

## 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 electronically. Associated with each report is a set of instructions for preparing the data in the Coordinating Board format.

Reports prepared in compliance with this manual should be transmitted electronically using the following procedure:

- 1) After initializing the FTP process on your system, connect to THECB server: EDC.THECB.STATE.TX.US, by whatever method your FTP requires.
- 2) At USERID: 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)

If you have need to write to the Educational Data Center, the address is  
Educational Data Center  
Texas Higher Education Coordinating Board  
P.O. Box 12788, Capitol Station  
Austin, TX 78711

The fax number is (512) 427-6447.

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>
Alison Ingram	(512) 427-6297	ingraman@theccb.state.tx.us
Kenneth Dalley	(512) 427-6306	dalleykh@theccb.state.tx.us

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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>	<u>Due Date in Even Year</u>
Student Report	CBM001	November 1	Mid October
Student TASP Report	CBM002	February 1	
Class Report	CBM004	November 1	Mid October
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>	<u>Due Date in Odd Year</u>
Student Report	CBM001	March 15	Mid February
Student TASP Report	CBM002	June 15	
Class Report	CBM004	March 15	Mid February
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>
Graduation Report	CBM009	October 1
Admission Report	CBM00B	November 1

<u>Any Time Reports</u>		<u>Due Date</u>
Student Number Change Report	CBM00N	Any Time

## University - General Reporting Issues

- B. COORDINATING BOARD CONTACTS
- I. CBM Reporting
- A. All CBM Reports  
Alison Ingram, Data Analyst 512-427-6297  
INTERNET address: [ingraman@thecb.state.tx.us](mailto:ingraman@thecb.state.tx.us)
- B. CBMOON Report:  
Janice McIver, Data Analyst 512-427-6298  
INTERNET address: [mciverje@thecb.state.tx.us](mailto:mciverje@thecb.state.tx.us)
- C. Electronic Data Transfer System - receipt and distribution  
Dale R. Hartman, Programmer Analyst III 512-427-6415  
INTERNET address: [hartmande@thecb.state.tx.us](mailto:hartmande@thecb.state.tx.us)
- D. General Questions  
Kenneth Dalley, Assistant Director 512-427-6306  
INTERNET address: [dalleykh@thecb.state.tx.us](mailto:dalleykh@thecb.state.tx.us)
- II. Course & Program Inventory Questions: UNIVERSITIES DIVISION  
FAX: 512-427-6168
- A. Course and Program Inventory and CIP Code Classifications and Funding Code Assignments  
Dr. Paul Meyer, Program Director 512-427-6226  
INTERNET address: [meyerpl@thecb.state.tx.us](mailto:meyerpl@thecb.state.tx.us)
- B. Course Inventory  
David Linkletter, Associate Program Director 512-427-6225  
INTERNET address: [linklettd@thecb.state.tx.us](mailto:linklettd@thecb.state.tx.us)
- C. Instructional Television Course Inventory  
Janet Beinke, Program Director 512-427-6321  
INTERNET address: [beinkejt@thecb.state.tx.us](mailto:beinkejt@thecb.state.tx.us)
- III. Facilities Inventory Questions: CAMPUS PLANNING  
FAX: 512-427-6127  
Elaine Sobotik, Associate Program Director 512 427-6125  
INTERNET address: [sobotikee@thecb.state.tx.us](mailto:sobotikee@thecb.state.tx.us)
- V. Student Tuition and Residency Issues; Financial Aid DB: STUDENT SERVICES  
FAX: 512-427-6420  
Jane Caldwell, Director 512-427-6340  
INTERNET address: [caldwellje@thecb.state.tx.us](mailto:caldwellje@thecb.state.tx.us)
- VI. Texas Academic Skills Program Questions: PARTICIPATION AND SUCCESS  
FAX: 512-427-6264  
Ray Fischer, Program Director 512-427-6218  
INTERNET address: [fischerry@thecb.state.tx.us](mailto:fischerry@thecb.state.tx.us)  
Linda McDonough, Interim Director 512-427-6219  
INTERNET address: [mcdonougla@thecb.state.tx.us](mailto:mcdonougla@thecb.state.tx.us)

University - General Reporting Issues

C.

MEDIA

The submission of CBM reports is by means of electronic data transfer. With electronic transmission 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.

## University - General Reporting Issues

### 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. The connection to the FTP File Server at THECB is via Internet.

You may create the data file containing a header record, data records and a trailer record by whatever method available.

The header record contains information to identify the data in the file. The trailer record contains a record count of the actual number of data records, 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 server, EDC.THECB.STATE.TX.US, by whatever method your FTP requires.

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

For PASSWORD: Enter "XXXXXX" (must be in UPPER case) (contact EDTS-CB-ADMIN at EMAIL [EDTS-CB-ADMIN@THECB.STATE.TX.US](mailto:EDTS-CB-ADMIN@THECB.STATE.TX.US) for your password)

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

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



University - General Reporting Issues

C1. File Transfer System INPUT FILE FORMAT for Year 2000 Compliant Reports

HEADER RECORD			<u>Beginning Position</u>
<u>Length</u>			
Item #1 4	File Label-id. Always "HY2K@		1
Item #2	Institution Code - FICE - Numeric	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 (1-3)	17	1
Item #5	Year - Numeric YYYYY	18	4
Item #6	Record Type, C for a complete report or U for an update to an existing report	22	1
Item #7	Length of data records within report - Numeric, i.e. "0080", A0090", A0102", 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 400 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

		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-id, Always "EOF1"	1	4
Item #2	Record Count - Numeric, leading zeros (Number of data records in file, not including >Header= and >Trailer= records)	5	5
	Reserved for Future Use (spaces)	10	71
	Total Record Size		80

## University - General Reporting Issues

### 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 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.

University - General Reporting Issues

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.

## University - General Reporting Issues

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 `I hereby certify ...@` and identification of the name and FICE code of the institution, the name and title of the reporting official, the date of certification, and the CBM report ID, semester, and year of each report being certified.
  - 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 1999 CBM001 and CBM004.

University - General Reporting Issues

CERTIFICATION STATEMENT

INSTITUTION: LONE STAR UNIVERSITY      003304

DATE: DECEMBER 1, 1999

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 1999</u>
CBM004	<u>FALL 1999</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 (including instructional telecommunications).

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 [CB Rules - 5.242(5)].

4. Flexible Entry Students:



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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.

A class which is 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 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.

Reporting Semester Credit Hours

Effective Fall 1999, Item #10A and #10B which separate the semester credit hours (SCH) into on-campus and off-campus categories should be the total SCH the student attempted in the current term. For undergraduate students the sum of Item #10A and #10B should equal the sum of the other SCH Items (#15, #21, #22, #23, #24, and #25):

Item #24 B SCH in collegiate courses that DO qualify for state funding

Item #25 B SCH in developmental education courses which DO qualify for state funding

Item #15 B SCH in inter-institutional courses that DO qualify for state funding

Item #21 B SCH in collegiate courses that DO NOT qualify for state funding

Item #22 B SCH in developmental education courses which DO NOT qualify for state funding

Item #23 B SCH in inter-institutional courses that DO NOT qualify for state funding

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

There will be two semester credit hour checks between the student report (CBM001) and the class report (CBM004).

- 1) The sum of the credit hours identified in Items #10A and #10B for all students on the CBM001 including flexible entry records minus the sum of the credit hours identified in Items #15 and #23 (inter-institutional SCH) must be within 100 hours of the total SCH of the class records (CBM004), excluding inter-institutional classes, Item #21 = >1'.
- 2) The sum of the semester credit hours (Item #24) of all undergraduates students identified on the CBM001 that are affected by the undergraduate limit (code of >1' in Item #27) must be within 50 hours of the sum of the semester credit hours calculated from the enrollments that are affected by the undergraduate limit in Items #18 and #19 on the class report (CBM004), excluding the semester credit hours in inter-institutional classes which are coded >1' in Item #21.

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           | 7. Doctoral Level                              |
| 2. Sophomore          | 8. Special/Professional (Law)                  |
| 3. Junior             | 9. Special/Professional (PharmD)               |
| 4. Senior             | 0. Special-Professional<br>(Optometry-OD Only) |
| 5. Post-Baccalaureate | V. Special-Professional (DVM)                  |
| 6. Master's Level     |  |

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.
  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.
  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.

V. Special/Professional - Veterinary Medicine (DVM only) - a student admitted in an approved Veterinary Medicine 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 YYYYMMDD format.

YYYY = Year; MM = Month; DD = Day

NOTE: If the month of birth is known and the year is unknown, code both month and year as unknown, or '00000000'. 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 exemption or waiver.

Item #8 Residence. Enter the code representing the county, state or foreign country of which the student is a legal resident.

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 post-secondary 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 re-enters 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 including non-state-funded ones for which the student is registered in the current semester. The sum of Item #10A and #10B should be the total SCH the student attempted in the current term and should equal the sum of the other SCH Items (#15, #21, #22, #23, #24, and #25). The semester credit hours attempted in courses that begin after the census date of the prior term, which are identified as flexible-entry, are to be reported in a separate record and a '>1' entered in Item #16.

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Item #10B Semester Credit Hour Load, Current Registration (Off-Campus). Enter the number of off-campus semester credit hours including non-state-funded ones for which the student is registered in the current semester. The sum of Item #10A and #10B should be the total SCH the student attempted in the current term and should equal of the other SCH Items (#15, #21, #22, #23, #24, and #25). The semester credit hours attempted in courses that begin after the census date of the prior term, which are identified as flexible-entry, are to be reported in a separate record and a '>1' entered in Item #16.

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 Unused.

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

Unknown or Not Reported: The unknown classification should only be used if the 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 SCH - Inter-Institutional State-Funded. Enter the number of semester credit hours in inter-institutional courses in which the student is registered during this current semester that DO qualify for state funding. Exclude SCH attempted in inter-institutional courses that do not qualify for state funding (Items #23), all other collegiate level courses (Items #21 and #24), and all developmental courses (Item #22 & #25). Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution=s students

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and there is an inter-institutional agreement on file at CB. See more discussion of inter-institution in the introduction of the CBM004 report.

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 students enrolled at one of the Dallas educational facilities and a >'2' for their students enrolled at the Houston campus.

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

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

Item #19 Doctoral Funding Code. Enter the funding code of the associated CIP 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 Load NOT State Funded. Enter the number of attempted semester credit hours for which the student is registered that do not qualify for state funding during the current semester. Exclude SCH attempted in courses that are state funded (Item #24), all developmental courses (Items #22 and #25) and all inter-institutional courses (Items #15 and #23). Examples are attempted SCHs of an undergraduate student who has exceeded the state limit, SCH of a student in physical education courses that are not allowed for state funding (see discussion on SCH that exceed state limits in Introduction of CBM004), and SCHs of a student in military science and religion courses.

Item #22 SCH B Developmental Load NOT State Funded. Enter the number of semester credit hours for which the student is registered during this current semester that do NOT qualify for state funding. Exclude SCH attempted in courses that are collegiate level (Items #21 and #24), state funded developmental courses (Item #25) and all inter-institutional courses (Items #15 and #23). An example are attempted SCHs of undergraduate students who have exceeded the state limit in developmental education (18 semester credit hours).

Item #23 SCH B Inter-Institutional Load NOT State Funded. Enter the number of semester credit

University Student Report -- CBM001 Effective Fall 2000

hours in inter-institutional courses in which the student is registered during this current semester that do NOT qualify for state funding. Exclude SCH attempted in state funded inter-institutional courses (Items #15), all other collegiate level courses (Items #21 and #24), and all developmental courses (Item #22 & #25).

- Item #24 SCH B Load State Funded. Enter the number of attempted semester credit hours for which the student is registered that DO qualify for state funding during the current semester. Exclude SCH attempted in collegiate courses that are not state funded (Item #21), all developmental courses (Items #22 and #25) and all inter-institutional courses (Items #15 and #23).
- Item #25 SCH B Developmental Load State Funded. Enter the number of semester credit hours in developmental courses in which the student is registered during this current semester that DO qualify for state funding. Exclude attempted SCH of the student in developmental courses that are not state funded or SCH of the student who has exceeded the developmental state limit (Item #22); SCH attempted in courses that are collegiate level (Items #21 and #24); and SCH of all inter-institutional courses (Items #15 and #25).
- Item #26 SCH of Undergraduate Degree Program. Enter the number of semester credit hours of the undergraduate degree program in which the student is enrolled. Enter '>000' if the student is not classified as a senior. A student who is enrolled on a temporary basis or who has not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours. You may enter '>000' for all students until the Fall semester 2001.
- Item #27 Student Affected by Undergraduate Funding Limitation. Enter a '1' if the student first enrolled in an institution of higher education in the 1999 fall semester or later. Otherwise enter a '>0'.
- Item #28 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.
- Item #29 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.
- Item #30 Middle Name Initial. Enter the initial of the student's middle name.
- Item #31 Semester Credit Hours of Students Enrolled in Dual Credit Courses. Enter the number of dual credit hours attempted in which the student receives both public high school credit and for which both the public high school and the college receive state funding (ADA and formula funding). These hours are to be included in any of the other credit hour items as appropriate.
- Item #32 Unused.
- Item #33 Update Code. Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously submitted CBM001 report. If the report being submitted contains all students in attendance for the semester (complete report), it is not necessary to enter an update code.

A = Add C = Change D = Delete

DATA PROCESSING RECORD LAYOUT

Beginning  
Position Length

University Student Report -- CBM001 Effective Fall 2000

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 - Alphanumeric	18	1
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Tuition Status - Numeric	27	1
Item #8	Residence - Numeric	28	3
Item #9	Transfer/In College - Numeric or Blank	31	6
Item #10A	SCH Load - On-Campus, no decimals, zero fill	37	2
Item #10B	SCH Load - Off-Campus, no decimals, zero fill	39	2
Item #11	Doctoral Hours Funded - Numeric or Blank	41	2
Item #12	Ethnic Origin - Numeric	43	1
Item #13	Semester - Numeric	44	1
Item #14	Year - YYYY - Numeric	45	4
Item #15	SCH - Inter-Institutional State Funded - 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 - Collegiate Not State Funded - no decimals	65	2
Item #22	SCH - Developmental Not State Funded - no decimals	67	2
Item #23	SCH - Inter-Institutional Not State Funded, no decimals	69	2
Item #24	SCH - Collegiate State Funded - Numeric, No decimals	71	2
Item #25	SCH - Developmental State Funded - no decimals	73	2
Item #26	SCH - Undergraduate Degree Program - Numeric	75	3
Item #27	Student Affected by UG Funding Limit - Numeric	78	1
Item #28	Last Name - 20 characters	79	20
Item #29	First Name - 10 characters	99	10
Item #30	Middle Name Initial - 1 character	109	1
Item #31	SCH-Dual Credit	110	2
Item #32	Unused	112	8
Item #33	Update Code	120	1



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		FIRST-TIME ENROLLED	
WHITE	4,374		71
BLACK	219		2
HISPANIC	497		6
ASIAN	37		2
INDIAN	12		0
INTERNATIONAL	111		0
UNKNOWN	0		0
TOTAL		5,250	81
SCH		FLEX-ENTRY	
COLLEGIATE STATE FUNDED	50,366	450	
COLLEGIATE NOT STATE FUNDED	543	0	
INTER-INSTITUTIONAL STATE FUNDED	0	0	
INTER-INSTITUTIONAL NOT STATE FUNDED	0	0	
DEVELOPMENTAL STATE FUNDED	345	12	
DEVELOPMENTAL NOT STATE FUNDED	66	0	
ATTEMPTED IN DOCTORAL COURSES	2,225	0	
VET MED SPECIAL PROFESSIONAL	0	0	
TOTAL	53,545	462	
ON-CAMPUS	45,333	462	
OFF-CAMPUS	8,212	0	
TOTAL	53,545	462	

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	
SPEC. PROF. VET. MED.	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

TOTAL HEADCOUNT 5,429

5

STUDENTS AFFECTED BY UG LIMIT 81

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

University Student Report -- CBM001 Effective Fall 2000

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

>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).

SEMESTER CREDIT HOURS (SCH):

COLLEGIATE STATE FUNDED: Item #24 is summed to produce a total.  
COLLEGIATE NOT STATE FUNDED: Item #21 is summed to produce a total.  
INTER-INSTITUTIONAL STATE FUNDED: Item #15 is summed to produce total.  
INTER-INSTITUTIONAL NOT STATE FUNDED: Item #23 is summed to produce total.  
DEVELOPMENTAL STATE FUNDED: Item #25 is summed to produce a total.  
DEVELOPMENTAL NOT STATE FUNDED: Item #22 is summed to produce a total.  
ATTEMPTED IN DOCTORAL COURSES: Item #11 is summed to produce a total.

ON-CAMPUS: Item #10A is summed to produce a total.  
OFF-CAMPUS: Item #10B is summed to produce a total.  
Each of the respective Items are summed for FLEX-ENTRY RECORDS (Item #16 = >1')

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 an inter-institution SCH value (Item #15 and Item #23) greater than zero.

EXAMPLE

CBM001 EDIT SUMMARY FROM LONE STAR UNIVERSITY 003304 SPRING 1999

	<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 11	DOCTORAL HOURS FUNDED	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	SCH INTER-INSTITUTION FUNDED	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 COLLEGIATE NOT FUNDED	5,429	0	0
ITEM 22	SCH DEVELOPMENTAL NOT FUNDED	5,429	0	0
ITEM 23	SCH INTER-INSTITUTIONAL FUNDED	5,429	0	0
ITEM 24	SCH COLLEGIATE FUNDED	5,429	0	0
ITEM 25	SCH DEVELOPMENTAL FUNDED	5,429	0	0
ITEM 26	SCH OF UG PROGRAM	5,429	0	0
ITEM 27	STUDENT AFFECTED BY UG LIMIT	5,429	0	0
ITEM 28	LAST NAME	5,429	0	0
ITEM 29	FIRST NAME	5,429	0	0
ITEM 30	MIDDLE INITIAL	5,429	0	0
ITEM 31	SCH DUAL CREDIT	5,429	0	0
	CBM001 VS CBM004 SEMESTER CREDIT HOURS TOTAL		0	0
	CBM001 VS CBM004 SEMESTER CREDIT HOURS AFFECTED BY UG LIMIT		0	0
	TOTAL CBM001 RECORDS PROCESSED	5,429		
	CONTROL TOTAL		1	
	DISCREPANCY		0	
	NUMBER OF DUPLICATE RECORDS		130	
	ADDS	0		
	CHANGES	1		
	DELETES	0		
	REJECTS	0		

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 INITIAL EDIT OF SR-CBM001 DATE  
 LONE STAR UNIVERSITY PAGE 1

DATE 4/08/99

SPRING 1999

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEMS	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	24	25	26	27	28
1	003304	666886666	M	7	0965	1	191		09	00	00		2	99	0	0	06010100	16	0	0	0	0	09	0	000	0	E	
1	003304	777887777	F	4	1089	1	059		0	03		3	2	99	0	0	13120200	03	0	0	0	0	03	0	000	0	Q	

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

TOTAL CBM001 SEMESTER CREDIT HOURS: 43,707  
 TOTAL CBM004 SEMESTER CREDIT HOURS: 44,000

CBM001/004 UNDERGRAD SCH

TOTAL CBM001 UNDERGRAD SEMESTER CREDIT HOURS: 22,886  
 TOTAL CBM004 UNDERGRAD SEMESTER CREDIT HOURS: 22,886

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

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' or >'V'.
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', day greater than >'31'.
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)	Sum of #10A + #10B less than 1 or greater than 22	Any non-numerical Unused positions should be zero-filled.
11.	DOCTORAL SCH	Value > 18	Any non-numerical if Item #5 = >'7'; Must have numerical value if Item #16 = >'3'.
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.	INTER-INSTITUTION SCH	(See Item #24)	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'.



<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
18.	MAJOR AREA OF CONCEN- RATION - CIP	N/A
19.	DOCTORAL FUNDING CODE	Not on CIP file. 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-COLLEGIATE NOT FUNDED	(See Item 24) Non numerical
22.	SCH-DEVELOPMENTAL NOT FUNDED	(See Item 24) Non numerical
23.	SCH-INTER-INST. NOT FUNDED	(See Item 24) Non numerical
24.	SCH-COLLEGIATE FUNDED	(Sum Items #15, #21, Non numerical #22, #23, #24, #25 less than 1 or greater than 22)
25.	SCH-DEVELOPMENTAL NOT FUNDED	(See Item 24) Non numerical
26.	SCH-OF UG DEGREE PROGRAM	Value less than 120 Non numerical or greater than 160
27.	STUDENT AFFECTED BY UG LIMIT	N/A Any Value except >0' or >1'
28.	LAST NAME	N/A Blank, Numerical
29.	FIRST NAME	N/A Blank, Numerical
30.	MIDDLE INITIAL	N/A N/A
31.	SCH DUAL CREDIT	Value greater than 9 Non numerical or > 21

DISCREPANCY:

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

CBM001/004 SEMESTER CREDIT HOUR MISMATCH

The CBM001 edit program sums the semester credit hour load from Items #10A and #10B minus Items #15 and #23, including flexible entry students. Error records are excluded from the counts. This is the CBM001 semester credit hour total listed in the error message. The grand total semester credit hours from the CBM004 sums Items #13A-E, Items #16, #17, #18, and #19 where Item #21 = >0' and excludes inter-institutional records, Item #21 = >1' and any error records.

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

A second semester credit hour comparison has been added to validate the undergraduate students who are affected by the undergraduate funding limit. A sum of SCHs reported in Item #24 of the CBM001 for students who have been identified as being affected by the limit (code >1' in Item #27) will be matched to the sum of SCHs calculated on the enrollments reported in Items #18 and #19 on the CBM004 when Item #21 = >0'. If the discrepancy between the two totals is greater than 50, 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 balance.

### 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 an electronic file 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 electronically.

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 #32 Update Code
2. In an electronic update file, Item #6 in the header record must be 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 #32.
4. Non-required items in an existing record may be changed by entering a 'C' in Item #32 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 #32.
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 (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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## University TASP Report -- CBM002

### 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.

## University TASP Report -- CBM002

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

## University TASP Report -- CBM002

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.
- \* International students  
A student who is a citizen of a country other than the United States who is not seeking a degree
- \* 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.
- \* Transfers with 3 or more credit hours  
A student who transfers with 3 or more accumulated college-level semester credit hours or the equivalent to a Texas public institution from a private or out-of-state institution may use transferred courses which are given common course numbers corresponding to those in Subsection 5.315(d)(3) to satisfy TASP



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requirements. A student must have earned a course grade of AB@ or higher in each of the three skill areas. If not, the student must be tested in the remaining skill area(s) and must comply with all other TASP requirements.

### \* 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.

## Criteria for Meeting TASP Requirements

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

Minimum passing scaled scores for approved alternative tests:

- \* ASSET: Reading Skills - 41; Elementary Algebra - 38;  
Written Essay - 6 (raw score); Writing Skills (objective) - 40
- \* COMPASS: Reading Skills - 81; Algebra - 39; Written Essay - 6 (raw score)  
Writing Skills (objective) - 59
- \* MAPS: Reading Comprehension - 114; Elementary Algebra - 613;  
Written Essay - 6 (raw score); Conventions of Written English - 310
- \* ACCUPLACER: Reading Comprehension - 78; Elementary Algebra - 63;  
Written Essay - 6 (raw score); Sentence Skills - 80
- \* The passing standard for the written essay portion of all alternative tests is a score of 6 (raw score). However, an essay score of 5 will pass if the student meets the objective writing test standard. Report the raw score on the CBM002 and use the objective writing scaled score to determine whether to report the writing essay score as passing or failing.

Minimum passing standards on the Stanford Achievement Test given to deaf students (report raw scores): Reading Comprehension - 29; Mathematics Total - 66; Language Total - 37; Do not report the Study Skills score.

A student may satisfy the TASP requirements by earning a grade of AB@ or better in an appropriate course approved by the Board (CB Rule 5.315 Subsection d).

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An institution may require higher performance standards for students than those required for TASP purposes. Such students 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.

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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.

Item #4 Reporting Period.

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

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

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.

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).

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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 Apursuing@ a high school level program.

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.

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

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

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.

Item #13 Prior Student ID - Social Security Number Change. The CB will use

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this number to match to the CBM001 and TASP Database if the number in Item #3 does not match.

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

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

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 date of birth is unknown, enter A00000000".

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

0. Null

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 or did not have a transfer AB@ or better grade in all three skill areas
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.)
7. Satisfied TASP requirement based on qualifying as a transfer student from an out-of-state or private institution with a AB@ or higher grade in an appropriate course in all three skill areas.

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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. If the student qualifies for an exemption, the Anull@ 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 provided this score.
2. COMPASS (Use elementary algebra as math section)
3. ASSET
4. MAPS
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students) Report only Reading Comprehension, Mathematics, and Language raw scores in appropriate Items #26, #36, and #46. Do not report the Study Skills score.
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 >0' or >4' in Item #20, all other Items in this section should be reported as Anull@.

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. Item #21 cannot be reported as a zero when this Item is coded >2'.
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); include students who transferred from out-of-state or private institution who earned a course grade of AB@ or higher in this area
4. Met obligation in a prior reporting period.

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.

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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

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)

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.

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 ALevel 2" and the second course a ALevel 3". In institutions where only one course in the math developmental program is available code the course a ALevel 3". In institutions where there are more than 3 courses in the math development program, code the first course a

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A Level 1"; the last course in the program, a A Level 3"; and all intermediate courses, a A Level 2".

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. Provided by correctional institution

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.

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

Item #27 TASP Math Score From Second Testing Occasion. (Formerly Post-Developmental Education TASP Math Score) Enter the TASP score from the second testing occasion which normally occurs 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.

Item #28 TASP Math Score From Third or Most-Recent Testing Occasion. If there are more than two testing occasions, enter the most recent three digit scaled score for math provided by NES. If there are four or more testing occasions, and the student achieved the highest score on a prior occasion (after the second occasion), enter it here. Enter '>000' if not applicable or null.

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'. Report the grade of the student in one of the Freshman-level courses (as identified by their Common Course Numbers) listed below if it was attempted to satisfy the TASP



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requirement. If a student retakes one of the courses listed below because he/she did not make a B or better on the previous attempt, report the grade of the retake. The grade should be in one of the following:

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 >0' or >4' in Item #30, all other Items in this section should be reported as Anull@.

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. Item #31 cannot be reported as a zero when this Item is coded >2'.
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); include students who transferred from out-of-state or private institution who earned a course grade of AB@ or higher in this area
4. Met obligation in a prior reporting period.

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

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6. Completed TASP writing obligation via provision 51.306(u), dyslexia and other related disorders
7. Other, when none of the above apply

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)

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.

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".

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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. Provided by correctional institution

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 essay score not the writing objective score. Since the writing essay score is a single digit, enter leading zeros. Enter >000' if the item is not applicable or null. The TASP score may be omitted if the student identifier matches to the NES score file at the Coordinating Board.

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

Item #37 TASP Writing Score From Second Testing Occasion. (Formerly Post-Developmental Education TASP Writing Score) Enter the TASP score from the second testing occasion which normally occurs 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.

Item #38 TASP Writing Score From Third or Most-Recent Testing Occasion. If there are more than two testing occasions, enter the most recent three digit scaled score for writing provided by NES. If there are four or more testing occasions, and the student achieved the highest score on a prior occasion (after the second occasion), enter it here. Enter >000' if not applicable or null.

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'. Report the grade of the student in one of the Freshman-level courses (as identified by their Common Course Numbers) listed below if it was attempted to satisfy the TASP requirement. If a student retakes one of the courses listed below

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because he/she did not make a B or better on a previous attempt, report the grade of the retake. The grade should be in one of the following:

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 of >0' or >4' in Item #40, all other Items in this section should be reported as Anull@.

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. Item #41 cannot be reported as a zero when this Item is coded >2'.
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); include students who transferred from out-of-state or private institution who earned a course grade of AB@ or higher in this area.
4. Met obligation in a prior reporting period.

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),

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- dyslexia and other related disorders  
7. Other, when none of the above apply

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)

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.

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".

Item #45 Reading Developmental Education Provided During the Reporting

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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. Provided by correctional institution

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.

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

Item #47 TASP Reading Score From Second Testing Occasion. (Formerly Post-Developmental Education TASP Reading Score) Enter the TASP score from the second testing occasion which normally occurs 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.

Item #48 TASP Reading Score From Third or Most-Recent Testing Occasion. If there are more than two testing occasions, enter the most recent three digit scaled score for reading provided by NES. If there are four or more testing occasions, and the student achieved the highest score on a prior occasion (after the second occasion), enter it here. Enter >000' if not applicable or null.

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'. Report the grade of the student in one of the Freshman-level courses (as identified by their Common Course Numbers) listed below if it was attempted to satisfy the TASP requirement. If a student retakes one of the courses listed below because he/she did not make a B or better on the previous attempt, report the grade of the retake. The grade should be in one of the following:

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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

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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	Second Test Occasion TASP Mathematics Score - Numeric		69	3
Item #28	Third Test Occasion or Later TASP Math Score - Numeric		72	3
Item #29	Grade in First College-Level Mathematics Course - Numeric		75	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	Second Test Occasion TASP Writing Score - Numeric		87	3
Item #38	Third Test Occasion or Later TASP Writing Score - Numeric		90	90

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Item #39	Grade in First College-Level Writing Course - Numeric	93	1
			Beginning
Position Length			
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 - Numeric	104	1
Item #47	Second Test Occasion TASP Reading Score - Numeric	105	3
Item #48	Third Test Occasion or Later TASP Reading Score - Numeric		108
			3
Item #49	Grade in First College-Level Reading Course - Numeric	111	1
Item #50	Unused	112	9

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>QUESTIONABLE' AND >ERROR' VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE</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	N/A
18. TASP Exemption Status	N/A	Any value except >0' - >7'
19. Initial Test Route	N/A	Any value except >0' - >8'

(continued on next page)



## University TASP Report -- CBM002

### 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.

University TASP Report -- CBM002

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.

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:

University TASP Report -- CBM002

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		

7. A student who satisfies one or two of the three TASP areas with a transfer-in grade of B or better is coded as follows (Passing grade in Math):

Item #18 = 0                    since all areas are not completed based on transfer grades

Item #19 = 1 thru 6        (depending upon the initial test taken for the other sections which do not have a B or better grade in an approved course). If an initial test has not been taken before the end of the semester, then it would be appropriate to code this item an 8.

Item #20 = 3

Item #21 = 5

Items #22 thru #28        coded 0

Item #29 = 1 or 2 depending on the grade transferred.

CBM002 SUMMARY OF INITIAL STUDENT TASP DATA FROM DATE: 02/11/1999  
 TEXAS HEALTH SCIENCE CENTER 003304 FALL 1999

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



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 tuition and fees 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 by two-way interactive video 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 Mode of Instruction of the class as a code >1' in Item #20 for the on-campus face-to-face lecture and a code >4' in Item #20 for the Mode of Instruction at the receive site. 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.

Instructional Telecommunications.

1. "Distance Learning" refers to instruction the majority of which is delivered by any means to any single or multiple location(s) (a) other than the "main campus" of a senior institution where the course is taught (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 AInstructional 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 a substantial majority of the program without taking 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 notification of the Board. In addition, institutions may not offer through distance learning instruction at any site an array of courses that would

constitute a degree or certificate program without prior notification 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 L of the CB Rules (5.245). 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 there is an inter-institutional agreement:

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 or #23, AInter-Institutional SCH Load@, and in the appropriate Item #10A or #10B.
  - B. The host institution will report at least two class records, one with its own students and one per FICE Code of each inter-institutional partner. For each inter-institutional partner, Item #21 will be coded >1' to exclude the SCH of 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 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 distance education and off-campus courses: those done through telecourses or interactive video as well as those taught face-to-face at off-campus locations. 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 course inventories of both the host and the receiving institutions,
- E. on the class report(s) for the receiving institution(s), Item #21 is coded '>1' to indicate that the class is inter-institutional; Item #11, Instructor Code, is SSN of the faculty of record; and in Item #8A, 'AOff-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

CB  
M0  
01  
.

Multi-Institutional Teaching Center (CB Rule 5.245), University System Centers (CB Rule 5.246), and Other Specific Sites.

A multi-institution teaching center is an 'Aoff-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 'Aparent 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 or other site listed below MUST be reported separately. The following assigned FICE codes

will identify the specific multi-institution teaching center (MITC) or University System Center or other specific site:

MITC or University System Center:

- 000802 North Austin & Williamson County MITC
- 000810 Tarleton State University System Center - Central Texas
- 000820 The University Center MITC at the Woodlands
- 000800 UH System at Ft. Bend MITC
- 000818 Universities Center at Dallas
- 000824 University of North Texas System Center at Dallas
- 000826 UH System Center at Cinco Ranch
- 000828 TAMUK System Center at Palo Alto

Other specific site:

- 000804 Prairie View A&M University College of Nursing, Houston Center
- 000806 Sul Ross State University - Rio Grande Campus at Del Rio
- 000808 Sul Ross State University - Rio Grande Campus at Eagle Pass
- 000812 Texas A&M University-Commerce Metroplex Center, Mesquite
- 000814 Texas Woman=s University, College of Nursing, Houston Center
- 000816 Texas Woman=s University, College of Nursing, Dallas Educational Activities
- 000822 The University of Texas at San Antonio, Downtown

Pharmacy Funding Policy.

1. 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.
2. 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.
3. Courses designated as doctoral level shall be reserved for doctoral students pursuing the Ph.D. in Pharmacy.

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

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

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

fees.

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 (CB Rules 13.113 and 13.114)

The limitation on funding of excess undergraduate credit hours applies only to hours generated by students who initially enroll as undergraduates in an institution of higher education in the 1999 fall semester or in a subsequent term. If a student has been enrolled as an undergraduate student in any public or private institution of higher education during any term prior to the 1999 fall semester, the student=s credit hours are exempt.

Semester credit hours generated by non-resident students paying tuition at the rate provided for Texas residents are subject to the same limitations as hours generated by resident students.

Funding of excess undergraduate semester credit hours is limited as follows:

(1) Institutions may not submit for formula funding semester credit hours attempted by an undergraduate student who has previously attempted 45 or more semester credit hours beyond the minimum number of hours required for completion of the degree program in which the student is enrolled.

(2) An undergraduate student at a four-year institution who is not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours.

(3) Students who enroll on a temporary basis in a university or health-related institution, and are also enrolled in a private or independent institution of higher education or an out-of-state institution of higher education are considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours.

(4) For purposes of the undergraduate limit, students are treated for funding purposes as having whatever major they had on the official census day of the term in question. If a student changes majors during a term, that act does not retroactively change their eligibility under the limit.

(5) For the purposes of the undergraduate limit, an undergraduate student who has entered into a master=s or professional degree program without first completing an undergraduate degree is considered to no longer be an undergraduate student after having completed the equivalent of a bachelor=s degree or all of the course work normally taken during the first four years of undergraduate course work in the student=s degree program.

(6) The following types of semester credit hours are exempt and do not count toward the limit:

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

(B) semester credit hours earned through examination or similar method without registering for a course;

(C) semester credit hours from remedial and developmental courses, technical courses, workforce education courses, or other courses that would not generate academic credit that could be applied to a degree at the institution;

(D) semester credit hours earned by the student at a private institution or an out-of-state institution; and

(E) any semester credit hours not eligible for formula funding.

A student who enrolled prior to Fall 1999 and who withdrew or failed all courses taken will be exempt from the undergraduate excessive hour rule.

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



## 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. (Replaced by Item #20) |
| 3. Practicum         | 8. Thesis                 |
| 4. Seminar           | 9. Dissertation           |
| 5. Independent Study | 0. Individualized         |

NOTE: Courses that were formerly coded AInstructional Telecommunications@ (code 7) should now be coded according to their type of instruction rather than the mode of instruction which will now be identified in Item #20. For example, a two-way interactive video class that is a lecture should be coded a >1', not a >7'. In Item #20 the Mode of Instruction will be recorded. Each instruction type should be reported in a separate class record (see additional discussions of instructional telecommunications in the documentation of the CBM004, and of multiple entries later in this section). Lecture and laboratory can be combined and reported in the same record. (More discussion about Instructional Telecommunications and on how to report multiple entries is described in the introduction section of the CBM004).

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

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. Individualized (0) includes asynchronous Internet, videotape, audio-tutorial and similar types of individualized instruction.

Item #7 Semester Credit Hour Value. Enter the semester credit hour value for this section. Use leading zeros and two decimal places.

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

- 0 - On-Campus
- 1 - Off-Campus (regular); other locations not listed below
- 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 - Institution of Higher Education - Courses taught on the campus of another institution of higher education (including community colleges, MITCs, university centers, private universities, and other specific locations identified in the Multi-Institution Teaching Centers discussion in the Introductory section of the CBM004)
- 7 - Military Bases - Courses taught on a military base
- 8 - Primary or Secondary School - Courses taught on the campus of a public or private primary or secondary school
- 9 - Individual Instructional Telecommunications Receiver - Courses delivered through Instructional Telecommunications to individuals via the Internet or broadcast or live, interactive television delivery systems. See definition in the Introductory Section of the CBM004
- B - Business, Government, or Other Work Location - Courses taught at such entities

NOTE: Item #8A, Other Higher Education Site, must be completed for all classes taught at another higher education institution in Texas (public or private) when Item #8 is coded a >6'.

Item #9 applies to both on-campus and off-campus classes. Item #10, zip code, must be completed for all classes taught at all of the locations identified above, except locations coded >0', >6', and >9'. See examples on how to report on page 4.25.

Item #8A Other Higher Education Site. Enter the FICE of the public or private Texas higher education institution, MITC, university system center, or other off-campus educational center where the course is taught if Item #8 is coded a >6'. If this record is to identify students taught by an inter-institutional partner, enter the FICE of the host faculty. If Item #8 is not coded >6', leave this Item blank. The special location FICE codes are listed in the MITC discussion in the Introductory area of the CBM004.

Item #8B Unused.

Item #9 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 #9A Unused.

Item #9B 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 is 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, A Terminal degree in discipline@ for course being taught: all instructors with a doctoral or other terminal degree in the discipline, including adjunct

- professors, visiting professors, lecturers, senior lecturers, and clinical professors.
4. Non-tenured, Appropriate professional certification for course being taught: part-time faculty with a doctoral or other terminal degree and combined full-time employment comparable to that of other scholars in the field. (This would include individuals who hold research or clinical appointments in other organizations, and faculty who teach for another institution, especially a faculty member who teaches a cooperative or partnership program. Institutions would certify combined employment status and identify other employers.)
  5. Non-tenured, Extensive and recognized accomplishments in field for course being taught: instructors with five or more years of continuous full-time appointments or experience in teaching positions and a master's degree in the field (i.e., career teachers holding positions such as lecturer, senior lecturer or instructional specialist). All others including part-time appointees with or without a doctoral degree but with otherwise demonstrable capability to teach the courses for which they are assigned. (Examples of this category are artists teaching art, CPA's teaching accounting, lawyers teaching business law, senior public officials teaching public affairs or appropriate government courses, practicing professional engineers teaching certain engineering courses, corporate CEO's teaching certain business courses, or nurses teaching clinical practices, and other licensed professionals.)

Item #10 Off-Campus Location/Electronic Telecommunication Site. Enter the ZIP code, state or foreign country code applicable to Item #8, except for classes where Item #8 is codes >6' or >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 Leave blank.
- 7 Enter ZIP code of military base.
- 8 Enter ZIP code of primary or secondary school.
- 9 Leave blank.
- B Enter the ZIP of the business, government, or other work entity.

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 (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 except undergraduate students that are affected by the undergraduate funding limit will be reported in Items #18 and #19. Do not include students who are auditing the class. Exclude students who are solely registered for physical education or related courses and not allowed to be reported for state funding or 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  
13b. Upper Division  
13c. Master's Level

13d. Doctoral Level  
13e. Special professional  
(Law, PHARMD, OD, DVM)

NOTE:

13a. Lower Division - Enter the number of freshman and sophomore students who are NOT affected by the undergraduate funding limit and who are enrolled in this section. Exclude students who are solely registered for physical education or related courses and not allowed for state funding from this item but include them in Item #16 if you wish to report them. Exclude students whose developmental semester credit hours exceeds the state funding limit from this item but include them in Item #17. Enter the number of freshmen and sophomore students who are affected by the undergraduate limit in Item #18.

13b. Upper Division - Enter the number of junior and senior students who are NOT affected by the undergraduate funding limit and who are enrolled in this section. Exclude students whose undergraduate semester credit hours exceeds the state

funding limit or students who are solely registered for physical education or related courses and not allowed for state funding from this item but include them in Item #16. Enter the number of junior and senior students who are affected by the undergraduate limit in Item #19.

- 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

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 exceed the state funding limit (degree program plus 45 SCH). Also include the number of students who are solely registered for physical education or related courses and not allowed to be reported for state funding. Do not include these students in Item #13b or #19. 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 exceed the state funding limit (18 SCH). Do not include these students in Item #13a or #18. An example of how to report a class where the SCHs of the developmental course causes the student to exceed the developmental limit is provided in the Examples on page 4.27.

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.

Item #18 Lower Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of freshman and sophomore students who ARE affected by the undergraduate funding limit

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. Enter the number of freshmen and sophomore students who are NOT affected by the undergraduate limit in Item #13a.

Item #19 Upper Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of junior and senior students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose undergraduate semester credit hours exceed the state funding limit in this Item but include them in Item #16. Enter the number of junior and senior students who are NOT affected by the undergraduate limit in Item #13b.

Item #20 Instruction Mode. Enter the primary mode of instruction where 50% or more of the instruction is delivered via a single mode.

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

Item #21 Inter-institutional Identifier. Enter a >1' if the students reported are actually enrolled at another institution. For all the students enrolled at your institution enter a >0'.

Item #22 Unused.

Item #23 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

## DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
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 - Alphanumeric	27	1
Item #7	Semester Credit Hour Value-Leading zeros, two decimals	28	4
Item #8	Location Code - Alphanumeric	32	1
Item #8A	Other Higher Education Site - FICE or blank	33	6
Item #8B	Unused	39	3
Item #9	Composite Classes Code - Alphabetic	42	2
Item #9A	Unused	44	1
Item #9B	Tenure	45	1
Item #10	Off-Campus Location/Electronic Telecommunication Site - ZIP or code of State/Foreign Country 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 NOT affected by state funding limits) (Mutually exclusive of other enrollment items)	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 (Mutually exclusive of other enrollment items)	83	3
Item #17	Enrollment - Students whose developmental SCH Exceed state funding limit, leading zeros (Mutually exclusive of other enrollment items)	86	3
Item #18	Enrollment - Lower Level Affected by UG limit (Mutually exclusive of other enrollment items)	89	3
Item #19	Enrollment - Upper Level Affected by UG limit (Mutually exclusive of other enrollment items)	92	3
Item #20	Instruction Mode - Numeric - 1, 2, 3, 4, or 5	95	1
Item #21	Inter-institutional Identifier - Numeric - 0 or 1	96	1
Item #22	Unused	97	5
Item #23	Update Code	102	1

EXAMPLE

EDIT SUMMARY OF CBM004 DATA FROM LONE STAR UNIVERSITY 003304

	NORMAL RANGE	QUESTIONABLE	ERRORS
ITEM 01	RECORD CODE	911	0
ITEM 02	INSTITUTION CODE	911	0
ITEM 03	SUBJECT PREFIX	911	0
ITEM 04	COURSE NUMBER	911	0
ITEM 05	SECTION NUMBER	911	0
ITEM 06	TYPE INSTRUCTION	911	0
ITEM 07	SEMESTER CREDIT HOURS	911	0
ITEM 08	LOCATION CODE	911	0
ITEM 8A	OTHER HIGHER EDUCATION SITE	911	0
ITEM 09	COMPOSITE CODE	911	0
ITEM 9B	FACULTY TENURE	911	0
ITEM 10	OFF-CAMPUS LOC/ELECTRONIC IT SITE	911	0
ITEM 11	INSTRUCTOR CODE	911	0
ITEM 12	RESPONSIBILITY FACTOR	911	0
ITEM 13A	ENROLLMENT-UGL NOT AFFECTED	911	0
ITEM 13B	ENROLLMENT-UGU NOT AFFECTED	911	0
ITEM 13C	ENROLLMENT-MAST	911	0
ITEM 13D	ENROLLMENT-DOCT	911	0
ITEM 13E	ENROLLMENT-SPEC	911	0
ITEM 14	SEMESTER	911	0
ITEM 15	YEAR	911	0
ITEM 16	ENROLLMENT-UG EXCEED LIMIT	911	0
ITEM 17	ENROLLMENT-DE EXCEED LIMIT	911	0
ITEM 18	ENROLLMENT-UGL AFFECTED BY LIMIT	911	0
ITEM 19	ENROLLMENT-UGU AFFECTED BY LIMIT	911	0
ITEM 20	INSTRUCTION MODE	911	0
ITEM 21	INTER-INSTITUTIONAL	911	0
ITEM 22	UNUSED	911	0
ITEM 23	UPDATE	911	0
	CBM001 VS CBM004 TOTAL SEMESTER CREDIT HOURS		0
	CBM001 VS CBM004 UG SEMESTER CREDIT HOURS AFFECTED BY LIMIT		0
TOTAL CBM004 RECORDS PROCESSED		911	
CONTROL TOTAL		911	
ADDS	0		
CHANGES		0	
DELETES	0		
REJECTS	0		
SUM OF ITEM 12 NOT 100%			





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 an institution=s course inventory are listed on a mismatch report ("004 records that do not relate to the Course Inventory or CIP ISP file"). The hours produced by these classes 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 CBM004 records for all off-campus classes (Item #8 code >1', >3', >4', >6', >8', >9' and >B=) are used.

SUMMARY OF SEMESTER CREDIT HOURS GENERATED (Continued)

COURSE LEVEL

HOURS GENERATED

Freshman, Sophomore  
(Lower Level)

All levels of enrollment will generate lower division hours including enrollments in Items #18 and #19

Junior, Senior  
(Upper Level)

Lower division enrollment will generate lower division hours including enrollments in Item #18.  
All other levels of enrollment will generate upper division hours including Item #19.

Masters

Lower division enrollment will generate lower division hours including enrollments in Items #18 and #19.

Upper division enrollment will generate upper division hours including enrollments in Item #19.

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 including enrollments in Items #18 and #19.

Upper division enrollment will generate upper division hours including enrollments in Item #19.

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

Doctoral level enrollment will generate doctoral hours.

Special Professional Level enrollment will generate master's level hours

Special Professional

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

NOTE:

Doctoral Level

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

Small Class Defined

Organized small classes are undergraduate classes with less than 10 registrants or graduate level classes with less than five graduate registrants. The primary types of instruction of an organized class are lecture, laboratory, or seminar.

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

Small classes currently generate state funded hours.

## CBM004 &gt;QUESTIONABLE' AND &gt;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 >6' or >8' or >9'.
7. Semester Credit Hour	Less than 01, greater than 12	Non-numerical characters
8. Location Code	N/A	Any value other than >0', >1' or >3'thru >9', or >B=
8A. Other Higher Ed Location	N/A	If Item #8 is coded a >6', FICE must be on Institution File
9. Composite Code	N/A	N/A
9A. Unused	N/A	N/A
9B. Tenure	N/A	Any value except >0'--5'
10. Off-Campus Location/	N/A	Non-numerical value;

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
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 of all levels including Items #18 and #19 greater than 200 or less than 001	Any non-numerical value. 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		Value greater than 40 Any non-numerical value
17. Enrollment-DE Excess		Value greater than 40 Any non-numerical value
18. Enrollment-UGL Affected	See Item #13	Any non-numerical value
19. Enrollment-UP Affected	See Item #13	Any non-numerical value
20. Instruction Mode		N/A Any value except >1' -=5'
21. Inter-institutional		N/A Any value except >0', =1'

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. 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.

1. Every transaction must contain Items #1, #2, #3, #4, #5, #14, #15, and #23 (record type, FICE code, subject prefix, course number, section number, semester, year, and update code).
2. 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 #23.
5. An existing record may be changed by placing a >C' in Item #23 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 #23. 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 #23.
7. To delete a record, enter the required items indicated in step 1 and a >D' in Item #23. For deleting multiple entries, only one delete entry is needed.
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.

Examples: CBM-004 Distance Education Classes

1. POLS 1303 is a lecture class, taught face-to-face on the main campus of an institution. It is sent via two-way interactive video to two locations (one a MITC and one a business site), and is made available over the Internet. If the class is reported in separate sections, then a composite code (Item #9) can be used to indicate that the sections meet at the same time. A second way to report the various places is as multiple records of the same section. Items not referenced are intentionally omitted.

	Section 1 on-campus	Section 2 at MITC	Section 3 at business	Section 4 Internet
Item #6	1 (lecture)	1	1	1 or 0
Item #8	0	6	B	9
Item #8A	Blank	FICE Code	Blank	Blank
Item #9	FF	FF	FF	FF
Item #10	Blank	Blank	ZIP Code	Blank
Item #20	1	4	4	2
Item #21	0	0	0	0

2. TWU offers a seminar class on-campus and via two-way interactive video to UNT and UTA through an inter-institutional agreement. There are four master's students at the home institution and five at each of the other two institutions. There are two alternatives that can be used to report this class. Students may not be double reported for funding. If the class is reported in separate sections, then a composite code (Item #9) can be used to indicate that the sections meet at the same time. A alternate way to report the various locations is as multiple records of the same section. Items not referenced are intentionally omitted.

**Alternative #1:** TWU reports all students

	Section at TWU on-campus	Section at UNT	Section at UTA
Item #6	4 (seminar)	4	4
Item #8	0	6	6
Item #8A	blank	003594	003656
Item #9	EE	EE	EE
Item #20	1	4	4
Item #21	0	1	1
Item #13c	4	5	5

**Alternative #2**

TWU reports its students

UNT and UTA report their students



Item #6	4	Item #6	4
Item #8	0	Item #8	6
Item #8A	Leave blank	Item #8A	003646
Item #11	444556666	Item #11	444556666 (TWU
			in
			st
			ru
			ct
			or
			)
Item #20	1	Item #20	4
Item #21	0	Item #21	1
Item #13c	4	Item #13c	5

**Example: Allocation of Enrollment of Developmental Students Exceeding State Limit:**

The law regarding the 18 semester credit hour rule is being interpreted to mean that each student will be funded for exactly 18 semester credit hours of developmental courses. This will not present great problems for CBM reporting purposes to institutions where every developmental course awards 3 SCH. If your institution offers developmental courses that award 1 or 2 SCH (or any other number of hours not divisible by 3), it is possible that you will have students whose total SCH in developmental courses never exactly equals 18. For such students, you will need to employ a multiple-record, variable-credit structure to report that portion of a course's credit hours that will bring the total SCH in developmental courses to exactly 18.

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 3 semester credit hour math class has

- (a) 17 students who have accumulated less than 10 developmental SCH, 8 of the students are affected by the undergraduate funding limit and the other 9 are not affected by the UG limit,
- (b) 10 who prior to enrolling in this course had attempted 16 developmental hours - 6 are affected by the UG funding limit and 4 are not affected by the UG limit
- (c) 12 who had attempted 17 developmental hours - 11 are affected

by the UG funding limit and 1 is not affected by the UG limit,

- (d) 5 who exceeded the 18 hour limit - 2 are affected by the UG funding limit and 3 are not affected by the UG limit. Since the SCH of students in developmental courses do not apply toward the undergraduate limit, all 5 enrollments are reported in Item #17. The class would be reported as follows:

			Enrollments			
			Where			
			DE SCH Exceed			
Subject/Course#/Sect	SCH	Enr-NA	Respon_Factor	State		
Limit	Enr-A	(Item 13a)		(Item 17)		
			(Item 18)			
MATH	011	0001	3	17 (a)	50	5
			(d)	0 (a)		
MATH	011	0001	2	10 (b)	33	12
			(c)	0 (b)		
MATH	011	0001	1	11 (c)	17	10
			(b)	0 (c)		

Where:

Enr-NA is lower level enrollments not affected by the UG funding limit,

Enr-A is lower level enrollments affected by the UG funding limit

BUILDING AND ROOM USE REPORT

CBM005

	<u>PAGE</u>
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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 building and room usage and are to be reported for all courses taught in the fall semester in buildings or rooms required to be included in the institutions' facilities inventory. In Section II - Building Inventory Concepts and Components in *the Texas Higher Education Facilities Inventory Procedures Manual, September 2000*, it states that " A building inventory should include facilities under the jurisdiction or control of the institution's governing board, regardless of its location" (on or off campus). ... "If a building is not owned by the institution or is shared with other tenants, only include the portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area." Building number, room number, and room type data in this report must match an institution's facilities inventory on file with the Coordinating Board. This data is used to calculate classroom and class laboratory utilization for average weekly hours of use.

NOTE:

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

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. Up to seven entries can be made in this item.

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

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

Item #14 Classification of Room Type. The room type will be reported by the classifications listed on the Coordinating Board Facilities Inventory. Room Type codes must match those listed on the inventory. Examples of a few of the room type codes are listed below:

110	Classroom
210	Class Laboratory (Regularly Scheduled)
220	Special Class Laboratories (Informally Scheduled)
310	Office
350	Conference Room
610	Assembly (Auditorium, etc.)
680	Meeting Room

Item #15 Enrollments. The enrollments will be reported by the classifications listed below and as defined in the enrollment section of the CBM004.

15a.	Lower Division Enrollment Not Affected by State Limits
15b.	Upper Division Enrollment Not Affected by State Limits
15c.	Master's Level
15d.	Doctoral Level
15e.	Special Professional

Item #16 Enrollment of Students whose undergraduate SCH Exceed state funding limit. Enter the number of students enrolled whose undergraduate semester credit hours attempted exceed the state funding limit. Also include the number of students who are solely registered for physical education or related courses and not allowed to be reported for state funding. Do not include these students in Item #15b or #19.

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 exceed the state funding limit (18 SCH). Do not include these students in Item #15a or #18.

Item #18 Lower Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of freshman and sophomore students who are affected by the undergraduate funding limit. Exclude students whose developmental semester credit hours exceeds the state funding limit in this item but include them in Item #17. Enter the number of freshmen and sophomore students who are NOT affected by the undergraduate limit in Item #15a.

Item #19 Upper Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of junior and senior students who ARE affected by the undergraduate

funding limit 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. Enter the number of junior and senior students who are NOT affected by the undergraduate limit in Item #15b.

DATA PROCESSING RECORD LAYOUT  
 Beginning  
 Position Length

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 - YYYY - Number	54	4		
Item #14	Classification of Room Type - Numeric	58	3		
Item #15	Enrollment. (A-E). Leading zeros and zero fill Not affected by state limits (Mutually exclusive of other enrollment items)	61		15	
Item #16	Enrollment - Students whose undergraduate SCH Exceed state funding limit, leading zeros (Mutually exclusive of other enrollment items)	76		3	
Item #17	Enrollment - Students whose developmental SCH Exceed state funding limit, leading zeros (Mutually exclusive of other enrollment items)	79		3	
Item #18	Enrollment - Lower Level Affected by UG limit (Mutually exclusive of other enrollment items)	82		3	
Item #19	Enrollment - Upper Level Affected by UG limit (Mutually exclusive of other enrollment items)	85		3	
Item #20	Unused	88	2		
Item #21	Update Code	90	1		



EDIT SUMMARY OF CBM005 DATA FROM LONE STAR UNIVERSITY FALL 1999  
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 NOT AFFECTED BY LIMIT	762	0	0
ITEM 16	ENROLLMENT-UG EXCEED LIMIT	762	0	0
ITEM 17	ENROLLMENT-DE EXCEED LIMIT	762	0	0
ITEM 18	ENROLLMENT-UGL AFFECTED BY LIMIT	762	0	0
ITEM 19	ENROLLMENT-UGU AFFECTED BY LIMIT	762	0	0
ITEM 20	UNUSED	762	0	0
NO CORRESPONDING CODE 4 RECORD			0	
TOTAL CBM004-5 RECORDS PROCESSED			762	
ADDS	0			
DELETES		0		
REJECTS		0		

>QUESTIONABLE' and >ERROR' VALUES

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

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

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

University Room Use -- CBM005

Effective Fall 1999

15. Enrollment	Sum of all levels including Items #18 and #19 greater than 200 or less than 001.	Any non-numerical value
16. Enrollment-UG Excess	Sum greater than 40	Any non-numerical value
17. Enrollment-DE Excess	Sum greater than 40	Any non-numerical value
18. Enrollment-UGL Affected	See Item #13	Any non-numerical value
19. Enrollment-UGU Affected	See Item #13	Any non-numerical value

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. 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 electronically.

1. Every transaction must contain Items #1, #2, #3, #4, #5, #12, #13, and #21 (record type, FICE code, subject prefix, course number, section number, semester, year, and update code).
2. 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 #21.
5. An existing record may be changed by placing a >C' in Item #21 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 #21. 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 #21.
7. To delete a record, enter the required items indicated in step 1 and a >D' in Item #21. For deleting multiple entries, only one delete entry is needed.
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	1999
ITEM	14	110
ITEM	15A	035
ITEM	15B	001
ITEM	15C	000
ITEM	15D	000
ITEM	15E	000
ITEM	16	000
ITEM	17	000
ITEM	18	002
ITEM	19	003
ITEM	21	A

CORRECTION #2. CHANGE

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

ITEM	3	GOVT
ITEM	4	324
ITEM	5	3
ITEM	8	00456
ITEM	12	1
ITEM	13	1999
ITEM	21	C

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	1999
ITEM	21	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	1999
ITEM	21	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	1999
ITEM	14	110
ITEM	15A	003
ITEM	15B	025
ITEM	15C	002
ITEM	15D	000
ITEM	15E	000
ITEM	16	000
ITEM	17	000
ITEM	18	002
ITEM	19	012

END OF SEMESTER REPORT

CBM006

	<u>PAGE</u>
A. General Information.....	6.2
B. Instructions for Each Data Element.....	6.3
C. Data Processing Record Layout.....	6.10
D. Summary Definitions	
1. Edit Summary of CBM006 - Example .....	6.11
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E. CBM006 '>Questionable' and '>Error Values' .....	6.15
F. Update Procedures.....	6.17

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. (Replaced by Item #20) |
| 3. Practicum         | 8. Thesis                 |
| 4. Seminar           | 9. Dissertation           |
| 5. Independent Study | 0. Individualized         |

NOTE: Courses that were formerly coded Instructional Telecommunications (code 7) should now be coded according to their type of instruction rather than the mode of instruction which will now be identified in Item #20. For example, a two-way interactive video class that is a lecture should be coded a >1', not a >7'. In Item #20 the Mode of Instruction will be recorded. Each instruction type should be reported in a separate class record (see additional discussions of instructional telecommunications in the documentation of the CBM004, and of multiple entries later in this section). Lecture and laboratory can be combined and reported in the same record. (More discussion of IT is described in the introduction of the CBM004 and more discussion on multiple entries reporting is described on page 4.8).

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

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. Individualized (0) includes asynchronous Internet, videotape, audio-tutorial and similar types of individualized instruction.

Item #7 Semester Credit Hour Value. Enter the semester credit hour value for this section. Use leading zeros and two decimal places.

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

- 0 - On-Campus
- 1 - Off-Campus (regular); other locations not listed below
- 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 - Institution of Higher Education - Courses taught on the campus of another institution of higher education (including community colleges, MITCs, university centers, private universities, and other specific locations identified in the Multi-Institution Teaching Centers discussion in the Introductory section of the CBM004).
- 7 - Military Bases - Courses taught on a military base.
- 8 - Primary or Secondary School - Courses taught on the campus of a public or private primary or secondary school.
- 9 - Individual Instructional Telecommunications Receiver - Courses delivered through Instructional Telecommunications to individuals via the Internet or broadcast or live, interactive television delivery systems. See definition in the Introductory Section of the CBM004.
- B - Business, Government, or Other Work Location - Courses taught at such entities.

NOTE: Item #8A, Off-Campus Higher Education Location, must be completed for all classes taught at another higher education institution in Texas (public or private) when Item #8 is coded a >6'. Item #9 applies to both on-campus and off-campus classes. Item #10, zip code, must be completed for all classes taught at all of the locations identified above, except locations coded >0', >6', and >9'. See examples on how to report on page 4.25.

Item #8A Other Higher Education Site. Enter the FICE of the public or private Texas higher education institution, MITC, university system center, or other off-campus educational center where the course is taught if Item #8 is coded a >6'. If this record is to identify students taught by an inter-institutional partner, enter the FICE of the host faculty. If Item #8 is not coded >6', leave this Item blank. The special location FICE codes are listed in the MITC discussion in the Introductory area of the CBM004.

Item #8B Unused.

- Item #9      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 #9A      Unused.
- Item #9B      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 is 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 Location/Electronic Telecommunications Site. Enter the ZIP code, state or foreign country code applicable to Item #8.
- 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      Leave blank.
  - 7      Enter ZIP code of military base.
  - 8      Enter ZIP code of primary or secondary school.
  - 9      Leave blank.
  - B      Enter the ZIP of the business, government, or other work entity.
- 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). The responsibility factor is not required to be reported. If you choose not to report the item, it must be zero filled.

Item #13 Enrollment. The enrollment in this section will be reported by the classifications listed below of students who have not withdrawn or dropped from this section as of the last day of the semester. Exclude undergraduate students that are affected by the undergraduate funding limit from this item and report in Items #18 and #19. Do not include students who are auditing the class. Exclude students who are solely registered for physical education or related courses and not allowed to be reported for state funding or 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. If all students in the class section had withdrawn or dropped prior to the end of the semester, enter '>000' in all enrollment items.

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

**NOTE:**

13a. Lower Division - Enter the number of freshman and sophomore students who are NOT affected by the undergraduate funding limit and who are enrolled in this section. Exclude students who are solely registered for physical education or related courses and not allowed for state funding from this item but include them in Item #16 if you wish to report them. Exclude students whose developmental semester credit hours exceeds the state funding limit from this item but include them in Item #17. Enter the number of freshmen and sophomore students who are affected by the undergraduate limit in Item #18.

13b. Upper Division - Enter the number of junior and senior students who are NOT affected by the undergraduate funding limit and who are enrolled in this section. Exclude students whose undergraduate semester credit hours exceeds the state funding limit or students who are solely registered for physical education or related courses and not allowed for state funding from this item but include them in Item #16. Enter the number of junior and senior students who are affected by the undergraduate limit in Item #19.

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 A 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

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 in this section whose undergraduate semester credit hours attempted exceed the state funding limit (degree program plus 45 SCH). Also include the number of students who are solely registered for physical education or related courses and not allowed to be reported for state funding. Do not include these students in Item #13b or #19. Guidelines about the undergraduate SCH limit can be found in the introductory area of the CBM004. Exclude any student who has withdrawn or dropped prior to the last day of the semester who otherwise would qualify to be reported in this item.

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 exceed the state funding limit (18 SCH). Do not include these students in Item #13a or #18. An example of how to report a class where the SCHs of the developmental course causes the student to exceed the developmental limit is provided in the Examples on page 4.26. Exclude any student who has withdrawn or dropped prior to the last day of the semester who otherwise would qualify to be reported in this item.

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.

- Item #18 Lower Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of freshman and sophomore students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose developmental semester credit hours exceed the state funding limit in this Item but include them in Item #17. Enter the number of freshmen and sophomore students who are NOT affected by the undergraduate limit in Item #13a. Exclude any student who has withdrawn or dropped prior to the last day of the semester who otherwise would qualify to be reported in this item.
- Item #19 Upper Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of junior and senior students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose undergraduate semester credit hours exceed the state funding limit in this Item but include them in Item #16. Enter the number of junior and senior students who are NOT affected by the undergraduate limit in Item #13b. Exclude any student who has withdrawn or dropped prior to the last day of the semester who otherwise would qualify to be reported in this item.
- Item #20 Instruction Mode. Enter the primary mode of instruction where 50% or more of the instruction is delivered via a single mode.
1. Face-to-Face - The instructor and the students are in the same physical location at the same time.
  2. Internet
  3. Video Tape and/or Broadcast TV
  4. Two-way Interactive Video
  5. Multiple or Other Electronic media (Use only if no other single mode accounts for 50% of the instruction or if the electronic instruction mode is not listed above.)
- Item #21 Inter-institutional Identifier. Enter a >1' if the students reported are actually enrolled at another institution. For all the students enrolled at your institution enter a >0'.
- Item #22 Unused.
- Item #22 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

DATA PROCESSING RECORD LAYOUT

		Beginning <u>Position</u>	<u>Length</u>
Item #1	Record Code - Always >6'	1	1
Item #2	Institution Code - FICE Code - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #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 #8A	Other Higher Education Site - FICE or blank	33	6
Item #8B	Unused	39	3
Item #9	Composite Classes Code - Alphabetic	42	2
Item #9A	Unused	44	1
Item #9B	Tenure	45	1
Item #10	Off-Campus Location/Electronic Telecommunication Site - ZIP or code of State/Foreign Country 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 NOT affected by state funding limits) (Mutually exclusive of other enrollment items)	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 (Mutually exclusive of other enrollment items)	83	3
Item #17	Enrollment - Students whose developmental SCH Exceed state funding limit, leading zeros (Mutually exclusive of other enrollment items)	86	3
Item #18	Enrollment - Lower Level Affected by UG limit (Mutually exclusive of other enrollment items)	89	3
Item #19	Enrollment - Upper Level Affected by UG limit (Mutually exclusive of other enrollment items)	92	3
Item #20	Instruction Mode - Numeric - 1, 2, 3, 4, or 5	95	1
Item #21	Inter-institutional Identifier - Numeric - 0 or 1	96	1
Item #22	Unused	97	5
Item #23	Update Code	102	1

EXAMPLE

EDIT SUMMARY OF CBM006 DATA FROM LONE STAR UNIVERSITY 003304

		NORMAL RANGE	QUESTIONABLE	ERRORS
ITEM 01	RECORD CODE	911	0	0
ITEM 02	INSTITUTION CODE	911	0	0
ITEM 03	SUBJECT PREFIX	911	0	0
ITEM 04	COURSE NUMBER	911	0	0
ITEM 05	SECTION 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 8A	OTHER HIGHER EDUCATION SITE	911	0	0
ITEM 09	COMPOSITE CODE	911	0	0
ITEM 9B	FACULTY TENURE	911	0	0
ITEM 10	OFF CAMPUS HIGHER ED/ELECTRONIC 0		911	0
ITEM 11	INSTRUCTOR CODE	911	0	0
ITEM 12	RESPONSIBILITY FACTOR	911	0	0
ITEM 13A	ENROLLMENT-UGL NOT AFFECTED	911	0	0
ITEM 13B	ENROLLMENT-UGU NOT AFFECTED	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
ITEM 18	ENROLLMENT-UGL AFFECTED BY LIMIT 0		911	0
ITEM 19	ENROLLMENT-UGU AFFECTED BY LIMIT 0		911	0
ITEM 20	INSTRUCTION MODE	911	0	0
ITEM 21	INTER-INSTITUTIONAL	911	0	0
ITEM 22	UNUSED	911	0	0
ITEM 23	UPDATE CODE	911	0	0
SCH	CBM006 TOTAL SEMESTER CREDIT HOURS GREATER THAN CBM004 TOTAL 0			
TOTAL CBM004 RECORDS PROCESSED			911	
CONTROL TOTAL			911	
ADDS		0		
CHANGES			0	



University End of Semester Report -- CBM006

Effective Fall 1999

DELETES	0
REJECTS	0
SUM OF ITEM 12 NOT 100%	



### 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 an institution=s 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.

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.

### SUMMARY OF SEMESTER CREDIT HOURS GENERATED FOR OFF-CAMPUS

The summary is the same as above, except that CBM006 records for all off-campus classes (Item #8 code >1', >3', >4', >6', >8', >9' and >B=) are used.

SUMMARY OF SEMESTER CREDIT HOURS GENERATED (Continued)

COURSE LEVEL

HOURS GENERATED

Freshman, Sophomore (Lower Level)	All levels of enrollment will generate lower division hours including enrollments in Items #18 and #19
Junior, Senior (Upper Level)	Lower division enrollment will generate lower division hours including enrollments in Item #18. All other levels of enrollment will generate upper division hours including Item #19.
Masters	Lower division enrollment will generate lower division hours including enrollments in Items #18 and #19.  Upper division enrollment will generate upper division hours including enrollments in Item #19.  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 including enrollments in Items #18 and #19.  Upper division enrollment will generate upper division hours including enrollments in Item #19.  Master's level enrollment will generate master's level hours.  Doctoral level enrollment will generate doctoral hours.  Special Professional Level enrollment will generate master's level hours
Special Professional	Only master's, doctoral and special professional levels of enrollment will generate special professional hours.

CBM006 >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 >6' or >8' or >9'.
7. Semester Credit Hour	Less than 01, greater than 12	Non-numerical characters
8. Location Code	N/A	Any value other than >0', >1' or >3'thru >9', or >B=
8A. Other Higher Ed Site	N/A FICE must be on Institution File	If Item #8 is coded a >6',
9. Composite Code	N/A	N/A
9A. Unused		N/AN/A
9B. Tenure		N/A Any value except >0'-=5'
10. Off-Campus Location/ Electronic Telecom Site	N/A	Non-numerical value; invalid zip code if Item #8 is coded as >1',=5', =7',>8= or >B=; invalid state or foreign country code if Item #8 = >3' or >4

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
11. Instructor Code*	N/A	Blank
12. Responsibility Factor	N/A	Any non-numerical value
13. Enrollment	Sum of all levels including Items #18 and #19 greater than 200 or less than 001	Any non-numerical value. 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	Value greater than 40	Any non-numerical value
17. Enrollment-DE Excess	Value greater than 40	Any non-numerical value
18. Enrollment-UGL Affected	See Item #13	Any non-numerical value
19. Enrollment-UGU Affected	See Item #13	Any non-numerical value
10. Instruction Mode		N/A Any value except >1' -=5'
11. Inter-institutional	N/A >0', =1'	Any value except

## 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. 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 electronically.

1. Every transaction must contain Items #1, #2, #3, #4, #5, #14, #15, and #23 (record type, FICE code, subject prefix, course number, section number, semester, year, and update code).
2. 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 #23.
5. An existing record may be changed by placing a >C' in Item #23 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 #23. 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 #23.
7. To delete a record, enter the required items indicated in step 1 and a >D' in Item #23. For deleting multiple entries, only one delete entry is needed.
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 AClasses 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.
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

University Faculty Report -- CBM008

institution. Also include faculty with tenure or on tenure track from another institution.

6. Teaching Assistant      A graduate student who is teaching and/or assists a faculty member in teaching a class or laboratory (exclude those who only serve as graders or who are included in one of the categories above).

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

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

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

M = Male      F = Female

Item #10      Administrative Unit Code.      Enter the appropriate code (Appendix D) designating the faculty member's assignment. When the assignments of a faculty member involve more than one administrative unit, choose the one in which the faculty is most closely associated. For a faculty whose assignment is in a non-instructional area, an administrative unit code of >3333' may be used.

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

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

NOTE:

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

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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.

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

Item #13A Appointment 01 Percent. Instruction: Direct instructional activities which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. The various types of instruction include: lecture, laboratory, practicum, seminar, independent study, private lessons, alternative learning activities, thesis, dissertation, and instructional telecommunication. 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

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#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.

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.

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.

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

University Faculty Report -- CBM008

general revenue or other educational and general income.

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

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

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

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

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

Salary *contracted* for fall semester only - fall salary  
Salary *contracted* for spring semester only - spring salary  
Salary *contracted* for nine months session - nine month salary  
x .5 for either the fall or spring semester  
Salary *contracted* for 12 months - twelve month salary x .375  
for  
either the fall or spring semester

Salary Computations:

1. Sum the percent of time assigned for all appointments (Items #13A-13E). Do not include the percent of time of any flex-entry appointment.
2. Sum the salary amounts for all funds (Items #14A-X), excluding the overload (Item #14Z) and flex-entry (Item #16) salary items.

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

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



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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

University Faculty Report -- CBM008

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 character	N/A	Number or special
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'.
12.	DATE OF BIRTH	>000000'	Non-numerical; month

University Faculty Report -- CBM008

less than >01' or  
greater than >12'.  
Century not = >19'.

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<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	<table border="1"> <thead> <tr> <th>Rank</th> <th>Salary Less</th> <th>Greater</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>25,000</td> <td>162,000</td> </tr> <tr> <td>2</td> <td>25,000</td> <td>120,000</td> </tr> <tr> <td>3</td> <td>16,000</td> <td>95,000</td> </tr> <tr> <td>4,5</td> <td>3,200</td> <td>108,000</td> </tr> <tr> <td>6</td> <td>3,200</td> <td>45,000</td> </tr> </tbody> </table>	Rank	Salary Less	Greater	1	25,000	162,000	2	25,000	120,000	3	16,000	95,000	4,5	3,200	108,000	6	3,200	45,000	Non-Numerical
Rank	Salary Less	Greater																		
1	25,000	162,000																		
2	25,000	120,000																		
3	16,000	95,000																		
4,5	3,200	108,000																		
6	3,200	45,000																		
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', or >0'	N/A	Value other than >1',																		
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	00025	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	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	00
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	00
ITEM 19	NEW HIRE	428	0	0
ITEM 20	SEMESTER		428	0
		0		
ITEM 21	YEAR	428	0	0

University Faculty Report -- CBM008

TOTAL CBM008 RECORDS PROCESSED	1	428	
CONTROL TOTAL			1
DISCREPANCY			0
ADDS		0	
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			NEW HIRE	
WHITE, NON-HISPANIC	367		3	
BLACK, NON-HISPANIC	6	0		
HISPANIC	35	0		
ASIAN/PACIFIC ISLANDER	11	0		
AMERICAN INDIAN/ALASKAN NATIVE		1	0	
INTERNATIONAL	0	0		
TOTAL	420	3		
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		
TIME RANK HIRE		COMPLIANCE	IN	NOT IN FULL-
				NEW
PROFESSORS			101	2 0
ASSOCIATE PROFESSORS				85
1 0				
ASSISTANT PROFESSORS				107
0 0				
INSTRUCTOR			23	0 0
TEACHING ASSISTANTS				30
0 0				
OTHER FACULTY			70	1 3
TOTAL			416	4 3
SALARIES BY SOURCE		FACULTY FTE BY		
APPOINTMENT				
STATE APPROPRIATED	3,146,781		01	325.31
DESIGNATED	205,945 02		10.66	
RESTRICTED	610,671 11		6.75	
AUXILIARY		0	12	0.00
			13	0.00

University Faculty Report -- CBM008

OVERLOAD SALARIES	0	TOTAL FTE	342.72	
FLEX ENTRY SALARIES	0			
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 E 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

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
PROFESSOR	73	697	78	10	3	15	3	12	1	2	1
	\$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
	\$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
	\$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
	\$29,917	28,992	----	----	----	25,000	27,499	----	----	----	32,582
	45,500										
TEACHING ASSISTANT	175	181	3	5	11	18	2	1		1	59
	\$20,983	20,636	20,457	20,720	21,577	21,993	22,300	22,300	----	16,000	21,058
	21,870										

University Faculty Report -- CBM008

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	2001

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	2000

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	2001

\*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	2000	

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	
Item #16	005250	
Item #17, #18	0, 1	
Item #19, #20	0, 2	
Item #21	2000	

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	2000

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
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

University Faculty Report -- CBM008

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
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
Item #17, #18	0, 1
Item #19, #20	0, 1
Item #21	2000

University Faculty Report -- CBM008

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	2000

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
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

University Faculty Report -- CBM008

Item #21

2001

## University Faculty Report -- CBM008

### 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. 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.

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
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.
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.
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 YYYYMM (all four digits of the year and two digits of the month of birth for the student).
- 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            4. Doctoral  
2. Baccalaureate      5. Special/Professional  
3. Masters
- 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 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  
Position Length

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 - 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

WHITE	99
BLACK	99
HISPANIC	99
ASIAN	99
INDIAN	49
INTERNATIONAL	50
UNKNOWN	0
TOTAL	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
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 11/20/99  
1999 INITIAL EDIT OF SR-CBM009

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM
1	2	3	4	5	6	7	8	9	10	11		
1	003304	666886666	M	2	196509	BA	2	04010100	1	1999		
1	003304	777887777	F	4	198910	BA	2	27010100	1	1999		

----

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 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. 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 electronically.

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
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.
3. New records may be added to an existing report by completing all items and placing 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

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University Admissions Report B CBM00B

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 75<sup>th</sup> 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. Report only the applications that are complete. If a student applies to more than one school or college within the university, report the application data from the school or college that ultimately accepts or rejects the student. Report undergraduate, graduate, and professional student applications for summer and fall terms. This report replaces 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.

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

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3. Hispanic
4. Asian or Pacific Islander
5. American Indian or Alaskan Native
6. International
7. Unknown or Not Reported

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.

- 04 Associate=s
- 05 Bachelor=s
- 06 Master=s
- 08 Doctorate
- 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

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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 high school class rank (undergraduates only, include all incoming undergraduates who ranked in the top 10% of high school class)
- 02 Accepted, based on top 25% of high school class rank (undergraduates only)
- 03 Accepted on provisional basis, met requirements (undergraduates only)
- 04 Accepted on provisional basis, did not meet requirements (undergraduates only)
- 05 Accepted, based on other criteria
- 06 Rejected
- 07 Student withdrew application

**Note: Items #15 through #21 apply to undergraduate applications only.**

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). Required of undergraduates only.

- 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). Required of undergraduates only.

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



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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  
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

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DATA PROCESSING RECORD LAYOUT

Beginning  
Position Length

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- >04' thru >06' & >08' thru >15'	64	2
Item #13	Entering Status - Numeric, >01' or >02'	66	2
Item #14	Admission Action-Numeric,>01' thru >07'	68	2

**Enter zeros for Items #15 through #21 for graduate and professional applicants**

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
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		
TOTAL		5,250			FOREIGN COUNTRIES	177	
						TOTAL	111
						5,250	
APPLICATION LEVEL		FIRST-TIME		TRANSFER		TOTAL	
						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	4,374			TOP 10%		54	
BLACK		219			TOP 25%		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				ACCEPTANCE STATUS GRADUATE			
FALL	4,449			PROVISIONAL, MET		0	
SUMMER		801			PROVISIONAL, NOT MET		0
AGE				OTHER CRITERIA		0	
UNDER 17	0			REJECTED		0	
17-18	684			TOTAL		0	
19-21	2,287						
22-24	954						
25-50	1,295						
OVER 50	30						
TOTAL	5,250						

AVERAGE-AGE 23.4

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

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>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.

University Admissions Report B CBM00B

"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 >04' thru >06' or >08' thru >15'
13. ENTERING STATUS	N/A	Value other than >01', >02'
14. ADMISSION STATUS	N/A	Value other than >01' thru >07'
15. FATHER=S ED LEVEL	N/A	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'
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
<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
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

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26. UPDATE CODE	N/A	Value other than >A', >C=, or >D'
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## 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 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).



## STUDENT NUMBER CHANGE REPORT

### CBM00N

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

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

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

## INSTRUCTIONS FOR STUDENT NUMBER CHANGE REPORT

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

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

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

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

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

YYYY = Year MM = Month DD = Day

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

M = Male

F = Female

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

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

YYYY = Year MM = Month DD = Day

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

M = Male

F = Female

Item #9 Last Name. Enter up to 20 characters of the student's current last name. This item that may make errors easier to correct.

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

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

## DATA PROCESSING RECORD LAYOUT

Beginning

<u>Length</u>		<u>Position</u>	
Item #1	Record Code - Always >N'	1	1
Item #2	Institution Code-FICE Code-Numeric	2	6
Item #3	Current Student Identification Number - Numeric	8	9
Item #4	Current Date of Birth - YYYYMMDD - Numeric	17	8
Item #5	Current Gender - 'M' or 'F'	25	1
Item #6	Prior Student Identification Number - Numeric	26	9
Item #7	Prior Date of Birth - YYYYMMDD - Numeric	35	8
Item #8	Prior Gender - 'M' or 'F'	43	1
Item #9	Last Name - Alpha	44	20
Item #10	First Name Initial - Alpha	64	10
Item #11	Middle Name Initial - Alpha or Blank	74	1
Item #12	Unused	75	5