

Advisory Committee on Information Resources
July 08, 2002
1:15 p.m.

Members Present

Ms. Betty Boatwright
Mr. Moses Brown
Ms. Kay Coleman
Dr. Robert Cuttino
Ms. Debbe Daughtry
Ms. Mary David Fox
Ms. Mary Gunn
Mr. Gary Hanson
Ms. Jodi Herrin
Ms. Sylvia Hill
Mr. David Hunter
Mr. Eric Johnson
Ms. Star Kepner
Mr. Mac Kirkpatrick
Dr. Carol Lancaster
Ms. Shelly Lang
Mr. Russell Long
Ms. Chris Mee
Ms. Sandra Morris
Dr. James Myers
Mr. Charles Parker
Ms. Michelle Smith
Mr. Jonathan Trail
Ms. Catherine Watt

CHE Members Present

Ms. Camille Brown
Ms. Bichevia Green
Ms. Sherry Hubbard
Mr. Rao Korrapati
Dr. David Loope
Dr. Gail Morrison
Mr. Joe Pearman
Dr. Lovely Ulmer-Sottong
Ms. Julie Wahl
Ms. Stephanie Weeks
Ms. Karen Woodfaulk

Guests Present

Mr. Jeff Boothe
Mr. Ron Moore

The Advisory Committee on Information Resources (ACIR) met in the conference room of the Commission on Higher Education on July 8, 2002 at 1:15 p.m. Ms. Brown called the meeting to order. One correction was made to the minutes from July 11, 2001 adding Ms. Catherine Watt to the attendee list. Ms. Brown asked all the members present to introduce themselves.

Dr. Gail Morrison gave the first presentation on Lottery Technology funding. The legislation stipulates two procedures depending upon whether the institution is in the teaching sector or a two year campus. The two year campus monies are going to flow through the Commission directly to those institutions probably based on allocations by headcount methodology. The legislation stipulates that the teaching sector institutions have an independent competitive grants process. The guidelines for this process will be submitted to the Committee on Academic Affairs for their approval on September 4th and to the Commission for approval on September 5th. The institutions have been asked to submit a letter of intent by September 15th just to let us know what parameters are being

proposed. All the proposals will hopefully be in by November the 1st and selection will be made by the Commission in January, 2003.

Ron Moore from the Budget and Control Board gave a presentation on the HIPAA, Health Insurance Portability and Accountability Act. Ron briefly pointed out that this law would impact any college or university that has health or counseling clinics. Any type of medical research also has to be in compliance with HIPAA. If you have students that you are training to serve in the medical profession then they will be affected by the law. If your athletics health program is separate from your clinic then that will be affected. Student insurance programs will be affected. There are privacy and security issues involved in the HIPAA law which may involve your campus needing to update software and maintain electronic information in a more secure manner. There are certain aspects of aspects of HIPAA that must be implemented by October of this year, other areas must be implemented by April 2003 and October 2003, and there are civil and criminal penalties for not complying with the HIPAA law. Please contact Ron Moore for more information. 803-737-0627 rmoore@state.sc.us www.hipaa.state.sc.us

Jeff Boothe with the U.S. Secret Service informed us of a key logging software program that has been illegally inserted into some of the computers at 15 colleges and universities throughout the nation. What this software does is monitors the key strokes of a user from another location in order to get private/personal information. The U.S. Secret Service is investigating this illegal activity and is attempting to make all the colleges and universities aware that this is happening, to prevent your institution from being targeted. If you were not present and did not receive a copy of the handout with the names of the dangerous files please contact Jeff Boothe at 803-765-5446 or jboothe@usss.treas.gov or if you did receive the hand out and you find one of these files on your computer please inform Jeff Boothe to help in the investigation.

Lynn Metcalf passed out the IPEDS schedule for 2002 – 2003 (and other valuable information) which you can find online at the following link <http://www.che400.state.sc.us/web/Chemis/ACIR.html> and then click on ‘IPEDS Notes and Facilities’. Lynn reminded everyone of the IPEDS workshops scheduled for August 5th and 7th which will not be divided up by public and private but will be opened up so that both may attend either day. Both days a break out session for public and private institutions will be conducted after the morning session to clarify reporting procedures. You won’t need to come to both August 5th and 7th sessions. For the public institutions, the IPEDS Finance form will be discussed. For the private institutions, reporting procedures for CHEMIS data will be discussed.

We no longer need preliminary Facilities data. You only need to report final facilities data. We don’t need spring Facilities data unless you have an error. Please refer to the link above for more Facilities information regarding problems we’ve been having with Facilities calculations.

With the completion of IPEDS forms, the full time faculty reported in the IPEDS salaries would be the same individuals as those reported in the faculty section of fall staff and employees assigned positions.

The committee discussed the mandatory timeframe of the 2004 (Enrollment) and 2004-2005 (completions) CIP implementation and decided that the institutions were in agreement to have the changed CIP codes by next summer. In the meantime, Academic Affairs has begun using new codes as institutions add the specific programs.

Stephanie Weeks walked the committee through the instructions on the new web-based electronic submission of the CHE 14a, 14b and 14c forms. The directions can be found on the website <http://www.che400.state.sc.us/web/Chemis/ACIR.html> then click on 'Instructions for electronic submission of CHE 14a, 14b, 14c'.

Camille Brown opened up the discussion regarding double majors by letting everyone know that this year it is mandatory to report the data to IPEDS. This data must be reported by CIP code, award level, race and gender. CHE can calculate this from the data that we are currently receiving from public institutions. Everyone agreed that creating a separate record code would be the best way to deal with reporting this data by September 30th.

Leroy Rooka, with FERPA, US Department of Education, has agreed to come to the Commission on Higher Education for a one day 'drive-in' conference, tentatively scheduled for October 30th, 2002. Catherine Watt from Clemson provided a draft of information for the Family Privacy Act which you can find at this link, <http://www.che400.state.sc.us/web/Chemis/ACIR.html>.

Sherry Hubbard and Bichevia Green gave presentations on the new and the changes in the existing scholarship programs. You can find this information on the website <http://www.che400.state.sc.us/web/Chemis/ACIR.html>, just click on, 'Scholarship Information ---(FAQs about Palmetto Fellows, Need-Based, LIFE, SC HOPE, and Lottery Tuition Assistance Programs)' and 'SC HOPE Scholarship Summary'.

Joe Pearman went through the new guidelines for submitting requests for funds for each Scholarship and submitting Institutional Scholarship data. Click on the following link, <http://www.che400.state.sc.us/web/Chemis/ACIR.html>, then click on 'Scholarship Submission Guidelines' for additional information.

The submission dates for all CHEMIS data can be found at the following website, <http://www.che400.state.sc.us/web/chemis/chedates.htm>

Camille Brown discussed the data sharing project ongoing with Southeast Center for Teaching Quality with the group. This grant is an effort to improve teacher quality. The data they have requested has been Teacher Education graduates within a fiscal year. Those graduates were given to the Department of Education for cross checking to see if those graduates were certified the next year and then look at the employment records for

the third year. CHE shared this information without associating the graduate with the institutions. When the results come back from the study, CHE will make the results available to the institutions.

CHE has brought in some consultants to look at automating the CHEMIS data. Specifically when you download your data to CHE it processes the data and then sends it back to you automatically with no human intervention. The committee discussed what type of impact it would have on the institutions if that process became a web-based process. The committee agreed that there would be no major impact on their programming.

CHE is working on making internet tables real-time versus tables that must be updated each time they are changed.

The meeting adjourned at 3:30 p.m.