



Dr. Conrad Festa
Executive Director

July 2, 2004

Memorandum

To: Representatives of Independent Institutions
From: Camille T. Brown, Program Manager of MIS
Subject: Meeting

A meeting will be held on Friday, July 9, 2004, at 10:30 A.M. in the large conference room of the Commission on Higher Education to discuss any changes for the upcoming year regarding the data that is reported to us. This includes scholarship data, enrollment data, and completions data. If there are others at your institution that you feel should be included, please bring them.

Please find attached the agenda for this meeting and the minutes from our meeting last summer. Also, the agenda, minutes, and the materials are posted on our web site at the following location:
<http://www.che.sc.gov/finance/CHEMIS/Independent.htm>.

We look forward to having you join us. If you have any questions, please don't hesitate to call.

AGENDA

Independent Institutions' Data Meeting
July 9, 2004
Commission on Higher Education
Large Conference Room
1333 Main Street, Suite 200
Columbia, South Carolina 29201
10:30 A.M.

- I. Introductions
- II. Review and acceptance of minutes
- III. Student Scholarships and Grants
 - a. Excellent Enhancement Program - Pell Grants
 - b. Cost of Attendance
 - c. Expected Family Contributions
- IV. Student Enrollment
 - a. Universal Grading Scale – Universal Grading Scale Rank
 - b. LIFE GPA and Hours
 - c. Additional data field for SAT Writing
 - d. Exclusions
 - e. Identifier Changes
- V. Integrated Postsecondary Education Data System (IPEDS)
 - a. Schedule for Reporting
 - b. Enrollment
 - I. Unduplicated Headcount
 - II. Credit Hours (Undergraduate & Graduate)
 - c. Graduation Rates
 - d. Completions
- VI. Data Reporting
 - a. Schedule for 2004-2005 for CHEMIS data
- VII. Other Business

Independent Institutions' Data Meeting
July 23, 2003
10:30 a.m.

Members Present

Mr. Jeff Babetz
Ms. Erin Bertrim-Tapin
Ms. Carol Bickley
Mr. Howard Blomberg
Ms. Katherine Boyd
Ms. Paula Burlison
Ms. Dorothy Cheagle
Ms. Ann Clardy
Mr. Randy Dill
Ms. Amy Driggers
Ms. Julia Garner
Ms. Rhonda Grimes
Mr. Walt Haversat
Ms. Donna Hawkins
Ms. Jill Johnson
Mr. Brad Kauffman
Mr. Boyce Lawton
Mr. Rock McCaskill
Mr. Frank Mitchell
Ms. Rahnema Muneer
Ms. Diana O'Bryan
Ms. Susan Peck
Ms. Pam Ponder
Ms. Diana Richburg
Ms. Lugenia Rochelle
Dr. Mary Gene Ryan
Ms. Kristy Sinkfield
Ms. Judy Smith
Ms. Tracy Spires
Mr. Dan Summy
Ms. Helen Weed
Mr. Christopher Weldon
Mr. Paul Wheeler
Ms. Angela White
Ms. Betty Williams

CHE Members Present

Ms. Camille Brown
Ms. Lynn Metcalf
Ms. Stephanie Weeks

The Independent Institutions met in the conference room of the Commission on Higher Education on July 23, 2003 at 10:30 a.m. Ms. Brown called the meeting to order. Ms. Brown asked all the members present to introduce themselves.

The first topic of discussion was regarding student enrollment and the inception of scholarship programs dealing with students studying abroad. Some private institutions have students studying abroad that receive state scholarships. These students were not reported as enrolled at the home institution. In the handouts were included IPEDS notes with the requirements regarding students to be excluded. This report states to excludes “students studying abroad if their enrollment at this institution is only an administrative record and their fee is nominal”. CHE does not consider scholarship programs to be nominal, so those students should be reported in the enrollment data. Students who are enrolled but attend another institution should be reported as enrolled at the home institution. The institutions agreed that they would begin reporting this way.

Next the Uniform Grading Scale was discussed. Included in the hand outs were the CHEMIS definition of High School GPA, South Carolina State Department of Education’s Grading Scale Policy and frequently asked questions regarding the Uniform Grading Scale. Ms. Brown stated that eligibility for all state scholarships beginning fall 2004 would be based on the uniform grading scale. All high schools have been asked to convert all their grading scales to the uniform grading scale based on the uniform grading scale set up by the State Department of Education. CHE is emphasizing that it is very important that the schools base their scale on the Carnegie units and not on the individual schools policies and procedures. The high schools have also been asked in regards to scholarships to state on the transcripts if the 3.0 is based on uniform grading scale. The UGS and the class rank should be included on the transcript. Private high schools have been given the option to create a different form for scholarship purposes using the uniform grading policy for the scholarships while maintaining their current policies and procedures on grading. Therefore, the private high schools may have two GPAs – a high school GPA and a uniform grading scale GPA. The Commission sent out a directive to the colleges and high schools in April so they would know what to expect on the transcripts. Question arose as to whether this new scale would take the place of the weighted scaled being currently used. For Palmetto Fellows and LIFE it will definitely change – they will be using the uniform grading scale. When CHE looks at the GPA for Performance Funding they look at high school GPA, rank in class and SAT. The problem occurs because you are not just looking at SC students. There are just a few schools that use really unusual scales although there are the exceptions that use that 6 point scale with the weighted scale.

Our next topic of discussion was in regards to Speede Express. The Commission gets about 200 appeals for LIFE scholarships and about 50 for Palmetto Fellows. The Commission is interested in getting this software so that the institutions can send their official transcripts for LIFE scholarships and Palmetto Fellows scholarship appeals via Speede. The format that Speede/Express uses is a standard format. There may be different data fields within that standard format, but there are sections for the grades and the course. This will be of great benefit for the student but also will benefit CHE. CHE will not be able to integrate it with their system this year but will be able to do so next year. The benefits for the students, will be that the student won’t have to request the transcript and the time that it takes for CHE to receive the transcript will be less. It was

agreed that CHE would work towards getting an electronic transcript receiving process available for those institutions that were able to access it.

Ms. Brown proceeded to discuss the spreadsheet included in the handout that is used by Ms. Hubbard for Palmetto Fellows to renew their scholarship. Ms. Hubbard sends the institutions this Excel form with the Palmetto Fellows that we have and requests specific information and then requests that the institution return the form to CHE. It was determined that the best thing to do at this point was to download this data into a database and report it that way versus trying to report it in with the enrollment record. The institutions will begin the new process of reporting it in a database next summer.

The next topic discussed was the 2000 CIP codes. Ms. Brown went through the attachments reviewing highlights of the inventory crosswalk between the 1990 CIP codes and the 2000 CIP codes. This Excel spreadsheet with the inventory crosswalk is posted on the webpage on the Technical documentation page. If there is any trouble accessing this please e-mail either Ms. Brown or Ms. Weeks requesting the spreadsheet (cbrown@che.sc.gov or sweeks@che.sc.gov).

In the process of implementing the new program codes, academic affairs requested a change in the secondary education codes to better identify the concentrations. So Ms. Brown is working with the institutions affected by this change to add suffixes for each secondary education inventory code that needed to be identified by concentration.

There was also a request to break out the BSN nursing codes into two categories BSN generics and BSN completers. Previously the institutions were surveyed for this information. However by using the suffixes in the handout to identify each of the students, the survey will be eliminated.

All CIP codes in the CHE inventory will be converted to the new 2000 CIP codes – even historical codes, between August 15th and August 30th. CHE will be accepting both the old codes and the new codes. The institutions have to let CHE know which they are sending. However, if the institution chooses to send old codes, CHE is going to convert them to the new codes. If there are errors in the data, the edit report will have error messages with the new codes.

Included in the handouts was an updated schedule for CHEMIS reporting dates for Fall and Spring. This was briefly reviewed. The Summer dates will be updated in the fall after the current summer dates have expired.

Ms. Brown reviewed the disbursement process to be sure that everyone understand that in August CHE's Internal Operations send out correspondence requesting how much the institution needs in scholarship dollars. Then they disburse the money. The institutions send the awardees' data in October. A difference is calculated between the awardees' totals and what was actually disbursed. This amount is subtracted from the request that the institution makes when CHE's Internal Operations sends out the request again in December for spring. Then CHE disburses money for spring and the institution again

sends their awardees' data. The difference between the data and the actual disbursed amount is then corrected during the reconciliation period. If there is a difference between the actual disbursed amounts and the total of the awardees' data, it is applied to next disbursement of scholarship dollars to the institutions.

Included in the handout was a copy of the legislation that was passed on Pell grants. Based on fall enrollment and the number of Pell grant recipients, if a four year institution has 60% or more of the undergraduate population receiving Pell grants, then they are eligible for lottery money starting fall 2003. There will be \$ 3 million split among all institutions eligible to participate. CHE requested that the institutions report their Pell recipients to us either by survey or by a field in their disbursement report. A yes or no field would be sufficient. However, due to the number of requests that CHE receives from the legislature and the public, the exact amount and the student Id would be the preferred reporting procedure. The institutions agreed to report their Pell recipients on their disbursement report.

SAT/ACT conversion. Ms. Brown asked the institutions, "how are you converting your SAT scores? Are you using the prescribed tables from ECS?" It was decided that if a student has ACT and SAT that the institution uses the table to convert the ACT for a comparison. The higher score is sent to CHE. Not the converted score but the actual ACT scores if it is the higher score.

This year GRS data is being downloaded for the institutions. Retention data is being required by IPEDS this year. However, since the institutions are providing the unit record data to CHE, Ms. Brown stated that CHE will be responsible for calculating and uploading the retention data.

Ms. Metcalf review IPEDS due dates and new procedures and answered questions regarding IPEDS.

The meeting adjourned at 12:05 p.m.