REPORTING and PROCEDURES MANUAL
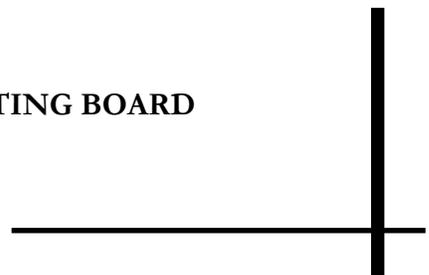
for

Texas Community, Technical, and State Colleges

Spring 2004

Texas Higher Education
COORDINATING BOARD
DIVISION OF PLANNING AND INFORMATION RESOURCES
P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

David W. Gardner, Ph.D.
Assistant Commissioner
Planning and Information
Resources
512/ 427-6146
gardnerdd@thecb.state.tx.us
FAX: 512/ 427-6127

Susan E. Brown
Director
Planning
512/ 427-6153
brownsn@thecb.state.tx.us
FAX: 512/ 427-6127

John R. Cox
Director
Information Resources
512/ 427-6300
coxjn@thecb.state.tx.us
FAX: 512/ 427-6447

Casey M. Kennedy
Director
Web Services
512/ 427-6288
kennedycy@thecb.state.tx.us
FAX: 512/ 427-6447

M E M O R A N D U M

September 16, 2004

To: All Public Reporting Officials and Institutional Researchers
From: Kenneth Dalley
Subject: Changes to Spring 2004 Reporting Manual – Rev 7

This memo rescinds our instructions for reporting the students who qualify under Section 2 of HB 1403 that I sent out in the memo of August 16, 2004. The change will be made to the electronic CBM Reporting Manual on the CB website in the next couple of days. I have been advised that the intent of the legislation is that "these students should not be classified as 'foreign' students or 'international' students." Thus, they should be reported as Texas residents and the residence code item should be the county in which they reside in Texas.

CBM001 change

University manual -- Item #12 Note b)
Health-Related manual – Item #13 Note b)
Community, Technical, State Colleges manual – Item #14 Note b)

FOREWORD

The reports discussed in this **Public Community, Technical, and State Colleges** 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.) Associated with each report is a set of instructions for preparing the data in the Coordinating Board format.

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 of this manual, contact Ms. Jocelyn Groce regarding the CBM001, CBM002, CBM009, CBM00A, CBM00M, CBM00N, or CBM00T; Charles Busbey regarding the CBM004, CBM005, CBM006, CBM008, or CBM00C; and Kenneth Dalley regarding general reporting questions at the above address or at the following telecommunication numbers:

	Regular Phone	INTERNET Address
Jocelyn Groce	(512) 427-6415	Jocelyn.Groce@thecb.state.tx.us
Charles Busbey	(512) 427-6284	Charles.Busbey@thecb.state.tx.us
Kenneth Dalley	(512) 427-6306	Kenneth.Dalley@thecb.state.tx.us

Click on Memos Related to Changes to the CBM Manual for Community, Technical, and State Colleges for memos related to changes made to the *Reporting and Procedures Manual* prior to Spring 2004.

Public Community, Technical, and State Colleges

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REPORTING PERIODS

The reports are due at the Educational Data Center by the following dates:

FALL REPORTS		Due Date	Due Date in Even Year
Student Report	CBM001	November 1	
Continuing Ed Student Report	CBM00A	December 15	
Texas Success Initiative Report	CBM002	February 1	
Class Report	CBM004	November 1	Mid October
End-of-Semester Class Report	CBM006	February 1	
Building and Room Use Report	CBM005	November 1	
Continuing Ed Class Report	CBM00C	December 15	
Faculty Report	CBM008	November 1	
Graduation Report	CBM009	November 1	
Marketable Skills Achievement Report	CBM00M	November 1	

SPRING REPORTS		Due Date	Due Date in Odd Year
Student Report	CBM001	March 15	
Continuing Ed Student Report	CBM00A	March 15	
Texas Success Initiative Report	CBM002	June 15	
Class Report	CBM004	March 15	Mid February
Continuing Ed Class Report	CBM00C	March 15	
End of Semester Report	CBM006	June 15	
Faculty Report	CBM008	March 15	

FIRST SUMMER SEMESTER REPORTS		Due Date
Student Report	CBM001	July 1
Continuing Ed Student Report	CBM00A	June 15
Texas Success Initiative Report	CBM002	October 1
Class Report	CBM004	July 1
Continuing Ed Class Report	CBM00C	June 15
End of Semester Report	CBM006	October 1

SECOND SUMMER SEMESTER REPORTS		Due Date
Student Report	CBM001	August 15
Continuing Ed Student Report	CBM00A	September 15
Texas Success Initiative Report	CBM002	October 1
Class Report	CBM004	August 15
Continuing Ed Class Report	CBM00C	September 15
End of Semester Report	CBM006	October 1

ANNUAL REPORTS		Due Date
Tech Prep Report	CBM00T	July 1

ANY TIME REPORTS		
Student Number Change Report	CBM00N	Any Time

COORDINATING BOARD CONTACTS

I. CBM Reporting: Educational Data Center, FAX: 512-427-6447

    A. CBM001, CBM002, CBM009, CBM00A, CBM00M, CBM00N, CBM00T Reports:
        Jocelyn Groce, Data Analyst   512-427-6415
        INTERNET address: Jocelyn.Groce@thecb.state.tx.us

    B. CBM004, CBM00C, CBM005, CBM006, CBM008 Reports:
        Charles Busbey, Data Analyst   512-427-6284
        INTERNET address: Charles.Busbey@thecb.state.tx.us

    C. Electronic Data Transfer System - receipt and distribution:
        Scott Sewell, Programmer Analyst   512-427-6262
        INTERNET address: Scott.Sewell@thecb.state.tx.us

    D. General Questions:
        Kenneth Dalley, Assistant Director   512-427-6306
        INTERNET address: Kenneth.Dalley@thecb.state.tx.us

II. Course and Program Inventory Questions: COMMUNITY AND TECHNICAL COLLEGES,
    FAX: 512-427-6444

    A. Use the query facility (QUIN) to access your inventory to see what is currently approved
        via the web server at INTERNET address: www.thecb.state.tx.us

    B. Director for Instructional Programs:
        Dr. Julie Leidig, Director   512-427-6443
        INTERNET address: Julie.Leidig@thecb.state.tx.us

    C. Assigned Instructional Program Officer: 512-427-6250
        INTERNET address: fname.lname@thecb.state.tx.us where
          "fname" is the CB person's first name,
          "lname" is the CB person's last name

III. Facilities Inventory Questions: CAMPUS PLANNING, FAX: 512-427-6147
    Dr. Nancy Soteriou, Director   512-427-6122
    INTERNET address: Nancy.Soteriou@thecb.state.tx.us

IV. Evaluation and Division Web Services: COMMUNITY AND TECHNICAL COLLEGES,
    FAX: 512-427-6444
    Dr. David Gill, Director   512-427-6233
    INTERNET address: David.Gill@thecb.state.tx.us

V. Student Tuition and Residency Issues; Financial Aid DB: STUDENT SERVICES,
    FAX: 512-427-6420
    Jane Caldwell, Director   512-427-6455
    INTERNET address: Jane.Caldwell@thecb.state.tx.us

VI.   Tech-Prep and Workforce Education Issues: COMMUNITY AND TECHNICAL COLLEGES,
      FAX: 512-427-6444
      Rob Franks, Director of Perkins Grants Administration   512-427-6442
      INTERNET address: Rob.Franks@thecb.state.tx.us

VII.   Texas Success Initiative Program Questions: PARTICIPATION AND SUCCESS,
      FAX: 512-427-6264
      James Dilling, Program Director   512-427-6218
      INTERNET address: James.Dilling@thecb.state.tx.us

      Linda McDonough, Director   512-427-6525
      INTERNET address: Linda.McDonough@thecb.state.tx.us

INSTITUTIONS REQUIRED TO REPORT

A. Each public junior/community college which is certified by the commissioner of higher education to be eligible for and which may receive appropriations made by the legislature are required to report.

B. The Texas State Technical College campuses of Harlingen, Marshall, Waco, and West Texas are required to report by campus. The extension centers will be reported with their respective campus.

C. The Texas State University System institutions of Lamar State College-Orange, Lamar State College-Port Arthur, and the Institute of Technology are required to report.

D. The Coordinating Board requires multiple campus community and technical college districts to submit separate reports for each college/campus in the taxing district. Out-of-district branch campuses recognized by the Coordinating Board as such must also report separately. Out-of-district Extension Centers will report with an associated college campus within the district. The following reporting procedure has been approved:

1. Within a multi-campus district, each campus/college/site which represents a significant administrative structure is required to report individually to the THECB. A campus/college/site is defined as having significant administrative structure when it has its own president or provost, chief instructional officer, and other administrative offices as appropriate.

2. Other types of sites which do not meet the definition will be included in the reporting with the campus or college which is responsible for overseeing its operations.

3. Once a district has reported by individual campus/college/site it may not revert back to district-wide reporting.

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. The trailer record contains a record count of the actual number of data records in the file, not including the header and trailer records. 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 a file by writing over a previously transferred file of the same name, give 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, 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 Scott Sewell at e-mail Scott.Sewell@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.

Following is the format for header and trailer records to be used with the file transfer procedure. The format and content of these records are critical and must be correct and valid if the data are to be identified and processed correctly.

File Transfer System INPUT FILE FORMAT

HEADER RECORD		Beginning Position	Length
Item #1	File Label-ID. Always 'HY2K'	1	4
Item #2	Institution Code - FICE - Numeric	5	6
Item #3	Data Identifier, i.e., CBM001	11	6
Item #4	Semester - Numeric ('1' thru '4')	17	1
Item #5	Year - Numeric - YYYY	18	4
Item #6	Record Type - C for a Complete report	22	1
Item #7	Length of data records within report – Numeric, leading zeros, i.e., "0080", "0090", "0104", "0120", "0136"	23	4
Item #8	Name and e-mail address of person submitting file	27	As Required

The length of the record may extend up to 400 characters in order to contain the name and e-mail address.

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DATA RECORDS

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

- -

TRAILER RECORD		Beginning Position	Length
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

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:

CBM002_FALL_2003_S_003652_200405100136262.TXT

CBM002 – CBM report type
_ - used as a separator
FALL – the report semester (can also be SPRING, SUMMER, SUMMER1, SUMMER2, ANNUAL, QUARTER1, QUARTER2, QUARTER3, QUARTER4)
_ - used as a separator
2003 – Report Year
_ - used as a separator
S – Institution type (can also be J, H or I)
_ - used as a separator
003652 – FICE code of institution
_ - used as a separator
200405100136262 – Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

CERTIFICATION STATEMENT INSTRUCTIONS

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

1. If the edit reveals flagged items, corrections should be submitted for all errors and for questionable items where necessary.

2. If all the information is correct, the reporting official should certify the report by a certification statement to the Educational Data Center. This can be accomplished by the following methods:

   a. The reporting official may send an e-mail message to one of the data analysts 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.

CERTIFICATION STATEMENT

INSTITUTION: STARR COLLEGE

DATE: MM/DD/YYYY

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

Report Number	Semester and Year
CBM001	SPRING 2001
CBM004	SPRING 2001
CBM008	SPRING 2001

_____
Reporting Official

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 <u>six</u> weeks of the due date. The follow-up procedures for ensuring timely certification of the reports are:

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

1. The EDC Data Analyst will telephone the Reporting Official if a specific report is not received <u>two</u> days after the due date.

2. A letter from the Assistant Director of the Educational Data Center will be faxed to the Reporting Official if the report has not been received by the <u>seventh</u> 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 by the <u>twelfth</u> working day after the due date.

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

1. If the report is not certified <u>three working weeks</u> from the due date, the Reporting Official will be alerted by e-mail so that he or she will have an opportunity to resolve the matter before it gets to the next step.

2. If the report is not certified <u>four working weeks</u> from the due date, the appropriate Assistant Commissioner will notify the Vice President for Academic Affairs, or equivalent, of the incompleteness of the data.

3. Should the report not be certified within a week of the notification to the Vice President, the Commissioner will notify the President that his or her institution is delaying the publishing of statewide reports.

4. If the data are not certified within <u>six</u> working weeks of the due date, the Commissioner will be notified so that he may inform the Coordinating Board at its next meeting that the institution is delinquent in certifying its CB reports.

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.

STUDENT REPORT
CBM001

This report includes all students enrolled at the reporting institution in courses (for which semester credit hours or quarter credit hours are awarded) as of the official census date, which shall be the 12th class day for the fall and spring semesters (16 week sessions) and the 4th class day for each of the summer terms (6 week sessions).

Students who withdraw from the institution prior to or on the official census date will not be reported.

Official Reporting Date

The following schedule will be use to determine the official census date for terms of various lengths:

Length of Term in Weeks	Official Census Date is Class Day #
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

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 identified in separate records by coding Item #20, Flexible Entry, with a '1'.

Any student enrolled as of the official census date who subsequently enrolls in a Flexible Entry class organized in the same semester must be assessed tuition and fees as though another class was being added to the student's current load.

CTC Student Report (CBM001)

Tuition and Fees

CB Rule Regarding Tuition and Fees

      The conditions that apply to the collection of tuition are found in Chapter 21, Subchapter A, paragraph 21.4 of the CB Rules at http://www.thecb.state.tx.us/CBRules/.

Tuition and Fee Refund Policy

      CB Rule 21.5 in Subchapter A, Chapter 21, identifies the tuition and fee refund policy. Use the link in the paragraph above to view it.

Reporting Semester Credit Hours

Effective Fall 1999, the former Item #13 has been separated into the following categories:

Item #13   SCH in academic courses that are NOT affected by the undergraduate limit
Item #27   SCH in academic courses that are affected by the undergraduate limit
Item #28   SCH in developmental education courses which do not exceed the limit
Item #23   SCH in developmental education courses which exceed the limit
Item #29   SCH in technical courses
Item #35   SCH in technical courses not state funded
Item #36   SCH in academic courses not state funded

These items are mutually exclusive. When combined, they represent the total semester credit hours for the student. Item #26, SCH of Students Enrolled in Dual Credit Courses, is not exclusive of the above categories. Hours reported in Item #26 should also be reported in Items #13, #27, #28, #29, #35, or #36 as appropriate.

Reporting Contact Hours

Effective Fall 1999, student contact hours are to be distributed among the following categories:

Item #10A CH in academic courses taught in-district that are NOT affected by the developmental SCH limit
Item #10B CH in academic courses taught out-of-district that are NOT affected by the developmental SCH limit
Item #24   CH in academic courses taught as inter-institutional courses
Item #30   CH in developmental courses if student exceeds the developmental limit
Item #11A CH in technical courses taught in-district
Item #11B CH in technical courses taught out-of-district
Item #25   CH in technical courses taught as inter-institutional courses
Item #33   CH in technical courses not state funded
Item #34   CH in academic courses not state funded

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

INSTRUCTIONS FOR STUDENT REPORT

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

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 a unique nine-digit identification number to each student without a Social Security Number.

Item #4   Gender. Enter the gender of the student.

              M = Male   F = Female

Item #5   Classification. Enter the classification of the student using the following guidelines:

1.	Freshman	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 and not more than 72 semester credit hours
3.	Unclassified	More than 72 semester hours; no associate degree or above earned
4.	Associate Degree	Previously earned an associate degree
5.	Baccalaureate or above	Previously earned a degree of baccalaureate or above

Item #6   Date of Birth. Enter all four digits of the year and both digits of the month and day of birth of the student in the following format -- YYYYMMDD.

              where   YYYY = Year   MM = Month   DD = Day

Item #7   Tuition Status. Enter the code indicating the legal status of the student for tuition purposes.

              1. In-District
              2. Out-of-District
              3. Nonresident
              5. Tuition Exemption/Waivers
              A. Foreign Student Classified as a Resident (Section 2 of HB 1403) and allowed to pay In-District Tuition
              B. Foreign Student Classified as a Resident (Section 2 of HB 1403) and allowed to pay Out-of-District Tuition

C. Foreign Student Pending Resident Status (Section 4 of HB 1403) or holder of a visa that allows a person to domicile in the U.S. (per CB policy) who is allowed to pay In-District Tuition

D. Foreign Student Pending Resident Status (Section 4 of HB 1403) or holder of a visa that allows a person to domicile in the U.S. (per CB policy) who is allowed to pay Out-of-District Tuition

NOTE:

a) International students who are allowed to pay the "Resident Tuition" rate due to an exemption or waiver should be coded '5'.

b) International students who qualify under Section 2 of HB 1403 to pay resident rates should be coded 'A' for in-district and 'B' for out-of-district. These are students who have, among other qualifications, lived in Texas three consecutive years prior to graduation from a Texas high school or a GED completion.

c) International students who qualify under Section 4 of HB 1403 or CB policy as outlined in memos issued by Commissioner Brown who are allowed to pay resident rates should be coded 'C' for in-district or 'D' for out-of-district. These students have applied to or have a petition pending with the Immigration and Naturalization Service to attain lawful status under federal immigration law and qualify for resident status for tuition and fee purposes. Included are international students who obtain residency through the eligibility specified in the CB policy memo interpreting TEC 54.057 and the Attorney General opinions.

Item #8   Residence. Enter the code representing the county, state, or foreign country of which the student is a 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 #9   Transfer 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 999999 for institutions not having a FICE code.) 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 undergraduate level.

If the student has never attended college or other postsecondary institution, enter a '000001' 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).

If not applicable, leave blank.

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.

CTC Student Report (CBM001)

Item #10A   Contact Hour Load in Academic Courses, Current Registration (In-District). Enter the number of contact hours attempted in academic courses, including developmental, that are taught in-district if the student is NOT affected by the developmental SCH limit or inter-institutional courses. If the student has exceeded the developmental SCH limit and the developmental contact hours apply to the limit and they are taught in-district, exclude them from this item and report them in Item #30. Exclude contact hours attempted by the student in approved inter-institutional academic courses which are taught in-district and report them in Item #24. Enter one of the following for contact hours not excluded:

1. the number of contact hours in approved academic courses taught in-district for which the student is registered in the current semester, excluding contact hours from any flex-entry academic classes in which the student is enrolled; or
2. the number of contact hours in approved academic courses taught in-district from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

Item #10B   Contact Hour Load in Academic Courses, Current Registration (Out-of-District). Enter the number of contact hours attempted in academic courses, including developmental, that are taught out-of-district if the student is NOT affected by the developmental SCH limit or taking inter-institutional courses. If the student has exceeded the developmental SCH limit and the developmental contact hours apply to the limit and they are taught out-of-district, exclude them from this item and report them in Item #30. Exclude contact hours attempted by the student in approved inter-institutional academic courses which are taught out-of-district and report them in Item #24. Enter one of the following for contact hours not excluded:

1. the number of contact hours in academic courses for which the student is registered in the current semester, excluding contact hours from any flex-entry academic classes in which the student is enrolled; or
2. the number of contact hours in academic courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

Item #11A   Contact Hour Load in Approved Regular Technical Courses, Current Registration (In-District). Enter the number of contact hours attempted by the student in approved technical courses which are taught in-district. Exclude contact hours attempted by the student in approved inter-institutional technical courses which are taught in-district and report them in Item #25. Enter one of the following for contact hours not excluded:

1. the number of contact hours in approved technical courses taught in-district for which the student is registered in the current semester, excluding contact hours from any flex-entry technical classes in which the student is enrolled; or
2. the number of contact hours in approved technical courses taught in-district

from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

Item #11B Contact Hour Load in Approved Regular Technical Courses, Current Registration (Out-of-District). Enter the number of contact hours attempted by the student in approved technical courses which are taught out-of-district. Exclude contact hours attempted by the student in approved inter-institutional technical courses which are taught out-of-district and report them in Item #25. Enter one of the following for contact hours not excluded:

1. the number of contact hours in approved technical courses taught out-of-district for which the student is registered in the current semester, excluding contact hours from any flex-entry technical classes in which the student is enrolled; or
2. the number of contact hours in approved technical courses taught out-of-district from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

NOTE: The contact hour load of students in academic courses reported on the CBM001 must be within 250 hours of the academic contact hours reported on the CBM004. Similarly, the contact hour load of students in technical courses reported on the CBM001 must be within 250 hours of the contact hours reported on the CBM004.

TSTC and Lamar will code the on-campus contact hours in the In-District fields and off-campus contact hours in the Out-of-District fields.

Item #12 Major Area of Concentration. Enter the 2000 CIP code (Appendix C) of the major area of concentration and the appropriate code in Item #13C for the Type Major. All Technical majors, including Tech-Prep, must match the Coordinating Board approved programs in the Education and Training Clearinghouse Technical Programs Inventory for the institution (district). For an undeclared academic or technical major (non Tech-Prep), a value of '99999999' may be reported.

Item #13 Semester Credit Hour Load in Academic Courses of Students that Are NOT Affected by the Undergraduate SCH Limit. Include the number of semester credit hours attempted in academic courses if the student is NOT affected by the undergraduate SCH limit. Semester credit hours in developmental academic courses are to be excluded from this item, but should be reported in Item #23 or Item #28 as appropriate. Students whose credit hours should be reported here include students who already have a baccalaureate degree from an institution of higher education, students who pay the non-resident tuition rate, and academic students who enrolled as undergraduates in an institution of higher education prior to the 1999 fall semester. Enter one of the following:

1. the number of academic semester credit hours (not affected by undergraduate

SCH limit) for which the student is registered in the current semester, excluding credit hours from any flex-entry classes in which the student is enrolled; or

2. the number of academic semester credit hours (not affected by undergraduate SCH limit) from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary.

Item #13A   Tuition Exemption/Waiver Code. Leave this item blank unless Item #7 is coded '5' and the tuition exemption or tuition waiver granted is one of the categories below. In that case, enter the appropriate code. The following two codes are the only ones that will be accepted on the CBM001.

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

NOTE: These two tuition exemption/waiver codes are important in determining if the students are military or military dependents. They are used in the follow-up system if the student cannot be found in higher education or in the Texas workforce.

Item #13B   Remote Campus. Enter '5' if the student is confined in a correctional institution; blank if not. Students attending out-of-district branch campuses recognized by the Coordinating Board as such must be identified. Each out-of-district branch campus will be assigned a unique number within the district. TSTC is required to use this item to identify the students enrolled at their extension centers:

1. Abilene   2. Breckenridge   3. Brownwood

Item #13C   Type Major. Enter the code which represents the primary major:

1. Academic
2. Technical
3. Tech-Prep

NOTE: The Tech-Prep declared major definition requires that students must declare themselves as specific Tech-Prep majors who have matriculated from a high school Tech-Prep program; course enrollment alone in Tech-Prep courses is not sufficient to identify students as Tech-Prep majors.

Item #14   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

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 an international student is allowed to pay the "Resident Tuition" rate due to an exemption or waiver (coded '5' in Item #7) report with the international code.
b) Report the ethnicity of students who qualify under Section 2 of HB 1403 (coded 'A' or 'B' in Item #7).
c) Continue to report international students who have applied to or have a petition pending with the Immigration and Naturalization Service as international students even though they qualify for resident status for tuition and fee purposes under Section 4 of HB 1403 (coded 'C' or 'D' in Item #7). Do the same for international students who pay the resident rate through CB policy or Attorney General opinions.

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

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

Item #15   Last Name. Enter the student's last name. Truncate if the name contains over 10 characters.

Item #16   First Name Initial. Enter the initial of the student's first name.

Item #17   Middle Initial. Enter the initial of the student's middle name.

Item #18   Semester. Enter the semester that this report covers. If reporting a combined summer report use a code of '3'.

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

Item #19   Year. Enter all four digits of the calendar year in which the semester occurs.

YYYY

Item #20   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.

Item #21   Unused

Item #22A   Academically Disadvantaged. Enter a '1' or leave blank if not. When reporting academically disadvantaged students colleges may report students who, based on TASP or a local placement test, do not have college entry level skills in reading, writing, or math. Colleges should also report students who are enrolled in remedial courses based on the results of TASP or local placement tests. The Interim Evaluation Report definition may also be applied for students who did not receive a high school diploma nor did not receive a GED certificate.

After the semester in which a student successfully completes remediation, the college should no longer report that student as academically disadvantaged. Please note that academically disadvantaged does not include students with learning disabilities.

Item #22B   Economically Disadvantaged Family or Individual. Enter a '2' or leave blank if not appropriate. Colleges may use one or more of the following standards to determine whether an individual is economically disadvantaged: 1) annual income at or below the federal poverty line, 2) eligibility for Aid to Families with Dependent Children or other public assistance programs (includes WIC program participants), 3) receipt of a Pell Grant or comparable state program of need-based financial assistance, 4) participation or eligible for JTPA programs included under Title II, and 5) eligible for benefits under the Food Stamp Act of 1977 or the Health and Humans Services (HHS) Poverty Guidelines, 403.114, page 36721 of final Rules and Regulations.

Students should not continue to be reported as economically disadvantaged if their circumstances change and they no longer meet the definition of economically disadvantaged.

Item #22C   Individual with Disabilities. Enter a '3' or leave blank if not. The nature of this datum is that it is typically self-reported or reported when a student receives special services through a special populations coordinator or a state program. Students referred to the college by the Texas Rehabilitation Commission for education and training should be reported in this category.

Item #22D   Limited English Proficiency (LEP). Enter a '4' or leave blank if not appropriate. Include all students who enroll in LEP courses or who were determined, based on a local placement test, to be Limited English Proficient.

After the semester in which a student successfully completes remediation, the college should no longer report that student as LEP.

Item #22E   Programs to Eliminate Gender Bias. Leave blank at this time. Do NOT report this item on the CBM001 now. This item is under further review. In the interim, the Coordinating Board will use both the declared major and gender as reported on the CBM001 to determine programs with more than 75% of one gender in a single technical program (CIP Code).

Item #22F   Displaced Homemaker. Enter a '7' or leave blank if not. This may be self-reported data. However, students who receive special federally funded or state funded assistance because they are displaced homemakers and students who receive special services through a Perkins Coordinator may be reported in this category.

Students should not continue to be reported as displaced homemakers if their circumstances change and they no longer meet the definition of displaced homemaker.

Item #22G   Single Parent. Enter an '8' or leave blank if not appropriate. This may be self-reported data. However, students who receive special federally funded or state funded assistance (such as referrals from the Texas Department of Human Services or the Texas Department of Health) because they are single parents may also be reported in this category. Assistance may include child care assistance or child care fee waivers.

Students should not continue to be reported as single parents if their circumstances change and they no longer meet the definition of single parent.

Item #23   Semester Credit Hours - Developmental Education in Excess of State Limit. A community, technical, or state college may not receive funding for developmental course work taken by a student in excess of 27 semester credit hours or the equivalent. There are limits on the nature of courses used for such purposes. For a list of developmental courses see the *Community College General Academic Course Guide Manual*. For details about funding see CB Rules Chapter 13, Subchapter B, Section 13.25. Enter one of the following if the student has exceeded the state limit of 27 developmental SCHs funded at your institution:

1. the number of semester credit hours beyond the state limit in developmental education courses for which the student is registered and which exceed the state limit in the current semester, excluding semester credit hours from any flex-entry developmental education classes in which the student is enrolled; or
2. the number of semester credit hours beyond the state limit in developmental education courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

Item #24   Inter-Institutional Academic Contact Hours. Enter the number of inter-institutional contact hours in approved academic courses for which the student is registered in the current semester, or for flexible entry records and exclude them from Items #10A and #10B. An inter-institutional agreement must be on file at the CB. An inter-institutional class is where the class and instructor are provided by another institution and the receiving institution is not allowed to claim the contact hours of their students on the CBM004. See more discussion of inter-institution in the introduction of the CBM004 report. Use leading zeros, or zero fill if appropriate.

Item #25   Inter-Institutional Technical Contact Hours. Enter the number of inter-institutional

contact hours in approved technical courses for which the student is registered in the current semester, or for flexible entry records and exclude them from Items #11A and #11B. An inter-institutional agreement must be on file at the CB. An inter-institutional class is where the class and instructor are provided by another institution and the receiving institution is not allowed to claim the contact hours of their students on the CBM004. See more discussion of inter-institution in the introduction of the CBM004 report. Use leading zeros, or zero fill if appropriate.

Item #26   Semester Credit Hours of Student Enrolled in Dual (Concurrent) Credit Courses. Enter the number of dual credit hours attempted in which the student receives both high school and college credit. These credit hours should also be reported in Item #13, #27, or #29 as appropriate. Enter one of the following if the student has concurrent semester credit hours at your institution:

1. the number of dual semester credit hours in which the student is registered in the current semester, excluding dual credit hours from any flex-entry classes in which the student is enrolled; or
2. the number of dual semester credit hours from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments. Use leading zeros, or zero fill if appropriate.

CB rules regarding dual credit are found in Chapter 4, Subchapter D at http://www.thecb.state.tx.us/CBRules/.

Item #27   Semester Credit Hours in Academic Courses Which Are Affected by the Undergraduate SCH Limit. Include the number of semester credit hours attempted by students in academic courses that apply to an associate or first baccalaureate degree at an institution of higher education and from which the college receives state funding. Do not include academic semester credit hours if the student pays the non-resident tuition rate or has already received a baccalaureate degree. This item applies only to students who initially enroll as undergraduates in an institution of higher education in the 1999 fall semester or in a subsequent term. Enter one of the following:

1. the number of semester credit hours in academic courses for which the student is registered in the current semester, excluding credit hours from any flex-entry academic classes in which the student is enrolled; or
2. the number of semester credit hours in academic courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments. Use leading zeros, or zero fill if appropriate.

NOTE: The academic semester credit hours which apply to the undergraduate limit reported on the CBM001 must be within 100 hours of the total semester credit hours reported on the CBM004 of students who are affected by the undergraduate limit.

Item #28   Semester Credit Hours in Developmental Education Courses. Include all semester credit hours in developmental education courses attempted by a student at your

institution during the term reported, except the credit hours in developmental education courses in which the student exceeds the state funding limit and that are to be reported in Item #23. Enter one of the following for semester credit hours not excluded:

1. the number of semester credit hours in developmental education courses for which the student is registered in the current semester, excluding credit hours from any flex-entry developmental education classes in which the student is enrolled; or
2. the number of semester credit hours in developmental education courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments. Use leading zeros, or zero fill if appropriate.

Item #29   Total Semester Credit Hours in Technical Courses. Include the total number of semester credit hours attempted in technical courses. Enter one of the following:

1. the number of semester credit hours in technical courses for which the student is registered in the current semester, excluding credit hours from any flex-entry technical classes in which the student is enrolled; or
2. the number of semester credit hours in technical courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments. Use leading zeros, or zero fill if appropriate.

Item #30   Contact Hours - Developmental Education in Excess of State Limit. A community, technical, or state college may not receive funding for developmental coursework taken by a student in excess of 27 semester credit hours or the equivalent. There are limits on the nature of courses used for such purposes. For a list of developmental courses see the *Community College General Academic Course Guide Manual*. For details about funding see CB Rules Chapter 13, Subchapter B, Section 13.25. Enter one of the following if the student has exceeded the state limit of 27 developmental SCHs funded at your institution:

1. the number of contact hours beyond the state limit in developmental education courses for which the student is registered and which exceed the state limit in the current semester, excluding contact hours from any flex-entry developmental education classes in which the student is enrolled; or
2. the number of contact hours beyond the state limit in developmental education courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

Item #31   Student Intent.   Enter the code that reflects the primary reason the student is attending classes at your college. Beginning in Fall 2001 the datum MUST be student-declared. If the student fails to identify an intent, a "Did Not Respond" option (code 6) may be reported.

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1. Earn an associate's degree (2 year)
2. Earn a certificate (less than 2 years)
3. Earn credits for transfer
4. Courses to:
   - get a new or better job
   - improve skills for current job
5. Courses for personal enrichment
6. Did not respond

Item #32   <u>Non-Disclosure</u>. 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 #33   <u>Contact Hours Technical – Not State Funded</u>. Enter the number of contact hours attempted by the student in approved technical courses which are NOT allowed to be reported for state funding.

Right justify and include a leading zero if necessary, or zero fill.

Item #34   <u>Contact Hours Academic – Not State Funded</u>. Enter the number of contact hours attempted by the student in approved academic courses which are NOT allowed to be reported for state funding. Excessive contact hours in developmental courses should be reported in Item #30.

Right justify and include a leading zero if necessary, or zero fill.

Item #35   <u>Semester Credit Hours Technical – Not State Funded</u>. Enter the number of semester credit hours attempted by the student in approved technical courses which are NOT allowed to be reported for state funding.

Right justify and include a leading zero if necessary, or zero fill.

Item #36   <u>Semester Credit Hours Academic – Not State Funded</u>. Enter the number of semester credit hours attempted by the student in approved academic courses which are NOT allowed to be reported for state funding. Excessive semester credit hours in developmental courses should be reported in Item #23, whether affected by the undergraduate limit or not.

Right justify and include a leading zero if necessary, or zero fill.

Item #37   <u>Unused</u>

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code – Always 1'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Student Identification Number – Numeric	8	9
Item #4	Gender – 'M' or 'F'	17	1
Item #5	Classification – '1' thru '5' – Numeric	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/First Time In College – Numeric or blank	31	6
Item #10A	Contact Hours Academic – In-istrict – Leading zeros	37	4
Item #10B	Contact Hours Academic – Out-f-Dist – Leading zeros	41	4
Item #11A	Contact Hours Tech – In-District – Leading zeros	45	4
Item #11B	Contact Hours Tech – Out-of-Dist – Leading zeros	49	4
Item #12	Major Area of Concentration – Numeric	53	8
Item #13	Academic Sem. Credit Hrs Not Affected by UG Limit – Numeric	61	2
Item #13A	Tuition Exemption/Waiver Code – '01', '21', or blank	63	2
Item #13B	Remote Campus – '5' or blank (TSTC '1' thru '3')	65	1
Item #13C	Type Major – '1' or '2' or '3'	66	1
Item #14	Ethnic Origin – '1' thru '7' – Numeric	67	1
Item #15	Last Name – Alpha	68	10
Item #16	First Name Initial – Alpha	78	1
Item #17	Middle Name Initial – Alpha or blank	79	1
Item #18	Semester – '1', '2', '3', or '4' – Numeric	80	1
Item #19	Year - YYYY – Numeric	81	4
Item #20	Flexible Entry – '1' or blank	85	1
Item #21	Unused	86	1
Item #22A	Academically Disadvantaged – '1' or blank	87	1
Item #22B	Economically Disadvantaged Family or Individual – '2' or blank	88	1
Item #22C	Individual with Disabilities – '3' or blank	89	1
Item #22D	Limited English Proficiency (LEP) – '4' or blank	90	1
Item #22E	Programs to Eliminate Gender Bias – Blank	91	1
Item #22F	Displaced Homemaker – '7' or blank	92	1
Item #22G	Single Parent – '8' or blank	93	1
Item #23	SCH--Developmental Ed in Excess of State Limit – Numeric	94	3
Item #24	Inter-institutional Academic CH – Leading zeros	97	3
Item #25	Inter-institutional Technical CH – Leading zeros	100	3
Item #26	Dual SCH of High School Student – Leading zeros	103	2
Item #27	Academic SCH Affected by UG Limit – Leading zeros	105	2
Item #28	Developmental Ed SCH (Academic) – Leading zeros	107	2
Item #29	Total Technical SCH – Leading zeros	109	2
Item #30	CH--Developmental Ed in Excess of State Limit – Numeric	111	3
Item #31	Student Intent – '1' thru '6' – Numeric	114	1
Item #32	Non-Disclosure – Numeric	115	1
Item #33	CH Technical Not State Funded – Leading zeros	116	3

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		Beginning Position	Length
Item #34	CH Academic Not State Funded – Leading zeros	119	3
Item #35	SCH Technical Not State Funded – Leading zeros	122	2
Item #36	SCH Academic Not State Funded – Leading zeros	124	2
Item #37	Unused	126	11

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QUESTIONABLE AND ERROR VALUES

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

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except '1'
2.	Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3.	Student ID	Duplicate FE entries	Blank or duplicate entry or not alpha and/or numeric
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Classification	N/A	Any value except '1' thru '5'
6.	Date of Birth	Age less than 16 or more than 75	Any non-numerical data; month less than '01' or greater than '12'
7.	Tuition Status	N/A	Any value except '1', '2', '3', '5', 'A', 'B', 'C', or 'D'
8.	Residence	N/A	Any value except '001' thru '254', '310' thru '369' or '402' thru '799'; must be on residence file
9.	Transfer/First Time In College	N/A	Any non-numerical characters except all blanks
10.	Contact Hours Academic	Sum of 10A, 10B, 11A, 11B, 24, 25, 30, 33, and 34 is less than 8 or greater than 780 hours	Any non-numerical characters (unused positions should be zero-filled)
11.	Contact Hours Technical	Same as Item #10	Same as Item #10
12.	Major	N/A	Non-numeric or invalid CIP code
13.	Academic Sem. Credit Hrs Not affected by UG Limit	Sum of 13, 23, 27, 28, 29, 35, and 36 less than '01' or greater than '25'	Non-numerical or value greater than '33'
13A.	Exemption Code	N/A	Any value except blanks or '00'; any value except '01' or '21' when Item #7 is coded '5'
13B.	Remote Campus	N/A	Any value except '5' or blank or TSTC '1' thru '3'
13C.	Type Major	N/A	Value except '1', '2', or '3'
14.	Ethnic Origin	N/A	Any value other than '1' thru '7'
15.	Last Name	N/A	Blank, numerical
16.	First Name Initial	Blank	Blank, numerical

CTC Student Report (CBM001)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
17.	Middle Name Initial	N/A	Numerical
18.	Semester	N/A	Must match value in header record
19.	Year	N/A	Must match value in header record
20.	Flexible Entry	N/A	Value except space or '1'
21.	Unused	N/A	N/A
22A.	Academically Disadv.	N/A	Value except '1' and space
22B.	Economically Disadv.	N/A	Value except '2' and space
22C.	Individual with Disabilities	N/A	Value except '3' and space
22D.	Limited English Proficiency	N/A	Value except '4' and space
22E.	Programs to Eliminate Gender Bias	N/A	Value except space
22F.	Displaced Homemaker	N/A	Value except '7' and space
22G.	Single Parent	N/A	Value except '8' and space
23.	SCH-Developmental (over limit)	Same as Item 13	Any non-numerical values
24.	Inter-institutional Academic CH	Same as Item 10	Non-numerical value
25.	Inter-institutional Technical CH	Same as Item 10	Non-numerical value
26.	Concurrent High School SCH	Greater than '09'	Non-numerical or value greater than '21'
27.	SCH-Academic Affected by UG Limit	Same as Item 13	Non-numerical or value greater than '28'
28.	SCH-Developmental Ed (Academic)	Same as Item 13	Non-numerical or value greater than '28'
29.	SCH-Total Technical	Same as Item 13	Non-numerical or value greater than '30'
30.	Excess CH-Developmental Ed	Same as Item 10	Non-numerical
31.	Student Intent	N/A	Value except '1' thru '6'
32.	Non-Disclosure	N/A	Any value except '2' or '0'
33.	CH-Tech-Not state funded	Same as Item #10	Non-numerical value
34.	CH-Acad-Not state funded	Same as Item #10	Non-numerical value
35.	SCH-Tech-Not state funded	Same as Item #13	Non-numerical or value greater than '30'
36.	SCH-Acad-Not state funded	Same as Item #13	Non-numerical value greater than '28'
37.	Unused	N/A	N/A

DISCREPANCY: The edit program counts the number of records processed in this report. If it is not the same as the number listed in the header record, the difference is listed as the discrepancy. This value should be checked to insure that the entire file has been submitted and processed.

SUMMARY OF STUDENT DATA METHODOLOGY

1. TOTAL HEADCOUNT – Total headcount is a summation of all CBM001 records, excluding flexible entry records, which are displayed separately. The total headcount is categorized by gender, classification, age, tuition status, residence, ethnic origin, first-time students, majors, and special populations.

2. AGE – Each student's age, for the purpose of the summary report, is calculated by comparing each student's date of birth to the beginning date of the semester. For this purpose, the beginning date of each semester is:
    Fall - September 1; Spring - January 1; Summer - June 1

3. CONTACT HOURS (Academic) – The in-district (Item #10A) and out-of-district (Item #10B) contact hours are summed to produce academic contact hours in-district and out-of-district. A separate total is provided for all flexible entry contact hours in academic courses. Inter-institutional academic contact hours (Item #24) are summed. Not state funded academic contact hours (Item #34) are summed.

4. CONTACT HOURS (Technical) – The in-district (Item #11A) and out-of-district (Item #11B) contact hours are summed to produce regular technical contact hours in-district and out-of-district. A separate total is provided for all flexible entry contact hours in regular technical courses. Inter-institutional technical contact hours (Item #25) are summed. Not state funded technical contact hours (Item #33) are summed.

5. SEMESTER CREDIT HOURS – Item #13, Semester Credit Hours, is summed to get the Academic Semester Credit Hours Unaffected by the undergraduate limit; Flexible Entry semester credit hours are summed in a separate column. Item #27, Academic Semester Credit Hours, is summed to get the Academic Semester Credit Hours Affected by the undergraduate limit; a separate total is provided for Flexible Entry semester credit hours. Item #28, Developmental Semester Credit Hours, is summed; a separate total is provided for Flexible Entry semester credit hours. Item #29, Technical Semester Credit Hours, is summed; a separate total is provided for Flexible Entry semester credit hours. Item #36, Academic Semester Credit Hours Not State Funded, is summed. Item #35, Technical Semester Credit Hours Not State Funded, is summed.

6. MAJORS – Item #12 Summarizes the "Declared Majors" as follows:
    Academic Declared Majors – Type major equal '1'
    Academic Undeclared – '24999999' or '99999999'; type major equal '1'
    Technical Declared Majors – Type major equal '2'
    Technical Undeclared – value of '99999999'; type major equal '2'
    Tech-Prep Declared Majors – Type major equal '3'

NOTE: Records which have any items in error (invalid amounts) are not included in any of the summary values.

CTC Student Report (CBM001)

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TEXAS HIGHER EDUCATION COORDINATING BOARD                          PART A
JR-CBM001 SUMMARY OF STUDENT DATA FROM                             DATE: 05/08/04
TEXAS COMMUNITY COLLEGE                     111111                 SPRING    2004

GENDER
  MALE                                2,570
  FEMALE                              3,771
        TOTAL                                      6,341

CLASSIFICATION                                        INTENT
  FRESHMAN                            3,358            EARN ASSOC      1,213
  SOPHOMORE                           1,755            EARN CERT       1,592
  UNCLASSIFIED                          799            TRANSFER        2,361
  ASSOCIATES                            321            IMPROVE SKILLS    569
  BACHELORS                             108            ENRICHMENT        606
        TOTAL                                      6,341    NO RESPONSE         0
                                                                TOTAL         6,341
AGE
  UNDER 17                                9
  17                                     75
  18                                    606
  19-21                               2,361
  22-24                               1,288
  25-30                                 962
  31-35                                 417
  36-50                                 569
  51-64                                  50
  65 AND OVER                             4
  AVERAGE-AGE                   24.3
        TOTAL                                      6,341

TUITION STATUS
  IN DISTRICT                         4,575
  OUT OF DISTRICT                     1,592
  NON-RESIDENT                           79
  TUITION EXEMPTION/WAIVER               95
  RESIDENT TUITION-ID (HB1403)            0
  RESIDENT TUITION-OOD (HB1403)           0
  RESIDENT TUITION-ID PENDING (HB1403)    0
  RESIDENT TUITION-OOD PENDING (HB1403)   0
        TOTAL                                      6,341

RESIDENCE
  TEXAS COUNTIES                      6,298
  OTHER STATES                            8
  FOREIGN COUNTRIES                      35
        TOTAL                                      6,341

ETHNIC ORIGIN
  WHITE                                 504
  BLACK                                   5
  HISPANIC                            5,636
  ASIAN                                  27
  INDIAN                                  7
  INTERNATIONAL                         162
  UNKNOWN                                 0
        TOTAL                                      6,341
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CTC Student Report (CBM001)

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TEXAS HIGHER EDUCATION COORDINATING BOARD               PART B
JR-CBM001 SUMMARY OF STUDENT DATA FROM                   DATE: 05/08/04
TEXAS COMMUNITY COLLEGE                      111111      SPRING    2004

FIRST TIME STUDENTS
  FIRST TIME IN COLLEGE               557
  FIRST TIME TRANSFER                 263
        TOTAL                                   820

CONTACT HOURS (ACADEMIC)          REGULAR       FLEXIBLE ENTRY
  IN DISTRICT                     856,368         3,032
  OUT OF DISTRICT                  25,152         4,040
  INTER-INSTITUTIONAL                   0           402
  NOT STATE FUNDED                      0             0
        TOTAL                             888,994

CONTACT HOURS (TECH)              REGULAR       FLEXIBLE ENTRY
  IN DISTRICT                     164,720         2,602
  OUT OF DISTRICT                  90,784           570
  INTER-INSTITUTIONAL                   0           303
  NOT STATE FUNDED                      0             0
        TOTAL                             258,979

SEMESTER CREDIT HOURS             REGULAR       FLEXIBLE ENTRY
  ACADEMIC UNAFFECTED BY LIMIT     13,357           609
  ACADEMIC AFFECTED BY LIMIT        5,333           152
  TOTAL DEVELOPMENTAL              10,200           622
  TOTAL TECHNICAL                   5,824         1,333
  DEVELOPMENTAL (EXCESSIVE)            36             9
  ACADEMIC NOT STATE FUNDED            0             0
  TECHNICAL NOT STATE FUNDED           0             0
        TOTAL                       34,750         2,716
  CONCURRENT HIGH SCHOOL              30             0

MAJORS
  ACADEMIC DECLARED MAJORS          3,273
  ACADEMIC UNDECLARED               1,715
  TECH DECLARED MAJORS              1,192
  TECH UNDECLARED                     161
  TECH PREP DECLARED MAJOR             0
        TOTAL                               6,341

CONCURRENT ENROLLED IN HIGH SCHOOL        5

SPECIAL POPULATIONS
  ACADEMIC DISADVANTAGED              902
  ECONOMIC DISADVANTAGED            3,239
  INDIVIDUAL W/DISABILITY            145
  LIMITED ENGLISH PROFICIENCY        579
  PGMS TO ELIM GENDER BIAS             0
  DISPLACED HOMEMAKER                 89
  SINGLE PARENT                      202

NON-DISCLOSURE                        2

        FLEXIBLE ENTRY                      44
        TOTAL HEADCOUNT                  6,385

*** NOTE:  TOTALS ARE NET ERRORS.
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CTC Student Report (CBM001)

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TEXAS HIGHER EDUCATION COORDINATING BOARD           DATE:05/08/2004
JR-CBM001 EDIT SUMMARY FROM TEXAS COMMUNITY COLLEGE  111111 SPRING 2004

                                 NORMAL RANGE   QUESTIONABLE   ERROR VALUES
ITEM  1   RECORD CODE               6,390            0              0
ITEM  2   INST. CODE                6,390            0              0
ITEM  3   STUDENT ID                6,390            0              0
ITEM  4   GENDER                    6,390            0              0
ITEM  5   CLASSIFICATION            6,390            0              0
ITEM  6   DOB                       6,390            0              0
ITEM  7   TUITION STATUS            6,390            0              0
ITEM  8   RESIDENCE                 6,390            0              0
ITEM  9   TRANSFER                  6,390            0              0
ITEM 10   CONTACT HRS-CB            6,389            1              0
ITEM 11   CONTACT HRS-TECH          6,389            1              0
ITEM 12   MAJOR                     6,385            0              5
ITEM 13   ACADEMIC SCH NOT LIMITED  6,385            5              0
ITEM 13A  TUITION EXEMPTION         6,390            0              0
ITEM 13B  REMOTE CAMPUS             6,390            0              0
ITEM 13C  TYPE MAJOR                6,390            0              0
ITEM 14   ETHNIC ORIGIN             6,390            0              0
ITEM 15   LAST NAME                 6,390            0              0
ITEM 16   FIRST INITIAL             6,390            0              0
ITEM 17   MIDDLE INITIAL            6,390            0              0
ITEM 18   SEMESTER                  6,390            0              0
ITEM 19   YEAR                      6,390            0              0
ITEM 20   FLEXIBLE ENTRY            6,390            0              0
ITEM 21   UNUSED                    6,390            0              0
ITEM 22A  ACADEMIC DISADVANTAGE     6,390            0              0
ITEM 22B  ECONOMIC DISADVANTAGE     6,390            0              0
ITEM 22C  INDIVIDUAL W DISABLE      6,390            0              0
ITEM 22D  LIMITED ENGLISH PROF      6,390            0              0
ITEM 22E  PGMS TO ELIM GENDER BIAS  6,390            0              0
ITEM 22F  DISPLACED HOMEMAKER       6,390            0              0
ITEM 22G  SINGLE PARENT             6,390            0              0
ITEM 23   DEVELOPMENTAL SCH (EXCESS) 6,390           0              0
ITEM 24   INTER-INSTITUTIONAL CH ACAD 6,390          0              0
ITEM 25   INTER-INSTITUTION CH TECH 6,390            0              0
ITEM 26   CONCURRENT ENROLLED HS SCH 6,390           0              0
ITEM 27   ACADEMIC SCH LIMITED      6,390            0              0
ITEM 28   TOTAL DEVELOPMENTAL SCH   6,390            0              0
ITEM 29   TOTAL TECHNICAL SCH       6,390            0              0
ITEM 30   DEVELOPMENTAL SCH (EXCESS) 6,390           0              0
ITEM 31   STUDENT INTENT            6,390            0              0
ITEM 32   NON-DISCLOSURE            6,390            0              0
ITEM 33   NOT STATE FUNDED CH TECH  6,390            0              0
ITEM 34   NOT STATE FUNDED CH ACAD  6,390            0              0
ITEM 35   NOT STATE FUNDED SCH TECH 6,390            0              0
ITEM 36   NOT STATE FUNDED SCH ACAD 6,390            0              0
          CBM001 VS CBM004 ACADEMIC CONTACT HOURS                      0
          CBM001 VS CBM004 TECHNICAL CONTACT HOURS                     0
          CBM001 VS CBM004 ACADEMIC LIMITED SCH                        0
     TOTAL CBM001 RECORDS PROCESSED            6,390
     CONTROL TOTAL                             6,390
     DISCREPANCY                                   0
     NUMBER OF DUPLICATE RECORDS                  49
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CTC Student Report (CBM001)

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  SEDT1J99                              TEXAS HIGHER EDUCATION COORDINATING BOARD                        DATE 05/08/2004
                                           RESUBMISSION EDIT OF JR-CBM001 DATA
             SPRING  2004                       TEXAS COMMUNITY COLLEGE      111111                          PAGE    1

                                                                    13  1 1     2    22                        3 3
    3       4 5      6       7  8      9      10A 10B 11A 11B    12     13 A B C 4 8    19   0 ABCDEFG 23  24  25 26 27 28 29  30 1 2  33  34 35 36
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 451899155 F 1 19821218 2 044        0000 0192 0000 0000 24010200 10      1 1 2 2004    1    000 000 000 10 00 00 00 000     000 000 00 00  Q
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 INGRAM    DD
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 458810205 M 1 19850429 2 090        0096 0000 0000 0000 24010200 00      1 1 2 2004         000 000 000 06 06 00 00 000     000 000 00 00  Q
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 SPARKS    BN
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 462798768 F 1 19010204 2 023 000001 0000 0048 0000 0000 24010200 00      1 1 2 2004         000 000 000 03 03 00 00 000     000 000 00 00  Q
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 WEAVER    JM
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 464859380 F 1 19821103 2 044        0000 0192 0000 0000 24010200 10      1 1 2 2004         000 000 000 10 00 00 00 000     000 000 00 00  Q
                                                                                                          --
 LEMONS    EE
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 464870902 M 1 19830304 2 044        0000 0192 0000 0000 24010200 00      1 1 2 2004         000 000 000 10 10 00 00 000     000 000 00 00  Q
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 MAXWELL   JR
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 631247764 F 1 19820930 2 044        0000 0240 0000 0000 24010200 13      1 1 2 2004         000 000 000 10 00 00 00 000     000 000 00 00  Q
                                                                                                          --
 ALLRED    KL
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            *** ERROR - CBM001/CBM004 ACADEMIC  CREDIT HOUR MISMATCH
                            TOTAL CBM001 CREDIT HOURS:   166,880
                            TOTAL CBM004 CREDIT HOURS:   331,264
            *** ERROR - CBM001/CBM004 TECHNICAL CREDIT HOUR MISMATCH
                            TOTAL CBM001 CREDIT HOURS:    23,504
                            TOTAL CBM004 CREDIT HOURS:    44,224
            *** ERROR - CBM001/CBM004 SCH       CREDIT HOUR MISMATCH
                            TOTAL CBM001 CREDIT HOURS:     6,725
                            TOTAL CBM004 CREDIT HOURS:    13,438
```

1.22

TEXAS SUCCESS INITIATIVE REPORT
CBM002

This report will include all undergraduate students attempting credit hours and any others required to be reported for Texas Success Initiative (TSI) purposes, including transfer students who are registered for one or more Coordinating Board approved courses during the reporting period. Include students in credit certificate programs, but exclude students in continuing education programs. Do not include students who withdraw prior to or on the official census date. The report will include information known about students as of the end of the semester.

Students may be exempt from TSI; however, institutions are not exempt from the evaluation and reporting requirements of TSI. The revised CBM002 will minimize the burden of reporting exempt students, but that data is needed for TSI evaluation and several other purposes (i.e., GPA for all undergraduates). A student must be enrolled at the institution during the term in which the "satisfaction" or "exemption/waiver" (date) is granted. The test occasion date alone does not determine the date. Each student described above will be reported on the CBM002 every reporting period that the student is enrolled at this institution, whether he/she has or has not taken a test for TSI purposes and whether he/she passed or failed. The report must have a record for each semester the student attends this institution. For semesters after a student qualifies to be reported with a date of TSI satisfaction in a section (math, writing, or reading), all other items in that section will be filled with zeros. A transfer student previously determined by any Texas public institution of higher education to have satisfied TSI in a section should be reported with that FICE code and the default value of '99999' for the date of TSI satisfaction; all other items in that section will be filled with zeros.

Exemptions

Students either meet the standards of a specific TSI exemption from all sections (math, writing, and reading) or they meet none, with two exceptions: (1) students who qualify as transfer students and (2) students taking ACT/SAT/TAKS tests after certain dates. Students may be reported as exempt from the TSI requirements under the following circumstances:

➤ Earned degrees
  A student who has graduated with an associate or baccalaureate degree from a Texas public institution of higher education.

➤ ACT/SAT/TAAS/TAKS
  A student who meets the exemption standards and whose ACT, SAT, TAAS, or TAKS scores have not expired. Appropriate ACT and SAT test scores are valid for exemption purposes for exactly five years from the qualifying test date (three years for exit-level TAAS and exit-level TAKS).

  ACT, SAT, TAAS, and TAKS exemption standards are:

  ACT: For tests taken in April 2004 and later, 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). For tests taken in March 2004 and earlier, a composite score of 23 with a minimum of 19 on the English and the mathematics tests shall exempt a student for all sections when attained in one

"sitting."

SAT: For tests taken in April 2004 and later, a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal test and/or the mathematics tests shall exempt a student for the corresponding section(s). For tests taken in March 2004 and earlier, a combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal test and the mathematics tests shall exempt a student for all sections when attained in one "sitting."

TAAS: A minimum scaled score of 1770 on the writing test, a Texas Learning Index (TLI) of 89 on the reading test, and 86 on the math test shall exempt a student for all sections when attained on the first attempt of each section.

TAKS (Eleventh Grade Exit Level): For tests taken in spring 2004 and later, 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). For tests taken in Spring 2003, the scores are not valid for exemption purposes.

➢ 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:
(1) is serving on active-duty as a member of the armed forces of the United States or the Texas National Guard;
(2) 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
(3) 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 exemption
Should only be used for exemptions granted prior to September 1, 2003 for:
(1) 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;
(2) deaf students who have three or more college-level hours or the equivalent from an accredited institution prior to September 1, 1995;
(3) high school graduates with 3.5 or above GPA in Recommended or Advanced Curriculum (effective from September 1, 2001 to August 31, 2003); or
(4) 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).

All other TASP exemptions should be translated to the corresponding TSI exemptions.

For more information, see http://www.thecb.state.tx.us/TSI/Exemptions.htm.

Waivers

Students either meet the standards of a specific TSI waiver from all sections (math, writing, and reading) or they meet none, except for dual credit enrollment via TAKS score. 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.

➢ Dual credit enrollment via TAKS score
Eligibility for students in the high school graduating class of 2005 to take dual credit courses during the 2003-2004 and 2004-2005 academic years may also be established by achieving at least the minimum passing standard on the English/Language Arts and/or Mathematics sections (as applicable) of the tenth or eleventh grade Texas Assessment of Knowledge and Skills (TAKS) test.

Eligibility for students in the high school graduating class of 2006 and later to take dual credit courses during their junior and senior years may be established by achieving at least 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.

For more information, see http://www.thecb.state.tx.us/TSI/DualCredit.htm.

Criteria for Meeting TSI Requirements

An institution may require higher performance standards for students than those required for TSI purposes. Such students should be reported as having satisfied TSI.

Minimum passing scaled scores for approved tests:

➢ THEA/TASP: Math - 230; Reading - 230; Writing - 220. The TASP Passing Standards are 220 for all test sections prior to September 1, 1995.

CTC Texas Success Initiative Report (CBM002)

> 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, an essay score of 5 will pass if the student meets the objective writing test standard. Report the raw score on the CBM002 and use the objective writing scaled score to determine whether to report the writing essay score as passing or failing.

For a student that does not meet the minimum passing scaled scores on the initial attempt of an approved test, 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

> The determination shall include the requirement that the student shall retake an approved test if the student did not initially perform at or above the following scores:

> - THEA/TASP: Math - 206; Reading - 201; Writing - 205

> - ASSET: Elementary Algebra - 30; Reading Skills - 35;
>   Writing Skills (objective) - 35

> - COMPASS: Algebra - 23; Reading Skills - 64; Writing Skills (objective) – 44

> - MAPS: No deviation; retest not required by TSI, but an institution's policy may require a retest

> - ACCUPLACER: Elementary Algebra - 42; Reading Comprehension - 61;
>   Sentence Skills - 62

- An essay with a score of 5 will meet these criteria if the student meets the objective writing test standard.

The following guidelines may be helpful in determining the highest score on subsequent tests if multiple test instruments have been used:

If subsequent tests are not the same instrument, determine in which stratum (below deviation, above deviation but less than the passing standard, or above the passing standard) the score range falls for each instrument. Submit the test score that falls in the highest stratum. If the test scores are in the same stratum, the institution may decide which one to report.

General Criteria About Initial Test Attempts

A comparison on all initial assessment types has been implemented to evaluate the compliance of the THEA/TASP requirement (if one part taken, all have been taken). If there is a THEA/TASP test type and another assessment type reported in the initial assessment items, a comparison is done on the initial assessment dates to determine which assessment type occurs first. If THEA/TASP is the earliest initial test occasion, then all sections must be shown as THEA/TASP assessments and any area "not taken" on the initial assessment must be reported as failing below the deviation with a score of zero. Any other assessment type will have to be shown in the Subsequent Assessment categories. If the earliest initial assessment date is a COMPASS, ASSEST, MAPS, OR ACCUPLACER test, then each assessment section is reported based on the earliest test type for each section and THEA/TASP can be one of the initial tests.

TSI Satisfaction During Prior Term

If the TSI Satisfaction Date (Item 20B/30B/40B) is earlier than Fall 2003 (20031), then the obligation code (Item 21/31/41) cannot be a value of '6', '7', or '8' because those categories did not exist under TASP. Also, if the TSI Satisfaction Date has been coded as occurring at a transfer institution (date coded 99999) or the satisfaction date is prior to the reporting term, the Exemption/Waiver Date (Items 22A/32A/42A) must be zeros.

Developmental Education

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

THEA/TASP Scores Database

The CB receives and applies THEA/TASP scores from National Evaluation Systems (NES) approximately four weeks after each test occasion. NES updates to prior test occasion data are also applied at this time. Changes to THEA/TASP scores at the CB can only be applied from NES and not from the institution. The student should contact NES if any erroneous information is discovered on the NES file. Social Security number changes are provided by NES and applied weekly.

CTC Texas Success Initiative Report (CBM002)

Indications of Successful Texas Success Initiative Programs

The Texas Success Initiative gives institutions flexibility in designing programs to help under prepared students be successful; therefore, institutions will have plans that differ in the details, but the goal of each plan will be the same - to help under prepared students be successful college students. The problem, however, is always the same: how do you measure success? The reporting system has to be global enough to capture the various aspects of those 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. In the spirit of the Success Initiative flexibility, this reporting system is meant to be a means for institutions to report data on the success of their students and programs by tracking the educational progress of individual students. It is intended that the data and resulting reports will allow institutional researchers to find the strengths and weaknesses of particular programs and allow the state to determine if the Success Initiative is meeting the statewide goal of helping under prepared students be successful.

Intent and Purpose

The intent of the Coordinating Board is to extract as much information from the CBM002 as possible without over burdening the institutional reporting official. The purpose of the data collected is to 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 us to answer questions from stakeholders about the effectiveness of the program. After all CBM002 reports for a fiscal year have been received and processed, the Coordinating Board will publish the student performance data for the respective independent school districts.

Authority

At a minimum, 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." 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.

Relationship of CBM002 to Texas Success Initiative Plans

Data from the CBM002 provides valuable information about student learning and will be structured uniformly so comparisons of the data can be made institution to institution and from year to year. Results of comparison studies can only be meaningful if there are standard definitions in the reporting elements. This is the real strength of this reporting format. The CBM002 provides the uniform template for institutions to report data to the Coordinating Board on the educational progress of students. Concurrent analysis of the similarities and differences of the various Texas Success Initiative plans will help researchers and stakeholders identify elements of programs that are uniquely successful at various institutions and may be easily exported to other institutions.

CTC Texas Success Initiative Report (CBM002)

General Education Core Curriculum Component Areas (Math) and Competencies (Reading and Writing)

       The objective of the mathematics component of the core curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools to the solution of real-world problems.

       Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling, and punctuation are each a *sine qua non* in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process, including how to discover a topic, how to develop and organize it, and how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

       Reading at the college level means the ability to analyze and interpret a variety of printed materials -- books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

       Consider the following conditions when reporting a core course of a transfer student and in no instance should the transferred-to institution report the grade from the transferring institution.

1. When a core course was taken during the reporting period
   a. the grade attained should be coded in Item 25B/35B/45B if a grade of C or better was not attained and reported in a prior term.
   b. in all terms after a grade of C or better has been reported the area will be reported as null.

2. When a core course was not taken during the reporting period
   a. and at the time of submission the institution has not evaluated a transcript to know whether a grade of C or better has been attained on a core course for a specific section(s) by a transfer student, report a value of '7' (not attempted) in Item 25B/35B/45B.
   b. and at the time of submission the institution has evaluated the transcript and determined that a grade of C or better has been attained on a core course for a specific section(s), then reporting the null value is appropriate.

INSTRUCTIONS FOR TSI REPORT

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

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

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

Item #3   Student Identification Number. Enter the Social Security number of the student. The institution will assign unique (nine-digit) identification numbers to students without Social Security numbers and report their dates of birth (Item #9) each reporting period to help uniquely identify the student.

Item #4   Reporting Period.

        1.   Fall
        2.   Spring
        3.   Summer

        NOTE: Combine all summer data into one report. It is due October 1.

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
        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). Must be reported if the student has an institution-assigned identification number. If the date of birth is unknown, enter '00000000'.

Item #10   Semester Credit Hours Attempted. Enter the number of semester credit hours in non-developmental education courses (for which a grade of 'A' – 'F' is given)

attempted at this institution for the reporting period (right justified, zero filled). Do not include Incompletes (unless they have been resolved prior to the reporting date), withdrawals, or credit/no credit hours attempted. Report the hours of Incompletes during the reporting period resolved.

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

Item #11   Grade Points Earned. Based on a 4 point system, enter the number of grade points earned in non-developmental education courses attempted at this institution for the reporting period (right justified, zero filled).

Item #12   Number of Semester Hours in Math Developmental Education. Enter the number of semester credit hours in which the student has been in math developmental education during the reporting period. Enter '00' if not applicable.

Item #13   Number of Semester Hours in Writing Developmental Education. Enter the number of semester credit hours in which the student has been in writing developmental education during the reporting period. Enter '00' if not applicable.

Item #14   Number of Semester Hours in Reading Developmental Education. Enter the number of semester credit hours in which the student has been in reading developmental education during the reporting period. Enter '00' if not applicable.

Item #15-19 Unused. These items are unused (and occupy no positions in the record) to facilitate the numbering of items for the math, writing, and reading sections.

MATH ASSESSMENT and STATUS SECTION: In the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, zero fill all other items in this section. A transfer student previously determined by any Texas public institution of higher education to have satisfied the TSI section should be reported with that FICE code in Item #20A, '99999' in Item #20B, and zeros in Items #21 though #24D. All other transfer and native students should be reported with the appropriate values in Items #21 through #24D, until the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B.

Item #20A   Math TSI Satisfaction at Previous Institution Code. This item must be provided every reporting period. Enter the FICE Code of the previous Texas public institution where the TSI section was satisfied. See Appendix A. Otherwise, enter '000000' and report the appropriate date in Item #20B. If the specific institution (FICE) has not been recorded in the institution's electronic data for students transferring prior to Fall 2004, the FICE of the latest Texas public institution transferred from may be reported.

Item #20B   Math TSI Satisfaction Date. This item must be provided every reporting period. Enter the year and semester (YYYYS) when the TSI section was satisfied at the

current institution for the first time, or subsequently after a previous waiver expired. Enter '00000' until the section is satisfied at the current institution. Enter '99999' if a previous Texas public institution code is reported in Item #20A.

Year:	Semester:	
Enter all four digits	1.	Fall
of the calendar year	2.	Spring
of the reporting period.	3.	Summer I
	4.	Summer II

Item #21   Math TSI Obligation. Provide the reason identified below.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
1. Satisfied TSI obligation per approved TSI initial test
3. Satisfied TSI obligation based on exemption or waiver
4. Satisfied TSI obligation per approved TSI retake test
5. Satisfied TSI obligation based on performance in appropriate non-developmental coursework (Should also be used for students who completed TASP obligation prior to September 1, 2003 via a grade of "B" or better in a related THECB approved college-level course)
6. Satisfied TSI obligation based on performance in developmental education
7. Satisfied TSI obligation based on performance on an institutionally selected assessment
8. Satisfied TSI obligation based on other indicators of readiness, as determined by the institution
9. TSI obligation not met

Item #22A   Math TSI Exemption/Waiver Date. Enter the year and semester (YYYYS) when the TSI exemption or waiver identified in Item #22B was granted. Enter '00000' if the item is null, not applicable, or unknown. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

Year:	Semester:	
Enter all four digits	1.	Fall
of the calendar year	2.	Spring
of the reporting period.	3.	Summer I
	4.	Summer II

Item #22B   Math TSI Exemption/Waiver Status. Enter the appropriate response from the list below for the TSI exemption or waiver granted. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
1. Not qualified for TSI exemption or waiver
2. Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS or TAKS Scores
6. Exemption based on military service
7. Exemption based upon qualifying as a transfer student from a private or independent institution of higher education or an accredited out-of-state institution of higher education with satisfactory completion of college-level coursework as determined by the receiving institution
8. Previous TASP exemption (see page 2.2)
9. Exemption based on earned degrees from Texas public institutions
A. Waiver based on dual credit enrollment via TAKS score

Item #23A Math TSI Initial Assessment Score. Enter the initial test score for math. The score must match the type test identified in Item #23D. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #23B Math TSI Initial Assessment Pass/Fail. Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the initial test score identified in Item #23A. For THEA/TASP, if one section (math, writing, or reading) is attempted, then all sections are attempted.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
1. Passed
2. Failed below the deviation (TSI requires that the student shall retake an approved test)
3. Not attempted
4. Failed at or above the deviation (TSI does not require that the student shall retake an approved test)

Item #23C Math TSI Initial Assessment Date. Enter all four digits of the year, the month, and day (YYYYMMDD) of the initial test score identified in Item #23A. If the date is unknown, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

Item #23D Math TSI Initial Assessment Type. Enter the appropriate response from the list below for the initial test score identified in Item #23A. If the student qualifies for an exemption, the "9" value may be appropriate. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

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       0.   Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
       1.   THEA/TASP
       2.   COMPASS (Use elementary algebra as math section)
       3.   ASSET
       4.   MAPS (Report only tests taken on or before June 4, 2003)
       5.   ACCUPLACER
       6.   Stanford Achievement Test (for deaf students). Report only Mathematics raw score in Item #23A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
       7.   Initial test taken at another institution (Report only if previous institution did not provide scores on transcript)
       8.   Student was allowed to enroll but did not test during the reporting period
       9.   Not applicable if exempted or waived

Item #24A   Math TSI Subsequent Assessment Highest Score. If there is more than one testing occasion, enter the highest retake test score for math. The score must match the type test identified in Item #24D. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #24B   Math TSI Subsequent Assessment Pass/Fail. Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the retake test score identified in Item #24A.

       0.   Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
       1.   Passed
       2.   Failed below the deviation
       3.   Not attempted
       4.   Failed at or above the deviation

Item #24C   Math TSI Subsequent Assessment Date. Enter all four digits of the year, the month, and day (YYYYMMDD) of the retake test score identified in Item #24A. If the date is unknown or a retake has not been taken, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th.

Item #24D   Math TSI Subsequent Assessment Type. Enter the appropriate response from the list below for the retake test score identified in Item #24A. If the student qualifies for an exemption, the "9" value may be appropriate.

       0.   Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
       1.   THEA/TASP
       2.   COMPASS (Use elementary algebra as math section)

3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Mathematics raw score in Item #24A. (Report only tests taken on or before August 31, 2003)
7. Retest taken at another institution (report only if previous institution did not provide scores on transcript)
8. Student was enrolled but did not retest during the reporting period
9. Not applicable if exempted or waived

MATH COURSE SECTION: Include only the student's attempts at this institution of the mathematics component courses of the general education core curriculum. In the semesters <u>after</u> a student is reported with a grade of A, B, or C in Item #25B and a date in Item #25A, zero fill all Items in this section.

Item #25A   <u>CB-Approved College-Level Mathematics Course Success Date</u>. Enter the year and semester (YYYYS) when the student is awarded a grade of A, B, or C for the first time in the course identified in Item #25B. Report a code of '00000' for all subsequent reporting periods. Enter a code of '00000' until the student is reported with a grade of A, B, or C for the first time.

Year:	Semester:	
Enter all four digits	1.	Fall
of the calendar year	2.	Spring
of the reporting period.	3.	Summer I
	4.	Summer II

Item #25B   <u>CB-Approved College-Level Mathematics Course Grade</u>. Enter the appropriate response from the list below. If no attempt occurred this semester, report a code of '7'. If the first attempt occurred this semester, report the grade. For any subsequent attempt, when the prior grade reported was not an A, B, or C, report the subsequent grade. In the semesters after a grade of A, B, or C is reported for the first time, report a code of '0' for all subsequent reporting periods. If two or more attempts occur in the same reporting period, report only one grade for this item.

0. Null (Report only for semesters after a student is reported with a grade of A, B, or C in Item #25B and a date in Item #25A)
1. A
2. B
3. C
4. D
5. F/No Credit
6. Credit
7. Not attempted this semester
8. Incomplete
9. Withdrawn/Quit

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Item #26-29 <u>Unused</u>. These items are unused (and occupy no positions in the record) to facilitate the numbering of items for the math, writing, and reading sections.

WRITING ASSESSMENT and STATUS SECTION: In the semesters <u>after</u> a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, zero fill all other items in this section. A transfer student previously determined by any Texas public institution of higher education to have satisfied the TSI section should be reported with that FICE code in Item #30A, '99999' in Item #30B, and zeros in Items #31 though #34D. All other transfer and native students should be reported with the appropriate values in Items #31 through #34D, until the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B.

Item #30A <u>Writing TSI Satisfaction at Previous Institution Code</u>. This item must be provided every reporting period. Enter the FICE Code of the previous Texas public institution where the TSI section was satisfied. See Appendix A. Otherwise, enter '000000' and report the appropriate date in Item #30B. If the specific institution (FICE) has not been recorded in the institution's electronic data for students transferring prior to Fall 2004, the FICE of the latest Texas public institution transferred from may be reported.

Item #30B <u>Writing TSI Satisfaction Date</u>. This item must be provided every reporting period. Enter the year and semester (YYYYS) when the TSI section was satisfied at the current institution for the first time, or subsequently after a previous waiver expired. Enter '00000' until the section is satisfied at the current institution. Enter '99999' if a previous Texas public institution code is reported in Item #30A.

Year:	Semester:	
Enter all four digits	1.	Fall
of the calendar year	2.	Spring
of the reporting period.	3.	Summer I
	4.	Summer II

Item #31 <u>Writing TSI Obligation</u>. Provide the reason identified below.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
1. Satisfied TSI obligation per approved TSI initial test
3. Satisfied TSI obligation based on exemption or waiver
4. Satisfied TSI obligation per approved TSI retake test
5. Satisfied TSI obligation based on performance in appropriate non-developmental coursework (Should also be used for students who completed TASP obligation prior to September 1, 2003 via a grade of "B" or better in a related THECB approved college-level course)
6. Satisfied TSI obligation based on performance in developmental education
7. Satisfied TSI obligation based on performance on an institutionally selected assessment

8. Satisfied TSI obligation based on other indicators of readiness, as determined by the institution
9. TSI obligation not met

Item #32A   Writing TSI Exemption/Waiver Date. Enter the year and semester (YYYYS) when the TSI exemption or waiver identified in Item #32B was granted. Enter '00000' if the item is null, not applicable, or unknown. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

Year:
Enter all four digits
of the calendar year
of the reporting period.

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

Item #32B   Writing TSI Exemption/Waiver Status. Enter the appropriate response from the list below for the TSI exemption or waiver granted. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
1. Not qualified for TSI exemption or waiver
2. Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS or TAKS Scores
6. Exemption based on military service
7. Exemption based upon qualifying as a transfer student from a private or independent institution of higher education or an accredited out-of-state institution of higher education with satisfactory completion of college-level coursework as determined by the receiving institution
8. Previous TASP exemption (see page 2.2)
9. Exemption based on earned degrees from Texas public institutions
A. Waiver based on dual credit enrollment via TAKS score

Item #33A   Writing TSI Initial Assessment Score. Enter the initial test score for writing. The score must match the type test identified in Item #33D. If the test was THEA/TASP, enter the writing scaled score. For COMPASS, ASSET, MAPS, and ACCUPLACER tests, enter the single-digit writing essay score, not the writing objective score. Since the writing essay score is a single digit, enter leading zeros. Enter '000' if the item is not applicable or null.

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The essay and the objective components of the COMPASS, ASSET, MAPS, and ACCUPLACER test instruments are to be taken at the same time for TSI purposes (even though the tests are designed such that an institution may assess them independently). So a value of zero in Items 33A/34A will be allowed when Item 33B/34B are reported with a value of 2, "Failed below the deviation". The essay component is the primary determinant for the value reported in Items 33A and 34A—above 5 is passing and below 5 is failing. The objective portion is only used to determine if a 5 is passing or failing. Therefore, if the objective component has been taken, but the essay portion has not, report zeros in Item 33A/34A, the date of the objective component in Item 33C/34C, and a 2 in Item 33B/34B. If neither the writing objective or the writing essay section have been attempted, report a 3, "Not Attempted", in Item 33B and an 8, "Student allowed to enroll but did not test during the reporting period", in 33D, and zeros in Items 33A and 33C.

Item #33B   Writing TSI Initial Assessment Pass/Fail. Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the initial test score identified in Item #33A. For THEA/TASP, if one section (math, writing, or reading) is attempted, then all sections are attempted.

   0.   Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
   1.   Passed
   2.   Failed below the deviation (TSI requires that the student shall retake an approved test)
   3.   Not attempted
   4.   Failed at or above the deviation (TSI does not require that the student shall retake an approved test)

Item #33C   Writing TSI Initial Assessment Date. Enter all four digits of the year, the month, and day (YYYYMMDD) of the initial test score identified in Item #33A. If the date is unknown, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

Item #33D   Writing TSI Initial Assessment Type. Enter the appropriate response from the list below for the initial test score identified in Item #33A. If the student qualifies for an exemption, the "9" value may be appropriate. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

   0.   Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
   1.   THEA/TASP
   2.   COMPASS
   3.   ASSET
   4.   MAPS (Report only tests taken on or before June 4, 2003)
   5.   ACCUPLACER

6. Stanford Achievement Test (for deaf students). Report only Language raw score in Item #36A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7. Initial test taken at another institution (Report only if previous institution did not provide scores on transcript)
8. Student was allowed to enroll but did not test during the reporting period
9. Not applicable if exempted or waived

Item #34A   Writing TSI Subsequent Assessment Highest Score. If there is more than one testing occasion, enter the highest retake test score for writing. The score must match the type test identified in Item #34D. If the test was THEA/TASP, enter the writing scaled score. For COMPASS, ASSET, MAPS, and ACCUPLACER tests, enter the single-digit writing essay score, not the writing objective score. Since the writing essay score is a single digit, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #34B   Writing TSI Subsequent Assessment Pass/Fail. Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the retake test score identified in Item #34A.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
1. Passed
2. Failed below the deviation
3. Not attempted
4. Failed at or above the deviation

Item #34C   Writing TSI Subsequent Assessment Date. Enter all four digits of the year, the month, and day (YYYYMMDD) of the retake test score identified in Item #34A. If the date is unknown or a retake has not been taken, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th.

Item #34D   Writing TSI Subsequent Assessment Type. Enter the appropriate response from the list below for the retake test score identified in Item #34A. If the student qualifies for an exemption, the "9" value may be appropriate.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #30B, or if a previous Texas public institution code is reported in Item #30A)
1. THEA/TASP
2. COMPASS
3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER

6. Stanford Achievement Test (for deaf students). Report only Language raw score in Item #34A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7. Retest taken at another institution (Report only if previous institution did not provide scores on transcript)
8. Student was enrolled but did not retest during the reporting period
9. Not applicable if exempted or waived

WRITING COURSE SECTION: Include only the student's attempts at this institution of the general education core curriculum courses containing the objectives and content of the intellectual core competencies for writing. In the semesters after a student is reported with a grade of A, B, or C in Item #35B and a date in Item #35A, zero fill all Items in this section.

Item #35A CB-Approved College-Level Writing Course Success Date. Enter the year and semester (YYYYS) when the student is awarded a grade of A, B, or C for the first time in the course identified in Item #35B. Report a code of '00000' for all subsequent reporting periods. Enter a code of '00000' until the student is reported with a grade of A, B, or C for the first time.

Year:	Semester:	
Enter all four digits	1.	Fall
of the calendar year	2.	Spring
of the reporting period.	3.	Summer I
	4.	Summer II

Item #35B CB-Approved College-Level Writing Course Grade. Enter the appropriate response from the list below. If no attempt occurred this semester, report a code of '7'. If the first attempt occurred this semester, report the grade. For any subsequent attempt, when the prior grade was not an A, B, or C, report the subsequent grade. In the semesters after a grade of A, B, or C is reported for the first time, report a code of '0' for all subsequent reporting periods. If two or more attempts occur in the same reporting period, report only one grade for this item.

0. Null (Report only for semesters after a student is reported with a grade of A, B, or C in Item #35B and a date in Item #35A)
1. A
2. B
3. C
4. D
5. F/No Credit
6. Credit
7. Not attempted this semester
8. Incomplete
9. Withdrawn/Quit

Item #36-39 Unused. These items are unused (and occupy no positions in the record) to facilitate the numbering of items for the math, writing, and reading sections.

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READING ASSESSMENT and STATUS SECTION: In the semesters <u>after</u> a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, zero fill all other Items in this section. A transfer student previously determined by any Texas public institution of higher education to have satisfied the TSI section should be reported with that FICE code in Item #40A, '99999' in Item #40B, and zeros in Items #41 though #44D. All other transfer and native students should be reported with the appropriate values in Items #41 through #44D, until the semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B.

Item #40A   <u>Reading TSI Satisfaction at Previous Institution Code</u>. This item must be provided every reporting period. Enter the FICE Code of the previous Texas public institution where the TSI section was satisfied. See Appendix A. Otherwise, enter '000000' and report the appropriate date in Item #40B. If the specific institution (FICE) has not been recorded in the institution's electronic data for students transferring prior to Fall 2004, the FICE of the latest Texas public institution transferred from may be reported.

Item #40B   <u>Reading TSI Satisfaction Date</u>. This item must be provided every reporting period. Enter the year and semester (YYYYS) when the TSI section was satisfied at the current institution for the first time, or subsequently after a previous waiver expired. Enter '00000' until the section is satisfied at the current institution. Enter '99999' if a previous Texas public institution code is reported in Item #40A.

Year:	Semester:	
Enter all four digits	1.	Fall
of the calendar year	2.	Spring
of the reporting period.	3.	Summer I
	4.	Summer II

Item #41   <u>Reading TSI Obligation</u>. Provide the reason identified below.

   0.   Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
   1.   Satisfied TSI obligation per approved TSI initial test
   3.   Satisfied TSI obligation based on exemption or waiver
   4.   Satisfied TSI obligation per approved TSI retake test
   5.   Satisfied TSI obligation based on performance in appropriate non-developmental coursework (Should also be used for students who completed TASP obligation prior to September 1, 2003 via a grade of "B" or better in a related THECB approved college-level course)
   6.   Satisfied TSI obligation based on performance in developmental education
   7.   Satisfied TSI obligation based on performance on an institutionally selected assessment
   8.   Satisfied TSI obligation based on other indicators of readiness, as determined by the institution

9.   TSI obligation not met

Item #42A   <u>Reading TSI Exemption/Waiver Date</u>. Enter the year and semester (YYYYS) when the TSI exemption or waiver identified in Item #42B was granted. Enter '00000' if the item is null, not applicable, or unknown. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

Year:	Semester:	
Enter all four digits	1.	Fall
of the calendar year	2.	Spring
of the reporting period.	3.	Summer I
	4.	Summer II

Item #42B   <u>Reading TSI Exemption/Waiver Status</u>. Enter the appropriate response from the list below for the TSI exemption or waiver granted. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

0.   Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)

1.   Not qualified for TSI exemption or waiver

2.   Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status

3.   Exemption based on ACT Scores

4.   Exemption based on SAT Scores

5.   Exemption based on TAAS or TAKS Scores

6.   Exemption based on military service

7.   Exemption based upon qualifying as a transfer student from a private or independent institution of higher education or an accredited out-of-state institution of higher education with satisfactory completion of college-level coursework as determined by the receiving institution

8.   Previous TASP exemption (see page 2.2)

9.   Exemption based on earned degrees from Texas public institutions

A.   Waiver based on dual credit enrollment via TAKS score

Item #43A   <u>Reading TSI Initial Assessment Score</u>. Enter the initial test score for reading. The score must match the type test identified in Item #43D. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #43B   <u>Reading TSI Initial Assessment Pass/Fail</u>. Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the initial test score identified in Item #43A. For THEA/TASP, if one section (math, writing, or reading) is attempted, then all sections are attempted.

    0.   Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
    1.   Passed
    2.   Failed below the deviation (TSI requires that the student shall retake an approved test)
    3.   Not attempted
    4.   Failed at or above the deviation (TSI does not require that the student shall retake an approved test)

Item #43C   Reading TSI Initial Assessment Date. Enter all four digits of the year, the month, and day (YYYYMMDD) of the initial test score identified in Item #43A. If the date is unknown, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

Item #43D   Reading TSI Initial Assessment Type. Enter the appropriate response from the list below for the initial test score identified in Item #43A. If the student qualifies for an exemption, the "9" value may be appropriate. For THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

    0.   Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
    1.   THEA/TASP
    2.   COMPASS
    3.   ASSET
    4.   MAPS (Report only tests taken on or before June 4, 2003)
    5.   ACCUPLACER
    6.   Stanford Achievement Test (for deaf students). Report only Reading Comprehension raw score in Item #43A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
    7.   Initial test taken at another institution (Report only if previous institution did not provide scores on transcript)
    8.   Student was allowed to enroll but did not test during the reporting period
    9.   Not applicable if exempted or waived

Item #44A   Reading TSI Subsequent Assessment Highest Score. If there is more than one testing occasion, enter the highest retake test score for reading. The score must match the type test identified in Item #44D. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable or null.

Item #44B   Reading TSI Subsequent Assessment Pass/Fail. Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the retake test score identified in Item #44A.

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0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
1. Passed
2. Failed below the deviation
3. Not attempted
4. Failed at or above the deviation

Item #44C   Reading TSI Subsequent Assessment Date. Enter all four digits of the year, the month, and day (YYYYMMDD) of the retake test score identified in Item #44A. If the date is unknown or a retake has not been taken, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15th.

Item #44D   Reading TSI Subsequent Assessment Type. Enter the appropriate response from the list below for the retake test score identified in Item #44A. If the student qualifies for an exemption, the "9" value may be appropriate.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
1. THEA/TASP
2. COMPASS
3. ASSET
4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Reading Comprehension raw score in Item #48A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7. Retest taken at another institution (Report only if previous institution did not provide scores on transcript)
8. Student was enrolled but did not retest during the reporting period
9. Not applicable if exempted or waived

READING COURSE SECTION: Include only the student's attempts at this institution of the general education core curriculum courses containing the objectives and content of the intellectual core competencies for reading. In the semesters after a student is reported with a grade of A, B, or C in Item #45B and a date in Item #45A, zero fill all Items in this section.

Item #45A   CB-Approved College-Level Reading Course Success Date. Enter the year and semester (YYYYS) when the student is awarded a grade of A, B, or C for the first time in the course identified in Item #45B. Report a code of '00000' for all subsequent reporting periods. Enter a code of '00000' until the student is reported with a grade of A, B, or C for the first time.

Year: Semester:
Enter all four digits   1.   Fall

of the calendar year	2.	Spring
of the reporting period.	3.	Summer I
	4.	Summer II

Item #45B CB-Approved College-Level Reading Course Grade. Enter the appropriate response from the list below. If no attempt occurred this semester, report a code of '7'. If the first attempt occurred this semester, report the grade. For any subsequent attempt, when the prior grade was not an A, B, or C, report the subsequent grade. In the semesters after a grade of A, B, or C is reported for the first time, report a code of '0' for all subsequent reporting periods. If two or more attempts occur in the same reporting period, report only one grade for this item.

0. Null (Report only for semesters after a student is reported with a grade of A, B, or C in Item #45B and a date in Item #45A)
1. A
2. B
3. C
4. D
5. F/No Credit
6. Credit
7. Not attempted this semester
8. Incomplete
9. Withdrawn/Quit

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DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always '2'	1	1
Item #2	Institution Identifier - FICE - 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 #10	Semester Credit Hours Attempted - Leading zeros	33	3
Item #11	Grade Points Earned - Right justified, leading zeros	36	3
Item #12	Semester Hours in Math Developmental Ed – Numeric	39	2
Item #13	Semester Hours in Writing Developmental Ed - Numeric	41	2
Item #14	Semester Hours in Reading Developmental Ed - Numeric	43	2
Items #15-19	Unused (no positions reserved in the record)		
Item #20A	Math TSI Satisfaction at Previous Institution – Numeric	45	6
Item #20B	Math TSI Satisfaction Date - Numeric	51	5
Item #21	Math TSI Obligation - Numeric	56	1
Item #22A	Math TSI Exemption/Waiver Date - Numeric	57	5
Item #22B	Math TSI Exemption/Waiver Status - Alphanumeric	62	1
Item #23A	Math TSI Initial Assessment Score - Numeric	63	3
Item #23B	Math TSI Initial Assessment Pass/Fail - Numeric	66	1
Item #23C	Math TSI Initial Assessment Date – Numeric	67	8
Item #23D	Math TSI Initial Assessment Type - Numeric	75	1
Item #24A	Math TSI Subsequent Assessment Highest Score - Numeric	76	3
Item #24B	Math TSI Subsequent Assessment Pass/Fail – Numeric	79	1
Item #24C	Math TSI Subsequent Assessment Date – Numeric	80	8
Item #24D	Math TSI Subsequent Assessment Type – Numeric	88	1
Item #25A	College-Level Mathematics Course Success Date - Numeric	89	5
Item #25B	College-Level Mathematics Course Grade - Numeric	94	1
Item #26-29	Unused (no positions reserved in the record)		
Item #30A	Writing TSI Satisfaction at Previous Institution - Numeric	95	6
Item #30B	Writing TSI Satisfaction Date - Numeric	101	5
Item #31	Writing TSI Obligation - Numeric	106	1
Item #32A	Writing TSI Exemption/Waiver Date - Numeric	107	5
Item #32B	Writing TSI Exemption/Waiver Status – Alphanumeric	112	1
Item #33A	Writing TSI Initial Assessment Score - Numeric	113	3
Item #33B	Writing TSI Initial Assessment Pass/Fail - Numeric	116	1
Item #33C	Writing TSI Initial Assessment Date – Numeric	117	8
Item #33D	Writing TSI Initial Assessment Type - Numeric	125	1
Item #34A	Writing TSI Subsequent Assessment Highest Score	126	3
Item #34B	Writing TSI Subsequent Assessment Pass/Fail – Numeric	129	1

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		Beginning Position	Length
Item #34C	Writing TSI Subsequent Assessment Date – Numeric	130	8
Item #34D	Writing TSI Subsequent Assessment Type – Numeric	138	1
Item #35A	College-Level Writing Course Success Date - Numeric	139	5
Item #35B	College-Level Writing Course Grade - Numeric	144	1
Item #36-39	Unused (no positions reserved in the record)		
Item #40A	Reading TSI Satisfaction at Previous Institution - Numeric	145	6
Item #40B	Reading TSI Satisfaction Date - Numeric	151	5
Item #41	Reading TSI Obligation - Numeric	156	1
Item #42A	Reading TSI Exemption/Waiver Date - Numeric	157	5
Item #42B	Reading TSI Exemption/Waiver Status - Alphanumeric	162	1
Item #43A	Reading TSI Initial Assessment Score - Numeric	163	3
Item #43B	Reading TSI Initial Assessment Pass/Fail - Numeric	166	1
Item #43C	Reading TSI Initial Assessment Date – Numeric	167	8
Item #43D	Reading TSI Initial Assessment Type - Numeric	175	1
Item #44A	Reading TSI Subsequent Assessment Highest Score	176	3
Item #44B	Reading TSI Subsequent Assessment Pass/Fail – Numeric	179	1
Item #44C	Reading TSI Subsequent Assessment Date – Numeric	180	8
Item #44D	Reading TSI Subsequent Assessment Type – Numeric	188	1
Item #45A	College-Level Reading Course Success Date - Numeric	189	5
Item #45B	College-Level Reading Course Grade - Numeric	194	1

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QUESTIONABLE AND ERROR VALUES

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

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
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 '3'
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	'00000000'	Month < '01' or > '12'; day < '01' or > '31'; year value that generates an age < 10
10.	SCH Attempted	Semester value > 022; Semester value < 001	Any non-numerical values
11.	Grade Points Earned	Semester value > 088; Semester value < 001	Any non-numerical values Value > 4 times SCH
12.	SCH in Math DE	Any value > '6' or = '0'	Any value > '9'
13.	SCH in Writing DE	Any value > '6' or = '0'	Any value > '9'
14.	SCH in Reading DE	Any value > '6' or = '0' Sum of items #10, 12, 13, and 14 = 0	Any value > '9'

15-19. Unused

20A/30A/40A.
    TSI Previous Inst.   N/A   Invalid Texas public FICE code if not '000000'; if item #20B/30B/40B not = '99999' then valid FICE code is an error

20B/30B/40B.
    TSI Satisfied Date   N/A   Semester value not = '1' thru '4' and valid 4-digit year, or value not = '00000' or '99999'

21/31/41.
    TSI Obligation   N/A   Any value except '1' or '3' thru '8' when item #20B/30B/40B = current date; or any value except '0' when item

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ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
		#20A/30A/40A = FICE or item #20B/30B/40B = previous date; or any value except '9' when item #20B/30B/40B = '00000'; value of '6', '7', or '8' when date in item #20B/30B/40B is earlier than fall 2003
22A/32A/42A. TSI Exemption/Waiver Date	N/A	Not = '00000' or valid year with valid semester = '1' thru '4'; if item #22B/32B/42B not = '0' or '1' then value of '00000' is invalid; value not equal '0' when item #20B/30B/40B equal prior date or '99999' (transfer institution)
22B/32B/42B. TSI Exemption/Waiver Status	N/A	Any value except '2' thru '9' or 'A' when item #20B/30B/40B = current date and item #21/31/41 = '3'; or any value except '0' when item #20A/30A/40A = FICE or item #20B/30B/40B = previous date; or any value except '1' when item #20B/30B/40B = current date and item #21/31/41 = '1', '4' thru '8'; or any value except '1' when item #20B/30B/40B = '00000' and item #21/31/41 = '9'

23A/33A/43A.
    TSI Initial Assessment Score
  Math Score

When Item #23D = '1'	N/A	THEA/TASP < 100 or > 300
when Item #23D = '2'		COMPASS < 15 or > 99
when Item #23D = '3'		ASSET < 23 or > 55
when Item #23D = '4'		MAPS < 601 or > 625
when Item #23D = '5'		ACCUPLACER < 21 or > 120
when Item #23D = '6'		Stanford < 1 or > 118
when Item #23D = '0', '7', '8', or '9'		Any value except '000'

  Writing Score

When Item #33D = '1'	N/A	THEA/TASP < 100 or > 300
when Item #33D = '2'		COMPASS = 1 or > 8

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
when Item #33D = '3'		ASSET = 1 or > 8
when Item #33D = '4'		MAPS = 1 or > 8
when Item #33D = '5'		ACCUPLACER = 1 or > 8
when Item #33D = '6'		Stanford < 1 or > 60
when Item #33D = '0', '7', '8', or '9'		Any value except '000'; item #33A = '0' when #33B not = '2'
Reading Score		
When Item #43D = '1'	N/A	THEA/TASP < 100 or > 300
when Item #43D = '2'		COMPASS < 18 or > 99
when Item #43D = '3'		ASSET < 23 or > 53
when Item #43D = '4'		MAPS < 101 or > 125
when Item #43D = '5'		ACCUPLACER < 20 or > 120
when Item #43D = '6'		Stanford < 1 or > 54
when Item #43D = '0', '7', '8', or '9'		Any value except '000'

23B/33B/43B.		
TSI Initial Assessment Pass/Fail	N/A	Any value except '0' thru '4'; if item #20A/30A/40A = valid FICE then a value of '1', '2', '3', or '4' is an error; if item #20B/30B/40B is not = current report date then a value of '1' is an error; if item #20B/30B/40B = '00000' or = current date then a value of '0' is an error; if item #20B/30B/40B = previous date then a value of '2', '3', or '4' is an error; if item #23D/33D/43D = '1' (THEA) and #23A/33A/43A = '0', then any value other than '2'
23C/33C/43C.		
TSI Initial Assessment Date	N/A	Value other than '00000000' or date with month > '12' or day > '31' or year > current year; if item #23B/33B/43B not = '0' or '3' then value of '00000000' is invalid; when any item #23C/33C/43C contains the earliest date and the corresponding item #23D/33D/43D = '1', the other items #23D/33D/43D not = '1' is an error

CTC Texas Success Initiative Report (CBM002)

23D/33D/43D.
　　　TSI Initial Assessment Type　N/A　　　　　　　Any value except '0' thru '9';
　　　　　　　　　　　　　　　　　　　　　　　　　　　if item #23B/33B/43B not = '0'
　　　　　　　　　　　　　　　　　　　　　　　　　　　then value of '0' is invalid; if

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE

item #23B/33B/43B not = '3'
then a value of '8' or '9' is
invalid; if item #23B/33B/43B
not = '1', '2', or '4' then a value
of '1' - '7' is invalid

24A/34A/44A.
　　　TSI Subsequent
　　　Assessment Highest Score
　Math Score

	QUESTIONABLE VALUE	ERROR VALUE
When Item #24D = '1'	N/A	THEA/TASP < 100 or > 300
when Item #24D = '2'		COMPASS < 15 or > 99
when Item #24D = '3'		ASSET < 23 or > 55
when Item #24D = '4'		MAPS < 601 or > 625
when Item #24D = '5'		ACCUPLACER < 21 or > 120
when Item #24D = '6'		Stanford < 1 or > 118
when Item #24D = '0', '7', '8', or '9'		Any value except '000'

　Writing Score

	QUESTIONABLE VALUE	ERROR VALUE
When Item #34D = '1'	N/A	THEA/TASP < 100 or > 300
when Item #34D = '2'		COMPASS = 1 or > 8
when Item #34D = '3'		ASSET = 1 or > 8
when Item #34D = '4'		MAPS = 1 or > 8
when Item #34D = '5'		ACCUPLACER = 1 or > 8
when Item #34D = '6'		Stanford < 1 or > 60
when Item #34D = '0', '7', '8', or '9'		Any value except '000'; item #34A = '0' when #34B not = '2'

　Reading Score

	QUESTIONABLE VALUE	ERROR VALUE
When Item #44D = '1'	N/A	THEA/TASP < 100 or > 300
when Item #44D = '2'		COMPASS < 18 or > 99
when Item #44D = '3'		ASSET < 23 or > 53
when Item #44D = '4'		MAPS < 101 or > 125
when Item #44D = '5'		ACCUPLACER < 20 or > 120
when Item #44D = '6'		Stanford < 1 or > 54
when Item #44D = '0', '7', '8', or '9'		Any value except '000'

24B/34B/44B.
　　　TSI Subsequent　　　　　　N/A　　　　　　　See item #23B/33B/43B
　　　Assessment Pass/Fail
24C/34C/44C.
　　　TSI Subsequent　　　　　　N/A　　　　　　　See item #23C/33C/43C
　　　Assessment Date

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24D/34D/44D.
    TSI Subsequent   N/A   See item #23D/33D/43D
    Assessment Type

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE

25A/35A/45A.
   College-Level Course
   Success Date
	N/A	Value not = '00000' or current date

25B/35B/45B.
   College-Level Course
   Grade
	N/A	Value not equal '0' thru '9'; if item #25A/35A/45A not = '00000' then values of '0' and '4' thru '9' are invalid; if item #25A/35A/45A not = current date then values of '1', '2', or '3' are invalid

REPORTING EXAMPLES

Items #1 through #11 will be entered each time. Since the report is designed so that the coding for each section (Math, Writing, and Reading) is similar, the examples here reflect the items in the Math and Reading sections, but are applicable to all sections.

1a. In fall 2003, student failed initial Math section of the THEA test but passed the other 2 sections. The student enrolled in a developmental course in math and also made a 'D' in a core course in math and a 'C' in a core course in reading:

Item #12 = 03	Item #23A = 220	Item #24A = 000	Item #25A = 00000
Item #20A = 000000	Item #23B = 4	Item #24B = 3	Item #25B = 4
Item #20B = 00000	Item #23C = 20030813	Item #24C = 00000000	
Item #21 = 9	Item #23D = 1	Item #24D = 8	
Item #22A = 00000			
Item #22B = 1			

Item #14 = 00	Item #43A = 230	Item #44A = 000	Item #45A = 20031
Item #40A = 000000	Item #43B = 1	Item #44B = 3	Item #45B = 3
Item #40B = 20031	Item #43C = 20030813	Item #44C = 00000000	
Item #41 = 1	Item #43D = 1	Item #44D = 8	
Item #42A = 00000			
Item #42B = 1			

1b. In spring 2004 the student above did not attempt a developmental or core course in Math. Reading was satisfied in a prior term:

Item #12 = 00	Item #23A = 220	Item #24A = 000	Item #25A = 00000
Item #20A = 000000	Item #23B = 4	Item #24B = 3	Item #25B = 7
Item #20B = 00000	Item #23C = 20030813	Item #24C = 00000000	
Item #21 = 9	Item #23D = 1	Item #24D = 8	
Item #22A = 00000			
Item #22B = 1			

Item #14 = 00	Item #43A = 000	Item #44A = 000	Item #45A = 00000
Item #40A = 000000	Item #43B = 0	Item #44B = 0	Item #45B = 0
Item #40B = 20031	Item #43C = 00000000	Item #44C = 00000000	
Item #41 = 0	Item #43D = 0	Item #44D = 0	
Item #42A = 00000			
Item #42B = 0			

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1c. The student above made a 'C' on the next core math course attempted in the summer term 2004 and satisfied the institution's math requirements for TSI. (Reading would be reported as described in Example 1b.)

Item #12   = 00   Item #23A = 220   Item #24A = 000   Item #25A = 20043
Item #20A = 000000   Item #23B = 4   Item #24B = 3   Item #25B = 3
Item #20B = 20043   Item #23C = 20030813 Item #24C = 00000000
Item #21   = 5   Item #23D = 1   Item #24D = 8
Item #22A = 00000
Item #22B = 1

2.   On the initial THEA test taken in August 2003, a student failed below the deviation standard in Math, but passed Reading. This is the third term (fall 2004) to report the student who was still in developmental education.

Item #12   = 03   Item #23A = 200   Item #24A = 000   Item #25A = 00000
Item #20A = 000000   Item #23B = 2   Item #24B = 3   Item #25B = 7
Item #20B = 00000   Item #23C = 20030813 Item #24C = 00000000
Item #21   = 9   Item #23D = 1   Item #24D = 8
Item #22A = 00000
Item #22B = 1

Item #14   = 00   Item #43A = 000   Item #44A = 000   Item #45A = 00000
Item #40A = 000000   Item #43B = 0   Item #44B = 0   Item #45B = 0
Item #40B = 20031   Item #43C = 00000000 Item #44C = 00000000
Item #41   = 0   Item #43D = 0   Item #44D = 0
Item #42A = 00000
Item #42B = 0

3.   A student is TSI exempt based on ACT scores and made an 'A' in first core math course and a 'B' in first core reading course in fall 2003.

Item #12   = 00   Item #23A = 000   Item #24A = 000   Item #25A = 20031
Item #20A = 000000   Item #23B = 3   Item #24B = 3   Item #25B = 1
Item #20B = 20031   Item #23C = 00000000 Item #24C = 00000000
Item #21   = 3   Item #23D = 9   Item #24D = 9
Item #22A = 20031
Item #22B = 3

Item #14   = 00   Item #43A = 000   Item #44A = 000   Item #45A = 20031
Item #40A = 000000   Item #43B = 3   Item #44B = 3   Item #45B = 2
Item #40B = 20031   Item #43C = 00000000 Item #44C = 00000000
Item #41   = 3   Item #43D = 9   Item #44D = 9
Item #42A = 20031
Item #42B = 3

CTC Texas Success Initiative Report (CBM002)

4. A student who qualified as a transfer from a private institution with satisfactory completion of college-level coursework did not attempt a core course in math this semester (fall 2003), but did in reading (earning of grade of 'B').

Item #12 = 00	Item #23A = 000	Item #24A = 000	Item #25A = 00000
Item #20A = 000000	Item #23B = 3	Item #24B = 3	Item #25B = 7
Item #20B = 20031	Item #23C = 00000000	Item #24C = 00000000	
Item #21 = 3	Item #23D = 9	Item #24D = 9	
Item #22A = 20031			
Item #22B = 7			

Item #14 = 00	Item #43A = 000	Item #44A = 000	Item #45A = 20031
Item #40A = 000000	Item #43B = 3	Item #44B = 3	Item #45B = 2
Item #40B = 20031	Item #43C = 00000000	Item #44C = 00000000	
Item #41 = 3	Item #43D = 9	Item #44D = 9	
Item #42A = 20031			
Item #42B = 7			

5. A student completed TSI requirements at another institution (003304) prior to fall 2003 and made a 'B' in a core course in math and reading in fall 2003.

Item #12 = 00	Item #23A = 000	Item #24A = 000	Item #25A = 20031
Item #20A = 003304	Item #23B = 0	Item #24B = 0	Item #25B = 2
Item #20B = 99999	Item #23C = 00000000	Item #24C = 00000000	
Item #21 = 0	Item #23D = 0	Item #24D = 0	
Item #22A = 00000			
Item #22B = 0			

Item #14 = 00	Item #43A = 000	Item #44A = 000	Item #45A = 20031
Item #40A = 003304	Item #43B = 0	Item #44B = 0	Item #45B = 2
Item #40B = 99999	Item #43C = 00000000	Item #44C = 00000000	
Item #41 = 0	Item #43D = 0	Item #44D = 0	
Item #42A = 00000			
Item #42B = 0			

6. A student transferred from another public institution (003304) but did not satisfy TSI Math obligation until the current semester at your institution. The student satisfied Reading on initial ASSET test and made an 'A' in a core reading course fall 2003.

Item #12 = 00	Item #23A = 036	Item #24A = 000	Item #25A = 00000
Item #20A = 000000	Item #23B = 4	Item #24B = 3	Item #25B = 0
Item #20B = 20031	Item #23C = 20030606	Item #24C = 00000000	
Item #21 = 8	Item #23D = 3	Item #24D = 8	
Item #22A = 00000			
Item #22B = 1			

Item #14 = 00	Item #43A = 000	Item #44A = 000	Item #45A = 20031
Item #40A = 003304	Item #43B = 0	Item #44B = 0	Item #45B = 1
Item #40B = 99999	Item #43C = 00000000	Item #44C = 00000000	
Item #41 = 0	Item #43D = 0	Item #44D = 0	
Item #42A = 00000			
Item #42B = 0			

7. A student previously satisfied all TSI obligations and made a 'C' or higher on first core course in each area in the prior semester at your institution.

Item #12 = 00	Item #23A = 000	Item #24A = 000	Item #25A = 00000
Item #20A = 000000	Item #23B = 0	Item #24B = 0	Item #25B = 0
Item #20B = 20033	Item #23C = 00000000	Item #24C = 00000000	
Item #21 = 0	Item #23D = 0	Item #24D = 0	
Item #22A = 00000			
Item #22B = 0			

Item #14 = 00	Item #43A = 000	Item #44A = 000	Item #45A = 00000
Item #40A = 000000	Item #43B = 0	Item #44B = 0	Item #45B = 0
Item #40B = 20033	Item #43C = 00000000	Item #44C = 00000000	
Item #41 = 0	Item #43D = 0	Item #44D = 0	
Item #42A = 00000			
Item #42B = 0			

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SUMMARY OF STUDENT DATA METHODOLOGY

1. TSI SATISFACTION DATE – Items #21/31/41 and #20B/30B/40B are summarized as follows:

    Not Satisfied – Obligation equal '9' and Satisfaction Date equal '00000'

    Satisfied at Previous Institution – Obligation equal '0' and Satisfaction Date equal '99999'

    Current Semester – Obligation equal '1'-'8' and Satisfaction Date equal Reporting Period and Year

    Previous Semester in Current Academic Year – Obligation equal '0' and Satisfaction Date equal to current academic year and prior to Reporting Period and Year

    Previous Academic Year – Obligation equal '0' and Satisfaction Date prior to current academic year

2. CURRENT SEMESTER (DUPLICATIVE) – Items #20B/30B/40B, #22A/32A/42A, #23C/33C/43C, #24C/34C/44C, #12/13/14, and #25A/35A/45A are summarized as follows:

    Previously Satisfied – Satisfaction Date prior to Reporting Period and Year or equal '99999'

    Exemption/Waiver Granted – Exemption/Waiver Date equal Reporting Period and Year

    Initial Assessment Attempted – Initial Assessment Date within Reporting Period and Year

    Subsequent Assessment Attempted – Subsequent Assessment Date within Reporting Period and Year

    Developmental Ed Attempted – Semester Hours in Developmental Ed greater than zero

    TSI Satisfaction - Satisfaction Date equal Reporting Period and Year

    College-Level Course Success - Course Success Date equal Reporting Period and Year

NOTE: Records which have any items in error (invalid amounts) are not included in any of the summary values

CTC Texas Success Initiative Report (CBM002)

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CBM002 SUMMARY OF TSI STUDENT DATA FROM    DATE: 05/11/2004
TEXAS COMMUNITY COLLEGE           003304        FALL 2003

GENDER
     MALE                              1,002
     FEMALE                            1,102
        TOTAL                          2,104

ETHNICITY
     WHITE                             1,399
     BLACK                               150
     HISPANIC                            350
     ASIAN OR PACIFIC ISLANDER            25
     AMERICAN INDIAN                       2
     INTERNATIONAL                       175
     UNKNOWN                               3
        TOTAL                          2,104

REQUESTED NON-DISCLOSURE                   2

TSI EXEMPTION/WAIVER STATUS         MATH   WRITING   READING
     PREVIOUSLY SATISFIED            222       222       222
     NOT QUALIFIED FOR EITHER      1,318     1,318     1,318
     WAIVER BASED ON LEVEL ONE CERT  275       275       275
     EXEMPTION BASED ON ACT          110       110       110
     EXEMPTION BASED ON SAT           85        85        85
     EXEMPTION BASED ON TAAS/TAKS     27        27        27
     EXEMPTION BASED MILITARY SERV    20        20        20
     EXEMPTION BASED ON TRANSFER       7         7         7
     PREVIOUS TASP EXEMPTION           0         0         0
     EXEMPTION BASED ON EARNED DEGREE 40        40        40
     WAIVER BASED ON DUAL CREDIT       0         0         0
        TOTAL                       2,104     2,104     2,104

INITIAL ASSESSMENT TYPE             MATH   WRITING   READING
     PREVIOUSLY SATISFIED            222       222       222
     THEA/TASP                     1,252     1,252     1,252
     COMPASS                           0         0         0
     ASSET                            52        52        52
     MAPS                              0         0         0
     ACCUPLACER                        0         0         0
     STANFORD ACHIEVE TEST             1         1         1
     ANOTHER INSTITUTION              13        13        13
     NOT TESTED                        0         0         0
     EXEMPTED/WAIVED                 564       564       564
        TOTAL                       2,104     2,104     2,104

INITIAL ASSESSMENT PASS/FAIL        MATH   WRITING   READING
     PREVIOUSLY SATISFIED            222       222       222
     PASSED                          540       540       540
     FAILED BELOW DEVIATION          578       578       578
     NOT ATTEMPTED                   564       564       564
     FAILED AT OR ABOVE DEVIATION    200       200       200
        TOTAL                       2,104     2,104     2,104
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CBM002 SUMMARY OF TSI STUDENT DATA FROM    DATE: 05/11/2004
TEXAS COMMUNITY COLLEGE          003304     FALL 2003  Page 2

SUBSEQUENT ASSESSMENT TYPE               MATH    WRITING   READING
     PREVIOUSLY SATISFIED                222       222       222
     THEA/TASP                           452       452       452
     COMPASS                               0         0         0
     ASSET                               113       113       113
     MAPS                                  0         0         0
     ACCUPLACER                            0         0         0
     STANFORD ACHIEVE TEST                 0         0         0
     ANOTHER INSTITUTION                  13        13        13
     NOT TESTED                          740       740       740
     EXEMPTED/WAIVED                     564       564       564
        TOTAL                          2,104     2,104     2,104

SUBSEQUENT ASSESSMENT PASS/FAIL          MATH    WRITING   READING
     PREVIOUSLY SATIFIED                 222       222       222
     PASSED                              200       200       200
     FAILED BELOW DEVIATION              178       178       178
     NOT ATTEMPTED                     1,304     1,304     1,304
     FAILED AT OR ABOVE DEVIATION        200       200       200
        TOTAL                          2,104     2,104     2,104

DEVELOPMENTAL SCH                       2,334     2,334     2,334

TSI OBLIGATION SATISFACTION              MATH    WRITING   READING
     PREVIOUSLY SATISFIED                222       222       222
     BASED ON INITIAL TEST               540       540       540
     BASED ON EXEMPTION/WAIVER           564       564       564
     BASED ON RETAKE OF TEST             200       200       200
     BASED ON NON-DE COURSEWORK            3         3         3
     BASED ON DEVELOPMENT ED              15        15        15
     INSTITUTIONAL ASSESSMENT             16        16        16
     OTHER INDICATORS OF READINESS        17        17        17
     NOT MET                             527       527       527
        TOTAL                          2,104     2,104     2,104

GRADES IN FIRST COLLEGE LEVEL COURSE     MATH    WRITING   READING
     PREVIOUS A, B, OR C                 111       111       111
     A                                   275       275       275
     B                                   110       110       110
     C                                    85        85        85
     D                                    27        27        27
     F/NO CREDIT                          20        20        20
     CREDIT                                0         0         0
     NOT ATTEMPTED THIS SEMESTER       1,476     1,476     1,476
     INCOMPLETE                            0         0         0
     WITHDRAWN/QUIT                        0         0         0
        TOTAL                          2,104     2,104     2,104

TSI SATISFACTION DATE                    MATH    WRITING   READING
     NOT SATISFIED                       527       527       527
     SATISFIED AT PREVIOUS INSTITUTION    22        22        22
     CURRENT SEMESTER                  1,355     1,355     1,355
     PREVIOUS SEM IN CURRENT ACAD YR       0         0         0
     PREVIOUS ACADEMIC YEAR              200       200       200
        TOTAL                          2,104     2,104     2,104
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2.37

CTC Texas Success Initiative Report (CBM002)

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CBM002 SUMMARY OF TSI STUDENT DATA FROM     DATE: 05/11/2004
TEXAS COMMUNITY COLLEGE            003304      FALL 2003  Page 3

CURRENT SEMESTER (DUPLICATIVE)           MATH    WRITING    READING
     PREVIOUSLY SATISFIED                 222       222       222
     EXEMPTION/WAIVER GRANTED             564       564       564
     INITIAL ASSESSMENT ATTEMPTED       1,318     1,318     1,318
     SUBSEQUENT ASSESSMENT ATTEMPTED      578       578       578
     DEVELOPMENTAL ED ATTEMPTED           778       778       778
     TSI SATISFACTION                   1,355     1,355     1,355
     COLLEGE LEVEL COURSE SUCCESS         470       470       470


NOTE: The numbers above are repeated for each subject area for simplicity only, and
      will not necessarily be the same in an actual report.
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CLASS REPORT
CBM004

Reporting for State Reimbursement

Class enrollments will be reported on the CBM004 for all students enrolled at the reporting institution in Coordinating Board approved (Academic and Technical) courses (for which semester credit hours or quarter credit hours are awarded). Enrollment shall be reported as of the official census date. The official census dates are the twelfth class day of the Fall and Spring semesters and the fourth class day of each summer session. The census date for classes which meet other than sixteen weeks are defined in a schedule in the introductory section of the CBM001 called Official Reporting Date. On or before the official census date, each student eligible for inclusion shall have paid in full the amount set as tuition by the respective governing board (or, where applicable, have valid accounts receivable on record). Students who withdraw from a class on or before the census date will not be included in this report. Students are allowed to pay their tuition and fees in installments. Such students are required to have a fully operational installment contract by the payment due date (census date) to be in good standing. This includes receipt of half the tuition and fees as a first installment payment prior to the beginning of the semester and the existence of a fully-signed contract by the payment due date.

A rider in the Appropriations Bill states that there is a limitation on formula funding of contact and semester credit hours. It excludes contact hours or semester credit hours related to a course for which a student is generating formula funding for the third time from being counted in the hours reported by the Coordinating Board to the Legislative Budget Board for formula funding. There are guidelines that allow exceptions listed on page 4.5.

Contact hours of students should be allowed for state funding when the circumstances make it impractical to pre-register the students before the class meets, and the first opportunity to post the information about the students in the class is the first work day after the holiday or weekend. For instance, a one-day training event is scheduled for a Saturday, but advance registration is not possible. The census date for the training will be the date of the training. Admission/Registration forms are completed, signed, and dated for each student on the day of the class. The college's business office is not open on Saturday, however, so events can not be entered into the automated system. On Monday, the first business day after the training event, the registrations are processed and recorded into the automated system.

Funding for Physical Education Courses: A rider in the appropriations bill states that no funds appropriated under this act shall be used for contact hours or 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.

A Fall or Spring semester shall normally include at least 15 weeks for instruction and one week for final examinations, or a total of 16 weeks of instruction and examination combined. Each of the two summer terms shall include no less that 5 1/2 calendar weeks, including registration, instruction, and final examinations.

Institutions may schedule enrollment periods different from the standard periods noted above. Regardless of the length of the term, however, only those contact hours actually

scheduled (and not exceeding the maximum approved contact hours) may be reported. Each school year is subdivided into four semesters: fall, spring, summer I, and summer II. The base tuition charge should be assessed only one time during each term.

Classes Organized After the Official Census Date (Flexible Entry Classes)

Any class organized after the official census date for a term will be included in the data submitted in the term following. Classes organized after the 12th class day of the Fall semester, for example, will be reported in the subsequent Spring semester CBM004 report; classes organized after the 12th class day of the Spring semester will be reported in the subsequent first Summer session, etc. The official census date for a flexible entry class is calculated according to the procedure described in the introductory section of the CBM001 called Official Reporting Date.

Flexible Entry classes will be identified by filling the last two places of Item #5, Section Number, with the letters 'FE'. All other data will be completed as if the class had been a part of the term in which it is reported.

Instructional Telecommunications

(a) "Distance Learning" refers to instruction delivered by any means to any single or multiple location(s) (1) other than the "main campus" of a senior institution (or "on campus"), where the primary office of the chief executive officer of the campus is located; (2) outside the boundaries of the taxing authority of a community/junior college district; or (3) via instructional telecommunications to any other distance location.

(b) The term "Instructional Telecommunications" (IT) refers to distance instruction delivered primarily by telecommunication technology. Delivery systems may include, but are not limited to, one or more of the following: internet, interactive video, open-channel television, cable television, closed-circuit television, low-power television, communication and/or direct broadcast satellite, satellite master antenna system, microwave, video tape, video disc, computer software, computer networks, and telephone lines.

Inter-Institutional Courses (For institutions not within the same district)

Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students. For inter-institutional classes using instructional telecommunications, see also notes on Classes Offered in Conjunction With the Virtual College of Texas. In this context, the "providing institution" is the institution providing the instruction. The "receiving institution" refers to the institution(s) whose students receive the instruction. Neither the location of the class nor the delivery medium affect these definitions.

There are two alternatives for reporting the students and courses where inter-institutional agreements have been approved by the Coordinating Board. Regardless of how the institutions choose to report them, EACH STUDENT MAY ONLY BE REPORTED BY ONE INSTITUTION FOR ANY ONE CLASS.

1. The institution that provides the instructor of record for the course (providing institution) reports all enrollments in the class for contact hour funding.

CTC Class Report (CBM004)

    a.   For the providing institution:
        1)   The providing institution will report at least two class records, one with its own students and one per FICE code of each receiving partner. For each receiving institution, Item #9 will be coded '6' to exempt those records from the CBM001 and CBM004 contact hour comparisons. Item #19 should report the FICE code of each receiving institution. All other items should be coded according to customary definitions. The providing institution will report the hours for this class on the CBM001 only where its own students have enrolled in the class.
        2)   With regard to the cross-checks between the CBM001 and CBM004 for the providing institution, the code '6' in Item #9 will cause the edit program to exclude the generated contact hours from the contact hour cross-checks. Semester credit hours generated by enrollments reported in Item #20 will be included in the cross-check of semester credit hours of students affected by the undergraduate limit.

    b.   For the receiving institution(s):
        1)   In this situation, a receiving institution will not report a class record (CBM004). A receiving institution will report its students on the student report (CBM001), and the contact hours for the inter-institutional class will be reported in the appropriate Items #24 and #25, "Contact Hours, Inter-Institutional Load--Academic/Technical," not in Items #10 or #11.
        2)   With regard to the cross-checks between the CBM001 and CBM004 for the receiving institution(s), because the class does not appear on the CBM004, the students' contact hours need to be reported in Items #24 or #25 to ensure that they will be excluded from the contact hour cross-check.

    c.   It is possible with this reporting method for the edit program to report a false mismatch of affected semester credit hours between the CBM001 and the CBM004. If this error is reported, and if there is reason to believe that this mismatch report is false, secondary calculations will be performed in order to verify the data.

2.   Each participating institution reports its own enrollments in the class for contact hour funding. Institutions may make arrangements among themselves regarding compensation of the institution providing the instruction. This reporting procedure applies to all types of distance education courses: those done through telecourses or interactive video as well as those taught by live instructors at a multi-institutional teaching center. The following conditions must be met:

    a.   The institutions involved are all public institutions of higher education in Texas.

    b.   The institutions involved have a written agreement clearly specifying how students will be reported for formula funding.

    c.   Institutions participating in an agreement of this type have auditable procedures in place to ensure that the same contact hours are not reported more than once for funding.

    d.   The courses involved are approved for the inventories of both the providing and the receiving institutions.

CTC Class Report (CBM004)

To report such classes and students:

e. Each institution reports only its own students on the CBM001. Any associated class records on the CBM004 should reflect only those enrollments made through that institution.

f. The contact hours generated by such classes (coded '6' in Item #9) will be excluded from the contact hour cross-checks. The semester credit hours generated by such classes for students subject to the undergraduate limit will be included in the cross-check of affected semester credit hours.

g. For the providing institution:
    1) The providing institution will report the class only if students from the institution are enrolled in the class. In this situation, the class is reported as a conventional class.
    2) With regard to the cross-checks between the CBM001 and CBM004 for the providing institution, if there are hours and enrollments to report, the contact hours for the students in such a class on the CBM001 should be reported in Items #24 or #25.

h. For the receiving institution(s):
    1) On the class report(s) for the receiving institution(s), Item #9 is coded '6' to indicate that the class is inter-institutional; Item #13, Instructor Code, is coded with the Social Security number or name of the faculty of record; and Item #19, Inter-Institutional FICE of Host Faculty, identifies the institution of the faculty of record.
    2) The faculty report(s) for the receiving institution(s) should not include a record for the instructor.
    3) With regard to the cross-checks between the CBM001 and CBM004 for the receiving institution(s), the code '6' in Item #9 of the class record will signal the edit program to exclude the generated contact hours from the contact hour cross-checks. These should be balanced by the students' hours reported in Items #24 and/or #25 of 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. Chapter 9, Subchapter I, provides rules and regulations for public community/junior colleges for the delivery of courses and programs via instructional telecommunications or to locations out-of-district, out-of-state, and out-of-country. The rule also points to CB Rule 5, Subchapter D. Courses offered at the teaching center MUST be reported separately. The following assigned FICE codes will identify the specific multi-institution teaching centers (MITC) or University System Center:

000802   North Austin & Williamson County MITC
000810   Tarleton State University System Center - Central Texas
000828   Texas A&M University-Kingsville System Center at Palo Alto
000820   The University Center MITC at the Woodlands
000818   Universities Center at Dallas
000826   University of Houston System Center at Cinco Ranch

CTC Class Report (CBM004)

    000800   University of Houston System Center at Ft. Bend MITC
    000824   University of North Texas System Center at Dallas

Classes Offered in Conjunction With the Virtual College of Texas

These guidelines are for reporting any class employing instructional telecommunications as the primary means of instruction where the instructor is employed by another Texas institution. Any class offered in this manner must be active on the institution's course inventory or one of the statewide course inventories. Conceptually, the reporting of such a class is a hybrid of instructional telecommunications and an inter-institutional class. The students register at and pay tuition to one institution while the instruction is provided by another by means of instructional telecommunications.

Refer to the documentation of the individual items for details regarding the specific data. The record(s) for classes on the CBM004 or CBM00C employ the following special coding:

1. Contrary to prior reporting practice, the criteria for coding Item #7 (Type of Instruction) are the same for this type of class as for any other.
2. Item #9 (Location Code) is coded '6', indicating an inter-institutional class.
3. Item #12 (Instruction Mode) is coded to reflect the primary medium of instruction in the class. For the classes under consideration here, it is anticipated that Item #12 will be any value *except* '1'.
4. Since Item #9 should be coded '6' for these classes, Item #12B should be blank.
5. Item #13 is coded with the Social Security number or name of the instructor (who is an employee of the providing institution).
6. Item #19 is coded with the FICE code of the providing institution.

On the Student Report (CBM001 or CBM00A), as with other inter-institutional classes, the receiving institution reports those students enrolled at that institution, with the contact hours reported in Items #24 or #25, not Items #10 or #11.

The Faculty Report (CBM008) for the receiving institution should *not* include a record for the instructor.

Formula Funding Exceptions for Repeated Courses: (See rules at http://www.thecb.state.tx.us/CBRules/, Chapter 13, Subchapter B, Section 13.25)

(a) During each base year and non-base year, an institution or community college district shall not submit for formula funding any semester credit hours or contact hours attempted by a student who has enrolled in any course, other than a non-degree-credit developmental course, containing the same content for a third or more times at their institution since Fall Semester 2002. This provision is effective for the Spring 2004 semester for credit students and for Third Quarter 2004 for continuing education students.

(b) During each base year and non-base year, an institution shall not submit for formula funding any semester credit hours attempted by a student who has enrolled in developmental coursework if the semester credit hours for that student in developmental coursework exceeds 18 semester credit hours for a general academic teaching institution, or 27 semester credit hours for a public junior college, public technical institute, or public state

college.

(c) English as a Second Language (ESL) hours may be used for developmental education purposes when a student is placed in such courses as a result of failing the reading or writing portion of a test required by the Texas Success Initiative. However, when used for such purposes, ESL hours shall be counted toward the 18/27 hour cap.

(d) Semester credit hours or contact hours attempted by students for the following types of coursework are exempt from the provisions of this section:

    (1) thesis and dissertation courses

    (2) courses that may be repeated for credit because they involve different or more advanced content each time they are taken, including but not limited to, individual music lessons, Workforce Education Course Manual Special Topics courses (when the topic changes), theater practicum, music performance, ensembles, certain physical education and kinesiology courses, and studio art

    (3) independent study courses

    (4) special topics and seminar courses

    (5) continuing education courses that must be repeated to retain professional certification

    (6) developmental education coursework taken for a third or more times may be submitted for formula funding if the coursework is within the 27-hour limit at two-year colleges and the 18-hour limit at general academic institutions specified in (b) of this Section

INSTRUCTIONS FOR CLASS REPORT

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

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

Class Identification. The subject prefix, course number, and section number uniquely identifies each class taught. The subject prefix, course number, and course approval code must be on the institution's annual list of Coordinating Board approved general academic courses or the annual list of CB approved technical courses.

NOTE: Subject Prefix and Course Number should each be left-justified.

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 #6A   Semester Credit Hour Value. Enter the semester credit hour value for this section. If no credit is given, e.g., non-credit laboratory section, enter '00'. If variable credit is given within the section, make multiple entries for each semester credit hour value for which students are enrolled (see notes on multiple entries). Only whole numbers, no fractions, can be accepted. Right justify with leading zeros.

Item #6B   Enrollment of Developmental Students Exceeding State Limit. Enter the total number of students officially enrolled in this section whose developmental semester credit hours exceed the state funding limit (27 SCHs). Students counted in this item should not be included in Items #16, #20, or #21. There is further discussion and an example on page 4.16 that illustrates how to report students in this item if a student should be partially funded for a developmental course. Right justify with leading zeros.

Item #6C   Unused

Item #7   Type of Instruction. Enter the code of primary type(s) of instruction used in this section. If multiple types of instruction are used, e.g., section entails lecture and clinical, see notes on multiple entries.

                    1. Lecture   5. Co-op
                    2. Laboratory   6. Internship
                    3. Clinical   7. Practicum
                    4. Electronic (optional)

           NOTE: Courses that were formerly called "Instructional Telecommunications" (code 4) are now called "electronic" and should be coded according to their

type of instruction rather than the mode of instruction which will now be identified in Item #12. However, if you consider the "Electronic" medium a type of instruction, you may use the optional code '4' in Item #7 and you must identify the mode of instruction in Item #12. For example, a two-way interactive video class that is a lecture should be coded a '1' in Item #7 and a '4' in Item #12. The optional coding is to code both Items a '4'. (More discussion of Instructional Telecommunications is described in the Introduction of the CBM004 and more discussion on multiple entries reporting is described on page 4.10.) Lecture and laboratory instruction can be combined and reported in the same record.

Item #8   Course Type. Enter the code of the type of course for this section.

1.   General Academic
2.   Local Need
4.   Technical (in Workforce Education Course Manual)

Item #9   Location Code. Enter the code indicating where this section meets. Courses taught at one of the locations coded '5', '6', '7', '9', or 'A' should be reported even if they are taught in-district.

1.   In-District
2.   Out-of-District (regular); other locations not listed below

   NOTE: Classes taught away from the main campus of TSTC or Lamar, if the entity or facility is not listed below, will be coded a '2'.

3.   Out-of-State
4.   Foreign Country
5.   Correctional Institution - Courses taught in a correctional institution in Texas by a public institution of higher education.
6.   Inter-institutional - Courses taught by one institution *for the students* of another through a mutual agreement approved by the Coordinating Board. See definition 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 out of the institution's taxing district.
9.   Individual Instructional Telecommunications Receiver - Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems. See definition in the Introductory Section of the CBM004.
A.   Auxiliary Location - Courses approved to be taught at one of the multi-institution teaching center or system center. See the discussion about multi-institution teaching centers in the Introduction of the CBM004. The assigned FICE code of the center must also be included in Item #19.
B.   Business, Government, or Other Work Location - Courses taught at such entities out of the institution's taxing district.

<u>CTC Class Report (CBM004)</u>

> **NOTE**: Item #12B, Zip Code, must be completed for all classes taught at all of the locations identified above, except locations coded '1', '6', '9', or 'A'.

Item #10   <u>Contact Hours</u>. Enter the number of contact hours for which the course is actually scheduled. The contact hours reported on the CBM004 cannot be greater than the contact hours approved on the course inventory. Only whole numbers can be accepted. Right justify with leading zeros.

> **NOTE**: The total academic contact hours of the CBM001 must be within plus or minus 250 total contact hours of the CBM004. The total technical contact hours of the CBM001 must be within plus or minus 250 total contact hours of the CBM004. The contact hours of flex-entry classes and the contact hours reported in flex-entry student records are included when doing the comparison. However, contact hours in inter-institutional class records are not included.

Item #11   <u>Approval Number</u>. Enter the ten-digit approval number assigned to academic courses or the six-digit CIP code for the technical program area (left-justified with trailing zeros). For technical courses, the Coordinating Board will insert zeros in positions 7 and 8. For both academic and technical courses, the Coordinating Board will insert the associated funding code in positions 9 and 10 of the CIP code during the edit process.

Item #12   <u>Instruction Mode</u>. Enter the primary mode of instruction where 50% or more of the instruction is delivered via a single mode.

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

Item #12A   <u>Site Code</u>. This item has been discontinued. Report the Instruction Mode in the first column of the old field and blank out the last 2 columns for now.

Item #12B   <u>Zip Code Where Classes Taught</u>. Enter the zip code of the specific site for all classes taught at the locations identified by codes '2', '5', '7', '8', and 'B' in Item #9. For locations identified by codes '3' and '4' in Item #9, enter the three-digit state or foreign country code (see Appendix B and right-justified with 2 leading zeros). Leave this item blank for location codes '1', '6', '9', and 'A' in Item #9. Classes taught at an out-of-district branch campus recognized by the Coordinating Board as such must also be identified separately with a specific zip code.

Item #13   <u>Instructor Code</u>. Enter the Social Security Number of the faculty member of record who participates in the delivery of instruction and evaluation of the student progress in this section. If the class section is an inter-institutional class (Item #9 is coded '6')

that is being taught by a faculty of another institution, enter the SSN of the instructor and enter the FICE code of the other institution in Item #19. If more than one instructor teaches this section, complete separate entries for each instructor. See notes on multiple entries.

Item #14   Responsibility Factor (percent). Enter the responsibility factor (percent) of each faculty member involved in this section. The responsibility factor for each section must always be 100 percent. (See notes below.)

Item #15   Number of Weeks. Enter the number of weeks this section will be taught.

Item #16   Enrollment NOT Affected by Undergraduate SCH Limit. Enter the total number of students officially enrolled in this section who qualify for state funding and who are NOT affected by the undergraduate limitation of semester credit hours attempted. Students reported here include:

1)   students who already have a baccalaureate degree from an institution of higher education,
2)   students who pay the non-resident tuition rate,
3)   students in technical courses,
4)   academic students who enrolled as undergraduates in an institution of higher education prior to the 1999 fall semester, and
5)   students enrolled in developmental courses where the student's accumulated developmental semester credit hours has not exceeded the developmental limit.

There is further discussion and an example on page 4.16 that illustrates how to report students in this item if a student should be partially funded for a developmental course. Exclude auditing students. Students counted in this item should not be included in Item #6B, #20, or #21.

Item #17   Semester. Enter the semester that this report covers. If reporting a combined summer report use a code of '3'.

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

Item #18   Year. Enter all four digits of the calendar year in which the semester occurs.

    YYYY

Item #19   Inter-institutional FICE. Enter the six-digit FICE code that identifies the provider institution of the faculty of record if Item #9 is coded a '6' (see Appendix A). If the course is taught at a multi-institution teaching center or system center identified in Item #9 with a code 'A', enter the assigned FICE of the MITC. (See list on page 4.4.)

Item #20   Enrollments Affected by Undergraduate SCH Limit. Enter the total number of academic students officially enrolled in this section who qualify for state funding and who ARE affected by the undergraduate limitation of semester credit hours

attempted. Include only the students in academic courses that apply toward an associate or first baccalaureate degree at an institution of higher education and for which the college receives state funding. Exclude auditing students. If the student is counted in this item, do not include in Item #6B, #16, or #21.

NOTE: The academic semester credit hours which apply to the undergraduate limit reported on the CBM001 must be within 100 hours of the total semester credit hours reported on the CBM004 of students who are affected by the undergraduate limit.

Item #21   Enrollment of Students Not Eligible for State Funding. Enter the total number of students officially enrolled in this section who are not eligible for state funding, excluding students who have exceeded the developmental state limit (Item #6B). An example are students who have attempted the same course three or more times. Students counted in this item should not be included in Items #6B, #16, or #20. There is further discussion on page 4.5. Right justify with leading zeros.

Item #22   Unused

NOTES: CLASS REPORT (CBM004)

MULTIPLE ENTRIES: When a variable exists for any data item of a course record, e.g., more than one faculty member teaching a single section or variable credit offered within a single section, make separate entries for each variable item.

To enter a multiple record, duplicate all Items #1 thru #21 of the first record except for Item #6A, Semester Credit Hours; Item #10, Contact Hours; Item #14, Responsibility Factor; and the variable item. The semester credit hour value should be zero-filled. The contact hours will be apportioned by the institution, the total of which should not exceed that approved in the Coordinating Board inventory. The responsibility factor will also be apportioned by the institution. For example, two instructors might be listed as 50-50 and three instructors might be listed as 50-25-25. The total must always equal 100 percent.

EXAMPLE 1. When two or more instructors share teaching duties in a class, there will be a separate entry for each instructor involved. The contact hours and responsibility factor will be apportioned by the institution, but Item #6, Semester Credit Hours, will be zero-filled in the second and following entries.

EXAMPLE 2. When one instructor teaches lecture and another teaches lab, Item #6 will be zero-filled for the lab, Item #10's contact hours will be apportioned by the institution, the total of which should not exceed that approved in the Coordinating Board inventory and Item #14 will also be apportioned by the institution, the total of which should equal 100 percent.

EXAMPLE 3. When there is more than one lab section associated with a lecture, one record is now acceptable for the class, or each lab may be entered separately. If there is more than one faculty member involved in teaching the lecture and lab components, multiple records will be submitted to apportion the responsibility of each faculty. If you

choose to submit separate records for each lab, follow example 2, but enrollment in the labs may vary. The total responsibility factor of the lecture plus labs should equal 100 percent.

<u>CTC Class Report (CBM004)</u>

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
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 #6A	Semester Hour Value - Leading Zeros	27	2
Item #6B	Enrollment - Developmental SCH exceeds state limit (mutually exclusive of Items #16, #20, and #21)	29	2
Item #6C	Unused	31	2
Item #7	Type Instruction - Numeric	33	1
Item #8	Course Type - Numeric	34	1
Item #9	Location Code - Alphanumeric '1' thru '9', 'A' or 'B'	35	1
Item #10	Contact Hours - Leading zeros	36	4
Item #11	Approval Number	40	10
Item #12	Instruction Mode - Numeric	50	1
Item #12A	Unused	51	2
Item #12B	Zip Code or Foreign Country Code - Numeric or blank	53	5
Item #13	Instructor Code	58	9
Item #14	Responsibility Factor - Numeric, leading zeros	67	3
Item #15	Number of Weeks - Numeric, leading zeros	70	2
Item #16	Enrollment NOT Affected by UG SCH Limit, leading zeros (mutually exclusive of Items #6B, #20, and #21)	72	3
Item #17	Semester - Numeric	75	1
Item #18	Year - YYYY - Numeric	76	4
Item #19	Inter-institutional FICE	80	6
Item #20	Enrollment Affected by UG SCH Limit, leading zeros (mutually exclusive of Items #6B, #16, and #21)	86	3
Item #21	Enrollment of Students Not Eligible for State Funding, leading zeros (mutually exclusive of Items #6B, #16, and #20)	89	3
Item #22	Unused	92	5

QUESTIONABLE AND ERROR VALUES

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

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value other than '4'
2.	Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3.	Subject Prefix	N/A	Blank or not on inventory
4.	Course Number	N/A	Blank or not on inventory
5.	Section Number	N/A	Blank
6A.	SCH Value	Less than '01'; greater than '15'	Non-numerical characters
6B.	Enrollment - Developmental SCH Exceeds State Limit (exclusive of Item #16, #20, & #21)	Greater than '20'	Non-numerical characters
6C.	Unused	N/A	N/A
7.	Type Instruction	N/A	Any value except '1' thru '7'
8.	Course Type	N/A	Any value other than '1', '2', or '4'
9.	Location Code	N/A	Any value except '1' thru '9', 'A', or 'B'
10.	Contact Hours	Less than '0008', greater than '0640'	Any non-numerical value
11.	Approval Number	N/A	Blank or not numeric; not on inventory
12.	Instruction Mode	N/A	Any value except '1' thru '5'
12A.	Unused	N/A	N/A
12B.	Zip/Foreign Country	N/A	Non-numeric or not on zip code file if Item #9 is coded '2', '3', '4', '5', '7', '8', or 'B'
13.	Instructor Code	Not alpha and/or numeric	Blank
14.	Responsibility Factor	N/A	Non-numerical value; numbers not totaling 100% for each section

CTC Class Report (CBM004)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
15.	Number of Weeks	Less than '01'; greater than '16'	Non-numerical value
16.	Enrollment - NOT Affected by Undergraduate SCH Limit (exclusive of Item #6B, #20, & #21)	Less than '001'; greater than '500'	Non-numerical value
17.	Semester	N/A	Must match value in header record
18.	Year	N/A	Must match value in header record
19.	Inter-institutional FICE	N/A	Must be on list of valid FICE codes
20.	Enrollment - Affected by Undergraduate SCH Limit (exclusive of Item #6B, #16, & #21)	Less than '001'; greater than '500'	Non-numerical value
21.	Enrollment – NOT Eligible for State Funding (exclusive of Item #6B, #16, & #20)	Less than '001'; greater than '500'	Non-numerical value
22.	Unused	N/A	N/A

DISCREPANCY: The edit program counts the number of records processed on initial submissions and resubmissions. If the number is not the same as that listed in the header record (the "control total"), the difference is shown on the edit report as a discrepancy.

CTC Class Report (CBM004)

Enrollment of Developmental Students Exceeding State Limit

The law regarding the 27 SCH rule is being interpreted to mean that each student will be funded for exactly 27 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 27. For such students, you will need to employ a multiple-record, variable-credit structure to report that portion of a course's credit hours and contact hours that will bring the total SCH in developmental courses to exactly 27.

For example, MATH 011, Section 0001 is a developmental course with 3 SCH and 48 CH. The class has 24 students whose total SCH in developmental courses are distributed as follows:

> [a] 16 students have attempted less than 20 developmental SCH
> [b] 1 student has attempted 25 developmental SCH
> [c] 3 students have attempted 26 developmental SCH
> [d] 4 students have attempted more than 27 developmental SCH

Three class records will be needed to report these students properly. The first record will show the full credit hours and contact hours for the course in Items #6A and #10. The 16 fully funded students (from category [a] above) will be entered in Item 16, while the 4 fully UNfunded students [d] will be entered in Item #6B. The second record will show 2 SCH in Item #6A with the contact hours (Item #10) reduced proportionally to 32. Student [b] will be entered in Item #16 since he should be funded for 2 of the 3 attempted credit hours; the students in [c] should be entered in this record in Item #6B to indicate that 2 of the hours for which they are enrolled are not funded. The third record will show 1 SCH in Item #6A with the contact hours (Item #10) reduced proportionally to 16. Student [b] will be entered in this record in Item #6B to show the 1 unfunded credit hour, and the students from [c] will be entered in Item #16 to show their 1 funded credit hour. The responsibility factor (Item #14) should be distributed proportionally among the three records and must total 100.

These fields in these three records will appear as follows (the letters in square brackets correspond to the list above):

(3) Subject	(4) Course #	(5) Section	(6A) SCH	(6B) Enroll_Unfund	(10) Contact_Hours	(14) Respon_Factor	(16) Enroll_Funded
MATH	011	0001	3	4[d]	48	50	16[a]
MATH	011	0001	2	3[c]	32	33	1[b]
MATH	011	0001	1	1[b]	16	17	3[c]

If such a situation occurs with a course which has lecture and lab components, there needs to be a pair of records with appropriately distributed credit hours and contact hours for each level of funding. Similarly, classes with multiple instructors need to have sets of records, each displaying all instructors with appropriately distributed hours and responsibility factors.

<u>CTC Class Report (CBM004)</u>

Regardless of how many records are used to report a course, the responsibility factor in such a group of records must always total 100. For the sake of data integrity, care should be taken that the credit hours, contact hours, and responsibility factor are distributed appropriately.

Developmental courses do not apply toward the undergraduate semester credit hour limit. Consequently, there should not be any enrollments reported in Item #20 in these situations. All enrollments of students in developmental courses that exceed the limit will be reported in Item #6B, not in Item #21.

SUMMARY OF SEMESTER CREDIT HOURS GENERATED METHODOLOGY

The Total Funded SCH column is the sum of the columns labeled Academic SCH Affected by Limit, (Item #20 times Item #6A when Item #8 = 1), Academic SCH Not Affected by Limit (Item #16 times Item #6A when Item #8 = 1), and Technical SCH (Item #16 times Item #6A when Item #8 <> 1). The Excess Dev SCH column is Enrollment of Students Exceeding the State Limit (Item #6B) times Semester Credit Hour Value (Item #6A). The Unfunded SCH column is Enrollment of Students Not Eligible for State Funding (Item #21) times Semester Credit Hour Value (Item #6A).

SUMMARY OF CONTACT HOURS GENERATED METHODOLOGY

In order to produce the Summary of Contact Hours generated in approved courses, the approval number, subject prefix, and course number as reported for each class on the CBM004 are compared to the institution's Inventory of Approved Courses. Only the contact hours for those classes which match exactly to the Course Inventory are affected and are tabulated. The approval number mismatch between the respective inventory and CBM004 must be resolved before the hours for these classes can be added into the total.

The enrollment (Items #16 and #20) of each class with a valid approval number is multiplied by the contact hour value shown on the CBM004 for that class. The contact hours produced are then aggregated by the program/discipline area within each funding area.

The Total Contact Hours column is the sum of the columns labeled Academic Contact Hours (Item #16 plus Item #20 times Item #10 when Item #8 = 1) and Technical Contact Hours (Item #16 plus Item #20 times Item #10 when Item #8 <> 1). The Excess Developmental Contact Hours column is Enrollment of Students Exceeding the State Limit (Item #6B) times Contact Hours (Item #10). The Unfunded Hours column is Enrollment of Students Not Eligible for State Funding (Item #21) times Contact Hours (Item #10).

Each course has an assigned eight-digit CIP code and an associated funding code in the course record in the inventory. The funding codes are based on the first two or four digits of the CIP code.

CTC Class Report (CBM004)

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S11370ED                        TEXAS HIGHER EDUCATION COORDINATING BOARD                          PAGE   3

                       JR-CBM004 SUMMARY OF SEMESTER CREDIT HOURS GENERATED FOR CREDIT COURSES
                                    BY FUNDING CODE - APPROVAL CODE                             SPRING   2004
                   TEXAS COMMUNITY COLLEGE          111111        DATE 05/08/2004
                                                 TOTAL      ACADEMIC      ACADEMIC                      EXCESS
PROGRAM          CURRICULUM                      FUNDED    SCH AFFECTED  SCH NOT AFFECTED   TECHNICAL   DEV      UNFUNDED
NUMBER              TITLE                        SCH       BY LIMIT      BY LIMIT           SCH         SCH      SCH
2701015119 MATHEMATICS                           75.00        27.00         48.00          0.00        0.00     0.00
2701015419 MATHEMATICS                          351.00       303.00         48.00          0.00        0.00     0.00
2701015919 MATHEMATICS                           15.00         9.00          6.00          0.00        0.00     0.00
2703015219 APPLIED MATHEMATICS, GENERAL          33.00        27.00          6.00          0.00        0.00     0.00
3201045119 COMPUTATIONAL SKILLS                 253.00       200.00         53.00          0.00        0.00     0.00
3201045219 COMPUTATIONAL SKILLS                  78.00        60.00         18.00          0.00        0.00     0.00
           TOTAL MATHEMATICS                    805.00       626.00        179.00          0.00        0.00     0.00

3105015223 HEALTH & PHYS EDUC, GENERAL           60.00        54.00          6.00          0.00        0.00     0.00
3105065123 SOCIO-PSYCHOLOGICAL SPRTS STDS        90.00        75.00         15.00          0.00        0.00     0.00
3601085123 SPORTS & EXERCISE (ACTIVITIES)       163.00       149.00         14.00          0.00        0.00     0.00
           TOTAL PHYSICAL EDUCATION AND FITNESS 313.00       278.00         35.00          0.00        0.00     0.00

2201015124 LAW (LLB, JD)                         72.00        72.00          0.00          0.00        0.00     0.00
2201015224 LAW (LLB, JD)                         30.00        12.00         18.00          0.00        0.00     0.00
2201015324 LAW (LLB, JD)                         27.00        24.00          3.00          0.00        0.00     0.00
4301045124 CRIMINAL JUSTICE STUDIES              54.00        54.00          0.00          0.00        0.00     0.00
           TOTAL PROTECTIVE SERVICES AND PUBLIC ADMIN 183.00 162.00         21.00          0.00        0.00     0.00

4201015125 PSYCHOLOGY, GENERAL                  231.00       174.00         57.00          0.00        0.00     0.00
4504015225 CRIMINOLOGY                           24.00        15.00          9.00          0.00        0.00     0.00
4506015125 ECONOMICS, GENERAL                    33.00        30.00          3.00          0.00        0.00     0.00
4508025125 AMERICAN (U S) HISTORY               873.00       738.00        135.00          0.00        0.00     0.00
4508025225 AMERICAN (U S) HISTORY                39.00        30.00          9.00          0.00        0.00     0.00
4510025125 AMERICAN GOVT & POLITICS (U S)       534.00       405.00        129.00          0.00        0.00     0.00
4511015225 SOCIOLOGY                             72.00        72.00          0.00          0.00        0.00     0.00
4511015425 SOCIOLOGY                             54.00        30.00         24.00          0.00        0.00     0.00
           TOTAL PSYCHOLOGY, SOCIAL SERVICES, AND HIS 1,860.00 1,494.00    366.00          0.00        0.00     0.00

           TOTAL FUNDED                       3,161.00     2,560.00        601.00          0.00        0.00     0.00
           TOTAL UNFUNDED                         0.00         0.00          0.00          0.00        0.00     0.00
           GRAND TOTAL ALL CURRICULUM AREAS   3,161.00     2,560.00        601.00          0.00        0.00     0.00
COLUMN A = COLUMN B + COLUMN C + COLUMN D
COLUMN B = ITEM 20 * ITEM 6A (ITEM 8 = 1
COLUMN C = ITEM 16 * ITEM 6A (ITEM 8 = 1)
COLUMN D = ITEM 16 * ITEM 6A (ITEM 8 <> 1)
COLUMN E = ITEM 6B * ITEM 6A
COLUMN F = ITEM 21 * ITEM 6A
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4.19

CTC Class Report (CBM004)

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S11370ED                          TEXAS HIGHER EDUCATION COORDINATING BOARD                        PAGE   1
                        JR-CBM004 SUMMARY OF CONTACT HOURS GENERATED FOR  CREDIT COURSES
                                     BY FUNDING CODE - APPROVAL CODE
     SPRING   2004           TEXAS COMMUNITY COLLEGE            111111                      DATE 05/08/2004
                                                    TOTAL       ACADEMIC     TECHNICAL      EXCESS
     PROGRAM        CURRICULUM                      CONTACT      CONTACT      CONTACT     DEVELOPMENTAL   UNFUNDED
     NUMBER           TITLE                         HOURS        HOURS        HOURS      CONTACT HOURS    HOURS
     0101010001   AGRI BUSINESS & MGMT, GENERAL     1,344.00        0.00     1,344.00        0.00         0.00
     0101020001   AGRI BUSINESS/AGRIBUSINSS OPER    2,016.00        0.00     2,016.00        0.00         0.00
     0101035101   AGRICULTURAL ECONOMICS              720.00      720.00         0.00        0.00         0.00
     0203015101   FOOD SCIENCES & TECHNOLOGY          384.00      384.00         0.00        0.00         0.00
     0204025101   AGRONOMY & CROP SCIENCE             384.00      384.00         0.00        0.00         0.00
     0204090001   RANGE SCIENCE & MANAGEMENT        2,016.00        0.00     2,016.00        0.00         0.00
     0301010001   NATURAL RESOURCES CNSRV, GNRL     1,344.00        0.00     1,344.00        0.00         0.00
              TOTAL AGRICULTURE                     8,208.00    1,488.00     6,720.00        0.00         0.00

     4805010002   MACHINIST/MACHINE TECHNOLOGIST      880.00        0.00       880.00        0.00         0.00
           TOTAL ARCHITECTURE AND PRECISION PRODUCTIO  880.00      0.00       880.00        0.00         0.00

     2601015103   BIOLOGY, GENERAL                  6,336.00    6,336.00         0.00        0.00         0.00
     2603015103   BOTANY, GENERAL                   3,840.00    3,840.00         0.00        0.00         0.00
     2605015103   MICROBIOLOGY/BACTERIOLOGY         1,152.00    1,152.00         0.00        0.00         0.00
     2607015103   ZOOLOGY, GENERAL                  3,840.00    3,840.00         0.00        0.00         0.00
     2607065103   PHYSIOLOGY, HUMAN & ANIMAL        3,840.00    3,840.00         0.00        0.00         0.00
     4005015203   CHEMISTRY, GENERAL                5,328.00    5,328.00         0.00        0.00         0.00
     4005045203   ORGANIC CHEMISTRY                   896.00      896.00         0.00        0.00         0.00
     4008015303   PHYSICS, GENERAL                    768.00      768.00         0.00        0.00         0.00
            TOTAL BIOLOGY, PHYSICAL SCIENCES, & SCIENC 26,000.00 26,000.00     0.00        0.00         0.00

     5201015104   BUSINESS, GENERAL                   624.00      624.00         0.00        0.00         0.00
     5203015104   ACCOUNTING                        1,200.00    1,200.00         0.00        0.00         0.00
     5203020004   ACCOUNTING TECHNICIAN             2,880.00        0.00     2,880.00        0.00         0.00
     5204010004   ADMNSTRTVE ASST/SECR SCI, GNRL      960.00        0.00       960.00        0.00         0.00
     5204070004   INFO PROC/DATA ENTRY TCHNCN       1,440.00        0.00     1,440.00        0.00         0.00
     5204080004   GNRL OFFCE/CLRCL & TYPNG SRVCS    2,400.00        0.00     2,400.00        0.00         0.00
     5204085504   GNRL OFFCE/CLRCL & TYPNG SRVCS      576.00      576.00         0.00        0.00         0.00
            TOTAL BUSINESS MANAGEMENT, MARKETING & ADM 10,080.00 2,400.00   7,680.00

        TOTAL FUNDED                               45,168.00   29,888.00    15,280.00        0.00         0.00
        TOTAL UNFUNDED                                  0.00        0.00         0.00        0.00         0.00
        GRAND TOTAL ALL CURRICULUM AREAS          45,168.00   29,888.00    15,280.00        0.00         0.00
COLUMN A = COLUMN B + COLUMN C
COLUMN B = (ITEM 16 + ITEM 20) * ITEM 10 (ITEM 8 = 1)
COLUMN C = (ITEM 16 + ITEM 20) * ITEM 10 (ITEM 8 <> 1)
COLUMN D = ITEM 6B * ITEM 10
COLUMN E = ITEM 21 * ITEM 10
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4.20

CTC Class Report (CBM004)

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S11300ED                    TEXAS HIGHER EDUCATION COORDINATING BOARD                    DATE 05/08/2004
              JR-CBM004 CLASSES TAUGHT BY NON-REPORTED FACULTY
SPRING   2004                   TEXAS COMMUNITY COLLEGE DIST 111111                       PAGE   2
```

ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5	ITEM 6	6A	ITEMS 7	8	9	ITEM 10	ITEM 11	ITEMS 12	12A	12B	ITEM 13	ITEM 16	ITEMS 17	18	ITEM 19	ITEM 20	ITEM 21
4	111111	ULTR	4211	0445	04	0	1	2	1	0064	5109100000	1			457806507	004	2	2004		000	000
4	111111	ULTR	5202	0446	05	0	2	2	1	0512	5109100000	1			457806507	004	2	2004		000	000
4	111111	MEDI	2110	0042F	02	0	1	2	1	0032	5116010000	1			458024455	019	2	2004		000	000
4	111111	PTAP	4202	4071	04	0	1	2	1	0048	5108060000	1			458786381	012	2	2004		000	000
4	111111	PTAP	4202	4072	00	0	2	2	1	0048	5108060000	1			458786381	012	2	2004		000	000
4	111111	EXSS	1101	3037	01	0	2	1	1	0048	3601085128	1			548655718	011	2	2004		022	000
4	111111	EXSS	1127	3068	01	0	2	1	1	0048	3601085128	1			548655718	014	2	2004		007	000
4	111111	EXSS	1127	3071	01	0	2	1	1	0048	3601085128	1			548655718	016	2	2004		003	000
4	111111	EXSS	1127	6211	01	0	2	1	1	0048	3601085128	1			548655718	016	2	2004		000	000

CTC Class Report (CBM004)

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                TEXAS HIGHER EDUCATION COORDINATING BOARD                    DATE 05/08/2004

      JR-CBM008 FACULTY TEACHING LESS THAN 4 CLASSES WHOSE TOTAL PERCENT OF TIME = 100%

SPRING   2004                      TEXAS COMMUNITY COLLEGE     111111                  PAGE    2

ITEM   ITEM    ITEM      ITEM    ITEM  ITEM  ITEMS     ITEM      ITEM       ITEMS      ITEM   ITEM   ITEMS

 1      2       3         4       5     6 6B 7  8  9    10        11       12A  12B     13     16    17 18 19 20 21

        THERE ARE NO FACULTY TEACHING LESS THAN 4 CLASSES WITH A TOTAL PERCENT = 100
```

4.22

CTC Class Report (CBM004)

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SEDT4J93              TEXAS HIGHER EDUCATION COORDINATING BOARD                      DATE 05/08/2004
                      UPDATE        EDIT OF JR-CBM004 DATA
  SPRING    2004      TEXAS COMMUNITY COLLEGE      111111                            PAGE    1

  ITEM      ITEM    ITEM      ITEM      ITEMS      ITEM      ITEM      ITEMS       ITEM      ITEM   ITEMS   ITEMS
   3         4       5      6A 6B    7  8  9       10        11      12A 12B        13        14    15  16 17 18   20   21 REMARKS

  CCRP     3116    3889    03 00    1  2  1  0048 2301010021              478681251   100    16  019 2 2004 0 000
  CISC     3101    2144    03 00    1  2  1  0048 5212130022              461176591   100    16  021 2 2004 0 000
  CISC     3101    8386    00 00    2  2  1  0016 5212130022              452513302   100    16  044 2 2004 0 000
  CISC     3103    7068    03 00    1  2  1  0048 1107010022              459395859   100    16  009 2 2004 0 000
  CISC     3109    6226    03 00    1  2  1  0048 5212130022              461741871   100    16  018 2 2004 0 000
  CISC     3274    6975    00 00    2  2  1  0032 1107010022              463132674   100    16  010 2 2004 0 000
  DENH     2209    0975    00 00    2  2  1  0048 5106020054              456042968   100    16  013 2 2004 0 000
  ESOL     3002    1082    00 00    2  1  1  0016 3201085635              465508634   100    16  031 2 2004 0 000
  HUSA     3204    1701    03 00    1  2  1  0048 4407010050              585147531   100    16  013 2 2004 0 000
  MATH     3103    5985    03 00    1  1  1  0048 3201045137              452379881   100    16  036 2 2004 0 000
  OFIS     3103    1045    03 00    1  2  1  0048 5204070023              456868497   100    16  014 2 2004 0 000
  SIGN     4101    5949    04 00    1  2  1  0048 5102050069              450575854   100    16  015 2 2004 0 000
  SIGN     4101    5950    00 00    2  2  1  0032 5102050069              450575854   100    16  015 2 2004 0 000
  SPCH     3001    4163    03 00    1  1  1  0048 3201085535              465394673   100    16  015 2 2004 0 000
  SPCH     3101    1747    03 00    1  1  1  0048 2310015335              551745589   100    16  030 2 2004 0 000

        THERE WERE NO ERRORS DETECTED FOR:   TEXAS COMMUNITY COLLEGE
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4.23

CTC Class Report (CBM004)

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TEXAS HIGHER EDUCATION COORDINATING BOARD                DATE: 05/08/2004
JR-CBM004 EDIT SUMMARY FROM TEXAS COMMUNITY COLLEGE   111111  SPRING 2004


                                   NORMAL RANGE    QUESTIONABLE    ERROR VALUES

ITEM  1   RECORD CODE                3,273             0               0
ITEM  2   INST. CODE                 3,273             0               0
ITEM  3   SUBJECT PREFIX             3,273             0               0
ITEM  4   COURSE NUMBER              3,273             0               0
ITEM  5   SECTION NUMBER             3,273             0               0
ITEM  6A  SEMESTER CREDIT HOURS      3,273             0               0
ITEM  6B  ENROLLMENT-DEV EXCESS      3,273             0               0
ITEM  7   TYPE INSTRUCTION           3,273             0               0
ITEM  8   COURSE TYPE                3,273             0               0
ITEM  9   LOCATION CODE              3,273             0               0
ITEM 10   CONTACT HOURS              3,273             0               0
ITEM 11   APPROVAL NUMBER            3,273             0               0
ITEM 12   INSTRUCTION MODE           3,273             0               0
ITEM 12A  UNUSED                     3,273             0               0
ITEM 12B  ZIP/FOREIGN                3,273             0               0
ITEM 13   INSTRUCTOR CODE            3,273             0               0
ITEM 14   RESPONSIBILITY FACTOR      3,273             0               0
ITEM 15   NUMBER WEEKS               3,273             0               0
ITEM 16   ENROLLMENT - Not Limited   3,273             0               0
ITEM 17   SEMESTER                   3,273             0               0
ITEM 18   YEAR                       3,273             0               0
ITEM 19   INTER-INSTITUTIONAL FICE   3,273             0               0
ITEM 20   ENROLLMENT - UG Limited    3,273             0               0
ITEM 21   ENROLLMENT - Not Eligible  3,273             0               0


          CBM001 VS CBM004 ACADEMIC CONTACT HOURS                    0
          CBM001 VS CBM004 TECHNICAL CONTACT HOURS                   0
          CBMOO1 VS CBM004 ACADEMIC LIMITED SCH                      0

      TOTAL CBM004 RECORDS PROCESSED                3,273
      CONTROL TOTAL                                 3,273
      DISCREPANCY                                       0
```

NOTE:
1. A value of 1 on the "CBM001 vs CBM004 Contact Hours" indicates that the total contact hours on the two reports do not balance.

2. The edit program counts the number of records processed on initial submissions and resubmissions. If the number is not the same as that listed in the transmittal document (the "control total"), the difference is shown on the edit report as a discrepancy.

BUILDING AND ROOM USE REPORT
CBM005

       This report is required <u>only</u> for the Texas State Technical Colleges, Lamar State College-Orange, Lamar State College-Port Arthur, and Lamar Institute of Technology.

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

NOTE:
1. Only the classes reported on the CBM004 that have been assigned to a specific room for a definite day(s) and time of the week should be reported on the CBM005.

2. Multiple entries should be made for classes meeting at different assigned times or in different classrooms.

INSTRUCTIONS FOR BUILDING AND ROOM USE 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 and building number are identical in every way to that reported by the institution in the Coordinating Board Facilities Inventory, including spacing, leading zeros and suffixes, if any.

Item #9   Days of the Week. Enter the day(s) of the week that this section meets. Left justify and space-fill.

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

        Up to seven entries can be made.

        EXAMPLES: Monday, Wednesday, Friday class would be coded 135bbbb. A class that meets on Thursday only would be coded 4bbbbbb. A class meeting Monday through Friday would be coded 12345bb.

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 forty-five minutes, it would be coded '045', if for one hour and thirty-five minutes, it would be coded '095'.

CTC Building and Room Use Report (CBM005)

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

Item #13   Year. Enter all four digits of the calendar year in which the Fall semester occurs
             (YYYY).

Item #14   Classification of Room Type. The room type will be reported by the classifications
             listed in the Coordinating Board Facilities Inventory. Room Type codes must match
             those listed in 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   Enrollment. Enter the number of students enrolled in the class who are using the
             specific room during the time specified.

Item #16   Unused

<u>CTC Building and Room Use Report (CBM005)</u>

DATA PROCESSING RECORD LAYOUT

		Beginning <u>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	4
Item #8	Room	32	7
Item #9	Days of Week - Left justify, space-fill	39	7
Item #10	Start Time – Numeric – 24-hour clock	46	4
Item #11	Duration - Minutes - Numeric, leading zeros	50	3
Item #12	Semester - Always '1'	53	1
Item #13	Year - YYYY - Number	54	4
Item #14	Classification of Room Type - Numeric	58	3
Item #15	Enrollment – Numeric – leading zeros	61	3
Item #16	Unused	64	17

CTC Building and Room Use 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 data element.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value other than '5'
2.	Institution Code	N/A	Must match value in header record and be a valid FICE code
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 in header record
13.	Year	N/A	Must match value in header record
14.	Room Type	N/A	Must match value on Facilities Inventory File; value of '000'
15.	Enrollment	Value greater than '500'	Non-numerical
16.	Unused	N/A	N/A

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

CTC Building and Room Use Report (CBM005)

```
EDIT SUMMARY OF CBM005 DATA FROM TEXAS COMMUNITY COLLEGE   FALL 2004    111111

                                     NORMAL RANGE   QUESTIONABLE   ERROR VALUES

ITEM  1   RECORD CODE                    762             0              0

ITEM  2   INSTITUTION CODE               762             0              0

ITEM  3   SUBJECT PREFIX                 762             0              0

ITEM  4   COURSE NUMBER                  762             0              0

ITEM  5   SECTION NUMBER                 762             0              0

ITEM  7   BUILDING                       762             0              0

ITEM  8   ROOM                           762             0              0

ITEM  9   DAY-OF-WEEK                    762             0              0

ITEM 10   START TIME                     762             0              0

ITEM 11   DURATION                       762             0              0

ITEM 12   SEMESTER                       762             0              0

ITEM 13   YEAR                           762             0              0

ITEM 14   ROOM TYPE                      762             0              0

ITEM 15   ENROLLMENT                     762             0              0

NO CORRESPONDING CODE 4 RECORD            0

TOTAL CBM004-5 RECORDS PROCESSED         762
```

END OF SEMESTER CLASS REPORT
CBM006

This report contains enrollment data for all classes in Coordinating Board-approved (academic and technical) courses for which semester credit hours or quarter credit hours are awarded, and includes only those census date students who are enrolled on the final day of the class (have not withdrawn or dropped). These final enrollments can only be reported if the students qualify to be reported on the CBM004.

A CBM006 should report all classes that were reported on the corresponding CBM004, regardless of the length of the class. For classes longer than 16 weeks, report the enrollment (census date students who have not withdrawn or dropped) as of the end of semester in which the class is reported for funding on the CBM004. Include only classes reported on the CBM004.

Flexible Entry classes will be identified by filling the last two places of Item #5, Section Number, with the letters 'FE'. All other data will be completed as if the class had been a part of the term in which it is reported.

INSTRUCTIONS FOR END OF SEMESTER CLASS REPORT

Item #1   Record Code. Always enter '6'.

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

Class Identification. The subject prefix, course number, and section number uniquely identify each class taught. All courses (as identified by the subject prefix, course number, and course approval code) must appear as "active" in one of the inventory files of Coordinating Board-approved courses maintained by the Community and Technical Colleges Division.

NOTE: Subject Prefix and Course Number should each be left justified. The Section Number is normally right justified.

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: Include only classes reported on the Class Report (CBM004).

Item #6A   Semester Credit Hour Value. Enter the semester credit hour value for this section. If no credit is given, e.g., non-credit laboratory section, enter '00'. If variable credit is given within the section, make multiple entries for each semester credit hour value for which students are enrolled (see notes on multiple entries). Only whole numbers, no fractions, can be accepted. Right justify with leading zeros.

Item #6B   Enrollment of Developmental Students Exceeding State Limit. Enter the total number of students officially enrolled in this section whose developmental semester credit hours exceed the state funding limit (27 SCHs). Students counted in this Item should not be included in Items #16, #20, or #21.

Item #6C   Unused

Item #7   Type of Instruction. Enter the code of primary type(s) of instruction used in this section. If multiple types of instruction are used, e.g., section entails lecture and clinical, see notes on multiple entries.

               1. Lecture   5. Co-op
               2. Laboratory   6. Internship
               3. Clinical   7. Practicum
               4. Electronic (Optional)

               NOTE: Courses that were formerly called "Instructional Telecommunications" (code 4) are now called "Electronic" and should be coded according to their type of instruction rather than the mode of instruction which will now be identified in Item #12. However, if you consider the "Electronic" medium a

6.2

type of instruction, you may use the optional code '4' in Item #7 and you must identify the mode of instruction in Item #12. (More discussion of Instructional Telecommunications is described in the Introduction of the CBM004 and more discussion on multiple entries reporting is described on page 4.10.)

Item #8   Course Type. Enter the code of the type of course for this section.

1. General Academic
2. Local Need
4. Technical (in Workforce Education Course Manual)

Item #9   Location Code. Enter the code indicating where this section meets. Courses taught at one of the locations coded '5', '6', '7', '9', or 'A' should be reported even if they are taught in-district.

1. In-District
2. Out-of-District (regular); other locations not listed below

NOTE: Classes taught away from the main campus of TSTC or Lamar, if the entity or facility is not listed below, will be coded a '2'.

3. Out-of-State
4. Foreign Country
5. Correctional Institution - Courses taught in a correctional institution in Texas by a public institution of higher education.
6. Inter-institutional - Courses taught by one institution *for the students* of another through a mutual agreement approved by the Coordinating Board. See definition 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 out of the institution's taxing district.
9. Individual Instructional Telecommunications Receiver - Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems. See definition in the Introductory Section of the CBM004.
A. Auxiliary Location - Courses approved to be taught at one of the multi-institution teaching center or system centers. See the discussion about multi-institution teaching centers in the Introduction of the CBM004. The assigned FICE code of the center must also be included in Item #19.
B. Business, Government, or Other Work Location - Courses taught at such entities out of the institution's taxing district.

NOTE: Item #12B, zip code, must be completed for all classes taught at all of the locations identified above, except locations coded '1', '6', '9', or 'A'.

Item #10   Contact Hours. Enter the number of contact hours for which the course is actually scheduled. The contact hours reported on the CBM004 cannot be greater than the

contact hours approved on the course inventory. Only whole numbers can be accepted. Right justify with leading zeros.

NOTE: The total contact hours of the CBM006 must be less than the total contact hours of the CBM004. However, contact hours in inter-institutional class records are not included.

Item #11   Approval Number. Enter the ten-digit approval number assigned to academic courses or the six-digit CIP code for the technical program area (left-justified with trailing zeros). For technical courses, the Coordinating Board will insert zeros in positions 7 and 8. For both academic and technical courses the Coordinating Board will insert the associated funding code in positions 9 and 10 of the CIP code during the edit process.

Item #12   Instruction Mode. Enter the primary mode of instruction where 50% or more of the instruction is delivered via a single mode.

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

Item #12A   Site Code. This item has been discontinued, but the first column of the old field is being used to identify the Instruction Mode and the other two columns are unused at this time.

Item #12B   Zip Code Where Classes Taught. Enter the zip code of the specific site for all classes taught at the locations identified by codes '2', '5', '7', '8', and 'B' in Item #9. For locations identified by codes '3' and '4' in Item #9, enter the three-digit state or foreign country code (see Appendix B and right-justified with 2 leading zeros). Leave this item blank for location codes '1', '6', '9', and 'A' in Item #9. Classes taught at an out-of-district branch campus, recognized by the Coordinating Board as such, must also be identified separately with a specific zip code.

Item #13   Instructor Code. Enter the Social Security Number of the faculty member of record for this section. More than one instructor is not required unless it is a variable credit section or the lecture and lab portions are reported with the same section number. See notes on multiple entries.

Item #14   Responsibility Factor (percent). Enter zeros. This item is not required for the CBM006.

Item #15   Number of Weeks. Enter the number of weeks this section was taught.

CTC End of Semester Report (CBM006)

Item #16   Enrollment NOT Affected by Undergraduate SCH Limit. Enter the total number of students officially enrolled in this section as of the census date who have not withdrawn or dropped as of the last day of the term who qualify for state funding and who are NOT affected by the undergraduate limitation of semester credit hours attempted. Students reported here include:

1)   students who already have a baccalaureate degree from an institution of higher education,
2)   students who pay the non-resident tuition rate,
3)   students in technical courses,
4)   academic students who enrolled as undergraduates in an institution of higher education prior to the 1999 fall semester, and
5)   students enrolled in developmental courses where the student's accumulated developmental semester credit hours has not exceeded the developmental limit.

There is further discussion and an example on page 4.16 that illustrates how to report students in this item if a student should be partially funded for a developmental course. Exclude auditing students. Students counted in this Item should not be included in Item #6B, #20, or #21.

Item #17   Semester. Enter the semester that this report covers. If reporting a combined summer report, use a code of '3'.

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

Item #18   Year. Enter all four digits of the calendar year in which the semester occurs. YYYY

Item #19   Inter-institutional FICE. Enter the six-digit FICE code that identifies the providing institution of the faculty of record if Item #9 is coded a '6' (see Appendix A). If the course is taught at a multi-institution teaching center or system center identified in Item #9 with a code 'A', enter the assigned FICE of the MITC. (See list on page 4.4.)

Item #20   Enrollments Affected by Undergraduate SCH Limit. Enter the total number of academic students officially enrolled in this section as of the census date who have not withdrawn or dropped as of the last day of the term who qualify for state funding and who ARE affected by the undergraduate limitation of semester credit hours attempted. Include only the students in academic courses that apply toward an associate or first baccalaureate degree at an institution of higher education and for which the college receives state funding. Exclude auditing students. If the student is counted in this Item, do not include in Item #6B, #16, or #21.

Item #21   Enrollment of Students Not Eligible for State Funding. Enter the total number of students officially enrolled in this section who are not eligible for state funding, excluding students who have exceeded the developmental state limit (Item #6B). An example are students who have attempted the same course three or more times. Students counted in this item should not be included in Items #6B, #16, or #20. There is further discussion on page 4.5. Right justify with leading zeros.

CTC End of Semester Report (CBM006)

Item #22   Unused

CTC End of Semester Report (CBM006)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always '6'	1	1
Item #2	Institution Code - FICE Code - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6A	Semester Hour Value - Leading zeros	27	2
Item #6B	Enrollment - Developmental SCH Exceeds UG Limit (mutually exclusive of Items #16, #20, and #21)	29	2
Item #6C	Unused	31	2
Item #7	Type Instruction - Numeric	33	1
Item #8	Course Type - Numeric	34	1
Item #9	Location Code – Alphanumeric - '1' thru '9', 'A' or 'B'	35	1
Item #10	Contact Hours - Leading zeros	36	4
Item #11	Approval Number	40	10
Item #12	Instruction Mode - Numeric	50	1
Item #12A	Unused	51	2
Item #12B	Zip Code or Foreign Country - Numeric or blank	53	5
Item #13	Instructor Code	58	9
Item #14	Responsibility Factor - Numeric, leading zeros	67	3
Item #15	Number of Weeks - Numeric, leading zeros	70	2
Item #16	Enrollment NOT Affected by UG SCH Limit (mutually exclusive of Items #6B, #20, and #21)	72	3
Item #17	Semester - Numeric	75	1
Item #18	Year - YYYY - Numeric	76	4
Item #19	Inter-institutional FICE	80	6
Item #20	Enrollment Affected by UG SCH Limit (mutually exclusive of Items #6B, #16, and #21)	86	3
Item #21	Enrollment of Students Not Eligible for State Funding, leading zeros (mutually exclusive of Items #6B, #16, and #20)	89	3
Item #22	Unused	92	5

CTC End of Semester Report (CBM006)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for the End of Semester Report.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value other than '6'
2.	Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3.	Subject Prefix	N/A	Blank or not on inventory
4.	Course Number	N/A	Blank or not on inventory
5.	Section Number	N/A	Blank
6A.	SCH Value	Less than '01'; greater than '15'	Non-numerical
6B.	Enrollment - Developmental SCH Exceeds State Limit (exclusive of Item #16, #20, & #21)	Greater than '20'	Non-numerical
6C.	Unused	N/A	N/A
7.	Type Instruction	N/A	Any value except '1' thru '7'
8.	Course Type	N/A	Any value other than '1', '2', or '4'
9.	Location Code	N/A	Any value except '1' thru '9', 'A', or 'B'
10.	Contact Hours	Less than '0008', greater than '0640'	Any non-numerical value
11.	Approval Number	N/A	Blank or not numeric; not on inventory
12.	Instruction Mode	N/A	Any value except '1' thru '5'
12A.	Unused	N/A	N/A
12B.	Zip/Foreign Country	N/A	Non-numeric or not on zip code file if Item #9 coded '2', '3', '4', '5', '7', '8', or 'B'
13.	Instructor Code	Not alpha and/or numeric	Blank
14.	Responsibility Factor	N/A	N/A
15.	Number of Weeks	Less than '1'; greater than '16'	Non-numerical value

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
16.	Enrollment - NOT Affected by Undergraduate SCH Limit (exclusive of Item 6B, #20, & #21)	Less than '001'; greater than '500'	Non-numerical value
17.	Semester	N/A	Must match value in header record
18.	Year	N/A	Must match value in header record
19.	Inter-institutional FICE	N/A	Must be on list of valid FICE codes
20.	Enrollment – Affected by Undergraduate SCH Limit (exclusive of Item #6B, #16, & #21)	Less than '001'; greater than '500'	Non-numerical value
21.	Enrollment – NOT Eligible for State Funding (exclusive of Item #6B, #16, & #21)	Less than '001'; greater than '500'	Non-numerical value
22.	Unused	N/A	N/A

DISCREPANCY: The edit program counts the number of records processed on initial submissions and resubmissions. If the number is not the same as that listed in the header record (the "control total"), the difference is shown on the edit report as a discrepancy.

CTC End of Semester Report (CBM006)

SUMMARY OF SEMESTER CREDIT HOURS GENERATED METHODOLOGY

The Total Funded SCH column is the sum of the columns labeled Academic SCH Affected by Limit, (Item #20 times Item #6A when Item #8 = 1), Academic SCH Not Affected by Limit (Item #16 times Item #6A when Item #8 = 1), and Technical SCH (Item #16 times Item #6A when Item #8 <> 1). The Excess Dev SCH column is Enrollment of Students Exceeding the State Limit (Item #6B) times Semester Credit Hour Value (Item #6A). The Unfunded SCH column is Enrollment of Students Not Eligible for State Funding (Item #21) times Semester Credit Hour Value (Item #6A).

SUMMARY OF CONTACT HOURS GENERATED METHODOLOGY

In order to produce the Summary of Contact Hours generated in approved courses, the approval number, subject prefix, and course number as reported for each class on the CBM006 are compared to the institution's Inventory of Approved Courses. Those classes with approval numbers that are not in the inventory are listed on the edit report entitled "CBM006 Records That Do Not Relate to the Course Inventory (CBM003)." The approval number mismatch between the CBM003 and CBM006 must be resolved before the hours for these classes can be added into the total.

Each record that is coded '2', '3', '4', '5', '7', '8' or 'B' in Item #9 must have a valid ZIP code. Only the error-free class records coded '2' in Item #9 will be summarized in the out-of-district columns.

The enrollment (Items #16 and #20) of each class with a valid approval number is multiplied by the contact hour value shown on the CBM006 for that class. The contact hours produced are then aggregated by the program/discipline area within each funding area.

The Total Contact Hours column is the sum of the columns labeled Academic Contact Hours (Item #16 plus Item #20 times Item #10 when Item #8 = 1) and Technical Contact Hours (Item #16 plus Item #20 times Item #10 when Item #8 <> 1). The Excess Developmental Contact Hours column is Enrollment of Students Exceeding the State Limit (Item #6B) times Contact Hours (Item #10). The Unfunded Hours column is Enrollment of Students Not Eligible for State Funding (Item #21) times Contact Hours (Item #10).

Each course has an assigned eight-digit CIP code and an associated funding code in the course record in the inventory. The funding codes are based on the first two or four digits of the CIP code.

CTC End of Semester Report (CBM006)

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                    JR-CBM006 SUMMARY OF SEMESTER CREDIT HOURS GENERATED FOR CREDIT COURSES
                            BY FUNDING CODE - APPROVAL CODE                                    SPRING   2004
       TEXAS COMMUNITY COLLEGE          111111          DATE 05/08/2004
                                                   ACADEMIC        ACADEMIC                       EXCESS
PROGRAM       CURRICULUM                TOTAL     SCH AFFECTED   SCH NOT AFFECTED   TECHNICAL      DEV      UNFUNDED
NUMBER          TITLE                    SCH       BY LIMIT        BY LIMIT           SCH         SCH        SCH
2701015119 MATHEMATICS                  75.00        27.00          48.00            0.00        0.00       0.00
2701015419 MATHEMATICS                 342.00       303.00          39.00            0.00        0.00       0.00
2703015219 APPLIED MATHEMATICS, GENERAL 33.00        27.00           6.00            0.00        0.00       0.00
3201045119 COMPUTATIONAL SKILLS        253.00       200.00          53.00            0.00        0.00       0.00
3201045219 COMPUTATIONAL SKILLS         69.00        51.00          18.00            0.00        0.00       0.00
       TOTAL MATHEMATICS               772.00       608.00         164.00            0.00        0.00       0.00


3105015223 HEALTH & PHYS EDUC, GENERAL  60.00        54.00           6.00            0.00        0.00       0.00
3105065123 SOCIO-PSYCHOLOGICAL SPRTS STDS 90.00      75.00          15.00            0.00        0.00       0.00
3601085123 SPORTS & EXERCISE (ACTIVITIES) 163.00    149.00          14.00            0.00        0.00       0.00
       TOTAL PHYSICAL EDUCATION AND FITNESS 313.00   278.00          35.00            0.00        0.00       0.00


2201015124 LAW (LLB, JD)                72.00        72.00           0.00            0.00        0.00       0.00
2201015224 LAW (LLB, JD)                30.00        12.00          18.00            0.00        0.00       0.00
2201015324 LAW (LLB, JD)                27.00        24.00           3.00            0.00        0.00       0.00
4301045124 CRIMINAL JUSTICE STUDIES     54.00        54.00           0.00            0.00        0.00       0.00
       TOTAL PROTECTIVE SERVICES AND PUBLIC ADMIN 183.00 162.00      21.00            0.00        0.00       0.00
4201015125 PSYCHOLOGY, GENERAL         231.00       174.00          57.00            0.00        0.00       0.00
4504015225 CRIMINOLOGY                  24.00        15.00           9.00            0.00        0.00       0.00
4506015125 ECONOMICS, GENERAL           33.00        30.00           3.00            0.00        0.00       0.00
4508025125 AMERICAN (U S) HISTORY      852.00       717.00         135.00            0.00        0.00       0.00
4508025225 AMERICAN (U S) HISTORY       39.00        30.00           9.00            0.00        0.00       0.00
4510025125 AMERICAN GOVT & POLITICS (U S) 534.00    405.00         129.00            0.00        0.00       0.00
4511015225 SOCIOLOGY                    60.00        60.00           0.00            0.00        0.00       0.00
4511015425 SOCIOLOGY                    54.00        30.00          24.00            0.00        0.00       0.00
       TOTAL PSYCHOLOGY, SOCIAL SERVICES, AND HIS 1,827.00 1,461.00 366.00            0.00        0.00       0.00
     TOTAL FUNDED                     3,095.00     2,509.00         586.00            0.00        0.00       0.00
     TOTAL UNFUNDED                       0.00         0.00           0.00            0.00        0.00       0.00
     GRAND TOTAL ALL CURRICULUM AREAS 3,095.00     2,509.00         586.00            0.00        0.00       0.00
COLUMN A = COLUMN B + COLUMN C + COLUMN D
COLUMN B = ITEM 20 * ITEM 6A (ITEM 8 = 1
COLUMN C = ITEM 16 * ITEM 6A (ITEM 8 = 1)
COLUMN D = ITEM 16 * ITEM 6A (ITEM 8 <> 1)
COLUMN E = ITEM 6B * ITEM 6A
COLUMN F = ITEM 21 * ITEM 6A
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CTC End of Semester Report (CBM006)

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S11385ED                          TEXAS HIGHER EDUCATION COORDINATING BOARD                                    PAGE   1
                          JR-CBM006 SUMMARY OF CONTACT HOURS GENERATED FOR  CREDIT COURSES
                                         BY FUNDING CODE - APPROVAL CODE
            SPRING   2004          TEXAS COMMUNITY COLLEGE            111111                        DATE 05/08/2004
                                                        TOTAL         ACADEMIC      TECHNICAL       EXCESS
            PROGRAM         CURRICULUM                  CONTACT        CONTACT       CONTACT      DEVELOPMENTAL    UNFUNDED
            NUMBER            TITLE                     HOURS          HOURS         HOURS        CONTACH HOURS    HOURS
            0101010001   AGRI BUSINESS & MGMT, GENERAL    1,344.00         0.00       1,344.00          0.00         0.00
            0101020001   AGRI BUSINESS/AGRIBUSINSS OPER   1,920.00         0.00       1,920.00          0.00         0.00
            0101035101   AGRICULTURAL ECONOMICS             720.00       720.00           0.00          0.00         0.00
            0203015101   FOOD SCIENCES & TECHNOLOGY         384.00       384.00           0.00          0.00         0.00
            0204090001   RANGE SCIENCE & MANAGEMENT       2,016.00         0.00       2,016.00          0.00         0.00
            0301010001   NATURAL RESOURCES CNSRV, GNRL    1,124.00         0.00       1,124.00          0.00         0.00
                    TOTAL AGRICULTURE                     7,508.00     1,104.00       6,404.00          0.00         0.00

            4805010002   MACHINIST/MACHINE TECHNOLOGIST     880.00         0.00         880.00          0.00         0.00
                    TOTAL ARCHITECTURE AND PRECISION PRODUCTIO  880.00     0.00         880.00          0.00         0.00

            2601015103   BIOLOGY, GENERAL                 6,336.00     6,336.00           0.00          0.00         0.00
            2603015103   BOTANY, GENERAL                  3,840.00     3,840.00           0.00          0.00         0.00
            2605015103   MICROBIOLOGY/BACTERIOLOGY        1,152.00     1,152.00           0.00          0.00         0.00
            2607015103   ZOOLOGY, GENERAL                 3,000.00     3,000.00           0.00          0.00         0.00
            2607065103   PHYSIOLOGY, HUMAN & ANIMAL       3,840.00     3,840.00           0.00          0.00         0.00
            4005015203   CHEMISTRY, GENERAL               5,328.00     5,328.00           0.00          0.00         0.00
            4005045203   ORGANIC CHEMISTRY                  896.00       896.00           0.00          0.00         0.00
            4008015303   PHYSICS, GENERAL                   720.00       720.00           0.00          0.00         0.00
                    TOTAL BIOLOGY, PHYSICAL SCIENCES, & SCIENC 25,112.00  25,112.00       0.00          0.00         0.00

            5201015104   BUSINESS, GENERAL                  624.00       624.00           0.00          0.00         0.00
            5203015104   ACCOUNTING                       1,200.00     1,200.00           0.00          0.00         0.00
            5203020004   ACCOUNTING TECHNICIAN            2,880.00         0.00       2,880.00          0.00         0.00
            5204010004   ADMNSTRTVE ASST/SECR SCI, GNRL     960.00         0.00         960.00          0.00         0.00
            5204070004   INFO PROC/DATA ENTRY TCHNCN      1,440.00         0.00       1,440.00          0.00         0.00
            5204080004   GNRL OFFCE/CLRCL & TYPNG SRVCS   1,920.00         0.00       1,920.00          0.00         0.00
            5204085504   GNRL OFFCE/CLRCL & TYPNG SRVCS     576.00       576.00           0.00          0.00         0.00
                    TOTAL BUSINESS MANAGEMENT, MARKETING & ADM  9,600.00   2,400.00     7,200.00

                TOTAL FUNDED                             43,100.00    28,616.00      14,484.00          0.00         0.00
                TOTAL UNFUNDED                               0.00         0.00           0.00          0.00         0.00
                GRAND TOTAL ALL CURRICULUM AREAS        43,100.00    28,616.00      14,484.00          0.00         0.00


COLUMN A = COLUMN B + COLUMN C
COLUMN B = (ITEM 16 + ITEM 20) * ITEM 10 (ITEM 8 = 1)
COLUMN C = (ITEM 16 + ITEM 20) * ITEM 10 (ITEM 8 <> 1)
COLUMN D = ITEM 6B * ITEM 10
COLUMN E = ITEM 21 * ITEM 10
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CTC End of Semester Report (CBM006)

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SEDT6J99              TEXAS HIGHER EDUCATION COORDINATING BOARD                    DATE 05/08/04
                      UPDATE       EDIT OF JR-CBM006 DATA
  SPRING    2004      TEXAS COMMUNITY COLLEGE      111111                          PAGE    1

ITEM      ITEM    ITEM    ITEM     ITEMS     ITEM    ITEM        ITEMS      ITEM    ITEM    ITEMS    ITEMS
  3         4       5     6A 6B 7  8  9       10      11      12 12A 12B    13      14      15  16  17 18    20   21  REMARKS
CCRP     3116     3889    03  0 1  2  1      0048  2301010000 1            478681251 100    16  019 2 2004 000 000
CISC     3101     2144    03  0 1  2  1      0048  5212130000 1            461176591 100    16  021 2 2004 000 000
CISC     3101     8386    00  0 2  2  1      0016  5212130000 1            452513302 100    16  044 2 2004 000 000
CISC     3103     7068    03  0 1  2  1      0048  1107010000 1            459395859 100    16  009 2 2004 000 000
CISC     3109     6226    03  0 1  2  1      0048  5212130000 1            461741871 100    16  018 2 2004 000 000
CISC     3274     6975    00  0 2  2  1      0032  1107010000 1            463132674 100    16  010 2 2004 000 000
DENH     2209     0975    00  0 2  2  1      0048  5106020000 1            456042968 100    16  013 2 2004 000 000
ESOL     3002     1082    00  0 2  1  1      0016  3201085635 1            465508634 100    16  031 2 2004 005 000
HUSA     3204     1701    03  0 1  2  1      0048  4407010000 1            585147531 100    16  013 2 2004 000 000
MATH     3103     5985    03  0 1  1  1      0048  3201045137 1            452379881 100    16  036 2 2004 001 000
OFIS     3103     1045    03  0 1  2  1      0048  5204070000 1            456868497 100    16  014 2 2004 000 000
SIGN     4101     5949    04  0 1  2  1      0048  5102050000 1            450575854 100    16  015 2 2004 000 000
SIGN     4101     5950    00  0 2  2  1      0032  5102050000 1            450575854 100    16  015 2 2004 000 000
SPCH     3001     4163    03  0 1  1  1      0048  3201085535 1            465394673 100    16  015 2 2004 004 000
SPCH     3101     1747    03  0 1  1  1      0048  2310015335 1            551745589 100    16  030 2 2004 002 000

          THERE WERE NO ERRORS DETECTED FOR:  TEXAS COMMUNITY COLLEGE DIST
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6.13

CTC End of Semester Report (CBM006)

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TEXAS HIGHER EDUCATION COORDINATING BOARD        DATE: 05/08/04
JR-CBM006 EDIT SUMMARY FROM TEXAS COMMUNITY COLLEGE  11111    SPRING 2004

                                NORMAL RANGE   QUESTIONABLE   ERROR VALUES

ITEM  1    RECORD CODE              3,273            0             0
ITEM  2    INST. CODE               3,273            0             0
ITEM  3    SUBJECT PREFIX           3,273            0             0
ITEM  4    COURSE NUMBER            3,273            0             0
ITEM  5    SECTION NUMBER           3,273            0             0
ITEM  6A   SEMESTER CREDIT HOURS    3,273            0             0
ITEM  6B   ENROLLMENT-DEV EXCESS    3,273            0             0
ITEM  7    TYPE INSTRUCTION         3,273            0             0
ITEM  8    COURSE TYPE              3,273            0             0
ITEM  9    LOCATION CODE            3,273            0             0
ITEM 10    CONTACT HOURS            3,273            0             0
ITEM 11    APPROVAL NUMBER          3,273            0             0
ITEM 12    INSTRUCTION MODE         3,273            0             0
ITEM 12A   UNUSED                   3,273            0             0
ITEM 12B   ZIP/FOREIGN              3,273            0             0
ITEM 13    INSTRUCTOR CODE          3,273            0             0
ITEM 14    RESPONSIBILITY FACTOR    3,273            0             0
ITEM 15    NUMBER WEEKS             3,273            0             0
ITEM 16    ENROLLMENT - Not Limited 3,273            0             0
ITEM 17    SEMESTER                 3,273            0             0
ITEM 18    YEAR                     3,273            0             0
ITEM 19    INTER-INSTITUTIONAL FICE 3,273            0             0
ITEM 20    ENROLLMENT - UG Limited  3,273            0             0
ITEM 21    ENROLLMENT – Not Eligible 3,273           0             0

      CBM004 VS CBM006 TOTAL CONTACT HOURS                        0

      TOTAL CBM006 RECORDS PROCESSED            3,273

      CONTROL TOTAL                             3,273

      DISCREPANCY                                 0
```

FACULTY REPORT
CBM008

This report will include all personnel who teach a class that is reported on the Class File (CBM004) or whose assigned responsibilities are described in codes '2', '3', '4', or '5' under Item #15, Assignment Code, of the CBM008.

The CBM008 report will be submitted only for the Fall and Spring semesters.

This report should reflect personnel as of the census date of the reporting period. It must also include records for faculty identified in the corresponding CBM004 in Item #13 of any records for flex-entry classes.

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 individual faculty member of record.

Item #4   Rank. Enter the code indicating the rank of the faculty member. Enter zero if the institution does not have a ranking system.

     0. No Ranking System   5. Lecturer
     1. Professor   6. Teaching Assistant
     2. Associate Professor   7. Visiting Faculty
     3. Assistant Professor   8. Adjunct Faculty
     4. Instructor   9. Special Faculty

Item #5   Gender. Enter the code indicating the gender of the faculty member.

     M = Male   F = Female

Item #6   Year of Birth. Enter all four digits of the year in which this faculty member was born (YYYY). If unknown, enter '0000'.

Item #7   Ethnic Origin. Enter the code indicating the ethnic origin of the faculty member.

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

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

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

Item #8   Last Name. Enter the faculty member's last name (limited to 10 characters).

Item #9   First Name Initial. Enter the initial of the faculty member's first name.

Item #10   Middle Name Initial. Enter the initial of the faculty member's middle name.

Item #10A   Physical Handicap. Enter the appropriate code as indicated.

     0 = No   1 = Yes

CTC Faculty Report (CBM008)

Item #10B   <u>Full-Time New Hire</u>. Enter a '1' if this person was hired full-time for the first time for the reporting period, or after a break in service. Do not include persons who have returned from sabbatical leave or full-time faculty with contracts shorter than 9-10 months. Leave the item blank if the person is not newly hired.

Item #11   <u>Administrative Unit Code</u>. Enter the appropriate four-digit code (see Appendix D) designating the administrative unit (i.e., department) in which the faculty member teaches. If the faculty member teaches in more than one unit, submit a separate record for each unit.

Item #12   <u>Highest Earned Certificate/Degree</u>. Enter the code representing the highest earned degree or certificate.

      1. Doctorate   4. Associate
      2. Masters   5. Certificate or less
      3. Bachelor's   6. No degree

Item #13   <u>Years of Service at Current Institution</u>. Enter the number of years teaching experience at current institution (right justified, leading zeros).

Item #14   <u>Total Years of Service</u>. Enter the total years of postsecondary teaching experience (right justified, leading zeros).

Item #15   <u>Assignment Code(s)</u>. Enter the code(s) indicating the faculty member's assignments for the period reported.

1.   Direct Teaching Function
2.   Supervisory responsibilities such as department heads, coordinators for special programs, multi-section classes, etc.
3.   Any other assignment, such as counselors, not covered in code '2', which the institution considers directly related to the teaching function.
4.   Administrators, such as deans, having a teaching assignment in addition to their administrative duties.
5.   Overloads. This applies only to persons who are employed full-time (100%) and teach a class or two in addition to their full load.
6.   Other assignments.

    NOTE: Enter all appropriate assignment codes for the faculty member based upon contracted or required duties. Full-time equivalent salary calculations are based upon codes '1' thru '3'.

Item #16   <u>Percent of Time</u>. For each assignment reported in Item #15, enter the percentage of a full or normal workload at the institution considered to be devoted to the assignment. Each institution has a policy that defines a full or normal faculty workload (e.g., 15 semester credit hours, five classes, etc.). For multiple assignments, apportion the percent of time according to the contracted or required duties.

<u>CTC Faculty Report (CBM008)</u>

NOTE: Percent of time for all assignments will never exceed '100' percent. An '05' assignment requires '000' in Percent of Time.

Item #17   <u>Salary</u>. Enter the amount of the faculty member's salary contracted for each assignment in Item #15.

For the purposes of this report, Fall and/or Spring salaries are to be computed as follows:

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

Item #18   <u>Semester</u>. Enter the appropriate semester code.

1. Fall   2. Spring

Item #19   <u>Year</u>. Enter all four digits of the calendar year in which the semester occurs.

Item #20   <u>Unused</u>

CTC Faculty Report (CBM008)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always '8'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Faculty Identification Number	8	9
Item #4	Rank – '0' thru '9' - Numeric	17	1
Item #5	Gender – 'M' or 'F' - Alpha	18	1
Item #6	Year of Birth - YYYY - Numeric	19	4
Item #7	Ethnic Origin – '1' thru '6' - Numeric	23	1
Item #8	Last Name - Alpha	24	10
Item #9	First Name Initial - Alpha	34	1
Item #10	Middle Name Initial - Alpha	35	1
Item #10A	Handicap – '0' or '1' - Numeric	36	1
Item #10B	New Hire – '1' or blank	37	1
Item #11	Administrative Unit Code - Numeric	38	4
Item #12	Highest Earned Degree - Numeric	42	1
Item #13	Years of Service - Current Institution – Numeric, leading zero	43	2
Item #14	Total Postsecondary Years of Service – Numeric, leading zero	45	2
Item #15A-D	Assignment Code(s) – '1' thru '6' - Numeric	47,56,65,74	1
Item #16A-D	Percent of Time - Numeric, leading zeros	48,57,66,75	3
Item #17A-D	Salary - Numeric, leading zeros, no decimals	51,60,69,78	5
Item #18	Semester - Numeric	83	1
Item #19	Year - YYYY - Numeric	84	4
Item #20	Unused	88	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 data element.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except '8'
2.	Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3.	Faculty ID*	N/A	Blank or special characters
4.	Rank	N/A	Value other than '0' thru '9'
5.	Gender	N/A	Value other than 'M' or 'F'
6.	Year of Birth	'0000'	Non-numeric
7.	Ethnic Origin	N/A	Value other than '1' thru '6'
8.	Last Name	Non-alphabetic	Blank, numeric
9.	First Initial	N/A	Blank, numeric
10.	Middle Initial	N/A	Number or special character
10A.	Handicap	N/A	Value other than '0' or '1'
10B.	Full-Time New Hire	N/A	Value other than '1' or blank; not 100% assignment
11.	Administrative Code**	N/A	Must be on administrative unit list (Appendix D)
12.	Highest Degree/Cert	N/A	Value other than '1' thru '6'
13.	Years of Service/Current	Value greater than 40	Non-numeric or blank
14.	Total Years of Service	Value greater than 40	Non-numeric or blank
15A-D.	Assignment Code(s)	'5' without another assignment	Value other than '1' thru '6'
16A-D.	Percent of Time***	Value less than '03'	Non-numerical; sum of assignment codes greater than 100

CTC Faculty Report (CBM008)

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
17A-D. Salary, Total Salaries	Non-numerical; greater than $39,500	Total salary of assignment codes '1' thru '3'; less than $11,000
18. Semester	N/A	Value other than '1' or '2'
19. Year	N/A	Non-numerical value; must match value in header record
20. Unused	N/A	N/A

   * If a faculty member has more than 1 record and differences between them occur in Items #4 through #10B, or #12 through #14, all records will be flagged as questionable.

  ** If a faculty member has more than 1 record under a single department (Item #11) and the data for one is flagged, all records for that department will be printed out.

*** The total number of records with errors in percent of time (Item #16) will appear on the Edit Summary as "Appointment Errors."

REPORTING EXAMPLES

NOTE: Items #1, #2, #4 thru #10B, #18, and #19 are omitted from the examples.

1.   Mary A Smith is a full-time instructor in the Department of English and is paid $24,500 for a nine-month contract. CBM008 will be coded:

Item #3	123 456 789
Item #11	0990
Item #12	2
Item #13	10
Item #14	13
Item #15A;B;C;D	1;0;0;0
Item #16A;B;C;D	100;000;000;000
Item #17A;B;C;D	12250;00000;00000;00000

2.   Sidney W. Frederickson has full-time responsibilities split between chair of the Department of Physics and teaching two courses in physics. His salary for the Fall semester is $24,750. **NOTE**: If the institution defines five classes as a full load, then the teaching load is 40 percent and the administrative load is 60 percent. Divide the salary proportionately.

Item #3	901 678 234
Item #8	Fredericks (limited to 10 spaces)
Item #11	2300
Item #12	1
Item #13 & #14	15;15
Item #15A;B;C;D	1;2;0;0
Item #16A;B;C;D	040;060;000;000
Item #17A;B;C;D	09900;14850;00000;00000

3.   For the Fall semester, J. N. Robert is a part-time instructor of chemistry. His salary for one class is $3,000. The chemistry program is administered in the Department of Physical Sciences. The CBM008 would be coded:

Item #3	345 67 8901
Item #11	2290
Item #12	2
Item #13	02
Item #14	02
Item #15A;B;C;D	1;0;0;0
Item #16A;B;C;D	020;000;000;000
Item #17A;B;C;D	03000;00000;00000;00000

4. Assistant Professor Charles Martin is a physically handicapped full-time faculty member teaching half-time in psychology and half-time in sociology, each of which is administered in separate departments. Mr. Martin's nine-month salary of $26,000 is budgeted equally between the two departments. Items #4 thru #10 are given to show the reporting of multiple records:

Record 1

Item #3	678 901 234
Item #4	3
Item #5	M
Item #6	1950
Item #7	2
Item #8	Martin
Item #9	C
Item #10	[blank]
Item #10A	1
Item #10B	[blank]
Item #11	2380
Item #12	2
Item #13	11
Item #14	15
Item #15A;B;C;D	1;0;0;0
Item #16A;B;C;D	050;000;000;000
Item #17A;B;C;D	06500;00000;00000;00000

Record 2

Item #3	678 901 234
Item #4	3
Item #5	M
Item #6	1950
Item #7	2
Item #8	Martin
Item #9	C
Item #10	[blank]
Item #10A	1
Item #10B	[blank]
Item #11	2590
Item #12	2
Item #13	11
Item #14	15
Item #15A;B;C;D	1;0;0;0
Item #16A;B;C;D	050;000;000
Item #17A;B;C;D	06500;00000;00000;00000

5. Mary Sosa is a newly hired full-time instructor of Spanish and is paid $12,780 for the Fall semester. In addition to her regular teaching load, she teaches a course "English as a Second Language" in the night program of the institution, for which she is paid a stipend of $3,000. Both programs are administered in the Department of Spanish. CBM008 would be coded:

Item #3	765 432 901
Item #11	2630
Item #12	2
Item #13	00
Item #14	05
Item #15A;B;C;D	1;5;0;0
Item #16A;B;C;D	100;000;000;000
Item #17A;B;C;D	12780;03000;00000;00000

6. Kelley Garrett was a full-time instructor of biology during the fall and did not return to the institution in the spring. Although all of her responsibilities and salary were reported in the fall, one of her classes was organized after the census date and must be reported in the spring as a flex-entry class. It is also necessary to report her faculty record again in the spring, but with no salary or percent of time.

Item #3	465 87 9012
Item #11	0440
Item #12	2
Item #13	07
Item #14	12
Item #15A;B;C;D	5;0;0;0
Item #16A;B;C;D	000;000;000;000
Item #17A;B;C;D	00000;00000;00000;00000

CTC Faculty Report (CBM008)

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TEXAS HIGHER EDUCATION COORDINATING BOARD
EDIT SUMMARY OF CBM008                                     DATE 05/08/2004
TEXAS COMMUNITY COLLEGE     111111    SPRING     2004

                                 NORMAL RANGE    QUESTIONABLE   ERROR VALUES
ITEM  1    RECORD CODE             1,490              0              0
ITEM  2    INST. CODE              1,490              0              0
ITEM  3    FACULTY ID              1,489              0              1
ITEM  4    RANK                    1,490              0              0
ITEM  5    GENDER                  1,489              0              1
ITEM  6    YEAR OF BIRTH           1,489              1              0
ITEM  7    ETHNIC ORIGIN           1,489              0              1
ITEM  8    LAST NAME               1,489              0              1
ITEM  9    FIRST INITIAL           1,489              0              1
ITEM 10    MIDDLE INITIAL          1,490              0              0
ITEM 10A   PHYSICAL HANDICAP       1,490              0              0
ITEM 10B   FULL-TIME NEW HIRE      1,490              0              0
ITEM 11    ADM. UNIT CODE          1,489              0              1
ITEM 12    HIGHEST DEGREE/CERT.    1,489              0              1
ITEM 13    YRS OF SERVICE W/INST   1,490              0              0
ITEM 14    TOTAL YRS OF SERVICE    1,490              0              0
ITEM 15A   ASSIGNMENT CODE         1,489              0              1
ITEM 16A   PERCENT OF TIME         1,481              9              0
ITEM 17A   SALARY                  1,489              0              1
ITEM 15B   APPOINTMENT CODE        1,490              0              0
ITEM 16B   PERCENT OF TIME         1,449             41              0
ITEM 17B   SALARY                  1,490              0              0
ITEM 15C   APPOINTMENT CODE        1,490              0              0
ITEM 16C   PERCENT OF TIME         1,467             23              0
ITEM 17C   SALARY                  1,490              0              0
ITEM 15D   APPOINTMENT CODE        1,490              0              0
ITEM 16D   PERCENT OF TIME         1,487              3              0
ITEM 17D   SALARY                  1,490              0              0
ITEM 19    YEAR                    1,486              0              4

APPOINTMENT ERRORS                                     2
TOTAL CBM008 RECORDS PROCESSED      1,490          1,490
CONTROL TOTAL                                      1,491
DISCREPANCY                                        1-

NUMBER OF COMBINED RECORDS                            0
CONSOLIDATED DEPT RECORDS                               0

DUPLICATES                                            75
NON-DUPLICATIVE FACULTY HEADCOUNT                   1,415
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CTC Faculty Report (CBM008)

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TEXAS HIGHER EDUCATION COORDINATING BOARD          PART A
JR-CBM008 SUMMARY OF FACULTY DATA FROM             DATE: 05/08/2004
TEXAS COMMUNITY COLLEGE            111111            SPRING 2004


GENDER
  MALE                                  688
  FEMALE                                721
        TOTAL                                     1,409


ETHNIC ORIGIN
  WHITE-NON-HISPANIC                    681
  BLACK-NON-HISPANIC                     34
  HISPANIC                              634
  ASIAN/PACIFIC ISLANDER                 20
  AMERICAN INDIAN/ALASKAN NATIVE         10
  INTERNATIONAL                          30
        TOTAL                                     1,409


RANK
  PROFESSORS                              0
  ASSOCIATE PROFESSORS                    0
  ASSISTANT PROFESSORS                    0
  INSTRUCTOR                           1,409
  LECTURER                                0
  TEACHING ASSISTANTS                     0
  VISITING TEACHER                        0
  ADJUNCT FACULTY                         0
  SPECIAL FACULTY                         0
        TOTAL                                     1,409


FACULTY AGE
  UNKNOWN                                  0
  UNDER 20                                3
  20 - 30                               190
  31 - 40                               341
  41 - 50                               486
  51 - 60                               285
  61 - 65                                53
  OVER 65                                51
        TOTAL                                     1,409


NEW HIRE
  FULL TIME                              29
        TOTAL                                       29


HIGHEST DEGREE EARNED
  DOCTORATE                              92
  MASTERS                               648
  BACHELORS                             272
  ASSOCIATE                             150
  CERTIFICATE                           246
        TOTAL                                     1,408
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8.12

CTC Faculty Report (CBM008)

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TEXAS HIGHER EDUCATION COORDINATING BOARD            PART B
JR-CBM008 SUMMARY OF FACULTY DATA FROM               DATE: 05/08/2004
TEXAS COMMUNITY COLLEGE               111111            SPRING 2004

YEARS OF SERVICE-CURRENT INSTITUTION
  LESS THAN 1                              106
  1 - 5                                    626
  6 - 10                                   345
  11 - 15                                  170
  16 - 20                                  109
  21 - 25                                   53
  OVER 25                                    0
        TOTAL                                     1,409
YEARS OF SERVICE-TOTAL
  LESS THAN 1                              106
  1 - 5                                    626
  6 - 10                                   345
  11 - 15                                  170
  16 - 20                                  109
  21 - 25                                   53
  OVER 25                                    0
        TOTAL                                     1,409
SALARIES BY ASSIGNMENT CODE
  DIRECT TEACHING FUNCTION            6,875,994
  SUPERVISORY RESPONSIBILITIES         257,800
  OTHER RELATED TEACHING FUNCTIONS   2,076,693
  ADMINISTRATION                         1,740
  OVERLOADS                            385,455
  OTHER ASSIGNMENTS                    452,942
PERCENT OF TIME BY ASSIGNMENT CODE (DUPLICATIVE COUNT)
  DIRECT TEACHING FUNCTION               1,067
        0%                               0
    1 -  79%                           825
   80 -  99%                            69
      100%                             173
  SUPERVISORY RESPONSIBILITIES             13
        0%                               0
    1 -  79%                             1
   80 -  99%                             0
      100%                              12
  OTHER RELATED TEACHING FUNCTIONS        433
        0%                              34
    1 -  79%                           229
   80 -  99%                            58
      100%                             112
  ADMINISTRATION      (ALL %)               1
  OVERLOADS           (ALL %)             146
  OTHER ASSIGNMENTS   (ALL %)             115
        TOTAL FACULTY                          1,409

*** NOTE:  TOTALS ARE NET ERRORS.
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CTC Faculty Report (CBM008)

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SEDT8J93              TEXAS HIGHER EDUCATION COORDINATING BOARD   DATE 05/08/2004
      RESUBMISSION    EDIT OF JR-CBM008 DATA
      SPRING   2004              TEXAS COMMUNITY COLLEGE       111111                          PAGE    1

   ITEM      ITEMS        ITEM        ITEMS      ITEMS    AREA A       AREA B        AREA C
                                       1          1                                              1
    3       4 5 6     7      8       9 0 A B   11  2 13 14 15 16   17   15 16  17  15 16   17   8  19
                                                                                               REMARKS
            0    0000                  0          00 00    0 000 00000 0 000 00000 0 000 00000 1 2000 E
                     *  ----  * ********** *        **** *       *                              * ****
011185396 0 F 1949 1 TOMASONLI  D L 0    9999 2 06 06 1 100 21618 3 000 03008 6 000 00608 2 2004 Q

022227700 0 M 1953 1 DANNON     J F 0    9999 2 15 15 1 100 21194 3 000 01740 5 000 00271 2 2004 Q
                                                                  ---
066661821 0 M 1965 4 SUNG       P D 0    0500 2 19 19 1 100 21091 3 000 01740 5 000 01740 2 2004 Q
                                                                  ---
425566222 0 M 1939 3 BALLARDO   E H 0    9999 4 22 22 1 100 23281 5 000 01623 6 000 01623 2 2004 Q
                                                                                    ---
434455073 0 M 1938 1 SAMS       L   0    1450 1 21 21 1 080 22333 3 020 05583 0 000 00000 2 2004 Q
                                                                  FTE SALARY > 26000
445544179 0 M 1942 3 WETALADO   M   0    9999 2 17 17 1 100 22382 3 000 01740 0 000 00000 2 2004 Q
                                                                  ---

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

8.14

CTC Faculty Report (CBM008)

SPRING   2004   TEXAS COMMUNITY COLLEGE   111111   PAGE   1

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEMS			ITEM	ITEM	ITEMS		ITEM	ITEM		
ITEMS																
1	2	3	4	5	6	7	8	9	10	11	12A	12B	13	16	17	18
4	111111	CISC	3101	8386	0000	2	2	1	001600	5212130022			452513302	044	2	2004
4	111111	MEDI	2110	0042F	0200	1	2	1	003200	5116010051			458024455	019	2	2004
4	111111	PTAP	4202	4071	0400	1	2	1	004800	5108060069			458786381	012	2	2004
4	111111	PTAP	4202	4072	0000	2	2	1	004800	5108060069			458786381	012	2	2004
4	111111	EXSS	1101	3037	0100	2	1	1	004800	3601085128			548655718	033	2	2004
4	111111	EXSS	1127	3068	0100	2	1	1	004800	3601085128			548655718	014	2	2004
4	111111	EXSS	1127	3071	0100	2	1	1	004800	3601085128			548655718	016	2	2004
4	111111	EXSS	1127	6211	0100	2	1	1	004800	3601085128			548655718	016	2	2004

CTC Faculty Report (CBM008)

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                      TEXAS HIGHER EDUCATION COORDINATING BOARD          DATE 05/08/2004
JR-CBM008 FACULTY TEACHING LESS THAN 4 CLASSES WHOSE TOTAL PERCENT OF TIME = 100%
SPRING   2004        TEXAS COMMUNITY COLLEGE    111111                        PAGE    1

ITEM   ITEM    ITEM      ITEM     ITEM   ITEM   ITEMS      ITEM      ITEM       ITEMS        ITEM    ITEM
ITEMS
  1      2       3        4        5      6     7  8  9     10        11       12A  12B       13      16    17 18

            THERE ARE NO FACULTY TEACHING LESS THAN 4 CLASSES WITH A TOTAL PERCENT = 100

******  END OF REPORT FILE   ******
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GRADUATION REPORT
CBM009

This report will include all degrees and certificates which have been awarded to students in <u>active</u> Coordinating Board approved programs during the fiscal year. Also included are *progress measures* of students who have completed the core curriculum and/or approved fields of study. By definition, the progress measures are not awards. The degree and certificate program approval codes for technical and continuing education programs must be on the Education and Training Clearinghouse Technical Programs Inventory. If a student is awarded an associate degree and a certificate concurrently, a separate record for each award must be submitted. Each progress measure will be submitted in a separate record but only once for each specific measure.

This report will be due in the fall semester following the close of the fiscal year.

TEC 61.821 - 61.829 requires the Board to develop guidelines for core curriculum and fields of study. That portion of the TEC also requires that if a student completes the core curriculum at one institution, another institution must accept the whole block of courses in transfer. Similarly, if a student completes a field of study curriculum at one institution, that block of courses must be accepted for transfer at another institution and substituted for that institution's lower division requirements for the degree program for the field of study into which the student transfers. Coordinating Board rules relating to core curriculum and field of study curricula may be found in Subchapter B of Chapter 4. A student concurrently enrolled at more than one institution of higher education shall follow the core curriculum or field of study curriculum requirements in effect for the institution at which the student is classified as a degree-seeking student.

These progress measures will be used for policy analysis purposes related to progress toward Plan goals and targets, and will count toward "other successes" as described in the Higher Education Plan.

<u>Core Curriculum Completer</u>: A student may be reported as a core curriculum completer if the institution certifies that the student has satisfactorily completed all required elements and courses in the institution's approved core curriculum (including any hours transferred from other institutions). Core curriculum completers *must* have completed courses totaling at least the number of semester credit hours in the institution's approved core curriculum (range: 42-48 SCH). A student must have completed at least one course in the core at an institution for that institution to identify the student as a core curriculum completer. No student may be reported as a core curriculum completer more than once; the institution that first reports a student as a core completer will be recognized as the institution where the student completed the core. The CIP code defined for all core curricula: 24.0101.00.

<u>Field of Study (FOS) Curriculum Completer</u>: A student may be reported as a field of study curriculum completer if the student has satisfactorily completed all required courses in the field of study curriculum, regardless of whether or not the student has completed any optional courses that may be offered. No student may be reported as a field of study completer more than once for a particular field of study; the institution that first reports a student as a FOS completer will be recognized as the institution where the student completed that particular FOS. A student must have completed at least one course in a FOS at an institution for that institution to identify the student as a FOS completer. Students may be identified as FOS completers only

in fields of study that have been approved by the Coordinating Board. There currently are ten approved field of study curricula with CIP codes and parameters as follows:

Communication Field of Study Curriculum
CIP 09.0101, minimum 12-15 SCH
Computer Science Field of Study Curriculum
CIP 11.0701, minimum 26 SCH
Middle Grades Teacher Certification Field of Study Curriculum
CIP 13.1203, minimum 12 SCH
Early Childhood Education Field of Study Curriculum
CIP 13.1209, minimum 12 SCH
Engineering Field of Study Curriculum
CIP 14.0101, minimum 27 SCH
Engineering Technology Field of Study Curriculum
CIP 15.0000, minimum 30 SCH
Criminal Justice Field of Study Curriculum
CIP 43.0100, minimum 15 SCH
Music Field of Study Curriculum
CIP 50.0901, minimum 27 SCH
Nursing (RN) Field of Study Curriculum
CIP 51.1601, minimum 40 SCH
Business Field of Study Curriculum
CIP 52.0101, minimum 21 SCH

NOTE: When a student has not yet completed a core curriculum or field of study, transfer of courses must be administered consistent with sections of the Education Code cited above.

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 number assigned by the institution if the student has no Social Security Number.

Item #4   Gender. Enter the gender of the student.

        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 all four digits of the year of birth and two-digit month of birth for the student.

        YYYYMM where YYYY = Year; MM = Month

Item #7   Associate Degree or Certificate Awarded or Progress Measure. Enter the abbreviation for the associate degree or certificate awarded or progress measure completed, left justified.

Associate Degree -- Enter the abbreviation of the degree exactly as defined below:

AA   Associate in Arts
AAA   Associate in Applied Arts
AS   Associate in Science
AAS   Associate in Applied Science

Certificate -- Enter the abbreviation of the certificate exactly as defined below:

CERT1 – Certificate programs comprised of at least 15 SCH and no more than 42 SCH (or 23-63 quarter hours or 360-779 contact hours). The program may have fewer than 15 SCH if it is offered for licensure and approved by the Coordinating Board. Certificate programs of one year or less, which contain in excess of 42 semester credit hours or the equivalent, that require external accreditation and licensing examinations (e.g., Licensed Vocational Nursing, LVN) may be

approved by the Coordinating Board staff as CERT1 certificates.

CERT2 – Certificate programs comprised of at least 43 and no more than 59 SCH (or 64-89 quarter hours).

CERT3 – Enhanced Skills certificates associated with an AAS or AAA degree program. Such a certificate program is comprised of at least 6 and no more than 15 SCH (9-22 quarter hours).

CERT4 – Advanced Technology certificate programs are comprised of 15-34 semester credit hours. A student must have an associate degree, baccalaureate degree, or junior status in a baccalaureate degree program.

Progress Measure -- Enter the abbreviation of the progress measure exactly as defined below:

CCC - Core Curriculum Completer (definition on 9.1)
FOS - Field of Study Completer (definition on 9.1)

Item #8   Level of Award. Enter the appropriate code to identify the level of the award.

1.   Associate
2.   Certificate
3.   Enhanced Skills Certificate -- This is a credential that is normally awarded concurrently with a Tech-Prep Associate of Applied Science degree or as an additional Enhanced Skills Certificate.
4.   Advanced Technology Certificate
5.   Core Curriculum Completer
6.   Field of Study Curriculum Completer

Item #9   Major. Enter the eight-digit 2000 CIP code identifying the academic or technical major code.

NOTE: General Academic Associate Degrees without a definitive major will be coded '24010200' (General Studies). The Type Major code (Item #13) will identify the academic awards from the technical awards. The CIP code defined for all core curricula completers is 24010100. The field of study curricula completers are limited at this time to the six CIP areas defined on page 9.2.

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   Month of Award. Enter the two-digit number for the month in which the award was conferred (i.e., '05' for May).

Item #13   Type Major. Enter a code of '1', '2', '3', or '4' to identify the type of the major:

1.   Academic
2.   Technical
3.   Tech-Prep

4. Continuing Education

NOTE: At this time, core curriculum completers and field of study completers are considered academic majors.

Item #14   Unused

Item #15   Remote Campus. All institutions should indicate an incarcerated student who is awarded a degree or certificate with '5'. Students receiving awards from out-of-district branch campuses recognized by the Coordinating Board, as such, must also be identified separately. Each out-of-district branch campus will be assigned a unique number within the district. TSTC and any other approved extension centers are required to use this item to identify the graduates at their branch campuses. Leave blank if not applicable.

1 = Abilene
2 = Breckenridge
3 = Brownwood
5 = Incarcerated Student

Item #16   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 #17   Unused

CTC Graduation Report (CBM009)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always '9'	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	Ethnic Origin - Numeric	18	1
Item #6	Date of Birth - YYYYMM - Numeric	19	6
Item #7	Associate/Certificate/Completer - Left justified	25	8
Item #8	Level of Award – '1', '2', '3', '5', or '6'	33	1
Item #9	Major - CIP Code - Numeric	34	8
Item #10	Reporting Period - Always '1'	42	1
Item #11	Year - YYYY - Numeric	43	4
Item #12	Month of Award - Numeric	47	2
Item #13	Type Major – '1', '2', '3', or '4' - Numeric	49	1
Item #14	Unused	50	1
Item #15	Remote Campus - Blank or '1', '2', '3', or '5'	51	1
Item #16	Non-Disclosure – Numeric	52	1
Item #17	Unused	53	28

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.

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
1. Record Code	N/A	Any value except '9'
2. Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3. Student ID	Duplicate entries	Blank or not alpha and/or numeric
4. Gender	N/A	Any value except 'M' or 'F'
5. Ethnic Origin	N/A	Any value other than '1' thru '7'
6. Date of Birth	Age less than '16' or greater than '75'	Non-numerical; month less than '01' or greater than '12'
7. Degree/Cert/Completer	N/A	Numeric or blank; must be on list of valid awards
8. Level of Award	N/A	Any value except '1' thru '6'
9. Major	N/A	Non-numerical or invalid CIP code; Core completer = 24010100; Field of Study = to one of 6 specific CIPs
10. Reporting Period	N/A	Any value except '1'
11. Year	N/A	Any value except current year
12. Month of Award	N/A	Any value other than '01' thru '12'
13. Type Major	N/A	Any value except '1' thru '4'
14. Unused	N/A	N/A
15. Remote Campus	N/A	Any value except '1', '2', '3', '5', or blank

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
16. Non-Disclosure	N/A	Any value except '2' or '0'
17. Unused	N/A	N/A

DISCREPANCY: The edit program counts the number of records processed in this report. If not the same as the number listed in the header record, the difference is the discrepancy. This value should be checked to assure that the entire file has been submitted**.**

CTC Graduation Report (CBM009)

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TEXAS HIGHER EDUCATION COORDINATING BOARD          DATE: 11/22/2004
JR-CBM009   TEXAS COMMUNITY COLLEGE   111111      FALL 2004

                                NORMAL RANGE    QUESTIONABLE    ERROR VALUES
ITEM  1   RECORD CODE               428              0              0
ITEM  2   INST. CODE                428              0              0
ITEM  3   STUDENT ID                427              0              1
ITEM  4   GENDER                    427              0              1
ITEM  5   ETHNIC ORIGIN             427              0              1
ITEM  6   YEAR OF BIRTH             427              1              0
ITEM  7   DEGREE/CERT/COMPLETER     427              0              1
ITEM  8   LEVEL OF AWARD            427              0              1
ITEM  9   MAJOR                     428              0              0
ITEM 10   SEMESTER                  424              0              4
ITEM 11   YEAR                      424              0              4
ITEM 12   MONTH OF AWARD            427              0              1
ITEM 13   TYPE OF MAJOR             428              0              0
ITEM 14   UNUSED                    428              0              0
ITEM 15   REMOTE CAMPUS             419              9              0
ITEM 16   NON-DISCLOSURE            428              0              0

TOTAL CBM009 RECORDS PROCESSED            428

CONTROL TOTAL                             428

DISCREPANCY                                 0

NUMBER OF DUPLICATE RECORDS                35
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CTC Graduation Report (CBM009)

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TEXAS HIGHER EDUCATION COORDINATING BOARD
JR-CBM009 SUMMARY OF DEGREE DATA FROM              DATE: 11/22/2004
TEXAS COMMUNITY COLLEGE          111111           FALL 2004

GENDER
  MALE                           126
  FEMALE                         263
         TOTAL                               389
AGE
  UNDER 17                         0
  17                               0
  18                               1
  19-21                           65
  22-24                           68
  25-30                           88
  31-35                           62
  36-50                           99
  51-64                            6
  65 AND OVER                      0
  AVERAGE-AGE           30.0
         TOTAL                               389
ETHNIC ORIGIN
  WHITE                          322
  BLACK                           42
  HISPANIC                        15
  ASIAN                            6
  INDIAN                           4
  INTERNATIONAL                    0
  UNKNOWN                          0
         TOTAL                               389


ASSOCIATE DEGREES              ACADEMIC  VOC-TECH  TECH-PREP   C.E.
  ASSOCIATE IN ARTS               18        0         0
  ASSOCIATE IN APPLIED ARTS        0        0         0
  ASSOCIATE IN SCIENCE            48        0         0
  ASSOCIATE IN APPLIED SCIENCE     0      162         0
         SUBTOTAL                 66      162         0
CERTIFICATES
  CERT1                                                        33
  CERT2                                   143
  CERT3                                               5
  CERT4
         SUBTOTAL                         143         5       33
PROGRESS MEASURES
  CORE CURRICULUM COMPLETERS      33
  FIELD OF STUDY COMPLETERS        4
         SUBTOTAL                 37


NON-DISCLOSURE                     0


         TOTAL DUPLICATES STUDENTS    35
         TOTAL STUDENTS              481


*** NOTE: TOTALS ARE NET ERRORS.
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STUDENTS IN CONTINUING EDUCATION COURSES REPORT
CBM00A

This report includes all students enrolled as of the official census date in continuing education courses (reported on the CBM00C for state funding) where the official census date occurs within the reporting period. Do not report students who are enrolled in non-credit courses that do not result in CEUs being awarded.

Students who withdraw from the institution prior to or on the official census date will not be reported. Since there should be no classes that are longer than 18 weeks, "partial" class reporting is discontinued.

The Official Census Date is the third class meeting for all students enrolled in classes which have three or more scheduled class meetings and the last class meeting for all students enrolled in classes which have less than three scheduled class meetings. Students enrolled in CEU classes may be reported if the courses, as actually taught, comply with "The Continuing Education Unit: Guidelines" of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). These guidelines include transcripting of an individual's participation.

Student Attendance

On April 19, 1996 the requirement to maintain attendance records for students in classes reported on the CBM00C was eliminated.

CB Rule Regarding Tuition and Fees

The conditions that apply to the collection of tuition are found in Chapter 21, Subchapter A, paragraph 21.4 of the CB Rules at http://www.thecb.state.tx.us/CBRules/.

Tuition and Fee Refund Policy

CB Rule 21.5 in Subchapter A, Chapter 21, identifies the tuition and fee refund policy. Use the link in the paragraph above to view it.

INSTRUCTIONS FOR CBM00A STUDENT REPORT

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

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 a unique nine-digit identification number to each student without a Social Security Number.

Item #4   Gender. Enter the gender of the student.

            M = Male   F = Female

Item #5   Classification. Enter the classification of the student using the following guidelines:

0.	Continuing Education	Use this code if the student is enrolled in continuing education courses only
1.	Freshman	First year student, or less than 30 semester credit hours
2.	Sophomore	A second year student who has completed the equivalent of 1 year of full-time undergraduate work; that is, at least 30 semester credit hours and not more than 72 semester credit hours
3.	Unclassified	No associate degree or above earned; more than 72 semester hours
4.	Associate Degree	Previously earned an associate degree
5.	Baccalaureate or above	Previously earned a baccalaureate or above degree

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

            YYYYMMDD where YYYY = Year; MM = Month; DD = Day

Item #7   Status for Continuing Education Students. For students enrolled in continuing education courses, enter '0' in this item and the appropriate tuition status code in Item #21.

            0. Continuing Education Student

Item #8   Residence. **Residency must be reported on all students**. The resident code for students who are only enrolled in continuing education courses may be self-reported. Enter the code representing the county, state, or foreign country of which the technical or continuing education student is a resident. Use only valid active codes listed in Appendix B.

            Texas Resident - Enter County Code

Out-of-State Resident - Enter State Code
International Student - Enter Foreign Country Code

Item #9   Transfer or First-Time-in-College. For students enrolling in continuing education courses, the transfer category may be left blank. If the student is a "transfer" student, enter the FICE code of the institution of higher education from which the student transferred (see Appendix A). (Enter '999999' for institutions not having a FICE code.) 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 undergraduate level.

Leave blank or zero fill if not appropriate.

NOTE: The FICE codes in Item #9 are to be entered only the first quarter of a student's enrollment after transferring to your institution.

Item #10A   Contact Hour Load in Approved Continuing Education Courses, Current Registration. Enter the number of contact hours in approved (state funded) Continuing Education courses taught for which the student is registered in the current quarter. Use leading zeros.

NOTE: The total contact hours of the CBM00A must be within 500 hours of the total contact hours of the CBM00C.

Item #10B   Unused

Item #11A   Unused

Item #11B   Unused

Item #12   CIP of Program Major or Educational Focus. If the student is enrolled in a continuing education program, the continuing education program major takes precedence over a continuing education focus.

Continuing Education Program Major: Enter the 2000 CIP code of the major area of concentration (Appendix C) and a '4' in Item #13C for the Type Major. All major codes for students in continuing education programs must match to a Coordinating Board approved program in the Education and Training Clearinghouse Technical Program Inventory for the institution (district).

Continuing Education Focus: If the student is not enrolled in a continuing education program, choose the CIP of the course(s) involving the most contact hours as the educational focus. Enter the 2000 CIP code (Appendix C) of the educational focus and a '5' in Item #13C for the Type Major.

Item #13   Unused

Item #13A   Tuition Exemption/Waiver Code. Leave this item blank unless the tuition exemption or waiver granted is one of the categories below. In that case, enter the

appropriate code.

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

NOTE: These two tuition exemption/waiver codes are important in determining if the students are military/military dependents. They are used in the follow-up system if the student cannot be found in higher education or in the Texas workforce.

Item #13B   Remote Campus. Enter '5' if the student is confined in a correctional institution; leave blank if not. Students attending out-of-district branch campuses recognized by the Coordinating Board as such must also be identified separately. Each out-of-district branch campus will be assigned a unique number within the district. TSTC is also required to use this item to identify the students enrolled at their extension centers:

       1 = Abilene
       2 = Breckenridge
       3 = Brownwood

Item #13C   Type Major. A Tech-Prep major has precedence over a technical major which has precedence over a continuing education focus. Enter the code which represents the primary major:

       4.   Continuing Education Major
       5.   Continuing Education Focus or undeclared

Item #14   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.   Native American or Alaskan Native
       6.   International
       7.   Unknown or Not Reported

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

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

Item #15   Last Name (Optional). Enter the student's last name. Truncate if the name

CTC Students in Continuing Education Courses Report (CBM00A)

        contains over 10 characters.

Item #16   First Name Initial (Optional). Enter the initial of the student's first name.

Item #17   Unused

Item #18   Quarter. 1. Fall   2. Winter   3. Spring   4. Summer

Item #19   Year. Enter the calendar year in which the quarter ends.

Item #20   C.E. Student. The Coordinating Board will put a code of '2' in this item to identify the students who are enrolled in continuing education classes, which are reported on the CBM00C.

Item #21   Tuition Status of CE Students. Enter the appropriate tuition status code. Coding is determined by whether courses in which the student is enrolled are offered in fulfillment of a contractual agreement between the institution and an external entity. Colleges may assess the same tuition rate for resident and non-resident CEU students who are not brought in-state for contract instruction.

        1.   Both contract and non-contract courses
        2.   Contract course(s) only
        3.   Non-contract course(s) only

Item #22A   Academically Disadvantaged. Enter a '1' or leave blank if not. See definition in Item #22A of the CBM001.

Item #22B   Economically Disadvantaged Family or Individual. Enter a '2' or leave blank if not appropriate. See definition in Item #22B of the CBM001.

Item #22C   Individual with Disabilities. Enter a '3' or leave blank if not. See definition in Item #22C of the CBM001.

Item #22D   Limited English Proficiency (LEP). Enter a '4' or leave blank if not appropriate. See definition in Item #22D of the CBM001.

Item #22E   Programs to Eliminate Gender Bias. Leave blank at this time. This item is under further review. See definition in Item #22E of the CBM001.

Item #22F   Displaced Homemaker. Enter a '7' or leave blank if not. This may be self-reported data. See definition in Item #22F of the CBM001.

Item #22G   Single Parent. Enter an '8' or leave blank if not appropriate. See definition in Item #22G of the CBM001.

Item #23   Unused

Item #24   Inter-institutional Continuing Education Contact Hours. Enter the number of inter-institutional contact hours in approved continuing education courses for which the

        student is registered in the quarter and exclude them from Item #10A. An inter-institutional agreement must be on file at the CB. An inter-institutional class is where the class and instructor are provided by another institution and the receiving institution is not allowed to claim the contact hours of their students on the CBM00C. See more discussion of inter-institution in the Introduction of the CBM004 report. Use leading zeros, or zero fill if appropriate. (Effective Spring 1998)

Item #25   <u>Unused</u>

Item #26   <u>Non-Disclosure</u>. 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 #27   <u>Continuing Education Contact Hours – Not State Funded</u>. Enter the number of contact hours attempted by the student in approved continuing education courses which are NOT allowed to be reported for state funding.

        Right justify and include a leading zero if necessary, or zero fill.

Item #28   <u>Unused</u>

CTC Students in Continuing Education Courses Report (CBM00A)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always 'A'	1	1
Item #2	Institution Code - FICE Code - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender – 'M' or 'F'	17	1
Item #5	Classification – '0' thru '5' - Numeric	18	1
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Tuition Status – '0' - Numeric	27	1
Item #8	Residence - Numeric	28	3
Item #9	Transfer/First Time In College - Numeric or blank	31	6
Item #10A	CE Contact Hours - Numeric, leading zeros or zero fill	37	4
Item #10B	Unused	41	4
Item #11A	Unused	45	4
Item #11B	Unused	49	4
Item #12	CE Major Program or Educational Focus - Numeric	53	8
Item #13	Unused	61	2
Item #13A	Tuition Exemption/Waiver Code – '01', '21', or blank	63	2
Item #13B	Remote Campus – '5' or blank (TSTC '1' thru '3')	65	1
Item #13C	Type Major – '4' or '5' - Numeric	66	1
Item #14	Ethnic Origin – '1' thru '7' - Numeric	67	1
Item #15	Last Name - (Optional) Alpha or blank	68	10
Item #16	First Name Initial - (Optional) Alpha or blank	78	1
Item #17	Unused	79	1
Item #18	Quarter – '1', '2', '3', or '4' - Numeric	80	1
Item #19	Year - YYYY - Numeric	81	4
Item #20	C.E. Student – '2'	85	1
Item #21	Tuition Status of CEU Students – '1', '2', or '3'	86	1
Item #22A	Academically Disadvantaged – '1' or blank	87	1
Item #22B	Economically Disadvantaged Family or Individual – '2' or blank	88	1
Item #22C	Individual with Disabilities – '3' or blank	89	1
Item #22D	Limited English Proficiency (LEP) – '4' or blank	90	1
Item #22E	Programs to Eliminate Gender Bias - Blank	91	1
Item #22F	Displaced Homemaker – '7' or blank	92	1
Item #22G	Single Parent – '8' or blank	93	1
Item #23	Unused	94	6
Item #24	Inter-institutional CE Contact Hours - Numeric, zero fill	100	3
Item #25	Unused	103	12
Item #26	Non-Disclosure	115	1
Item #27	CE Contact Hours-Not State Funded – Numeric, leading zeros or zero fill	116	4
Item #28	Unused	120	1

CTC Students in Continuing Education Courses Report (CBM00A)

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.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except 'A'
2.	Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3.	Student ID	N/A	Blank or duplicate entry; not alpha and/or numeric
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Classification	N/A	Any value except '0' thru '5'
6.	Date of Birth	Age less than 16 or greater than 75	Any non-numerical data; month less than '01' or greater than '12'
7.	Tuition Status	N/A	Any value except '0'
8.	Residence	N/A	Any value except '001' thru '254', '310' thru '369', or '402' thru '799'; must be on residence file
9.	Transfer/First Time In College	N/A	Any non-numerical characters except all blanks
10A.	Contact Hours CEU Courses	N/A	Any non-numerical characters
10B.	Unused	N/A	N/A
11A.	Unused	N/A	N/A
11B.	Unused	N/A	N/A
12.	Major	N/A	Non-numeric or invalid CIP code
13.	Unused	N/A	N/A
13A.	Exemption Code	N/A	Any value except '01', '21', '00', or blank
13B.	Remote Campus	N/A	Any value except '5' or blank; TSTC - any value except '1' thru '3' or blank
13C.	Type Major	N/A	Any value except '4'

CTC Students in Continuing Education Courses Report (CBM00A)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
14.	Ethnic Origin	N/A	Any value other than '1' thru '7'
15.	Last Name	N/A	N/A
16.	First Name Initial	N/A	N/A
17.	Unused	N/A	N/A
18.	Quarter	N/A	Must match value in header record
19.	Year	N/A	Must match value in header record
20.	C.E. student	N/A	Any value except '2'
21.	Tuition Status CEU Students	N/A	Value except '1', '2', or '3'
22A.	Academically Disadvantaged	N/A	Value except '1' and space
22B.	Economically Disadvantaged	N/A	Value except '2' and space
22C.	Individual with Disabilities	N/A	Value except '3' and space
22D.	Limited English Proficiency	N/A	Value except '4' and space
22E.	Programs to Eliminate Gender Bias	N/A	Value except space
22F.	Displaced Homemaker	N/A	Value except '7' and space
22G.	Single Parent	N/A	Value except '8' and space
23.	Unused	N/A	N/A
24.	Inter-Institution CE CH	N/A	Any non-numerical character
25.	Unused	N/A	N/A
26.	Non-Disclosure	N/A	Any value except '2' or '0'
27.	CE CH Not State Funded	N/A	Any non-numerical value
28.	Unused	N/A	N/A

DISCREPANCY: The edit program counts the number of records processed in this report. If it is not the same as the number listed in the header record, the difference is listed as the discrepancy. This value should be checked to insure that the entire file has been submitted and processed.

SUMMARY OF CBM00A STUDENT REPORT METHODOLOGY

NOTE: Records which have any items in error (invalid amounts) are not included in any of the summary values. The Type Major Item #13C is evaluated to determine in which column the respective counts are summarized.

1. TOTAL HEADCOUNT. Total headcount is a summation of all CBM00A records which are displayed separately. The total headcount is categorized by gender, classification, age, tuition status, residence, ethnic origin, first-time students, majors, and special populations

2. AGE. Each student's age, for the purpose of the summary report, is calculated by comparing each student's date of birth to the beginning date of the quarter. For this purpose, the beginning date of each quarter is:

Fall	September 1
Winter	December 1
Spring	March 1
Summer	June 1

3. CONTACT HOURS. Each category of continuing education contact hours (Item #10A and Item #27) are summed to produce the CE contact hours.

4. MAJORS. Item #12, "Declared Majors," is summed as follows:

   Continuing Education Program Declared Major: Type Major = '4'
   Continuing Education Focus: Type Major = '5'

CTC Students in Continuing Education Courses Report (CBM00A)

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TEXAS HIGHER EDUCATION COORDINATING BOARD          PART A
JR-CBM00A SUMMARY OF STUDENT DATA FROM             DATE: 05/08/2004
TEXAS COMMUNITY COLLEGE          111111            2ND QUARTER 2004


                                CE PROGRAM
GENDER
  MALE                              610
  FEMALE                            771
        TOTAL                     1,381

CLASSIFICATION
  CE STUDENT ONLY                     0
  FRESHMAN                          778
  SOPHOMORE                         324
  UNCLASSIFIED                      258
  ASSOCIATES                         19
  BACHELORS                           2
        TOTAL                     1,381
AGE
  UNDER 17                            0
  17                                 12
  18                                156
  19-21                             861
  22-24                             222
  25-30                              58
  31-35                              12
  36-50                              60
  51-64                               0
  65 AND OVER                         0
  AVERAGE AGE               27.3
        TOTAL                     1,381

TUITION STATUS
  TUITION EXEMPTION/WAIVER            0
  CE BOTH CONTRACT AND NON            0
  CE CONTRACT ONLY                  566
  CE NON-CONTRACT ONLY              815
        TOTAL                     1,381

RESIDENCE
  TEXAS COUNTIES                  1,379
  OTHER STATES                        2
  FOREIGN COUNTRIES                   0
        TOTAL                     1,381
```

CTC Students in Continuing Education Courses Report (CBM00A)

```
TEXAS HIGHER EDUCATION COORDINATING BOARD        PART B
JR-CBM00A SUMMARY OF STUDENT DATA FROM           DATE: 05/08/2004
TEXAS COMMUNITY COLLEGE           111111         2ND QUARTER 2004


                            CE PROGRAM


ETHNIC ORIGIN
  WHITE                           504
  BLACK                           235
  HISPANIC                        627
  ASIAN                            15
  INDIAN                            0
  INTERNATIONAL                     0
  UNKNOWN
        TOTAL                   1,381

FIRST TIME STUDENTS
  FIRST TIME IN COLLEGE             3
  FIRST TIME TRANSFER               8
        TOTAL                      11

CONTACT HOURS
  CONTINUING EDUCATION         64,125
  INTER-INSTITUTIONAL               0
  CE NOT STATE FUNDED               0
        TOTAL                  64,125

SPECIAL POPULATIONS
  ACADEMIC DISADVANTAGED          202
  ECONOMIC DISADVANTAGED           34
  INDIVIDUAL W/DISABILITY           5
  LIMITED ENGLISH PROFICY          79
  PGMS TO ELIM GENDER BIAS          0
  DISPLACED HOMEMAKER               9
  SINGLE PARENT                    39
        TOTAL                     368

        TOTAL HEADCOUNT        1,381

NON-DISCLOSURE                      2



*** NOTE:  TOTALS ARE NET ERRORS.
```

CTC Students in Continuing Education Courses Report (CBM00A)

```
TEXAS HIGHER EDUCATION COORDINATING BOARD              DATE:05/08/2004
JR-CBM00A EDIT SUMMARY FROM TEXAS COMMUNITY COLLEGE 11111 2ND QTR 2004

                                    NORMAL RANGE    QUESTIONABLE   ERROR VALUES

ITEM  1    RECORD CODE               2,765               0             0
ITEM  2    INST. CODE                2,765               0             0
ITEM  3    STUDENT ID                2,765               0             0
ITEM  4    GENDER                    2,765               0             0
ITEM  5    CLASSIFICATION            2,765               0             0
ITEM  6    DOB                       2,765               0             0
ITEM  7    TUITION STATUS            2,765               0             0
ITEM  8    RESIDENCE                 2,765               0             0
ITEM  9    TRANSFER                  2,765               0             0
ITEM 10A   CE CONTACT HRS            2,764               1             0
ITEM 10B   UNUSED                    2,765               0             0
ITEM 11A   UNUSED                    2,765               0             0
ITEM 11B   UNUSED                    2,765               0             0
ITEM 12    MAJOR                     2,765               0             0
ITEM 13    UNUSED                    2,765               0             0
ITEM 13A   TUITION EXEMPTION         2,760               5             0
ITEM 13B   REMOTE CAMPUS             2,765               0             0
ITEM 13C   TYPE MAJOR                2,765               0             0
ITEM 14    ETHNIC ORIGIN             2,765               0             0
ITEM 15    LAST NAME                 2,765               0             0
ITEM 16    FIRST INITIAL             2,765               0             0
ITEM 17    UNUSED                    2,765               0             0
ITEM 18    QUARTER                   2,765               0             0
ITEM 19    YEAR                      2,765               0             0
ITEM 20    C.E. STUDENT              2,765               0             0
ITEM 21    TUITION STATUS CE STUDENTS 2,765              0             0
ITEM 22A   ACADEMIC DISADVANTAGE     2,765               0             0
ITEM 22B   ECONOMIC DISADVANTAGE     2,765               0             0
ITEM 22C   INDIVIDUAL W DISABLE      2,765               0             0
ITEM 22D   LIMITED ENGLISH PROF      2,765               0             0
ITEM 22E   PGMS TO ELIM GENDER BIAS  2,765               0             0
ITEM 22F   DISPLACED HOMEMAKER       2,765               0             0
ITEM 22G   SINGLE PARENT             2,765               0             0
ITEM 23    UNUSED                    2,765               0             0
ITEM 24    INTER-INSTITUTIONAL CE CH 2,765               0             0
ITEM 25    UNUSED                    2,765               0             0
ITEM 26    NON-DISCLOSURE            2,765               0             0
ITEM 27    CE CH – NOT STATE FUNDED  2,765               0             0
TOTAL CBM00A RECORDS PROCESSED                        2,765

CONTROL TOTAL                                         2,765
DISCREPANCY                                               0

NUMBER OF DUPLICATE RECORDS                              0
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A.13

CONTINUING EDUCATION CLASS REPORT
CBM00C

REPORTING FORM

All students enrolled in Coordinating Board-approved continuing education courses will be reported on the CBM00C, which is submitted quarterly. All students who are counted on the CBM00C should also be reported on the CBM00A. The courses reported on the CBM00C include all specially approved continuing education courses, as listed in the institution's inventory, courses listed in the current Continuing Education Guidelines and Common Course Manual, and courses listed in the continuing education section of the Workforce Education Course Manual.

		Due Date
First Quarter	September 1 - November 30	December 15
Second Quarter	December 1 - February 28	March 15
Third Quarter	March 1 - May 31	June 15
Fourth Quarter	June 1 - August 31	September 15

OFFICIAL REPORTING DATE

The third class meeting is the official reporting (census) date for all students enrolled in the classes that have three or more scheduled class meetings. The official reporting date of classes with less than three scheduled meetings is the last class date.

REPORTING CLASS HOURS

All of the class contact hours will be reported in the quarter in which the official census date occurs. There should not be any classes extending over more than 18 weeks, so a "Partial" record will not be accepted.

CRITERIA FOR REPORTING STUDENT ATTENDANCE

On April 19, 1996 the requirement to maintain attendance records for students in classes reported on the CBM00C was eliminated.

TUITION AND FEES

The conditions that apply to the collection of tuition are found in Chapter 21, Subchapter A, paragraph 21.4 of the CB Rules at http://www.thecb.state.tx.us/CBRules/. CB Rule 21.5 in Subchapter A, Chapter 21, identifies the tuition and fee refund policy.

GUIDELINES ON FUNDING LIMITATIONS FOR REPEATED COURSES

To evaluate the status of students who are not allowed to be funded if they repeat a course more than twice, see the guidelines on page 4.5.

Inter-Institutional Courses See a more detailed discussion in the similar section of the CBM004.

Multi-Institutional Teaching Center See a more detailed discussion in the similar section of the CBM004.

INSTRUCTIONS FOR CONTINUING EDUCATION CLASS REPORT

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

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

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

Item #4   Course Number. Enter the course number.

   NOTE: Subject Prefix and Course Number should each be left-justified.

Item #5   Section Number. Enter the section number assigned to this class.

   NOTE: All classes must be assigned a section number. The section number
   reported to the Coordinating Board must be uniquely identifiable if it must
   be reported in two or more quarters. Sections which begin in the reporting
   quarter must not have a section number that has been assigned to a
   course that is ending in this quarter.

Item #6   Course End Date. Enter all four digits of the year and the two digits of the month
   that the class ends in YYYYMM format.

Item #7   Type of Instruction. Enter the code of the primary type(s) of instruction used in this
   section. If multiple types of instruction are used, e.g., section entails lecture and
   clinical, see notes on multiple entries.

   1. Lecture   4. Electronic (Optional)   7. Practicum
   2. Laboratory   5. Co-op
   3. Clinical   6. Internship

   NOTE: Courses that were formerly called "Instructional Telecommunications"
   (code 4) are now called "Electronic" and should be coded according to their
   type of instruction rather than the mode of instruction which will now be
   identified in Item #12. However, if you consider the "Electronic" medium a
   type of instruction, you may use the optional code '4' in Item #7 and you
   must identify the mode of instruction in Item #12. (More discussion of
   Instructional Telecommunications is described in the Introduction of the
   CBM004 and more discussion on multiple entries reporting is described on
   page 4.11.) Lecture and laboratory instruction can be combined and
   reported in the same record. To be reported with a code '6', internship, or
   code '7', practicum, the course must be posted on the WECM inventory
   with a course type '6' or '7', respectively.

Item #8   Course Type. Enter the code of the type of course.

   3. Continuing education courses: specially approved continuing education
       courses listed in the institution's technical/continuing education course

inventory and courses listed in the Common Course Manual for which colleges receive state funding. All courses in this category will award Continuing Education Units.

5.   Continuing education courses listed in the *Workforce Education Course Manual*. All courses in this category will award Continuing Education Units.

Item #9   Location Code. Enter the code indicating where this section meets. Courses taught at one of the locations coded '5', '6', '7', '9', or 'A' should be reported even if they are taught in-district.

1.   In-District
2.   Out-of-District (regular); other locations not listed below

NOTE: Classes taught away from the main campus of TSTC or Lamar, if the entity or facility is not listed below, will be coded a '2'.

3.   Out-of-State
4.   Foreign Country
5.   Correctional Institution - Courses taught in a correctional institution in Texas by a public institution of higher education.
6.   Inter-institutional - Courses taught by one institution *for the students* of another through a mutual agreement approved by the Coordinating Board. See definition 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 out of the institution's taxing district.
9.   Individual Instructional Telecommunications Receiver - Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems. See definition in the Introductory Section of the CBM004.
A.   Auxiliary Location - Courses approved to be taught at one of the multi-institution teaching center or system center. See the discussion about multi-institution teaching centers in the Introduction of the CBM004. The assigned FICE code of the center must also be included in Item #19.
B.   Business, Government, or Other Work Location - Courses taught at such entities out of the institution's taxing district.

NOTE: Item #12B, Zip Code, must be completed for all classes taught at all of the locations identified above, except locations coded '1', '6', '9', or 'A'.

Item #10   Contact Hours. Enter the number of contact hours (whole numbers) for which the course is actually scheduled. The hours reported will not exceed the class contact hours as shown in your approved course inventory for one student for the entire course. The contact hour value does not change in a subsequent quarter when reporting the end-of-quarter enrollments.

NOTE: *The total contact hours of the CBM00A <u>must</u> be within plus or minus 500 total contact hours of the CBM00C.*

CTC Continuing Education Class Report (CBM00C)

Item #11   Approval Number. Enter the six-digit approval number assigned to the continuing
                education course (left-justified with trailing zeros). The Coordinating Board will
                insert zeros in positions 7 and 8 and the associated funding code in positions 9 and
                10 of the CIP code during the edit process.

Item #12   Instruction Mode. Enter the primary mode of instruction where 50% or more of the
                instruction is delivered via a single mode.

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

Item #12A   Site Code. This item has been discontinued, but the first column of the old field is
                being used to identify the Instruction Mode and the other two columns are unused
                at this time.

Item #12B   Zip Code Where Classes Taught. Enter the zip code of the specific site for all
                classes taught at the locations identified by codes '2', '5', '7', '8', and 'B' in Item #9.
                For locations identified by codes '3' and '4' in Item #9, enter the three-digit state or
                foreign country code (see Appendix B and right-justified with 2 leading zeros).
                Leave this Item blank for location codes '1', '6', '9', and 'A' in Item #9. Classes
                taught at an out-of-district branch campus recognized by the Coordinating Board as
                such must also be identified separately with a specific zip code.

Item #13   Instructor Code. Enter the Social Security Number of the faculty member of record
                who participates in the delivery of instruction and evaluation of the student's
                progress in this section. If the class section is an inter-institutional class (Item #9 is
                coded '6') that is being taught by a faculty of another institution, enter the SSN of
                the instructor and enter the FICE of the other institution in Item #19.

                In the situation where there is more than one instructor, a class record should be
                reported for each instructor. Items #7, #9, #10, #12, #12B, #13, #14, and #16 may
                vary. The contact hours should be apportioned among the individual records as the
                institution sees fit, but the sum of the data in Item #10 must not exceed the contact
                hours actually scheduled, and the maximum contact hours approved for the course.
                All other items should be identical.

                If a class record is submitted only to report the end-of-quarter enrollment (the
                census date was in a prior quarter) and there were multiple instructors for the class,
                the institution may submit one record with the Social Security number of the primary
                instructor reported in Item #13.

Item #14   End of Course Enrollment. Enter the number of students (who had not withdrawn

or dropped) who were enrolled on the final day of the class if the Course End Date (Item #6) occurred within the reporting quarter. Students who did not qualify to be reported on the census date (i.e., in Item #16) should <u>not</u> be included here either.

When the Course End Date does not occur within the reporting quarter, enter zeros.

NOTE: A class section is reported on the CBM00C:

1.	In one quarter, if both the official census date and the course end date occurred in the same quarter.
2.	In two quarters, if the two dates did not occur in the same quarter: the quarter the official date occurred and the quarter that the course end date occurred.
3.	If the census date occurred in quarter 1 and the course-end date occurred in quarter 3, no CBM00C record for the class is reported in quarter 2.

Item #15	<u>Census Month</u>. Enter the month in which the official census date occurs.

Item #16	<u>Census Date Enrollment</u>.

1.	If the official census date occurs within the reporting period, enter the total number of students enrolled in the section as of the official census date.
2.	If the official census date occurred in a prior reporting period and the "course end date" (Item #6) occurred within the reporting period, enter zeros since this is an end-of-course record.

Item #17	<u>Quarter</u>. Enter the quarter that this report covers.

1.	First Quarter (Fall)	3.	Third Quarter (Spring)
2.	Second Quarter (Winter)	4.	Fourth Quarter (Summer)

Item #18	<u>Year</u>. Enter all four digits of the <u>calendar</u> year in which the quarter terminates. (Example: For the second quarter report covering months of December, January, and February of 2000-2001 school year, enter '2001'.)

Item #19	<u>Inter-institutional FICE</u>. Enter the six-digit FICE code that identifies the provider institution of the faculty of record if Item #9 is coded a '6' (see Appendix A). If the course is taught at a multi-institution teaching center or system center identified in Item #9 with a code 'A', enter the assigned FICE of the MITC (see list on page 4.4).

Item #20	<u>Unused</u>

Item #21	<u>Enrollment of Students Not Eligible for State Funding</u>. Enter the total number of students officially enrolled in this section who are not eligible for state funding (an example are students who have repeated a course three or more times). Students counted in this item should not be included in Item #16. There is further discussion on page 4.5. Right justify with leading zeros.

Item #22	<u>Unused</u>

CTC Continuing Education Class Report (CBM00C)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always 'C'	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	Course End Date - YYYYMM - Numeric	27	6
Item #7	Type Instruction - Numeric	33	1
Item #8	Course Type - Numeric	34	1
Item #9	Location Code - Numeric	35	1
Item #10	Contact Hours - Leading Zeros	36	4
Item #11	Approval Number - Numeric, CIP codes with trailing zeros	40	10
Item #12	Instruction Mode - Numeric	50	1
Item #12A	Unused	51	2
Item #12B	Zip Code or Foreign Country - Numeric or blank	53	5
Item #13	Instructor Code	58	9
Item #14	End of Course Enrollment - Numeric, leading zeros	67	3
Item #15	Census Month – Numeric, leading zero	70	2
Item #16	Census Date Enrollment - Numeric	72	3
Item #17	Quarter - Numeric	75	1
Item #18	Year - Numeric	76	4
Item #19	Inter-institutional FICE	80	6
Item #20	Unused	86	4
Item #21	Enrollment of Students Not Eligible for State Funding, leading zeros	90	3
Item #22	Unused	93	4

CTC Continuing Education Class Report (CBM00C)

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.

ITEM NUMBER		QUESTIONABLE	ERROR VALUES
1.	Record Code	N/A	Any value other than 'C'
2.	Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3.	Subject Prefix	N/A	Not on inventory
4.	Course Number	N/A	Not on inventory
5.	Section Number	N/A	Blank
6.	Course End Date	N/A	Month < 1 or > 12; Year < current year
7.	Type Instruction	N/A	Any value except '1' thru '7'
8.	Course Type	N/A	Any value other than '3' or '5'
9.	Location Code	N/A	Any value except '1' thru '9', 'A', or 'B'
10.	Contact Hours	N/A	Any non-numerical value
11.	Approval Number	N/A	Blank, not numeric, or not on inventory
12.	Instruction Mode	N/A	Any value except '1' thru '5'
12A.	Site Code	N/A	N/A
12B.	ZIP/Foreign Country	N/A	Non-numeric; not on zip code file if Item #9 coded '2', '3', '4', '5', '7', '8', or 'B'
13.	Instructor Code	Not numeric	Blank or alpha
14.	Course-End Enrollment	Less than '001', greater than '500' if Course End Date is in current quarter	Any non-numerical value; value > '000' if Course End Date is in a future quarter
15.	Census Month	Less than '01', greater than '12'	Any non-numerical value

CTC Continuing Education Class Report (CBM00C)

ITEM NUMBER	QUESTIONABLE	ERROR VALUES
16. Census Day Enrollment	Sum of #16 and #21 less than '001', greater than '500' if census month in current quarter	Any non-numerical value; sum of #16 and #21 > '000' if census month not in current quarter
17. Quarter	N/A	Must match value in header record
18. Year	N/A	Must match value in header record
19. Inter-institutional FICE	N/A	Must be on list of valid FICE codes
20. Unused	N/A	N/A
21. Enrollment – NOT Eligible for State Funding	Sum of #16 and #21 less than '001', greater than '500' if census month in current quarter	Non-numerical value; sum of #16 and #21 > '000' if census month not in current quarter
22. Unused	N/A	N/A

DISCREPANCY: The edit program counts the number of records processed on initial submissions and resubmissions. If the number is not the same as that listed in the header record (the "control total"), the difference is shown on the edit report as a discrepancy.

CTC Continuing Education Class Report (CBM00C)

MULTIPLE ENTRIES: When you report multiple CCM Classes with the same Subject Prefix, Course Number and Section Number, the sum of all contact hours generated must fall within the range of hours approved. When a variable exists for any data item of a course record, e.g., more than one faculty member teaching a single section or variable credit offered within a single section, make separate entries for each variable item.

To enter a multiple record, duplicate all Items #1 thru #19 of the first record except those items which may vary. The contact hours (Item #10) will be apportioned by the institution, the total of which should not exceed the number that the class is scheduled and that is approved in the Coordinating Board inventory. When class records are submitted only to report the end-of-course enrollments (Item #14) and the official census date occurred in a prior quarter, multiple records are not required. The primary instructor code would be reported in Item #13.

EXAMPLE 1 - When two or more instructors share teaching duties in a class, there will be a separate entry for each instructor involved. The contact hours will be apportioned by the institution.

EXAMPLE 2 - When one instructor teaches lecture and another teaches lab, Item #10's contact hours will be apportioned by the institution, the total of which should not exceed that approved by the Coordinating Board.

EXAMPLE 3 - When there is more than one lab to a lecture, the class may be reported as one record unless there is more than one faculty involved in the class and then separate records should be submitted to identify all faculty responsible for each class component. All items will be as indicated in example 2, but enrollment in the labs may vary.

<u>CTC Continuing Education Class Report (CBM00C)</u>

SUMMARY OF CONTACT HOURS GENERATED METHODOLOGY

In order to produce the Summary of Contact Hours, continuing education courses are matched by the Coordinating Board approval number for each class to the course inventory. Only the contact hours for those classes with approval numbers that are in the course inventory and are free of reporting errors are tabulated. Those classes with approval numbers that are not in the inventories are listed on the edit report entitled "CBM00C - Not on Course File." The approval number mismatch must be resolved before the hours for these classes can be added into the total.

The enrollment of each class (Item #16) with a valid approval number is multiplied by the contact hour value shown on the CBM00C for that class and is summed to generate the in- and out-of-district contact hour values. Item #21 is summed to produce the unfunded column amounts. The contact hours produced are then aggregated by program/discipline area.

A Summary of Course-End Contact Hours Generated in Continuing Education Courses will be generated for those classes where the Course End Date occurred in the reporting quarter and where the class matched to the institution's inventory of approved courses. The Course-End Enrollment (Item #14) is multiplied by the contact hour value.

CTC Continuing Education Class Report (CBM00C)

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S10515ED              TEXAS HIGHER EDUCATION COORDINATING BOARD              PAGE   1
           JR-CBM00C SUMMARY OF CONTACT HOURS GENERATED IN CONTINUING EDUCATION COURSES
                                 BY APPROVAL CODES
     QUARTER 2 2004      TEXAS COMMUNITY COLLEGE    111111          DATE 05/08/2004


PROGRAM              CURRICULUM                 CONTACT      CONTACT      CONTACT     CONTACT
NUMBER                 TITLE                     HOURS     IN DISTRICT  OUT-OF-DIST   UNFUNDED

15061100      METALLURGICAL TCHN/TCHNCN          420.00       420.00        0.00        0.00
15070100      OCCUPTNL SAFTY & HLTH TCH/TCHN     180.00       180.00        0.00        0.00
11         TOTAL ENGINEERING RELATED            600.00       600.00        0.00        0.00


23110100      ENGLISH TECHNICAL & BUSI WRTNG     100.00       100.00        0.00        0.00
32010100      BASIC SKILLS, GENERAL            3,804.00     3,804.00        0.00        0.00
12         TOTAL ENG LANG, LIT, PHILOSOPHY, HUMANI 3,904.00   3,904.00        0.00        0.00


16010100      FOREIGN LNGS & LITS, GENERAL       432.00       264.00      168.00        0.00
13         TOTAL FOREIGN LANGUAGES              432.00       264.00      168.00        0.00


51070100      HEALTH SYSTS/HEALTH SRVCS ADMN     168.00       168.00        0.00        0.00
51090400      EMERGENCY MEDICAL TCHN/TCHNCN    4,180.00     4,180.00        0.00        0.00
51161400      NURSING ASSISTANT/AIDE           9,200.00     9,200.00        0.00        0.00
16         TOTAL HEALTH OCCUPATIONS-OTHER     13,548.00    13,548.00        0.00        0.00


        GRAND TOTAL ALL CURRICULUM AREAS      18,484.00    18,316.00      168.00        0.00
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C.11

CTC Continuing Education Class Report (CBM00C)

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S10525ED           TEXAS HIGHER EDUCATION COORDINATING BOARD                    PAGE  1
        JR-CBM00C SUMMARY OF END OF COURSE CONTACT HOURS GENERATED IN CE COURSES
                             BY APPROVAL CODES
       QUARTER 2 2004        TEXAS COMMUNITY COLLEGE    111111              DATE 05/08/2004

   PROGRAM               CURRICULUM                CONTACT      CONTACT      CONTACT      CONTACT
   NUMBER                  TITLE                   HOURS      IN DISTRICT  OUT-OF-DIST   UNFUNDED

   15061100     METALLURGICAL TCHN/TCHNCN          240.00       240.00        0.00         0.00
   15070100     OCCUPTNL SAFTY & HLTH TCH/TCHN     180.00       180.00        0.00         0.00
   11       TOTAL ENGINEERING RELATED             420.00       420.00        0.00         0.00


   23110100     ENGLISH TECHNICAL & BUSI WRTNG     100.00       100.00        0.00         0.00
   32010100     BASIC SKILLS, GENERAL            6,996.00     6,576.00      420.00         0.00
   12       TOTAL ENG LANG, LIT, PHILOSOPHY, HUMANI 7,096.00   6,676.00      420.00         0.00


   16010100     FOREIGN LNGS & LITS, GENERAL         0.00         0.00        0.00         0.00
   13       TOTAL FOREIGN LANGUAGES                 0.00         0.00        0.00         0.00


   51070100     HEALTH SYSTS/HEALTH SRVCS ADMN    1,104.00     1,104.00        0.00         0.00
   51090400     EMERGENCY MEDICAL TCHN/TCHNCN     3,462.00     3,462.00        0.00         0.00
   51161400     NURSING ASSISTANT/AIDE           2,900.00     2,900.00        0.00         0.00
   16       TOTAL HEALTH OCCUPATIONS-OTHER       7,466.00     7,466.00        0.00         0.00


        GRAND TOTAL ALL CURRICULUM AREAS        14,982.00    14,562.00      420.00         0.00
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C.12

CTC Continuing Education Class Report (CBM00C)

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TEXAS HIGHER EDUCATION COORDINATING BOARD      DATE:05/08/04

JR-CBM00C EDIT SUMMARY   TEXAS COMMUNITY COLLEGE 111111 QTR 2 04

                               NORMAL RANGE    QUESTIONABLE   ERROR VALUE

ITEM  1   RECORD CODE                 18              0              0
ITEM  2   INST. CODE                  18              0              0
ITEM  3   SUBJECT PREFIX              18              0              0
ITEM  4   COURSE NUMBER               18              0              0
ITEM  5   SECTION NUMBER              18              0              0
ITEM  6   COURSE-END DATE             18              0              0
ITEM  7   TYPE INSTRUCTION            18              0              0
ITEM  8   COURSE TYPE                 18              0              0
ITEM  9   LOCATION CODE               18              0              0
ITEM 10   CONTACT HOURS               18              0              0
ITEM 11   CB APPROVAL NUMBER          18              0              0
ITEM 12   INSTRUCTION MODE            18              0              0
ITEM 12A  UNUSED                      18              0              0
ITEM 12B  ZIP/FOREIGN                 18              0              0
ITEM 13   INSTRUCTOR CODE             18              0              0
ITEM 14   END OF COURSE ENROLLMENT    18              0              0
ITEM 15   CENSUS MONTH                18              0              0
ITEM 16   CENSUS DAY ENROLLMENT       18              0              0
ITEM 17   SEMESTER                    18              0              0
ITEM 18   YEAR                        18              0              0
ITEM 19   INTER-INSTITUTIONAL FICE    18              0              0
ITEM 20   UNUSED                      18              0              0
ITME 21   ENROLLMENT-NOT STATE FUNDED 18              0              0

TOTAL CONTACT HOURS MUST BE EQUAL TO THOSE ON CBM00A             0

TOTAL CBM00C RECORDS PROCESSED                      18
CONTROL TOTAL                                       18
DISCREPANCY                                          0
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CTC Continuing Education Class Report (CBM00C)

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SEDTCJ94                    TEXAS HIGHER EDUCATION COORDINATING BOARD   DATE 05/08/2004
    UPDATE         EDIT OF JR-CBM00C DATA      QUARTER 2 2004 TEXAS COMMUNITY COLLEGE    PAGE    1
ITEM ITEM   ITEM   ITEM   ITEMS   ITEM     ITEM    ITEM ITEM    ITEM       ITEMS        ITEMS
3    4      5      6      7 8 9   10        11      12A  12B     13         14 15 16 17  18  20  21 REMARKS

CCM  1017     02   199502 1 3 1 0020 1101010022              464047748    008 01 008 2 2004      000


THERE WERE NO ERRORS DETECTED FOR: TEXAS COMMUNITY COLLEGE

******  END OF REPORT FILE   ******
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MARKETABLE SKILLS ACHIEVEMENT REPORT
CBM00M

This report will include Marketable Skills Achievement (MSA) awards granted to students in <u>active</u> Coordinating Board approved programs during the fiscal year. A marketable skills achievement award may be a credit program of 9-14 SCH or a workforce continuing education program of 144-359 contact hours. These awards meet minimum standard for program length specified in the federal Workforce Investment Act (WIA), but are too short to qualify as certificate programs on the Coordinating Board program inventory.

Marketable Skills Achievement awards must meet the following criteria:

➢ The content of the award must have been recommended by an external workforce advisory committee or appear on the Local Workforce Development Board's Demand Occupations list;

➢ In most cases, the award must be composed of Workforce Education Course Manual (WECM) Courses. Academic courses that are not "B or better" courses for TASP purposes may occasionally be used if recommended by the external committee;

➢ If the award does not have at least 50 percent of its course work in a CIP code area in which the college has an approved program on the program inventory, the college must comply with the single Course Delivery guidelines for WECM courses listed in Chapter Four, page 12 of the GIPWE; and

➢ The college should document that the award prepares students for employment in accordance with guidelines for the Workforce Investment Act.

Other limitations:

➢ Only one Marketable Skills Achievement award per FICE/SSN combination is allowed per year.

➢ If a student is awarded an associate degree and an MSA award concurrently, a separate record for each award must be submitted.

➢ This report will be due by November 1 in the fall semester following the close of the fiscal year.

CTC Marketable Skills Achievement Report (CBM00M)

INSTRUCTIONS FOR MARKETABLE SKILLS ACHIEVEMENT REPORT

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

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 number assigned by the institution if the student has no Social Security Number.

Item #4   Gender. Enter the gender of the student.

            M = Male   F = Female

Item #5   Ethnic Origin. Enter the code indicating the ethnic origin of the student.

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

Item #6   Date of Birth. Enter the month and all four digits of the year of birth for the student.

            MM - Month   YYYY - Year

Item #7   Marketable Skills Achievement Awarded. Enter the abbreviation for Marketable Skills Certificate (MS), left justified.

Item #8   Level of Award. Enter '4' for Marketable Skills Award.

Item #9   Major. Enter the eight-digit 2000 CIP code identifying the academic or technical major code.

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   Month of Award. Enter the two-digit number for the month in which the award was conferred (i.e., '05' for May).

Item #13   Type Major. Enter a code of '2' or '4' to identify the type of the major:

            2.   Technical
            4.   Continuing Education

CTC Marketable Skills Achievement Report (CBM00M)

Item #14   Unused

Item #15   Remote Campus. All institutions should indicate an incarcerated student who is awarded a degree or certificate with '5'. Students receiving awards from out-of-district branch campuses recognized by the Coordinating Board as such must also be identified separately. Each out-of-district branch campus will be assigned a unique number within the district. TSTC and any other approved extension centers are required to use this item to identify the graduates at their branch campuses. Leave blank if not applicable.

> 1 = Abilene
> 2 = Breckenridge
> 3 = Brownwood
> 5 = Incarcerated Student

Item #16   Unused

CTC Marketable Skills Achievement Report (CBM00M)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always 'M'	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	Ethnic Origin - Numeric	18	1
Item #6	Date of Birth - YYYYMM - Numeric	19	6
Item #7	Marketable Skills Award - Left justified	25	8
Item #8	Level of Award – '4'	33	1
Item #9	Major - CIP Code - Numeric	34	8
Item #10	Reporting Period - Always '1'	42	1
Item #11	Year - YYYY - Numeric	43	4
Item #12	Month of Award - Numeric	47	2
Item #13	Type Major – '2' or '4' - Numeric	49	1
Item #14	Unused	50	1
Item #15	Remote Campus - blank or '1', '2', '3', or '5'	51	1
Item #16	Unused	52	29

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.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except 'M'
2.	Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3.	Student ID	Duplicate entries	Blank or not alpha and/or numeric
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Ethnic Origin	N/A	Any value other than '1' thru '7'
6.	Date of Birth	Age less than '16' or greater than '75'	Non-numerical data; month less than '01' or greater than '12'
7.	Marketable Skills Award	N/A	Numeric or blank; must be on list of valid degrees
8.	Level of Award	N/A	Any value except '4'
9.	Major	N/A	Non-numerical or invalid CIP code
10.	Reporting Period	N/A	Any value except '1'
11.	Year	N/A	Any value except current year
12.	Month of Award	N/A	Any value other than '01' thru '12'
13.	Type Major	N/A	Any value except '2' or '4'
14.	Unused	N/A	N/A
15.	Remote Campus	N/A	Any value except '1', '2', '3', '5', or blank
16.	Unused	N/A	N/A

DISCREPANCY: The edit program counts the number of records processed in this report. If not the same as the number listed in the header record, the difference is the discrepancy. This value should be checked to assure that the entire file has been submitted.

CTC Marketable Skills Achievement Report (CBM00M)

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TEXAS HIGHER EDUCATION COORDINATING BOARD                    DATE 12/12/2004
JR-CBM00M   TEXAS COMMUNITY COLLEGE   111111        FALL    2004


                                    NORMAL RANGE   QUESTIONABLE   ERROR VALUES

   ITEM  1   RECORD CODE               428             0              0
   ITEM  2   INST. CODE                428             0              0
   ITEM  3   STUDENT ID                427             0              1
   ITEM  4   GENDER                    427             0              1
   ITEM  5   ETHNIC ORIGIN             427             0              1
   ITEM  6   YEAR OF BIRTH             427             1              0
   ITEM  7   MARKETABLE SKILLS AWARD   427             0              1
   ITEM  8   LEVEL OF AWARD            427             0              1
   ITEM  9   MAJOR                     428             0              0
   ITEM 10   SEMESTER                  424             0              4
   ITEM 11   YEAR                      424             0              4
   ITEM 12   MONTH OF AWARD            427             0              1
   ITEM 13   TYPE OF MAJOR             428             0              0
   ITEM 14   UNUSED                    428             0              0
   ITEM 15   REMOTE CAMPUS             419             9              0

   TOTAL CBM00M RECORDS PROCESSED              428

   CONTROL TOTAL                               428

   DISCREPANCY                                   0

   NUMBER OF DUPLICATE RECORDS                  35
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CTC Marketable Skills Achievement Report (CBM00M)

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TEXAS HIGHER EDUCATION COORDINATING BOARD
JR-CBM00M SUMMARY OF MARKETABLE SKILL AWARD DATA FROM DATE: 12/12/2004
TEXAS COMMUNITY COLLEGE            111111         FALL 2004

GENDER
  MALE                            126
  FEMALE                          263
         TOTAL                                389

AGE
  UNDER 17                          0
  17                                0
  18                                1
  19-21                            65
  22-24                            68
  25-30                            88
  31-35                            62
  36-50                            99
  51-64                             6
  65 AND OVER                       0
  AVERAGE-AGE              30.0
         TOTAL                                389

ETHNIC ORIGIN
  WHITE                           322
  BLACK                            42
  HISPANIC                         15
  ASIAN                             6
  INDIAN                            4
  INTERNATIONAL                     0
  UNKNOWN                           0
         TOTAL                                389



         TOTAL DUPLICATES STUDENTS      35

         TOTAL STUDENTS                 424

*** NOTE: TOTALS ARE NET ERRORS.
```

M.7

STUDENT NUMBER CHANGE REPORT
CBM00N

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

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

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

CTC Student Number Change Report (CBM00N)

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 student identifying number of the student. If the student identifier did not change it will be the same as the current student identifier.

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

        YYYY = Year   MM = Month   DD = Day

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

        M = Male   F = Female

Item #9   Last Name. Enter up to 20 characters of the student's current last name.

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.

Item #12   Unused

<u>CTC Student Number Change Report (CBM00N)</u>

DATA PROCESSING RECORD LAYOUT

		Beginning <u>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
Item #12	Unused	75	6

TECH-PREP STUDENT REPORT
CBM00T

This report includes students who are enrolled in an approved Tech-Prep postsecondary program and who matriculated from a high school Tech-Prep program during the prior summer, fall, and spring terms. The student should have been reported on the CBM001 as a first-time-in-college student during one of the terms of the report. Do not report students who started in the summer at the institution, but who did not return to the same institution in the fall. This report is to capture, by student, the number of semester credit hours that the postsecondary institution accepted or plans to accept in transfer credit **(includes articulated, advanced placement and dual/concurrent)** from the student's high school Tech-Prep program. Even though the student may not have satisfied the college course work at the time the report is due, report the number of semester credit hours that will be accepted from the high school work when the college requirements are met. Each student will be reported only the first year that he/she is accepted in a Tech-Prep program in your institution.

INSTRUCTIONS FOR TECH-PREP STUDENT REPORT

Item #1   Record Code. Always enter 'T'.

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 a unique nine-digit identification number to each student
              without a Social Security Number.

Item #4   Gender. Enter the gender of the student.

                      M = Male   F = Female

Item #5   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 #6   Ethnic Origin. Enter the code indicating the student's ethnic origin.

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

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

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

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

Item #7   Semester Credit Hours Accepted from High School Program. Include the number
              of semester credit hours that has been accepted in transfer from the high school
              Tech-Prep program or that you plan to accept when the student satisfies the
              criteria that your Tech-Prep program requires before the hours will be accepted.

              Right justify and include a leading zero if necessary.

CTC Tech-Prep Student Report (CBM00T)

Item #8   Major Area of Concentration. Enter the 2000 CIP code (Appendix C) of the major
               area of concentration. The major code must match the Coordinating Board
               approved programs in the Education and Training Clearinghouse Workforce
               Education Programs Inventory for the institution (district).

Item #9   Type Major. Enter the code which represents the primary major:

                      3.   Tech-Prep

Item #10   Last Name. Enter the student's last name. Truncate if the name contains over 10
               characters.

Item #11   First Name Initial. Enter the initial of the student's first name.

Item #12   Middle Initial. Enter the initial of the student's middle name.

Item #13   Term. Enter a '5' indicating that this is an annual report

Item #14   Year. Enter all four digits of the reporting year.

Item #15   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 #16   Unused

<u>CTC Tech-Prep Student Report (CBM00T)</u>

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always 'T'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Student Identification Number - Numeric	8	9
Item #4	Gender - 'M' or 'F'	17	1
Item #5	Date of Birth - YYYYMMDD - Numeric	18	8
Item #6	Ethnic Origin – '1' thru '7' - Numeric	26	1
Item #7	Semester Credit Hours - Numeric	27	2
Item #8	Major Area of Concentration (CIP) - Numeric	29	8
Item #9	Type Major - Value of '3' - Numeric	37	1
Item #10	Last Name - Alpha	38	10
Item #11	First Name Initial - Alpha	48	1
Item #12	Middle Name Initial - Alpha or blank	49	1
Item #13	Term – '5' - Numeric	50	1
Item #14	Year - YYYY - Numeric	51	4
Item #15	Non-Disclosure	55	1
Item #16	Unused	56	25

CTC Tech-Prep Student Report (CBM00T)

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.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except 'T'
2.	Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3.	Student ID	N/A	Blank or duplicate entry; not alpha and/or numeric
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Date of Birth	Age less than 16 or greater than 22	Any non-numerical data; month less than '01' or greater than '12'; age more than 24
6.	Ethnic Origin	N/A	Any value other than '1' thru '7'
7.	Semester Credit Hours	Value greater than 24	Any non-numerical values; value greater than '30'
8.	Major	N/A	Non-numeric or invalid CIP code
9.	Type Major	N/A	Any value other than '3'
10.	Last Name	N/A	Blank, numerical
11.	First Name Initial	Blank	Blank, numerical
12.	Middle Name Initial	N/A	Numerical
13.	Term	N/A	Value not = to '5'
14.	Year	N/A	Must match value in header record
15.	Non-Disclosure	N/A	Any value except '2' or '0'
16.	Unused	N/A	N/A

DISCREPANCY: The edit program counts the number of records processed in this report. If it is
not the same as the number listed in the header record, the difference is listed as the
discrepancy. This value should be checked to insure that the entire file has been submitted and
processed.

SUMMARY OF STUDENT DATA METHODOLOGY

1. TOTAL HEADCOUNT - Total headcount is a summation of all CBM00T records. The total headcount is categorized by gender, age, and ethnic origin.

2. AGE - Each student's age, for the purpose of the summary report, is calculated by comparing each student's date of birth to the beginning date of the semester. For this purpose, the beginning date is September 1.

3. SEMESTER CREDIT HOURS - Item #7 is summed.

NOTE: Records which have any items in error (invalid amounts) are not included in any of the summary values.

CTC Tech-Prep Student Report (CBM00T)

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TEXAS HIGHER EDUCATION COORDINATING BOARD
JR-CBM00T SUMMARY OF STUDENT DATA FROM              DATE: 07/08/2004
TEXAS COMMUNITY COLLEGE          111111             ANNUAL    2004

GENDER
  MALE                       70
  FEMALE                     71
        TOTAL                            141

AGE
  UNDER 17                    2
  17                         10
  18                        129
  19-21                       0
  22 AND OVER                 0
  AVERAGE-AGE              18.1
        TOTAL                            141


ETHNIC ORIGIN
  WHITE                      90
  BLACK                       5
  HISPANIC                   36
  ASIAN                      10
  INDIAN                      0
  INTERNATIONAL               0
  UNKNOWN                     0
        TOTAL                            141

SEMESTER CREDIT HOURS               1,410

NON-DISCLOSURE                2

*** NOTE:  TOTALS ARE NET ERRORS.
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CTC Tech-Prep Student Report (CBM00T)

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TEXAS HIGHER EDUCATION COORDINATING BOARD          DATE:07/08/2004
JR-CBM00T EDIT SUMMARY FROM TEXAS COMMUNITY COLLEGE  111111 ANNUAL 2004


                                  NORMAL RANGE   QUESTIONABLE   ERROR VALUES
ITEM  1   RECORD CODE                 141             0              0
ITEM  2   INST. CODE                  141             0              0
ITEM  3   STUDENT ID                  141             0              0
ITEM  4   GENDER                      141             0              0
ITEM  5   DOB                         141             0              0
ITEM  6   ETHNIC ORIGIN               141             0              0
ITEM  7   SEMESTER CREDIT HOURS       136             5              0
ITEM  8   MAJOR                       136             0              5
ITEM  9   TYPE MAJOR                  136             0              5
ITEM 10   LAST NAME                   141             0              0
ITEM 11   FIRST INITIAL               141             0              0
ITEM 12   MIDDLE INITIAL              141             0              0
ITEM 13   TERM                        141             0              0
ITEM 14   YEAR                        141             0              0
ITEM 15   NON-DISCLOSURE              141             0              0



      TOTAL CBM00T RECORDS PROCESSED                 141

      CONTROL TOTAL                                  141
      DISCREPANCY                                      0
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