

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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GENERAL REPORTING ISSUES AND CB CONTACTS

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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	CBM001	November 1
Student TASP Report	CBM002	February 1
Class Report	CBM004	November 1
Building and Room Report	CBM005	November 1
End of Semester Report	CBM006	February 1
Faculty Report	CBM008	November 1

<u>Spring Semester Reports</u>		<u>Due Date</u>
Student Report	CBM001	March 15
Student TASP Report	CBM002	June 15
Class Report	CBM004	March 15
End of Semester Report	CBM006	June 15
Faculty Report	CBM008	March 15

<u>Summer Semester Reports</u>		<u>Due Date</u>
Student Report	CBM001	August 15
Student TASP Report	CBM002	October 1
Class Report	CBM004	August 15
End of Semester Report	CBM006	October 1

<u>Annual Reports</u>		<u>Due Date</u>
Student TASP Report	CBM002	October 1
Graduation Report	CBM009	November 1
Admission Report	CBM00B	October 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@thecb.state.tx.us
- B. Electronic Data Transfer System – receipt and distribution
Dale R. Hartman, Programmer Analyst III 512-483-6415
INTERNET address: hartmande@thecb.state.tx.us
- C. General Questions
Kenneth Dalley, Assistant Director 512-483-6306
INTERNET address: dalleykh@thecb.state.tx.us
- II. Course & Program Inventory Questions: UNIVERSITIES DIVISION
FAX: 512-483-6168
- A. Course and Program Inventory and CIP Code Classifications and Funding Code Assignments
Dr. Paul Meyer, Program Director 512-483-6226
INTERNET address: meyerpl@thecb.state.tx.us
- B. Course Inventory
David Linkletter, Associate Program Director 512-483-6225
INTERNET address: linklettdd@thecb.state.tx.us
- C. Instructional Television Course Inventory
IT Project Coordinator 512-483-6215
- III. Facilities Inventory Questions: CAMPUS PLANNING
FAX: 512-483-6127
Elaine Sobotik, Associate Program Director 512 483-6125
INTERNET address: sobotikee@thecb.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@thecb.state.tx.us
- VI. Texas Academic Skills Program Questions: UNIVERSITIES DIVISION
FAX: 512-483-6168
Dr. Omar Lopez, Program Director 512-483-6330
INTERNET address: lopezor@thecb.state.tx.us
Dr. Ron Swanson, Director

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

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C.

MEDIA

The submission of CBM reports can be by means of electronic data transfer, magnetic tape, 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.

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C. 1. ELECTRONIC DATA TRANSFER SYSTEM

The TCP/IP File Transfer Protocol (FTP) is used to transfer data files from your local system, PC or central system, to a FTP Server located 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. STATE. TX. US"

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. STATE. TX. US" 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 defined on the Data Processing Record Layout. The format and content of the HEADER and TRAILER records is critical and must be valid. Identification of the data

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depends totally on the accuracy of the information contained in the header record.

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C. 1. File Transfer System INPUT FILE FORMAT

HEADER RECORD		<u>Beginning</u>	<u>Length</u>
		<u>Position</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, "0080", @0090, A0108", A0120"	27	4
Item #8	Name and E-mail address of person to receive confirmation of the report	31	As Required

Note: Use a space (not a special character) to separate the name and e-mail address. 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>Length</u>
		<u>Position</u>	
Item #1	File Label-id, Always "EOF1"	1	4
Item #2	Record Count (Number of data records in file,	5	5

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not including >Header= and >Trailer= records)

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

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File Transfer System INPUT FILE FORMAT for Year 2000 Compliant Reports

HEADER RECORD		Beginning	<u>Position</u>
<u>Length</u>			
Item #1 4	File Label-id. Always "HY2K@		1
Item #2	Institution Code – FICE – Numeric d	5	6
Item #3	Data Identifier, I.E. CBM001 (left justify and space fill to right) i.e. "CBM001"	11	6
Item #4	Semester – Numeric (1-4)	17	1
Item #5	Year – Numeric YYYY	18	4
Item #6	Record Type, (C)omplete report or (U)pdate to existing report	22	1
Item #7	Length of data records within report – Numeric, i.e. "0080", A0090", A0108", A0120"	23	4
Item #8	Name and E-mail address of person to receive confirmation of the report	27	As Required

Note: Use a space (not a special character) to separate the name and e-mail address. The length of the record may exceed 120 characters in order to contain the name and email address.

DATA RECORDS

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

TRAILER RECORD

		Beginning	
		<u>Position</u>	<u>Length</u>
Item #1	File Label-id, Always "EOF1"	1	4

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Item #2	Record Count - Numeric, leading zeros (Number of data records in file, not including >Header= and >Trailer= records)	5	5
	Reserved for Future Use (spaces)	10	71
	Total Record Size		80

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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 120 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
CBM00B Report is 90 characters per record
7. Each block contains 12 records
CBM001, CBM005, and CBM009 must be blocked 12x80 and
CBM004, CBM006, and CBM00B blocked 12x90
CBM008 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 (CBM001 = 1, CBM002 = 2, CBM003 = 3, CBM004 = 4, CBM005 = 5, CBM006 = 6, CBM008 = 8, CBM009 = 9, CBM00B = B).
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 _____

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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.

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C. 3. 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, except for CBM002, CBM008, and CBM00B; 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 #13A-E
10B	20	10	10	14A-Z
10C		12	12	15
15		13A-E	13A-E	16
19		16		
21		17		
22				

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D. 1. CERTIFICATION TRACKING

The goal of these procedures is to have the CBM reports collected by the Educational Data Center and certified by the institutions as available for use within six weeks of the due date. The follow-up procedures for ensuring timely certification of the reports are:

A. To notify an institution that an initial report for the semester has not been received:

1. The EDC Data Analyst will telephone the Reporting Official if a specific report is not received two days after the due date.
2. A letter from the Assistant Director of the Educational Data Center will be faxed to the Reporting Official if the report has not been received by the seventh working day after the due date.
3. An inquiry letter will be faxed to the Vice President of Academic Affairs, or the equivalent, from the appropriate Assistant Commissioner if the report has not been received by the twelfth working day after the due date.

B. To notify an institution when a report for the semester has not been certified:

1. If the report is not certified three working weeks from the due date, the Reporting Official will be alerted by e-mail so that he or she will have an opportunity to resolve the matter before it gets to the next step.
2. If the report is not certified four working weeks from the due date, the appropriate Assistant Commissioner will notify the Vice President for Academic Affairs, or equivalent, of the incompleteness of the data.
3. Should the report not be certified within a week of the notification to the Vice President, the Commissioner will notify the President that his or her institution is delaying the publishing of statewide reports.
4. If the data are not certified within six working weeks of the due

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date, the Commissioner will be notified so that he may inform the Coordinating Board at its next meeting that the institution is delinquent in certifying its CB reports.

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D. 2.

CHANGES TO CERTIFIED REPORTS

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

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

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

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D. 3.

EXAMPLE

CERTIFICATION STATEMENT – INSTRUCTIONS

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

1. If the edit reveals flagged items, corrections should be submitted for all errors and for questionable items where necessary.
2. If all the information is correct, the reporting official should certify the report by a certification statement to the Educational Data Center. This can be accomplished several ways:
 - a. The front page of the final edit e-mailed to the institution should have a printed certification statement. The reporting official may sign and date the certification statement and return it to the Educational Data Center.
 - b. The reporting official may send an e-mail message to the Data Analyst which includes in the body of the message the certification statement AI hereby certify ...@ and identification of the name and FICE code of the institution, the name and title of the reporting official, the date of certification, and the CBM report ID, semester, and year of each report being certified.
 - c. A certification statement on paper may be prepared and mailed or faxed to the Educational Data Center. It should include all of the information listed in the item above with the signature of the reporting official, as illustrated by the following example.

The example (on next page) shows the certification of Long Star University's fall 1997 CBM001 and CBM004.

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CERTIFICATION STATEMENT

INSTITUTION: LONE STAR UNIVERSITY 003304

DATE: DECEMBER 1, 1997

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

<u>REPORT NUMBER</u>	<u>SEMESTER AND YEAR</u>
CBM001	<u>FALL 1997</u>
CBM004	<u>FALL 1997</u>
CBM005	
CBM008	
CBM009	

REPORTING OFFICIAL _____

STUDENT DATA

CBM001

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Public Universities

STUDENT REPORT

CBM001

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). 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 (in accordance with Chapter 54, Section 54.007 of the Texas Education Code) by the payment due date in order to be in good standing.

This includes 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.

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	9th Class Day
13 - 14	10th Class Day
15	11th Class Day
16	12th Class Day

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'.

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

Classes which are organized with regular semester classes but whose first class day is not until after the term census date, may be reported as a regular class, except

1. students who register for this class after the term

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- census date cannot have the hours reported for state funding on either the CBM001 or CBM004, and
2. students who drop this class before this class=s first class day cannot be reported for state funding on either the CBM001 or CBM004.

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.

5. Inter-institutional students. See the discussion in the introduction of the class report CBM004.

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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. | |

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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 all four digits of the year and the month of birth for the student in the YYYYMM format.

YYYY = Year; MM = Month

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

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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 has never attended college or other post-secondary institution, enter a '1', right justified, zero filled to indicate a first-time student. Also include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).

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. Do not include SCH which exceed the state limits for 170-hour undergraduate limit (Item #21) or developmental courses (Item #22). Also exclude inter-institutional SCH included in Item #15.

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. Do not include SCH which

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exceed the state limits for 170-hour undergraduate limit (Item #21) or developmental courses (Item #22). Also exclude inter-institutional SCH included in Item #15.

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 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.

Item #11 Nursing Program Acceptance. Discontinued Fall 1998.

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
7. Unknown or Not Reported

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

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

Unknown or Not Reported: The unknown classification should only be

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used if the student has not selected a racial/ethnic designation and the institution finds it impossible to place the student in one of the categories during enrollment, post-matriculation, or verification processes.

Item #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. Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution=s students. 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.

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- 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 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-physical training; 18-teacher education practice teaching; and 19-technology do not have doctoral funding rates and are not allowed.
- 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 the 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 #23 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

University Student Report -- CBM001

necessary to enter an update code.

A = Add C = Change D = Delete

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DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code. Always >1'	1	1
Item #2	Institution Code - FICE 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 - YYYYMM - 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 - Discontinued Fall1998	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
	Unused	69	11
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: 04/08/99
SPRING 1999

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

RESIDENCE

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

ETHNIC ORIGIN

WHITE	4,374	
BLACK	219	
HISPANIC	497	
ASIAN	37	
INDIAN	12	
INTERNATIONAL	111	
UNKNOWN	0	
TOTAL		5,250

SCH

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

University Student Report -- CBM001

SCH DEVELOPMENTAL > LIMIT	225
SCH INTER-INSTITUTIONAL	0
SCH FLEX-ENTRY RECORDS	0
TOTAL	53,161

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

PART B
DATE: 04/08/99
SPRING 1999

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. PHARMD	0	
TOTAL		5,250

LOCATION

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

FIRST TIME STUDENTS

FIRST TIME IN COLLEGE	81	
FIRST TIME TRANSFER	217	
TOTAL		298

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

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*** NOTE: TOTALS ARE NET ERRORS

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

PART C
DATE: 04/08/99
SPRING 1999

MULTIPLE CAMPUS TOTALS
MAIN CAMPUS 5,341
ALT. CAMPUS 1 0
ALT. CAMPUS 2 0
ALT. CAMPUS 3 0
INMATE CORR INST 88
INTER-INSTITUTION 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 CBM001 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.

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SCH INTER-INSTITUTIONAL: Item #15 is summed to produce total.

SCH FLEX-ENTRY RECORDS: If Item #16 is a >1', Item #10A and #10B are summed.

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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

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.

INTER-INSTITUTION: This is the count of students who have inter-institution 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	UNUSED	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	INTER-INSTITUTION 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

University Student Report -- CBM001

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	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

NOTE: The number of duplicate records is indicated.

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 inter-institution SCH)	Sum of #10A + #10B + #15 + #21 + #22 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.	UNUSED	N/A	N/A
12.	ETHNIC ORIGIN	N/A	Any value other than >1' - >7'.
13.	SEMESTER	N/A	Must match value on transmittal document.
14.	YEAR	N/A	Must match value on transmittal document.
15.	INTERINSTITUTION SCH	(See Item 10)	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	(See Item 10)	Non numerical
22.	SCH-DEVELOPMENTAL > LIMIT	(See Item 10)	Non numerical

DISCREPANCY:

University Student Report -- CBM001

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.

University Student Report -- CBM001

CBM001 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

CBM002

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TASP REPORT

CBM002

This report will include all undergraduate students, including transfer students who are registered for one or more Coordinating Board approved courses during the reporting period. Do not include students

- 1) with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the fall of 1989, or
- 2) who withdraw prior to or on the official census date.

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 a test for TASP purposes and whether he/she passed or failed. Even though you may report annually the report must have a record for each semester the student attended your institution. **These students will be reported until they receive a baccalaureate degree.**

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 credit certificate programs, but exclude students in continuing education programs. 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.

Certificate Programs

A Level-One certificate consists of at least 15 but no more than 42 semester credit hours (23-63 quarter hours) designed to be completed in one year or less. TASP requirements do not apply to students in Level-One certificate programs as long as they remain within the curriculum specified for each certificate.

Students in waived programs in the fall of 1998 and thereafter are not permitted to accumulate more than six collegiate-level hours outside a waived

curriculum without being liable for all TASP requirements. Students who accumulated fewer than nine semester credit hours outside of a waived curriculum prior to fall 1998, either before enrolling in a waived program or while in a waived program, may be permitted to continue in or begin a new waived program without having to take a test approved for TASP purposes. Students who accumulated nine or more collegiate-level hours should have already tested.

Students in an academic program who wish to switch to a TASP-waived certificate program may be permitted to do so with the understanding that they may take only those courses specified in the waived program curriculum (with a limited number of approved vocational/technical substitutes) and may not accumulate more than six additional semester credit hours or the equivalent (of any type) outside of the curriculum without taking a test for TASP purposes and entering any required developmental education or returning to continuous developmental education if required.

A Level-Two certificate consists of at least 43 but no more than 59 semester credit hours (64-89 quarter hours). All TASP requirements apply to students in such programs.

Exemptions/Waivers

Students may be reported as exempt from the testing requirement under the following circumstances: (See the latest TASP Policy Manual for specific details)

- * Grand-fathering
Any student with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the fall semester 1989
- * Baccalaureate degrees
A student who has graduated with a baccalaureate degree from an accredited institution of higher education
- * ACT/SAT/TAAS
A student who meets the exemption standards and whose ACT, SAT or

TAAS scores have not expired. Appropriate ACT and SAT test scores are valid for exemption purposes for exactly five years from the qualifying test date (three years for exit-level TAAS). Scores required for exemption must be attained on one sitting for an appropriate test instrument. That is, students either meet exemption standards for all sections of the test or they meet none. ACT, SAT, and TAAS exemption standards are:

ACT: composite score of 23 with a minimum of 19 on both the English and the mathematics tests;

SAT: 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;

SAT: 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;

TAAS: a minimum scaled score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the math test and 89 on the reading test

- * Students 55 years of age or older
A student who is over 55 and not seeking a degree
- * Enrollment on a temporary basis
A student who enrolls on a temporary basis (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)
- * Certificate programs of one year or less (see discussion above)
- * Dyslexia and other related disorders
This statute became effective September 1, 1995 for dyslexia and related disorders and fall 1997 for specific learning disabilities in mathematics and does not provide for retroactive application. Students cannot avail themselves of the options under this legislation without first requesting special

accommodations for the TASP Test or providing notice of the disability by submitting appropriate documentation to the Coordinating Board.

* Out-of-state students

Applies to Texas institutions that offer college-level courses outside the state of Texas or outside of the United States to students taking courses at out-of-state or overseas locations, so long as they remain outside the state. If such students return to Texas to continue or complete their academic work, they immediately become liable for all TASP requirements within the first nine semester credit hours or the equivalent completed in-state at a Texas public higher education institution.

* Deaf students

Deaf students who have three or more college-level hours or the equivalent from an accredited institution prior to September 1, 1995 will not be required to test. Deaf students must take the Stanford Achievement Test in lieu of the TASP Test. Deaf students who fail portions of the Stanford Achievement Test must enroll in developmental education each term and may not graduate until all sections of the test are passed.

* International students

A student who is a citizen of a country other than the United States who is not seeking a degree

TASP Passing standards

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

Students that are required to be in local developmental education programs after passing all sections of a test for TASP purposes, should be reported as having completed the TASP obligation.

Developmental Education

For purposes of this report, course based developmental education occurs when the developmental courses being taught are on your Coordinating Board approved course inventory for funding purposes.

Non-course-based developmental education may include, but is not limited to, such activities as tutoring, supervised self-study, and participation in learning assistance centers. Non-course-based developmental education is not to be turned in for state formula funding.

TASP Scores Database

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.

INSTRUCTIONS FOR TASP REPORT

HOUSEKEEPING SECTION: All items in this section must be provided every reporting period.

Item #1 Record Code. Always enter >2'.

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

Item #3 Student Identification Number. Enter the Social Security number of the student. The institution will assign unique (nine-digit) identification numbers to students without Social Security numbers and report their dates of birth, Item #16, 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, Items #14-#16 of the demographic information will need to be provided.

(#31)

Item #4 Reporting Period.

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

(#32)

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

(#19)

Item #6 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.

(#20)

Item #7 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).

(New)

Item #8 Enrolled in a high school level program.

0. No; not currently pursuing a high school level program
1. Yes; student is currently pursuing a high school level program

Note: A high school student who enrolls in a college course in the summer and is not attending a high school during the summer is still considered pursuing a high school level program.

(#36)

Item #9 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.

STUDENT DEMOGRAPHICS and ENTRY STATUS SECTION: All items in this section must be provided every reporting period.

(#4)

Item #10 First Semester Enrolled. Enter the code indicating the semester that the student was first enrolled at your institution. This data will remain constant throughout the student's collegiate career at the institution.

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

(#5)

Item #11 Year First Enrolled. Enter all four digits of the calendar year in which the semester in Item #10 occurred.

(#6)

Item #12 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 1 of ACertificate Programs@ on page 2.2.

(#24)

Item #13 Prior Student ID - Social Security Number Change. The CB will use this number to match to the CBM001 and TASP Database if the number in Item #3 does not match.

(#21)

Item #14 Gender. Enter the gender of the student. If the student identifier of the CBM002 does not match to the CBM001, this item must be provided.

M = Male F = Female

(#22)

Item #15 Ethnic Origin. Enter the code indicating the ethnic origin of the student. If the student identifier of the CBM002 does not match to the CBM001, this item must be provided.

1. White-non-Hispanic
2. Black-non-Hispanic
3. Hispanic
4. Asian or Pacific Islander
5. American Indian or Alaskan Native
6. International
7. Unknown or not reported

(#23)

Item #16 Date of Birth. Enter all four digits of the year, the month, and day of the birth of the student (YYYYMMDD). Must be reported if the student has an institution-assigned identification number. If the student identifier of the CBM002 does not match to the CBM001, this item must be provided.

(New)

Item #17 Unused. It has been decided that the disability data will not be collected.

0. Null

(New)

Item #18 TASP Exemption/Waived Status – If not qualified, enter a zero in this item then continue on to the next sections.

0. Not Qualified for TASP Exemption
1. Exemption granted by another Institution
2. Waiver based on Level-one Certificate Program [A student in a Level-One certificate program is only required to be reported the first year enrolled after graduation from high school to satisfy T.E.C. 51.403(e). If it has been more than a year since a student in a Level-One certificate program graduated from high, they do not have to be reported.]
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS Scores
6. Exemption based on other criteria (If reporting students who qualify for the grandfathering exemption, use this category.)

(New)

Item #19 Initial Test Route. Enter the appropriate response for the initial test from the list below each reporting period. Enter the score of the initial TASP or alternative test in the appropriate test section, Item #26, #36, and #46 the first term the student is enrolled at your institution only. If the student qualifies for an exemption, the null value is appropriate.

0. Not applicable or null
1. TASP, If the social security number of the student can be matched to the National Evaluation Systems score database at the CB, you do not have to provide this score.
2. COMPASS
3. ASSET
4. MAPS
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students)
7. Initial Test taken at another institution. Do not report these scores.
8. Student was allowed to enroll but did not test during the reporting period

MATH STATUS SECTION: When the student qualifies to be reported with a code >4' in Item #20, all other Items in this section should be reported as a null@.

(New)

Item #20 TASP Math Obligation Status. Must be entered every reporting period.

0. Not applicable or null is appropriate for a student who qualifies for one of the exemptions listed in Item #18.
1. Not met
2. Met obligation during the reporting period.
3. Met obligation in a prior reporting period and this is the first time to report the student (Identify how met obligation in Item #21)
4. Met obligation in a prior reporting period.

(New)

Item #21 TASP Math Obligation Was Met. Provide the reason identified below.

0. Not applicable or null
1. Passed math test section per Initial Test Route
2. Completed TASP math obligation at another higher education institution.
3. Completed TASP math obligation while in high school (public, private, or home-school).
4. Passed TASP math section after receiving developmental education
5. Completed college level math course(s) with B or better
6. Completed TASP math obligation via provision 51.306(u), dyslexia and other related disorders
7. Other, when none of the above apply

(#8)

Item #22 TASP Math Developmental Education Status. Enter the code indicating the student's status for developmental education in this area.

0. Not applicable or null
1. Delayed: student not enrolled in required math developmental education program
2. In Process: student enrolled and satisfied the requirements of a required math developmental education

- course; however, completion of additional math DE course(s) is pending.
3. In Process: student enrolled and did not satisfy the requirements of the required math developmental education course(s)
 4. Completed: student enrolled and satisfied the requirements of the required math developmental education course(s) which resulted in the student satisfying all components of the required math developmental education program
 5. Other math Developmental Education program status (not identified above)

(New)

Item #23 Number of Semester Hours in Math Developmental Education. Enter the number of semester credit hours in which the student has been in math developmental education during the reporting period. Enter >00' if not applicable.

(New)

Item #24 Level of Math Developmental Education that was provided during the reporting period. When Item #22 is coded a >2', >3' or =4' the level must be identified.

0. Not applicable or null
1. Level 1 (Intro) Math Developmental Education Course
2. Level 2 (Intermediate) Math Developmental Education Course(s).
3. Level 3 (Highest) Math Developmental Education Course

Note: In institutions where only two courses are available in the math developmental program, code the first course a "Level 2" and the second course a "Level 3". In institutions where only one course in the math developmental program is available code the course a "Level 3". In institutions where there are more than 3 courses in the math development program, code the first course a "Level 1"; the last course in the program, a "Level 3"; and all intermediate courses, a "Level 2".

(#9)

Item #25 Math Developmental Education Provided During the Reporting Period. If math developmental education has been provided during any part of the reporting period, enter the appropriate code based on the type

provided.

0. Not applicable or null
1. Course-based
2. Non-course-based
3. Combination of course and non-course based
4. GED based (Correctional institutions)

(#29)

Item#26A Math Test Score on Initial Test Route (TASP or Alternative Test).
The score must match the type test identified in Item #19. If the score is less than 2 digits enter leading zeros. Enter >000' if the item is not applicable or null. The TASP score may be omitted if the student identifier matches to the NES score file at the Coordinating Board.

(New)

Item#26B Math Test Pass/Fail on Initial Test Route (TASP or Alternative Test). Enter the appropriate indicator showing whether the student passed or failed the test identified in Item #19.

0. Not applicable or null
1. Passed
2. Failed

(New)

Item #27 Post-Developmental Education TASP Math Score. Enter the TASP score taken after completion of the developmental education program. This can only be a TASP score and thus must be 3 digits. Enter >000' if not applicable or null.

(#26)

Item #28 Most Recent TASP Math Score beyond the Post-DE TASP Math Test. If there is more than one TASP test after the Post-Developmental Education TASP test, enter the most recent or highest three digit scaled score for math provided by NES. Enter >000' if not applicable or null.

(#17)

Item #29 Grade in CB-Approved College-Level Mathematics Course. Until one of the college-level courses listed below is attempted at your institution, report a code of '0'. If a student retakes one of the courses listed below because he/she did not make a B or better on

the previous attempt and subsequently makes a B or better on the retake, record the grade of the retake. 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:

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

WRITING STATUS SECTION: When the student qualifies to be reported with a code >4' in Item #30, all other Items in this section should be reported as Anull@.

(New)

Item #30 TASP Writing Obligation Status. Must be entered every reporting period.

0. Not applicable or null is appropriate for a student who qualifies for one of the exemptions listed in Item #18.
1. Not met
2. Met obligation during the reporting period.
3. Met obligation in a prior reporting period and this is the first time to report the student (Identify how met obligation in Item #31)
4. Met obligation in a prior reporting period.

(New)

Item #31 TASP Writing Obligation Was Met. Provide the reason identified below.

0. Not applicable or null

1. Passed writing test section per Initial Test Route
2. Completed TASP writing obligation at another higher education institution.
3. Completed TASP writing obligation while in high school (public, private, or home-school).
4. Passed TASP writing section after receiving developmental education
5. Completed college level writing course(s) with B or better
6. Completed TASP writing obligation via provision 51.306(u), dyslexia and other related disorders
7. Other, when none of the above apply

(#11)

Item #32 TASP Writing Developmental Education Status. Enter the code indicating the student's status for developmental education in this area.

0. Not applicable or null
1. Delayed: student not enrolled in required writing developmental education program
2. In Process: student enrolled and satisfied the requirements of a required writing developmental education course; however, completion of additional writing DE course(s) is pending.
3. In Process: student enrolled and did not satisfy the requirements of the required writing developmental education course(s)
4. Completed: student enrolled and satisfied the requirements of the required writing developmental education course(s) which resulted in the student satisfying all components of the required writing developmental education program
5. Other writing Developmental Education program status (not identified above)

(New)

Item #33 Number of Semester Hours in Writing Developmental Education. Enter the number of semester credit hours in which the student has been in writing developmental education during the reporting period. Enter >00' if not applicable.

(New)

Item #34 Level of Writing Developmental Education that was provided during the reporting period. When Item #32 is coded a >2', >3' or =4' the level must be identified. .

0. Not applicable or null
1. Level 1 (Intro) Writing Developmental Education Course
2. Level 2 (Intermediate) Writing Developmental Education course(s).
3. Level 3 (Highest) Writing Developmental Education Course

Note: In institutions where only two courses are available in the writing developmental program, code the first course a ALevel 2" and the second course a ALevel 3". In institutions where only one course in the writing developmental program is available code the course a ALevel 3". In institutions where there are more than 3 courses in the writing development program, code the first course a ALevel 1"; the last course in the program, a ALevel 3"; and all intermediate courses, a ALevel 2".

(#12)

Item #35 Writing Developmental Education Provided During the Reporting Period. If writing developmental education has been provided during any part of the reporting period, enter the appropriate code based on the type provided.

0. Not applicable or null
1. Course-based
2. Non-course-based
3. Combination of course and non-course based
4. GED based (Correctional institutions)

(#30)

Item#36A Writing Test Score on Initial Test Route (TASP or Alternative Test).
The score must match the type test identified in Item #19. If the test was TASP, enter the writing scaled score. For alternative tests enter the single-digit writing sample score not the writing objective score. Since the writing sample score is a single digit, enter leading zeros. Enter >000' if the item is not applicable or null. The TASP score may be omitted if the student identifier matches to the NES score file at the Coordinating Board.

(New)

Item#36B Writing Test Pass/Fail on Initial Test Route (TASP or Alternative

Test). Enter the appropriate indicator showing whether the student passed or failed the test identified in Item #19.

0. Not applicable or null
1. Passed
2. Failed

(New)

Item #37 Post-Developmental Education TASP Writing Score. Enter the TASP score taken after completion of the developmental education program. This can only be a TASP score and thus must be 3 digits. Enter >000' if not applicable or null.

(#27)

Item #38 Most Recent TASP Writing Score beyond the Post-DE TASP Writing Test. If there is more than one TASP test after the Post-Developmental Education TASP Test, enter the most recent or highest three digit scaled score for writing provided by NES. Enter >000' if not applicable or null.

(#18)

Item #39 Grade in CB-Approved College-Level Writing Course. Until one of the college-level course listed below is attempted at your institution, report a code of '0'. If a student retakes one of the courses listed below because he/she did not make a B or better on the previous attempt and subsequently makes a B or better on the retake, record the grade of the retake. 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:

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

READING STATUS SECTION:

When the student qualifies to be reported with a code >4' in Item #40, all other Items in this

section should be reported as Anull@.

(New)

Item #40 TASP Reading Obligation Status. Must be entered every reporting period.

0. Not applicable or null is appropriate for a student who qualifies for one of the exemptions listed in Item #18.
1. Not met
2. Met obligation during the reporting period.
3. Met obligation in a prior reporting period and this is the first time to report the student (Identify how met obligation in Item #41)
4. Met obligation in a prior reporting period.

(New)

Item #41 TASP Reading Obligation Was Met. Provide the reason identified below.

0. Not applicable or null
1. Passed reading test section per Initial Test Route
2. Completed TASP reading obligation at another higher education institution.
3. Completed TASP reading obligation while in high school (public, private, or home-school).
4. Passed TASP reading section after receiving developmental education
5. Completed college level reading course(s) with B or better
6. Completed TASP reading obligation via provision 51.306(u), dyslexia and other related disorders
7. Other, when none of the above apply

(#14)

Item #42 TASP Reading Developmental Education Status. Enter the code indicating the student's status for developmental education in this area.

0. Not applicable or null
1. Delayed: student not enrolled in required reading developmental education program
2. In Process: student enrolled and satisfied the requirements of a required reading developmental education course; however, completion of additional reading DE course(s) is pending.

3. In Process: student enrolled and did not satisfy the requirements of the required reading developmental education course(s)
4. Completed: student enrolled and satisfied the requirements of the required reading developmental education course(s) which resulted in the student satisfying all components of the required reading developmental education program
5. Other reading Developmental Education program status (not identified above)

(New)

Item #43 Number of Semester Hours in Reading Developmental Education. Enter the number of semester credit hours in which the student has been in reading developmental education during the reporting period. Enter >00' if not applicable.

(New)

Item #44 Level of Reading Developmental Education that was provided during the reporting period. When Item #42 is coded a >2', >3' or =4' the level must be identified. .

0. Not applicable or null
1. Level 1 (Intro) Reading Developmental Education Course
2. Level 2 (Intermediate) Reading Developmental Education Course(s).
3. Level 3 (Highest) Reading Developmental Education Course

Note: In institutions where only two courses are available in the reading developmental program, code the first course a ALevel 2" and the second course a ALevel 3". In institutions where only one course in the reading developmental program is available code the course a ALevel 3". In institutions where there are more than 3 courses in the reading development program, code the first course a ALevel 1"; the last course in the program, a ALevel 3"; and all intermediate courses, a ALevel 2".

(#15)

Item #45 Reading Developmental Education Provided During the Reporting Period. If reading developmental education has been provided during any part of the reporting period, enter the appropriate code based on the type provided.

0. Not applicable or null
1. Course-based
2. Non-course-based
3. Combination of course and non-course based
4. GED based (Correctional institutions)

(#28)

Item#46A Reading Test Score on Initial Test Route (TASP or Alternative Test).

The score must match the type test identified in Item #19. If the score is less than 2 digits enter leading zeros. Enter >000' if the item is not applicable or null. The TASP score may be omitted if the student identifier matches to the NES score file at the Coordinating Board.

(New)

Item#46B Reading Test Pass/Fail on Initial Test Route (TASP or Alternative Test). Enter the appropriate indicator showing whether the student passed or failed the test identified in Item #19.

0. Not applicable or null
1. Passed
2. Failed

(New)

Item #47 Post-Developmental Education TASP Reading Score. Enter the TASP score taken after completion of the developmental education program. This can only be a TASP score and thus must be 3 digits. Enter >000' if not applicable or null.

(#25)

Item #48 Most Recent TASP Reading Score beyond the Post-DE TASP Reading Test.

If there is more than one TASP test after the Post-Developmental Education TASP test, enter the most recent or highest three digit scaled score for reading provided by NES. Enter >000' if not applicable or null.

(#35)

Item #49 Grade in CB-Approved College-Level Reading Course. Until one of the college-level courses listed below is attempted at your institution, report a code of '0'. If a student retakes one of the courses listed below because he/she did not make a B or better on the previous attempt and subsequently makes a B or better on the retake, record the grade of the retake. 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:

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

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	Reporting Period - Numeric	17	1
Item #5	Year - Numeric	18	4
Item #6	Semester Credit Hours Attempted - leading zeros	22	3
Item #7	Grade Points Earned - Right justified, leading zeros	25	3
Item #8	Concurrent Enrollment in H. S. - Numeric	28	1
Item #9	Update Code (>A= = add, >C= = change, >D= = delete)	29	1
Item #10	First Semester Enrolled - Numeric	30	1
Item #11	Year First Enrolled - Numeric	31	4
Item #12	Educational Objective - Numeric	35	1
Item #13	Prior Student ID - Numeric	36	9
Item #14	Gender - Alpha	45	1
Item #15	Ethnic Origin - Numeric	46	1
Item #16	Date of Birth - Numeric - YYYYMMDD	47	8
Item #17	Unused	55	1
Item #18	TASP Exemption Status - Numeric	56	1
Item #19	Initial Test Route - Numeric	57	1
Item #20	TASP Math Obligation Status - Numeric	58	1
Item #21	TASP Math Obligation Met- Numeric	59	1
Item #22	TASP Math Developmental Education Status - Numeric	60	1
Item #23	Semesters Hours in Math Developmental Ed - Numeric	61	2
Item #24	Level of Math Developmental Ed - Numeric	63	1
Item #25	Math Developmental Ed Provided - Numeric	64	1
Item #26A	Math Test Score on Initial Entry - Numeric	65	3
Item #26B	Math Pass/Fail - Numeric	68	1
Item #27	Post-DE TASP Math Score - Numeric	69	3
Item #28	Recent TASP Math Score Beyond Post-DE - Numeric	72	3
Item #29	Grade in First College-Level Mathematics Course - Numeric	75	1
Item #30	TASP Writing Obligation Status - Numeric	76	1
Item #31	TASP Writing Obligation Met- Numeric	77	1
Item #32	TASP Writing Developmental Education Status - Numeric	78	1
Item #33	Semesters Hours in Writing Developmental Ed - Numeric	79	2

Item #34	Level of Writing Developmental Ed - Numeric	81	1
Item #35	Writing Developmental Ed Provided - Numeric	82	1
Item #36A	Writing Test Score on Initial Entry - Numeric	83	3
Item #36B	Writing Pass/Fail	86	1
Item #37	Post-DE TASP Writing Score - Numeric	87	3
Item #38	Recent TASP Writing Score Beyond Post-DE - Numeric	90	3
Item #39	Grade in First College-Level Writing Course - Numeric	93	1
Item #40	TASP Reading Obligation Status - Numeric	94	1
Item #41	TASP Reading Obligation Met- Numeric	95	1
Item #42	TASP Reading Developmental Education Status - Numeric	96	1
Item #43	Semesters Hours in Reading Developmental Ed - Numeric	97	2
Item #44	Level of Reading Developmental Ed - Numeric	99	1
Item #45	Reading Developmental Ed Provided - Numeric	100	1
Item #46A	Reading Test Score on Initial Entry - Numeric	101	3
Item #46B	Read Pass/Fail	104	1
Item #47	Post-DE TASP Reading Score - Numeric	105	3
Item #48	Recent TASP Reading Score Beyond Post-DE - Numeric	108	3
Item #49	Grade in First College-Level Reading Course - Numeric	111	1
Item #50	Unused	112	9

>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. Reporting Period	N/A	Must match value on transmittal document; value except >1'--4'
5. Year	N/A	Must match value on transmittal document
6. SCH ATTEMPTED	Semester value > 022 Semester value < 001	Any non-numerical values
7. Grade Points Earned	Semester value > 088 Semester value < 001	Any non-numerical values Value > 4 times SCH
8. High school Enrollment	N/A	Any Value except >0' or >1'
9. Update Code	N/A	Any Value except >0', >A=, >C=, or >D=
10. First Sem. Enrolled	N/A	Any value except >1' - >4'
11. Year First Enrolled	N/A	Any non-numerical values
12. Educational Object.	N/A	Any value except >1' - >6'
13. Prior SSN	N/A	Special Characters
14. Gender	N/A	Any value except >M' or >F'
15. Ethnic Origin	N/A	Any value except >1' - >7'
16. DOB	N/A	Month < >01' or > >12' Day < >01' or > >31'
17. Unused	N/A	Any value except >0'
18. TASP Exemption Status	N/A	Any value except >0' - >6'
19. Initial Test Route	N/A	Any value except >0' - >8'

(continued on next page)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE</u>	<u>ERROR VALUES</u>
<u>MATH/WRITING/READING TEST SECTION</u>		
20/30/40. Obligation Status	N/A	Any value except >0' - >4'
21/31/41. Obligation Met	N/A	Any value except >0' - >7'
22/32/42. TASP DE Status	N/A	Any value except >0' - >5'
23/33/43. SCH in DE	Any value > >6'	Any value > >9'
24/34/44. Level of DE	N/A	Any value except >0' - >3'
25/35/45. DE Provided	N/A	Any value except >0' - >4'
26A/36A/46A. Initial Test Score		
Math Score	N/A	TASP < 100 or > 300
when Item #19 = >2'		COMPASS < 16 or > 99
when Item #19 = >3'		ASSET < 23 or > 55
when Item #19 = >4'		MAPS < 601 or > 625
when Item #19 = >5'		ACCUPLACER < 21 or > 120
Writing Score	N/A	TASP < 100 or > 300
when Item #19 = >2'		COMPASS = 1, or > 8
when Item #19 = >3'		ASSET = 1, or > 8
when Item #19 = >4'		MAPS = 1, or > 8
when Item #19 = >5'		ACCUPLACER = 1, or > 8
Reading Score	N/A	TASP < 100 or > 300
when Item #19 = >2'		COMPASS < 28 or > 99
when Item #19 = >3'		ASSET < 23 or > 53
when Item #19 = >4'		MAPS < 101 or > 125
when Item #19 = >5'		ACCUPLACER < 26 or > 120
26B/36B/46B. Initial est Pass/Fail		Any value except >0' - >2'
27/37/47. Post-DE TASP Score	N/A	Number < 100 or > 300
28/38/48. Recent TASP Score	N/A	Number < 100 or > 300
29/39/49. First 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 #13. 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, #4, #5, the Item(s) to be changed, and a >C' in Item #9. Records that have been omitted may be added by supplying all the information and an >A= in Item #9. If there are records that should not have been reported, they can be deleted by entering Items #1, #2, #3, #4, and #5 and a >D' in Item #9.
 2. If a significant number of the records need to be changed, then you may resubmit the complete report electronically and thus replace all the records for the reporting period.
- c) After all records are error-free and certified, all the records will be applied to the Master TASP Database for the reporting period.

TASP REPORTING EXAMPLES

Items #1 through 17 will be entered each time. Since the report is designed so that the coding for each section (Math, Writing, and Reading) is similar, the examples here reflect the items in the Math section but are applicable to all sections. Each section is dependent upon whether the student met, or not, the obligation for TASP.

1. Student failed one section of the TASP test, was enrolled in a developmental course, and needs further developmental education:

Item#18 = 0	Item#19 = 1	Item#20 = 1
Item#21 = 0	Item#22 = 2	Item#23 = 03
Item#24 = 2	Item#25 = 1	Item#26A = 220
Item#26B = 2	Item#27 = 000	Item#28 = 000
Item#29 = 0		

2. Student being reported for the first time who has passed the TASP :

Item#18 = 0	Item#19 = 1	Item#20 = 3
Item#21 = 1	Item#22 = 0	Item#23 = 00
Item#24 = 0	Item#25 = 0	Item#26A = 250
Item#26B = 1	Item#27 = 000	Item#28 = 000
Item#29 = 0		

3. Student passed an alternative (ASSET) test :

Item#18 = 0	Item#19 = 3	Item#20 = 3
Item#21 = 1	Item#22 = 0	Item#23 = 00
Item#24 = 0	Item#25 = 0	Item#26A = 050
Item#26B = 1	Item#27 = 000	Item#28 = 000
Item#29 = 0		

4. Students enrolled in AB or better@ course to complete a TASP requirement:

- A. Student passes the course:

Item#18 = 0	Item#19 = 1	Item#20 = 2
Item#21 = 5	Item#22 = 4	Item#23 = 00
Item#24 = 0	Item#25 = 0	Item#26A = 200
Item#26B = 2	Item#27 = 215	Item#28 = 000
Item#29 = 2		

B. Student fails the course:

Item#18 = 0	Item#19 = 1	Item#20 = 1
Item#21 = 0	Item#22 = 4	Item#23 = 00
Item#24 = 0	Item#25 = 0	Item#26A = 000
Item#26B = 2	Item#27 = 215	Item#28 = 000
Item#29 = 3		

5. Student is TASP exempt based on ACT scores:

Item#18 = 3	Item#19 = 0	Item#20 = 0
Item#21 = 0	Item#22 = 0	Item#23 = 00
Item#24 = 0	Item#25 = 0	Item#26A = 000
Item#26B = 0	Item#27 = 000	Item#28 = 000
Item#29 = 0		

6. Student who has declared a disability:

A. Student with dyslexia, prior to THECB waiver:

Item#18 = 0	Item#19 = 1	Item#20 = 1
Item#21 = 0	Item#22 = 2	Item#23 = 02
Item#24 = 3	Item#25 = 3	Item#26A = 222
Item#26B = 2	Item#27 = 000	Item#28 = 000
Item#29 = 0		

B. Student with dyslexia, satisfying waiver:

Item#18 = 0	Item#19 = 1	Item#20 = 2
Item#21 = 6	Item#22 = 4	Item#23 = 03
Item#24 = 1	Item#25 = 1	Item#26A = 220
Item#26B = 2	Item#27 = 222	Item#28 = 000
Item#29 = 0		

CBMOO2 SUMMARY OF INITIAL STUDENT TASP DATA FROM DATE: 02/11/99
 TEXAS UNIVERSITY 003304 FALL 1998

EDUCATIONAL OBJECTIVE		INITIAL TEST ROUTE	
NON-DEGREE	738	TASP	1,252
CERT: TASP LIABLE	107	COMPASS	0
ASSOCIATE DEGREE	580	ASSET	52
BACCALAUREATE DEGREE	987	MAPS	0
UNDETERMINED	298	ACCUPLACER	0
CERT: TASP WAIVED	1	STANDFORD ACHIEVE TEST	1
TOTAL	2,711	ANOTHER INSTITUTION	13
MATH OBLIGATIONS MET		LEVEL OF MATH DE	
NOT APPLICABLE	189	NOT APPLICABLE	422
PASSED INITIAL TEST	1,200	LEVEL 1 (INTRO)	0
COMPLETED ANOTHER INST.	33	LEVEL 2 (INTERMED.)	44
PASSED AFTER DE PROGRAM	543	LEVEL 3 (HIGHEST)	859
COMPLETED IN HIGH SCHOOL	3		
COMPLETED B OR BETTER	15		
MATH DEVELOPMENTAL ED STATUS		MATH DEVELOPMENTAL ED PROVIDED	
NOT APPLICABLE	914	NOT APPLICABLE	914
DELAYED	275	COURSE BASED	155
IN PROCESS PENDING	110	NON-COURSE BASED	37
IN PROCESS NOT SATISFACTORY	85	COMBINATION OF BOTH	0
COMPLETED	1,327	GED BASED, CORRECTIONAL	0
WRITING OBLIGATIONS MET		LEVEL OF WRITING DE	
NOT APPLICABLE	189	NOT APPLICABLE	422
PASSED INITIAL TEST	1,200	LEVEL 1 (INTRO)	0
COMPLETED ANOTHER INST.	33	LEVEL 2 (INTERMED.)	44
COMPLETED IN HIGH SCHOOL	6	LEVEL 3 (HIGHEST)	859
PASSED AFTER DE PROGRAM	543		
COMPLETED B OR BETTER	15		
WRITING DEVELOPMENTAL ED STATUS		WRITING DEVELOPMENTAL ED PROVIDED	
NOT APPLICABLE	914	NOT APPLICABLE	914
DELAYED	275	COURSE BASED	155
IN PROCESS PENDING	110	NON-COURSE BASED	37
IN PROCESS NOT SATISFACTORY	85	COMBINATION OF BOTH	0
COMPLETED	1,327	GED BASED, CORRECTIONAL	0
READING OBLIGATIONS MET		LEVEL OF READING DE	
NOT APPLICABLE	366	NOT APPLICABLE	742
PASSED INITIAL TEST	721	LEVEL 1 (INTRO)	0
COMPLETED ANOTHER INST.	33	LEVEL 2 (INTERMED.)	46
COMPLETED IN HIGH SCHOOL	7	LEVEL 3 (HIGHEST)	518
PASSED AFTER DE PROGRAM	94		
COMPLETED B OR BETTER	13		
READING DEVELOPMENTAL ED STATUS		READING DEVELOPMENTAL ED PROVIDED	
NOT APPLICABLE	755	NOT APPLICABLE	888
DELAYED	27	COURSE BASED	155

IN PROCESS PENDING	110	NON-COURSE BASED	3
IN PROCESS NOT SATISFACTORY	63	COMBINATION OF BOTH	0
COMPLETED	1,468	GED BASED, CORRECTIONAL	0

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' and Items #21-#23 must be appropriately coded.

- 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 B or better. However, should the student fail to earn a grade of \geq B 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 remediation is not required.

Enter a >5' or >8' as appropriate for remediation 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 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 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. Until the first course is attempted at your institution, report a code of '0'. 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:

- | | |
|------|-----------------------------------|
| 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 |

Item #18 Grade in First CB-Approved College-Level Writing Course. Until the first course is attempted at your institution, report a code of '0'. 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 |

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.

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 leading zero. 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 right justified with leading zero 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. Enter the semester that this report covers. If reporting a combined summer report use a code of >3'.

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

Item #32 Year. Enter the last 2 digits of the calendar year of the reporting period.

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.)

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

Item #35 Grade in First CB-Approved College-Level Reading Course. Until the first course is attempted at your institution, report a code of '0'. 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 |

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

Length		Position
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
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' =2' if Items #8, #11, #14 equal to >1', >2', or >5' 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'
(s) SCH ATTEMPTED	Semester value > 022 Semester value < 001	Any non-numerical values
(t) Grade Points Earned	Semester value > 088 Semester value < 001 Value > 4 times SCH	Any non-numerical values
<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'

24.	Prior SSN	N/A	Day < >01' or > >31'
25.	R. Read. Score	N/A	Special Characters
26.	R. Math Score	N/A	Number < 100 or > 300
27.	R. Writ. Score	N/A	Number < 100 or > 300

<u>ITEM NUMBER</u>	<u>QUESTIONABLE</u>	<u>ERROR VALUES</u>
<u>OPTIONAL</u>		<u>IF PROVIDED</u>
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' --4'
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'
36. Update Code	N/A	Value except >A=, =C=, or >D=

CLASS DATA REPORT

CBM004

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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 (in accordance with Chapter 54, Section 54.007 of the Texas Education Code) by the payment due date in order to be in good standing. This includes 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 date, 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

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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

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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 semester credit 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.
2. Each participating institution reports its own enrollments in the

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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:

- A. the institutions involved are all public institutions of higher education in Texas,
- B. the institutions involved have a written agreement clearly specifying how students will be reported for formula funding,
- C. institutions participating in an agreement of this type have auditable procedures in place to ensure that the same hours are not reported more than once for funding,
- D. the courses involved are approved for the inventories of both the host and the receiving institutions,
- E. 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 SSN of the faculty or record; and in Item #9, 'Off-Campus Location' the FICE of Host Faculty, identifies the institution of the faculty of record,
- F. 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), the University Center at Montgomery College (zip 77385), Ft Bend (zip 77478), and Palestine (zip 75801) are 'auxiliary locations'. Courses offered at an 'auxiliary location' are regarded as 'on-campus' and do not have to be approved

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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.

1. The entry-level B.S. in Pharmacy program must include:
 - A. A pre-professional program consisting of at least 60 hours of baccalaureate-level courses,
 - B. At least 60 hours of baccalaureate-level professional pharmacy courses,
 - C. No more than 36 hours of a combination of masters-level professional pharmacy courses and special professional pharmacy courses.
2. The entry-level PharmD program must include:
 - A. A pre-professional program consisting of at least 60 hours of baccalaureate-level courses,
 - B. At least 60 hours of baccalaureate-level professional pharmacy courses,
 - C. No more than 36 hours of masters-level professional pharmacy courses, and
 - D. No more than 40 hours of special professional pharmacy courses.
3. The Post-B.S. PharmD program must include:
 - A. A B.S. in Pharmacy as a condition of admission,
 - B. Baccalaureate-level and masters-level professional pharmacy courses as required,
 - C. No more than 40 hours of special professional pharmacy courses.
4. 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

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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.

Reciprocal Educational Exchange Program (REEP) (CB rule 21 Subchapter AA.)

The purpose of the reciprocal educational exchange program is to encourage students of participating institutions to better understand the culture, language, needs, and expectations of other nations of the world and the State of Texas.

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 REEP exchange students from the other nations who are enrolled in credit classes on their campuses (as the host) and not their own students enrolled in classes at other nation campuses, no matter what arrangements are made regarding tuition and fees.

Undergraduate Semester Credit Hour in Excess of State Limit Guidelines

Section 61.0595 of T. E. C. states:

(a) In the formulas established under Section 61.059, the board may not include funding for semester credit hours earned by a resident undergraduate student who before the semester or other academic session begins has previously attempted 170 or more semester credit hours for courses taken at any institution of higher education while classified as a resident student for tuition purposes.

(b) Subsection (a) does not apply to a student enrolled in:

(1) two or more baccalaureate degree programs at the same time;

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(2) a double major degree program that requires 130 or more semester credits for completion; or

(3) a health professional baccalaureate degree program.

(c) For a student enrolled in a baccalaureate program under Section 51.931, semester credit hours earned by the student 10 or more years before the date the student begins the new degree program under Section 51.931 are not counted for purposes of determining whether the student has previously earned the number of semester credit hours specified by Subsection (a).

(d) The following are not counted for purposes of determining whether the student has previously earned the number of semester credit hours specified by Subsection (a):

(1) semester credit hours earned by the student before receiving a baccalaureate degree that has previously been awarded to the student;

(2) semester credit hours earned by the student by examination or under any other procedure by which credit is earned without registering for a course for which tuition is charged;

(3) credit for a remedial education course or another course that does not count toward a degree program at the institution; and

(4) semester credit hours earned by the student at a private institution or an out-of-state institution, or course credits earned exclusively by examination.

In determining which of the courses to include in the 170 undergraduate semester credit hour limit for funding:

1. Include all semester credit hours attempted at your institution that were state funded at the undergraduate level (includes semester credit hours attempted by inmates who are enrolled in courses that are submitted for formula funding and are not otherwise exempt).

2. Include all state-funded transfer hours attempted, as recorded on the receiving institution's database in electronic format, from any Texas public institution of higher education that the student attended prior to June 1, 1998.

3. For students admitted at your institution after May 31, 1998, all state-funded semester credit hours in courses recorded on the transcript of the sending institution will count toward the 170-hour limit, including courses dropped after the official census date, optional internship and

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cooperative education courses, and repeated courses.

4. Include the semester credit hours of an out-of-state undergraduate student who receives a waiver that allows him/her to pay resident tuition.

5. Exclude any semester credit hours taken while the student is paying a non-resident tuition rate.

6. Exclude courses dropped for reasons that are determined by the institution to be totally beyond the control of the student. Institutions shall establish their own published policies and procedures, within the spirit of the law, to evaluate whether courses have been dropped for reasons totally beyond the control of the student.

7. Exclude any hours attempted in workforce education courses for credit (technical hours at two-year institutions).

8. For purposes of the 170-hour rule, health professional baccalaureate degree programs include all baccalaureate programs offered at health-related institutions and all baccalaureate degree programs with a CIP code that begins with 51. Other baccalaureate degree programs, such as dietetics, may be considered health professional degree programs if they prepare students for health professions that involve licensure or accreditation by a health-related agency or entity. Interdisciplinary programs, programs in psychology, kinesiology and family and consumer sciences, and programs that prepare prospective teachers are not considered health professional degree programs for the purposes of the 170-hour rule, unless they involve licensure or accreditation by a health-related agency. Since health-related institutions are not formula funded, students enrolled in health-related institutions are not subject to the 170-hour cap. However, if a student accumulates hours at a health-related institution and then transfers to a general academic institution, the hours accumulated at the health-related institution would count toward the 170-hour cap for that student. Also, students enrolled in health professional baccalaureate programs are excluded from the cap, even when enrolled at general academic institutions.

9. SB 1907 does not apply to a student enrolled in two or more baccalaureate degree programs at the same time; a double major degree program that requires 130 or more semester credits for completion; or a health

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professional baccalaureate degree program. If a student has declared a health-related major (CIP 51) or a double major, then switches to a single non-health-related major, all the state-funded semester credit hours attempted while in the health-related program or in the double major immediately count toward the 170-hour undergraduate cap.

10. The Texas Education Code, Section 51.931, provides students with a right to a "fresh start." Under this statute students may request that an institution, in making an admission decision, not consider any credits or grades earned more than ten years prior to the starting date of the semester in which the student enrolls. Hours excluded under the "fresh start" program do not count toward the 170-hour cap.

11. When a student earns his/her first institutionally recognized baccalaureate degree, the 170-hour undergraduate limit ends.

12. Students in joint baccalaureate-master's programs (such as joint BBA/MBA programs in accounting) are exempt from the limit.

The CB has agreed to construct a database that summarizes by individual the number of undergraduate hours that have been reported to the Coordinating Board since January 1988. When institutions submit their student report, a report will automatically be generated that identifies students who are shown to be beyond a certain threshold of hours, such as 140. The main service the report will provide is to help institutions identify students who are approaching the limit because of undergraduate hours attempted at other institutions. Using this information, institutions may only have to review records of the 3-5 percent of their students who are at or near the 170-hour limit.

It is important to note that the information we can provide will not constitute definitive information for 170-hour rule reporting. There are two main reasons for this:

- ! *First, our active database information can only go back ten years, which is a shorter record period than what most institutions maintain for their own students. Institutions are obliged to take into account all hours attempted by a student at their institution, even hours that were taken more than ten years ago.*

- ! *Second, our records of hours attempted do not distinguish between state-funded and non-state-funded hours, developmental and collegiate hours, or technical and academic hours. The database will identify which institutions the students have attended. Using this information, institutions will know which other institutions to contact in determining whether a student has attempted hours which should not count toward the 170-hour limit.*

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.

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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=

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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-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.).

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- A Enter name of site.
- C Enter FICE of institution where class is held.

Item #9A Composite Classes. Enter a unique two-digit, alphabetic code to identify each cross-listed class. Use composite classes or multiple class records for reporting all sections where teaching responsibility is distributed among two or more persons.

Item #9B Unused.

Item #9C Tenure. Use the definitions of tenure from the CBM008 for the faculty involved in the actual instruction, including teaching assistants, of each 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, if not identified in codes 3, 4, or 5
- 1. Tenured
- 2. On tenure track
- 3. Non-tenured, Terminal degree in discipline for course being taught
- 4. Non-tenured, Appropriate professional certification for course being taught
- 5. Non-tenured, Extensive and recognized accomplishments in field for course being taught

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.

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- 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 all faculty members (the faculty of record) who are directly involved in the delivery of instruction and evaluation of student progress. Use the composite class code with this item or multiple records for the section of the class to report the relative responsibilities of all faculty, including teaching assistants who have a significant role in the teaching of the course. Teaching assistants whose work is limited to grading do not need to be identified. Supervisory faculty members may not be reported as faculty of record for courses taught by teaching assistants they supervise. (Note: A more standardized procedure is now necessary for assigning faculty of record and teaching responsibility in order to distribute funding for the teaching supplement approved by the Legislature.)

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

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(percent) of the faculty member involved in this section. Ensure that all faculty involved in actual instruction, including teaching assistants, are reported. The responsibility factor equals the proportion of credit hour time the faculty member has with students over the course of the semester in regularly scheduled meetings. The three examples below should clarify this assignment.

Example 1: In a 3 semester credit hour (SCH) engineering class that meets for two hours of lecture (2 SCH) and two hours of lab (1 SCH) per week, a tenure-track faculty member delivers the lecture and a teaching assistant conducts the lab. The responsibility would be reported as follows:

tenure-track faculty member - 67%
graduate teaching assistant - 33%

Example 2: In a 3 SCH history class that meets for one hour of lecture and two hours of smaller seminars per week, a tenure-track faculty member delivers the lecture and teaching assistants meet with students in the smaller seminars. Each section conducted by a teaching assistant would be reported separately and the responsibility factor would be allocated as follows:

tenure-track faculty member - 33%
teaching assistant - 66%

Example 3: Ten sections of the introductory public speaking course (3 SCH) follow a common syllabus and are supervised by a tenure-track faculty member, but the teaching assistants meet with students and conduct all three hours per week. Report each section separately with the teaching assistant as faculty of record and 100% responsible for the course.

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. Exclude students who have exceeded the state funding limit of undergraduate or developmental semester credit hours from this Item, but include them in the appropriate Item #16 or Item #17.

13a. Lower Division

13d. Doctoral Level

University Class Report -- CBM004

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

NOTE:

- 13a. Lower Division - Enter the number of freshman and sophomore students enrolled in this section. Exclude students whose developmental semester credit hours exceeds the state funding limit in this Item but include them in Item #17.
- 13b. Upper Division - Enter the number of junior and senior students enrolled in this section. Exclude students whose undergraduate semester credit hours exceeds the state funding limit in this Item but include them in Item #16.
- 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 or the pharmacy funding section in the CBM004 Introduction 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 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

University Class Report -- CBM004

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

Item #16 Enrollment of Students whose undergraduate SCH Exceed state funding limit. Enter the number of students enrolled in this section whose undergraduate semester credit hours attempted exceeds the state funding limit (170 SCH). Do not include these students in Item #13b. Guidelines about the undergraduate SCH limit can be found in the introductory area of the CBM004.

Item #17 Enrollment of Students whose developmental SCH Exceed state funding limit. Enter the number of students enrolled in this section whose developmental semester credit hours attempted at your institution exceeds the state funding limit (18 SCH). Do not include these students in Item #13a.

Note: Developmental Education -- For the purposes of this subchapter is defined as courses, tutorials, laboratories, or other efforts to bring student skill levels in reading, writing and mathematics to entering college level. Does not include courses in English as a Second Language (ESL), study skills or thinking skills.

In determining the number of development SCH a student has accumulated, include all development SCH funded at your institution during or after the summer of 1996.

The maximum of 18 SCH is mandated and not flexible.

Example: If a student has attempted 16 SCH and enrolls in a 3 hour class, the class will need to be shown as a variable credit class for that section on the CBM004. Also, the responsibility will be apportioned accordingly. Assume a math class has

- (a) 16 students who have accumulated less than 10 developmental SCH,
- (b) 1 who prior to enrolling in this course had attempted 16 developmental hours,
- (c) 3 who had attempted 17 developmental hours, and

University Class Report -- CBM004

(d) 4 who exceeded the 18 hour limit. The class would be reported as follows:

Subject/Course#/Sect	SCH	Lower_Enroll (Item 13a)	Respon_Factor	Enroll > 18 (Item 17)
MATH 011 0001	3	16 (a)	50	4 (d)
MATH 011 0001	2	1 (b)	33	3 (c)
MATH 011 0001	1	3 (c)	17	1 (b)

Item #18 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 -- CBM004

DATA PROCESSING RECORD LAYOUT

	<u>Beginning Position</u>	<u>Length</u>
Item #1 Record Code - Always >4'	1	1
Item #2 Institution Code - FICE 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 (Students who qualify for state funding)	63	15
Item #14 Semester - 1, 2 or 3	78	1
Item #15 Year - YYYY - Numeric	79	4
Item #16 Enrollment - Students whose undergraduate SCH Exceed state funding limit, leading zeros	83	3
Item #17 Enrollment - Students whose developmental SCH Exceed state funding limit, leading zeros	86	3
Item #18 Update Code	90	1

University Class Report -- CBM004

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
ITEM 16 ENROLLMENT-UG EXCEED LIMIT	911	0	0
ITEM 17 ENROLLMENT-DE EXCEED LIMIT	911	0	0
CBM001 VS CBM004 SEMESTER CREDIT HOURS			0
TOTAL CBM004 RECORDS PROCESSED	911		
CONTROL TOTAL	911		
ADDS	0		
CHANGES	0		

University Class Report -- CBM004

DELETES	0
REJECTS	0
SUM OF ITEM 12 NOT 100%	

University Class Report -- CBM004

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 13	ITEM	ITEM		
1	2	3	4	5	6	7	8	9	A C	10	11	12	A B C D E	14	15	16	17
4	003304	BIOL	010	00001	1	0000	0				112223333	100	004 012 000 000 000	3	1994	0	0
4	003304	CHEM	310	00001	1	0300	0				112224444	067	014 000 000 000 000	3	1994	0	0
4	003304	BIOL	310	00001	2	0000	0				412331122	033	014 000 000 000 000	3	1994	0	0

SEMESTER CREDIT HOUR VALUE QUESTIONABLE

University Class Report -- CBM004

SUMMARY OF SEMESTER CREDIT HOURS GENERATED

In order to produce this summary, each CBM004 record is related to the CBM003 Course Inventory using the Subject Prefix and Course Number. All CBM004 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 CBM004 coded >9' in Item #8 or coded >7' in Item #6 and not >0' or >1' in Item #8 must have valid zip codes. 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 CBM004 record. These totals are then aggregated by Program and Curriculum area according to the level in the CBM003 and the enrollment level in the CBM004. 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 CBM004 records for regular off-campus classes are used.

University Class Report -- CBM004

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

University Class Report -- CBM004

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

University Class Report -- CBM004

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.

University Class Report -- CBM004

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 have a valid zip code.
9. Off-Campus Location	N/A	Blank if Item #8 is coded a >1' -->9' or >A= or >C=, and Item #6 = >0' -->9'.
9B. Unused	N/A	N/A

University Class Report -- CBM004

9C. Tenure

N/A

Any value except $>0' -$
 $=5'$

University Class Report -- CBM004

<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	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.
16. Enrollment-UG Excess	Sum greater than 40	Any non-numerical value
17. Enrollment-DE Excess	Sum greater than 40	Any non-numerical value

NOTE: 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 a report titled "Classes Taught by Unreported Faculty." This report will be printed each time a CBM004 or CBM008 edit is processed.

UPDATING - INSTRUCTIONS

Individual records in a previously submitted CBM004 report may be updated (deleted, changed, or new ones added) by creating transactions as defined below in an electronic file or via paper forms. The content and placement 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. Every transaction must contain Items #1, #2, #3, #4, #5, #14, #15, and #18 (record type, FICE code, subject prefix, course number, section number, semester, year, and update code). On the paper form Items #1, #2, #14, and #15 are entered only once in the heading while Item #3, #4, #5, and #18 must be included on each transaction (row).
2. The 'UPDATE' box at the top of the paper form must be checked. When the report is submitted electronically, Item #6 in the header record must be coded a >U= to indicate that existing records in the CB database will be updated.
3. When changing or deleting a record, the characters and alignment in Items #3, #4, and #5 on the update transaction must be identical to the subject prefix, course number and section number of the record that is being updated.
4. New records may be added to an existing report by completing all items and inserting an >A' in Item #18.
5. An existing record may be changed by placing a >C' in Item #18 and entering the required items indicated in step 1, provided the change is not to Items #3, #4 or #5. Only the items to be changed need to be filled in.
6. If the change is to Items #3, #4 and #5, enter the required items indicated in step 1 and a >D' in Item #18. No other items need be listed. In a separate transaction, all items of the corrected record should be entered and an >A' placed in Item #18.
7. To delete a record, enter the required items indicated in step 1 and a >D' in Item #18. For deleting multiple entries, only one delete entry is needed.

University Class Report -- CBM004

8. Changing a multiple entry requires deleting the current records and adding corrected records (Steps 7 and 4 should be followed).
9. 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

CBM005

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C. Data Processing Record Layout (tape, diskette, or form).....	5. 5
D. Edit summary of CBM005 data.....	5. 6
E. CBM005 >'Questionable' and >'Error' Values	5. 7
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Public Universities

BUILDING AND ROOM REPORT
CBM005

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

University Room Use -- CBM005

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 CBM004.

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

Item #4 Course Number. Enter the course number.

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

Item #6 Unused. 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.

University Room Use -- CBM005

EXAMPLES:

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

A class that meets on Thursday only would be coded 4**bbbb**.

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 forth-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. Effective in Fall 1999 enter all four digits of the calendar year.

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

University Room Use -- CBM005

- 15d. Doctoral Level
- 15e. Special Professional

University Room Use -- CBM005

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

Effective Fall 1999

Item #13 Year - YYYY - Number	54	4
Item #14 Classification of Room Type - Numeric	58	3
Item #15 Enrollment. (A-E). Zero fill	61	15

University Room Use -- CBM005

Item #16 Update Code

80

1

University Room Use -- CBM005

E X A M P L E

EDIT SUMMARY OF CBM005 DATA FROM LONE STAR UNIVERSITY FALL 1994 003305

	NORMAL RANGE	QUESTIONABLE	ERRORS
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		

University Room Use -- CBM005

DELETES	0
REJECTS	0

University Room Use -- CBM005

>QUESTIONABLE' and >ERROR' VALUES

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

University Room Use -- CBM005

		transmittal document
13. Year	N/A	Must match value on transmittal document
<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<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

Individual records in a previously submitted CBM005 report may be updated (deleted or changed) or new ones added by creating transactions as defined below in an electronic file or via paper forms. The content and placement 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. Every transaction must contain Items #1, #2, #3, #4, #5, #12, #13, and #16 (record type, FICE code, subject prefix, course number, section number, semester, year, and update code). On the paper form Items #1, #2, #12, and #13 are entered only once in the heading while Item #3, #4, #5, and #16 must be included on each transaction (row).
2. The 'UPDATE' box at the top of the paper form must be checked. When the report is submitted electronically, Item #6 in the header record must be coded a >U= to indicate that existing records in the CB database will be updated.
3. When changing or deleting a record, the characters and alignment in Items #3, #4, and #5 on the update transaction must be identical to the subject prefix, course number and section number of the record that is being updated.
4. New records may be added to an existing report by completing all items and inserting an >A' in Item #16.
5. An existing record may be changed by placing a >C' in Item #16 and entering the required items indicated in step 1, provided the change is not to Items #3, #4 or #5. Only the items to be changed need to be filled in.
6. If the change is to Items #3, #4 and #5, enter the required items indicated in step 1 and a >D' in Item #16. No other items need be listed. In a separate transaction, all items of the corrected record should be entered and an >A' placed in Item #16.
7. To delete a record, enter the required items indicated in step 1 and a >D' in Item #16. For deleting multiple entries, only one delete entry is needed.

University Room Use -- CBM005

8. Changing a multiple entry requires deleting the current records and adding corrected records (Steps 7 and 4 should be followed).
9. 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	1994
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

University Room Use -- CBM005

ITEM	12	1
ITEM	13	1994
ITEM	16	C

University Room Use -- CBM005

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	1994
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	1994
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	1994
ITEM	14	110
ITEM	15A	003

University Room Use -- CBM005

ITEM	15B	025
ITEM	15C	002
ITEM	15D	000
ITEM	15E	000

END OF SEMESTER REPORT

CBM006

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PUBLIC UNIVERSITIES

END OF SEMESTER REPORT
CBM006

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 CBM006 are:

Fall	February 1
Spring	June 15
Summer	October 1

NOTE: Classes which were reported on the CBM004 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

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reported for each site receiving the transmission.

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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

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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-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 where the course is 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.

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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 #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.

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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). 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. Enter the total number of students officially enrolled (have not withdrawn or dropped) in this section as of the last day of the semester. If there were no students enrolled at the end of the semester, report '000'. Do not include students who are auditing the class.

13a. Lower Division

13d. Doctoral Level

13b. Upper Division

13e. Special Professional

13c. Master's Level

(Law, DVM, OD)

NOTE: 13a. Lower Division - Enter the number of freshman and sophomore students enrolled in this section. Exclude students whose developmental semester credit hours exceeds the state funding limit.

13b. Upper Division - Enter the number of junior and senior students enrolled in this section. Exclude students whose undergraduate semester credit hours exceeds the state funding limit.

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

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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 all four digits of the calendar year in which the semester occurs.

Item #16 Unused.

Item #17 Update Code. Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously submitted CBM006 report.

A = Add C = Change D = Delete

University End of Semester Report -- CBM006

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 #9B Unused	44	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 - YYYY - Numeric	79	4
Item #16 Unused	83	7
Item #17 Update Code	90	1

University End of Semester Report -- CBM006

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		

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SUM OF ITEM 12 NOT 100%

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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 13	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	1991

SEMESTER CREDIT HOUR VALUE QUESTIONABLE

SUMMARY OF SEMESTER CREDIT HOURS GENERATED

In order to produce this summary, each CBM006 record is related to the CBM003 Course Inventory using the Subject Prefix and Course Number. All CBM006 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 CBM006 coded >9' in Item #8, or coded >7' in Item #6 and not >0' or >1' in Item #8 must have a valid zip code. 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 CBM006 record. These totals are then aggregated by Program and Curriculum area according to the level in the CBM003 and the enrollment level in the CBM006. The level determination is based on the relationships shown on the next page.

<u>COURSE LEVEL</u>	<u>HOURS GENERATED</u>
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 hours.

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	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.

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>QUESTIONABLE' AND >ERROR' VALUES

The following values are used in the Coordinating Board's edit program to determine 'Questionable' and 'Error' values 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 have a valid zip code.
9. Off-Campus Location	N/A	Blank if Item #8 is coded a >1' -->9', >A= or >C=, and Item #6 = >0' -->9'.
10. Off-Campus Code	N/A	Non-numerical value/invalid zip code if Item #8 is

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coded as >1' ==9', >A= or
>C=, and Item #6 = >0' -
=9' .

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
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

Individual records in a previously submitted CBM006 report may be updated (deleted or changed) or new ones added by creating transactions as defined below in an electronic file or via paper forms. The content and placement 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. Every transaction must contain Items #1, #2, #3, #4, #5, #14, #15, and #16 (record type, FICE code, subject prefix, course number, section number, semester, year, and update code). On the paper form Items #1, #2, #14, and #15 are entered only once in the heading while Item #3, #4, #5, and #16 must be included on each transaction (row).
2. The 'UPDATE' box at the top of the paper form must be checked. When the report is submitted electronically, Item #6 in the header record must be coded a >U= to indicate that existing records in the CB database will be updated.
3. When changing or deleting a record, the characters and alignment in Items #3, #4, and #5 on the update transaction must be identical to the subject prefix, course number and section number of the record that is being updated.
4. New records may be added to an existing report by completing all items and inserting an >A' in Item #16.
5. An existing record may be changed by placing a >C' in Item #16 and entering the required items indicated in step 1, provided the change is not to Items #3, #4 or #5. Only the items to be changed need to be filled in.
6. If the change is to Items #3, #4 and #5, enter the required items indicated in step 1 and a >D' in Item #16. No other items need be listed. In a separate transaction, all items of the corrected record should be entered and an >A' placed in Item #16.
7. To delete a record, enter the required items indicated in step 1 and a >D' in Item #16. For deleting multiple entries, only one delete entry is needed.

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8. Changing a multiple entry requires deleting the current records and adding corrected records (Steps 7 and 4 should be followed).
9. 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

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Public Universities

FACULTY REPORT
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, including teaching assistants, 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.

University Faculty Report -- CBM008

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.

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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 4. Asian or Pacific Islander

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- | | |
|-----------------------|--------------------------------------|
| 2. Black-Non-Hispanic | 5. American Indian or Alaskan Native |
| 3. Hispanic | 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 YYYYMM format where

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

Item #13 Percent of Time. Enter the faculty member=s percent of time, in relation to a full or normal workload at the institution, for each appointment (Items #13A-E) during the reporting period. Each institution has a policy that determines a full or normal workload (example, 12 semester credit hours, four classes, etc.). For multiple assignments, apportion the percent of time according to the contracted or required duties. The total percent time must never exceed 100 percent. 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 1997 Appendices to the Reporting and Procedures Manual.

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

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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., & H.)

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- 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

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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'.

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- 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 YYYY 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

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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 - YYYYMM - 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 - YYYY format - Numeric	101	4	
Item #22	Unused - blank	105	3	
Item #23	Update Code: (A=Add, C=Change, D=Delete)	108	1	

University Faculty Report -- CBM008

"QUESTIONABLE" AND "ERROR" VALUES

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

University Faculty Report -- CBM008

12. DATE OF BIRTH >000000'

Non-numerical; month less than >01' or greater than >12'. Century not = >19'.

University Faculty Report -- CBM008

<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 4, 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.

University Faculty Report -- CBM008

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

03/07/98

SPRING 1998

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	1145	1	192801	000	025	085	000	000	022593	000000	00000	00000	00000	000	00000	1	0	2	1998	E %GT100	

8	003304	444774444	SMITH	J		3	0	M	3046	1	197508	000	000	000	000	100	016713	000000	00000	00000	00000	000	00000	1	0	2	1998	C CHANGE	

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

University Faculty Report -- CBM008

EXAMPLE

EDIT SUMMARY OF CBM008 FROM LONE STAR UNIVERSITY

003304

SPRING 1998

		NORMAL RANGE	QUESTIONABLE	ERRORS
ITEM 1	RECORD CODE	428	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

University Faculty Report -- CBM008

CHANGES	1
DELETES	0
REJECTS	0

University Faculty Report -- CBM008

SUMMARY OF FACULTY DATA FROM CBM008 REPORT

LONE STAR UNIVERSITY 003304 03/08/1998 Spring 1998

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

University Faculty Report -- CBM008

OVERLOAD SALARIES	0	13	0.00
FLEX ENTRY SALARIES	0	TOTAL FTE	342.72
FLEX ENTRY RECORDS ONLY	0	FLEX ENTRY FTE	0.00
TOTAL FACULTY RECORDS	420		

University Faculty Report -- CBM008

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 #13A-E) and divide the results by 100.
- NOTE: Flex-entry and error records are not included in the summary counts.

University Faculty Report -- CBM008

TEXAS HIGHER EDUCATION COORDINATING BOARD
003333 LONE STAR UNIVERSITY

SEMESTER:2/98

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
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. All salaries are included in the salary computations. The following limits are used to identify outliers:

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

University Faculty Report -- CBM008

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. CBM008 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

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. CBM008 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

University Faculty Report -- CBM008

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

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, #20	0, 1
Item #21	1996

CBM008 for the spring semester would be coded:

Items #3-#12	(code same as above)
Item #13A	100 (since the classes are not 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

University Faculty Report -- CBM008

Item #16	005250
Item #17, #18	0, 1
Item #19, #20	0, 2
Item #21	1997

University Faculty Report -- CBM008

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, #20	0, 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 CBM008 should be coded:

Item #3	450 409 603
Item #4	Summervill (ITEM #4 limited to 10 spaces)
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

University Faculty Report -- CBM008

- | | |
|---------------|--------|
| Item #15 | 025 |
| Item #16 | 003000 |
| Item #17, #18 | 0, 1 |
| Item #19 | 0 |
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, #19 | 0, 1, 0 |
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 |
| Item #8 | 1 |
| Item #9 | F |
| Item #10 | 1450 |

University Faculty Report -- CBM008

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, #19	0, 1, 0
Item #20	2

University Faculty Report -- CBM008

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, #19	0, 1, 0

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

University Faculty Report -- CBM008

Item #17, #18	0, 1
Item #19, #20	0, 1
Item #21	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, #20	0, 1
Item #21	1996

The spring semester would be coded:

Items #3-#12	(code same as above)
Item #13A	000 (since no longer at the university)
Item #13B, C, D, E	000, 000, 000, 000
Item #14A	000000

University Faculty Report -- CBM008

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

CBM008 FACULTY REPORT UPDATING

Individual records in a previously submitted CBM008 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 FICE Code
 - Item #3 Faculty Identification Number
 - Item #20 Semester
 - Item #21 Year
 - Item #23 Update Code

On the paper update form, Items #1, #2, #20, and #21 are entered only once in the heading, while Items #3 and #21 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 (Faculty Identification Number) and the update code 'D' in Item #23.

University Faculty Report -- CBM008

6. 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).

GRADUATION REPORT DATA

CBM009

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GRADUATION REPORT DATA

CBM009

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 CBM009 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 CBM009 record correspond to (a), (b), and (c) above and will be validated against the Degree Program Inventory file.

University Graduation Report -- CBM009

INSTRUCTIONS FOR GRADUATION REPORT

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

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

Item #3 Student Identification Number. Enter the social security number of the student or the nine digit identification 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
7. Unknown or Not Reported

Item #6 Date of Birth. Enter the month and the last two digits of the year of birth for the student. Effective with the Fall 1999 report, enter YYYYMM (all four digits of the year and the month of birth for the student).

MMYY; where MM = Month and YY = Year

University Graduation Report -- CBM009

(YYYYMM; where YYYY = Year and MM = Month effective Fall 1999)

Item #7 Degree Conferred. Enter the abbreviation of the degree (i.e., BA, MS, PhD 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. Beginning with the Fall 1999 report, enter all four digits of the year in which the report is submitted.

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

University Graduation Report -- CBM009

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 -- CBM009

Effective Fall 1999 Reporting

Item #6	Date of Birth - YYYYMM - Numeric	19	6
Item #7	Degree Conferred - Left Justified - Space Filled	25	8
Item #8	Level of Degree Conferred	33	1
Item #9	Major - Numeric	34	8
Item #10	Reporting Period - Always Enter >1'	42	1
Item #11	Year - YYYY - Numeric	43	4
Item #12	Update Code	80	1

University Graduation Report -- CBM009

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 -- CBM009

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

University Graduation Report -- CBM009

"SUMMARY OF DEGREES CONFERRED DATA FROM CBM009 REPORT" DEFINED

HEADCOUNT:

The headcount is a summation of non-duplicative CBM009 records

TOTAL DEGREES:

The total degrees is the summation of CBM009 records.

GENDER:

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

AGE:

The age distribution is calculated by subtracting the date of birth from 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 -- CBM009

EXAMPLE

CBM009 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

University Graduation Report -- CBM009

TOTAL CBM009 RECORDS PROCESSED 500

CONTROL DATA 1

DISCREPANCY 0

NUMBER OF DUPLICATE RECORDS 5

ADDS 0

CHANGES 1

DELETES 0

REJECTS 0

University Graduation Report -- CBM009

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	091965	BA	2	04010100
1	003304	777887777	F	4	101989	BA	2	27010100

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

University Graduation Report -- CBM009

>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'->7'
6.	Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data, month greater than >12' or less than >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

University Graduation Report -- CBM009

approved degree programs

9. Major N/A

Must match institution's inventory of approved degree programs

10. Reporting Period N/A

Any value except >1'

11. Year N/A

Must match value on transmittal document

University Graduation Report -- CBM009

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

Individual records in a previously submitted CBM009 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 #10 Semester
- Item #11 Year
- Item #12 Update Code

On the paper update form, Items #1, #2, #10, and #11 are entered only once in the heading, while Items #3 and #12 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

University Graduation Report -- CBM009

the update code 'A' in Item #12.

4. Non-required items in an existing record may be changed by entering a 'C' in Item #12 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 #12.
6. A deletion removes all occurrences of the identified student number; therefore, only one delete transaction should be submitted for each 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 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.

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.

ADMISSION DATA REPORT

CBM00B

PAGE

A. General InformationB.2

B. Instructions for Each Data Element B.2

C. Data Processing Record Layout (electronic)B.8

D. Summary Definitions

 1. Summary of Admission Data - ExampleB.9

 2. Summary of Degree Data -Defined B.10

 3. CBM009 '>Questionable' AND '>Error' Values.....B.11

E. Update Procedures B.13

INSTRUCTIONS FOR ADMISSION REPORT

CBM00B

This report is to collect data to meet the requirements of Sections 51.801-51.807 of the Texas Education Code mandated by HB 588 of the 75th Legislature, the Uniform Admissions Bill. This report will meet the requirement that each university report on who applies, who is admitted, and who subsequently enrolls at each institution. After 1998, the report will be due on October 1 and will include undergraduate and graduate/professional applications for the Summer and Fall semesters only. Report only the applications that are complete. The report for undergraduates for Summer and Fall 1998 will be due December 1. Graduate and professional student applications will be submitted in Fall 1999 eliminating the Access and Equity 2000 Plan report (formerly Texas Plan report TXP-4) for universities.

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

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 Last Name. Enter the first 20 characters of the last name by which a student is legally known.

Item #5 First Name. Enter the first 12 characters of the first name of the student.

University Admissions Report B CBM00B

Item #6 Middle Initial. Enter the first character of the middle name of the student.

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

M = Male

F = Female

Item #8 Date of Birth. Enter the calendar date of birth of the student. The year, month, and day should be indicated using the YYYYMMDD format.

YYYY = Year; MM = Month; DD = day

NOTE: If the month of birth is known and the year is unknown, code the item as unknown, or '00000000'. If the year of birth is known and the month is unknown, code the month as '06'.

Item #9 Unused

Item #10 Ethnic Origin. Enter the code indicating the race/ethnicity of the student.

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

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For the purposes of this report, the race/ethnicity categories are used to describe the groups to which individuals belong or identify with. However, no person should be counted in more than one race/ethnic category. The categories presented do not denote scientific definitions of anthropological origins, but represent definitions used by the U.S. Department of Education and other federal agencies to categorize U.S. citizens and resident aliens. Reporting of race/ethnicity data is mandatory for all institutions receiving federal financial assistance.

Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial/ethnic designation and the institution finds it impossible to place the student in one of the categories during enrollment, post-matriculation, or verification processes.

Item #11 Residence. Enter the code representing the county, state or foreign country of which the student is a legal resident (citizen). See Appendix B for codes.

Texas Resident - Enter County Code

Out-of-State Resident - Enter State Code

Foreign Country Citizen - Enter Foreign Country Code

Item #12 Application Level: Indicate the level of degree sought.

05 Bachelor=s

06 Master=s

08 Doctorate

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- 09 Law (L.L.B. or J.D.)
- 10 Pharmacy (Pharm. D. only)
- 11 Medical (M.D. or D.O. only)
- 12 Dental (D.D.S only)
- 13 Optometry(O.D. only)
- 14 Veterinary Medicine (DVM only)
- 15 Other formal award

Note: Other formal award is a recognition in writing by an institution to the student for the completion of a program of courses that has been approved by the institution=s governing board.

Item #13 Entering Status. Do not include transient or former student applications when applying at the same degree level.

- 01 No previous college work for level of award sought
- 02 Transfer

Item #14 Admission Action or Acceptance Status. The action taken by the institution in response to the student=s application for admission.

- 01 Accepted, based on top 10% of class rank (undergraduates only)
- 02 Accepted, based on top 25% of class rank (undergraduates only)
- 03 Accepted on provisional basis, met requirements
- 04 Accepted on provisional basis, did not meet requirements
- 05 Accepted, based on other criteria
- 06 Rejected

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Item #15 Father=s Educational Level. The highest level of formal instruction received by the student=s father or male guardian (corresponds to common application for admission Part D, 26). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates.

- 01 No High School
- 03 Some High School no diploma
- 04 High School diploma or GED or recognized home school
- 06 Some college, but no degree or certificate
- 08 Bachelor=s / four year degree
- 13 Graduate/Professional degree
- 00 Unknown or not applicable

Item #16 Mother=s Educational Level. The highest level of formal instruction received by the student=s mother or female guardian (corresponds to common application for admission Part D, 26). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates.

- 01 No High School
- 03 Some High School no diploma
- 04 High School diploma or GED or recognized home school
- 06 Some college, but no degree or certificate
- 08 Bachelor=s / four year degree
- 13 Graduate/Professional degree
- 00 Unknown or not applicable

Item #17 Living in a single parent/guardian home: This information is to be provided

University Admissions Report B CBM00B

upon implementation of the common application (Fall 1999) and is only required of undergraduate applicants (corresponds to Common Application for Admission Part D, 27).

1 = No 2 = Yes 0 = Unknown or not applicable

Item #18 Family=s gross income: Include both untaxed and taxed income from most recent tax year. As reported on application (corresponds to Common Application for Admission Part D, 28). This information may not be known until the common application is implemented and is only required of undergraduate applicants.

- 01 Less than \$20,000
- 03 \$20,000 to \$39,999
- 08 \$40,000 to \$59,999
- 12 \$60,000 to \$79,999
- 15 \$80,000 and greater
- 00 Unknown or not applicable

Item #19 Language Fluency. Indicate if a language other than English is spoken fluently. (corresponds to Common Application for Admission Part D, 29). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates.

- 01 No
- 02 Spanish
- 03 Other

University Admissions Report B CBM00B

00 Unknown or not applicable

Item #20 Family Obligations. Indicate whether family obligations preclude participation in extracurricular activities (corresponds to Common Application for Admission Part D, 30). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates.

01 No

02 Yes

00 Unknown or not applicable

Item #21 Number of people living in household: The item will allow a two digit number (corresponds to Common Application for Admission Part D, 31). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates. Enter >00' if this item does not apply.

Item #22 Term Sought. The expected term of entry for which the student seeks admission. This item will be use to determine whether the student is a summer or fall applicant.

1 Fall

3 Summer

0 Unknown or unreported

Item #23 Reporting Period: Always enter a >5'.

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Item #24 Application Year. Enter all four digits AYYYY@ of the year for which the admission is sought. (e.g., Fall 1998 would be reported as 1998.)

Item #25 Unused

Item #26 Update Code. Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously submitted CBM00B 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 Admissions Report B CBM00B

DATA PROCESSING RECORD LAYOUT

		Beginning	
		<u>Position</u>	<u>Length</u>
Item #1	Record Code. Always >B'	1	1
Item #2	Institution Code - FICE Code - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Last Name	17	20
Item #5	First Name	37	12
Item #6	Middle Initial	49	1
Item #7	Gender - >M' or >F'	50	1
Item #8	Date of Birth - YYYYMMDD - Numeric	51	8
Item #9	Unused	59	1
Item #10	Ethnic Origin - Numeric, >1' - >7'	60	1
Item #11	Residence - Numeric	61	3
Item #12	Application Level-Numeric, >05',>06',>08'thru>15'	64	2
Item #13	Entering Status - Numeric, >01' or >02'	66	2
Item #14	Admission Action-Numeric,>01' thru >06'	68	2

Enter zeros for Items #15 through #21 for Fall 1998

Item #15	Father=s Education Level - Numeric >00',=01',=03', =04',=06',=08',=13'	70	2
Item #16	Mother=s Education Level-Numeric >00',=01',=03', =04',=06',=08',=13'	72	2
Item #17	Single Parent/Guardian Home - Numeric>0',>1',>2'	74	1
Item #18	Family Income-Numeric >00',=01',=03',=08',=12',=15'	75	2
Item #19	Language Fluency- Numeric, >00',=01',=02',>03'	77	2

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Item #20	Family Obligations - Numeric, >00', >01', =02'	79	2
Item #21	Number in Household - Numeric	81	2
Item #22	Term Sought - Numeric >0', >1' or >3'	83	1
Item #23	Reporting Period - Numeric, Always >5'	84	1
Item #24	Application Year - YYYY - Numeric	85	4
Item #25	Unused	89	1
Item #26	Update Code	90	1

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THE TEXAS HIGHER EDUCATION COORDINATING BOARD

SR-CBM00B SUMMARY OF STUDENT ADMISSION DATA FROM DATE: 09/08/98

LONE STAR UNIVERSITY 003304 ACADEMIC YEAR 1998

GENDER		RESIDENCE	
MALE	2,567	TEXAS COUNTIES	4,962
FEMALE	2,683	OTHER STATES	177
TOTAL	5,250	FOREIGN COUNTRIES	111
		TOTAL	5,250

APPLICATION LEVEL	FIRST-TIME	TRANSFER	TOTAL
BACHELOR=S	4,178	871	5,049
MASTER=S	174	12	186
DOCTORATE	15	0	15
LAW	0	0	0
PHARMACY	0	0	0
MEDICAL	0	0	0
DENTAL	0	0	0
OPTOMETRY	0	0	0
VETERINARY MED	0	0	0
OTHER	0	0	0
TOTAL	4,367	883	5,250

ETHNIC ORIGIN	ACCEPTANCE STATUS BACHELOR=S
WHITE	TOP 10% 54
BLACK	TOP 25% 219

University Admissions Report B CBM00B

			179
HISPANIC	497	PROVISIONAL, MET	33
ASIAN	37	PROVISIONAL, NOT MET	5
INDIAN	12	OTHER CRITERIA	4,977
INTERNATIONAL	111	REJECTED	2
UNKNOWN	0	TOTAL	5,250
TOTAL	5,250		
TERM SOUGHT			
FALL	4,449		
SUMMER	801		
AGE		ACCEPTANCE STATUS GRADUATE	
UNDER 17	0	PROVISIONAL, MET	0
17-18	684	PROVISIONAL, NOT MET	0
19-21	2,287	OTHER CRITERIA	0
22-24	954	REJECTED	0
25-50	1,295	TOTAL	0
OVER 50	30		
TOTAL	5,250		
AVERAGE-AGE	23.4	*** NOTE: TOTALS ARE NET ERRORS	

University Admissions Report B CBM00B

>SUMMARY OF APPLICATION DATA FROM CBM00B REPORT' Defined

GENDER: The headcount by gender summary is determined by 'M' or 'F' in Item #7.

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.

APPLICATION LEVEL: The respective rows are determined by Application Level (Item #12). The First-Time and Transfer columns are determined by the value of Entering Status (Item #13).

ETHNIC ORIGIN: The summary is based on the Ethnic Origin Code (Item #10).

ACCEPTANCE STATUS BACHELOR=S: The counts are based on Application Level (Item #12) that are coded a 05 and the respective Admission Action or Acceptance Status (Item #14).

ACCEPTANCE STATUS GRADUATE: The counts are based on Application Level (Item #12) that are coded any value other than 05 and the respective Admission Action or Acceptance Status (Item #14).

TERM SOUGHT: The counts are based on Item #22.

AGE: The age distribution is calculated by subtracting the Date of Birth (Item #8) from the beginning date of the semester. For this report the beginning date of each Fall is September 1 and Summer is June 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 application record.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. RECORD CODE	N/A	Any value except >B'.
2. INSTITUTION CODE	N/A	Must match value on transmittal document and be on the list of valid FICE codes.
3. STUDENT 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. GENDER	N/A	Value other than 'M' or >F'
8. DATE OF BIRTH	>00000000'	Non-numerical; month greater than >12'. Day greater than >31'
9. UNUSED	N/A	N/A
10. ETHNIC ORIGIN	N/A	Any value other than >1' thru >7'.
11. RESIDENCE	N/A	Not on CB residence file
12. APPLICATION LEVEL	N/A	Value other than >05', >06' or >08' through >15'
13. ENTERING STATUS	N/A	Value other than >01',>02'
14. ADMISSION STATUS	N/A	Value other than >01' thru

University Admissions Report B CBM00B

15.	FATHER=S ED LEVEL	N/A	>06' Value other than >00', >01',>03',>04',>06',>08', >13'
16.	MOTHER=S ED LEVEL	N/A	Value other than >00', >01',>03',>04',>06',>08', >13'
17.	SINGLE PARENT HOME	N/A	Value other than >01' , >02', or >00'
18.	FAMILY INCOME	N/A	Value other than >00', >01', >03',>08',>12',>15'
<p><u>ITEM NUMBER</u> <u>QUESTIONABLE VALUE</u> <u>ERROR VALUE</u></p>			
19.	LANG. FLUENCY	N/A	Value other than >00', >01', >02', or >03'
20.	FAMILY OBLIGATIONS	N/A	Value other than >01', >02', >00'
21.	NUMBER IN HOME	Value greater than 12	Non-numerical
22.	TERM SOUGHT	N/A	Value other than >01', >03', >00'
23.	REPORTING PERIOD	N/A	Value other than >5'
24.	APPLICATION YEAR	N/A	Value greater than current year
25.	UNUSED	N/A	N/A
26.	UPDATE CODE	N/A	Value other than >A', >C=, or >D'

CBM00B APPLICATION REPORT UPDATING

Individual records in a previously submitted CBM00B report may be updated (deleted or changed) or new records may be added via electronic file transactions as defined below. The content and placement of data in these transactions must conform to the data processing record layout.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted.

1. In the 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 #23 Reporting period
 - Item #24 Application Year
 - Item #26 Update Code
2. In the 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.
3. New records may be added to an existing report by completing all items and placing the update code 'A' in Item #26.
4. Non-required items in an existing record may be changed by entering a 'C' in Item #26 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 #26.
6. A deletion removes all occurrences of the identified student number; therefore, only one delete transaction should be submitted for each application record being

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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).