

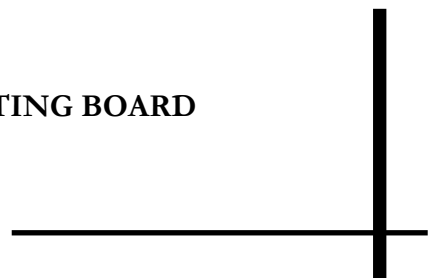
**REPORTING and PROCEDURES  
MANUAL**

for

**Texas Community, Technical,  
and State Colleges**

**Fall 2009**

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





Texas Higher Education  
COORDINATING BOARD  
Planning and Accountability

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

MEMORANDUM

October 13, 2009

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

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

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

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

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

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

To: Community, Technical, and State College Chief Reporting Officials  
From: Doug Parker, Director, Educational Data Center  
Subject: Changes to Fall 2009 Reporting Manual

The following modifications have been made to the *Fall 2009 Reporting and Procedures Manual* for the community, technical, and state colleges.

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

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

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

Institutions participating in the Nursing Shortage Reduction Program (NSRP) are required to submit their nursing graduates on the CBM009 by October 1. The nursing graduates must be error-free to be included in the count for funding. The remainder of the CBM009 records may be included in the submission with the nursing graduates or they may be submitted in accordance with the October 15 due date. All graduates, including nursing graduates, must be on the final, certified file.



Texas Higher Education  
COORDINATING BOARD  
Planning and Accountability

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

MEMORANDUM

August 24, 2009

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

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

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

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

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

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

To: Public Community and Technical College Reporting Officials  
From: Doug Parker  
Subject: Fall 2009 Reporting Manual

The new federal requirement is that two new ethnicity/race questions be asked. The new ethnicity and race data items will be collected in the CBM001, CBM002, CBM008, CBM009, CBM00A, and CBM00M reports beginning fall 2010. Beginning fall 2009, the Coordinating Board will add two new optional ethnicity/race items as the last reporting items on the applicable reports. Institutions will be required to complete the current race/ethnicity item and may respond to the optional items to test coding of item elements.

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

CBM001

1. The instruction under Item #14, Ethnic Origin, on how to report students who are allowed to domicile in the U.S. (Note (c)) has been revised to read (c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
2. The Restricted Program Admission codes (Item #38) for nursing have been expanded to include Allied Health to ADN (06).

CBM005

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

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

CBM009

The NOTE under Item #9, Major, has been changed. Instead of using 30999901, Interdisciplinary Studies, General for AAT degrees, use the following: 13121000 for Early childhood (EC-6), 13120300 for Middle Grades (4-8), and 13120500 for High

School (8-12).

## 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 Anissa Wagner regarding the CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00M, or CBM00N; Brenda Berry regarding the CBM004, CBM005, CBM006, or CBM00C; Torca Bunton regarding the CBM011 and CBM014; and Doug Parker regarding general reporting questions at the above address or at the following telecommunication numbers:

	<u>Regular Phone</u>	<u>INTERNET Address</u>
Anissa Wagner	(512) 427-6313	<a href="mailto:Anissa.Wagner@thecb.state.tx.us">Anissa.Wagner@thecb.state.tx.us</a>
Brenda Berry	(512) 427-6316	<a href="mailto:Brenda.Berry@thecb.state.tx.us">Brenda.Berry@thecb.state.tx.us</a>
Torca Bunton	(512) 427-6532	<a href="mailto:Torca.Bunton@thecb.state.tx.us">Torca.Bunton@thecb.state.tx.us</a>
Doug Parker	(512) 427-6287	<a href="mailto:Doug.Parker@thecb.state.tx.us">Doug.Parker@thecb.state.tx.us</a>

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

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

## Public Community, Technical, and State Colleges

### TABLE OF CONTENTS

	<u>Page</u>
I. General Reporting Issues.....	0.1-0.8
A. Reporting Periods.....	0.1
B. Coordinating Board Contacts .....	0.2
C. Institutions Required to Report.....	0.3
D. Electronic Data Transfer System.....	0.4
E. Certification of CBM Reports.....	0.7
II. Student Report (CBM001) .....	1.1-1.32
A. Instructions for Student Report.....	1.1
B. Data Processing Record Layout.....	1.18
C. Questionable and Error Values .....	1.20
D. Summary of Student Data .....	1.24
III. Texas Success Initiative Report (CBM002).....	2.1-2.50
A. Instructions for TSI Report .....	2.1
B. Data Processing Record Layout.....	2.29
C. Questionable and Error Values .....	2.32
D. Reporting Examples .....	2.37
E. Summary of TSI Data.....	2.42
IV. Class Report (CBM004).....	4.1-4.24
A. Instructions for Class Report.....	4.1
B. Data Processing Record Layout.....	4.12
C. Questionable and Error Values .....	4.13
D. Reporting Examples .....	4.15
E. Summary of Contact Hours Generated .....	4.17
V. Building and Room Use Report (CBM005).....	5.1-5.10
A. Instructions for Building and Room Use Report .....	5.1
B. Data Processing Record Layout.....	5.4
C. Questionable and Error Values .....	5.5
D. Summary of Building and Room Data .....	5.6
VI. End of Semester Report (CBM006) .....	6.1-6.16
A. Instructions for End of Semester Report .....	6.1
B. Data Processing Record Layout.....	6.6
C. Questionable and Error Values .....	6.7
D. Summary of End of Semester Contact Hours Generated .....	6.9
VII. Faculty Report (CBM008).....	8.1-8.16
A. Instructions for Faculty Report .....	8.1
B. Data Processing Record Layout.....	8.6
C. Questionable and Error Values .....	8.7
D. Reporting Examples .....	8.9
E. Summary of Faculty Data.....	8.11

Table of Contents (Continued)		<u>Page</u>
VIII.	Graduation Report (CBM009).....	9.1-9.17
	A. Instructions for Graduation Report.....	9.1
	B. Data Processing Record Layout.....	9.7
	C. Questionable and Error Values.....	9.8
	D. Summary of Degree Data.....	9.10
IX.	Facilities Room Inventory Report (CBM011).....	11.1-11.18
	A. Instructions for Room Inventory Report.....	11.1
	B. Data Processing Record Layout.....	11.6
	C. Questionable and Error Values.....	11.7
	D. Space Excluded from E&G Space Calculations.....	11.9
	E. Summary of Room Inventory Data.....	11.11
X.	Facilities Building Inventory Report (CBM014).....	14.1-14.8
	A. Instructions for Building Inventory Report.....	14.1
	B. Data Processing Record Layout.....	14.4
	C. Questionable and Error Values.....	14.5
	D. Summary of Building Inventory Data.....	14.6
XI.	Students in Continuing Education Courses Report (CBM00A).....	A.1-A.17
	A. Instructions for Continuing Education Student Report.....	A.1
	B. Data Processing Record Layout.....	A.8
	C. Questionable and Error Values.....	A.10
	D. Summary of Student Data.....	A.13
XII.	Continuing Education Class Report (CBM00C).....	C.1-C.15
	A. Instructions for Continuing Education Class Report.....	C.1
	B. Data Processing Record Layout.....	C.6
	C. Questionable and Error Values.....	C.7
	D. Reporting Examples.....	C.9
	E. Summary of Contact Hours Generated.....	C.10
XIII.	Marketable Skills Achievement Report (CBM00M).....	M.1-M.11
	A. Instructions for Marketable Skills Achievement Report.....	M.1
	B. Data Processing Record Layout.....	M.5
	C. Questionable and Error Values.....	M.6
	D. Summary of Marketable Skills Data.....	M.8
XIV.	Student Number Change Report (CBM00N).....	N.1-N.3
	A. Instructions for Student Number Change Report.....	N.1
	B. Data Processing Record Layout.....	N.3

CTC General Reporting Issues

REPORTING PERIODS

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

FALL REPORTS

		<u>Due Date</u>	
Student Report	CBM001	October 15	
Continuing Ed Student Report	CBM00A	December 15	
Texas Success Initiative Report	CBM002	February 1	
Class Report	CBM004	October 15	
End-of-Semester Class Report	CBM006	February 1	
Building and Room Use Report	CBM005	November 15	
Continuing Ed Class Report	CBM00C	December 15	
Faculty Report	CBM008	October 15	
Graduation Report	CBM009	October 15 (October 1 for NSRP)	
Marketable Skills Achievement Report	CBM00M	October 15	

SPRING REPORTS

		<u>Due Date</u>	<u>Due Date in Odd Year</u>
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	Mid February
End of Semester Report	CBM006	June 15	
Faculty Report	CBM008	March 15	

FIRST SUMMER SEMESTER REPORTS

		<u>Due Date</u>
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

		<u>Due Date</u>
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*

ANY TIME REPORTS

Student Number Change Report	CBM00N	Any Time
Facilities Room Inventory Report	CBM011	January – October certified by Nov. 1
Facilities Building Inventory Report	CBM014	January – October certified by Nov. 1

\*If combining first and second summer semesters, the due date is August 15.

\*\*If combining first and second summer semester, the due date is October 1.



## CTC General Reporting Issues

### COORDINATING BOARD CONTACTS

- I. CBM Reporting: Educational Data Center, FAX: 512-427-6447
  - A. CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00M, CBM00N  
Anissa Wagner, Data Analyst 512-427-6313  
INTERNET address: [Anissa.Wagner@thecb.state.tx.us](mailto:Anissa.Wagner@thecb.state.tx.us)
  - B. CBM004, CBM005, CBM006, CBM00C  
Brenda Berry, Program Assistant 512-427-6316  
INTERNET address: [Brenda.Berry@thecb.state.tx.us](mailto:Brenda.Berry@thecb.state.tx.us)
  - C. CBM011, CBM014, and Electronic Data Transfer System:  
Torca Bunton, Data Analyst 512-427-6532  
INTERNET address: [Torca.Bunton@thecb.state.tx.us](mailto:Torca.Bunton@thecb.state.tx.us)
  - D. General Questions:  
Doug Parker, Director 512-427-6287  
INTERNET address: [Doug.Parker@thecb.state.tx.us](mailto:Doug.Parker@thecb.state.tx.us)
- II. Course and Program Inventory Questions: Educational Data Center, FAX: 512-427-6447  

Use the query facility via the Interactive Access to Data to access your inventory to see what is currently approved via the web server at INTERNET address  
<http://www.txhighereddata.org/>.
- III. Financial Aid Database: Educational Data Center, FAX: 512-427-6447  
TBA
- IV. Facilities Inventory Questions: Finance and Resource Planning, FAX: 512-427-6147  
Jennifer Gonzales, Program Director 512-427-6125  
INTERNET address: [Jennifer.Gonzales@thecb.state.tx.us](mailto:Jennifer.Gonzales@thecb.state.tx.us)
- V. Performance Systems: TBA, FAX: 512-427-6444
- VI. Student Tuition and Residency Issues: Student Services, FAX: 512-427-6420  
Jane Caldwell, Director 512-427-6455  
INTERNET address: [Jane.Caldwell@thecb.state.tx.us](mailto:Jane.Caldwell@thecb.state.tx.us)
- VII. Tech-Prep Questions: P-16 Initiatives, FAX: 512-427-6444 TBA
- VIII. Workforce Education Issues: Academic Affairs and Research, FAX: 512-427-6444  
Duane Hiller, Undergraduate Education 512-427-6440  
INTERNET address: [Duane.Hiller@thecb.state.tx.us](mailto:Duane.Hiller@thecb.state.tx.us)
- IX. Texas Success Initiative Program Questions: P-16 Initiatives, FAX: 512-427-6264  
Tamara Clunis, Program Director, Developmental Education 512-427-6262  
INTERNET address: [Tamara.Clunis@thecb.state.tx.us](mailto:Tamara.Clunis@thecb.state.tx.us)

## CTC General Reporting Issues

### 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 Lamar 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.

## CTC General Reporting Issues

### ELECTRONIC DATA TRANSFER SYSTEM

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

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

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

The header record contains information to identify the data in the file. 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](http://sftp.thecb.state.tx.us), with a username and password.

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

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

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

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

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.

## CTC General Reporting Issues

### File Transfer System INPUT FILE FORMAT

HEADER RECORD		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-ID. Always 'HY2K'	1	4
Item #2	Institution Code - FICE – Numeric	5	6
Item #3	Data Identifier, e.g., 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.

---

### DATA RECORDS

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

---

TRAILER RECORD		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-ID – Always 'EOF1'	1	4
Item #2	Record Count – Numeric, leading zeros (Number of data records in file, not including "Header" and "Trailer" records)	5	5

Record size may be any length up to 400 characters

## CTC General Reporting Issues

### EDIT REPORT OUTPUT FILES

The following naming convention is used for the edit report output files. The following file name is an example:

**CBM001\_FALL\_2009\_J\_111111\_200910150136262.TXT**

**CBM001** – CBM report type

\_ - used as a separator

**FALL** – the report semester (can also be SPRING, SUMMER1, SUMMER2, ANNUAL, QUARTER1, QUARTER2, QUARTER3, QUARTER4)

\_ - used as a separator

**2009** – Report Year

\_ - used as a separator

**J** – Institution type

\_ - used as a separator

**111111** – FICE code of institution

\_ - used as a separator

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

### EDC Data Report Processing Schedule

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

CTC General Reporting Issues

CERTIFICATION STATEMENT INSTRUCTIONS

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

1. If the edit reveals flagged items, corrections should be submitted for all errors and for questionable items where necessary.
2. Justification of all "Review" items is **required** before certification can be applied.
3. If all the information is correct, the reporting official should certify the report by a certification statement to the Educational Data Center. This can be accomplished by the following methods:
  - a. The reporting official may send an e-mail message to 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: TEXAS COMMUNITY COLLEGE

DATE: December 1, 2009

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

<u>Report Number</u>	<u>Semester and Year</u>
CBM001	<u>FALL 2009</u>
CBM004	<u>FALL 2009</u>
CBM008	<u>FALL 2009</u>

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

\_\_\_\_\_  
Reporting Official

## CTC General Reporting Issues

### CERTIFICATION TRACKING

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

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

### CHANGES TO CERTIFIED REPORTS

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

STUDENT REPORT  
CBM001

This report includes all students enrolled at the reporting institution in courses (for which semester 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:

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

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)

### 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.theccb.state.tx.us/Rules/>.

### 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.

Effective fall 2009, in compliance with H.B. 101, 81st Texas Legislature, amendments that relate to those hours not subject to the limitation on formula funding set out in Section 13.103 of Chapter 13, Subchapter F of Board rules will include dual credit course hours for which the student received credit toward a high school diploma and semester credit hours earned by the student before graduating from high school and used to satisfy high school graduation requirements (Chapter 13, Subchapter F, Section 13.104).

### 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

## CTC Student Report (CBM001)

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

### Distance Education

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

CTC Student Report (CBM001)

INSTRUCTIONS FOR STUDENT REPORT

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

Item #2 Institution Code. Enter the FICE Code of the institution. 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  |
| 6 | Third Year BAT         | A student in the third year of a Bachelor of Applied Technology program   |
| 7 | Fourth Year BAT        | A student in the fourth year of a Bachelor of Applied Technology program  |

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 – Resident
- 2 Out-of-District – Resident

CTC Student Report (CBM001)

- 3 Nonresident
- 5 Tuition Exemption for Texas Resident
- A Student classified as a resident based on TEC 54.052(a)(3) who is not a U.S. citizen or permanent resident but is allowed to pay in-district resident tuition
- B Student classified as a resident based on TEC 54.052(a)(3) who is not a U.S. citizen or permanent resident but is allowed to pay out-of-district resident tuition
- C An applicant for permanent resident status or holder of a visa that allows a person to domicile in the U.S. who is classified as a resident and is paying in-district resident tuition
- D An applicant for permanent resident status or holder of a visa that allows a person to domicile in the U.S. who is classified as a resident and is paying out-of-district resident tuition
- E Tuition Waiver that allows non-resident or foreign students to pay the resident rate as well as recipients of Tuition Exemptions through TEC 54.207 (Good Neighbor Scholarship)
- N Visiting student allowed to enroll due to Natural Disaster (Hurricane Katrina coding expires after Summer 2006 regardless of future extensions of executive order)

**NOTE:**

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

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

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

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

## CTC Student Report (CBM001)

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.

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.

CTC Student Report (CBM001)

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 major,

CTC Student Report (CBM001)

a value of '99999999' may be reported. A BAT major should be reported with a CB-approved CIP for your institution.

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. When Item #7 is coded '5' and the student is a resident receiving a Hazlewood exemption (authorized in TEC 54.203), enter the code '01'; otherwise leave blank. When Item #7 is coded 'E' and the student is a nonresident eligible to pay the resident rate due to the state's waiver for members of the military and their families (TEC 54.058), enter '21'; otherwise leave blank.

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

**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

CTC Student Report (CBM001)

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.

A student in a BAT program is to be reported as an academic major.

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
- 6 International
- 7 Unknown or Not Reported

**NOTE:**

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

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

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

Item #15 First Name. Enter the student’s first name. Truncate if the name contains over 10 characters.

Item #16 Unused

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



CTC Student Report (CBM001)

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

## CTC Student Report (CBM001)

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 *Lower Division Academic Course Guide Manual*. For details about funding see CB Rules Chapter 13, Subchapter F, §13.107. 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

## CTC Student Report (CBM001)

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 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.theccb.state.tx.us/Rules/>.

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 the current associate or 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:

CTC Student Report (CBM001)

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 *Lower Division Academic Course Guide Manual*. For details about funding see CB Rules Chapter 13, Subchapter F, §13.107. Enter one of the following if the student has exceeded the state limit of 27 developmental SCHs funded at your institution:

CTC Student Report (CBM001)

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.

- 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
- 7 Earn a Bachelor of Applied Technology (BAT) degree

Item #32 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 #33 Contact Hours Technical – Not State Funded. 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 Contact Hours Academic – Not State Funded. 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 Semester Credit Hours Technical – Not State Funded. 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.

CTC Student Report (CBM001)

Item #36 Semester Credit Hours Academic – Not State Funded. 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 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

Item #38 Restricted Program Admission. The Coordinating Board uses restricted admission codes to distinguish students who have a declared major in a particular discipline from those who are actually admitted to a certificate or degree program through a restricted or separate admission process. The distinction provides more accurate enrollment and graduation numbers in key, high-demand occupations and the data are often linked to special legislative initiatives.

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

- 06 Nursing (51.1601) Allied Health to ADN
- 07 Vocational Nursing (51.1613)
- 08 Nursing (51.1601) LVN to ADN
- 09 Nursing (51.1601) Paramedic to ADN
- 11 Nursing (51.1601) Initial RN licensure, associate degree program

**Definitions:**

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

- 06 Nursing (51.1601) Allied Health to ADN – A student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses a certificate or degree in an allied health discipline other than as a paramedic. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.
- 08 Nursing (51.1601) LVN to ADN – A student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses a certificate as a licensed practical or vocational nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.
- 09 Nursing (51.1601) Paramedic to ADN – A student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses a certificate or degree as a paramedic. For the Board's purpose of

CTC Student Report (CBM001)

counting graduates and calculating completion rates, this program is considered a one-year program.

- 11 Nursing (51.1601) Initial RN licensure, associate degree program – A student admitted to and continuing his/her enrollment in an approved ADN nursing program who is not a registered nurse. For the Board’s purpose of counting graduates and calculating completion rates, this program is considered a two-year program.

Item #39 High School Code. Enter the College Board CEEB High School code of the high school that the student graduated from. Required for Texas high school graduates that are coded as first-time-in-college (Item #9 = 000001). The Texas CEEB codes are in Appendix M. Not required for students over the age of 25. Leave blank if not applicable.

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

Item #40 PEIMS Identification Number. Enter the PEIMS identification number of the student if you collect this information. The PEIMS identification number is a state-approved alternative student identification number provided by TEA to the school districts that is to be used when the student does not provide an SSN. It may be found in the student’s high school transcript. This number begins with an ‘S’ which is then followed by 8 digits. Leave blank if you do not collect this information.

Reporting of items #41 and #42A-G is optional. It will be mandatory beginning with the fall 2010 reporting period.

Item #41 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

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

Item #42 Race. Select one or more codes indicating the race of the student.

- Item #42A 1 White
- Item #42B 2 Black or African-American
- Item #42C 4 Asian
- Item #42D 5 American Indian or Alaskan Native
- Item #42E 6 International
- Item #42F 7 Unknown or Not Reported
- Item #42G 8 Native Hawaiian or Other Pacific Islander

**Definitions:**

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

## CTC Student Report (CBM001)

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



CTC Student Report (CBM001)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always 1'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Student Identification Number – Numeric	8	9
Item #4	Gender – 'M' or 'F'	17	1
Item #5	Classification – '1' thru '7' – 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-District – Leading zeros	37	4
Item #10B	Contact Hours Academic – Out-of-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 SCH 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	First Name – Alpha	68	10
Item #16	Unused	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 – Numeric 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 '7' – Numeric	114	1
Item #32	Non-Disclosure – Numeric	115	1
Item #33	CH Technical Not State Funded – Leading zeros	116	3

CTC Student Report (CBM001)

		<u>Beginning Position</u>	<u>Length</u>
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	Last Name – Alpha	126	20
Item #38	Restricted Program Admission	146	2
Item #39	High School Code	148	6
Item #40	PEIMS Identification Number	154	9
Item #41	New Ethnic Origin – Numeric	163	1
Item #42	Race:		
Item #42A	White – ‘1’ or blank	164	1
Item #42B	Black or African-American – ‘2’ or blank	165	1
Item #42C	Asian – ‘4’ or blank	166	1
Item #42D	American Indian or Alaskan Native – ‘5’ or blank	167	1
Item #42E	International – ‘6’ or blank	168	1
Item #42F	Unknown or Not Reported – ‘7’ or blank	169	1
Item #42G	Native Hawaiian or Other Pacific Islander – ‘8’ or blank	170	1

CTC Student Report (CBM001)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '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' or '6' and '7' when FICE = 007857, 009797, or 031034
6. Date of Birth	Age less than 13 or more than 75; age less than 13 or more than 19 when Item #26 greater than 0	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', 'D', or 'E'
8. Residence	N/A	Any value except '001' thru '254', '310' thru '369' or '402' thru '799'; must be coded '001' thru '254' if Item #13A is coded '01'; must be on residence file
9. Transfer/First Time In College	Zero students coded '000001' in spring or summer	Non-numerical characters except all blanks; '000001' if Item #26 > '00'; zero students coded '000001' in fall
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)

CTC Student Report (CBM001)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
11. Contact Hours Technical	Same as Item #10	Same as Item #10
12. Major	N/A	Non-numeric or invalid CIP code; BAT major not equal to approved CIP; value of '99999999' if Item #13C is coded '2' or '3'
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	Any value except '01' when Item #7 is coded '5' and Item #8 > '254'	Any value except '01' when Item #7 is coded '5' or '21' when Item #7 is coded 'E'
13B. Remote Campus	N/A	Any value except '5' or blank or TSTC '1' thru '3'
13C. Type Major	N/A	Any value other than '1', '2', or '3'
14. Ethnic Origin	N/A	Any value other than '1' thru '7'
15. First Name	N/A	Blank, numerical
16. Unused	N/A	N/A
17. Middle Name Initial	N/A	Numerical
18. Semester	N/A	Must match header record
19. Year	N/A	Must match 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

CTC Student Report (CBM001)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
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. Dual High School SCH	Greater than '09'	Non-numerical or value greater than '21'; greater than the sum of Items #13, #27, #29, #35, and #36; value greater than '00' if Item #9 is coded '000001'
27. SCH-Academic Affected by UG Limit	Same as Item 13	Non-numerical or value greater than '33'; value greater than '00' if Item #5 is coded '5'
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-Develop Ed	Same as Item 10	Non-numerical
31. Student Intent	N/A	Value except '1' thru '7'
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. Last Name	N/A	Blank, numerical
38. Restricted Prog Admission	N/A	Any value except '07' when Item #12 = '511613' or '06', '08', '09', or '11' when Item #12 = '511601' or blank

CTC Student Report (CBM001)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
39. High School Code	N/A	Blank if Item #9 = '000001' and Item #8 = '001' thru '254'
40. PEIMS Ident. Number	N/A	First position not 'S' with remaining positions not numeric
41. New Ethnic Origin	N/A	Value other than '1', '2', or '3'
42A. White	N/A	Value other than '1' or space or value = '1' and '7'
42B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
42C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
42D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
42E. International	N/A	Value other than '6' or space or value = '6' and '7'
42F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
42G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

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

## CTC Student Report (CBM001)

### 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, student intent, age, tuition status, residence, ethnic origin, restricted program admission, first-time students, majors, concurrent enrollment in high school, special populations, non-disclosure, and flexible entry.
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
4. **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.
5. **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.
6. **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. For classes where the credit hours are generated by third and fourth year BA students, the credit hours will be summed and put in the BA column.
7. **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’  
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)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 JR-CBM001 EDIT SUMMARY FROM RunDate: 10/15/2009 Time: 18:27:33  
 TEXAS COMMUNITY COLLEGE 111111 FALL 2009

	NORMAL	QUESTIONABLE	ERROR
	RANGE	VALUES	VALUES
ITEM 1 RecordCode	4,263	0	0
ITEM 2 INST. CODE	4,263	0	0
ITEM 3 STUDENT ID	4,263	0	0
ITEM 4 GENDER	4,263	0	0
ITEM 5 Classification	4,263	0	0
ITEM 6 DATE OF BIRTH	4,261	2	0
ITEM 7 Tuition Status	4,263	0	0
ITEM 8 Residence	4,263	0	0
ITEM 9 Transfer	4,263	0	0
ITEM 10A Contact Hrs-Acad ID	4,263	0	0
ITEM 10B ContactHrs-Acad OOD	4,263	0	0
ITEM 11A Contact Hrs-Acad ID	4,263	0	0
ITEM 11B ContactHrs-Acad OOD	4,263	0	0
ITEM 12 Major	4,263	0	0
ITEM 13 Semester Credit Hours	4,262	1	0
ITEM 13A Tuition exemption	4,263	0	0
ITEM 13B Remote Campus	4,263	0	0
ITEM 13C Type Major	4,263	0	0
ITEM 14 Ethnic Orgin	4,263	0	0
ITEM 15 First Name	4,263	0	0
ITEM 17 Middle Initial	4,263	0	0
ITEM 18 Semester	4,263	0	0
ITEM 19 Year	4,263	0	0
ITEM 20 Flex Entry	4,263	0	0
ITEM 22A Academic Disadvantage	4,263	0	0
ITEM 22B Economic Disadvantage	4,263	0	0
ITEM 22C Individual W Disable	4,263	0	0
ITEM 22D Limited English Prof	4,263	0	0
ITEM 22E Pgms to Elim Sex Basis	4,263	0	0
ITEM 22F Displaced HomeMaker	4,263	0	0
ITEM 22G Single Parent	4,263	0	0
ITEM 23 Excess Sch Development	4,262	1	0
ITEM 24 Inter-Inst Acad Ch	4,263	0	0
ITEM 25 Inter-Inst tech Ch	4,263	0	0
ITEM 26 Concur Enrolld Hs sch	4,204	59	0
ITEM 27 Academic Sch Limited	4,262	1	0
ITEM 28 Totaal Developmntl	4,262	1	0
ITEM 29 Total Technical SCH	4,262	1	0
ITEM 30 Excess Ch Develpmntl	4,263	0	0
ITEM 31 Student Intent	4,263	0	0
ITEM 32 Non Disclosure	4,263	0	0
ITEM 33 CH Technical - Not Eligible For State Fu	4,263	0	0
ITEM 34 CH Academic - Not Eligible For State Fun	4,263	0	0
ITEM 35 SCH Technical - Not Eligible For State F	4,262	1	0
ITEM 36 SCH Academic - Not Eligible For State Fu	4,262	1	0
ITEM 37 Last Name	4,263	0	0
ITEM 38 Restricted Program Admission	4,263	0	0
ITEM 39 CeebHsCode	4,263	0	0
ITEM 40 Student Alternate Id	4,263	0	0
ITEM 41 New Ethnic Origin	4,263	0	0
ITEM 42 Race	4,263	0	0
ITEM 42A White	4,263	0	0
ITEM 42B Black/African-Amer	4,263	0	0
ITEM 42C Asian	4,263	0	0
ITEM 42D American Ind/Alask Nat	4,263	0	0
ITEM 42E International	4,263	0	0
ITEM 42F Unknown/Not Reported	4,263	0	0
ITEM 42G Nat Hawaiian/Other Pac Is	4,263	0	0
TOTAL Report Records	4,263		
CONTROL TOTAL	4,263	DISCREPANCY	0
Total Recs on Db	4,263		
Number Of Non-Unique/Duplicated Id's	30		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	3		



## CTC Student Report (CBM001)

Number Of Relative Duplicate Error 0  
47 derived IDs were found. This is 1.1025% of the total records you submitted.  
84 of your students are identified as First time in college from a Texas High School.  
---- This is 2% of the total records you submitted.

Total Error Recs on Db	0
Total Questionable Recs on Db	62
Total Non Error Records on Db	4,263
Total Rejected Records	0
Total Flexible Entry Records	561
SSN With Alpha Characters	44

- CBM001 Vs CBM004 Academic Contact Hours In Balance
- CBM001 Vs CBM004 Technical Contact Hours In Balance
- CBM001 Vs CBM004 SCH In Balance

## CTC Student Report (CBM001)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Percent Change Of JR-CBM001 Data From Prior Year  
 TEXAS COMMUNITY COLLEGE

Page 1  
 RunDate: 10/15/2009 Time: 18:27:33  
 111111 FALL 2009

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

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

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

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

### Gender

	2009/1	2008/1	% Diff
Male	1,330	1,261	5.47%
Female	2,372	2,315	2.46%
Total	3,702	3,576	3.52%

### Classification

	2009/1	2008/1	% Diff
Freshman	2,379	1,986	19.79%
Sophomore	930	1,163	-20.03%
Unclassified	194	198	-2.02%
Associates	164	177	-7.34%
Bachelors	35	52	-32.69%
BAT Third Year	0	0	0.00%
BAT Fourth Year	0	0	0.00%
Total	3,702	3,576	3.52%

### Intent

	2009/1	2008/1	% Diff
Earn Assoc	1,572	1,398	12.45%
Earn Cert	214	216	-0.93%
Transfer	1,776	1,799	-1.28%
Improve Skills	46	44	4.55%
Enrichment	87	119	-26.89%
No Response	7	0	100.00%
Earn a BAT degree	0	0	0.00%
Total	3,702	3,576	3.52%

### Age

	2009/1	2008/1	% Diff
Under 17	220	172	27.91%
17	450	381	18.11%
18	603	475	26.95% *** Review
19-21	946	955	-0.94%
22-24	364	433	-15.94%
25-30	437	447	-2.24%
31-35	223	266	-16.17%
36-50	392	378	3.70%
51-64	57	66	-13.64%
65 and Older	10	3	233.33%
Unreported (not in avg)	0	0	0.00%
Average Age	24	24	-1.99%
Total	3,702	3,576	3.52%

### Tuition Status

	2009/1	2008/1	% Diff
In District	434	503	-13.72%
Out of District	2,318	2,115	9.60%
Non Resident	31	30	3.33%
Tuition Exemption Tx Res (5)	17	17	0.00%
Res Tuition ID (HB1403)	3	0	100.00%
Res Tuition OOD (HB1403)	3	2	50.00%

## CTC Student Report (CBM001)

Res Tuition Pnd ID (HB1403)	0	0	0.00%
Res Tuition Pnd OD (HB1403)	0	0	0.00%
Tuition Waiver Non-Res	896	909	-1.43%
Visiting Student (N)	0	0	0.00%
Total	3,702	3,576	3.52%
Residence			
	2009/1	2008/1	% Diff
Texas Counties	2,792	2,635	5.96%
Other States	903	927	-2.59%
Foreign Countries	7	14	-50.00%
Total	3,702	3,576	3.52%
Ethnic Origin			
	2009/1	2008/1	% Diff
White, Non-Hispanic	2,906	2,815	3.23%
Black, Non-Hispanic	648	620	4.52%
Hispanic	85	83	2.41%
Asian/Pacific Islander	28	24	16.67%
American Indian/Alaskan Native	13	8	62.50%
International	22	26	-15.38%
Unknown or Not Reported	0	0	0.00%
Total	3,702	3,576	3.52%
Restricted Program Admission			
	2009/1	2008/1	% Diff
Vocational Nursing (51.1613)	78	94	-17.02%
Nursing (LVN to ADN)	17	22	-22.73%
Nursing (Paramedic to ADN)	0	0	0.00%
Nursing (Initial RN licensure-associate level)	124	134	-7.46%
Total	219	250	-12.40%
First Time In College			
	2009/1	2008/1	% Diff
From a Texas High School	63	*No Exact Historic Data Available	
From a Out of State High School	15	*No Exact Historic Data Available	
No High School reported	45	*No Exact Historic Data Available	
Subtotal	123	*No Exact Historic Data Available	
First Time Graduate/Professional Pgm	3	*No Exact Historic Data Available	
First Time Transfer student	97	*No Exact Historic Data Available	
Total	223	*No Exact Historic Data Available	
New Ethnic Origin			
	2009/1	2008/1	% Diff
Hispanic or Latino Origin	432	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	3,263	*No Exact Historic Data Available	
Not Answered	7	*No Exact Historic Data Available	
Total	3,702	*No Exact Historic Data Available	
Race			
	2009/1	2008/1	% Diff
Multi-racial	39	*No Exact Historic Data Available	
White only	2,880	*No Exact Historic Data Available	
Black only	212	*No Exact Historic Data Available	
Hispanic only	432	*No Exact Historic Data Available	
Asian only	42	*No Exact Historic Data Available	
American Indian/Alaskan Native only	10	*No Exact Historic Data Available	
International only	81	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	2	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	4	*No Exact Historic Data Available	
Total	3,702	*No Exact Historic Data Available	
Races reported in Multi-racial			
	2009/1	2008/1	% Diff
White	42	*No Exact Historic Data Available	
Black	21	*No Exact Historic Data Available	
Asian	8	*No Exact Historic Data Available	
American Indian/Alaskan Native	2	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available	
International	5	*No Exact Historic Data Available	
Contact Hours (Academic)			
	Regular	Flexible	Entry
2009/1 In District	499,952	0	
2008/1 In District	487,264	1,248	

## CTC Student Report (CBM001)

	Percent Change	2.60%	-100.00%	
*			*****	*** Review
2009/1	Out Of District	74,896	0	
2008/1	Out Of District	62,432	1,168	
	Percent Change	19.96%	-100.00%	
*			*****	*** Review
2009/1	Inter-Institutional	9,219	0	
2008/1	Inter-Institutional	7,200	384	
	Percent Change	28.04%	-100.00%	
*		*****	*****	*** Review
2009/1	Not State Funded	5,840	0	
2008/1	Not State Funded	6,736	0	
	Percent Change	-13.30%	0.00%	
2009/1	Excessive Development	1,856	0	
2008/1	Excessive Development	896	0	
	Percent Change	107.14%	0.00%	
*		*****		*** Review
2009/1	Total	591,763	0	
2008/1	Total	564,528	2,800	
	Percent Change	4.82%	-100.00%	
*			*****	*** Review
	Contact Hours (Tech)	Regular	Flexible	Entry
2009/1	In District	102,480	158,308	
2008/1	In District	116,064	129,964	
	Percent Change	-11.70%	21.81%	
*			*****	*** Review
2009/1	Out Of District	0	0	
2008/1	Out Of District	0	0	
	Percent Change	0.00%	0.00%	
2009/1	Inter-Institutional	240	0	
2008/1	Inter-Institutional	480	0	
	Percent Change	-50.00%	0.00%	
*		*****		*** Review
2009/1	Not State Funded	0	0	
2008/1	Not State Funded	256	96	
	Percent Change	-100.00%	-100.00%	
*		*****	*****	*** Review
2009/1	Total	102,720	158,308	
2008/1	Total	116,800	130,060	
	Percent Change	-12.05%	21.72%	
*			*****	*** Review
	Semester Credit Hours	Regular	Flexible	Entry
2009/1	Academic Unaffected by Limit	2,653	0	
2008/1	Academic Unaffected by Limit	2,744	23	
	Percent Change	-3.32%	-100.00%	
2009/1	Academic Affected by Limit	22,593	0	
2008/1	Academic Affected by Limit	21,620	105	
	Percent Change	4.50%	-100.00%	
*			*****	*** Review
2009/1	Total Development	2,382	0	
2008/1	Total Development	2,187	12	
	Percent Change	8.92%	-100.00%	
2009/1	Total Technical	3,702	4,606	
2008/1	Total Technical	4,020	3,769	
	Percent Change	-7.91%	22.21%	
2009/1	Developmental (Excessive)	63	0	
2008/1	Developmental (Excessive)	33	0	
	Percent Change	90.91%	0.00%	
2009/1	Academic Not State Funded	292	0	
2008/1	Academic Not State Funded	342	0	
	Percent Change	-14.62%	0.00%	
2009/1	Technical Not State Funded	0	0	
2008/1	Technical Not State Funded	9	4	

CTC Student Report (CBM001)

Percent Change	-100.00%	-100.00%	
2009/1 Total	31,685	4,606	
2008/1 Total	30,955	3,913	
Percent Change	2.36%	17.71%	
2009/1 Concurrent High School	3,646	630	
2008/1 Concurrent High School	3,092	672	
Percent Change	17.92%	-6.25%	
 Majors			
	2009/1	2008/1	% Diff
Academic Declared Majors	2,542	2,283	11.34%
Academic Undeclared Major	0	0	0.00%
Tech Declared Major	906	898	0.89%
Tech Undeclared Major	0	172	-100.00% *** Review
Tech Prep Declared Major	254	223	13.90%
Total	3,702	3,576	3.52%
 Concurrent Enrolled In High School			
	2009/1	2008/1	% Diff
	787	646	21.83%
 Special Populations			
	2009/1	2008/1	% Diff
Academic Disadvantaged	1,097	1,137	-3.52%
Economic Disadvantaged	712	917	-22.36%
Individual With Disability	19	18	5.56%
Limited English Proficiency	2	5	-60.00%
Programs To Eliminate Gender Bias	0	0	0.00%
Displaced Homemaker	10	21	-52.38%
Single Parent	38	39	-2.56%
 Non Disclosure			
	2009/1	2008/1	% Diff
Non Disclosure	2	4	-50.00%
Total	2	4	-50.00%
Flexible Entry	561	497	12.88%
Visiting Student (7)	0	0	0.00%
Total Headcount	4,263	4,073	4.66%

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

CTC Student Report (CBM001)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of JR-CBM001 Data From  
 TEXAS COMMUNITY COLLEGE 111111

Page 1

FALL 2009

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

1	2	3	4	5	7	8	9	10A	10B	11A	11B	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	38	Remarks	
	/37					/15		/17		/6	/39	/40																											

-----  
 47 derived IDs were found. This is 1.1025% of the total records you submitted.  
 84 of your students are identified as First time in college from a Texas High School.  
 ---- This is 2% of the total records you submitted.

Total Rejected Records	0
Total Records on DataBase	4,263
Total Non Error Records	4,263
Total Error Records	0
Total Questionable Records	62
Total Rejected Records	0
- CBM001/CBM004 Academic Contact Hours	
Total CBM001 Contact Hours:	580,688
Total CBM004 Contact Hours:	580,688
- CBM001/CBM004 Technical Contact Hours	
Total CBM001 Contact Hours:	260,788
Total CBM004 Contact Hours:	260,788
- CBM001/CBM004 SCH Credit Hours	
Total CBM001 Credit Hours:	22,593
Total CBM004 Credit Hours:	22,598

\*\*\* Note Contact Hour Cross-Check Totals DO NOT Include Inter-Institutional Hours.  
 The Affected Semester Credit Hour Cross-Check Does Include Inter-Institutional Hours.

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

CTC Student Report (CBM001)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of JR-CBM001 Data From  
 TEXAS COMMUNITY COLLEGE 111111  
 Questionables ONLY

Page 1

FALL 2009

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

1	2	3	4	5	7	8	9	10A	10B	11A	11B	12	13	13	1	1	2	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	38	Remarks		
	/37					/15		/17		/6	/39	/40		A	B	C	4	8	19	0	ABC	DEF	G				1	2	3							
1	111111	123123123	M	1	2	019		0000	0208	0000	0000	24010200	00		1	21	2009			000	000	000	10	10	00	00	000	3	0	000	000	00	00	Q		
	COMBING					CURRY		V	19900911	441885																										
																																				HighSchoolSch(Item26) Value = 10 is Greater than 9 Questionable. REF0618
1	111111	456456456	M	1	2	019		0000	0240	0000	0000	51110200	00		1	11	2009			000	000	000	11	11	00	00	000	3	0	000	000	00	00	Q		
	SPANIEL					CHARLES		D	19911015	445045																										
																																				HighSchoolSch(Item26) Value = 11 is Greater than 9 Questionable. REF0618
1	111111	789789789	F	1	2	019		0000	0224	0000	0000	51110200	00		1	11	2009			000	000	000	11	11	00	00	000	3	0	000	000	00	00	Q		
	COUGAR					MERCURY		D	19911016	445045																										
																																				HighSchoolSch(Item26) Value = 11 is Greater than 9 Questionable. REF0618

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

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

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

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

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

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

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

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



## CTC Texas Success Initiative Report (CBM002)

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

### Exemptions

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

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

ACT, SAT, and TAKS exemption standards are:

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

## CTC Texas Success Initiative Report (CBM002)

from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework, as determined by the receiving institution.

- Military: A student who:
  - on or after August 1, 1990 was honorably discharged, retired, or released from (a) active-duty as a member of the armed forces of the United States or the Texas National Guard or (b) service as a member of a reserve component of the armed forces of the United States.
- Previous TASP exemptions should only be used for exemptions granted prior to September 1, 2003 for:
  - grand-fathering - any student with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the fall semester 1989;
  - deaf students who have three or more college-level hours or the equivalent from an accredited institution prior to September 1, 1995;
  - high school graduates with 3.5 or above GPA in Recommended or Advanced Curriculum (effective from September 1, 2001 to August 31, 2003); or
  - students who completed TASP obligation via provision TEC 51.306(u), dyslexia, and other related disorders (effective from September 1, 1995 to August 31, 2003).

## Waivers

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

Most waivers apply to all sections of TSI (math, reading, and writing). However, the dual credit waiver allows current dual credit students to use eligible test results to waive TSI requirements for corresponding sections. Students who have met TSI obligations/exemption standards for all areas in which they are currently taking dual credit courses should be reported as ‘0’ on item #12, and the qualifying exemptions/met obligations scores should be reported for the appropriate subject area(s). Students who have met dual credit waiver requirements but have not met TSI obligations should be reported as ‘2’ under item #12, with subject area waiver

## CTC Texas Success Initiative Report (CBM002)

information provided in items #21A, #41A, and #61A, as applicable.

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

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

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

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

➤ Certificate programs of one year or less:

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

➤ Military:

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

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

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

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

## CTC Texas Success Initiative Report (CBM002)

Mathematics section and/or the English Language Arts section on the tenth or eleventh grade TAKS.

- A student who is granted a TSI waiver to take dual credit courses while still in high school based on eligible scores is not exempt from TSI. However, if the student receives an A, B, or C in an applicable dual credit course, the receiving higher education institution may determine that TSI obligations have been met.

Other provisions also apply to dual credit students.

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

### Criteria for Meeting TSI Requirements

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

Requirements for meeting TSI obligation:

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

For a student that does not meet the minimum scores required to meet TSI obligations on the initial attempt of an approved test used for placement, an institution shall determine when the student is ready to perform freshman-level academic coursework on an individual basis

## CTC Texas Success Initiative Report (CBM002)

according to the needs of the student. As indicators of readiness, institutions shall consider as appropriate:

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

### General Criteria about Test Attempts Used for Placement

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

### Developmental Education Courses and Other Interventions

For purposes of this report, course-based developmental education occurs when the developmental courses being taught are on your Coordinating Board approved course inventory for funding purposes. Developmental education that is not course-based includes all other interventions that are included in the reporting institution's developmental education plan. Non-course based developmental education should be reported on the CBM002 on items #23, #43, #63. If a student meets TSI obligations during a semester as the result of interventions that are not included in the reporting institution's developmental education plan, or as a result of any developmental education activities at another institution, the student should be reported on items #24, #44, and #64 as option #1.

### Relationship between Plans and Reporting

The Texas Success Initiative gives institutions flexibility in designing programs to help under-prepared students be successful. As a result, institutions have plans that differ in the details, but have the same overarching goal: to help under-prepared students be successful in college. The flexibility of the TSI system allows institutions to be innovative in planning activities in response to individual and institutional student needs. However, this flexibility adds complexity to the reporting process. The reporting system has to be global enough to capture variety across programs, yet structured enough to capture the essential elements of student

## CTC Texas Success Initiative Report (CBM002)

learning and allow for comparison of programs and results from year to year and institution to institution.

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

### Authority

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

### Reporting Developmental Education Coursework

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

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

Every student who attempts developmental education courses during the semester must be reported in this section, even if the student has met TSI obligations. This includes students who choose to take developmental education coursework or are placed in a class by the reporting institution. The one exception to this rule is high school students taking developmental education. These students should not be reported (see TAC 9.146 for more information).

## CTC Texas Success Initiative Report (CBM002)

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

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

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

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

### Reporting Period Definitions

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

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

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

## CTC Texas Success Initiative Report (CBM002)

Friday) until the official census date is reached. The official census day must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class.

### Flexible Entry

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

### Clarification of Texas Public Institutions of Higher Education

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

### Clarifications on Data Pertaining to Dual Credit Students

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

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

When a high school student is enrolled in a college-level course that the institution determines to be the first college-level math, reading, or writing course, the institution should report the course-taking attempt(s) on items #31 to #33, #51 to #53 and #71 to #73, as applicable. The next semester in which the student is enrolled, items #30, #50, and #70 should be answered with option '3' if the student received a C or better in the course or a '0' (not satisfied) if the student did not receive a C or better (and has not met this requirement through other means). For a dual credit course taken at another Texas public institution in a previous reporting period, select '2' on items #30, #50, and #70 if the student received a C or better in the course.



CTC Texas Success Initiative Report (CBM002)

INSTRUCTIONS FOR TSI REPORT

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

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

Item #1     Record Code. Always enter ‘2’.

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

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

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

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

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

Item #6     Non-Disclosure. Enter a ‘2’ to indicate that the individual student has notified the institution of his/her refusal to have “directory information” disclosed; else zero fill.

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

M = Male     F = Female

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

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

CTC Texas Success Initiative Report (CBM002)

- 6 International
- 7 Unknown or Not Reported

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

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

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

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

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

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

Item #12 TSI Obligation Waived or Blanket Exemption

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

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

CTC Texas Success Initiative Report (CBM002)

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

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

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

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

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

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

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

**Definitions:**

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

CTC Texas Success Initiative Report (CBM002)

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

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

**MATH ASSESSMENT and STATUS SECTION:**

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

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

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

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

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

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

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

CTC Texas Success Initiative Report (CBM002)

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

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

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

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

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

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

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

Item #25-29 Unused

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

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

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

CTC Texas Success Initiative Report (CBM002)

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

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

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

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

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

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

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

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

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

Item #34-39 Unused

**READING ASSESSMENT and STATUS SECTION:**

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

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

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

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

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

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

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

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

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

CTC Texas Success Initiative Report (CBM002)

- 3 ASSET (Reading Skills)
- 4 ACCUPLACER (Reading Comprehension)
- 5 Stanford Achievement Test (for deaf students)
- 6 MAPS (Reading Comprehension)
- 7 Not assessed

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

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

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

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

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

Item #45-49 Unused

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

**FIRST COLLEGE-LEVEL READING COURSE SECTION**

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

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



CTC Texas Success Initiative Report (CBM002)

The items below (#51-#53) address the student's attempts at your institution in the first reading-intensive component course(s) of the general education core curriculum during the reporting period. This information is collected for an accountability system success measure related to developmental education. Only a letter grade of A, B, or C will satisfy the accountability requirement; a "pass" grade in a pass/fail course will not satisfy the college-level course requirement. If student is taking more than one course that fits this description, the institution will decide which one to report.

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

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

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

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

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

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

Item #54-59 Unused

**WRITING ASSESSMENT and STATUS SECTION:**

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

- 0 No, not satisfied or obligation is waived

CTC Texas Success Initiative Report (CBM002)

- 1 Yes, at my institution
- 2 Yes, at another Texas public institution

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

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

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

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

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

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

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

Item #62B Writing TSI Assessment Score Used for Initial Placement. Enter the placement test score for the objective section of the writing assessment. The score(s) must

CTC Texas Success Initiative Report (CBM002)

match the type of test identified in Item #62A. If a score is less than three digits, enter leading zeros. Enter '000' if the item is not applicable ('0' or '7' in #62A).

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

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

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

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

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

Item #65-69 Unused

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

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

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

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

The items below (#71-#73) address the student's attempts at your institution in the first writing-intensive component course(s) of the general education core curriculum during the reporting period. This information is collected for an accountability system success measure related to developmental education. Only a letter grade of A, B, or C will satisfy the accountability

CTC Texas Success Initiative Report (CBM002)

requirement: a “pass” grade in a pass/fail course will not satisfy the college-level course requirement. If student is taking more than one course that fits this description, the institution will decide which one to report.

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

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

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

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

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

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

Item #74-79 Unused

**DEVELOPMENTAL EDUCATION COURSES ATTEMPTED SECTION:**

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

Item #80A Number of Semester Credit Hours in First Math Developmental Education Course taken this semester. Enter the number of semester credit hours attempted in math

CTC Texas Success Initiative Report (CBM002)

developmental education course during the reporting period. Enter '00' if not applicable.

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

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

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

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

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

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

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

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

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

Item #82A Number of Semester Credit Hours in Third Math Developmental Education Course

CTC Texas Success Initiative Report (CBM002)

taken this semester. Enter the number of semester credit hours attempted in math developmental education course during the reporting period. Enter '00' if not applicable.

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

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

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

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

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

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

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

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

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

CTC Texas Success Initiative Report (CBM002)

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

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

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

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

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

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

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

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

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

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

CTC Texas Success Initiative Report (CBM002)

3 Lowest Level Reading Course (Fundamental/Basic)

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

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

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

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

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

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

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

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

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

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



CTC Texas Success Initiative Report (CBM002)

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

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

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

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

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

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

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

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

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

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

- 0 Not applicable (no course reported in #89A)

CTC Texas Success Initiative Report (CBM002)

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

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

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

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

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

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

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

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

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

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

CTC Texas Success Initiative Report (CBM002)

- 0 Not applicable (no course reported in #91A)
- 1 Highest Level Writing Course (Pre-College)
- 2 Medium Level Writing Course (Intermediate)
- 3 Lowest Level Writing Course (Fundamental/Basic)

CTC Texas Success Initiative Report (CBM002)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always ‘2’	1	1
Item #2	Institution Identifier - FICE – Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Reporting Period – Numeric	17	1
Item #5	Year – Numeric	18	4
Item #6	Non-Disclosure – Numeric	22	1
Item #7	Gender – Alpha	23	1
Item #8	Ethnic Origin – Numeric	24	1
Item #9	Date of Birth - Numeric – YYYYMMDD	25	8
Item #10A	Semester Credit Hours Completed-Academic – Leading zeros	33	2
Item #10B	Grade Points Earned-Academic – Right justified, leading zeros	35	3
Item #11A	Semester Credit Hours Completed-Technical – Leading zeros	38	2
Item #11B	Grade Points Earned-Technical – Right justified, leading zeros	40	3
Item #12	TSI Obligation Waived or Blanket Exemption– Numeric	43	1
Item #13	Flexible Entry – Numeric	44	1
Item #14	New Ethnic Origin – Numeric	45	1
Item #15	Race:		
Item #15A	White – ‘1’ or blank	46	1
Item #15B	Black or African-American – ‘2’ or blank	47	1
Item #15C	Asian – ‘4’ or blank	48	1
Item #15D	American Indian or Alaskan Native – ‘5’ or blank	49	1
Item #15E	International – ‘6’ or blank	50	1
Item #15F	Unknown or Not Reported – ‘7’ or blank	51	1
Item #15G	Native Hawaiian or Other Pacific Islander – ‘8’ or blank	52	1
Item #16	Unused	53	2
Item #20	Math TSI Determined to be Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	55	1
Item #21A	Math TSI Waived or Satisfied through Exemption – Numeric	56	1
Item #21B	ACT or SAT Math Score – Numeric	57	3
Item #21C	ACT Composite or SAT Combined Score – Numeric	60	4
Item #21D	TAKS Exit Level Math Scale Score – Numeric	64	4
Item #22A	Math TSI Assessment Test Used for Initial Placement – Numeric	68	1
Item #22B	Math TSI Assessment Score Used for Initial Placement – Numeric	69	3
Item #23	Participation in Alt./Non-course-based Method for DE Math this Reporting Period – Numeric	72	1
Item #24	Math TSI Satisfied Based on State Standard by End of Semester – Numeric	73	1
Items #25-29	Unused (no positions reserved in the record)		
Item #30	Credit for First College-Level Math Course-Previous Reporting Period – Numeric	74	1
Item #31	Enrolled in First CB-Approved College-Level Math Course – Numeric	75	1
Item #32A	Subject Prefix for Math Course in ACGM – Alphanumeric (left justify and blank fill)	76	7
Item #32B	Math Course Number in ACGM – Numeric (left justify and blank fill)	83	7
Item #33	CB-Approved First College-Level Math Course Grade – Numeric	90	1
Items #34-39	Unused (no positions reserved in the record)		

CTC Texas Success Initiative Report (CBM002)

		<u>Beginning Position</u>	<u>Length</u>
Item #40	Reading TSI Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	91	1
Item #41A	Reading TSI Waived or Satisfied through Exemption – Numeric	92	1
Item #41B	ACT (English) or SAT (Verbal) Score – Numeric	93	3
Item #41C	ACT Composite or SAT Combined Score – Numeric	96	4
Item #41D	TAKS Exit Level English Language Arts Scale Score – Numeric	100	4
Item #42A	Reading TSI Assessment Test Used for Initial Placement – Numeric	104	1
Item #42B	Reading TSI Assessment Score Used for Initial Placement – Numeric	105	3
Item #43	Participation in Alt/Non-course-based Method for DE Reading this Reporting Period – Numeric	108	1
Item #44	Reading TSI Satisfied Based on State Standard by End of of Semester – Numeric	109	1
Items #45-49	Unused (no positions reserved in the record)		
Item #50	Credit for First College-Level Reading-Intensive Course-Previous Reporting Period – Numeric	110	1
Item #51	Enrolled in First CB-Approved College-Level Reading-Intensive Course – Numeric	111	1
Item #52A	Subject Prefix for Reading-Intensive Course in ACGM – Alphanumeric (left justify and blank fill)	112	7
Item #52B	Reading-Intensive Course Number in ACGM – Numeric Numeric (left justify and blank fill)	119	7
Item #53	CB-Approved First College-Level Reading-Intensive Course Grade – Numeric	126	1
Items #54-59	Unused (no positions reserved in the record)		
Item #60	Writing TSI Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	127	1
Item #61A	Writing TSI Waived or Satisfied through Exemption – Numeric	128	1
Item #61B	ACT (English) or SAT (Verbal) Score – Numeric	129	3
Item #61C	ACT Composite or SAT Combined Score – Numeric	132	4
Item #61D	TAKS Exit Level English Language Arts Scale Score – Numeric	136	4
Item #62A	Writing TSI Assessment Test Used for Initial Placement – Numeric	140	1
Item #62B	Writing TSI Assessment Score Used for Initial Placement – Numeric	141	3
Item #62C	Written Essay Score – Numeric	144	1
Item #63	Participation in Alt/Non-course-based Method for DE Writing this Reporting Period – Numeric	145	1
Item #64	Writing TSI Satisfied Based on State Standard by End of Semester – Numeric	146	1
Items #65-69	Unused (no positions reserved in the record)		
Item #70	Credit for First College-Level Writing-Intensive Course-Previous Reporting Period – Numeric	147	1
Item #71	Enrolled in First CB-Approved College-Level Writing-Intensive Course – Numeric	148	1
Item #72A	Subject Prefix for Writing-Intensive Course in ACGM – Alphanumeric (left justify and blank fill)	149	7
Item #72B	Writing-Intensive Course Number in ACGM – Numeric (left justify and blank fill)	156	7

CTC Texas Success Initiative Report (CBM002)

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

CTC Texas Success Initiative Report (CBM002)

QUESTIONABLE AND ERROR VALUES

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

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

CTC Texas Success Initiative Report (CBM002)

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



CTC Texas Success Initiative Report (CBM002)

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

CTC Texas Success Initiative Report (CBM002)

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

CTC Texas Success Initiative Report (CBM002)

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

CTC Texas Success Initiative Report (CBM002)

REPORTING EXAMPLES

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

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

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

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

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

\*Fill in the appropriate four-digit number.

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

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

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

CTC Texas Success Initiative Report (CBM002)

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

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

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

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

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

CTC Texas Success Initiative Report (CBM002)

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

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

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

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

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

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

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

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

CTC Texas Success Initiative Report (CBM002)

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

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

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

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

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

- 4b. Item #13 = 1

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

CTC Texas Success Initiative Report (CBM002)

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

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

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

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

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



## CTC Texas Success Initiative Report (CBM002)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 CBM002 EDIT SUMMARY FROM RunDate: 02/01/2010 Time: 07:29:15  
 TEXAS COMMUNITY COLLEGE 111111 FALL 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 Record Code	14,281	0	0
ITEM 2 Inst. Code	14,281	0	0
ITEM 3 Student ID	14,281	0	0
ITEM 4 Reporting Period	14,281	0	0
ITEM 5 Reporting Year	14,281	0	0
ITEM 6 NonDisclosure	14,281	0	0
ITEM 7 Gender	14,281	0	0
ITEM 8 Ethnic Orgin	14,281	0	0
ITEM 9 Date of Birth	14,281	0	0
ITEM 10A Semester Credit Hours Completed-Academic	14,279	2	0
ITEM 10B Grade Points Earned-Academic	14,279	2	0
ITEM 11A Semester Credit Hours Completed-Tech	14,281	0	0
ITEM 11B Grade Points Earned-Technical	14,281	0	0
ITEM 12 TSI Obligation Waived/Degree/Military Ex	14,281	0	0
ITEM 13 Flexible Entry	14,281	0	0
ITEM 14 New Ethnic Origin	14,281	0	0
ITEM 15 Race	14,281	0	0
ITEM 15A White	14,281	0	0
ITEM 15B Black/African Amer	14,281	0	0
ITEM 15C Asian	14,281	0	0
ITEM 15D American Ind/Alask Nat	14,281	0	0
ITEM 15E International	14,281	0	0
ITEM 15F Unknown/Not Reported	14,281	0	0
ITEM 15G Nat Hawaiian/Other Pac Is	14,281	0	0
ITEM 20-33 Math Activity	14,281	0	0
ITEM 20 M. TSI Satisfied Met by Census Date	14,281	0	0
ITEM 21A M. TSI Satisfied through Exemption	14,281	0	0
ITEM 21B M. Score	14,281	0	0
ITEM 21C M. Composite or Combined Score	14,281	0	0
ITEM 21D M. TAKS Math Scale Score	14,281	0	0
ITEM 22A M. TSI Init Assess Test for Placement	14,281	0	0
ITEM 22B M. TSI Init Assess Score	14,281	0	0
ITEM 23 M. Participation in Alt. DE	14,281	0	0
ITEM 24 M. TSI Satisfied by End of Semester	14,281	0	0
ITEM 30 M. Cr First Coll-Lvl Course-Prev Rep Per	14,281	0	0
ITEM 31 M. Enr in First CB-Appr Coll-Lvl Course	14,281	0	0
ITEM 32A M. Subject Prefix for Course in ACGM	14,281	0	0
ITEM 32B M. Course Number in ACGM	14,281	0	0
ITEM 33 M. CB-Appr First Coll-Lvl Course Grade	13,692	589	0
ITEM 40-53 Reading Activity	14,281	0	0
ITEM 40 R. TSI Satisfied Met by Census Date	14,281	0	0
ITEM 41A R. TSI Satisfied through Exemption	14,281	0	0
ITEM 41B R. Score	14,281	0	0
ITEM 41C R. Composite or Combined Score	14,281	0	0
ITEM 41D R. TAKS English Lang Arts Scale Score	14,281	0	0
ITEM 42A R. TSI Init Assess Test for Placement	14,281	0	0
ITEM 42B R. TSI Init Assess Score	14,281	0	0
ITEM 43 R. Participation in Alt. DE	14,281	0	0
ITEM 44 R. TSI Satisfied by End of Semester	14,281	0	0
ITEM 50 R. Cr First Coll-Lvl Course-Prev Rep Per	14,281	0	0
ITEM 51 R. Enr in First CB-Appr Coll-Lvl Course	14,273	0	8
ITEM 52A R. Subject Prefix for Course in ACGM	14,281	0	0
ITEM 52B R. Course Number in ACGM	14,281	0	0
ITEM 53 R. CB-Appr First Coll-Lvl Course Grade	13,970	303	8
ITEM 60-73 Writing TSI Activity	14,281	0	0
ITEM 60 W. TSI Satisfied Met by Census Date	14,281	0	0
ITEM 61A W. TSI Satisfied through Exemption	14,264	17	0
ITEM 61B W. Score	14,281	0	0
ITEM 61C W. Composite or Combined Score	14,281	0	0
ITEM 61D W. TAKS English Lang Arts Scale Score	14,264	17	0
ITEM 62A W. TSI Init Assess Test for Placement	14,279	0	2
ITEM 62B W. TSI Init Assess Score	14,278	0	3
ITEM 62C W. Written Essay Score	14,280	0	1
ITEM 63 W. Participation in Alt. DE	14,281	0	0
ITEM 64 W. TSI Satisfied by End of Semester	14,281	0	0
ITEM 70 W. Cr First Coll-Lvl Course-Prev Rep Per	14,281	0	0

## CTC Texas Success Initiative Report (CBM002)

ITEM 71	W. Enr in First CB-Appr Coll-Lvl Course	14,279	0	2
ITEM 72A	W. Subject Prefix for Course in ACGM	14,281	0	0
ITEM 72B	W. Course Number in ACGM	14,281	0	0
ITEM 73	W. CB-Appr First Coll-Lvl Course Grade	13,929	350	2
ITEM 80A	SCH in First Math DE Crse this Sem	11,427	378	2,476
ITEM 80B	Grade in First Math DE Crse	14,281	0	0
ITEM 80C	Lvl of First Math DE Crse	14,281	0	0
ITEM 81A	SCH in Second Math DE Crse this Sem	14,281	0	0
ITEM 81B	Grade in Second Math DE Crse	14,281	0	0
ITEM 81C	Lvl of Second Math DE Crse	14,281	0	0
ITEM 82A	SCH in Third Math DE Crse this Sem	14,281	0	0
ITEM 82B	Grade in Third Math DE Crse	14,281	0	0
ITEM 82C	Lvl of Third Math DE Crse	14,281	0	0
ITEM 83A	SCH in Fourth Math DE Crse this Sem	14,281	0	0
ITEM 83B	Grade in Fourth Math DE Crse	14,281	0	0
ITEM 83C	Lvl of Fourth Math DE Crse	14,281	0	0
ITEM 84A	SCH in First Reading DE Crse this Sem	13,904	275	102
ITEM 84B	Grade in First Reading DE Crse	14,281	0	0
ITEM 84C	Lvl of First Reading DE Crse	14,281	0	0
ITEM 85A	SCH in Second Reading DE Crse this Sem	14,281	0	0
ITEM 85B	Grade in Second Reading DE Crse	14,281	0	0
ITEM 85C	Lvl of Second Reading DE Crse	14,281	0	0
ITEM 86A	SCH in Third Reading DE Crse this Sem	14,281	0	0
ITEM 86B	Grade in Third Reading DE Crse	14,281	0	0
ITEM 86C	Lvl of Third Reading DE Crse	14,281	0	0
ITEM 87A	SCH in Fourth Reading DE Crse this Sem	14,281	0	0
ITEM 87B	Grade in Fourth Reading DE Crse	14,281	0	0
ITEM 87C	Lvl of Fourth Reading DE Crse	14,281	0	0
ITEM 88A	SCH in First Writing DE Crse this Sem	13,765	328	188
ITEM 88B	Grade in First Writing DE Crse	14,281	0	0
ITEM 88C	Lvl of First Writing DE Crse	14,281	0	0
ITEM 89A	SCH in Second Writing DE Crse this Sem	14,281	0	0
ITEM 89B	Grade in Second Writing DE Crse	14,281	0	0
ITEM 89C	Lvl of Second Writing DE Crse	14,281	0	0
ITEM 90A	SCH in Third Writing DE Crse this Sem	14,281	0	0
ITEM 90B	Grade in Third Writing DE Crse	14,281	0	0
ITEM 90C	Lvl of Third Writing DE Crse	14,281	0	0
ITEM 91A	SCH in Fourth Writing DE Crse this Sem	14,281	0	0
ITEM 91B	Grade in Fourth Writing DE Crse	14,281	0	0
ITEM 91C	Lvl of Fourth Writing DE Crse	14,281	0	0

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

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

TOTAL Report Records	14,281		
CONTROL TOTAL	14,281	DISCREPANCY	0
Total Recs on Db	14,281		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Records Where (SCH,GPE) =0 And DE not =0	0		
Records Where SCH > 0 and GPE = 0	0		
Records Where (SCH,GPE,All DE) = 0	0		
Total Error Recs on Db	2,595		
Total Questionable Recs on Db	678		
Total Non Error Records on Db	11,686		
Total Rejected Records	0		
SSN With Alpha Characters	245		



## CTC Texas Success Initiative Report (CBM002)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 EDIT OF CBM002 DATA RunDate: 02/01/2010 Time: 07:29:15  
 TEXAS COMMUNITY COLLEGE 111111 FALL 2009

Gender			
Male		5,076	
Female		6,610	
Total		11,686	
Ethnic Origin			
White, Non-Hispanic		480	
Black, Non-Hispanic		83	
Hispanic		10,304	
Asian/Pacific Islander		163	
American Indian/Alaskan Native		14	
International		559	
Unknown or Not Reported		83	
Total		11,686	
Non Disclosure		7	
Total		7	
Flexible Entry		0	
New Ethnic Origin			
Hispanic or Latino Origin		10,304	
Not Hispanic or Latino Origin		1,299	
Not Answered		83	
Total		11,686	
Race			
Multi-racial		100	
White only		380	
Black only		83	
Hispanic only		10,304	
Asian only		141	
American Indian/Alaskan Native only		14	
International only		559	
Native Hawaiian/Other Pacific Islander only		22	
Ethnic Origin/Race Unknown		83	
Total		11,686	
Races reported in Multi-racial			
White		102	
Black		126	
Asian		22	
American Indian/Alaskan Native		12	
Native Hawaiian/Other Pacific Islander		1	
International		0	
Academic SCH Completed		127,396	
Technical SCH Completed		0	
TSI Waiver/Degree/Exemption Status			
No or Not Applicable		10,454	
Waiver Based on Level One Cert non-deg stat		31	
Waiver Based on Dual Credit		279	
Waiver Based On Active Military		0	
Exemption Based On Earned Degree		41	
Exemption Based On Military Service		755	
Exemption Based On Previous TASP		126	
Total		11,686	
TSI Satisfied Based on State Standard	MATH	READING	WRITING
By Census Date or Exempted			
Not Satisfied or Obligation Waived	636	401	466
Yes at My Institution	10,844	11,079	11,003
Yes at Another Institution	206	206	217

## CTC Texas Success Initiative Report (CBM002)

Total	11,686	11,686	11,686
By End of Semester			
Not Satisfied or Obligation Waived	559	326	360
Yes at My Institution This Sem	77	75	106
Satisfied by Census Date	11,050	11,285	11,220
Total	11,686	11,686	11,686
TSI Exemption/Waiver Status	MATH	READING	WRITING
Previously Reported/Not app	10,801	10,792	10,788
No Exemption or Waiver	384	372	366
Exemption Based On ACT	12	12	14
Exemption Based On SAT	7	9	10
Exemption Based On TAKS	178	211	210
Exemption Based On Coursework in Related Field	12	10	10
Waiver for Dual Credit	262	249	257
Waiver For Level-One Cert, Non-Degree, Military	30	31	31
Total	11,686	11,686	11,686
TSI Initial Assessment Test	MATH	READING	WRITING
Previously Reported/Not app	11,302	11,314	11,320
THEA/TASP	274	275	259
COMPASS	6	5	2
SSET	0	0	0
ACCUPLACER	72	59	48
STANFORD ACHIEVE TEST	0	0	0
MAPS	0	0	0
Not Assessed	32	33	57
Total	11,686	11,686	11,686
Participation in Alt/Non-Course-Based Dev Ed Method	MATH	READING	WRITING
Did Not Participate	11,610	11,678	11,673
Participated, Satisfied TSI	0	0	0
Participated, Did Not Satisfy TSI	76	8	13
Total	11,686	11,686	11,686
Credit for First College-Level Course- Previous Reporting Period	MATH	READING	WRITING
Not Satisfied	5,095	3,688	3,655
Yes at My Institution (Prev Rep)	2,455	2,965	3,241
Yes at Another Institution	3,976	4,884	4,480
Credit Otherwise Awarded	160	149	310
Total	11,686	11,686	11,686
Enrollment in First CB-Approved College- Level Course	MATH	READING	WRITING
Prev Rep as Successful Comp	6,591	7,998	8,031
Yes	914	1,803	1,277
No	4,181	1,885	2,378
Total	11,686	11,686	11,686
Grade In First College-Level Course	MATH	READING	WRITING
Previously Rep/Not App	6,591	7,998	8,031
A	175	506	375
B	157	343	322
C	221	351	214
D	83	212	130
F/No Credit	138	280	121
I/Incomplete	0	0	0
W/Withdrawn	140	111	115
Credit/Passed	0	0	0
Not Attempted This Semester	4,181	1,885	2,378
Total	11,686	11,686	11,686
First Dev Ed Course This Semester	MATH	READING	WRITING
SCH Attempted	7,803	1,815	3,288
Grade			
Not Attempted	9,193	11,152	10,693
A	598	0	0

CTC Texas Success Initiative Report (CBM002)

B	673	0	0
C	724	0	0
D	117	0	0
F/No Credit	242	1	0
I/Incomplete	0	0	0
W/Withdrawn	139	5	25
Credit/Passed	0	528	968
E/No Credit	0	0	0
Total	11,686	11,686	11,686
Level			
Not Applicable	9,085	11,081	10,590
Highest Grade	2,266	605	1,096
Medium Grade	335	0	0
Lowest Grade	0	0	0
Total	11,686	11,686	11,686
Second Dev Ed Course This Semester			
SCH Attempted	MATH	READING	WRITING
Grade	0	0	0
Not Attempted	11,686	11,686	11,686
A	0	0	0
B	0	0	0
C	0	0	0
D	0	0	0
F/No Credit	0	0	0
I/Incomplete	0	0	0
W/Withdrawn	0	0	0
Credit/Passed	0	0	0
E/No Credit	0	0	0
Total	11,686	11,686	11,686
Level			
Not Applicable	11,686	11,686	11,686
Highest Grade	0	0	0
Medium Grade	0	0	0
Lowest Grade	0	0	0
Total	11,686	11,686	11,686
Third Dev Ed Course This Semester			
SCH Attempted	MATH	READING	WRITING
Grade	0	0	0
Not Attempted	11,686	11,686	11,686
A	0	0	0
B	0	0	0
C	0	0	0
D	0	0	0
F/No Credit	0	0	0
I/Incomplete	0	0	0
W/Withdrawn	0	0	0
Credit/Passed	0	0	0
E/No Credit	0	0	0
Total	11,686	11,686	11,686
Level			
Not Applicable	11,686	11,686	11,686
Highest Grade	0	0	0
Medium Grade	0	0	0
Lowest Grade	0	0	0
Total	11,686	11,686	11,686
Fourth Dev Ed Course This Semester			
SCH Attempted	MATH	READING	WRITING
Grade	0	0	0
Not Attempted	11,686	11,686	11,686
A	0	0	0
B	0	0	0
C	0	0	0
D	0	0	0
F/No Credit	0	0	0
I/Incomplete	0	0	0
W/Withdrawn	0	0	0
Credit/Passed	0	0	0
E/No Credit	0	0	0

CTC Texas Success Initiative Report (CBM002)

Total	11,686	11,686	11,686
Level			
Not Applicable	11,686	11,686	11,686
Highest Grade	0	0	0
Medium Grade	0	0	0
Lowest Grade	0	0	0
Total	11,686	11,686	11,686

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







## 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 are awarded). Exclude students who audit a course. 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 a first installment payment prior to the beginning of the semester.

A rider in the Appropriations Bill (78<sup>th</sup> Legislature) 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. A link to the guidelines that allow exceptions is 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 than 5 1/2 calendar weeks, including registration, instruction, and final examinations.

CTC Class Report (CBM004)

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

### CTC Class Report (CBM004)

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" on page 4.5. 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 affects 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 two-year 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:

000844	Alamo University Center
000842	Collin Higher Education Center
000811	East Williamson County Multi-Institution Teaching Center
000820	Lone Star College – University Center
000821	Lone Star College – University Park

## CTC Class Report (CBM004)

000802	Round Rock Higher Education Center
000840	The University of Texas at Arlington Fort Worth Center
000818	Universities Center at Dallas
000800	University of Houston System at Sugar Land
000826	University of Houston System Center at Cinco Ranch

## 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. The providing institution will need to report any classes taught during the semester being reported either as a regular class or a flexible entry class, depending upon where the census date falls. 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/Rules/>, Chapter 13, Subchapter F, Section 13.100-13.109.

CTC Class Report (CBM004)

INSTRUCTIONS FOR CLASS REPORT

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

Item #2 Institution Code. Enter the FICE Code of the institution. 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. Include all developmental SCHs funded at your institution during or after the summer of 1996. There is further discussion and an example on page 4.15 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) |   |            |



CTC Class Report (CBM004)

**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 4.11.) 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)
- 7 Third and Fourth Year Bachelor of Applied Technology Programs

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 – Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems or students in “individual instruction classes” which are located out of district. 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.

CTC Class Report (CBM004)

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 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 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/DVD and/or Broadcast TV
- 4 Two-way Interactive Video
- 5 Multiple or Other Electronic Media (Use only if no other single mode accounts for 50% of the instruction or if the electronic instruction mode is not listed above.)

Item #12A Site Code. 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 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.

CTC Class Report (CBM004)

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 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 4.15 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.)

CTC Class Report (CBM004)

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. 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.

CTC Class Report (CBM004)

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.

CTC Class Report (CBM004)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '4'	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #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

CTC Class Report (CBM004)

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.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
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', '4', or '7'
9. Location Code	N/A	Any value except '1' thru '9', 'A', or 'B'
10. Contact Hours	Less than '0008', greater than '0640'; if CH less than minimum	Any non-numerical value; CH greater than maximum
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

CTC Class Report (CBM004)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
		'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
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)	Sum of items 16, 20, & 21; less than '001' or 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)	See Item #16	Non-numerical value
21. Enrollment – NOT Eligible for State Funding (exclusive of Item #6B, #16, & #20)	See Item #16	Non-numerical value

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



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.

### CTC Class Report (CBM004)

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.

## CTC Class Report (CBM004)

### 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 not equal 1) for all students except third and fourth year Bachelor students, which are included in the BA SCH column. 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)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 JR-CBM004 EDIT SUMMARY FROM RunDate: 10/15/2009 Time: 18:28:04  
 TEXAS COMMUNITY COLLEGE 111111 FALL 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	946	0	0
ITEM 2 INST. CODE	946	0	0
ITEM 3 Subject Prefix	946	0	0
ITEM 4 Subject Number	946	0	0
ITEM 5 Section Number	946	0	0
ITEM 6A Semester Credit Hours	946	0	0
ITEM 6B Enrollment - Dev Excess	946	0	0
ITEM 7 Type Instruction	946	0	0
ITEM 8 Course Type	946	0	0
ITEM 9 Location Code	946	0	0
ITEM 10 Contact Hours	945	0	1
ITEM 11 CB Approval Number	945	0	1
ITEM 12 Instruction Mode	946	0	0
ITEM 12B Zip/Foreign	946	0	0
ITEM 13 Instructor Code	849	97	0
ITEM 14 Responsibility Factor	946	0	0
ITEM 15 Number of Weeks	946	0	0
ITEM 16 Enrollment	946	0	0
ITEM 17 Semester	946	0	0
ITEM 18 Year	946	0	0
ITEM 19 InterInstitution Fice	946	0	0
ITEM 20 Enrol Affected by UG Limit	946	0	0
ITEM 21 Enrolment - Not Eligible For State Fundi	946	0	0

Number Of CBM004 To CBM008 MISMATCHES 0

TOTAL Report Records	946		
CONTROL TOTAL	946	DISCREPANCY	0
Total Recs on Db	946		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	1		
Total Questionable Recs on Db	96		
Total Non Error Records on Db	945		
Total Rejected Records	0		
- CBM004 Vs CBM001 Academic	Contact Hours	In Balance	
- CBM004 Vs CBM001 Technical	Contact Hours	In Balance	
- CBM004 Vs CBM001 SCH		In Balance	

### 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 trailer record (the "control total"), the difference is shown on the edit report as a discrepancy.

**CTC Class Report (CBM004)**

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 CTC-CBM004 SUMMARY OF CONTACT HOURS GENERATED FOR CREDIT COURSES  
 BY FUNDING CODE - APPROVAL CODE  
 TEXAS COMMUNITY COLLEGE 111111

Page 1

FALL 2009

RunDate: 10/15/2009 Time: 18:28:04

PROGRAM NUMBER	CURRICULUM TITLE	TOTAL CONTACT HOURS	ACADEMIC CONTACT HOURS	TECHNICAL CONTACT HOURS	EXCESS DEVELOPMENTAL CON HRS	ACADEMIC UNFUNDED HOURS	TECHNICAL UNFUNDED HOURS
0101035101	Agricultural Economics	240.00	240.00	0.00	0.00	0.00	0.00
0111025101	Agronomy and Crop Science	768.00	768.00	0.00	0.00	0.00	0.00
0301035101	Environmental Studies	201.00	201.00	0.00	0.00	0.00	0.00
TOTALS 01	AGRICULTURE	1,209.00	1,209.00	0.00	0.00	0.00	0.00
4805080002	Welding Technology/Welder	12,144.00	0.00	12,144.00	0.00	0.00	0.00
TOTALS 02	ARCHITECTURE AND PRECISION PRODUCTI	12,144.00	0.00	12,144.00	0.00	0.00	0.00
2601015103	Biology/Biological Sciences, Genera	37,656.00	37,656.00	0.00	0.00	288.00	0.00
2605035103	Medical Microbiology and Bacteriolo	9,984.00	9,984.00	0.00	0.00	192.00	0.00
2607015103	Zoology/Animal Biology	1,440.00	1,440.00	0.00	0.00	0.00	0.00
2607075103	Animal Physiology	37,920.00	37,920.00	0.00	0.00	576.00	0.00
4001015103	Physical Sciences	3,552.00	3,552.00	0.00	0.00	0.00	0.00
4001015303	Physical Sciences	768.00	768.00	0.00	0.00	0.00	0.00
4005015103	Chemistry, General	5,472.00	5,472.00	0.00	0.00	0.00	0.00
4005015203	Chemistry, General	10,528.00	10,528.00	0.00	0.00	112.00	0.00
4005045103	Organic Chemistry	2,592.00	2,592.00	0.00	0.00	0.00	0.00
4005045203	Organic Chemistry	1,568.00	1,568.00	0.00	0.00	0.00	0.00
4006015103	Geology/Earth Science, General	96.00	96.00	0.00	0.00	0.00	0.00
4008015103	Physics, General	1,344.00	1,344.00	0.00	0.00	0.00	0.00
4008015303	Physics, General	2,112.00	2,112.00	0.00	0.00	0.00	0.00
4008015403	Physics, General	1,440.00	1,440.00	0.00	0.00	96.00	0.00
TOTALS 03	BIOLOGY, PHYSICAL SCIENCES, & SCIEN	116,472.00	116,472.00	0.00	0.00	1,264.00	0.00
1102025104	Computer Programming Special Applic	1,120.00	1,120.00	0.00	0.00	0.00	0.00
1102025404	Computer Programming Special Applic	46,080.00	46,080.00	0.00	0.00	480.00	0.00
1109010004	Computer Systems Networking and Tel	1,344.00	0.00	1,344.00	0.00	0.00	0.00
5201015104	Business/Commerce, General	672.00	672.00	0.00	0.00	0.00	0.00
	TOTAL FUNDED	845,047.00	584,019.00	261,028.00	0.00	0.00	0.00
	TOTAL UNFUNDED	0.00	0.00	0.00	1,856.00	5,840.00	0.00
	TOTAL ALL CURRICULUM AREAS	845,047.00	584,019.00	261,028.00	1,856.00	5,840.00	0.00
	GRAND TOTAL ALL HOURS	852,743.00					
	INTERINSTITUTIONAL CURRICULUM AREAS	9,411.00	9,171.00	240.00	0.00	160.00	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 (ITEM 8 = 1)

## CTC Class Report (CBM004)

COLUMN F = ITEM 21 \* ITEM 10 (ITEM 8 <> 1)  
 Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

CTC-CBM004 SUMMARY OF SEMESTER CREDIT HOURS GENERATED FOR CREDIT COURSES  
 BY FUNDING CODE - APPROVAL CODE  
 TEXAS COMMUNITY COLLEGE 111111

FALL 2009

RunDate: 10/15/2009 Time: 18:28:04

PROGRAM NUMBER	CURRICULUM TITLE	TOTAL FUNDED SCH	ACADEMIC SCH AFFECTED BY LIMIT	ACADEMIC SCH NOT AFFECTED BY LIMIT	TECHNICAL SCH	EXCESS DEV SCH	UNFUNDED SCH
0101035101	Agricultural Economics	15.00	12.00	3.00	0.00	0.00	0.00
0111025101	Agronomy and Crop Science	32.00	20.00	12.00	0.00	0.00	0.00
0301035101	Environmental Studies	13.00	9.00	4.00	0.00	0.00	0.00
TOTALS 01	AGRICULTURE	60.00	41.00	19.00	0.00	0.00	0.00
4805080002	Welding Technology/Welder	345.00	0.00	0.00	345.00	0.00	0.00
TOTALS 02	ARCHITECTURE AND PRECISION PRODUCTI	345.00	0.00	0.00	345.00	0.00	0.00
2601015103	Biology/Biological Sciences, Genera	1,574.00	1,451.00	123.00	0.00	0.00	12.00
2605035103	Medical Microbiology and Bacteriolo	416.00	344.00	72.00	0.00	0.00	8.00
2607015103	Zoology/Animal Biology	60.00	52.00	8.00	0.00	0.00	0.00
2607075103	Animal Physiology	1,579.00	1,364.00	215.00	0.00	0.00	24.00
4001015103	Physical Sciences	148.00	128.00	20.00	0.00	0.00	0.00
4001015303	Physical Sciences	12.00	12.00	0.00	0.00	0.00	0.00
4005015103	Chemistry, General	228.00	176.00	52.00	0.00	0.00	0.00
4005015203	Chemistry, General	376.00	344.00	32.00	0.00	0.00	4.00
4005045103	Organic Chemistry	108.00	100.00	8.00	0.00	0.00	0.00
4005045203	Organic Chemistry	56.00	36.00	20.00	0.00	0.00	0.00
4006015103	Geology/Earth Science, General	4.00	4.00	0.00	0.00	0.00	0.00
4008015103	Physics, General	56.00	44.00	12.00	0.00	0.00	0.00
4008015303	Physics, General	88.00	80.00	8.00	0.00	0.00	0.00
4008015403	Physics, General	60.00	48.00	12.00	0.00	0.00	4.00
TOTALS 03	BIOLOGY, PHYSICAL SCIENCES, & SCIEN	4,765.00	4,183.00	582.00	0.00	0.00	52.00
1102025104	Computer Programming Special Applic	42.00	42.00	0.00	0.00	0.00	0.00
1102025404	Computer Programming Special Applic	1,440.00	1,293.00	147.00	0.00	0.00	15.00
1109010004	Computer Systems Networking and Tel	42.00	0.00	0.00	42.00	0.00	0.00
	SUBTOTAL 2-YEAR FUNDED	35,933.00	22,598.00	5,027.00	8,308.00	63.00	292.00
	SUBTOTAL BA FUNDED	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL FUNDED	35,933.00	22,598.00	5,027.00	8,308.00	0.00	0.00
	TOTAL UNFUNDED	0.00	0.00	0.00	0.00	63.00	292.00
	TOTAL ALL CURRICULUM AREAS	35,933.00	22,598.00	5,027.00	8,308.00	63.00	292.00
	GRAND TOTAL ALL HOURS	36,288.00					

COLUMN A = COLUMN B + COLUMN C + COLUMN D  
 COLUMN B = ITEM 20 \* ITEM 6A (ITEM 8 = 1 or 7)  
 COLUMN C = ITEM 16 \* ITEM 6A (ITEM 8 = 1 or 7)  
 COLUMN D = ITEM 16 \* ITEM 6A (ITEM 8 > 1 and < 7)

CTC Class Report (CBM004)

COLUMN E = ITEM 6B \* ITEM 6A  
COLUMN F = ITEM 21 \* ITEM 6A

**CTC Class Report (CBM004)**

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

Jr-CBM008 Regular Faculty Teaching Less Than 4 Classes Whose Teaching Percent of Time = 100%

FALL 2009

TEXAS COMMUNITY COLLEGE 111111

RunDate: 10/15/2009 Time: 18:28:04

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	19	20		
1	2	3	4	5	6A	6B	7	8	9	10	11	12A	12B	13	16	17	18			
111111111	MCBROOME	J																		
4	111111	RNSG	1261	05	02	00	3	4	1	0096	5116010014	1		111111111	010	1	2009		000	
4	111111	RNSG	1261	07	02	00	3	4	1	0096	5116010014	1		111111111	010	1	2009		000	
666666666	LUCAS	K																		
4	111111	RNSG	2121	01	01	00	1	4	1	0016	5116010014	1		666666666	048	1	2009		000	
4	111111	RNSG	2121	02	01	00	1	4	1	0016	5116010014	1		666666666	023	1	2009		000	
222222222	DRYE	R																		
4	111111	RNSG	1201	03	02	00	1	4	1	0032	5116010014	1		222222222	029	1	2009		000	
4	111111	RNSG	2560	02	05	00	1	4	1	0240	5116010014	1		222222222	015	1	2009		000	
444444444	MURPHY	C																		
4	111111	RNSG	2560	03	05	00	1	4	1	0240	5116010014	1		444444444	009	1	2009		000	
555555555	HAIRSTON	R																		
4	111111	RNSG	2560	05	05	00	1	4	1	0240	5116010014	1		555555555	009	1	2009		000	
777777777	CORNELIUS	R																		
4	111111	VNSG	2663	10	FE	06	00	3	4	0288	5116130018	1		777777777	010	1	2009		000	
888888888	STOREY	J																		
4	111111	RNSG	1201	02	02	00	1	4	1	0032	5116010014	1		888888888	029	1	2009		000	
4	111111	RNSG	1260	06	02	00	3	4	1	0096	5116010014	1		888888888	009	1	2009		000	
4	111111	RNSG	1260	07	02	00	3	4	1	0096	5116010014	1		888888888	010	1	2009		000	



CTC Class Report (CBM004)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
FALL 2009  
CLASSES TAUGHT BY NON-REPORTED FACULTY  
TEXAS COMMUNITY COLLEGE (111111)

Page 1

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	
1	2	3	4	5	6A	6B	7	8	9	10	11	12A	12B	13	16	17	18	19	20
THERE ARE NO 4-8 MISMATCHES FOR : TEXAS COMMUNITY COLLEGE																			

CTC Class Report (CBM004)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of JR-CBM004 Data From  
 TEXAS COMMUNITY COLLEGE 111111

Page 1

FALL 2009

RunDate: 10/15/2009 Time: 18:28:04

1	2	3	4	5	6A	6B	7	8	9	10	11	12	12B	13	14	15	16	17	18	19	20	21	Remarks
4	111111	PSYC	2371	V1	03	00	1	1	6	0048	123123123	2	00000	SPANIELJC	100	16	000	1	2009	002203	001	000	E

\*\*\*\* \*\*\*\*\*

-----  
 CbAppNum(Item11) Is not found on CTC Academic Course DataBase! REF0357  
 InstructorCode(Item13) Is Not Numeric Questionable! REF0630  
 SumHours , Contact hours(48.00) > Maximum of (0)! REF0296

Total Rejected Records 0  
 Total Records on DataBase 946  
 Total Non Error Records 945  
 Total Error Records 1  
 Total Questionable Records 96  
 Total Rejected Records 0

- CBM004/CBM001 Academic Contact Hours
  - Total CBM004 Contact Hours: 580,688
  - Total CBM001 Contact Hours: 580,688
- CBM004/CBM001 Technical Contact Hours
  - Total CBM004 Contact Hours: 260,788
  - Total CBM001 Contact Hours: 260,788
- CBM004/CBM001 SCH Credit Hours
  - Total CBM004 Credit Hours: 22,598
  - Total CBM001 Credit Hours: 22,593

\*\*\* Note Contact Hour Cross-Check Totals DO NOT Include Inter-Institutional Hours.  
 The Affected Semester Credit Hour Cross-Check Does Include Inter-Institutional Hours.

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

CTC Class Report (CBM004)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of JR-CBM004 Data From  
 TEXAS COMMUNITY COLLEGE 111111  
 Questionables ONLY

Page 1

FALL 2009

RunDate: 10/15/2009 Time: 18:28:04

1	2	3	4	5	6A	6B	7	8	9	10	11	12	12B	13	14	15	16	17	18	19	20	21	Remarks
4	111111	ACCT	2302	V2	03	00	1	1	6	0048	123123123	2	00000	CUCKLEBUR	100	16	000	1	2009	002203	001	000	Q
													-----										
													InstructorCode(Item13) Is Not Numeric Questionable! REF0630										
4	111111	ARTS	1301	V1	03	00	1	1	6	0012	456456456	2	00000	HOLIDAYIN	100	04	000	1	2009	009791	004	000	Q
													-----										
													InstructorCode(Item13) Is Not Numeric Questionable! REF0630										
4	111111	ARTS	1301	V2	03	00	1	1	6	0048	789789789	2	00000	KITTENBAR	100	16	001	1	2009	009791	002	000	Q
													-----										
													InstructorCode(Item13) Is Not Numeric Questionable! REF0630										
4	111111	ARTS	1301	V3	03	00	1	1	6	0048	111111111	2	00000	HOLIDAYIN	100	16	000	1	2009	009791	001	000	Q
													-----										
													InstructorCode(Item13) Is Not Numeric Questionable! REF0630										

## BUILDING AND ROOM USE REPORT CBM005

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

The purpose of this report is to collect data reflecting the building and room assignments as of the twelfth class day of the fall semester only. The following data refer to building and room usage and are to be reported for all courses taught in the fall semester in buildings or rooms required to be included in the institutions' Facilities Building and Room Inventory Reports. In the introductory section of the Facilities Building Inventory Report (CBM014), it states that a building inventory should "... include facilities under the jurisdiction or control of the institution's governing board, regardless of location" (on or off campus). ... "If a building is not owned by the institution or is shared with other tenants, include only the portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area." 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.

CTC Building and Room Use Report (CBM005)

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

Item #10 Starting Time. Enter the time of day that the class begins based on the 24 hour clock, i.e., eight a.m. would be coded '0800', three-thirty p.m. would be coded '1530', etc.

Item #11 Duration of Class. Enter the duration of time that the class meets expressed in minutes. If a class meets for 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.

CTC Building and Room Use Report (CBM005)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '5'	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6	Unused	27	1
Item #7	Building	28	6
Item #8	Room	34	16
Item #9	Days of Week – Left justify, space-fill	50	7
Item #10	Start Time – Numeric – 24-hour clock	57	4
Item #11	Duration - Minutes – Numeric, leading zeros	61	3
Item #12	Semester – Always '1'	64	1
Item #13	Year - YYYY – Numeric	65	4
Item #14	Classification of Room Type – Numeric	69	3
Item #15	Enrollment – Numeric, leading zeros	72	3

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.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value other than '5'
2. Institution Code header	N/A	Must match value in 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



CTC Building and Room Use Report (CBM005)

**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)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 JR-CBM005 EDIT SUMMARY FROM RunDate: 11/15/2009 Time: 06:24:52  
 TEXAS COMMUNITY COLLEGE 111111 FALL 2009

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RecordCode	1,026	0	0
ITEM 2	Inst. Code	1,026	0	0
ITEM 3	Subject Prefix	1,026	0	0
ITEM 4	Subject Number	1,026	0	0
ITEM 5	Section Number	1,026	0	0
ITEM 7	Building	1,026	0	0
ITEM 8	Room	1,026	0	0
ITEM 9	Days-Of-Week	1,026	0	0
ITEM 10	Start Time	1,026	0	0
ITEM 11	Duration	1,021	5	0
ITEM 12	Semester	1,026	0	0
ITEM 13	Year	1,026	0	0
ITEM 14	Room Type	1,026	0	0
ITEM 15	Enrollment	1,026	0	0

TOTAL Report Records	1,026		
CONTROL TOTAL	1,026	DISCREPANCY	0
Total Recs on Db	1,026		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	5		
Total Non Error Records on Db	1,026		
Total Rejected Records	0		

## CTC Building and Room Use Report (CBM005)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Edit Of JR-CBM005 Data From RunDate: 11/15/2009 Time: 06:24:52  
 TEXAS COMMUNITY COLLEGE 111111 FALL 2009

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

ATMO		
210	Class Laboratory	2
220	Special Class Laboratory	2
	Total	4
AUBO		
210	Class Laboratory	1
	Total	1
CAVL		
220	Special Class Laboratory	1
	Total	1
CRTZ		
110	Classroom	1
210	Class Laboratory	2
220	Special Class Laboratory	2
000	Other	1
	Total	6
EDBC		
110	Classroom	8
210	Class Laboratory	1
220	Special Class Laboratory	2
	Total	11
EIDM		
110	Classroom	4
210	Class Laboratory	1
220	Special Class Laboratory	8
310	Office	5
	Total	18
GYMA		
000	Other	1
	Total	1
GYMN		
210	Class Laboratory	2
000	Other	1
	Total	3
ITD1		
210	Class Laboratory	6
000	Other	1
	Total	7
LHSB		
110	Classroom	8
210	Class Laboratory	7
220	Special Class Laboratory	6
	Total	21
MRCN		
110	Classroom	25
	Total	25
MRCS		
110	Classroom	15
	Total	15
MUSI		
220	Special Class Laboratory	1
310	Office	2
000	Other	1
	Total	4
OLIB		
210	Class Laboratory	1
310	Office	1
	Total	2
RUST		
210	Class Laboratory	1
220	Special Class Laboratory	11
	Total	12
SETB		
110	Classroom	5
210	Class Laboratory	4

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

## CTC Building and Room Use Report (CBM005)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 2  
Edit Of JR-CBM005 Data From RunDate: 11/15/2009 Time: 06:24:52  
TEXAS COMMUNITY COLLEGE 111111 FALL 2009

Campus Totals		
110	Classroom	68
210	Class Laboratory	34
220	Special Class Laboratory	43
310	Office	8
350	Conference Room	0
610	Assembly (Auditorium, Etc.)	0
680	Meeting Room	0
000	Other	5
	Total	158

Number Of Classes Meeting On:		
	Monday-Wednesday-Friday	213
	Tuesday-Thursday	291
	Monday-Wednesday	93
	Monday Only	93
	Tuesday Only	99
	Wednesday Only	85
	Thursday Only	78
	Friday Only	7
	Saturday Only	8
	Sunday Only	0
	Other Only	59
	Total	1,026

Number Of Classes With Starting Times:		
	Before 8:00 AM	13
	8:00 AM - 8:59 AM	92
	9:00 AM - 9:59 AM	129
	10:00 AM - 10:59 AM	133
	11:00 AM - 11:59 AM	72
	Noon - 1:59 PM	178
	2:00 PM - 3:59 PM	69
	4:00 PM - 5:59 PM	141
	6:00 PM And After	199
	Total	1,026

Number Of Classes of Duration:		
	0-1 Hour (000-060 Minutes)	329
	1-2 Hours (061-120 Minutes)	394
	2-3 Hours (121-180 Minutes)	277
	3-4 Hours (181-240 Minutes)	21
	4-5 Hours (241-300 Minutes)	3
	5-6 Hours (301-360 Minutes)	1
	Over 6 Hours (Over 360 Minutes)	1
	Total	1,026

Number Of Classes Taught in Room Type:		
110	Classroom	571
210	Class Laboratory	228
220	Special Class Laboratory	175
310	Office	24
350	Conference Room	0
610	Assembly (Auditorium, Etc.)	0
680	Meeting Room	0
000	Other	28
	Total	1,026

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

# CTC Building and Room Use Report (CBM005)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 3  
Edit Of JR-CBM005 Data From RunDate: 11/15/2009 Time: 06:24:52  
TEXAS COMMUNITY COLLEGE 111111 FALL 2009

## Classroom Utilization Report

Room Type	Utilization	Non-Overlapping Duration	Instructional Rooms	Total Rooms
110	22.92	1,650.80	72.00	72.00
210	21.93	833.60	38.00	38.00
220	6.92	643.90	93.00	93.00

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

# CTC Building and Room Use Report (CBM005)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of JR-CBM005 Data From  
 TEXAS COMMUNITY COLLEGE 111111

Page 1

FALL 2009

RunDate: 11/15/2009 Time: 06:24:52

Item 1	Item 2	Item 3	Item 4	Item 5	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15	Remarks
5	111111	DMSO	1367	01	LHSB	1.512	135	0700	510	1	2009	220	009	Q
									---					
								Duration(Item11) is Greater than 240 Questionable. REF0616						
5	111111	MLAB	1211	01	LHSB	1.208	24	1000	360	1	2009	220	014	Q
									---					
								Duration(Item11) is Greater than 240 Questionable. REF0616						
5	111111	RNSG	2441	01	LHSB	2.312	1	1000	300	1	2009	110	033	Q
									---					
								Duration(Item11) is Greater than 240 Questionable. REF0616						
5	111111	VNSG	1231	01	ITD1	D3A130	2	1200	300	1	2009	210	050	Q
									---					
								Duration(Item11) is Greater than 240 Questionable. REF0616						
5	111111	VNSG	1432	01	LHSB	2.314	15	1200	300	1	2009	110	024	Q
									---					
								Duration(Item11) is Greater than 240 Questionable. REF0616						

Total Rejected Records 0  
 Total Records on DataBase 1,026  
 Total Non Error Records 1,026  
 Total Error Records 0  
 Total Questionable Records 5  
 Total Rejected Records 0

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

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 are awarded, and includes only those census date students who are enrolled on the final day of the class (have not withdrawn or dropped). Students who audit courses are not included. 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.

CTC End of Semester Class Report (CBM006)

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 type of



CTC End of Semester Class Report (CBM006)

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.)

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)
- 7 Third and Fourth Year Bachelor of Applied Technology Programs

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 – Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems or students in "individual instruction classes" which are located out of district. 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. Contact hours should be calculated based on a maximum of one contact

CTC End of Semester Class Report (CBM006)

hour per 60-minute period. 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/DVD and/or Broadcast TV
  - 4 Two-way Interactive Video
  - 5 Multiple or Other Electronic Media (Use only if no other single mode accounts for 50% of the instruction or if the electronic instruction mode is not listed above.)
- Item #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 Class 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 4.15 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. 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.

CTC End of Semester Class Report (CBM006)

Students counted in this item should not be included in Items #6B, #16, or #20. The link on page 4.5 provides further discussion. Right justify with leading zeros.

CTC End of Semester Class Report (CBM006)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always '6'	1	1
Item #2	Institution Code - FICE 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

CTC End of Semester Class 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.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
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', '4', or '7'
9. Location Code	N/A	Any value except '1' thru '9', 'A', or 'B'
10. Contact Hours	Less than '0008', greater than '0640'; if CH less than minimum	Any non-numerical value; CH greater than maximum
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

CTC End of Semester Class Report (CBM006)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
		'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
16. Enrollment - NOT Affected by Undergraduate SCH Limit (exclusive of Item #6B, #20, & #21)	Sum of items 16, 20, & 21; less than '001' or 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)	See Item #16	Non-numerical value
21. Enrollment – NOT Eligible for State Funding (exclusive of Item #6B, #16, & #21)	See Item #16	Non-numerical value

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

## CTC End of Semester Class 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 not equal 1) for all students except third and fourth year Bachelor students, which are included in the BA SCH column. 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 Class Report (CBM006)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 JR-CBM006 EDIT SUMMARY FROM RunDate: 02/01/2010 Time: 18:25:44  
 TEXAS COMMUNITY COLLEGE 111111 FALL 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	910	0	0
ITEM 2 Inst. Code	910	0	0
ITEM 3 Subject Prefix	910	0	0
ITEM 4 Subject Number	910	0	0
ITEM 5 Section Number	910	0	0
ITEM 6A Semester Credit Hours	910	0	0
ITEM 6B Enrollment - Dev Excess	910	0	0
ITEM 7 Type Instruction	910	0	0
ITEM 8 Course Type	910	0	0
ITEM 9 Location Code	910	0	0
ITEM 10 Contact Hours	910	0	0
ITEM 11 Cb Approval Number	910	0	0
ITEM 12 Instruction Mode	910	0	0
ITEM 12B Zip / Foreign	910	0	0
ITEM 13 Instructor Code / Id	834	76	0
ITEM 14 Responsibility Factor	910	0	0
ITEM 15 Number of Weeks	906	4	0
ITEM 16 Enrollement	894	16	0
ITEM 17 Semester	910	0	0
ITEM 18 Year	910	0	0
ITEM 19 InterInstructional Fice	910	0	0
ITEM 20 Enrol Affected By UG Limit	903	7	0
ITEM 21 Enrolment - Not Eligible For State Fundi	901	9	0

TOTAL Report Records	910		
CONTROL TOTAL	910	DISCREPANCY	0
Total Recs on Db	910		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	88		
Total Non Error Records on Db	910		
Total Rejected Records	0		
- CBM006 Vs CBM004 Total	Contact Hours	In Balance	

## CTC End of Semester Class Report (CBM006)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Percent Change Of SUMMARY OF CONTACT HOURS GENERATED FOR CREDIT COURSES CBM004 Vs. CBM006  
 BY FUNDING CODE - APPROVAL CODE  
 TEXAS COMMUNITY COLLEGE 111111

Page 1

FALL 2009

RunDate: 02/01/2010 Time: 18:25:44

Note: The CBM004 Report is compared to the CBM06 Report to aid in early detection of potentially erroneously-reported data. It will show the percentage increase/decrease of items, evaluate the items identified with a Review message, and submit updates to correct where appropriate. If the difference < 0 or absolute value of the difference between the CBM006 and CBM004 item

- 1) is less than 250, a Review message is not printed.
- 2) is between 250 and 10,000, a percentage change greater than 35% is identified.
- 3) is between 10,000+ and 100,000, a percentage change greater than 30% is identified.
- 4) is greater than 100,000, a percentage change greater than 20% is identified.

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

FUND	CURRICULUM TITLE	TOTAL CONTACT HOURS	ACADEMIC CONTACT HOURS	TECHNICAL CONTACT HOURS	EXCESS DEVELOPMENTAL CON HRS	ACADEMIC UNFUNDED HOURS	TECHNICAL UNFUNDED HOURS
CBM004	01 AGRICULTURE	1,616.00	1,328.00	288.00	0.00	0.00	0.00
CBM006	01 AGRICULTURE	1,456.00	1,168.00	288.00	0.00	0.00	0.00
	Percent Change	-9.90%	-12.05%	0.00%	0.00%	0.00%	0.00%
CBM004	02 ARCHITECTURE AND PRECISION PRODUCTION TR	13,904.00	0.00	13,904.00	0.00	0.00	0.00
CBM006	02 ARCHITECTURE AND PRECISION PRODUCTION TR	13,904.00	0.00	13,904.00	0.00	0.00	0.00
	Percent Change	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CBM004	03 BIOLOGY, PHYSICAL SCIENCES, & SCIENCE TE	131,392.00	131,392.00	0.00	0.00	1,568.00	0.00
CBM006	03 BIOLOGY, PHYSICAL SCIENCES, & SCIENCE TE	110,128.00	110,128.00	0.00	0.00	1,568.00	0.00
	Percent Change	-16.18%	-16.18%	0.00%	0.00%	0.00%	0.00%
CBM004	04 BUSINESS MANAGEMENT, MARKETING & ADMIN S	105,020.00	70,960.00	34,060.00	0.00	672.00	0.00
CBM006	04 BUSINESS MANAGEMENT, MARKETING & ADMIN S	91,020.00	60,288.00	30,732.00	0.00	672.00	0.00
	Percent Change	-13.33%	-15.04%	-9.77%	0.00%	0.00%	0.00%
CBM004	Total Funded	977,480.00	696,268.00	281,212.00	0.00	0.00	0.00
CBM006	Total Funded	835,352.00	579,870.00	255,482.00	0.00	0.00	0.00
	Percent Change	-14.54%	-16.72%	-9.15%	0.00%	0.00%	0.00%
CBM004	Total UnFunded	0.00	0.00	0.00	352.00	5,424.00	96.00
CBM006	Total UnFunded	0.00	0.00	0.00	352.00	5,424.00	96.00
	Percent Change	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CBM004	Total All Curriculum Areas	977,480.00	696,268.00	281,212.00	352.00	5,424.00	96.00
CBM006	Total All Curriculum Areas	835,352.00	579,870.00	255,482.00	352.00	5,424.00	96.00
	Percent Change	-14.54%	-16.72%	-9.15%	0.00%	0.00%	0.00%
CBM004	InterInstitutional Curriculum Areas	9,118.00	8,558.00	560.00	0.00	64.00	0.00
CBM006	InterInstitutional Curriculum Areas	7,518.00	7,070.00	448.00	0.00	64.00	0.00
	Percent Change	-17.55%	-17.39%	-20.00%	0.00%	0.00%	0.00%

CTC End of Semester Class Report (CBM006)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

Percent Change Of SUMMARY OF SEMESTER CREDIT HOURS GENERATED FOR CREDIT COURSES CBM004 Vs. CBM006

BY FUNDING CODE - APPROVAL CODE

FALL 2009

TEXAS COMMUNITY COLLEGE 111111

RunDate: 02/01/2010 Time: 18:25:44

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

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

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

FUND	CURRICULUM TITLE	TOTAL FUNDED SCH	ACADEMIC SCH AFFECTED BY LIMIT	ACADEMIC SCH NOT AFFECTED BY LIMIT	TECHNICAL SCH	DEV SCH	EXCESS UNFUNDED SCH
CBM004	01 AGRICULTURE	79.00	55.00	6.00	18.00	0.00	0.00
CBM006	01 AGRICULTURE	71.00	42.00	11.00	18.00	0.00	0.00
	Percent Change	-10.13%	-23.64%	83.33%	0.00%	0.00%	0.00%
*				*****			*** Review
CBM004	02 ARCHITECTURE AND PRECISION PRODUCTION TR	395.00	0.00	0.00	395.00	0.00	0.00
CBM006	02 ARCHITECTURE AND PRECISION PRODUCTION TR	395.00	0.00	0.00	395.00	0.00	0.00
	Percent Change	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CBM004	03 BIOLOGY, PHYSICAL SCIENCES, & SCIENCE TE	5,337.00	4,726.00	611.00	0.00	0.00	64.00
CBM006	03 BIOLOGY, PHYSICAL SCIENCES, & SCIENCE TE	4,484.00	3,956.00	528.00	0.00	0.00	64.00
	Percent Change	-15.98%	-16.29%	-13.58%	0.00%	0.00%	0.00%
CBM004	Subtotal 2-year Funded	41,762.00	26,329.00	6,028.00	9,405.00	12.00	264.00
CBM006	Subtotal 2-year Funded	35,612.00	22,192.00	4,896.00	8,524.00	12.00	264.00
	Percent Change	-14.73%	-15.71%	-18.78%	-9.37%	0.00%	0.00%
CBM004	Subtotal BA Funded	0.00	0.00	0.00	0.00	0.00	0.00
CBM006	Subtotal BA Funded	0.00	0.00	0.00	0.00	0.00	0.00
	Percent Change	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CBM004	Total Funded	41,762.00	26,329.00	6,028.00	9,405.00	0.00	0.00
CBM006	Total Funded	35,612.00	22,192.00	4,896.00	8,524.00	0.00	0.00
	Percent Change	-14.73%	-15.71%	-18.78%	-9.37%	0.00%	0.00%
CBM004	Total UnFunded	0.00	0.00	0.00	0.00	12.00	264.00
CBM006	Total UnFunded	0.00	0.00	0.00	0.00	12.00	264.00
	Percent Change	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CBM004	Total All Curriculum Areas	41,762.00	26,329.00	6,028.00	9,405.00	12.00	264.00
CBM006	Total All Curriculum Areas	35,612.00	22,192.00	4,896.00	8,524.00	12.00	264.00
	Percent Change	-14.73%	-15.71%	-18.78%	-9.37%	0.00%	0.00%

CTC End of Semester Class Report (CBM006)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 CTC-CBM006 SUMMARY OF CONTACT HOURS GENERATED FOR CREDIT COURSES  
 BY FUNDING CODE - APPROVAL CODE  
 TEXAS COMMUNITY COLLEGE 111111

Page 1

FALL 2009

RunDate: 02/01/2010 Time: 18:25:44

PROGRAM NUMBER	CURRICULUM TITLE	TOTAL CONTACT HOURS	ACADEMIC CONTACT HOURS	TECHNICAL CONTACT HOURS	EXCESS DEVELOPMENTAL CON HRS	ACADEMIC UNFUNDED HOURS	TECHNICAL UNFUNDED HOURS
0101035201	Agricultural Economics	160.00	160.00	0.00	0.00	0.00	0.00
0103020001	Animal/Livestock Husbandry and Prod	288.00	0.00	288.00	0.00	0.00	0.00
0109015101	Animal Sciences, General	960.00	960.00	0.00	0.00	0.00	0.00
0301035101	Environmental Studies	0.00	0.00	0.00	0.00	0.00	0.00
0306015101	Wildlife and Wildlands Science and	48.00	48.00	0.00	0.00	0.00	0.00
TOTALS 01 AGRICULTURE		1,456.00	1,168.00	288.00	0.00	0.00	0.00
4805080002	Welding Technology/Welder	13,904.00	0.00	13,904.00	0.00	0.00	0.00
TOTALS 02 ARCHITECTURE AND PRECISION PRODUCTI		13,904.00	0.00	13,904.00	0.00	0.00	0.00
2601015103	Biology/Biological Sciences, Genera	37,728.00	37,728.00	0.00	0.00	0.00	0.00
2603015103	Botany/Plant Biology	864.00	864.00	0.00	0.00	0.00	0.00
2605035103	Medical Microbiology and Bacteriolo	10,272.00	10,272.00	0.00	0.00	96.00	0.00
2607075103	Animal Physiology	29,280.00	29,280.00	0.00	0.00	1,248.00	0.00
4001015103	Physical Sciences	3,552.00	3,552.00	0.00	0.00	0.00	0.00
4002015103	Astronomy	288.00	288.00	0.00	0.00	0.00	0.00
4005015103	Chemistry, General	9,600.00	9,600.00	0.00	0.00	0.00	0.00
4005015203	Chemistry, General	10,864.00	10,864.00	0.00	0.00	112.00	0.00
4005045203	Organic Chemistry	1,456.00	1,456.00	0.00	0.00	0.00	0.00
4006015403	Geology/Earth Science, General	960.00	960.00	0.00	0.00	0.00	0.00
4008015303	Physics, General	3,360.00	3,360.00	0.00	0.00	112.00	0.00
4008015403	Physics, General	1,904.00	1,904.00	0.00	0.00	0.00	0.00
TOTALS 03 BIOLOGY, PHYSICAL SCIENCES, & SCIEN		110,128.00	110,128.00	0.00	0.00	1,568.00	0.00
TOTAL FUNDED		835,352.00	579,870.00	255,482.00	0.00	0.00	0.00
TOTAL UNFUNDED		0.00	0.00	0.00	352.00	5,424.00	96.00
TOTAL ALL CURRICULUM AREAS		835,352.00	579,870.00	255,482.00	352.00	5,424.00	96.00
GRAND TOTAL ALL HOURS		841,224.00					
INTERINSTITUTIONAL CURRICULUM AREAS		7,518.00	7,070.00	448.00	0.00	64.00	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 (ITEM 8 = 1)  
 COLUMN F = ITEM 21 \* ITEM 10 (ITEM 8 <> 1)

CTC End of Semester Class Report (CBM006)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 CTC-CBM006 SUMMARY OF SEMESTER CREDIT HOURS GENERATED FOR CREDIT COURSES  
 BY FUNDING CODE - APPROVAL CODE  
 TEXAS COMMUNITY COLLEGE 111111

Page 1

FALL 2009

RunDate: 02/01/2010 Time: 18:25:44

PROGRAM NUMBER	CURRICULUM TITLE	TOTAL FUNDED SCH	ACADEMIC SCH AFFECTED BY LIMIT	ACADEMIC SCH NOT AFFECTED BY LIMIT	TECHNICAL SCH	EXCESS DEV SCH	UNFUNDED SCH
0101035201	Agricultural Economics	10.00	7.00	3.00	0.00	0.00	0.00
0103020001	Animal/Livestock Husbandry and Prod	18.00	0.00	0.00	18.00	0.00	0.00
0109015101	Animal Sciences, General	40.00	32.00	8.00	0.00	0.00	0.00
0301035101	Environmental Studies	0.00	0.00	0.00	0.00	0.00	0.00
0306015101	Wildlife and Wildlands Science and	3.00	3.00	0.00	0.00	0.00	0.00
TOTALS 01 AGRICULTURE		71.00	42.00	11.00	18.00	0.00	0.00
4805080002	Welding Technology/Welder	395.00	0.00	0.00	395.00	0.00	0.00
TOTALS 02 ARCHITECTURE AND PRECISION PRODUCTI		395.00	0.00	0.00	395.00	0.00	0.00
2601015103	Biology/Biological Sciences, Genera	1,572.00	1,472.00	100.00	0.00	0.00	0.00
2603015103	Botany/Plant Biology	36.00	32.00	4.00	0.00	0.00	0.00
2605035103	Medical Microbiology and Bacteriolo	428.00	368.00	60.00	0.00	0.00	4.00
2607075103	Animal Physiology	1,220.00	1,036.00	184.00	0.00	0.00	52.00
4001015103	Physical Sciences	148.00	136.00	12.00	0.00	0.00	0.00
4002015103	Astronomy	12.00	4.00	8.00	0.00	0.00	0.00
4005015103	Chemistry, General	400.00	308.00	92.00	0.00	0.00	0.00
4005015203	Chemistry, General	388.00	360.00	28.00	0.00	0.00	4.00
4005045203	Organic Chemistry	52.00	36.00	16.00	0.00	0.00	0.00
4008015303	Physics, General	120.00	112.00	8.00	0.00	0.00	4.00
4008015403	Physics, General	68.00	56.00	12.00	0.00	0.00	0.00
TOTALS 03 BIOLOGY, PHYSICAL SCIENCES, & SCIEN		4,484.00	3,956.00	528.00	0.00	0.00	64.00
1102025104	Computer Programming Special Applic	63.00	54.00	9.00	0.00	0.00	0.00
1102025204	Computer Programming Special Applic	12.00	12.00	0.00	0.00	0.00	0.00
SUBTOTAL 2-YEAR FUNDED		35,612.00	22,192.00	4,896.00	8,524.00	12.00	264.00
SUBTOTAL BA FUNDED		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FUNDED		35,612.00	22,192.00	4,896.00	8,524.00	0.00	0.00
TOTAL UNFUNDED		0.00	0.00	0.00	0.00	12.00	264.00
TOTAL ALL CURRICULUM AREAS		35,612.00	22,192.00	4,896.00	8,524.00	12.00	264.00
GRAND TOTAL ALL HOURS		35,888.00					

COLUMN A = COLUMN B + COLUMN C + COLUMN D  
 COLUMN B = ITEM 20 \* ITEM 6A (ITEM 8 = 1 or 7)  
 COLUMN C = ITEM 16 \* ITEM 6A (ITEM 8 = 1 or 7)  
 COLUMN D = ITEM 16 \* ITEM 6A (ITEM 8 > 1 and < 7)  
 COLUMN E = ITEM 6B \* ITEM 6A  
 COLUMN F = ITEM 21 \* ITEM 6A

CTC End of Semester Class Report (CBM006)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

FALL 2009

Edit Of JR-CBM006 Data From  
TEXAS COMMUNITY COLLEGE 111111

RunDate: 02/01/2010 Time: 18:25:44

1	2	3	4	5	6A	6B	7	8	9	10	11	12	12B	13	14	15	16	17	18	19	20	21	Remarks
---	---	---	---	---	----	----	---	---	---	----	----	----	-----	----	----	----	----	----	----	----	----	----	---------

Total Rejected Records	0
Total Records on DataBase	910
Total Non Error Records	910
Total Error Records	0
Total Questionable Records	88
Total Rejected Records	0
- CBM006/CBM004 Total Contact Hours	
Total CBM006 Contact Hours:	833,290
Total CBM004 Contact Hours:	973,882

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

CTC End of Semester Class Report (CBM006)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

FALL 2009

Edit Of JR-CBM006 Data From

RunDate: 02/01/2010 Time: 18:25:44

TEXAS COMMUNITY COLLEGE 111111  
Questionables ONLY

1	2	3	4	5	6A	6B	7	8	9	10	11	12	12B	13	14	15	16	17	18	19	20	21	Remarks
6	111111	ACCT	2301	V1	03	00	1	1	6	0048	5203015104	2	00000	CASTLEBER	100	16	000	1	2009	003608	001	000	Q
														-----									
														InstructorCode(Item13) Is Not Numeric Questionable!								REF0630	
6	111111	ACCT	2302	V1	03	00	1	1	6	0048	5203015104	2	00000	CASTLEBER	100	16	000	1	2009	003608	001	000	Q
														-----									
														InstructorCode(Item13) Is Not Numeric Questionable!								REF0630	
6	111111	ARTS	1301	V1	03	00	1	1	6	0048	5007035126	2	00000	HIGGINBOT	100	16	001	1	2009	009797	003	000	Q
														-----									
														InstructorCode(Item13) Is Not Numeric Questionable!								REF0630	
6	111111	ARTS	1301	V2	03	00	1	1	6	0048	5007035126	2	00000	SLAUGHTER	100	16	001	1	2009	003608	000	000	Q
														-----									
														InstructorCode(Item13) Is Not Numeric Questionable!								REF0630	
6	111111	ARTS	2327	01	03	00	1	1	1	0096	5007095126	1		123456789	100	16	000	1	2009		000	000	Q
														-----									
														Enrollment(Item16) + Enroll Not Eligible(Item21) Is < 1 or > 500!								REF0383	

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

FACULTY REPORT  
CBM008

This report will include all personnel who teach a class that generates credit hours and that is reported on the Class File (CBM004) or whose assigned responsibilities are directly related to the teaching function.

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.

The following Accountability Measures use data from the faculty report:

Fall term

1. Percent of contact hours taught by full-time faculty
2. FTE student/FTE faculty ratio
3. Percent of faculty with advanced degrees
4. Number of faculty full-time and part-time by ethnicity and gender
5. Percent of course sections taught by full-time faculty

Fiscal year

6. Appropriations: Appropriated funds per FTE student and per FTE faculty



CTC Faculty Report (CBM008)

INSTRUCTIONS FOR FACULTY REPORT

- Item #1 Record Code. Always enter '8'.
- Item #2 Institution Code. Enter the FICE Code of the institution.
- Item #3 Faculty Identification Number. Enter the Social Security Number of the 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
  - 1 Professor
  - 2 Associate Professor
  - 3 Assistant Professor
  - 4 Instructor
  - 5 Other Faculty (includes adjunct, visiting, and special faculty)
- Item #5 Gender. Enter the code indicating the gender of the faculty member.
- M = Male      F = Female
- Item #6 Birth Date. Enter all four digits of the year, two digits of the month, and the two-digit day in which this faculty member was born (YYYYMMDD). If unknown, enter '00000000'.
- Item #7 Reserved for future use.
- Item #8 Ethnic Origin. Enter the code indicating the ethnic origin of the faculty member.
- |                             |                                     |
|-----------------------------|-------------------------------------|
| 1 White, Non-Hispanic       | 5 American Indian or Alaskan Native |
| 2 Black, Non-Hispanic       | 6 International                     |
| 3 Hispanic                  | 7 Unknown or Not Reported           |
| 4 Asian or Pacific Islander |                                     |

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

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

Unknown or Not Reported. The unknown classification should only be used if the faculty member has not selected a racial/ethnic designation and the institution is unable to place them in one of the specified racial/ethnic categories.

CTC Faculty Report (CBM008)

- Item #9 Last Name. Enter the faculty member's last name (10-character limit).
- Item #10 First Name Initial. Enter the initial of the faculty member's first name.
- Item #11 Middle Name Initial. Enter the initial of the faculty member's middle name.
- Item #12 New Hire. Enter a '1' if this person was hired full-time for the first time for the current period, or after a break in service. Do not include persons who have returned from sabbatical leave. Leave the item blank if the person is not newly hired.
- Item #13 Administrative Unit Code. Enter the appropriate four-digit code (see Appendix D) designating the administrative unit (i.e., department) in which the faculty member teaches. When the assignments of a faculty member involve more than one administrative unit, choose the one in which the faculty is most closely associated. For a faculty member whose assignment is in a non-instructional area, an administrative unit code of '3333' may be used.
- Item #14 Highest Earned Certificate/Degree. 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 #15 Total Percent of Time Employed by the Institution. Enter the proportion of time that this person is employed at your institution for the fall or spring term. This percentage should be based on a full-time workload as defined by your institution for the term you are reporting, and it may not exceed '100' percent. To be considered full-time, individuals must be reported here as 100% (the equivalent of 1 FTE).
- Examples: 100% = 100; 50% = 050
- Item #16 Percent of Time Directly Related to Teaching (Current Term). Enter the faculty member's percent of time that relates directly to teaching, which must not exceed '100' percent and must not be greater than the total percent assigned (Item #15). Direct instructional activities include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. Also include administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc., and any other professional assignments which an institution considers to be directly related to the teaching function. Each institution has a policy that defines a full or normal faculty workload (e.g., 15 semester credit hours, five classes, etc.).
- Example 1: Instructor A teaches 6 credit hours per week at an institution where 15 hours is a full-time load.  
Percent of Time for teaching =  $6 / 15 = 40\%$  and reported as 040

CTC Faculty Report (CBM008)

Example 2 Instructor B teaches a 3 credit hour class and is an administrator in an institution where 15 hours is a full-time load.

Percent of Time teaching =  $3 / 15 = 20\%$  and reported as 020

Item #17 Faculty Category. Enter the faculty category that best describes the faculty member's contract for the fiscal year.

- 1 Regular Faculty – Faculty whose primary responsibility is instruction
- 2 Adjunct or Other Faculty – Those individuals considered adjunct or other faculty might receive a temporary appointment for several successive terms. The temporary appointment may be 100%. The key consideration is that there is no guarantee of a continuing appointment. This category includes adjuncts, administrators, and professional personnel at the institution who teach but whose primary job responsibility is non-faculty.
- 3 Flex-entry Faculty – A faculty member who taught a class that was a flexible entry class and is not teaching in the current term

Item #18 Contract or Appointment Length. Enter the number of months of the contract (appointment) for the fiscal year. Round any partial month to the nearest tenth. Enter a leading zero for an appointment of less than 10 months. The appointment length is based on the number of months contracted for, not the number of installments in which salaries are paid.

Example: 9-month contract report as 090  
3-week contract report as 007  
6-week contract report as 014

Item #19 Salary. Enter the amount of the faculty member's contracted salary for the fiscal year for all faculty employed on the census date of the term. If the faculty member is employed on the census date in the fall and spring terms, the same salary amount will be reported both terms. Round salary amount to the nearest whole dollar. Do not include benefits or overloads in the salary amount.

**Note:** When computing average 9-month salaries, only the regular faculty identified in the Faculty Category (Item #17) whose Percent of Time Directly Related to Teaching (Item #16) is 100% will be used. The Contract Length will be divided into 9 to determine the ratio to multiply the contract salary by to yield a 9-month equivalent.

Item #20 Semester. Enter the appropriate semester code.

1 Fall      2 Spring

Item #21 Year. Enter all four digits of the calendar year in which the semester occurs.

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

Item #22 Ethnic Origin. Enter the code indicating whether the faculty member is of Hispanic

CTC Faculty Report (CBM008)

or Latino origin or not.

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

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

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

**Definitions:**

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

CTC Faculty Report (CBM008)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
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 '5' – Numeric	17	1
Item #5	Gender – 'M' or 'F' – Alpha	18	1
Item #6	Birth Date - YYYYMMDD – Numeric	19	8
Item #7	Unused	27	1
Item #8	Ethnic Origin – Numeric	28	1
Item #9	Last Name – Alpha	29	10
Item #10	First Name Initial – Alpha	39	1
Item #11	Middle Name Initial – Alpha	40	1
Item #12	New Hire – '1' or blank	41	1
Item #13	Administrative Unit Code – Numeric	42	4
Item #14	Highest Earned Cert/Degree – Numeric	46	1
Item #15	Total Percent of Time – Numeric	47	3
Item #16	Percent Direct Teaching Assignment – Numeric	50	3
Item #17	Faculty Category – Numeric	53	1
Item #18	Contract Length – Numeric, leading zeros, 1 assumed decimal	54	3
Item #19	Salary – Numeric, leading zeros, no decimals	57	6
Item #20	Semester – Numeric	63	1
Item #21	Year - YYYY – Numeric	64	4
Item #22	New Ethnic Origin – Numeric	68	1
Item #23	Race:		
Item #23A	White – '1' or blank	69	1
Item #23B	Black or African-American – '2' or blank	70	1
Item #23C	Asian – '4' or blank	71	1
Item #23D	American Indian or Alaskan Native – '5' or blank	72	1
Item #23E	International – '6' or blank	73	1
Item #23F	Unknown or Not Reported – '7' or blank	74	1
Item #23G	Native Hawaiian or Other Pacific Islander – '8' or blank	75	1

CTC Faculty Report (CBM008)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '8'
2. Institution Code	N/A	Must match value 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 '5'
5. Gender	N/A	Value other than 'M' or 'F'
6. Birth Date	'00000000'	Non-numeric; month > '12'; day > '31'
7. Unused		
8. Ethnic Origin	N/A	Value other than '1' thru '7'
9. Last Name	Non-alphabetic	Blank, numeric
10. First Initial	N/A	Blank, numeric
11. Middle Initial	N/A	Number or special character
12. New Hire	N/A	Value = '1' and not 100% total assignment
13. Administrative Code	N/A	Must be on administrative unit list (Appendix D)
14. Highest Cert/Degree	N/A	Value other than '1' thru '6'
15. Total Percent of Time	N/A	Non-numeric; greater than '100'
16. Direct Percent of Time	N/A	Non-numeric; greater than Item #15
17. Faculty Category	N/A	Value other than '1' thru '3'

CTC Faculty Report (CBM008)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
18. Contract Length	Value less than '010'	Value = '000' or greater than '120' unless Item #17 = '3'
19. Salary	Salary greater than \$78,000 and Item #17 = '1' and Item #18 less than or = '9'; salary greater than \$90,000 and #17 = '2' and Item #18 greater than or = '9'; salary greater than \$45,000 and item #17 = '2' and Item #18 less than '9'	Non-numerical; salary less than \$12,000 if Item #15 = 100 and Item #17 = '1'
20. Semester	N/A	Value other than '1' or '2'
21. Year	N/A	Must match value in header record
22. New Ethnic Origin	N/A	Value other than '1', '2', or '3'
23A. White	N/A	Value other than '1' or space or value = '1' and '7'
23B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
23C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
23D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
23E. International	N/A	Value other than '6' or space or value = '6' and '7'
23F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
23G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

CTC Faculty Report (CBM008)

REPORTING EXAMPLES

**NOTE:** Items #1, #2, #4 thru #11, and #20 thru #23 are omitted from the examples.

1. Mary A Smith is a full-time instructor in the Department of English and is paid \$36,500 for a nine-month contract. CBM008 will be coded:

Item #3	123456789
Item #12	
Item #13	0990
Item #14	2
Item #15	100
Item #16	100
Item #17	1
Item #18	090
Item #19	036500

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 year is \$64,750. **Note:** All of his time is considered directly related to teaching.

Item #3	901678234
Item #12	
Item #13	2300
Item #14	1
Item #15	100
Item #16	100
Item #17	1
Item #18	120
Item #19	064750

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	345678901
Item #12	
Item #13	2290
Item #14	2
Item #15	020
Item #16	020
Item #17	2
Item #18	045
Item #19	003000



CTC Faculty Report (CBM008)

4. Mary Sosa is a newly hired full-time instructor of Spanish and is paid \$42,780 for her 9-month appointment. 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	765432901
Item #12	1
Item #13	2630
Item #14	2
Item #15	100
Item #16	100
Item #17	1
Item #18	090
Item #19	042780

5. 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	465879012
Item #12	
Item #13	0440
Item #14	1
Item #15	000
Item #16	000
Item #17	3
Item #18	000
Item #19	000000

# CTC Faculty Report (CBM008)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 JR-CBM008 EDIT SUMMARY FROM RunDate: 10/15/2009 Time: 15:28:15  
 TEXAS COMMUNITY COLLEGE 111111 FALL 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	226	0	0
ITEM 2 Inst. Code	226	0	0
ITEM 3 Faculty ID	226	0	0
ITEM 4 Rank	226	0	0
ITEM 5 Gender	226	0	0
ITEM 6 Date Of Birth	224	2	0
ITEM 8 Ethnic Origin	226	0	0
ITEM 9 Last Name	226	0	0
ITEM 10 First Initial	226	0	0
ITEM 11 Middle Initial	226	0	0
ITEM 12 FullTime New Hire	226	0	0
ITEM 13 Adm. Unit Code	226	0	0
ITEM 14 Highest Degree/Cert.	226	0	0
ITEM 15 Total Percent of Time	226	0	0
ITEM 16 % Direct Teaching Assignment	226	0	0
ITEM 17 Faculty Category	226	0	0
ITEM 18 Contract Length	226	0	0
ITEM 19 Salary	226	0	0
ITEM 20 Semester	226	0	0
ITEM 21 Report Year	226	0	0
ITEM 22 New Ethnic Origin	226	0	0
ITEM 23 Race	226	0	0
ITEM 23A White	226	0	0
ITEM 23B Black/African-Amer	226	0	0
ITEM 23C Asian	226	0	0
ITEM 23D American Ind/Alask Nat	226	0	0
ITEM 23E International	226	0	0
ITEM 23F Unknown/Not Reported	226	0	0
ITEM 23G Nat Hawaiian/Other Pac Is	226	0	0
Number Of CBM004 To CBM008 MISMATCHES	0		
TOTAL Report Records	226		
CONTROL TOTAL	226	DISCREPANCY	0
Total Recs on Db	226		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	2		
Total Non Error Records on Db	226		
Total Rejected Records	0		

## CTC Faculty Report (CBM008)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Percent Change Of JR-CBM008 Data From Prior Year RunDate: 10/15/2009 Time: 15:28:15  
 TEXAS COMMUNITY COLLEGE 111111 FALL 2009

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

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

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

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

### Gender

	2009/1	2008/1	% Diff
Male	98	84	16.67%
Female	128	121	5.79%
Total	226	205	10.24%

### Ethnic Origin

	2009/1	2008/1	% Diff
White, Non-Hispanic	212	192	10.42%
Black, Non-Hispanic	8	8	0.00%
Hispanic	4	3	33.33%
Asian/Pacific Islander	1	2	-50.00%
American Indian/Alaskan Native	1	0	100.00%
International	0	0	0.00%
Unknown or Not Reported	0	0	0.00%
Total	226	205	10.24%

### Rank

	2009/1	2008/1	% Diff
No Ranking System	0	0	0.00%
Professor	34	36	-5.56%
Associate Professor	29	33	-12.12%
Assistant Professor	13	11	18.18%
Instructor	24	20	20.00%
Other Faculty	126	105	20.00%
Total	226	205	10.24%

### Faculty Category

	2009/1	2008/1	% Diff
Regular	98	95	3.16%
Adjunct/Other	128	110	16.36%
Flex-Entry	0	0	0.00%
Total	226	205	10.24%

### Contract Length (in months)

	2009/1	2008/1	% Diff
Less than 1	0	0	0.00%
1.0 - 4.9	115	101	13.86%
5.0 - 8.9	9	0	100.00%
9.0 - 9.0	70	72	-2.78%
9.1 - 11.9	5	5	0.00%
12.0 - 12.0	27	27	0.00%
Total	226	205	10.24%

### Age

	2009/1	2008/1	% Diff
Unknown	0	0	0.00%
Under 20	0	0	0.00%
20 - 30	10	11	-9.09%
31 - 40	35	27	29.63%
41 - 50	54	49	10.20%
51 - 60	79	76	3.95%
61 - 65	30	28	7.14%

## CTC Faculty Report (CBM008)

Over 65	18	14	28.57%
UnReported(not in avg)	0	0	0.00%
Average Age	51	51	-0.33%
Total	226	205	10.24%
New Hire			
	2009/1	2008/1	% Diff
Full Time	1	0	100.00%
Highest Degree Earned			
	2009/1	2008/1	% Diff
Doctorate	10	10	0.00%
Masters	162	146	10.96%
Bachelors	39	39	0.00%
Associate	9	3	200.00%
Certificate	6	7	-14.29%
Total	226	205	10.24%
New Ethnic Origin			
	2009/1	2008/1	% Diff
Hispanic or Latino Origin	36	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	188	*No Exact Historic Data Available	
Not Answered	2	*No Exact Historic Data Available	
Total	226	*No Exact Historic Data Available	
Race			
	2009/1	2008/1	% Diff
Multi-racial	22	*No Exact Historic Data Available	
White only	151	*No Exact Historic Data Available	
Black only	11	*No Exact Historic Data Available	
Hispanic only	36	*No Exact Historic Data Available	
Asian only	3	*No Exact Historic Data Available	
American Indian/Alaskan Native only	0	*No Exact Historic Data Available	
International only	1	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	0	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	2	*No Exact Historic Data Available	
Total	226	*No Exact Historic Data Available	
Races reported in Multi-racial			
	2009/1	2008/1	% Diff
White	25	*No Exact Historic Data Available	
Black	7	*No Exact Historic Data Available	
Asian	8	*No Exact Historic Data Available	
American Indian/Alaskan Native	0	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available	
International	4	*No Exact Historic Data Available	New
SALARIES BY by Faculty Category			
REGULAR	6,114,577		
ADJUNT/OTHER	316,359		
FLEX-ENTRY	0		
TOTAL	6,430,936		
AVG 9-MONTH SALARY OF FULL-TIME REGULAR FACULTY			
	44,798		
MINIMUM 9-MONTH SALARY OF FULL-TIME REGULAR FACULTY			
	31,499		
MAXIMUM 9-MONTH SALARY OF FULL-TIME REGULAR FACULTY			
	78,014		
Faculty Count by DIRECT TEACHING PERCENT OF TIME			
0%	19		
1 - 79%	116		
80 - 99%	19		
100%	72		
TOTAL Faculty	226		
Faculty Count by TOTAL PERCENT OF TIME			
0%	16		
1 - 79%	85		
80 - 99%	2		
100%	123		
TOTAL Faculty	226		
TOTAL Duplicates	0		

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

CTC Faculty Report (CBM008)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

Jr-CBM008 Regular Faculty Teaching Less Than 4 Classes Whose Teaching Percent of Time = 100%

FALL 2009

TEXAS COMMUNITY COLLEGE 111111

RunDate: 10/15/2009 Time: 15:28:15

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEM	ITEMS	19	20	
1	2	3	4	5	6A	6B	7 8 9	10	11	12A 12B	13	16	17 18						
1111111111	FACULTY1	J																	
4	111111	RNSG	1261	05	02	00	3 4 1	0096	5116010014	1	1111111111	010	1 2009					000	
4	111111	RNSG	1261	07	02	00	3 4 1	0096	5116010014	1	1111111111	010	1 2009					000	
2222222222	FACULTY2	K																	
4	111111	RNSG	2121	01	01	00	1 4 1	0016	5116010014	1	2222222222	048	1 2009					000	
4	111111	RNSG	2121	02	01	00	1 4 1	0016	5116010014	1	2222222222	023	1 2009					000	
3333333333	FACULTY3	R																	
4	111111	RNSG	1201	03	02	00	1 4 1	0032	5116010014	1	3333333333	029	1 2009					000	
4	111111	RNSG	2560	02	05	00	1 4 1	0240	5116010014	1	3333333333	015	1 2009					000	
4444444444	FACULTY4	C																	
4	111111	RNSG	2560	03	05	00	1 4 1	0240	5116010014	1	4444444444	009	1 2009					000	
5555555555	FACULTY5	R																	
4	111111	RNSG	2560	05	05	00	1 4 1	0240	5116010014	1	5555555555	009	1 2009					000	

CTC Faculty Report (CBM008)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 FALL 2009  
 CLASSES TAUGHT BY NON-REPORTED FACULTY  
 TEXAS COMMUNITY COLLEGE (111111)

Page 1

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

THERE ARE NO 4-8 MISMATCHES FOR : TEXAS COMMUNITY COLLEGE

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of JR-CBM008 Data From  
 TEXAS COMMUNITY COLLEGE

Page 1

FALL 2009

RunDate: 10/15/2009 Time: 15:28:15

Items : 11

1	2	3	4	5	6	8	9	0	11	12	13	14	15	16	17	18	19	20	21	Remarks
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	---------

Total Rejected Records 0  
 Total Records on DataBase 226  
 Total Non Error Records 226  
 Total Error Records 0  
 Total Questionable Records 2  
 Total Rejected Records 0

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

CTC Faculty Report (CBM008)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of JR-CBM008 Data From  
 TEXAS COMMUNITY COLLEGE 111111  
 Questionables ONLY

Page 1

FALL 2009

RunDate: 10/15/2009 Time: 15:28:15

Items :											11											
1	2	3	4	5	6	8	9	0	11	12	13	14	15	16	17	18	19	20	21	Remarks		
8	111111	123123123	1	M	19320408	3	FACULTY1	A				2630	2	100	100	1	090	062846	1	2009	Q	
					-----																	
8	111111	456456456	1	M	19311120	1	FACULTY2	H	H			2488	2	100	060	1	100	072829	1	2009	Q	
					-----																	

DOB(Item6), is < 16 or > 75. Questionable. REF0017  
 DOB(Item6), is < 16 or > 75. Questionable. REF0017

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

GRADUATION REPORT  
CBM009

This report will include all degrees and certificates which have been awarded to students in active 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 at <http://www.thecb.state.tx.us/Rules/>. 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.

Core Curriculum Completer. 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 is 24.0101.00.

Field of Study (FOS) Curriculum Completer. 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.



## CTC Graduation Report (CBM009)

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 11 approved field of study curricula with CIP codes and parameters as follows:

**Business Field of Study Curriculum**

CIP 52.0101, minimum 21 SCH

**Communication Field of Study Curriculum**

CIP 09.0101, minimum 12-15 SCH

**Computer Science Field of Study Curriculum**

CIP 11.0701, minimum 26 SCH

**Criminal Justice Field of Study Curriculum**

CIP 43.0100, minimum 15 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

**Mexican-American Studies Field of Study Curriculum**

CIP 05.0203, minimum 18 SCH

**Middle Grades Teacher Certification Field of Study Curriculum**

CIP 13.1203, minimum 12 SCH

**Music Field of Study Curriculum**

CIP 50.0901, minimum 27 SCH

**Nursing (RN) Field of Study Curriculum**

CIP 51.1601, minimum 40 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.

An edit check has been added to the CBM009 edit program to identify reporting of "Multiple Awards in Excess" of the number of award types within level and CIP approved on the Clearinghouse.

## Nursing Shortage Reduction Program

Institutions participating in the Nursing Shortage Reduction Program (NSRP) are required to submit their nursing graduates on the CBM009 by October 1. The nursing graduates must be error-free to be included in the count for funding. The remainder of the CBM009 records may be included in the submission with the nursing graduates or they may be submitted in accordance with the October 15 due date. All graduates, including nursing graduates, must be on the final, certified file.

CTC Graduation Report (CBM009)

INSTRUCTIONS FOR GRADUATION REPORT

Item #1 Record Code. Always enter '9'.

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

Item #3 Student Identification Number. Enter the Social Security Number of the student or the nine-digit identification 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, two-digit month, and day of birth for the student.

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

Item #7 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
- AAS Associate in Applied Science
- AAT Associate of Arts in Teaching
- AS Associate in Science

Bachelor's Degree -- Enter BAT for a Bachelor of Applied Technology degree

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

- ATC Advanced Technology certificate programs are comprised of 16-50 semester credit hours. A student must have an associate degree, baccalaureate degree, or junior status in a baccalaureate degree

CTC Graduation Report (CBM009)

- program.
- 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). 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).

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
- 7 Bachelor's Degree

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 eleven CIP areas defined on page 9.2. Use 13121000, Early Childhood (EC-6), 13120300, Middle Grades (grades 4-8), 13120500, High School (grades 8-12), and 13120600, Multiple Levels for AAT degree majors. Use 52020100 and 11010100 for BAT degree majors.

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

CTC Graduation Report (CBM009)

conferred (i.e., '05' for May).

Item #13 Type Major. Enter the code 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 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

Item #18 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

Item #19 Middle Name Initial. Enter the initial of the student's middle name.

Reporting of items #20 and #21A-G is optional. It will be mandatory beginning with the fall 2010 reporting period.

Item #20 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

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

Item #21 Race. Select one or more codes indicating the race of the student.

## CTC Graduation Report (CBM009)

Item #21A	1	White
Item #21B	2	Black or African-American
Item #21C	4	Asian
Item #21D	5	American Indian or Alaskan Native
Item #21E	6	International
Item #21F	7	Unknown or Not Reported
Item #21G	8	Native Hawaiian or Other Pacific Islander

### ***Definitions:***

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

CTC Graduation Report (CBM009)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
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 - YYYYMMDD – Numeric	19	8
Item #7	Degree/Certificate or Progress Measure - Left justified	27	8
Item #8	Level of Award – Numeric	35	1
Item #9	Major - CIP Code – Numeric	36	8
Item #10	Reporting Period – Always '1'	44	1
Item #11	Year - YYYY – Numeric	45	4
Item #12	Month of Award – Numeric	49	2
Item #13	Type Major – Numeric	51	1
Item #14	Unused	52	1
Item #15	Remote Campus – Blank or Numeric	53	1
Item #16	Non-Disclosure – Numeric	54	1
Item #17	Last Name – Alpha	55	20
Item #18	First Name – Alpha	75	10
Item #19	Middle Name Initial – Alpha	85	1
Item #20	New Ethnic Origin – Numeric	86	1
Item #21	Race:		
Item #21A	White – '1' or blank	87	1
Item #21B	Black or African-American – '2' or blank	88	1
Item #21C	Asian – '4' or blank	89	1
Item #21D	American Indian or Alaskan Native – '5' or blank	90	1
Item #21E	International – '6' or blank	91	1
Item #21F	Unknown or Not Reported – '7' or blank	92	1
Item #21G	Native Hawaiian or Other Pacific Islander – '8' or blank	93	1

CTC Graduation Report (CBM009)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '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', day greater than '31'
7. Degree/Cert/Prog Meas	N/A	Numeric or blank; must be on list of valid awards
8. Level of Award	N/A	Any value except '1' thru '7'
9. Major	N/A	Non-numerical or invalid CIP code; Core completer not = 24010100; Field of Study not = to one of the specific CIPs; BAT not = 52020100 or 11010100
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'; value not = '1' if Item #8 = '7'

CTC Graduation Report (CBM009)

14. Unused N/A N/A



CTC Graduation Report (CBM009)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
15. Remote Campus	N/A	Any value except '1', '2', '3', '5', or blank
16. Non-Disclosure	N/A	Any value except '2' or '0'
17. Last Name	N/A	Blank, numerical
18. First Name	N/A	Blank, numerical
19. Middle Name Initial	N/A	Numerical
20. New Ethnic Origin	N/A	Value other than '1', '2', or '3'
21A. White	N/A	Value other than '1' or space or value = '1' and '7'
21B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
21C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
21D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
21E. International	N/A	Value other than '6' or space or value = '6' and '7'
21F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
21G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

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

# CTC Graduation Report (CBM009)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 JR-CBM009 EDIT SUMMARY FROM RunDate: 10/15/2009 Time: 13:41:04  
 TEXAS COMMUNITY COLLEGE 111111 FALL 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 Record Code	1,036	0	0
ITEM 2 Inst. Code	1,036	0	0
ITEM 3 Student Id	712	324	0
ITEM 4 Gender	1,036	0	0
ITEM 5 Ethnic Origin	1,036	0	0
ITEM 6 Date or Birth	1,036	0	0
ITEM 7 Degree/Cert or Progress measure	1,036	0	0
ITEM 8 Level of Award	1,036	0	0
ITEM 9 Major	1,036	0	0
ITEM 10 Semester	1,036	0	0
ITEM 11 Year	1,036	0	0
ITEM 12 Month of Award	1,036	0	0
ITEM 13 Type of Major	1,036	0	0
ITEM 15 Remote campus	1,036	0	0
ITEM 16 Non Disclosure	1,036	0	0
ITEM 17 Last Name	1,036	0	0
ITEM 18 First Name	1,036	0	0
ITEM 19 Middle Name Initial	1,036	0	0
ITEM 20 New Ethnic Origin	1,036	0	0
ITEM 21 Race	1,036	0	0
ITEM 21A White	1,036	0	0
ITEM 21B Black/African-Amer	1,036	0	0
ITEM 21C Asian	1,036	0	0
ITEM 21D American Ind/Alask Nat	1,036	0	0
ITEM 21E International	1,036	0	0
ITEM 21F Unknown/Not Reported	1,036	0	0
ITEM 21G Nat Hawaiian/Other Pac Is	1,036	0	0

Multiple Awards in Excess of Clearinghouse to be Reconciled 0

TOTAL Report Records	1,036		
CONTROL TOTAL	1,036	DISCREPANCY	0
Total Recs on Db	1,036		
Number Of Non-Unique/Duplicated Id's	324		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	324		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	324		
Total Non Error Records on Db	1,036		
Total Rejected Records	0		
SSN With Alpha Characters	18		

## CTC Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Percent Change Of JR-CBM009 Data From Prior Year RunDate: 10/15/2009 Time: 13:41:04  
 TEXAS COMMUNITY COLLEGE 111111 FALL 2009

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

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

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

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

Gender	Degree	Cert	CCC	FOS	
2009/1 Male	119	227	50	0	
2008/1 Male	74	209	45	0	
Percent Change	60.81%	8.61%	11.11%	0.00%	
2009/1 Female	337	133	155	0	
2008/1 Female	198	115	107	0	
Percent Change	70.20%	15.65%	44.86%	0.00%	
*	*****				*** Review
2009/1 Subtotal	456	360	205	0	
2008/1 Subtotal	272	324	152	0	
Percent Change	67.65%	11.11%	34.87%	0.00%	
*	*****		*****		*** Review
2009/1 Duplicates	0	15	0	0	
2008/1 Duplicates	1	21	0	0	
Percent Change	-100.00%	-28.57%	0.00%	0.00%	
2009/1 Total	456	375	205	0	1,036
2008/1 Total	273	345	152	0	770
Percent Change	67.03%	8.70%	34.87%	0.00%	34.55%
*	*****		*****		***** *** Review
Age	Degree	Cert	CCC	FOS	
2009/1 Under 17	0	0	0	0	
2008/1 Under 17	0	0	0	0	
Percent Change	0.00%	0.00%	0.00%	0.00%	
2009/1 17	0	0	0	0	
2008/1 17	0	0	0	0	
Percent Change	0.00%	0.00%	0.00%	0.00%	
2009/1 18	0	1	0	0	
2008/1 18	0	0	0	0	

## CTC Graduation Report (CBM009)

	Percent Change	0.00%	100.00%	0.00%	0.00%	
2009/1	19-21	129	67	76	0	
2008/1	19-21	70	25	63	0	
	Percent Change	84.29%	168.00%	20.63%	0.00%	
*		*****				*** Review
2009/1	22-24	135	56	59	0	
2008/1	22-24	68	44	32	0	
	Percent Change	98.53%	27.27%	84.38%	0.00%	
*		*****				*** Review
2009/1	25-30	85	79	28	0	
2008/1	25-30	67	89	29	0	
	Percent Change	26.87%	-11.24%	-3.45%	0.00%	
2009/1	31-35	42	53	20	0	
2008/1	31-35	33	56	14	0	
	Percent Change	27.27%	-5.36%	42.86%	0.00%	
2009/1	36-50	54	87	20	0	
2008/1	36-50	30	82	13	0	
	Percent Change	80.00%	6.10%	53.85%	0.00%	
2009/1	51-64	11	15	2	0	
2008/1	51-64	4	27	1	0	
	Percent Change	175.00%	-44.44%	100.00%	0.00%	
2009/1	65 and Older	0	2	0	0	
2008/1	65 and Older	0	1	0	0	
	Percent Change	0.00%	100.00%	0.00%	0.00%	
2009/1	Subtotal	456	360	205	0	
2008/1	Subtotal	272	324	152	0	
	Percent Change	67.65%	11.11%	34.87%	0.00%	
*		*****		*****		*** Review
2009/1	Duplicates	0	15	0	0	
2008/1	Duplicates	1	21	0	0	
	Percent Change	-100.00%	-28.57%	0.00%	0.00%	
2009/1	Total	456	375	205	0	1,036
2008/1	Total	273	345	152	0	770
	Percent Change	67.03%	8.70%	34.87%	0.00%	34.55%
*		*****		*****		***** *** Review
2009/1	Average Age	26.8	30.9	25.7	0.0	
2008/1	Average Age	27	34	25	0	
	Percent Change	-0.43%	-7.74%	1.52%	0.00%	
Ethnic Origin	Degree		Cert	CCC	FOS	
2009/1	White, Non-Hispanic	377	237	168	0	
2008/1	White, Non-Hispanic	230	189	131	0	
	Percent Change	63.91%	25.40%	28.24%	0.00%	
*		*****				*** Review
2009/1	Black, Non-Hispanic	60	98	29	0	

## CTC Graduation Report (CBM009)

2009/1 Black, Non-Hispanic	34	88	16	0	
2008/1 Black, Non-Hispanic					
Percent Change	76.47%	11.36%	81.25%	0.00%	
2009/1 Hispanic	12	20	5	0	
2008/1 Hispanic	4	41	3	0	
Percent Change	200.00%	-51.22%	66.67%	0.00%	
2009/1 Asian/Pacific Islander	2	0	1	0	
2008/1 Asian/Pacific Islander	1	1	0	0	
Percent Change	100.00%	-100.00%	100.00%	0.00%	
2009/1 American Indian/Alaskan Native	0	0	0	0	
2008/1 American Indian/Alaskan Native	1	0	1	0	
Percent Change	-100.00%	0.00%	-100.00%	0.00%	
2009/1 International	5	5	2	0	
2008/1 International	2	5	1	0	
Percent Change	150.00%	0.00%	100.00%	0.00%	
2009/1 Unknown or Not Reported	0	0	0	0	
2008/1 Unknown or Not Reported	0	0	0	0	
Percent Change	0.00%	0.00%	0.00%	0.00%	
2009/1 Subtotal	456	360	205	0	
2008/1 Subtotal	272	324	152	0	
Percent Change	67.65%	11.11%	34.87%	0.00%	
*	*****		*****		*** Review
2009/1 Duplicates	0	15	0	0	
2008/1 Duplicates	1	21	0	0	
Percent Change	-100.00%	-28.57%	0.00%	0.00%	
2009/1 Total	456	375	205	0	1,036
2008/1 Total	273	345	152	0	770
Percent Change	67.03%	8.70%	34.87%	0.00%	34.55%
*	*****		*****		***** *** Review
Associate Degrees	ACA	VOC	T/P	CE	
2009/1 Associate In Arts	341	0	0	0	
2008/1 Associate In Arts	179	0	0	0	
Percent Change	90.50%	0.00%	0.00%	0.00%	
*	*****				*** Review
2009/1 Associate In Applied Arts	0	0	0	0	
2008/1 Associate In Applied Arts	0	0	0	0	
Percent Change	0.00%	0.00%	0.00%	0.00%	
2009/1 Associate In Science	17	0	0	0	
2008/1 Associate In Science	3	0	0	0	
Percent Change	466.67%	0.00%	0.00%	0.00%	
2009/1 Associate In Applied Science	0	83	15	0	
2008/1 Associate In Applied Science	0	77	14	0	
Percent Change	0.00%	7.79%	7.14%	0.00%	

## CTC Graduation Report (CBM009)

2009/1 Associate In Arts Teaching	0	0	0	0	
2008/1 Associate In Arts Teaching	0	0	0	0	
Percent Change	0.00%	0.00%	0.00%	0.00%	
2009/1 Sub Total	358	83	15	0	456
2008/1 Sub Total	182	77	14	0	273
Percent Change	96.70%	7.79%	7.14%	0.00%	67.03%
*	*****				***** *** Review
Certificates					
	ACA	VOC	T/P	CE	
2009/1 CERT1	0	192	0	105	
2008/1 CERT1	0	170	1	127	
Percent Change	0.00%	12.94%	-100.00%	-17.32%	
2009/1 CERT2	0	75	0	0	
2008/1 CERT2	0	44	0	0	
Percent Change	0.00%	70.45%	0.00%	0.00%	
2009/1 CERT3	0	0	3	0	
2008/1 CERT3	0	0	3	0	
Percent Change	0.00%	0.00%	0.00%	0.00%	
2009/1 ATC	0	0	0	0	
2008/1 ATC	0	0	0	0	
Percent Change	0.00%	0.00%	0.00%	0.00%	
2009/1 Sub Total	0	267	3	105	375
2008/1 Sub Total	0	214	4	127	345
Percent Change	0.00%	24.77%	-25.00%	-17.32%	8.70%
Bachelor					
	2009/1	2008/1	% Diff		
Bachelor Of Applied Technology	0	0	0.00%		
Sub Total	0	0	0.00%		
Progress Measures					
	2009/1	2008/1	% Diff		
Core Curriculum Completers	205	152	34.87%	*** Review	
Field of Study Completers	0	0	0.00%		
Sub Total	205	152	34.87%	*** Review	
Total Students	712	567	25.57%	*** Review	
Total Multiple Awards	324	203	59.61%	*** Review	
Total Awards	1,036	770	34.55%	*** Review	
Non Disclosure					
	2009/1	2008/1	% Diff		
Non Disclosure	0	0	0.00%		
Total	0	0	0.00%		

## CTC Graduation Report (CBM009)

New Ethnic Origin	2009/1	2008/1	% Diff
Hispanic or Latino Origin	31	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	484	*No Exact Historic Data Available	
Not Answered	2	*No Exact Historic Data Available	
Total	517	*No Exact Historic Data Available	

Race	2009/1	2008/1	% Diff
Multi-racial	19	*No Exact Historic Data Available	
White only	431	*No Exact Historic Data Available	
Black only	17	*No Exact Historic Data Available	
Hispanic only	31	*No Exact Historic Data Available	
Asian only	9	*No Exact Historic Data Available	
American Indian/Alaskan Native only	3	*No Exact Historic Data Available	
International only	4	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	0	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	3	*No Exact Historic Data Available	
Total	517	*No Exact Historic Data Available	

Races reported in Multi-racial	2009/1	2008/1	% Diff
White	12	*No Exact Historic Data Available	
Black	8	*No Exact Historic Data Available	
Asian	4	*No Exact Historic Data Available	
American Indian/Alaskan Native	1	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available	
International	13	*No Exact Historic Data Available	

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

CTC Graduation Report (CBM009)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
CTC-CBM009 MULTIPLE AWARDS IN EXCESS OF AWARDS AVAILABLE ON CLEARINHOUSE  
TEXAS COMMUNITY COLLEGE 111111

Page 1

FALL 2009

RunDate: 10/15/2009 Time: 13:41:04

StudentID	Award Name	CIP/ Major	Type Of Major	Number of Awards Reported	Number of Awards In CLHS Award Db	Message
-----------	------------	---------------	---------------------	---------------------------------	---	---------

There are no multiple awards in excess of those available



CTC Graduation Report (CBM009)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of JR-CBM009 Data From  
 TEXAS COMMUNITY COLLEGE 111111

Page 1

FALL 2009

RunDate: 10/15/2009 Time: 13:41:04

Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	* Items 10	* 11	* 12	Item 13	Item 14	Item 15	Item 16	Item 17	Item Remarks	Remarks
9	111111	122122122	M	1	19860805	CCC	5	24010100	1	2009	05	1			0	TREE	JOSHUA	
Z		-----																
9	111111	122122122	M	1	19860805	AA	1	24010200	1	2009	05	1			0	TREE	JOSHUA	
Z	Q	-----																
9	111111	122122122	M	1	19860805	AA	1	52010100	1	2009	05	1			0	TREE	JOSHUA	
Z	Q	-----																
9	111111	137137137	F	2	19840124	CCC	5	24010100	1	2009	12	1			0	WEEPING	WILLOW	
		-----																
9	111111	137137137	F	2	19840124	AA	1	24010200	1	2009	12	1			0	WEEPING	WILLOW	
	Q	-----																
9	111111	193193193	M	1	19870806	CCC	5	24010100	1	2009	12	1			0	LILLY	CANNA	
A		-----																
9	111111	193193193	M	1	19870806	AA	1	24010200	1	2009	05	1			0	LILLY	CANNA	
A	Q	-----																

Mult. Degree Records. REF0418

Mult. Degree Records. REF0418

Mult. Degree Records. REF0418

Mult. Degree Records. REF0418

Total Rejected Records 0  
 Total Records on DataBase 1,036  
 Total Non Error Records 1,036  
 Total Error Records 0  
 Total Questionable Records 324  
 Total Rejected Records 0

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

## FACILITIES ROOM INVENTORY REPORT CBM011

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

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

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

### Basis for Classification

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

### Rooms to be Included

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

## CTC Facilities Room Inventory Report (CBM011)

### Rooms Not to be Included

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

### Addition of Rooms

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

### CIP Code and Functional Category Limitations

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

Academic CIP codes should not be used with Institutional Support Functional Category Codes (60 series). These two areas are fundamentally different. Space for academic administration is Functional Category Code Academic Administration (46) and it must be combined with an academic CIP, as in the case of the space devoted to department heads.

Descriptive information on NCES CIP codes can be obtained from the following NCES web address: <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165>. The Coordinating Board has an index of the current and deleted NCES CIP codes on its web site at <http://www.txhighereddata.org/Interactive/CIP/>. A list of codes unique to Texas higher education institutions is in Appendix C of this manual.

### Basis for Room Measurement

Room area is measured to the nearest square foot in accordance with parameters established by the facilities audit protocol.

### Space Use Codes

Primary Space Use/Design Use: Each room has one best Space Use Code based on its exclusive or predominant design/use. Primary activity areas (Space Use Codes) always end with "0". For a room used as an office (Space Use Code 310) and a research/non-class laboratory (Space Use Code 250), a single determination for primary activity should be made. It is recommended that primary be evaluated in terms of time, the human activity that focuses on use, rather than space. Space Use Codes change when a room's predominant use or physical characteristics have been changed and/or remodeled.

Service Codes: Determine whether the existence of a particular room, with its specific design/function and use, is dependent upon or justified by another room (usually nearby)

## CTC Facilities Room Inventory Report (CBM011)

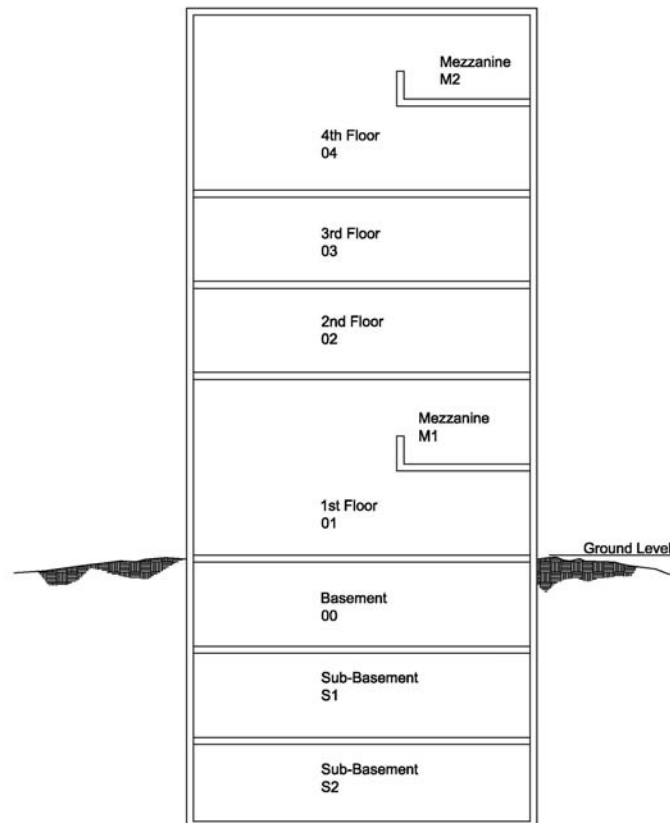
and its specific use. If a significant degree of dependency exists, an appropriate service code should be used. Support or service space is identified by Space Use Codes ending with "5".

### Proration of Use

Up to three Functional Category Codes may be assigned to a single room: primary, secondary, and remaining. Where a room serves several purposes or uses, it may be reported based on time spent on each activity. Overall, the total percent of use/proration for primary, secondary, and remaining use must always total 100 percent. Only a room's function (Functional Category Code) and program area (CIP Code) may be prorated since its space use (Space Use Code) cannot be prorated.

### Floor (optional)

Floor numbers are two characters in length. Zero fill the first position of the Floor field for floors less than 10 (01, 02, etc.). A basement should be coded as '00'. Sub-basements should be coded with an 'S' in the first position and the sub-basement number in the second position (S1, S2, etc.). Mezzanines should be coded with an 'M' in the first position and the mezzanine number in the second position (M1, M2, etc.). See illustration.



CTC Facilities Room Inventory Report (CBM011)

INSTRUCTIONS FOR FACILITIES ROOM INVENTORY REPORT

- Item #1 Record Code. Always enter 'R'.
- Item #2 Institution Code. Enter the FICE code of the institution. See Appendix A.
- Item #3 Report Year. Enter all four digits of the calendar year in which the inventory occurs.

BUILDING IDENTIFICATION

Each room is uniquely identified as a separate record by a combination of building, floor, and room number. Each room within a building should have a unique alpha or numeric code to identify the room. The building identification must be the same as the building identification used in the CBM005 and the CBM014 reports.

- Item #4 Building Number. Enter the assigned building number.
- Item #5 Room Number. Enter the assigned room number.
- Item #6 Primary CIP Code. Enter the primary classification of an instructional program (CIP) code associated with this room. Use the first six digits of the codes listed in Appendix C.
- Item #7 Omitted.
- Item #8 Space Use Code. Enter the space use code based on the room's exclusive or predominant design or use. See Appendix F.
- Item #9 Primary Functional Category Code. Enter the primary functional category code. See Appendix G.
- Item #10 Primary CIP Percent. Enter the percentage of the primary CIP code reported in Item #6.
- Item #11 Room Area. See Glossary of Facilities Terms (Appendix I).
- Item #12 Omitted.
- Item #13 Omitted.
- Item #14 Omitted.
- Item #15 Omitted.
- Item #16 Omitted.
- Item #17 Student Station Capacity. This is based on the number of occupants the room is designed to accommodate; only required of certain space uses.
- Item #18 Secondary CIP Code. Enter the secondary CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.
- Item #19 Omitted.

CTC Facilities Room Inventory Report (CBM011)

- Item #20    Secondary Functional Category Code. Enter the secondary functional category code. See Appendix G.
- Item #21    Secondary CIP Percent. Enter the percentage of the secondary CIP code reported in Item #18.
- Item #22    Remaining CIP Code. Enter the remaining CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.
- Item #23    Omitted.
- Item #24    Remaining Functional Category Code. Enter the remaining functional category code. See Appendix G.
- Item #25    Remaining CIP Percent. Enter the percentage of the remaining CIP code reported in Item #22.
- Item #26    Record Identification. Always enter '11'.
- Item #27    Floor. Optional. Floor number (01, 02, 03, etc.)

CTC Facilities Room Inventory Report (CBM011)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always 'R'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Report Year – Numeric	8	4
Item #4	Building Number – Alphanumeric	12	6
Item #5	Room Number – Alphanumeric	18	16
Item #6	Primary CIP Code – Numeric	34	6
Item #7	Omitted	40	2
Item #8	Space Use Code – Alphanumeric	42	3
Item #9	Primary <u>Functional Category</u> Code – Numeric	45	2
Item #10	Primary CIP Percent – Numeric	47	3
Item #11	Room Area	50	8
Item #12-16	Omitted	58	12
Item #17	Student Station Capacity – Numeric	70	4
Item #18	Secondary CIP Code – Numeric	74	6
Item #19	Omitted	80	2
Item #20	Secondary <u>Functional Category</u> Code – Numeric	82	2
Item #21	Secondary CIP Percent – Numeric	84	3
Item #22	Remaining CIP Code – Numeric	87	6
Item #23	Omitted	93	2
Item #24	Remaining <u>Functional Category</u> Code – Numeric	95	2
Item #25	Remaining CIP Percent – Numeric	97	3
Item #26	Record Identification – Always '11'	100	2
Item #27	Floor	102	2

CTC Facilities Room Inventory Report (CBM011)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except 'R'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Report Year	N/A	Must match value in header record
4. Building Number	N/A	Must match CBM014
5. Room Number	N/A	Special characters
6. Primary CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
7. Omitted		
8. Space Use Code	N/A	Value less than 040 or greater than 970; value not = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04 when Item #9 = 02-07
9. Primary Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04; blank if Item #6 filled
10. Primary CIP Percent	N/A	Not numeric if Item #6 filled
11. Room Area	N/A	Not numeric if Item #6 filled
12. Omitted		
13. Omitted		
14. Omitted		
15. Omitted		
16. Omitted		



CTC Facilities Room Inventory Report (CBM011)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
17. Student Station Capacity	N/A	Value of 0000 if Item #8 = 110, 210, 220, 350, 410, 430, 610, 680
18. Secondary CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
19. Omitted		
20. Secondary Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04; blank if Item #18 filled
21. Secondary CIP Percent	N/A	Not numeric if Item #18 filled
22. Remaining CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
23. Omitted		
24. Remaining Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04; blank if Item #22 filled
25. Remaining CIP Percent	N/A	Not numeric if Item #22 filled
26. Record Identification	N/A	Any value except '11'
27. Floor (optional)	N/A	N/A

## CTC Facilities Room Inventory Report (CBM011)

### SPACE EXCLUDED FROM E&G SPACE CALCULATION

When determining the amount of assignable Educational and General Space (E&G) square footage of a building, the following Building Types, CIP, Space Use Codes, and Functional Category Codes are excluded.

Building Condition 7	Mothballed facility currently excluded from routine operation and maintenance expense
Building Type 6 or 7	Residence, Single and Resident, Family
Building Type 8 or 9	Non-institutional Agency Buildings and Rental Property
Building Type R	Renovations that cause the entire building to be temporarily out of service
CIP 720000 – 739999	Intercollegiate Athletics and Support Facilities (food, health, housing, parking, retail, and childcare services)
CIP 817500	Alumni Relations
CIP 999999	Unknown use by External Agencies with Functional Category Code 92
Space Use Code 523	Indoor Athletic Facilities Spectator Seating
Space Use Code 630 – 635	Food Facility and Food Facility Service
Space Use Code 660 – 665	Merchandising and Merchandising Service
Space Use Code 670 – 675	Recreation (non-athletic/PE) and Recreation Service
Space Use Code 750 – 755	Central Food Store and Central Food Store Service
Space Use Code 810 – 895	These Space Use Codes include Health Care Facilities (unless with Functional Category Codes 11, 12, 15, 21, or 22)
Space Use Code 910 – 970	Residential Facilities
Space Use Code 050 – 070	Inactive areas permanently or temporarily incapable of use
Space Use Code M10, U10, and W10	Men's, Unisex, and Women's public restrooms
Space Use Code WWW, XXX, YYY, and ZZZ	Circulation, Building Service, Mechanical, or Structural Areas (non-assignable space)
Functional Category Codes 02 – 07	Unclassified or non-assignable space necessary for the general operation of a building (custodial, mechanical, mothballed, public restrooms, shell space, circulation area)
Functional Category Codes 31 – 35	Public Service
Functional Category Code 42	Museums and Galleries
Functional Category Code 52	Social and Cultural Development outside the degree curriculum

CTC Facilities Room Inventory Report (CBM011)

Functional Category Codes 55 – 57	Student Service (Student Auxiliary Service, Intercollegiate Athletics (except with CIP Student Health/Medical Services) (740000 – 745000)
Functional Category Codes 65 – 66	Faculty and Staff Auxiliary Services and Alumni Records
Functional Category Code 91	Independent Operations/Institutional
Functional Category Code 92	Independent Operations/External Agencies (Use CIP 999999 for unknown use)

## CTC Facilities Room Inventory Report (CBM011)

Edit00v00                    TEXAS HIGHER EDUCATION COORDINATING BOARD                    Page 1  
 CBM011 Room EDIT SUMMARY FROM                    RunDate: 09/15/2009 Time: 18:15:08  
 TEXAS COMMUNITY COLLEGE                    111111                    ANNUAL                    2009

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RecordCode	36	0	0
ITEM 2	Inst. Code	36	0	0
ITEM 3	Report Year	36	0	0
ITEM 4	Building Number	35	0	1
ITEM 5	Room Number	35	0	1
ITEM 6	Primary CIP Code	36	0	0
ITEM 8	Space Use Code	36	0	0
ITEM 9	Primary Funct Cat Code	36	0	0
ITEM 10	Primary CIP Percent	36	0	0
ITEM 11	Room Area	36	0	0
ITEM 17	Student Station Capacity	36	0	0
ITEM 18	Secondary CIP Code	36	0	0
ITEM 20	Secondary Funct Cat Code	36	0	0
ITEM 21	Secondary CIP Percent	36	0	0
ITEM 22	Remaining CIP Code	36	0	0
ITEM 24	Remaining Funct Cat Code	36	0	0
ITEM 25	Remaining CIP Percent	36	0	0
ITEM 26	Record Identification	36	0	0
ITEM 27	Floor	36	0	0

TOTAL Report Records	36			
CONTROL TOTAL	36	DISCREPANCY		0
Total Recs on Db	36			
Number Of Non-Unique/ Duplicated Id's	0			
Number Of Duplicate Records	1			
Number Of Relative Duplicate Questionabl	0			
Number Of Relative Duplicate Error	0			
Total Error Recs on Db	1			
Total Error Other	3			
Total Questionable Recs on Db	0			
Total Non Error Records on Db	35			
Total Rejected Records	0			



# CTC Facilities Room Inventory Report (CBM011)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 PART A, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2009  
 111111 TEXAS COMMUNITY COLLEGE  
 PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

09/15/2009 06:15:09

## Building Size and Cost Data

BUILDING NUMBER	BUILDING NAME	GROSS AREA	ASSIGN AREA	E & G SQ.FT.	OCCUP DATE	FLOORS	N	W	O	Y	N
							D	N	C	P	S
0001	HARDIN ADMINISTRATION BUILDING	71,594	0	0	1937	3	2	1	1	1	3
0004	BRIDWELL HALL	42,260	0	0	1998	3	1	1	1	1	4
0005	UNIVERSITY PRESS	4,965	4,869	1,079	1940	1	2	1	1	1	3
0006	MEMORIAL BUILDING	7,019	0	0	1945	2	2	1	1	1	3
0007	FERGUSON HALL	16,896	0	0	1947	3	1	1	1	1	3
0010	MARTIN HALL	10,278	9,414	5,886	1946	2	1	1	1	1	2
0011	FAIN FINE ARTS CENTER	98,805	0	0	1978	2	1	1	1	1	5
0012	DANIEL BUILDING	46,335	39,566	34,335	1990	2	1	1	1	4	4
0013	FOWLER HALL	22,896	20,464	13,755	1949	2	1	1	1	1	3
0015	BEYER GREENHOUSE	2,398	2,236	2,162	1983	1	1	1	1	1	8
0017	MERCANTILE BUILDING	10,608	8,828	1,662	1989	2	2	1	1	1	3
0018	MCGAHA HALL	6,789	6,220	2,761	1949	1	1	1	1	1	2
0019	INSTRUMENTAL MUSIC HALL	7,815	2,505	1,539	1949	2	1	1	1	1	2
0020	PAINT SHOP	1,987	1,884	1,732	1949	1	1	1	1	4	2
0021	MCCULLOUGH HALL	9,449	6,162	6,162	1949	1	1	1	1	1	2
0022	ENGINEERING LABORATORIES	2,443	1,738	1,526	1949	1	1	1	1	1	2
0023	BOLIN HALL	99,529	0	0	1966	3	1	1	1	1	3
.											
.											
.											
0032	CENTRAL PLANT	10,789	8,192	8,192	1967	2	1	1	1	4	3
0033	TENNIS CENTER	560	463	134	1984	1	1	1	1	1	2
0034	D.L. LIGON COLISEUM	117,048	112,836	91,991	1969	3	2	1	1	1	3
0035	PHYSICAL EDUCATION RESTROOMS	2,336	2,199	296	1970	1	1	1	1	3	3
0036	OUTDOOR RECREATION CENTER	5,000	4,903	0	1982	1	1	1	1	4	7
0037	SOCCER TICKET BOOTH	34	2,691	0	1982	1	1	1	1	3	1
0038	PHYSICAL TRAINING BUILDING	1,701	1,741	586	1970	1	1	1	1	3	3
0039	SOCCER PRESS BOX	943	806	0	1982	2	1	1	1	3	1
0044	SIKES HOUSE	9,626	5,776	0	1938	3	1	1	1	7	2
0045	GUEST HOUSE	1,530	918	0	1937	1	1	1	1	7	2
0046	ALUMNI CENTER	2,800	1,680	0	1938	2	1	1	1	7	2
0047	CARRIAGE HOUSE	1,080	1,148	0	1938	2	1	1	1	4	2
0048	MARCHMAN HALL	8,904	5,342	0	1959	2	1	1	1	6	2
0049	SIKES LAKE CENTER	8,836	8,558	0	1975	1	1	1	1	1	7
0050	BRIDWELL COURTS	22,243	13,346	0	1964	2	2	1	1	7	2
0051	MCCULLOUGH-TRIGG HALL	46,086	27,652	0	1994	6	1	1	1	6	4
0052	JAN THACKER FANTASY OF LIGHTS WKSHP	7,356	2,251	0	1986	1	1	1	3	8	7
0053	BEAWOOD-O'DONOHUE HALL	65,060	35,371	32,408	1950	2	1	1	1	1	3
0054	UNIVERSITY POLICE	2,536	1,390	0	1997	1	1	1	1	3	2
0055	BIOLOGY HOUSE	3,778	2,267	0	1953	1	1	1	1	6	2
0056	HONORS HOUSE	3,395	2,037	0	1961	2	1	1	1	6	2
0057	SEISMOMETER BUILDING	144	0	0	2003	1	1	1	1	1	2
0060	SIKES LAKE RESTROOM	612	508	0	2005	1	1	1	2	3	2

CTC Facilities Room Inventory Report (CBM011)

TOTALS

1,080,064 483,853

# CTC Facilities Room Inventory Report (CBM011)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

PART D, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2009  
111111 TEXAS COMMUNITY COLLEGE  
PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

09/15/2009 06:15:09

## CAMPUSWIDE SPACE SUMMARY

	SQUARE FEET
GROSS SQUARE FEET	1,080,064
TOTAL EXISTING FACILITIES (ASSIGNABLE SQUARE FEET)	441,788
NON ASSIGNABLE SQUARE FEET	638,276
NET ASSIGNABLE SQUARE FEET RENTED AND/OR SHARED	308
TOTAL SQUARE FEET - EDUCATIONAL AND GENERAL USE	264,689

## TOTAL CAMPUS SPACE BY INSTITUTIONAL CATAGORIES

FUNCTION	NET ASSIGNABLE SQ. FT.
10 INSTRUCTION	164,349
20 RESEARCH	0
30 PUBLIC SERVICE	169
40 ACADEMIC SUPPORT	0
41 LIBRARY	57,322
50 STUDENT SERVICE	167,963
SUBTOTAL	389,803
60 INSTRUCTIONAL ADMINISTRATION	4,028
70 PHYSICAL PLANT OPERATIONS	47,649
80 STUDENT FINANCIAL SUPPORT	0
90 INDEPENDENT OPERATIONS	308



# CTC Facilities Room Inventory Report (CBM011)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 PART E, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2009  
 111111 TEXAS COMMUNITY COLLEGE  
 PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD  
 TOTAL CAMPUS SPACE BY ROOM TYPE

Page 1

09/15/2009 06:15:10

TYPE OF ROOM	NASF	E&G NASF
110 CLASSROOM	28,730	28,730
115 CLASSROOM SERVICE	916	916
SUBTOTAL	29,646	29,646
210 CLASS LABORATORY	7,857	7,857
215 CLASS LABORATORY SERVICE	213	213
220 SPECIAL CLASS LABORATORY	2,996	2,996
225 SPECIAL CLASS LABORATORY SERVICE	1,789	1,191
230 INDIVIDUAL STUDY LABORATORY	678	678
235 INDIVIDUAL STUDY LABORATORY SVC.	0	0
SUBTOTAL	13,533	12,935
250 NON-CLASS LABORATORY	1,493	1,493
255 NON-CLASS LABORATORY SERVICE	173	173
SUBTOTAL	1,667	1,667
OFFICE SPACE WITHOUT 41 ROOM USE-LIBRARY		
310 OFFICE	49,250	41,512
315 OFFICE SERVICE	9,107	5,337
350 CONFERENCE ROOM	5,623	581
355 CONFERENCE ROOM SERVICE	343	343
SUBTOTAL	64,323	47,773
OFFICE SPACE WITH 41 ROOM USE-LIBRARY		
310 OFFICE	4,095	4,095
315 OFFICE SERVICE	547	547
350 CONFERENCE ROOM	326	326
SUBTOTAL	4,968	4,968
410 READING/STUDY ROOM	9,986	9,124
420 STACK	10,141	10,141
430 OPEN STACK STUDY ROOM	31,209	31,063
440 PROCESSING ROOM	1,063	1,063
455 STUDY SERVICE	1,272	964
SUBTOTAL	53,671	52,355
520 ATHLETIC/PHYSICAL EDUCATION	70,092	56,163
523 ATHLET. FACIL. SPECTATOR SEATING	662	0
525 ATHLETIC/PHYSICAL EDUCATION SVC.	21,450	15,818
530 MEDIA PRODUCTION	163	163
580 GREENHOUSE	1,525	1,525
585 GREENHOUSE SERVICE	637	637
590 OTHER	76	76

## CTC Facilities Room Inventory Report (CBM011)

		SUBTOTAL	94,605	74,382
630	FOOD FACILITIES		658	0
635	FOOD FACILITIES SERVICE		704	0
650	LOUNGE		518	289
655	LOUNGE SERVICE		440	65
660	MERCHANDISING FACILITIES		1,323	0
665	MERCHANDISING FACILITIES SERVICE		129	0
675	RECREATION SERVICE		12,053	0
690	LOCKER ROOM		230	230
		SUBTOTAL	16,055	584
715	COMPUTER/TELECOMMUNICATIONS SVC.		299	102
720	SHOP		17,107	13,783
725	SHOP SERVICE		2,787	2,787
730	CENTRAL STORAGE		22,220	22,220
745	VEHICLE STORAGE FACILITY SERVICE		1,417	1,417
760	HAZARDOUS MATERIALS		72	72
		SUBTOTAL	43,902	40,381
810	PATIENT BEDROOM		272	0
850	TREATMENT/EXAMINATION		339	0
880	PUBLIC WAITING		308	0
895	STAFF ON-CALL FACILITY SERVICE		592	0
		SUBTOTAL	1,510	0
920	SLEEP/STUDY WITH TOILET/BATH		108,440	0
970	HOUSE		21,719	0
		SUBTOTAL	130,160	0
			NON-SASF	
050	INACTIVE AREA		1,848	
060	ALTERATION OR CONVERSION AREA		0	
070	UNFINISHED AREA		0	
M10	MENS BATHROOM		3,771	
U10	UNISEX BATHROOM		175	
W10	WOMENS BATHROOM		3,658	
WWW	CIRCULATION AREA		13,358	
XXX	BUILDING SERVICE AREA		1,950	
YYY	MECHANICAL AREA		4,013	
ZZZ	STRUCTURAL AREA		1,042	
		SUBTOTAL	0	0
		TOTAL	NON-SASF	NASF
			29,815	454,038
				E&G NASF
				264,689

# CTC Facilities Room Inventory Report (CBM011)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 PART F, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2009  
 111111 TEXAS COMMUNITY COLLEGE  
 PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

09/15/2009 06:15:10

BUILDING NUMBER NAME	INSTRUCT	RESEARCH	PUBLIC SERVICE	ACADEMIC SUPPORT	STUDENT SERVICE	INST SUPPORT	PHY PLT OPER	TOTAL NASF	TOTAL E&G NASF	
SATISFACTORY CONDITION										
0010 MARTIN HALL	5,886	0	0	0	0	0	0	9,414	5,886	
0012 DANIEL BUILDING	0	0	0	0	0	0	34,335	39,566	34,335	
0013 FOWLER HALL	13,755	0	0	0	0	0	0	20,464	13,755	
0015 BEYER GREENHOUSE	2,162	0	0	0	0	0	0	2,236	2,162	
0018 MCGAHA HALL	2,734	0	0	0	0	27	0	6,220	2,761	
0019 INSTRUMENTAL MUSIC HALL	1,539	0	0	0	0	0	0	2,505	1,539	
0020 PAINT SHOP	0	0	0	0	0	0	1,732	1,884	1,732	
0021 MCCULLOUGH HALL	6,162	0	0	0	0	0	0	6,162	6,162	
0022 ENGINEERING LABORATORIES	1,526	0	0	0	0	0	0	1,738	1,526	
0025 MOFFETT LIBRARY	1,162	0	0	57,322	389	0	0	59,181	58,484	
0026 KILLINGSWORTH HALL	0	0	0	0	41,195	0	0	41,195	0	
0029 PIERCE HALL	0	0	0	0	29,948	0	0	29,948	0	
0030 FAIN HALL	0	0	0	0	5,766	0	0	5,766	0	
0031 VINSON HEALTH CENTER	0	0	0	0	1,804	0	0	1,804	0	
0032 CENTRAL PLANT	230	0	0	0	0	0	7,961	8,192	8,192	
0033 TENNIS CENTER	134	0	0	0	0	0	0	463	134	
0035 PHYSICAL EDUCATION RESTROOMS	0	0	0	0	767	0	296	2,199	296	
0036 OUTDOOR RECREATION CENTER	0	0	0	0	0	0	0	4,903	0	
0037 SOCCER TICKET BOOTH	0	0	0	0	2,691	0	0	2,691	0	
0038 PHYSICAL TRAINING BUILDING	586	0	0	0	0	0	0	1,741	586	
0039 SOCCER PRESS BOX	0	0	0	0	806	0	0	806	0	
0044 SIKES HOUSE	0	0	0	0	5,776	0	0	5,776	0	
0045 GUEST HOUSE	0	0	0	0	918	0	0	918	0	
0046 ALUMNI CENTER	0	0	0	0	1,680	0	0	1,680	0	
0047 CARRIAGE HOUSE	0	0	0	0	0	0	1,073	1,148	0	
0048 MARCHMAN HALL	0	0	0	0	5,342	0	0	5,342	0	
0049 SIKES LAKE CENTER	0	0	0	0	0	0	0	8,558	0	
0051 MCCULLOUGH-TRIGG HALL	0	0	0	0	27,652	0	0	27,652	0	
0052 JAN THACKER FANTASY OF LIGHTS WKSHP	0	0	0	0	0	0	2,251	2,251	0	
0053 BEAWOOD-O'DONOHUE HALL	34,326	0	0	0	0	178	0	35,371	32,408	
0054 UNIVERSITY POLICE	0	0	0	0	1,390	0	0	1,390	0	
0055 BIOLOGY HOUSE	0	0	0	0	2,267	0	0	2,267	0	
0056 HONORS HOUSE	0	0	0	0	2,037	0	0	2,037	0	
0060 SIKES LAKE RESTROOM	0	0	0	0	0	0	0	508	0	
	SUBTOTAL	70,202	0	0	57,322	130,428	205	47,648	343,976	169,956
REMODELING A CONDITION										
0005 UNIVERSITY PRESS	0	0	169	0	0	3,824	0	4,869	1,079	
0017 MERCANTILE BUILDING	1,494	0	0	0	4,006	0	0	8,828	1,662	
0034 D.L. LIGON COLISEUM	92,653	0	0	0	20,183	0	0	112,836	91,991	
0050 BRIDWELL COURTS	0	0	0	0	13,346	0	0	13,346	0	
	SUBTOTAL	94,147	0	169	0	37,535	3,824	0	139,879	94,733

CTC Facilities Room Inventory Report (CBM011)

INSTITUTION TOTAL	164,349	0	169	57,322	167,963	4,029	47,648	483,855	264,689
-------------------	---------	---	-----	--------	---------	-------	--------	---------	---------



## FACILITIES BUILDING INVENTORY REPORT CBM014

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

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

This report includes facilities under the jurisdiction or control of the institution's governing board, regardless of location and encompasses different types of structures, including marine/research vessels; aquarium structures; animal quarters; and trailers on wheels that are not mobile. If a building is not owned by the institution or is shared with other tenants, include only the portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area.

The report includes minor structures or temporary facilities that meet all of the following criteria:

- the structure is attached to a foundation,
- the structure is roofed,
- the structure is serviced by a utility (exclusive of lighting), and
- the structure is a source of maintenance and repair activities.

Refer to Appendix H for building data file codes and definitions, and Appendix I for a Glossary of Facilities Terms located at <http://www.txhighereddata.org/ReportingManuals.cfm>.

### Addition of Buildings

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

### Building Demolition

A building must be on the inventory with the appropriate Building Condition and Functional Category Codes until demolition is completed; at which time the building and room records may be deleted.

## CTC Facilities Building Inventory Report (CBM014)

### Exclusions

Do not include buildings intended as investment properties, which are used only for revenue generation and not for institutional purposes. Additionally, exclude hospitals not owned by the institution (except for any space in the hospital leased or controlled by the institution), public schools not owned by the institution, but used for practice teaching, and federal contract research centers identified by the Federal Office of Management and Budget (OMB).

### Basis for Building Measurement

Compute gross area using an accurate and verifiable means to the nearest whole square foot.

### **NOTES:**

Building Type code 2 (Academic/Residence) is a mixed-use facility and only nonresidential rooms should be included in the facilities inventory room file.

Building Type codes 6 and 7 (Residence/Single and Residence/Family) do not require residential rooms to be included in the facilities inventory room file. The building's assignable space will automatically be calculated at 60 percent.

Building Type codes 8 and 9 (Non-institutional Agency Buildings and Rental Property) are not required to be included in the facilities inventory room file that serves non-institutional functions.

## CTC Facilities Building Inventory Report (CBM014)

### INSTRUCTIONS FOR FACILITIES BUILDING INVENTORY REPORT

- Item #1 Record Code. Always enter 'B'.
- Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.
- Item #3 Report Year. Enter all four digits of the calendar year in which the inventory occurs.

### BUILDING IDENTIFICATION

Each building should be assigned a unique alpha or numeric code to identify its record. The building identification used to identify a room in this report must be the same as the building identification used on the CBM005, Building and Room Report.

- Item #4 Building Number. Enter the assigned building number.
- Item #5 Building Name. Enter the assigned name of the building.
- Item #6 Condition Code. Enter the condition code based on the physical status of the building at the time of the report. See Appendix H.
- Item #7 Ownership Code. Enter the ownership code that represents the agency with which the ownership of the building resides. See Appendix H.
- Item #8 Location Code. Enter the location code that represents the physical location of the building in relation to the main campus. See Appendix H.
- Item #9 Type Code. Enter the type code that represents the purpose-function category that best describes its primary use. See Appendix H.
- Item #10 Omitted.
- Item #11 Initial Occupancy Date. Enter the four-digit calendar year of the initial occupancy of the building by the building's original owner, whether the institution owns it or not.
- Item #12 Number of Floors. Enter the number of floors in the building, including basements, penthouse, half-basements, mezzanines, and assignable attic space. Example: 9 floors = 09.
- Item #13 Gross Area. Enter the sum of the floor areas within the exterior walls of the building for all stories or areas that house floor surfaces. Round to the nearest whole square foot, right justified, leading zeros.
- Item #14 Omitted.
- Item #15 Omitted.
- Item #16 Omitted.
- Item #17 Record Identification. Always enter '14'.
- Item #18 Zip Code. Enter the five-digit zip code of the building's **physical** address.



CTC Facilities Building Inventory Report (CBM014)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always 'B'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Report Year – Numeric	8	4
Item #4	Building Number – Alphanumeric	12	6
Item #5	Building Name – Alphanumeric	18	50
Item #6	Condition Code – Numeric	68	1
Item #7	Ownership Code – Numeric	69	1
Item #8	Location Code – Numeric	70	1
Item #9	Type Code – Numeric	71	1
Item #10	Omitted	72	1
Item #11	Initial Occupancy Date – Numeric	73	4
Item #12	Number of Floors – Numeric	77	2
Item #13	Gross Area – Numeric	79	7
Item #14	Omitted	86	10
Item #15	Omitted	96	4
Item #16	Omitted	100	6
Item #17	Record Identification – Always '14'	106	2
Item #18	Zip Code	108	5

CTC Facilities Building Inventory Report (CBM014)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except 'B'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Report Year	N/A	Must match value in header record
4. Building Number	N/A	Special characters
5. Building Name	N/A	Blank
6. Condition Code	N/A	Any value except 1 thru 7
7. Ownership Code	N/A	Any value except 1 thru 8
8. Location Code	N/A	Any value except 1 thru 3
9. Type Code	N/A	Any value except 1 thru 9, H, or R
10. Omitted		
11. Initial Occupancy Date	N/A	Non-numeric; value less than 1840 or greater than current year
12. Number of Floors	Value greater than 25	Non-numeric; value less than 00
13. Gross Area	N/A	Value less than 0000000
14. Omitted		
15. Omitted		
16. Omitted		
17. Record Identification	N/A	Any value except '14'
18. Zip Code	N/A	Not on zip code file

# CTC Facilities Building Inventory Report (CBM014)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
CBM014 Building EDIT SUMMARY FROM RunDate: 09/15/2009 Time: 19:13:44  
TEXAS COMMUNITY COLLEGE 111111 ANNUAL 2009

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RecordCode	58	0	0
ITEM 2	Inst. Code	58	0	0
ITEM 3	Report Year	58	0	0
ITEM 4	Building Number	58	0	0
ITEM 5	Building Name	58	0	0
ITEM 6	Condition Code	58	0	0
ITEM 7	Ownership Code	58	0	0
ITEM 8	Location Code	58	0	0
ITEM 9	Type Code	58	0	0
ITEM 11	Initial Occupancy Date	58	0	0
ITEM 12	Number of Floors	58	0	0
ITEM 13	Gross Area	58	0	0
ITEM 17	Record Identification	58	0	0
ITEM 18	Zip Code	58	0	0

TOTAL Report Records	58			
CONTROL TOTAL	58	DISCREPANCY		0
Total Recs on Db	58			
Number Of Non-Unique/Duplicated Id's	0			
Number Of Duplicate Records	0			
Number Of Relative Duplicate Questionable	0			
Number Of Relative Duplicate Error	0			
Total Error Recs on Db	0			
Total Questionable Recs on Db	0			
Total Non Error Records on Db	58			
Total Rejected Records	0			





## 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 transcribing 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/Rules/>.

### 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.

CTC Students in Continuing Education Courses Report (CBM00A)

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
6	Third Year BAT	A student in the third year of a Bachelor of Applied Technology program
7	Fourth Year BAT	A student in the fourth year of a Bachelor of Applied Technology program

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

CTC Students in Continuing Education Courses Report (CBM00A)

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



CTC Students in Continuing Education Courses Report (CBM00A)

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

CTC Students in Continuing Education Courses Report (CBM00A)

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 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.

CTC Students in Continuing Education Courses Report (CBM00A)

- 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 Unused
- Item #26 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 #27 Continuing Education Contact Hours – Not State Funded. 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.

Reporting of items #28 and #29A-G is optional. It will be mandatory beginning with the fall 2010 reporting period.

- Item #28 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

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

- Item #29 Race. Select one or more codes indicating the race of the student.

- Item #29A 1 White
- Item #29B 2 Black or African-American
- Item #29C 4 Asian
- Item #29D 5 American Indian or Alaskan Native
- Item #29E 6 International
- Item #29F 7 Unknown or Not Reported
- Item #29G 8 Native Hawaiian or Other Pacific Islander

## CTC Students in Continuing Education Courses Report (CBM00A)

### ***Definitions:***

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

CTC Students in Continuing Education Courses Report (CBM00A)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
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 '7' - 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	New Ethnic Origin – Numeric	120	1
Item #29	Race:		
Item #29A	White – '1' or blank	121	1
Item #29B	Black or African-American – '2' or blank	122	1
Item #29C	Asian – '4' or blank	123	1

CTC Students in Continuing Education Courses Report (CBM00A)

		<u>Beginning Position</u>	<u>Length</u>
Item #29D	American Indian or Alaskan Native – '5' or blank	124	1
Item #29E	International – '6' or blank	125	1
Item #29F	Unknown or Not Reported – '7' or blank	126	1
Item #29G	Native Hawaiian or Other Pacific Islander – '8' or blank	127	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.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
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' or '6' and '7' when FICE = 007857, 009797, or 031034
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 coded '001' thru '254' if Item #13A is coded '01'; 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

CTC Students in Continuing Education Courses Report (CBM00A)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>code ERROR VALUE</u>
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' or '5'
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'



CTC Students in Continuing Education Courses Report (CBM00A)

27.	CE CH Not State Funded	N/A	Any non-numerical value
	<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
28.	New Ethnic Origin	N/A	Value other than '1', '2', or '3'
29A.	White	N/A	Value other than '1' or space or value = '1' and '7'
29B.	Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
29C.	Asian	N/A	Value other than '4' or space or value = '4' and '7'
29D.	Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
29E.	International	N/A	Value other than '6' or space or value = '6' and '7'
29F.	Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
29G.	Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

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

CTC Students in Continuing Education Courses Report (CBM00A)

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, non-disclosure, ethnic origin, first-time students, 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.

# CTC Students in Continuing Education Courses Report (CBM00A)

Edit00v00                      TEXAS HIGHER EDUCATION COORDINATING BOARD                      Page 1  
 JR-CBM00A EDIT SUMMARY FROM                      RunDate: 12/15/2009 Time: 10:26:20  
 TEXAS COMMUNITY COLLEGE                      111111                      Quarter 1 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	959	0	0
ITEM 2 INST. CODE	959	0	0
ITEM 3 STUDENT ID	959	0	0
ITEM 4 GENDER	959	0	0
ITEM 5 Classification	959	0	0
ITEM 6 Date Of Birth	954	5	0
ITEM 7 Tuition Status	959	0	0
ITEM 8 Residence	959	0	0
ITEM 9 Transfer	959	0	0
ITEM 10A Ce Contact Hours	959	0	0
ITEM 12 Major	959	0	0
ITEM 13A Tution Exemption	959	0	0
ITEM 13B Remote Campus	959	0	0
ITEM 13C Type Major	959	0	0
ITEM 14 Ethnic Orgin	959	0	0
ITEM 15 Last Name	959	0	0
ITEM 16 First Initial	959	0	0
ITEM 18 Quarter	959	0	0
ITEM 19 Year	959	0	0
ITEM 20 Ce Student	959	0	0
ITEM 21 Tuit Stat Ce Students	959	0	0
ITEM 22A Academic Disadvantage	959	0	0
ITEM 22B Economic Disadvantage	959	0	0
ITEM 22C Individual w Disable	959	0	0
ITEM 22D Limited English prof	959	0	0
ITEM 22E Pgms to Elim Sex Bias	959	0	0
ITEM 22F Displaced HomeMaker	959	0	0
ITEM 22G Single Parent	959	0	0
ITEM 24 Inter-Inst CE Con Hrs	959	0	0
ITEM 26 Non Disclosure	959	0	0
ITEM 27 CE Contact Hours - Not State Funding	959	0	0
ITEM 28 New Ethnic Origin	959	0	0
ITEM 29 Race	959	0	0
ITEM 29A White	959	0	0
ITEM 29B Black/African-Amer	959	0	0
ITEM 29C Asian	959	0	0
ITEM 29D American Ind/Alask Nat	959	0	0
ITEM 29E International	959	0	0
ITEM 29F Unknown/Not Reported	959	0	0
ITEM 29G Nat Hawaiian/Other Pac Is	959	0	0
TOTAL Report Records	959		
CONTROL TOTAL	959	DISCREPANCY	0
Total Recs on Db	959		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	9		
Total Non Error Records on Db	959		
Total Rejected Records	0		
SSN With Alpha Characters	96		
First Name/Itl Field is space	1		
- CBM00A Vs CBM00C Technical Contact Hours In Balance			

# CTC Students in Continuing Education Courses Report (CBM00A)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Percent Change Of JR-CBM00A Data From Prior Year RunDate: 12/15/2009 Time: 10:26:20  
 TEXAS COMMUNITY COLLEGE 111111 Quarter 1 2009

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

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

If the original report had only one column the comparison data is in adjacent column. If the original report had multiple columns the comparison data is in the next row and asterisks are printed below the column in question. The report is a 'work in progress' and we would appreciate any feedback you may have regarding it.

Gender	2009/1	2008/1	% Diff	
Male	411	304	35.20%	*** Review
Female	548	507	8.09%	
Total	959	811	18.25%	

Classification	2009/1	2008/1	% Diff	
CEU Students Only	0	0	0.00%	
Freshman	0	0	0.00%	
Sophomore	0	0	0.00%	
UnClassified	959	811	18.25%	
Associates	0	0	0.00%	
Bachelors	0	0	0.00%	
BAT Third Year	0	0	0.00%	
BAT Fourth Year	0	0	0.00%	
Total	959	811	18.25%	

Age	2009/1	2008/1	% Diff	
Under 17	2	88	-97.73%	*** Review
17	2	20	-90.00%	
18	7	10	-30.00%	
19-21	54	31	74.19%	
22-24	55	33	66.67%	
25-30	92	65	41.54%	
31-35	83	56	48.21%	
36-50	338	266	27.07%	*** Review
51-64	258	197	30.96%	*** Review
65 and Older	68	45	51.11%	
UnReported(not in avg)	0	0	0.00%	
Average Age	44	40	8.33%	
Total	959	811	18.25%	

Tuition Status	2009/1	2008/1	% Diff	
CEU Students Only	0	0	0.00%	
CEU Both Contract and Non	0	0	0.00%	
CEU Contract Only	0	0	0.00%	
CEU Non Contract Only	959	811	18.25%	
Total	959	811	18.25%	

Residence	2009/1	2008/1	% Diff	
Texas Counties	630	615	2.44%	
Other States	329	196	67.86%	*** Review
Foreign Countries	0	0	0.00%	
Total	959	811	18.25%	

Non Disclosure	2009/1	2008/1	% Diff	
Non Disclosure	0	0	0.00%	
Total	0	0	0.00%	

## CTC Students in Continuing Education Courses Report (CBM00A)

Ethnic Origin			
	2009/1	2008/1	% Diff
White, Non-Hispanic	798	634	25.87% *** Review
Black, Non-Hispanic	136	128	6.25%
Hispanic	12	11	9.09%
Asian/Pacific Islander	5	6	-16.67%
American Indian/Alaskan Native	4	1	300.00%
International	4	31	-87.10%
Unknown or Not Reported	0	0	0.00%
Total	959	811	18.25%
First Time In College			
	2009/1	2008/1	% Diff
First Time In College	0	0	0.00%
First Time Transfer	0	0	0.00%
First Time Masters	0	0	0.00%
First Time Doctoral	0	0	0.00%
First Time First Prof	0	0	0.00%
Total	0	0	0.00%
Contact Hours			
	2009/1	2008/1	% Diff
Continuing Education	15,012	26,592	-43.55% *** Review
Inter-Institutional	0	0	0.00%
CE Not State Funded	0	0	0.00%
Total	15,012	26,592	-43.55% *** Review
Special Populations			
	2009/1	2008/1	% Diff
Academic Disadvantaged	52	25	108.00%
Displaced Homemaker	19	9	111.11%
Economic Disadvantaged	74	44	68.18%
Individual With Disability	19	17	11.76%
Limited English Proficiency	3	2	50.00%
Programs To Eliminate Gender Bias	0	0	0.00%
Single Parent	39	33	18.18%
Total	206	130	58.46% *** Review
New Ethnic Origin			
	2009/1	2008/1	% Diff
Hispanic or Latino Origin	53	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	904	*No Exact Historic Data Available	
Not Answered	2	*No Exact Historic Data Available	
Total	959	*No Exact Historic Data Available	
Race			
	2009/1	2008/1	% Diff
Multi-racial	15	*No Exact Historic Data Available	
White only	830	*No Exact Historic Data Available	
Black only	33	*No Exact Historic Data Available	
Hispanic only	53	*No Exact Historic Data Available	
Asian only	12	*No Exact Historic Data Available	
American Indian/Alaskan Native only	7	*No Exact Historic Data Available	
International only	7	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	0	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	2	*No Exact Historic Data Available	
Total	959	*No Exact Historic Data Available	
Races reported in Multi-racial			
	2009/1	2008/1	% Diff
White	11	*No Exact Historic Data Available	
Black	6	*No Exact Historic Data Available	
Asian	6	*No Exact Historic Data Available	
American Indian/Alaskan Native	0	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available	
International	7	*No Exact Historic Data Available	
Total HeadCount	959	811	18.25%

CTC Students in Continuing Education Courses Report (CBM00A)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of JR-CBM00A Data From  
 TEXAS COMMUNITY COLLEGE 111111

Page 1

Quarter 1 2009

RunDate: 12/15/2009 Time: 10:26:20

* Items*	ITEM	*****	Items	***	***	***	Items	***	Item	13	1	Item	* Items *	2	2	** Item	22	**	* Items *	24	26	27	Remarks								
1	2	3	4	5	6	7	8	9	10A	12	A	B	C	4	15	16	18	19	0	1	A	B	C	D	E	F	G	24	26	27	Remarks

Total Rejected Records 0  
 Total Records on DataBase 959  
 Total Non Error Records 959  
 Total Error Records 0  
 Total Questionable Records 9  
 Total Rejected Records 0  
 - CBM00A/CBM00C Technical Contact Hours  
 Total CBM00A Contact Hours: 15,012  
 Total CBM00C Contact Hours: 15,012

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

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of JR-CBM00A Data From  
 TEXAS COMMUNITY COLLEGE 111111  
 Questionables ONLY

Page 1

Quarter 1 2009

RunDate: 12/15/2009 Time: 10:26:20

* Items*	ITEM	*****	Items	***	***	***	Items	***	Item	13	1	Item	* Items *	2	2	** Item	22	**	* Items *	24	26	27	Remarks											
1	2	3	4	5	6	7	8	9	10A	12	A	B	C	4	15	16	18	19	0	1	A	B	C	D	E	F	G	24	26	27	Remarks			
A	111111	123123123	M	3	19250901	0	019		0007	51160100	4	1	STUDENT1	R	1	2009	2	3										000	0	0000	Q			
					-----																													
A	111111	234234234	M	3	19311230	0	019		0007	51160100	4	1	STUDENT2	J	1	2009	2	3										000	0	0000	Q			
					-----																													
A	111111	345345345	M	3	19260908	0	019		0014	51160100	4	1	STUDENT3	A	1	2009	2	3										000	0	0000	Q			
					-----																													
A	111111	456456456	M	3	19260102	0	019		0015	11010100	4	1	STUDENT4	E	1	2009	2	3										000	0	0000	Q			
					-----																													
A	111111	567567567	M	3	19300127	0	019		0007	51160100	4	2	STUDENT5	L	1	2009	2	3			3		7				000	0	0000	Q				
					-----																													

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

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 (local need) and courses listed in the continuing education section of the Workforce Education Course Manual.

		<u>Due Date</u>	<u>Odd Year</u>
First Quarter	September 1 - November 30	December 15	
Second Quarter	December 1 - February 28	March 15	Mid-February
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.theccb.state.tx.us/Rules/>. 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 at <http://www.theccb.state.tx.us/Rules/>, Chapter 13, Subchapter F, Sections 13.100-13.109.

Inter-Institutional Courses See a more detailed discussion in the CBM004.

Multi-Institutional Teaching Center See a more detailed discussion in the CBM004.

CTC Continuing Education Class Report (CBM00C)

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



CTC Continuing Education Class Report (CBM00C)

inventory 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 must 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/DVD and/or Broadcast TV
- 4 Two-way Interactive Video
- 5 Multiple or Other Electronic Media (Use only if no other single mode accounts for 50% of the instruction or if the electronic instruction mode is not listed above.)

Item #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

CTC Continuing Education Class Report (CBM00C)

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 not 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 Census Month. Enter the month in which the official census date occurs.

Item #16 Census Date Enrollment.

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 Quarter. 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 Year. Enter all four digits of the calendar 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 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 Unused

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 (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 4.1. Right justify with leading zeros.

CTC Continuing Education Class Report (CBM00C)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
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

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.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE</u>	<u>ERROR VALUES</u>
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)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE</u>	<u>ERROR VALUES</u>
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 quarter

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

## CTC Continuing Education Class Report (CBM00C)

**MULTIPLE ENTRIES:** When you report multiple 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.

## CTC Continuing Education Class Report (CBM00C)

### 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)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 JR-CBM00C EDIT SUMMARY FROM RunDate: 12/15/2009 Time: 10:26:28  
 TEXAS COMMUNITY COLLEGE 111111 Quarter 1 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	246	0	0
ITEM 2 Inst. Code	246	0	0
ITEM 3 Subject Prefix	246	0	0
ITEM 4 Subject Number	246	0	0
ITEM 5 Section Number	246	0	0
ITEM 6 Course-End Date	246	0	0
ITEM 7 Type Instruction	246	0	0
ITEM 8 Course Type	246	0	0
ITEM 9 Location Codee	246	0	0
ITEM 10 Contact Hours	246	0	0
ITEM 11 Cb Aproval Number	246	0	0
ITEM 12 Instruktion Mode	246	0	0
ITEM 12B Zip/Foreign	246	0	0
ITEM 13 Instructor Code	246	0	0
ITEM 14 E-O-Q Enrollment	246	0	0
ITEM 15 Census Month	246	0	0
ITEM 16 Enrollment	246	0	0
ITEM 17 Quarter	246	0	0
ITEM 18 Year	246	0	0
ITEM 19 Inter-Institutional Fice	246	0	0
ITEM 20 Census Year	246	0	0
ITEM 21 Enrolment - Not Eligible For State Fundi	246	0	0
TOTAL Report Records	246		
CONTROL TOTAL	246	DISCREPANCY	0
Total Recs on Db	246		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	0		
Total Non Error Records on Db	246		
Total Rejected Records	0		
- CBM00C Vs CBM00A Technical Contact Hours In Balance			

# CTC Continuing Education Class Report (CBM00C)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Percent Change Of CTC-CBM00C SUMMARY OF CONTACT HOURS IN CE COURSES Census Day vs. End Of Quarter  
 Where Course Begins and Ends in Current Quarter  
 BY APPROVAL CODE

Page 1

Quarter 1 2009

TEXAS COMMUNITY COLLEGE 111111

RunDate: 12/15/2009 Time: 10:26:28

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

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

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

PROGRAM NUMBER	CURRICULUM TITLE	CONTACT HOURS	CONTACT IN DISTRICT	CONTACT OUT OF DISTRICT	CONTACT UNFUNDED
Census 02	ARCHITECTURE AND PRECISION PRODUCTION TR	640.00	640.00	0.00	0.00
End Qtr 02	ARCHITECTURE AND PRECISION PRODUCTION TR	640.00	640.00	0.00	0.00
	Percent Change	0.00%	0.00%	0.00%	0.00%
Census 03	BIOLOGY, PHYSICAL SCIENCES, & SCIENCE TE	0.00	0.00	0.00	0.00
End Qtr 03	BIOLOGY, PHYSICAL SCIENCES, & SCIENCE TE	0.00	0.00	0.00	0.00
	Percent Change	0.00%	0.00%	0.00%	0.00%
Census 04	BUSINESS MANAGEMENT, MARKETING & ADMIN S	2,932.00	2,932.00	0.00	0.00
End Qtr 04	BUSINESS MANAGEMENT, MARKETING & ADMIN S	2,932.00	2,932.00	0.00	0.00
	Percent Change	0.00%	0.00%	0.00%	0.00%
Census 06	COMMUNICATIONS	0.00	0.00	0.00	0.00
End Qtr 06	COMMUNICATIONS	0.00	0.00	0.00	0.00
	Percent Change	0.00%	0.00%	0.00%	0.00%
Census 07	COMPUTER AND INFORMATION SCIENCES	358.00	358.00	0.00	0.00
End Qtr 07	COMPUTER AND INFORMATION SCIENCES	358.00	358.00	0.00	0.00
	Percent Change	0.00%	0.00%	0.00%	0.00%
Census 08	CONSTRUCTION TRADES	1,332.00	1,332.00	0.00	0.00
End Qtr 08	CONSTRUCTION TRADES	1,332.00	1,332.00	0.00	0.00
	Percent Change	0.00%	0.00%	0.00%	0.00%
	TOTAL ALL CURRICULUM AREAS	15,012.00	15,012.00	0.00	0.00
	GRAND TOTAL ALL HOURS	15,012.00			

CTC Continuing Education Class Report (CBM00C)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 CTC-CBM00C SUMMARY OF END OF QUARTER CONTACT HOURS GENERATED IN C E COURSES  
 BY APPROVAL CODE

Page 1

Quarter 1 2009

TEXAS COMMUNITY COLLEGE 111111

RunDate: 12/15/2009 Time: 10:26:28

PROGRAM NUMBER	CURRICULUM TITLE	CONTACT HOURS	CONTACT IN DISTRICT	CONTACT OUT OF DISTRICT	CONTACT UNFUNDED
48030300	Upholstery/Upholsterer	3,360.00	3,360.00	0.00	0.00
48050800	Welding Technology/Welder	10,333.00	10,333.00	0.00	0.00
48070300	Cabinetmaking and Millwork/Millwrig	321.00	321.00	0.00	0.00
TOTAL	02 ARCHITECTURE AND PRECISION PRODUCTI	14,014.00	14,014.00	0.00	0.00
26040300	Anatomy	24.00	24.00	0.00	0.00
TOTAL	03 BIOLOGY, PHYSICAL SCIENCES, & SCIEN	24.00	24.00	0.00	0.00
22030200	Legal Assistant/Paralegal	24.00	24.00	0.00	0.00
51071300	Medical Insurance Coding Specialist	0.00	0.00	0.00	0.00
52020100	Business Administration and Managem	1,468.00	1,468.00	0.00	0.00
52020300	Logistics and Materials Management	1,404.00	1,404.00	0.00	0.00
52040700	Business/Office Automation/Technolo	6,548.00	6,548.00	0.00	0.00
52100100	Human Resources Management/Personne	264.00	264.00	0.00	0.00
52160100	Taxation	420.00	420.00	0.00	0.00
TOTAL	04 BUSINESS MANAGEMENT, MARKETING & AD	10,128.00	10,128.00	0.00	0.00
09010100	Communication Studies/Speech Commun	24.00	24.00	0.00	0.00
09070100	Radio and Television	0.00	0.00	0.00	0.00
TOTAL	06 COMMUNICATIONS	24.00	24.00	0.00	0.00
11010100	Computer and Information Sciences,	6,150.00	6,150.00	0.00	0.00
11020100	Computer Programming/Programmer, Ge	0.00	0.00	0.00	0.00
11030100	Data Processing and Data Processing	3,664.00	3,664.00	0.00	0.00
11060200	Word Processing	400.00	400.00	0.00	0.00
TOTAL	07 COMPUTER AND INFORMATION SCIENCES	10,214.00	10,214.00	0.00	0.00
TOTAL ALL CURRICULUM AREAS		87,078.00	87,078.00	0.00	0.00
GRAND TOTAL ALL HOURS		87,078.00			

CTC Continuing Education Class Report (CBM00C)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
Edit Of JR-CBM00C Data From  
TEXAS COMMUNITY COLLEGE 111111

Page 1

Quarter 1 2009

RunDate: 12/15/2009 Time: 10:26:28

Item	Item	Item	Item	Item	Item	Items	Item	Item	Item	Item	Item	Item	Item	Item	Items	Items	Items	Remarks		
1	2	3	4	5	6	7 8 9	10	11	12	12B	13	14	15	16	17	18	19	20	21	

There Were No Errors Detected For : TEXAS COMMUNITY COLLEGE  
- CBM00C/CBM00A Technical Contact Hours  
Total CBM00C Contact Hours: 15,012  
Total CBM00A Contact Hours: 15,012

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

CTC Continuing Education Class Report (CBM00C)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
Edit Of JR-CBM00C Data From  
TEXAS COMMUNITY COLLEGE COLLEGE 111111  
Questionables ONLY

Page 1

Quarter 1 2009

RunDate: 12/15/2009 Time: 10:26:28

Item	Item	Item	Item	Item	Item	Items	Item	Item	Item	Item	Item	Item	Items	Items	Items	Items	Items	Remarks		
1	2	3	4	5	6	7 8 9	10	11	12	12B	13	14	15	16	17	18	19	20	21	

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

## MARKETABLE SKILLS ACHIEVEMENT REPORT CBM00M

This report will include Marketable Skills Achievement (MSA) awards granted to students in active 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 14 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 October 15 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

Reporting of items #16 and #17A-G is optional. It will be mandatory beginning with the fall 2010 reporting period.

Item #16 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

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

Item #17 Race. Select one or more codes indicating the race of the student.

- Item #17A 1 White
- Item #17B 2 Black or African-American
- Item #17C 4 Asian
- Item #17D 5 American Indian or Alaskan Native
- Item #17E 6 International
- Item #17F 7 Unknown or Not Reported
- Item #17G 8 Native Hawaiian or Other Pacific Islander

***Definitions:***

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.



### CTC Marketable Skills Achievement Report (CBM00M)

- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
  - a) Even though a student is allowed to pay the “Resident Tuition” rate due to a waiver (coded ‘E’ in Item #7 on the CBM001), report with the international code.
  - b) Report the ethnicity of students who were coded ‘A’ and ‘B’ in Item #7 on the CBM001.
  - c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
  - d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial/ethnic designation.

CTC Marketable Skills Achievement Report (CBM00M)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
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	New Ethnic Origin	52	1
Item #17	Race:		
Item #17A	White – '1' or blank	53	1
Item #17B	Black or African-American – '2' or blank	54	1
Item #17C	Asian – '4' or blank	55	1
Item #17D	American Indian or Alaskan Native – '5' or blank	56	1
Item #17E	International – '6' or blank	57	1
Item #17F	Unknown or Not Reported – '7' or blank	58	1
Item #17G	Native Hawaiian or Other Pacific Islander – '8' or blank	59	1

## CTC Marketable Skills Achievement Report (CBM00M)

### QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '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

CTC Marketable Skills Achievement Report (CBM00M)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
16. New Ethnic Origin	N/A	Value other than '1', '2', or '3'
17A. White	N/A	Value other than '1' or space or value = '1' and '7'
17B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
17C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
17D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
17E. International	N/A	Value other than '6' or space or value = '6' and '7'
17F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
17G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

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

## CTC Marketable Skills Achievement Report (CBM00M)

Edit00v00                      TEXAS HIGHER EDUCATION COORDINATING BOARD                      Page 1  
 JR-CBM00M EDIT SUMMARY FROM                      RunDate: 10/15/2009 Time: 16:28:22  
 TEXAS COMMUNITY COLLEGE                      111111                      FALL                      2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 Record Code	190	0	0
ITEM 2 INST. CODE	190	0	0
ITEM 3 Student Id	187	3	0
ITEM 4 Gender	190	0	0
ITEM 5 Ethnic Origin	190	0	0
ITEM 6 Date or Birth	190	0	0
ITEM 7 Degree/Certificate	190	0	0
ITEM 8 Level of Award	190	0	0
ITEM 9 Major	190	0	0
ITEM 10 Semester	190	0	0
ITEM 11 Year	190	0	0
ITEM 12 Month of Award	190	0	0
ITEM 13 Type of Major	190	0	0
ITEM 15 Remote Campus	190	0	0
ITEM 16 New Ethnic Origin	190	0	0
ITEM 17 Race	190	0	0
ITEM 17A White	190	0	0
ITEM 17B Black/African-Amer	190	0	0
ITEM 17C Asian	190	0	0
ITEM 17D American Ind/Alask Nat	190	0	0
ITEM 17E International	190	0	0
ITEM 17F Unknown/Not Reported	190	0	0
ITEM 17G Nat Hawaiian/Other Pac Is	190	0	0
TOTAL Report Records	190		
CONTROL TOTAL	190	DISCREPANCY	0
Total Recs on Db	190		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	3		
Total Non Error Records on Db	190		
Total Rejected Records	0		

# CTC Marketable Skills Achievement Report (CBM00M)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 Percent Change Of JR-CBM00M Data From Prior Year RunDate: 12/15/2009 Time: 16:28:22  
 TEXAS COMMUNITY COLLEGE 111111 FALL 2009

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

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

If the original report had only one column the comparison data is in adjacent column. If the original report had multiple columns the comparison data is in the next row and asterisks are printed below the column in question. The report is a 'work in progress' and we would appreciate any feedback you may have regarding it.

## Gender

	2009/1	2008/1	% Diff
Male	98	126	-22.22%
Female	92	115	-20.00%
Total	190	241	-21.16%

## Age

	2009/1	2008/1	% Diff
Under 17	0	0	0.00%
17	1	0	100.00%
18	6	3	100.00%
19-21	13	24	-45.83%
22-24	15	35	-57.14%
25-30	45	54	-16.67%
31-35	20	31	-35.48%
36-50	68	74	-8.11%
51-64	22	20	10.00%
65 and Older	0	0	0.00%
UnReported(not in avg)	0	0	0.00%
Average Age	35	34	5.84%
Total	190	241	-21.16%

## Ethnic Origin

	2009/1	2008/1	% Diff
White, Non-Hispanic	79	115	-31.30%
Black, Non-Hispanic	44	43	2.33%
Hispanic	50	62	-19.35%
Asian/Pacific Islander	11	11	0.00%
American Indian/Alaskan Native	1	4	-75.00%
International	3	3	0.00%
Unknown or Not Reported	2	3	-33.33%
Total	190	241	-21.16%

## New Ethnic Origin

	2009/1	2008/1	% Diff
Hispanic or Latino Origin	32	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	154	*No Exact Historic Data Available	
Not Answered	4	*No Exact Historic Data Available	
Total	190	*No Exact Historic Data Available	

## Race

	2009/1	2008/1	% Diff
Multi-racial	10	*No Exact Historic Data Available	
White only	111	*No Exact Historic Data Available	
Black only	33	*No Exact Historic Data Available	
Hispanic only	32	*No Exact Historic Data Available	
Asian only	1	*No Exact Historic Data Available	
American Indian/Alaskan Native only	0	*No Exact Historic Data Available	
International only	2	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	0	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	1	*No Exact Historic Data Available	
Total	190	*No Exact Historic Data Available	

## Races reported in Multi-racial

	2009/1	2008/1	% Diff
White	6	*No Exact Historic Data Available	

## CTC Marketable Skills Achievement Report (CBM00M)

Black	4	*No Exact Historic Data Available	
Asian	3	*No Exact Historic Data Available	
American Indian/Alaskan Native	0	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available	
International	7	*No Exact Historic Data Available	
Total Students	184	231	-20.35%
Total Multiple Awards	6	10	-40.00%
	190	241	-21.16%

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

# CTC Marketable Skills Achievement Report (CBM00M)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 Edit Of JR-CBM00M Data From  
 TEXAS COMMUNITY COLLEGE 111111

Page 1

FALL 2009

RunDate: 10/15/2009 Time: 16:28:22

Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	* Item 10	* Item 11	* Item 12	Item 13	Item 15	Item 16	Item 17	Remarks	Remarks
M	111111	000000111 -----	M	1	197605	MS	4	52030200	1	2009	08	2					
M	111111	000000111 -----	M	1	197605	MS	4	52030200	1	2009	08	2				Q	
M	111111	222222222 -----	F	1	196905	MS	4	52030200	1	2009	08	2				StudentId(Item3), Mult. Records. REF0420	
M	111111	222222222 -----	F	1	196905	MS	4	52030200	1	2009	08	2				Q	
M	111111	333333333 -----	M	1	197609	MS	4	52030200	1	2009	08	2				StudentId(Item3), Mult. Records. REF0420	
M	111111	333333333 -----	M	1	197609	MS	4	52030200	1	2009	08	2				Q	
																StudentId(Item3), Mult. Records. REF0420	

Total Rejected Records 0  
 Total Records on DataBase 190  
 Total Non Error Records 190  
 Total Error Records 0  
 Total Questionable Records 6  
 Total Rejected Records 0

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



STUDENT NUMBER CHANGE REPORT  
CBM00N

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

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

The CBM00N database is operational. This report can be submitted at any time. The date that the CB applies the change will be maintained in the database.

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.

CTC Student Number Change Report (CBM00N)

DATA PROCESSING RECORD LAYOUT

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