



2016 KANSAS BOARD OF REGENTS DATA QUALITY AND PLANNING CONFERENCE

JUNE 8, 2016 8:20 AM – 9:20 AM

KHEDS: UPDATES, RESOURCES AND BEST PRACTICES



KHEDS: Updates, Resources and Best Practices

2016 Kansas Board of Regents Data Quality and Planning Conference

June 8, 2015 8:20 – 9:20 AM

Presenter: Marti Leisinger

Associate Director of Data, Research and Planning

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Agenda

- Introduction of staff
- Collection Dates
 - ✓ KHEDS collections
 - ✓ Collection dates – all other collections
- Project Calendar Review
- Changes to AY16
- Collection reminders
- KHEDS Certification process and best practices
- Data Issues – AY15
- FERPA Reminders
- Resources

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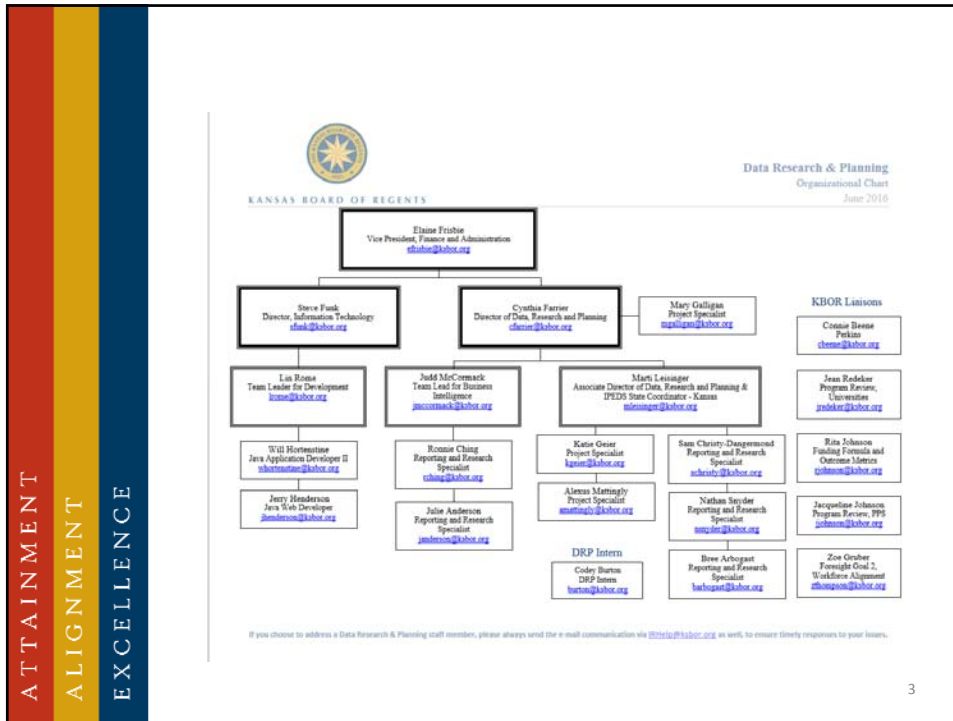
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Data Collection Dates

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2016 AY and 2016 Fall KHEDS Collection and Certification Schedule

KSPSD Academic Year 2016 Collection		
Collection Dates	Review Period	Certification Period*
July 1 – September 15	September 16 – September 22	September 23 – September 30

Fall Census Day Collection		
Collection Dates	Review Period	Certification Period
October 17 – November 30	December 1 – December 8	December 9 – December 15

- After locking, there is a one week review period. During this time, certification is NOT open.
- Please use the review week to **continue** your review of reports with staff and complete any revisions needed.
- Currently, these are the only two times where data is required to be certified.

*Includes BTE Certification

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Business & Industry, Training and Enrichment (BTE) Collection and Certification Schedule

Timing of BTE Collection

- Fiscal Year 2016 Collection
 - ✓ Reporting period July 1, 2015 to June 30, 2016
 - ✓ Collection opened July 1, 2015
 - ✓ Lock by September 15, 2016
 - ✓ Must be locked **prior** to locking AY KSPSD
 - ✓ Collection is included in KHEDS certification (by September 30, 2016)
- Fiscal Year 2017 Collection
 - ✓ Reporting period July 1, 2016 to June 30, 2017
 - ✓ Collection opens July 1, 2016

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KHEDS Special Collection Dates

- Collection dates for AY 17
 - ✓ October 10, 2016 – November 10, 2016
 - ✓ December 5, 2016 – March 31, 2017
 - ✓ April 17, 2017 – May 12, 2016
- Last Collection Closes May 12 (NO opportunities to correct data after May 12th due to TEA and Board approval process.)
- Submit **ALL** students for **AY17** that are eligible!
 - ✓ SB155
 - ✓ AO-K Proviso
 - ✓ AO-K TANF
 - ✓ GED Accelerator
- Funding should be distributed in January/February and June
- Any funds not distributed this fiscal year will go back to the State (except TANF)

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Other KHEDS Collection Dates

- Follow Up
 - ✓ Opens Jan 5th
 - ✓ Closes Feb 17th
- Fall Preliminary
 - ✓ Opens September 12th
 - ✓ Closes September 23rd
 - ✓ Press release anticipated for September 26th
- IPEDS GRS Transfers (Optional)
 - ✓ Opens Jan 3rd
 - ✓ Closes Feb 15th

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Other Data Collection Dates

- State University Qualified Admissions
 - ✓ Opens July 1st
 - ✓ Closes July 29th
- Tuition & Fees
 - ✓ Community and Technical Colleges and Washburn
 - Opens June 15th
 - Closes July 15th
 - ✓ State Universities – Due July 31st (Board policy)
- K.S.A. 76-731a
 - ✓ Opens October 1st
 - ✓ Closes October 31st
- University Retention and Graduation
 - ✓ Opens October 1st
 - ✓ Closes November 15th
- CC/Tech/Washburn Faculty and Staff Salary
 - ✓ Opens October 1st
 - ✓ Closes November 22nd

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Other Data Collection Dates

- Fall KHEER
 - ✓ Opens October 3rd
 - ✓ Closes October 31st
- CEO Peer Salary (Tentative)
 - ✓ Opens November 1st
 - ✓ Closes February 10th
- State University DBTF
 - ✓ Opens November 1st
 - ✓ Closes December 15th
- State University Bioscience
 - ✓ Opens January 11th
 - ✓ Closes February 15th
- State University ACT - March
- Spring KHEER
 - ✓ Opens March 1st
 - ✓ Closes March 31st

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Using the Project Calendar

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Using the Project Calendar

- Project calendar updated daily
 - ✓ Web collections are automatically updated
 - ✓ Other items updated manually
 - ✓ IPEDS surveys are not updated until KBOR has reviewed and applied the second lock
- Includes almost all KBOR reporting requirements
- Projects are generally added 6 months before they are scheduled to open
 - ✓ Exception – Special Collections
 - Only the current submission is listed with note at bottom about future submissions
 - We understand that this is confusing but significant programming is required to list all three collections
- Login NOT required

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Using the Project Calendar

Data can be sorted by any field and exported to csv.

Project	Responsible User	Contact Person	Submission Method	Year	Period	Collection Start	Collection Due	Status
Community College Tuition & Fees Report	Data, Research and Planning	IRHelp	Email to: datacollections@kabor.org	2017	Acad Yr	05/27/2016	07/15/2016	
Performance Reports	Academic Affairs	Karla Wilcombe	Email to: karlawilcombe@kabor.org	2015	Acad Yr	04/01/2016	06/15/2016	📄
2016 KHEDS User Validation-Q3	Data, Research and Planning	IRHelp	Email to: datacollections@kabor.org	2016	Annually	06/01/2016	06/31/2016	
BTE	Data, Research and Planning	IRHelp	http://data.kansasregents.org/	2016	Fiscal Year	07/01/2016	09/15/2016	📄
KSPSD	Data, Research and Planning	IRHelp	http://data.kansasregents.org/	2016	Academic Year	07/01/2016	09/15/2016	
Tracking Report K5 State Scholarship	Student Financial Assistance	Diane Ludeman	http://data.kansasregents.org	2016	Annually	03/01/2016	09/30/2016	📄
Community College Budget Document	Finance & Admin	Kathy Oliver	Email to: koliver@kabor.org	2016	Acad Yr	06/01/2016	09/30/2016	
IPEDS 12-Month Enrollment	Data, Research and Planning	IRHelp	http://surveys.nces.ed.gov/ipeds/	2016	Fall	09/02/2016	10/14/2016	
IPEDS Institutional Characteristics Survey	Data, Research and Planning	IRHelp	http://surveys.nces.ed.gov/ipeds/	2016	Fall	09/02/2016	10/14/2016	
IPEDS Completions Survey	Data, Research and Planning	IRHelp	http://surveys.nces.ed.gov/ipeds/	2016	Fall	09/02/2016	10/14/2016	
KHEER	Data, Research and Planning	IRHelp	http://data.kansasregents.org/	2016	Fall	10/03/2016	11/02/2016	

Using the Project Calendar

Best Practices

- ✓ Review calendar weekly (Maybe every Monday before you start your week)
- ✓ Sort and/or export data
- ✓ Communicate with other staff that have reporting responsibilities
- ✓ If you have questions, contact IRHelp



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KHEDS Academic Year Changes For Programmers

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Changes for AY 2016 JUST FOR UNIVERSITIES

Enrolled Flags File

- Adding two new fields for Reverse Transfer reporting
 - ✓ Reverse Transfer Flag (rev_tran_flag)
 - Y – student meets reverse transfer criteria AND was referred during this reporting period
 - N
 - ✓ Reverse Transfer Referral FICE ID (rev_tran_fice_id)
 - ✓ Fatal Edits
 - If flag = “Y” then FICE field must have valid FICE
 - If valid FICE, then flag field should not be “N”
 - ✓ If student is referred during multiple reporting periods, the fields should be populated for every term referred
 - ✓ Procedure document
http://www.kansasregents.org/resources/PDF/KBOR_Reverse_Transfer_Procedure_FINAL.pdf

Note: By adding these two new fields to Enrolled Flags, KBOR will not need to do a special reverse transfer collection.

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Changes for AY 2016 JUST FOR UNIVERSITIES

New Undergrads File

- Qualified Admissions Type Field
 - ✓ Option for curriculum (CURR) will no longer be available
 - ✓ Change made to align with Qualified Admissions policy
 - ✓ QA policy can be found at http://www.kansasregents.org/academic_affairs/qualified_admissions

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Changes for AY 2016 JUST FOR UNIVERSITIES

Declared Majors File

- Revised Teacher Certification Definition
 - ✓ Enter whether the student is a ***Junior or Senior*** ***and*** intending to complete a program that will enable or qualify him or her to apply for a teaching license ***or*** a post-baccalaureate student intending to complete a Teacher Certification program.
 - ✓ Also flag those students enrolled in programs, options or concentrations that lead to a teacher certification, but are not *teaching* programs.

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Changes for AY 2016 JUST FOR TAACCCT GRANTEES

Students Information File

- ✓ Add field (taaccct_id) to collect TAACCCT id for students participating in Kan-TRAIN or TRAC-7 grant program that is **being administered by Washburn**
- ✓ **Other TAACCCT Institutions may be added to collection**
 - ✓ WU is working to get approval from the Feds
 - ✓ If approval given, then WU will assist
- ✓ Data will be used to assist in TAACCCT reporting of labor outcomes
- ✓ If not participating institution, field should be left blank
- ✓ Fatal Error - If participating institution, then at least 1 record should have taaccct_id field populated (to avoid institutions forgetting to populate the field)

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Changes for AY 2016 COMMUNITY AND TECHNICAL COLLEGES ONLY

Registrations File

- June 2015 SB 155 Funding Exception (sb155 field)
 - ✓ Was the student/course submitted for consideration of the one-time funding exception due to timing of the changes to course buckets that moved some courses from tiered to non-tiered
 - Y (Yes)
 - N (no)
 - ✓ Flag has been in Special Collections
 - ✓ AY16 only
 - ✓ Reporting period SU only (Fatal error)
 - ✓ Must be in funding exception file that your institution submitted last August (Fatal error)

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Changes for AY 2016

Registrations File

- Course level field
 - ✓ To align with the new Credit for Prior Learning File, we are adding the following valid values:
 - UGRDL
 - UGRDU
 - ✓ For AY 16, UGRAD will still be a valid option, but will be removed for AY17

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Changes for AY 2016

Completions File

- Add field to record transfer credit hours included in GPA calculation (trans_ug_credit_hrs_gpa)
 - ✓ If undergraduate transfer credit hours were used to calculate GPA, then enter number of transfer credit hours used
 - ✓ Warning edit - Transfer credit hours in field must be equal or less than credit hours reported in Transfers file when student first enrolled
 - ✓ Change needed to accurately calculate data for KSDegreeStats

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Changes for AY 2016

Sections

- Course Delivery Method field
 - ✓ “EXAM” (Credit by exam such as CLEP) option no longer valid
 - ✓ This type of credit will be included in the Credit for Prior Learning file

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Changes for AY 2016

Students Costs File

- Tuition Type Field
 - ✓ New **Fatal** Edit
 - ✓ Error Message - Tuition amount cannot = \$0 for this Tuition Type Flag
 - ✓ Very few Tuition Types will allow for \$0 to be entered
 - ✓ Currently, only these Tuition Types will allow for \$0
 - AW - Post 20th Day Administrative Withdraw – NEW
 - SA – Study Abroad
 - S5 – SB155 and AO-K Proviso student tuition
 - AP – KSU’s Annual Program
 - DS – Dissertation only
 - ✓ If a Tuition Type needs to have this exception, please contact IRHelp with a detailed explanation

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Changes for AY 2016

CEP Faculty Credentials File

- ✓ KBOR expects institutions to comply with the HLC's faculty roles and qualifications by September 1, 2017
- ✓ To ensure compliance, fields have been added to track faculty who meet/do not meet the requirements set forth by HLC
 - We have made some existing fields in this file "fillers"
 - CEP Course Number (FILLER) – replaced by course id field
 - CEP Course Description (FILLER) – replaced by description associated with course id
 - Faculty Credential Category (FILLER) – replaced by new categories in *Highest Faculty Award* field
 - Other Credential Description (FILLER) - replaced by new categories in *Highest Faculty Award* field

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Changes for AY 2016

CEP Faculty Credentials File

- ✓ Modified the valid values for *Highest Faculty Award Level* to align with HLC requirements
 - Removed
 - PCERT
 - PTCER
 - MAST
 - PMAST
 - DOC
 - FPROF
 - FPROC
 - Added
 - MASTA
 - MASTB
 - MASTC
 - DOCA
 - DOCB
 - DOCC
 - TECH1
 - TECH2
- Details during *Academic Policies and Implications for Reporting Data* session at 1:15

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Changes for AY 2016

CEP Faculty Credentials File

- ✓ Added fields for
 - Course ID
 - Section Type
 - Section Credit Hours
- ✓ For Community and Technical Colleges - edit to check Course ID/Section Type/Section Credit Hours with Course Inventory
 - Error Message = Course ID/Section Type/Section Credit Hours combination not found in Course Inventory
- ✓ For Universities – edit to check Course ID/Section Credit Hours against the Registrations file
 - Error Message = Course ID/Section Credit Hour combination not found in Registrations file

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New for AY 2016

Credit for Prior Learning File

- Will be integrated into the AY Collection as **PILOT** for 2016, *but will be required*
- For 2016, aggregate data may be made available to the Board to be used for reporting purposes after certification period

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New for AY 2016

CPL File

CPL			
Field Description	Field Name	Field Type	Valid Choices
* Student Identification Number	ssn	VARCHAR2(09)	
* College Assigned ID	student_id	VARCHAR2(16)	
* FICE Institution ID	fice_inst_id	VARCHAR2(06)	See Appendix 1
* Term	term	VARCHAR2(02)	AY
* Term Year	term_year	VARCHAR2(04)	YYYY
* Reporting Period	reporting_term	VARCHAR2(02)	SU, FA, SP
* Course ID	course_id	VARCHAR2(12)	
Section Credit Hours	sec_hrs	NUMBER(04,1)	0-30
Course Level	course_level	VARCHAR2(05)	UGRDL, UGRDU, GRAD
* Outcome	outcome	VARCHAR2(06)	PASS, A, B, C, D, F (optional)
Section Type	Section_type	VARCHAR2(02)	PO
Military Flag	mil	VARCHAR2(01)	Y, N, X
Transfer Flag	Transfer	VARCHAR2(01)	Y,N
CPL Type	cpl_type	VARCHAR2(06)	AP, CLEP, IB, ACT, SAT, DSST, CIE, ACEOR, MIL, INSTEX, IRCRED, APPREN, RETRO, PORT, CAPATH, OTHER, NCSIS
Course Title	course_title	VARCHAR2(128)	
KRSN (universities only)	krsn	VARCHAR2(07)	DRP Database List of KRSNs and System-wide Course Matrix found: http://www.kansasregents.org/resources/PDF/KBOR_KRSN_Matrix_2016-17.pdf

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New for AY 2016

Credit for Prior Learning File

- Students who qualify for inclusion for the Academic Year **AND** who have been awarded CPL
- Supports Board Initiatives
- More Information in the *Academic Policies and Implications of Reporting Data* session at 1:15

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Data Collection Reminders

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User Accounts Reminder

You can review user accounts at any time

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AY Collection – Reminder JUST FOR UNIVERSITIES

Sections File

- Kansas Regents Shared Number (KRSN) Number
 - ✓ Required for universities
 - ✓ Valid value for courses with no KRSN – “NOTKRSN”
 - ✓ A course (course id/section hours/section type) can only be related to one KRSN - fatal error
 - ✓ One KRSN can be related to multiple courses
 - ✓ See manual for instructions related to multipart courses (example - courses with separate lecture and lab components)
 - ✓ Community Colleges, Technical Colleges and WIT will continue to populate field in Course Inventory

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AY Collection - Students Financing Module Reminder

Funding Source

- Report the original source of funds
- Don't evaluate using “pass through” entity
- Example - Indian Tribe A has two types of scholarships
 - Scholarship 1 – Funded with Federal \$, Source Code = F (federal)
 - Scholarship 2 – Funded with casino funds obtained by tribes operation of a casino, Source Code = T (third-party)
 - Your institution may to research if you don't know the source

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Program Inventory/ Course Inventory Reminders

- Program inventory (PI) will be rolled over in October after AY16 collection is closed and AY17 PI will be ready when Fall Census opens.
- Program start date determines what academic year the program is active.
- When modifying programs or courses, remember to click on “Submit to KBOR” (Just saving change will not send change to KBOR for approval).
- If program is in phased-out status, new students can’t be submitted in program. If program should not be phased out, you can reactivate.

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Special Collection AY Reconciliation Reminder

COMMUNITY AND TECHNICAL COLLEGES ONLY

AY16 Reconciliation

- Submit **ALL** students for **AY16** that are eligible! Although funding has been received for students, AY reconciliation can reduce funding for next distribution if data not submitted accurately!
 - ✓ SB155
 - ✓ AOK Proviso
 - ✓ GED Accelerator
 - ✓ AOK TANF
- Review **ALL** funding reports including validation report

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Special Collection AY Reconciliation Reminder


COMMUNITY AND TECHNICAL COLLEGES ONLY

Reconciliation Example*

- ✓ Institution received \$30,000 based on Collections 1, 2 and 3
- ✓ AY data is submitted and reconciled. Amount calculated from AY = \$25,000
- ✓ Institution submits data for Collection 1 for new AY and calculated amount from Collection 1 is \$15,000
- ✓ Institution will receive \$10,000 in first distribution (\$15,000 - \$5,000 overpayment from prior AY)

*Amounts for AY16 reconciliation will be prorated due to proration of funds for special collections.

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KHEDS Certification and Best Practices

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2016 AY and Fall KHEDS Certification

Certifying the **completeness** and **accuracy** of data submission

- ✓ President will certify at 2-year institutions and Washburn
- ✓ Chief Academic Officer will certify at State Universities
- ✓ Institutions will not be allowed to go back and make corrections after the data has been certified unless the person that certified (President/CAO) submits request to KBOR
 - Contact IRHelp and we will forward to CEO or
 - Submit request directly to KBOR CEO

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2016 AY and Fall KHEDS Certification

After Data Has Been Locked

- ✓ Corrections can be made during the *Review Period*
 - Contact IRHelp to request that your collection be unlocked
- ✓ Requests can also be accommodated during the *Certification Period* if data has not been certified
- ✓ As previously stated - If the data has been certified and a correction needs to be made during the certification period, **only the President/CAO can make a request for your collection to be unlocked for corrections**
- ✓ WARNING - KBOR staff may not have sufficient time to go back and rerun quality assurance reports if data is unlocked during review or certification periods so it is important that data is accurate as possible when the collection is locked

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2016 AY and Fall KHEDS Certification – Best Practices

- Review period after lock date
 - ✓ KBOR will run standard quality assurance reports
 - *Key data elements are selected for review (It is not possible to check all data submitted)*
 - ✓ Institution staff (subject matter experts) should continue to review reports
 - ✓ Institution not allowed to certify data during this time
 - ✓ Institution staff ultimately responsible for verification of data
- Certification
 - ✓ One week period
 - ✓ Reports available to president and CAO after lock – *do not need to wait for certification period to review reports!*

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KHEDS – Best Practices

- ✓ Review KHEDS manual as well as the *Changes for Programmers* document before creating files and uploading data
- ✓ After uploading data, review Basic Counts reports (**including SFM**) – Compare to PY
- ✓ Run edit reports
 - Errors must be fixed
 - Warnings should also be review and fix data if needed
- ✓ Run all other reports for the collection (these links will not appear until data is clean)
- ✓ Compare PY reports
- ✓ Send reports to subject matter experts for review
- ✓ Contact IRHelp if you have questions!!!!

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Data Issues 2015

- University QA report not consistent with KHEDS reporting
- KRSN field not populated correctly (universities)
- SFM
 - Room and board costs not accurate
 - Tuition waivers not reported
 - Tuition and fees not reported accurately
 - Work-study data not reported
- Pell not populated for all terms
- Transfer file FICE codes not submitted

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Why is My Data Important?

Data is used for:


- ✓Funding
- ✓Legislative Requests
- ✓Performance Reporting
- ✓Foresight 2020
- ✓Data Books
- ✓Board Reports
- ✓Policy
- ✓Students/Families – KSDegreeStats
- ✓Research

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Family Educational Rights and Privacy Act (FERPA)

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Family Educational Rights and Privacy Act (FERPA)

Applies to students who are currently enrolled or previously enrolled **regardless of age or status**

- There are two types of educational records:
 - ✓ Directory
 - May include a student's name, address and other information that is in an institution's student directory
 - Institutions must designate what data is classified as directory and give public notice to students
 - May be disclosed without written consent unless student requests a **FERPA hold** (KBOR collects FERPA hold flag in the students information file)
 - ✓ Non-Directory
 - Data directly related to a student that is not designated as directory
 - Institution must have written consent to release unless there is a valid exception to the FERPA

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FERPA Review

KBOR Policy

- ✓ Non-public information (PII) should never be transmitted via e-mail for any reason!!!!!!
- ✓ KBOR has a secure process for exchange information through its secure website
- ✓ File exchange (under reporting tab)
 - Anyone with KHEDS write or lock access can post files
 - Anyone with KHEDS access can read files
- ✓ Contact IRHelp if you have uploaded a file

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Personally Identifiable Information (PII)

(PII) Includes:

- ✓ NAMES: student, student's parent/guardian, family members etc.
- ✓ ADDRESSES: campus, home, email, etc.
- ✓ NUMBERS: phone, social security, student ID, DOB, grades etc.
- ✓ ALL PERSONAL INFO: race, etc.
- ✓ Any information unique to student that alone or with other info would make it easier to determine student's identity

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Resources

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IRHelp

- Monitored on Business Days, 8-5
 - ✓ If you plan to work late or over the weekend, you may want to log in during business hours to make sure that you don't have any issues with your account
 - ✓ Account issues always have the highest priority
- **Main Contacts**
 - ✓ Katie Geier
 - ✓ DRP Support staff
 - Bree Arbogast
 - Sam Christy-Dangermond
 - ✓ Technical Support staff
 - Will Hortenstine
 - Lin Rome
 - ✓ CTE Support staff
 - Charmine Chambers
 - April Henry
- Other staff assist as needed
- Although you are always welcome to pick up the phone and give us a call, using IRHelp ensures that you will receive a timely response

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Project Calendar

<http://data.kansasregents.org>

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Kansas Higher Education Reporting System (KHEDS)

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2016 Reference Manual

Check out our 2016 manual at:
https://submission.kansasregents.org/submission_webdoc/m_kheds/2016_KHEDS_Manual-DIGITAL.pdf

Much more than just data collection instructions

- ✓ Perkins Eligibility Assignment Process
- ✓ Perkins Core Indicators
- ✓ Acronyms and Definitions
- ✓ CEP Policy
- ✓ Tiered/Non-tiered Course Designation Process

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<http://www.kansasregents.org/>

- KBOR Policies
<http://www.kansasregents.org/about/policies-by-laws-missions>
- Foresight 2020 Reports
<http://www.kansasregents.org/about/foresight2020>
- Program Search
http://www.kansasregents.org/academic_affairs/program_search
- KRSN Matrix and Course Guides
<http://www.kansasregents.org/students/transfer-articulation>
- Kansas DegreeStats
<http://www.ksdegrestats.org>

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Thank You!

If time permits....
Questions?
You can use gold sheets to submit questions.

Contact us at:
IRHelp@ksbor.org

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