

FOREWORD

The reports discussed in this University 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 on Coordinating Board forms, magnetic tape, diskettes or electronically. Associated with each report is a set of instructions for preparing the data in the Coordinating Board format. If possible, it is requested that reports be submitted electronically.

Reports prepared in compliance with this manual should be

- a) transmitted electronically using the following procedure
 - 1) After initializing the FTP process on your system, connect to THECB system with FTP as: "OPEN EDC. THECB. STATE. TX. US"
 - 2) At USERNAME: Enter your full six (6) digit fice code, i.e. "001234" (leading zeros are required)
 - 3) At PASSWORD: Enter "XXXXXX"; where AXXXXXX@ is your assigned password which must be entered in UPPER case. (See detail in Electronic Data Transfer System section of manual)

- b) or mailed to: Educational Data Center
Texas Higher Education Coordinating Board
P. O. Box 12788, Capitol Station
Austin, TX 78711

- c) or FAXed to: (512) 483-6447

If you have questions concerning the use or implementation of this manual, contact Alison Ingram or Kenneth Dalley at the above address or at the following telecommunication numbers:

	<u>Regular Phone</u>	<u>INTERNET Address</u>	<u>STS</u>
Alison Ingram	(512) 483-6297	ingraman@the cb. state. tx. us	256-6297
Kenneth Dalley	(512) 483-6306	dalleykh@the cb. state. tx. us	256-6306

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TABLE OF CONTENTS

	<u>Page</u>
I. General Reporting Issues and CB Contacts.....	0. 1-0. 13
II. Student Report (CBM-001)	1. 1-1. 22
III. TASP Report (CBM-002)	2. 1-2. 25
IV. Class Report (CBM-004)	4. 1-4. 20
V. Building and Room Report (CBM-005)	5. 1-5. 11
VI. End of Semester Report (CBM-006)	6. 1-6. 15
VII. Faculty Report (CBM-008)	8. 1-8. 19
VIII Graduation Report (CBM-009)	9. 1-9. 12

GENERAL REPORTING ISSUES AND CB CONTACTS

	<u>PAGE</u>
A. Reporting Periods.....	0. 2
B. Coordinating Board Contacts.....	0. 3
C. Media.....	0. 4
1. Electronic Data Transfer.....	0. 5
2. Magnetic Tape.....	0. 7
3. Diskettes.....	0. 8
4. Manual Forms.....	0. 9
D. Transmittal Documents.....	0. 10
E. Certification	0. 12
1. Certification Tracking.....	0. 12
2. Certification Statement Instructions.....	0. 13
3. Changes to Certified Reports.....	0. 14

University – General Reporting Issues

A. REPORTING PERIODS

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

<u>Fall Semester Reports</u>	<u>Due Date</u>	
Student Report	CBM-001	November 1
Student TASP Report	CBM-002	February 1
Class Report	CBM-004	November 1
Building and Room Report	CBM-005	November 1
End of Semester Report	CBM-006	February 1
Faculty Report	CBM-008	November 1

<u>Spring Semester Reports</u>	<u>Due Date</u>	
Student Report	CBM-001	March 15
Student TASP Report	CBM-002	June 15
Class Report	CBM-004	March 15
End of Semester Report	CBM-006	June 15
Faculty Report	CBM-008	March 15

<u>Summer Semester Reports</u>	<u>Due Date</u>	
Student Report	CBM-001	August 15
Student TASP Report	CBM-002	October 1
Class Report	CBM-004	August 15
End of Semester Report	CBM-006	October 1

<u>Annual Reports</u>	<u>Due Date</u>	
Student TASP Report	CBM-002	October 1
Graduation Report	CBM-009	November 1

University – General Reporting Issues

- B. COORDINATING BOARD CONTACTS
- I. CBM Reporting
- A. All CBM Reports
Alison Ingram, Data Analyst 512-483-6297
INTERNET address: ingraman@theccb.state.tx.us
- B. Electronic Data Transfer System – receipt and distribution
Dale R. Hartman, Programmer Analyst III 512-483-6415
INTERNET address: hartmande@theccb.state.tx.us
- C. General Questions
Kenneth Dalley, Assistant Director 512-483-6306
INTERNET address: dalleykh@theccb.state.tx.us
- II. Course & Program Inventory Questions: UNIVERSITIES DIVISION
FAX: 512-483-6168
- A. Course and Program Inventory and CIP Code Classifications
Dr. Paul Meyer, Program Director 512-483-6226
INTERNET address: meyerpl@theccb.state.tx.us
- B. Course Inventory
David Linkletter, Data Analyst 512-483-6225
INTERNET address: linklettd@theccb.state.tx.us
- C. Instructional Television Course Inventory
Frank Gonzalez, Project Coordinator 512-483-6215
INTERNET address: gonzalezfk@theccb.state.tx.us
- D. Funding Code Assignments: FINANCIAL PLANNING DIVISION
FAX: 512-483-6169
Kenneth Vickers, Director 512-483-6130
INTERNET address: vickerskn@theccb.state.tx.us
- III. Facilities Inventory Questions: CAMPUS PLANNING
FAX: 512-483-6127
Elaine Sobotik, Administrative Technician 512 483-6125
INTERNET address: sobotikee@theccb.state.tx.us
- V. Student Tuition and Residency Issues; Financial Aid DB: STUDENT SERVICES
FAX: 512-483-6420
Jane Caldwell, Director 512-483-6340
INTERNET address: caldwellje@theccb.state.tx.us
- VI. Texas Academic Skills Program Questions: UNIVERSITIES DIVISION

University – General Reporting Issues

FAX: 512-483-6168

Dr. Paul Grubb, Program Director 512-483-6330

Dr. Ron Swanson, Director

INTERNET address: grubbpl@theeb.state.tx.us

University – General Reporting Issues

C.

MEDIA

The submission of CBM reports can be by means of electronic data transfer, magnetic tape, diskettes, or manually coded forms. Electronic transmission is the preferred media since special handling does not have to occur before the data are entered into the computer and the speed of the mail does not affect its timely receipt. The electronic record format is the same as for tapes except that a transmittal record before and after the CBM data must be transmitted for validation purposes. Manually coded forms may be used by institutions without data processing facilities capable of producing machine readable reports in an acceptable format. If forms are submitted, some delay may be experienced in receipt of the edits due to the workload in the Data Entry section of the Coordinating Board.

University – General Reporting Issues

C. 1. ELECTRONIC DATA TRANSFER SYSTEM

The procedure will use the TCP/IP File Transfer Protocol (FTP) to transfer data files from your local system, PC or central system, to a FTP Server located here at THECB. Various methods of connecting to the FTP File Server at THECB will eventually be supported. Initially, connection will be via THENET.

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 in the same way the transmittal document identified the data contained on a magnetic tape. The data records will be in the same format as the data records contained on magnetic tape. The trailer record contains a record count of the actual number of data records, not including the header and trailer records, in the file. The record count in the trailer record will be used to verify that all records were transferred through the communication system.

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

After initializing the FTP process on your system, connect to THECB system with FTP as: "OPEN EDC.THECB.TEXAS.GOV"

At USERNAME: Enter your full six (6) digit fice code, i.e. "001234" (leading zeros are required)

t PASSWORD: Enter "XXXXXX" (must be in UPPER case) (contact Dale Hartman at EMAIL "HARTMANDE@THECB.TEXAS.GOV" phone 512-483-6415 for your password)

This password is unique for your fice code, guard it to prevent unauthorized access to your data.

The data content of files will be exactly as that of the data that is now sent in on magnetic tape. The format and content of the HEADER and TRAILER

University – General Reporting Issues

records is critical and must be valid. Identification of the data depends totally on the accuracy of the information contained in the header record.

University – General Reporting Issues

C. 1. File Transfer System INPUT FILE FORMAT

HEADER RECORD		<u>Beginning</u> <u>Position</u>	<u>Length</u>
Item #1	File Label-id. Always "HDR1"	1	4
Item #2	Institution Code – FICE Code – Numeric	5	6
Item #3	Data Identifier, I.E. CBM001 (left justify and space fill to right) i.e. "CBM001....." (. 's = spaces)	11	12
Item #4	Semester – Numeric (1-3)	23	1
Item #5	Year – Numeric	24	2
Item #6	Type, I.E. (C)omplete report or (U)pdate to existing report	26	1
Item #7	Record Length – Numeric, i.e. "0080", "A0108"	27	4
Item #8	Name and E-mail address of person to receive confirmation of the report	31	As Required

The length of the record may exceed 108 characters
in order to contain the name and email address.

DATA RECORDS

For CBM Reports, data record formats will be the same as those described in
the "REPORTING AND PROCEDURES MANUAL" for magnetic tape records.

TRAILER RECORD

TRAILER RECORD		<u>Beginning</u> <u>Position</u>	<u>Length</u>
Item #1	File Label-id, Always "EOF1"	1	4
Item #2	Record Count (Number of data records in file,	5	5

University – General Reporting Issues

not including >Header= and >Trailer= records)

Reserved for Future Use (spaces)	10	71
Total Record Size		80

University – General Reporting Issues

C. 2. MAGNETIC TAPE

In order to facilitate processing of CBM data submitted on magnetic tape, Coordinating Board has limited the tape format that can be accepted. The preferred tape format must conform to the following specifications:

1. IBM 360--370 Compatible
2. 9 Track, EBCDIC
3. Odd Parity
4. 1600 BPI OR 6250 BPI
5. Unlabeled
6. Fixed Length Records
CBM001 Report is 80 characters per record
CBM002 Report is 80 characters per record
CBM004 Report is 90 characters per record
CBM005 Report is 80 characters per record
CBM006 Report is 90 characters per record
CBM008 Report is 108 characters per record
CBM009 Report is 80 characters per record
7. Each block contains 12 records
CBM-001, CBM-005, and CBM-009 must be blocked 12x80 and
CBM-004 and CBM-006 blocked 12x90
CBM-008 blocked 12x108.
8. No block serial numbers
9. Only one report per campus on each tape reel
10. The data control code should be attached to the tape reel and/or the tape canister using a gummed label (example below). The gummed labels are available upon request. The data control code on the tape must match the transmittal document data control code. The data control code consists of the FICE code, the semester code (1 = fall, 2 = spring, 3 = summer) and the report number (CBM-001 = 1, CBM-002 = 2, CBM-003 = 3, CBM-004 = 4, CBM-005 = 5, CBM-006 = 6, CBM-008 = 8, CBM-009 = 9).
11. The write protect ring should be removed prior to shipment.

FORMAT OF A GUMMED TAPE LABEL:
CONTROL CODE _____ YR _____
INSTITUTION NAME _____
EQUIPMENT CREATED ON _____

University - General Reporting Issues

ODD PARITY, DENSITY ____BPI, 9 TRACK
UNLABELED

NOTE: Tapes will be returned as soon as processed. If a tape is not processable, it will be returned with an appropriate explanation.

University – General Reporting Issues

C. 3.

DISKETTES

We are able to process data submitted on diskettes. The following is a list of criteria for the format:

1. 5 1/4" or 3 1/2" diskette
2. MS-DOS formatted
3. ASCII text file — Any PC database, spreadsheet, or wordprocessing program, or mainframe program may be used to create the file. Please tell which software program was used to create the file.
4. 1 report per file, multiple files per disk are allowed
5. Record formats should be fixed length records
 - a. 80 characters per record for the CBM001, CBM002, CBM005, and CBM009
 - b. 90 characters per record for the CBM004 and CBM006
 - c. 108 characters per record for the CBM008
6. The preferred file name is to use the last eight digits of the Data Control code. (example: 33022195)

University – General Reporting Issues

C. 4.

MEDIA -- FORMS

It is requested that the initial submission of each CBM report be in machine processable form. Updates may be submitted on manual forms; however, if the number of updates is unusually high, a complete resubmission in machine processable form is preferred. Anything over 30 updates is considered unusually high.

When data are submitted on manual forms, the following standards should be met:

1. Forms should be separated by report type and by campus (if different FICE codes).
2. The upper right corner of the update form contains the transmittal information for the manual report. Input the total number of records sent. A separate transmittal document is not required for manual forms.
4. On an initial submission of a report, the complete report box on the upper right corner of the form should be checked.
5. Coordinating Board data entry operators punch entries just as they appear on the form. Therefore, care should be taken to assure that all fields are properly aligned and zero-filled where necessary. *

*Zero-filling of all unused positions is required on the following fields:

<u>CBM-001</u>	<u>CBM-002</u>	<u>CBM-004</u>	<u>CBM-006</u>	<u>CBM-008</u>
Item #10A	Items #19	Items #7	Items #7	Items #14A-D
10B	20	10	10	15A-D
		12	12	
		13A-E	13A-E	

University – General Reporting Issues

D.

TRANSMITTAL DOCUMENT

A transmittal document for each CBM report will be sent to the reporting official approximately one month prior to the due date if you do not transmit data electronically. This document, when properly completed by the institution and returned to the Educational Data Center along with the report, contains all the information needed by the Coordinating Board staff to process the data.

The Educational Data Center staff should be notified if a transmittal document has not been received prior to the due date and one will be forwarded.

An example of a transmittal document follows.

University - General Reporting Issues

D. TRANSMITTAL DOCUMENT EXAMPLE

TRANSMITTAL DOCUMENT
LONE STAR UNIVERSITY
003304
CBM001

SPRING 1995

INSTITUTION CODE - 003304

SEMESTER - 2

REPORT TYPE - 1

YEAR - 95

MEDIA -- DISKETTE (2)

MANUAL FORMS (3)

EBCDIC TAPE (4)

DENSITY -- 6250 BPI OR 1600 BPI

NUMBER OF RECORDS SENT -- 2879

DATE SUBMITTED -- MARCH 15, 1995

TYPE SUBMISSION --

COMPLETE REPORT (C)

UPDATE TO EXISTING REPORT (U)

FOR COORDINATING BOARD USE ONLY:

DATE RECEIVED FROM EDC --

University – General Reporting Issues

DATE RETURNED TO EDC --

EDC OFFICIAL --

University – General Reporting Issues

E. 1. CERTIFICATION TRACKING

The goal of this procedure is to have the reports collected by the Educational Data Center certified and available for use within nine weeks of the due date. With this target, the Coordinating Board could be specific as to the available date of the new data.

The process will begin with the Data Analyst telephoning the Reporting Official of the institution if a specific report were not received by the Coordinating Board two days after the due date.

If a report has not been received by the seventh working day after the due date, a letter will be faxed to the Reporting Official from the Assistant Director of the Educational Data Center.

For reports not received by the twelfth working day after the due date, an inquiry letter will be faxed to the Vice President of Academic Affairs, or equivalent, from the Director of Automated Information Services.

Should a report not be received by the seventeenth working day after the due date, the President will be notified by fax by the Assistant Commissioner of Administration.

For reports which have known errors, an update must be received within ten working days of the date of the institution's copy of the edit. The above letter cycle will be followed for corrections with the exception that, if it is late in the certification process, the "not certified" procedure below will supersede the above-mentioned letters.

If the report is not certified six weeks from the due date of the report, a letter will be mailed to the Vice President for Academic Affairs, or equivalent, reminding him or her of the incompleteness of the data.

Should the report not be certified by the seventh week after the due date, the President will be notified that his institution is delaying the publishing of statewide reports. A copy of the letter will be mailed to the Legislative Budget Board (LBB) noting that statewide data will not be available on the date expected.

University – General Reporting Issues

University – General Reporting Issues

E. 2.

EXAMPLE

CERTIFICATION STATEMENT – INSTRUCTIONS

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

The example (shown below) shows the certification of Long Star University's fall 1994 CBM-001, CBM-004, CBM-005, CBM-008, and CBM-009.

CERTIFICATION STATEMENT

INSTITUTION: LONE STAR UNIVERSITY 003304

DATE: DECEMBER 15, 1994

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>
CBM-001	<u>FALL 1994</u>
CBM-004	<u>FALL 1994</u>
CBM-005	<u>FALL 1994</u>
CBM-008	<u>FALL 1994</u>
CBM-009	<u>FALL 1994</u>

REPORTING OFFICIAL

University – General Reporting Issues

CHANGES TO CERTIFIED REPORTS

(a) Changes to certified data will not be permitted unless an executive officer of the reporting institution requests the change in writing and the reporting error would have a significant impact on future year funding or statistical analysis.

(b) Requests made prior to the data being published may be approved by the Educational Data Center and must not delay standard publish dates.

(c) Requests to change data which are already published must be approved by the Deputy Commissioner.

CBM-001 REPORT – STUDENT DATA

A.....	General Information	1.2
B.	Instructions for Each Data Element.....	1.4
C.	Data Processing Record Layout (tape, diskette, or form).....	1.11
D.	Summary Definitions and Examples	
1.	Summary of Student Data – Example	1.12
2.	Summary of Student Data – Defined.....	1.15
3.	CBM-001 Edit Summary – Example.....	1.17
4.	Edit of CBM-001 Data – Example.....	1.18
E.	CBM-001 >Questionable' and >Error' Values	1.19
F.	Update Procedures.....	1.22

Public Universities

STUDENT REPORT

CBM-001

This report reflects all students enrolled at the reporting institution as of the official census date, which is the 12th class day for the Fall and Spring semesters (16-week session) and the 4th class day for each of the summer terms (6 week session). On or before the official census date, each student eligible for inclusion in this report shall have paid in full the amount set as tuition and fees by the respective governing board, or where applicable, have a valid accounts receivable on record and have selected an installment option in accordance with Chapter 54, Section 54.007 of the Texas Education Code.

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

This report will include all students registered for one or more Coordinating Board approved course(s) for resident credit at the reporting institution, whether the course is taught on-campus or off-campus.

Census dates for other than 16 or 6 week terms are included in the notes below.

NOTES:

1. Examples of census date for other than 16 or 6 week terms:

<u>Length of Term (Weeks)</u>	<u>Official Census Date</u>
2 or less	1st Class Day
3	2nd Class Day
4	3rd Class Day
5 - 6	4th Class Day
7	5th Class Day
8	6th Class Day
9 - 10	7th Class Day
11	8th Class Day

12
13 - 14
15
16

9th Class Day
10th Class Day
11th Class Day
12th Class Day

University Student Report -- CBM001

2. Summer Sessions:

All summer sessions will be combined into one report. When combined, the headcount reported should be non-duplicative. Combined reports should be coded as Summer I reports and are due on August 15.

3. Upper-Level Centers:

An upper-level center is restricted to accepting students eligible for upper-division classification at the parent institution and may not offer freshman and sophomore level courses (Coordinating Board Rules and Regulations - 5.243a).

4. Flexible Entry Students:

Students enrolled in classes organized* after the official census date should be included in the data submitted in the semester following; i.e., (1) students enrolled in the classes organized after the 12th class day of the fall semester will be reported in the following spring semester 12th class day report; (2) students enrolled in classes organized after the 12th class day of the spring semester will be reported in the first summer semester following, etc.

These students will be identified by inserting a '1' in Item #16 to denote 'flexible entry'.

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

*NOTE: A class is organized when students have registered and have paid fees or established accounts receivable.

5. Interinstitution students. See the discussion in the introduction of the class report CBM004.

INSTRUCTIONS FOR STUDENT REPORT

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

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

Item #3 Student Identification Number. Enter the social security number of the student. The institution will assign unique (nine-digit) identification numbers to students without social security numbers.

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

M = Male F = Female

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

- | | |
|-----------------------|----------------------------------|
| 1. Freshman | 6. Master's Level |
| 2. Sophomore | 7. Doctoral Level |
| 3. Junior | 8. Special/Professional (Law) |
| 4. Senior | 9. Special/Professional (PharmD) |
| 5. Post-Baccalaureate | 0. Special-Professional- |

Use the following guidelines to classify students:

- | | |
|---|-----------------------------------|
| 1. Freshman | |
| 2. Sophomore | Institutions will use their guide |
| 3. Junior | lines for these categories |
| 4. Senior | |
| 5. Post-Baccalaureate - a student possessing a baccalaureate degree but who has not been admitted to a graduate program, except for lower-level institutions where a student possessing a baccalaureate or higher degree will be coded under this classification. | |
| 6. Master's Level - a student possessing a baccalaureate degree or the equivalent and admitted to an approved master's degree program at the institution. | |

University Student Report -- CBM001

7. Doctoral Level - a student admitted to an approved doctoral degree program at the institution. Such students are those who a) have been officially admitted to a doctoral program and b) have completed a master=s degree which the institution recognizes as the equivalent of one year=s work toward the doctoral degree on which the student is working or at least 30 semester credit hours of work toward the proposed degree.
8. Special/Professional - Law - a student admitted to an approved law program at the institution.
9. Special/Professional - PharmD - a student admitted to an approved PharmD program at the institution who has completed the master=s level course work and is enrolled in special professional pharmacy courses (approximately the last 40 semester credit hours) are to be coded a value of >9'.
0. Special/Professional - Optometry (OD only) - a student admitted in an approved Optometry program at the institution.

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

MM = Month YYYY = Year

NOTE: If the month of birth is known and the year is unknown, code both month and year as unknown, or '000000'. If the year of birth is known and the month is unknown, code the month as '06'.

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

- | | |
|-----------------------------------|---------------------------|
| 1. Resident Tuition (regular) | 5. Thesis or Dissertation |
| 2. Non-Resident Tuition (regular) | 9. Law (resident) |
| 3. Tuition Exemption/Waiver | 0. Law (non-resident) |

NOTE: Be sure to code a >3' for an "International", Item #12, who is allowed to pay the "Resident Tuition" rate due to an

University Student Report -- CBM001

exemption or waiver.

Item #8 Residence. Enter the code representing the county, state or foreign country of which the student is a legal resident (citizen).
Texas Resident – Enter County Code
Out-of-State Resident – Enter State Code
Foreign Country Citizen – Enter Foreign Country Code

Item #9 Transfer Student 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 9's for institutions not having a FICE Code or a designated identifying number.) A transfer is a student entering the reporting institution for the first time but who is known to have previously attended another postsecondary institution at the same level (e.g. undergraduate to undergraduate, or graduate to graduate, not undergraduate to graduate). This does not include an institution's own graduates who enter for further education. If the student is enrolling in a post-secondary institution for the first time, enter a '1', right justified, zero filled.

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 Semester Credit Hour Load, Current Registration (On-Campus). Enter the number of on-campus semester credit hours for which the student is registered in the current semester.

Item #10B Semester Credit Hour Load, Current Registration (Off-Campus). Enter the number of off-campus semester credit hours for which the student is registered in the current semester.

Item #10C Doctoral Semester Credit Hours (SCH) Funded . Enter only the SCHs attempted in doctoral level courses that are funded at the doctoral rate. A separate CBM001 record for each unique doctoral funding category will be submitted. In the additional doctoral CBM001 records, duplicate all items with the following exceptions: zero fill Items #10A and #10B and enter a >3' in Item #16 (Flexible

University Student Report -- CBM001

Entry) and enter the appropriate doctoral funding code in Item #18A.

Note: Continue to report all hours attempted in the initial doctoral student record in Item #10A and #10B, as appropriate.

University Student Report -- CBM001

Item #11 Nursing Program Acceptance. If one of the following conditions are met enter the appropriate mutually exclusive program category number as defined below, if not leave blank.

Include the student who has been **OFFICIALLY ADMITTED** into a professional Nursing program for the first time in a regular fall or spring term of the program. (Do not include previously reported continuing students in the program or pre-professional nursing majors.)

Where there is no **FORMAL ADMISSION POLICY** in place, report the student who has completed all prerequisites required, has declared Nursing as their major and is admitted into the professional-level courses of a nursing program.

Report the student who received a nursing degree from the reporting institution (and was reported as first time admitted) and is admitted into a higher level professional nursing program for the first time. (Do not report students who merely switch from one program to another without completing the degree.)

For the student who has a MSN degree in one area of concentration and enrolls in another area of concentration, report that student when he/she completes all course requirements for the previous concentration.

For the student who enters a Doctoral program with a Baccalaureate degree, and takes masters level courses before being eligible to begin doctoral level courses, report that student as accepted for the first time at the beginning of the program and again when he/she begins the doctoral level courses.

Program Nursing
Category Degree Level

Requirement of or
Primary Concentration in:

01 Associate Degree or
Associate of Science

Students officially admitted into
an associate level Nursing program

02 Bachelor of Science

Students officially admitted into

University Student Report -- CBM001

a nursing program exclusive of those reported in program category number 03.

- | | | | |
|----|---|--|--------------|
| 03 | RN Completion | Students officially admitted into Bachelor of Science | a nursing pr |
| 04 | Master of Science | Nursing Administration (Major concentration; not functional role minor). | |
| 05 | Master of Science or Nurse Practitioner | All <u>Clinical</u> Specialties exclusive of those reported in program | |
| 06 | Master of Science | Nurse Practitioner or Critical Care | |
| 07 | Master of Science | Anesthesia or Midwifery | |
| 08 | Doctor of Science <u>or</u> | | |

Item #12 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

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, 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.

University Student Report -- CBM001

Item #13 Semester. Enter the appropriate code.

1. Fall
2. Spring
3. Summer

Item #14 Year. Enter all four digits of the calendar year in which the semester occurs.

Item #15 Inter-institutional SCHs. Enter the SCHs attempted by students enrolled in classes that have been approved as inter-institutional (agreement on file at CB) and exclude them from Items #10A and #10B. An inter-institutional class is where the class and instructor are provided by another institution and the home institution is not allowed to claim the SCHs of their students on the CBM004. See more discussion of inter-institution in the introduction of the CBM004 report.

Item #15A Blank.

Item #16 Flexible Entry. Enter a '1' if the student is enrolled in a Flexible Entry (FE) class that is being reported this semester. Any doctoral student record after the first that is being reported for multiple funding areas will be coded a '>3'.

If the situations above do not apply, leave the item blank.

Item #17 Remote Campus. Restricted to use by Texas Woman=s University and to identify students that are confined to a correctional institution. If the student is incarcerated, enter a '5'. TWU will enter a '>1' for their Dallas campus and a '>2' for their Houston campus.

If the situations above do not apply, leave the item blank.

Item #18 Major Area of Concentration. Enter the CIP code of the major area of concentration. See Appendix C. For any non-doctoral major that is undeclared, enter 99999999.

Item #19 Doctoral Funding Code. Enter the funding code of the associated CIP

University Student Report -- CBM001

area where semester credit hours (SCH) of doctoral students are generated. If a doctoral student generates doctoral SCHs in more than one funding area, multiple CBM001 records will be created (see explanation in Item #10C). Funding codes of 08-law; 12-vocational training; 13-physicaltraining; 18-teacher education practice teaching; and 19-technology do not have doctoral funding rates and are not allowed.

University Student Report -- CBM001

Item #20 Tuition Exemption/Waiver Code. When Item #7 is coded >3', enter the code identifying the Tuition Exemption or Tuition Waiver category below; otherwise leave blank. The following two codes are the only ones that will be accepted on the CBM001 effective Fall 1995.

01 Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition

21 Application of resident rather than nonresident tuition to military personnel and dependents

Item #21 SCH B Undergraduate Load in Excess of state limit. Enter the number of semester credit hours for which the student is registered that exceed the state limit during this current semester. Exclude these hours from Items #10A, #10B and #22.

Item #22 SCH B Developmental Load in Excess of state limit. Enter the number of semester credit hours for which the student is registered that exceed the state limit for developmental education during this current semester. Exclude these hours from Items #10A, #10B and #21.

Item #20 Update Code. Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously submitted CBM001 report. If the report being submitted contains all students in attendance for the semester (complete report), it is not necessary to enter an update code.

A = Add C = Change D = Delete

University Student Report -- CBM001

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code. Always >1'	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 - Numeric	18	1
Item #6	Date of Birth - MMYYYY - Numeric	19	6
Item #7	Tuition Status - Numeric	25	1
Item #8	Residence - Numeric	26	3
Item #9	Transfer/In College - Numeric or Blank	29	6
Item #10A	SCH Load - On-Campus, no decimals, zero fill	35	2
Item #10B	SCH Load - Off-Campus, no decimals, zero fill	37	2
Item #10C	Doctoral Hours Funded - Numeric or Blank	39	2
Item #11	Nursing Program Acceptance - Numeric or Blank	41	2
Item #12	Ethnic Origin - Numeric	43	1
Item #13	Semester - Numeric	44	1
Item #14	Year - YYYY - Numeric	45	4
Item #15	Inter-institutional SCH Load - no decimals	49	2
Item #16	Flexible Entry	51	1
Item #17	Remote Campus - Restricted Use	52	1
Item #18	Major Area of Concentration - CIP - Numeric	53	8
Item #19	Doctoral Funding Code - Numeric	61	2
Item #20	Tuition Exemption/Waiver Code - Numeric or Blank	63	2
Item #21	SCH-Undergraduate Load in excess of state limit (Mutually exclusive of other SCH Items)	65	2
Item #22	SCH-Developmental Load in excess of state limit (Mutually exclusive of other SCH Items)	67	2
Item #23	Update Code	80	1

University Student Report -- CBM001

THE TEXAS HIGHER EDUCATION COORDINATING BOARD
SR-CBM001 SUMMARY OF STUDENT DATA FROM
LONE STAR UNIVERSITY 003304

PART A
DATE: 04/08/95
SPRING 1995

GENDER

MALE	2,567	
FEMALE	2,683	
TOTAL		5,250

AGE

UNDER 17	0	
17	8	
18	676	
19-21	2,287	
22-24	954	
25-30	640	
31-35	290	
36-50	365	
51-64	30	
65 AND OVER	0	
AVERAGE-AGE	23.4	
TOTAL		5,250

FIRST TIME STUDENTS

FIRST TIME IN COLLEGE	81	
FIRST TIME TRANSFER	217	
TOTAL		298

RESIDENCE

TEXAS COUNTIES	4,962	
OTHER STATES	177	
FOREIGN COUNTRIES	111	
TOTAL		5,250

ETHNIC ORIGIN

WHITE	4,374	
BLACK	219	
HISPANIC	497	
ASIAN	37	
INDIAN	12	
INTERNATIONAL	111	
TOTAL		5,250

University Student Report -- CBM001

SCH REGISTERED STATE FUNDABLE	50,366
SCH ATTEMPTED IN DOCTORAL COURSES	2,225
SCH UNDERGRADUATE IN EXCESS OF LIMIT	345
SCH DEVELOPMENTAL IN EXCESS OF LIMIT	225

University Student Report -- CBM001

THE TEXAS HIGHER EDUCATION COORDINATING BOARD
SR-CBM001 SUMMARY OF STUDENT DATA FROM
LONE STAR UNIVERSITY 003304

PART B
DATE: 04/08/95
SPRING 1995

CLASSIFICATION

FRESHMAN	1,510	
SOPHOMORE	1,142	
JUNIOR	961	
SENIOR	1,143	
POST-BACCALAUREATE	140	
MASTER	354	
DOCTORAL	0	
SPEC. PROF. LAW	0	
SPEC. PROF. OPT	0	
SPEC. PROF. MED-DEN	0	
TOTAL		5,250

LOCATION

ON-CAMPUS	5,132	
OFF-CAMPUS	245	
DUPLICATIVE	127	5,250

TUITION STATUS

RESIDENT TUITION	4,814	
NON-RESIDENT TUITION	436	
TUITION EXEMPTION/WAIVER	0	
THESIS/DISSERTATION	0	
LAW (RESIDENT)	0	
LAW (NON-RESIDENT)	0	
TOTAL		5,250

FLEXIBLE ENTRY	174	
SPECIAL DOCTORAL RECORDS	5	
TOTAL HEADCOUNT		5,429

*** NOTE: TOTALS ARE NET ERRORS

University Student Report -- CBM001

THE TEXAS HIGHER EDUCATION COORDINATING BOARD
SR-CBM001 SUMMARY OF STUDENT DATA FROM
LONE STAR UNIVERSITY 003304

PART C
DATE: 04/08/95
SPRING 1995

ITEM 11 - NURSING PROGRAM CATEGORY

ASSOC	0	
BS	131	
BS, POST RN	16	
MS - N ADMIN	0	
MS - CLINICAL	20	
MS - N PRAC	11	
MS - ANES	0	
PHD - SCI/PHIL	9	
TOTAL		187

MULTIPLE CAMPUS TOTALS

MAIN CAMPUS	5,341
ALT. CAMPUS 1	0
ALT. CAMPUS 2	0
ALT. CAMPUS 3	0
INMATE CORR INST	88
INTERINSTITUTION	0

*** NOTE: TOTALS ARE NET ERRORS

University Student Report -- CBM001

>SUMMARY OF STUDENT DATA FROM CBM001 REPORT' Defined

PART A

HEADCOUNT:

The headcount is a summation of CBM-001 records less the number of flexible entry students and less the multiple doctoral student records.

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

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

Fall: September 1

Spring: January 1

Summer: June 1

FIRST TIME STUDENTS: The first time in college is based on a transfer code of 000001 in (Item #9). All other numeric values for the transfer code cause a counter to be incremented to show the number of students who have transferred to your institution.

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

ETHNIC ORIGIN: The summary is based on the Ethnic Origin Code (Item #12).

SCH REGISTERED: Items #10A and #10B are summed to produce a total. Hours of flexible entry students are not included.

SCH ATTEMPTED IN DOCTORAL COURSES: Item #10C is summed to produce a total.

SCH UNDERGRADUATE IN EXCESS OF LIMIT: Item #21 is summed to produce a total.

SCH DEVELOPMENTAL IN EXCESS OF LIMIT: Item #22 is summed to produce a total.

University Student Report -- CBM001

PART B

CLASSIFICATION: This summary is based upon the ten codes in Item #5.

LOCATION: When the SCH value in #10A is greater than zero, a counter is incremented by one for on campus and when #10B is greater than zero, an off campus counter is incremented by one. When both #10A or #10B are greater than zero, the duplicative counter is incremented by one.

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

FLEXIBLE ENTRY: All records with a '1' in Item #16 are summed separately and are not included in the headcount summaries.

SPECIAL DOCTORAL RECORDS: This reflects the number of additional doctoral student records which have been submitted in order to report more than one doctoral funding area of doctoral hours attempted.

PART C

NURSING PROGRAM CATEGORY: The total first time Nursing students is the sum of those student records with valid codes in Item #11.

The summary reports listed below do not print on PART C if your institution has not reported any students in these Items.

MULTIPLE CAMPUS TOTALS: The counts are of the students attending the various campuses as identified in Item #17, Remote Campus.

INMATE CORR INST: Reflects the number of students who are incarcerated, coded a >5' in Item #17.

INTERINSTITUTION: This is the count of students who have interinstitution SCH, Item #15, value greater than zero.

University Student Report -- CBM001

		EXAMPLE		
		CBM001 EDIT SUMMARY FROM LONE STAR UNIVERSITY	003304	SPRING 1995
		<u>NORMAL RANGE</u>	<u>QUESTIONABLE</u>	<u>ERROR VALUES</u>
ITEM 1	RECORD CODE	5,429	0	0
ITEM 2	INSTITUTION CODE	5,429	0	0
ITEM 3	STUDENT ID	5,429	0	0
ITEM 4	Gender	5,429	0	0
ITEM 5	CLASSIFICATION	5,429	0	0
ITEM 6	DATE OF BIRTH	5,429	0	0
ITEM 7	TUITION STATUS	5,429	0	0
ITEM 8	RESIDENCE	5,429	0	0
ITEM 9	TRANSFER	5,429	0	0
ITEM 10A	SCH LOAD - ON CAMPUS	5,429	0	0
ITEM 10B	SCH LOAD - OFF CAMPUS	5,429	0	0
ITEM 10C	DOCTORAL HOURS FUNDED	5,429	0	0
ITEM 11	NURSING PROGRAM LEVEL	5,429	0	0
ITEM 12	ETHNIC ORIGIN	5,429	0	0
ITEM 13	SEMESTER	5,429	0	0
ITEM 14	YEAR	5,429	0	0
ITEM 15	INTERINSTITUTION SCH	5,429	0	0
ITEM 16	FLEXIBLE ENTRY	179	0	0
ITEM 17	REMOTE-CAMPUS	0	0	0
ITEM 18	MAJOR-TEXAS CIP	5,429	0	0
ITEM 19	DOCTORAL FUNDING CODE	5,429	0	0
ITEM 20	TUITION EXEMPT/WAIVER	0	0	0
ITEM 21	SCH UNDERGRADUATE > LIMIT	5,429	0	0
ITEM 22	SCH DEVELOPMENTAL > LIMIT	5,429	0	0
CBM001 VS CBM004 SEMESTER CREDIT HOURS				0
TOTAL CBM001 RECORDS PROCESSED		5,429		
CONTROL TOTAL		1		
DISCREPANCY		0		
NUMBER OF DUPLICATE RECORDS		130		
ADDS		0		

University Student Report -- CBM001

CHANGES	1
DELETES	0
REJECTS	0

TEXAS HIGHER EDUCATION COORDINATING BOARD
 INITIAL EDIT OF SR-CBM001 DATE
 LONE STAR UNIVERSITY

DATE 4/08/95

SUMMER 1 1994

PAGE 1

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	REMARKS	
1	2	3	4	5	6	7	8	9	10A	10B	10C	12	13	14	15	16	17	18	19	20	21	22	23
1	003304	666886666	M	7	0965	1	191		09	00	00		2	95				06010100	16	0	0	0	E
1	003304	777887777	F	4	1089	1	059		0	00		*	3	2	95			13120200					Q

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

TOTAL CBM001 SEMESTER CREDIT HOURS: 64,254
 TOTAL CBM004 SEMESTER CREDIT HOURS: 64,708

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

University Student Report -- CBM001

CBM001 >QUESTIONABLE' AND 'ERROR' VALUES

The following values are used in the Coordinating Board's edit program to determine 'QUESTIONABLE' AND 'ERROR' values of each element.

<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 on transmittal document and be on the list of valid FICE codes.
3. STUDENT ID NUMBER	Alpha characters	Blank, special characters.
4. GENDER	N/A	Any value except >M' or >F'.
5. CLASSIFICATION	N/A	Any value except >0' - =9'.
6. DATE OF BIRTH	Value less than 16 or greater than 75 years of age	Any non-numerical data, month greater than >12' or less than '01'.
7. TUITION STATUS	N/A	Any value except >0', >1', >2', >3', >5', >9'
8. RESIDENCE	N/A	Not on residence file.
9. TRANSFER/ FIRST TIME IN COLLEGE	N/A	Any non-numerical characters or embedded spaces or invalid FICE.
10. SCH LOAD (On Campus, Off Campus, or interinstitution SCH)	Sum of #10A + #10B + #15 less than 1 or greater than 22	Any non-numerical Unused positions should be zero-filled.

University Student Report -- CBM001

10C.	DOCTORAL SCH	Value > 18	Any non-numerical if Item #5 = A7"; Must have numerical value if Item #16 = >3'.
	<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
11.	NURSING PROGRAM	N/A	Any value other than 01-08.
12.	ETHNIC ORIGIN	N/A	Any value other than >1' - >6'.
13.	SEMESTER	N/A	Must match value on transmittal document.
14.	YEAR	N/A	Must match value on transmittal document.
15.	INTERINSTITUTION SCH	N/A	Non numerical
16.	FLEXIBLE ENTRY	N/A	Any value except spaces or >1' or >3'.
17.	REMOTE CAMPUS	N/A	Any value except >1', >2', >3' or >5'.
18.	MAJOR AREA OF CONCEN- RATION - CIP	N/A	Not on CIP file.
19.	DOCTORAL FUNDING CODE	N/A	Any value not a doctoral funding code >01' - >19'
20.	TUITION EXCEPTION/	N/A	Any value except >01' or >21' when Item #7 is coded >3', blank if not.
21.	SCH-UNDERGRADUATE > LIMIT	N/A	Non numerical
22.	SCH-DEVELOPMENTAL > LIMIT	N/A	Non numerical

NOTE: The number of duplicate records is indicated.

University Student Report -- CBM001

DISCREPANCY:

The edit program counts the number of records processed in the report. If it is not the same as the number listed on the transmittal document (control total), the difference is listed as the discrepancy. This value should be checked to assure that the entire file has been effectively submitted and processed. On update reports you will also find the number of records added, changed, deleted or rejected on the last edit run.

CBM001/004 SEMESTER CREDIT HOUR MISMATCH

The edit program sums the semester credit hour load from Items #10A and #10B, including flexible entry students (Inter-institutional SCH, Item #15, and Doctoral SCH, Item #10C, Excessive Undergraduate SCH, Item #21, and Excessive Developmental SCH, Item #22, are not included. Error records are also excluded from the counts). This is the CBM001 semester credit hour total listed in the error message.

It compares this total with the grand total of semester credit hours on the CBM004 but excludes the hours in inter-institutional records, Item #8 = >6', and any error records. This grand total is found at the end of the CBM004 data summary under the title "Grand Total All Curriculum Areas" and includes non-state-funded hours if the enrollments are included in Items #13A-E. Semester credit hours calculated from the Enrollments in Items #16 and #17 (students whose undergraduate/developmental SCHs exceed the state limit) will not be included in the comparison total.

If the discrepancy between the two totals is greater than 100, an error message will appear on the CBM001 edit page.

The CBM001 and CBM004 edit programs each generate the CBM001/004 SCH comparison. Please note, since the CBM001 edit program always is scheduled to run before the CBM004 edit program, the CBM001's comparison will be calculated prior to an update to the CBM004 submitted at the same time as the CBM001 update. Therefore, if updates are processed for both reports on the same day, the CBM001 report may show an out-of-balance condition and the CBM004 may show the two reports to be in balance.

CBM-001 STUDENT REPORT UPDATING

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

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted if the initial report was sent electronically, on diskette, or on magnetic tape.

1. In an electronic update file, the following items are required in each transaction:

- Item #1 Record Code
- Item #2 Institution Code
- Item #3 Student Identification Number
- Item #13 Semester
- Item #14 Year
- Item #23 Update Code

On the paper update form, Items #1, #2, #13, and #14 are entered only once in the heading, while Items #3 and #23 are required in each transaction (row).

2. In an electronic update file, Item #6 in the header record must coded 'U' to indicate that existing records in the Coordinating Board database will be updated. On the paper update form, the 'Update' box at the top must be checked.
3. New records may be added to an existing report by completing all items and placing the update code 'A' in Item #23.
4. Non-required items in an existing record may be changed by entering a 'C' in Item #23 and the other required items listed in step 1 above; among the non-required items, only the items to be changed need to be filled in.
5. To delete a record, enter the required items listed in step 1 above, including Item #3 (Student Identification Number) and the update code 'D' in Item #23.
6. A deletion removes all occurrences of the identified student number; therefore, only one delete transaction should be submitted for each

University Student Report -- CBM001

- student being removed.
7. To change a required item, two transactions are needed. The old record must be deleted (step 5 above) and a complete record incorporating the corrected data added (step 3).
 8. If a change to duplicate records (i.e., regular and flexible entry enrollments) is needed, the existing records must be deleted and complete records incorporating the corrected data added (that is, steps 5 and 3 above are to be followed).
 9. To replace data with blanks, the entire record must be deleted and re-added with the correct data.

STUDENT TASP REPORT

CBM-002

PAGE

A. General Information.....	2. 2
B. Instructions for Each Data Element.....	2. 4
C. Data Processing Record Layout (tape, diskette, form).....	2. 15
D. CBM-002 >'Questionable' and >'Error' Values.....	2. 16
E. Edit of CBM-002 Data - Examples	
1. Summary of Student TASP Data.....	2. 18
F. Update Procedures.....	2. 19
G. TASP Reporting Examples.....	2. 21

TASP REPORT

CBM002

This report will include all undergraduate students, including transfer students, who meet all of the following requirements:

- 1) are enrolled in the reporting institution during the reporting period,
- 2) have completed fewer than three semester credit hours of collegiate level work prior to the fall semester 1989,
- 3) are registered for one or more Coordinating Board approved courses during the reporting period.

Do not include students:

- 1) who withdraw prior to or on the official census date, or
- 2) who have a baccalaureate degree, or
- 3) who have three or more semester credit hours in collegiate level work earned prior to the fall semester of 1989, regardless of any Academic Fresh Start election.

Certificate programs of one year or less are defined as those with 42 or fewer semester credit hours or the equivalent. TASP requirements do not apply to students in such programs as long as they remain within the curriculum specified for each certificate. However, vocational/technical courses approved in advance by the institution may be substituted as required. Students in such programs cannot accumulate nine or more general education hours outside of the specified curriculum. Students who persist in taking general education hours outside of the program curriculum must take the TASP test prior to the completion of the ninth hour or be barred from subsequent enrollment until the test is taken.

Students who are over 55 and not seeking a degree and transient students (the student must show proof of enrollment at a private or at an out of state institution for the previous semester and sign a document stating that s/he does not seek a degree from your institution) are not required to be reported. International students (citizens of a country other than the United States) who are not seeking a degree do not have to be reported either. If you choose

to report them, see example IV on page 2.24.

Each student described above will be reported on the CBM002 every reporting period that the student is enrolled at your institution, whether he/she has or has not taken TASP and whether he/she passed or failed TASP. **These students will be reported until they receive a baccalaureate degree.** Students that are required to be in local developmental education programs after passing all sections of TASP, should be reported as having completed TASP.

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

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

After all CBM002 reports for a fiscal year have been received and processed, the Coordinating Board will send the student performance data to the respective high schools.

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.

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

Non-course-based developmental education may include, but is not limited to, such activities as tutoring, supervised self-study, and participation in

University TASP Report -- CBM002

learning assistance centers. Non-course-based developmental education is not to be turned in for state formula funding.

INSTRUCTIONS FOR TASP REPORT

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 #23, each reporting period to help uniquely identify the student.

If it is known that there is no matching record in the corresponding CBM001 with the Student Identification Number reported in this item, Item #33 (Not on CBM001) should be coded '1'.

Item #4 First Semester Enrolled. Enter the code indicating the semester that the student was first enrolled at the institution. This data will remain constant throughout the student's collegiate career at the reporting institution.

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

Item #5 Year First Enrolled. Enter the last two digits of the calendar year in which the semester in Item #4 occurred.

Item #6 Educational Objective. Enter the code indicating the student's educational objective at the institution.

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

6. Certificate: TASP-waived

NOTE: Institutions will update the student's file if the educational objective changes. For a discussion of the circumstances under which a certificate qualifies as TASP-waived, see paragraph 3 in the introductory section.

Item #7 Testing Status at Entry. Enter the code that reflects the status of the student as of the first day of class of the semester the student first entered the institution. This item refers only to the status as of the first class day, regardless of subsequent tests during the reporting period. The one exception is a student who qualifies for an ACT, SAT, or TAAS exemption which will supersede any other entry status whenever the exemption is reported.

1. TASP test scores
2. Other placement test scores or advisement
3. Not tested
4. TASP not required – TASP exempt or in TASP waived certificate program but reported to satisfy T.E.C. 51.403(e).
5. TASP exempt, ACT scores -- Composite score of 23 with a minimum of 19 on both the English and the mathematics tests.
6. TASP exempt, SAT scores -- Combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal and the mathematics tests (recentered scale for tests taken April 1995 and thereafter) or,
for tests taken prior to April 1995, a combined verbal and mathematics score of 970, with a minimum of 420 on the verbal test and 470 on the mathematics test.
7. TASP exempt, TAAS scores -- a minimum scaled score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.

The exemption for TAAS is in effect for three years from the date the test was taken. The exemption for ACT or SAT is in effect for five years from the date the test was taken and the set score levels achieved. While tests may be retaken, ACT, SAT, or TAAS scores meeting or exceeding the standard set by the Board must be achieved

on a single test administration. When Item #7 is coded a >5', >6', or >7', all Items #8, #11, and #14 must be coded a >4', Exempted Due to ACT/SAT/TAAS, and the respective ACT/SAT scores must be provided in Items #28 through #30. After the first reporting cycle of the ACT/SAT/TAAS exemption, you may leave Items #8 through #16 and #25 through #30 blank if you code Item #34 a >4'. Otherwise, you will be expected to provide the ACT/SAT scores again and code Items #8, #11, and #14 with a >4' for the developmental education status.

Item #8 Math Developmental Education Status. Enter the code indicating the student's status for developmental education in this area.

0. Not tested
1. Required, based on TASP score, even if only one section attempted
2. Required, based on local placement scores, not TASP tested
3. Passing TASP score
4. Not required by exemption, as a result of ACT, SAT or TAAS scores
5. Advised, based on local placement score, not TASP tested
6. Not needed, passed local placement test, not TASP tested
7. Not required, exemptions other than ACT, SAT, or TAAS scores
8. Completed local developmental education, not TASP-tested
9. Completed TASP required developmental program

NOTE: The Developmental Education Status Items #8, #11, and #14 should reflect the reason for any developmental education provided prior to passing TASP during the reporting period, whether it is for one semester or for the full year:

- a) If a student has been in developmental education due to failing TASP, enter '1'. A student that does not take all three sections of the TASP test is considered to have failed the section(s) not taken.
- b) If a student has been required to take developmental education due to failing a local placement test which has been administered to assist with placement decisions of freshmen entering a Texas public institution for the first time, but has not yet taken TASP, enter '2'.
- c) If a student has been in developmental education due to failing TASP

and due to local placement, the TASP developmental education code of '1' takes precedence.

- d) Students that have not been required to be in any developmental education during the reporting period and pass TASP during the reporting period should be coded '3', even though the TASP section may have been taken more than once during the reporting period. (Example: A student failed math in September, but passed it in November, and had not been in developmental education between the two tests because it was not practical.) When a student passes a section of the test and the developmental education has been reported for that section in a previous period, enter '3'.
- e) Students that are "not required by exemption" due to scoring at or above the set levels on the ACT, SAT, or TAAS tests will be coded '4'.
- f) If the student has been advised to take developmental courses due to failing a local placement test, but has not yet taken TASP, enter '5'.
- g) If a student has passed a local placement test prior to taking TASP, enter '6'.
- h) If a student qualifies to receive a waiver due to dyslexia or related disorder, enter '7'. Students who are aged over 55 and are not seeking a degree and transient students may also be reported with '7'. See examples III and IV in the TASP Report Updating area later in this section.
- i) If a student has completed local developmental coursework but has not yet taken TASP, enter '8'.
- j) Students who have completed the TASP related developmental program during any term do not have to be in developmental education during the next enrolled term (enter a >9') as long as the student is either retaking the TASP Test or attempting one of the approved courses in an attempt to get a \geq or better. However, should the student fail to earn a grade of \geq or better, it is up to the institution to evaluate the student to determine subsequent action.
- k) Students that do not fall within any of the nine definitions above are to be coded '0'. Example: A student takes the TASP test after the reporting period begins and fails a section. It is unreasonable to begin developmental education so late in the

reporting period. Code the developmental education status item '0', "not tested".

- l) The record will be in error if the developmental education status reported (Items #8, #11, or #14) is a '1' or '2' and the developmental education provided (Items #9, #12, or #15) is coded '1'-'4' and the number of semesters in developmental education (Items #10, #13, or #16) is '0'.

Item #9 Math Developmental Education Provided During the Reporting Period.

If math developmental education has been provided during any part of the reporting period, enter a code of >1', >2', >3', or >4' based on the type provided. Enter a >6' if developmental education is not required. Enter a >5' or >8' as appropriate for developmental education delayed only if codes >1'-->4' or >6'-->7' do not apply. If a student has completed the developmental program during a prior term and has not passed the TASP test in a repeated attempt subsequent to completion of the developmental program, the institution may allow the student to take an approved course and demonstrate proficiency by earning a AB@ or better in that course.

If the student is allowed to take the course under these conditions and earns a AB@ or better, enter >9'.

Students who attempt to satisfy the TASP requirements by taking an approved course (after completing developmental education and not passing a retake of the TASP Test) but do not attain a grade of AB@ or better must continue their effort to meet TASP requirements each term. For such students please indicate whether enrolled in another developmental education class or delayed while enrolled in the same or other approved course or to retake the TASP Test.

0. Not TASP tested
1. Yes - course-based program
2. Yes - non-course-based program
3. Yes - combination of 1 and 2
4. Yes - at correctional institution
5. Delayed - Not enrolled in TASP required developmental education in this needed area. Delayed while enrolled in the first or other approved course attempting to make a B or better
6. Not required - have passing TASP score or exempt or in a TASP waived

University TASP Report -- CBM002

certificate program

7. TASP completed in previous reporting period
8. Delayed – Not enrolled in advised developmental education in this needed area.
9. Satisfied TASP requirements with B or better in first college-level course

NOTE: According to TASP policy, a student cannot delay TASP remediation in all required areas in the same semester. If that does occur, the data will only be flagged as questionable. If the student is liable for the course work in one area and is enrolled in course work for the second area, the first area can be coded as delayed, >5' or >8' as appropriate, until the TASP test section is passed.

Item #10 Number of Semesters in Math Developmental Education. Enter the code indicating the number of semesters in which the student has been in math developmental education during the reporting period. Enter >0', >1', >2', >3' or >4'. (On a semester report, codes >0' or >1' are appropriate. A code of >2' could be appropriate if the summer reports are combined. A value of >2' is acceptable if flexible entry information about a student is being reported, too.)

Item #11 Writing Developmental Education Status. Enter the code indicating the student's status for developmental education in this area. See note under Item #8 for expanded definitions.

0. Not tested
1. Required, based on TASP score, even if only one section attempted
2. Required, based on local placement scores, not TASP tested
3. Passing TASP score
4. Not required by exemption, as a result of ACT, SAT or TAAS scores
5. Advised, based on local placement score, not TASP tested
6. Not needed, passed local placement test, not TASP tested
7. Not required, exemptions other than ACT, SAT, or TAAS scores
8. Completed local developmental education, not TASP tested
9. Completed TASP required developmental program

Item #12 Writing Developmental Education Provided During Reporting Period.
If writing developmental education has been provided during any part of

the reporting period, enter '1', '2', '3', or '4' based on the type provided. Enter '6' if developmental education is not required. Enter '5' or '8' as appropriate for developmental education delayed only if codes '1'-'4' or '6'-'7' do not apply. If a student has completed the developmental program during a prior term and has not passed the TASP test in a repeated attempt subsequent to completion of the developmental program, the institution may allow the student to take an approved course and demonstrate proficiency by earning a $\geq B$ or better in that course. If the student is allowed to take the course under these conditions and earns a $\geq B$ or better, enter >9 .

Students who attempt to satisfy the TASP requirements by taking an approved course (after completing developmental education and not passing a retake of the TASP Test) but do not attain a grade of $\geq B$ or better must continue their effort to meet TASP requirements each term. For such students please indicate whether enrolled in another developmental education class or delayed while enrolled in the same or other approved course or to retake the TASP Test.

0. Not TASP tested
1. Yes – course-based program
2. Yes – non-course-based program
3. Yes – combination of 1 and 2
4. Yes – at correctional institution
5. Delayed – Not enrolled in TASP required developmental education in this needed area. Delayed while enrolled in the first or other approved course attempting to make a B or better
6. Not required – have passing TASP score or exempt or in a TASP waived certificate program
7. TASP completed in previous reporting period
8. Delayed – Not enrolled in advised developmental education in this needed area.
9. Satisfied TASP requirements with B or better in first college-level course

Item #13 Number of Semesters in Writing Developmental Education. Enter the code indicating the number of semesters in which the student has been in writing developmental education during the reporting period. Enter 0, 1, 2, 3, or 4. (On a semester report codes 0 or 1 are

appropriate. A code of >2' could be appropriate if the summer reports are combined. A value of >2' is acceptable if flexible entry information about a student is being reported, too.)

Item #14 Reading Developmental Education Status. Enter the code indicating the student's status for developmental education in this area. See note under Item #8 for expanded definitions.

0. Not tested
1. Required, based on TASP score, even if only one section attempted
2. Required, based on local placement scores, not TASP tested
3. Passing TASP score
4. Not required by exemption, as a result of ACT, SAT or TAAS scores
5. Advised, based on local placement score, not TASP tested
6. Not needed, passed local placement test, not TASP tested
7. Not required, exemptions other than ACT, SAT, or TAAS scores
8. Completed local developmental education, not TASP tested
9. Completed TASP required developmental program

Item #15 Reading Developmental Education Provided During Reporting Period. If reading developmental education has been provided during any part of the reporting period, enter '1', '2', '3', or '4' based on the type provided. Enter '6' if developmental education is not required. Enter '5' or '8' as appropriate for developmental education delayed only if codes '1'-'4' or '6'-'7' do not apply. If a student has completed the developmental program during a prior term and has not passed the TASP test in a repeated attempt subsequent to completion of the developmental program, the institution may allow the student to take an approved course and demonstrate proficiency by earning a $\geq B$ or better in that course. If the student is allowed to take the course under these conditions and earns a $\geq B$ or better, enter >9'.

Students who attempt to satisfy the TASP requirements by taking an approved course (after completing developmental education and not passing a retake of the TASP Test) but do not attain a grade of $\geq B$ or better must continue their effort to meet TASP requirements each term. For such students please indicate whether enrolled in another

University TASP Report -- CBM002

developmental education class or delayed while enrolled in the same or other approved course or to retake the TASP Test.

0. Not TASP tested
1. Yes – course-based program
2. Yes – non-course based program
3. Yes – combination of 1 and 2
4. Yes – at correctional institution
5. Delayed – Not enrolled in TASP required developmental education in this needed area. Delayed while enrolled in the first or other approved course attempting to make a B or better
6. Not required – have passing TASP score or exempt or in a TASP waived certificate program
7. TASP completed in previous reporting period
8. Delayed – Not enrolled in advised developmental education in this needed area.
9. Satisfied TASP requirements with B or better in first college-level course

Item #16 Number of Semesters in Reading Developmental Education. Enter the code indicating the number of semesters in which the student has been in reading developmental education during the reporting period. Enter >0', >1', >2', >3' or >4'. (On a semester report codes >0' or >1' are appropriate. A code of >2' could be appropriate if the summer reports are combined. A value of >2' is acceptable if flexible entry information about a student is being reported, too.)

Item #17 Grade in First CB-Approved College-Level Mathematics Course. If enrolled in multiple courses, the lower-level or prerequisite course should be reported. The grade should be in one of the following Freshman-level courses (as identified by their Common Course Numbers):

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

Enter the appropriate code:

University TASP Report -- CBM002

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

Until the first course is attempted at your institution, report a code of '0'.

Item #18 Grade in First CB-Approved College-Level Writing Course. If enrolled in multiple courses, the lower-level or prerequisite course should be reported. The grade should be in one of the following Freshman-level courses (as identified by their Common Course Numbers):

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

Enter the appropriate code:

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

Until the first course is attempted at your institution, report a code of '0'.

Item #19 Semester Credit Hours Attempted. Enter the number of semester credit hours in non-developmental education courses (for which a grade of >'A' - >'F' is given) attempted at this institution for the reporting period (right justified, zero filled). Do not include Incompletes (unless they have been resolved prior to the reporting date), withdrawn, or credit/no credit hours attempted. Report the hours of Incompletes during the reporting period resolved.

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

University TASP Report -- CBM002

Item #20 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).

Optional Items #21-#23 - These data items must be entered only for the students that were not reported on the CBM001 as defined in Item #33. Also, report these items only the first reporting cycle that the student is submitted on the CBM002 along with the appropriate value in Item #34.

Item #21 Gender. Enter the gender of the student.

M = Male F = Female

Item #22 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

Item #23 Date of Birth. Enter the month, day, and the last two digits of the year of birth of the student. Must be reported if the student has an institution-assigned identification number.

Optional Item #24 - Prior Student ID - Social Security Number Change.

If Item #34 is coded a >1' or a >3', then the CB will use this number to match to the CBM001. If Item #34 is a >0', >2', or a >4', the CB will assume that this number reflects the prior Social Security number of the student on the master TASP data base and change the master TASP data base to the number reported in Item #3. If the CBM002 record submitted for the current semester/year does not match the master TASP file and this Prior Student ID is either blank or does not match the master TASP data base, a CBM002 mismatch error will be printed on the edit report. In this case, all Optional Items #21-#30 should be

reported.

Optional Items #25-#30 - Mismatched TASP Scores. TASP scores are normally provided by National Evaluation Systems (NES). These fields should be entered only if the CBM002 record cannot be matched to a NES record and the CBM002 data (Item #7 = >1' or Items #8, #11, or #14 = >1' or >3') shows that the TASP test has been taken. A report listing those records for which TASP scores should be provided by the institution will be supplied. If a section(s) of TASP was taken more than once, enter the most recent TASP score in the respective Items #25-#27. If a student retook a section that was previously passed, report the highest score for that section in the respective Items #25-#27. Provide the appropriate test scores of students who are exempted from TASP due to scoring at or above the set levels on the ACT or SAT tests in the Initial Score fields for the initial reporting period. Institutions will not be required to submit TAAS test scores.

Item #25 Most Recent TASP Reading Score. If there is more than one TASP test occasion, enter the most recent or highest three digit scaled score for reading provided by NES.

Item #26 Most Recent TASP Math Score. If there is more than one TASP test occasion, enter the most recent or highest three digit scaled score for math provided by NES.

Item #27 Most Recent TASP Writing Score. If there is more than one TASP test occasion, enter the most recent or highest three digit scaled score for writing provided by NES.

Item #28 Initial TASP Reading Score. Enter the three digit scaled score for reading provided by NES. If exempted by ACT scores, enter the two digit ACT English score, right justified with leading zero. If exempted by SAT scores, enter the three digit SAT Verbal score. See ACT/SAT score definitions in Item #7.

Item #29 Initial TASP Math Score. Enter the three digit scaled score for math provided by NES. If exempted by ACT scores, enter the two digit ACT Math score, right justified with

University TASP Report -- CBM002

leading zeros. If exempted by SAT scores, enter the three digit SAT Math score. See ACT/SAT score definitions in Item #7.

Item #30 Initial TASP Writing Score. Enter the three digit scaled score for writing provided by NES. If exempted by ACT scores, enter the two digit ACT Composite score as defined in Item #7.

Note: For the initial TASP scores, enter the score of the test taken just prior to developmental education intervention at your institution. If TASP was passed on the first attempt, report the scores in Items #28-#30. When a TASP score report indicates that a student entered the testing site but answered none of the questions, enter a score of 100.

Item #31 Reporting Period.

1. Fall
2. Spring
3. Summer I
5. Annual

Item #32 Year. Enter the last 2 digits of the calendar year of the reporting period. For those reporting annually, enter the last two digits of the fiscal year.

Item #33 Not on CBM001. Enter a >1' if the student does not appear on the CBM001 during the reporting period, else leave the item blank. (Example: a flexible entry student or a student who was not eligible to be reported on the CBM001 because he/she had not paid fees or established an accounts receivable on or before the official census date.) If the report is annual, this code will be used if the student does not appear on any of the CBM001 reports for the year.

NOTE: Report information on flexible entry students during the reporting period that best coincides with your data capture procedures. If the student has not been reported from your institution before, then Item #33 should be coded a >1' and the optional fields, Items #21-#23

must be appropriately coded.

Item #34 First-Time Reported/Exempt/Completed TASP Developmental Education.
When this item is coded a >2' or >4', Items #7 through #16 and #25 through #30 can be left blank and will not be evaluated.

0. The student has been in a developmental education program during the reporting period and this is not the first time the student has been reported.
1. The very first time a student is reported by your institution and he/she is TASP required.
2. Completed TASP in a prior reporting period. Once the student qualifies to be reported with this code, continue to use it.
3. The very first time a student is reported by your institution and he/she is exempt or in a TASP waived certificate program. Items #8-#16 must be provided.
4. TASP exempt or waived student every time after first reporting period.

Enter a >1' or >3' to indicate that this is the institution's first time to report the student. This will indicate that a new database record must be added for your institution. A >3' is recorded for the student that is exempt or in a TASP waived certificate program, otherwise a >1' is entered the first reporting cycle.

Anytime after the first reporting period that the TASP developmental education program is complete (Passing scores on all sections of TASP) and all developmental education activities have been reported in a prior period, use a >2' to reflect TASP developmental education program completed.

For any reporting cycles after the first in which developmental education program data should be provided, this item should have a value of >0', even if the student is not actually enrolled in developmental courses for that period.

Caution, a student cannot be coded a >1' in reporting period one and a >3' in a later reporting period because he/she is now in a TASP exempt program. The appropriate coding would be to enter a >4' since the

University TASP Report -- CBM002

student switched to a TASP waived certificate program in a later reporting period.

Item #35 Grade in First CB-Approved College-Level Reading Course. If enrolled in multiple courses, the lower-level or prerequisite course should be reported. The grade should be in one of the following Freshman-level courses (as identified by their Common Course Numbers):

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

Enter the appropriate code:

1. A 6. Credit
2. B 7. No Credit
3. C 8. Incomplete
4. D 9. Withdrawn/Quit
5. F 0. Not taken as of reporting date

Until the first course is attempted at your institution, report a code of '0'.

Item #36 Update Code. Enter the appropriate code.

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

C = Change errors in specific items of this reporting cycle.

D = Delete students that were inadvertently reported this cycle.

DATA PROCESSING RECORD LAYOUT

Beginning

		Position	Length
Item #1	Record Code - Always >2'	1	1
Item #2	Institution Identifier - FICE Code - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	First Semester Enrolled - Numeric	17	1
Item #5	Year First Enrolled - Numeric	18	2
Item #6	Educational Objective - Numeric	20	1
Item #7	Testing Status at Entry - Numeric	21	1
Item #8	Math Developmental Education Status - Numeric	22	1
Item #9	Math Developmental Education Provided - Numeric	23	1
Item #10	Semesters in Math Developmental Education - Numeric	24	1
Item #11	Writing Developmental Education Status - Numeric	25	1
Item #12	Writing Developmental Education Provided - Numeric	26	1
Item #13	Semester in Writing Developmental Education - Numeric	27	1
Item #14	Reading Developmental Education Status - Numeric	28	1
Item #15	Reading Developmental Education Provided - Numeric	29	1
Item #16	Semesters in Reading Developmental Education -Numeric	30	1
Item #17	Grade in First College-Level Mathematics Course - Numeric	31	1
Item #18	Grade in First College-Level Writing Course-Numeric	32	1
Item #19	Semester Credit Hours Attempted - Right justified, leading zeros	33	3
Item #20	Grade Points Earned - Right justified, leading zeros	36	3
Item #21	Gender - Alpha	39	1
Item #22	Ethnic Origin - Numeric	40	1
Item #23	Date of Birth - Numeric	41	6
Item #24	Prior Student ID - Numeric	47	9
Item #25	Most Recent TASP Reading Score - Numeric	56	3
Item #26	Most Recent TASP Math Score - Numeric	59	3
Item #27	Most Recent TASP Writing Score - Numeric	62	3
Item #28	Initial TASP Reading Score - Numeric	65	3
Item #29	Initial TASP Math Score - Numeric	68	3
Item #30	Initial TASP Writing Score - Numeric	71	3
Item #31	Reporting Period - Numeric	74	1
Item #32	Year - Numeric	75	2
Item #33	Not on CBM001 - Numeric	77	1

University TASP Report -- CBM002

Item #34	First-time Reported/Exempt/Completed TASP - Numeric	78	1
Item #35	Grade in First College-Level Reading Course-Numeric	79	1
Item #36	Update Code (>A= = add, >C= = change, >D= = delete)	80	1

>QUESTIONABLE' AND >ERROR' VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE</u>	<u>ERROR VALUES</u>
1. Record Code	N/A	Any value except >2'
2. Institution Code	N/A	Must match value on transmittal document and be a valid FICE code
3. Student ID Number	N/A	Blank, Special Characters
4. First Sem. Enrolled	N/A	Any value except >1' - >4'
5. Year First Enrolled	N/A	Any non-numerical values
6. Educational Object.	N/A	Any value except >1' - >6'
7. Testing Status	N/A	Any value except >1' - >7'
<u>DEVELOPMENTAL EDUCATION</u>		
8., 11., 14. Status	N/A	Any value except >0' - >9'
9., 12., 15. Provided	N/A	Any value except >0' - >9'
10., 13., 16. No. Sem.	N/A	Any value except >0' - >4'
		Any value except >1' =4' if Items #8, #11, #14 equal to >1' or >2' and Item #9, #12, #15 equal to >1', =2', =3', or >4'
17. First Math Grade	N/A	Any value except >0' - >9'
18. First Writing Grade	N/A	Any value except >0' - >9'
19. SCH ATTEMPTED	Semester value > 022	Any non-numerical values
	Semester value < 001	
	Annual value > 054	
20. Grade Points Earned	Semester value > 088	Any non-numerical values
	Semester value < 001	
	Value > 4 times SCH	
	Annual value > 216	
<u>OPTIONAL</u>		
<u>IF PROVIDED</u>		
21. Gender	N/A	Any value except >M' or >F'
22. Ethnic Origin	N/A	Any value except >1' - >6'
23. DOB	N/A	Month < >01' or > >12'
	Day < >01' or > >31'	
24. Prior SSN	N/A	Special Characters
25. R. Read. Score	N/A	Number < 100 or > 300

University TASP Report -- CBM002

<u>ITEM NUMBER</u> <u>OPTIONAL</u>	<u>QUESTIONABLE</u>	<u>ERROR VALUES</u> <u>IF PROVIDED</u>
26. R. Math Score	N/A	Number < 100 or > 300
27. R. Writ. Score	N/A	Number < 100 or > 300
28. I. Read. Score	N/A	TASP < 100 or > 300 ACT < 19 or > 36 when Item #7 = >5' SAT < 420 or > 800 when Item #7 = >6'
29. I. Math Score	N/A	TASP < 100 or > 300 ACT < 19 or > 36 when Item #7 = >5' SAT < 470 or > 800 when Item #7 = >6'
30. I. Writ. Score	N/A	TASP < 100 or > 300 ACT < 23 or > 36 when Item #7 = >5'
31. Reporting Period	N/A	Must match value on transmittal document; value except >1' --5'
32. Year	N/A	Must match value on transmittal document
33. Not on CBM001	N/A	Value except >1' or blank
34. First-Time Report/ Exempt/Completed TASP	N/A	Any value except >0' - >4'
35. First Reading Grade	N/A	Any value except >0' - >9'

TASP UPDATING PROCEDURE

The updating procedure for the CBM002 is different from the other CBM reports. Updating of the other CBM reports are confined to one semester. The CBM002 data will be input to a Master TASP file that will be continually updated. Consequently, each semester/reporting period is tied to the others by the student-ID (Social Security number) and birth month and year. Therefore, when the Social Security number changes from one reporting period to the next, the new number should be reported in Item #3 and the prior Social Security number reported in Item #24. This will allow the historical data to be incorporated with the new information.

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

- a) On a "complete report" type of submission, all records are considered as adds, >A', to the intermediate file area. Changes of the >C' type and deletes of the >D' type are treated just like they were add records. Therefore, they should not be reported until a later submission as an "update".
- b) An "update" type submission is the process in which changes and deletes are applied to the intermediate file area records in order to clear up errors or questionable items.
 - 1) If only a few records need to be changed on this intermediate file, you may submit a manual update by entering the key information, Items #1, #2, #3, #31, #32, #23 (if required), the Item(s) to be changed, and a >C' in Item #36. Records that have been omitted may be added by supplying all the information and an >A= in Item #36. If there are records that should not have been reported, they can be deleted by entering Items #1, #2, #3, and #23 (if required), and a >D' in Item #36.
 - 2) If a significant number of the records need to be changed, then you may resubmit the complete report (electronically or on diskette) and thus replace all the records for the reporting period.
 - 3) After TASP remediation has been completed successfully, that is all sections have a passing score, and you have reported these statuses at least once, you may code Item #34 with a >2' and leave Items #7 through #16 and #21

through #30 blank. Similarly, if a student is TASP exempt and is being reported after the first time to satisfy T.E.C. 51.403(e), Item #34 will be coded a >4' and Items #7 through #16 and #21 through #30 can be left blank. Social Security Number changes for records with Item #34 coded >0', >2', or >4' will be applied to the master TASP database from the intermediate file records.

- c) After all records are error-free and certified, all the records will be applied to the Master TASP Database for the reporting period.
 - 1) The remediation data, SCH attempted, grade points earned, and institution-supplied TASP score items will be written to the Master TASP Database each reporting period submitted.
 - 2) Items #4, #5, #7, #17, #18, and #35 (First Semester and Year enrolled, Testing Status at Entry, and Grades in First College Math, Writing, and Reading Course items) will not be automatically updated with data from subsequent add records, except a >0' code for Items #17, #18, and #35.

TASP REPORTING EXAMPLES

A. For Semester Reports

I. Students who have taken the TASP test prior to the first day of class and:

a) Scores for the student have been received and indicate the student has passed:

First report:

Item 7 = 1	Item 8 = 3	Item 9 = 6	Item 10 = 0
	Item 11 = 3	Item 12 = 6	Item 13 = 0
	Item 14 = 3	Item 15 = 6	Item 16 = 0
			Item 34 = 1

Second report: Items 7-16= blank, Item 34= 2

b) Scores for the student have been received and indicate the student has failed one or more sections:

Item 7 = 1	Item 8 = 1	Item 9 = 1	Item 10 = 1
	Item 11 = 1	Item 12 = 1	Item 13 = 1
	Item 14 = 3	Item 15 = 6	Item 16 = 0
			Item 34 = 1

c) Scores for the student have been received and indicate the student attempted only one section of the test and failed it:

Item 7 = 1	Item 8 = 1	Item 9 = 5	Item 10 = 0
	Item 11 = 1	Item 12 = 5	Item 13 = 0
	Item 14 = 1	Item 15 = 1	Item 16 = 1
			Item 34 = 1

d) No scores have been received from NES for the student:

Item 7 = 3	Item 8 = 0	Item 9 = 0	Item 10 = 0
	Item 11 = 0	Item 12 = 0	Item 13 = 0
	Item 14 = 0	Item 15 = 0	Item 16 = 0
			Item 34 = 1

II. Students who have not taken the TASP test prior to the first day of classes and:

a) The student has not taken any section of the test:

Item 7 = 3	Item 8 = 0	Item 9 = 0	Item 10 = 0
------------	------------	------------	-------------

University TASP Report -- CBM002

Item 11 = 0 Item 12 = 0 Item 13 = 0
Item 14 = 0 Item 15 = 0 Item 16 = 0
Item 34 = 1

b) The student has taken a local placement exam and passed:

Item 7 = 2	Item 8 = 6	Item 9 = 0	Item 10 = 0			
	Item 11 = 6	Item 12 = 0	Item 13 = 0			
	Item 14 = 6	Item 15 = 0	Item 16 = 0	Item 34 = 1		

c) The student has failed a local placement exam and been placed in a developmental program. In the second semester, the student passed TASP:

First report:

Item 7 = 2	Item 8 = 5	Item 9 = 1	Item 10 = 1			
	Item 11 = 5	Item 12 = 8	Item 13 = 0			
	Item 14 = 6	Item 15 = 0	Item 16 = 0	Item 34 = 1		

Second report:

Item 7 = 2	Item 8 = 3	Item 9 = 6	Item 10 = 0			
	Item 11 = 3	Item 12 = 6	Item 13 = 0			
	Item 14 = 3	Item 15 = 6	Item 16 = 0	Item 34 = 0		

Third report:

Items 7-16 = blank	Item 34 = 2					
--------------------	-------------	--	--	--	--	--

d) The student took TASP after the 12th class day but during the semester and passed all sections:

First report:

Item 7 = 3	Item 8 = 3	Item 9 = 6	Item 10 = 0			
	Item 11 = 3	Item 12 = 6	Item 13 = 0			
	Item 14 = 3	Item 15 = 6	Item 16 = 0	Item 34 = 1		

Second report:

Items 7-16 = blank	Item 34 = 2					
--------------------	-------------	--	--	--	--	--

e) The student took TASP after the first class day but during the semester, failed one or more sections, and began a developmental program:

Item 7 = 3	Item 8 = 1	Item 9 = 1	Item 10 = 1			
	Item 11 = 1	Item 12 = 1	Item 13 = 1			
	Item 14 = 3	Item 15 = 6	Item 16 = 0	Item 34 = 1		

f) The student took TASP after the first class day but during the semester, failed one or more sections, and did not begin a developmental program: (the status reverts to the status as of the first class day since the developmental education program had not begun):

University TASP Report -- CBM002

Item 7 = 3 Item 8 = 0 Item 9 = 0 Item 10 = 0
 Item 11 = 0 Item 12 = 0 Item 13 = 0
 Item 14 = 0 Item 15 = 0 Item 16 = 0 Item 34 = 1

III. For a student to receive a waiver due to dyslexia or related disorder, the student must file a formal request and be approved by the Coordinating Board. Institutions must notify the CB when the student has successfully completed the prescribed developmental program and is ready to retest. After the student retests, the appropriate way to code the student if they now qualify for the waiver is listed below:

Item 8 = 7 Item 9 = 6 Item 10 = 0
Item 11 = 7 Item 12 = 6 Item 13 = 0
Item 14 = 7 Item 15 = 6 Item 16 = 0 Item 34 = 2

IV. A student who is over 55 and not seeking a degree, or who is an international student and not seeking a degree, or who is a transient student may be coded as follows:

Item 8 = 7 Item 9 = 6 Item 10 = 0
Item 11 = 7 Item 12 = 6 Item 13 = 0
Item 14 = 7 Item 15 = 6 Item 16 = 0 Item 34 = 1 or 2

B. For Annual Reports

I. The student entered with failing TASP scores, took developmental education for one semester and passed TASP in the Spring:

First year: Item 8 = 1 Item 9 = 1-5 Item 10 = 1 Item 34 = 1
Second year: Items 7-16 = blank Item 34 = 2

II. a) The student took developmental education in the first semester as a result of failing the local exam, and then took developmental education in the second semester as a result of failing TASP:

Item 7 = 2 Item 8 = 1 Item 9 = 1-5 Item 10 = 2
Item 11 = 1 Item 12 = 1-5 Item 13 = 2
Item 14 = 1 Item 15 = 1-5 Item 16 = 2
Item 34 = 1

b) Conditions as above, but in addition, the student passed TASP while enrolled in the summer session:

First year: Item 8 = 1 Item 9 = 1-5 Item 10 = 3 Item 34 = 1
Second year: Items
7-16 = blank Item 34 = 2

c) Conditions as in (a), but in addition, the student passed TASP during the following fall semester:

First year: Item 8 = 1 Item 9 = 1-5 Item 10 = 2 Item 34 = 1

University TASP Report -- CBM002

Second year: Item 8 = 1 Item 9 = 1-5 Item 10 = 1 Item 34 = 0
Third year: Items 7-16 = blank Item 34 = 2

III. The student failed the local exam and began developmental education, and failed TASP and began developmental education, all in the same semester:

Item 7 = 2 Item 8 = 1 Item 9 = 1-5 Item 10 = 1 Item 34 = 1

IV. a) The student took developmental courses due to failing TASP at entry and then passed TASP in the first semester. The student then took developmental education in the second semester as a result of failing the local placement exam:

First year: Item 8 = 1 Item 9 = 1-5 Item 10 = 1*
Item 34 = 1

Second year: Items 7-16 = blank Item 34 = 2

*Developmental education after passing TASP should not be reported.

b) Conditions as above, except that the student did not pass TASP until the second semester:

First year: Item 8 = 1 Item 9 = 1-5 Item 10 = 2 Item 34 = 1
Second year: Items 7-16 = blank Item 34 = 2

V. The student entered with failing TASP scores, took developmental education in the fall, spring, and following fall semesters before passing TASP in the next spring semester:

First year: Item 8 = 1 Item 9 = 1-5 Item 10 = 2 Item 34 = 1
Second year: Item 8 = 1 Item 9 = 1-5 Item 10 = 1 Item 34 = 0
Third year: Items 7-16 = blank Item 34 = 2

CBM002 SUMMARY OF INITIAL STUDENT TASP DATA FROM DATE: 03/11/95

TEXAS UNIVERSITY	003304	FALL 1994
EDUCATIONAL OBJECTIVE	TESTING STATUS AT ENTRY	
NON-DEGREE 738	TASP	173
CERT: TASP LIABLE	107	OTHER TEST 1
ASSOCIATE DEGREE	580	NOT TESTED 1,252
BACCALAUREATE DEGREE	987	TASP NOT REQUIRED 50
UNDETERMINED 298	TASP EXEMPT - ACT	0
CERT: TASP WAIVED	1	TASP EXEMPT - SAT 1
TOTAL	2,711	TASP EXEMPT - TAAS 13
MATH DEVELOPMENTAL ED STATUS	MATH DEVELOPMENTAL ED PROVIDED	
NOT TESTED 914	NOT TASP TESTED	914
YES, TASP 275	YES, COURSE	155
YES, OTHER 0	YES, NON-COURSE	37
PASSING TASP SCORE	285	YES, BOTH 0
EXEMPTED ACT/SAT/TAAS	16	YES, CORRECTIONAL 0
ADVISED, NO TASP	0	DELAYED, NO TASP 83
NOT NEEDED, NO TASP	0	NOT REQUIRED 301
NOT REQ, OTHER EXEMPT	0	COMPLETED 0
COMPLETED, NO TASP	0	DELAYED, ADVISED 0
COMPLETED TASP REQ PROGRAM	0	SATISFIES TASP WITH >B= 0
TOTAL 1,490	TOTAL	1,490
WRITING DEVELOPMENTAL ED STATUS	WRITING DEVELOPMENTAL ED PROVIDED	
NOT TESTED 914	NOT TASP TESTED	914
YES, TASP 124	YES, COURSE	40
YES, OTHER 0	YES, NON-COURSE	24
PASSING TASP SCORE	436	YES, BOTH 0
EXEMPTED ACT/SAT/TAAS	16	YES, CORRECTIONAL 0
ADVISED, NO TASP	0	DELAYED, NO TASP 60
NOT NEEDED, NO TASP	0	NOT REQUIRED 452
NOT REQ, OTHER EXEMPT	0	COMPLETED 0
COMPLETED, NO TASP	0	DELAYED, ADVISED 0
COMPLETED TASP REQ PROGRAM	0	SATISFIES TASP WITH >B= 0
TOTAL 1,490	TOTAL	1,490
READING DEVELOPMENTAL ED STATUS	READING DEVELOPMENTAL ED PROVIDED	
NOT TESTED 914	NOT TASP TESTED	914
YES, TASP 121	YES, COURSE	19
YES, OTHER 0	YES, NON-COURSE	25
PASSING TASP SCORE	439	YES, BOTH 0
EXEMPT ACT/SAT/TAAS	16	YES, CORRECTIONAL 0
ADVISED, NO TASP	0	DELAYED, NO TASP 77
NOT NEEDED, NO TASP	0	NOT REQUIRED 455

University TASP Report -- CBM002

NOT REQ, OTHER EXEMPT	0	COMPLETED	0
COMPLETED, NO TASP	0	DELAYED, ADVISED	0
COMPLETED TASP REQ PROGRAM	0	SATISFIES TASP WITH >B=	0
TOTAL1,490		TOTAL	1,490
STUDENTS REPORTED AS TASP EXEMPT/DEVELOPMENTAL ED COMPLETED (ITEM 34)			1,221

CBM-004 REPORT - CLASS DATA

PAGE

A.	General Information	4.2
B.	Instructions for each Data Element	4.6
C.	Data Processing Record Layout (tape, diskette, or form)	4.12
D.	Summary Definitions	
1.	Edit Summary of CBM-004 - Example	4.13
2.	Edit of CBM-004 - Example	4.14
3.	Summary of Semester Credit Hours Generated	4.15
E.	CBM-004 >Questionable' and >Error Values' ...	4.18
F.	Update Instructions	4.20

PUBLIC UNIVERSITIES
CLASS REPORT

This report will reflect conditions as of the official census date which shall be the 12th class day for the fall and spring semesters (16 week session) and the 4th class day for each of the summer terms (6 week sessions), and will include only classes in Coordinating Board approved courses for resident credit, whether the class is on-campus or off-campus. Students who withdraw from a class on or before the official census date will not be included in this report. To be counted for state aid the students must be registered as of the official census date and the institution must collect in full from the student (or have a valid accounts receivable on record) by the 20th class day or the 15th class day during summer sessions. Students are required to have a fully operational installment contract by the payment due date in order to be in good standing. This includes payment of half the tuition and fees as a first installment prior to the beginning of the semester and the existence of a fully-signed contract by the payment due date.

NOTES:

1. Classes Organized After the Official Census Date (Flexible Entry):

Any class organized after the official census date will be included in the data submitted in the semester following; i. e., (a) classes organized after the 12th class day of the fall semester will be reported in the following spring semester 12th class day report; (b) classes organized after the 12th class day of the spring semester will be reported in the first summer session following, etc. (A class is "organized" when students have registered, and paid fees or established an accounts receivable.)

These classes will be identified by filling the last two places of Item #5, Section Number, with the letters 'FE' (Flexible Entry). All other data will be completed as if the class had been a part of the semester in which it is reported, except tuition and fees which will be the same as the rates for the semester in which the class begins.

For classes which are organized with the regular semester classes, but whose first class day is after the term census, see the note on page 1.3.

2. Classes other than 16 or 6 Weeks in Length. Examples of census

dates are provided in the introduction discussion of the student report CBM001.

3. Multiple Entries.

For any class where more than one faculty member is responsible for teaching the section, or where variable credit is offered within the same section, enter separate records for each faculty member or variable credit involved.

Whenever multiple entries for a single section are made, the semester credit hour value, Item #7, should not be repeated unless the section offers variable credit; and the responsibility factor for all of the faculty members combined should always total 100 percent, regardless of the number of faculty members involved.

If a lecture class is taught on-campus and is concurrently transmitted to another site, a separate record should be reported for each site receiving the transmission. One difference in the multiple records would be the number of students enrolled from each site. The second difference is to report the class as a lecture at the sending institution while the instruction type of the other site would be IT (code >7'). A reporting alternative would be to report each location as a separate section and designate all class sections with the same composite code.

4. Summer Session.

All summer sessions will be combined into one report. Classes that are offered in more than one summer session should be assigned separate section numbers to avoid duplicate records.

Cooperative Program Classes.

CB approved cooperative degree program courses are those in which the faculty and students of an institution are in a class on the campus of another institution or facility by formal mutual agreement. It is a regular off-campus class but the Coordinating Board has approved this agreement as an on-going activity which does not need annual off-campus approval. The CB requires that this type of class be identified on the class report.

Instructional Telecommunications.

1. "Distance Learning" refers to instruction delivered by any means to any single or multiple location(s) (a) 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; (b) outside the boundaries of the taxing authority of a community/junior college district; or (c) via instructional telecommunications to any other distance location.
2. 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: 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.
3. A "Reception Site" is any location that receives instruction via instructional telecommunications. This may include campuses, health agencies, business & industrial sites, public schools, homes, or any other locations where students may receive instruction.
4. The term "Program" refers to any certificate or degree program. A program is understood to be "offered via distance learning" if a student may complete the program without taking any courses on the main campus of the senior institution or without physically attending classes within the boundaries of the taxing authority of the community/junior college district. No degree or certificate program may be offered via distance learning instruction without prior approval of the Board. In addition, institutions may not offer through distance learning instruction at any site an array of courses that would constitute a degree or certificate program without prior approval by the Board to offer a full program at that site. Courses offered in violation of this provision will be disallowed for formula funding.
5. An "Auxiliary Location" is a site or facility owned by an institution or recognized by the Coordinating Board as qualifying for special treatment under the provisions of subchapter (see 5.155{b,c}) of the CB Rules and Regulations. Auxiliary locations are recognized as having a specific, defined academic mission; expansion beyond the authorized mission requires prior approval of the Board.

Inter-institutional courses.

Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students. Neither the location of the class nor the delivery medium affect the definition. North Texas Federation classes, consortium classes, and some instructional telecommunication classes are inter-institutional classes.

There are two alternatives for reporting the students and courses where inter-institutional agreements have been approved by the Coordinating Board:

1. The institution that provides the instructor of record for the course (host institution) reports all enrollments in the class for contact hour funding.
 - A. In this situation the receiving institution will not report a class record (CBM004). The receiving institution will report its students on the student report (CBM001), and the semester credit hours for the inter-institutional class will be reported in the appropriate Item #15, Inter-Institutional SCH Load, not in Items #10A or #10B.
 - B. The host institution will report at least two class records, one with their own students and one per FICE Code of each inter-institutional partner. For each inter-institutional partner, Item #8 will be coded '>6' to exempt those records from the CBM001 and CBM004 comparison. All other items should be coded according to customary definitions.

3. Each participating institution reports its own enrollments in the class for semester credit hour funding. EACH STUDENT MAY ONLY BE REPORTED BY ONE INSTITUTION FOR ANY ONE CLASS. 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:
 1. the institutions involved are all public institutions of higher education in Texas,
 2. the institutions involved have a written agreement clearly specifying how students will be reported for formula funding,
 3. institutions participating in an agreement of this type have

University Class Report -- CBM-004

- auditable procedures in place to ensure that the same contact hours are not reported more than once for funding,
4. the courses involved are approved for the inventories of both the host and the receiving institutions,
5. on the class report(s) for the receiving institution(s), Item #8 is coded '>6' to indicate that the class is inter-institutional; Item #11, Instructor Code, is coded '>999999999'; and in Item #9, 'Off-Campus Location' the FICE of Host Faculty, identifies the institution of the faculty of record,
6. each institution reports only its own students on the CBM001.

Multi-Institution teaching center (Coordinating Board Rule 5.245)

A multi-institution teaching center is an 'off-campus educational unit' or an 'auxiliary location' administered under a formal agreement between two or more higher education institutions. It exists for the purpose of providing credit instruction from several 'parent institutions' in a common geographic setting. The CB must give formal approval before either type teaching center can be initiated or changed.

Courses offered at the teaching center must be reported separately. Currently the Dallas Center (zip code 75201) and the University Center at Montgomery College (zip code 77384) are 'auxiliary locations'. Courses offered at an 'off-campus educational unit' must be approved annually like an off-campus course and reported as such. Courses offered at an 'auxiliary location' are regarded as 'non-campus' and do not have to be approved each year, but they have to be identified. Student records must distinguish between courses taken at the center and at the parent institution but this distinction does not have to be reported to the CB.

Pharmacy Funding Policy.

2. The entry-level B.S. in Pharmacy program must include:
 1. A pre-professional program consisting of at least 60 hours of baccalaureate-level courses,
 2. At least 60 hours of baccalaureate-level professional pharmacy courses,
 3. No more than 36 hours of a combination of masters-level professional pharmacy courses and special professional pharmacy courses.
3. The entry-level PharmD program must include:
 1. A pre-professional program consisting of at least 60 hours of baccalaureate-level courses,

University Class Report -- CBM-004

2. At least 60 hours of baccalaureate-level professional pharmacy courses,
 3. No more than 36 hours of masters-level professional pharmacy courses, and
 4. No more than 40 hours of special professional pharmacy courses.
4. The Post-B.S. PharmD program must include:
 1. A B.S. in Pharmacy as a condition of admission,
 2. Baccalaureate-level and masters-level professional pharmacy courses as required,
 3. No more than 40 hours of special professional pharmacy courses.
 5. Courses designated as doctoral level shall be reserved for doctoral students pursuing the Ph.D. in Pharmacy.

Texas National Student Exchange Program (TNSEP). (CB rule 21 Subchapter EE.)

This exchange program is designed to enable and encourage Texas undergraduate students to enroll in institutions of higher education in other states and at the same time encourage residents of those states to enroll in Texas institutions. Participants in the exchange program are eligible to pay their normal tuition and fee charges at their home campus or resident tuition and fees at their host campus, depending upon procedures agreed upon by the two National Student Exchange participating institutions. The rules further state that Course work at the host campus will be recorded on official transcripts of the host campus.

The student's home campus is the campus from which participation in the exchange program originates. The host campus is the campus receiving the student participating in the exchange program. Institutions should report TNSEP exchange students from out-of-state institutions who are enrolled in credit classes on their campuses (as the host) and not their own students enrolled in classes at out-of-state campuses, no matter what arrangements are made regarding tuition and fees.

INSTRUCTIONS FOR CLASS REPORT

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

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

CLASS IDENTIFICATION.

The following set of data uniquely identifies each class taught. It includes a course identification and section number. The course identification used to identify a class in this report must be the same as the course identification used in the Course Inventory, CBM-003.

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 #6 Type of Instruction (see notes). Enter the code of the primary type of instruction used in this section.

- | | |
|----------------------|-------------------------------------|
| 1. Lecture | 6. Private Lesson |
| 2. Laboratory | 7. Instructional Telecommunications |
| 3. Practicum | 8. Thesis |
| 4. Seminar | 9. Dissertation |
| 5. Independent Study | 0. Self-Paced |

NOTE: Instructional Telecommunications (IT) is code >7'. If a course is taught primarily via IT, Item #6 must be coded >7'. If a course is taught concurrently via IT and one of the other type instructions, each instruction type should be reported in separate class records, or in separate sections and cross-listed as composite classes. (More discussion of IT and multiple entries reporting are described on page 4.3.) Example: If a lecture class is taught on-campus and is simultaneously transmitted to another site, a separate record should be reported for each site receiving the transmission.

Organized Classes include the modes of instruction referred to in Codes >1', >2', >4', and >7'.

Individual Instruction Classes include the modes of instruction referred to in Codes >3', >5', >6', >8', =9' and >0'. Independent Study (5) includes conference courses, individual problems courses, etc. Private Lesson (6) is for private music or other private instruction. Practicum (3) refers to student teaching, internships, work-study, cooperative education and similar activities. Self-Paced (0) includes audio-tutorial and similar types of individualized instruction.

Item #7 Semester Credit Hour Value. Enter the semester credit hour value for this section.

Item #8 Location Code. Enter the code for the location at which the course is taught.

- 0 - On-Campus
- 1 - Off-Campus (regular)
- 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-institution - Courses taught by one institution for the students of another through a mutual agreement approved by the Coordinating Board.
- 7 - Military Bases - Courses taught on a military base by the nearest public institution able and willing to offer the course.
- 8 - Bilingual Education - Bilingual education courses taught off-campus and exempt under the rider in the Appropriations Bill.
- 9 - Instructional Telecommunications - Courses taught via a broadcast or live, interactive delivery systems. See definition on page 4.3.

NOTE: Any of the off-campus locations >3' thru =8' or >A= or >C= take precedence over IT, code >9'. In all such categories, Item #6 must be coded as being provided via IT, code >7'.

A - Auxiliary location. Courses approved to be taught at a multi-institution teaching center and approved by the CB as an Auxiliary location. See the discussion about multi-

University Class Report -- CBM-004

institution teaching centers in the introduction of the CBM004. The zip-code of the center must also be included in Item #10. If the teaching center has been approved as an off-campus educational unit, the courses must adhere to the CB rules for off-campus and they will be reported with a code of >1=.)

C - Cooperative Program Course - This is a class in which the faculty, course, and students are on the campus of another institution through a CB approved Cooperative Degree Program.

Item #9 and #10 must be completed for all off-campus classes (Location Codes >1'==9' or >A= or >C=). Item #9A and 9B apply to both on-campus and off-campus classes.

Item #9 Off-Campus Location/Telecommunications Site Code. Enter the name of the location, up to 9 spaces left justified.

Location Code Name of location

- 1 Enter name of city or town
- 3 Enter name of state
- 4 Enter name of country
- 5 Enter name of correctional institution
- 6 Enter FICE code of institution where course is being taught
- 7 Enter name of military base
- 8 Enter name of city or town
- 9 Enter >IND= if courses are delivered to individual receivers. Enter >CMP= if courses are delivered primarily through computers, and telephone lines or other distribution system. Enter >VCR= if courses are delivered on video tape. Enter the three-digit code that identifies the receive site if courses are delivered via a live, interactive system (e.g., TAGER, InterAct, etc.).
- A Enter name of site.
- C Enter FICE of institution where class is held.

Item #9A Composite Classes. Enter a code to identify cross-listed classes, using a two-digit, alphabetic code.

Item #9B Unused.

Item #9C Tenure. Use the definitions of tenure from the CBM008 for the

University Class Report -- CBM-004

faculty responsible for the specific section. A faculty who is non-tenured may be reported as a code 3, 4, or 5 if s/he has the appropriate credentials or experience. Excluded from the special codes are any part-time instructor who is also enrolled at the institution as a student (i.e. all teaching assistants and assistant instructors).

0. Non-tenured
1. Tenured
2. On tenure track
3. Terminal degree in discipline
4. Appropriate professional certification
5. Extensive and recognized accomplishments in field

Item #10 Off-Campus Code. Enter the ZIP, state or foreign country code applicable to Item #9.

Location Code Zip Code/State Code/Country Code

- 1 Enter ZIP code of city or town.
- 3 Enter state code from Appendix B, right-justified, with two leading zeros.
- 4 Enter foreign country code from Appendix B, right-justified, with two leading zeros.
- 5 Enter ZIP code of correctional institution.
- 6 Enter ZIP code of institution where course is being taught.
- 7 Enter ZIP code of military base.
- 8 Enter ZIP code of city where course is being taught.
- 9 If IND is entered in Item #9, enter the ZIP code of the institution offering the instruction. If a receive site code is entered in Item #9, enter the corresponding ZIP code for the receive site. Leave blank if video tape (VCR) or computer (CMP) course.
- A Enter the zip of the multi-institution teaching center.
- C If the class is in a cooperative degree program, enter the

zip code of the institution where the class is being taught.

Item #11 Instructor Code. Enter the social security number of the faculty member of record who is teaching the section and participates in the delivery of instruction and evaluation of student progress.

NOTE: Military Science. Report all military science instructors regardless of the source of funds from which they are being paid.

Item #12 Responsibility Factor (percent). Enter the responsibility factor (percent) of the faculty member involved in this section.

Item #13 Enrollment. The enrollment in this section will be reported by the classifications listed below. Do not include students who are auditing the class.

- | | |
|---------------------|--|
| 13a. Lower Division | 13d. Doctoral Level |
| 13b. Upper Division | 13e. Special professional
(Law, PHARMD, OD) |
| 13c. Master's Level | |

NOTE:

- 13a. Lower Division - Enter the number of freshman and sophomore students enrolled in this section.
- 13b. Upper Division - Enter the number of junior and senior students enrolled in this section.
- 13c. Master's Level - Enter the number of master's level students enrolled in this section. Senior students within 12 semester credit hours of their first baccalaureate degree (when enrolled in a master's level course for master's level credit) and post-baccalaureate students may also be reported in this category. See note in CBM004 Introduction for reporting of PharmD students.
- 13d. Doctoral Level - Enter the number of doctoral students enrolled in this section. See discussion in Summary of Semester Credit Hours Generated later in CBM004 section.
- 13e. Special/Professional Level - Enter the number of special/professional students (those who have been officially admitted to special/professional programs) enrolled in this

University Class Report -- CBM-004

section. A PharmD student who has completed the master=s level course work and is enrolled in special professional pharmacy courses (approximately the last 40 semester credit hours) are to be included.

Item #14 Semester. Enter the semester in which the course is reported.

1 = Fall 2 = Spring 3 = Summer

Item #15 Year. Enter the last digit of the calendar year in which the semester occurs.

Item #16 Update code. Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously submitted CBM004 report. If the report being submitted contains all classes for the semester (complete report), it is not necessary to enter an update code.

A = Add C = Change D = Delete

University Class Report -- CBM-004

DATA PROCESSING RECORD LAYOUT

	<u>Beginning Position</u>	<u>Length</u>
Item #1 Record Code - Always >4'	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 #6 Type Instruction - Alpha-numeric	27	1
Item #7 Semester Credit Hour Value-Leading zeros, two decimals	28	4
Item #8 Location Code - Alphanumeric	32	1
Item #9 Off-Campus Location-Alphabetical or blank	33	9
Item #9A Composite Classes Code - Alphabetic	42	2
Item #9B Unused	44	1
Item #9C Tenure	45	1
Item #10 Off-Campus Code - Numeric, use leading zeros for State and Foreign Country Code	46	5
Item #11 Instructor Code	51	9
Item #12 Responsibility Factor - Numeric	60	3
Item #13 Enrollment (A-E) - Use leading zeros, no decimals	63	15
Item #14 Semester - 1, 2 or 3	78	1
Item #15 Year-Numeric (Last digit of year for current semester)	79	1

Item #16 Update Code

80

1

EXAMPLE

EDIT SUMMARY OF CBM004 DATA FROM LONE STAR UNIVERSITY

003304

	NORMAL RANGE	QUESTIONABLE	ERRORS
ITEM 01 RECORD CODE	911	0	0
ITEM 02 INSTITUTION CODE	911	0	0
ITEM 03 SUBJECT PREFIX	911	0	0
ITEM 04 COURSE NUMBER	911	0	0
ITEM 05 SECTION NUMBER	911	0	0
ITEM 06 TYPE INSTRUCTION	911	0	0
ITEM 07 SEMESTER CREDIT HOURS	911	0	0
ITEM 08 LOCATION CODE	911	0	0
ITEM 09 OFF CAMPUS LOCATION	911	0	0
ITEM 9C FACULTY TENURE	911	0	0
ITEM 10 OFF-CAMPUS	911	0	0
ITEM 11 INSTRUCTOR CODE	911	0	0
ITEM 12 RESPONSIBILITY FACTOR	911	0	0
ITEM 13A ENROLLMENT-UGL	911	0	0
ITEM 13B ENROLLMENT-UGU	911	0	0
ITEM 13C ENROLLMENT-MAST	911	0	0
ITEM 13D ENROLLMENT-DOCT	911	0	0
ITEM 13E ENROLLMENT-SPEC	911	0	0
ITEM 14 SEMESTER	911	0	0
ITEM 15 YEAR	911	0	0
CBM001 VS CBM004 SEMESTER CREDIT HOURS			0
TOTAL CBM004 RECORDS PROCESSED	911		
CONTROL TOTAL	911		
ADDS	0		
CHANGES	0		
DELETES	0		
REJECTS	0		
SUM OF ITEM 12 NOT 100%			

TEXAS HIGHER EDUCATION COORDINATING BOARD
EDIT OF CBM004 DATA FROM
LONE STAR UNIVERSITY

8/20/94
003304 PAGE 1

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	
1	2	3	4	5	6	7	8	9	A	C	10	11	12	A	B	C	D	E	14	15
4	003304	BIOL	010	00001	1	0000	0					112223333	100	004	012	000	000	000	3	94

SEMESTER CREDIT HOUR VALUE QUESTIONABLE

SUMMARY OF SEMESTER CREDIT HOURS GENERATED

In order to produce this summary, each CBM-004 record is related to the CBM-003 Course Inventory using the Subject Prefix and Course Number. All CBM-004 records that are not included in course inventory are listed on a mismatch report ("004 records that do not relate to the Course Inventory or CIPISP file"). The hours produced by these classes are not included in the semester credit hour calculations.

Each record on the CBM-004 coded >9' in Item #8 or coded >7' in Item #6 and not >0' or >1' in Item #8 will be compared to the institution's approved tele-communication instruction file which contains the subject prefix, course number, section number, corresponding site code and zip code. Each item must match. Errors will be listed on a 'Tele-communication Course Mismatch' Report. The hours produced by classes with errors are not included in the semester credit hour calculations.

The enrollment in each class is multiplied by the SCH value in the CBM-004 record. These totals are then aggregated by Program and Curriculum area according to the level in the CBM-003 and the enrollment level in the CBM-004. The level determination is based on the relationships shown on the next page.

SUMMARY OF SEMESTER CREDIT HOURS GENERATED FOR OFF-CAMPUS

The summary is the same as above, except that only CBM-004 records for regular off-campus classes are used.

University Class Report -- CBM-004

SUMMARY OF SEMESTER CREDIT HOURS GENERATED (Continued)

COURSE LEVEL

HOURS GENERATED

Freshman, Sophomore	All levels of enrollment will generate lower division hours.
Junior, Senior	Lower division enrollment will generate lower division hours. All other levels of enrollment will generate upper division hours.
Masters	Lower division enrollment will generate lower division hours. Upper division enrollment will generate upper division hours. Masters level enrollment will generate master's level hours. Doctoral level enrollment will generate master's level hours. Special Professional enrollment will generate master's level hours.
Graduate	Lower division enrollment will generate lower division hours. Upper division enrollment will generate upper division hours. Master's level enrollment will generate master's level hours. Doctoral level enrollment will generate doctoral hours. Special Professional Level enrollment will generate master's level hours
Special Professional	Only master's, doctoral and special professional levels of enrollment will generate special professional hours.

NOTE:

Doctoral Level Doctoral level semester credit hours will be generated only by doctoral students enrolled in courses which have been authorized by the Coordinating Board at the doctoral level. Such students are those who (a) have been officially admitted to a doctoral program and (b) have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working or at least 30 semester credit hours of work toward the proposed degree.

Small Class Defined Organized small classes are undergraduate classes with less than 10 registrants or graduate level classes with less than five graduate registrants. The primary modes of instruction of an organized class are lecture, laboratory, seminar, or group television.

Any composite or cross-listed section having both undergraduate and graduate level courses will be treated as if it were an undergraduate class and will be defined as a small class if there are less than ten total registrants in the class. Any graduate level section, whether composite, cross-listed, or individual, with less than 5 graduate level registrants and a total enrollment of less than ten registrants will be considered a small class.

Small classes currently generate state funded hours.

CBM004 >QUESTIONABLE' AND >ERROR' VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except >4'
2. Institution Code	N/A	Must match value on transmittal document and be on the list of valid FICE codes.
3. Subject Prefix	N/A	Blank or not on course inventory
4. Course Number	N/A	Blank or not on course inventory
5. Section Number	N/A	Blank
6. Type Instruction	N/A	Any value except >0', thru >9'.
7. Semester Credit Hour	Less than 01, greater than 12	Non-numerical characters
8. Location Code	N/A	Any value other than >0' thru >9', >A= or >C= ; if coded >1', must match list of approved off-campus courses. If coded =9' or Item #6 = >7' and Item #8 not = >0', must match approved telecommunication course list (CBM00Y).
9. Off-Campus Location	N/A	Blank if Item #8 is coded a >1' -->9' or >A= or >C=, and Item #6 = >0' -->9'.

University Class Report -- CBM-004

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
9B. Unused	N/A	N/A
9C. Tenure	N/A	Any value except >0' - =2'
10. Off-Campus Code	N/A	Non-numerical value; invalid zip code if Item #8 is coded as >1' --9', >A= or >C=, and Item #6 = >0' - =9'.
11. Instructor Code*N/A	Blank	
12. Responsibility Factor	N/A	Any non-numerical value; numbers not totaling 100% for each section.
13. Enrollment	Sum greater than 200	Any non-numerical value and any value less than 001. Any undergraduate enrollment in special professional classes.
14. Semester	N/A	Must match value on transmittal document
15. Year	N/A	Must match value on transmittal document.

NOTE: All faculty social security numbers reported on the CBM-004 must also be reported on the CBM-008 faculty file. CBM-004 faculty members not found on the CBM-008 will be listed on a report titled "Classes Taught by Unreported Faculty." This report will be printed each time a CBM-004 or CBM-008 edit is processed.

UPDATING - INSTRUCTIONS

The CBM004 form may be used to update (delete, change or add) individual records in a previously submitted CBM004 report.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted if the initial report was sent electronically, on diskette, or on magnetic tape.

The following guidelines pertain when using the form to update an existing record:

1. The 'UPDATE' box at the top of the form must be checked.
2. New records may be added to an existing report by completing all items and inserting an A in Item #16.
3. An existing record may be changed by placing a C in Item #16. Items #3, #4 and #5 (Subject Prefix, Course Number and Section Number) must be completed and only the items to be changed need to be filled in.
4. If the change is to Items #3, #4 or #5, the current subject, course and section should be listed and a D inserted in Item #16. No other items need be listed. On a separate line, all items of the corrected record should be entered and an A placed in Item #16.
5. To delete a record, only Items #3, #4 and #5 need to be entered and a D placed in Item #16.
6. For deleting multiple entries, only one delete entry is needed with Items #3, #4 and #5 completed and a D in Item #16.
7. To change a multiple entry requires deleting the current records and adding corrected records (that is, procedures 6 and 2 should be followed).
8. To remove data from a field to make it blank, the entire record must be deleted and re-added with the correct data.

BUILDING AND ROOM USE REPORT

CBM-005

	<u>PAGE</u>
A. General Information.....	5. 2
B. Instructions for each Data Element.....	5. 3
C. Data Processing Record Layout (tape, diskette, or form).....	5. 5
D. Edit summary of CBM-005 data.....	5. 6
E. CBM-005 >'Questionable' and >'Error' Values	5. 7
F. Updating Instructions and Examples.....	5. 9

Public Universities

BUILDING AND ROOM REPORT
CBM-005

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 on-campus building and room usage and are to be reported for all courses taught on-campus in the fall semester.

- NOTE:
1. Only the classes reported on the CBM-004 that have been assigned to a specific room for a definite day(s) and time of the week should be reported on the CBM-005.
 2. Multiple entries should be made for classes meeting at different assigned times or in different classrooms.

INSTRUCTIONS FOR BUILDING AND ROOM 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 CBM-004.

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. Leave blank.

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 is identical in every way to that on the Coordinating Board Facilities Inventory, including spacing, leading zeros and suffixes, if any.

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

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

Up to seven entries can be made.

EXAMPLES:

Monday, Wednesday, Friday class would be coded 135**bbb**.

University Room Use -- CBM-005

A class that meets on Thursday only would be coded 4**bbbbb**.
A class meeting Monday through Friday would be coded 12345**bb**.

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

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

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

Item #13 Year. Enter the last two digits of the calendar year in which the fall semester occurs.

Item #14 Classification of Room Type. The room type will be reported by the classifications listed on the Coordinating Board Facilities Inventory. Room Type codes must match those listed on 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 Enrollments. The enrollments will be reported by the classifications listed below. They are defined in the enrollment section of the CBM-004 report.

15a. Lower Division
15b. Upper Division
15c. Master's Level
15d. Doctoral Level
15e. Special Professional

University Room Use -- CBM-005

DATA PROCESSING RECORD LAYOUT

	Beginning Position	Length
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 (Leave Blank)	27	1
Item #7 Building	28	4
Item #8 Room	32	7
Item #9 Days-of-Week (Numeric, Left Justify, Space-fill)	39	7
Item #10 Start-Time-Numeric 24 Hour Clock	46	4
Item #11 Duration-Numeric-Minutes	50	3
Item #12 Semester-Always >1'	53	1
Item #13 Year-Number	54	2
Item #14 Classification of Room Type-Numeric	56	3
Item #15 Enrollment. (A-E). Zero fill	59	15
Item #16 Update Code	80	1

E X A M P L E

	NORMAL RANGE	QUESTIONABLE	ERRORS
EDIT SUMMARY OF CBM005 DATA FROM LONE STAR UNIVERSITY		FALL 1994	003305
ITEM 1 RECORD CODE	762	0	0
ITEM 2 INSTITUTION CODE	762	0	0
ITEM 3 SUBJECT PREFIX	762	0	0
ITEM 4 COURSE NUMBER	762	0	0
ITEM 5 SECTION NUMBER	762	0	0
ITEM 7 BUILDING	762	0	0
ITEM 8 ROOM	762	0	0
ITEM 9 DAY-OF-WEEK	762	0	0
ITEM 10 START TIME	762	0	0
ITEM 11 DURATION	762	0	0
ITEM 12 SEMESTER	762	0	0
ITEM 13 YEAR	762	0	0
ITEM 14 ROOM TYPE	762	0	0
ITEM 15 ENROLLMENT	762	0	0
NO CORRESPONDING CODE 4 RECORD		0	
TOTAL CBM004-5 RECORDS PROCESSED	762		
ADDS	0		
DELETES	0		

University Room Use -- CBM-005

REJECTS

0

>QUESTIONABLE' and >ERROR' VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value other than >5'
2. Institution Code	N/A	Must match value on transmittal document and be on the list of valid FICE codes.
3. Subject Prefix	N/A	Blank
4. Course Number	N/A	Blank
5. Section Number	N/A	Blank
6. Unused	N/A	Blank
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 on transmittal document
13. Year	N/A	Must match value on

University Room Use -- CBM-005

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	transmittal document <u>ERROR VALUE</u>
14. Room Type	N/A	Must match value on Facilities Inventory File, value of 000.
15. Enrollment	Sum greater than 200	Any non-numerical value and any value less than 1.

NOTE: Those CBM-005 records for which corresponding CBM-004 record cannot be located are flagged and an error message is generated.

BUILDING AND ROOM USE REPORT UPDATING INSTRUCTIONS

The CBM005 form may be used to update (delete, change or add) individual records in a previously submitted CBM005 report.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted if the initial report was sent electronically, on diskette, or on magnetic tape.

The following guidelines pertain when using the form to update an existing record.

1. The "UPDATE" box at the top of the form must be checked.
2. New records may be added to an existing report by completing all items and inserting an A in Item #16.
3. An existing record may be changed by placing a C in Item #16. Item #3, #4 and #5 (Subject Prefix, Course Number and Section Number) must be completed and only the items to be changed need to be filled in.
4. If the change is to Items #3, #4 or #5, the current subject, course and section should be listed and a D inserted in Item #16. No other items need be listed. On a separate line, all items of the corrected record should be entered and an A placed in Item #16.
5. To delete a record, only Items #3, #4 and #5 need be entered and a D placed in Item #16.
6. For deleting multiple entries, only one delete entry is needed with Items #3, #4 and #5 completed and a D in Item #16.
7. To change a multiple entry requires deleting the current records and adding correcting records (that is, procedures 6 and 2 should be followed).
8. To remove data from a field to make it blank, the entire record must be deleted and re-added with the correct data.

UPDATE EXAMPLES

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

CORRECTION #1. ADD

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

ITEM	3	ENG
ITEM	4	101
ITEM	5	1
ITEM	7	0117
ITEM	8	00318
ITEM	9	135
ITEM	10	1100
ITEM	11	050
ITEM	12	1
ITEM	13	94
ITEM	14	110
ITEM	15A	035
ITEM	15B	001
ITEM	15C	000
ITEM	15D	000
ITEM	15E	000
ITEM	16	A

CORRECTION #2. CHANGE

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

ITEM	3	GOVT
ITEM	4	324
ITEM	5	3
ITEM	8	00456
ITEM	12	1
ITEM	13	94
ITEM	16	C

University Room Use -- CBM-005

CORRECTION #3. DELETE

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

ITEM	3	MATH
ITEM	4	105
ITEM	5	6
ITEM	12	1
ITEM	13	94
ITEM	16	D

CORRECTION #4 CHANGE TO ITEM 3, 4 OR 5

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

Delete Record:

ITEM	3	HIST
ITEM	4	222
ITEM	5	22
ITEM	12	1
ITEM	13	94
ITEM	15	D

Add Record:

ITEM	3	HIST
ITEM	4	222
ITEM	5	02
ITEM	7	0987
ITEM	8	00654
ITEM	9	24
ITEM	10	1300
ITEM	11	075
ITEM	12	1
ITEM	13	94
ITEM	14	110
ITEM	15A	003
ITEM	15B	025
ITEM	15C	002
ITEM	15D	000

University Room Use -- CBM-005

ITEM 15E 000

END OF SEMESTER REPORT

CBM-006

	<u>PAGE</u>
A. General Information.....	6. 2
B. Instructions for Each Data Element.....	6. 3
C. Data Processing Record Layout (tape, diskette, form).....	6. 8
D. Summary Definitions	
1. Edit Summary of CBM-006 - Example.....	6. 9
2. Edit of CBM-006 - Examples	6. 10
3. Summary of Semester Credit Hours Generated.....	6. 11
E. CBM-006 >Questionable' and >Error Values	6. 13
F. Update Procedures.....	6. 15

PUBLIC UNIVERSITIES

END OF SEMESTER REPORT
CBM-006

This report will reflect the official enrollment (have not withdrawn or dropped), as of the final day, for each semester in Coordinating Board approved courses. These final enrollments can only be reported if they qualified to be reported on CBM004 as of the official census date. Report all classes that were reported on the CBM004 for the semester that just concluded.

The due dates for the CBM-006 are:

Fall	February 1
Spring	June 15
Summer	October 1

NOTE: Classes which were reported on the CBM-004 but have no enrollment at the end of the semester should be reported with zero (>0') enrollments.

INSTRUCTIONS FOR END OF SEMESTER REPORT

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

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

CLASS IDENTIFICATION.

The following set of data uniquely identifies each class taught. It includes a course identification and section number. The course identification used to identify a class in this report must be the same as the course identification used in the Course Inventory, CBM-003.

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 #6 Type of Instruction (see notes). Enter the code of the primary type of instruction used in this section.

- | | |
|----------------------|-------------------------------------|
| 1. Lecture | 6. Private Lesson |
| 2. Laboratory | 7. Instructional Telecommunications |
| 3. Practicum | 8. Thesis |
| 4. Seminar | 9. Dissertation |
| 5. Independent Study | 0. Self-Paced |

NOTE: Instructional Telecommunications (IT) is code >7'. If a course is taught primarily via IT, Item #6 must be coded >7'. If a course is taught concurrently via IT and one of the other type instructions, each instruction type should be reported in separate class records, or in separate sections and cross-listed as composite classes. (More discussion of IT and multiple entries reporting are described on page 4.3.) Example: If a lecture class is taught on-campus and is simultaneously transmitted to another site, a separate record should be reported for each site receiving the transmission.

End of Semester Report -- CBM-006

Organized Classes include the modes of instruction referred to in Codes >1', >2', >4', and >7'.

Individual Instruction Classes include the modes of instruction referred to in Codes >3', >5', >6', >8', =9' and >0'.

Independent Study (5) includes conference courses, individual problems courses, etc. Private Lesson (6) is for private music or other private instruction. Practicum (3) refers to student teaching, internships, work-study, cooperative education and similar activities. Self-Paced (0) includes audio-tutorial and similar types of individualized instruction.

Item #7 Semester Credit Hour Value. Enter the semester credit hour value for this section.

Item #8 Location Code. Enter the code for the location at which the course is taught.

- 0 - On-Campus
- 1 - Off-Campus (regular)
- 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 - Interinstitution - Courses taught by one institution for the students of another through a mutual agreement approved by the Coordinating Board.
- 7 - Military Bases - Courses taught on a military base by the nearest public institution able and willing to offer the course.
- 8 - Bilingual Education - Bilingual education courses taught off-campus and exempt under the rider in the Appropriations Bill.
- 9 - Instructional Telecommunications - Courses taught via a broadcast or live, interactive delivery systems. See definition on page 4.3.

NOTE: Any of the off-campus locations >3' thru =8' or >A= or >C= take precedence over IT, code >9'. In all such categories, Item #6 must be coded as being provided via IT, code >7'.

End of Semester Report -- CBM-006

- A - Auxiliary location. Courses approved to be taught at a multi-institution teaching center and approved by the CB as an Auxiliary location. See the discussion about multi-institution teaching centers in the introduction of the CBM004. The zip-code of the center must also be included in Item #10. If the teaching center has been approved as an Aoff-campus educational unit, the courses must adhere to the CB rules for off-campus and they will be reported with a code of >1=.)
- C - Cooperative Program Course - This is a class in which the faculty, course, and students are on the campus of another institution through a CB approved Cooperative Degree Program.

Item #9 and #10 must be completed for all off-campus classes (Location Codes >1'--9' or >A= or >C=). Item #9A and 9B apply to both on-campus and off-campus classes.

Item #9 Off-Campus Location/Telecommunications Site Code. Enter the name of the location, up to 9 spaces left justified.

Location Code Name of location

- 1 Enter name of city or town
- 3 Enter name of state
- 4 Enter name of country
- 5 Enter name of correctional institution
- 6 Enter FICE code of Ahome institution
- 7 Enter name of military base
- 8 Enter name of city or town
- 9 Enter >IND= if courses are delivered to individual receivers.
Enter >CMP= if courses are delivered primarily through computers, and telephone lines or other distribution system.
Enter >VCR= if courses are delivered on video tape.
Enter the three-digit code that identifies the receive site if courses are delivered via a live, interactive system (e. g., TAGER, InterAct, etc.).
- A Enter name of site.
- C Enter FICE of institution where class is held.

End of Semester Report -- CBM-006

- Item #9A Composite Classes. Enter a code to identify cross-listed classes, using a two-digit, alphabetic code.
- Item #10 Off-Campus Code. Enter the ZIP, state or foreign country code applicable to Item #9.

Location Code Zip Code/State Code/Country Code

- 1 Enter ZIP code of city or town.
 - 3 Enter state code from Appendix B, right-justified, with two leading zeros.
 - 4 Enter foreign country code from Appendix B, right-justified, with two leading zeros.
 - 5 Enter ZIP code of correctional institution.
 - 6 Enter ZIP code of institution where course is being taught.
 - 7 Enter ZIP code of military base.
 - 8 Enter ZIP code of city where course is being taught.
 - 9 If IND is entered in Item #9, enter the ZIP code of the institution offering the instruction. If a receive site code is entered in Item #9, enter the corresponding ZIP code for the receive site. Leave blank if video tape (VCR) or computer (CMP) course.
 - A Enter the zip of the multi-institution teaching center.
 - C If the class is in a cooperative degree program, enter the zip code of the institution where the class is being taught.
- Item #11 Instructor Code. Enter the social security number of the faculty member involved in teaching this section.

NOTE: Military Science. Report all military science instructors regardless of the source of funds from which they are being paid.

End of Semester Report -- CBM-006

- Item #12 Responsibility Factor (percent). The responsibility factor is not required to be reported, however the item should be zero filled.
- Item #13 Enrollment. The enrollment in this section will be reported by the classifications listed below. Do not include students who are auditing the class.
- | | |
|---------------------|---|
| 13a. Lower Division | 13d. Doctoral Level |
| 13b. Upper Division | 13e. Special Professional
(Law, DVM, OD) |
| 13c. Master's Level | |
- NOTE: 13a. Lower Division – Enter the number of freshman and sophomore students enrolled in this section.
- 13b. Upper Division – Enter the number of junior and senior students enrolled in this section.
- 13c. Master's Level – Enter the number of master's level students enrolled in this section. Senior students within 12 semester credit hours of their first baccalaureate degree (when enrolled in a master's level course for master's level credit) and post-baccalaureate students may also be reported in this category.
- 13d. Doctoral Level – Enter the number of doctoral students enrolled in this section. See a more thorough definition of who should be reported under the similar area of the CBM004.
- 13e. Special/Professional Level – Enter the number of special/professional students (those who have been officially admitted to special/professional programs) enrolled in this section.
- Item #14 Semester. Enter the semester in which the course is reported.
- Item #15 Year. Enter the last digit of the calendar year in which the semester occurs.
- Item #16 Update Code. Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously

End of Semester Report -- CBM-006

submitted CBM006 report.

A = Add C = Change D = Delete

DATA PROCESSING RECORD LAYOUT

	Beginning Position	Length
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 #6 Type Instruction - Alpha-numeric	27	1
Item #7 Semester Credit Hour Value-Leading zeros, two decimals	28	4
Item #8 Location Code - Alphanumeric	32	1
Item #9 Off-Campus Location-Alphabetical or blank	33	9
Item #9A Composite Classes Code - Alphabetic	42	2
Item #10 Off-Campus Code-Numeric, use leading zeros for State and Foreign Country Code	46	5
Item #11 Instructor Code	51	9
Item #12 Responsibility Factor - Numeric	60	3
Item #13 Enrollment (A-E)-Zero fill, no assumed decimals	63	15
Item #14 Semester - 1, 2 or 3	78	1
Item #15 Year-Numeric (Last digit of calendar year in which semester occurs)	79	1
Item #16 Update Code	80	1

EXAMPLE

EDIT SUMMARY OF CBM006 DATA FROM LONE STAR UNIVERSITY

003304

		NORMAL RANGE	QUESTIONABLE	ERRORS
ITEM 01	RECORD CODE	911	0	0
ITEM 02	INSTITUTION CODE	911	0	0
ITEM 03	SUBJECT PREFIX	911	0	0
ITEM 04	COURSE NUMBER	911	0	0
ITEM 05	SECTION	911	0	0
ITEM 06	TYPE INSTRUCTION	911	0	0
ITEM 07	SEMESTER CREDIT HOURS	911	0	0
ITEM 08	LOCATION	911	0	0
ITEM 09	OFF CAMPUS LOCATION	911	0	0
ITEM 10	OFF-CAMPUS	911	0	0
ITEM 11	INSTRUCTOR CODE	911	0	0
ITEM 12	RESPONSIBILITY FACTOR	911	0	0
ITEM 13A	ENROLLMENT-UGL	911	0	0
ITEM 13B	ENROLLMENT-UGU	911	0	0
ITEM 13C	ENROLLMENT-MAST	911	0	0
ITEM 13D	ENROLLMENT-DOCT	911	0	0
ITEM 13E	ENROLLMENT-SPEC	911	0	0
ITEM 14	SEMESTER	911	0	0
ITEM 15	YEAR	911	0	0
TOTAL CBM006 RECORDS PROCESSED			911	
CONTROL TOTAL			911	
ADDS		0		
CHANGES		0		
DELETES		0		
REJECTS		0		

SUM OF ITEM 12 NOT 100%

TEXAS HIGHER EDUCATION COORDINATING BOARD
EDIT OF CBM006 DATA FROM
LONE STAR UNIVERSITY

8/20/91
003304 PAGE 1

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	
1	2	3	4	5	6	7	8	9	A	B	10	11	12	A	B	C	D	E	14	15
6	003304	BIOL	010	00001	1	0000	0					112223333	100	004	012	000	000	000	3	91

SEMESTER CREDIT HOUR VALUE QUESTIONABLE

SUMMARY OF SEMESTER CREDIT HOURS GENERATED

In order to produce this summary, each CBM-006 record is related to the CBM-003 Course Inventory using the Subject Prefix and Course Number. All CBM-006 records that are not included in course inventory are listed on a mismatch report ("006 records that do not relate to the Course Inventory or CIPISP file"). The hours produced by these classes are not included in the semester credit hour calculations.

Each record on the CBM-006 coded >9' in Item #8, or coded >7' in Item #6 and not >0' or >1' in Item #8 will be compared to the institution's approved tele-communication instruction file which contains the subject prefix, course number, section number, corresponding site code and zip code. Each item must match. Errors will be listed on a >Tele-communication Course Mismatch' Report. The hours produced by classes with errors are not included in the semester credit hour calculations.

The enrollment in each class is multiplied by the SCH value in the CBM-006 record. These totals are then aggregated by Program and Curriculum area according to the level in the CBM-003 and the enrollment level in the CBM-006. The level determination is based on the relationships shown on the next page.

COURSE LEVEL

HOURS GENERATED

Freshman, Sophomore	All levels of enrollment will generate lower division hours.
Junior, Senior	Lower division enrollment will generate lower division hours. All other levels of enrollment will generate upper division hours.
Masters	Lower division enrollment will generate lower division hours. Upper division enrollment will generate upper division hours. Masters level enrollment will generate master's hours. Doctoral level enrollment will generate master's level

End of Semester Report -- CBM-006

hours.

Special Professional enrollment will generate master's level hours.

Graduate

Lower division enrollment will generate lower division hours.

Upper division enrollment will generate upper division hours.

Master's level enrollment will generate master's hours.

Doctoral level enrollment will generate doctoral hours.

Special Professional Level enrollment will generate master's level hours.

Special Professional Only master's, doctoral and special professional levels of enrollment will generate special professional hours.

NOTE:

Doctoral Level

Doctoral level semester credit hours will be generated only by doctoral students enrolled in courses which have been authorized by the Coordinating Board at the doctoral level. Such students are those who (a) have been officially admitted to a doctoral program and (b) have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working or at least 30 semester credit hours of work toward the proposed degree.

>QUESTIONABLE' AND >ERROR' VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except >6'
2. Institution Code	N/A	Must match value on transmittal document and be on the list of valid FICE codes.
3. Subject Prefix	N/A	Blank or not on course inventory
4. Course Number	N/A	Blank or not on course inventory
5. Section Number	N/A	Blank
6. Type Instruction	N/A	Any value except >0', thru >9'.
7. Semester Credit Hour	Less than 01, greater than 12	Non-numerical characters
8. Location Code	N/A	Any value other than >0' thru >9', >A= or >C=; if coded >1', must match list of approved off-campus courses. If coded >9' or Item #6 = >7' and Item #8 not = >0', must match approved telecommunication course list (CBMOOY).
9. Off-Campus Location	N/A	Blank if Item #8 is coded a >1' -->9', >A= or >C=, and Item #6 = >0' -->9'.

End of Semester Report -- CBM-006

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
10. Off-Campus Code	N/A	Non-numerical value/invalid zip code if Item #8 is coded as >1'--9', >A= or >C=, and Item #6 = >0'--9'.
11. Instructor Code*	N/A	Blank
12. Responsibility Factor	N/A	N/A
13. Enrollment	Sum greater than 200	Any non-numerical value and any value less than 001.
14. Semester	N/A	Must match value on transmittal document
15. Year	N/A	Must match value on transmittal document.

END OF SEMESTER REPORT UPDATING - INSTRUCTIONS

The CBM006 form may be used to update (delete, change or add) individual records in a previously submitted CBM006 report.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted if the initial report was sent electronically, on diskette, or on magnetic tape.

The following guidelines pertain when using the form to update an existing record:

1. The 'UPDATE' box at the top of the form must be checked.
2. New records may be added to an existing report by completing all items and inserting an A in Item #16.
3. An existing record may be changed by placing a C in Item #16. Items #3, #4 and #5 (Subject Prefix, Course Number and Section Number) must be completed and only the items to be changed need to be filled in.
4. If the change is to Items #3, #4 or #5, the current subject, course and section should be listed and a D inserted in Item #16. No other items need be listed. On a separate line, all items of the corrected record should be entered and an A placed in Item #16.
5. To delete a record, only Items #3, #4 and #5 need to be entered and a D placed in Item #16.
6. For deleting multiple entries, only one delete entry is needed with Items #3, #4 and #5 completed and a D in Item #16.
7. To change a multiple entry requires deleting the current records and adding corrected records (that is, procedures 6 and 2 should be followed).
8. To remove data from a field to make it blank, the entire record must be deleted and re-added with the correct data.

FACULTY REPORT

CBM008

	<u>PAGE</u>
A. General Information.....	8. 2
B. Instructions for each Data Element.....	8. 3
C. Data Processing Record Layout.....	8. 9
D. CBM008 >'Questionable' and >'Error' Values ...	8. 10
E. Edit of CBM008 Data – Example.....	8. 12
F. Summary Definitions	
1. Edit Summary of CBM008 – Example.....	8. 13
2. Summary of Faculty Data – Example.....	8. 14
3. Summary of Faculty Data – Defined.....	8. 15
4. Average 9–Month Salaries by Gender within Ethnicity	8. 16
G. Reporting Examples and Updating Instructions	8. 17
H. Updating Instructions.....	8. 25

Public Universities

FACULTY REPORT effective Fall 1996
CBM008

The purpose of this report is to collect data on the academic duties and services of each person who has any type of faculty appointment, regardless of their source of funds or their assignment. Include research faculty, librarians, administrators if they have faculty titles, and faculty who may be on leave. Instructional faculty on sabbatical leave should be reported at their regular salaries, even if they may be receiving a reduced amount. All faculty identified on the CBM004 class report must be included. Personnel associated only with classes in non-funded curriculum areas other than military science will be excluded. This report will reflect conditions as of the official census date of the fall and spring semesters.

- NOTE: 1. All faculty social security numbers reported on the CBM004 must also be reported on the CBM008 faculty file. CBM004 faculty members not found on the CBM008 will be listed on the report titled Classes Taught by Non-reported Faculty. This report will be printed each time a CBM004 or CBM008 edit is processed.
2. Faculty Teaching Classes Organized After the Official Census Date (Flexible Entry):

Any faculty who teaches a class organized after the official census date will be included in the data submitted in the semester following; i.e., classes organized after the 12th class day of the fall semester will be reported in the following spring semester 12th class day report. All other non-flex entry assignments during the fall semester should be reported on the fall reports as usual.

The faculty data for flex-entry classes will be reported in Items #15 and #16. If the faculty member does not have any assignments other than flex-entry assignments for the reporting period, provide all the demographic data, zero fill the regular appointment and salary Items #13 and #14, and enter a >1' in Item #17 to indicate that the faculty data is a carry-over from the prior reporting period.

INSTRUCTIONS FOR FACULTY REPORT

- Item #1 Record Code. Always enter an >8'.
- Item #2 Institution Code. Enter the FICE code of the institution.
- Item #3 Faculty Identification Number. Enter the social security number of the faculty member.
- Item #4 Last Name. Enter the faculty member's last name.
- Item #5 First Name Initial. Enter the initial of the faculty member's first name.
- Item #6 Middle Name Initial. Enter the initial of the faculty member's middle name.
- Item #7 Rank. Enter the code indicating the highest academic rank of the faculty member.

<u>Rank</u>	<u>Definition</u>
1. Professor	Include only faculty on tenure track or with tenure at your institution.
2. Associate Professor	Include only faculty on tenure track or with tenure at your institution.
3. Assistant Professor	Include only faculty on tenure track or with tenure at your institution.
4. Instructor	Include all faculty on tenure track or with tenure at your institution who do not hold the rank of assistant professor, associate professor, or professor.

- 5. Other faculty Includes faculty without tenure and not on tenure track including but not limited to adjunct, special, visiting, emeritus, and lecturer at your institution. Also include faculty with tenure or on tenure track from another institution.
- 6. Teaching Assistant A graduate student who is teaching and/or assists a faculty member in teaching a class or laboratory (exclude those who only serve as graders or who are included in one of the categories above).

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

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

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

M = Male F = Female

Item #10 Administrative Unit Code. Enter the appropriate code (Appendix D) designating the faculty member's assignment. 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 whose assignment is in a non-instructional area, an administrative unit code of '>3333' may be used.

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

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

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

CC = Century YY = Year MM = Month; If unknown enter >000000'.

Item #13 Percent of Time. Enter the faculty member=s percent of time, in relation to a full or normal workload at the institution, for each appointment (Items #13A-E) during the reporting period. Each institution has a policy that determines a full or normal workload (example, 12 semester credit hours, four classes, etc.). For multiple assignments, apportion the percent of time according to the contracted or required duties. The total percent time must never exceed 100 percent. A teaching assignment that is considered an overload has a zero percent value. Thus, only the salary of an overload is reported. Enter leading zeros for any percent less than 100 and all zeros for the percent of any appointment that does not apply.

Note: In this revised report the appointments are associated with a specific Item #13A-E so the appointment code will not be entered, only the percent of time. If the appointment code definitions below are not sufficient to identify which code(s) to assign to a faculty member, see the expanded definitions of the education and general functions (appointment codes) in **Appendix E** of the 1995 Appendices to the Reporting and Procedures Manual.

Items #13A and #13B are related to the Instruction function:

Item #13A Appointment 01 Percent. Instruction: Direct instructional activities which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. The various types of instruction include:

lecture, laboratory, practicum, seminar, independent study, private lessons, alternative learning activities, thesis, dissertation, and instructional telecommunication. (Appendix E Section A.1.) Report only the 01 assignment percent that is associated with the non flex-entry classes. The flex-entry part of the assignment will be reported in the next reporting period in the Flex-entry appointment, Item #15.

ITEM #13B Appointment 02 Percent. Administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc. Any other professional assignments which an institution considers to be directly related to the teaching function. (Appendix E Section A.1.)

Appointments related to functions other than Instruction:

ITEM #13C Appointment 11 Percent. Academic Support: Assignments include activities in the offices of academic and graduate deans; directors of major teaching department groupings like colleges, schools, or divisions; and librarians. Not included are the offices of the heads of teaching departments which are included in Item #13B. (Appendix E Section A.2. thru A.4., Section D.)

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

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

Item #14 Salary. Enter the salary of the faculty member based on the source of funds as identified in Items #14A thru #14Z. Each amount must be entered in whole dollars, right justified, with leading zeros. Exclude from each Item #14A thru #14X any salary associated with an overload to the teaching function or any salary for flex-entry classes. Enter the overload total salary in Item #14Z. The

total salary for the flex-entry classes will be reported in the next reporting period in the Flex-entry salary, Item #16.

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

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

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

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

Item #14Z Overload. An overload applies when a faculty member is employed full-time (100 percent) and has teaching assignments in addition to the 100 percent load. Enter the total money that applies to the teaching overload disregarding the source.

NOTE: For the purposes of this report, fall and/or spring salaries are to be computed as follows:

Salary *contracted* for fall semester only – fall salary

Salary *contracted* for spring semester only – spring salary

Salary *contracted* for nine months session – nine month salary
x .5 for either the fall or spring semester

Salary *contracted* for 12 months – twelve month salary x .375 for
either the fall or spring semester

Salary Computations:

1. Sum the percent of time assigned for all appointments (Items #13A-13E). Do not include the percent of time of any flex-entry appointment.

2. Sum the salary amounts for all funds (Items #14A-X), excluding

- the overload (Item #14Z) and flex-entry (Item #16) salary items.
3. Divide the total percent of time assigned for all appointments (step 1) into the sum of all salary amounts (step 2) giving a full-time equivalent (FTE) salary for all appointments. Double this amount to yield a nine-month FTE salary amount.
4. Summarize the FTE salaries (results of step 3) of ONLY the faculty who have percents of time assigned to appointments 01 and/or 02.
5. Tally all faculty with appointment codes 01 and/or 02 where FTE salaries are greater than zero.
6. Divide the total faculty with appointment codes 01 and/or 02 (results of step 5) into the total FTE salaries of faculty with 01 and/or 02 appointments (results of step 4) to yield the average nine-month FTE salaries.

- Item #15 Flex-Entry Appointment Percent. Enter the percent of time for the 01 appointment of the flex-entry classes from the prior semester. Enter leading zeros for a percent less than 100. If there is not a flex-entry carry over or the flex-entry assignment is an overload, enter zeros.
- Item #16 Flex-Entry Salary. Enter the total money that applies to the flex-entry classes from the prior semester disregarding the source of funds. If there is not a flex-entry carry over, enter zeros.
- Item #17 Flex-Entry Only. Enter a >1' when the record that contains flex-entry data only is to be reported so that the corresponding class record will have a faculty match. When the faculty is also teaching in the current reporting period, enter a >0'.
- Item #18 Compliance. Enter a >1' if the faculty member is in compliance with the institution's regulations on faculty workload and enter a >2' if not in compliance.
- Item #19 New Hire. If the faculty member is full-time and is a "new hire" for the reporting semester, enter a "3". The new hire code is reported only the first semester that it occurs. Do not include persons who have returned from sabbatical leave or full-time faculty with less than 9-10 month contracts. Enter zero if the person is not newly hired.
- Item #20 Semester. Enter the code indicating the appropriate semester.

1. Fall
2. Spring

Item #21 Year. Enter the calendar year in which the semester occurred.
Use the CCYY format. Example 1996.

Item #22 Unused. Leave blank.

Item #23 Update Code. Enter the appropriate code only when updating a report.

A = Add C = Change D = Delete

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '8' - Numeric	1	1
Item #2	Institution Code - FICE Code - Numeric	2	6
Item #3	Faculty Identification Number - Numeric	8	9
Item #4	Last name - Alpha - No special characters	17	10
Item #5	First Name Initial - Alpha	27	1
Item #6	Middle Name Initial - Alpha or blank	28	1
Item #7	Rank - Numeric	29	1
Item #8	Tenure - >0', >1' or >2' - Numeric	30	1
Item #9	Gender - >M' or >F' - Alpha	31	1
Item #10	Administrative Unit Code - Numeric	32	4
Item #11	Ethnic Origin - Numeric	36	1
Item #12	Date of Birth - CCYYMM - Numeric	37	6
Item #13	Percent of Time Assigned:		
Item #13A	Appointment 01 % - Numeric, zero fill	43	3
Item #13B	Appointment 02 % - Numeric, zero fill	46	3
Item #13C	Appointment 11 % - Numeric, zero fill	49	3
Item #13D	Appointment 12 % - Numeric, zero fill	52	3
Item #13E	Appointment 13 % - Numeric, zero fill	55	3
Item #14	Salary fields - Right justified, no decimals		
Item #14A	State Appropriations - Numeric, zero fill	58	6
Item #14D	Designated - Numeric, zero fill	64	6
Item #14R	Restricted - Numeric, zero fill	70	6
Item #14X	Auxiliary Enterprises - Numeric, zero fill	76	6
Item #14Z	Overload - Numeric, zero fill	82	6
Item #15	FE Appointment 01 % - Numeric, zero fill	88	3
Item #16	FE Salary - Numeric, zero fill	91	6
Item #17	Flex Entry only - >0' or >1' - Numeric	97	1
Item #18	Compliance - >1' or >2' - Numeric	98	1
Item #19	New Hire - >3' or >0'	99	1
Item #20	Semester - >1' or >2' - Numeric	100	1
Item #21	Year - CCYY format - Numeric	101	4
Item #22	Unused - blank	105	3
Item #23	Update Code: (A=Add, C=Change, D=Delete)	108	1

"QUESTIONABLE" AND "ERROR" VALUES

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

<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 on transmittal document and be on the list of valid FICE codes.
3.	FACULTY ID	N/A	Blank or special characters.
4.	LAST NAME	Non-alphabetic	Spaces.
5.	FIRST INITIAL	N/A	Number or space or special character
6.	MIDDLE INITIAL	N/A	Number or special character
7.	RANK	N/A	Any value other than '1' thru >6'.
8.	TENURE	N/A	Any value other than '0', >1', or >2'.
9.	GENDER	N/A	Any value other than 'M' or >F'
10.	ADMINISTRATIVE UNIT	N/A	Must be on administrative unit list.
11.	ETHNIC ORIGIN	N/A	Any value other than >1' thru >6'.
12.	DATE OF BIRTH	>000000'	Non-numerical; month less than >01' or greater than >12'. Century not = >19'.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
13A-E. PERCENT OF TIME	Value of 0	Non-numerical. Sum of time for all appointments is greater than 100 or equal to zero unless Item #17 = >1'.
14A-Z. Salary	Rank/Salary greater than 1 65,000 2 50,000 3,5 40,000 6 27,000	Non-Numerical
15. FE APPOINTMENT %	>000' and Item #16 greater than zero	Value greater than >100'
16. FE SALARY	N/A	Non-numerical
17. FLEX ENTRY ONLY	Value of >1' when Item #13A-E and Items #14A-Z are greater than zeros	Value other than >0' or >1'
18. COMPLIANCE >2'	N/A	Value other than >1' or >2'
19. NEW HIRE	N/A	Value other than >3' or >0'
20. SEMESTER >2'	N/A	Value other than >1' or >2'
21. YEAR	N/A	Non-numerical; must match transmittal document value.

TEXAS HIGHER EDUCATION COORDINATING BOARD
 UPDATE EDIT OF CBM008 DATA
 LONE STAR UNIVERSITY 003304

03/07/97

SPRING 1997

ITEMS		ITEM	ITEM	ITEMS							ITEMS 13					ITEMS				ITEMS					REMARKS			
1	2	3	4	5	6	7	8	9	10	11	12	A	B	C	D	E	14A	14D	14R	14X	14F	15	16	17	18	19	20	
8	003304	333553333	JONES	G	E	1	1	M	192801	1	1145	000	025	085	000	000	022593	000000	00000	00000	00000	000	00000	1	0	2	1997	E %GT100

8	003304	444774444	SMITH	J		3	0	M	197508	1	3046	000	000	000	000	100	016713	000000	00000	00000	00000	000	00000	1	0	2	1997	C CHANGE

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

EXAMPLE

EDIT SUMMARY OF CBM008 FROM LONE STAR UNIVERSITY 003304 FALL 1994

		NORMAL RANGE	QUESTIONABLE	ERRORS
ITEM 1	RECORD CODE	428	0	0
ITEM 2	INST. CODE 428	0	0	
ITEM 3	FACULTY ID 428	0	0	
ITEM 4	FACULTY LAST NAME	428	0	0
ITEM 5	FIRST INITIAL	428	0	0
ITEM 6	MIDDLE INITIAL	428	0	0
ITEM 7	RANK	428	0	0
ITEM 8	TENURED	428	0	0
ITEM 9	GENDER	428	0	0
ITEM 10	ADMINISTRATIVE UNIT	428	0	0
ITEM 11	ETHNIC ORIGIN 428	0	0	
ITEM 12	DATE OF BIRTH 428	0	0	
ITEM 13A	APPOINTMENT CODE 01 PERCENT	428	0	0
ITEM 13B	APPOINTMENT CODE 02 PERCENT	428	0	0
ITEM 13C	APPOINTMENT CODE 11 PERCENT	428	0	0
ITEM 13D	APPOINTMENT CODE 12 PERCENT	428	0	0
ITEM 13E	APPOINTMENT CODE 13 PERCENT	428	0	0
ITEM 14	SALARY BY SOURCE			
ITEM 14A	STATE APPROPRIATED	428	0	0
ITEM 14D	DESIGNATED 428	0	0	
ITEM 14R	RESTRICTED 428	0	0	
ITEM 14X	AUXILIARY ENTERPRISES	428	0	0
ITEM 14Z	OVERLOAD	428	0	0
ITEM 15	FE APPOINTMENT PERCENT	428	0	0
ITEM 16	FE SALARY	428	0	0
ITEM 17	FLEX ENTRY ONLY 428	0	0	
ITEM 18	COMPLIANCE 428	0	0	
ITEM 19	NEW HIRE	428	0	0
ITEM 20	SEMESTER	428	0	0
ITEM 21	YEAR 428	0	0	
TOTAL CBM008 RECORDS PROCESSED 1		428		
CONTROL TOTAL			1	
DISCREPANCY			0	
ADDS		0		
CHANGES		1		
DELETES		0		
REJECTS		0		

University Faculty Report -- CBM008 effective Fall 1996

SUMMARY OF FACULTY DATA FROM CBM008 REPORT

LONE STAR UNIVERSITY 003304 11/08/1996 Fall 1996

GENDER

MALE	289
FEMALE	131
TOTAL	420

ETHNIC ORIGIN

WHITE, NON-HISPANIC	367
BLACK, NON-HISPANIC	6
HISPANIC	35
ASIAN/PACIFIC ISLANDER	11
AMERICAN INDIAN/ALASKAN NATIVE	1
INTERNATIONAL	0
TOTAL	420

FACULTY AGE

UNKNOWN	4
UNDER 20	0
20 - 30	82
31 - 40	216
41 - 50	83
51 - 60	29
61 - 65	3
OVER 65	3
TOTAL	420

TENURE

TENURED	88
NOT TENURED	332
ON TENURE TRACK	0
TOTAL	420

RANK

	IN COMPLIANCE	NOT IN COMPLIANCE
PROFESSORS	101	2
ASSOCIATE PROFESSORS	85	1
ASSISTANT PROFESSORS	107	0
INSTRUCTOR	23	0
TEACHING ASSISTANTS	30	0
OTHER FACULTY	70	1
TOTAL	416	4

SALARIES BY SOURCE

STATE APPROPRIATED	3,146,781
DESIGNATED	205,945
RESTRICTED	610,671
AUXILIARY	0

FACULTY FTE BY APPOINTMENT

	01	325.31
	02	10.66
	11	6.75
	12	0.00
	13	0.00
OVERLOAD SALARIES		0
FLEX ENTRY SALARIES		0
	TOTAL FTE	342.72

University Faculty Report -- CBM008 effective Fall 1996

FLEX ENTRY RECORDS ONLY	0	FLEX ENTRY FTE	0.00
TOTAL FACULTY RECORDS	420		

SUMMARY OF FACULTY DATA FROM CBM008 REPORT Defined

- TOTAL FACULTY: The total faculty headcount is a summation of all CBM-008 records except flex-entry only records.
- GENDER: The headcount by gender summary is determined by M or F in Item #9.
- ETHNIC ORIGIN: The ethnic summary is based on the Ethnic Origin code (Item #11).
- FACULTY AGE: The faculty age distribution is calculated using the date of birth of the faculty member and the date of the beginning of the fall semester, which is considered September 1. Faculty age for the Spring Semester reports is calculated using the beginning date of the Spring semester which is considered January 1.
- TENURED: The headcount by tenure is based on Item #8.
- RANK: The headcount by rank summary is based on Items #7 and #16.
- SALARIES BY SOURCE: These summaries are compiled from the values summed from Items #14A-Z.
- FACULTY FTE BY APPOINTMENT: Sum the percents from all faculty reported at the institution for each appointment code (Items #14A-Z) and divide the results by 100.
- NOTE: Flex-entry and error records are not included in the summary counts.

TEXAS HIGHER EDUCATION COORDINATING BOARD
003333 LONE STAR UNIVESITY

SEMESTER:1/96

Page 1

AVERAGE 9-MONTH SALARIES BY GENDER WITH IN ETHNICITY

RANK	WHITE		BLACK		HISPANIC		ASIAN		NAT AMER		INTERNL		
	M	F	M	F	M	F	M	F	M	F	M	F	F
PROFESSOR	697	78	10	3	15	3	12	1	2	1	73	8	
	\$70,966	62,129	75,714	79,828	69,558	57,339	85,307	47,160	89,706	67,560	70,366	61,729	
ASSOCIATE PROFESSOR	243	103	4	2	15	2	8	1	2	2	40	12	
	\$47,757	46,313	42,007	51,490	50,198	43,510	41,966	36,798	44,943	45,285	54,364	46,377	
ASSISTANT PROFESSOR	133	126	9	6	9	11	2	4			55	28	
	\$45,540	40,608	44,815	41,516	39,800	46,729	62,074	35,447	----	----	49,082	40,529	
INSTRUCTOR	10	34				1	3				6	3	
	\$29,917	28,992	----	----	----	25,000	27,499	----	----	----	32,582	45,500	
TEACHING ASSISTANT	175	181	3	5	11	18	2	1		1	59	58	
	\$20,983	20,636	20,457	20,720	21,577	21,993	22,300	22,300	----	16,000	21,058	21,870	
OTHER FACULTY	245	182	8	3	9	10	1	3			25	28	
	\$40,434	33,723	36,745	43,621	34,372	29,705	38,000	22,123	----	----	42,380	29,825	

OUT OF RANGE SALARIES

RNK	SSN	SAL	RNK	SSN	SAL	RNK	SSN	SAL	RNK	SSN	SAL
1	0000649990	212,328	7	7777897805	119,955	1	888854684	151,065	7	556655665	107,600

NOTE: Salaries are computed to 9-month equivalents. The limits for the out of range salaries are:

- Professor Greater than 162,000 or less than 24,000
- Associate Professor Greater than 120,000 or less than 24,000
- Assistant Professor Greater than 95,000 or less than 20,000
- Instructor, Other Faculty Greater than 108,000 or less than 3,200
- Teaching Assistants Greater than 45,000 or less than 3,200

EXAMPLES: CBM008 FACULTY REPORTS

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

1. Mary A. Jones, an associate professor in the Department of English, is teaching full-time in this department for the fall semester and is paid \$31,000 out of faculty salary funds for the 12-month period. Professor Jones is in compliance with the institution's regulations on faculty workloads. CBM-008 will be coded.

Item #3	787 676 392
Item #4	Jones
Item #5	M
Item #6	A
Item #7	2
Item #8	1
Item #9	F
Item #10	0990
Item #11	1
Item #12	194405
Item #13A, B, C, D, E	100, 000, 000, 000, 000
Item #14A	011625 (\$31,000 x .375)
Item #14D, R, X, Z	000000, 000000, 000000, 000000
Item #15	000
Item #16	000000
Item #17	0
Item #18	1
Item #19	0
Item #20	1
Item #21	1996

University Faculty Report -- CBM008 effective Fall 1996

2. John E. Smith, Professor of Communications, is chairman of the Department of Communications and also teaches speech. Professor Smith is paid \$48,000 from faculty salary for the nine-month period and the report is for the fall semester. Professor Smith's workload is distributed as follows - three fourths of his time in direct instructional activities and one-fourth as departmental chairman. This is in compliance with the institution's faculty workload standards. CBM-008 would be coded:

Item #3	368 927 181
Item #4	Smith
Item #5	J
Item #6	E
Item #7	1
Item #8	1
Item #9	M
Item #10	0690
Item #11	1
Item #12	194003
Item #13A	075
Item #13B	025
Item #13C, D, E	000, 000, 000
Item #14A	024000
Item #14D, R, X, Z	000000, 000000, 000000, 000000
Item #15	000
Item #16	000000
Item #17	0
Item #18	1
Item #19	0
Item #20	1
Item #21	1996

3. Dr. William E. Frederickson is a visiting teacher in the Department of Geology on special assignment as follows: Teaching - ten percent; Research - ninety percent. All of Dr. Frederickson's spring semester salary of \$30,000 is paid from a federal grant. The instructor is in compliance with the institution's regulations on faculty workloads. CBM008 should be coded.

Item #3	000 000 029
Item #4	Fredericks*
Item #5	W
Item #6	E
Item #7	5
Item #8	0
Item #9	M
Item #10	1290
Item #11	1
Item #12	194210
Item #13A	010
Item #13B, C	000, 000
Item #13D	090
Item #13E	000
Item #14A, D	000000, 000000
Item #14R	030000
Item #14X, Z	000000, 000000
Item #15	000
Item #16	000000
Item #17	0
Item #18	1
Item #19	0
Item #20	2
Item #21	1997

*ITEM #4 is limited to 10 spaces.

University Faculty Report -- CBM008 effective Fall 1996

4. Charles Martin is a full-time faculty teaching half-time in psychology and half-time in sociology, each of which is administered in separate departments.

Assistant Professor Martin's nine-month salary of \$42,000 is budgeted equally between the two departments. One of his four classes in the fall was a flex entry class. In the spring all four classes began the first of the semester. The faculty member is in compliance with the institution's regulations on faculty workloads. Choose the department with which Dr. Martin is most closely associated.

CBM008 for the fall semester would be coded:

Item #3	452 687 912
Item #4	Martin
Item #5	C
Item #6	blank
Item #7	3
Item #8	1
Item #9	M
Item #10	2380
Item #11	1
Item #12	195108
Item #13A	075 (since one class is flex entry)
Item #13B, C, D, E	000,000,000,000
Item #14A	015750
Item #14D, R, X, Z	000000,000000,000000,000000
Item #15	000
Item #16	000000
Item #17, #18	0, 1
Item #19	0
Item #20	1
Item #21	1996

CBM008 for the spring semester would be coded:

Items #3-#12	(code same as above)
Item #13A	100 (since none of the classes are flex entry)
Item #13B, C, D, E	000,000,000,000
Item #14A	021000
Item #14D, R, X, Z	000000,000000,000000,000000
Item #15	025
Item #16	005250
Item #17, #18	0, 1
Item #19	0
Item #20	2

Item #21

1997

University Faculty Report -- CBM008 effective Fall 1996

5. Professor Gerald N. Washington's nine-month appropriated salary is \$63,000. His assignments are Head of the Department of Spanish, 25%; teaching, 50%; and other professional duties which the institution considers to be directly related to the teaching function, 25%. Code the CBM008:

Item #3	450 298 763
Item #4	Washington
Item #5	G
Item #6	N
Item #7	1
Item #8	1
Item #9	M
Item #10	2630
Item #11	3
Item #12	193003
Item #13A, B, C, D, E	050, 050, 000,000,000
Item #14A, D, R, X, Z	031500, 000000, 000000, 000000, 000000
Item #15	000
Item #16	000000
Item #17, #18	0, 1
Item #19	0
Item #20	1
Item #21	1996

6. Mr. Anson Summerville, a local CPA, is teaching a flex entry course in accounting during the fall semester for which he is paid \$3,000. Since the class will be reported in the spring, the CBM-008 should be coded:

Item #3	450 409 603
Item #4	Summervill*
Item #5	A
Item #6	G
Item #7	5
Item #8	0
Item #9	M
Item #10	0010
Item #11	1
Item #12	193910
Item #13A, B, C, D, E	000, 000, 000, 000, 000
Item #14A, D, R, X, Z	000000, 000000, 000000, 000000, 000000
Item #15	025
Item #16	003000
Item #17, #18	0, 1

University Faculty Report -- CBM008 effective Fall 1996

Item #19	0
Item #20	2
Item #21	1997

*ITEM #4 is limited to 10 spaces.

7. Associate Professor J. J. Jones, whose nine month salary is \$40,000, teaches a full load during the fall semester in the Department of Education and is in compliance with the institution's workload requirements. Professor Jones also teaches one off-campus class for which he is paid \$2,500. CBM008 coded:

Item #3	123456789
Item #4	JONES
Item #5	J
Item #6	J
Item #7	3
Item #8	1
Item #9	M
Item #10	0850
Item #11	2
Item #12	194006
Item #13A, B, C, D, E	100, 000, 000, 000, 000
Item #14A, D, R, X, Z	020000, 000000, 000000, 000000, 002500
Item #15	000
Item #16	000000
Item #17, #18	0, 1
Item #19	0
Item #20	1
Item #21	1996

8. Professor S. S. Smith is chairman of the Department of History and also teaches two classes of history during the spring semester. She is also in compliance with the faculty workload requirements and her nine-months salary (paid from appropriated funds) is \$32,000. Professor Smith also teaches a graduate class on Saturday for which she received an additional \$2,500 in compensation.

Item #3	987654321
Item #4	SMITH
Item #5	S
Item #6	S
Item #7	1

University Faculty Report -- CBM008 effective Fall 1996

Item #8	1
Item #9	F
Item #10	1450
Item #11	1
Item #12	195006
Item #13A, B, C, D, E	050, 050, 000, 000, 000
Item #14A, D, R, X, Z	016000, 000000, 000000, 000000, 002500
Item #15	000
Item #16	000000
Item #17, #18	0, 1
Item #19	0
Item #20	2
Item #21	1997

University Faculty Report -- CBM008 effective Fall 1996

9. Associate Professor A. B. Jarrold is a full-time librarian who is teaching one class this semester in the Library Science department. His nine-month salary is \$35,000. He receives no extra salary for teaching. CBM008 coded:

Item #3	234567891
Item #4	JARROLD
Item #5	A
Item #6	B
Item #7	2
Item #8	1
Item #9	M
Item #10	1730
Item #11	2
Item #12	194702
Item #13A, B, C, D, E	000, 000, 100, 000, 000
Item #14A, D, R, X, Z	017500, 000000, 000000, 000000, 000000
Item #15	000
Item #16	000000
Item #17, #18	0, 1
Item #19	0
Item #20	1
Item #21	1996

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

Item #3	888654321
Item #4	FRANK
Item #5	D
Item #6	R
Item #7	3
Item #8	2
Item #9	F
Item #10	2300
Item #11	1
Item #12	195706
Item #13A, B, C, D, E	000, 000, 000, 100, 000
Item #14A, D, R, X, Z	000000, 000000, 019000, 000000, 002500
Item #15	000
Item #16	000000
Item #17, #18	0, 1

University Faculty Report -- CBM008 effective Fall 1996

Item #19	0
Item #20	1
Item #21	1996

University Faculty Report -- CBM008 effective Fall 1996

11. Carlton Mullings is a visiting faculty teaching in the psychology department. Ms. Mulling's salary is \$12,000 for four and a half months. One of her two classes in the fall was a flex entry class. In the spring she had returned to University of California. The faculty member is in compliance with the institution's regulations on faculty workloads. Code the CBM008 as follows:

The fall semester would be coded:

Item #3	452 687 112
Item #4	Mullings
Item #5	C
Item #6	E
Item #7	5
Item #8	1
Item #9	F
Item #10	2380
Item #11	1
Item #12	193909
Item #13A	025 (since one class is flex entry)
Item #13B, C, D, E	000,000,000,000
Item #14A	006000
Item #14D, R, X, Z	000000,000000,000000,000000
Item #15	000
Item #16	000000
Item #17, #18	0, 1
Item #19	0
Item #20	1
Item #21	1996

The spring semester would be coded:

Items #3-#12	(code same as above)
Item #13A	000 (since she is no longer at the university)
Item #13B, C, D, E	000,000,000,000
Item #14A	000000
Item #14D, R, X, Z	000000,000000,000000,000000
Item #15	025
Item #16	006000
Item #17	1 (since this is a flex entry only record)
Item #18	0
Item #19	0
Item #20	2
Item #21	1997

CBM-008 FACULTY REPORT UPDATING

Updates (delete, change or add) of individual records submitted on a previous CBM008 report should be made electronically. The following guidelines pertain to the update report.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted electronically. When there only a few errors, it is permissible to make the changes to your copy of the file and resubmit electronically. If it is easier for you to create electronic update records to be applied to the files at the Coordinating Board, then the following guidelines must be followed. The electronic file could be an unformatted lotus file or a wordprocessing file. All of the data must adhere to the item definitions described previously in this chapter.

1. To add a record to an existing report complete Items #1 through #21 and enter >A= in Item #23.
2. To delete a faculty record, only Items #1 through #3 need be entered and a >D= inserted in Item #23.
3. To change any of Items #4 through #21, enter Items #1 through #3 and only those Items #4 through #21 to be changed. Enter 'C' in Item #23.
4. If the change is to the faculty ID#, Item #3, the old record must be deleted and the correct number and data re-added. That is, procedure 2 and 1.

GRADUATION REPORT DATA

CBM-009

PAGE

A. General Information	9.2
B. Instructions for Each Data Element	9.3
C. Data Processing Record Layout (tape, diskette, or form)	9.5
D. Summary Definitions	
1. Summary of Degree Data - Example	9.6
2. Summary of Degree Data -Defined.....	9.7
3. CBM-009 Edit Summary - Example.....	9.8
4. Edit of CBM-009 Data - Example	9.9
5. CBM-009 >'Questionable' AND >'Error' Values	9.10
F. Update Procedures	9.12

GRADUATION REPORT DATA

CBM-009

This report will reflect degrees conferred during the fiscal year immediately preceding the fall semester in which the report is submitted.

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

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

The CBM-009 appendix list is extracted from the current Degree Program Inventory file; it contains (a) the degree designation to be reported, (b) the level, and (c) the CIP code of each program authorized by the Texas Higher Education Coordinating Board. The data submitted in Items 7, 8 and 9 of each CBM-009 record correspond to (a), (b), and (c) above and will be validated against the Degree Program Inventory file.

University Graduation Report -- CBM-009

INSTRUCTIONS FOR GRADUATION REPORT

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

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

Item #3 Student Identification Number. Enter the social security number of the student or the nine digit identification for students without a social security number.

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

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

Item #6 Date of Birth. Enter the month and the last two digits of the year of birth for the student.

MM = Month

YY = Year

Item #7 Degree Conferred. Enter the abbreviation of the degree (i.e., BA, MS, PhD)

University Graduation Report -- CBM-009

as it appears on the institution's CBM-009 Appendix).

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

1. Associate
2. Baccalaureate
3. Masters
4. Doctoral
5. Special/Professional

Item #9 Major. Enter the 8-digit CIP code in which the degree was earned.

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

Item #11 Year. Enter the last two digits of the fiscal year in which the degree was conferred.

Item #12 Update Code. Enter the appropriate code only when updating a report (i.e.,
A = Add; C = Change; D = Delete).

University Graduation Report -- CBM-009

DATA PROCESSING RECORD LAYOUT

		Beginning	
		<u>Position</u>	<u>Length</u>
Item #1	Record - Always >9'	1	1
Item #2	Institution Identified - FICE Code - 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 - MMY - Numeric	19	4
Item #7	Degree Conferred - Left Justified - Space Filled	23	8
Item #8	Level of Degree Conferred	31	1
Item #9	Major - Numeric	32	8
Item #10	Reporting Period - Always Enter >1'	40	1
Item #11	Year - Numeric	41	2
Item #12	Update Code	80	1

University Graduation Report -- CBM-009

EXAMPLE

TEXAS HIGHER EDUCATION COORDINATING BOARD
SR-CBM009 SUMMARY OF DEGREES CONFERRED DATA FROM
LONE STAR UNIVERSITY 003304

STUDENT HEADCOUNT

TOTAL STUDENTS	495
DUPLICATES	5
TOTAL DEGREES	500

GENDER

MALE		248
FEMALE		247
TOTAL	495	

AGE

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

ETHNIC ORIGIN

University Graduation Report -- CBM-009

WHITE		99
BLACK		99
HISPANIC		99
ASIAN		99
INDIAN		49
INTERNATIONAL		50
	495	
DEGREE LEVEL		
ASSOCIATE		0
BACCALAUREATE		300
MASTERS		150
DOCTORAL		50
SPECIAL/PROFESSIONAL		0
TOTAL	500	

University Graduation Report -- CBM-009

"SUMMARY OF DEGREES CONFERRED DATA FROM CBM-009 REPORT" DEFINED

HEADCOUNT:

The headcount is a summation of non-duplicative CBM-009 records

TOTAL DEGREES:

The total degrees is the summation of CBM-009 records.

GENDER:

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

AGE:

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

ETHNIC ORIGIN:

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

DEGREE LEVEL:

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

University Graduation Report -- CBM-009

EXAMPLE

CBM-009 EDIT SUMMARY FROM LONE STAR UNIVERSITY

	<u>NORMAL RANGE</u>	<u>QUESTIONABLE</u>	<u>ERROR</u>
ITEM #1 RECORD CODE	500	0	0
ITEM #2 INSTITUTION CODE	500	0	0
ITEM #3 STUDENT ID	500	0	0
ITEM #4 GENDER	500	0	0
ITEM #5 ETHNIC ORIGIN	500	0	0
ITEM #6 DATE OF BIRTH	499	1	0
ITEM #7 DEGREE CONFERRED	499	0	1
ITEM #8 LEVEL DEGREE CONFERRED	500	0	0
ITEM #9 MAJOR	500	0	0
ITEM #10 REPORTING PERIOD	500	0	0
ITEM #11 YEAR	500	0	0
TOTAL CBM009 RECORDS PROCESSED	500		

University Graduation Report -- CBM-009

CONTROL DATA	1
DISCREPANCY	0
NUMBER OF DUPLICATE RECORDS	5
ADDS	0
CHANGES	1
DELETES	0
REJECTS	0

University Graduation Report -- CBM-009

TEXAS HIGHER EDUCATION COORDINATING BOARD DATE 11/20/94

1994 INITIAL EDIT OF SR-CBM009

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM
1	2	3	4	5	6	7	8	9
1	003304	666886666	M	2	0965	BA	2	04010100
1	003304	777887777	F	4	1089	BA	2	27010100

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

University Graduation Report -- CBM-009

>QUESTIONABLE' AND >ERROR' VALUES

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

<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 on transmittal document and be on list of valid FICE codes
3. Student ID Number	Duplicate Entries Alpha Characters	Blank, special characters
4. Gender	N/A	Any value except >M' or >F'
5. Ethnic Origin	N/A	Any value except 1-6
6. Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data, month greater than >12' or less than >1'
7. Degree Conferred	N/A	Must match institution's inventory of approved degree programs
8. Level of Degrees	N/A	Must match institution's inventory of approved degree programs

University Graduation Report -- CBM-009

9.	Major	N/A	Must match institution's inventory of approved degree programs
10.	Reporting Period	N/A	Any value except >1'
11.	Year	N/A	Must match value on transmittal document

University Graduation Report -- CBM-009

DISCREPANCY

The edit program counts the number of records processed in the report. If it is not the same as the number listed on the transmittal document (control total), the difference is listed as the discrepancy. This value should be checked to assure that the entire file has been effectively submitted and processed. On update reports you will also find the number of records added, changed, deleted or rejected on the last edit run.

GRADUATION REPORT UPDATING INSTRUCTIONS

The CBM009 form may be used to update (delete, change or add) individual records in a previously submitted CBM009 report.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted if the initial report was sent electronically, on diskette, or on magnetic tape.

The following guidelines pertain when using the form to update an existing record:

1. New records may be added to an existing report by completing Items 1 through 11 and inserting an A in Item #12.
2. To delete a record, only Item #3 need be entered and a D inserted in Item #12. One delete record will remove all records with that student ID.
3. A change can be made to an existing record only if it is a single entry record. A different procedure is used to change multiple entry records. To change a single entry record, enter Item #3 and only those Items 4 through 11 to be changes. Enter C in Item #12.
4. To change a multiple entry record, delete all current records for that student and add corrected records (that is, procedures 2 and 1).
5. If a change is to be made to a student ID number, the existing record must be deleted and then re-added with the correct number.
6. To replace data with blanks, the entire record must be deleted and re-added

University Graduation Report -- CBM-009

with the correct data.

NOTE: When one record of a multiple record contains an error or questionable value, all records for that multiple record will be printed out on the edit page.