of the third 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.

STUDENT REPORT  
CBM001

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

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

Official Reporting Date

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

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

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

Flexible Entry

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

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

## CTC Student Report (CBM001)

### CB Rule Regarding Tuition and Fees

The conditions that apply to the collection of tuition are found in Chapter 21, Subchapter A, paragraph 21.4 of the CB Rules at <http://www.theccb.state.tx.us/Rules/>.

### Tuition and Fee Refund Policy

CB Rule 21.5 in Subchapter A, Chapter 21, identifies the tuition and fee refund policy. Use the link in the paragraph above to view it.

### Reporting Semester Credit Hours

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

- Item #13 SCH in academic courses that are NOT affected by the undergraduate limit
- Item #27 SCH in academic courses that are affected by the undergraduate limit
- Item #28 SCH in developmental education courses which do not exceed the limit
- Item #23 SCH in developmental education courses which exceed the limit
- Item #29 SCH in technical courses
- Item #35 SCH in technical courses not state funded
- Item #36 SCH in academic courses not state funded

These items are mutually exclusive. When combined, they represent the total semester credit hours for the student. Item #26, SCH of Students Enrolled in Dual Credit Courses, is not exclusive of the above categories. Hours reported in Item #26 should also be reported in Items #13, #27, #28, #29, #35, or #36 as appropriate.

### Reporting Contact Hours

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

- Item #10A CH in academic courses taught in-district that are NOT affected by the developmental SCH limit
- Item #10B CH in academic courses taught out-of-district that are NOT affected by the developmental SCH limit
- Item #24 CH in academic courses taught as inter-institutional courses
- Item #30 CH in developmental courses if student exceeds the developmental limit
- Item #11A CH in technical courses taught in-district
- Item #11B CH in technical courses taught out-of-district
- Item #25 CH in technical courses taught as inter-institutional courses
- Item #33 CH in technical courses not state funded
- Item #34 CH in academic courses not state funded

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

CTC Student Report (CBM001)

INSTRUCTIONS FOR STUDENT REPORT

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

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

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

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

M = Male      F = Female

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

- |                           |   |
|---------------------------|---|
| 1. Freshman               | First year student, or less than 30 semester credit hours   |
| 2. Sophomore              | A second year student who has completed the equivalent of one year of full-time undergraduate work; that is, at least 30 semester credit hours and not more than 72 semester credit hours |
| 3. Unclassified           | More than 72 semester hours; no associate degree or above earned  |
| 4. Associate Degree       | Previously earned an associate degree   |
| 5. Baccalaureate or above | Previously earned a degree of baccalaureate or above  |
| 6. Third Year BAT         | A student in the third year of a Bachelor of Applied Technology program   |
| 7. Fourth Year BAT        | A student in the fourth year of a Bachelor of Applied Technology program  |

Item #6 Date of Birth. Enter all four digits of the year and both digits of the month and day of birth of the student in the following format -- YYYYMMDD.

where    YYYY = Year      MM = Month      DD = Day

Item #7 Tuition Status. Enter the code indicating the legal status of the student for tuition purposes.

1. In-District – Resident
2. Out-of-District – Resident

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3. Nonresident
5. Tuition Exemption for Texas Resident
- 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 in-district resident tuition
- B. 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 out-of-district 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 paying in-district resident tuition
- D. 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 paying out-of-district 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 in-district tuition and be coded as ‘B’ if they are paying out-of-district tuition. Both ‘A’ and ‘B’ students 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 have actually established a domicile in Texas and have been classified as residents eligible to pay the in-district tuition and be coded ‘D’ if they have actually established a domicile in Texas and have been classified as residents eligible to pay the out-of-district tuition.

Item #8 Residence. 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 or First-Time-in-College. If the student is a “transfer” student, enter the FICE code (see Appendix A) of the institution of higher education from which the student transferred. (Enter 999999 for institutions not having a FICE code.) A transfer is a student entering the reporting institution for the first time but who is

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known to have previously attended another postsecondary institution at the undergraduate level.

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

If not applicable, leave blank.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Item #12 Major Area of Concentration. Enter the 2000 CIP code (Appendix C) of the major area of concentration and the appropriate code in Item #13C for the Type Major. All Technical majors, including Tech-Prep, must match the Coordinating Board approved programs in the Education and Training Clearinghouse Technical Programs Inventory for the institution (district). For an undeclared academic or technical major (non Tech-Prep), a value of '99999999' may be reported. A BAT

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major should be reported with a CIP of 52020100.

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

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

Right justify and include a leading zero if necessary.

Item #13A Tuition Exemption/Waiver Code. When Item #7 is coded '5' 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

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

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

1. Abilene
2. Breckenridge
3. Brownwood

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

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1. Academic
2. Technical
3. Tech-Prep

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

A student in a BAT program is to be reported as an academic major.

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

1. White, Non-Hispanic
2. Black, Non-Hispanic
3. Hispanic
4. Asian or Pacific Islander
5. 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 student is allowed to pay the “Resident Tuition” rate due to a waiver (coded ‘E’ in Item #7) report with the international code.
- b) Report the ethnicity of students who were coded ‘A’ or ‘B’ 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 #15 First Name. Enter the student’s first name. Truncate if the name contains over 10 characters.

Item #16 Unused.

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

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

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

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

YYYY

Item #20 Flexible Entry. Enter a '1' if the record is for a student enrolled in a Flexible Entry (FE) class that is being reported for this semester. 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 – expired 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.

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

Item #21 Unused

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

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

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

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

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

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

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

Item #22E Programs to Eliminate Gender Bias. Leave blank at this time. Do NOT report this item on the CBM001 now. This item is under further review. In the interim, the Coordinating Board will use both the declared major and gender as reported on the CBM001 to determine programs with more than 75% of one gender in a single technical program (CIP Code).

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

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

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

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

Item #23 Semester Credit Hours - Developmental Education in Excess of State Limit. A community, technical, or state college may not receive funding for developmental course work taken by a student in excess of 27 semester credit hours or the equivalent. There are limits on the nature of courses used for such purposes. For a list of developmental courses see the *Lower Division Academic Course Guide Manual*. For details about funding see CB Rules Chapter 13, Subchapter B, Section 13.25. Enter one of the following if the student has exceeded the state limit of 27 developmental SCHs funded at your institution:

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

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

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

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

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

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

CB rules regarding dual credit are found in Chapter 4, Subchapter D at <http://www.theccb.state.tx.us/Rules/>.

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

1. the number of semester credit hours in academic courses for which the student is registered in the current semester, excluding credit hours from any flex-entry

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

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

Item #28 Semester Credit Hours in Developmental Education Courses. Include all semester credit hours in developmental education courses attempted by a student at your institution during the term reported, except the credit hours in developmental education courses in which the student exceeds the state funding limit and that are to be reported in Item #23. Enter one of the following for semester credit hours not excluded:

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

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

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

Item #30 Contact Hours - Developmental Education in Excess of State Limit. A community, technical, or state college may not receive funding for developmental coursework taken by a student in excess of 27 semester credit hours or the equivalent. There are limits on the nature of courses used for such purposes. For a list of developmental courses see the *Lower Division Academic Course Guide Manual*. For details about funding see CB Rules Chapter 13, Subchapter B, Section 13.25. Enter one of the following if the student has exceeded the state limit of 27 developmental SCHs funded at your institution:

1. the number of contact hours beyond the state limit in developmental education courses for which the student is registered and which exceed the state limit in the current semester, excluding contact hours from any flex-entry developmental

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

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

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

1. Earn an associate's degree (2 year)
2. Earn a certificate (less than 2 years)
3. Earn credits for transfer
4. Courses to:
  - get a new or better job
  - improve skills for current job
5. Courses for personal enrichment
6. Did not respond
7. Earn a BAT degree

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

Item #33 Contact Hours Technical – Not State Funded. Enter the number of contact hours attempted by the student in approved technical courses which are NOT allowed to be reported for state funding.

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

Item #34 Contact Hours Academic – Not State Funded. Enter the number of contact hours attempted by the student in approved academic courses which are NOT allowed to be reported for state funding. Excessive contact hours in developmental courses should be reported in Item #30.

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

Item #35 Semester Credit Hours Technical – Not State Funded. Enter the number of semester credit hours attempted by the student in approved technical courses which are NOT allowed to be reported for state funding.

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

Item #36 Semester Credit Hours Academic – Not State Funded. Enter the number of semester credit hours attempted by the student in approved academic courses which are NOT allowed to be reported for state funding. Excessive semester credit hours in developmental courses should be reported in Item #23, whether affected by the undergraduate limit or not. Right justify and include a leading zero if

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necessary, or zero fill.

Item #37 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

Item #38 Restricted Program Admission. Enter the appropriate code if the student is admitted to or continuing his/her enrollment in one of the restricted enrollment programs listed below. Leave blank if not.

- 07 Vocational Nursing (51.1613)
- 08 Nursing (LVN to ADN)
- 09 Nursing (Paramedic to ADN)
- 11 Nursing (Initial RN licensure – associate level)

**Definitions:**

- 08 Nursing (LVN to ADN) – A student admitted to or continuing his/her enrollment in an approved nursing program who already possesses a certificate as a licensed practical or vocational nurse (51.1601).
- 09 Nursing (Paramedic to ADN) – A student admitted to or continuing his/her enrollment in an approved nursing program who already possesses a certificate or degree as a paramedic (51.1601).
- 11 Nursing (Initial RN licensure – associate level) – A student admitted to or continuing his/her enrollment in an approved nursing program who is not a registered nurse (51.1601).

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DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always 1'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Student Identification Number – Numeric	8	9
Item #4	Gender – 'M' or 'F'	17	1
Item #5	Classification – '1' thru '7' – Numeric	18	1
Item #6	Date of Birth - YYYYMMDD – Numeric	19	8
Item #7	Tuition Status – Alphanumeric	27	1
Item #8	Residence – Numeric	28	3
Item #9	Transfer/First Time In College – Numeric or blank	31	6
Item #10A	Contact Hours Academic – In-District – Leading zeros	37	4
Item #10B	Contact Hours Academic – Out-of-Dist – Leading zeros	41	4
Item #11A	Contact Hours Tech – In-District – Leading zeros	45	4
Item #11B	Contact Hours Tech – Out-of-Dist – Leading zeros	49	4
Item #12	Major Area of Concentration – Numeric	53	8
Item #13	Academic SCH Not Affected by UG Limit – Numeric	61	2
Item #13A	Tuition Exemption/Waiver Code – '01', '21', or blank	63	2
Item #13B	Remote Campus – '5' or blank (TSTC '1' thru '3')	65	1
Item #13C	Type Major – '1' or '2' or '3'	66	1
Item #14	Ethnic Origin – '1' thru '7' – Numeric	67	1
Item #15	First Name – Alpha	68	10
Item #16	Unused	78	1
Item #17	Middle Name Initial – Alpha or blank	79	1
Item #18	Semester – '1', '2', '3', or '4' – Numeric	80	1
Item #19	Year - YYYY – Numeric	81	4
Item #20	Flexible Entry – Numeric or blank	85	1
Item #21	Unused	86	1
Item #22A	Academically Disadvantaged – '1' or blank	87	1
Item #22B	Economically Disadvantaged Family or Individual – '2' or blank	88	1
Item #22C	Individual with Disabilities – '3' or blank	89	1
Item #22D	Limited English Proficiency (LEP) – '4' or blank	90	1
Item #22E	Programs to Eliminate Gender Bias – Blank	91	1
Item #22F	Displaced Homemaker – '7' or blank	92	1
Item #22G	Single Parent – '8' or blank	93	1
Item #23	SCH--Developmental Ed in Excess of State Limit – Numeric	94	3
Item #24	Inter-institutional Academic CH – Leading zeros	97	3
Item #25	Inter-institutional Technical CH – Leading zeros	100	3
Item #26	Dual SCH of High School Student – Leading zeros	103	2
Item #27	Academic SCH Affected by UG Limit – Leading zeros	105	2
Item #28	Developmental Ed SCH (Academic) – Leading zeros	107	2
Item #29	Total Technical SCH – Leading zeros	109	2
Item #30	CH--Developmental Ed in Excess of State Limit – Numeric	111	3
Item #31	Student Intent – '1' thru '7' – Numeric	114	1
Item #32	Non-Disclosure – Numeric	115	1
Item #33	CH Technical Not State Funded – Leading zeros	116	3

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		<u>Beginning Position</u>	<u>Length</u>
Item #34	CH Academic Not State Funded – Leading zeros	119	3
Item #35	SCH Technical Not State Funded – Leading zeros	122	2
Item #36	SCH Academic Not State Funded – Leading zeros	124	2
Item #37	Last Name – Alpha	126	20
Item #38	Restricted Program Admission	146	2

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QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '1'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Student ID	Duplicate FE entries	Blank or duplicate entry or not alpha and/or numeric
4. Gender	N/A	Any value except 'M' or 'F'
5. Classification	N/A	Any value except '1' thru '5' or '6' and '7' when FICE = 007857, 009797, or 031034
6. Date of Birth	Age less than 16 or more than 75	Any non-numerical data; month less than '01' or greater than '12'
7. Tuition Status	N/A	Any value except '1', '2', '3', '5', 'A', 'B', 'C', 'D', or 'E'
8. Residence	N/A	Any value except '001' thru '254', '310' thru '369' or '402' thru '799'; must be on residence file
9. Transfer/First Time In College	N/A	Non-numerical characters except all blanks
10. Contact Hours Academic	Sum of 10A, 10B, 11A, 11B, 24, 25, 30, 33, and 34 is less than 8 or greater than 780 hours	Any non-numerical characters (unused positions should be zero-filled)
11. Contact Hours Technical	Same as Item #10	Same as Item #10
12. Major	N/A	Non-numeric or invalid CIP code; BAT major not equal 52020100
13. Academic Sem. Credit Hrs Not affected by UG Limit	Sum of 13, 23, 27, 28, 29, 35, and 36 less than '01' or greater than '25'	Non-numerical or value greater than '33'
13A. Exemption Code	N/A	Any value except '01' when Item #7 is coded '5' or '21' when Item #7 is coded 'E'
13B. Remote Campus	N/A	Any value except '5' or blank or TSTC '1' thru '3'
13C. Type Major	N/A	Value except '1', '2', or '3'
14. Ethnic Origin	N/A	Any value other than '1' thru '7'
15. First Name	N/A	Blank, numerical
16. Unused	N/A	N/A

CTC Student Report (CBM001)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
17. Middle Name Initial	N/A	Numerical
18. Semester	N/A	Must match header record
19. Year	N/A	Must match header record
20. Flexible Entry	N/A	Value except space or '1'
21. Unused	N/A	N/A
22A. Academically Disadv.	N/A	Value except '1' and space
22B. Economically Disadv.	N/A	Value except '2' and space
22C. Individual with Disabilities	N/A	Value except '3' and space
22D. Limited English Proficiency	N/A	Value except '4' and space
22E. Programs to Eliminate Gender Bias	N/A	Value except space
22F. Displaced Homemaker	N/A	Value except '7' and space
22G. Single Parent	N/A	Value except '8' and space
23. SCH-Developmental (over limit)	Same as Item 13	Any non-numerical values
24. Inter-institutional Academic CH	Same as Item 10	Non-numerical value
25. Inter-institutional Technical CH	Same as Item 10	Non-numerical value
26. Dual High School SCH	Greater than '09'	Non-numerical or value greater than '21'; greater than the sum of Items 13, 27, 29, 35, and 36
27. SCH-Academic Affected by UG Limit	Same as Item 13	Non-numerical or value greater than '33'
28. SCH-Developmental Ed (Academic)	Same as Item 13	Non-numerical or value greater than '28'
29. SCH-Total Technical	Same as Item 13	Non-numerical or value greater than '30'
30. Excess CH-Develop Ed	Same as Item 10	Non-numerical
31. Student Intent	N/A	Value except '1' thru '7'
32. Non-Disclosure	N/A	Any value except '2' or '0'
33. CH-Tech-Not state funded	Same as Item #10	Non-numerical value
34. CH-Acad-Not state funded	Same as Item #10	Non-numerical value
35. SCH-Tech-Not state funded	Same as Item #13	Non-numerical or value greater than '30'
36. SCH-Acad-Not state funded	Same as Item #13	Non-numerical value greater than '28'
37. Last Name	N/A	Blank, numerical
38. Restricted Prog Admission	N/A	Any value except '07' when Item #12 = '511613' or '08', '09', or '11' when Item #12 = '511601' or blank

**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.

CTC Student Report (CBM001)

SUMMARY OF STUDENT DATA METHODOLOGY

1. TOTAL HEADCOUNT – Total headcount is a summation of all CBM001 records, excluding flexible entry records, which are displayed separately. The total headcount is categorized by gender, classification, age, tuition status, residence, ethnic origin, first-time students, majors, and special populations.
2. AGE – Each student's age, for the purpose of the summary report, is calculated by comparing each student's date of birth to the beginning date of the semester. For this purpose, the beginning date of each semester is:  
Fall - September 1; Spring - January 1; Summer - June 1
3. CONTACT HOURS (Academic) – The in-district (Item #10A) and out-of-district (Item #10B) contact hours are summed to produce academic contact hours in-district and out-of-district. A separate total is provided for all flexible entry contact hours in academic courses. Inter-institutional academic contact hours (Item #24) are summed. Not state funded academic contact hours (Item #34) are summed.
4. CONTACT HOURS (Technical) – The in-district (Item #11A) and out-of-district (Item #11B) contact hours are summed to produce regular technical contact hours in-district and out-of-district. A separate total is provided for all flexible entry contact hours in regular technical courses. Inter-institutional technical contact hours (Item #25) are summed. Not state funded technical contact hours (Item #33) are summed.
5. SEMESTER CREDIT HOURS – Item #13, Semester Credit Hours, is summed to get the Academic Semester Credit Hours Unaffected by the undergraduate limit; Flexible Entry semester credit hours are summed in a separate column. Item #27, Academic Semester Credit Hours, is summed to get the Academic Semester Credit Hours Affected by the undergraduate limit; a separate total is provided for Flexible Entry semester credit hours. Item #28, Developmental Semester Credit Hours, is summed; a separate total is provided for Flexible Entry semester credit hours. Item #29, Technical Semester Credit Hours, is summed; a separate total is provided for Flexible Entry semester credit hours. Item #36, Academic Semester Credit Hours Not State Funded, is summed. Item #35, Technical Semester Credit Hours Not State Funded, is summed. For classes where the credit hours are generated by third and fourth year BA students, the credit hours will be summed and put in the BA column.
6. MAJORS – Item #12 Summarizes the “Declared Majors” as follows:
  - Academic Declared Majors – Type major equal ‘1’
  - Academic Undeclared – ‘24999999’ or ‘99999999’; type major equal ‘1’
  - Academic BAT Majors – ‘52020100’; type major equal ‘1’; classification equal ‘6’ or ‘7’
  - Technical Declared Majors – Type major equal ‘2’
  - Technical Undeclared – value of ‘99999999’; type major equal ‘2’
  - Tech-Prep Declared Majors – Type major equal ‘3’

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

# CTC Student Report (CBM001)

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

PART A  
 DATE: 12/08/05  
 FALL 2005

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

CLASSIFICATION		
FRESHMAN	3,358	
SOPHOMORE	1,755	
UNCLASSIFIED	799	
ASSOCIATES	321	
BACHELORS	108	
THIRD YR BAT	0	
FOURTH YR BAT	0	
TOTAL		6,341

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

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

TUITION STATUS		
IN DISTRICT	4,575	
OUT OF DISTRICT	1,592	
NON-RESIDENT	79	
TUITION EXEMPTION TX RES (5)	95	
RESIDENT TUITION-ID (HB1403)	0	
RESIDENT TUITION-OD (HB1403)	0	
RESIDENT TUITION-ID PENDING (HB1403)	0	
RESIDENT TUITION-OD PENDING (HB1403)	0	
TUITION WAIVER NON-RES (E)	0	
VISITING STUDENT (N)	0	
TOTAL		6,341

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

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

## CTC Student Report (CBM001)

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

111111

PART B  
DATE: 12/08/05  
FALL 2005

### FIRST TIME STUDENTS

FIRST TIME IN COLLEGE	557	
FIRST TIME TRANSFER	263	
TOTAL		820

### CONTACT HOURS (ACADEMIC)

	REGULAR	FLEXIBLE ENTRY
IN DISTRICT	856,368	3,032
OUT OF DISTRICT	25,152	4,040
INTER-INSTITUTIONAL	0	402
BAT PROGRAM	0	0
NOT STATE FUNDED	0	0
TOTAL	888,994	

### CONTACT HOURS (TECH)

	REGULAR	FLEXIBLE ENTRY
IN DISTRICT	164,720	2,602
OUT OF DISTRICT	90,784	570
INTER-INSTITUTIONAL	0	303
NOT STATE FUNDED	0	0
TOTAL	258,979	

### SEMESTER CREDIT HOURS

	REGULAR	FLEXIBLE ENTRY
ACADEMIC UNAFFECTED BY LIMIT	13,357	609
ACADEMIC AFFECTED BY LIMIT	5,333	152
ACADEMIC BAT PROGRAM	0	0
TOTAL DEVELOPMENTAL	10,200	622
TOTAL TECHNICAL	5,824	1,333
DEVELOPMENTAL (EXCESSIVE)	36	9
ACADEMIC NOT STATE FUNDED	0	0
TECHNICAL NOT STATE FUNDED	0	0
TOTAL	34,750	2,716
CONCURRENT HIGH SCHOOL	30	0

### MAJORS

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

CONCURRENT ENROLLED IN HIGH SCHOOL 5

### SPECIAL POPULATIONS

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

NON-DISCLOSURE 2

FLEXIBLE ENTRY	44
VISITING STUDENT (7)	0
TOTAL HEADCOUNT	6,385

\*\*\* NOTE: TOTALS ARE NET ERRORS.



CTC Student Report (CBM001)

SEDTLJ99

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

DATE 12/08/2005

FALL 2005

PAGE 1

3	4	5	6	7	8	9	10A	10B	11A	11B	12	13	A	B	C	4	8	19	0	2	22	ABC	DEF	G	23	24	25	26	27	28	29	30	1	2	33	34	35	36	37	38		
451899155	F	1	19821218	2	044		0000	0192	0000	0000	24010200	10	1	1	2	2004	1		000	000	000	10	00	00	00	00	00	00	00	000	000	000	00	00	00	00	00	00	00	00		
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ALLRED KL																																										

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*** ERROR - CBM001/CBM004 ACADEMIC CREDIT HOUR MISMATCH
                TOTAL CBM001 CREDIT HOURS:    166,880
                TOTAL CBM004 CREDIT HOURS:    331,264
*** ERROR - CBM001/CBM004 TECHNICAL CREDIT HOUR MISMATCH
                TOTAL CBM001 CREDIT HOURS:     23,504
                TOTAL CBM004 CREDIT HOURS:    44,224
*** ERROR - CBM001/CBM004 SCH CREDIT HOUR MISMATCH
                TOTAL CBM001 CREDIT HOURS:      6,725
                TOTAL CBM004 CREDIT HOURS:    13,438
  
```

## 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.

The Coordinating Board rules that apply to TSI can be found in Chapter 4, Subchapter C at <http://www.theccb.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

## CTC Texas Success Initiative Report (CBM002)

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

## CTC Texas Success Initiative Report (CBM002)

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/SuccessInitiatives/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/SuccessInitiatives/DevEd/dualcredit.cfm>. The Coordinating Board rules that apply to dual credit requirements 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.

Minimum passing scaled scores for approved tests:

## CTC Texas Success Initiative Report (CBM002)

- 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

## CTC Texas Success Initiative Report (CBM002)

- 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

## CTC Texas Success Initiative Report (CBM002)

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

## CTC Texas Success Initiative Report (CBM002)

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)

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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 through #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.

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. 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.

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

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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.

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)
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).

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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)
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)
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 15<sup>th</sup>. 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).

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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)
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)
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 15<sup>th</sup>.

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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)
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 after 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 CB-Approved College-Level Mathematics 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 #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 CB-Approved College-Level Mathematics 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 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

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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 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.

**WRITING ASSESSMENT and STATUS SECTION:** In the semesters after 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 through #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.

Item #30A Writing 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. 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 Writing 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 #30A.

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 Writing 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 #30B, or if a previous Texas public institution code is reported in Item #30A)
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 #32A Writing TSI Exemption/Waiver Date. 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 of the calendar year of the reporting period.	1. Fall 2. Spring 3. Summer I 4. Summer II

Item #32B Writing 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 #30B, or if a previous Texas public institution code is reported in Item #30A)
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 Writing TSI Initial Assessment Score. Enter the initial test score for writing. The score must match the type test identified in Item #33D. If the test was THEA/TASP,

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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 Writing 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 #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)
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 Writing TSI Initial Assessment Date. 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 15<sup>th</sup>. 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 Writing TSI Initial Assessment Type. 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

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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)
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)
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 15<sup>th</sup>.

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.

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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)
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:

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

Semester:

1. Fall
2. Spring
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

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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 through #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.

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. 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.

Year:	Semester:
Enter all four digits of the calendar year of the reporting period.	1. Fall 2. Spring 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)
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:	Semester:
Enter all four digits	1. Fall
of the calendar year	2. Spring
of the reporting period.	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)
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

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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.

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)
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 15<sup>th</sup>. 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)
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)

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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 #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)
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 15<sup>th</sup>.

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)
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

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**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:

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

Semester:

1. Fall
2. Spring
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

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '2'	1	1
Item #2	Institution Identifier - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Reporting Period - Numeric	17	1
Item #5	Year - Numeric	18	4
Item #6	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

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		<u>Beginning Position</u>	<u>Length</u>
Item #34C	Writing TSI Subsequent Assessment Date – Numeric	130	8
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

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QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '2'
2. Institution Code	N/A	Must match value in header record and be a valid FICE code
3. Student ID Number	N/A	Blank; special characters
4. Reporting Period	N/A	Must match value in header record; value except '1' thru '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 > '6' or = '0'	Any value > '9'
13. SCH in Writing DE	Any value > '6' or = '0'	Any value > '9'
14. SCH in Reading DE	Any value > '13' or = '0'	Any value > '18'
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
20B/30B/40B. 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. TSI Obligation	N/A	Any value except '1' or '3' thru '8' when item #20B/30B/40B = current date; or any value

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
22A/32A/42A. TSI Exemption/Waiver Date	N/A	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
22B/32B/42B. TSI Exemption/Waiver Status	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)
23A/33A/43A. TSI Initial Assessment Score Math Score	N/A	Any value except '2' thru '9' or 'A' when item #20B/30B/40B = current date <u>and</u> 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'
When Item #23D = '1' when Item #23D = '2' when Item #23D = '3' when Item #23D = '4' when Item #23D = '5' when Item #23D = '6' when Item #23D = '0', '7', '8', or '9'	N/A	THEA/TASP < 100 or > 300 COMPASS < 15 or > 99 ASSET < 23 or > 55 MAPS < 601 or > 625 ACCUPLACER < 21 or > 120 Stanford < 1 or > 118 Any value except '000'
Writing Score		Item #33A = '000' when #33B not = '2'

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When Item #33D = '1'	N/A	THEA/TASP < 100 or > 300
<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
when Item #33D = '2'		COMPASS = 1 or > 8
when Item #33D = '3'		ASSET = 1 or > 8
when Item #33D = '4'		MAPS = 1 > 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'
23C/33C/43C. 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

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is before 7/1/2004) and the corresponding item

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
23D/33D/43D.		#23D/33D/43D = '1', the other items #23D/33D/43D not = '1' is an error
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.		
TSI Subsequent Assessment 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', '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', '8', or '9'		Any value except '000'
When objective part taken but essay not taken		Item #34A = '000' and #33C = '00000000' and #33B = '2'
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

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when Item #44D = '0', '7',  
'8', or '9'

Any value except '000'

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
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	N/A	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, 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			

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- 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			

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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 = 000000	Item #23B = 3	Item #24B = 3	Item #25B = 7
Item #20B = 20031	Item #23C = 00000000	Item #24C = 00000000	
Item #21 = 3	Item #23D = 9	Item #24D = 9	
Item #22A = 20031			
Item #22B = 7			

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 = 7			

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 = 003304	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 = 003304	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			

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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			

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

## CTC Texas Success Initiative Report (CBM002)

CBM002 SUMMARY OF TSI STUDENT DATA FROM DATE: 05/11/2006  
 TEXAS COMMUNITY COLLEGE 003304 FALL 2005

### 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

## CTC Texas Success Initiative Report (CBM002)

CBM002 SUMMARY OF TSI STUDENT DATA FROM DATE: 05/11/2006  
 TEXAS COMMUNITY COLLEGE 003304 FALL 2005 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 SATISFIED	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

## CTC Texas Success Initiative Report (CBM002)

CBM002 SUMMARY OF TSI STUDENT DATA FROM      DATE: 05/11/2006  
TEXAS COMMUNITY COLLEGE                      003304                      FALL 2005    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

NOTE: The numbers above are repeated for each subject area for simplicity only, and will not necessarily be the same in an actual report.

## CLASS REPORT CBM004

### Reporting for State Reimbursement

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

A rider in the Appropriations Bill (78<sup>th</sup> Legislature) states that there is a limitation on formula funding of contact and semester credit hours. It excludes contact hours or semester credit hours related to a course for which a student is generating formula funding for the third time from being counted in the hours reported by the Coordinating Board to the Legislative Budget Board for formula funding. There are guidelines that allow exceptions listed on page 4.5.

Contact hours of students should be allowed for state funding when the circumstances make it impractical to pre-register the students before the class meets, and the first opportunity to post the information about the students in the class is the first work day after the holiday or weekend. For instance, a one-day training event is scheduled for a Saturday, but advance registration is not possible. The census date for the training will be the date of the training. Admission/Registration forms are completed, signed, and dated for each student on the day of the class. The college's business office is not open on Saturday, however, so events can not be entered into the automated system. On Monday, the first business day after the training event, the registrations are processed and recorded into the automated system.

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

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

Institutions may schedule enrollment periods different from the standard periods noted above. Regardless of the length of the term, however, only those contact hours actually

## CTC Class Report (CBM004)

scheduled (and not exceeding the maximum approved contact hours) may be reported. Each school year is subdivided into four semesters: fall, spring, summer I, and summer II. The base tuition charge should be assessed only one time during each term.

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

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

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

### Instructional Telecommunications

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

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

Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students. For inter-institutional classes using instructional telecommunications, see also notes on "Classes Offered in Conjunction with the Virtual College of Texas" on page 4.5. In this context, the "providing institution" is the institution providing the instruction. The "receiving institution" refers to the institution(s) whose students receive the instruction. Neither the location of the class nor the delivery medium affects these definitions.

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

1. The institution that provides the instructor of record for the course (providing institution) reports all enrollments in the class for contact hour funding.

## CTC Class Report (CBM004)

- a. For the providing institution:
    - 1) The providing institution will report at least two class records, one with its own students and one per FICE code of each receiving partner. For each receiving institution, Item #9 will be coded '6' to exempt those records from the CBM001 and CBM004 contact hour comparisons. Item #19 should report the FICE code of each receiving institution. All other items should be coded according to customary definitions. The providing institution will report the hours for this class on the CBM001 only where its own students have enrolled in the class.
    - 2) With regard to the cross-checks between the CBM001 and CBM004 for the providing institution, the code '6' in Item #9 will cause the edit program to exclude the generated contact hours from the contact hour cross-checks. Semester credit hours generated by enrollments reported in Item #20 will be included in the cross-check of semester credit hours of students affected by the undergraduate limit.
  - b. For the receiving institution(s):
    - 1) In this situation, a receiving institution will not report a class record (CBM004). A receiving institution will report its students on the student report (CBM001), and the contact hours for the inter-institutional class will be reported in the appropriate Items #24 and #25, "Contact Hours, Inter-Institutional Load--Academic/Technical," not in Items #10 or #11.
    - 2) With regard to the cross-checks between the CBM001 and CBM004 for the receiving institution(s), because the class does not appear on the CBM004, the students' contact hours need to be reported in Items #24 or #25 to ensure that they will be excluded from the contact hour cross-check.
  - c. It is possible with this reporting method for the edit program to report a false mismatch of affected semester credit hours between the CBM001 and the CBM004. If this error is reported, and if there is reason to believe that this mismatch report is false, secondary calculations will be performed in order to verify the data.
2. Each participating institution reports its own enrollments in the class for contact hour funding. Institutions may make arrangements among themselves regarding compensation of the institution providing the instruction. This reporting procedure applies to all types of distance education courses: those done through telecourses or interactive video as well as those taught by live instructors at a multi-institutional teaching center. The following conditions must be met:
- a. The institutions involved are all public institutions of higher education in Texas.
  - b. The institutions involved have a written agreement clearly specifying how students will be reported for formula funding.
  - c. Institutions participating in an agreement of this type have auditable procedures in place to ensure that the same contact hours are not reported more than once for funding.
  - d. The courses involved are approved for the inventories of both the providing and the receiving institutions.

## CTC Class Report (CBM004)

To report such classes and students:

- e. Each institution reports only its own students on the CBM001. Any associated class records on the CBM004 should reflect only those enrollments made through that institution.
- f. The contact hours generated by such classes (coded '6' in Item #9) will be excluded from the contact hour cross-checks. The semester credit hours generated by such classes for students subject to the undergraduate limit will be included in the cross-check of affected semester credit hours.
- g. For the providing institution:
  - 1) The providing institution will report the class only if students from the institution are enrolled in the class. In this situation, the class is reported as a conventional class.
  - 2) With regard to the cross-checks between the CBM001 and CBM004 for the providing institution, if there are hours and enrollments to report, the contact hours for the students in such a class on the CBM001 should be reported in Items #24 or #25.
- h. For the receiving institution(s):
  - 1) On the class report(s) for the receiving institution(s), Item #9 is coded '6' to indicate that the class is inter-institutional; Item #13, Instructor Code, is coded with the Social Security number or name of the faculty of record; and Item #19, Inter-Institutional FICE of Host Faculty, identifies the institution of the faculty of record.
  - 2) The faculty report(s) for the receiving institution(s) should not include a record for the instructor.
  - 3) With regard to the cross-checks between the CBM001 and CBM004 for the receiving institution(s), the code '6' in Item #9 of the class record will signal the edit program to exclude the generated contact hours from the contact hour cross-checks. These should be balanced by the students' hours reported in Items #24 and/or #25 of the CBM001.

## Distance Education and Off-Campus Instruction

Chapter 4, Subchapter E of the CB Rules and Regulations, provides guidance to all public institutions of higher education in Texas regarding the delivery of distance education and off-campus courses and programs. Chapter 9, Subchapter I, provides rules and regulations for public two-year colleges for the delivery of courses and programs via instructional telecommunications or to locations out-of-district, out-of-state, and out-of-country. The rule also points to CB Rule 5, Subchapter D. Courses offered at the teaching center **MUST** be reported separately. The following assigned FICE codes will identify the specific multi-institution teaching centers (MITC) or University System Center:

000802	Round Rock Higher Education Center
000810	Tarleton State University System Center - Central Texas
000828	Texas A&M University-Kingsville System Center at Palo Alto
000820	The University Center MITC at the Woodlands
000840	The University of Texas at Arlington Fort Worth Center

## CTC Class Report (CBM004)

000818 Universities Center at Dallas  
000826 University of Houston System Center at Cinco Ranch  
000800 University of Houston System Center at Sugar Land MITC  
000824 University of North Texas System Center at Dallas

## Classes Offered in Conjunction with the Virtual College of Texas

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

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

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

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

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

## Formula Funding Exceptions for Repeated Courses

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

CTC Class Report (CBM004)

INSTRUCTIONS FOR CLASS REPORT

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

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

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

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

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

Item #4 Course Number. Enter the course number.

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

**NOTE:** All classes will be assigned a section number.

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

Item #6B Enrollment of Developmental Students Exceeding State Limit. Enter the total number of students officially enrolled in this section whose developmental semester credit hours exceed the state funding limit (27 SCHs). Students counted in this item should not be included in Items #16, #20, or #21. Include all developmental SCHs funded at your institution during or after the summer of 1996. There is further discussion and an example on page 4.16 that illustrates how to report students in this item if a student should be partially funded for a developmental course. Right justify with leading zeros.

Item #6C Unused

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

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

CTC Class Report (CBM004)

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

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

1. General Academic
2. Local Need
4. Technical (in Workforce Education Course Manual)
7. Third and Fourth Year Bachelor of Applied Technology Programs

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

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

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

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

CTC Class Report (CBM004)

B. Business, Government, or Other Work Location - Courses taught at such entities out of the institution's taxing district.

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

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

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

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

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

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

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

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

CTC Class Report (CBM004)

Item #13 Instructor Code. Enter the Social Security Number of the faculty member of record who participates in the delivery of instruction and evaluation of the student progress in this section. If the class section is an inter-institutional class (Item #9 is coded '6') that is being taught by a faculty of another institution, enter the SSN of the instructor and enter the FICE code of the other institution in Item #19. If more than one instructor teaches this section, complete separate entries for each instructor. See notes on multiple entries.

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

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

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

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

There is further discussion and an example on page 4.16 that illustrates how to report students in this item if a student should be partially funded for a developmental course. Exclude auditing students. Students counted in this item should not be included in Item #6B, #20, or #21.

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

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

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

YYYY

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

## CTC Class Report (CBM004)

Item #20 Enrollments Affected by Undergraduate SCH Limit. Enter the total number of academic students officially enrolled in this section who qualify for state funding and who ARE affected by the undergraduate limitation of semester credit hours attempted. Include only the students in academic courses that apply toward an associate or first baccalaureate degree at an institution of higher education and for which the college receives state funding. Exclude auditing students. If the student is counted in this item, do not include in Item #6B, #16, or #21.

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

Item #21 Enrollment of Students Not Eligible for State Funding. Enter the total number of students officially enrolled in this section who are not eligible for state funding, excluding students who have exceeded the developmental state limit (Item #6B). An example are students who have attempted the same course three or more times. Students counted in this item should not be included in Items #6B, #16, or #20. There is further discussion on page 4.5. Right justify with leading zeros.

## CTC Class Report (CBM004)

### NOTES: CLASS REPORT (CBM004)

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

To enter a multiple record, duplicate all Items #1 thru #21 of the first record except for Item #6A, Semester Credit Hours; Item #10, Contact Hours; Item #14, Responsibility Factor; and the variable item. The semester credit hour value should be zero-filled. The contact hours will be apportioned by the institution, the total of which should not exceed that approved in the Coordinating Board inventory. The responsibility factor will also be apportioned by the institution. For example, two instructors might be listed as 50-50 and three instructors might be listed as 50-25-25. The total must always equal 100 percent.

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

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

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

CTC Class Report (CBM004)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '4'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6A	Semester Hour Value - Leading Zeros	27	2
Item #6B	Enrollment - Developmental SCH exceeds state limit (mutually exclusive of Items #16, #20, and #21)	29	2
Item #6C	Unused	31	2
Item #7	Type Instruction - Numeric	33	1
Item #8	Course Type - Numeric	34	1
Item #9	Location Code - Alphanumeric '1' thru '9', 'A' or 'B'	35	1
Item #10	Contact Hours - Leading zeros	36	4
Item #11	Approval Number	40	10
Item #12	Instruction Mode - Numeric	50	1
Item #12A	Unused	51	2
Item #12B	Zip Code or Foreign Country Code - Numeric or blank	53	5
Item #13	Instructor Code	58	9
Item #14	Responsibility Factor - Numeric, leading zeros	67	3
Item #15	Number of Weeks - Numeric, leading zeros	70	2
Item #16	Enrollment NOT Affected by UG SCH Limit, leading zeros (mutually exclusive of Items #6B, #20, and #21)	72	3
Item #17	Semester - Numeric	75	1
Item #18	Year - YYYY - Numeric	76	4
Item #19	Inter-institutional FICE	80	6
Item #20	Enrollment Affected by UG SCH Limit, leading zeros (mutually exclusive of Items #6B, #16, and #21)	86	3
Item #21	Enrollment of Students Not Eligible for State Funding, leading zeros (mutually exclusive of Items #6B, #16, and #20)	89	3

CTC Class Report (CBM004)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value other than '4'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Subject Prefix	N/A	Blank or not on inventory
4. Course Number	N/A	Blank or not on inventory
5. Section Number	N/A	Blank
6A. SCH Value	Less than '01'; greater than '15'	Non-numerical characters
6B. Enrollment - Developmental SCH Exceeds State Limit (exclusive of Item #16, #20, & #21)	Greater than '20'	Non-numerical characters
6C. Unused	N/A	N/A
7. Type Instruction	N/A	Any value except '1' thru '7'
8. Course Type	N/A	Any value other than '1', '2', '4', or '7'
9. Location Code	N/A	Any value except '1' thru '9', 'A', or 'B'
10. Contact Hours	Less than '0008', greater than '0640'	Any non-numerical value
11. Approval Number	N/A	Blank or not numeric; not on inventory
12. Instruction Mode	N/A	Any value except '1' thru '5'
12A. Unused	N/A	N/A
12B. Zip/Foreign Country	N/A	Non-numeric or not on zip code file if Item #9 is coded '2', '3', '4', '5', '7', '8', or 'B'
13. Instructor Code	Not alpha and/or numeric	Blank
14. Responsibility Factor	N/A	Non-numerical value; numbers not totaling 100% for each section

CTC Class Report (CBM004)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
15. Number of Weeks	Less than '01'; greater than '16'	Non-numerical value
16. Enrollment - NOT Affected by Undergraduate SCH Limit (exclusive of Item #6B, #20, & #21)	Sum of items 16, 20, & 21; less than '001' or greater than '500'	Non-numerical value
17. Semester	N/A	Must match value in header record
18. Year	N/A	Must match value in header record
19. Inter-institutional FICE	N/A	Must be on list of valid FICE codes
20. Enrollment - Affected by Undergraduate SCH Limit (exclusive of Item #6B, #16, & #21)	See Item #16	Non-numerical value
21. Enrollment – NOT Eligible for State Funding (exclusive of Item #6B, #16, & #20)	See Item #16	Non-numerical value

**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.

CTC Class Report (CBM004)

**Enrollment of Developmental Students Exceeding State Limit**

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

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

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

Three class records will be needed to report these students properly. The first record will show the full credit hours and contact hours for the course in Items #6A and #10. The 16 fully funded students (from category [a] above) will be entered in Item #6A, while the 4 fully unfunded students [d] will be entered in Item #6B. The second record will show 2 SCH in Item #6A with the contact hours (Item #10) reduced proportionally to 32. Student [b] will be entered in Item #16 since he should be funded for 2 of the 3 attempted credit hours; the students in [c] should be entered in this record in Item #6B to indicate that 2 of the hours for which they are enrolled are not funded. The third record will show 1 SCH in Item #6A with the contact hours (Item #10) reduced proportionally to 16. Student [b] will be entered in this record in Item #6B to show the 1 unfunded credit hour, and the students from [c] will be entered in Item #16 to show their 1 funded credit hour. The responsibility factor (Item #14) should be distributed proportionally among the three records and must total 100.

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

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

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

### CTC Class Report (CBM004)

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

Developmental courses do not apply toward the undergraduate semester credit hour limit. Consequently, there should not be any enrollments reported in Item #20 in these situations. All enrollments of students in developmental courses that exceed the limit will be reported in Item #6B, not in Item #21.

## CTC Class Report (CBM004)

### SUMMARY OF SEMESTER CREDIT HOURS GENERATED METHODOLOGY

The Total Funded SCH column is the sum of the columns labeled Academic SCH Affected by Limit, (Item #20 times Item #6A when Item #8 = 1), Academic SCH Not Affected by Limit (Item #16 times Item #6A when Item #8 = 1), and Technical SCH (Item #16 times Item #6A when Item #8 not equal 1) for all students except third and fourth year Bachelor students, which are included in the BA SCH column. The Excess Dev SCH column is Enrollment of Students Exceeding the State Limit (Item #6B) times Semester Credit Hour Value (Item #6A). The Unfunded SCH column is Enrollment of Students Not Eligible for State Funding (Item #21) times Semester Credit Hour Value (Item #6A).

### SUMMARY OF CONTACT HOURS GENERATED METHODOLOGY

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

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

The Total Contact Hours column is the sum of the columns labeled Academic Contact Hours (Item #16 plus Item #20 times Item #10 when Item #8 = 1) and Technical Contact Hours (Item #16 plus Item #20 times Item #10 when Item #8 <> 1). The Excess Developmental Contact Hours column is Enrollment of Students Exceeding the State Limit (Item #6B) times Contact Hours (Item #10). The Unfunded Hours column is Enrollment of Students Not Eligible for State Funding (Item #21) times Contact Hours (Item #10).

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

CTC Class Report (CBM004)

S11370ED

TEXAS HIGHER EDUCATION COORDINATING BOARD

PAGE 3

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

FALL 2005

TEXAS COMMUNITY COLLEGE

111111

DATE 12/08/2005

PROGRAM NUMBER	CURRICULUM TITLE	TOTAL	ACADEMIC		TECHNICAL SCH	BA SCH	EXCESS DEV SCH	UNFUNDED SCH
		FUNDED	SCH AFFECTED BY LIMIT	ACADEMIC SCH NOT AFFECTED BY LIMIT				
2701015119	MATHEMATICS	75.00	27.00	48.00	0.00	0.00	0.00	0.00
2701015419	MATHEMATICS	351.00	303.00	48.00	0.00	0.00	0.00	0.00
2703015219	APPLIED MATHEMATICS, GENERAL	33.00	27.00	6.00	0.00	0.00	0.00	0.00
3201045119	COMPUTATIONAL SKILLS	253.00	200.00	53.00	0.00	0.00	0.00	0.00
3201045219	COMPUTATIONAL SKILLS	78.00	60.00	18.00	0.00	0.00	0.00	0.00
	TOTAL MATHEMATICS	790.00	617.00	173.00	0.00	0.00	0.00	0.00
3105015223	HEALTH & PHYS EDUC, GENERAL	60.00	54.00	6.00	0.00	0.00	0.00	0.00
3105065123	SOCIO-PSYCHOLOGICAL SPRTS STDS	90.00	75.00	15.00	0.00	0.00	0.00	0.00
3601085123	SPORTS & EXERCISE (ACTIVITIES)	163.00	149.00	14.00	0.00	0.00	0.00	0.00
	TOTAL PHYSICAL EDUCATION AND FITNESS	313.00	278.00	35.00	0.00	0.00	0.00	0.00
2201015124	LAW (LLB, JD)	72.00	72.00	0.00	0.00	0.00	0.00	0.00
2201015224	LAW (LLB, JD)	30.00	12.00	18.00	0.00	0.00	0.00	0.00
2201015324	LAW (LLB, JD)	27.00	24.00	3.00	0.00	0.00	0.00	0.00
4301045124	CRIMINAL JUSTICE STUDIES	54.00	54.00	0.00	0.00	0.00	0.00	0.00
	TOTAL PROTECTIVE SERVICES AND PUBLIC ADMIN	183.00	162.00	21.00	0.00	0.00	0.00	0.00
4201015125	PSYCHOLOGY, GENERAL	231.00	174.00	57.00	0.00	0.00	0.00	0.00
4506015125	ECONOMICS, GENERAL	33.00	30.00	3.00	0.00	0.00	0.00	0.00
4508025125	AMERICAN (U S) HISTORY	873.00	738.00	135.00	0.00	0.00	0.00	0.00
4508025225	AMERICAN (U S) HISTORY	39.00	30.00	9.00	0.00	0.00	0.00	0.00
4510025125	AMERICAN GOVT & POLITICS (U S)	534.00	405.00	129.00	0.00	0.00	0.00	0.00
4511015225	SOCIOLOGY	72.00	72.00	0.00	0.00	0.00	0.00	0.00
	TOTAL PSYCHOLOGY, SOCIAL SERVICES, AND HIS	1,782.00	1,449.00	333.00	0.00	0.00	0.00	0.00
5202010031	BUSINESS MGMT	24.00	0.00	0.00	0.00	24.00	0.00	0.00
	TOTAL BUSINESS AND MANAGEMENT	24.00	0.00	0.00	0.00	24.00	0.00	0.00
	TOTAL FUNDED	3,092.00	2,506.00	562.00	0.00	24.00	0.00	0.00
	TOTAL UNFUNDED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	GRAND TOTAL ALL CURRICULUM AREAS	3,092.00	2,506.00	562.00	0.00	24.00	0.00	0.00

COLUMN A = COLUMN B + COLUMN C + COLUMN D + COLUMN E  
 COLUMN B = ITEM 20 \* ITEM 6A (ITEM 8 = 1)  
 COLUMN C = ITEM 16 \* ITEM 6A (ITEM 8 = 1)  
 COLUMN D = ITEM 16 \* ITEM 6A (ITEM 8 <> 1)  
 COLUMN E = ITEM 6B \* ITEM 6A  
 COLUMN F = ITEM 21 \* ITEM 6A

CTC Class Report (CBM004)

S11370ED

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

PAGE 1

FALL	2005	TEXAS COMMUNITY COLLEGE	111111	DATE 12/08/2005		
PROGRAM NUMBER	CURRICULUM TITLE	TOTAL CONTACT HOURS	ACADEMIC CONTACT HOURS	TECHNICAL CONTACT HOURS	EXCESS DEVELOPMENTAL CONTACT HOURS	UNFUNDED HOURS
0101010001	AGRI BUSINESS & MGMT, GENERAL	1,344.00	0.00	1,344.00	0.00	0.00
0101020001	AGRI BUSINESS/AGRIBUSINSS OPER	2,016.00	0.00	2,016.00	0.00	0.00
0101035101	AGRICULTURAL ECONOMICS	720.00	720.00	0.00	0.00	0.00
0203015101	FOOD SCIENCES & TECHNOLOGY	384.00	384.00	0.00	0.00	0.00
0204025101	AGRONOMY & CROP SCIENCE	384.00	384.00	0.00	0.00	0.00
0204090001	RANGE SCIENCE & MANAGEMENT	2,016.00	0.00	2,016.00	0.00	0.00
0301010001	NATURAL RESOURCES CNSRV, GNRL	1,344.00	0.00	1,344.00	0.00	0.00
	TOTAL AGRICULTURE	8,208.00	1,488.00	6,720.00	0.00	0.00
4805010002	MACHINIST/MACHINE TECHNOLOGIST	880.00	0.00	880.00	0.00	0.00
	TOTAL ARCHITECTURE AND PRECISION PRODUCTIO	880.00	0.00	880.00	0.00	0.00
2601015103	BIOLOGY, GENERAL	6,336.00	6,336.00	0.00	0.00	0.00
2603015103	BOTANY, GENERAL	3,840.00	3,840.00	0.00	0.00	0.00
2605015103	MICROBIOLOGY/BACTERIOLOGY	1,152.00	1,152.00	0.00	0.00	0.00
2607015103	ZOOLOGY, GENERAL	3,840.00	3,840.00	0.00	0.00	0.00
2607065103	PHYSIOLOGY, HUMAN & ANIMAL	3,840.00	3,840.00	0.00	0.00	0.00
4005015203	CHEMISTRY, GENERAL	5,328.00	5,328.00	0.00	0.00	0.00
4005045203	ORGANIC CHEMISTRY	896.00	896.00	0.00	0.00	0.00
4008015303	PHYSICS, GENERAL	768.00	768.00	0.00	0.00	0.00
	TOTAL BIOLOGY, PHYSICAL SCIENCES, & SCIENC	26,000.00	26,000.00	0.00	0.00	0.00
5201015104	BUSINESS, GENERAL	624.00	624.00	0.00	0.00	0.00
5203015104	ACCOUNTING	1,200.00	1,200.00	0.00	0.00	0.00
5203020004	ACCOUNTING TECHNICIAN	2,880.00	0.00	2,880.00	0.00	0.00
5204010004	ADMNSTRTVE ASST/SECR SCI, GNRL	960.00	0.00	960.00	0.00	0.00
5204070004	INFO PROC/DATA ENTRY TCHNCN	1,440.00	0.00	1,440.00	0.00	0.00
5204080004	GNRL OFFCE/CLRCL & TYPNG SRVCS	2,400.00	0.00	2,400.00	0.00	0.00
5204085504	GNRL OFFCE/CLRCL & TYPNG SRVCS	576.00	576.00	0.00	0.00	0.00
	TOTAL BUSINESS MANAGEMENT, MARKETING & ADM	10,080.00	2,400.00	7,680.00	0.00	0.00
	TOTAL FUNDED	45,168.00	29,888.00	15,280.00	0.00	0.00
	TOTAL UNFUNDED	0.00	0.00	0.00	0.00	0.00
	GRAND TOTAL ALL CURRICULUM AREAS	45,168.00	29,888.00	15,280.00	0.00	0.00
COLUMN A = COLUMN B + COLUMN C						
COLUMN B = (ITEM 16 + ITEM 20) * ITEM 10 (ITEM 8 = 1)						
COLUMN C = (ITEM 16 + ITEM 20) * ITEM 10 (ITEM 8 <> 1)						
COLUMN D = ITEM 6B * ITEM 10						
COLUMN E = ITEM 21 * ITEM 10						

CTC Class Report (CBM004)

S11300ED

TEXAS HIGHER EDUCATION COORDINATING BOARD

DATE 12/08/2005

JR-CBM004 CLASSES TAUGHT BY NON-REPORTED FACULTY

FALL 2005

TEXAS COMMUNITY COLLEGE DIST 111111

PAGE 2

ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5	ITEM 6	ITEMS 6A	ITEMS 7	ITEMS 8	ITEMS 9	ITEM 10	ITEM 11	ITEMS 12	ITEMS 12A	ITEMS 12B	ITEM 13	ITEM 16	ITEMS 17	ITEMS 18	ITEM 19	ITEM 20	ITEM 21
4	111111	ULTR	4211	0445	04	0	1	2	1	0064	5109100000	1			457806507	004	2	2004		000	000
4	111111	ULTR	5202	0446	05	0	2	2	1	0512	5109100000	1			457806507	004	2	2004		000	000
4	111111	MEDI	2110	0042F	02	0	1	2	1	0032	5116010000	1			458024455	019	2	2004		000	000
4	111111	PTAP	4202	4071	04	0	1	2	1	0048	5108060000	1			458786381	012	2	2004		000	000
4	111111	PTAP	4202	4072	00	0	2	2	1	0048	5108060000	1			458786381	012	2	2004		000	000
4	111111	EXSS	1101	3037	01	0	2	1	1	0048	3601085128	1			548655718	011	2	2004		022	000
4	111111	EXSS	1127	3068	01	0	2	1	1	0048	3601085128	1			548655718	014	2	2004		007	000
4	111111	EXSS	1127	3071	01	0	2	1	1	0048	3601085128	1			548655718	016	2	2004		003	000
4	111111	EXSS	1127	6211	01	0	2	1	1	0048	3601085128	1			548655718	016	2	2004		000	000

CTC Class Report (CBM004)

TEXAS HIGHER EDUCATION COORDINATING BOARD

DATE 12/08/2005

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

FALL	2005		TEXAS COMMUNITY COLLEGE										111111	PAGE	2
ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS
1	2	3	4	5	6	6B 7 8 9	10	11	12A 12B	13	16	17 18 19 20 21			

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

CTC Class Report (CBM004)

SEDT4J93

TEXAS HIGHER EDUCATION COORDINATING BOARD

DATE 12/08/2005

UPDATE EDIT OF JR-CBM004 DATA

FALL 2005

TEXAS COMMUNITY COLLEGE 111111

PAGE 1

ITEM 3	ITEM 4	ITEM 5	ITEM 6A 6B	ITEMS 7 8 9	ITEM 10	ITEM 11	ITEMS 12A 12B	ITEM 13	ITEM 14	ITEMS 15 16	ITEMS 17 18	20	21	REMARKS
CCRP	3116	3889	03 00	1 2 1	0048	2301010021		478681251	100	16	019 2	2004	0 000	
CISC	3101	2144	03 00	1 2 1	0048	5212130022		461176591	100	16	021 2	2004	0 000	
CISC	3101	8386	00 00	2 2 1	0016	5212130022		452513302	100	16	044 2	2004	0 000	
CISC	3103	7068	03 00	1 2 1	0048	1107010022		459395859	100	16	009 2	2004	0 000	
CISC	3109	6226	03 00	1 2 1	0048	5212130022		461741871	100	16	018 2	2004	0 000	
CISC	3274	6975	00 00	2 2 1	0032	1107010022		463132674	100	16	010 2	2004	0 000	
DENH	2209	0975	00 00	2 2 1	0048	5106020054		456042968	100	16	013 2	2004	0 000	
ESOL	3002	1082	00 00	2 1 1	0016	3201085635		465508634	100	16	031 2	2004	0 000	
HUSA	3204	1701	03 00	1 2 1	0048	4407010050		585147531	100	16	013 2	2004	0 000	
MATH	3103	5985	03 00	1 1 1	0048	3201045137		452379881	100	16	036 2	2004	0 000	
OFIS	3103	1045	03 00	1 2 1	0048	5204070023		456868497	100	16	014 2	2004	0 000	
SIGN	4101	5949	04 00	1 2 1	0048	5102050069		450575854	100	16	015 2	2004	0 000	
SIGN	4101	5950	00 00	2 2 1	0032	5102050069		450575854	100	16	015 2	2004	0 000	
SPCH	3001	4163	03 00	1 1 1	0048	3201085535		465394673	100	16	015 2	2004	0 000	
SPCH	3101	1747	03 00	1 1 1	0048	2310015335		551745589	100	16	030 2	2004	0 000	

THERE WERE NO ERRORS DETECTED FOR: TEXAS COMMUNITY COLLEGE



## BUILDING AND ROOM USE REPORT CBM005

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

The purpose of this report is to collect data reflecting the building and room assignments as of the twelfth class day of the fall semester only. The following data refer to building and room usage and are to be reported for all courses taught in the fall semester in buildings or rooms required to be included in the institutions' Facilities Building and Room Inventory Reports. In the introductory section of the Facilities Building Inventory Report (CBM014), it states that a building inventory should "... include facilities under the jurisdiction or control of the institution's governing board, regardless of its location" (on or off campus). ... "If a building is not owned by the institution or is shared with other tenants, only include the portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area." Building number, room number, and room type data in this report must match an institution's facilities inventory on file with the Coordinating Board. This data is used to calculate classroom and class laboratory utilization for average weekly hours of use.

### **NOTE:**

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

CTC Building and Room Use Report (CBM005)

INSTRUCTIONS FOR BUILDING AND ROOM USE REPORT

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

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

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

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

Item #4 Course Number. Enter the course number.

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

Item #6 Unused

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

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

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

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

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

Up to seven entries can be made.

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

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

CTC Building and Room Use Report (CBM005)

- Item #11 Duration of Class. Enter the duration of time that the class meets expressed in minutes. If a class meets for forty-five minutes, it would be coded '045', if for one hour and thirty-five minutes, it would be coded '095'.
- Item #12 Reporting Period. Always enter '1'.
- Item #13 Year. Enter all four digits of the calendar year in which the Fall semester occurs (YYYY).
- Item #14 Classification of Room Type. The room type will be reported by the classifications listed in the Coordinating Board Facilities Inventory. Room Type codes must match those listed in the inventory. Examples of a few of the room type codes are listed below:
- 110 Classroom
  - 210 Class Laboratory (Regularly Scheduled)
  - 220 Special Class Laboratories (Informally Scheduled)
  - 310 Office
  - 350 Conference Room
  - 610 Assembly (Auditorium, etc.)
  - 680 Meeting Room
- Item #15 Enrollment. Enter the number of students enrolled in the class who are using the specific room during the time specified.

CTC Building and Room Use Report (CBM005)

DATA PROCESSING RECORD LAYOUT

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

CTC Building and Room Use Report (CBM005)

QUESTIONABLE AND ERROR VALUES

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

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

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

## CTC Building and Room Use Report (CBM005)

EDIT SUMMARY OF CBM005 DATA FROM TEXAS COMMUNITY COLLEGE FALL 2005 111111

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

END OF SEMESTER CLASS REPORT  
CBM006

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

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

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

CTC End of Semester Report (CBM006)

INSTRUCTIONS FOR END OF SEMESTER CLASS REPORT

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

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

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

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

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

Item #4 Course Number. Enter the course number.

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

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

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

Item #6B Enrollment of Developmental Students Exceeding State Limit. Enter the total number of students officially enrolled in this section whose developmental semester credit hours exceed the state funding limit (27 SCHs). Students counted in this Item should not be included in Items #16, #20, or #21.

Item #6C Unused

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

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

**NOTE:** Courses that were formerly called "Instructional Telecommunications" (code 4) are now called "Electronic" and should be coded according to their type of instruction rather than the mode of instruction which will now

CTC End of Semester Report (CBM006)

be identified in Item #12. However, if you consider the “Electronic” medium a type of instruction, you may use the optional code ‘4’ in Item #7 and you must identify the mode of instruction in Item #12. (More discussion of Instructional Telecommunications is described in the Introduction of the CBM004 and more discussion on multiple entries reporting is described on page 4.10.)

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

1. General Academic
2. Local Need
4. Technical (in Workforce Education Course Manual)
7. Third and Fourth Year Bachelor of Applied Technology Programs

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

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

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

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

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

CTC End of Semester Report (CBM006)

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

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

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

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

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

Item #12A Site Code. This item has been discontinued, but the first column of the old field is being used to identify the Instruction Mode and the other two columns are unused at this time.

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

Item #13 Instructor Code. Enter the Social Security Number of the faculty member of record for this section. More than one instructor is not required unless it is a variable credit section or the lecture and lab portions are reported with the same section number. See notes on multiple entries.

Item #14 Responsibility Factor (percent). Enter zeros. This item is not required for the CBM006.

CTC End of Semester Report (CBM006)

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

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

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

There is further discussion and an example on page 4.16 that illustrates how to report students in this item if a student should be partially funded for a developmental course. Exclude auditing students. Students counted in this Item should not be included in Item #6B, #20, or #21.

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

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

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

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

Item #20 Enrollments Affected by Undergraduate SCH Limit. Enter the total number of academic students officially enrolled in this section as of the census date who have not withdrawn or dropped as of the last day of the term who qualify for state funding and who ARE affected by the undergraduate limitation of semester credit hours attempted. Include only the students in academic courses that apply toward an associate or first baccalaureate degree at an institution of higher education and for which the college receives state funding. Exclude auditing students. If the student is counted in this Item, do not include in Item #6B, #16, or #21.

CTC End of Semester Report (CBM006)

Item #21 Enrollment of Students Not Eligible for State Funding. Enter the total number of students officially enrolled in this section who are not eligible for state funding, excluding students who have exceeded the developmental state limit (Item #6B). An example are students who have attempted the same course three or more times. Students counted in this item should not be included in Items #6B, #16, or #20. There is further discussion on page 4.5. Right justify with leading zeros.

CTC End of Semester Report (CBM006)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '6'	1	1
Item #2	Institution Code - FICE Code - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6A	Semester Hour Value - Leading zeros	27	2
Item #6B	Enrollment - Developmental SCH Exceeds UG Limit (mutually exclusive of Items #16, #20, and #21)	29	2
Item #6C	Unused	31	2
Item #7	Type Instruction - Numeric	33	1
Item #8	Course Type - Numeric	34	1
Item #9	Location Code – Alphanumeric - '1' thru '9', 'A' or 'B'	35	1
Item #10	Contact Hours - Leading zeros	36	4
Item #11	Approval Number	40	10
Item #12	Instruction Mode - Numeric	50	1
Item #12A	Unused	51	2
Item #12B	Zip Code or Foreign Country - Numeric or blank	53	5
Item #13	Instructor Code	58	9
Item #14	Responsibility Factor - Numeric, leading zeros	67	3
Item #15	Number of Weeks - Numeric, leading zeros	70	2
Item #16	Enrollment NOT Affected by UG SCH Limit (mutually exclusive of Items #6B, #20, and #21)	72	3
Item #17	Semester - Numeric	75	1
Item #18	Year - YYYY - Numeric	76	4
Item #19	Inter-institutional FICE	80	6
Item #20	Enrollment Affected by UG SCH Limit (mutually exclusive of Items #6B, #16, and #21)	86	3
Item #21	Enrollment of Students Not Eligible for State Funding, leading zeros (mutually exclusive of Items #6B, #16, and #20)	89	3

CTC End of Semester Report (CBM006)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value other than '6'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Subject Prefix	N/A	Blank or not on inventory
4. Course Number	N/A	Blank or not on inventory
5. Section Number	N/A	Blank
6A. SCH Value	Less than '01'; greater than '15'	Non-numerical
6B. Enrollment - Developmental SCH Exceeds State Limit (exclusive of Item #16, #20, & #21)	Greater than '20'	Non-numerical
6C. Unused	N/A	N/A
7. Type Instruction	N/A	Any value except '1' thru '7'
8. Course Type	N/A	Any value other than '1', '2', '4', or '7'
9. Location Code	N/A	Any value except '1' thru '9', 'A', or 'B'
10. Contact Hours	Less than '0008', greater than '0640'	Any non-numerical value
11. Approval Number	N/A	Blank or not numeric; not on inventory
12. Instruction Mode	N/A	Any value except '1' thru '5'
12A. Unused	N/A	N/A
12B. Zip/Foreign Country	N/A	Non-numeric or not on zip code file if Item #9 coded '2', '3', '4', '5', '7', '8', or 'B'
13. Instructor Code	Not alpha and/or numeric	Blank
14. Responsibility Factor	N/A	N/A
15. Number of Weeks	Less than '1'; greater than '16'	Non-numerical value

CTC End of Semester Report (CBM006)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
16. Enrollment - NOT Affected by Undergraduate SCH Limit (exclusive of Item 6B, #20, & #21)	Sum of items 16, 20, & 21; less than '001' or greater than '500'	Non-numerical value
17. Semester	N/A	Must match value in header record
18. Year	N/A	Must match value in header record
19. Inter-institutional FICE	N/A	Must be on list of valid FICE codes
20. Enrollment – Affected by Undergraduate SCH Limit (exclusive of Item #6B, #16, & #21)	See Item #16	Non-numerical value
21. Enrollment – NOT Eligible for State Funding (exclusive of Item #6B, #16, & #21)	See Item #16	Non-numerical value

**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.

## CTC End of Semester Report (CBM006)

### SUMMARY OF SEMESTER CREDIT HOURS GENERATED METHODOLOGY

The Total Funded SCH column is the sum of the columns labeled Academic SCH Affected by Limit, (Item #20 times Item #6A when Item #8 = 1), Academic SCH Not Affected by Limit (Item #16 times Item #6A when Item #8 = 1), and Technical SCH (Item #16 times Item #6A when Item #8 not equal 1) for all students except third and fourth year Bachelor students, which are included in the BA SCH column. The Excess Dev SCH column is Enrollment of Students Exceeding the State Limit (Item #6B) times Semester Credit Hour Value (Item #6A). The Unfunded SCH column is Enrollment of Students Not Eligible for State Funding (Item #21) times Semester Credit Hour Value (Item #6A).

### SUMMARY OF CONTACT HOURS GENERATED METHODOLOGY

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

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

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

The Total Contact Hours column is the sum of the columns labeled Academic Contact Hours (Item #16 plus Item #20 times Item #10 when Item #8 = 1) and Technical Contact Hours (Item #16 plus Item #20 times Item #10 when Item #8 <> 1). The Excess Developmental Contact Hours column is Enrollment of Students Exceeding the State Limit (Item #6B) times Contact Hours (Item #10). The Unfunded Hours column is Enrollment of Students Not Eligible for State Funding (Item #21) times Contact Hours (Item #10).

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

CTC End of Semester Report (CBM006)

S11385ED		TEXAS HIGHER EDUCATION COORDINATING BOARD					PAGE 3	
JR-CBM006 SUMMARY		OF SEMESTER CREDIT HOURS GENERATED FOR CREDIT COURSES					FALL 2005	
TEXAS COMMUNITY COLLEGE		111111	DATE 12/08/2005					
PROGRAM NUMBER	CURRICULUM TITLE	TOTAL SCH	ACADEMIC SCH AFFECTED BY LIMIT	ACADEMIC SCH NOT AFFECTED BY LIMIT	TECHNICAL SCH	BA SCH	EXCESS DEV SCH	UNFUNDED SCH
2701015119	MATHEMATICS	75.00	27.00	48.00	0.00	0.00	0.00	0.00
2701015419	MATHEMATICS	342.00	303.00	39.00	0.00	0.00	0.00	0.00
2703015219	APPLIED MATHEMATICS, GENERAL	33.00	27.00	6.00	0.00	0.00	0.00	0.00
3201045119	COMPUTATIONAL SKILLS	253.00	200.00	53.00	0.00	0.00	0.00	0.00
3201045219	COMPUTATIONAL SKILLS	69.00	51.00	18.00	0.00	0.00	0.00	0.00
	TOTAL MATHEMATICS	772.00	608.00	164.00	0.00	0.00	0.00	0.00
3105015223	HEALTH & PHYS EDUC, GENERAL	60.00	54.00	6.00	0.00	0.00	0.00	0.00
3105065123	SOCIO-PSYCHOLOGICAL SPRTS STDS	90.00	75.00	15.00	0.00	0.00	0.00	0.00
3601085123	SPORTS & EXERCISE (ACTIVITIES)	163.00	149.00	14.00	0.00	0.00	0.00	0.00
	TOTAL PHYSICAL EDUCATION AND FITNESS	313.00	278.00	35.00	0.00	0.00	0.00	0.00
2201015124	LAW (LLB, JD)	72.00	72.00	0.00	0.00	0.00	0.00	0.00
2201015224	LAW (LLB, JD)	30.00	12.00	18.00	0.00	0.00	0.00	0.00
2201015324	LAW (LLB, JD)	27.00	24.00	3.00	0.00	0.00	0.00	0.00
4301045124	CRIMINAL JUSTICE STUDIES	54.00	54.00	0.00	0.00	0.00	0.00	0.00
	TOTAL PROTECTIVE SERVICES AND PUBLIC ADMIN	183.00	162.00	21.00	0.00	0.00	0.00	0.00
4201015125	PSYCHOLOGY, GENERAL	231.00	174.00	57.00	0.00	0.00	0.00	0.00
4504015225	CRIMINOLOGY	24.00	15.00	9.00	0.00	0.00	0.00	0.00
4506015125	ECONOMICS, GENERAL	33.00	30.00	3.00	0.00	0.00	0.00	0.00
4508025125	AMERICAN (U S) HISTORY	852.00	717.00	135.00	0.00	0.00	0.00	0.00
4508025225	AMERICAN (U S) HISTORY	39.00	30.00	9.00	0.00	0.00	0.00	0.00
4510025125	AMERICAN GOVT & POLITICS (U S)	534.00	405.00	129.00	0.00	0.00	0.00	0.00
4511015225	SOCIOLOGY	60.00	60.00	0.00	0.00	0.00	0.00	0.00
4511015425	SOCIOLOGY	54.00	30.00	24.00	0.00	0.00	0.00	0.00
	TOTAL PSYCHOLOGY, SOCIAL SERVICES, AND HIS	1,827.00	1,461.00	366.00	0.00	0.00	0.00	0.00
5202010031	BUSINESS MGMT	24.00	0.00	0.00	0.00	24.00	0.00	0.00
	TOTAL BUSINESS AND MANAGEMENT	24.00	0.00	0.00	0.00	24.00	0.00	0.00
	TOTAL FUNDED	2,936.00	2,347.00	565.00	0.00	24.00	0.00	0.00
	TOTAL UNFUNDED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	GRAND TOTAL ALL CURRICULUM AREAS	2,936.00	2,347.00	565.00	0.00	24.00	0.00	0.00

COLUMN A = COLUMN B + COLUMN C + COLUMN D + COLUMN E  
 COLUMN B = ITEM 20 \* ITEM 6A (ITEM 8 = 1)  
 COLUMN C = ITEM 16 \* ITEM 6A (ITEM 8 = 1)  
 COLUMN D = ITEM 16 \* ITEM 6A (ITEM 8 <> 1)  
 COLUMN E = ITEM 6B \* ITEM 6A  
 COLUMN F = ITEM 21 \* ITEM 6A

CTC End of Semester Report (CBM006)

S11385ED

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

PAGE 1

FALL	2005	TEXAS COMMUNITY COLLEGE	111111	DATE 12/08/2005		
PROGRAM NUMBER	CURRICULUM TITLE	TOTAL CONTACT HOURS	ACADEMIC CONTACT HOURS	TECHNICAL CONTACT HOURS	EXCESS DEVELOPMENTAL CONTACT HOURS	UNFUNDED HOURS
0101010001	AGRI BUSINESS & MGMT, GENERAL	1,344.00	0.00	1,344.00	0.00	0.00
0101020001	AGRI BUSINESS/AGRIBUSINSS OPER	1,920.00	0.00	1,920.00	0.00	0.00
0101035101	AGRICULTURAL ECONOMICS	720.00	720.00	0.00	0.00	0.00
0203015101	FOOD SCIENCES & TECHNOLOGY	384.00	384.00	0.00	0.00	0.00
0204090001	RANGE SCIENCE & MANAGEMENT	2,016.00	0.00	2,016.00	0.00	0.00
0301010001	NATURAL RESOURCES CNSRV, GNRL	1,124.00	0.00	1,124.00	0.00	0.00
	TOTAL AGRICULTURE	7,508.00	1,104.00	6,404.00	0.00	0.00
4805010002	MACHINIST/MACHINE TECHNOLOGIST	880.00	0.00	880.00	0.00	0.00
	TOTAL ARCHITECTURE AND PRECISION PRODUCTIO	880.00	0.00	880.00	0.00	0.00
2601015103	BIOLOGY, GENERAL	6,336.00	6,336.00	0.00	0.00	0.00
2603015103	BOTANY, GENERAL	3,840.00	3,840.00	0.00	0.00	0.00
2605015103	MICROBIOLOGY/BACTERIOLOGY	1,152.00	1,152.00	0.00	0.00	0.00
2607015103	ZOOLOGY, GENERAL	3,000.00	3,000.00	0.00	0.00	0.00
2607065103	PHYSIOLOGY, HUMAN & ANIMAL	3,840.00	3,840.00	0.00	0.00	0.00
4005015203	CHEMISTRY, GENERAL	5,328.00	5,328.00	0.00	0.00	0.00
4005045203	ORGANIC CHEMISTRY	896.00	896.00	0.00	0.00	0.00
4008015303	PHYSICS, GENERAL	720.00	720.00	0.00	0.00	0.00
	TOTAL BIOLOGY, PHYSICAL SCIENCES, & SCIENC	25,112.00	25,112.00	0.00	0.00	0.00
5201015104	BUSINESS, GENERAL	624.00	624.00	0.00	0.00	0.00
5203015104	ACCOUNTING	1,200.00	1,200.00	0.00	0.00	0.00
5203020004	ACCOUNTING TECHNICIAN	2,880.00	0.00	2,880.00	0.00	0.00
5204010004	ADMNSTRTVE ASST/SECR SCI, GNRL	960.00	0.00	960.00	0.00	0.00
5204070004	INFO PROC/DATA ENTRY TCHNCN	1,440.00	0.00	1,440.00	0.00	0.00
5204080004	GNRL OFFCE/CLRCL & TYPNG SRVCS	1,920.00	0.00	1,920.00	0.00	0.00
5204085504	GNRL OFFCE/CLRCL & TYPNG SRVCS	576.00	576.00	0.00	0.00	0.00
	TOTAL BUSINESS MANAGEMENT, MARKETING & ADM	9,600.00	2,400.00	7,200.00	0.00	0.00
	TOTAL FUNDED	43,100.00	28,616.00	14,484.00	0.00	0.00
	TOTAL UNFUNDED	0.00	0.00	0.00	0.00	0.00
	GRAND TOTAL ALL CURRICULUM AREAS	43,100.00	28,616.00	14,484.00	0.00	0.00

COLUMN A = COLUMN B + COLUMN C  
 COLUMN B = (ITEM 16 + ITEM 20) \* ITEM 10 (ITEM 8 = 1)  
 COLUMN C = (ITEM 16 + ITEM 20) \* ITEM 10 (ITEM 8 <> 1)  
 COLUMN D = ITEM 6B \* ITEM 10  
 COLUMN E = ITEM 21 \* ITEM 10



## CTC End of Semester Report (CBM006)

TEXAS HIGHER EDUCATION COORDINATING BOARD                      DATE: 12/08/05  
JR-CBM006 EDIT SUMMARY FROM TEXAS COMMUNITY COLLEGE 11111                      FALL                      2005

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	3,273	0	0
ITEM 2	INST. CODE	3,273	0	0
ITEM 3	SUBJECT PREFIX	3,273	0	0
ITEM 4	COURSE NUMBER	3,273	0	0
ITEM 5	SECTION NUMBER	3,273	0	0
ITEM 6A	SEMESTER CREDIT HOURS	3,273	0	0
ITEM 6B	ENROLLMENT-DEV EXCESS	3,273	0	0
ITEM 7	TYPE INSTRUCTION	3,273	0	0
ITEM 8	COURSE TYPE	3,273	0	0
ITEM 9	LOCATION CODE	3,273	0	0
ITEM 10	CONTACT HOURS	3,273	0	0
ITEM 11	APPROVAL NUMBER	3,273	0	0
ITEM 12	INSTRUCTION MODE	3,273	0	0
ITEM 12A	UNUSED	3,273	0	0
ITEM 12B	ZIP/FOREIGN	3,273	0	0
ITEM 13	INSTRUCTOR CODE	3,273	0	0
ITEM 14	RESPONSIBILITY FACTOR	3,273	0	0
ITEM 15	NUMBER WEEKS	3,273	0	0
ITEM 16	ENROLLMENT - Not Limited	3,273	0	0
ITEM 17	SEMESTER	3,273	0	0
ITEM 18	YEAR	3,273	0	0
ITEM 19	INTER-INSTITUTIONAL FICE	3,273	0	0
ITEM 20	ENROLLMENT - UG Limited	3,273	0	0
ITEM 21	ENROLLMENT - Not Eligible	3,273	0	0
	CBM004 VS CBM006 TOTAL CONTACT HOURS			0
	TOTAL CBM006 RECORDS PROCESSED		3,273	
	CONTROL TOTAL		3,273	
	DISCREPANCY		0	

FACULTY REPORT  
CBM008

This report will include all personnel who teach a class that generates credit hours and that is reported on the Class File (CBM004) or whose assigned responsibilities are directly related to the teaching function.

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

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

The following Accountability Measures use data from the faculty report:

Fall term

1. Percent of contact hours taught by full-time faculty
2. FTE student/FTE faculty ratio
3. Percent of faculty with advanced degrees
4. Number of faculty full-time and part-time by ethnicity and gender
5. Percent of course sections taught by full-time faculty

Fiscal year

6. Appropriations: Appropriated funds per FTE student and per FTE faculty

CTC Faculty Report (CBM008)

INSTRUCTIONS FOR FACULTY REPORT

- Item #1     Record Code. Always enter '8'.
- Item #2     Institution Code. Enter the FICE Code of the institution.
- Item #3     Faculty Identification Number. Enter the Social Security Number of the individual faculty member of record.
- Item #4     Rank. Enter the code indicating the rank of the faculty member. Enter zero if the institution does not have a ranking system.
- 0. No Ranking System
  - 1. Professor
  - 2. Associate Professor
  - 3. Assistant Professor
  - 4. Instructor
  - 5. Other Faculty (includes adjunct, visiting, and special faculty)
- Item #5     Gender. Enter the code indicating the gender of the faculty member.
- M = Male     F = Female
- Item #6     Birth Date. Enter all four digits of the year, two digits of the month, and the two-digit day in which this faculty member was born (YYYYMMDD). If unknown, enter '00000000'.
- Item #7     Reserved for future use.
- Item #8     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 is unable to place them in one of the specified racial/ethnic categories.

CTC Faculty Report (CBM008)

- Item #9     Last Name. Enter the faculty member's last name (10-characters limit).
- Item #10    First Name Initial. Enter the initial of the faculty member's first name.
- Item #11    Middle Name Initial. Enter the initial of the faculty member's middle name.
- Item #12    New Hire. Enter a '1' if this person was hired full-time for the first time for the current period, or after a break in service. Do not include persons who have returned from sabbatical leave. Leave the item blank if the person is not newly hired.
- Item #13    Administrative Unit Code. Enter the appropriate four-digit code (see Appendix D) designating the administrative unit (i.e., department) in which the faculty member teaches. When the assignments of a faculty member involve more than one administrative unit, choose the one in which the faculty is most closely associated. For a faculty member whose assignment is in a non-instructional area, an administrative unit code of '3333' may be used.
- Item #14    Highest Earned Certificate/Degree. Enter the code representing the highest earned degree or certificate.
- |               |                        |
|---------------|------------------------|
| 1. Doctorate  | 4. Associate           |
| 2. Masters    | 5. Certificate or less |
| 3. Bachelor's | 6. No degree           |
- Item #15    Total Percent of Time Employed by the Institution. Enter the proportion of time that this person is employed at your institution for the fall or spring term. This percentage should be based on a full-time workload as defined by your institution for the term you are reporting, and it may not exceed '100' percent. To be considered full-time, individuals must be reported here as 100% (the equivalent of 1 FTE).
- Examples: 100% = 100; 50% = 050
- Item #16    Percent of Time Directly Related to Teaching (Current Term). Enter the faculty member's percent of time that relates directly to teaching, which must not exceed '100' percent and must not be greater than the total percent assigned (Item #15). Direct instructional activities 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. Each institution has a policy that defines a full or normal faculty workload (e.g., 15 semester credit hours, five classes, etc.).

Example 1: Instructor A teaches 6 credit hours per week at an institution where 15

CTC Faculty Report (CBM008)

hours is a full-time load.

Percent of Time for teaching =  $6 / 15 = 40\%$  and reported as 040

Example 2 Instructor B teaches a 3 credit hour class and is an administrator in an institution where 15 hours is a full-time load.

Percent of Time teaching =  $3 / 15 = 20\%$  and reported as 020

Item #17 Faculty Category. Enter the faculty category that best describes the faculty member's contract for the fiscal year.

1. Regular Faculty – Faculty whose primary responsibility is instruction
2. Adjunct or Other Faculty – Those individuals considered adjunct or other faculty might receive a temporary appointment for several successive terms. The temporary appointment may be 100%. The key consideration is that there is no guarantee of a continuing appointment. This category includes adjuncts, administrators, and professional personnel at the institution who teach but whose primary job responsibility is non-faculty.
3. Flex-entry Faculty – A faculty member who taught a class that was a flexible entry class and is not teaching in the current term

Item #18 Contract or Appointment Length. Enter the number of months of the contract (appointment) for the fiscal year. Round any partial month to the nearest tenth. Enter a leading zero for an appointment of less than 10 months. The appointment length is based on the number of months contracted for, not the number of installments in which salaries are paid.

Example: 9-month contract report as 090  
3-week contract report as 007  
6-week contract report as 014

Item #19 Salary. Enter the amount of the faculty member's contracted salary for the fiscal year for all faculty employed on the census date of the term. If the faculty member is employed on the census date in the fall and spring terms, the same salary amount will be reported both terms. Round salary amount to the nearest whole dollar. Do not include benefits or overloads in the salary amount.

**Note:** When computing average 9-month salaries, only the regular faculty identified in the Faculty Category (Item #17) whose Percent of Time Directly Related to Teaching (Item #16) is 100% will be used. The Contract Length will be divided into 9 to determine the ratio to multiply the contract salary by to yield a 9-month equivalent.

Item #20 Semester. Enter the appropriate semester code.

1. Fall
2. Spring

Item #21 Year. Enter all four digits of the calendar year in which the semester occurs.

CTC Faculty Report (CBM008)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '8'	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Faculty Identification Number	8	9
Item #4	Rank – '0' thru '5' – Numeric	17	1
Item #5	Gender – 'M' or 'F' – Alpha	18	1
Item #6	Birth Date - YYYYMMDD – Numeric	19	8
Item #7	Unused	27	1
Item #8	Ethnic Origin – Numeric	28	1
Item #9	Last Name – Alpha	29	10
Item #10	First Name Initial – Alpha	39	1
Item #11	Middle Name Initial – Alpha	40	1
Item #12	New Hire – '1' or blank	41	1
Item #13	Administrative Unit Code – Numeric	42	4
Item #14	Highest Earned Cert/Degree – Numeric	46	1
Item #15	Total Percent of Time – Numeric	47	3
Item #16	Percent Direct Teaching Assignment – Numeric	50	3
Item #17	Faculty Category – Numeric	53	1
Item #18	Contract Length – Numeric, leading zeros, 1 assumed decimal	54	3
Item #19	Salary – Numeric, leading zeros, no decimals	57	6
Item #20	Semester – Numeric	63	1
Item #21	Year - YYYY – Numeric	64	4

## CTC Faculty Report (CBM008)

### QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '8'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Faculty ID	N/A	Blank or special characters
4. Rank	N/A	Value other than '0' thru '5'
5. Gender	N/A	Value other than 'M' or 'F'
6. Birth Date	'00000000'	Non-numeric; month > '12'; day > '31'
7. Unused		
8. Ethnic Origin	N/A	Value other than '1' thru '7'
9. Last Name	Non-alphabetic	Blank, numeric
10. First Initial	N/A	Blank, numeric
11. Middle Initial	N/A	Number or special character
12. New Hire	N/A	Value = '1' and not 100% total assignment
13. Administrative Code	N/A	Must be on administrative unit list (Appendix D)
14. Highest Cert/Degree	N/A	Value other than '1' thru '6'
15. Total Percent of Time	N/A	Non-numeric; greater than '100'
16. Direct Percent of Time	N/A	Non-numeric; greater than Item #15
17. Faculty Category	N/A	Value other than '1' thru '3'

CTC Faculty Report (CBM008)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
18. Contract Length	Value less than '010'	Value = '000' or greater than '120'
19. Salary	Salary greater than \$78,000 and Item #17 = '1' and Item #18 less than or = '9'; salary greater than \$90,000 and #17 = '2' and Item #18 greater than or = '9'; salary greater than \$45,000 and item #17 = '2' and Item #18 less than '9'	Non-numerical; salary less than \$12,000 if Item #15 = 100 and Item #17 = '1'
20. Semester	N/A	Value other than '1' or '2'
21. Year	N/A	Must match value in header record

CTC Faculty Report (CBM008)

REPORTING EXAMPLES

**NOTE:** Items #1, #2, #4 thru #11, #20, and #21 are omitted from the examples.

1. Mary A Smith is a full-time instructor in the Department of English and is paid \$36,500 for a nine-month contract. CBM008 will be coded:

Item #3	123456789
Item #12	
Item #13	0990
Item #14	2
Item #15	100
Item #16	100
Item #17	1
Item #18	090
Item #19	036500

2. Sidney W. Frederickson has full-time responsibilities split between chair of the Department of Physics and teaching two courses in physics. His salary for the year is \$64,750. **Note:** All of his time is considered directly related to teaching.

Item #3	901678234
Item #12	
Item #13	2300
Item #14	1
Item #15	100
Item #16	100
Item #17	1
Item #18	120
Item #19	064750

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

Item #3	345678901
Item #12	
Item #13	2290
Item #14	2
Item #15	020
Item #16	020
Item #17	2
Item #18	045
Item #19	003000

CTC Faculty Report (CBM008)

5. Mary Sosa is a newly hired full-time instructor of Spanish and is paid \$42,780 for her 9-month appointment. In addition to her regular teaching load, she teaches a course "English as a Second Language" in the night program of the institution, for which she is paid a stipend of \$3,000. Both programs are administered in the Department of Spanish. CBM008 would be coded:

Item #3	765432901
Item #12	1
Item #13	2630
Item #14	2
Item #15	100
Item #16	100
Item #17	1
Item #18	090
Item #19	042780

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

Item #3	465879012
Item #12	
Item #13	0440
Item #14	1
Item #15	000
Item #16	000
Item #17	3
Item #18	000
Item #19	000000

CTC Faculty Report (CBM008)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
EDIT SUMMARY OF CBM008  
TEXAS COMMUNITY COLLEGE 111111 FALL 2005

DATE 12/08/2005

	NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1 RECORD CODE	1,409	0	0
ITEM 2 INST. CODE	1,409	0	0
ITEM 3 FACULTY ID	1,409	0	0
ITEM 4 RANK	1,409	0	0
ITEM 5 GENDER	1,409	0	0
ITEM 6 BIRTH DATE	1,408	1	0
ITEM 7 UNUSED	1,409	0	0
ITEM 8 ETHNIC ORIGIN	1,408	0	1
ITEM 9 LAST NAME	1,409	0	0
ITEM 10 FIRST INITIAL	1,409	0	0
ITEM 11 MIDDLE INITIAL	1,409	0	0
ITEM 12 NEW HIRE	1,409	0	0
ITEM 13 ADM. UNIT CODE	1,408	0	1
ITEM 14 HIGHEST CERT/DEGREE	1,408	0	1
ITEM 15 TOTAL PERCENT TIME	1,409	0	0
ITEM 16 PERCENT DIRECT TEACHING	1,409	0	0
ITEM 17 FACULTY CATEGORY	1,409	0	0
ITEM 18 CONTRACT LENGTH	1,409	0	0
ITEM 19 SALARY	1,408	1	0
ITEM 20 SEMESTER	1,409	0	0
ITEM 21 YEAR	1,409	0	0
APPOINTMENT ERRORS			0
TOTAL CBM008 RECORDS PROCESSED	1,409	1,409	
CONTROL TOTAL		1,410	
DISCREPANCY		1-	
NUMBER OF COMBINED RECORDS		0	
CONSOLIDATED DEPT RECORDS			0
DUPLICATES			9
NON-DUPLICATIVE FACULTY HEADCOUNT			1,400

CTC Faculty Report (CBM008)

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

PART A  
DATE: 12/08/2005  
FALL 2005

GENDER		
MALE	688	
FEMALE	721	
TOTAL		1,409

ETHNIC ORIGIN		
WHITE-NON-HISPANIC	681	
BLACK-NON-HISPANIC	34	
HISPANIC	633	
ASIAN/PACIFIC ISLANDER	20	
AMERICAN INDIAN/ALASKAN NATIVE	10	
INTERNATIONAL	30	
UNKNOWN OR NOT REPORTED	0	
TOTAL		1,408

RANK		
PROFESSORS	0	
ASSOCIATE PROFESSORS	0	
ASSISTANT PROFESSORS	0	
INSTRUCTOR	1,409	
OTHER	0	
TOTAL		1,409

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

NEW HIRE		
FULL TIME	29	
TOTAL		29

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

FACULTY CATEGORY		
REGULAR	1,409	
ADJUNCT/OTHER	0	
FLEX-ENTRY	0	
TOTAL		1,409

CTC Faculty Report (CBM008)

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

PART B  
DATE: 12/08/2005  
FALL 2005

SALARIES BY ASSIGNMENT CODE  
DIRECT TEACHING FUNCTION 6,875,994

PERCENT OF TIME BY ASSIGNMENT CODE (DUPLICATIVE COUNT)  
DIRECT TEACHING FUNCTION 1,409  
0% 0  
1 - 79% 1,167  
80 - 99% 69  
100% 173  
TOTAL FACULTY 1,409

\*\*\* NOTE: TOTALS ARE NET ERRORS.

CTC Faculty Report (CBM008)

SED8J93 TEXAS HIGHER EDUCATION COORDINATING BOARD DATE 12/08/2005  
 EDIT OF JR-CBM008 DATA  
 FALL 2005 TEXAS COMMUNITY COLLEGE 111111 PAGE 1

ITEM	ITEMS	ITEM	ITEMS	ITEMS	ITEMS	ITEM	ITEMS	REMARKS
3	4 5 6	8 9	10 11 12 13	14 15	16 17 18	19	20 21	
011185396	0 F 19490101	0 TOMASONLI	D L 0 9999	2 060 060	1 060	043218	1 2005	E
		*						
022227700	0 M 19531206	1 DANNON	J F 0 1111	2 100 100	1 090	043218	1 2005	E
			****					
066661821	0 M 00000000	4 SUNG	P D 0 0500	2 100 100	1 090	042184	1 2005	Q
		-----						
425566222	0 M 19390901	3 BALLARDO	E H 0 3333	7 050 100	1 090	023281	1 2005	E
			*					
434455073	0 M 19380204	1 SAMS	L 0 1450	1 080 080	1 080	084666	1 2005	Q
						-----		
								FTE SALARY > 79000

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

CTC Faculty Report (CBM008)

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

DATE 12/08/2005

FALL		2005		TEXAS COMMUNITY COLLEGE									111111		PAGE			1
ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEM	ITEM	
1	2	3	4	5	6	7	8	9	10	11	12A	12B	13	16	17	18		
4	111111	CISC	3101	8386	0000	2	2	1	001600	5212130022			452513302	044	1	2005		
4	111111	MEDI	2110	0042F	0200	1	2	1	003200	5116010051			458024455	019	1	2005		
4	111111	PTAP	4202	4071	0400	1	2	1	004800	5108060069			458786381	012	1	2005		
4	111111	PTAP	4202	4072	0000	2	2	1	004800	5108060069			458786381	012	1	2005		
4	111111	EXSS	1101	3037	0100	2	1	1	004800	3601085128			548655718	033	1	2005		
4	111111	EXSS	1127	3068	0100	2	1	1	004800	3601085128			548655718	014	1	2005		
4	111111	EXSS	1127	3071	0100	2	1	1	004800	3601085128			548655718	016	1	2005		
4	111111	EXSS	1127	6211	0100	2	1	1	004800	3601085128			548655718	016	1	2005		



## GRADUATION REPORT CBM009

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

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

TEC 61.821 - 61.829 requires the Board to develop guidelines for core curriculum and fields of study. That portion of the TEC also requires that if a student completes the core curriculum at one institution, another institution must accept the whole block of courses in transfer. Similarly, if a student completes a field of study curriculum at one institution, that block of courses must be accepted for transfer at another institution and substituted for that institution's lower division requirements for the degree program for the field of study into which the student transfers. Coordinating Board rules relating to core curriculum and field of study curricula may be found in Subchapter B of Chapter 4 at <http://www.theccb.state.tx.us/Rules/>. A student concurrently enrolled at more than one institution of higher education shall follow the core curriculum or field of study curriculum requirements in effect for the institution at which the student is classified as a degree-seeking student.

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

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

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

CTC Graduation Report (CBM009)

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

**Business Field of Study Curriculum**

CIP 52.0101, minimum 21 SCH

**Communication Field of Study Curriculum**

CIP 09.0101, minimum 12-15 SCH

**Computer Science Field of Study Curriculum**

CIP 11.0701, minimum 26 SCH

**Criminal Justice Field of Study Curriculum**

CIP 43.0100, minimum 15 SCH

**Early Childhood Education Field of Study Curriculum**

CIP 13.1209, minimum 12 SCH

**Engineering Field of Study Curriculum**

CIP 14.0101, minimum 27 SCH

**Engineering Technology Field of Study Curriculum**

CIP 15.0000, minimum 30 SCH

**Mexican-American Studies Field of Study Curriculum**

CIP 05.0203, minimum 18 SCH

**Middle Grades Teacher Certification Field of Study Curriculum**

CIP 13.1203, minimum 12 SCH

**Music Field of Study Curriculum**

CIP 50.0901, minimum 27 SCH

**Nursing (RN) Field of Study Curriculum**

CIP 51.1601, minimum 40 SCH

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

An edit check has been added to the CBM009 edit program to identify reporting of "Multiple Awards in Excess" of the number of award types within level and CIP approved on the Clearinghouse.

CTC Graduation Report (CBM009)

INSTRUCTIONS FOR GRADUATION REPORT

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

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

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

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

M = Male      F = Female

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

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

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

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

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

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

AA    Associate in Arts  
AAA   Associate in Applied Arts  
AAS   Associate in Applied Science  
AAT   Associate of Arts in Teaching  
AS    Associate in Science

Bachelor's Degree -- Enter BAT for a Bachelor of Applied Technology degree

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

ATC    Advanced Technology certificate programs are comprised of 16-50 semester credit hours. A student must have an associate degree, baccalaureate degree, or junior status in a baccalaureate degree

CTC Graduation Report (CBM009)

- program.
- CERT1 Certificate programs comprised of at least 15 SCH and no more than 42 SCH (or 23-63 quarter hours or 360-779 contact hours). The program may have fewer than 15 SCH if it is offered for licensure and approved by the Coordinating Board. Certificate programs of one year or less, which contain in excess of 42 semester credit hours or the equivalent, that require external accreditation and licensing examinations (e.g., Licensed Vocational Nursing, LVN) may be approved by the Coordinating Board staff as CERT1 certificates.
- CERT2 Certificate programs comprised of at least 43 and no more than 59 SCH (or 64-89 quarter hours).
- CERT3 Enhanced Skills certificates associated with an AAS or AAA degree program. Such a certificate program is comprised of at least 6 and no more than 15 SCH (9-22 quarter hours).

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

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

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

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

Item #9 Major. Enter the eight-digit 2000 CIP code identifying the academic or technical major code.

**NOTE:** General Academic Associate Degrees without a definitive major will be coded '24010200' (General Studies). The Type Major code (Item #13) will identify the academic awards from the technical awards. The CIP code defined for all core curricula completers is 24010100. The field of study curricula completers are limited at this time to the eleven CIP areas defined on page 9.2. Use 30999901, Interdisciplinary Studies, General for AAT degree majors.

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

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

Item #12 Month of Award. Enter the two-digit number for the month in which the award was

CTC Graduation Report (CBM009)

conferred (i.e., '05' for May).

Item #13 Type Major. Enter the code to identify the type of the major:

1. Academic
2. Technical
3. Tech-Prep
4. Continuing Education
7. Baccalaureate (BAT)

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

Item #14 Unused

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

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

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

Item #17 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

Item #18 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

Item #19 Middle Name Initial. Enter the initial of the student's middle name.

CTC Graduation Report (CBM009)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '9'	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender – 'M' or 'F'	17	1
Item #5	Ethnic Origin – Numeric	18	1
Item #6	Date of Birth - YYYYMMDD – Numeric	19	8
Item #7	Degree/Certificate or Progress Measure - Left justified	27	8
Item #8	Level of Award – Numeric	35	1
Item #9	Major - CIP Code – Numeric	36	8
Item #10	Reporting Period – Always '1'	44	1
Item #11	Year - YYYY – Numeric	45	4
Item #12	Month of Award – Numeric	49	2
Item #13	Type Major – Numeric	51	1
Item #14	Unused	52	1
Item #15	Remote Campus – Blank or Numeric	53	1
Item #16	Non-Disclosure – Numeric	54	1
Item #17	Last Name – Alpha	55	20
Item #18	First Name – Alpha	75	10
Item #19	Middle Name Initial – Alpha	85	1

CTC Graduation Report (CBM009)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '9'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Student ID	Duplicate entries	Blank or not alpha and/or numeric
4. Gender	N/A	Any value except 'M' or 'F'
5. Ethnic Origin	N/A	Any value other than '1' thru '7'
6. Date of Birth	Age less than '16' or greater than '75'	Non-numerical; month less than '01' or greater than '12', day greater than '31'
7. Degree/Cert/Prog Meas	N/A	Numeric or blank; must be on list of valid awards
8. Level of Award	N/A	Any value except '1' thru '7'
9. Major	N/A	Non-numerical or invalid CIP code; Core completer = 24010100; Field of Study = to one of the specific CIPs
10. Reporting Period	N/A	Any value except '1'
11. Year	N/A	Any value except current year
12. Month of Award	N/A	Any value other than '01' thru '12'
13. Type Major	N/A	Any value except '1' thru '4' or '7'
14. Unused	N/A	N/A

CTC Graduation Report (CBM009)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
15. Remote Campus	N/A	Any value except '1', '2', '3', '5', or blank
16. Non-Disclosure	N/A	Any value except '2' or '0'
17. Last Name	N/A	Blank, numerical
18. First Name	N/A	Blank, numerical
19. 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.

CTC Graduation Report (CBM009)

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

DATE: 11/22/2005  
FALL 2005

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	428	0	0
ITEM 2	INST. CODE	428	0	0
ITEM 3	STUDENT ID	427	0	1
ITEM 4	GENDER	427	0	1
ITEM 5	ETHNIC ORIGIN	427	0	1
ITEM 6	YEAR OF BIRTH	427	1	0
ITEM 7	DEGREE/CERT/PROG MEAS	427	0	1
ITEM 8	LEVEL OF AWARD	427	0	1
ITEM 9	MAJOR	428	0	0
ITEM 10	SEMESTER	424	0	4
ITEM 11	YEAR	424	0	4
ITEM 12	MONTH OF AWARD	427	0	1
ITEM 13	TYPE OF MAJOR	428	0	0
ITEM 14	UNUSED	428	0	0
ITEM 15	REMOTE CAMPUS	419	9	0
ITEM 16	NON-DISCLOSURE	428	0	0
ITEM 17	LAST NAME	428	0	0
ITEM 18	FIRST NAME	428	0	0
ITEM 19	MIDDLE NAME INITIAL	428	0	0
TOTAL CBM009 RECORDS PROCESSED			428	
CONTROL TOTAL			428	
DISCREPANCY			0	
NUMBER OF DUPLICATE RECORDS			35	

CTC Graduation Report (CBM009)

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

DATE: 11/22/2005  
 FALL 2005

GENDER  
 MALE 126  
 FEMALE 263  
 TOTAL 389

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

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

	ACADEMIC	VOC-TECH	TECH-PREP	C.E.
ASSOCIATE DEGREES				
ASSOCIATE IN ARTS	18	0	0	
ASSOCIATE IN APPLIED ARTS	0	0	0	
ASSOCIATE IN SCIENCE	48	0	0	
ASSOCIATE IN APPLIED SCIENCE	0	162	0	
ASSOCIATE OF ARTS IN TEACHING	0	0	0	
SUBTOTAL	66	162	0	
CERTIFICATES				
CERT1				33
CERT2		143		
CERT3			5	
CERT4				
SUBTOTAL		143	5	33
BACHELOR OF APPLIED TECHNOLOGY	0			
SUBTOTAL	0			
PROGRESS MEASURES				
CORE CURRICULUM COMPLETERS	33			
FIELD OF STUDY COMPLETERS	4			
SUBTOTAL	37			
NON-DISCLOSURE	0			
TOTAL DUPLICATES STUDENTS		35		
TOTAL STUDENTS		481		

\*\*\* NOTE: TOTALS ARE NET ERRORS.

## 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.

## CTC Facilities Room Inventory Report (CBM011)

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.

## CTC Facilities Room Inventory Report (CBM011)

### 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.
- Item #18    Secondary Use CIP Code. Enter the secondary usage CIP code associated with

CTC Facilities Room Inventory Report (CBM011)

this room. Use the first six digits of the codes listed in Appendix C.

Item #19 Unused.

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

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

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

Item #23 Unused.

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

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

Item #26 Record Identification. Always enter '11'.

CTC Facilities Room Inventory Report (CBM011)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
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

## CTC Facilities Room Inventory Report (CBM011)

### 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

CTC Facilities Room Inventory Report (CBM011)

	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

CTC Facilities Room Inventory Report (CBM011)

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:

<u>Alcove</u>	<u>A-1 x A-2</u>	<u>Area</u>	
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	
	<i>Total Area</i>	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-

## CTC Facilities Room Inventory Report (CBM011)

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 amphitheatres 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.

## CTC Facilities Room Inventory Report (CBM011)

### 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

## CTC Facilities Room Inventory Report (CBM011)

(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?*

## CTC Facilities Room Inventory Report (CBM011)

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?*

## CTC Facilities Room Inventory Report (CBM011)

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.

CTC Facilities Room Inventory Report (CBM011)

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 CBM011 Room EDIT SUMMARY FROM RunDate: 09/15/2005 Time: 18:15:08  
 TEXAS COMMUNITY COLLEGE 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		



CTC Facilities Room Inventory Report (CBM011)

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TEXAS HIGHER EDUCATION COORDINATING BOARD  
 PART A, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2005  
 003304 TEXAS COMMUNITY COLLEGE  
 PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

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Building Size and Cost Data

BUILDING NUMBER NAME	GROSS AREA	ASSIGN AREA	BLDG PERIM	E & G SQ.FT.	CAPITAL INVESTMENT	OCCUP DATE	FLOORS	C O L T C N W O Y N 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
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

CTC Facilities Room Inventory Report (CBM011)

0053 BEAWOOD-O'DONOHUE 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						

CTC Facilities Room Inventory Report (CBM011)

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TEXAS HIGHER EDUCATION COORDINATING BOARD  
PART D, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2005  
003304 TEXAS COMMUNITY COLLEGE  
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CAMPUSWIDE SPACE SUMMARY

	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  
NET

FUNCTION	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 ADMINISTRATION	4,028
70 PHYSICAL PLANT OPERATIONS	47,649
80 STUDENT FINANCIAL SUPPORT	0
90 INDEPENDENT OPERATIONS	308



CTC Facilities Room Inventory Report (CBM011)

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
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

CTC Facilities Room Inventory Report (CBM011)

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	UNFINISHED 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	
	TOTAL	NON-SASF	NASF	E&G NASF
		29,815	454,038	264,689

CTC Facilities Room Inventory Report (CBM011)

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TEXAS HIGHER EDUCATION COORDINATING BOARD  
 PART F, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2005  
 003304 TEXAS COMMUNITY COLLEGE  
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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'DONOHUE 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

CTC Facilities Room Inventory Report (CBM011)

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



## 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 its 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.

## CTC 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.

## CTC Facilities Building Inventory Report (CBM014)

### 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

CTC Facilities Building Inventory Report (CBM014)

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'.

CTC Facilities Building Inventory Report (CBM014)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
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.

## CTC 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 COMMUNITY COLLEGE 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		

CTC 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 COMMUNITY COLLEGE 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



## STUDENTS IN CONTINUING EDUCATION COURSES REPORT CBM00A

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

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

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

### Student Attendance

On April 19, 1996 the requirement to maintain attendance records for students in classes reported on the CBM00C was eliminated.

### CB Rule Regarding Tuition and Fees

The conditions that apply to the collection of tuition are found in Chapter 21, Subchapter A, paragraph 21.4 of the CB Rules at <http://www.thecb.state.tx.us/Rules/>.

### Tuition and Fee Refund Policy

CB Rule 21.5 in Subchapter A, Chapter 21, identifies the tuition and fee refund policy. Use the link in the paragraph above to view it.

CTC Students in Continuing Education Courses Report (CBM00A)

INSTRUCTIONS FOR CBM00A STUDENT REPORT

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

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

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

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

M = Male      F = Female

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

- |                           |   |
|---------------------------|---|
| 0. Continuing Education   | Use this code if the student is enrolled in continuing education courses only   |
| 1. Freshman               | First year student, or less than 30 semester credit hours   |
| 2. Sophomore              | A second year student who has completed the equivalent of 1 year of full-time undergraduate work; that is, at least 30 semester credit hours and not more than 72 semester credit hours |
| 3. Unclassified           | No associate degree or above earned; more than 72 semester hours  |
| 4. Associate Degree       | Previously earned an associate degree   |
| 5. Baccalaureate or above | Previously earned a baccalaureate or above degree   |
| 6. Third Year BAT         | A student in the third year of a Bachelor of Applied Technology program   |
| 7. Fourth Year BAT        | A student in the fourth year of a Bachelor of Applied Technology program  |

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

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

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

CTC Students in Continuing Education Courses Report (CBM00A)

Item #21.

0. Continuing Education Student

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

Texas Resident - Enter County Code  
Out-of-State Resident - Enter State Code  
International Student - Enter Foreign Country Code

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

Leave blank or zero fill if not appropriate.

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

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

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

Item #10B Unused

Item #11A Unused

Item #11B Unused

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

Continuing Education Program Major: Enter the 2000 CIP code of the major area of concentration (Appendix C) and a ‘4’ in Item #13C for the Type Major. All major codes for students in continuing education programs must match to a Coordinating Board approved program in the Education and Training Clearinghouse Technical

CTC Students in Continuing Education Courses Report (CBM00A)

Program Inventory for the institution (district).

Continuing Education Focus: If the student is not enrolled in a continuing education program, choose the CIP of the course(s) involving the most contact hours as the educational focus. Enter the 2000 CIP code (Appendix C) of the educational focus and a '5' in Item #13C for the Type Major.

Item #13 Unused

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

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

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

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

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

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

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

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

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

CTC Students in Continuing Education Courses Report (CBM00A)

7. Unknown or Not Reported

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

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

- Item #15 Last Name (Optional). Enter the student's last name. Truncate if the name contains over 10 characters.
- Item #16 First Name Initial (Optional). Enter the initial of the student's first name.
- Item #17 Unused
- Item #18 Quarter. 1. Fall 2. Winter 3. Spring 4. Summer
- Item #19 Year. Enter the calendar year in which the quarter ends.
- Item #20 C.E. Student. The Coordinating Board will put a code of '2' in this item to identify the students who are enrolled in continuing education classes, which are reported on the CBM00C.
- Item #21 Tuition Status of CE Students. Enter the appropriate tuition status code. Coding is determined by whether courses in which the student is enrolled are offered in fulfillment of a contractual agreement between the institution and an external entity. Colleges may assess the same tuition rate for resident and non-resident CEU students who are not brought in-state for contract instruction.
1. Both contract and non-contract courses
  2. Contract course(s) only
  3. Non-contract course(s) only
- Item #22A Academically Disadvantaged. Enter a '1' or leave blank if not. See definition in Item #22A of the CBM001.
- Item #22B Economically Disadvantaged Family or Individual. Enter a '2' or leave blank if not appropriate. See definition in Item #22B of the CBM001.
- Item #22C Individual with Disabilities. Enter a '3' or leave blank if not. See definition in Item #22C of the CBM001.
- Item #22D Limited English Proficiency (LEP). Enter a '4' or leave blank if not appropriate. See definition in Item #22D of the CBM001.
- Item #22E Programs to Eliminate Gender Bias. Leave blank at this time. This item is under further review. See definition in Item #22E of the CBM001.

CTC Students in Continuing Education Courses Report (CBM00A)

- Item #22F Displaced Homemaker. Enter a '7' or leave blank if not. This may be self-reported data. See definition in Item #22F of the CBM001.
- Item #22G Single Parent. Enter an '8' or leave blank if not appropriate. See definition in Item #22G of the CBM001.
- Item #23 Unused
- Item #24 Inter-institutional Continuing Education Contact Hours. Enter the number of inter-institutional contact hours in approved continuing education courses for which the student is registered in the quarter and exclude them from Item #10A. An inter-institutional agreement must be on file at the CB. An inter-institutional class is where the class and instructor are provided by another institution and the receiving institution is not allowed to claim the contact hours of their students on the CBM00C. See more discussion of inter-institution in the Introduction of the CBM004 report. Use leading zeros, or zero fill if appropriate. (Effective Spring 1998)
- Item #25 Unused
- Item #26 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.
- Item #27 Continuing Education Contact Hours – Not State Funded. Enter the number of contact hours attempted by the student in approved continuing education courses which are NOT allowed to be reported for state funding.

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

CTC Students in Continuing Education Courses Report (CBM00A)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always 'A'	1	1
Item #2	Institution Code - FICE Code - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender – 'M' or 'F'	17	1
Item #5	Classification – '0' thru '7' - Numeric	18	1
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Tuition Status – '0' - Numeric	27	1
Item #8	Residence - Numeric	28	3
Item #9	Transfer/First Time In College - Numeric or blank	31	6
Item #10A	CE Contact Hours - Numeric, leading zeros or zero fill	37	4
Item #10B	Unused	41	4
Item #11A	Unused	45	4
Item #11B	Unused	49	4
Item #12	CE Major Program or Educational Focus - Numeric	53	8
Item #13	Unused	61	2
Item #13A	Tuition Exemption/Waiver Code – '01', '21', or blank	63	2
Item #13B	Remote Campus – '5' or blank (TSTC '1' thru '3')	65	1
Item #13C	Type Major – '4' or '5' - Numeric	66	1
Item #14	Ethnic Origin – '1' thru '7' - Numeric	67	1
Item #15	Last Name - (Optional) Alpha or blank	68	10
Item #16	First Name Initial - (Optional) Alpha or blank	78	1
Item #17	Unused	79	1
Item #18	Quarter – '1', '2', '3', or '4' - Numeric	80	1
Item #19	Year - YYYY - Numeric	81	4
Item #20	C.E. Student – '2'	85	1
Item #21	Tuition Status of CEU Students – '1', '2', or '3'	86	1
Item #22A	Academically Disadvantaged – '1' or blank	87	1
Item #22B	Economically Disadvantaged Family or Individual – '2' or blank	88	1
Item #22C	Individual with Disabilities – '3' or blank	89	1
Item #22D	Limited English Proficiency (LEP) – '4' or blank	90	1
Item #22E	Programs to Eliminate Gender Bias - Blank	91	1
Item #22F	Displaced Homemaker – '7' or blank	92	1
Item #22G	Single Parent – '8' or blank	93	1
Item #23	Unused	94	6
Item #24	Inter-institutional CE Contact Hours - Numeric, zero fill	100	3
Item #25	Unused	103	12
Item #26	Non-Disclosure	115	1
Item #27	CE Contact Hours-Not State Funded – Numeric, leading zeros or zero fill	116	4

CTC Students in Continuing Education Courses Report (CBM00A)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except 'A'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Student ID	N/A	Blank or duplicate entry; not alpha and/or numeric
4. Gender	N/A	Any value except 'M' or 'F'
5. Classification	N/A	Any value except '0' thru '5' or '6' and '7' when FICE = 007857, 009797, or 031034
6. Date of Birth	Age less than 16 or greater than 75	Any non-numerical data; month less than '01' or greater than '12'
7. Tuition Status	N/A	Any value except '0'
8. Residence	N/A	Any value except '001' thru '254', '310' thru '369', or '402' thru '799'; must be on residence file
9. Transfer/First Time In College	N/A	Any non-numerical characters except all blanks
10A. Contact Hours CEU Courses	N/A	Any non-numerical characters
10B. Unused	N/A	N/A
11A. Unused	N/A	N/A
11B. Unused	N/A	N/A
12. Major	N/A	Non-numeric or invalid CIP code
13. Unused	N/A	N/A
13A. Exemption Code	N/A	Any value except '01', '21', '00', or blank
13B. Remote Campus	N/A	Any value except '5' or blank; TSTC - any value except '1' thru '3' or blank

CTC Students in Continuing Education Courses Report (CBM00A)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
13C. Type Major	N/A	Any value except '4'
14. Ethnic Origin	N/A	Any value other than '1' thru '7'
15. Last Name	N/A	N/A
16. First Name Initial	N/A	N/A
17. Unused	N/A	N/A
18. Quarter	N/A	Must match value in header record
19. Year	N/A	Must match value in header record
20. C.E. student	N/A	Any value except '2'
21. Tuition Status CEU Students	N/A	Value except '1', '2', or '3'
22A. Academically Disadvantaged	N/A	Value except '1' and space
22B. Economically Disadvantaged	N/A	Value except '2' and space
22C. Individual with Disabilities	N/A	Value except '3' and space
22D. Limited English Proficiency	N/A	Value except '4' and space
22E. Programs to Eliminate Gender Bias	N/A	Value except space
22F. Displaced Homemaker	N/A	Value except '7' and space
22G. Single Parent	N/A	Value except '8' and space
23. Unused	N/A	N/A
24. Inter-Institution CE CH	N/A	Any non-numerical character
25. Unused	N/A	N/A
26. Non-Disclosure	N/A	Any value except '2' or '0'
27. CE CH Not State Funded	N/A	Any non-numerical value

**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.

CTC Students in Continuing Education Courses Report (CBM00A)

SUMMARY OF CBM00A STUDENT REPORT METHODOLOGY

**NOTE:** Records which have any items in error (invalid amounts) are not included in any of the summary values. The Type Major Item #13C is evaluated to determine in which column the respective counts are summarized.

1. **TOTAL HEADCOUNT.** Total headcount is a summation of all CBM00A records which are displayed separately. The total headcount is categorized by gender, classification, age, tuition status, residence, ethnic origin, first-time students, majors, and special populations
2. **AGE.** Each student's age, for the purpose of the summary report, is calculated by comparing each student's date of birth to the beginning date of the quarter. For this purpose, the beginning date of each quarter is:

Fall	September 1
Winter	December 1
Spring	March 1
Summer	June 1

3. **CONTACT HOURS.** Each category of continuing education contact hours (Item #10A and Item #27) are summed to produce the CE contact hours.
4. **MAJORS.** Item #12, "Declared Majors," is summed as follows:

Continuing Education Program Declared Major: Type Major = '4'  
Continuing Education Focus: Type Major = '5'

CTC Students in Continuing Education Courses Report (CBM00A)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
JR-CBM00A SUMMARY OF STUDENT DATA FROM  
TEXAS COMMUNITY COLLEGE 111111

PART A  
DATE: 12/08/2005  
1ST QUARTER 2005

	CE PROGRAM
GENDER	
MALE	610
FEMALE	771
TOTAL	1,381
CLASSIFICATION	
CE STUDENT ONLY	0
FRESHMAN	778
SOPHOMORE	324
UNCLASSIFIED	258
ASSOCIATES	19
BACHELORS	2
THIRD YR BAT	0
FOURTH YR BAT	0
TOTAL	1,381
AGE	
UNDER 17	0
17	12
18	156
19-21	861
22-24	222
25-30	58
31-35	12
36-50	60
51-64	0
65 AND OVER	0
AVERAGE AGE	27.3
TOTAL	1,381
TUITION STATUS	
TUITION EXEMPTION/WAIVER	0
CE BOTH CONTRACT AND NON	0
CE CONTRACT ONLY	566
CE NON-CONTRACT ONLY	815
TOTAL	1,381
RESIDENCE	
TEXAS COUNTIES	1,379
OTHER STATES	2
FOREIGN COUNTRIES	0
TOTAL	1,381

CTC Students in Continuing Education Courses Report (CBM00A)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
JR-CBM00A SUMMARY OF STUDENT DATA FROM  
TEXAS COMMUNITY COLLEGE 111111

PART B  
DATE: 12/08/2005  
1ST QUARTER 2005

CE PROGRAM

ETHNIC ORIGIN

WHITE	504
BLACK	235
HISPANIC	627
ASIAN	15
INDIAN	0
INTERNATIONAL	0
UNKNOWN	
TOTAL	1,381

FIRST TIME STUDENTS

FIRST TIME IN COLLEGE	3
FIRST TIME TRANSFER	8
TOTAL	11

CONTACT HOURS

CONTINUING EDUCATION	64,125
INTER-INSTITUTIONAL	0
CE NOT STATE FUNDED	0
TOTAL	64,125

SPECIAL POPULATIONS

ACADEMIC DISADVANTAGED	202
ECONOMIC DISADVANTAGED	34
INDIVIDUAL W/DISABILITY	5
LIMITED ENGLISH PROFICY	79
PGMS TO ELIM GENDER BIAS	0
DISPLACED HOMEMAKER	9
SINGLE PARENT	39
TOTAL	368

TOTAL HEADCOUNT 1,381

NON-DISCLOSURE 2

\*\*\* NOTE: TOTALS ARE NET ERRORS.



## CONTINUING EDUCATION CLASS REPORT CBM00C

### REPORTING FORM

All students enrolled in Coordinating Board-approved continuing education courses will be reported on the CBM00C, which is submitted quarterly. All students who are counted on the CBM00C should also be reported on the CBM00A. The courses reported on the CBM00C include all specially approved continuing education courses (local need) and courses listed in the continuing education section of the Workforce Education Course Manual.

		<u>Due Date</u>	<u>Odd Year</u>
First Quarter	September 1 - November 30	December 15	
Second Quarter	December 1 - February 28	March 15	Mid-February
Third Quarter	March 1 - May 31	June 15	
Fourth Quarter	June 1 - August 31	September 15	

### OFFICIAL REPORTING DATE

The third class meeting is the official reporting (census) date for all students enrolled in the classes that have three or more scheduled class meetings. The official reporting date of classes with less than three scheduled meetings is the last class date.

### REPORTING CLASS HOURS

All of the class contact hours will be reported in the quarter in which the official census date occurs. There should not be any classes extending over more than 18 weeks, so a "Partial" record will not be accepted.

### CRITERIA FOR REPORTING STUDENT ATTENDANCE

On April 19, 1996 the requirement to maintain attendance records for students in classes reported on the CBM00C was eliminated.

### TUITION AND FEES

The conditions that apply to the collection of tuition are found in Chapter 21, Subchapter A, paragraph 21.4 of the CB Rules at <http://www.theccb.state.tx.us/Rules/>. CB Rule 21.5 in Subchapter A, Chapter 21, identifies the tuition and fee refund policy.

### GUIDELINES ON FUNDING LIMITATIONS FOR REPEATED COURSES

To evaluate the status of students who are not allowed to be funded if they repeat a course more than twice, see the guidelines at <http://www.theccb.state.tx.us/Rules/>, Chapter 13, Subchapter F, Sections 13.100-13.109.

Inter-Institutional Courses See a more detailed discussion in the similar section of the CBM004.

Multi-Institutional Teaching Center See a more detailed discussion in the similar section of the CBM004.

CTC Continuing Education Class Report (CBM00C)

INSTRUCTIONS FOR CONTINUING EDUCATION CLASS REPORT

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

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

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

Item #4 Course Number. Enter the course number.

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

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

**NOTE:** All classes must be assigned a section number. The section number reported to the Coordinating Board must be uniquely identifiable if it must be reported in two or more quarters. Sections which begin in the reporting quarter must not have a section number that has been assigned to a course that is ending in this quarter.

Item #6 Course End Date. Enter all four digits of the year and the two digits of the month that the class ends in YYYYMM format.

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

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

**NOTE:** Courses that were formerly called "Instructional Telecommunications" (code 4) are now called "Electronic" and should be coded according to their type of instruction rather than the mode of instruction which will now be identified in Item #12. However, if you consider the "Electronic" medium a type of instruction, you may use the optional code '4' in Item #7 and you must identify the mode of instruction in Item #12. (More discussion of Instructional Telecommunications is described in the Introduction of the CBM004 and more discussion on multiple entries reporting is described on page 4.11.) Lecture and laboratory instruction can be combined and reported in the same record. To be reported with a code '6', internship, or code '7', practicum, the course must be posted on the WECM inventory with a course type '6' or '7', respectively.

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

3. Continuing education courses: specially approved continuing education

## CTC Continuing Education Class Report (CBM00C)

courses listed in the institution's technical/continuing education course inventory for which colleges receive state funding. All courses in this category will award Continuing Education Units.

5. Continuing education courses listed in the *Workforce Education Course Manual*. All courses in this category will award Continuing Education Units.

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

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

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

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

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

Item #10 Contact Hours. Enter the number of contact hours (whole numbers) for which the course is actually scheduled. The hours reported will not exceed the class contact hours as shown in your approved course inventory for one student for the entire course. The contact hour value does not change in a subsequent quarter when reporting the end-of-quarter enrollments.

CTC Continuing Education Class Report (CBM00C)

**NOTE:** *The total contact hours of the CBM00A must be within plus or minus 500 total contact hours of the CBM00C.*

Item #11 Approval Number. Enter the six-digit approval number assigned to the continuing education course (left-justified with trailing zeros). The Coordinating Board will insert zeros in positions 7 and 8 and the associated funding code in positions 9 and 10 of the CIP code during the edit process.

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

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

Item #12A Site Code. This item has been discontinued, but the first column of the old field is being used to identify the Instruction Mode and the other two columns are unused at this time.

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

Item #13 Instructor Code. Enter the Social Security Number of the faculty member of record who participates in the delivery of instruction and evaluation of the student's progress in this section. If the class section is an inter-institutional class (Item #9 is coded '6') that is being taught by a faculty of another institution, enter the SSN of the instructor and enter the FICE of the other institution in Item #19.

In the situation where there is more than one instructor, a class record should be reported for each instructor. Items #7, #9, #10, #12, #12B, #13, #14, and #16 may vary. The contact hours should be apportioned among the individual records as the institution sees fit, but the sum of the data in Item #10 must not exceed the contact hours actually scheduled, and the maximum contact hours approved for the course. All other items should be identical.

If a class record is submitted only to report the end-of-quarter enrollment (the census date was in a prior quarter) and there were multiple instructors for the class, the institution may submit one record with the Social Security number of the

CTC Continuing Education Class Report (CBM00C)

primary instructor reported in Item #13.

Item #14 End of Course Enrollment. Enter the number of students (who had not withdrawn or dropped) who were enrolled on the final day of the class if the Course End Date (Item #6) occurred within the reporting quarter. Students who did not qualify to be reported on the census date (i.e., in Item #16) should not be included here either.

When the Course End Date does not occur within the reporting quarter, enter zeros.

**NOTE:** A class section is reported on the CBM00C:

1. In one quarter, if both the official census date and the course end date occurred in the same quarter.
2. In two quarters, if the two dates did not occur in the same quarter: the quarter the official date occurred and the quarter that the course end date occurred.
3. If the census date occurred in quarter 1 and the course-end date occurred in quarter 3, no CBM00C record for the class is reported in quarter 2.

Item #15 Census Month. Enter the month in which the official census date occurs.

Item #16 Census Date Enrollment.

1. If the official census date occurs within the reporting period, enter the total number of students enrolled in the section as of the official census date.
2. If the official census date occurred in a prior reporting period and the "course end date" (Item #6) occurred within the reporting period, enter zeros since this is an end-of-course record.

Item #17 Quarter. Enter the quarter that this report covers.

1. First Quarter (Fall)
2. Second Quarter (Winter)
3. Third Quarter (Spring)
4. Fourth Quarter (Summer)

Item #18 Year. Enter all four digits of the calendar year in which the quarter terminates. (Example: For the second quarter report covering months of December, January, and February of 2000-2001 school year, enter '2001'.)

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

Item #20 Unused

Item #21 Enrollment of Students Not Eligible for State Funding. Enter the total number of students officially enrolled in this section who are not eligible for state funding (an example are students who have repeated a course three or more times). Students

CTC Continuing Education Class Report (CBM00C)

counted in this item should not be included in Item #16. There is further discussion on page 4.5. Right justify with leading zeros.

CTC Continuing Education Class Report (CBM00C)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always 'C'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6	Course End Date - YYYYMM - Numeric	27	6
Item #7	Type Instruction - Numeric	33	1
Item #8	Course Type - Numeric	34	1
Item #9	Location Code - Numeric	35	1
Item #10	Contact Hours - Leading Zeros	36	4
Item #11	Approval Number - Numeric, CIP codes with trailing zeros	40	10
Item #12	Instruction Mode - Numeric	50	1
Item #12A	Unused	51	2
Item #12B	Zip Code or Foreign Country - Numeric or blank	53	5
Item #13	Instructor Code	58	9
Item #14	End of Course Enrollment - Numeric, leading zeros	67	3
Item #15	Census Month – Numeric, leading zero	70	2
Item #16	Census Date Enrollment - Numeric	72	3
Item #17	Quarter - Numeric	75	1
Item #18	Year - Numeric	76	4
Item #19	Inter-institutional FICE	80	6
Item #20	Unused	86	4
Item #21	Enrollment of Students Not Eligible for State Funding, leading zeros	90	3

CTC Continuing Education Class Report (CBM00C)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE</u>	<u>ERROR VALUES</u>
1. Record Code	N/A	Any value other than 'C'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Subject Prefix	N/A	Not on inventory
4. Course Number	N/A	Not on inventory
5. Section Number	N/A	Blank
6. Course End Date	N/A	Month < 1 or > 12; Year < current year
7. Type Instruction	N/A	Any value except '1' thru '7'
8. Course Type	N/A	Any value other than '3' or '5'
9. Location Code	N/A	Any value except '1' thru '9', 'A', or 'B'
10. Contact Hours	N/A	Any non-numerical value
11. Approval Number	N/A	Blank, not numeric, or not on inventory
12. Instruction Mode	N/A	Any value except '1' thru '5'
12A. Site Code	N/A	N/A
12B. ZIP/Foreign Country	N/A	Non-numeric; not on zip code file if Item #9 coded '2', '3', '4', '5', '7', '8', or 'B'
13. Instructor Code	Not numeric	Blank or alpha
14. Course-End Enrollment	Less than '001', greater than '500' if Course End Date is in current quarter	Any non-numerical value; value > '000' if Course End Date is in a future quarter
15. Census Month	Less than '01', greater than '12'	Any non-numerical value

CTC Continuing Education Class Report (CBM00C)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE</u>	<u>ERROR VALUES</u>
16. Census Day Enrollment	Sum of #16 and #21 less than '001', greater than '500' if census month in current quarter	Any non-numerical value; sum of #16 and #21 > '000' if census month not in current quarter
17. Quarter	N/A	Must match value in header record
18. Year	N/A	Must match value in header record
19. Inter-institutional FICE	N/A	Must be on list of valid FICE codes
20. Unused	N/A	N/A
21. Enrollment – NOT Eligible for State Funding	Sum of #16 and #21 less than '001', greater than '500' if census month in current quarter	Non-numerical value; sum of #16 and #21 > '000' if census month not in quarter

**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.

## CTC Continuing Education Class Report (CBM00C)

**MULTIPLE ENTRIES:** When you report multiple classes with the same Subject Prefix, Course Number and Section Number, the sum of all contact hours generated must fall within the range of hours approved. When a variable exists for any data item of a course record, e.g., more than one faculty member teaching a single section or variable credit offered within a single section, make separate entries for each variable item.

To enter a multiple record, duplicate all Items #1 thru #19 of the first record except those items which may vary. The contact hours (Item #10) will be apportioned by the institution, the total of which should not exceed the number that the class is scheduled and that is approved in the Coordinating Board inventory. When class records are submitted only to report the end-of-course enrollments (Item #14) and the official census date occurred in a prior quarter, multiple records are not required. The primary instructor code would be reported in Item #13.

**EXAMPLE 1** - When two or more instructors share teaching duties in a class, there will be a separate entry for each instructor involved. The contact hours will be apportioned by the institution.

**EXAMPLE 2** - When one instructor teaches lecture and another teaches lab, Item #10's contact hours will be apportioned by the institution, the total of which should not exceed that approved by the Coordinating Board.

**EXAMPLE 3** - When there is more than one lab to a lecture, the class may be reported as one record unless there is more than one faculty involved in the class and then separate records should be submitted to identify all faculty responsible for each class component. All items will be as indicated in example 2, but enrollment in the labs may vary.

## CTC Continuing Education Class Report (CBM00C)

### SUMMARY OF CONTACT HOURS GENERATED METHODOLOGY

In order to produce the Summary of Contact Hours, continuing education courses are matched by the Coordinating Board approval number for each class to the course inventory. Only the contact hours for those classes with approval numbers that are in the course inventory and are free of reporting errors are tabulated. Those classes with approval numbers that are not in the inventories are listed on the edit report entitled "CBM00C - Not on Course File." The approval number mismatch must be resolved before the hours for these classes can be added into the total.

The enrollment of each class (Item #16) with a valid approval number is multiplied by the contact hour value shown on the CBM00C for that class and is summed to generate the in- and out-of-district contact hour values. Item #21 is summed to produce the unfunded column amounts. The contact hours produced are then aggregated by program/discipline area.

A Summary of Course-End Contact Hours Generated in Continuing Education Courses will be generated for those classes where the Course End Date occurred in the reporting quarter and where the class matched to the institution's inventory of approved courses. The Course-End Enrollment (Item #14) is multiplied by the contact hour value.

CTC Continuing Education Class Report (CBM00C)

S10515ED TEXAS HIGHER EDUCATION COORDINATING BOARD PAGE 1  
 JR-CBM00C SUMMARY OF CONTACT HOURS GENERATED IN CONTINUING EDUCATION COURSES  
 BY APPROVAL CODES  
 QUARTER 1 2005 TEXAS COMMUNITY COLLEGE 111111 DATE 12/08/2005

PROGRAM NUMBER	CURRICULUM TITLE	CONTACT HOURS	CONTACT IN DISTRICT	CONTACT OUT-OF-DIST	CONTACT UNFUNDED
15061100	METALLURGICAL TCHN/TCHNCN	420.00	420.00	0.00	0.00
15070100	OCCUPTNL SAFTY & HLTH TCH/TCHN	180.00	180.00	0.00	0.00
11	TOTAL ENGINEERING RELATED	600.00	600.00	0.00	0.00
23110100	ENGLISH TECHNICAL & BUSI WRNG	100.00	100.00	0.00	0.00
32010100	BASIC SKILLS, GENERAL	3,804.00	3,804.00	0.00	0.00
12	TOTAL ENG LANG, LIT, PHILOSOPHY, HUMANI	3,904.00	3,904.00	0.00	0.00
16010100	FOREIGN LNGS & LITS, GENERAL	432.00	264.00	168.00	0.00
13	TOTAL FOREIGN LANGUAGES	432.00	264.00	168.00	0.00
51070100	HEALTH SYSTS/HEALTH SRVCS ADMN	168.00	168.00	0.00	0.00
51090400	EMERGENCY MEDICAL TCHN/TCHNCN	4,180.00	4,180.00	0.00	0.00
51161400	NURSING ASSISTANT/AIDE	9,200.00	9,200.00	0.00	0.00
16	TOTAL HEALTH OCCUPATIONS-OTHER	13,548.00	13,548.00	0.00	0.00
GRAND TOTAL ALL CURRICULUM AREAS		18,484.00	18,316.00	168.00	0.00

CTC Continuing Education Class Report (CBM00C)

S10525ED TEXAS HIGHER EDUCATION COORDINATING BOARD PAGE 1  
 JR-CBM00C SUMMARY OF END OF COURSE CONTACT HOURS GENERATED IN CE COURSES  
 BY APPROVAL CODES  
 QUARTER 1 2005 TEXAS COMMUNITY COLLEGE 111111 DATE 12/08/2005

PROGRAM NUMBER	CURRICULUM TITLE	CONTACT HOURS	CONTACT IN DISTRICT	CONTACT OUT-OF-DIST	CONTACT UNFUNDED
15061100	METALLURGICAL TCHN/TCHNCN	240.00	240.00	0.00	0.00
15070100	OCCUPTNL SAFTY & HLTH TCH/TCHN	180.00	180.00	0.00	0.00
11	TOTAL ENGINEERING RELATED	420.00	420.00	0.00	0.00
23110100	ENGLISH TECHNICAL & BUSI WRITNG	100.00	100.00	0.00	0.00
32010100	BASIC SKILLS, GENERAL	6,996.00	6,576.00	420.00	0.00
12	TOTAL ENG LANG, LIT, PHILOSOPHY, HUMANI	7,096.00	6,676.00	420.00	0.00
16010100	FOREIGN LNGS & LITS, GENERAL	0.00	0.00	0.00	0.00
13	TOTAL FOREIGN LANGUAGES	0.00	0.00	0.00	0.00
51070100	HEALTH SYSTS/HEALTH SRVCS ADMN	1,104.00	1,104.00	0.00	0.00
51090400	EMERGENCY MEDICAL TCHN/TCHNCN	3,462.00	3,462.00	0.00	0.00
51161400	NURSING ASSISTANT/AIDE	2,900.00	2,900.00	0.00	0.00
16	TOTAL HEALTH OCCUPATIONS-OTHER	7,466.00	7,466.00	0.00	0.00
GRAND TOTAL ALL CURRICULUM AREAS		14,982.00	14,562.00	420.00	0.00

CTC Continuing Education Class Report (CBM00C)

TEXAS HIGHER EDUCATION COORDINATING BOARD

DATE:12/08/05

JR-CBM00C EDIT SUMMARY TEXAS COMMUNITY COLLEGE 111111 QTR 1 05

		NORMAL RANGE	QUESTIONABLE	ERROR VALUE
ITEM 1	RECORD CODE	18	0	0
ITEM 2	INST. CODE	18	0	0
ITEM 3	SUBJECT PREFIX	18	0	0
ITEM 4	COURSE NUMBER	18	0	0
ITEM 5	SECTION NUMBER	18	0	0
ITEM 6	COURSE-END DATE	18	0	0
ITEM 7	TYPE INSTRUCTION	18	0	0
ITEM 8	COURSE TYPE	18	0	0
ITEM 9	LOCATION CODE	18	0	0
ITEM 10	CONTACT HOURS	18	0	0
ITEM 11	CB APPROVAL NUMBER	18	0	0
ITEM 12	INSTRUCTION MODE	18	0	0
ITEM 12A	UNUSED	18	0	0
ITEM 12B	ZIP/FOREIGN	18	0	0
ITEM 13	INSTRUCTOR CODE	18	0	0
ITEM 14	END OF COURSE ENROLLMENT	18	0	0
ITEM 15	CENSUS MONTH	18	0	0
ITEM 16	CENSUS DAY ENROLLMENT	18	0	0
ITEM 17	SEMESTER	18	0	0
ITEM 18	YEAR	18	0	0
ITEM 19	INTER-INSTITUTIONAL FICE	18	0	0
ITEM 20	UNUSED	18	0	0
ITME 21	ENROLLMENT-NOT STATE FUNDED	18	0	0
TOTAL CONTACT HOURS MUST BE EQUAL TO THOSE ON CBM00A				0
TOTAL CBM00C RECORDS PROCESSED			18	
CONTROL TOTAL			18	
DISCREPANCY			0	



## MARKETABLE SKILLS ACHIEVEMENT REPORT CBM00M

This report will include Marketable Skills Achievement (MSA) awards granted to students in active Coordinating Board approved programs during the fiscal year. A marketable skills achievement award may be a credit program of 9-14 SCH or a workforce continuing education program of 144-359 contact hours. These awards meet minimum standard for program length specified in the federal Workforce Investment Act (WIA), but are too short to qualify as certificate programs on the Coordinating Board program inventory.

Marketable Skills Achievement awards must meet the following criteria:

- The content of the award must have been recommended by an external workforce advisory committee or appear on the Local Workforce Development Board's Demand Occupations list;
- In most cases, the award must be composed of Workforce Education Course Manual (WECM) Courses. Academic courses that are not "B or better" courses for TASP purposes may occasionally be used if recommended by the external committee;
- If the award does not have at least 50 percent of its course work in a CIP code area in which the college has an approved program on the program inventory, the college must comply with the single Course Delivery guidelines for WECM courses listed in Chapter Four, page 14 of the GIPWE; and
- The college should document that the award prepares students for employment in accordance with guidelines for the Workforce Investment Act.

Other limitations:

- Only one Marketable Skills Achievement award per FICE/SSN combination is allowed per year.
- If a student is awarded an associate degree and an MSA award concurrently, a separate record for each award must be submitted.
- This report will be due by November 1 in the fall semester following the close of the fiscal year.

CTC Marketable Skills Achievement Report (CBM00M)

INSTRUCTIONS FOR MARKETABLE SKILLS ACHIEVEMENT REPORT

- Item #1 Record Code. Always enter 'M'.
- Item #2 Institution Code. Enter the FICE Code of the institution.
- Item #3 Student Identification Number. Enter the Social Security Number of the student or the nine-digit identification number assigned by the institution if the student has no Social Security Number.
- Item #4 Gender. Enter the gender of the student.  
M = Male      F = Female
- Item #5 Ethnic Origin. Enter the code indicating the ethnic origin of the student.
1. White, Non-Hispanic
  2. Black, Non-Hispanic
  3. Hispanic
  4. Asian or Pacific Islander
  5. American Indian or Alaskan Native
  6. International
  7. Unknown or Not Reported
- Item #6 Date of Birth. Enter the month and all four digits of the year of birth for the student.  
MM - Month      YYYY - Year
- Item #7 Marketable Skills Achievement Awarded. Enter the abbreviation for Marketable Skills Certificate (MS), left justified.
- Item #8 Level of Award. Enter '4' for Marketable Skills Award.
- Item #9 Major. Enter the eight-digit 2000 CIP code identifying the academic or technical major code.
- Item #10 Reporting Period. Always enter '1'.
- Item #11 Year. Enter all four digits of the year in which the report is submitted.
- Item #12 Month of Award. Enter the two-digit number for the month in which the award was conferred (i.e., '05' for May).
- Item #13 Type Major. Enter a code of '2' or '4' to identify the type of the major:
2. Technical
  4. Continuing Education

CTC Marketable Skills Achievement Report (CBM00M)

Item #14     Unused

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

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

CTC Marketable Skills Achievement Report (CBM00M)

DATA PROCESSING RECORD LAYOUT

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

CTC Marketable Skills Achievement Report (CBM00M)

QUESTIONABLE AND ERROR VALUES

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

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

**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.

CTC Marketable Skills Achievement Report (CBM00M)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
JR-CBM00M TEXAS COMMUNITY COLLEGE 111111

DATE 12/12/2005  
FALL 2005

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	428	0	0
ITEM 2	INST. CODE	428	0	0
ITEM 3	STUDENT ID	427	0	1
ITEM 4	GENDER	427	0	1
ITEM 5	ETHNIC ORIGIN	427	0	1
ITEM 6	YEAR OF BIRTH	427	1	0
ITEM 7	MARKETABLE SKILLS AWARD	427	0	1
ITEM 8	LEVEL OF AWARD	427	0	1
ITEM 9	MAJOR	428	0	0
ITEM 10	SEMESTER	424	0	4
ITEM 11	YEAR	424	0	4
ITEM 12	MONTH OF AWARD	427	0	1
ITEM 13	TYPE OF MAJOR	428	0	0
ITEM 14	UNUSED	428	0	0
ITEM 15	REMOTE CAMPUS	419	9	0
TOTAL CBM00M RECORDS PROCESSED		428		
CONTROL TOTAL		428		
DISCREPANCY		0		
NUMBER OF DUPLICATE RECORDS		35		

CTC Marketable Skills Achievement Report (CBM00M)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
JR-CBM00M SUMMARY OF MARKETABLE SKILL AWARD DATA FROM DATE: 12/12/2005  
TEXAS COMMUNITY COLLEGE 111111 FALL 2005

GENDER		
MALE	126	
FEMALE	263	
TOTAL		389

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

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

TOTAL DUPLICATES STUDENTS 35

TOTAL STUDENTS 424

\*\*\* NOTE: TOTALS ARE NET ERRORS.

STUDENT NUMBER CHANGE REPORT  
CBM00N

The Texas Education Code, Sections 54.068 and 61.0595, sets an undergraduate funding limit for universities and health-related institutions equal to length of degree plus 45 semester credit hours. The limit applies to students who first enroll in an institution of higher education in the 1999 fall semester and later. The academic semester credit hours attempted at community, technical, and state colleges affect this limit. In order for the Coordinating Board to maintain a database indicating the number of hours an eligible undergraduate student has accumulated toward the limit, student identifying numbers (social security numbers), birth dates, and gender must be as accurate as possible. These changes can be submitted through the electronic data transfer system using the format identified in this report.

When the current change is applied to the database at the Coordinating Board, any number that generates a conflict with a student number that already exists on the database will require that a copy of the student's social security card be sent to the Educational Data Center so conflicts can be resolved.

The database is not operational at this time, but to alleviate the institution having to maintain more than one prior number, the CBM00N report will be accepted and stored at the CB until the database is operational. This report can be submitted at any time. The date that the CB applies the change will be maintained in the database.

CTC Student Number Change Report (CBM00N)

INSTRUCTIONS FOR STUDENT NUMBER CHANGE REPORT

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

Item #2 Institution Code. Enter FICE Code of the institution (see Appendix A).

**NOTE:** All three items: student number, birth date, and gender will be used to uniquely identify a student. All three items of the prior number must match to a record in the database before the current number will be used as a replacement.

Item #3 Current Student Identification Number. Enter the current Social Security Number of the student. This should not be an assigned identification number except in infrequent occasions.

Item #4 Current Date of Birth. Enter all four digits of the year and the month and day of birth of the student in format YYYYMMDD.

YYYY = Year    MM = Month    DD = Day

Item #5 Current Gender. Enter the gender of the student.

M = Male    F = Female

Item #6 Prior Student Identification Number. Enter the prior student identifying number of the student. If the student identifier did not change it will be the same as the current student identifier.

Item #7 Prior Date of Birth. Enter all four digits of the year and the month and day of birth of the student in format YYYYMMDD. If the birth day did not change, enter the current date of birth to uniquely identify to which student the change applies.

YYYY = Year    MM = Month    DD = Day

Item #8 Prior Gender. Enter the gender of the student. If the gender of the student did not change, enter the current gender to uniquely identify to which student the change applies.

M = Male    F = Female

Item #9 Last Name. Enter up to 20 characters of the student's current last name.

Item #10 First Name. Enter the first 10 digits of the student's first name.

Item #11 Middle Initial. Enter the initial of the student's middle name.

CTC Student Number Change Report (CBM00N)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always 'N'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Current Student Identification Number - Numeric	8	9
Item #4	Current Date of Birth - YYYYMMDD - Numeric	17	8
Item #5	Current Gender – 'M' or 'F'	25	1
Item #6	Prior Student Identification Number - Numeric	26	9
Item #7	Prior Date of Birth - YYYYMMDD - Numeric	35	8
Item #8	Prior Gender – 'M' or 'F'	43	1
Item #9	Last Name - Alpha	44	20
Item #10	First Name - Alpha	64	10
Item #11	Middle Name Initial - Alpha or blank	74	1

TECH-PREP STUDENT REPORT  
CBM00T

**No longer required.**

The Coordinating Board will match students reported on the CBM001 with data files from TEA to identify students who were enrolled in Tech-Prep courses in high school.