

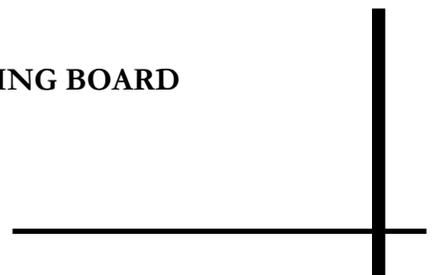
**REPORTING and PROCEDURES  
MANUAL**

for

**Texas Public Universities**

**Fall 2009**

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





Texas Higher Education  
COORDINATING BOARD  
Planning and Accountability

P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

MEMORANDUM

October 13, 2009

**Susan E. Brown**  
Assistant Commissioner  
Planning and Accountability  
512/ 427-6153  
susan.brown@thehb.state.tx.us  
FAX: 512/ 427-6147

**Gary W. Johnstone**  
Deputy Assistant Commissioner  
Planning and Accountability  
512/ 427-6139  
gary.johnstone@thehb.state.tx.us  
FAX: 512/ 427-6147

**Janet Beinke**  
Director  
Planning  
512/ 427-6321  
janet.beinke@thehb.state.tx.us  
FAX: 512/ 427-6147

**Thomas E. Keaton**  
Director  
Finance and Resource Planning  
512/ 427-6133  
thomas.keaton@thehb.state.tx.us  
FAX: 512/ 427-6147

**Doug Parker**  
Director  
Educational Data Center  
512/ 627-6287  
doug.parker@thehb.state.tx.us  
FAX: 512/ 427-6447

**Kathy Cox**  
Assistant Director  
Educational Data Analysis Support  
Center  
512/ 427-6286  
kathy.cox@thehb.state.tx.us  
FAX: 512/ 427-6447

To: Public University Chief Reporting Officials  
From: Doug Parker, Director, Educational Data Center  
Subject: Changes to Fall 2009 Reporting Manual

The following modifications have been made to the Fall 2009 *Reporting and Procedures Manual* for the public universities.

1. A note has been added in the introductory section of the CBM001 concerning the reporting of distance education students:

Institutions should not report non-resident students who are taking only distance education courses delivered outside the state (TAC Title 19, Part 1, Chapter 4, Subchapter E, §4.107(c)(4) and §4.108(b)).

2. A note has been added in the introductory section of the CBM009 concerning the Nursing Shortage Reduction Program:

Institutions participating in the Nursing Shortage Reduction Program (NSRP) are required to submit their nursing graduates on the CBM009 by October 1. The nursing records must be error-free to be included in the count for funding.



Texas Higher Education  
COORDINATING BOARD  
Planning and Accountability

P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

MEMORANDUM

August 20, 2009

**Susan E. Brown**  
Assistant Commissioner  
Planning and Accountability  
512/ 427-6153  
susan.brown@thehb.state.tx.us  
FAX: 512/ 427-6147

**Gary W. Johnstone**  
Deputy Assistant Commissioner  
Planning and Accountability  
512/ 427-6139  
gary.johnstone@thehb.state.tx.us  
FAX: 512/ 427-6147

**Janet Beinke**  
Director  
Planning  
512/ 427-6321  
janet.beinke@thehb.state.tx.us  
FAX: 512/ 427-6147

**Thomas Keaton**  
Director  
Finance & Resource Planning  
512/ 427-6133  
Thomas.Keaton@thehb.state.tx.us  
FAX: 512/ 427-6147

**Doug Parker**  
Director  
Educational Data Center  
512/ 427-6287  
doug.parker@thehb.state.tx.us  
FAX: 512/ 427-6447

**Kathy Cox**  
Assistant Director  
Educational Data Analysis Support  
Center  
512/ 427-6286  
kathy.cox@thehb.state.tx.us  
FAX: 512/ 427-6447

To: Public University Reporting Officials  
From: Doug Parker  
Subject: Fall 2009 Reporting Manual

The new federal requirement is that two new ethnicity/race questions be asked. The new ethnicity and race data items will be collected in the CBM001, CBM002, CBM008, CBM009, CBM00B, and CBM00X reports beginning fall 2010. Beginning fall 2009, the Coordinating Board will add two new optional ethnicity/race items as the last reporting items on the applicable reports. Institutions will be required to complete the current race/ethnicity item and may respond to the optional items to test coding of item elements.

The newest versions of the Texas Success Initiative Report (CBM002), Facilities Room Inventory Report (CBM011), and Facilities Building Inventory Report (CBM014) have been added to the manual.

CBM001

1. The instruction under Item #14, Ethnic Origin, on how to report students who are allowed to domicile in the U.S. (Note (c)) has been revised to read (c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
2. The Restricted Program Admission codes (Item #32) for nursing have been expanded to include LVN to ADN (14) and LVN to BSN (15). Code 10 has been modified to read RN to BSN to more accurately identify those with ADN degrees and diplomas progressing towards a BSN.

CBM005

Item#7, Building, on the CBM005 has been expanded to 6 spaces; item #8, Room, has been expanded to 16 spaces. Items #9 through #19 have changed beginning positions to accommodate the change in length for Items #7 and #8.

The due date has been moved from November 1 to November 15.

## 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. (See detail in Electronic Data Transfer System section of manual.) A set of instructions for preparing the data in the Coordinating Board format is associated with each report.

If you need to write to the Educational Data Center, the address is:

Educational Data Center  
Texas Higher Education Coordinating Board  
P.O. Box 12788  
Austin, TX 78711

The fax number is (512) 427-6447.

If you have questions concerning the use or implementation of this manual, contact Anna Yellamraju for questions regarding all CBM reports except the CBM011 and CBM014, Torca Bunton for questions regarding the CBM011 and CBM014, and Doug Parker regarding general reporting questions at the above address or at the following telecommunication numbers:

	<u>Regular Phone</u>	<u>INTERNET Address</u>
Anna Yellamraju	(512) 427-6297	<a href="mailto:Anna.Yellamraju@thecb.state.tx.us">Anna.Yellamraju@thecb.state.tx.us</a>
Torca Bunton	(512) 427-6532	<a href="mailto:Torca.Bunton@thecb.state.tx.us">Torca.Bunton@thecb.state.tx.us</a>
Doug Parker	(512) 427-6287	<a href="mailto:Doug.Parker@thecb.state.tx.us">Doug.Parker@thecb.state.tx.us</a>

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

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

## Public Universities

### TABLE OF CONTENTS

	<u>Page</u>
I. General Reporting Issues .....	0.1-0.8
A. Reporting Periods.....	0.1
B. Coordinating Board Contacts .....	0.2
C. Electronic Data Transfer System.....	0.3
D. Certification of CBM Reports.....	0.6
II. Student Report (CBM001) .....	1.1-1.33
A. Instructions for Student Report.....	1.1
B. Data Processing Record Layout.....	1.15
C. Questionable and Error Values .....	1.17
D. Summary of Student Data .....	1.21
III. Texas Success Initiative Report (CBM002) .....	2.1-2.51
A. Instructions for TSI Report .....	2.1
B. Data Processing Record Layout.....	2.30
C. Questionable and Error Values .....	2.33
D. Reporting Examples .....	2.38
E. Summary of TSI Data.....	2.43
IV. Course Inventory (CBM003) .....	3.1-3.11
A. Instructions .....	3.1
B. Data Processing Record Layout.....	3.8
C. Summary of Course Inventory Data .....	3.9
V. Class Report (CBM004).....	4.1-4.32
A. Instructions for Class Report .....	4.1
B. Reporting Examples .....	4.13
C. Data Processing Record Layout.....	4.15
D. Questionable and Error Values .....	4.16
E. Summary of Semester Credit Hours Generated .....	4.18
VI. Building and Room Report (CBM005) .....	5.1-5.12
A. Instructions for Building and Room Report.....	5.1
B. Data Processing Record Layout.....	5.5
C. Questionable and Error Values .....	5.6
D. Summary of Building and Room Data .....	5.8
VII. End of Semester Class Report (CBM006).....	6.1-6.21
A. Instructions for End of Semester Class Report .....	6.1
B. Data Processing Record Layout.....	6.8
C. Questionable and Error Values .....	6.9
D. Summary of End of Semester Semester Credit Hours Generated.....	6.11

Table of Contents (Continued)		<u>Page</u>
VIII.	Faculty Report (CBM008) .....	8.1-8.28
	A. Instructions for Faculty Report .....	8.1
	B. Reporting Examples .....	8.8
	C. Data Processing Record Layout.....	8.16
	D. Questionable and Error Values .....	8.17
	E. Summary of Faculty Data .....	8.19
IX.	Graduation Report (CBM009).....	9.1-9.12
	A. Instructions for Graduation Report .....	9.1
	B. Data Processing Record Layout.....	9.5
	C. Questionable and Error Values .....	9.6
	D. Summary of Graduation Data.....	9.8
X.	Facilities Room Inventory Report (CBM011) .....	11.1-11.21
	A. Instructions for Room Inventory Report.....	11.1
	B. Data Processing Record Layout.....	11.6
	C. Questionable and Error Values .....	11.7
	D. Space Excluded From E&G Space Calculation .....	11.9
	E. Summary of Room Inventory Data .....	11.11
XI.	Facilities Building Inventory Report (CBM014) .....	14.1-14.8
	A. Instructions for Building Inventory Report .....	14.1
	B. Data Processing Record Layout.....	14.4
	C. Questionable and Error Values .....	14.5
	D. Summary of Building Inventory Data.....	14.6
XII.	Admissions Report (CBM00B).....	B.1-B.17
	A. Instructions for Admissions Report.....	B.1
	B. Data Processing Record Layout.....	B.8
	C. Questionable and Error Values .....	B.9
	D. Summary of Admissions Data .....	B.11
XIII.	Doctoral Exception Report (CBM00E) .....	E.1-E.9
	A. Instructions for Doctoral Exception Report .....	E.1
	B. Data Processing Record Layout .....	E.4
	C. Summary of Doctoral Exception Data .....	E.5
XIV.	Student Number Change Report (CBM00N) .....	N.1-N.3
	A. Instructions for Student Number Change Report .....	N.1
	B. Data Processing Record Layout.....	N.3
XV.	Students in Self-Supporting Courses and Programs (CBM00X) .....	X.1-X.14
	A. Instructions for Students in Self-Supporting Courses and Programs .....	X.1
	B. Data Processing Record Layout.....	X.6
	C. Questionable and Error Values .....	X.7
	D. Summary of Extension Student Data .....	X.9

## Univ. General Reporting Issues

### REPORTING PERIODS

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

#### Fall Semester Reports

		<u>Due Date</u>
Student Report	CBM001	October 15
Texas Success Initiative Report	CBM002	February 1
Course Inventory	CBM003	May
Class Report	CBM004	October 15
Building and Room Report	CBM005	November 15
End of Semester Report	CBM006	February 1
Faculty Report	CBM008	October 15

#### Spring Semester Reports

		<u>Due Date</u>	<u>Due Date in Odd Year</u>
Student Report	CBM001	March 15	Mid February
Texas Success Initiative Report	CBM002	June 15	
Class Report	CBM004	March 15	Mid February
End of Semester Report	CBM006	June 15	
Faculty Report	CBM008	March 15	

#### Summer Semester Reports

		<u>Due Date</u>
Student Report	CBM001	August 15
Texas Success Initiative Report	CBM002	October 1
Class Report	CBM004	August 15
End of Semester Report	CBM006	October 1
Faculty Report	CBM008	August 15

#### Annual Reports

		<u>Due Date</u>
Graduation Report	CBM009	October 1
Admissions Report	CBM00B	October 15
Students in Self-Supporting Courses and Programs	CBM00X	September 15

#### Biennial Reports

		<u>Due Date in Even Year</u>
Doctoral Exception Report	CBM00E	March 15

#### Any Time Reports

		<u>Due Date</u>
Student Number Change Report	CBM00N	Any Time
Facilities Room Inventory Report	CBM011	January – October certified by Nov. 1
Facilities Building Inventory Report	CBM014	January – October certified by Nov. 1

Univ. General Reporting Issues

COORDINATING BOARD CONTACTS

- I. CBM Reporting: Educational Data Center, FAX: 512-427-6447
  - A. All university CBM Reports, except CBM011 and CBM014:  
Anna Yellamraju, Data Analyst 512-427-6297  
INTERNET address: [Anna.Yellamraju@theccb.state.tx.us](mailto:Anna.Yellamraju@theccb.state.tx.us)
  - B. CBM011, CBM014, and Electronic Data Transfer System:  
Torca Bunton, Data Analyst 512-427-6532  
INTERNET address: [Torca.Bunton@theccb.state.tx.us](mailto:Torca.Bunton@theccb.state.tx.us)
  - C. General Questions:  
Doug Parker, Director 512-427-6287  
INTERNET address: [Doug.Parker@theccb.state.tx.us](mailto:Doug.Parker@theccb.state.tx.us)
- II. Program and Course Inventory Questions: Educational Data Center, FAX: 512-427-6447
  - A. Program Inventory: TBA
  - B. Course Inventory (CIP Code Classifications and Funding Code Assignments): TBA
- III. Financial Aid Database: Educational Data Center, FAX: 512-427-6447  
TBA
- IV. Funding Questions: Financial and Resource Planning, FAX: 512-427-6147  
Paul Turcotte, Program Director 512-427-6235  
INTERNET address: [Paul.Turcotte@theccb.state.tx.us](mailto:Paul.Turcotte@theccb.state.tx.us)
- V. Facilities Inventory Questions: Finance and Resource Planning, FAX: 512-427-6147  
Jennifer Gonzales, Program Director 512-427-6125  
INTERNET address: [Jennifer.Gonzales@theccb.state.tx.us](mailto:Jennifer.Gonzales@theccb.state.tx.us)
- VI. Student Tuition and Residency Issues: Student Services, FAX: 512-427-6420  
Jane Caldwell, Director 512-427-6455  
INTERNET address: [Jane.Caldwell@theccb.state.tx.us](mailto:Jane.Caldwell@theccb.state.tx.us)
- VII. Texas Success Initiative Program Questions: P-16 Initiatives, FAX: 512-427-6264  
Tamara Clunis, Program Director, Developmental Education 512-427-6262  
INTERNET address: [Tamara.Clunis@theccb.state.tx.us](mailto:Tamara.Clunis@theccb.state.tx.us)

## Univ. General Reporting Issues

### ELECTRONIC DATA TRANSFER SYSTEM

The submission of CBM reports must be by electronic transfer. If any data items need to be changed, make the changes to your file and re-submit it as a complete report.

State and federal security requirements mandate that confidential data be transferred using a secure process. Since July 15, 2004 all files are required to be submitted or retrieved via SFTP (the secure FTP) server process. Connection to the SFTP File Server at the THECB is via the Internet.

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

The header record contains information to identify the data in the file and the length of the data records. 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.

In order to submit EDC CBM files, you must log into the SFTP server, [sftp.thecb.state.tx.us](http://sftp.thecb.state.tx.us), with a username and password.

For USERID: Enter "edcNNNNNN" where "NNNNNN" is your six-digit FICE code. For example, "edc001234" (lower case 'edc'; leading zeros required in the FICE code).

For PASSWORD: Enter your password, case sensitive. Contact Torca Bunton at e-mail [Torca.Bunton@thecb.state.tx.us](mailto:Torca.Bunton@thecb.state.tx.us) for your password.

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

The data sent to the Coordinating Board goes to the "INPUT" directory and the edit and summary report files are retrieved from the "OUTPUT" directory. Detailed instructions are located at [Data Transfer Procedures for THECB Reports Using SFTP](#).

The data content of files will be as defined on the Data Processing Record Layout of each report. The format and content of the HEADER and TRAILER records are critical and must be valid. Identification of the data depends totally on the accuracy of the information contained in the header record.

Univ. General Reporting Issues

File Transfer System INPUT FILE FORMAT

HEADER RECORD		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-ID – Always ‘HY2K’	1	4
Item #2	Institution Code - FICE – Numeric	5	6
Item #3	Data Identifier, i.e., CBM001, CBM011, etc.	11	6
Item #4	Semester – Numeric (‘1’ thru ‘3’ or ‘5’)	17	1
Item #5	Year – Numeric - YYYY	18	4
Item #6	Record Type – C for a Complete report (U is valid only for the CBM003)	22	1
Item #7	Length of data records within report – Numeric, leading zeros, i.e., “0080”, “0090”, “0102”, “0108”, “0120”	23	4
Item #8	Name and e-mail address of person submitting file	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 extend up to 400 characters in order to contain the name and e-mail 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

Record size may be any length up to 400 characters

## Univ. General Reporting Issues

### EDIT REPORT OUTPUT FILES

As we migrate to processing the CBM edits on a server over the next 3-4 months, a new naming convention has been implemented for the edit report output files. The following file name is an example:

**CBM001\_FALL\_2009\_S\_003304\_200910150136262.TXT**

**CBM001** – CBM report type

\_ - used as a separator

**FALL** – the report semester (can also be SPRING, SUMMER, ANNUAL)

\_ - used as a separator

**2009** – Report Year

\_ - used as a separator

**S** – Institution type

\_ - used as a separator

**003304** – FICE code of institution

\_ - used as a separator

**200910150136262** – Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

### EDC Data Report Processing Schedule

Reports in by	Edit run begins	Edit reports posted
6:00 a.m.	6:20 a.m. (M-F)	7:00 a.m.
8:00 a.m.	8:20 a.m. (M-F)	9:00 a.m.
10:00 a.m.	10:20 a.m. (M-F)	11:00 a.m.
1:00 p.m.	1:20 p.m. (M-F)	2:00 p.m.
3:00 p.m.	3:20 p.m. (M-F)	4:00 p.m.
6:00 p.m.	6:20 p.m. (M-Th)	7:00 p.m.

## Univ. General Reporting Issues

### CERTIFICATION TRACKING

The goal of these procedures is to have the CBM reports collected by the Educational Data Center and certified by the institutions as available for use within four working weeks of the due date. Since there are six edit cycles each workday, turn-around time should be less of an issue. Also, the desire is to have the most current data available for formula committee work, accountability measures, and appropriation requests. The follow-up procedures for ensuring timely certification of the reports are:

1. The EDC Data Analyst will telephone or e-mail the Reporting Official if a specific report is not received within two days after the due date.
2. An email from the Director of the Educational Data Center will be emailed to the Reporting Official if the report has not been received and certified by the seventh working day after the due date.
3. An inquiry letter will be faxed to the Vice President for Academic Affairs, or the equivalent, from the appropriate Assistant Commissioner if the report has not been received and certified by the twelfth working day after the due date.
4. A letter indicating that the certification of the CB report is delinquent will be faxed to the President, or the equivalent, from the Deputy Commissioner if the report has not been certified by the end of the third working week after the due date.

### CHANGES TO CERTIFIED REPORTS

- A. Changes to certified data will not be permitted unless an executive officer of the reporting institution requests the change in writing and the reporting error would have a significant impact on future year funding or statistical analysis.
- B. Requests made prior to the data being published may be approved by the Educational Data Center and must not delay standard publish dates.
- C. Requests to change data which are already published must be approved by the Commissioner.

## Univ. General Reporting Issues

### CERTIFICATION STATEMENT – INSTRUCTIONS

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

1. If the edit reveals flagged items, corrections should be submitted for all errors and for questionable items where necessary.
2. Justification of all “Review” items is **required** before certification can be applied.
3. If all the information is correct, the reporting official should certify the report by a certification statement to the Educational Data Center. This can be accomplished by the following methods:
  - a. The reporting official may send an e-mail message to 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.
  - b. A certification statement on paper may be prepared and mailed or faxed to the Educational Data Center. It should include all of the information listed in the item above with the signature of the reporting official, as illustrated by the following example.

The example on the following page shows the certification of Lone Star University's fall 2009 CBM001 and CBM004.

Univ. General Reporting Issues

CERTIFICATION STATEMENT

INSTITUTION: LONE STAR UNIVERSITY 003304

DATE: DECEMBER 1, 2009

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 2009</u>
CBM004	<u>FALL 2009</u>

Justification of Review items is as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
REPORTING OFFICIAL

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 (six-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 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 receipt of a first installment payment prior to the beginning of the semester.

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).

**NOTES:**

1. Census Dates for other than 16 or 6 week terms are outlined below:

<u>Fall and Spring Semesters</u>		<u>Summer Semester</u>	
<u>Length of Term (Weeks)</u>	<u>Census Date</u>	<u>Length of Term (Weeks)</u>	<u>Census Date</u>
2 or less	1st Class Day	2 or less	1st Class day
3	2nd Class Day	3	2nd Class Day
4	3rd Class Day	4	3rd Class Day
5 – 6	4th Class Day	5 – 6	4th Cass Day
7	5th Class Day	7	5th Class Day
8	6th Class Day	8	6th Class Day
9 – 10	7th Class Day	9	7th Class Day
11	8th Class Day	10 or more	12th 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. Flexible Entry Students

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

## Univ. Student Report (CBM001)

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.

4. Inter-institutional Students. See the discussion in the Introduction of the Class Report, CBM004.
5. Reporting Semester Credit Hours

Effective Fall 1999, Items #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. All institutions will be expected to report all zeros in Items #22, #24, and #25 for post-baccalaureate and graduate students. Also, Items #15 and #23 are to be completed if they apply to undergraduate as well as graduate students. For undergraduate students, the sum of Items #10A and #10B should equal the sum of the other SCH Items (#15, #21, #22, #23, #24, #25, and #35):

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

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

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

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

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

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

Item #35 – Graduate SCH of Seniors

These items are mutually exclusive. When combined, they represent the total semester credit hours for the undergraduate student. Since Item #35 is graduate hours of undergraduate students, the value in it is not included in the undergraduate 001/004 balance check.

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

## Univ. Student Report (CBM001)

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, which are coded '1' in Item #21.
- 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' or '2' 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.

### 6. Undergraduate Students Approaching Funding Limit for a Baccalaureate Degree

Six reports are produced each edit run – three for students affected by the 45-hour funding limit and three for students affected by the 30-hour funding limit. The reports identify those students who are approaching the funding limit (within 30 SCH of the limit), who will exceed the funding limit (after the semester reported), and who exceed the funding limit (prior to the semester reports). Item #27, Student Affected by Undergraduate Funding Limitation, will be used to determine the funding limit the student is affected by. The total number of undergraduate SCH the student has accumulated and Item #26, SCH of Undergraduate Degree Program, will be used to determine if the student will appear on any of the reports.

### 7. Funding Limitation for Doctoral Students

The Legislative limit of 99 doctoral funded semester credit hours per doctoral student and the allowable exceptions for funding up to 130 hours are described in the Texas Education Code (TEC 61.059). Two reports are provided during each student report edit cycle. One report provides the doctoral students who have exceeded 70 doctoral credit hours but who have not exceeded 99 doctoral credit hours. The other report identifies the doctoral students who have exceeded the 99 doctoral credit hour limit. Prior to the formula runs each base year, each institution is given the opportunity to identify which of their doctoral students should be granted program or individual exceptions during the next funding period.

### 8. Distance Education

Institutions should not report non-resident students who are taking only distance education courses delivered outside the state (TAC Title 19, Part 1, Chapter 4, Subchapter E, §4.107(c)(4) and §4.108(b)).

Univ. Student Report (CBM001)

INSTRUCTIONS FOR STUDENT REPORT

- Item #1 Record Code. Always enter '1'.
- Item #2 Institution Code. Enter the FICE Code of the institution.
- 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	5	Post-Baccalaureate
2	Sophomore	6	Master's Level
3	Junior	7	Doctoral Level
4	Senior	8	Special-Professional

Use the following guidelines to classify students:

- |   |  |  |
|---|--|--|
| 1 | Freshman   |  |
| 2 | Sophomore  | Institutions will use their guidelines |
| 3 | Junior   | 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 - a student admitted to an approved special-professional program at the institution   |  |

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

Univ. Student Report (CBM001)

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)
- 2 Non-Resident Tuition (regular)
- 3 Tuition Exemption for Texas Resident
- 5 Thesis or Dissertation
- 9 Law (resident)
- 0 Law (non-resident)
- A Student classified as a resident based on TEC 54.052(a)(3) who is not a U.S. citizen or permanent resident but is allowed to pay resident tuition
- C An applicant for permanent resident status or holder of a visa that allows a person to domicile in the U.S. who is classified as a resident and is allowed to pay resident tuition
- E Tuition waiver that allows non-resident or foreign students to pay the resident rate as well as recipients of Tuition Exemptions through TEC 54.207 (Good Neighbor Scholarship)
- F Tuition waiver that allows Texas universities within 100 miles of the state border to charge a lower rate than the regular out-of-state tuition rate to out-of-state-students
- N Visiting student allowed to enroll due to Natural Disaster (Hurricane Katrina coding expires after Summer 2006 regardless of future extensions of executive order)

**NOTE:**

- a) Students who are allowed to pay the "Resident Tuition" rate due to a waiver should be coded 'E'.
- b) Students who qualify as residents through the 36-months' residence in Texas and who are not U.S. citizens or permanent residents should be coded as 'A' if they are paying regular resident tuition. Students coded 'A' must complete the affidavit.
- c) Students who are eligible for permanent resident status (whose I-485 applications have not been rejected and are being processed by BCIS) and students who hold visas that allow them to domicile in the U.S. should be coded 'C' if they actually established a domicile in Texas and have been classified as residents eligible to pay regular resident tuition.

Item #8 Residence. Enter the code representing the county, state, or foreign country of which the student is a resident as identified by the student as his/her permanent address at the time of application to the institution. See Appendix B for codes.

- a. Enter the Texas county code for students who are Texas residents
- b. Enter the state code for students who are U.S. citizens or permanent residents and who are residents of other states
- c. Enter the foreign country code for foreign country citizens who are not Texas residents

Univ. Student Report (CBM001)

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 9s for institutions not having a FICE code or a designated identifying number.) A transfer is a student entering the reporting institution for the first time but who is known to have previously attended another postsecondary institution at the same level (e.g., undergraduate to undergraduate or graduate to graduate; not undergraduate to graduate). This does not include an institution's own graduates who re-enter for further education.

If the student has never attended college or other postsecondary institution, enter a '1', right justified, zero filled, to indicate a first-time student. Students should not be reported as first-time-entering college until they have completed their high school work. Therefore, include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).

In the term that the student is accepted into a master's program, doctoral program, or first-professional program (AUD, DVM, Law, Optometry, PharmD) for the first time, enter '000001' in this item; otherwise, for a graduate or first-professional student leave blank unless the student is a first-time transfer at that level. If the student is a first-time transfer, enter the FICE of the institution transferring from. This will allow the CB to determine time-to-degree of such students.

**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 Items #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, #25, and #35). 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 #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 Items #10A and #10B should be the total SCH the student attempted in the current term and should equal the other SCH Items (#15, #21, #22, #23, #24, #25, and #35). 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 #11 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

Univ. Student Report (CBM001)

appropriate doctoral funding code in Item #19.

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

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

- a) Even though a foreign student is allowed to pay the “Resident Tuition” rate due to a waiver (coded ‘E’ in Item #7), report with the international code. If an out-of-state student is allowed to pay the “Resident Tuition” rate due to a waiver (coded ‘E’ in Item #7), report the ethnicity of the student.
- b) Report the ethnicity of students who were coded ‘A’ in Item #7.
- c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.

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 (Item #23), all other collegiate level courses (Items #21 and #24), and all developmental courses (Items #22 and #25). Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution’s students and there is an inter-institutional agreement on file at the CB. See more discussion of inter-institution in the Introduction of the CBM004 report.

Univ. Student Report (CBM001)

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'. Enter a '7' to identify a visiting (displaced) student who has been allowed to enroll in a regular (non-flex) class due to the natural disaster (Hurricane Katrina – expires after Summer 2006); otherwise, continue to code the flex-entry item with a '1' for a visiting (displaced) student who enrolls in a flex-entry class.

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

Item #17 Remote Campus. Restricted to use by Texas Woman's University and The University of Texas System, and to identify students who are confined to a correctional institution. If the situations below do not apply, leave the item blank.

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.

UT System will enter a '6' for students enrolled at a UT component as a Coordinated Admission Program student. These CAP students should be reported as first-time degree seeking at the current institution to be consistent with the IPEDS definition if the student intends to get a degree at any institution. (Effective summer 2007)

Item #18 Major Area of Concentration. Enter the CIP code of the major area of concentration. See Appendix C. Only undergraduate and post-baccalaureate students may be reported with an undeclared major of '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 #11). 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' and the student is a resident receiving a Hazlewood exemption (authorized in TEC 54.203), enter the code '01'; otherwise leave blank. When Item #7 is coded 'E' and the student is a nonresident eligible to pay the resident rate due to the state's waiver for members of the military and their families (TEC 54.058), enter '21'; otherwise leave blank.

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

Item #21 SCH – Load NOT State Funded (Undergraduate and Graduate). Enter the number of attempted semester credit hours for which the student is registered that do not

## Univ. Student Report (CBM001)

qualify for state funding during the current semester. Exclude SCHs attempted in courses that are state funded (Item #24 and #35), 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, SCHs of a student in physical education courses that are not allowed for state funding (see discussion on SCHs that exceed state limits in Introduction of CBM004), and SCHs of a student in military science and religion courses. Also include the credit hours of undergraduate students who have attempted the same course three or more times and are not eligible to be counted for state funding.

- Item #22 SCH - 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 - Inter-Institutional Load NOT 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 NOT qualify for state funding. Exclude SCH attempted in state funded inter-institutional courses (Item #15), all other collegiate level courses (Items #21 and #24), and all developmental courses (Item #22 & #25).
- Item #24 SCH - 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 SCHs 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 - 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 junior or 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 fall 1999 to summer 2006 (45

Univ. Student Report (CBM001)

hour rule). Enter a '2' if the student first enrolled in an institution of higher education in the fall 2006 semester or later (30-hour rule). 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 high school and college credit. These hours are to be included in any of the other credit hour items as appropriate.

Item #32 Restricted Program Admission. The Coordinating Board uses restricted admission codes to distinguish students who have a declared major in a particular discipline from those who are actually admitted to a certificate or degree program through a restricted or separate admission process. The distinction provides more accurate enrollment and graduation numbers in key, high-demand occupations and the data are often linked to special legislative initiatives.

To ensure accuracy of the number of students in these programs, enter the appropriate code for each student who is admitted to and continuing his/her enrollment in a certificate or degree program in the following areas or CIP codes. Leave blank if not.

- 01 Teacher Education-Initial certification, undergraduate
- 02 Teacher Education-Initial certification, master's
- 03 Teacher Education-Alternative Certification Program
- 04 Teacher Education-Post-Baccalaureate

- 10 Nursing (51.1601.00) RN to BSN degree program (previously ADN to BSN)
- 11 Nursing (51.1601.00) Initial RN licensure, generic associate degree program
- 12 Nursing (51.1601.00) Initial RN licensure, generic baccalaureate degree program
- 13 Nursing (51.1601.00) Initial RN licensure, master's degree program
- 14 Nursing (51.1601.00) Initial RN licensure, LVN to ADN transition program
- 15 Nursing (51.1601.00) Initial RN licensure, LVN to BSN transition program

- 20 Dental Hygiene (51.0602.00) – undergraduate or master's program
- 21 Respiratory Therapy/Care (51.0908.00)
- 22 Physician Assistant (51.0912.00) – undergraduate or master's program
- 23 Clinical Laboratory Sciences and Allied Health Professions (51.10) – undergraduate or master's program
- 24 Occupational Therapy (51.2306.00) – undergraduate or master's program
- 25 Physical Therapy (51.2308.00) – master's program

Univ. Student Report (CBM001)

- 40 Special Professional-Audiology (AUD)
- 41 Special Professional-Veterinary Medicine (DVM)
- 42 Special Professional-Law (JD, LLB)
- 43 Special Professional-Optometry (OD)
- 44 Special Professional-Pharmacy (PharmD)
- 45 Special Professional-Doctor of Nursing Practice (DNP)
- 46 Special Professional-Doctor of Physical Therapy (DPT)

**Definitions:**

The Restricted Program Admission codes for Nursing (codes 10-15) are needed in the calculation of graduation rates (Education Code 61.0901) and for the distribution of funds under the Nursing Shortage Reduction Program (Education Code 61.9623).

- 01-04 Teacher Education – a student admitted to and continuing his/her enrollment in a teacher education program.
- 10 Nursing (51.1601.00) RN to BSN degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an ADN degree or a diploma in nursing and is a registered nurse. The Board uses the data to count graduates.
- 11 Nursing (51.1601.00) Initial RN licensure, generic associate degree program – a student admitted to and continuing his/her enrollment in an approved ADN nursing program who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.
- 12 Nursing (51.1601.00) Initial RN licensure, generic baccalaureate degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.
- 13 Nursing (51.1601.00) Initial RN licensure, master's degree program – a student admitted to and continuing his/her enrollment in an approved MSN nursing program who is not a registered nurse. Report graduates in the nursing specialty. The Board uses the data to count graduates.
- 14 Nursing (51.1601.00) Initial RN licensure, LVN to ADN transition program – a student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses an LVN certificate or degree and who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.
- 15 Nursing (51.1601.00) Initial RN licensure, LVN to BSN transition program – a student admitted to and continuing his/her enrollment in an approved

Univ. Student Report (CBM001)

- BSN nursing program who already possesses an LVN certificate or degree and who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.
- 20 Dental Hygiene (51.0602.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a dental hygiene program.
- 21 Respiratory Therapy/Care (51.0908.00) – a student admitted to and continuing his/her enrollment in a respiratory therapy/care program.
- 22 Physician Assistant (51.0912.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a physician assistant undergraduate or master's program.
- 23 Clinical Laboratory Sciences and Allied Health Professions (51.10) undergraduate or master's program – a student admitted to and continuing his/her enrollment in a clinical lab science program.
- 24 Occupational Therapy (51.2306.00) undergraduate or master's program – a student admitted to and continuing his/her enrollment in an occupational therapy undergraduate or master's program.
- 25 Physical Therapy (51.2308.00) master's program – a student admitted to and continuing his/her enrollment in a physical therapy master's program.
- 40 Special Professional-Audiology (AUD) – a student admitted to an approved Audiology program at the institution.
- 41 Special Professional-Veterinary Medicine (DVM) – a student admitted to an approved Veterinary Medicine program at the institution.
- 42 Special Professional-Law (JD, LLB) – a student admitted to an approved Law program at the institution.
- 43 Special Professional-Optometry (OD) – a student admitted to an approved Optometry program at the institution.
- 44 Special Professional-Pharmacy (PharmD) – a student admitted to an approved PharmD program at the institution; prior to admission to pharmacy school, a student must complete at least 60 semester credit hours (SCH) of pre-pharmacy coursework.
- 45 Special Professional-Doctor of Nursing Practice (DNP) – a student admitted to a practice-focused doctoral program in Nursing Practice.
- 46 Special Professional-Doctor of Physical Therapy (DPT) – a student admitted to an entry-level or post-professional practice-focused doctoral

Univ. Student Report (CBM001)

program in Physical Therapy.

- Item #33 Non-Degree-Seeking Student. For a student who does not plan to pursue a degree, enter a '1', else enter '0'. These students will be excluded from graduation rate reports.
- Item #34 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.
- Item #35 Graduate SCH of Seniors Within 12 Hours of Graduation. Enter the number of semester credit hours attempted in graduate classes of senior students who are within 12 hours of their first baccalaureate. These hours do not count toward the 30+ or 45+ undergraduate SCH funding limit. By excluding these graduate hours from Item #24, the undergraduate comparison of fundable semester credit hours of students who are affected by the undergraduate SCH limit between the CBM001 and CBM004 should balance.
- Item #36 High School Code. Enter the College Board CEEB High School code of the high school that the student graduated from. Required for Texas high school graduates that are coded as First-time-in-College (Item #9 = 000001). The Texas CEEB codes are in Appendix M. Not required for students over the age of 25. Not required for students accepted in a master's, doctoral, or first-professional program for the first time. Leave blank if not applicable.

May be reported for all students. The high school codes for non-Texas schools can be found at <http://www.collegeboard.com/student/testing/sat/codelist.html>.

- Item #37 PEIMS Identification Number. Enter the PEIMS identification number of the student if you collect this information. The PEIMS identification number is a state-approved alternative student identification number provided by TEA to the school districts that is to be used when the student does not provide an SSN. It may be found in the student's high school transcript. This number begins with an 'S' which is then followed by 8 digits. Leave blank if you do not collect this information.

Reporting of items #38 and #39A-G is optional. It will be mandatory beginning with the fall 2010 reporting period.

- Item #38 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

- 1 Hispanic or Latino origin
- 2 Not Hispanic or Latino origin
- 3 Not answered

- Item #39 Race. Select one or more codes indicating the race of the student.

- Item #39A 1 White
- Item #39B 2 Black or African-American
- Item #39C 4 Asian

Univ. Student Report (CBM001)

Item #39D	5	American Indian or Alaskan Native
Item #39E	6	International
Item #39F	7	Unknown or Not Reported
Item #39G	8	Native Hawaiian or Other Pacific Islander

***Definitions:***

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
  - a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7), report with the international code.
  - b) Report the ethnicity of students who were coded 'A' in Item #7.
  - c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
  - d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial/ethnic designation.

Univ. Student Report (CBM001)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always ‘1’	1	1
Item #2	Institution Code - FICE – 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 – Alphanumeric	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 – Numeric, no decimals	110	2
Item #32	Restricted Program Admission	112	2
Item #33	Non-Degree-Seeking Student – Numeric	114	1
Item #34	Non-Disclosure – Numeric	115	1
Item #35	Graduate SCH of Seniors – Numeric, no decimals	116	2
Item #36	High School Code	118	6
Item #37	PEIMS Identification Number	124	9
Item #38	New Ethnic Origin – Numeric	133	1
Item #39	Race:		
Item #39A	White – ‘1’ or blank	134	1
Item #39B	Black or African-American – ‘2’ or blank	135	1
Item #39C	Asian – ‘4’ or blank	136	1
Item #39D	American Indian or Alaskan Native – ‘5’ or blank	137	1

Univ. Student Report (CBM001)

		<u>Beginning Position</u>	<u>Length</u>
Item #39E	International – '6' or blank	138	1
Item #39F	Unknown or Not Reported – '7' or blank	139	1
Item #39G	Native Hawaiian or Other Pacific Islander – '8' or blank	140	1

Univ. Student Report (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 data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '1'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Student ID Number	Alpha characters	Blank or special characters
4. Gender	N/A	Any value except 'M' or 'F'
5. Classification	N/A	Any value except '0' thru '8'; if coded '8', Item #32 must = '40' thru '46'
6. Date of Birth	Value less than 16 or greater than 75 years of age; age less than 13 or greater than 19 if Item #31 is greater than 0	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', 'A', 'C', 'E', or 'F'; if coded 'F', FICE not = institutions that applied
8. Residence	N/A	Not on residence file; not coded '001' thru '254' when Item #20 is coded '01'; not coded '310' thru '400' if item #7 = 'F'
9. Transfer/First-Time In College	Zero students coded '000001' in spring or summer	Any non-numerical characters or embedded spaces; invalid FICE code; '000001' if Item #31 > '00'; zero students coded '000001' in fall
10. SCH Load (On Campus & Off Campus)	Sum of #10A + #10B less than 1 or greater than 22; sum of #10A + #10B	Any non-numerical value; unused positions should be zero-filled

Univ. Student Report (CBM001)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
	greater than 30 when Item #32 = '41'	
11. Doctoral SCH	Value greater than 18; zero hours if institution has approved doctoral programs	Any non-numerical value if Item #5 = '7'; not numerical if Item #16 = '3'; doctoral hours if institution has no approved doctoral programs
12. Ethnic Origin	N/A	Any value other than '1' thru '7'
13. Semester	N/A	Must match value on header record
14. Year	N/A	Must match value on header record
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 spaces or '1', '2', '5', or '6'
18. Major Area of Concentration – CIP	N/A	Not on CIP file; '99999999' if Item #5 coded '6' or '7'; not '51160100' if Item #32 coded '10'-'13'
19. Doctoral Funding Code	N/A	Value of '08', '12', '13', '18', or '19'; not numeric if Item #5 = '7'
20. Tuition Exemption	Any value except '01' when Item #7 is coded '3' and Item #8 > '254'	Any value except '01' when Item #7 is coded '3' or '21' when Item #7 is coded 'E'
21. SCH-Collegiate Not Funded	(See Item #24)	Non-numerical
22. SCH-Developmental Not Funded	(See Item #24)	Non-numerical

Univ. Student Report (CBM001)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
23. SCH-Inter-Inst Not Funded	(See Item #24)	Non-numerical
24. SCH-Collegiate Funded	Sum of Items #15, #21, #22 #23, #24, #25, #35 less than 1 or greater than 22	Non-numerical
25. SCH-Developmental Funded	(See Item #24)	Non-numerical
26. SCH-UG Degree Program	Value less than 120 or greater than 160	Non-numerical; value not greater than '000' when Item #5 is coded '3' or '4'
27. Student Affected by UG Limit	N/A	Any value except '0', '1', or '2'
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 09	Non-numerical or greater than 21; greater than the sum of Items 15, 21, 23, 24, and 35; value greater than '00' if Item #9 is coded '000001'
32. Restricted Prog Admission	Item #2 not = 003658 if coded '13'	Any value except blank, '01'-'04', '10', '11', '12', '14', and '15' when Item #18 is coded '51160100' and Item #5 = '1'-'4', '13' when Item #18 is coded '51160100' and Item #5 = '6', '20'-'25' or '40'-'46' when Item #5 is coded '8'
33. Non-Degree-Seeking	N/A	Any value except '1' or '0'
34. Non-Disclosure	N/A	Any value except '2' or '0'
35. Grad SCH of Seniors	(See Item #24)	Non-numerical
36. High School Code	N/A	Blank if Item #9 = '000001' and Item #5 = '1', '2,' or '3' and Item #8 = '001' thru '254'

Univ. Student Report (CBM001)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
37. PEIMS Ident. Number	N/A	First position not 'S' with remaining positions not numeric
38. New Ethnic Origin	N/A	Value other than '1', '2', or '3'
39A. White	N/A	Value other than '1' or space or value = '1' and '7'
39B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
39C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
39D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
39E. International	N/A	Value other than '6' or space or value = '6' and '7'
39F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
39G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

**DISCREPANCY:** The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown as a discrepancy.

Univ. Student Report (CBM001)

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', excludes inter-institutional records where 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' or '2' 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.

Univ. Student Report (CBM001)

SUMMARY OF STUDENT DATA

HEADCOUNT: The headcount is a summation of CBM001 records less the number of flexible entry students and less the multiple doctoral student records. The total headcount is categorized by gender, age, residence, ethnic origin, classification, first-time students, restricted program admission, tuition status, non-degree seeking students, non-disclosure, and flexible entry.

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

SEMESTER CREDIT HOURS (SCH):

Collegiate State Funded: Item #24 is summed to produce a total  
Collegiate UG Not State Funded: Item #21 is summed to produce a total  
Inter-Institutional State Funded: Item #15 is summed to produce a total  
Inter-Institutional Not State Funded: Item #23 is summed to produce a total  
Developmental State Funded: Item #25 is summed to produce a total  
Developmental Not State Funded: Item #22 is summed to produce a total  
Vet Med Special Professional: Items #10A and #10B are summed to produce a total based on Item #5 = '8' and Item #32 = '41'  
Graduate SCH of Seniors: Item #35 is summed to produce a total  
Graduate Students incl post-bacc: Items #10A and #10B are summed to produce a total based on Item #5 = '1', '2', '3', '4', '5'

On-Campus: Item #10A is summed to produce a total  
Off-Campus: Item #10B is summed to produce a total

Attempted in Doctoral Courses: Item #11 is summed to produce a total

Each of the SCH Items are summed for Flex-Entry records (Item #16 = '1')

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 Items #10A or #10B are greater than zero, the duplicative counter is incremented by one.

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. Item #36 is used for first-time students from Texas and out-of-state high schools.

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.

Univ. Student Report (CBM001)

STUDENTS AFFECTED BY LIMIT: The summary is based on Item #27 using codes '1' for students who first enrolled in an institution of higher education fall 1999 to summer 2006 (45-hour rule) and '2' for students who first enrolled in an institution of higher education fall 2006 or later (30-hour rule).

REPORTS GENERATED

Doctoral Students Approaching Doctoral SCH Limit  
Doctoral Students Exceeding Doctoral SCH Limit  
UG Students Approaching 30-Hour Funding Limit  
UG Students that will Exceed the 30-Hour Funding Limit after this Term  
UG Students Exceeding 30-Hour Funding Limit  
UG Students Approaching 45-Hour Funding Limit  
UG Students that will Exceed the 45-Hour Funding Limit after this Term  
UG Students Exceeding 45-Hour Funding Limit

# Univ. Student Report (CBM001)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 SR-CBM001 EDIT SUMMARY FROM RunDate: 10/15/2009 Time: 15:29:55  
 LONE STAR UNIVERSITY 003304 FALL 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	5,593	0	0
ITEM 2 INST. CODE	5,593	0	0
ITEM 3 STUDENT ID	5,593	0	0
ITEM 4 GENDER	5,593	0	0
ITEM 5 Classification	5,593	0	0
ITEM 6 DATE OF BIRTH	5,593	0	0
ITEM 7 Tuition Status	5,593	0	0
ITEM 8 Residence	5,593	0	0
ITEM 9 Transfer	5,593	0	0
ITEM 10A SCH Load - On Campus	5,593	0	0
ITEM 10B SCH Load - Off Campus	5,593	0	0
ITEM 11 Doctoral Hours Funded	5,593	0	0
ITEM 12 Ethnic Origin	5,593	0	0
ITEM 13 SEMESTER	5,593	0	0
ITEM 14 Year	5,593	0	0
ITEM 15 Interinstitution SCH	5,593	0	0
ITEM 16 Flexible Entry	5,593	0	0
ITEM 17 Remote-Campus	5,593	0	0
ITEM 18 Major--Texas Cip	5,593	0	0
ITEM 19 Doctoral Funding Code	5,593	0	0
ITEM 20 Tuition Exemption	5,593	0	0
ITEM 21 SCH - College UG Not Fund	5,593	0	0
ITEM 22 SCH - Develp Not Fund	5,593	0	0
ITEM 23 SCH - IINST Not Fund	5,593	0	0
ITEM 24 SCH - Colleg Funded	5,593	0	0
ITEM 25 SCH - Develp Funded	5,593	0	0
ITEM 26 SCH - UG Degree Pgm	5,590	3	0
ITEM 27 Affected by Fund Limit	5,593	0	0
ITEM 28 Last Name	5,593	0	0
ITEM 29 First Name	5,593	0	0
ITEM 30 Middle Initial	5,593	0	0
ITEM 31 SCH - Dual Credit	5,593	0	0
ITEM 32 Restricted Pgm Admission	5,593	0	0
ITEM 33 Non-Degree-Seeking	5,593	0	0
ITEM 34 Non Disclosure	5,593	0	0
ITEM 35 Graduate Sch of Seniors	5,593	0	0
ITEM 36 CeebHsCode	5,593	0	0
ITEM 37 Student Alternate Id	5,593	0	0
ITEM 38 New Ethnic Origin	5,593	0	0
ITEM 39 Race	5,593	0	0
ITEM 39A White	5,593	0	0
ITEM 39B Black/African-Amer	5,593	0	0
ITEM 39C Asian	5,593	0	0
ITEM 39D American Ind/Alask Nat	5,593	0	0
ITEM 39E International	5,593	0	0
ITEM 39F Unknown/Not Reported	5,593	0	0
ITEM 39G Nat Hawaiian/Other Pac Is	5,593	0	0

TOTAL Report Records	5,593		
CONTROL TOTAL	5,593	DISCREPANCY	0
Total Recs on Db	5,593		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
51 derived IDs were found. This is 0.9119% of the total records you submitted.			
53 of your students are identified as First time in college from a Texas High School.			
---- This is 1% of the total records you submitted.			
Total Error Recs on Db	0		
Total Questionable Recs on Db	3		

Univ. Student Report (CBM001)

Total Non Error Records on Db	5,593	
Total Rejected Records	0	
Total Flexible Entry Records	138	
- CBM001 Vs CBM004 Semester		In Balance
- CBM001 Vs CBM004 SCH		In Balance

# Univ. Student Report (CBM001)

Note: The standard Summary Report is compared to the previous year to aid in early detection of potentially erroneously-reported data. It will show the percentage increase/decrease of items, evaluate the items identified with a Review message, and submit updates to correct where appropriate. If the absolute value of the difference between the current year and prior year item

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is identified.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is identified.
- 4) is greater than 100,000, a percentage change greater than 10% is identified.

If the original report had only one column the comparison data is in adjacent column. If the original report had multiple columns the comparison data is in the next row and asterisks are printed below the column in question.

The report is a 'work in progress' and we would appreciate any feedback you may have regarding it.

## Gender

	2009/1	2008/1	% Diff
Male	2,446	2,430	0.66%
Female	3,009	3,118	-3.50%
Total	5,455	5,548	-1.68%

## Age

	2009/1	2008/1	% Diff
Under 17	6	5	20.00%
17	41	28	46.43%
18	716	743	-3.63%
19-21	2,508	2,553	-1.76%
22-24	1,090	1,120	-2.68%
25-30	524	528	-0.76%
31-35	192	189	1.59%
36-50	304	303	0.33%
51-64	61	67	-8.96%
65 and Older	13	12	8.33%
UnReported(not in avg)	0	0	0.00%
Average Age	23	23	0.10%
Total	5,455	5,548	-1.68%

## Residence

	2009/1	2008/1	% Diff
Texas Counties	5,275	5,339	-1.20%
Other States	140	152	-7.89%
Foreign Countries	40	57	-29.82%
Total	5,455	5,548	-1.68%

## Ethnic Origin

		First-Time Enrolled	
2009/1 White, Non-Hispanic	3,620	67	
2008/1 White, Non-Hispanic	3,757	77	
Percent Change	-3.65%	-12.99%	
2009/1 Black, Non-Hispanic	416	10	
2008/1 Black, Non-Hispanic	353	6	
Percent Change	17.85%	66.67%	
2009/1 Hispanic	1,253	24	
2008/1 Hispanic	1,277	14	
Percent Change	-1.88%	71.43%	
2009/1 Asian/Pacific Islander	82	1	
2008/1 Asian/Pacific Islander	68	2	
Percent Change	20.59%	-50.00%	
2009/1 American Indian/Alaskan Native	38	2	
2008/1 American Indian/Alaskan Native	32	1	
Percent Change	18.75%	100.00%	

Univ. Student Report (CBM001)

2009/1	International	37	0
2008/1	International	59	0
	Percent Change	-37.29%	0.00%
2009/1	Unknown	9	0
2008/1	Unknown	2	0
	Percent Change	350.00%	0.00%
2009/1	Total	5,455	104
2008/1	Total	5,548	100
	Percent Change	-1.68%	4.00%
SCH			Flex-Entry
2009/1	Collegiate State Funded	59,158	251
2008/1	Collegiate State Funded	61,533	133
	Percent Change	-3.86%	88.72%
*			***** *** Review
2009/1	Collegiate UG Not State Funded	2,548	7
2008/1	Collegiate UG Not State Funded	2,145	1
	Percent Change	18.79%	600.00%
2009/1	Inter-Institutional State Funded	6	0
2008/1	Inter-Institutional State Funded	0	0
	Percent Change	100.00%	0.00%
2009/1	Inter-Institutional Not State Funded	0	0
2008/1	Inter-Institutional Not State Funded	0	0
	Percent Change	0.00%	0.00%
2009/1	Developmental State Funded	1,812	0
2008/1	Developmental State Funded	1,824	0
	Percent Change	-0.66%	0.00%
2009/1	Developmental Not State Funded	0	0
2008/1	Developmental Not State Funded	0	0
	Percent Change	0.00%	0.00%
2009/1	Vet Med Special Professional	0	0
2008/1	Vet Med Special Professional	0	0
	Percent Change	0.00%	0.00%
2009/1	Graduate SCH of Seniors	0	0
2008/1	Graduate SCH of Seniors	0	0
	Percent Change	0.00%	0.00%
2009/1	Graduate Students incl post-bac	3,683	153
2008/1	Graduate Students incl post-bac	3,386	716
	Percent Change	8.77%	-78.63%
*			***** *** Review
2009/1	Total	67,207	411
2008/1	Total	68,888	850
	Percent Change	-2.44%	-51.65%
*			***** *** Review
2009/1	On-Campus	67,163	411
2008/1	On-Campus	68,579	850
	Percent Change	-2.06%	-51.65%
*			***** *** Review
2009/1	Off-Campus	0	0
2008/1	Off-Campus	138	0
	Percent Change	-100.00%	0.00%
*		*****	*** Review
2009/1	Total	67,163	411
2008/1	Total	68,717	850
	Percent Change	-2.26%	-51.65%
*			***** *** Review

## Univ. Student Report (CBM001)

Attempted in Doctoral Courses		Flex Entry		
2009/1	Total	0	0	
2008/1	Attempted in Doctoral Courses	0	0	0
	Percent Change	0.00%	0.00%	

### Classification

	2009/1	2008/1	% Diff
Freshman	1,427	1,460	-2.26%
Sophomore	1,121	1,135	-1.23%
Junior	997	1,038	-3.95%
Senior	1,396	1,457	-4.19%
Post-Baccalaureate	63	50	26.00%
Masters	451	408	10.54%
Doctoral	0	0	0.00%
Special-Professional	0	0	0.00%
Total	5,455	5,548	-1.68%

### LOCATION

	2009/1	2008/1	% Diff
On-Campus	5,455	5,545	-1.62%
Off-Campus	0	46	-100.00%
Duplicates	0	43	-100.00%
Total	5,455	5,548	-1.68%

### First Time In College

	2009/1	2008/1	% Diff
From a Texas High School	52	*No Exact Historic Data Available	
From a Out of State High School	4	*No Exact Historic Data Available	
No High School reported	0	*No Exact Historic Data Available	
Subtotal	56	*No Exact Historic Data Available	
First Time Graduate/Professional Pgm	48	*No Exact Historic Data Available	
First Time Transfer student	159	*No Exact Historic Data Available	
Total	263	*No Exact Historic Data Available	
Teacher Education (Init Cert. UG)	787	513	53.41% *** Review
Teacher Education (Init Cert. Mast.)	0	0	0.00%
Teacher Education (Alt. Cert. Pgm)	0	0	0.00%
Teacher Education (Post-Baccalaureate)	0	0	0.00%
Nursing (RN to BSN)	27	6	350.00%
Nursing (initial RN Lic.- Associate Level)	92	47	95.74%
Nursing (initial RN Lic.- baccalaureate Lvl)	55	25	120.00%
Nursing (initial RN Lic.- Master's Level)	0	0	0.00%
Nursing (LVN to AND)	0	0	0.00%
Nursing (LVN to BSN)	0	0	0.00%
Dental Hygiene (51.0602.00 UG or Mast.)	0	0	0.00%
Respiratory Therapy/Care (51.0908.00)	0	0	0.00%
Physicans Assistant (51.0912.00 UG or Mast.)	0	0	0.00%
Clinical Lab Sc. & Allied Health Pro. (51.10 UG or Mast.)	0	0	0.00%
Occupational Therapy (51.2306.00 UG or Mast.)	0	0	0.00%
Physical Therapy (51.2308.00 Mast. or Doct.)	38	16	137.50%
Special Professional-AUD	0	0	0.00%
Special Professional-DVM	0	0	0.00%
Special Professional-Law	0	0	0.00%
Special Professional-Optomerty(OD only)	0	0	0.00%
Special Professional-PharmD	0	0	0.00%
Doctor of Nursing Praticice	0	0	0.00%
Doctor of Physical Therapy	0	0	0.00%
Total	999	607	64.58% *** Review

## Univ. Student Report (CBM001)

New Ethnic Origin			
	2009/1	2008/1	% Diff
Hispanic or Latino Origin	701	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	4,743	*No Exact Historic Data Available	
Not Answered	11	*No Exact Historic Data Available	
Total	5,455	*No Exact Historic Data Available	
Race			
	2009/1	2008/1	% Diff
Multi-racial	120	*No Exact Historic Data Available	
White only	3,667	*No Exact Historic Data Available	
Black only	521	*No Exact Historic Data Available	
Hispanic only	581	*No Exact Historic Data Available	
Asian only	303	*No Exact Historic Data Available	
American Indian/Alaskan Native only	64	*No Exact Historic Data Available	
International only	101	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	22	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	76	*No Exact Historic Data Available	
Total	5,455	*No Exact Historic Data Available	
Races reported in Multi-racial			
	2009/1	2008/1	% Diff
White	102	*No Exact Historic Data Available	
Black	126	*No Exact Historic Data Available	
Asian	22	*No Exact Historic Data Available	
American Indian/Alaskan Native	12	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	1	*No Exact Historic Data Available	
International	0	*No Exact Historic Data Available	
Tuition Status			
	2009/1	2008/1	% Diff
Resident Tuition	5,209	*No Exact Historic Data Available	
Non-Resident Tuition	43	*No Exact Historic Data Available	
Tuition Exemption Tx Res (3)	55	*No Exact Historic Data Available	
Thesis/Dissertation	0	*No Exact Historic Data Available	
Law (Resident)	0	*No Exact Historic Data Available	
Law (Non-Resident)	0	*No Exact Historic Data Available	
Resident Tuition (HB1403)	8	*No Exact Historic Data Available	
Resident Tuition Pending	0	*No Exact Historic Data Available	
Tuition Wave Non-Res (E)	140	*No Exact Historic Data Available	
Tuition Wave 100mi inst (F)	0	*No Exact Historic Data Available	
Visiting Student (N)	0	*No Exact Historic Data Available	
Total	5,455	*No Exact Historic Data Available	
Non-Degree-Seeking Students	14	61	-77.05%
Non Disclosure	11	11	0.00%
Flexible Entry	138	162	-14.81%
Special Doctoral Records	0	0	0.00%
Visiting Students (3)	0	0	0.00%
Total HeadCount	5,593	5,710	-2.05%
Students Affected By Limit			
	2009/1	2008/1	% Diff
Students Affected By 45Hr UG Limit	2,526	*No Exact Historic Data Available	
Students Affected By 30Hr UG Limit	2,038	*No Exact Historic Data Available	
Total	4,564	*No Exact Historic Data Available	

## Univ. Student Report (CBM001)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
Doctoral Students Approaching Doctoral SCH Limit  
FALL 2009 LONE STAR UNIVERSITY 003304 RunDate: 010/15/2009 Time: 15:29:55

Student	Fund	Rept	Sem	Doctoral	Hours	On	DB	
Number	Exempt	Major	Code	SCH	Tot	SCH	Thru	Semester
No Doctoral Students Approaching The Doctoral SCH Limit								

\*\*\*Note Students Approaching are within 15 SCH of their Limit  
\*\*\*Note The Non-Exception SCH Limit is 99. Exceptions of 'I' and 'P' SCH Limit is 130.

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
Doctoral Students Exceeding Doctoral SCH Limit  
FALL 2009 LONE STAR UNIVERSITY 003304 RunDate: 10/15/2009 Time: 15:29:55

Student	Fund	Rept	Sem	Doctoral	Hours	On	DB	
Number	Exempt	Major	Code	SCH	Tot	SCH	Thru	Semester
No Doctoral Students Exceeded The Doctoral SCH Limit								

\*\*\*Note The Non-Exception SCH Limit is 99. The Exception of I and P SCH Limit is 130.

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
UG Students Approaching 30 Hour Funding Limit  
FALL 2009 LONE STAR UNIVERSITY 003304 RunDate: 10/15/2009 Time: 15:29:55  
Hours On Database is Through Year 2009 Semester 1

Student	Date	Sem	Program	First	
Number	of Birth	Gender	Sch SCH	Last Name	First Name
123456789	19850918	M	9 130	BROWN	CHARLIE
987654321	19840501	F	10 120	BLOSSOM	APPLE

\*\*\*Note Students Approaching are Within 30 sch of the undergraduate limit

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
UG Students that will exceed the 30 Hour Funding Limit after this term  
FALL 2009 LONE STAR UNIVERSITY 003304 RunDate: 10/15/2009 Time: 15:29:55  
Hours On Database is Through Year 2009 Sem 1

Student	Date	Sem	Program	First	
Number	of Birth	Gender	Sch SCH	Last Name	First Name
111222333	19871009	F	17 70	LEE	SARA
222333444	19880822	M	14 70	EINSTEIN	ALBERT

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
UG Students Exceeding 30 Hour Funding Limit  
FALL 2009 LONE STAR UNIVERSITY 003304 RunDate: 10/15/2009 Time: 15:29:55  
Hours On Database is Through Year 2008 Sem 1

Student	Date	Sem	Program	First	
Number	of Birth	Gender	Sch SCH	Last Name	First Name
No Students Exceeded 30 Hour Funding Limit					

## Univ. Student Report (CBM001)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
UG Students Approaching 45 Hour Funding Limit  
FALL 2009 LONE STAR UNIVERSITY 003304 RunDate: 10/15/2009 Time: 15:29:55  
Hours On Database is Through Year 2009 Semester 1

Student Number	Date of Birth	Gender	Sem	Program	Last Name	First Name
111111111	19860608	M	17	130	STARWAR	YODA
222222222	19840928	F	18	130	LIGHT	CRYSTAL

\*\*\*Note Students Approaching are Within 30 sch of the undergraduate limit

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
UG Students that will exceed the 45 Hour Funding Limit after this term  
FALL 2009 LONE STAR UNIVERSITY 003304 RunDate: 10/15/2009 Time: 15:29:55  
Hours On Database is Through Year 2009 Sem 1

Student Number	Date of Birth	Gender	Sem	Program	Last Name	First Name
333333333	19820814	M	12	130	VAPOR	VICKS
444444444	19811111	M	12	130	APPLE	ADAM

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
UG Students Exceeding 45 Hour Funding Limit  
FALL 2009 LONE STAR UNIVERSITY 003304 RunDate: 10/15/2009 Time: 15:29:55  
Hours On Database is Through Year 2009 Sem 1

Student Number	Date of Birth	Gender	Sem	Program	Last Name	First Name
555555555	19861014	M	18	57	TREE	JOSHUA
666666666	19840807	F	0	134	STONE	AMBER



Univ. Student Report (CBM001)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

FALL 2009

Edit Of SR-CBM001 Data From

LONE STAR UNIVERSITY 003304

RunDate: 10/15/2009 Time: 15:29:55

Questionables ONLY

Item(s)	3	4	5	6/29	7	8	9/30	37	10	A	B	11	1	2	3	14	15	1	1	18	19	20	21	22	23	24	25	26	7	2	3	3	3	3	3	36	Rmks	
1 003304 777777777 F 2 19870702 E 328									08	00	00	1	2	2009	00					51160100	00	21	00	00	00	08	00	070	1	00	11	0	0	00	000000	Q		
SPANIEL BRITTANY A																																						
1 003304 888888888 M 1 19881018 1 226									16	00	00	2	2	2009	00					52020100	00					00	00	00	10	06	057	2	00	0	0	00	446115	Q
BLUE SKY A																																						
1 003304 888990000 M 1 19900207 1 226									13	00	00	4	2	2009	00					52020100	00					00	00	00	13	00	057	2	00	0	0	00	446115	Q
PECK GREG M																																						

Items In Error Are Indicated By (\*), Questionable By (-)

TEXAS SUCCESS INITIATIVE REPORT (as of 4/17/09)  
CBM002

Reporting requirements for the Texas Success Initiative (TSI) were reviewed and revised in 2008. Resulting changes are reflected in the reporting instructions included in this manual, effective beginning in the spring 2009 semester. Coordinating Board rules relating to TSI remain unchanged. These rules can be found in Chapter 4, Subchapter C at <http://www.thecb.state.tx.us/Rules/>.

The revised CBM002 is designed to serve several purposes, including providing useful data for TSI evaluation. This report will supply more specific information about developmental education coursework than was available on previous reports. As in the past, some general information about all undergraduates is also collected, such as undergraduate GPA and performance in first college-level courses in TSI-related subject areas.

This report must be submitted by all Texas public higher education institutions. All undergraduate students attempting credit hours are required to be reported as well as any other students specified by TSI requirements, including transfer students who are registered for one or more Coordinating Board approved courses during the reporting period. Institutions should include students in credit certificate programs, but exclude students in continuing education programs. Students who withdraw prior to or on the official census date are not included.

Every undergraduate student reported on the CBM001 needs to be on the CBM002. Flex students should be reported on the CBM002 in the semester in which the flex course(s) are reported on the CBM001. If a student is also taking non-flex courses in that semester, the student must be reported twice on the CBM001 and twice on the CBM002. For example, if a student takes a flex course from November to December and another from December to January, these hours are reported on a CBM001 and a CBM002 report for the student in the spring semester. If the student also takes regular semester credit hours in the spring (whether developmental education or college-level) those hours are reported as a separate record on CBM001 and CBM002 reports for the same spring semester.

Some students may be reported on the CBM002 who are not on the CBM001. For example, a student who receives an incomplete in a course may be reported again on the CBM002 for the semester that the student actually completed the course, but not on the CBM001 since the student had already been reported for that course in a prior semester.

The report incorporates information known about students as of the end of the semester; however, some items request information about a student's status at the beginning of the semester or on the census date. For flex courses reported in a later semester (courses that begin after the census date or end after the semester concludes), report the students' status at the beginning of the first/earliest flex course taken (see "Reporting Period Definitions" and "Flexible Entry" on page 2.9 for more information).

The reporting institution must submit a CBM002 record for each undergraduate for each semester the student attends the institution. All fields must be completed; however, options for indicating that information was previously reported, reported by another institution, or not applicable are available for many items. This should reduce repetition across reporting periods.

## Univ. Texas Success Initiative Report (CBM002)

For new students coming into the system, it is important that institutions provide all requested information that has not otherwise been reported to ensure that students' status and progress can be evaluated. For students who have been reported on a previous CBM002, if additional information requested on the report is not readily available for a student, use the previously reported or not applicable responses as appropriate.

### Exemptions

There are several types of TSI exemptions. Some are blanket exemptions which exempt students from TSI requirements in all sections (math, reading, and writing). This includes students with the requisite military service (honorably discharged, retired, or released) or students with an earned associate or baccalaureate degree. Others provide exemption on a section by section basis. This includes students taking ACT/SAT/TAKS tests and students who have completed college-level courses, such as transfer students. For these exemptions, students may be excused from one, two, or all TSI sections depending on test performance (ACT, SAT, TAKS) or the determination of the receiving institution. When qualifying test scores are achieved on more than one test, the reporting institution may choose which scores to report.

- **Earned degrees:** A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.
- **ACT/SAT/ TAKS:** A student who meets the exemption standards and whose ACT, SAT, or TAKS scores are active (have not expired). Appropriate ACT and SAT test scores are valid for exemption purposes for exactly five years from the qualifying test date. Exit Level TAKS scores are valid for exactly three years.

ACT, SAT, and TAKS exemption standards are:

- **ACT:** For active tests, a composite score of 23 with a minimum of 19 on the English and/or the mathematics tests shall exempt a student for the corresponding section(s).
  - **SAT:** For active tests, a combined critical reading (verbal) and mathematics score of 1070 with a minimum of 500 on the critical reading test and/or the mathematics tests shall exempt a student for the corresponding section(s). For the new SAT tests that include a writing component, ignore the writing section when evaluating a SAT exemption until the Coordinating Board approves the passing standard for writing.
  - **TAKS (Eleventh Grade Exit Level):** A minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3 shall exempt a student from the corresponding section(s).
- **AP and IB Scores/Dual Credit Grades:** A student who has satisfactorily completed college-level coursework in a related field using AP scores, IB scores, or dual credit grades, as determined by the receiving institution.

## Univ. Texas Success Initiative Report (CBM002)

- Transfers: A student who transfers to a Texas public institution of higher education from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework, as determined by the receiving institution.
- Military: A student who:
  - on or after August 1, 1990 was honorably discharged, retired, or released from (a) active-duty as a member of the armed forces of the United States or the Texas National Guard or (b) service as a member of a reserve component of the armed forces of the United States.
- Previous TASP exemptions should only be used for exemptions granted prior to September 1, 2003 for:
  - 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;
  - deaf students who have three or more college-level hours or the equivalent from an accredited institution prior to September 1, 1995;
  - high school graduates with 3.5 or above GPA in Recommended or Advanced Curriculum (effective from September 1, 2001 to August 31, 2003); or
  - students who completed TASP obligation via provision TEC 51.306(u), dyslexia, and other related disorders (effective from September 1, 1995 to August 31, 2003).

## Waivers

“Waiver” is a term that is used for TSI reporting purposes. The term applies to selected categories which are termed “exemptions/exceptions” in the TSI rules and apply to a student during the semester for which the report is being submitted, but might not apply to that student in a later semester. For the purposes of reporting, the term waiver is also used for dual credit students who have not met TSI obligations but have permission to take dual credit courses under dual credit rules. Students with a waiver should be reported as “0” (no, not satisfied or obligation is waived) on items #20, #40, and #60, and the waiver status should be reported in items #21A, #41A, and #61A as ‘6’ or ‘7’ for every reporting period that the waiver applies. If a student in a waiver category has satisfied or permanently exempted TSI standards, the institution should report the student as having satisfied or exempted TSI standards using the appropriate codes.

Most waivers apply to all sections of TSI (math, reading, and writing). However, the dual credit waiver allows current dual credit students to use eligible test results to waive TSI requirements for corresponding sections. Students who have met TSI obligations/exemption standards for all areas in which they are currently taking dual credit courses should be reported as ‘0’ on item #12, and the qualifying exemptions/met obligations scores should be reported for

## Univ. Texas Success Initiative Report (CBM002)

the appropriate subject area(s). Students who have met dual credit waiver requirements but have not met TSI obligations should be reported as '2' under item #12, with subject area waiver information provided in items #21A, #41A, and #61A, as applicable.

When TSI-related test or course information is available for students who have been granted a waiver, institutions should report this information on the CBM002. However, there is one exception to this rule. If a dual credit student in grade 11 or lower is administered a placement test and does *not* meet the TSI standard, the institution should *not* report the student's TSI placement score/s, but rather report '0' in items #22A, #42A, and/or #62A. Initial scores used for TSI placement should be reported the first time the student meets the standard, or after the student has completed grade 11 or higher.

Students may be reported as waived from the TSI requirements under the following circumstances:

➤ Non-degree-seeking or non-certificate-seeking students:

An institution of higher education *may* waive the requirements of the TSI for non-degree-seeking or non-certificate-seeking students.

➤ Certificate programs of one year or less:

TSI requirements *do not apply* to students in Level-One certificate programs. Level-One certificates consist of at least 15 but no more than 42 semester credit hours (23-63 quarter hours) designed to be completed in one year or less.

➤ Military:

TSI requirements *do not apply* to a student who:

- is serving on active-duty as a member of the armed forces of the United States or the Texas National Guard;
- is serving as a member of a reserve component of the armed forces of the United States and has been serving for at least the three-year period preceding enrollment; or

➤ Dual credit enrollment via approved score (waiver for *current* dual credit students):

- Eligibility for students to take academic dual credit courses during their junior and senior years is established if the student receives a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3 on the tenth grade Texas Assessment of Knowledge and Skills (TAKS) test. PSAT/ NMSQT and PLAN tests can also be used to establish eligibility for high school students to take academic dual credit courses during the junior year (see dual credit rules for score requirements).

## Univ. Texas Success Initiative Report (CBM002)

- A high school student is eligible to enroll in workforce education dual credit courses in the eleventh and/or twelfth grade if the student demonstrates that he or she has achieved the minimum high school passing standard on the Mathematics section and/or the English Language Arts section on the tenth or eleventh grade TAKS.
- A student who is granted a TSI waiver to take dual credit courses while still in high school based on eligible scores is not exempt from TSI. However, if the student receives an A, B, or C in an applicable dual credit course, the receiving higher education institution may determine that TSI obligations have been met.

Other provisions also apply to dual credit students.

For more information, see [Dual Credit Overview](#). The Coordinating Board rules that apply to dual credit requirements can be found in Chapter 4, Subchapter D, Section 4.85 at <http://www.thecb.state.tx.us/Rules/>.

### Criteria for Meeting TSI Requirements

An institution may require higher performance standards for students than those established for TSI. Such students should be reported as having satisfied TSI obligations if TSI standards are met. All students attempting developmental education courses, regardless of TSI status, must be reported on the CBM002 in the *Developmental Education Courses Attempted* section for the semester in which they are enrolled in developmental education. Remember that scores from the testing attempt used for placement purposes when a student is first enrolled are reported on the CBM002 (scores for students who test before grade12 should not be reported unless they meet TSI standards).

Requirements for meeting TSI obligation:

- THEA/TASP: Math - 230; Reading - 230; Writing - 220. The TASP Passing Standards are 220 for all test sections prior to September 1, 1995.
- ASSET: Elementary Algebra - 38; Reading Skills - 41; Written Essay - 6 (raw score); Writing Skills (objective) - 40
- COMPASS: Algebra - 39; Reading Skills - 81; Written Essay - 6 (raw score); Writing Skills (objective) - 59
- MAPS: Elementary Algebra - 613; Reading Comprehension - 114; Written Essay - 6 (raw score); Conventions of Written English - 310
- ACCUPLACER: Elementary Algebra - 63; Reading Comprehension - 78; Written Essay - 6 (raw score); Sentence Skills - 80
- The passing standard for the written essay portion of all tests is a score of 6 (raw score). However, if the student meets the objective writing test standard, an essay score of 5 will pass. Report both scores on the CBM002 where indicated.

## Univ. Texas Success Initiative Report (CBM002)

For a student that does not meet the minimum scores required to meet TSI obligations on the initial attempt of an approved test used for placement, an institution shall determine when the student is ready to perform freshman-level academic coursework on an individual basis according to the needs of the student. As indicators of readiness, institutions shall consider as appropriate:

- Performance in developmental education
- Performance in appropriate non-developmental coursework
- Performance on an approved TSI assessment instrument or performance on an institutionally selected assessment
- Other indicators of readiness as determined by the institution

### General Criteria about Test Attempts Used for Placement

THECB wants to know the status of your student at the time of placement when the student initially entered your institution before any instruction. If a student's exemption status, test scores, or other indicator of TSI status were reported in a prior semester by your institution or another Texas public institution of higher education, use the previously reported or non-applicable category for related items. For example, if a student transferring from one Texas public institution to another was determined by the initial institution to have met TSI obligations in math, the receiving institution should report the student on item #20 as having met TSI obligation at another institution and then report 'previously reported or not applicable' in items #21A and #22A. If the same student had not met the obligation for reading at the first institution, the receiving institution should report 'no, not satisfied or obligation is waived' on item #40, 'no, no exemption or waiver granted' on #41A, and "not applicable" on item #42A, provided the initial assessment results were previously reported by the other institution. Scores for a high school student who tests before grade 12 should only be reported if the student meets TSI standards.

### Developmental Education Courses and Other Interventions

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. Developmental education that is not course-based includes all other interventions that are included in the reporting institution's developmental education plan. Non-course based developmental education should be reported on the CBM002 on items #23, #43, #63. If a student meets TSI obligations during a semester as the result of interventions that are not included in the reporting institution's developmental education plan, or as a result of any developmental education activities at another institution, the student should be reported on items #24, #44, and #64 as option #1.

### Relationship between Plans and Reporting

The Texas Success Initiative gives institutions flexibility in designing programs to help under-prepared students be successful. As a result, institutions have plans that differ in the details, but have the same overarching goal: to help under-prepared students be successful in college. The flexibility of the TSI system allows institutions to be innovative in planning activities

## Univ. Texas Success Initiative Report (CBM002)

in response to individual and institutional student needs. However, this flexibility adds complexity to the reporting process. The reporting system has to be global enough to capture variety across programs, yet structured enough to capture the essential elements of student learning and allow for comparison of programs and results from year to year and institution to institution.

This revised reporting system is meant to capture important elements of student progress and institutional activities. The data and resulting reports are designed to allow institutional researchers to find the strengths and weaknesses of particular programs and allow the state to determine if the Texas Success Initiative is meeting the statewide goal of helping underprepared students be successful. As in the past, the data collected will allow the CB to create a summary report that reflects the activities taking place on campuses statewide to assist students in becoming college ready, and allows the Board to answer questions from stakeholders about the effectiveness of the programs. After all CBM002 reports for a fiscal year have been received and processed, the Coordinating Board will publish the student performance data for independent school districts and public higher education institutions.

### Authority

The information reported on the CBM002 will be used to fulfill the requirements of Texas Education Code 51.3062 that “(n) Each institution of higher education shall report annually to the board on the success of its students and the effectiveness of its Success Initiative,” and “(o) The board shall evaluate the effectiveness of the Success Initiative on a statewide basis and with respect to each institution of higher education.” The data will also be used for accountability system measures which address developmental education. Other reports and data analysis above and beyond the requirements of the law may be generated in order to help institutions analyze and improve their programs based on information from the CBM002 and an analysis of the institutional Texas Success Initiative plans.

### Reporting Developmental Education Coursework

Although many developmental education courses are full-semester courses, some institutions offer accelerated programs that allow students to progress through two or more developmental education courses in one reporting period. While most of the items in the revised CBM002 are organized by TSI section, items requesting developmental coursework information are grouped at the end of the report to allow room for expansion, if needed. This report allows room for four developmental courses per TSI section per semester.

If a student is enrolled at more than one institution during a semester, only the institution where the student is taking developmental education is required to report the courses attempted. Only courses attempted in the current semester should be reported. Otherwise ‘0’ should be selected for not applicable or not attempted. Institutions should always report developmental education courses in the order they are attempted, even if the student begins in a higher-level course and is moved to a lower course level for a subsequent course. It is not necessary to report courses taken at other institutions, or to report interventions that are not course-based (report non-course based developmental education in items #23, #43, and #63).

Every student who attempts developmental education courses during the semester must be reported in this section, even if the student has met TSI obligations. This includes students

## Univ. Texas Success Initiative Report (CBM002)

who choose to take developmental education coursework or are placed in a class by the reporting institution. The one exception to this rule is high school students taking developmental education. These students should not be reported (see TAC 9.146 for more information).

### Reporting First College Level Coursework for TSI-Related Subject Areas

Collecting records of students' participation and performance in introductory-level, college-level courses is an important function of the TSI reporting system. Success in a first college-level course in a related subject area signals that a student has gained the necessary knowledge and skills to be successful in college-level courses in that subject area.

For items included in the first college-level course sections, only one course is reported per student. If the student is taking more than one course that qualifies, the institution will choose which one to include. For students who are enrolled in more than one institution (such as enrolled full-time at a four-year college and completing community college courses in the summer), if the student has met TSI obligations, and the course being attempted is generally considered an entry-level course, it should be reported. However, if a transcript has been provided that indicates successful completion of an entry-level course at another institution, the course at your institution does not need to be reported.

In the case of a transfer student from a Texas public institution or from an accredited Texas private or out-of state institution, if the receiving institution determines that the student has successfully completed a related, introductory college-level course with an A, B, or C, the institution will report a '2' for completed at another institution for items #30, #50, and #70 (as applicable), report a '2' (no) in items #31, #51, and #71, and report '0' (not applicable) for grades earned in items # 33,#53, and #73. In the next reporting period, items #31, #51, and #71 should be reported with a '0' (previously reported as meeting requirement).

### Reporting Period Definitions

When the term Census Date is used in the report, the term refers to the 12<sup>th</sup> class day of the fall and spring semesters. However, term lengths can vary. Therefore, the following official schedule will be use to determine the official census date for terms of various lengths:

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

## Univ. Texas Success Initiative Report (CBM002)

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

### Flexible Entry

Classes whose census date is after the official census date of the regular term are known as "Flexible Entry" classes. Enrollments in flexible entry classes must be included in the data submitted in the semester following. These students must be reported on the CBM002 in the semester in which the flex course enrollments are reported on the CBM001. These students should be identified by coding Item #13, Flexible Entry, with a '1'. As noted previously, if a student is also taking non-flex courses in a semester in which a flex entry course is being reported, the student must be reported on a separate CBM001 and CBM002 record for the non-flex course (see example on page one of the introduction).

### Clarification of Texas Public Institutions of Higher Education

For the purposes of clarity, the term Texas public institution of higher education is used to refer specifically to public colleges and universities in the state when the item refers to another institution than the one reporting. Institution is used to refer to any accredited institution, public or private. In the many instances where the report is clearly referring to the institution which is reporting, the term "institution" or "receiving institution" is used without additional specification.

### Clarifications on Data Pertaining to Dual Credit Students

There are several places in the CBM002 that dual credit students are addressed. This section provides additional clarification for how to report dual credit students.

Transfer students are exempt from TSI if the receiving institution makes the determination that the student has satisfactorily completed college-level coursework in the relevant TSI areas. Exemptions for students who have completed dual credit courses work the same way. A receiving institution may determine that a student who has satisfactorily completed college-level coursework through dual credit has met TSI requirements for the relevant subject areas. This exemption is reported as '5' in items #21A, #41A, #61A. Note that a student must receive a C or better in the dual credit course for the receiving institution to make this determination. For reporting purposes, this exemption should not be used if the student has exempted/ met TSI obligations through testing and test results are available.

When a high school student is enrolled in a college-level course that the institution determines to be the first college-level math, reading, or writing course, the institution should report the course-taking attempt(s) on items #31 to #33, #51 to #53 and #71 to #73, as applicable. The next semester in which the student is enrolled, items #30, #50, and #70 should be answered with option '3' if the student received a C or better in the course or a '0' (not satisfied) if the student did not receive a C or better (and has not met this requirement through other means). For a dual credit course taken at another Texas public institution in a previous

Univ. Texas Success Initiative Report (CBM002)

reporting period, select '2' on items #30, #50, and #70 if the student received a C or better in the course.

INSTRUCTIONS FOR TSI REPORT

*Please note that in cases where specific test scores related to TSI exemption and placement are required, if a student has been reported on the previous CBM002 version as having met TSI and specific scores are not readily available, institutions may select the “previously reported” response.*

**STUDENT DEMOGRAPHICS SECTION:** All items in this section must be provided every reporting period. Every **undergraduate** student reported on the CBM001 needs to be on the CBM002. Some students may be reported on the CBM002 who are not on the CBM001. For example, a student who receives an incomplete in a course should be reported again on the CBM002 for the semester that the student actually completed the course, but not on the CBM001 for that course for that semester. Flex students should be reported on the CBM002 in the semester in which they are reported on the CBM001. For additional information on reporting flex students see pages 2.1 and 2.9.

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 identification numbers to students without Social Security numbers and report their dates of birth (Item #9) each reporting period to help uniquely identify the student.

Item #4     Reporting Period. (Summer reporting periods should match the CBM001.)

- 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     Non-Disclosure. Enter a ‘2’ to indicate that the individual student has notified the institution of his/her refusal to have “directory information” disclosed; else zero fill.

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

M = Male     F = Female

Item #8     Ethnic Origin. Enter the code indicating the ethnic origin of the student.

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

Univ. Texas Success Initiative Report (CBM002)

- 6 International
- 7 Unknown or Not Reported

Item #9 Date of Birth. Enter all four digits of the year, the month, and day of birth of the student (YYYYMMDD). If the date of birth is unknown, enter '00000000'.

Item #10A Semester Credit Hours Completed – Academic. Enter the number of academic semester credit hours in non-developmental education courses (for which a grade of 'A' – 'F' is given) completed at this institution for the reporting period (right justified, zero filled). Do not include incompletes (unless they have been resolved prior to the reporting date), withdrawals, or credit/no credit hours attempted. Includes ACGM and unique need inventory courses.

Item #10B Grade Points Earned – Academic. Based on a 4-point system, enter the number of grade points earned in non-developmental education academic courses completed at this institution for the reporting period (right justified, zero filled).

Item #11A Semester Credit Hours Completed – Technical (for two-year institutions only). Enter the number of technical semester credit hours (for which a grade of 'A' – 'F' is given) completed at this institution for the reporting period (right justified, zero filled). Do not include incompletes (unless they have been resolved prior to the reporting date), withdrawals, or credit/no credit hours attempted. Includes WECM and local need inventory courses.

Item #11B Grade Points Earned – Technical (for two-year institutions only). Based on a 4-point system, enter the number of grade points earned in courses completed at this institution for the reporting period (right justified, zero filled).

**NOTE:** The semester credit hours completed and grade points earned must be reported every reporting period that the undergraduate student is enrolled at this institution.

Item #12 TSI Obligation Waived or Blanket Exemption

**NOTE:** Waiver information is also reported in items 21A, 41A, and 61A by TSI subject area.

- 0 No or not applicable
- 1 Yes, waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
- 2 Yes, waiver for current enrollment in one or more dual credit courses based on dual credit rules (report only for dual credit students who have not met TSI obligation in relevant course area/s)
- 3 Yes, waiver for active duty military
- 4 Yes, blanket exemption because of past military experience based on TSI rules
- 5 Yes, blanket exemption based on earned degree from accredited higher education institution
- 6 Yes, blanket exemption because previous TASP exemptions granted prior to September 1, 2003 apply (see page 2.3)

Univ. Texas Success Initiative Report (CBM002)

Item #13 Flexible Entry. Enter a '1' if the record is for a student enrolled in a Flexible Entry (FE) class that is being reported for this semester. Leave blank if not.

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

Reporting of items #14 and #15A-G is optional. It will be mandatory beginning with the fall 2010 reporting period.

Item #14 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

- 1 Hispanic or Latino origin
- 2 Not Hispanic or Latino origin
- 3 Not answered

Item #15 Race. Select one or more codes indicating the race of the student.

- Item #15A 1 White
- Item #15B 2 Black or African-American
- Item #15C 4 Asian
- Item #15D 5 American Indian or Alaskan Native
- Item #15E 6 International
- Item #15F 7 Unknown or Not Reported
- Item #15G 8 Native Hawaiian or Other Pacific Islander

***Definitions:***

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
  - a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7 on the CBM001), report with the international code.

Univ. Texas Success Initiative Report (CBM002)

- b) Report the ethnicity of students who were coded 'A' in Item #7 on the CBM001.
- c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
- d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial/ethnic designation.

Item #16 Unused. This item is reserved for future use (occupies 2 positions in the record).

**MATH ASSESSMENT and STATUS SECTION:**

Item #20 Math TSI Obligation Determined To Be Satisfied Based on the State Standard Met by Census Date or Determined To Be Exempted.

- 0 No, not satisfied or obligation is waived
- 1 Yes, at my institution
- 2 Yes, at another Texas public institution

Item #21A Math TSI Obligation Waived or Satisfied through Exemption

- 0 Previously reported or not applicable (This category includes students who were reported by your institution during a **previous** reporting period, students who were reported by another Texas public institution, and students with blanket exemptions reported as options '4','5' or '6' in item #12. Students with waivers should be coded with '6' or '7' every semester the waiver applies.)
- 1 No, no exemption or waiver granted
- 2 Exemption based on ACT Test
- 3 Exemption based on SAT Test
- 4 Exemption based on TAKS Exit Level Math Test
- 5 Exemption/met obligation based on determination by receiving institution that student has satisfactorily completed college-level coursework (for example transfers from Texas private and out-of-state institutions, IB scores, AP scores, dual credit grades)
- 6 Waiver to take math-related dual credit (coded '2' in Item #12)
- 7 Waiver for student status coded '1' in item #12 or for active military coded '3' in item #12

Item #21B ACT or SAT Math Score. Enter if coded '2' or '3' in Item #21A, or enter '000' if not applicable. If the score is less than 3 digits, enter leading zeros.

Item #21C ACT Composite or SAT Combined Score. Enter if coded '2' or '3' in Item #21A, or enter '0000' if not applicable. If the score is less than 4 digits, enter leading zeros. Use math and verbal score for SAT combined score.

Item #21D TAKS Exit Level Math Scale Score. Enter if coded '4' in Item #21A, or enter '0000' if not applicable.

Univ. Texas Success Initiative Report (CBM002)

Item #22A Math TSI Assessment Test Used at the Time of TSI Placement. (See page 2.6 for more information.)

- 0 Previously reported or not applicable (This category includes students whose initial status was reported by a present or previous Texas public institution or who were exempted/waived.)
- 1 THEA/TASP (Math)
- 2 COMPASS (Algebra)
- 3 ASSET (Elementary Algebra)
- 4 ACCUPLACER (Elementary Algebra)
- 5 Stanford Achievement Test (for deaf students)
- 6 MAPS (Elementary Math)
- 7 Not assessed

Item #22B Math TSI Assessment Score Used for Initial Placement. Enter the placement test score for math. The score must match the type test identified in Item #22A. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable ('0' or '7' in #22A).

Item #23 Participation in Alternative/Non-course-based Method for Developmental Education Math this Reporting Period. Report only interventions included in the reporting institution's developmental education plan.

- 0 Not applicable (did not participate)
- 1 Yes, participated and satisfied TSI obligation for math through this method
- 2 Yes, participated but did **not** satisfy TSI obligation for math through this method

Item #24 Math TSI Obligation Satisfied Based on the State Standard by the **End** of the Semester/Reporting Period.

- 0 No, not satisfied (or obligation is waived)
- 1 Yes, at my institution this semester or determined to be satisfied by my institution this semester
- 2 Already satisfied (or exempted) by census date

Item #25-29 Unused.

**NOTE:** If the student has taken any math developmental education courses during the time period covered by this report, that information will be reported in items #80A to #83C. Information must be provided for all students taking developmental education courses, including those who have previously met TSI standards.

**FIRST COLLEGE-LEVEL MATH COURSE SECTION:**

Item #30 Credit for First College-Level Math Course in a Previous Reporting Period. Has the student previously successfully completed college-level math with A, B, or C?

Univ. Texas Success Initiative Report (CBM002)

Report credit earned through AP, IB, dual credit, and credit by exam as '3'. (See page 2.8 for information about reporting transfer students.)

- 0 No, not satisfied
- 1 Yes, at my institution (previously reported)
- 2 Yes, at another institution
- 3 Yes, credit otherwise awarded at this institution (e.g., AP, IB, dual credit with a C or better, credit by exam)

The items below (#31-#33) address the student's attempts at your institution in first college-level math course(s) of the general education core curriculum during the reporting period. This information is collected for an accountability system success measure related to developmental education. Only a letter grade of A, B, or C will satisfy the accountability requirement; a "pass" grade in a pass/fail course will not satisfy the college-level course requirement. If student is taking more than one course that fits this description, the institution will decide which one to report.

Item #31 Enrolled in First CB-Approved College-Level Math Course. Is the student enrolled in first college-level math at your institution this reporting period?

- 0 Previously reported as successfully completing first college-level course
- 1 Yes
- 2 No

Item #32A Subject Prefix for Math Course as in ACGM Manual. Enter the subject prefix as it appears in the ACGM Manual. (If taking two or more courses, institutions will decide which one to report.) Enter '0000000' if item #31 was answered with '0' or '2.'

Item #32B Math Course Number as in ACGM Manual. Enter the course number of Item #32A as it appears in the ACGM Manual. (If taking two or more courses, institutions will decide which one to report.) Enter '0000000' if item #31 was answered with '0' or '2.'

Item #33 CB-Approved First College-Level Math Course Grade.

- 0 Previously reported or not applicable
- 1 A
- 2 B
- 3 C
- 4 D
- 5 F (No Credit)
- 6 I (Incomplete)
- 7 W (Withdrawn)
- 8 Credit/Passed
- 9 Not attempted this semester (use this category for students who have not met the first college-level course requirement)

Item #34-39 Unused.

**READING ASSESSMENT and STATUS SECTION:**

Item #40 Reading TSI Obligation Determined To Be Satisfied Based on the State Standard Met by Census Date or Determined To Be Exempted.

- 0 No, not satisfied or obligation is waived
- 1 Yes, at my institution
- 2 Yes, at another Texas public institution

Item #41A Reading TSI Obligation Waived or Satisfied through Exemption.

- 0 Previously reported or not applicable (This category includes students who were reported by your institution during a **previous** reporting period, students who were reported by another Texas public institution, and students with blanket exemptions reported as options '4', '5', '6' in item #12. Students with waivers should be coded with '6' or '7' every semester the waiver applies.)
- 1 No, no exemption or waiver granted
- 2 Exemption based on ACT Test
- 3 Exemption based on SAT Test
- 4 Exemption based on TAKS Exit Level English Language Arts Test (must receive a writing subsection score of 3 or 4)
- 5 Exemption/met obligation based on determination by receiving institution that student has satisfactorily completed college-level coursework (for example transfers from Texas private and out-of-state institutions, IB scores, AP scores, dual credit grades)
- 6 Waiver to take reading-related dual credit (coded '2' in Item #12)
- 7 Waiver for student status coded '1' in item #12 or for active military coded '3' in item #12

Item #41B ACT (English) or SAT (Verbal) Score. Enter if coded '2' or '3' in Item #41A, or enter '000' if not applicable. If the score is less than 3 digits, enter leading zeros.

Item #41C ACT Composite or SAT Combined Score. Enter if coded '2' or '3' in Item #41A, or enter '0000' if not applicable. If the score is less than 4 digits, enter leading zeros. Use math and verbal score for SAT combined score.

Item #41D TAKS Exit Level English Language Arts Test Scale Score. Enter if coded '4' in Item #41A, or enter '0000' if not applicable.

Item #42A Reading TSI Assessment Test Used at the Time of TSI Placement. (See page 2.6 for more information.)

- 0 Previously reported or not applicable (This category includes students whose initial status was reported by a present or previous Texas public institution or who were exempted/waived.)
- 1 THEA/TASP (Reading)
- 2 COMPASS (Reading Skills)
- 3 ASSET (Reading Skills)
- 4 ACCUPLACER (Reading Comprehension)

Univ. Texas Success Initiative Report (CBM002)

- 5 Stanford Achievement Test (for deaf students)
- 6 MAPS (Reading Comprehension)
- 7 Not assessed

Item #42B Reading TSI Assessment Score Used for Initial Placement. Enter the placement test score for reading. The score must match the type test identified in Item #42A. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable ('0' or '7' in #42A).

Item #43 Participation in Alternative/Non-course-based Method for Developmental Education Reading this Reporting Period. Report only interventions included in the reporting institution's developmental education plan.

- 0 Not applicable (did not participate)
- 1 Yes, participated and satisfied TSI obligation for reading through this method
- 2 Yes, participated but did **not** satisfy TSI obligation for reading through this method

Item #44 Reading TSI Obligation Satisfied based on the State Standard by the **End** of the Semester/ Reporting Period.

- 0 No, not satisfied (or obligation is waived)
- 1 Yes, at my institution this semester or determined to be satisfied by my institution this semester
- 2 Already satisfied (or exempted) by census date

Item #45-49 Unused.

**NOTE:** If the student has taken any reading developmental education courses during the time period covered by this report, that information will be reported in items #84A to #87C. Information must be provided for all students taking developmental education courses, including those who have previously met TSI standards.

**FIRST COLLEGE-LEVEL READING COURSE SECTION**

Item #50 Credit for First College-Level Reading-Intensive Course in a Previous Reporting Period. Has the student previously successfully completed a college-level reading-intensive course with A, B, or C? Report credit earned through AP, IB, dual credit, and credit by exam as '3'. (See page 2.8 for information about reporting transfer students.)

- 0 No, not satisfied
- 1 Yes, at my institution (previously reported)
- 2 Yes, at another institution
- 3 Yes, credit otherwise awarded at this institution (e.g., AP, IB, dual credit with a C or better, credit by exam)

The items below (#51-#53) address the student's attempts at your institution in the first reading-

Univ. Texas Success Initiative Report (CBM002)

intensive component course(s) of the general education core curriculum during the reporting period. This information is collected for an accountability system success measure related to developmental education. Only a letter grade of A, B, or C will satisfy the accountability requirement; a “pass” grade in a pass/fail course will not satisfy the college-level course requirement. If student is taking more than one course that fits this description, the institution will decide which one to report.

Item #51 Enrolled in First CB-Approved College-Level Reading-Intensive Course. Is the student enrolled in college-level reading at your institution this reporting period?

- 0 Previously reported as successfully completing first college-level course
- 1 Yes
- 2 No

Item #52A Subject Prefix for Reading-Intensive Course as in ACGM Manual. Enter the subject prefix as it appears in the ACGM Manual. (If taking two or more courses, institutions will decide which one to report.) Enter '0000000' if item #51 was answered with '0' or '2.'

Item #52B Reading-Intensive Course Number as in ACGM Manual. Enter the course number of Item #52A as it appears in the ACGM Manual. (If taking two or more courses, institutions will decide which one to report.) Enter '0000000' if item #51 was answered with '0' or '2.'

Item #53 CB-Approved First College-Level Reading-Intensive Course Grade.

- 0 Previously reported or not applicable
- 1 A
- 2 B
- 3 C
- 4 D
- 5 F (No Credit)
- 6 I (Incomplete)
- 7 W (Withdrawn)
- 8 Credit/Passed
- 9 Not attempted this semester (use this category for students who have not met the first college-level course requirement)

Item #54-59 Unused.

**WRITING ASSESSMENT and STATUS SECTION:**

Item #60 Writing TSI Obligation Determined To Be Satisfied based on the State Standard Met by Census Date or Determined To Be Exempted.

- 0 No, not satisfied or obligation is waived
- 1 Yes, at my institution
- 2 Yes, at another Texas public institution

Univ. Texas Success Initiative Report (CBM002)

Item #61A Writing TSI Obligation Waived or Satisfied through Exemption.

- 0 Previously reported or not applicable (This category includes students who were reported by your institution during a **previous** reporting period, students who were reported by another Texas public institution, and students with blanket exemptions reported as options '4', '5', '6' in item #12. Students with waivers should be coded with '6' or '7' every semester the waiver applies.)
- 1 No, no exemption or waiver granted
- 2 Exemption based on ACT Test
- 3 Exemption based on SAT Test
- 4 Exemption based on TAKS Exit Level English Language Arts Test (must receive a writing subsection score of 3 or 4)
- 5 Exemption/met obligation based on determination by receiving institution that student has satisfactorily completed college-level coursework (for example transfers from Texas private and out-of-state institutions, IB scores, AP scores, dual credit grades)
- 6 Waiver to take writing-related dual credit (coded '2' in Item #12)
- 7 Waiver for student status coded '1' in item #12 or for active military coded '3' in item #12

Item #61B ACT (English) or SAT (Verbal) Score. Enter if coded '2' or '3' in Item #61A, or enter '000' if not applicable. If the score is less than 3 digits, enter leading zeros.

Item #61C ACT Composite or SAT Combined Score. Enter if coded '2' or '3' in Item #61A, or enter '0000' if not applicable. If the score is less than 4 digits, enter leading zeros. Use math and verbal score for SAT combined score.

Item #61D TAKS Exit Level English Language Arts Test Scale Score. Enter if coded '4' in Item #61A, or enter '0000' if not applicable.

Item #62A Writing TSI Assessment Test Used at the Time of TSI Placement. (See page 2.6 for more information.)

- 0 Previously reported or not applicable (This category includes students whose initial status was reported by a present or previous Texas public institution or who were exempted/waived.)
- 1 THEA/TASP (Writing)
- 2 COMPASS (Writing Skills/Essay)
- 3 ASSET (Writing Skills/Essay)
- 4 ACCUPLACER (Sentence Skills/Essay)
- 5 Stanford Achievement Test (for deaf students)
- 6 MAPS (Conventions of Written English/Essay)
- 7 Not assessed

Item #62B Writing TSI Assessment Score Used for Initial Placement. Enter the placement test score for the objective section of the writing assessment. The score(s) must match the type of test identified in Item #62A. If a score is less than three digits, enter leading zeros. Enter '000' if the item is not applicable ('0' or '7' in #62A).

Univ. Texas Success Initiative Report (CBM002)

Item #62C Written Essay Score. Enter the initial test score for the essay portion of the writing assessment. Enter '0' if not applicable.

Item #63 Participation in Alternative/Non-course-based Method for Developmental Education Writing this Reporting Period. Report only interventions included in the reporting institution's developmental education plan.

- 0 Not applicable (did not participate)
- 1 Yes, participated and satisfied TSI obligation for writing through this method
- 2 Yes, participated but did **not** satisfy TSI obligation for writing through this method

Item #64 Writing TSI Obligation Satisfied based on the State Standard by the **End** of the Semester /Reporting Period.

- 0 No, not satisfied (or obligation is waived)
- 1 Yes, at my institution this semester or determined to be satisfied by my institution this semester
- 2 Already satisfied (or exempted) by census date

Item #65-69 Unused.

**NOTE:** If the student has taken any writing developmental education courses during the time period covered by this report, that information will be reported in items #88A to #91C. Information must be provided for all students taking developmental education courses, including those who have previously met TSI standards.

**FIRST COLLEGE-LEVEL WRITING COURSE SECTION:**

Item #70 Credit for First College-Level Writing-Intensive Course in a Previous Reporting Period. Has the student previously successfully completed college-level writing-intensive course with A, B, or C? Report credit earned through AP, IB, dual credit, and credit by exam as '3'. (See page 2.8 for information about reporting transfer students.)

- 0 No, not satisfied
- 1 Yes, at my institution (previously reported)
- 2 Yes, at another institution
- 3 Yes, credit otherwise awarded at this institution (e.g., AP, IB, dual credit with a C or better, credit by exam)

The items below (#71-#73) address the student's attempts at your institution in the first writing-intensive component course(s) of the general education core curriculum during the reporting period. This information is collected for an accountability system success measure related to developmental education. Only a letter grade of A, B, or C will satisfy the accountability requirement; a "pass" grade in a pass/fail course will not satisfy the college-level course requirement. If student is taking more than one course that fits this description, the institution will

Univ. Texas Success Initiative Report (CBM002)

decide which one to report.

Item #71 Enrolled in First CB-Approved College-Level Writing-Intensive Course. Is the student enrolled in college-level writing at your institution this reporting period?

- 0 Previously reported as successfully completing first college-level course
- 1 Yes
- 2 No

Item #72A Subject Prefix for Writing-Intensive Course as in ACGM Manual. Enter the subject prefix as it appears in the ACGM Manual. (If taking two or more courses, institutions will decide which one to report.) Enter '0000000' if item #71 was answered with '0' or '2.'

Item #72B Writing-Intensive Course Number as in ACGM Manual. Enter the course number of Item #72A as it appears in the ACGM Manual. (If taking two or more courses, institutions will decide which one to report.) Enter '0000000' if item #71 was answered with '0' or '2.'

Item #73 CB-Approved First College-Level Writing-Intensive Course Grade.

- 0 Previously reported or not applicable
- 1 A
- 2 B
- 3 C
- 4 D
- 5 F (No Credit)
- 6 I (Incomplete)
- 7 W (Withdrawn)
- 8 Credit/Passed
- 9 Not attempted this semester (use this category for students who have not met the first college-level course requirement)

Item #74-79 Unused.

**DEVELOPMENTAL EDUCATION COURSES ATTEMPTED SECTION:**

Items 80 through 91 include four duplications for each subject area course attempted with #80-83 for math, #84-87 for reading, and #88-91 for writing. (Some institutions offer students the opportunity to take up to four developmental education courses per subject area in a semester.) Use the first item available (#80 for math, #84 for reading, and #88 for writing) for the first course attempted in an area. Use the next available number for the second course attempted, etc. For courses not attempted during this reporting period, zero-fill the item.

Item #80A Number of Semester Credit Hours in First Math Developmental Education Course taken this semester. Enter the number of semester credit hours attempted in math developmental education course during the reporting period. Enter '00' if not applicable.

Univ. Texas Success Initiative Report (CBM002)

Item #80B Grade in First Math Developmental Education Course Attempted.

- 0 Not applicable or not attempted this semester
- 1 A
- 2 B
- 3 C
- 4 D
- 5 F or Failed (No Credit)
- 6 I (Incomplete)
- 7 W (Withdrawn)
- 8 Credit/Passed
- 9 E for Effort or In Progress (No Credit)

Item #80C Level of First Math Developmental Education Course Attempted.

- 0 Not Applicable (no course reported in #80A)
- 1 Highest Level Math Course (Intermediate Algebra)
- 2 Medium Level Math Course (Introductory or Beginning Algebra)
- 3 Lowest Level Math Course (All Pre-Algebra or below)

Item #81A Number of Semester Credit Hours in Second Math Developmental Education Course taken this semester. Enter the number of semester credit hours attempted in math developmental education course during the reporting period. Enter '00' if not applicable.

Item #81B Grade in Second Math Developmental Education Course Attempted.

- 0 Not applicable or not attempted this semester
- 1 A
- 2 B
- 3 C
- 4 D
- 5 F or Failed (No Credit)
- 6 I (Incomplete)
- 7 W (Withdrawn)
- 8 Credit/Passed
- 9 E for Effort or In Progress (No Credit)

Item #81C Level of Second Math Developmental Education Course Attempted.

- 0 Not Applicable (no course reported in #81A)
- 1 Highest Level Math Course (Intermediate Algebra)
- 2 Medium Level Math Course (Introductory or Beginning Algebra)
- 3 Lowest Level Math Course (All pre-Algebra or below)

Item #82A Number of Semester Credit Hours in Third Math Developmental Education Course taken this semester. Enter the number of semester credit hours attempted in math developmental education course during the reporting period. Enter '00' if not

Univ. Texas Success Initiative Report (CBM002)

applicable.

Item #82B Grade in Third Math Developmental Education Course Attempted.

- 0 Not applicable or not attempted this semester
- 1 A
- 2 B
- 3 C
- 4 D
- 5 F or Failed (No Credit)
- 6 I (Incomplete)
- 7 W (Withdrawn)
- 8 Credit/Passed
- 9 E for Effort or In Progress (No Credit)

Item #82C Level of Third Math Developmental Education Course Attempted.

- 0 Not Applicable (no course reported in #82A)
- 1 Highest Level Math Course (Intermediate Algebra)
- 2 Medium Level Math Course (Introductory or Beginning Algebra)
- 3 Lowest Level Math Course (All pre-Algebra or below)

Item #83A Number of Semester Credit Hours in Fourth Math Developmental Education Course taken this semester. Enter the number of semester credit hours attempted in math developmental education course during the reporting period. Enter '00' if not applicable.

Item #83B Grade in Fourth Math Developmental Education Course Attempted.

- 0 Not applicable or not attempted this semester
- 1 A
- 2 B
- 3 C
- 4 D
- 5 F or Failed (No Credit)
- 6 I (Incomplete)
- 7 W (Withdrawn)
- 8 Credit/Passed
- 9 E for Effort or In Progress (No Credit)

Item #83C Level of Fourth Math Developmental Education Course Attempted.

- 0 Not Applicable (no course reported in #83A)
- 1 Highest Level Math Course (Intermediate Algebra)
- 2 Medium Level Math Course (Introductory or Beginning Algebra)
- 3 Lowest Level Math Course (All pre-Algebra or below)

Univ. Texas Success Initiative Report (CBM002)

Item #84A Number of Semester Credit Hours in First Reading Developmental Education Course taken this semester. Enter the number of semester credit hours attempted in reading developmental education course during the reporting period. Enter '00' if not applicable.

Item #84B Grade in First Reading Developmental Education Course Attempted.

- 0 Not applicable or not attempted this semester
- 1 A
- 2 B
- 3 C
- 4 D
- 5 F or Failed (No Credit)
- 6 I (Incomplete)
- 7 W (Withdrawn)
- 8 Credit/Passed
- 9 E for Effort or In Progress (No Credit)

Item #84C Level of First Reading Developmental Education Course Attempted.

- 0 Not Applicable (no course reported in #84A)
- 1 Highest Level Reading Course (Pre-College)
- 2 Medium Level Reading Course (Intermediate)
- 3 Lowest Level Reading Course (Fundamental/Basic)

Item #85A Number of Semester Credit Hours in Second Reading Developmental Education Course taken this semester. Enter the number of semester credit hours attempted in reading developmental education course during the reporting period. Enter '00' if not applicable.

Item #85B Grade in Second Reading Developmental Education Course Attempted.

- 0 Not applicable or not attempted this semester
- 1 A
- 2 B
- 3 C
- 4 D
- 5 F or Failed (No Credit)
- 6 I (Incomplete)
- 7 W (Withdrawn)
- 8 Credit/Passed
- 9 E for Effort or In Progress (No Credit)

Item #85C Level of Second Reading Developmental Education Course Attempted.

- 0 Not Applicable (no course reported in #85A)
- 1 Highest Level Reading Course (Pre-College)
- 2 Medium Level Reading Course (Intermediate)
- 3 Lowest Level Reading Course (Fundamental/Basic)

Univ. Texas Success Initiative Report (CBM002)

Item #86A Number of Semester Credit Hours in Third Reading Developmental Education Course taken this semester. Enter the number of semester credit hours attempted in reading developmental education course during the reporting period. Enter '00' if not applicable.

Item #86B Grade in Third Reading Developmental Education Course Attempted.

- 0 Not applicable or not attempted this semester
- 1 A
- 2 B
- 3 C
- 4 D
- 5 F or Failed (No Credit)
- 6 I (Incomplete)
- 7 W (Withdrawn)
- 8 Credit/Passed
- 9 E for Effort or In Progress (No Credit)

Item #86C Level of Third Reading Developmental Education Course Attempted.

- 0 Not Applicable (no course reported in #86A)
- 1 Highest Level Reading Course (Pre-College)
- 2 Medium Level Reading Course (Intermediate)
- 3 Lowest Level Reading Course (Fundamental/Basic)

Item #87A Number of Semester Credit Hours in Fourth Reading Developmental Education Course taken this semester. Enter the number of semester credit hours attempted in reading developmental education course during the reporting period. Enter '00' if not applicable.

Item #87B Grade in Fourth Reading Developmental Education Course Attempted.

- 0 Not applicable or not attempted this semester
- 1 A
- 2 B
- 3 C
- 4 D
- 5 F or Failed (No Credit)
- 6 I (Incomplete)
- 7 W (Withdrawn)
- 8 Credit/Passed
- 9 E for Effort or In Progress (No Credit)

Item #87C Level of Fourth Reading Developmental Education Course Attempted.

- 0 Not Applicable (no course reported in #87A)
- 1 Highest Level Reading Course (Pre-College)
- 2 Medium Level Reading Course (Intermediate)

Univ. Texas Success Initiative Report (CBM002)

3 Lowest Level Reading Course (Fundamental/Basic)

Item #88A Number of Semester Credit Hours in First Writing Developmental Education Course taken this semester. Enter the number of semester credit hours attempted in writing developmental education course during the reporting period. Enter '00' if not applicable.

Item #88B Grade in First Writing Developmental Education Course Attempted.

- 0 Not applicable or not attempted this semester
- 1 A
- 2 B
- 3 C
- 4 D
- 5 F or Failed (No Credit)
- 6 I (Incomplete)
- 7 W (Withdrawn)
- 8 Credit/Passed
- 9 E for Effort or In Progress (No Credit)

Item #88C Level of First Writing Developmental Education Course Attempted.

- 0 Not Applicable (no course reported in #88A)
- 1 Highest Level Writing Course (Pre-College)
- 2 Medium Level Writing Course (Intermediate)
- 3 Lowest Level Writing Course (Fundamental/Basic)

Item #89A Number of Semester Credit Hours in Second Writing Developmental Education Course. Enter the number of semester credit hours attempted in writing developmental education course during the reporting period. Enter '00' if not applicable.

Item #89B Grade in Second Writing Developmental Education Course Attempted.

- 0 Not applicable or not attempted this semester
- 1 A
- 2 B
- 3 C
- 4 D
- 5 F or Failed (No Credit)
- 6 I (Incomplete)
- 7 W (Withdrawn)
- 8 Credit/Passed
- 9 E for Effort or In Progress (No Credit)

Item #89C Level of Second Writing Developmental Education Course Attempted.

- 0 Not applicable (no course reported in #89A)
- 1 Highest Level Writing Course (Pre-College)

Univ. Texas Success Initiative Report (CBM002)

- 2 Medium Level Writing Course (Intermediate)
- 3 Lowest Level Writing Course (Fundamental/Basic)

Item #90A Number of Semester Credit Hours in Third Writing Developmental Education Course taken this semester. Enter the number of semester credit hours attempted in writing developmental education course during the reporting period. Enter '00' if not applicable.

Item #90B Grade in Third Writing Developmental Education Course Attempted.

- 0 Not applicable or not attempted this semester
- 1 A
- 2 B
- 3 C
- 4 D
- 5 F or Failed (No Credit)
- 6 I (Incomplete)
- 7 W (Withdrawn)
- 8 Credit/Passed
- 9 E for Effort or In Progress (No Credit)

Item #90C Level of Third Writing Developmental Education Course Attempted.

- 0 Not applicable (no course reported in #90A)
- 1 Highest Level Writing Course (Pre-College)
- 2 Medium Level Writing Course (Intermediate)
- 3 Lowest Level Writing Course (Fundamental/Basic)

Item #91A Number of Semester Credit Hours in Fourth Writing Developmental Education Course taken this semester. Enter the number of semester credit hours attempted in writing developmental education course during the reporting period. Enter '00' if not applicable.

Item #91B Grade in Fourth Writing Developmental Education Course Attempted.

- 0 Not applicable or not attempted this semester
- 1 A
- 2 B
- 3 C
- 4 D
- 5 F or Failed (No Credit)
- 6 I (Incomplete)
- 7 W (Withdrawn)
- 8 Credit/Passed
- 9 E for Effort or In Progress (No Credit)

Item #91C Level of Fourth Writing Developmental Education Course Attempted.

- 0 Not applicable (no course reported in #91A)

Univ. Texas Success Initiative Report (CBM002)

- 1 Highest Level Writing Course (Pre-College)
- 2 Medium Level Writing Course (Intermediate)
- 3 Lowest Level Writing Course (Fundamental/Basic)

Univ. Texas Success Initiative Report (CBM002)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always '2'	1	1
Item #2	Institution Identifier - FICE – Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Reporting Period – Numeric	17	1
Item #5	Year – Numeric	18	4
Item #6	Non-Disclosure – Numeric	22	1
Item #7	Gender – Alpha	23	1
Item #8	Ethnic Origin – Numeric	24	1
Item #9	Date of Birth - Numeric – YYYYMMDD	25	8
Item #10A	Semester Credit Hours Completed-Academic – Leading zeros	33	2
Item #10B	Grade Points Earned-Academic – Right justified, leading zeros	35	3
Item #11A	Semester Credit Hours Completed-Technical – Leading zeros	38	2
Item #11B	Grade Points Earned-Technical – Right justified, leading zeros	40	3
Item #12	TSI Obligation Waived or Blanket Exemption– Numeric	43	1
Item #13	Flexible Entry – Numeric	44	1
Item #14	New Ethnic Origin	45	1
Item #15	Race:		
Item #15A	White – '1' or blank	46	1
Item #15B	Black or African-American – '2' or blank	47	1
Item #15C	Asian – '4' or blank	48	1
Item #15D	American Indian or Alaskan Native – '5' or blank	49	1
Item #15E	International – '6' or blank	50	1
Item #15F	Unknown or Not Reported – '7' or blank	51	1
Item #15G	Native Hawaiian or Other Pacific Islander – '8' or blank	52	1
Item #16	Unused	53	2
Item #20	Math TSI Determined to be Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	55	1
Item #21A	Math TSI Waived or Satisfied through Exemption – Numeric	56	1
Item #21B	ACT or SAT Math Score – Numeric	57	3
Item #21C	ACT Composite or SAT Combined Score – Numeric	60	4
Item #21D	TAKS Exit Level Math Scale Score – Numeric	64	4
Item #22A	Math TSI Assessment Test Used for Initial Placement – Numeric	68	1
Item #22B	Math TSI Assessment Score Used for Initial Placement – Numeric	69	3
Item #23	Participation in Alt./Non-course-based Method for DE Math this Reporting Period – Numeric	72	1
Item #24	Math TSI Satisfied Based on State Standard by End of Semester – Numeric	73	1
Items #25-29	Unused (no positions reserved in the record)		
Item #30	Credit for First College-Level Math Course-Previous Reporting Period – Numeric	74	1
Item #31	Enrolled in First CB-Approved College-Level Math Course – Numeric	75	1
Item #32A	Subject Prefix for Math Course in ACGM – Alphanumeric (left justify and blank fill)	76	7
Item #32B	Math Course Number in ACGM – Numeric (left justify and blank fill)	83	7
Item #33	CB-Approved First College-Level Math Course Grade – Numeric	90	1

Univ. Texas Success Initiative Report (CBM002)

		<u>Beginning Position</u>	<u>Length</u>
Items #34-39	Unused (no positions reserved in the record)		
Item #40	Reading TSI Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	91	1
Item #41A	Reading TSI Waived or Satisfied through Exemption – Numeric	92	1
Item #41B	ACT (English) or SAT (Verbal) Score – Numeric	93	3
Item #41C	ACT Composite or SAT Combined Score – Numeric	96	4
Item #41D	TAKS Exit Level English Language Arts Scale Score – Numeric	100	4
Item #42A	Reading TSI Assessment Test Used for Initial Placement – Numeric	104	1
Item #42B	Reading TSI Assessment Score Used for Initial Placement – Numeric	105	3
Item #43	Participation in Alt/Non-course-based Method for DE Reading this Reporting Period – Numeric	108	1
Item #44	Reading TSI Satisfied Based on State Standard by End of of Semester – Numeric	109	1
Items #45-49	Unused (no positions reserved in the record)		
Item #50	Credit for First College-Level Reading-Intensive Course-Previous Reporting Period – Numeric	110	1
Item #51	Enrolled in First CB-Approved College-Level Reading-Intensive Course – Numeric	111	1
Item #52A	Subject Prefix for Reading-Intensive Course in ACGM – Alphanumeric (left justify and blank fill)	112	7
Item #52B	Reading-Intensive Course Number in ACGM – Numeric Numeric (left justify and blank fill)	119	7
Item #53	CB-Approved First College-Level Reading-Intensive Course Grade – Numeric	126	1
Items #54-59	Unused (no positions reserved in the record)		
Item #60	Writing TSI Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	127	1
Item #61A	Writing TSI Waived or Satisfied through Exemption – Numeric	128	1
Item #61B	ACT (English) or SAT (Verbal) Score – Numeric	129	3
Item #61C	ACT Composite or SAT Combined Score – Numeric	132	4
Item #61D	TAKS Exit Level English Language Arts Scale Score – Numeric	136	4
Item #62A	Writing TSI Assessment Test Used for Initial Placement – Numeric	140	1
Item #62B	Writing TSI Assessment Score Used for Initial Placement – Numeric	141	3
Item #62C	Written Essay Score – Numeric	144	1
Item #63	Participation in Alt/Non-course-based Method for DE Writing this Reporting Period – Numeric	145	1
Item #64	Writing TSI Satisfied Based on State Standard by End of Semester – Numeric	146	1
Items #65-69	Unused (no positions reserved in the record)		
Item #70	Credit for First College-Level Writing-Intensive Course-Previous Reporting Period – Numeric	147	1
Item #71	Enrolled in First CB-Approved College-Level Writing-Intensive Course – Numeric	148	1
Item #72A	Subject Prefix for Writing-Intensive Course in ACGM – Alphanumeric (left justify and blank fill)	149	7

Univ. Texas Success Initiative Report (CBM002)

		<u>Beginning Position</u>	<u>Length</u>
Item #72B	Writing-Intensive Course Number in ACGM – Numeric (left justify and blank fill)	156	7
Item #73	CB-Approved First College-Level Writing-Intensive Course Grade – Numeric	163	1
Items #74-79	Unused (no positions reserved in the record)		
Item #80A	Number of SCH in First Math DE Course this Semester	164	2
Item #80B	Grade in First Math DE Course Attempted	166	1
Item #80C	Level of First Math DE Course Attempted	167	1
Item #81A	Number of SCH in Second Math DE Course this Semester	168	2
Item #81B	Grade in Second Math DE Course Attempted	170	1
Item #81C	Level of Second Math DE Course Attempted	171	1
Item #82A	Number of SCH in Third Math DE Course this Semester	172	2
Item #82B	Grade in Third Math DE Course Attempted	174	1
Item #82C	Level of Third Math DE Course Attempted	175	1
Item #83A	Number of SCH in Fourth Math DE Course this Semester	176	2
Item #83B	Grade in Fourth Math DE Course Attempted	178	1
Item #83C	Level of Fourth Math DE Course Attempted	179	1
Item #84A	Number of SCH in First Reading DE Course this Semester	180	2
Item #84B	Grade in First Reading DE Course Attempted	182	1
Item #84C	Level of First Reading DE Course Attempted	183	1
Item #85A	Number of SCH in Second Reading DE Course this Semester	184	2
Item #85B	Grade in Second Reading DE Course Attempted	186	1
Item #85C	Level of Second Reading DE Course Attempted	187	1
Item #86A	Number of SCH in Third Reading DE Course this Semester	188	2
Item #86B	Grade in Third Reading DE Course Attempted	190	1
Item #86C	Level of Third Reading DE Course Attempted	191	1
Item #87A	Number of SCH in Fourth Reading DE Course this Semester	192	2
Item #87B	Grade in Fourth Reading DE Course Attempted	194	1
Item #87C	Level of Fourth Reading DE Course Attempted	195	1
Item #88A	Number of SCH in First Writing DE Course this Semester	196	2
Item #88B	Grade in First Writing DE Course Attempted	198	1
Item #88C	Level of First Writing DE Course Attempted	199	1
Item #89A	Number of SCH in Second Writing DE Course this Semester	200	2
Item #89B	Grade in Second Writing DE Course Attempted	202	1
Item #89C	Level of Second Writing DE Course Attempted	203	1
Item #90A	Number of SCH in Third Writing DE Course this Semester	204	2
Item #90B	Grade in Third Writing DE Course Attempted	206	1
Item #90C	Level of Third Writing DE Course Attempted	207	1
Item #91A	Number of SCH in Fourth Writing DE Course this Semester	208	2
Item #91B	Grade in Fourth Writing DE Course Attempted	210	1
Item #91C	Level of Fourth Writing DE Course Attempted	211	1

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '2'
2. Institution Code	N/A	Must match value in header record and be a valid FICE code
3. Student ID Number	N/A	Blank; special characters
4. Reporting Period	N/A	Must match value in header record; value except '1' thru '4'
5. Year	N/A	Must match value in header record
6. Non-Disclosure	N/A	Any value except '2' or '0'
7. Gender	N/A	Any value except 'M' or 'F'
8. Ethnic Origin	N/A	Any value except '1' thru '7'
9. Date of Birth	Value of '00000000'	Month < '01' or > '12'; day < '01' or > '31'; year value that generates an age < 10
10A. SCH Comp-Acad	Value > 22	Any non-numerical values
10B. Grade Points Earned-Acad	Value > 88	Any non-numerical values; value > 4 times SCH
11A. SCH Comp-Tech	See Item #10A	Any non-numerical values
11B. Grade Points Earned-Tech	See Item #10B	Any non-numerical values; value > 4 times SCH
12. TSI Obligation Waived/Ex	N/A	Any value except '0' thru '6'
13. Flex Entry	N/A	Any value except blank or '1'
14. New Ethnic Origin	N/A	Value other than '1', '2', or '3'
15A. White	N/A	Value other than '1' or space or value = '1' and '7'
15B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
15C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
15D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
15E. International	N/A	Value other than '6' or space or value = '6' and '7'

Univ. Texas Success Initiative Report (CBM002)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
15F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
15G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'
16. Unused		
20/40/60. TSI Satisfied-Census Date	N/A	Any value except '0', '1', or '2'; value not = '0' if #24/44/64 = '1'
21A/41A/61A. TSI Satisfied-Exemption	N/A	Any value except '0' thru '7'
21B/41B/61B. Score	N/A	Not numeric; '000' if #21A/41A/61A is = '2' or '3'; if #21A/41A/61A = '2' ACT < 19; if #21A/41A/61A = '3' SAT < 500
21C/41C/61C. Composite/Comb. Score	N/A	Not numeric; '0000' if #21A/41A/61A is = '2' or '3'; if #21A/41A/61A = '2' ACT < 23; if #21A/41A/61A = '3' SAT < 1070
21D/41D/61D. TAKS Scale Score	N/A	Not numeric; '0000' if #21A/41A/61A = '4'; if #21A/41A/61A = '4' TAKS < 2200
22A/42A/62A. TSI Initial Assessment Test for Placement	N/A	Any value except '0' thru '7'
22B/42B/62B. TSI Initial Assessment Math Score		
When Item #22A = '1'	N/A	THEA/TASP < 100 or > 300
when Item #22A = '2'		COMPASS < 15 or > 99
when Item #22A = '3'		ASSET < 23 or > 55
when Item #22A = '4'		ACCUPLACER < 21 or > 120
when Item #22A = '5'		Stanford < 1 or > 118
when Item #22A = '6'		MAPS < 601 or > 625
when Item #22A = '0', '7'		Any value except '000'

Univ. Texas Success Initiative Report (CBM002)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
Reading Score		
When Item #42A = '1'	N/A	THEA/TASP < 100 or > 300
when Item #42A = '2'		COMPASS < 18 or > 99
when Item #42A = '3'		ASSET < 23 or > 53
when Item #42A = '4'		ACCUPLACER < 20 or > 120
when Item #42A = '5'		Stanford < 1 or > 54
when Item #42A = '6'		MAPS < 101 or > 125
when Item #42A = '0', '7',		Any value except '000'
Writing Score		
When Item #62A = '1'	N/A	THEA/TASP < 100 or > 300
when Item #62A = '2'		COMPASS < 1 or > 100
when Item #62A = '3'		ASSET < 23 or > 54
when Item #62A = '4'		ACCUPLACER < 1 or > 120
when Item #62A = '5'		Stanford < 1 or > 60
when Item #62A = '6'		MAPS < 100 or > 999
when Item #62A = '0', '7'		Any value except '000'
62C. Written Essay Score	N/A	Value > '8'; value > '0' if Item #62A = '0' or '7'
23/43/63.		
Participation in Alt/Non-Course-Based DE this Period	N/A	Any value except '0', '1', or '2'
24/44/64.		
TSI Satisfied-End of Semester	N/A	Any value except '0', '1', or '2'; value = '0' or '1' if #20/40/60 = '1'; value = '2' if #20/40/60 = '0'; value not = '2' if #20/40/60 = '2'
30/50/70.		
Credit First College-Level Course-Prev. Reporting Period	N/A	Any value except '0' thru '3'
31/51/71.		
Enrolled in First CB-Approved College-Level Course	N/A	Any value except '0', '1', or '2'
32A/52A/72A.		
Subject Prefix in ACGM	N/A	Invalid subject prefix; value not = '0000000' if #31/51/71 = '0' or '2'

Univ. Texas Success Initiative Report (CBM002)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
32B/52B/72B. Course Number in ACGM	N/A	Invalid course number; value not = '0000000' if #31/51/71 = '0' or '2'
33/53/73. CB-Approved First College-Level Grade	N/A	Any value except '0' thru '9'; value = '1' thru '8' if #31/51/71 = '0' or '2'; value = '0' or '9' if #31/51/71 = '1'
80A/84A/88A. SCH First DE Course-Current Semester		
Math	SCH value = '00' and Item #80B not = '0'; if value > '00' and Item #33 = '1' thru '8'	Any value > '04'
Reading	SCH value = '00' and Item #84B not = '0'; if value > '00' and Item #53 = '1' thru '8'	Any value > '04'
Writing	SCH value = '00' and Item #88B not = '0'; if value > '00' and Item #73 = '1' thru '8'	Any value > '04'
80B/84B/88B. Grade First DE Course Attempted	N/A	Any value except '0' thru '9'; not '0' if #80A/84A/88A = '00'
80C/84C/88C. Level First DE Course Attempted	N/A	Any value except '0' thru '3'; not '0' if #80A/84A/88A = '00'
81A/85A/89A. SCH Second DE Course-Current Semester	See #80A/84A/88A	See #80A/84A/88A
81B/85B/89B. Grade Second DE Course Attempted	N/A	Any value except '0' thru '9'; not '0' if #81A/85A/89A = '00'
81C/85C/89C. Level Second DE Course Attempted	N/A	Any value except '0' thru '3'; not '0' if #81A/85A/89A = '00'
82A/86A/90A. SCH Third DE Course-Current Semester	See #80A/84A/88A	See #80A/84A/88A

Univ. Texas Success Initiative Report (CBM002)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
82B/86B/90B. Grade Third DE Course Attempted	N/A	Any value except '0' thru '9'; not '0' if #82A/86A/90A= '00'
82C/86C/90C. Level Third DE Course Attempted	N/A	Any value except '0' thru '3'; not '0' if #82A/86A/90A = '00'
83A/87A/91A. SCH Fourth DE Course- Current Semester	See #80A/84A/88A	See #80A/84A/88A
83B/87B/91B. Grade Fourth DE Course Attempted	N/A	Any value except '0' thru '9'; not '0' if #83A/87A/91A = '00'
83C/87C/91C. Level Fourth DE Course Attempted	N/A	Any value except '0' thru '3'; not '0' if #83A/87A/91A = '0'

REPORTING EXAMPLES

Items #1 through #11, #14, and #15 will be entered each time. There is one example which includes a flex course situation (numbers 4a and b) otherwise item 13 is not included.

- 1a. In spring 2009, a student enrolled as a first-time undergraduate. The student was tested for placement purposes upon enrollment and did not meet TSI standards on the Math section of the THEA test, but passed the other subject-area sections. The student enrolled in a developmental math course (3 SCHs) that covers beginning algebra and received a C; the student has not yet satisfied the institution's math requirements for TSI. The student also enrolled in History 1XXX\* and earned a 'B' (this course was determined by institution to be the student's first college-level reading course) and in English 1XXX\* and earned a 'C' (determined to be the first college-level writing course).

Item #12 = 0	Item #22A = 1	Item #30 = 0	Item #80A = 03
Item #20 = 0	Item #22B = 180	Item #31 = 2	Item #80B = 3
Item #21A = 1	Item #23 = 0	Item #32A = 0000000	Item #80C = 2
Item #21B = 000	Item #24 = 0	Item #32B = 0000000	Item #81A = 00
Item #21C = 0000		Item #33 = 9	Item #81B = 0
Item #21D = 0000			Item #81C = 0

Item #40 = 1	Item #42A = 1	Item #50 = 0	Item #84A = 00
Item #41A = 1	Item #42B = 240	Item #51 = 1	Item #84B = 0
Item #41B = 000	Item #43 = 0	Item #52A = HIST	Item #84C = 0
Item #41C = 0000	Item #44 = 2	Item #52B = 1XXX*	Item #85A = 00
Item #41D = 0000		Item #53 = 2	Item #85B = 0
			Item #85C = 0

Item #60 = 1	Item #62A = 1	Item #70 = 0	Item #88A = 00
Item #61A = 1	Item #62B = 260	Item #71 = 1	Item #88B = 0
Item #61B = 000	Item #62C = 6	Item #72A = ENGL	Item #88C = 0
Item #61C = 0000	Item #63 = 0	Item #72B = 1XXX*	Item #89A = 00
Item #61D = 0000	Item #64 = 2	Item #73 = 3	Item #89B = 0
			Item #89C = 0

\*Fill in the appropriate four-digit number.

- 1b. The student above returned to the institution the following fall. The student took a developmental intermediate algebra course, completed it with an A, and satisfied the institution's math requirement for TSI.

Item #12 = 0	Item #22A = 0	Item #30 = 0	Item #80A = 03
Item #20 = 0	Item #22B = 000	Item #31 = 2	Item #80B = 1
Item #21A = 0	Item #23 = 0	Item #32A = 0000000	Item #80C = 1
Item #21B = 000	Item #24 = 1	Item #32B = 0000000	Item #81A = 00
Item #21C = 0000		Item #33 = 9	Item #81B = 0
Item #21D = 0000			Item #81C = 0

Item #40 = 1	Item #42A = 0	Item #50 = 1	Item #84A = 00
--------------	---------------	--------------	----------------

Univ. Texas Success Initiative Report (CBM002)

Item #41A = 0	Item #42B = 000	Item #51 = 1	Item #84B = 0
Item #41B = 000	Item #43 = 0	Item #52A = 0000000	Item #84C = 0
Item #41C = 0000	Item #44 = 2	Item #52B = 0000000	Item #85A = 00
Item #41D = 0000		Item #53 = 0	Item #85B = 0
			Item #85C = 0
Item #60 = 1	Item #62A = 0	Item #70 = 1	Item #88A = 00
Item #61A = 0	Item #62B = 000	Item #71 = 0	Item #88B = 0
Item #61B = 000	Item #62C = 0	Item #72A = 0000000	Item #88C = 0
Item #61C = 0000	Item #63 = 0	Item #72B = 0000000	Item #89A = 00
Item #61D = 0000	Item #64 = 2	Item #73 = 0	Item #89B = 0
			Item #89C = 0

- 2a. An 11<sup>th</sup> grade high school student enrolled in an introductory sociology course based on grade 10 Exit Level English Language Arts (ELA) TAKS scores that met the dual credit requirements. The institution considers the course a first college-level reading course. Note that the item 21A and 61A are coded '0' because the dual credit waiver is only reported for the related subject area. Grade 10 TAKS scores should NOT be reported.

Item #12 = 2	Item #22A = 0	Item #30 = 0	Item #80A = 00
Item #20 = 0	Item #22B = 000	Item #31 = 2	Item #80B = 0
Item #21A = 0	Item #23 = 0	Item #32A = 0000000	Item #80C = 0
Item #21B = 000	Item #24 = 0	Item #32B = 0000000	Item #81A = 00
Item #21C = 0000		Item #33 = 0	Item #81B = 0
Item #21D = 0000			Item #81C = 0
Item #40 = 0	Item #42A = 0	Item #50 = 0	Item #84A = 00
Item #41A = 6	Item #42B = 000	Item #51 = 1	Item #84B = 0
Item #41B = 000	Item #43 = 0	Item #52A = SOCI	Item #84C = 0
Item #41C = 0000	Item #44 = 0 *	Item #52B = 1XXX	Item #85A = 00
Item #41D = 0000		Item #53 = 2	Item #85B = 0
			Item #85C = 0
Item #60 = 0	Item #62A = 0	Item #70 = 0	Item #88A = 00
Item #61A = 0	Item #62B = 000	Item #71 = 2	Item #88B = 0
Item #61B = 000	Item #62C = 0	Item #72A = 0000000	Item #88C = 0
Item #61C = 0000	Item #63 = 0	Item #72B = 0000000	Item #89A = 00
Item #61D = 0000	Item #64 = 0	Item #73 = 0	Item #89B = 0
			Item #89C = 0

- 2b. The same student above enrolled a year later as a first time undergraduate student at a Texas public university. The student is TSI exempt for math based on Exit Level TAKS results but not for ELA. The student took math. The student also took dual credit sociology at another Texas public institution in a previous semester (see above). The student did not meet the state standard on the Accuplacer objective and written tests for writing when tested for placement. The student was assigned to tutoring (non-course based) and met the standard.

Item #12 = 0	Item #22A = 0	Item #30 = 0	Item #80A = 00
--------------	---------------	--------------	----------------

Univ. Texas Success Initiative Report (CBM002)

Item #20 = 1	Item #22B = 000	Item #31 = 1	Item #80B = 0
Item #21A = 4	Item #23 = 0	Item #32A = MATH	Item #80C = 0
Item #21B = 000	Item #24 = 2	Item #32B = 1XXX	Item #81A = 00
Item #21C = 0000		Item #33 = 1	Item #81B = 0
Item #21D = 2259			Item #81C = 0

Item #40 = 1*	Item #42A = 0	Item #50 = 3	Item #84A = 00
Item #41A = 5*	Item #42B = 000	Item #51 = 0	Item #84B = 0
Item #41B = 000	Item #43 = 0	Item #52A = 0000000	Item #84C = 0
Item #41C = 0000	Item #44 = 2	Item #52B = 0000000	Item #85A = 00
Item #41D = 0000		Item #53 = 0	Item #85B = 0
			Item #85C = 0

Item #60 = 0	Item #62A = 4	Item #70 = 0	Item #88A = 00
Item #61A = 1	Item #62B = 075	Item #71 = 2	Item #88B = 0
Item #61B = 000	Item #62C = 5	Item #72A = 0000000	Item #88C = 0
Item #61C = 0000	Item #63 = 1	Item #72B = 0000000	Item #89A = 00
Item #61D = 0000	Item #64 = 1	Item #73 = 9	Item #89B = 0
			Item #89C = 0

\*Item 44 in 2a could also be answered with a "1" if the first institution determines that performance in the dual credit course meets TSI standards. If so, then in example 2b the student could be reported with a "2" in item #40 and a "0" in item #41. Either pattern is fine, depending on school policy and/or how much information is available to the receiving institution.

3. A student who qualified as a transfer from a private institution was determined by the receiving institution to have satisfactorily completed college-level coursework in reading and writing and had TSI eligible SAT scores for math exemption. The student received transfer credit for core-equivalent courses in reading and writing (for which the student received an "A," "B," or "C"). The student attempted a core math course and earned a "B."

Item #12 = 0	Item #22A = 0	Item #30 = 0	Item #80A = 00
Item #20 = 1	Item #22B = 000	Item #31 = 1	Item #80B = 0
Item #21A = 3	Item #23 = 0	Item #32A = MATH	Item #80C = 0
Item #21B = 590	Item #24 = 2	Item #32B = 1XXX	Item #81A = 00
Item #21C = 1080		Item #33 = 2	Item #81B = 0
Item #21D = 0000			Item #81C = 0

Item #40 = 1	Item #42A = 0	Item #50 = 2	Item #84A = 00
Item #41A = 5	Item #42B = 000	Item #51 = 2	Item #84B = 0
Item #41B = 000	Item #43 = 0	Item #52A = 0000000	Item #84C = 0
Item #41C = 0000	Item #44 = 2	Item #52B = 0000000	Item #85A = 00
Item #41D = 0000		Item #53 = 0	Item #85B = 0
			Item #85C = 0

Item #60 = 1	Item #62A = 0	Item #70 = 2	Item #88A = 00
Item #61A = 5	Item #62B = 000	Item #71 = 2	Item #88B = 0
Item #61B = 000	Item #62C = 0	Item #72A = 0000000	Item #88C = 0

Univ. Texas Success Initiative Report (CBM002)

Item #61C = 0000	Item #63 = 0	Item #72B = 0000000	Item #89A = 00
Item #61D = 0000	Item #64 = 2	Item #73 = 0	Item #89B = 0
			Item #89C = 0

- 4a. In fall 2009, an incoming student was tested using COMPASS and did not meet TSI requirements for any subject areas at the time of initial placement. The institution has five levels of math developmental education and the student completed two courses at the first level and one course at the second level. The student did not enroll in course-based or non-course based developmental reading. Instead, the student re-tested on COMPASS mid-semester and met the standard. The student took a flex writing developmental education course that started in November and ended in January. The student was determined to have met the standard upon successful completion of that writing course. The flex course is reported in example 4b below (not in example 4a).

Item #12 = 0			
Item #13 = (Blank)	Item #22A = 2	Item #30 = 0	Item #80A = 01
Item #20 = 0	Item #22B = 020	Item #31 = 2	Item #80B = 1
Item #21A = 1	Item #23 = 0	Item #32A = 0000000	Item #80C = 3
Item #21B = 000	Item #24 = 0	Item #32B = 0000000	Item #81A = 01
Item #21C = 0000		Item #33 = 9	Item #81B = 3
Item #21D = 0000			Item #81C = 3
			Item #82A = 02
			Item #82B = 9
			Item # 82C= 2

Item #40 = 0	Item #42A = 2	Item #50 = 0	Item #84A = 00
Item #41A = 1	Item #42B = 078	Item #51 = 2	Item #84B = 0
Item #41B = 000	Item #43 = 0	Item #52A = 0000000	Item #84C = 0
Item #41C = 0000	Item #44 = 1	Item #52B = 0000000	Item #85A = 00
Item #41D = 0000		Item #53 = 9	Item #85B = 0
			Item #85C = 0

Item #60 = 0	Item #62A = 2	Item #70 = 0	Item #88A = 00
Item #61A = 1	Item #62B = 055	Item #71 = 2	Item #88B = 0
Item #61B = 000	Item #62C = 5	Item #72A = 0000000	Item #88C = 0
Item #61C = 0000	Item #63 = 0	Item #72B = 0000000	Item #89A = 00
Item #61D = 0000	Item #64 = 0	Item #73 = 9	Item #89B = 0
			Item #89C = 0

- 4b. Item #13 = 1

Item #60 = 0	Item #62A = 0	Item #70 = 0	Item #88A = 03
Item #61A = 0	Item #62B = 000	Item #71 = 2	Item #88B = 1
Item #61B = 000	Item #62C = 0	Item #72A = 0000000	Item #88C = 1
Item #61C = 0000	Item #63 = 0	Item #72B = 0000000	Item #89A = 00
Item #61D = 0000	Item #64 = 1	Item #73 = 9	Item #89B = 0
			Item #89C = 0

Univ. Texas Success Initiative Report (CBM002)

5a. A recent high school graduate with a waiver for active military duty submitted a transcript showing an eligible TSI exemption score for the Exit Level TAKS in math, but not for the Exit Level ELA TAKS. The institution decided to test the student for local placement purposes and recommended the student take a developmental writing course. The student took a psychology course, which the institution determined is a course that meets the requirement for first college-level reading course. The student also took a core math course which was determined to meet the requirements for first college-level math course.

Item #12 = 3	Item #22A = 0	Item #30 = 0	Item #80A = 00
Item #20 = 1*	Item #22B = 000	Item #31 = 1	Item #80B = 0
Item #21A = 4*	Item #23 = 0	Item #32A = MATH	Item #80C = 0
Item #21B = 000	Item #24 = 2	Item #32B = 1XXX	Item #81A = 00
Item #21C = 0000		Item #33 = 1	Item #81B = 0
Item #21D = 2320			Item #81C = 0

Item #40 = 0	Item #42A = 0	Item #50 = 0	Item #84A = 00
Item #41A = 7	Item #42B = 000	Item #51 = 1	Item #84B = 0
Item #41B = 000	Item #43 = 0	Item #52A = PSYC	Item #84C = 0
Item #41C = 0000	Item #44 = 1	Item #52B = 2XXX	Item #85A = 00
Item #41D = 0000		Item #53 = 2	Item #85B = 0
			Item #85C = 0

Item #60 = 0	Item #62A = 0	Item #70 = 0	Item #88A = 03
Item #61A = 7	Item #62B = 000	Item #71 = 2	Item #88B = 3
Item #61B = 000	Item #62C = 0	Item #72A = 0000000	Item #88C = 2
Item #61C = 0000	Item #63 = 0	Item #72B = 0000000	Item #89A = 00
Item #61D = 0000	Item #64 = 0	Item #73 = 0	Item #89B = 0
			Item #89C = 0

\*The institution may also choose to report a "0" in item #20 and a "7" in item #21A. TSI does not apply to students with waivers and military exemptions. However, for reporting purposes, report the first college-level course and any developmental education that applies.

# Univ. Texas Success Initiative Report (CBM002)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 CBM002 EDIT SUMMARY FROM RunDate: 02/01/2010 Time: 07:29:15  
 LONE STAR UNIVERSITY 003304 FALL 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 Record Code	14,281	0	0
ITEM 2 Inst. Code	14,281	0	0
ITEM 3 Student ID	14,281	0	0
ITEM 4 Reporting Period	14,281	0	0
ITEM 5 Reporting Year	14,281	0	0
ITEM 6 NonDisclosure	14,281	0	0
ITEM 7 Gender	14,281	0	0
ITEM 8 Ethnic Orgin	14,281	0	0
ITEM 9 Date of Birth	14,281	0	0
ITEM 10A Semester Credit Hours Completed-Academic	14,279	2	0
ITEM 10B Grade Points Earned-Academic	14,279	2	0
ITEM 11A Semester Credit Hours Completed-Tech	14,281	0	0
ITEM 11B Grade Points Earned-Technical	14,281	0	0
ITEM 12 TSI Obligation Waived/Degree/Military Ex	14,281	0	0
ITEM 13 Flexible Entry	14,281	0	0
ITEM 14 New Ethnic Origin	14,281	0	0
ITEM 15 Race	14,281	0	0
ITEM 15A White	14,281	0	0
ITEM 15B Black/African Amer	14,281	0	0
ITEM 15C Asian	14,281	0	0
ITEM 15D American Ind/Alask Nat	14,281	0	0
ITEM 15E International	14,281	0	0
ITEM 15F Unknown/Not Reported	14,281	0	0
ITEM 15G Nat Hawaiian/Other Pac Is	14,281	0	0
ITEM 20-33 Math Activity	14,281	0	0
ITEM 20 M. TSI Satisfied Met by Census Date	14,281	0	0
ITEM 21A M. TSI Satisfied through Exemption	14,281	0	0
ITEM 21B M. Score	14,281	0	0
ITEM 21C M. Composite or Combined Score	14,281	0	0
ITEM 21D M. TAKS Math Scale Score	14,281	0	0
ITEM 22A M. TSI Init Assess Test for Placement	14,281	0	0
ITEM 22B M. TSI Init Assess Score	14,281	0	0
ITEM 23 M. Participation in Alt. DE	14,281	0	0
ITEM 24 M. TSI Satisfied by End of Semester	14,281	0	0
ITEM 30 M. Cr First Coll-Lvl Course-Prev Rep Per	14,281	0	0
ITEM 31 M. Enr in First CB-Appr Coll-Lvl Course	14,281	0	0
ITEM 32A M. Subject Prefix for Course in ACGM	14,281	0	0
ITEM 32B M. Course Number in ACGM	14,281	0	0
ITEM 33 M. CB-Appr First Coll-Lvl Course Grade	13,692	589	0
ITEM 40-53 Reading Activity	14,281	0	0
ITEM 40 R. TSI Satisfied Met by Census Date	14,281	0	0
ITEM 41A R. TSI Satisfied through Exemption	14,281	0	0
ITEM 41B R. Score	14,281	0	0
ITEM 41C R. Composite or Combined Score	14,281	0	0
ITEM 41D R. TAKS English Lang Arts Scale Score	14,281	0	0
ITEM 42A R. TSI Init Assess Test for Placement	14,281	0	0
ITEM 42B R. TSI Init Assess Score	14,281	0	0
ITEM 43 R. Participation in Alt. DE	14,281	0	0
ITEM 44 R. TSI Satisfied by End of Semester	14,281	0	0
ITEM 50 R. Cr First Coll-Lvl Course-Prev Rep Per	14,281	0	0
ITEM 51 R. Enr in First CB-Appr Coll-Lvl Course	14,273	0	8
ITEM 52A R. Subject Prefix for Course in ACGM	14,281	0	0
ITEM 52B R. Course Number in ACGM	14,281	0	0
ITEM 53 R. CB-Appr First Coll-Lvl Course Grade	13,970	303	8
ITEM 60-73 Writing TSI Activity	14,281	0	0
ITEM 60 W. TSI Satisfied Met by Census Date	14,281	0	0
ITEM 61A W. TSI Satisfied through Exemption	14,264	17	0
ITEM 61B W. Score	14,281	0	0
ITEM 61C W. Composite or Combined Score	14,281	0	0
ITEM 61D W. TAKS English Lang Arts Scale Score	14,264	17	0
ITEM 62A W. TSI Init Assess Test for Placement	14,279	0	2
ITEM 62B W. TSI Init Assess Score	14,278	0	3

## Univ. Texas Success Initiative Report (CBM002)

ITEM 62C	W. Written Essay Score	14,280	0	1
ITEM 63	W. Participation in Alt. DE	14,281	0	0
ITEM 64	W. TSI Satisfied by End of Semester	14,281	0	0
ITEM 70	W. Cr First Coll-Lvl Course-Prev Rep Per	14,281	0	0
ITEM 71	W. Enr in First CB-Appr Coll-Lvl Course	14,279	0	2
ITEM 72A	W. Subject Prefix for Course in ACGM	14,281	0	0
ITEM 72B	W. Course Number in ACGM	14,281	0	0
ITEM 73	W. CB-Appr First Coll-Lvl Course Grade	13,929	350	2
ITEM 80A	SCH in First Math DE Crse this Sem	11,427	378	2,476
ITEM 80B	Grade in First Math DE Crse	14,281	0	0
ITEM 80C	Lvl of First Math DE Crse	14,281	0	0
ITEM 81A	SCH in Second Math DE Crse this Sem	14,281	0	0
ITEM 81B	Grade in Second Math DE Crse	14,281	0	0
ITEM 81C	Lvl of Second Math DE Crse	14,281	0	0
ITEM 82A	SCH in Third Math DE Crse this Sem	14,281	0	0
ITEM 82B	Grade in Third Math DE Crse	14,281	0	0
ITEM 82C	Lvl of Third Math DE Crse	14,281	0	0
ITEM 83A	SCH in Fourth Math DE Crse this Sem	14,281	0	0
ITEM 83B	Grade in Fourth Math DE Crse	14,281	0	0
ITEM 83C	Lvl of Fourth Math DE Crse	14,281	0	0
ITEM 84A	SCH in First Reading DE Crse this Sem	13,904	275	102
ITEM 84B	Grade in First Reading DE Crse	14,281	0	0
ITEM 84C	Lvl of First Reading DE Crse	14,281	0	0
ITEM 85A	SCH in Second Reading DE Crse this Sem	14,281	0	0
ITEM 85B	Grade in Second Reading DE Crse	14,281	0	0
ITEM 85C	Lvl of Second Reading DE Crse	14,281	0	0
ITEM 86A	SCH in Third Reading DE Crse this Sem	14,281	0	0
ITEM 86B	Grade in Third Reading DE Crse	14,281	0	0
ITEM 86C	Lvl of Third Reading DE Crse	14,281	0	0
ITEM 87A	SCH in Fourth Reading DE Crse this Sem	14,281	0	0
ITEM 87B	Grade in Fourth Reading DE Crse	14,281	0	0
ITEM 87C	Lvl of Fourth Reading DE Crse	14,281	0	0
ITEM 88A	SCH in First Writing DE Crse this Sem	13,765	328	188
ITEM 88B	Grade in First Writing DE Crse	14,281	0	0
ITEM 88C	Lvl of First Writing DE Crse	14,281	0	0
ITEM 89A	SCH in Second Writing DE Crse this Sem	14,281	0	0
ITEM 89B	Grade in Second Writing DE Crse	14,281	0	0
ITEM 89C	Lvl of Second Writing DE Crse	14,281	0	0
ITEM 90A	SCH in Third Writing DE Crse this Sem	14,281	0	0
ITEM 90B	Grade in Third Writing DE Crse	14,281	0	0
ITEM 90C	Lvl of Third Writing DE Crse	14,281	0	0
ITEM 91A	SCH in Fourth Writing DE Crse this Sem	14,281	0	0
ITEM 91B	Grade in Fourth Writing DE Crse	14,281	0	0
ITEM 91C	Lvl of Fourth Writing DE Crse	14,281	0	0

47 Students reported on the CBM001 were not reported on the CBM002.

282 of your CBM002 records were reported with zero total SCH. This is 1.97% of all records.

TOTAL Report Records	14,281		
CONTROL TOTAL	14,281	DISCREPANCY	0
Total Recs on Db	14,281		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Records Where (SCH,GPE) =0 And DE not =0	0		
Records Where SCH > 0 and GPE = 0	0		
Records Where (SCH,GPE,All DE) = 0	0		
Total Error Recs on Db	2,595		
Total Questionable Recs on Db	678		
Total Non Error Records on Db	11,686		
Total Rejected Records	0		
SSN With Alpha Characters			

## Univ. Texas Success Initiative Report (CBM002)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
Percent Change OF CBM002 DATA Prior Year  
LONE STAR UNIVERSITY

Page 1  
RunDate: 02/01/2010 Time: 07:29:15  
FALL 2009

Note: The standard Summary Report is compared to the previous year to aid in early detection of potentially erroneously-reported data. It will show the percentage increase/decrease of items, evaluate the items identified with a Review message, and submit updates to correct where appropriate. If the absolute value of the difference between the current year and prior year item

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is identified.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is identified.
- 4) is greater than 100,000, a percentage change greater than 10% is identified.

If the original report had only one column the comparison data is in adjacent column.

If the original report had multiple columns the comparison data is in the next row and asterisks are printed below the column in question.

The report is a 'work in progress' and we would appreciate any feedback you may have regarding it.

This report will only appear when there are no errors.



## Univ. Texas Success Initiative Report (CBM002)

TSI Satisfied Based on State Standard	MATH	READING	WRITING
By Census Date or Exempted			
Not Satisfied or Obligation Waived	636	401	466
Yes at My Institution	10,844	11,079	11,003
Yes at Another Institution	206	206	217
Total	11,686	11,686	11,686
By End of Semester			
Not Satisfied or Obligation Waived	559	326	360
Yes at My Institution This Sem	77	75	106
Satisfied by Census Date	11,050	11,285	11,220
Total	11,686	11,686	11,686
TSI Exemption/Waiver Status	MATH	READING	WRITING
Previously Reported/Not app	10,801	10,792	10,788
No Exemption or Waiver	384	372	366
Exemption Based On ACT	12	12	14
Exemption Based On SAT	7	9	10
Exemption Based On TAKS	178	211	210
Exemption Based On Coursework in Related Field	12	10	10
Waiver for Dual Credit	262	249	257
Waiver For Level-One Cert, Non-Degree, Military	30	31	31
Total	11,686	11,686	11,686
TSI Initial Assessment Test	MATH	READING	WRITING
Previously Reported/Not app	11,302	11,314	11,320
THEA/TASP	274	275	259
COMPASS	6	5	2
ASSET	0	0	0
ACCUPLACER	72	59	48
STANFORD ACHIEVE TEST	0	0	0
MAPS	0	0	0
Not Assessed	32	33	57
Total	11,686	11,686	11,686
Participation in Alt/Non-Course-Based Dev Ed Method	MATH	READING	WRITING
Did Not Participate	11,610	11,678	11,673
Participated, Satisfied TSI	0	0	0
Participated, Did Not Satisfy TSI	76	8	13
Total	11,686	11,686	11,686
Credit for First College-Level Course- Previous Reporting Period	MATH	READING	WRITING
Not Satisfied	5,095	3,688	3,655
Yes at My Institution (Prev Rep)	2,455	2,965	3,241
Yes at Another Institution	3,976	4,884	4,480
Credit Otherwise Awarded	160	149	310
Total	11,686	11,686	11,686
Enrollment in First CB-Approved College- Level Course	MATH	READING	WRITING
Prev Rep as Successful Comp	6,591	7,998	8,031
Yes	914	1,803	1,277
No	4,181	1,885	2,378
Total	11,686	11,686	11,686
Grade In First College-Level Course	MATH	READING	WRITING
Previously Rep/Not App	6,591	7,998	8,031
A	175	506	375
B	157	343	322
C	221	351	214
D	83	212	130
F/No Credit	138	280	121
I/Incomplete	0	0	0

Univ. Texas Success Initiative Report (CBM002)

W/Withdrawn	140	111	115
Credit/Passed	0	0	0
Not Attempted This Semester	4,181	1,885	2,378
Total	11,686	11,686	11,686
First Dev Ed Course This Semester	MATH	READING	WRITING
SCH Attempted	7,803	1,815	3,288
Grade			
Not Attempted	9,193	11,152	10,693
A	598	0	0
B	673	0	0
C	724	0	0
D	117	0	0
F/No Credit	242	1	0
I/Incomplete	0	0	0
W/Withdrawn	139	5	25
Credit/Passed	0	528	968
E/No Credit	0	0	0
Total	11,686	11,686	11,686
Level			
Not Applicable		9,085	11,081
Highest Grade	2,266	605	1,096
Medium Grade	335	0	0
Lowest Grade	0	0	0
Total	11,686	11,686	11,686
Second Dev Ed Course This Semester	MATH	READING	WRITING
SCH Attempted	0	0	0
Grade			
Not Attempted	11,686	11,686	11,686
A	0	0	0
B	0	0	0
C	0	0	0
D	0	0	0
F/No Credit	0	0	0
I/Incomplete	0	0	0
W/Withdrawn	0	0	0
Credit/Passed	0	0	0
E/No Credit	0	0	0
Total	11,686	11,686	11,686
Level			
Not Applicable	11,686	11,686	11,686
Highest Grade	0	0	0
Medium Grade	0	0	0
Lowest Grade	0	0	0
Total	11,686	11,686	11,686
Third Dev Ed Course This Semester	MATH	READING	WRITING
SCH Attempted	0	0	0
Grade			
Not Attempted	11,686	11,686	11,686
A	0	0	0
B	0	0	0
C	0	0	0
D	0	0	0
F/No Credit	0	0	0
I/Incomplete	0	0	0
W/Withdrawn	0	0	0
Credit/Passed	0	0	0
E/No Credit	0	0	0
Total	11,686	11,686	11,686
Level			
Not Applicable	11,686	11,686	11,686
Highest Grade	0	0	0
Medium Grade	0	0	0
Lowest Grade	0	0	0
Total	11,686	11,686	11,686

Univ. Texas Success Initiative Report (CBM002)

Fourth Dev Ed Course This Semester	MATH	READING	WRITING
SCH Attempted	0	0	0
Grade			
Not Attempted	11,686	11,686	11,686
A	0	0	0
B	0	0	0
C	0	0	0
D	0	0	0
F/No Credit	0	0	0
I/Incomplete	0	0	0
W/Withdrawn	0	0	0
Credit/Passed	0	0	0
E/No Credit	0	0	0
Total	11,686	11,686	11,686
Level			
Not Applicable	11,686	11,686	11,686
Highest Grade	0	0	0
Medium Grade	0	0	0
Lowest Grade	0	0	0
Total	11,686	11,686	11,686

\*\*\*Note: Totals are net errors.



Univ. Texas Success Initiative Report (CBM002)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

FALL 2009

EDIT OF CBM002 DATA  
 LONE STAR UNIVERSITY 003304  
 Questionables ONLY

RunDate: 02/01/2010 Time: 11:24:03

Line2 Math items 20-33 & 80A-83C. Line3 Reading items 40-53 & 84A-89C. Line4 Writing items 60-73 & 88A-91C  
 1 2 3 4 5 6 7 8 9 10A 10B 11A 11B 12 13 14 15A 15B 15C 15D 15E 15F 15G  
 Math 20 21A 21B 21C 21D 22A 22B 23 24 30 31 32A 32B 33 80A 80B 80C 81A 81B 81C 82A 82B 82C 83A 83B 83C  
 Read 40 41A 41B 41C 41D 42A 42B 43 44 50 51 52A 52B 53 84A 84B 84C 85A 85B 85C 86A 86B 86C 87A 87B 87C  
 Write 60 61A 61B 61C 61D 62A 62B 62C 63 64 70 71 72A 72B 73 88A 88B 88C 89A 89B 89C 90A 90B 90C 91A 91B 91C

```

2 003304 111111111 1 2009 0 F 3 19900622 09 018 00 000 0
Math 1 0 000 0000 0000 0 000 0 2 0 2 0000000 0000000 9 03 4 1 00 0 0 00 0 0 00 0 0
Read 1 0 000 0000 0000 0 000 0 2 0 1 HIST 1301 -5 -03 8 1 00 0 0 00 0 0 00 0 0
Write 1 0 000 0000 0000 0 000 0 0 2 0 1 ENGL 1301 1 00 0 0 00 0 0 00 0 0 00 0 0
R_ColGrade(Item53), = ('5') AND R_SCH1stDE(Item84A), > zero Questionable! REF1292
2 003304 222222222 1 2009 0 F 3 19900621 12 045 00 000 0
Math 1 0 000 0000 0000 0 000 0 2 0 1 MATH 1314 -2 -03 3 1 00 0 0 00 0 0 00 0 0
Read 1 0 000 0000 0000 0 000 0 2 0 1 HIST 1302 1 00 0 0 00 0 0 00 0 0 00 0 0
Write 1 0 000 0000 0000 0 000 0 0 2 0 1 ENGL 1302 1 00 0 0 00 0 0 00 0 0 00 0 0
M_ColGrade(Item33), = ('2') AND M_SCH1stDE(Item80A), > zero Questionable! REF1289
2 003304 333333333 1 2009 0 F 3 19900520 13 026 00 000 0
Math 1 0 000 0000 0000 0 000 0 2 0 1 MATH 1324 -3 -03 2 1 00 0 0 00 0 0 00 0 0
Read 1 4 000 0000 2301 0 000 0 2 0 1 HIST 1302 3 00 0 0 00 0 0 00 0 0 00 0 0
Write 1 4 000 0000 2301 0 000 0 0 2 2 0 0000000 0000000 0 00 0 0 00 0 0 00 0 0 00 0 0
M_ColGrade(Item33), = ('3') AND M_SCH1stDE(Item80A), > zero Questionable! REF1289
    
```

. . . . .

Items In Error Are Indicated By (\*), Questionable By (-)

## COURSE INVENTORY CBM003

To comply with the Section 61.052 of the *Texas Education Code*, the Board has created a computer file of courses which is identified as the CBM003 course inventory. Courses on the inventory automatically meet the annual reporting requirement. The inventory is valid for a complete academic year from September through August.

After certification of the Spring class reports each year (mid-April), the Coordinating Board makes a copy of each institution's annual course inventory for that academic year. This copy becomes the basis of the next academic year's course inventory. During the **annual update**, institutions make additions, deletions, and changes to this base inventory until it accurately reflects the slate of courses that they wish to be able to draw from during the next academic year. An institution's course inventory may be browsed via the internet at <http://edcinv.thecb.state.tx.us/>.

Any time during the academic year Coordinating Board staff may review the course offerings for accurate CIP coding and to see whether the courses being offered are in approved programs. CB staff will communicate with the academic affairs office of an institution to resolve questions about the funding, coding, and approval of courses. The courses on the CB authorized course inventory are used to validate the classes offered and will be used in determining the level of hours and the funding category in the formula process. There is also an item that identifies whether the course represents a multiple course record.

Institutions will be allowed to make **supplemental updates** to the course inventory during an eight-week period beginning four weeks before each semester's due date for the CBM004. During the supplemental update, institutions will be able to add new courses but will not be able to change or delete courses because those changes could invalidate previously certified data that may be the basis of funding provided to the institution. Supplemental updates are intended to provide a reasonable way for institutions to add a small number of new courses that are needed immediately. Supplemental updates should also be used to add courses in degree programs approved since the last annual update. You are encouraged to submit updates early during the cycles in the following timetable.

### Timeline for Reports and Updates

Feb 15 – April 15	Spring <i>supplemental</i> update
May 1 – May 31	Institutions make their <i>annual</i> update electronically in the format and following the procedure described on pages 0.3 and 0.4 in this manual. An electronic edit of the update (a message indicating whether the submission was successful) is automatically generated and placed in the institution's electronic mailbox on the Coordinating Board server. Annual updates submitted before April 1 or after May 31 will generate an error message and will not be processed.
July 15 – Sept 15	Summer <i>supplemental</i> update
Oct 1 – Nov 30	Fall <i>supplemental</i> update

## Univ. Course Inventory (CBM003)

### Course-Related CB Policies

For policies related to the types and levels of courses that institutions may offer, see the Academic Affairs and Research Division's Policy and Procedures Manual and other appropriate Coordinating Board policies (<http://www.thecb.state.tx.us/reports/PDF/0205.PDF>).

### Criteria for Assigning Texas CIP Codes

Each course in an inventory is assigned a Texas CIP code which corresponds to the subject matter of that course. CIP codes reflect the content of the course and not the department in which the course is offered or the discipline of the students who take the course. For example, an introductory calculus class taught in the Chemical Engineering department is accurately coded 27.0101.00 (Mathematics) even if the course is taught exclusively to engineering students by an engineering professor.

Texas CIP codes are an extension of the Classification of Instructional Programs (CIP) taxonomy that is part of the National Center for Education Statistics' (NCES') Integrated Postsecondary Education Data System (IPEDS). IPEDS uses CIP to collect and report higher education data from across the country. The NCES publication *Classification of Instructional Programs* describes the taxonomy and provides definitions of the national codes (<http://nces.ed.gov/pubs2002/cip2000/ciplist.asp>). A listing and definitions of Texas CIP codes is available on-line at <http://www.txhighereddata.org/Interactive/CIP/>.

National CIP codes are six digits in length. Texas CIP codes have an additional two-digit extension which can further refine the subject matter in question. The 10-digit Texas CIP code consists of the 8-digit Texas CIP code plus the 2-digit default funding code assigned to that CIP code.

When an institution assigns a CIP code to a new course, it meets part of its statutory obligation to inform the Coordinating Board of the content of all courses it is offering. Institutions are expected to make their best effort at assigning a code that accurately reflects the content of the course. Coordinating Board staff periodically review the CIP codes assigned to courses. Staff may make changes to codes or ask institutions for more information about the coding of courses where a coding seems inconsistent with the Texas CIP taxonomy or where courses are being coded in a way which is inconsistent with the way similar courses are coded statewide.

Some helpful hints for coding courses:

- When more than one code could logically be used, use the code which is most specific to the subject matter. The areas most likely to contain redundant codes are Agriculture, Business, Education, and Home Economics.
- The specific activity being covered in the course is considered more specific than the place where, or group to which, the activity will be done. Education, in particular, divides subject matter by level of the recipient of the education (e.g., Secondary Education) and then by specific subject (e.g., Science Education). A course in Teaching History in the Elementary School would be coded History Education and not Elementary Education.

## Univ. Course Inventory (CBM003)

- Courses in Special Education and in Early Childhood Education should be coded with those codes and not by specific subjects.
- The CIP code options may be in very different sections of the taxonomy. For instance, a course in Restaurant Management and Food Service may more appropriately be coded 12.0504.00 16 Restaurant, Culinary, and Catering Management/Manager or 19.0505.00 07 Foodservice Systems Administration/Management, depending on what is actually taught in the course.
- The history, philosophy, or sociology of a discipline is coded with the discipline and not with History, Philosophy, or Sociology.
- Courses for interdisciplinary programs which are not themselves interdisciplinary are coded in the specific discipline. For instance, a course in Native American Social Systems would be coded as Sociology and not American Indian Studies, since it is only about the sociology of Native Americans.
- In Technology and similar codes, the actual function listed in the definition should be considered and not the parts that speak of the occupation of the graduate.
- Use only the default formula funding rate that is listed in the Texas CIP codes taxonomy for the particular CIP code you are using. Using a rate other than the default will result in an error. Changes to the default rate must be requested specifically from the Coordinating Board staff.

Some confusion over coding comes from the fact that the taxonomy is used to identify the subject matter of degree and certificate programs as well as the subject matter of individual courses. This confusion leads to using factors other than the subject matter of the course to determine the code. Some of these factors are:

- the program to which the course will be applied
- the department offering the course
- the discipline of the professor offering the course
- the major of the student taking the course
- the role and scope of the institution

In a few instances, the formula funding code assigned to the Texas CIP code may be inappropriate for the course. In such a case, the course should continue to be assigned the most appropriate CIP code. The issue of funding then may be raised with the Educational Data Center, which has responsibility for the funding codes.

## Questions about the Classification or Funding of Courses

Most questions about the coding of a particular course should be directed to the Educational Data Center. This would include questions about the accuracy of coding, about details of course information in the Coordinating Board database, and about cases where a course or courses is appropriately classified by content but because of where the course is

## Univ. Course Inventory (CBM003)

housed or what program it is a part of an institution strongly believes that the funding is inappropriate.

Reviews of the appropriateness of individual course funding codes are only done in the context of reviewing all the courses offered by a particular department or college. They can generally not be done during periods when staff are certifying data or reporting to the legislature. The institution must provide syllabi for all courses being reviewed, and any needed additional information about the work done in the courses, about the staffing of the courses, or about the students who take the courses—information that may be needed to clarify the disciplinary content of the course and how it relates to the curriculum. Courses are funded primarily on the basis of their content; the administrative unit offering the course is a secondary factor.

Inquiries about field-based courses and requests for the higher student teaching funding rate for field-based teacher education courses should be directed to Susan Hetzler ([Susan.Hetzler@theccb.state.tx.us](mailto:Susan.Hetzler@theccb.state.tx.us)). Questions about the funding of whole disciplinary areas should be directed to the Coordinating Board's Finance Division and/or our Formula Advisory Committee.

### Multiple-Course Listings Report

Multiple-course listings (i.e., special topics and other courses whose content can change from offering to offering) do not provide accurate information about the teaching activities at institutions which are needed by the Coordinating Board staff to meet its responsibilities. By their nature, these listings provide a format for offering a variety of courses often with differing subject matter, and often representing different discipline categories.

A column on the course inventory identifies these listings.

A report of the individual subjects taught under this type of listing must be kept by the institution by semester and available to be sent to the Coordinating Board upon request.

The file should be arrayed in the following order:

<u>Beginning Position</u>	<u>Length</u>	
1	6	Institution Code (FICE code)
7	4	Semester (e.g., SP04 = Spring 2005, SU05 = Summer 2005, FL05 = Fall 2005)
11	7	Subject Prefix (left justify)
18	7	Course Number (left justify)
25	30	Short Course Title

Any individual subject taught three times within five years must be assigned a regular course number and submitted to the Coordinating Board during the next annual update.

## Univ. Course Inventory (CBM003)

### Pre-collegiate and Non-collegiate Courses

The Board has declared that pre-collegiate and non-collegiate courses may not count toward a degree program. Non-collegiate courses are designed to give useful skills or help (such as courses in study skills, orientation to college study, vitae preparation, or improvement in learning) which do not contribute directly to a degree. Non-collegiate courses may be included in an institution's course inventory, but no credit hours generated in such courses will be eligible for state funding through the formula system.

Pre-collegiate courses are defined as courses, tutorials, laboratories, or other efforts designed to bring students' skill levels in reading, writing and mathematics to entering college level. The term does not include courses in English as a Second Language, study skills, or thinking skills. The Undergraduate Education Section of the Board has published a Policy and Procedures Manual which has a section called "Guidelines for Offering and State Funding of Remedial English/Reading/Writing Courses". In the discussion it allows up to three semester credit hours of developmental reading courses, three semester credit hours of developmental writing courses, and six semester credit hours of developmental mathematics courses to be approved for funding at universities offering lower division courses. The link to that manual is <http://www.thecb.state.tx.us/reports/PDF/0205.PDF>.

### Untaught Courses

The inclusion on the inventory and in college catalogs of courses not offered may mislead students about the breadth of learning opportunities at an institution. Any course untaught as an organized class or individual instruction course for four consecutive years will be automatically deleted from the course inventory. The Coordinating Board will furnish annual records of untaught courses deleted to help each institution keep its course inventory up-to-date.

### Courses Which Mismatch on the CBM004

Mismatches between the CBM004 (Class Report) and the CBM003 (Course Inventory) may be addressed during the supplemental update period, following the procedures described earlier in this manual for supplemental updates. A limited number of courses may be added to the inventory during this period, but changes which would affect previously certified data may not be made to existing course records.

Univ. Course Inventory (CBM003)

INSTRUCTIONS FOR COURSE INVENTORY

- Item #1 Record Code. Always enter '3'.
- Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.
- Item #3 Subject Prefix. Enter the subject abbreviation of the course as established by the institution. Left justify, space fill.
- Item #4 Course Number. Enter the course identification number. Left justify, space fill.
- Item #5 Semester Credit Hour (SCH) Value. Enter the maximum number of semester credit hours which may be awarded for each course in a given semester (e.g., if ART 1234 may be taken for 3, 6, or 9 SCH, enter '0900'). The last two digits will always be '00'.
- Item #6 Level of Course. Enter the code shown below for the level at which each course is requested. Do not code courses as level 6 that are not the same subject matter as an authorized doctoral program at your institution.
- |   |           |   |                                       |
|---|-----------|---|---------------------------------------|
| 1 | Freshman  | 5 | Master's                              |
| 2 | Sophomore | 6 | Doctoral                              |
| 3 | Junior    | 7 | Special Professional (Law, Optometry, |
| 4 | Senior    |   | Veterinary Medicine, others)          |
- Item #7 Texas CIP Code. Enter the eight-digit code from the Texas CIP code taxonomy which most accurately describes the subject matter of each course and the two-digit formula funding code (see <http://www.txhighereddata.org/Interactive/CIP/>).
- Item #8 Unused.
- Item #9 Multiple-Course Listing. Enter '1' if the course listing is a multiple-course listing; enter zero for all others.
- Item #10 Short Course Title. Enter the title of each course, adjusting to include **not more than** a total of 30 characters (letters, symbols, spaces, and punctuation). If the Short Course Title in your institution's internal course inventory is limited to fewer than 30 spaces, enter the title exactly as shown on your institution's inventory.
- Item #11 Laboratory Contact Hours. Enter the maximum number of hours per week students are required to spend in contact with teaching staff in a laboratory situation associated with each course. Fill unused spaces with zeros.
- Note:** A decimal is implied between the second and third spaces and will show up on the paper copy of the course inventory. *Do not put the decimal in your file.*
- Item #12 Lecture Contact Hours. Enter the maximum number of hours per week students are required to spend in contact with teaching staff in a lecture associated with

## Univ. Course Inventory (CBM003)

each course (e.g., class, conference, seminar, individual instruction, or independent student). Fill unused spaces with zeros.

**Note:** A decimal is implied between the second and third spaces and will show up on the paper copy of the course inventory. *Do not put the decimal in your file.*

Item #13 Administrative Unit Code. Enter the appropriate code designating the academic unit (college, school, division, or department) under which each course is administered. If a course is administered by two academic units, use the code for the administrative unit over those two academic units (such as two departments under a college). If the administrative units report to separate academic units, use the next higher academic unit. If there is none, use 1655, Interdisciplinary, as the administrative unit number.

The administrative unit numbers on an institution's program inventory are the ones that should be used on the course inventory. Administrative unit numbers for existing courses should be revised when department or applicable administrative unit names change. Changes in administrative unit names (with very few exceptions) result in administrative unit number changes. At the time of the annual update, the validity of all administrative units shown in the existing course inventory should be verified and corrected if necessary.

Item #14 Academic Year. Enter the appropriate academic year.

Example: For 2006-2007 academic year, enter '2006'.

Item #15 Update Code.

- A new course or new listing of an old course (new subject prefix or course number, reinstated course, or cross-listing)
- C change in other than subject prefix or course number
- D course deleted from the inventory

**Note:** Update code 'B' is no longer used but may still appear on the inventory.

Univ. Course Inventory (CBM003)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always '3'	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	SCH Value – Numeric, implied decimal (2-digits)	22	4
Item #6	Level of Course – Numeric	26	1
Item #7	Texas CIP Code	27	10
Item #8	Unused	37	1
Item #9	Multiple-Course Listing – Numeric	38	1
Item #10	Short Course Title – Alpha	39	30
Item #11	Lab Contact Hours – Numeric, implied decimal	69	3
Item #12	Lecture Contact Hours – Numeric, implied decimal	72	3
Item #13	Administrative Unit – Numeric	75	4
Item #14	Year – Numeric	79	4
Item #15	Update Code – Alpha	83	1

## Univ. Course Inventory (CBM003)

Edit00v00                    TEXAS HIGHER EDUCATION COORDINATING BOARD                    Page 1  
SR-CBM003 EDIT SUMMARY FROM                    RunDate: 07/19/2009 Time: 10:35:12  
LONE STAR UNIVERSITY                    003304                    FALL                    2009

	NORMAL	QUESTIONABLE	ERROR
	RANGE	VALUES	VALUES
ITEM 1 RecordCode	6	0	0
ITEM 2 Inst. Code	6	0	0
ITEM 3 Subject Prefix	6	0	0
ITEM 4 Subject Number	6	0	0
ITEM 6 SCH (Semester Credit Hours)	6	0	0
ITEM 7 Course Level	6	0	0
ITEM 8 Major/Cip Code	6	0	0
ITEM 9 Multiple Course	6	0	0
ITEM 10 Course Description	6	0	0
ITEM 11 Lab Hours	4	2	0
ITEM 12 Lecture Hours	4	2	0
ITEM 13 Department Code	6	0	0
ITEM 14 Report Year	6	0	0
TOTAL Report Records	6		
CONTROL TOTAL	6	DISCREPANCY	0
Total Recs on Db	6		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	2		
Total Non Error Records on Db	6		
Total Rejected Records	0		
ADDS Type A	6		
ADDS Type B	0		
CHANGES	0		
DELETES	0		

Univ. Course Inventory (CBM003)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of SR-CBM003 Data From  
 LONE STAR UNIVERSITY 003304

Page 1

FALL 2009

RunDate: 07/19/2009 Time: 10:35:12

Card Code	Fice Code	Subject Prefix	Course Number	SCH Value	Level	Sub-Matr-Cont Tex-Cip Code	Mult Crs	Short Course Title	Lab Hours	Lect Hours	Admin Unit	Fiscal Year		
3	003304	AT	4442	04.00	4	51.0913.00 02	0	THERAPEUTIC EXERCISE	03.0	03.0	1677	2008 A	Add	Applied
3	003304	BIO	5421	04.00	5	26.0401.00 02	0	DEVELOPMENTAL BIOLOGY	03.0	03.0	0440	2008 A	Add	Applied
3	003304	CI	5660	06.00	5	13.0301.00 04	0	CLINICAL TEACHING	00.0	00.0	0750	2008 A	Q Add	Applied
								Contact Hrs Value = 0 is Greater than 40 or is less Than 1 Questionable. REF0615	---	---				
3	003304	ED	6349	03.00	5	42.0601.00 01	0	PRC IN COUNSELING	00.0	00.0	0750	2008 A	Q Add	Applied
								Contact Hrs Value = 0 is Greater than 40 or is less Than 1 Questionable. REF0615	---	---				
3	003304	ISTD	6381	03.00	5	30.2001.00 01	1	SP TOPS INTERNATIONAL STUDIES	00.0	03.0	1790	2008 A	Add	Applied
3	003304	SOC	4161	01.00	4	45.1101.00 01	0	INTEGRATIVE SEMINAR IN SOCIOLO	00.0	01.0	2411	2008 A	Add	Applied

Total Rejected Records 0  
 Total Records on DataBase 6  
 Total Non Error Records 6  
 Total Error Records 0  
 Total Questionable Records 2  
 Total Rejected Records 0

Items In Error Are Indicated By (\*), Questionable By (-)

Univ. Course Inventory (CBM003)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

FALL 2009

Edit Of SR-CBM003 Data From  
LONE STAR UNIVERSITY 003304  
Questionables ONLY

RunDate: 07/19/2009 Time: 10:35:12

Card	Fice	Subject	Course	SCH	Sub-Matr-Cont	Mult	Lab	Lect	Admin	Fiscal				
Code	Code	Prefix	Number	Value	Level	Tex-Cip Code	Crs	Short	Course	Title	Hours	Hours	Unit	Year

Items In Error Are Indicated By (\*), Questionable By (-)

## CLASS REPORT CBM004

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. Exclude students who audit the course. 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 receipt of a first installment payment prior to the first date of attendance by the student.

### **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 1.2.

#### 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

## Univ. Class Report (CBM004)

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.

### 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 (providing 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, "Inter-Institutional SCH Load", and in the appropriate Item #10A or #10B.
  - b. The providing 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:

## Univ. Class Report (CBM004)

- 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 providing and the receiving institutions;
- e. on the class report(s) for the receiving institution(s), Item #21 is coded '0' to indicate that the class is inter-institutional; Item #11, Instructor Code, is SSN or last name of the faculty of record; and in Item #8A, "Other Higher Education Site", enter the FICE of the providing institution to identify the faculty of record; and
- f. each institution reports only its own students on the CBM001.

## Distance Education and Off-Campus Instruction

Chapter 4, Subchapter E of the CB Rules and Regulations, provides guidance to all public institutions of higher education in Texas regarding the delivery of distance education and off-campus courses and programs. CB Rule 5, Subchapter D describes operations of off-campus educational units. Courses offered at the teaching center **MUST** be reported separately. The following assigned FICE codes will identify the specific multi-institution teaching center (MITC), University System Center, or other specific site:

### MITC or University System Center:

- 000844 Alamo University Center
- 000842 Collin Higher Education Center
- 000811 East Williamson County Multi-Institution Teaching Center
- 000820 Lone Star College – University Center
- 000821 Lone Star College – University Park
- 000802 Round Rock Higher Education Center
- 000840 The University of Texas at Arlington Fort Worth Center
- 000818 Universities Center at Dallas
- 000800 University of Houston System at Sugar Land
- 000826 University of Houston System Center at Cinco Ranch

### Other specific sites:

- 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
- 000830 Texas Tech University Abilene Engineering Center
- 000832 Texas Tech University Amarillo Engineering Center
- 000838 Texas Tech University Center at Junction
- 000833 Texas Tech University Higher Education Teaching Site at El Paso

Univ. Class Report (CBM004)

- 000834 Texas Tech University Higher Education Teaching Site at Fredericksburg
- 000836 Texas Tech University Higher Education Teaching Site at Highland Lakes
- 000816 Texas Woman's University, College of Nursing, Dallas Educational Activities
- 000814 Texas Woman's University, College of Nursing, Houston Center
- 000822 The University of Texas at San Antonio, Downtown

Pharmacy Funding Policy (Revised 9/22/02)

1. All pharmacy courses at general academics that are part of a PharmD degree program will now be funded at the Special Professional rate. Note: Reporting non-PharmD undergraduate courses as level 7 courses is an auditable error.
2. Courses in master's and doctoral pharmacy programs will continue to be funded at their assigned rates.
3. Other undergraduate pharmacy content courses will be funded at the undergraduate science rate. This will be done at the Coordinating Board by applying the science weights in the formula matrix to undergraduate pharmacy courses.
4. Pre-pharmacy courses will continue to be funded at the liberal arts rate. Students taking pre-pharmacy courses should not be reported as special professional students.
5. All students in PharmD programs should be reported in the special-professional enrollment category on the class report. On the student report, the students in PharmD programs are classified with a code '9'.
6. All pharmacy-related courses should be coded on the course inventory based on their content and level of the courses where:

<u>Level</u>	<u>Use</u>
7	Is only for courses that are part of the PharmD curriculum
6	For doctoral courses
5	For master's courses
3 & 4	For upper-division undergraduate courses
1 & 2	For lower-division undergraduate courses

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

### Univ. Class Report (CBM004)

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 and Formula Funding Exceptions for Repeated Courses

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

### 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.

Univ. Class Report (CBM004)

INSTRUCTIONS FOR CLASS REPORT

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

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

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, CBM003.

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 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-

Univ. Class Report (CBM004)

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 - Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems or students in "individual instruction classes" which are located off-campus. (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 (Composite Classes) 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 4.13.

Item #8A Other Higher Education Site. Enter the FICE code 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 code of the institution that provides the 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

Univ. Class Report (CBM004)

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: 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, CPAs teaching accounting, lawyers teaching business law, senior public officials teaching public affairs or appropriate government courses, practicing professional engineers teaching certain engineering courses, corporate CEOs 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 coded '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

Univ. Class Report (CBM004)

- 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 code 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.

Univ. Class Report (CBM004)

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, 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, but include them in Item #16 if you wish to report them. Exclude students whose developmental semester credit hours exceeds the state funding limit, 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, 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 the 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. For PharmD students, see the discussion in the pharmacy funding section of the Introductory section of the CBM004.

Univ. Class Report (CBM004)

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 Who Exceed State Funding Limits. Enter the number of students enrolled in this section whose undergraduate semester credit hours attempted exceed the state funding limit (degree program plus 30 SCH for fall 2006 and later; 45 SCH for fall 1999 through summer 2006). Include the number of undergraduate students who have attempted the same course three or more times and are not eligible to be claimed for state funding. 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 and funding limitations for repeated courses 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 4.14.

**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, 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, 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.

Univ. Class Report (CBM004)

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/DVD 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 Teaching Load Credit. Enter the teaching load credits (TLC) of each faculty for each class section based on the institution's internal workload policies. Report them to the nearest tenth. Example: 3 TLC will be coded 030; 2.5 TLC as 025.

**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.

	<u>Section 1</u> <u>on-campus</u>	<u>Section 2</u> <u>at MITC</u>	<u>Section 3</u> <u>at business</u>	<u>Section 4</u> <u>Internet</u>
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. An 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**

	<u>Section at TWU</u> <u>on-campus</u>	<u>Section</u> <u>at UNT</u>	<u>Section</u> <u>at UTA</u>
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

Item #6	4
Item #8	0
Item #8A	Leave blank
Item #11	444556666
Item #20	1
Item #21	0
Item #13C	4

UNT and UTA report their students

Item #6	4
Item #8	6
Item #8A	003646
Item #11	444556666 (TWU instructor)
Item #20	4
Item #21	1
Item #13C	5

Univ. Class Report (CBM004)

**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, and
- (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:

Subject/Course#/Sect	SCH	Enr-NA (Item 13a)	Respon_Factor	Enrollments Where DE SCH Exceed	
				State Limit (Item 17)	Enr-A (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	12 (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

Univ. Class Report (CBM004)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '4'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #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 - Alphanumeric	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) - Students NOT affected by state funding limits - Leading zeros, no decimals (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 Who Exceed State Funding Limits - 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	Teaching Load Credit	97	3

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '4'
2. Institution Code	N/A	Must match value on header record 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', '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', '3' thru '9', or 'B'
8A. Other Higher Ed Site	N/A	If Item #8 is coded a '6', FICE must be on Institution File
8B. Unused	N/A	N/A
9. Composite Code	N/A	N/A
9A. Unused	N/A	N/A
9B. Tenure	N/A	Any value except '0' thru '5'
10. Off-Campus Location/ Electronic Telecom Site	N/A	Non-numerical value or blank
11. Instructor Code	N/A	Blank
12. Responsibility Factor	N/A	Any non-numerical value; numbers not totaling 100% for each section

Univ. Class Report (CBM004)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
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 header record
15. Year	N/A	Must match value on header record
16. Enrollment-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
20. Instruction Mode	N/A	Any value except '1' thru '5'; coded '1' or '4' when Item #8 is coded '9'
21. Inter-institutional	N/A	Any value except '0' or '1'
22. Teaching Load Credit	N/A	Any non-numerical value; sum < 1.25 times the number of CBM004 records

**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.

Univ. Class Report (CBM004)

SUMMARY OF SEMESTER CREDIT HOURS GENERATED

In order to produce this summary, each CBM004 record is related to the CBM003 Course Inventory using the Subject Prefix and Course Number. All CBM004 records that are not included in 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', '5', '6', '7', '8', '9' and 'B') are used.

FY 200X COST STUDY CBM004/CBM008 SALARY/SCH BY SEMESTER

This report will be generated when the CBM004 and CBM008 are error-free. See CBM008, page 8.23.

Univ. Class Report (CBM004)

SUMMARY OF SEMESTER CREDIT HOURS GENERATED (Continued)

<u>COURSE LEVEL</u>	<u>HOURS GENERATED</u>
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.
Master's	Lower division enrollment will generate lower division hours, including enrollments in Item #18.  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 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 Item #18.  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

## Univ. Class Report (CBM004)

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.

# Univ. Class Report (CBM004)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 SR-CBM004 EDIT SUMMARY FROM RunDate: 10/15/2009 Time: 13:47:18  
 LONE STAR UNIVERSITY 003304 FALL 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	1,322	0	0
ITEM 2 INST. CODE	1,322	0	0
ITEM 3 Subject Prefix	1,322	0	0
ITEM 4 Subject Number	1,322	0	0
ITEM 5 Section Number	1,322	0	0
ITEM 6 Type Instruction	1,322	0	0
ITEM 7 Semester Credit Hours	1,322	0	0
ITEM 8 Location Code	1,322	0	0
ITEM 8A Other Higher Education Site	1,322	0	0
ITEM 9 Composite Code	1,322	0	0
ITEM 9B Faculty Tenure	1,322	0	0
ITEM 10 Off Campus Location/Electronic It Site	1,322	0	0
ITEM 11 Instructor Id	1,322	0	0
ITEM 12 Responsibility Factor	1,322	0	0
ITEM 13A Enrollment - UGL Not Affected	1,322	0	0
ITEM 13B Enrollment - UGU Not Affected	1,322	0	0
ITEM 13C Enrollment - Mast	1,322	0	0
ITEM 13D Enrollment - Doc	1,322	0	0
ITEM 13E Enrollment - Spec	1,322	0	0
ITEM 14 Semester	1,322	0	0
ITEM 15 Year	1,322	0	0
ITEM 16 Enrollment - UG Exceed Limit	1,322	0	0
ITEM 17 Enrollment - DE Exceed Limit	1,322	0	0
ITEM 18 Enrollment - UGL Affected By Limit	1,322	0	0
ITEM 19 Enrollment - UGU Affected By Limit	1,322	0	0
ITEM 20 Instructor Mode	1,322	0	0
ITEM 21 Inter-Institutional	1,322	0	0
ITEM 22 Teaching Load Credit	1,322	0	0
Number Of CBM004 To CBM008 MISMATCHES	0		
TOTAL Report Records	1,322		
CONTROL TOTAL	1,322	DISCREPANCY	0
Total Recs on Db	1,322		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	5		
Total Non Error Records on Db	1,322		
Total Rejected Records	0		
- CBM001 Vs CBM004 Semester		In Balance	
- CBM001 Vs CBM004 SCH		In Balance	
Total TLC	3,276.6		

# Univ. Class Report (CBM004)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

Percent Change Of UNIV-CBM004 ON AND OFF CAMPUS SEMESTER CREDIT HOUR REPORT From Prior Year

FALL 2009

LONE STAR UNIVERSITY 003304

RunDate: 10/15/2009 Time: 13:47:18

Note: The Report is compared to the previous year to aid in early detection of potentially erroneously-reported data. It will show the percentage increase/decrease of items, evaluate the items identified with a Review message, and submit updates to correct where appropriate. If the absolute value of the difference between the current year and prior year item

- 1) is less than 100, a Review message is not printed.
- 2) is between 100 and 10,000, a percentage change greater than 35% is identified.
- 3) is between 10,000+ and 100,000, a percentage change greater than 30% is identified.
- 4) is greater than 100,000, a percentage change greater than 20% is identified.

The report is a 'work in progress' and we would appreciate any feedback you may have regarding it.

FUND	PROGRAM/CURRICULUM AREA	UGL HOURS	UGU HOURS	TOTAL UG HOURS	MAST HOURS	DOC HOURS	SPEC HOURS	TOTAL HOURS	EXCEEDS LIMIT
2009/1	01 LIBERAL ARTS	21,968	4,741	26,709	669	0	0	27,378	1,158
2008/1	01 LIBERAL ARTS	22,078	4,824	26,902	630	0	0	27,532	945
	Percent Change	-0.50%	-1.72%	-0.72%	6.19%	0.00%	0.00%	-0.56%	22.54%
2009/1	02 SCIENCE	8,257	2,441	10,698	123	0	0	10,821	376
2008/1	02 SCIENCE	8,753	3,119	11,872	128	0	0	12,000	279
	Percent Change	-5.67%	-21.74%	-9.89%	-3.91%	0.00%	0.00%	-9.83%	34.77%
2009/1	03 FINE ARTS	3,497	592	4,089	0	0	0	4,089	82
2008/1	03 FINE ARTS	3,662	611	4,273	0	0	0	4,273	74
	Percent Change	-4.51%	-3.11%	-4.31%	0.00%	0.00%	0.00%	-4.31%	10.81%
2009/1	04 TEACHER EDUCATION	646	1,592	2,238	882	0	0	3,120	44
2008/1	04 TEACHER EDUCATION	594	1,815	2,409	900	0	0	3,309	49
	Percent Change	8.75%	-12.29%	-7.10%	-2.00%	0.00%	0.00%	-5.71%	-10.20%
2009/1	05 AGRICULTURE	348	1,144	1,492	176	0	0	1,668	8
2008/1	05 AGRICULTURE	841	881	1,722	154	0	0	1,876	15
	Percent Change	-58.62%	29.85%	-13.36%	14.29%	0.00%	0.00%	-11.09%	-46.67%
*		*****							***
	Review								
2009/1	06 ENGINEERING	525	169	694	0	0	0	694	15
2008/1	06 ENGINEERING	564	120	684	0	0	0	684	18
	Percent Change	-6.91%	40.83%	1.46%	0.00%	0.00%	0.00%	1.46%	-16.67%
2009/1	07 HOME ECONOMICS	204	187	391	30	0	0	421	0
2008/1	07 HOME ECONOMICS	183	153	336	39	0	0	375	6
	Percent Change	11.48%	22.22%	16.37%	-23.08%	0.00%	0.00%	12.27%	-100.00%
2009/1	09 SOCIAL SERVICE	243	147	390	0	0	0	390	3

## Univ. Class Report (CBM004)

2008/1	09	SOCIAL SERVICE	165	105	270	0	0	0	270	21
		Percent Change	47.27%	40.00%	44.44%	0.00%	0.00%	0.00%	44.44%	-85.71%
*					*****				*****	***
Review										
2009/1	13	PHYSICAL TRAINING	911	0	911	0	0	0	911	15
2008/1	13	PHYSICAL TRAINING	977	0	977	0	0	0	977	3
		Percent Change	-6.76%	0.00%	-6.76%	0.00%	0.00%	0.00%	-6.76%	400.00%
2009/1	14	HEALTH SERVICES	837	876	1,713	697	0	0	2,410	64
2008/1	14	HEALTH SERVICES	564	237	801	1,125	0	0	1,926	9
		Percent Change	48.40%	269.62%	113.86%	-38.04%	0.00%	0.00%	25.13%	611.11%
*			*****	*****	*****	*****				***
Review										
2009/1	16	BUSINESS ADMINISTRATION	1,731	4,327	6,058	330	0	0	6,388	387
2008/1	16	BUSINESS ADMINISTRATION	2,208	4,523	6,731	366	0	0	7,097	270
		Percent Change	-21.60%	-4.33%	-10.00%	-9.84%	0.00%	0.00%	-9.99%	43.33%
*									*****	***
Review										
2009/1	18	TEACHER ED-PRACTICE TEACHING	0	804	804	0	0	0	804	33
2008/1	18	TEACHER ED-PRACTICE TEACHING	0	1,122	1,122	0	0	0	1,122	96
		Percent Change	0.00%	-28.34%	-28.34%	0.00%	0.00%	0.00%	-28.34%	-65.63%
2009/1	19	TECHNOLOGY	1,788	48	1,836	30	0	0	1,866	21
2008/1	19	TECHNOLOGY	2,235	96	2,331	0	0	0	2,331	21
		Percent Change	-20.00%	-50.00%	-21.24%	100.00%	0.00%	0.00%	-19.95%	0.00%
2009/1	20	NURSING	1,372	649	2,021	224	0	0	2,245	189
2008/1	20	NURSING	1,224	395	1,619	240	0	0	1,859	117
		Percent Change	12.09%	64.30%	24.83%	-6.67%	0.00%	0.00%	20.76%	61.54%
*				*****						***
Review										
2009/1	21	DEVELOPMENTAL EDUCATION	1,812	0	1,812	0	0	0	1,812	0
2008/1	21	DEVELOPMENTAL EDUCATION	1,824	0	1,824	0	0	0	1,824	0
		Percent Change	-0.66%	0.00%	-0.66%	0.00%	0.00%	0.00%	-0.66%	0.00%
2009/1	99	NOT STATE FUNDED	112	47	159	0	0	0	159	0
2008/1	99	NOT STATE FUNDED	108	78	186	0	0	0	186	0
		Percent Change	3.70%	-39.74%	-14.52%	0.00%	0.00%	0.00%	-14.52%	0.00%
2009/1		SUBTOTAL STATE FUNDED	44,139	17,717	61,856	3,161	0	0	65,017	2,395
2008/1		SUBTOTAL STATE FUNDED	45,872	18,001	63,873	3,582	0	0	67,455	1,923
		Percent Change	-3.78%	-1.58%	-3.16%	-11.75%	0.00%	0.00%	-3.61%	24.54%
2009/1		GRAND TOTAL ALL CURRICULUM ARE	44,251	17,764	62,015	3,161	0	0	65,176	2,395
2008/1		GRAND TOTAL ALL CURRICULUM ARE	45,980	18,079	64,059	3,582	0	0	67,641	1,923
		Percent Change	-3.76%	-1.74%	-3.19%	-11.75%	0.00%	0.00%	-3.64%	24.54%

Univ. Class Report (CBM004)

Edit00v00  
1 2009

TEXAS HIGHER EDUCATION COORDINATING BOARD  
LONE STAR UNIVERSITY 003304  
FY 2010 Cost Study CBM004/CBM008 Salary/SCH By Semester

Page 1  
RunDate: 10/15/2009 Time: 13:47:18

FICE	SEM	FUND	ANGELO STATE UNIVERSITY	UGL SCH/SAL	UGU SCH/SAL	MAS SCH/SAL	DOC SCH/SAL	SP SALSCH/	TOT SCH/SAL
003304	1	01	LIBERAL ARTS	23,780	4,741	669	0	0	29,190
				\$1,704,357	\$530,169	\$218,542	\$0	\$0	\$2,453,069
003304	1	02	SCIENCE	8,257	2,441	123	0	0	10,821
				\$621,304	\$428,419	\$74,810	\$0	\$0	\$1,124,533
003304	1	03	FINE ARTS	3,497	592	0	0	0	4,089
				\$401,331	\$164,078	\$0	\$0	\$0	\$565,409
003304	1	04	TEACHER EDUCATION	646	1,592	882	0	0	3,120
				\$41,044	\$145,349	\$131,652	\$0	\$0	\$318,045
003304	1	05	AGRICULTURE	348	1,144	176	0	0	1,668
				\$21,839	\$84,530	\$25,636	\$0	\$0	\$132,005
003304	1	06	ENGINEERING	525	169	0	0	0	694
				\$82,043	\$55,317	\$0	\$0	\$0	\$137,360
003304	1	07	HOME ECONOMICS	204	187	30	0	0	421
				\$17,610	\$25,166	\$7,315	\$0	\$0	\$50,091
003304	1	08	LAW	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	09	SOCIAL SERVICE	243	147	0	0	0	390
				\$17,111	\$10,283	\$0	\$0	\$0	\$27,394
003304	1	10	LIBRARY SCIENCE	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	11	VETERINARY SCIENCE	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	12	VOCATIONAL TRAINING	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	13	PHYSICAL TRAINING	911	0	0	0	0	911
				\$170,213	\$0	\$0	\$0	\$0	\$170,213
003304	1	14	HEALTH SERVICES	837	876	697	0	0	2,410
				\$56,543	\$95,394	\$257,928	\$0	\$0	\$409,865
003304	1	15	PHARMACY	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	16	BUSINESS ADMINISTRATION	1,731	4,327	330	0	0	6,388
				\$162,984	\$594,691	\$93,133	\$0	\$0	\$850,808
003304	1	17	OPTOMETRY	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	18	TEACHER ED-PRACTICE TEACHING	0	804	0	0	0	804
				\$0	\$83,123	\$0	\$0	\$0	\$83,123
003304	1	19	TECHNOLOGY	1,788	48	30	0	0	1,866
				\$108,974	\$3,048	\$2,959	\$0	\$0	\$114,981
003304	1	20	NURSING	1,372	649	224	0	0	2,245
				\$262,154	\$148,361	\$214,811	\$0	\$0	\$625,326
003304	1	23	TOTALS	44,139	17,717	3,161	0	0	65,017
				\$3,667,508	\$2,367,928	\$1,026,786	\$0	\$0	\$7,062,222

Univ. Class Report (CBM004)

Note: Developmental (Fund 21) added into Liberal Arts (Fund 01)

003304	1	21 DEVELOPMENTAL EDUCATION	1,812	0	0	0	0	1,812
			\$126,393	\$0	\$0	\$0	\$0	\$126,393

Univ. Class Report (CBM004)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
UNIV-CBM004 FACULTY TEACHING MORE THAN 25 CLASSES  
LONE STAR UNIVERSITY 003304

Page 1

FALL 2009

RunDate: 10/15/2009 Time: 13:47:18

FICE	SUBJECT	COURSE	SECTION	TYPE	INSTRUCTOR	SCH	ENROLL	SEM	YEAR
CODE	PREFIX	NUMBER	NUMBER		CODE				
THERE ARE NO FACULTY TEACHING MORE THAN 15 CLASSES									

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
CLASSES TAUGHT BY NON-REPORTED FACULTY  
LONE STAR UNIVERSITY 003304

Page 1

FALL 2009

RunDate: 10/15/2009 Time: 13:47:18

FICE	SUBJECT	COURSE	SECTION	TYPE	CITY	COMPOSITE	SMALL	ZIP	INSTRUCTOR	RESPONS	SCH	SEMESTER	YEAR
CODE	PREFIX	NUMBER	NUMBER				CLASS	CODE	CODE	FACTOR	HOURS		
THERE ARE NO 4-8 MISMATCHES FOR : LONE STAR UNIVERSITY													

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
CBM004 Records Not Found on The Course Inventory  
LONE STAR UNIVERSITY 003304

Page 1

FALL 2009

RunDate: 10/15/2009 Time: 13:47:18

Subject	Course	Section	Enrollment										
Prefix	Number	Number	Values	UGL	UGU	Mast	Doc	Spec	EX	UG	Ex	Dev	
THERE ARE NO ITEMS FOR THIS REPORT													

Univ. Class Report (CBM004)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
OFF CAMPUS SEMESTER CREDIT HOUR REPORT  
LONE STAR UNIVERSITY 003304

Page 1

FALL 2009

RunDate: 10/15/2009 Time: 13:47:18

PROGRAM/CURRICULUM AREA	UGL HOURS	UGU HOURS	TOTAL UG HOURS	MAST HOURS	DOC HOURS	SPEC HOURS	TOTAL HOURS	EXCEEDS LIMIT
2310010001 Speech and Rhetorical Studies	45		45				45	3
2701010001 Mathematics, General	90		90				90	24
4201010001 Psychology, General	168		168				168	12
4206010001 Counseling Psychology				60			60	
4207010001 Developmental and Child Psycho	81		81				81	6
4210010001 Personality Psychology	6	78	84				84	3
4216010001 Social Psychology				63			63	
4219010001 Psychometrics and Quantitative				18			18	
4407010001 Social Work	30		30				30	3
4510020001 American Government and Politi	156		156				156	3
TOTAL LIBERAL ARTS	576	78	654	141			795	54
2607070002 Animal Physiology	15	51	66				66	9
TOTAL SCIENCE	15	51	66				66	9
0907010003 Radio and Television		81	81				81	3
5009010003 Music, General	81		81				81	6
5009020003 Music History, Literature, and	114		114				114	
TOTAL FINE ARTS	195	81	276				276	9
1301010004 Education, General				213			213	
1303010004 Curriculum and Instruction				117			117	
1304040004 Educational, Instructional, an				51			51	
1304080004 Elementary and Middle School A				87			87	
1310010004 Special Education and Teaching				156			156	
1311010004 Counselor Education/School Cou				108			108	
1311020004 College Student Counseling and				30			30	
TOTAL TEACHER EDUCATION				762			762	
4407010009 Social Work	30		30				30	
TOTAL SOCIAL SERVICE	30		30				30	
5215010016 Real Estate	33	177	210				210	12
5217010016 Insurance		99	99				99	3
TOTAL BUSINESS ADMINISTRATION	33	276	309				309	15
1312050018 Secondary Education and Teachi		66	66				66	3
1399990118 Student Teaching, General		6	6				6	
TOTAL TEACHER ED-PRACTICE TEACHING		72	72				72	3
1103010019 Data Processing and Data Proce	84		84	30			114	

Univ. Class Report (CBM004)

TOTAL TECHNOLOGY	84		84	30		114	
5116010020 Nursing - Registered Nurse Tra	18		18	57		75	
5116010020 Nursing Administration (MSN, M				5		5	
TOTAL NURSING	18		18	62		80	
SUBTOTAL STATE FUNDED	951	558	1,509	995		2,504	90
GRAND TOTAL ALL CURRICULUM AREAS	951	558	1,509	995		2,504	90

# Univ. Class Report (CBM004)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
ON AND OFF CAMPUS SEMESTER CREDIT HOUR REPORT  
LONE STAR UNIVERSITY 003304

Page 1

FALL 2009

RunDate: 10/15/2009 Time: 13:47:18

PROGRAM/CURRICULUM AREA	UGL HOURS	UGU HOURS	TOTAL UG HOURS	MAST HOURS	DOC HOURS	SPEC HOURS	TOTAL HOURS	EXCEEDS LIMIT
0901010001 Communication Studies/Speech C	51	239	290	51	0	0	341	2
0901020001 Mass Communication/ Media Stud	3	93	96	0	0	0	96	0
0904010001 Journalism	177	111	288	0	0	0	288	3
0909020001 Public Relations/Image Managem	0	78	78	0	0	0	78	3
1601020001 Linguistics	0	78	78	0	0	0	78	0
1604020001 Russian Language and Literatur	39	0	39	0	0	0	39	3
1605010001 German Language and Literature	120	18	138	0	0	0	138	0
1609010001 French Language and Literature	108	12	120	0	0	0	120	0
1609050001 Spanish Language and Literatur	831	135	966	0	0	0	966	36
2311010001 Technical and Business Writing	3	189	192	0	0	0	192	3
2401010001 Liberal Arts and Sciences/Libe	172	0	172	0	0	0	172	0
2701010001 Mathematics, General	2,043	60	2,103	0	0	0	2,103	186
2703010001 Applied Mathematics	1,059	0	1,059	0	0	0	1,059	117
3020010001 International Studies	3	60	63	12	0	0	75	12
3099990101 Interdisciplinary Studies, Gen	0	15	15	0	0	0	15	0
3801010001 Philosophy	363	108	471	0	0	0	471	12
4201010001 Psychology, General	2,053	447	2,500	84	0	0	2,584	75
4202010001 Clinical Psychology	39	198	237	24	0	0	261	6
4203010001 Cognitive Psychology and Psych	0	0	0	12	0	0	12	0
4204010001 Community Psychology	0	12	12	0	0	0	12	6
4206010001 Counseling Psychology	0	0	0	189	0	0	189	0
4207010001 Developmental and Child Psycho	417	0	417	0	0	0	417	12
4208010001 Experimental Psychology	0	63	63	0	0	0	63	3
4210010001 Personality Psychology	6	78	84	0	0	0	84	3
4211010001 Physiological Psychology/Psych	6	159	165	0	0	0	165	0
4301030001 Criminal Justice/Law Enforceme	6	45	51	0	0	0	51	6
4301040001 Criminal Justice/Safety Studie	438	180	618	0	0	0	618	33
4301070001 Criminal Justice/Police Scienc	150	102	252	0	0	0	252	6
4404010001 Public Administration	0	0	0	39	0	0	39	0
4407010001 Social Work	75	0	75	0	0	0	75	3
4506010001 Economics, General	660	75	735	0	0	0	735	42
4507010001 Geography	105	129	234	0	0	0	234	3
4509010001 International Relations and Af	0	42	42	0	0	0	42	0
4510010001 Political Science and Governme	15	51	66	3	0	0	69	3
4510011001 Comparative Politics	12	87	99	0	0	0	99	0
4510011501 Political Theory	15	42	57	0	0	0	57	0
4510020001 American Government and Politi	2,703	51	2,754	0	0	0	2,754	99
4511010001 Sociology	636	410	1,046	0	0	0	1,046	55
5401010001 History, General	273	168	441	9	0	0	450	27
5401020001 American History United States	3,405	156	3,561	36	0	0	3,597	117
5401030001 European History	6	75	81	0	0	0	81	0
TOTAL LIBERAL ARTS	21,968	4,741	26,709	669	0	0	27,378	1,158

## Univ. Class Report (CBM004)

1101010002	Computer and Information Scien	216	48	264	0	0	0	264	3
1313110002	Mathematics Teacher Education	0	96	96	0	0	0	96	3
1313160002	Science Teacher Education/Gene	0	99	99	0	0	0	99	3
1410010002	Electrical, Electronics and Co	0	96	96	0	0	0	96	4
2601010002	Biology/Biological Sciences, G	417	40	457	37	0	0	494	24
2602020002	Biochemistry	0	63	63	0	0	0	63	3
2602040002	Molecular Biology	0	24	24	8	0	0	32	0
2603010002	Botany/Plant Biology	163	57	220	0	0	0	220	7
2604010002	Cell/Cellular Biology and Hist	0	16	16	16	0	0	32	0
2604030002	Anatomy	360	0	360	0	0	0	360	48
2605020002	Microbiology, General	188	84	272	0	0	0	272	8
2607010002	Zoology/Animal Biology	444	28	472	8	0	0	480	16
2607070002	Animal Physiology	611	51	662	0	0	0	662	113
2608040002	Animal Genetics	51	196	247	0	0	0	247	7
2701011002	Mathematics (Upper Level)	0	6	6	0	0	0	6	0
2701011402	Pure Mathematics (Upper Level)	15	150	165	0	0	0	165	3
2703011002	Applied Mathematics (Upper Lev	21	57	78	0	0	0	78	6
2705011002	Mathematical Statistics (Upper	126	126	252	0	0	0	252	6
3105010002	Health and Physical Education,	282	0	282	0	0	0	282	9
3105011002	Fitness and Sports	84	195	279	21	0	0	300	9
4001010002	Physical Sciences	768	0	768	0	0	0	768	6
4002010002	Astronomy	1,103	0	1,103	0	0	0	1,103	37
4005010002	Chemistry, General	706	31	737	0	0	0	737	15
4005020002	Analytical Chemistry	5	70	75	0	0	0	75	0
4005040002	Organic Chemistry	219	159	378	0	0	0	378	6
4005060002	Physical and Theoretical Chemi	0	15	15	0	0	0	15	0
4006010002	Geology/Earth Science, General	492	4	496	0	0	0	496	8
4006050002	Hydrology and Water Resources	27	42	69	0	0	0	69	0
4008010002	Physics, General	455	220	675	0	0	0	675	11
4008060002	Nuclear Physics	0	44	44	0	0	0	44	0
5109130002	Athletic Training/Trainer	185	234	419	0	0	0	419	3
	TOTAL SCIENCE	8,257	2,441	10,698	123	0	0	10,821	376
0907010003	Radio and Television	201	81	282	0	0	0	282	9
5001010003	Visual and Performing Arts, Ge	69	0	69	0	0	0	69	0
5004010003	Design and Visual Communicatio	114	0	114	0	0	0	114	3
5004090003	Graphic Design	54	0	54	0	0	0	54	0
5005010003	Drama and Dramatics/Theatre Ar	277	2	279	0	0	0	279	0
5005020003	Technical Theatre/Theatre Desi	87	0	87	0	0	0	87	0
5005050003	Theatre Literature, History an	39	21	60	0	0	0	60	0
5006050003	Photography	156	0	156	0	0	0	156	3
5007010003	Art/Art Studies, General	1,005	18	1,023	0	0	0	1,023	15
5007020003	Fine/Studio Arts, General	0	42	42	0	0	0	42	0
5007030003	Art History, Criticism and Con	156	36	192	0	0	0	192	6
5007050003	Drawing	132	48	180	0	0	0	180	3
5007080003	Painting	27	72	99	0	0	0	99	3
5007090003	Sculpture	18	36	54	0	0	0	54	0
5007100003	Printmaking	3	60	63	0	0	0	63	0

Univ. Class Report (CBM004)

5007110003	Ceramic Arts and Ceramics	9	45	54	0	0	0	54	3
5009010003	Music, General	426	3	429	0	0	0	429	12
5009020003	Music History, Literature, and	145	18	163	0	0	0	163	2
5009030003	Music Performance, General	87	0	87	0	0	0	87	3
5009030103	Music, Brass Performance	16	8	24	0	0	0	24	0
5009030203	Music, Woodwind Performance	26	2	28	0	0	0	28	4
5009030303	Music, Percussion Performance	21	4	25	0	0	0	25	0
5009040003	Music Theory and Composition	191	14	205	0	0	0	205	8
5009070003	Piano and Organ	77	0	77	0	0	0	77	3
5009080003	Voice and Opera	64	2	66	0	0	0	66	1
5009081003	Music - Voice Performance	6	0	6	0	0	0	6	0
5009100003	Jazz/Jazz Studies	13	20	33	0	0	0	33	4
TOTAL	FINE ARTS	3,497	592	4,089	0	0	0	4,089	82

. . . . .

5116010020	Nursing - Registered Nurse Tra	1,372	595	1,967	87	0	0	2,054	183
5116020020	Nursing Administration (MSN, M	0	54	54	137	0	0	191	6
TOTAL	NURSING	1,372	649	2,021	224	0	0	2,245	189

3201040121	Precollegiate Mathematics Skill	1,224	0	1,224	0	0	0	1,224	0
3201080221	Precollegiate Writing Skills	588	0	588	0	0	0	588	0
TOTAL	DEVELOPMENTAL EDUCATION	1,812	0	1,812	0	0	0	1,812	0

SUBTOTAL STATE FUNDED 44,139 17,717 61,856 3,161 0 0 65,017 2,395

2801010099	Air Force JROTC/ROTC	112	47	159	0	0	0	159	0
TOTAL	NOT STATE FUNDED	112	47	159	0	0	0	159	0

GRAND TOTAL ALL CURRICULUM AREAS 44,251 17,764 62,015 3,161 0 0 65,176 2,395

Total Rejected Records	0
Total Records on DataBase	1,322
Total Non Error Records	1,322
Total Error Records	0
Total Questionable Records	5
Total Rejected Records	0
- CBM001/CBM004 Semester Credit Hours	
Total CBM001 Semester Credit Hours:	67,568
Total CBM004 Semester Credit Hours:	67,565
- CBM001/CBM004 SCH	
Total CBM001 Undergrad Credit Hours:	55,886
Total CBM004 Undergrad Credit Hours:	55,884

Items In Error Are Indicated By (\*), Questionable By (-)

Univ. Class Report (CBM004)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

FALL 2009

Edit Of SR-CBM004 Data From

LONE STAR UNIVERSITY 003304

RunDate: 10/15/2009 Time: 13:47:18

Questionables ONLY

3	4	5	6	7	8	8A	9	9B	10	11	12	***** 13 ***** 1					2 2 2			Remarks						
											A	B	C	D	E	4	15	16	17	18	19	0	1	2	22	
COMM	4391	23307	5	0300	0		1	00000	111111111	100	000	000	000	000	000	1	2009	001	000	000	000	1	0	030		Q
																										TotalEnrollment , , Enrollment is All in Excess. Questionable! REF0892
GOVT	4391	23401	5	0300	0		1	00000	222222222	100	000	000	000	000	000	1	2009	001	000	000	000	1	0	030		Q
																										TotalEnrollment , , Enrollment is All in Excess. Questionable! REF0892
MUS	3222	21201	6	0200	0		2	00000	333333333	100	000	000	000	000	000	1	2009	001	000	000	000	1	0	020		Q
																										TotalEnrollment , , Enrollment is All in Excess. Questionable! REF0892
MUS	3225	21206	6	0200	0		2	00000	444444444	100	000	000	000	000	000	1	2009	002	000	000	000	1	0	020		Q
																										TotalEnrollment , , Enrollment is All in Excess. Questionable! REF0892
PT	7473	23355	3	0400	0		4	00000	555555555	100	000	000	000	000	000	1	2009	001	000	000	000	1	0	040		Q
																										TotalEnrollment , , Enrollment is All in Excess. Questionable! REF0892

Items In Error Are Indicated By (\*), Questionable By (-)

## 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 Building and Room Inventory Reports. In the introductory section of the Facilities Building Inventory Report (CBM014), it states that a building inventory should "... include facilities under the jurisdiction or control of the institution's governing board, regardless of its location" (on or off campus). ... "If a building is not owned by the institution or is shared with other tenants, only include the portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area." Building number, room number, and room type data in this report must match an institution's facilities inventory on file with the Coordinating Board. This data is used to calculate classroom and class laboratory utilization for average weekly hours of use.

### **NOTE:**

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

Univ. Building and Room Report (CBM005)

INSTRUCTIONS FOR BUILDING AND ROOM REPORT

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

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

CLASS IDENTIFICATION

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

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

Item #4 Course Number. Enter the course number.

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

Item #6 Unused

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 of Class. Enter the duration of time that the class meets expressed in minutes. If a class meets for forth-five minutes, it would be coded 045; if for one

Univ. Building and Room Report (CBM005)

hour and thirty-five minutes, it would be coded 095.

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

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

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 Who Exceed State Funding Limits. 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). Include the number of students who have attempted the same course for three or more times and are not eligible to be claimed for state funding. 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. Guidelines about the undergraduate SCH limit and funding limitations for repeated courses 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 #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 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.

Univ. Building and Room Report (CBM005)

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 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.

Univ. Building and Room Report (CBM005)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '5'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6	Unused	27	1
Item #7	Building	28	6
Item #8	Room	34	16
Item #9	Days of Week - Numeric; left justify, space-fill	50	7
Item #10	Start Time - Numeric; 24-hour clock	57	4
Item #11	Duration - Minutes - Numeric	61	3
Item #12	Semester - Always '1'	64	1
Item #13	Year - YYYY - Numeric	65	4
Item #14	Classification of Room Type - Numeric	69	3
Item #15	Enrollment (A-E) – Not Affected by State Limits - Leading zeros and zero fill (mutually exclusive of other enrollment items)	72	15
Item #16	Enrollment - Students Who Exceed State Funding Limits, leading zeros (mutually exclusive of other enrollment items)	87	3
Item #17	Enrollment - Students whose developmental SCH Exceed state Funding Limit, leading zeros (mutually exclusive of other enrollment items)	90	3
Item #18	Enrollment - Lower Level Affected by UG Limit (mutually exclusive of other enrollment items)	93	3
Item #19	Enrollment - Upper Level Affected by UG Limit (mutually exclusive of other enrollment items)	96	3

Univ. Building and Room Report (CBM005)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each 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	N/A
7. Building	N/A	Must match Facilities Inventory File
8. Room	N/A	Must match Facilities Inventory File
9. Days of Week	Any combination that includes Sunday	Non-numerical; blank or '0'
10. Start Time	Any class starting before 0700 or after 2100	Non-numerical
11. Duration	Any value greater than 240 and less than 540	Any numerical value 540 or greater
12. Semester	N/A	Must match value on header record
13. Year	N/A	Must match value on header record
14. Room Type	N/A	Must match value on Facilities Inventory File; value of 000

Univ. Building and Room Report (CBM005)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
15. Enrollment	Sum of all levels, including Items #18 and #19, greater than 200 or less than 001	Any non-numerical value
16. Enrollment-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 #15	Any non-numerical value
19. Enrollment-UGU Affected	See Item #15	Any non-numerical value

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

## Univ. Building and Room Report (CBM005)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 SR-CBM005 EDIT SUMMARY FROM RunDate: 11/15/2009 Time: 10:46:05  
 LONE STAR UNIVERSITY 003304 FALL 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	1,288	0	0
ITEM 2 Inst. Code	1,288	0	0
ITEM 3 Subject Prefix	1,288	0	0
ITEM 4 Subject Number	1,288	0	0
ITEM 5 Section Number	1,288	0	0
ITEM 7 Building	1,281	0	7
ITEM 8 Room	1,281	0	7
ITEM 9 Days=Of-Week	1,288	0	0
ITEM 10 Start Time	1,272	16	0
ITEM 11 Duration	1,258	30	0
ITEM 12 Semester	1,288	0	0
ITEM 13 Year	1,288	0	0
ITEM 14 Room Type	1,282	0	6
ITEM 15A Enrollment UGL	1,260	28	0
ITEM 15B Enrollment UGU	1,260	28	0
ITEM 15C Enrollment Mast	1,260	28	0
ITEM 15D Enrollment Doc	1,260	28	0
ITEM 15E Enrollment Spec	1,260	28	0
ITEM 16 Enrollment UG Exceed Linit	1,260	28	0
ITEM 17 Enrollment DE Exceed Linit	1,260	28	0
ITEM 18 Enrollment UGL Affected By Linit	1,260	28	0
ITEM 19 Enrollment UGU Affected By Linit	1,260	28	0
TOTAL Report Records	1,288		
CONTROL TOTAL	1,288	DISCREPANCY	0
Total Recs on Db	1,288		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	7		
Total Questionable Recs on Db	58		
Total Non Error Records on Db	1,281		
Total Rejected Records	0		

## Univ. Building and Room Report (CBM005)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Edit Of SR-CBM005 Data From RunDate: 11/15/2009 Time: 10:46:05  
 LONR STAR UNIVERSITY 003304 FALL 2009

### Number Of Rooms In Which Classes Are Taught By Room Type, By Building

0103			
110	Classroom		9
210	Class Laboratory		12
220	Special Class Laboratory		1
000	Other		1
	Total		23
0107			
110	Classroom		27
210	Class Laboratory		1
000	Other		1
	Total		29
0108			
110	Classroom		2
	Total		2
0109			
110	Classroom		2
210	Class Laboratory		1
220	Special Class Laboratory		1
000	Other		2
	Total		6
0110			
110	Classroom		4
210	Class Laboratory		2
220	Special Class Laboratory		3
000	Other		1
	Total		10
0112			
110	Classroom		8
210	Class Laboratory		10
	Total		18
0113			
110	Classroom		9
210	Class Laboratory		3
350	Conference Room		1
	Total		13
0114			
110	Classroom		6
210	Class Laboratory		4
220	Special Class Laboratory		4
610	Assembly (Auditorium, Etc.)		1
	Total		15
0115			
110	Classroom		10
210	Class Laboratory		1
000	Other		1
	Total		12
0117			
220	Special Class Laboratory		1
	Total		1
0118			
110	Classroom		3
680	Meeting Room		1
	Total		4
0120			
110	Classroom		1
210	Class Laboratory		4
220	Special Class Laboratory		2
	Total		7
0121			
110	Classroom		1
	Total		1

\*\*\*Note: Totals are net errors.

## Univ. Building and Room Report (CBM005)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 2  
Edit Of SR-CBM005 Data From RunDate: 11/15/2009 Time: 10:46:05  
LONE STAR UNIVERSITY 003304 FALL 2009

Campus Totals		
110	Classroom	82
210	Class Laboratory	38
220	Special Class Laboratory	12
310	Office	0
350	Conference Room	1
610	Assembly (Auditorium, Etc.)	1
680	Meeting Room	1
000	Other	6
	Total	141

Number Of Classes Meeting On:		
	Monday-Wednesday-Friday	294
	Tuesday-Thursday	396
	Monday-Wednesday	152
	Monday Only	103
	Tuesday Only	108
	Wednesday Only	86
	Thursday Only	90
	Friday Only	42
	Saturday Only	3
	Sunday Only	0
	Other Only	7
	Total	1,281

Number Of Classes With Starting Times:		
	Before 8:00 AM	24
	8:00 AM - 8:59 AM	121
	9:00 AM - 9:59 AM	185
	10:00 AM - 10:59 AM	91
	11:00 AM - 11:59 AM	178
	Noon - 1:59 PM	290
	2:00 PM - 3:59 PM	249
	4:00 PM - 5:59 PM	52
	6:00 PM And After	91
	Total	1,281

Number Of Classes of Duration:		
	0-1 Hour (000-060 Minutes)	516
	1-2 Hours (061-120 Minutes)	552
	2-3 Hours (121-180 Minutes)	169
	3-4 Hours (181-240 Minutes)	14
	4-5 Hours (241-300 Minutes)	1
	5-6 Hours (301-360 Minutes)	20
	Over 6 Hours (Over 360 Minutes)	9
	Total	1,281

Number Of Classes Taught in Room Type:		
110	Classroom	923
210	Class Laboratory	290
220	Special Class Laboratory	42
310	Office	0
350	Conference Room	7
610	Assembly (Auditorium, Etc.)	8
680	Meeting Room	2
000	Other	9
	Total	1,281

\*\*\*Note: Totals are net errors.



Univ. Building and Room Report (CBM005)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of SR-CBM005 Data From  
 LONE STAR UNIVERSITY 003541

Page 1

FALL 2009

RunDate: 11/14/2008 Time: 10:46:05

Items	Item	Item	Item	Item	Item	Item	Item	Item	Items	****	Item	****	Items	Remarks								
1	2	3	4	5	7	8	9	10	11	12	13	14	A	B	C	D	E	16	17	18	19	
5	003304	ART	3331	11108	0117	00229	5	1200	330	1	2009	220	000	001	000	000	000	000	000	004	003	Q
									---													Duration(Item11) is Greater than 240 Questionable. REF0616
5	003304	ART	3332	11110	0117	00229	5	1200	330	1	2009	220	000	000	000	000	000	000	000	000	003	Q
									---													Duration(Item11) is Greater than 240 Questionable. REF0616
5	003304	ART	3333	11112	0117	00229	5	1200	330	1	2009	220	000	000	000	000	000	000	000	000	002	Q
									---													Duration(Item11) is Greater than 240 Questionable. REF0616
5	003304	BIO	5423	11222	0103	00123	24	0930	075	1	2009	110	000	000	000	000	000	000	000	000	000	Q
									---													TotalEnrollment , Is Zero Questionable! REF0631
5	003304	BIO	5423	11223	0120	00107	1	1400	170	1	2009	210	000	000	000	000	000	000	000	000	000	Q
									---													TotalEnrollment , Is Zero Questionable! REF0631
5	003304	BIO	5443	12918	0103	00123	135	1200	050	1	2009	110	000	000	000	000	000	000	000	000	000	Q
									---													TotalEnrollment , Is Zero Questionable! REF0631
. . . . .																						
5	003304	RNSG	2261	11377	0114	00238	4	1230	360	1	2009	110	001	003	001	000	000	000	000	000	003	Q
									---													Duration(Item11) is Greater than 240 Questionable. REF0616
5	003304	RNSG	2261	11378	0114	00238	4	1230	360	1	2009	110	003	002	000	000	000	000	000	001	004	Q
									---													Duration(Item11) is Greater than 240 Questionable. REF0616

Total Rejected Records 0  
 Total Records on DataBase 1,288  
 Total Non Error Records 1,281  
 Total Error Records 7  
 Total Questionable Records 58  
 Total Rejected Records 0

Items In Error Are Indicated By (\*), Questionable By (-)

END OF SEMESTER REPORT  
CBM006

This report will reflect the official enrollment (those who 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.

Univ. End of Semester Report (CBM006)

INSTRUCTIONS FOR END OF SEMESTER REPORT

Item #1 Record Code. Always enter '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 4.1.)

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-

Univ. End of Semester Report (CBM006)

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 - Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems or students in "individual instruction classes" which are located off-campus. (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 4.13.

Item #8A Other Higher Education Site. Enter the FICE code 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 code of the institution that provides the 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

Univ. End of Semester Report (CBM006)

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 code 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.

Univ. End of Semester Report (CBM006)

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 and report them 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, 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

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, but include them in Item #16 if you wish to report them. Exclude students whose developmental semester credit hours exceeds the state funding limit, 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, 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 the 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.

Univ. End of Semester Report (CBM006)

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. For PharmD students, see the discussion in the pharmacy funding section of the Introductory section of the CBM004.

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 Who Exceed State Funding Limits. Enter the number of students in this section whose undergraduate semester credit hours attempted exceed the state funding limit (degree program plus 45 SCH). Include the number of students who have attempted the same course three or more times and are not eligible to be claimed for state funding. 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 and funding limitations for repeated courses 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 4.14. 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, but include them in Item #17. Enter the number of freshmen and sophomore students who are

Univ. End of Semester Report (CBM006)

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, 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/DVD 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'.

Univ. End of Semester Report (CBM006)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '6'	1	1
Item #2	Institution Code - FICE - 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 code or blank	33	6
Item #8B	Unused	39	3
Item #9	Composite Classes Code – Alphanumeric	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) - Students NOT Affected by State Funding Limits - Leading zeros, no decimals (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 Who Exceed State Funding Limits - 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

Univ. End of Semester Report (CBM006)

QUESTIONABLE 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 header record 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', '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', '3' thru '9', or 'B'
8A. Other Higher Ed Site	N/A	If Item #8 is coded a '6', FICE must be on Institution File
8B. Unused	N/A	N/A
9. Composite Code	N/A	N/A
9A. Unused	N/A	N/A
9B. Tenure	N/A	Any value except '0' thru '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 is coded '3' or '4'

Univ. End of Semester Report (CBM006)

<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 header record
15. Year	N/A	Must match value on header record
16. Enrollment-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
20. Instruction Mode	N/A	Any value except '1' thru '5'; coded '1' or '4' when Item #8 is coded '9'
21. Inter-institutional	N/A	Any value except '0' or '1'

Univ. End of Semester Report (CBM006)

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', '5', '6', '7', '8', '9', and 'B') are used.

Univ. End of Semester Report (CBM006)

SUMMARY OF SEMESTER CREDIT HOURS GENERATED (Continued)

<u>COURSE LEVEL</u>	<u>HOURS GENERATED</u>
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.
Master's	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 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.

# Univ. End of Semester Report (CBM006)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 SR-CBM006 EDIT SUMMARY FROM RunDate: 02/1/2010 Time: 15:23:57  
 LONE STAR UNIVERSITY 003304 FALL 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	1,360	0	0
ITEM 2 Inst. Code	1,360	0	0
ITEM 3 Subject Prefix	1,360	0	0
ITEM 4 Subject Number	1,360	0	0
ITEM 5 Section Number	1,360	0	0
ITEM 6 Type Instruction	1,360	0	0
ITEM 7 Semester Credit Hours	1,360	0	0
ITEM 8 Location Code	1,360	0	0
ITEM 8A Other Higher Education Site	1,360	0	0
ITEM 9 Composit Code	1,360	0	0
ITEM 9B Faculty Tenure	1,360	0	0
ITEM 10 Off Campus Location/Electronic It Site	1,360	0	0
ITEM 11 Instructor Code	1,360	0	0
ITEM 12 Responsibility Factor	1,360	0	0
ITEM 13A Enrollment - UGL Not Affected	1,334	26	0
ITEM 13B Enrollment - UGU Not Affected	1,334	26	0
ITEM 13C Enrollment - Mast	1,334	26	0
ITEM 13D Enrollment - Doc	1,334	26	0
ITEM 13E Enrollment - Spec	1,334	26	0
ITEM 14 Semester	1,360	0	0
ITEM 15 Year	1,360	0	0
ITEM 16 Enrollment - UG Exceed Limit	1,334	26	0
ITEM 17 Enrollment - DE Exceed Limit	1,334	26	0
ITEM 18 Enrollment - UGL Affected By Limit	1,334	26	0
ITEM 19 Enrollment - UGU Affected By Limit	1,334	26	0
ITEM 20 Instructor Mode	1,360	0	0
ITEM 21 Inter-Institutional	1,360	0	0
TOTAL Report Records	1,360		
CONTROL TOTAL	1,360	DISCREPANCY	0
Total Recs on Db	1,360		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	26		
Total Non Error Records on Db	1,360		
Total Rejected Records	0		

## Univ. End of Semester Report (CBM006)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

FALL 2009      Percent Change Of      ON AND OFF CAMPUS SEMESTER CREDIT HOUR REPORT CBM004 Vs. CBM006  
 LONE STAR UNIVERSITY 003304      RunDate: 02/1/2010 Time: 15:23:57

Note: The CBM004 Report is compared to the CBM006 Report to aid in early detection of potentially erroneously-reported data. It will show the percentage increase/decrease of items, evaluate the items identified with a Review message, and submit updates to correct where appropriate. If the difference < 0 or absolute value of the difference between the CBM006 and CBM004 item

- 1) is less than 100, a Review message is not printed.
- 2) is between 100 and 10,000, a percentage change greater than 35% is identified.
- 3) is between 10,000+ and 100,000, a percentage change greater than 30% is identified.
- 4) is greater than 100,000, a percentage change greater than 20% is identified.

The report is a 'work in progress' and we would appreciate any feedback you may have regarding it.

FUND	PROGRAM/CURRICULUM AREA	UGL HOURS	UGU HOURS	TOTAL UG HOURS	MAST HOURS	DOC HOURS	SPEC HOURS	TOTAL HOURS	EXCEEDS LIMIT
CBM004 01	LIBERAL ARTS	25,882	4,233	30,115	645	0	0	30,760	912
CBM006 01	LIBERAL ARTS	23,377	4,017	27,394	642	0	0	28,036	741
	Percent Change	-9.68%	-5.10%	-9.04%	-0.47%	0.00%	0.00%	-8.86%	-18.75%
CBM004 02	SCIENCE	10,506	3,113	13,619	127	0	0	13,746	376
CBM006 02	SCIENCE	9,321	2,935	12,256	124	0	0	12,380	370
	Percent Change	-11.28%	-5.72%	-10.01%	-2.36%	0.00%	0.00%	-9.94%	-1.60%
CBM004 03	FINE ARTS	4,066	581	4,647	0	0	0	4,647	59
CBM006 03	FINE ARTS	3,804	556	4,360	0	0	0	4,360	47
	Percent Change	-6.44%	-4.30%	-6.18%	0.00%	0.00%	0.00%	-6.18%	-20.34%
CBM004 04	TEACHER EDUCATION	617	1,460	2,077	759	0	0	2,836	33
CBM006 04	TEACHER EDUCATION	598	1,406	2,004	738	0	0	2,742	30
	Percent Change	-3.08%	-3.70%	-3.51%	-2.77%	0.00%	0.00%	-3.31%	-9.09%
CBM004 05	AGRICULTURE	812	845	1,657	194	0	0	1,851	33
CBM006 05	AGRICULTURE	788	841	1,629	194	0	0	1,823	30
	Percent Change	-2.96%	-0.47%	-1.69%	0.00%	0.00%	0.00%	-1.51%	-9.09%
CBM004 06	ENGINEERING	705	165	870	0	0	0	870	12
CBM006 06	ENGINEERING	618	150	768	0	0	0	768	6
	Percent Change	-12.34%	-9.09%	-11.72%	0.00%	0.00%	0.00%	-11.72%	-50.00%
CBM004 07	HOME ECONOMICS	228	162	390	0	0	0	390	3
CBM006 07	HOME ECONOMICS	225	159	384	0	0	0	384	3
	Percent Change	-1.32%	-1.85%	-1.54%	0.00%	0.00%	0.00%	-1.54%	0.00%
CBM004 09	SOCIAL SERVICE	288	102	390	0	0	0	390	12
CBM006 09	SOCIAL SERVICE	258	93	351	0	0	0	351	12

Univ. End of Semester Report (CBM006)

	Percent Change	-10.42%	-8.82%	-10.00%	0.00%	0.00%	0.00%	-10.00%	0.00%
CBM004	13 PHYSICAL TRAINING	1,132	0	1,132	0	0	0	1,132	10
CBM006	13 PHYSICAL TRAINING	1,090	0	1,090	0	0	0	1,090	8
	Percent Change	-3.71%	0.00%	-3.71%	0.00%	0.00%	0.00%	-3.71%	-20.00%
CBM004	14 HEALTH SERVICES	651	876	1,527	953	0	0	2,480	36
CBM006	14 HEALTH SERVICES	630	855	1,485	941	0	0	2,426	36
	Percent Change	-3.23%	-2.40%	-2.75%	-1.26%	0.00%	0.00%	-2.18%	0.00%
CBM004	16 BUSINESS ADMINISTRATION	2,191	4,400	6,591	366	0	0	6,957	297
CBM006	16 BUSINESS ADMINISTRATION	1,860	4,196	6,056	357	0	0	6,413	234
	Percent Change	-15.11%	-4.64%	-8.12%	-2.46%	0.00%	0.00%	-7.82%	-21.21%
CBM004	18 TEACHER ED-PRACTICE TEACHING	3	852	855	0	0	0	855	39
CBM006	18 TEACHER ED-PRACTICE TEACHING	3	843	846	0	0	0	846	39
	Percent Change	0.00%	-1.06%	-1.05%	0.00%	0.00%	0.00%	-1.05%	0.00%
CBM004	19 TECHNOLOGY	1,950	96	2,046	84	0	0	2,130	18
CBM006	19 TECHNOLOGY	1,851	92	1,943	81	0	0	2,024	15
	Percent Change	-5.08%	-4.17%	-5.03%	-3.57%	0.00%	0.00%	-4.98%	-16.67%
CBM004	20 NURSING	1,726	516	2,242	199	0	0	2,441	159
CBM006	20 NURSING	1,691	477	2,168	187	0	0	2,355	130
	Percent Change	-2.03%	-7.56%	-3.30%	-6.03%	0.00%	0.00%	-3.52%	-18.24%
CBM004	21 DEVELOPMENTAL EDUCATION	2,787	0	2,787	0	0	0	2,787	0
CBM006	21 DEVELOPMENTAL EDUCATION	2,670	0	2,670	0	0	0	2,670	0
	Percent Change	-4.20%	0.00%	-4.20%	0.00%	0.00%	0.00%	-4.20%	0.00%
CBM004	99 NOT STATE FUNDED	155	55	210	0	0	0	210	0
CBM006	99 NOT STATE FUNDED	148	52	200	0	0	0	200	0
	Percent Change	-4.52%	-5.45%	-4.76%	0.00%	0.00%	0.00%	-4.76%	0.00%
CBM004	SUBTOTAL STATE FUNDED	53,544	17,401	70,945	3,327	0	0	74,272	1,999
CBM006	SUBTOTAL STATE FUNDED	48,784	16,620	65,404	3,264	0	0	68,668	1,701
	Percent Change	-8.89%	-4.49%	-7.81%	-1.89%	0.00%	0.00%	-7.55%	-14.91%
CBM004	GRAND TOTAL ALL CURRICULUM ARE	53,699	17,456	71,155	3,327	0	0	74,482	1,999
CBM006	GRAND TOTAL ALL CURRICULUM ARE	48,932	16,672	65,604	3,264	0	0	68,868	1,701
	Percent Change	-8.88%	-4.49%	-7.80%	-1.89%	0.00%	0.00%	-7.54%	-14.91%

Univ. End of Semester Report (CBM006)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
CBM004 Records Not Found on The Course Inventory  
LONE STAR UNIVERSITY 003304

Page 1

FALL 2009

RunDate: 02/1/2010 Time: 15:23:57

Subject	Course	Section	Enrollment									
Prefix	Number	Number	Values	UGL	UGU	Mast	Doc	Spec	EX	UG	Ex	Dev
THERE ARE NO ITEMS FOR THIS REPORT												

Univ. End of Semester Report (CBM006)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
OFF CAMPUS SEMESTER CREDIT HOUR REPORT  
LONE STAR UNIVERSITY 003304

Page 1

FALL 2009

RunDate: 02/1/2010 Time: 15:23:57

PROGRAM/CURRICULUM AREA	UGL HOURS	UGU HOURS	TOTAL UG HOURS	MAST HOURS	DOC HOURS	SPEC HOURS	TOTAL HOURS	EXCEEDS LIMIT
2310010001 Speech and Rhetorical Studies	36		36				36	
2701010001 Mathematics, General	57		57				57	21
3801010001 Philosophy	51		51				51	6
4201010001 Psychology, General	84		84				84	
4207010001 Developmental and Child Psycho	69		69	18			87	6
4510020001 American Government and Politi	111		111				111	21
TOTAL LIBERAL ARTS	408	81	489	90			579	54
2607070002 Animal Physiology	18	54	72				72	3
TOTAL SCIENCE	18	54	72				72	3
5009010003 Music, General	72		72				72	6
5009020003 Music History, Literature, and	75		75				75	
TOTAL FINE ARTS	147		147				147	6
1301010004 Education, General				114			114	
1303010004 Curriculum and Instruction				39			39	
1304080004 Elementary and Middle School A				138			138	
1310010004 Special Education and Teaching				69			69	
1311020004 College Student Counseling and				30			30	
TOTAL TEACHER EDUCATION				666			666	
5208010016 Finance, General		30	30				30	
5211010016 International Business/Trade/C	9	66	75				75	
5215010016 Real Estate	18	111	129				129	
5217010016 Insurance		81	81				81	6
TOTAL BUSINESS ADMINISTRATION	27	306	333				333	6
1312050018 Secondary Education and Teachi		57	57				57	3
TOTAL TEACHER ED-PRACTICE TEACHING		57	57				57	3
1103010019 Data Processing and Data Proce	81		81	81			162	6
TOTAL TECHNOLOGY	81		81	81			162	6
5116010020 Nursing - Registered Nurse Tra	210		210				210	11
5116010020 Nursing Administration (MSN, M				1			1	
TOTAL NURSING	210		210	1			211	11
SUBTOTAL STATE FUNDED	891	498	1,389	838			2,227	89
GRAND TOTAL ALL CURRICULUM AREAS	891	498	1,389	838			2,227	89

Univ. End of Semester Report (CBM006)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
ON AND OFF CAMPUS SEMESTER CREDIT HOUR REPORT  
LONE STAR UNIVERSITY 003304

Page 1

FALL 2009

RunDate: 02/1/2010 Time: 15:23:57

PROGRAM/CURRICULUM AREA	UGL HOURS	UGU HOURS	TOTAL UG HOURS	MAST HOURS	DOC HOURS	SPEC HOURS	TOTAL HOURS	EXCEEDS LIMIT
0901010001 Communication Studies/Speech C	27	226	253	63	0	0	316	12
0901011001 Communications Research	0	0	0	27	0	0	27	0
0901020001 Mass Communication/ Media Stud	9	48	57	0	0	0	57	0
0904010001 Journalism	282	32	314	0	0	0	314	0
0909020001 Public Relations/Image Managem	12	84	96	0	0	0	96	0
0909030001 Advertising	18	72	90	0	0	0	90	0
1601020001 Linguistics	15	42	57	0	0	0	57	0
1604020001 Russian Language and Literatur	60	0	60	0	0	0	60	3
1605010001 German Language and Literature	138	18	156	0	0	0	156	3
1609010001 French Language and Literature	135	21	156	0	0	0	156	0
1609050001 Spanish Language and Literatur	690	135	825	0	0	0	825	15
2301010001 English Language and Literatur	1,149	90	1,239	30	0	0	1,269	57
2304010001 English Composition	1,758	69	1,827	12	0	0	1,839	57
2307010001 American Literature (United St	816	60	876	33	0	0	909	9
2311010001 Technical and Business Writing	3	138	141	0	0	0	141	0
2401010001 Liberal Arts and Sciences/Libe	892	0	892	0	0	0	892	0
2401030001 Humanities/Humanistic Studies	66	0	66	0	0	0	66	0
2701010001 Mathematics, General	2,652	0	2,652	0	0	0	2,652	147
2703010001 Applied Mathematics	1,215	0	1,215	0	0	0	1,215	75
3099990101 Interdisciplinary Studies, Gen	84	32	116	0	0	0	116	0
3801010001 Philosophy	297	99	396	0	0	0	396	9
4201010001 Psychology, General	2,253	250	2,503	72	0	0	2,575	24
4202010001 Clinical Psychology	36	177	213	36	0	0	249	0
4203010001 Cognitive Psychology and Psych	42	270	312	0	0	0	312	6
4204010001 Community Psychology	0	6	6	0	0	0	6	0
4209010001 Industrial and Organizational	30	111	141	42	0	0	183	0
4210010001 Personality Psychology	33	117	150	0	0	0	150	0
4211010001 Physiological Psychology/Psych	15	87	102	0	0	0	102	3
4216010001 Social Psychology	234	0	234	0	0	0	234	6
4219010001 Psychometrics and Quantitative	0	0	0	78	0	0	78	0
4301030001 Criminal Justice/Law Enforceme	60	222	282	0	0	0	282	9
4301040001 Criminal Justice/Safety Studie	417	78	495	0	0	0	495	15
4301070001 Criminal Justice/Police Scienc	120	0	120	0	0	0	120	3
4404010001 Public Administration	0	0	0	27	0	0	27	0
4507010001 Geography	330	123	453	0	0	0	453	3
4509010001 International Relations and Af	6	30	36	0	0	0	36	0
4510010001 Political Science and Governme	0	48	48	6	0	0	54	0
4510011501 Political Theory	9	18	27	0	0	0	27	0
4510020001 American Government and Politi	2,142	189	2,331	9	0	0	2,340	57
4511010001 Sociology	753	327	1,080	0	0	0	1,080	27
5401010001 History, General	222	87	309	18	0	0	327	12
5401020001 American History United States	3,204	213	3,417	21	0	0	3,438	117

## Univ. End of Semester Report (CBM006)

5401030001	European History	18	75	93	0	0	0	93	0
	TOTAL LIBERAL ARTS	23,377	4,017	27,394	642	0	0	28,036	741
1101010002	Computer and Information Scien	390	0	390	0	0	0	390	3
1313110002	Mathematics Teacher Education	0	138	138	0	0	0	138	3
1313160002	Science Teacher Education/Gene	0	132	132	0	0	0	132	3
2601010002	Biology/Biological Sciences, G	736	41	777	46	0	0	823	5
2602020002	Biochemistry	33	183	216	0	0	0	216	9
2603010002	Botany/Plant Biology	92	0	92	0	0	0	92	0
2604010002	Cell/Cellular Biology and Hist	4	140	144	0	0	0	144	12
2604030002	Anatomy	840	0	840	0	0	0	840	100
2605020002	Microbiology, General	80	88	168	0	0	0	168	12
2605070002	Immunology	0	84	84	0	0	0	84	4
2607010002	Zoology/Animal Biology	1,432	92	1,524	8	0	0	1,532	20
2613010002	Ecology	0	244	244	0	0	0	244	12
2613030002	Evolutionary Biology	3	99	102	0	0	0	102	9
2613040002	Aquatic Biology/Limmology	0	0	0	15	0	0	15	0
2613070002	Conservation Biology	0	60	60	0	0	0	60	0
2701011002	Mathematics (Upper Level)	0	27	27	0	0	0	27	3
2701011402	Pure Mathematics (Upper Level)	12	201	213	0	0	0	213	6
2703011002	Applied Mathematics (Upper Lev	9	54	63	0	0	0	63	6
2705011002	Mathematical Statistics (Upper	78	99	177	0	0	0	177	3
3105010002	Health and Physical Education,	594	0	594	0	0	0	594	12
3105011002	Fitness and Sports	315	231	546	39	0	0	585	6
4001010002	Physical Sciences	807	0	807	0	0	0	807	12
4002010002	Astronomy	1,103	0	1,103	0	0	0	1,103	31
4006010002	Geology/Earth Science, General	460	3	463	0	0	0	463	12
4006060002	Geochemistry and Petrology	24	44	68	0	0	0	68	0
4008010002	Physics, General	434	304	738	0	0	0	738	17
4008100002	Theoretical and Mathematical P	6	27	33	0	0	0	33	0
5109130002	Athletic Training/Trainer	285	201	486	0	0	0	486	7
	TOTAL SCIENCE	9,321	2,935	12,256	124	0	0	12,380	370
0907010003	Radio and Television	267	36	303	0	0	0	303	0
5004010003	Design and Visual Communicatio	132	0	132	0	0	0	132	0
5004020003	Commercial and Advertising Art	3	27	30	0	0	0	30	0
5004090003	Graphic Design	66	15	81	0	0	0	81	0
5005010003	Drama and Dramatics/Theatre Ar	275	3	278	0	0	0	278	3
5005020003	Technical Theatre/Theatre Desi	165	0	165	0	0	0	165	0
5005060003	Acting	78	18	96	0	0	0	96	0
5006010003	Film/Cinema Studies	9	78	87	0	0	0	87	0
5006050003	Photography	141	0	141	0	0	0	141	0
5007010003	Art/Art Studies, General	1,056	12	1,068	0	0	0	1,068	3
5007030003	Art History, Criticism and Con	228	90	318	0	0	0	318	6
5007050003	Drawing	123	24	147	0	0	0	147	0
5007080003	Painting	12	42	54	0	0	0	54	0
5007090003	Sculpture	15	36	51	0	0	0	51	0
5007100003	Printmaking	12	36	48	0	0	0	48	0

Univ. End of Semester Report (CBM006)

5007110003	Ceramic Arts and Ceramics	27	48	75	0	0	0	75	0
5009010003	Music, General	413	17	430	0	0	0	430	11
5009020003	Music History, Literature, and	117	36	153	0	0	0	153	1
5009030003	Music Performance, General	124	0	124	0	0	0	124	4
5009030103	Music, Brass Performance	31	6	37	0	0	0	37	0
5009070003	Piano and Organ	75	0	75	0	0	0	75	1
5009080003	Voice and Opera	73	2	75	0	0	0	75	4
5009081003	Music - Voice Performance	10	0	10	0	0	0	10	0
5009100003	Jazz/Jazz Studies	22	24	46	0	0	0	46	5
5009110003	Violin, Viola, Guitar and Othe	10	0	10	0	0	0	10	0
	TOTAL FINE ARTS	3,804	556	4,360	0	0	0	4,360	47

. . . . .

5116010020	Nursing - Registered Nurse Tra	1,691	438	2,129	105	0	0	2,234	124
5116020020	Nursing Administration (MSN, M	0	39	39	82	0	0	121	6
	TOTAL NURSING	1,691	477	2,168	187	0	0	2,355	130

3201040121	Precollegiate Mathematics Skill	1,599	0	1,599	0	0	0	1,599	0
3201080221	Precollegiate Writing Skills	1,071	0	1,071	0	0	0	1,071	0
	TOTAL DEVELOPMENTAL EDUCATION	2,670	0	2,670	0	0	0	2,670	0

SUBTOTAL STATE FUNDED 48,784 16,620 65,404 3,264 0 0 68,668 1,701

2801010099	Air Force JROTC/ROTC	148	52	200	0	0	0	200	0
	TOTAL NOT STATE FUNDED	148	52	200	0	0	0	200	0

GRAND TOTAL ALL CURRICULUM AREAS 48,932 16,672 65,604 3,264 0 0 68,868 1,701

Total Rejected Records	0
Total Records on DataBase	1,360
Total Non Error Records	1,360
Total Error Records	0
Total Questionable Records	26
Total Rejected Records	0

Items In Error Are Indicated By (\*), Questionable By (-)

Univ. End of Semester Report (CBM006)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of SR-CBM006 Data From  
 LONE STAR UNIVERSITY 003304  
 Questionables ONLY

Page 1

FALL 2009

RunDate: 02/1/2010 Time: 15:23:57

3	4	5	6	7	8	8A	9	9B	10	11	12	***** 13 *****			1		2 2		Remarks								
												A	B	C	D	E	4	15	16	17	18	19	0	1	2		
BIO	4191	13203	5	0100	0		1	00000	444540595	100	000	000	000	000	000	1	2009	000	000	000	000	000	1	0	0	Q	
BIO	6342	12897	1	0000	0		1	00000	467553748	050	000	000	000	000	000	1	2009	000	000	000	000	000	1	0	0	Q	Enrollment Zeroes ck , Is Zero Questionable! REF0631
KIN	2321	12955	1	0000	0		0	00000	521080950	050	000	000	000	000	000	1	2009	000	000	000	000	000	1	0	0	Q	Enrollment Zeroes ck , Is Zero Questionable! REF0631
KIN	2341	12960	1	0000	0		0	00000	467159569	050	000	000	000	000	000	1	2009	000	000	000	000	000	1	0	0	Q	Enrollment Zeroes ck , Is Zero Questionable! REF0631
NUR	6343	11530	1	0000	0		4	00000	171484139	025	000	000	000	000	000	1	2009	000	000	000	000	000	2	0	0	Q	Enrollment Zeroes ck , Is Zero Questionable! REF0631
PA	1120	12998	2	0000	0		0	00000	635012340	050	000	000	000	000	000	1	2009	000	000	000	000	000	1	0	0	Q	Enrollment Zeroes ck , Is Zero Questionable! REF0631
PA	1125	13185	2	0000	0		0	00000	046769811	050	000	000	000	000	000	1	2009	000	000	000	000	000	1	0	0	Q	Enrollment Zeroes ck , Is Zero Questionable! REF0631
PT	6292	13139	1	0000	0		2	00000	479270092	040	000	000	000	000	000	1	2009	000	000	000	000	000	1	0	0	Q	Enrollment Zeroes ck , Is Zero Questionable! REF0631
PT	6711	13132	1	0000	0		4	00000	452822949	025	000	000	000	000	000	1	2009	000	000	000	000	000	1	0	0	Q	Enrollment Zeroes ck , Is Zero Questionable! REF0631
PT	6711	13132	1	0000	0		1	00000	459471185	025	000	000	000	000	000	1	2009	000	000	000	000	000	1	0	0	Q	Enrollment Zeroes ck , Is Zero Questionable! REF0631
PT	6711	13133	2	0000	0		4	00000	452822949	025	000	000	000	000	000	1	2009	000	000	000	000	000	1	0	0	Q	Enrollment Zeroes ck , Is Zero Questionable! REF0631
PT	6711	13133	2	0000	0		1	00000	459471185	025	000	000	000	000	000	1	2009	000	000	000	000	000	1	0	0	Q	Enrollment Zeroes ck , Is Zero Questionable! REF0631

Items In Error Are Indicated By (\*), Questionable By (-)

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 with '000' percent time but 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. A combined summer report will reflect conditions as of the official census dates for any terms taught during the summer and any faculty who taught spring flex-entry classes.

**NOTE:**

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

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

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

Univ. Faculty Report (CBM008)

INSTRUCTIONS FOR FACULTY REPORT

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

<u>Rank</u>	<u>Definition</u>
1 Professor	Include only faculty on tenure track or with tenure at your institution.
2 Associate Professor	Include only faculty on tenure track or with tenure at your institution.
3 Assistant Professor	Include only faculty on tenure track or with tenure at your institution.
4 Instructor	Include all faculty on tenure track or with tenure at your institution who do not hold the rank of assistant professor, associate professor, or professor.
5 Other faculty	Includes faculty without tenure and not on tenure track including, but not limited to, adjunct, special, visiting, emeritus, and lecturer at your institution. Also include faculty with tenure or on tenure track from another institution.
6 Teaching Assistant	A graduate student who is teaching and/or assists a faculty member in teaching a class or laboratory (exclude those who only serve as graders or who are included in one of the categories above).

- Item #8 Tenure. Use the institution's criteria or requirements to determine tenure status.
- 0 Non-tenured faculty
  - 1 Tenured faculty
  - 2 On tenure track faculty

Univ. Faculty Report (CBM008)

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

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

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

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

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

YYYY = 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. For a faculty member who teaches in the summer, consider that a 100 percent summer workload is equivalent to a 100 percent workload in a fall or spring term. So a faculty member teaching one class in the summer would be considered to have a 25% assignment if four classes is considered a full or normal workload. 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.

Univ. Faculty Report (CBM008)

**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 #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.

**Items #13C to #13E are related to 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 through #14Z. Each amount must be entered in whole dollars, right justified, with leading zeros. Exclude from each Item #14A through #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

Univ. Faculty Report (CBM008)

items, whether funded by general revenue or other educational and general income.

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

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

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

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

**NOTE:** For the purposes of this report, 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 summer semester only – summer 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 and .25 for the summer semester

Salary Computations:

1. Sum the percent of time assigned for all appointments (Items #13A-13E). Do not include the percent of time of any flex-entry appointment.
2. Sum the salary amounts for all funds (Items #14A-X), excluding the overload (Item #14Z) and flex-entry (Item #16) salary items.
3. Divide the total percent of time assigned for all appointments (step 1) into the sum of all salary amounts (step 2), giving a full-time equivalent (FTE) salary for all appointments. Double this amount to yield a nine-month FTE salary amount.
4. Summarize the FTE salaries (results of step 3) of ONLY the faculty who have percents of time assigned to appointments 01 and/or 02.
5. Tally all faculty with appointment codes 01 and/or 02 where FTE salaries are greater than zero.
6. Divide the total faculty with appointment codes 01 and/or 02 (results of step 5) into the total FTE salaries of faculty with 01 and/or 02 appointments (results of step 4) to yield the average nine-month FTE salaries.

Item #15 Flex-Entry Appointment Percent. Enter the percent of time for the 01 appointment of the flex-entry classes from the prior semester. Enter leading zeros for a percent less than 100. If there is not a flex-entry carry over or the flex-entry assignment is

Univ. Faculty Report (CBM008)

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; enter a '2' if not in compliance.

Item #19 New Hire. If the faculty member is full-time and is a "new hire" for the reporting semester, enter a '3'. The new hire code is reported only the first semester that it occurs. Do not include persons who have returned from sabbatical leave or full-time faculty with less than 9-10 month contracts. Enter zero if the person is not newly hired.

Item #20 Semester. Enter the code indicating the appropriate semester.

1 Fall    2 Spring    3 Summer

Item #21 Year. Enter the calendar year in which the semester occurred.

Use the YYYY format. Example: 2005

Reporting of items #22 and #23A-G is optional. It will be mandatory beginning with the fall 2010 reporting period.

Item #22 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

1 Hispanic or Latino origin  
2 Not Hispanic or Latino origin  
3 Not answered

Item #23 Race. Select one or more codes indicating the race of the student.

Item #23A    1 White  
Item #23B    2 Black or African-American  
Item #23C    4 Asian  
Item #23D    5 American Indian or Alaskan Native  
Item #23E    6 International  
Item #23F    7 Unknown or Not Reported  
Item #23G    8 Native Hawaiian or Other Pacific Islander

***Definitions:***

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial/ethnic designation.

Univ. Faculty Report (CBM008)

REPORTING EXAMPLES

**NOTE:** Items #1, #2, #22, and #23 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	787676392
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	2009

Univ. 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 salaries 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	368927181
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	2009

Univ. 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	000000029
Item #4	Fredericks (Item #4 limited to 10 spaces)
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	2010

Univ. Faculty Report (CBM008)

4. Charles Martin is a full-time faculty member 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	452687912
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	2009

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	2010

Univ. 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	450298763
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	2009

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	450409603
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

Univ. Faculty Report (CBM008)

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

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

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

Item #3	987654321
Item #4	Smith
Item #5	S
Item #6	S
Item #7	1
Item #8	1
Item #9	F
Item #10	1450
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

Univ. 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	2009

Univ. 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	452687112
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	2009

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
Item #21	2010

Univ. 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 - 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' - Numeric	99	1
Item #20	Semester - '1', '2', or '3' - Numeric	100	1
Item #21	Year - YYYY format - Numeric	101	4
Item #22	New Ethnic Origin	105	1
Item #23	Race:		
Item #23A	White - '1' or blank	106	1
Item #23B	Black or African-American - '2' or blank	107	1
Item #23C	Asian - '4' or blank	108	1
Item #23D	American Indian or Alaskan Native - '5' or blank	109	1
Item #23E	International - '6' or blank	110	1
Item #23F	Unknown or Not Reported - '7' or blank	111	1
Item #23G	Native Hawaiian or Other Pacific Islander - '8' or blank	112	1

Univ. 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 header record 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, space, or special character
6. Middle Initial	N/A	Number or special character
7. Rank	N/A	Any value other than '1' thru '6'
8. Tenure	N/A	Any value other than '0', '1', or '2'
9. Gender	N/A	Value other than 'M' or 'F'
10. Administrative Unit	N/A	Must be on administrative unit list
11. Ethnic Origin	N/A	Any value other than '1' thru '7'
12. Date of Birth	'000000'	Non-numerical; month less than '01' or greater than '12'; century not = '19'
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'

Univ. Faculty Report (CBM008)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>																					
14A-Z. Salary	<table border="1"> <thead> <tr> <th><u>Rank</u></th> <th colspan="2"><u>Salary</u></th> </tr> <tr> <td></td> <th><u>Less than</u></th> <th><u>Greater than</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>29,000</td> <td>280,000</td> </tr> <tr> <td>2</td> <td>29,000</td> <td>200,000</td> </tr> <tr> <td>3</td> <td>20,000</td> <td>175,000</td> </tr> <tr> <td>4,5</td> <td>3,200</td> <td>150,000</td> </tr> <tr> <td>6</td> <td>3,200</td> <td>45,000</td> </tr> </tbody> </table>	<u>Rank</u>	<u>Salary</u>			<u>Less than</u>	<u>Greater than</u>	1	29,000	280,000	2	29,000	200,000	3	20,000	175,000	4,5	3,200	150,000	6	3,200	45,000	Non-Numerical
<u>Rank</u>	<u>Salary</u>																						
	<u>Less than</u>	<u>Greater than</u>																					
1	29,000	280,000																					
2	29,000	200,000																					
3	20,000	175,000																					
4,5	3,200	150,000																					
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	N/A	Value other than '0', '1' or '2'																					
19. New Hire	N/A	Value other than '0' or '3'; when value = '3', assignment not = 100%																					
20. Semester	N/A	Value other than '1', '2', or '3'																					
21. Year	N/A	Non-numerical; must match header record																					
22. New Ethnic Origin	N/A	Value other than '1', '2', or '3'																					
23A. White	N/A	Value other than '1' or space or value = '1' and '7'																					
23B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'																					
23C. Asian	N/A	Value other than '4' or space or value = '4' and '7'																					
23D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'																					
23E. International	N/A	Value other than '6' or space or value = '6' and '7'																					
23F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'																					
23G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'																					

Univ. Faculty Report (CBM008)

SUMMARY OF FACULTY DATA

**TOTAL FACULTY:** The total faculty headcount is a summation of all CBM008 records except flex-entry only records. The headcount is categorized by gender, ethnic origin, faculty age, tenure status, and rank.

**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.

**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.

FY 200X COST STUDY CBM004/CBM008 SALARY/SCH BY SEMESTER

This report summarizes the semester credit hours from the CBM004 and the dollars from the CBM008 allocated by level and fund for the current semester of the Fiscal Year Cost Study. The teaching faculty dollars are computed from the faculty who have an 01 and/or 02 appointment on the CBM008 and are distributed to each class section taught by a faculty member based on the TLCs reported on the CBM004. The dollars by CIP (class section) are then allocated by fund and level using the SCH criteria. This report shows the results of the dollar allocation. This report will be provided immediately upon the CBM004/CBM008 reports becoming error-free.

# Univ. Faculty Report (CBM008)

Edit00v00                      TEXAS HIGHER EDUCATION COORDINATING BOARD                      Page 1  
 SR-CBM008 EDIT SUMMARY FROM                      RunDate: 10/15/2009 Time: 18:41:35  
 LONE STAR UNIVERSITY                      003304                      FALL                      2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	346	0	0
ITEM 2 Inst. Code	346	0	0
ITEM 3 Faculty Id	346	0	0
ITEM 4 Faculty Last Name	346	0	0
ITEM 5 First Initial	346	0	0
ITEM 6 Middle Initial	346	0	0
ITEM 7 Rank	346	0	0
ITEM 8 Tenure	346	0	0
ITEM 9 Gender	346	0	0
ITEM 10 Admin Unit Code / Department	346	0	0
ITEM 11 Ethnic Origin	346	0	0
ITEM 12 Date Of Birth	345	1	0
ITEM 13A Appointment 01 %	346	0	0
ITEM 13B Appointment 02 %	346	0	0
ITEM 13C Appointment 11 %	346	0	0
ITEM 13D Appointment 12 %	346	0	0
ITEM 13E Appointment 13 %	346	0	0
ITEM 14A Salary - State Approved	342	4	0
ITEM 14D Salary - Designated	342	4	0
ITEM 14R Salary - Restricted	342	4	0
ITEM 14X Salary - Aux Enter	342	4	0
ITEM 14Z Salary - OverLoad	342	4	0
ITEM 15 Fe Appointment 01 %	346	0	0
ITEM 16 Fe Salary	342	4	0
ITEM 17 Fe Faculty Record	346	0	0
ITEM 18 Compliance	346	0	0
ITEM 19 New Hire	346	0	0
ITEM 20 Semester	346	0	0
ITEM 21 Year	346	0	0
ITEM 22 New Ethnic Origin	346	0	0
ITEM 23 Race	346	0	0
ITEM 23A White	346	0	0
ITEM 23B Black/African-Amer	346	0	0
ITEM 23C Asian	346	0	0
ITEM 23D American Ind/Alask Nat	346	0	0
ITEM 23E International	346	0	0
ITEM 23F Unknown/Not Reported	346	0	0
ITEM 23G Nat Hawaiian/Other Pac Is	346	0	0
Number Of CBM004 To CBM008 MISMATCHES	0		
TOTAL Report Records	346		
CONTROL TOTAL	346	DISCREPANCY	0
Total Recs on Db	346		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	5		
Total Non Error Records on Db	346		
Total Rejected Records	0		

# Univ. Faculty Report (CBM008)

Note: The standard Summary Report is compared to the previous year to aid in early detection of potentially erroneously-reported data. It will show the percentage increase/decrease of items, evaluate the items identified with a Review message, and submit updates to correct where appropriate. If the absolute value of the difference between the current year and prior year item

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is identified.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is identified.
- 4) is greater than 100,000, a percentage change greater than 10% is identified.

If the original report had only one column the comparison data is in adjacent column. If the original report had multiple columns the comparison data is in the next row and asterisks are printed below the column in question.

The report is a 'work in progress' and we would appreciate any feedback you may have regarding it.

## Gender

	2009/1	2008/1	% Diff
Male	190	203	-6.40%
Female	155	144	7.64%
Total	345	347	-0.58%

## Ethnic Origin

	2009/1	2008/1	Percent Change	New Hire
2009/1 White, Non-Hispanic	291	0		0
2008/1 White, Non-Hispanic	300	0		0
Percent Change			-3.00%	0.00%
2009/1 Black, Non-Hispanic	8	0		0
2008/1 Black, Non-Hispanic	7	0		0
Percent Change			14.29%	0.00%
2009/1 Hispanic	30	0		0
2008/1 Hispanic	28	0		0
Percent Change			7.14%	0.00%
2009/1 Asian/Pacific Islander	8	0		0
2008/1 Asian/Pacific Islander	7	0		0
Percent Change			14.29%	0.00%
2009/1 American Indian/Alaskan Native	6	0		0
2008/1 American Indian/Alaskan Native	5	0		0
Percent Change			20.00%	0.00%
2009/1 International	0	0		0
2008/1 International	0	0		0
Percent Change			0.00%	0.00%
2009/1 Unknown or Not Reported	2	0		0
2008/1 Unknown or Not Reported	0	0		0
Percent Change			100.00%	0.00%
2009/1 Total	345	0		0
2008/1 Total	347	0		0
Percent Change			-0.58%	0.00%

## New Ethnic Origin

	2009/1	2008/1	% Diff
Hispanic or Latino Origin	66	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	277	*No Exact Historic Data Available	
Not Answered	2	*No Exact Historic Data Available	
Total	345	*No Exact Historic Data Available	

## Univ. Faculty Report (CBM008)

Race	2009/1	2008/1	% Diff
Multi-racial	22	*No Exact Historic Data Available	
White only	249	*No Exact Historic Data Available	
Black only	11	*No Exact Historic Data Available	
Hispanic only	44	*No Exact Historic Data Available	
Asian only	12	*No Exact Historic Data Available	
American Indian/Alaskan Native only	1	*No Exact Historic Data Available	
International only	4	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	1	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	1	*No Exact Historic Data Available	
Total	345	*No Exact Historic Data Available	

Races reported in Multi-racial	2009/1	2008/1	% Diff
White	30	*No Exact Historic Data Available	
Black	8	*No Exact Historic Data Available	
Asian	2	*No Exact Historic Data Available	
American Indian/Alaskan Native	0	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available	
International	4	*No Exact Historic Data Available	

Age	2009/1	2008/1	% Diff
Unknown	0	0	0.00%
Under 20	0	0	0.00%
20 - 30	35	37	-5.41%
31 - 40	61	60	1.67%
41 - 50	76	74	2.70%
51 - 60	114	115	-0.87%
61 - 65	31	34	-8.82%
Over 65	28	27	3.70%
UnReported(not in avg)	0	0	0.00%
Average Age	49	49	0.22%
Total	345	347	-0.58%

Tenure	2009/1	2008/1	% Diff
Tenured	120	120	0.00%
Not Tenured	165	177	-6.78%
On Tenure Track	60	50	20.00%
Total	345	347	-0.58%

Rank	In Compliance	Not In Compliance	Full Time/ NewHire
2009/1 Professors	59	0	0
2008/1 Professors	58	0	0
Percent Change	1.72%	0.00%	0.00%
2009/1 Associate Professors	71	0	0
2008/1 Associate Professors	50	0	0
Percent Change	42.00%	0.00%	0.00%
2009/1 Assistant Professors	50	0	0
2008/1 Assistant Professors	62	0	0
Percent Change	-19.35%	0.00%	0.00%
2009/1 Instructor	0	0	0
2008/1 Instructor	0	0	0
Percent Change	0.00%	0.00%	0.00%
2009/1 Teaching Assistants	10	0	0
2008/1 Teaching Assistants	15	0	0
Percent Change	-33.33%	0.00%	0.00%
2009/1 Other Faculty	155	0	0
2008/1 Other Faculty	162	0	0
Percent Change	-4.32%	0.00%	0.00%
2009/1 Total	345	0	0
2008/1 Total	347	0	0
Percent Change	-0.58%	0.00%	0.00%

## Univ. Faculty Report (CBM008)

### Salaries By Source

	2009/1	2008/1	% Diff
State Appropriated	7,600,225	7,176,478	5.90%
Designated	100,712	163,862	-38.54% *** Review
Restricted	84,459	19,797	326.63% *** Review
Auxiliary	154,555	222,532	-30.55% *** Review

### Faculty FTE By Appointment

	2009/1	2008/1	% Diff
Appointment 01	259.11	260.30	-0.46%
Appointment 02	18.67	11.25	65.96%
Appointment 11	2.31	3.25	-28.92%
Appointment 12	8.75	3.25	169.23%
Appointment 13	11.61	17.85	-34.96%
Total	300.45	295.90	1.54%

	2009/1	2008/1	% Diff
OverLoad Salaries	4,308	53,500	-91.95% *** Review

	2009/1	2008/1	% Diff
Flex Entry Salaries	63,492	129,183	-50.85% *** Review

	2009/1	2008/1	% Diff
Flex Entry FTE	2	5	-53.40%

Non Flexible Entries	345	347	-0.58%
Flexible Entry Records	1	1	0.00%
Total Faculty Records	346	348	-0.57%

Univ. Faculty Report (CBM008)

Edit00v00  
1 2009

TEXAS HIGHER EDUCATION COORDINATING BOARD  
LONE STAR UNIVERSITY 003304  
FY 2010 Cost Study CBM004/CBM008 Salary/SCH By Semester

Page 1  
RunDate: 10/15/2009 Time: 18:41:35

FICE	SEM	FUND	LONE STAR UNIVERSITY	UGL SCH/SAL	UGU SCH/SAL	MAS SCH/SAL	DOC SCH/SAL	SP SALSCH/	TOT SCH/SAL
003304	1	01	LIBERAL ARTS	23,780	4,741	669	0	0	29,190
				\$1,704,357	\$530,169	\$233,859	\$0	\$0	\$2,468,386
003304	1	02	SCIENCE	8,257	2,441	123	0	0	10,821
				\$621,304	\$428,419	\$74,810	\$0	\$0	\$1,124,533
003304	1	03	FINE ARTS	3,497	592	0	0	0	4,089
				\$401,331	\$164,078	\$0	\$0	\$0	\$565,409
003304	1	04	TEACHER EDUCATION	646	1,592	882	0	0	3,120
				\$41,841	\$148,992	\$186,290	\$0	\$0	\$377,123
003304	1	05	AGRICULTURE	348	1,144	176	0	0	1,668
				\$21,839	\$84,530	\$25,636	\$0	\$0	\$132,005
003304	1	06	ENGINEERING	525	169	0	0	0	694
				\$82,043	\$55,317	\$0	\$0	\$0	\$137,360
003304	1	07	HOME ECONOMICS	204	187	30	0	0	421
				\$17,610	\$25,166	\$7,315	\$0	\$0	\$50,091
003304	1	08	LAW	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	09	SOCIAL SERVICE	243	147	0	0	0	390
				\$17,111	\$10,283	\$0	\$0	\$0	\$27,394
003304	1	10	LIBRARY SCIENCE	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	11	VETERINARY SCIENCE	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	12	VOCATIONAL TRAINING	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	13	PHYSICAL TRAINING	911	0	0	0	0	911
				\$170,213	\$0	\$0	\$0	\$0	\$170,213
003304	1	14	HEALTH SERVICES	837	876	697	0	0	2,410
				\$56,543	\$95,394	\$263,529	\$0	\$0	\$415,466
003304	1	15	PHARMACY	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	16	BUSINESS ADMINISTRATION	1,731	4,327	330	0	0	6,388
				\$162,984	\$594,691	\$93,133	\$0	\$0	\$850,808
003304	1	17	OPTOMETRY	0	0	0	0	0	0
				\$0	\$0	\$0	\$0	\$0	\$0
003304	1	18	TEACHER ED-PRACTICE TEACHING	0	804	0	0	0	804
				\$0	\$90,082	\$0	\$0	\$0	\$90,082
003304	1	19	TECHNOLOGY	1,788	48	30	0	0	1,866
				\$108,974	\$3,048	\$8,878	\$0	\$0	\$120,900
003304	1	20	NURSING	1,372	649	224	0	0	2,245
				\$262,154	\$148,361	\$214,811	\$0	\$0	\$625,326
003304	1	23	TOTALS	44,139	17,717	3,161	0	0	65,017
				\$3,668,305	\$2,378,530	\$1,108,261	\$0	\$0	\$7,155,096

## Univ. Faculty Report (CBM008)

Note: Developmental (Fund 21) added into Liberal Arts (Fund 01)

003304	1	21 DEVELOPMENTAL EDUCATION	1,812	0	0	0	0	1,812
			\$126,393	\$0	\$0	\$0	\$0	\$126,393

Edit00v00  
FALL 2009

TEXAS HIGHER EDUCATION COORDINATING BOARD  
UNIV-CBM008 FACULTY TEACHING MORE THAN 25 CLASSES  
LONE STAR UNIVERSITY 003304

Page 1  
RunDate: 10/15/2009 Time: 18:41:35

FICE	SUBJECT	COURSE	SECTION	TYPE	INSTRUCTOR	SCH	ENROLL	SEM	YEAR
CODE	PREFIX	NUMBER	NUMBER		CODE				
THERE ARE NO FACULTY TEACHING MORE THAN 15 CLASSES									

Edit00v00  
FALL 2009

TEXAS HIGHER EDUCATION COORDINATING BOARD  
CLASSES TAUGHT BY NON-REPORTED FACULTY  
LONE STAR UNIVERSITY 003304

Page 1  
RunDate: 10/15/2009 Time: 18:41:35

FICE	SUBJECT	COURSE	SECTION	TYPE	CITY	COMPOSITE	SMALL	ZIP	INSTRUCTOR	RESPONS	SCH	SEMESTER	YEAR
CODE	PREFIX	NUMBER	NUMBER			NUMBER	CLASS	CODE	CODE	FACTOR	HOURS		
THERE ARE NO 4-8 MISMATCHES FOR : LONE STAR UNIVERSITY													

Univ. Faculty Report (CBM008)

Edit00v00  
FALL 2009

TEXAS HIGHER EDUCATION COORDINATING BOARD  
LONE STAR UNIVERSITY 003304

Page 1  
RunDate: 10/15/2009 Time: 18:41:35

AVERAGE 9-MONTH FACULTY SALARIES BY GENDER WITHIN ETHNICITY

RANK	WHITE		BLACK		HISPANIC		ASIAN		NATIVE AM		INTERNATL		TOTAL		AVG
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Prof	36	15	---	---	2	1	1	1	3	---	---	---	42	17	59
	75,283	73,581	---	---	85,568	75,000	80,666	73,148	66,345	---	---	---	75,263	73,639	74,795
Assc Prof	38	25	1	---	2	1	3	---	---	1	---	---	44	27	71
	62,360	61,208	52,784	---	63,225	53,268	65,373	---	---	55,288	---	---	62,387	60,695	61,744
Asst Prof	22	13	3	---	3	4	3	---	---	1	1	---	32	18	50
	52,646	54,188	53,003	---	51,816	54,060	56,520	---	---	51,816	90,000	---	54,132	54,028	54,095
Instr	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
T/A	1	6	1	---	1	1	---	---	---	---	---	---	3	7	10
	22,188	22,188	22,188	---	22,188	22,188	---	---	---	---	---	---	22,188	22,188	22,188
Other Fac	55	74	1	1	5	8	---	---	---	1	1	---	62	84	146
	38,023	33,505	33,304	29,556	34,615	33,300	---	---	---	51,816	25,840	---	37,475	33,656	35,278

NOTE: SALARIES ARE COMPUTED TO 9-MONTH EQUIVALENTS. THE LIMITS FOR THE OUT OF RANGE SALARIES ARE:

PROFESSOR	GREATER THAN	280,000 OR LESS THAN	29,000
ASSOCIATE PROFESSOR	GREATER THAN	200,000 OR LESS THAN	29,000
ASSISTANT PROFESSOR	GREATER THAN	175,000 OR LESS THAN	20,000
INSTRUCTOR, LECTURER, OTHER	GREATER THAN	150,000 OR LESS THAN	3,200
TEACHING ASSISTANTS	GREATER THAN	45,000 OR LESS THAN	3,200

OUT OF RANGE SALARIES



Univ. Faculty Report (CBM008)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of SR-CBM008 Data From  
 LONE STAR UNIVERSITY 003304  
 Questionables ONLY

Page 1

FALL 2009

RunDate: 10/15/2009 Time: 18:41:35

Items	Item	Item	Items										Items			Items			Items		1	1	2	Item					
1	2	3	4	5	6	7	8	9	10	11	12	13A	13B	13C	13D	13E	14A	14D	14R	14X	14Z	15	16	17	8	9	0	21	
8	003304	111111111	MEMBER1	C	D	5	0	M	0120	1	197501	100	000	000	000	000	000000	000000	000000	000000	000000	000	000000	0	1	0	2	2009	Q
-----																													
TotalSalary&FeSalary , Is Zero Questionable! REF0631																													
8	003304	333333333	MEMBER2	B	R	5	0	M	0120	2	197412	100	000	000	000	000	000000	000000	000000	000000	000000	000	000000	0	1	0	2	2009	Q
-----																													
TotalSalary&FeSalary , Is Zero Questionable! REF0631																													
8	003304	444444444	MEMBER3	M	K	5	0	M	0120	1	195909	100	000	000	000	000	000000	000000	000000	000000	000000	000	000000	0	1	0	2	2009	Q
-----																													
TotalSalary&FeSalary , Is Zero Questionable! REF0631																													
8	003304	666666666	MEMBER4	H	D	5	0	M	1450	1	192811	100	000	000	000	000	025908	000000	000000	000000	000000	000	000000	0	1	0	2	2009	Q
-----																													
Dob(Item12), is < 16 or > 75. Questionable. REF0017																													
8	003304	777777777	MEMBER5	V	J	5	0	F	0120	1	196912	100	000	000	000	000	000000	000000	000000	000000	000000	000	000000	0	1	0	2	2009	Q
-----																													
TotalSalary&FeSalary , Is Zero Questionable! REF0631																													

Items In Error Are Indicated By (\*), Questionable By (-)

GRADUATION REPORT  
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, except when reporting the baccalaureate-level and graduate-level certificates. The CIP of a certificate must be a valid CIP code.

If a student is awarded more than one award in a reporting period, enter separate records for each degree and/or certificate.

The CBM009 Appendix 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.

Nursing Shortage Reduction Program

Institutions participating in the Nursing Shortage Reduction Program (NSRP) are required to submit their nursing graduates on the CBM009 by October 1. The nursing records must be error-free to be included in the count for funding.

Univ. 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 YYYYMMDD (all four digits of the year, two digits of the month, and two digits of the day for date of birth for the student).

Item #7 Degree Conferred. Enter the abbreviation of the degree (i.e., CER, BA, MS, PhD as it appears on the institution's CBM009 Appendix). The degree conferred for baccalaureate-level and graduate-level certificates will be identified with 'CER'. Do not include certificates that are awarded to continuing education students and do not include students who have taken courses toward their teacher certification.

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

- |                 |                                   |
|-----------------|-----------------------------------|
| 1 Associate     | 5 Special-Professional            |
| 2 Baccalaureate | 6 Baccalaureate-Level Certificate |
| 3 Master's      | 8 Graduate-Level Certificate      |
| 4 Doctoral      |                                   |

**NOTE:**

Baccalaureate-Level Certificate – An upper-level undergraduate certificate requiring completion of an organized program of study that includes 21-36 hours in disciplinary areas where the institution already offers an undergraduate degree program.

Univ. Graduation Report (CBM009)

Graduate-Level Certificate – A graduate-level certificate that requires the completion of an organized program of study that includes 16-29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate.

Specialist Degree – A degree program awarded for study beyond the master's degree but below the doctorate that typically requires 60-70 semester credit hours beyond a bachelor's degree (or about 30 beyond a master's degree). It is designed as a terminal degree and reported at the master's level.

- Item #9 Major. Enter the eight-digit CIP code in which the degree was earned. The CIP classification you will provide for baccalaureate-level and graduate-level certificates must be the same as the baccalaureate or graduate level degree program on the Program Inventory to which they support, unless the certificate program is on the Program Inventory.
- Item #10 Reporting Period. Always enter '1'.
- Item #11 Year. Enter all four digits of the year in which the report is submitted.
- Item #12 Non-Disclosure. Enter a '2' to indicate that the student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.
- Item #13 Month of Award. Enter the two-digit number for the month in which the award was conferred (e.g., '05' for May).
- Item #14 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.
- Item #15 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.
- Item #16 Middle Name Initial. Enter the initial of the student's middle name.
- Item #17 Self-Supported Program. Enter 'X' to identify students who graduated in a self-supported program. These students should have been reported on the CBM00X. Leave blank if not.

Reporting of items #18 and #19A-G is optional. It will be mandatory beginning with the fall 2010 reporting period.

- Item #18 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

- 1 Hispanic or Latino origin
- 2 Not Hispanic or Latino origin
- 3 Not answered

Univ. Graduation Report (CBM009)

Item #19     Race. Select one or more codes indicating the race of the student.

Item #19A	1	White
Item #19B	2	Black or African-American
Item #19C	4	Asian
Item #19D	5	American Indian or Alaskan Native
Item #19E	6	International
Item #19F	7	Unknown or Not Reported
Item #19G	8	Native Hawaiian or Other Pacific Islander

***Definitions:***

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
  - a) Even though a student is allowed to pay the “Resident Tuition” rate due to a waiver (coded ‘E’ in Item #7 on the CBM001), report with the international code.
  - b) Report the ethnicity of students who were coded ‘A’ in Item #7 on the CBM001.
  - c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
  - d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial/ethnic designation.

Univ. Graduation Report (CBM009)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record - Always '9'	1	1
Item #2	Institution Identifier - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender - 'M' or 'F'	17	1
Item #5	Ethnic Origin - Numeric	18	1
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Degree Conferred - Left justified, space filled	27	8
Item #8	Level of Degree Conferred	35	1
Item #9	Major - Numeric	36	8
Item #10	Reporting Period - Always '1'	44	1
Item #11	Year - YYYY - Numeric	45	4
Item #12	Non-Disclosure – Numeric	49	1
Item #13	Month of Award	50	2
Item #14	Last Name – Alpha	52	20
Item #15	First Name – Alpha	72	10
Item #16	Middle Name Initial – Alpha	82	1
Item #17	Self-Supported Program – Alpha	83	1
Item #18	New Ethnic Origin	84	1
Item #19	Race:		
Item #19A	White – '1' or blank	85	1
Item #19B	Black or African-American – '2' or blank	86	1
Item #19C	Asian – '4' or blank	87	1
Item #19D	American Indian or Alaskan Native – '5' or blank	88	1
Item #19E	International – '6' or blank	89	1
Item #19F	Unknown or Not Reported – '7' or blank	90	1
Item #19G	Native Hawaiian or Other Pacific Islander – '8' or blank	91	1

Univ. 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 header record 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' thru '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 '01', day greater than '31'
7. Degree Conferred	N/A	Must match institution's inventory of approved degree programs
8. Level of Degree	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 header record
12. Non-Disclosure	N/A	Any value except '2' or '0'
13. Month of Award	N/A	Any value other than '01' thru '12'

Univ. Graduation Report (CBM009)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
14. Last Name	N/A	Blank, numerical
15. First Name	N/A	Blank, numerical
16. Middle Name Initial	N/A	Numerical
17. Self-Supported Program	N/A	Any value except blank or 'X'
18. New Ethnic Origin	N/A	Value other than '1', '2', or '3'
19A. White	N/A	Value other than '1' or space or value = '1' and '7'
19B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
19C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
19D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
19E. International	N/A	Value other than '6' or space or value = '6' and '7'
19F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
19G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

**DISCREPANCY:** The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

Univ. Graduation Report (CBM009)

SUMMARY OF DEGREES CONFERRED

HEADCOUNT: The headcount is a summation of non-duplicative CBM009 records.

TOTAL DEGREES: The total degrees number is the summation of CBM009 records. Degrees are summarized by gender, age, and ethnic origin.

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.

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

NON-DISCLOSURE: The summary is based on the code of '2' in Item #12.

# Univ. Graduation Report (CBM009)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 SR-CBM009 EDIT SUMMARY FROM RunDate: 10/15/2009 Time: 18:33:27  
 LONE STAR UNIVERSITY 003304 FALL 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	998	0	0
ITEM 2 INST. CODE	998	0	0
ITEM 3 STUDENT ID	993	5	0
ITEM 4 GENDER	998	0	0
ITEM 5 ETHNIC ORIGIN	998	0	0
ITEM 6 DATE OF BIRTH	998	0	0
ITEM 7 Degree Confered	998	0	0
ITEM 8 Level of Award	998	0	0
ITEM 9 Major	998	0	0
ITEM 10 SEMESTER	998	0	0
ITEM 11 YEAR	998	0	0
ITEM 12 Non Disclosure	998	0	0
ITEM 13 Month of Award	998	0	0
ITEM 14 Last Name	998	0	0
ITEM 15 First Name	998	0	0
ITEM 16 Middle Initial	998	0	0
ITEM 17 Self-Supported Prog	998	0	0
ITEM 18 New Ethnic Origin	998	0	0
ITEM 19 Race	998	0	0
ITEM 19A White	998	0	0
ITEM 19B Black/African-Amer	998	0	0
ITEM 19C Asian	998	0	0
ITEM 19D American Ind/Alask Nat	998	0	0
ITEM 19E International	998	0	0
ITEM 19F Unknown/Not Reported	998	0	0
ITEM 19G Nat Hawaiian/Other Pac Is	998	0	0
TOTAL Report Records	998		
CONTROL TOTAL	998	DISCREPANCY	0
Total Recs on Db	998		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	5		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	5		
Total Non Error Records on Db	998		
Total Rejected Records	0		

# Univ. Graduation Report (CBM009)

Note: The standard Summary Report is compared to the previous year to aid in early detection of potentially erroneously-reported data. It will show the percentage increase/decrease of items, evaluate the items identified with a Review message, and submit updates to correct where appropriate. If the absolute value of the difference between the current year and prior year item

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is identified.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is identified.
- 4) is greater than 100,000, a percentage change greater than 10% is identified.

If the original report had only one column the comparison data is in adjacent column. If the original report had multiple columns the comparison data is in the next row and asterisks are printed below the column in question.

The report is a 'work in progress' and we would appreciate any feedback you may have regarding it.

Total Students	985	960	2.60%
Duplicates	13	9	44.44%
Total	998	969	2.99%
Gender	2009/1	2008/1	% Diff
Male	400	389	2.83%
Female	598	580	3.10%
Total	998	969	2.99%
Age	2009/1	2008/1	% Diff
Under 17	0	0	0.00%
17	0	0	0.00%
18	0	0	0.00%
19-21	44	45	-2.22%
22-24	535	531	0.75%
25-30	244	230	6.09%
31-35	65	64	1.56%
36-50	88	80	10.00%
51-64	22	19	15.79%
65 and Older	0	0	0.00%
UnReported(not in avg)	0	0	0.00%
Average Age	27	26	0.91%
Total	998	969	2.99%
Ethnic Origin	2009/1	2008/1	% Diff
White, Non-Hispanic	739	703	5.12%
Black, Non-Hispanic	39	45	-13.33%
Hispanic	184	189	-2.65%
Asian/Pacific Islander	9	7	28.57%
American Indian/Alaskan Native	6	4	50.00%
International	21	21	0.00%
Unknown or Not Reported	0	0	0.00%
Total	998	969	2.99%
Classification	2009/1	2008/1	% Diff
Associate	70	72	-2.78%
Baccalaureate	785	760	3.29%
Masters	143	137	4.38%
Doctoral	0	0	0.00%
Special/Professional	0	0	0.00%
Baccalaureate-Level Cert.	0	0	0.00%
Graduate-Level Certificate	0	0	0.00%
Total	998	969	2.99%
Non Disclosure	2009/1	2008/1	% Diff
Non Disclosure	4	9	-55.56%
Total	4	9	-55.56%

Univ. Graduation Report (CBM009)

New Ethnic Origin	2009/1	2008/1	% Diff
Hispanic or Latino Origin	295	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	698	*No Exact Historic Data Available	
Not Answered	5	*No Exact Historic Data Available	
Total	998	*No Exact Historic Data Available	

Race	2009/1	2008/1	% Diff
Multi-racial	57	*No Exact Historic Data Available	
White only	545	*No Exact Historic Data Available	
Black only	94	*No Exact Historic Data Available	
Hispanic only	238	*No Exact Historic Data Available	
Asian only	31	*No Exact Historic Data Available	
American Indian/Alaskan Native only	3	*No Exact Historic Data Available	
International only	21	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	7	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	2	*No Exact Historic Data Available	
Total	998	*No Exact Historic Data Available	

Races reported in Multi-racial	2009/1	2008/1	% Diff
White	79	*No Exact Historic Data Available	
Black	26	*No Exact Historic Data Available	
Asian	8	*No Exact Historic Data Available	
American Indian/Alaskan Native	1	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available	
International	0	*No Exact Historic Data Available	

Univ. Graduation Report (CBM009)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of SR-CBM009 Data From  
 LONE STAR UNIVERSITY 003304

Page 1

FALL 2009

RunDate: 10/15/2009 Time: 18:33:27

Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Remarks
9	003304	222222222	F	3	19720722	MSN	3	51161600	1	2009	0 08	STUDENT1 MICHELLE
9	003304	222222222	F	3	19720722	BSN	2	51160100	1	2009	0 08	STUDENT1 MICHELLE Q
9	003304	444444444	F	1	19800401	BBA	2	52030100	1	2009	0 08	Mult. Degree Records. REF0418 STUDENT2 KATHLEEN I
9	003304	444444444	F	1	19800401	MBA	3	52030100	1	2009	0 08	STUDENT2 KATHLEEN I Q
9	003304	666666666	F	1	19850814	MBA	3	52030100	1	2009	0 05	Mult. Degree Records. REF0418 STUDENT3 TAMARA M
9	003304	666666666	F	1	19850814	BBA	2	52030100	1	2009	0 05	STUDENT3 TAMARA M Q
9	003304	888888888	F	3	19841119	BBA	2	52030100	1	2009	0 12	Mult. Degree Records. REF0418 STUDENT4 JACKLYN I
9	003304	888888888	F	3	19841119	MBA	3	52030100	1	2009	0 12	STUDENT4 JACKLYN I Q
9	003304	111111111	M	1	19840823	BBA	2	52030100	1	2009	0 08	Mult. Degree Records. REF0418 STUDENT5 CHRISTOPHE J
9	003304	111111111	M	1	19840823	MBA	3	52030100	1	2009	0 08	STUDENT5 CHRISTOPHE J Q
9	003304	111111111	M	1	19840823	BS	2	31050110	1	2009	0 08	Mult. Degree Records. REF0418 STUDENT5 CHRISTOPHE J Q
												Mult. Degree Records. REF0418

Total Rejected Records 0  
 Total Records on DataBase 998  
 Total Non Error Records 998  
 Total Error Records 0  
 Total Questionable Records 5  
 Total Rejected Records 0

Items In Error Are Indicated By (\*), Questionable By (-)

## FACILITIES ROOM INVENTORY REPORT CBM011

This manual supersedes the Texas Higher Education Coordinating Board (THECB) 2005 Facilities Inventory Procedures Manual. The THECB implemented the coding structure outlined in this manual on November 1, 2008. The changes implemented in this manual are auditable effective November 1, 2009. All certified inventory reports prior to November 1, 2009 will be audited under the 2005 Facility Inventory Manual. Compatibility and reporting procedures in the 2005 manual have mostly been retained. The primary purpose of this manual is to provide a uniform physical facilities coding system that prevails between higher education institutions in Texas and across the nation for data included in a building and room inventory. It provides a current and common framework for terms and definitions around which to compile data systems for physical facilities. The majority of the data codes are based on definitions and standards established by the National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, U. S. Department of Education, NCES 92-165, 2006, but some data codes are unique to Texas higher education institutions. The guidelines established by this manual may only be part of an institution's total facilities and capital asset inventory.

Sections 61.0572 and 61.058 of the Texas Education Code define THECB duties and its essential responsibilities to Texas higher education institutions. Basically, the THECB must assist institutions in efficient use of its construction funds and the orderly development of physical plants to accommodate projected college student enrollments.

This report includes distinctions for all types of space within a building and its intended design function. Space Use Codes and Functional Category Codes are found in Appendices F and G, respectively. See Appendix I for a Glossary of Facilities Terms. Visit <http://www.txhighereddata.org/ReportingManuals.cfm> to view the appendices.

### Basis for Classification

Information to code rooms according to architectural features can best be obtained by a visual inspection of each room, but may also be obtained from as-built drawings. The evaluation of a room's Space Use Code and Functional Category Code should be based on the judgment of a departmental representative, facility planning, or physical plant personnel who are familiar with the coding structure in this manual. A room's Space Use Code and Functional Category Code can change between inventories or audit dates. A room's Space Use Code does not change until its basic design function has changed. Space Use Code 060 can be used temporarily to reflect non-assigned space while it is undergoing a conversion by remodeling.

### Rooms to be Included

Space Use Codes for cubicle space are regarded as Office Facilities (300) that can be assigned to academic, administrative, or service functions of an institution. Each defined workspace can be considered a room. Operations independent of an institution's mission are to be reported under Functional Category Codes 91 and 92. The Appendices to this manual include Space Use Codes for circulation areas, building service, mechanical, and structural areas, which are classified as non-assigned space.

## Univ. Facilities Room Inventory Report (CBM011)

### Rooms Not to be Included

Residential rooms in a facility with Building Type Codes 6 or 7 (Residence/Single and Residence/Family) need not be reported except for rooms used for non-residential purposes. Residential rooms in a facility with Building Type Code 2 (Academic/Residence) need not be reported except for rooms within the building that are used for non-residential purposes. Space within a leased facility that is not used by the institution need not be reported. Covered play areas and covered walkways are not considered rooms.

### Addition of Rooms

The addition of rooms should be reported on an on-going basis.

### CIP Code and Functional Category Limitations

The CIP code is a required field within a room record that may be prorated up to three times, based on percent of use with different CIP codes, precisely to identify space being used by a particular discipline, department, or function. A six-digit CIP code corresponds to a single instructional program and its first two digits correspond to a group of instructional programs. If an exact CIP code cannot be determined, assign the most accurate code available.

Academic CIP codes should not be used with Institutional Support Functional Category Codes (60 series). These two areas are fundamentally different. Space for academic administration is Functional Category Code Academic Administration (46) and it must be combined with an academic CIP, as in the case of the space devoted to department heads.

Descriptive information on NCES CIP codes can be obtained from the following NCES web address: <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165>. The Coordinating Board has an index of the current and deleted NCES CIP codes on its web site at <http://www.txhighereddata.org/Interactive/CIP/>. A list of codes unique to Texas higher education institutions is in Appendix C of this manual.

### Basis for Room Measurement

Room area is measured to the nearest square foot in accordance with parameters established by the facilities audit protocol.

### Space Use Codes

Primary Space Use/Design Use: Each room has one best Space Use Code based on its exclusive or predominant design/use. Primary activity areas (Space Use Codes) always end with "0". For a room used as an office (Space Use Code 310) and a research/non-class laboratory (Space Use Code 250), a single determination for primary activity should be made. It is recommended that primary be evaluated in terms of time, the human activity that focuses on use, rather than space. Space Use Codes change when a room's predominant use or physical characteristics have been changed and/or remodeled.

Service Codes: Determine whether the existence of a particular room, with its specific design/function and use, is dependent upon or justified by another room (usually nearby) and its specific use. If a significant degree of dependency exists, an appropriate service

## Univ. Facilities Room Inventory Report (CBM011)

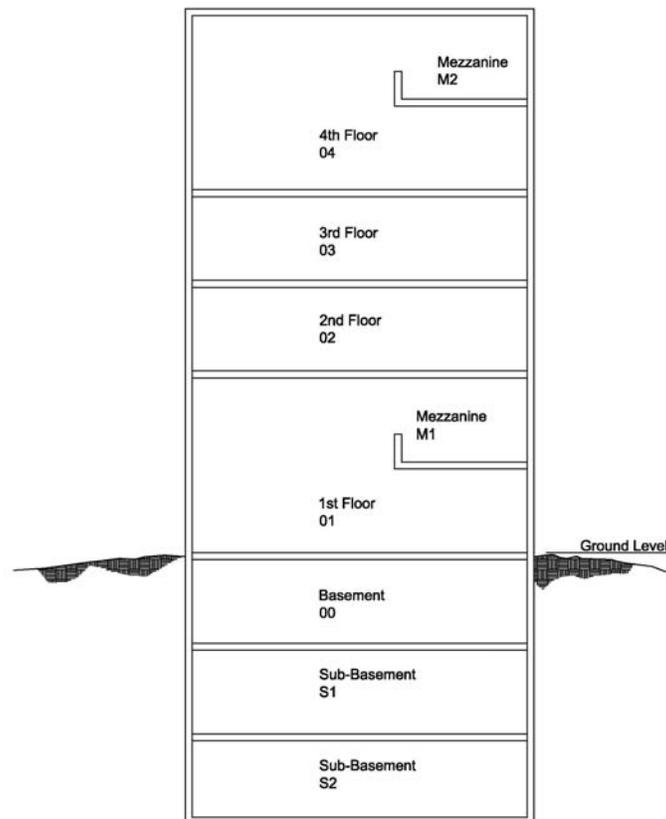
code should be used. Support or service space is identified by Space Use Codes ending with "5".

### Proration of Use

Up to three Functional Category Codes may be assigned to a single room: primary, secondary, and remaining. Where a room serves several purposes or uses, it may be reported based on time spent on each activity. Overall, the total percent of use/proration for primary, secondary, and remaining use must always total 100 percent. Only a room's function (Functional Category Code) and program area (CIP Code) may be prorated since its space use (Space Use Code) cannot be prorated.

### Floor (optional)

Floor numbers are two characters in length. Zero fill the first position of the Floor field for floors less than 10 (01, 02, etc.). A basement should be coded as '00'. Sub-basements should be coded with an 'S' in the first position and the sub-basement number in the second position (S1, S2, etc.). Mezzanines should be coded with an 'M' in the first position and the mezzanine number in the second position (M1, M2, etc.). See illustration.



Univ. Facilities Room Inventory Report (CBM011)

INSTRUCTIONS FOR FACILITIES ROOM INVENTORY REPORT

- Item #1 Record Code. Always enter 'R'.
- Item #2 Institution Code. Enter the FICE code of the institution. See Appendix A.
- Item #3 Report Year. Enter all four digits of the calendar year in which the inventory occurs.

BUILDING IDENTIFICATION

Each room is uniquely identified as a separate record by a combination of building, floor, and room number. Each room within a building should have a unique alpha or numeric code to identify the room. The building identification must be the same as the building identification used in the CBM005 and the CBM014 reports.

- Item #4 Building Number. Enter the assigned building number.
- Item #5 Room Number. Enter the assigned room number.
- Item #6 Primary CIP Code. Enter the primary classification of an instructional program (CIP) code associated with this room. Use the first six digits of the codes listed in Appendix C.
- Item #7 Omitted.
- Item #8 Space Use Code. Enter the space use code based on the room's exclusive or predominant design or use. See Appendix F.
- Item #9 Primary Functional Category Code. Enter the primary functional category code. See Appendix G.
- Item #10 Primary CIP Percent. Enter the percentage of the primary CIP code reported in Item #6.
- Item #11 Room Area. See Glossary of Facilities Terms (Appendix I).
- Item #12 Omitted.
- Item #13 Omitted.
- Item #14 Omitted.
- Item #15 Omitted.
- Item #16 Omitted.
- Item #17 Student Station Capacity. This is based on the number of occupants the room is designed to accommodate; only required of certain space uses.
- Item #18 Secondary CIP Code. Enter the secondary CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.
- Item #19 Omitted.

Univ. Facilities Room Inventory Report (CBM011)

- Item #20     Secondary Functional Category Code. Enter the secondary functional category code. See Appendix G.
- Item #21     Secondary CIP Percent. Enter the percentage of the secondary CIP code reported in Item #18.
- Item #22     Remaining CIP Code. Enter the remaining CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.
- Item #23     Omitted.
- Item #24     Remaining Functional Category Code. Enter the remaining functional category code. See Appendix G.
- Item #25     Remaining CIP Percent. Enter the percentage of the remaining CIP code reported in Item #22.
- Item #26     Record Identification. Always enter '11'.
- Item #27     Floor. Optional. Floor number (01, 02, 03, etc.)

Univ. Facilities Room Inventory Report (CBM011)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always 'R'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Report Year – Numeric	8	4
Item #4	Building Number – Alphanumeric	12	6
Item #5	Room Number – Alphanumeric	18	16
Item #6	Primary CIP Code – Numeric	34	6
Item #7	Omitted	40	2
Item #8	Space Use Code – Alphanumeric	42	3
Item #9	Primary <u>Functional Category</u> Code – Numeric	45	2
Item #10	Primary CIP Percent – Numeric	47	3
Item #11	Room Area	50	8
Item #12-16	Omitted	58	12
Item #17	Student Station Capacity – Numeric	70	4
Item #18	Secondary CIP Code – Numeric	74	6
Item #19	Omitted	80	2
Item #20	Secondary <u>Functional Category</u> Code – Numeric	82	2
Item #21	Secondary CIP Percent – Numeric	84	3
Item #22	Remaining CIP Code – Numeric	87	6
Item #23	Omitted	93	2
Item #24	Remaining <u>Functional Category</u> Code – Numeric	95	2
Item #25	Remaining CIP Percent – Numeric	97	3
Item #26	Record Identification – Always '11'	100	2
Item #27	Floor	102	2

Univ. Facilities Room Inventory Report (CBM011)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except 'R'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Report Year	N/A	Must match value in header record
4. Building Number	N/A	Must match CBM014
5. Room Number	N/A	Special characters
6. Primary CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
7. Omitted		
8. Space Use Code	N/A	Value less than 040 or greater than 970; value not = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04 when Item #9 = 02-07
9. Primary Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04; blank if Item #6 filled
10. Primary CIP Percent	N/A	Not numeric if Item #6 filled
11. Room Area	N/A	Not numeric if Item #6 filled
12. Omitted		
13. Omitted		
14. Omitted		
15. Omitted		
16. Omitted		

Univ. Facilities Room Inventory Report (CBM011)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
17. Student Station Capacity	N/A	Value of 0000 if Item #8 = 110, 210, 220, 350, 410, 430, 610, 680
18. Secondary CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
19. Omitted		
20. Secondary Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04; blank if Item #18 filled
21. Secondary CIP Percent	N/A	Not numeric if Item #18 filled
22. Remaining CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
23. Omitted		
24. Remaining Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04; blank if Item #22 filled
25. Remaining CIP Percent	N/A	Not numeric if Item #22 filled
26. Record Identification	N/A	Any value except '11'
27. Floor (optional)	N/A	N/A

Univ. Facilities Room Inventory Report (CBM011)

SPACE EXCLUDED FROM E&G SPACE CALCULATION

When determining the amount of assignable Educational and General Space (E&G) square footage of a building, the following Building Types, CIP, Space Use Codes, and Functional Category Codes are excluded.

Building Condition 7	Mothballed facility currently excluded from routine operation and maintenance expense
Building Type 6 or 7	Residence, Single and Resident, Family
Building Type 8 or 9	Non-institutional Agency Buildings and Rental Property
Building Type R	Renovations that cause the entire building to be temporarily out of service
CIP 720000 – 739999	Intercollegiate Athletics and Support Facilities (food, health, housing, parking, retail, and childcare services)
CIP 817500	Alumni Relations
CIP 999999	Unknown use by External Agencies with Functional Category Code 92
Space Use Code 523	Indoor Athletic Facilities Spectator Seating
Space Use Code 630 – 635	Food Facility and Food Facility Service
Space Use Code 660 – 665	Merchandising and Merchandising Service
Space Use Code 670 – 675	Recreation (non-athletic/PE) and Recreation Service
Space Use Code 750 – 755	Central Food Store and Central Food Store Service
Space Use Code 810 – 895	These Space Use Codes include Health Care Facilities (unless with Functional Category Codes 11, 12, 15, 21, or 22)
Space Use Code 910 – 970	Residential Facilities
Space Use Code 050 – 070	Inactive areas permanently or temporarily incapable of use
Space Use Code M10, U10, and W10	Men's, Unisex, and Women's public restrooms
Space Use Code WWW, XXX, YYY, and ZZZ	Circulation, Building Service, Mechanical, or Structural Areas (non-assignable space)
Functional Category Codes 02 – 07	Unclassified or non-assignable space necessary for the general operation of a building (custodial, mechanical, mothballed, public restrooms, shell space, circulation area)
Functional Category Codes 31 – 35	Public Service
Functional Category Code 42	Museums and Galleries
Functional Category Code 52	Social and Cultural Development outside the degree curriculum

Univ. Facilities Room Inventory Report (CBM011)

Functional Category Codes 55 – 57	Student Service (Student Auxiliary Service, Intercollegiate Athletics (except with CIP Student Health/Medical Services) (740000 – 745000)
Functional Category Codes 65 – 66	Faculty and Staff Auxiliary Services and Alumni Records
Functional Category Code 91	Independent Operations/Institutional
Functional Category Code 92	Independent Operations/External Agencies (Use CIP 999999 for unknown use)

# Univ. Facilities Room Inventory Report (CBM011)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 CBM011 Room EDIT SUMMARY FROM RunDate: 09/15/2009 Time: 18:15:08  
 LONE STAR UNIVERSITY 003304 ANNUAL 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	36	0	0
ITEM 2 Inst. Code	36	0	0
ITEM 3 Report Year	36	0	0
ITEM 4 Building Number	35	0	1
ITEM 5 Room Number	35	0	1
ITEM 6 Primary CIP Code	36	0	0
ITEM 8 Space Use Code	36	0	0
ITEM 9 Primary Funct Cat Code	36	0	0
ITEM 10 Primary CIP Percent	36	0	0
ITEM 11 Room Area	36	0	0
ITEM 17 Student Station Capacity	36	0	0
ITEM 18 Secondary CIP Code	36	0	0
ITEM 20 Secondary Funct Cat Code	36	0	0
ITEM 21 Secondary CIP Percent	36	0	0
ITEM 22 Remaining CIP Code	36	0	0
ITEM 24 Remaining Funct Cat Code	36	0	0
ITEM 25 Remaining CIP Percent	36	0	0
ITEM 26 Record Identification	36	0	0
ITEM 27 Floor	36	0	0

TOTAL Report Records	36		
CONTROL TOTAL	36	DISCREPANCY	0
Total Recs on Db	36		
Number Of Non-Unique/ Duplicated Id's	0		
Number Of Duplicate Records	1		
Number Of Relative Duplicate Questionabl	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	1		
Total Error Other	3		
Total Questionable Recs on Db	0		
Total Non Error Records on Db	35		
Total Rejected Records	0		



# Univ. Facilities Room Inventory Report (CBM011)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 PART A, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2009  
 003304 LONE STAR UNIVERSITY  
 PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

09/15/2009 06:15:09

## Building Size and Cost Data

BUILDING NUMBER NAME	GROSS AREA	ASSIGN AREA	E & G SQ.FT.	OCCUP DATE	FLOORS	N	W	O	Y	N
						D	N	C	P	S
0001 HARDIN ADMINISTRATION BUILDING	71,594	0	0	1937	3	2	1	1	1	3
0004 BRIDWELL HALL	42,260	0	0	1998	3	1	1	1	1	4
0005 UNIVERSITY PRESS	4,965	4,869	1,079	1940	1	2	1	1	1	3
0006 MEMORIAL BUILDING	7,019	0	0	1945	2	2	1	1	1	3
0007 FERGUSON HALL	16,896	0	0	1947	3	1	1	1	1	3
0010 MARTIN HALL	10,278	9,414	5,886	1946	2	1	1	1	1	2
0011 FAIN FINE ARTS CENTER	98,805	0	0	1978	2	1	1	1	1	5
0012 DANIEL BUILDING	46,335	39,566	34,335	1990	2	1	1	1	4	4
0013 FOWLER HALL	22,896	20,464	13,755	1949	2	1	1	1	1	3
0015 BEYER GREENHOUSE	2,398	2,236	2,162	1983	1	1	1	1	1	8
0017 MERCANTILE BUILDING	10,608	8,828	1,662	1989	2	2	1	1	1	3
0018 MCGAHA HALL	6,789	6,220	2,761	1949	1	1	1	1	1	2
0019 INSTRUMENTAL MUSIC HALL	7,815	2,505	1,539	1949	2	1	1	1	1	2
0020 PAINT SHOP	1,987	1,884	1,732	1949	1	1	1	1	4	2
0021 MCCULLOUGH HALL	9,449	6,162	6,162	1949	1	1	1	1	1	2
0022 ENGINEERING LABORATORIES	2,443	1,738	1,526	1949	1	1	1	1	1	2
0023 BOLIN HALL	99,529	0	0	1966	3	1	1	1	1	3
0024 CLARK STUDENT CENTER	70,890	0	0	1951	1	1	1	1	3	3
0025 MOFFETT LIBRARY	93,676	59,181	58,484	1964	3	1	1	1	1	3
0026 KILLINGSWORTH HALL	68,658	41,195	0	1965	6	1	1	1	6	3
0027 RESIDENCE HALL MECHANICAL BUILDING	1,296	0	0	1965	1	1	1	1	4	3
0029 PIERCE HALL	49,913	29,948	0	1966	3	1	1	1	6	3
0030 FAIN HALL	8,060	5,766	0	1945	2	1	1	1	9	3
0031 VINSON HEALTH CENTER	3,108	1,804	0	1949	1	1	1	1	3	2
0032 CENTRAL PLANT	10,789	8,192	8,192	1967	2	1	1	1	4	3
0033 TENNIS CENTER	560	463	134	1984	1	1	1	1	1	2
0034 D.L. LIGON COLISEUM	117,048	112,836	91,991	1969	3	2	1	1	1	3
0035 PHYSICAL EDUCATION RESTROOMS	2,336	2,199	296	1970	1	1	1	1	3	3
0036 OUTDOOR RECREATION CENTER	5,000	4,903	0	1982	1	1	1	1	4	7
0037 SOCCER TICKET BOOTH	34	2,691	0	1982	1	1	1	1	3	1
0038 PHYSICAL TRAINING BUILDING	1,701	1,741	586	1970	1	1	1	1	3	3
0039 SOCCER PRESS BOX	943	806	0	1982	2	1	1	1	3	1
0044 SIKES HOUSE	9,626	5,776	0	1938	3	1	1	1	7	2
0045 GUEST HOUSE	1,530	918	0	1937	1	1	1	1	7	2
0046 ALUMNI CENTER	2,800	1,680	0	1938	2	1	1	1	7	2
0047 CARRIAGE HOUSE	1,080	1,148	0	1938	2	1	1	1	4	2
0048 MARCHMAN HALL	8,904	5,342	0	1959	2	1	1	1	6	2
0049 SIKES LAKE CENTER	8,836	8,558	0	1975	1	1	1	1	1	7
0050 BRIDWELL COURTS	22,243	13,346	0	1964	2	2	1	1	7	2
0051 MCCULLOUGH-TRIGG HALL	46,086	27,652	0	1994	6	1	1	1	6	4

Univ. Facilities Room Inventory Report (CBM011)

0052 JAN THACKER FANTASY OF LIGHTS WKSHP	7,356	2,251	0	1986	1	1	1	3	8	7
0053 BEAWOOD-O'DONOHUE HALL	65,060	35,371	32,408	1950	2	1	1	1	1	3
0054 UNIVERSITY POLICE	2,536	1,390	0	1997	1	1	1	1	3	2
0055 BIOLOGY HOUSE	3,778	2,267	0	1953	1	1	1	1	6	2
0056 HONORS HOUSE	3,395	2,037	0	1961	2	1	1	1	6	2
0057 SEISMOMETER BUILDING	144	0	0	2003	1	1	1	1	1	2
0060 SIKES LAKE RESTROOM	612	508	0	2005	1	1	1	2	3	2
TOTALS	1,080,064	483,853								

# Univ. Facilities Room Inventory Report (CBM011)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

PART D, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2009  
003304 LONE STAR UNIVERSITY  
PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

09/15/2009 06:15:09

## CAMPUSWIDE SPACE SUMMARY

	SQUARE FEET
GROSS SQUARE FEET	1,080,064
TOTAL EXISTING FACILITIES (ASSIGNABLE SQUARE FEET)	441,788
NON ASSIGNABLE SQUARE FEET	638,276
NET ASSIGNABLE SQUARE FEET RENTED AND/OR SHARED	308
TOTAL SQUARE FEET - EDUCATIONAL AND GENERAL USE	264,689

## TOTAL CAMPUS SPACE BY INSTITUTIONAL CATAGORIES

FUNCTION	NET ASSIGNABLE SQ. FT.
10 INSTRUCTION	164,349
20 RESEARCH	0
30 PUBLIC SERVICE	169
40 ACADEMIC SUPPORT	0
41 LIBRARY	57,322
50 STUDENT SERVICE	167,963
SUBTOTAL	389,803
60 INSTRUCTIONAL ADMINISTRATION	4,028
70 PHYSICAL PLANT OPERATIONS	47,649
80 STUDENT FINANCIAL SUPPORT	0
90 INDEPENDENT OPERATIONS	308

# Univ. Facilities Room Inventory Report (CBM011)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 PART E, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2009  
 003304 LONE STAR UNIVERSITY  
 PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD  
 TOTAL CAMPUS SPACE BY ROOM TYPE

Page 1

09/15/2009 06:15:10

TYPE OF ROOM	NASF	E&G NASF
110 CLASSROOM	28,730	28,730
115 CLASSROOM SERVICE	916	916
SUBTOTAL	29,646	29,646
210 CLASS LABORATORY	7,857	7,857
215 CLASS LABORATORY SERVICE	213	213
220 SPECIAL CLASS LABORATORY	2,996	2,996
225 SPECIAL CLASS LABORATORY SERVICE	1,789	1,191
230 INDIVIDUAL STUDY LABORATORY	678	678
235 INDIVIDUAL STUDY LABORATORY SVC.	0	0
SUBTOTAL	13,533	12,935
250 NON-CLASS LABORATORY	1,493	1,493
255 NON-CLASS LABORATORY SERVICE	173	173
SUBTOTAL	1,667	1,667
OFFICE SPACE WITHOUT 41 ROOM USE-LIBRARY		
310 OFFICE	49,250	41,512
315 OFFICE SERVICE	9,107	5,337
350 CONFERENCE ROOM	5,623	581
355 CONFERENCE ROOM SERVICE	343	343
SUBTOTAL	64,323	47,773
OFFICE SPACE WITH 41 ROOM USE-LIBRARY		
310 OFFICE	4,095	4,095
315 OFFICE SERVICE	547	547
350 CONFERENCE ROOM	326	326
355 CONFERENCE ROOM SERVICE	0	0
SUBTOTAL	4,968	4,968
410 READING/STUDY ROOM	9,986	9,124
420 STACK	10,141	10,141
430 OPEN STACK STUDY ROOM	31,209	31,063
440 PROCESSING ROOM	1,063	1,063
455 STUDY SERVICE	1,272	964
SUBTOTAL	53,671	52,355
510 ARMORY	0	0
515 ARMORY SERVICE	0	0
520 ATHLETIC/PHYSICAL EDUCATION	70,092	56,163

## Univ. Facilities Room Inventory Report (CBM011)

523	ATHLET. FACIL. SPECTATOR SEATING	662	0
525	ATHLETIC/PHYSICAL EDUCATION SVC.	21,450	15,818
530	MEDIA PRODUCTION	163	163
535	MEDIA PRODUCTION SERVICE	0	0
540	CLINIC (NON-HEALTH PROFESSIONS)	0	0
545	CLINIC SERVICE (NON-HEALTH)	0	0
550	DEMONSTRATION	0	0
555	DEMONSTRATION SERVICE	0	0
560	FIELD BUILDING	0	0
570	ANIMAL QUARTERS	0	0
575	ANIMAL QUARTERS SERVICE	0	0
580	GREENHOUSE	1,525	1,525
585	GREENHOUSE SERVICE	637	637
590	OTHER	76	76
	SUBTOTAL	94,605	74,382
610	ASSEMBLY	0	0
615	ASSEMBLY SERVICE	0	0
620	EXHIBITION	0	0
625	EXHIBITION SERVICE	0	0
630	FOOD FACILITIES	658	0
635	FOOD FACILITIES SERVICE	704	0
640	DAY CARE	0	0
645	DAY CARE SERVICE	0	0
650	LOUNGE	518	289
655	LOUNGE SERVICE	440	65
660	MERCHANDISING FACILITIES	1,323	0
665	MERCHANDISING FACILITIES SERVICE	129	0
670	RECREATION	0	0
675	RECREATION SERVICE	12,053	0
680	MEETING ROOM	0	0
685	MEETING ROOM SERVICE	0	0
690	LOCKER ROOM	230	230
	SUBTOTAL	16,055	584
710	COMPUTER/TELECOMMUNICATIONS	0	0
715	COMPUTER/TELECOMMUNICATIONS SVC.	299	102
720	SHOP	17,107	13,783
725	SHOP SERVICE	2,787	2,787
730	CENTRAL STORAGE	22,220	22,220
735	CENTRAL STORAGE SERVICE	0	0
740	VEHICLE STORAGE FACILITY	0	0
745	VEHICLE STORAGE FACILITY SERVICE	1,417	1,417
750	CENTRAL FOOD STORES	0	0
755	CENTRAL FOOD STORE SERVICE	0	0
760	HAZARDOUS MATERIALS	72	72
765	HAZARDOUS MATERIALS SERVICE	0	0
770	CENTRAL SUPPORT	0	0
775	CENTRAL SUPPORT SERVICE	0	0

## Univ. Facilities Room Inventory Report (CBM011)

	SUBTOTAL	43,902	40,381
810	PATIENT BEDROOM	272	0
815	PATIENT BEDROOM SERVICE	0	0
820	PATIENT BATH	0	0
830	NURSE STATION	0	0
835	NURSE STATION SERVICE	0	0
840	SURGERY	0	0
845	SURGERY SERVICE	0	0
850	TREATMENT/EXAMINATION	339	0
855	TREATMENT/EXAMINATION SERVICE	0	0
860	DIAGNOSTIC SUPPORT LABORATORY	0	0
865	DIAGNOSTIC SUPPORT LAB SERVICE	0	0
870	HEALTH CARE SUPPLIES	0	0
880	PUBLIC WAITING	308	0
890	STAFF ON-CALL FACILITY	0	0
895	STAFF ON-CALL FACILITY SERVICE	592	0
	SUBTOTAL	1,510	0
910	SLEEP/STUDY WITHOUT TOILET/BATH	0	0
919	TOILET/BATH	0	0
920	SLEEP/STUDY WITH TOILET/BATH	108,440	0
935	SLEEP/STUDY SERVICE	0	0
950	APARTMENT	0	0
955	APARTMENT SERVICE	0	0
970	HOUSE	21,719	0
	SUBTOTAL	130,160	0
		NON-SASF	
050	INACTIVE AREA	1,848	
060	ALTERATION OR CONVERSION AREA	0	
070	UNFINISHED AREA	0	
M10	MENS BATHROOM	3,771	
U10	UNISEX BATHROOM	175	
W10	WOMENS BATHROOM	3,658	
WWW	CIRCULATION AREA	13,358	
XXX	BUILDING SERVICE AREA	1,950	
YYY	MECHANICAL AREA	4,013	
ZZZ	STRUCTURAL AREA	1,042	
	SUBTOTAL	0	0
	TOTAL	NON-SASF	NASF
		29,815	454,038
			E&G NASF
			264,689

# Univ. Facilities Room Inventory Report (CBM011)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 PART F, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2009  
 003304 LONE STAR UNIVERSITY  
 PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

09/15/2009 06:15:10

BUILDING NUMBER NAME	INSTRUCT	RESEARCH	PUBLIC SERVICE	ACADEMIC SUPPORT	STUDENT SERVICE	INST SUPPORT	PHY PLT OPER	TOTAL NASF	TOTAL E&G NASF
SATISFACTORY CONDITION									
0004 BRIDWELL HALL	0	0	0	0	0	0	0	0	0
0007 FERGUSON HALL	0	0	0	0	0	0	0	0	0
0010 MARTIN HALL	5,886	0	0	0	0	0	0	9,414	5,886
0011 FAIN FINE ARTS CENTER	0	0	0	0	0	0	0	0	0
0012 DANIEL BUILDING	0	0	0	0	0	0	34,335	39,566	34,335
0013 FOWLER HALL	13,755	0	0	0	0	0	0	20,464	13,755
0015 BEYER GREENHOUSE	2,162	0	0	0	0	0	0	2,236	2,162
0018 MCGAHA HALL	2,734	0	0	0	0	27	0	6,220	2,761
0019 INSTRUMENTAL MUSIC HALL	1,539	0	0	0	0	0	0	2,505	1,539
0020 PAINT SHOP	0	0	0	0	0	0	1,732	1,884	1,732
0021 MCCULLOUGH HALL	6,162	0	0	0	0	0	0	6,162	6,162
0022 ENGINEERING LABORATORIES	1,526	0	0	0	0	0	0	1,738	1,526
0023 BOLIN HALL	0	0	0	0	0	0	0	0	0
0024 CLARK STUDENT CENTER	0	0	0	0	0	0	0	0	0
0025 MOFFETT LIBRARY	1,162	0	0	57,322	389	0	0	59,181	58,484
0026 KILLINGSWORTH HALL	0	0	0	0	41,195	0	0	41,195	0
0027 RESIDENCE HALL MECHANICAL BUILDING	0	0	0	0	0	0	0	0	0
0029 PIERCE HALL	0	0	0	0	29,948	0	0	29,948	0
0030 FAIN HALL	0	0	0	0	5,766	0	0	5,766	0
0031 VINSON HEALTH CENTER	0	0	0	0	1,804	0	0	1,804	0
0032 CENTRAL PLANT	230	0	0	0	0	0	7,961	8,192	8,192
0033 TENNIS CENTER	134	0	0	0	0	0	0	463	134
0035 PHYSICAL EDUCATION RESTROOMS	0	0	0	0	767	0	296	2,199	296
0036 OUTDOOR RECREATION CENTER	0	0	0	0	0	0	0	4,903	0
0037 SOCCER TICKET BOOTH	0	0	0	0	2,691	0	0	2,691	0
0038 PHYSICAL TRAINING BUILDING	586	0	0	0	0	0	0	1,741	586
0039 SOCCER PRESS BOX	0	0	0	0	806	0	0	806	0
0044 SIKES HOUSE	0	0	0	0	5,776	0	0	5,776	0
0045 GUEST HOUSE	0	0	0	0	918	0	0	918	0
0046 ALUMNI CENTER	0	0	0	0	1,680	0	0	1,680	0
0047 CARRIAGE HOUSE	0	0	0	0	0	0	1,073	1,148	0
0048 MARCHMAN HALL	0	0	0	0	5,342	0	0	5,342	0
0049 SIKES LAKE CENTER	0	0	0	0	0	0	0	8,558	0
0051 MCCULLOUGH-TRIGG HALL	0	0	0	0	27,652	0	0	27,652	0
0052 JAN THACKER FANTASY OF LIGHTS WKSHP	0	0	0	0	0	0	2,251	2,251	0
0053 BEAWOOD-O'DONOHUE HALL	34,326	0	0	0	0	178	0	35,371	32,408
0054 UNIVERSITY POLICE	0	0	0	0	1,390	0	0	1,390	0
0055 BIOLOGY HOUSE	0	0	0	0	2,267	0	0	2,267	0
0056 HONORS HOUSE	0	0	0	0	2,037	0	0	2,037	0
0057 SEISMOMETER BUILDING	0	0	0	0	0	0	0	0	0
0060 SIKES LAKE RESTROOM	0	0	0	0	0	0	0	508	0

Univ. Facilities Room Inventory Report (CBM011)

		SUBTOTAL	70,202	0	0	57,322	130,428	205	47,648	343,976	169,956
REMODELING A CONDITION											
0001	HARDIN ADMINISTRATION BLDG		0	0	0	0	0	0	0	0	0
0005	UNIVERSITY PRESS		0	0	169	0	0	3,824	0	4,869	1,079
0006	MEMORIAL BUILDING		0	0	0	0	0	0	0	0	0
0017	MERCANTILE BUILDING		1,494	0	0	0	4,006	0	0	8,828	1,662
0034	D.L. LIGON COLISEUM		92,653	0	0	0	20,183	0	0	112,836	91,991
0050	BRIDWELL COURTS		0	0	0	0	13,346	0	0	13,346	0
		SUBTOTAL	94,147	0	169	0	37,535	3,824	0	139,879	94,733
		INSTITUTION TOTAL	164,349	0	169	57,322	167,963	4,029	47,648	483,855	264,689



## FACILITIES BUILDING INVENTORY REPORT CBM014

This manual supersedes the Texas Higher Education Coordinating Board (THECB) 2005 Facilities Inventory Procedures Manual. The THECB implemented the coding structure outlined in this manual on November 1, 2008. The changes implemented in this manual are auditable effective November 1, 2009. All certified inventory reports prior to November 1, 2009 will be audited under the 2005 Facility Inventory Manual. Compatibility and reporting procedures in the 2005 manual have mostly been retained. The primary purpose of this manual is to provide a uniform physical facilities coding system that prevails between higher education institutions in Texas and across the nation for data included in a building and room inventory. It provides a current and common framework for terms and definitions around which to compile data systems for physical facilities. The majority of the data codes are based on definitions and standards established by the National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, U. S. Department of Education, NCES 92-165, 2006, but some data codes are unique to Texas higher education institutions. The guidelines established by this manual may only be part of an institution's total facilities and capital asset inventory.

Sections 61.0572 and 61.058 of the Texas Education Code define THECB duties and its essential responsibilities to Texas higher education institutions. Basically, the THECB must assist institutions in efficient use of its construction funds and the orderly development of physical plants to accommodate projected college student enrollments.

This report includes facilities under the jurisdiction or control of the institution's governing board, regardless of location and encompasses different types of structures, including marine/research vessels; aquarium structures; animal quarters; and trailers on wheels that are not mobile. If a building is not owned by the institution or is shared with other tenants, include only the portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area.

The report includes minor structures or temporary facilities that meet all of the following criteria:

- the structure is attached to a foundation,
- the structure is roofed,
- the structure is serviced by a utility (exclusive of lighting), and
- the structure is a source of maintenance and repair activities.

Refer to Appendix H for building data file codes and definitions, and Appendix I for a Glossary of Facilities Terms located at <http://www.txhighereddata.org/ReportingManuals.cfm>.

### Addition of Buildings

The addition of buildings should be reported on an on-going basis.

### Building Demolition

A building must be on the inventory with the appropriate Building Condition and Functional Category Codes until demolition is completed; at which time the building and room records may be deleted.

## Univ. Facilities Building Inventory Report (CBM014)

### Exclusions

Do not include buildings intended as investment properties, which are used only for revenue generation and not for institutional purposes. Additionally, exclude hospitals not owned by the institution (except for any space in the hospital leased or controlled by the institution), public schools not owned by the institution, but used for practice teaching, and federal contract research centers identified by the Federal Office of Management and Budget (OMB).

### Basis for Building Measurement

Compute gross area using an accurate and verifiable means to the nearest whole square foot.

### **NOTES:**

Building Type code 2 (Academic/Residence) is a mixed-use facility and only nonresidential rooms should be included in the facilities inventory room file.

Building Type codes 6 and 7 (Residence/Single and Residence/Family) do not require residential rooms to be included in the facilities inventory room file. The building's assignable space will automatically be calculated at 60 percent.

Building Type codes 8 and 9 (Non-institutional Agency Buildings and Rental Property) are not required to be included in the facilities inventory room file that serves non-institutional functions.

## Univ. Facilities Building Inventory Report (CBM014)

### INSTRUCTIONS FOR FACILITIES BUILDING INVENTORY REPORT

- Item #1 Record Code. Always enter 'B'.
- Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.
- Item #3 Report Year. Enter all four digits of the calendar year in which the inventory occurs.

### BUILDING IDENTIFICATION

Each building should be assigned a unique alpha or numeric code to identify its record. The building identification used to identify a room in this report must be the same as the building identification used on the CBM005, Building and Room Report.

- Item #4 Building Number. Enter the assigned building number.
- Item #5 Building Name. Enter the assigned name of the building.
- Item #6 Condition Code. Enter the condition code based on the physical status of the building at the time of the report. See Appendix H.
- Item #7 Ownership Code. Enter the ownership code that represents the agency with which the ownership of the building resides. See Appendix H.
- Item #8 Location Code. Enter the location code that represents the physical location of the building in relation to the main campus. See Appendix H.
- Item #9 Type Code. Enter the type code that represents the purpose-function category that best describes its primary use. See Appendix H.
- Item #10 Omitted.
- Item #11 Initial Occupancy Date. Enter the four-digit calendar year of the initial occupancy of the building by the building's original owner, whether the institution owns it or not.
- Item #12 Number of Floors. Enter the number of floors in the building, including basements, penthouse, half-basements, mezzanines, and assignable attic space. Example: 9 floors = 09.
- Item #13 Gross Area. Enter the sum of the floor areas within the exterior walls of the building for all stories or areas that house floor surfaces. Round to the nearest whole square foot, right justified, leading zeros.
- Item #14 Omitted.
- Item #15 Omitted.
- Item #16 Omitted.
- Item #17 Record Identification. Always enter '14'.
- Item #18 Zip Code. Enter the five-digit zip code of the building's **physical** address.

Univ. Facilities Building Inventory Report (CBM014)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always 'B'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Report Year – Numeric	8	4
Item #4	Building Number – Alphanumeric	12	6
Item #5	Building Name – Alphanumeric	18	50
Item #6	Condition Code – Numeric	68	1
Item #7	Ownership Code – Numeric	69	1
Item #8	Location Code – Numeric	70	1
Item #9	Type Code – Numeric	71	1
Item #10	Omitted	72	1
Item #11	Initial Occupancy Date – Numeric	73	4
Item #12	Number of Floors – Numeric	77	2
Item #13	Gross Area – Numeric	79	7
Item #14	Omitted	86	10
Item #15	Omitted	96	4
Item #16	Omitted	100	6
Item #17	Record Identification – Always '14'	106	2
Item #18	Zip Code	108	5

Univ. Facilities Building Inventory Report (CBM014)

QUESTIONABLE AND ERROR VALUES

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

<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 header record and be on the list of valid FICE codes
3. Report Year	N/A	Must match value in header record
4. Building Number	N/A	Special characters
5. Building Name	N/A	Blank
6. Condition Code	N/A	Any value except 1 thru 7
7. Ownership Code	N/A	Any value except 1 thru 8
8. Location Code	N/A	Any value except 1 thru 3
9. Type Code	N/A	Any value except 1 thru 9, H, or R
10. Omitted		
11. Initial Occupancy Date	N/A	Non-numeric; value less than 1840 or greater than current year
12. Number of Floors	Value greater than 25	Non-numeric; value less than 00
13. Gross Area	N/A	Value less than 0000000
14. Omitted		
15. Omitted		
16. Omitted		
17. Record Identification	N/A	Any value except '14'
18. Zip Code	N/A	Not on zip code file

# Univ. Facilities Building Inventory Report (CBM014)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 CBM014 Building EDIT SUMMARY FROM RunDate: 09/15/2009 Time: 19:13:44  
 LONE STAR UNIVERSITY 003304 ANNUAL 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	58	0	0
ITEM 2 Inst. Code	58	0	0
ITEM 3 Report Year	58	0	0
ITEM 4 Building Number	58	0	0
ITEM 5 Building Name	58	0	0
ITEM 6 Condition Code	58	0	0
ITEM 7 Ownership Code	58	0	0
ITEM 8 Location Code	58	0	0
ITEM 9 Type Code	58	0	0
ITEM 11 Initial Occupancy Date	58	0	0
ITEM 12 Number of Floors	58	0	0
ITEM 13 Gross Area	58	0	0
ITEM 17 Record Identification	58	0	0
ITEM 18 Zip Code			

TOTAL Report Records	58		
CONTROL TOTAL	58	DISCREPANCY	0
Total Recs on Db	58		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	0		
Total Non Error Records on Db	58		
Total Rejected Records	0		





ADMISSIONS 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 and of students who are seeking a degree. 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.

Univ. Admissions Report (CBM00B)

INSTRUCTIONS FOR ADMISSIONS REPORT

- Item #1 Record Code. Always enter '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 '6'.
- Item #9 Unused
- Item #10 Ethnic Origin. Enter the code indicating the race/ethnicity of the student.
- 1 White-Non-Hispanic
  - 2 Black-Non-Hispanic
  - 3 Hispanic
  - 4 Asian or Pacific Islander
  - 5 American Indian or Alaskan Native
  - 6 International
  - 7 Unknown or Not Reported

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

Univ. Admissions Report (CBM00B)

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. 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
- 05 Bachelor's
- 06 Master's
- 08 Doctorate
- 09 Law (LLB or JD)
- 10 Pharmacy (PharmD only)
- 11 Medical (MD or DO only)
- 12 Dental (DDS only)
- 13 Optometry (OD only)
- 14 Veterinary Medicine (DVM only)
- 15 Other Formal Award
- 16 Post-baccalaureate or alternative certification teacher certificate
- 17 Nursing certificate (earned separately from a BSN or MSN degree)

**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. Include high school students the first term after they complete their high school work.

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

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

**Undergraduates only**

- 01 Accepted and ranked in top 10% of high school graduating class (include all incoming undergraduates who ranked in the top 10% of high school class)
- 02 Accepted and ranked in 11-25% of high school graduating class

Univ. Admissions Report (CBM00B)

**Undergraduates and Graduates**

- 03 Accepted on provisional basis, met requirements
- 04 Accepted on provisional basis, did not meet requirements
- 05 Accepted, based on other criteria
- 06 Rejected
- 07 Student withdrew application

**Graduates only**

- 08 Accepted as a regular graduate admission

**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 I, 14). Required of undergraduates only.

- 01 No High School
- 03 Some High School, no diploma
- 04 High School diploma or GED
- 06 Some college
- 07 Associate/two-year degree
- 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 I, 14). Required of undergraduates only.

- 01 No High School
- 03 Some High School, no diploma
- 04 High School diploma or GED
- 06 Some college
- 07 Associate/two-year degree
- 08 Bachelor's/four-year degree
- 13 Graduate/Professional degree
- 00 Unknown or not applicable

Item #17 Unused.

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 I, 15). 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

Univ. Admissions Report (CBM00B)

- 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 I, 13). 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 I, 17). 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 I, 16). 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 used 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 '5'.

Item #24 Application Year. Enter all four digits 'YYYY' of the year for which the admission is sought (e.g., Fall 2005 would be reported as 2005).

Item #25 ACT Composite Score. Provide the verified American College Test composite score for first-time undergraduate students if available; otherwise enter two zeros. If there are multiple composite scores for the student, enter the one that was used to accept or deny the applicant, as defined in the institution's admission policies. A new legislative requirement (SB 337) is for the CB to publish on its web site certain performance data of the entering freshmen class. The average ACT scores is one of the required items. Effective Fall 2004 report.

Univ. Admissions Report (CBM00B)

Item #26 SAT Composite Score. Provide the Scholastic Aptitude Test composite score (verified by the College Board) for first-time undergraduate students if available; otherwise enter four zeros. If there are multiple composite scores for the student, enter the one that was used to accept or deny the applicant, as defined in the institution's admission policies. A new legislative requirement (SB 337) is for the CB to publish on its web site certain performance data of the entering freshmen class. The average SAT scores is one of the required items. Effective Fall 2004 report.

Reporting of items #27 and #28A-G is optional. It will be mandatory beginning with the fall 2010 reporting period.

Item #27 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

- 1 Hispanic or Latino origin
- 2 Not Hispanic or Latino origin
- 3 Not answered

Item #28 Race. Select one or more codes indicating the race of the student.

- |           |   |   |
|-----------|---|---|
| Item #28A | 1 | White                                     |
| Item #28B | 2 | Black or African-American                 |
| Item #28C | 4 | Asian                                     |
| Item #28D | 5 | American Indian or Alaskan Native         |
| Item #28E | 6 | International                             |
| Item #28F | 7 | Unknown or Not Reported                   |
| Item #28G | 8 | Native Hawaiian or Other Pacific Islander |

***Definitions:***

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

Univ. Admissions Report (CBM00B)

- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial/ethnic designation.

Univ. Admissions Report (CBM00B)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always 'B'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	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' thru '7'	60	1
Item #11	Residence - Numeric	61	3
Item #12	Application Level - '04' thru '06' and '08' thru '17'	64	2
Item #13	Entering Status - Numeric - '01' or '02'	66	2
Item #14	Admission Action - Numeric – '01' thru '08'	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', '07', '08', '13'	70	2
Item #16	Mother's Education Level - Numeric - '00', '01', '03', '04', '06', '07', '08', '13'	72	2
Item #17	Unused	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	ACT Composite Score	89	2
Item #26	SAT Composite Score	91	4
Item #27	New Ethnic Origin	95	1
Item #28	Race:		
Item #28A	White – '1' or blank	96	1
Item #28B	Black or African-American – '2' or blank	97	1
Item #28C	Asian – '4' or blank	98	1
Item #28D	American Indian or Alaskan Native – '5' or blank	99	1
Item #28E	International – '6' or blank	100	1
Item #28F	Unknown or Not Reported – '7' or blank	101	1
Item #28G	Native Hawaiian or Other Pacific Islander – '8' or blank	102	1

Univ. Admissions Report (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 header record and be on list of valid FICE codes
3. Student ID	N/A	Blank; special characters
4. Last Name	Non-alphabetic	Spaces
5. First Name	N/A	Number, space, or special Characters
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 '17'
13. Entering Status	N/A	Value other than '01' or '02'
14. Admission Action	N/A	Value other than '01' thru '08'
15. Father's Ed Level	N/A	Value other than '00', '01', '03', '04', '06', '07', '08', '13'
16. Mother's Ed Level	N/A	Value other than '00', '01', '03', '04', '06', '07', '08', '13'
17. Unused		

Univ. Admissions Report (CBM00B)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
18. Family Income	N/A	Value other than '00', '01', '03', '08', '12', '15'
19. Language Fluency	N/A	Value other than '00', '01', '02', or '03'
20. Family Obligations	N/A	Value other than '00', '01', '02'
21. Number in Home	Value greater than 12	Non-numerical
22. Term Sought	N/A	Value other than '00', '01', '03'
23. Reporting Period	N/A	Value other than '5'
24. Application Year	N/A	Value greater than current Year
25. ACT Composite Score	N/A	Non-numeric or greater than 36
26. SAT Composite Score	N/A	Non-numeric or greater than 1600
27. New Ethnic Origin	N/A	Value other than '1', '2', or '3'
28A. White	N/A	Value other than '1' or space or value = '1' and '7'
28B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
28C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
28D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
28E. International	N/A	Value other than '6' or space or value = '6' and '7'
28F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
28G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

**DISCREPANCY:** The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

SUMMARY OF ADMISSIONS DATA

TOTAL: The total of applications is summed by gender, residence, ethnic origin, and age.

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.

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).

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

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 a value of '06' through '14', and the respective Admission Action or Acceptance Status (Item #14).

ACCEPTANCE STATUS CERT/ASSOC/OTHER: The counts are based on Application Level (Item #12) that are coded a value of '05' or '15' through '17' and the respective Admission Action or Acceptance Status (Item #14).

# Univ. Admissions Report (CBM00B)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 SR-CBM00B EDIT SUMMARY FROM RunDate: 10/15/2009 Time: 13:25:43  
 LONE STAR UNIVERSITY 003304 ANNUAL 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	4,263	0	0
ITEM 2 INST. CODE	4,263	0	0
ITEM 3 STUDENT ID	4,263	0	0
ITEM 4 Last Name	4,263	0	0
ITEM 5 First Initial	4,263	0	0
ITEM 6 Middle Initial	4,263	0	0
ITEM 7 Gender	4,263	0	0
ITEM 8 Date Of Birth	4,263	0	0
ITEM 10 Ethnic Orgin	4,263	0	0
ITEM 11 Residence	4,263	0	0
ITEM 12 Application Level	4,263	0	0
ITEM 13 Entering Status	4,263	0	0
ITEM 14 Admission Status	4,263	0	0
ITEM 15 Father's Ed Level	4,263	0	0
ITEM 16 Mother's Ed Level	4,263	0	0
ITEM 18 Family Income	4,263	0	0
ITEM 19 Lang Fluency	4,263	0	0
ITEM 20 Family Obligations	4,263	0	0
ITEM 21 Number In Home	4,260	3	0
ITEM 22 Term Sought	4,263	0	0
ITEM 23 Reporting Period	4,263	0	0
ITEM 24 Application Year	4,263	0	0
ITEM 25 ACT Composit Score	4,263	0	0
ITEM 26 SAT Composit Score	4,263	0	0
ITEM 27 New Ethnic Origin	4,263	0	0
ITEM 28 Race	4,263	0	0
ITEM 28A White	4,263	0	0
ITEM 28B Black/African-Amer	4,263	0	0
ITEM 28C Asian	4,263	0	0
ITEM 28D American Ind/Alask Nat	4,263	0	0
ITEM 28E International	4,263	0	0
ITEM 28F Unknown/Not Reported	4,263	0	0
ITEM 28G Nat Hawaiian/Other Pac Is	4,263	0	0

TOTAL Report Records	4,263		
CONTROL TOTAL	4,263	DISCREPANCY	0
Total Recs on Db	4,263		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	3		
Total Non Error Records on Db	4,263		
Total Rejected Records	0		

164 students that are identified as Top 10% have enrolled at your institution this semester.

# Univ. Admissions Report (CBM00B)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Percent Change Of SR-CBM00B Data From Prior Year RunDate: 10/15/2009 Time: 13:25:43  
 LONE STAR UNIVERSITY 003304 ANNUAL 2009

Note: The standard Summary Report is compared to the previous year to aid in early detection of potentially erroneously-reported data. It will show the percentage increase/decrease of items, evaluate the items identified with a Review message, and submit updates to correct where appropriate. If the absolute value of the difference between the current year and prior year item

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is identified.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is identified.
- 4) is greater than 100,000, a percentage change greater than 10% is identified.

If the original report had only one column the comparison data is in adjacent column. If the original report had multiple columns the comparison data is in the next row and asterisks are printed below the column in question.

The report is a 'work in progress' and we would appreciate any feedback you may have regarding it.

## Gender

	2009/5	2008/5	% Diff
Male	1,855	1,824	1.70%
Female	2,408	2,297	4.83%
Total	4,263	4,121	3.45%

## Residence

	2009/5	2008/5	% Diff
Texas Counties	4,112	3,911	5.14%
Other States	122	166	-26.51%
Foreign Countries	29	44	-34.09%
Total	4,263	4,121	3.45%

## Application Level

	First-Time	Transfer	Total
2009/5 Associate	298	129	427
2008/5 Associate	274	92	366
Percent Change	8.76%	40.22%	16.67%
2009/5 Bachelor's	3,112	533	3,645
2008/5 Bachelor's	2,945	595	3,540
Percent Change	5.67%	-10.42%	2.97%
2009/5 Master's	191	0	191
2008/5 Master's	215	0	215
Percent Change	-11.16%	0.00%	-11.16%
2009/5 Doctorate	0	0	0
2008/5 Doctorate	0	0	0
Percent Change	0.00%	0.00%	0.00%
2009/5 Law	0	0	0
2008/5 Law	0	0	0
Percent Change	0.00%	0.00%	0.00%
2009/5 Pharmacy	0	0	0
2008/5 Pharmacy	0	0	0
Percent Change	0.00%	0.00%	0.00%
2009/5 Medical	0	0	0
2008/5 Medical	0	0	0
Percent Change	0.00%	0.00%	0.00%
2009/5 Dental	0	0	0
2008/5 Dental	0	0	0
Percent Change	0.00%	0.00%	0.00%
2009/5 Optometry	0	0	0
2008/5 Optometry	0	0	0
Percent Change	0.00%	0.00%	0.00%

## Univ. Admissions Report (CBM00B)

2009/5	Veterinary Med	0	0	0
2008/5	Veterinary Med	0	0	0
	Percent Change	0.00%	0.00%	0.00%
2009/5	PPB/ALT Cert Teacher Cert	0	0	0
2008/5	PPB/ALT Cert Teacher Cert	0	0	0
	Percent Change	0.00%	0.00%	0.00%
2009/5	Nursing Cert	0	0	0
2008/5	Nursing Cert	0	0	0
	Percent Change	0.00%	0.00%	0.00%
2009/5	Other	0	0	0
2008/5	Other	0	0	0
	Percent Change	0.00%	0.00%	0.00%
2009/5	Total	3,601	662	4,263
2008/5	Total	3,434	687	4,121
	Percent Change	4.86%	-3.64%	3.45%

### Ethnic Origin

	2009/5	2008/5	% Diff
White, Non-Hispanic	2,388	2,497	-4.37%
Black, Non-Hispanic	510	415	22.89%
Hispanic	1,234	1,070	15.33%
Asian/Pacific Islander	75	63	19.05%
American Indian/Alaskan Native	29	24	20.83%
International	16	42	-61.90%
Unknown or Not Reported	11	10	10.00%
Total	4,263	4,121	3.45%

### Term Sought

	2009/5	2008/5	% Diff
Fall	3,979	3,847	3.43%
Summer	284	274	3.65%
Total	4,263	4,121	3.45%

### Age

	2009/5	2008/5	% Diff
Under 17	3	11	-72.73%
17	116	722	-83.93% *** Review
18	2,914	2,320	25.60% *** Review
19-21	757	573	32.11% *** Review
22-24	190	219	-13.24%
25-30	126	140	-10.00%
31-35	50	48	4.17%
36-50	90	72	25.00%
51-64	16	15	6.67%
65 and Older	1	0	100.00%
UnReported(not in avg)	0	1	-100.00%
Average Age	20	19	1.17%
Total	4,263	4,121	3.45%

### Acceptance Status Bachelor's

	2009/5	2008/5	% Diff
Top 10%	337	314	7.32%
11-25%	608	571	6.48%
Provisional, Met	41	87	-52.87%
Provisional, Not Met	0	0	0.00%
Other Criteria	2,247	2,076	8.24%
Rejected	68	75	-9.33%
Withdrew Application	344	417	-17.51%
Total	3,645	3,540	2.97%

## Univ. Admissions Report (CBM00B)

### Acceptance Status Graduate

	2009/5	2008/5	% Diff
Accepted, Regular	100	112	-10.71%
Provisional, Met	14	4	250.00%
Provisional, Not Met	0	0	0.00%
Other Criteria	0	0	0.00%
Rejected	56	35	60.00%
Withdrew Application	21	64	-67.19%
Total	191	215	-11.16%

### Acceptance Status Cert/Assoc/Other

	2009/5	2008/5	% Diff
Accepted, Regular	0	0	0.00%
Provisional, Met	4	2	100.00%
Provisional, Not Met	0	0	0.00%
Other Criteria	285	223	27.80% *** Review
Rejected	5	3	66.67%
Withdrew Application	27	29	-6.90%
Total	321	257	24.90%

### New Ethnic Origin

	2009/5	2008/5	% Diff
Hispanic or Latino Origin	923	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	3,298	*No Exact Historic Data Available	
Not Answered	42	*No Exact Historic Data Available	
Total	4,263	*No Exact Historic Data Available	

### Race

	2009/5	2008/5	% Diff
Multi-racial	219	*No Exact Historic Data Available	
White only	2,333	*No Exact Historic Data Available	
Black only	681	*No Exact Historic Data Available	
Hispanic only	704	*No Exact Historic Data Available	
Asian only	222	*No Exact Historic Data Available	
American Indian/Alaskan Native only	15	*No Exact Historic Data Available	
International only	57	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	14	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	18	*No Exact Historic Data Available	
Total	4,263	*No Exact Historic Data Available	

### Races reported in Multi-racial

	2009/5	2008/5	% Diff
White	338	*No Exact Historic Data Available	
Black	75	*No Exact Historic Data Available	
Asian	11	*No Exact Historic Data Available	
American Indian/Alaskan Native	5	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	4	*No Exact Historic Data Available	
International	6	*No Exact Historic Data Available	





## DOCTORAL EXCEPTION REPORT CBM00E

The 75th Legislature placed a 99-hour limit on the number of doctoral semester credit hours per student eligible to generate formula funding (*Texas Education Code*, TEC 61.059). The Coordinating Board may approve two types of partial exceptions to the limit: *program exceptions* for students in programs where the field of study requires a higher number of semester credit hours to maintain nationally competitive standards; and *individual exceptions* for students whose “program of research is likely to provide substantial benefit to medical or scientific advancement.” Students granted exceptions generate up to 130 hours of doctoral funding. A student who is in a program that skips the master’s and goes directly into a doctoral program after a bachelor’s is to count the first 30 credit hours as though they were taken at the master’s level.

**Number of Individual Exceptions Permitted.** The Board’s policy is to allow each doctoral-granting institution individual exceptions for up to five students, or 1.5 percent of its doctoral students, whichever is greater. A report called “Individual Exceptions Allowed by Institution” will be provided to the Chief Academic Officer each biennium that shows each institution’s fall doctoral student headcount and the number of individual exceptions that will be permitted based on that headcount. The report also shows the number of doctoral students identified with an individual exception who have exceeded the 130 SCH cap.

Each institution that grants doctoral degrees will receive an electronic list identifying active doctoral students at their institution with 60 or more doctoral-level semester credit hours. Students who were granted an individual exception in a prior year but who graduated within the past year based on the graduation report, CBM009, have been included, too. This electronic list will be posted to the output directory of the Coordinating Board’s server in February of each even-numbered year. Current students who were granted individual or program exceptions for the last biennium have either a ‘P’ in Item #4 to indicate a program exception or an ‘I’ in Item #4 to indicate an individual exception. Please check to see that the information is accurate.

### **Which student records are to be returned?**

1. Return only the doctoral student records that have been identified for a change in the exception code, Item #4. If the exception type identified on the doctoral student record will continue for the next biennium, no record should be returned.
2. Change Item #4 to an ‘R’ for students who no longer will receive an individual or program exception.
3. Flag additional students selected for an individual exception with an ‘I’ and students now eligible for program exceptions with a ‘P’ in Item #4.
4. Be sure that the total number of individual exceptions does not exceed the number your institution is allowed as indicated in the “Individual Exceptions Allowed by Institution.” The total includes students whose records will be newly-coded with an ‘I’ and returned to the CB as well as those students who are already coded with an ‘I’ and whose records will not be returned to the CB.

### **Important Notes:**

1. Exceptions designated on the report will apply to semester credit hours generated by

## Univ. Doctoral Exception Report (CM00E)

doctoral students in the upcoming base period.

2. If a student with between 99 and 130 attempted doctoral hours is not in the exception database, the student won't generate doctoral funding.
3. New individual exceptions require presidential certification as indicated in Coordinating Board policy.
4. The CBM00E should be submitted via SFTP like any other CBM report that is sent to the Coordinating Board. A header record and a trailer record are required to be submitted with each report.
5. If the number of new "individual" exception records for doctoral students exceeds the approved number for the specific institution, an error list will be returned to the institution identifying the students who were not allowed to be flagged with an exception. In order for the students who were denied an exception to be granted one, a Removal record, 'R', for an equal number of the other doctoral students that are identified with an Individual exception, 'I', will have to be submitted and applied to the database to open an exception for each student that was returned on the error list that should be granted an individual exception.

Univ. Doctoral Exception Report (CM00E)

INSTRUCTIONS FOR DOCTORAL EXCEPTION REPORT

The actual file has a space between each item.

- Item #1     Record Code. Always 'E'.
- Item #2     Institution Code. The FICE Code of the institution has been provided.
- Item #3     Student Identification Number. The social security number of the student or the nine-digit identification for students without a social security number as submitted on the CBM001.
- Item #4     Exception Type. Enter the type exception granted the student.
- I    Individual – limited to 5 or 1.5% of doctoral students  
P    Program – limited to certain programs  
R    Remove prior exception granted
- Item #5     Term of Report. This is a biennial report that is to be coded a '5'.
- Item #6     Exception Year. This item is all four digits of the year in which the report is submitted.

The items below are informational only.

- Item #7     Doctoral Hours Accumulated to Date. This item is provided by the CB to reflect the number of hours summarized from the CBM001 at the doctoral level.
- Item #8     Major. The CB provides this item to show the latest eight-digit CIP code reported on the CBM001 as the doctoral student's degree area. For students with a 'P' in Item #4, the major code should match one of the program exception CIP codes for your institution.
- Item #9     Date of Birth. In YYYYMM format as provided on the CBM001. The day of birth is not captured in the doctoral data base at this time. This item may be helpful if the student identifier is not current.
- Item #10    Degree Year. Fiscal year in which the doctoral degree was reported to the CB on the CBM009.
- Item #11    Last Name. The last name of the doctoral student is provided if it matches the CBM001 in the past two years.
- Item #12    First Name. First name of the doctoral student is provided if it matches the CBM001 in the past two years.

Univ. Doctoral Exception Report (CM00E)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record – Always 'E'	1	1
Item #2	Institution Identifier - FICE – Numeric	3	6
Item #3	Student Identification Number	10	9
Item #4	Exception Type – I, P, or R	20	1
Item #5	Term of Report – Always '5'	22	1
Item #6	Exception Year	24	4
Item #7	Doctoral Hours Accumulated to Date – Numeric	29	3
Item #8	Major – Numeric	33	8
Item #9	Date of Birth - YYYYMM – Numeric	42	6
Item #10	Degree Year	49	4
Item #11	Last Name	54	20
Item #12	First Name	75	10

# Univ. Doctoral Exception Report (CM00E)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
SR-CBM00E EDIT SUMMARY FROM RunDate: 03/15/2010 Time: 10:39:47  
LONE STAR UNIVERSITY 003304 ANNUAL 2010

	NORMAL	QUESTIONABLE	ERROR
	RANGE	VALUES	VALUES
ITEM 1 RecordCode	12	0	0
ITEM 2 INST. CODE	12	0	0
ITEM 3 STUDENT ID	12	0	0
ITEM 4 Exception Type	12	0	0
ITEM 5 Term of Report	12	0	0
ITEM 6 Exception Year	12	0	0
ITEM 7 Doctoral Hours Accumulated To Date	12	0	0
ITEM 8 Major	12	0	0
ITEM 9 Date Of Birth	12	0	0
ITEM 10 Degree Year	12	0	0
ITEM 11 Last Name	12	0	0
ITEM 12 First Initial	12	0	0
TOTAL Report Records	12		
CONTROL TOTAL	12	DISCREPANCY	0
Total Recs on Db	12		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	0		
Total Non Error Records on Db	12		
Total Rejected Records	0		

## Univ. Doctoral Exception Report (CM00E)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
Percent Change Of SR-CBM00E Data From Prior Year RunDate: 03/15/2010 Time: 10:39:47  
LONE STAR UNIVERSITY 003304 ANNUAL 2010

Note: The standard Summary Report is compared to the previous year to aid in early detection of potentially erroneously-reported data. It will show the percentage increase/decrease of items, evaluate the items identified with a Review message, and submit updates to correct where appropriate. If the absolute value of the difference between the current year and prior year item

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is identified.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is identified.
- 4) is greater than 100,000, a percentage change greater than 10% is identified.

If the original report had only one column the comparison data is in adjacent column.

If the original report had multiple columns the comparison data is in the next row and asterisks are printed below the column in question.

The report is a 'work in progress' and we would appreciate any feedback you may have regarding it.

### Exception Type

	2010/5	2009/5	% Diff
Individual - 'I'	5	*No Exact Historic Data Available	
Program - 'P'	0	*No Exact Historic Data Available	
Removal - 'R'	7	*No Exact Historic Data Available	
Total	12	*No Exact Historic Data Available	



Univ. Doctoral Exception Report (CM00E)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
Applied CBM00E Transactions

Page 1

Student ID	T Y S p e r m	Rpt	SCH	Major	DOB	Grad Year	Last Name	First Name	Action
111111111	R	5	2010	126	54019902	195906	0000 NAMEONE	STUDENT	Ignored No Exception Found, Exception Data = !
444444444	R	5	2010	155	14180100	194208	0000 NAMETWO	STUDENT	Applied
777777777	R	5	2010	186	14180100	197005	0000 NAMETHREE	STUDENT	Ignored No Exception Found, Exception Data = !
222222222	R	5	2010	131	40060100	197011	0000 NAMEFOUR	STUDENT	Ignored No Exception Found, Exception Data = !
333333333	R	5	2010	157	14140100	195501	0000 NAMEFIVE	STUDENT	Ignored Already Removed, Exception Data = R2006!
555555555	R	5	2010	130	14140100	194111	0000 NAMESIX	STUDENT	Ignored No Exception Found, Exception Data = !
666666666	R	5	2010	134	40060100	195503	0000 NAMESEVEN	STUDENT	Ignored No Exception Found, Exception Data = !
888888888	I	5	2010	106	40060100	194802	0000 NAMEEIGHT	STUDENT	Applied
123456789	I	5	2010	111	26091000	197108	0000 NAMENINE	STUDENT	Applied
987654321	I	5	2010	099	14140100	197212	0000 NAMETEN	STUDENT	Applied
111223333	I	5	2010	102	54019902	198007	0000 NAMEELEVEN	STUDENT	Applied
444556666	I	5	2010	107	14090100	195312	0000 NAMETWELVE	STUDENT	Applied

Univ. Doctoral Exception Report (CM00E)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
Edit Of SR-CBM00E Data From  
LONE STAR UNIVERSITY 003304

Page 1

ANNUAL 2010

RunDate: 03/15/2010 Time: 10:39:47

****	Item	*****	****	Items	****	Item	Items	Item	Items	Item	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	

There Were No Errors Detected For : LONE STAR UNIVERSITY

Items In Error Are Indicated By (\*), Questionable By (-)

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 CBM00N 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.

Univ. Student Number Change Report (CM00N)

INSTRUCTIONS FOR STUDENT NUMBER CHANGE REPORT

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

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

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

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

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

YYYY = Year      MM = Month      DD = Day

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

M = Male      F = Female

Item #6 Prior Student Identification Number. Enter the prior 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 birthday did not change, enter the current date of birth to uniquely identify to which student the change applies.

YYYY = Year      MM = Month      DD = Day

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

M = Male      F = Female

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

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

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

Univ. Student Number Change Report (CM00N)

DATA PROCESSING RECORD LAYOUT

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

## STUDENTS IN SELF-SUPPORTING COURSES AND PROGRAMS CBM00X

This report reflects all students enrolled in extension courses at the reporting institution as of the institution's official census date for each term during the annual reporting cycle. Students who withdraw from a class on or before the official census date should not be included in this report. This report is due September 15 each year and should include all extension students who were enrolled at the institution during the prior fiscal year.

Students included in this report:

1. All students enrolled in academic credit extension courses creditable toward a certificate, degree, or other formal award.
2. Students enrolled in extension courses whether offered on-campus or at off-campus sites and centers in Texas.
3. High school students taking regular college extension courses for credit. Report these students in the classification in which they are recorded at the institution.
4. Extension students who have requested that their directory information not be released.

Students excluded from this report – DO NOT include:

1. Students enrolled exclusively in courses not creditable toward a formal award. Do NOT include students taking CEUs unless they are also enrolled in courses creditable toward a degree or other formal award.
2. Students who are exclusively auditing classes.
3. Students studying abroad (e.g., foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal.
4. Students in any branch campus located in a foreign country.

The Texas Higher Education Coordinating Board incorporated extension courses and programs within [Chapter 4, Subchapter E](#) that concern distance education and off-campus offerings. Extension courses and programs in 4.103 (12) are defined as:

Academic credit courses and programs delivered face-to-face or by distance education, including correspondence, whose semester credit hours are not submitted for formula funding. Face-to-face, academic credit extension courses and programs may be delivered on-campus or off-campus. This term does not apply to courses and programs delivered by community colleges to an extension center or extension facility unless the semester credit hours in the courses are not formula funded.

Some institutions offer complete degree programs in the extension (or non-formula funded) mode, while others offer only courses. Students taking only courses are typically not formally admitted to the institution through the standard admissions process, but they must meet Texas Success Initiative requirements in order to take college-level courses. Extension degree programs are programs which an institution has authority to offer and for which graduates receive a regular diploma from the delivering institution, but which are not supported by formula funding. Students enrolled in extension degree programs must be admitted to the institution

## Students in Self-Supporting Courses and Programs (CBM00X)

through the regular admissions process.

The current Coordinating Board rules allow institutions to offer extension courses and programs but provide for increased oversight of them. The following conditions are placed on extension offerings:

- Charges for extension courses and programs must not be less than regular Texas tuition and fees;
- Extension courses and programs must have the same quality standards as on-campus offerings;
- Institutions should adhere to the current notification procedures before offering extension courses and programs in places that would affect other institutions, and potentially affected institutions may protest delivery;
- Extension offerings must have accountability and transparency. The Coordinating Board requires verification that courses are not submitted for formula funding; and
- Extension programs must report student enrollments and completions, as they are a facet of *Closing the Gaps*.

[Coordinating Board Rule Section 4.108\(f\)](#) states that “institutions shall report enrollments, courses and graduates associated with extension offerings as required by the Commissioner.” Student enrollments in extension courses that are not reported on an institution’s standard CBM001 report should be reported on the CBM00X. Only students who are located in Texas should be reported. International students and other non-Texas residents should be reported if they reside in Texas while taking the relevant instruction.

Graduation data for extension students will be incorporated into the CBM009 report, which will be amended to include an item to indicate whether the student has completed an extension program.

Students in Self-Supporting Courses and Programs (CBM00X)

INSTRUCTIONS FOR STUDENTS IN SELF-SUPPORTING  
COURSES AND PROGRAMS

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

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 should 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. Use IPEDS definitions.

- 1 Freshman – a first-year student, or less than 30 semester credit hours
- 2 Sophomore – a second-year student who has completed the equivalent of one year of full-time undergraduate work; that is, at least 30 semester credit hours but less than 60 semester credit hours
- 3 Junior – a third-year student who has completed the equivalent of two years of full-time undergraduate work; that is, at least 60 semester credit hours but less than 90 semester credit hours
- 4 Senior – an undergraduate student who has completed the equivalent of three years of full-time undergraduate work; that is, at least 90 semester hours; continue to classify the student as a senior until the baccalaureate degree is completed
- 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 admitted to a master's degree program at the institution
- 7 Doctoral Level – a student admitted to a doctoral degree program at the institution
- U Unclassified Undergraduate – a student who cannot be classified by year of study or student level

Item #6 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

Students in Self-Supporting Courses and Programs (CBM00X)

**NOTE:**

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

- a) Even though a student is allowed to pay the “Resident Tuition” rate due to a waiver, report with the international code.
- b) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.

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 #7 Semester Credit Hours Attempted. Enter the number of semester credit hours for which the student registered in the reporting year.

Item #8 Major. Enter the 2000 CIP code (Appendix C) of the authorized degree program. If the student is not in a program enter ‘99999999’.

Item #9 Date of Birth. Enter all four digits of the year and the two digits of the month and day of birth for the student.

YYYY = Year; MM = Month; DD = Day

**NOTE:** If the month of birth is known and the year is unknown, code this item as unknown or ‘00000000’.

Item #10 Last Name. Enter the student’s last name. Truncate if the name contains over 20 characters.

Item #11 First Name. Enter the student’s first name. Truncate if the name contains over 10 characters.

Item #12 Middle Initial. Enter the initial of the student’s middle name.

Item #13 First-Time-in-College. If the student has never attended college or other postsecondary institution, enter a ‘1’, right justified, zero filled, to indicate a first-time student. Students should not be reported as first-time-entering college until they have completed their high school work. Therefore, include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).

Item #14 First Term Enrolled. Enter all four digits of the year and the two digits of the month when the student was first enrolled at the institution during the current reporting year. (Note: this might not be the first term overall when the student was enrolled, simply the first term this year.)

Students in Self-Supporting Courses and Programs (CBM00X)

YYYY = Year; MM = Month

Item #15 Last Term Enrolled. Enter all four digits of the year and two digits of the month when the student was last enrolled at the institution during the reporting year.

YYYY = Year; MM = Month

Item #16 Student Intent. Enter the code that reflects the primary reason the student is attending classes at your institution. The datum MUST be student-declared.

- 1 Earn an associate's degree (2 year)
- 2 Earn a certificate (less than 2 years)
- 3 Earn a baccalaureate or higher degree
- 4 Not seeking a degree or certificate
- 0 Not available

Item #17 Non-disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #18 Reporting Period. Default to annual reporting period (code as '5').

Item #19 Year. Enter all four digits of the year in which the report is submitted.

Reporting of items #20 and #21A-G is optional. It will be mandatory beginning with the fall 2010 reporting period.

Item #20 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

- 1 Hispanic or Latino origin
- 2 Not Hispanic or Latino origin
- 3 Not answered

Item #21 Race. Select one or more codes indicating the race of the student.

- |           |   |   |
|-----------|---|---|
| Item #21A | 1 | White                                     |
| Item #21B | 2 | Black or African-American                 |
| Item #21C | 4 | Asian                                     |
| Item #21D | 5 | American Indian or Alaskan Native         |
| Item #21E | 6 | International                             |
| Item #21F | 7 | Unknown or Not Reported                   |
| Item #21G | 8 | Native Hawaiian or Other Pacific Islander |

**Definitions:**

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

## Students in Self-Supporting Courses and Programs (CBM00X)

- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
  - a) Even though a student is allowed to pay the “Resident Tuition” rate due to a waiver, report with the international code.
  - b) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
  - c) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial/ethnic designation.

Students in Self-Supporting Courses and Programs (CBM00X)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always 'X'	1	1
Item #2	Institution Code - FICE Code – Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender - 'M' or 'F' – Alpha	17	1
Item #5	Classification	18	1
Item #6	Ethnic Origin – Numeric	19	1
Item #7	Semester Credit Hours – No decimals; zero fill	20	2
Item #8	Major	22	8
Item #9	Date of Birth - YYYYMMDD – Numeric	30	8
Item #10	Last Name – Alpha	38	20
Item #11	First Name – Alpha	58	10
Item #12	Middle Initial – Alpha	68	1
Item #13	First-Time-In-College – Numeric or blank	69	6
Item #14	First Term Enrolled – Numeric	75	6
Item #15	Last Term Enrolled – Numeric	81	6
Item #16	Student Intent – Numeric	87	1
Item #17	Non-disclosure – Numeric	88	1
Item #18	Reporting Period – Numeric	89	1
Item #19	Year - YYYY – Numeric	90	4
Item #20	New Ethnic Origin	94	1
Item #21	Race:		
Item #21A	White – '1' or blank	95	1
Item #21B	Black or African-American – '2' or blank	96	1
Item #21C	Asian – '4' or blank	97	1
Item #21D	American Indian or Alaskan Native – '5' or blank	98	1
Item #21E	International – '6' or blank	99	1
Item #21F	Unknown or Not Reported – '7' or blank	100	1
Item #21G	Native Hawaiian or Other Pacific Islander – '8' or blank	101	1

Students in Self-Supporting Courses and Programs (CBM00X)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine the 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 'X'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Student ID Number	Alpha characters	Blank or special characters
4. Gender	N/A	Any value except 'M' or 'F'
5. Classification	N/A	Any value except '1' - '7' or 'U'
6. Ethnic Origin	N/A	Any value other than '1' thru '7'
7. Semester Credit Hours	Value greater than '52'	Non-numerical value; zero fill unused positions
8. Major	N/A	Non-numeric or invalid CIP code
9. 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'
10. Last Name	N/A	Blank, numerical
11. First Name	N/A	Blank, numerical
12. Middle Initial	N/A	Numerical
13. First-Time-In-College	N/A	Any non-numerical characters except all blanks
14. First Term Enrolled	N/A	Any non-numerical data; month greater than '12' or less than '01'

Students in Self-Supporting Courses and Programs (CBM00X)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
15. Last Term Enrolled	N/A	Any non-numerical data; month greater than '12' or less than '01'
16. Student Intent	N/A	Any value other than '0' through '4'
17. Non-disclosure	N/A	Any value other than '2' or '0'
18. Reporting Period	N/A	Value other than '5'
19. Year	N/A	Must match value on header record
20. New Ethnic Origin	N/A	Value other than '1', '2', or '3'
21A. White	N/A	Value other than '1' or space or value = '1' and '7'
21B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
21C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
21D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
21E. International	N/A	Value other than '6' or space or value = '6' and '7'
21F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
21G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

The number of duplicate records is indicated.

**DISCREPANCY:** The edit program counts the number of records processed in the report. If it is not the same as the number listed in the trailer record (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.

Students in Self-Supporting Courses and Programs (CBM00X)

SUMMARY OF STUDENT DATA

HEADCOUNT: The headcount is a summation of CBM00X records. Records are summed by gender, age, classification, first-time students, student intent, non-disclosure, and ethnic origin.

AGE: The age distribution is calculated by subtracting the date of birth (Item #9) from the beginning date of the semester. For this report, the beginning date of each semester is:

Fall: September 1  
Spring: January 1

SEMESTER CREDIT HOURS (SCH): Item #7 is summed to produce a total.

## Students in Self-Supporting Courses and Programs (CBM00X)

Edit00v00                      TEXAS HIGHER EDUCATION COORDINATING BOARD                      Page 1  
 CBM00X EDIT SUMMARY FROM                      RunDate: 09/15/2009 Time: 15:37:25  
 LONE STAR UNIVERSITY                      003304                      ANNUAL                      2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RECORD CODE	71	0 0
ITEM 2	INSTITUTION CODE	71	0 0
ITEM 3	STUDENT ID	71	0 0
ITEM 4	GENDER	71	0 0
ITEM 5	CLASSIFICATION	71	0 0
ITEM 6	ETHNIC ORIGIN	71	0 0
ITEM 7	SEMESTER CREDIT HOURS	71	0 0
ITEM 8	MAJOR	71	0 0
ITEM 9	DATE OF BIRTH	71	0 0
ITEM 10	LAST NAME	71	0 0
ITEM 11	FIRST NAME	71	0 0
ITEM 12	MIDDLE INIT	71	0 0
ITEM 13	FIRST TIME IN COLLEGE	71	0 0
ITEM 14	FIRST TERM ENROLLED	71	0 0
ITEM 15	LAST TERM ENROLLED	71	0 0
ITEM 16	STUDENT INTENT	71	0 0
ITEM 17	NON-DISCLOSURE	71	0 0
ITEM 18	REPORTING PERIOD	71	0 0
ITEM 19	REPORT YEAR	71	0 0
ITEM 20	NEW ETHNIC ORIGIN	71	0 0
ITEM 21	RACE	71	0 0
ITEM 21A	WHITE	71	0 0
ITEM 21B	BLACK/AFRICAN-AMER	71	0 0
ITEM 21C	ASIAN	71	0 0
ITEM 21D	AMERICAN IND/ALASK NAT	71	0 0
ITEM 21E	INTERNATIONAL	71	0 0
ITEM 21F	UNKNOWN/NOT REPORTED	71	0 0
ITEM 21G	NAT HAWAIIAN/OTHER PAC IS	71	0 0
TOTAL Report Records	71		
CONTROL TOTAL	71	DISCREPANCY	0
Total Recs on Db	71		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	0		
Total Non Error Records on Db	71		
Total Rejected Records	0		

## Students in Self-Supporting Courses and Programs (CBM00X)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Percent Change OF CBM00X DATA Prior Year RunDate: 09/15/2009 Time: 15:32:36  
 LONE STAR UNIVERSITY 003304 ANNUAL 2009

Note: The standard Summary Report is compared to the previous year to aid in early detection of potentially erroneously-reported data. It will show the percentage increase/decrease of items, evaluate the items identified with a Review message, and submit updates to correct where appropriate. If the absolute value of the difference between the current year and prior year item

- 1) is less than 50, a Review message is not printed.
- 2) is between 50 and 10,000, a percentage change greater than 25% is identified.
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is identified.
- 4) is greater than 100,000, a percentage change greater than 10% is identified.

If the original report had only one column the comparison data is in adjacent column. If the original report had multiple columns the comparison data is in the next row and asterisks are printed below the column in question.

The report is a 'work in progress' and we would appreciate any feedback you may have regarding it.

### Gender

	2009/5	2008/5	% Diff
Male	48	77	-37.66%
Female	23	16	43.75%
Total	71	93	-23.66%

### Age

	2009/5	2008/5	% Diff
Under 17	0	0	0.00%
17	0	0	0.00%
18	0	0	0.00%
19-21	0	1	-100.00%
22-24	0	7	-100.00%
25-30	7	33	-78.79%
31-35	5	16	-68.75%
36-50	33	26	26.92%
51-64	24	9	166.67%
65 and Older	2	1	100.00%
UnReported(not in avg)	0	0	0.00%
Average Age	46	36	29.76%
Total	71	93	-23.66%

### Classification

	2009/5	2008/5	% Diff
Freshman	0	0	0.00%
Sophomore	0	0	0.00%
Junior	0	0	0.00%
Senior	0	0	0.00%
Post-Baccalaureate	52	93	-44.09%
Masters	0	0	0.00%
Unclassified Undergraduate	19	0	100.00%
Total	71	93	-23.66%

### First Time In College

	2009/5	2008/5	% Diff
First Time In College	2	0	100.00%
Total	2	0	100.00%

### Student Intent

	2009/5	2008/5	% Diff
Not Available	71	93	-23.66%
Earn an Associate's Degree(2 year)	0	0	0.00%
Earn a Certificate(Less than 2 year)	0	0	0.00%
Earn a Baccalaureate or Higher Degree	0	0	0.00%
Not Seeking a Degree or Certificate	0	0	0.00%
Total	71	93	-23.66%

## Students in Self-Supporting Courses and Programs (CBM00X)

Non Disclosure			
	2009/5	2008/5	% Diff
Non Disclosure	0	0	0.00%
Total	0	0	0.00%
Ethnic Origin			
	2009/5	2008/5	% Diff
White, Non-Hispanic	0	2	-100.00%
Black, Non-Hispanic	0	0	0.00%
Hispanic	0	0	0.00%
Asian/Pacific Islander	0	0	0.00%
American Indian/Alaskan Native	0	0	0.00%
International	0	1	-100.00%
Unknown or Not Reported	71	90	-21.11%
Total	71	93	-23.66%
Total Students	71	93	-23.66%
Total Duplicate Records	0	0	0.00%
Total Records	71	93	-23.66%
Sum SCH Attempted			
	2009/5	2008/5	% Diff
	213	*No Exact Historic Data Available	
New Ethnic Origin			
	2009/5	2008/5	% Diff
Hispanic or Latino Origin	13	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	53	*No Exact Historic Data Available	
Not Answered	5	*No Exact Historic Data Available	
Total	71	*No Exact Historic Data Available	
Race			
	2009/5	2008/5	% Diff
Multi-racial	6	*No Exact Historic Data Available	
White only	42	*No Exact Historic Data Available	
Black only	4	*No Exact Historic Data Available	
Hispanic only	7	*No Exact Historic Data Available	
Asian only	7	*No Exact Historic Data Available	
American Indian/Alaskan Native only	1	*No Exact Historic Data Available	
International only	3	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	1	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	0	*No Exact Historic Data Available	
Total	71	*No Exact Historic Data Available	
Races reported in Multi-racial			
	2009/5	2008/5	% Diff
White	6	*No Exact Historic Data Available	
Black	4	*No Exact Historic Data Available	
Asian	2	*No Exact Historic Data Available	
American Indian/Alaskan Native	1	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available	
International	0	*No Exact Historic Data Available	

Students in Self-Supporting Courses and Programs (CBM00X)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
EDIT OF CBM00X DATA  
LONE STAR UNIVERSITY 003304

Page 1

ANNUAL 2009

RunDate: 09/15/2009 Time: 15:37:25

ITEM	ITEM	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	*	ITEMS	*	ITEM	ITEM	***	ITEMS	***	REMARKS
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	

There Were No Errors Detected For : LONE STAR UNIVERSITY

Items In Error Are Indicated By (\*), Questionable By (-)