

FOREWORD

The reports discussed in this Health-Related Institution 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. Associated with each report is a set of instructions for preparing the data in the Coordinating Board format.

Reports prepared in compliance with this manual should be

- a) transmitted electronically using the following procedure
 - 1) After initializing the FTP process on your system, connect to THECB system with FTP as: "OPEN EDC.THECB.STATE.TX.US"
 - 2) At USERNAME: Enter your full six (6) digit fice code, i.e. "001234" (leading zeros are required)
 - 3) At PASSWORD: Enter "XXXXXX"; where AXXXXXX@ is your assigned password which must be entered in UPPER case. (See detail in Electronic Data Transfer System section of manual)

- b) or mailed to:

Educational Data Center
Texas Higher Education Coordinating Board
P.O. Box 12788, Capitol Station
Austin, TX 78711

If you have questions concerning the use or implementation of this manual, contact Charles Busbey or Kenneth Dalley at the above address or at the following telecommunication numbers:

	<u>Regular Phone</u>	<u>INTERNET Address</u>
Charles Busbey	(512) 483-6284	busbeycs@theccb.state.tx.us
Kenneth Dalley	(512) 483-6306	dalleykh@theccb.state.tx.us

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.

TABLE OF CONTENTS

	<u>Page</u>
I. General Reporting Issues	0.1-0.9
II. Student Report (CBM001)	1.1-1.22
III. TASP Report (CBM002)	2.1-2.26
IV. Faculty Report (CBM008)	8.1-8.19
V. Graduation Report (CBM009)	9.1-9.11

Note: The following reports have been discontinued effective Spring 2000:

- Course Inventory (CBM003)
- Class Report (CBM004)
- Building and Room Report (CBM005)
- Semester Credit Hours Produced (CB-AH T-2)
- Professional Student Report (CBM00P) combined with (CBM001)

GENERAL REPORTING ISSUES

PAGE

A. Reporting Periods.....0.2

B. Coordinating Board Contacts.....0.3

C. Media.....0.4

 1. Electronic Data Transfer.....0.5

D. Certification0.7

 1. Certification Tracking.....0.7

 2. Changes to Certified Reports.....0.8

 3. Certification Statement Instructions.....0.9

HRI - General Reporting Issues

A. REPORTING PERIODS

The following is a schedule of due dates for the reports contained in this manual.

<u>Fall Semester Reports</u>		<u>Due Date</u>
(Fall Quarter)		
Student Report	CBM001	November 1
TASP Report	CBM002	February 1
Faculty Report	CBM008	November 1

<u>Spring Semester Reports</u>		<u>Due Date</u>
(Winter Quarter)		
Student Report	CBM001	March 15
TASP Report	CBM002	June 15

<u>Summer Semester Reports</u>		<u>Due Date</u>
(Spring and Summer Quarters)		
Student Report	CBM001	August 15
TASP Report	CBM002	October 1

<u>Annual Reports</u>		<u>Due Date</u>
Graduation Report	CBM009	November 1

HRI - General Reporting Issues

- B. COORDINATING BOARD CONTACTS
- I. CBM Reporting: EDUCATIONAL DATA CENTER 512-483-6302
FAX: 512-483-6447
- A. All CBM Reports
Charles Busbey, Data Analyst 512-483-6284
INTERNET address: busbeycs@theccb.state.tx.us
- B. Electronic Data Transfer System - receipt and distribution
Dale R. Hartman, Programmer Analyst III 512-483-6415
INTERNET address: hartmande@theccb.state.tx.us
- C. General Questions
Kenneth Dalley, Assistant Director 512-483-6306
INTERNET address: dalleykh@theccb.state.tx.us
- II. Program Inventory & CIP Questions: UNIVERSITY/HEALTH RELATED DIVISION
FAX: 512-483-6168
Catherine Celestino, Associate Program Director 512-483-6212
INTERNET address: celestince@theccb.state.tx.us
- III. Funding Questions: FINANCIAL PLANNING DIVISION
FAX: 512-483-6127
Kenneth Vickers, Director, Finance 512-483-6139
INTERNET address: vickerskn@theccb.state.tx.us
- IV. Student Tuition and Residency Issues; Financial Aid DB: STUDENT SERVICES
FAX: 512-483-6420
Jane Caldwell, Director 512-483-6340
INTERNET address: caldwellje@theccb.state.tx.us
- V. Texas Academic Skills Program Questions: EDUCATIONAL PARTNERSHIPS DIVISION
FAX: 512-483-6168
Dr. Omar Lopez, Program Director 512-483-6218
INTERNET address: lopezor@theccb.state.tx.us
Dr. Ron Swanson, Director
INTERNET address: swansonrn@theccb.state.tx.us

HRI - General Reporting Issues

C.

MEDIA

The submission of CBM reports is by means of electronic transfer. Electronic transmission is the preferred media since special processing does not have to occur before the data are entered into the main computer and the speed of the mail does not affect its timely receipt.

HRI - General Reporting Issues

C.1. ELECTRONIC DATA TRANSFER SYSTEM

The procedure uses the TCP/IP File Transfer Protocol (FTP) to transfer data files from your local system, PC or central system to an FTP Server located at the THECB. Connection to the FTP File Server at the THECB is via THENET.

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 type data in the file, the number of records, and the length of the data records. The trailer record contains a record count of the actual number of data records, not including the header and trailer records, in the file. 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 file by writing over a previously transferred file of the same name, make each file transferred a unique name.

After initializing the FTP process on your system, connect to the THECB system with FTP as: "OPEN EDC.THECB.STATE.TX.US"

At USERNAME: Enter your full six (6) digit FICE code, i.e. "001234" (leading zeros are required)

At PASSWORD: Enter "XXXXXX" (must be in UPPER case) (contact Dale Hartman at EMAIL "hartmande@theccb.state.tx.us@ phone 512-483-6415 for your password)

This password is unique for your FICE code. Guard it to prevent unauthorized access to your data.

The data content of the files will be as defined in the Data Processing Record Layout of each report in this manual. The format and content of the HEADER and TRAILER records is critical and must be valid. Identification of the data depends totally on the accuracy of the information contained in the header record.

HRI - General Reporting Issues

C.1. File Transfer System INPUT FILE FORMAT for Year 2000 Compliant Reports

HEADER RECORD		Beginning	
<u>Position</u>	<u>Length</u>		
Item #1	File Label-ID. Always "HY2K@ 4		1
Item #2	Institution Code - FICE - Numeric	5	6
Item #3	Data Identifier - e.g., CBM001 (left justify and space fill to right)	11	6
Item #4	Semester - Numeric, (1-4)	17	1
Item #5	Year - Numeric, i.e., YYYY	18	4
Item #6	Record Type - (C)omplete report or (U)pdate to existing report	22	1
Item #7	Length of data records within report - Numeric, i.e. "0080", A0102", A0120", A0136"	23	4
Item #8	Name and E-mail address of person to receive confirmation of the report	27	As Required

Note: Use a space (not a special character) to separate the name and e-mail address. The length of the record may exceed 136 characters in order to contain the name and email 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
	Reserved for Future Use (spaces)	10	71

HRI - General Reporting Issues

Total Record Size

80

HRI - General Reporting Issues

D.1. 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 six weeks of the due date. The follow-up procedures for ensuring timely certification of the reports are:

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

1. The EDC Data Analyst will telephone the Reporting Official if a specific report is not received two days after the due date.
2. A letter from the Assistant Director of the Educational Data Center will be faxed to the Reporting Official if the report has not been received by the seventh working day after the due date.
3. An inquiry letter will be faxed to the Vice President of Academic Affairs, or the equivalent, from the appropriate Assistant Commissioner if the report has not been received by the twelfth working day after the due date.

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

1. If the report is not certified three working weeks from the due date, the Reporting Official will be alerted by e-mail so that he or she will have an opportunity to resolve the matter before it gets to the next step.
2. If the report is not certified four working weeks from the due date, the appropriate Assistant Commissioner will notify the Vice President for Academic Affairs, or equivalent, of the incompleteness of the data.
3. Should the report not be certified within a week of the notification to the Vice President, the Commissioner will notify the President that his or her institution is delaying the publishing of statewide reports.
4. If the data are not certified within six working weeks of the due date, the Commissioner will be notified so that he may inform the Coordinating Board at its next meeting that the institution is delinquent in certifying its CB reports.

HRI - General Reporting Issues

D.2.

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.

HRI - General Reporting Issues

D.3.

EXAMPLE

CERTIFICATION STATEMENT - INSTRUCTIONS

When the edit materials for a CBM report are returned to the reporting institution for verification, one of two actions is required. If the edit reveals errors in the report, corrections should be submitted. When all the information is correct, the reporting official certifies the report by completing a certification statement and returning it to the Educational Data Center. An e-mail stating which report is certified is an acceptable alternative.

The example below shows the certification of Long Star School of Allied Health=s Fall 1999 CBM001, CBM008, and CBM009.

CERTIFICATION STATEMENT

INSTITUTION: LONE STAR SCHOOL OF ALLIED HEALTH 003304

DATE: DECEMBER 15, 1999

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 1999</u>
	CBM008
<u>Fall 1999</u>	
CBM009	<u>Fall 1999</u>

REPORTING OFFICIAL _____

Health-Related Institutions

STUDENT DATA

CBM001

A. General Information.....	1.2
B. Instructions for Each Data Element.....	1.7
C. Data Processing Record Layout	1.13
D. CBM001 '>Questionable' and '>Error' Values	1.14
E. Update Procedures.....	1.17
F. Summary Definitions and Examples	
1. Summary of Student Data - Defined.....	1.18
2. CBM001 Edit Summary - Example	1.19
3. Summary of Student Data - Example	1.20
4. Edit of CBM001 Data - Example.....	1.22

Health-Related Institutions

STUDENT REPORT B CBM001

This report reflects all academic and professional students enrolled at the reporting institution as of the official census date, which is the 12th class day for the Fall and Spring semesters (16-week session) and the 4th class day for each of the summer terms (6 week session). To be counted for state aid the students must be registered as of the official census date and the institution must collect in full from the student (or have a valid accounts receivable on record) by the 20th class day or the 15th class day during summer sessions. Students are required to have a fully operational installment contract (in accordance with Chapter 54, Section 54.007 of the Texas Education Code) by the payment due date in order to be in good standing. This includes payment of half the tuition and fees as a first installment prior to the beginning of the semester and the existence of a fully-signed contract by the payment due date.

Students who withdraw from the institution prior to or on the official census date will not be reported for that term. The report will include an unduplicated headcount of all students registered at the reporting institution, whether the course is taught on-campus or off-campus, or whether the student is in an academic program or medical or dental professional program.

Medical and dental professional students will be reported in each term (Fall, Spring or Summer) if they have not withdrawn from classes by the census date of the term. Use the same census date of the academic programs for the professional programs. Use the start-date of the academic calendar to define the beginning of the fall reporting period.

All summer sessions will be combined into one report. When combined, the headcount reported should be non-duplicative. Combined reports should be coded as >3' (Summer I) in Item #14.

The student records for all components of the health-related institution will be submitted as one report under the FICE code of the health-related institution. The specific component in which each student is enrolled will be identified in Item #33.

HRI Student Report -- CBM001

Census Dates for other than 16 or 6 week terms are outlined below:

<u>Length of Term (Weeks)</u>	<u>Official Census Date</u>
2 or less	1st Class Day
3	2nd Class Day
4	3rd Class Day
5 - 6	4th Class Day
7	5th Class Day
8	6th Class Day
9 - 10	7th Class Day
11	8th Class Day
12	9th Class Day
13 - 14	10th Class Day
15	11th Class Day
16	12th Class Day

Flexible Entry Students:

Students enrolled in classes organized after the official census date should be included in the data submitted in the semester following; i.e., (1) students enrolled in the classes organized after the 12th class day of the Fall semester will be reported in the following Spring semester 12th class day report; (2) students enrolled in classes organized after the 12th class day of the Spring semester will be reported in the summer semester report; etc. These students will be identified by inserting a '1' in Item #17 to denote 'flexible entry'.

NOTE: A class is organized when students have registered and have paid fees or established accounts receivable. Classes which are organized with regular semester classes but whose first class day is not until after the term census date, may be reported as a regular class, except

- A. students who register for this class after the term census date cannot have the hours reported for state funding on the CBM001,
- B. students who drop this class before this class's first class day cannot be reported for state funding on the CBM001.

Inter-institutional credit hours:

If the instruction of a student is being provided by the faculty of another institution, both institutions cannot claim the credit hours attempted by the student. If the other institution is claiming the credit hours, then the student credit hours of the receiving institution are to be reported as inter-institution credit hours. Neither the location of the class nor the delivery medium affect the definition.

HRI Student Report -- CBM001

Remote Teaching Sites.

Use the assigned FICE codes below to identify the location of a remote teaching site on the student report in Item #34. If you need to report a location not listed below, contact Charles Busbey at (512)-483-6284 or email him at busbeycs@theccb.state.tx.us.

The Texas A&M University System Health Science Center
000850 Dallas Campus
000852 Houston Campus (Institute for Biosciences and
Technology)
000854 Temple Campus

Texas Tech University Health Sciences Center
000860 Amarillo
000862 El Paso
000863 Midland
000864 Odessa

The University of Texas Health Science Center at Houston
000872 Brownsville RAHC
000874 Dallas
000876 El Paso
000878 San Antonio

The University of Texas Health Science Center at San Antonio
000880 Edinburg Research Division
000882 Harlingen Research Division
000884 Laredo Research Division
000886 McAllen Research Division

The University of Texas Southwestern Medical Center at Dallas
000890 Moncrief Cancer Center

Reporting Semester Credit Hours.

Effective Spring 2000, Item #10 should be the total SCH the student attempted in the current term. For undergraduate students the sum of Item #10 should equal the sum of the other SCH Items (#16, #22, #24, and #25):

HRI Student Report -- CBM001

Item #16 B SCH in inter-institutional courses that DO qualify for state funding

Item #22 B SCH in collegiate courses that DO NOT qualify for state funding

Item #24 B SCH in inter-institutional courses that DO NOT qualify for state funding

Item #25 B SCH in collegiate courses that DO qualify for state funding

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

Undergraduate Semester Credit Hour in Excess of State Limit.

CB Rule 13.113. Affected Students.

(a) The limitation on funding of excess undergraduate credit hours applies only to hours generated by students who initially enroll as undergraduates in an institution of higher education in the 1999 fall semester or in a subsequent term. If a student has been enrolled as an undergraduate student in any public or private institution of higher education during any term prior to the 1999 fall semester, the student's credit hours are exempt.

(b) Hours generated by non-resident students paying tuition at the rate provided for Texas residents are subject to the same limitations as hours generated by resident students.

CB Rule 13.114. Limitation on Formula Funding.

Funding of excess undergraduate credit hours is limited as follows:

- (1) Universities and health-related institutions may not submit for formula funding hours attempted by an undergraduate student who has previously attempted 45 or more semester credit hours or its quarter hour equivalent beyond the minimum number of hours required for completion of the degree program in which the student is enrolled.
- (2) An undergraduate student at a four-year institution who is not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours.

HRI Student Report -- CBM001

- (3) Students who enroll on a temporary basis in a university or health-related institution and are also enrolled in a private or independent institution of higher education or an out-of-state institution of higher education are considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours.
- (4) For the purposes of the undergraduate limit, an undergraduate student who has entered into a master=s or professional degree program without first completing an undergraduate degree is considered to no longer be an undergraduate student after having completed the equivalent of a bachelor=s degree or all of the course work normally taken during the first four years of undergraduate course work in the student=s degree program.
- (5) For the purposes of the undergraduate limit, students are treated for funding purposes as having whatever major they had on the official census day of the term in question. If a student changes majors during a term, that act does not retroactively change their eligibility under the limit.
- (6) The following types of credit hours are exempt and do not count toward the limit:
 - (A) hours earned by the student before receiving a baccalaureate degree that has been previously awarded to the student;
 - (B) hours earned through examination or similar method without registering for a course;
 - (C) hours from remedial and developmental courses, technical courses, workforce education courses, or other courses that would not generate academic credit that could be applied to a degree at the institution;
 - (D) hours earned by the student at a private institution or an out-of-state institution; and
 - (E) any hours not eligible for formula funding.

Note: In determining the length of a program, Health-Related institutions should add program-specific prerequisite credit hours to the number of semester credit hours of the degree program. For example, a 72 credit hour baccalaureate program with 60 credit hours of prerequisites would have a program length of 132 credit hours. Credit hours in excess of 177 (132 + 45) would not be funded.

INSTRUCTIONS FOR STUDENT REPORT

Item #1 Record Code. Always enter a '1' for all students.

Item #2 Institution Code. Enter the FICE Code of the Health-Related Institution.

Item #3 Student Identification Number. Enter the social security number of the student. The institution will assign unique (nine-digit) identification numbers to students without social security numbers. A second record with the same student identification number will only be accepted if a student is being reported as a Aflex-entry@ student from a prior term and is enrolled in the current term being reported.

Item #4 Gender. Enter the gender of the student: M = Male; F = Female

Item #5 Classification. Enter the classification of the student.

- | | |
|-------------------------|---|
| 1. Freshman
(PharmD) | 9. Special-Professional |
| 2. Sophomore | A. First Year Medical/Dental |
| 3. Junior | B. Second Year Medical/Dental |
| 4. Senior | C. Third Year Medical/Dental |
| 5. Post-Baccalaureate | D. Fourth Year Medical/Dental |
| 6. Master's Level | M. Professional Specialty
(Medical/Dental) |
| 7. Doctoral Level | |

Use the following guidelines to classify students:

- guide
- | | |
|-----------------------|--|
| 1. Freshman | |
| 2. Sophomore | Institutions will use their |
| 3. Junior | lines for these categories |
| 4. Senior | |
| 5. Post-Baccalaureate | - a student possessing a baccalaureate degree but who has not been admitted to a graduate program. |
| 6. Master's Level | - a student possessing a baccalaureate degree or the equivalent or admitted to an approved master's degree program at the institution. |
| 7. Doctoral Level | - a student admitted to an approved doctoral degree program at the institution. |

HRI Student Report -- CBM001

- 9. Special-Professional (PharmD) - a student admitted to a PharmD program.
- A. First Year student in a Medical or Dental degree program
- B. Second Year student in a Medical or Dental degree program
- C. Third Year student in a Medical or Dental degree program
- D. Fourth Year student in a Medical or Dental degree program
- M. Professional Speciality (Med-Den) - a student with a medical or dental degree and who is admitted to a professional specialty program at the institution.

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

YYYY = Year; MM = Month; DD = Day

NOTE: If the month of birth is known and the year is unknown, enter for unknown as '00000000'. If the year of birth is known and the month and day are unknown, code the month as '06' and the day as '>01'.

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

- 1. Resident Tuition (regular)
- 2. Non-Resident Tuition (regular)
- 3. Tuition Exemption/Waiver
- 5. Thesis or Dissertation

NOTE: Be sure to code a '>3' for an "International", Item #13 coded '>6', who is allowed to pay the "Resident Tuition" rate due to an exemption or waiver.

Item #8 Residence. Enter the code representing the county, state or foreign country of which the student is a legal resident (citizen). See Appendix B.

Texas Resident - Enter County Code
Out-of-State Resident - Enter State Code
Foreign Country Citizen - Enter Foreign Country Code

Item #9 Transfer Student or First-Time-in-College. Enter the FICE Code (See Appendix A) of the institution of higher education from which a student transfers the first semester that the

HRI Student Report -- CBM001

student enrolls at your institution. Enter '>999999' for an out-of-state institution if the FICE Code is not known. A transfer is a student entering the reporting institution for the first time but who is known to have previously attended another post-secondary institution at the same level (e.g. undergraduate to undergraduate, or graduate to graduate, not undergraduate to graduate). This does not include an institution's own graduates who enter for further education.

If the student has never attended college or other post-secondary institution, enter '000001' to indicate a first-time student. Also include as first-time students those who entered with advanced standing (college credits earned before graduation from high school). For a first-time entering medical or dental professional student (Item #5, Classification, is coded an '>A') enter '>000001' in this Item.

Leave blank if not applicable.

Item #10 Semester Credit Hour Load, Current Registration. Enter the number of semester credit hours for which the student is registered in the current semester. For undergraduate students, Item #10 should equal the sum of the other SCH Items (#16, #22, #24, and #25). The semester credit hours attempted in courses that begin after the census date of the prior term, which are identified as flexible-entry, are to be reported in a separate record and a '>1' entered in Item #17. Where applicable, convert quarter hours to semester hours -- 3 quarter hours equal 2 semester hours. Right justify with leading zeros. Do not enter decimals. Enter zeros for medical and dental professional students.

Item #11 Semester Credit Hour Load, Remote Site. Enter the number of semester credit hours for which the student is registered in the current semester at a remote teaching site. Include in Item #10, too. Enter zeros for medical and dental professional students.

Item #12 Unused. Leave blank.

Item #13 Ethnic Origin. Enter the code indicating the ethnic origin of the student.

HRI Student Report -- CBM001

1. White-Non-Hispanic
2. Black-Non-Hispanic
3. Hispanic
4. Asian or Pacific Islander
5. American Indian or Alaskan Native
6. International
7. Unknown or Not Reported

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

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

Unknown or Not Reported: The unknown classification should be used only 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 #14 Semester. Enter the appropriate code.

1. Fall
2. Spring
3. Summer

Item #15 Year. Enter all four digits of the calendar year in which the semester occurs.

Item #16 Inter-institution SCH Load. Enter the number of semester credit hours in inter-institutional courses in which the student is registered during the current semester that DO qualify for state funding. Exclude SCH attempted in inter-institutional courses that do not qualify for state funding (Item #24) and all other collegiate level courses (Items #22 and #25). Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution=s students and there is an inter-institutional agreement on file at the CB. See more discussion of inter-institution in the introduction section

HRI Student Report -- CBM001

of the CBM001 report. Not required for professional students.

Item #17 Flexible Entry. Enter a '1' if the student is enrolled in a Flexible Entry (FE) class that is being reported this semester. Not required for medical and dental professional students.

Leave the item blank if not applicable.

Item #18 Correctional Entity. If the student is confined in a correctional institution, enter a '5'. If not, leave the item blank.

Item #19 Major Area of Concentration. Enter the CIP code of the major area of concentration. See Appendix C. For any major that is undeclared, enter '>99999999'. Graduate and professional medical and dental students should be coded with an appropriate major area, not undeclared. Use the general CIP code for graduate students who have not identified their speciality.

Item #20 Unused. Leave blank.

Item #21 Tuition Exemption/Waiver Code. When Item #7 is coded '>3', enter the code identifying the Tuition Exemption or Tuition Waiver category below; otherwise leave blank. The following two codes are the only ones that will be accepted on the CBM001.

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

Item #22 SCH Load - NOT State Funded. Enter the number of attempted semester credit hours for which the student is registered that do NOT qualify for state funding during the current semester. Exclude SCH attempted in courses that are state funded (Item #25) and all inter-institutional courses (Items #16 and #24). Examples are attempted SCHs of an undergraduate student who has exceeded the state limit and attempted SCHs of a student in physical education courses that are not

HRI Student Report -- CBM001

allowed for state funding (see discussion on SCH that exceed state limits in the Introduction). Not required for medical and dental professional students.

Item #23 Unused. Leave blank.

Item #24 SCH Load B Inter-Institutional NOT State Funded. Enter the number of semester credit hours in inter-institutional courses in which the student is registered during this current semester that do NOT qualify for state funding. Exclude SCH attempted in state funded inter-institutional courses (Items #16) and all other collegiate level courses (Items #22 and #25). Not required for medical and dental professional students.

Item #25 SCH Load-State Funded. Enter the number of attempted semester credit hours for which the student is registered that DO qualify for state funding during the current semester. Exclude SCH attempted in collegiate courses that are not state funded (Item #22) and all inter-institutional courses (Items #16 and #24). There is more information on this topic in the Introduction Section of this report. Not required for medical and dental professional students.

Item #26 Unused. Leave blank.

Item #27 SCH of Undergraduate Degree Program. Enter the number of semester credit hours of the undergraduate degree program in which the student is enrolled. Enter >000' if the student is not classified as a senior. A student who is enrolled on a temporary basis or who has not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours. You may enter >000' for all students until the Fall semester 2001. Not required for professional students.

Item #28 Student Affected by Undergraduate Funding Limitation. Enter a '1' if the student first enrolled in an institution of higher education in the 1999 fall semester or later. Otherwise enter a >0'. Not required for medical and dental professional students.

Item #29 Last Name. Enter the student's last name. Truncate if the

HRI Student Report -- CBM001

name contains over 20 characters.

Item #30 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

Item #31 Middle Name Initial. Enter the initial of the student's middle name.

Item #32 Full-Time Equivalency of Student. Enter the student=s percent of time enrolled, in relation to a full or normal workload at the institution, during the reporting period. Each institution has a policy that determines a full or normal workload. For an undergraduate, a long term workload may be 18 credit hours and 12 credit hours in the summer. For a master=s students a long term workload may be 15 credit hours and 9 credit hours in the summer. For a doctoral student, a long term workload may be 12 credit hours and 6 credit hours in the summer. An equivalency for a medical or dental professional student should be entered by semester too. In calculating an annual FTE, the fall and spring FTEs will be divided by 2 and the summer FTE will be divided by 3 and added per student. A student who enrolls in several courses and the sum of the credit hours are in excess of a Anormal@ work load is coded as 100 percent.

Item #33 School or College. Enter the six-digit assigned code of the school or college in which the student is to be funded as identified in Appendix A.

Item #34 Remote Teaching Site. Enter the six-digit assigned code of the remote teaching site listed in the Introduction Section of this report.

Item #35 Unused. Leave blank.

Item #36 Update Code. Enter the appropriate code when submitting adds, changes, or deletions of individual records in a previously submitted CBM001 report.

A = Add C = Change D = Delete

DATA PROCESSING RECORD LAYOUT

Beginning

	<u>Length</u>	<u>Position</u>
Item #1	Record Code - Always >1' - Numeric	1 1
Item #2	Institution Code - FICE Code - Numeric	2 6
Item #3	Student Identification Number - Numeric	8 9
Item #4	Gender - >M' or >F' - Alpha	17 1
Item #5	Classification - Numeric or >M=	18 1
Item #6	Date of Birth - YYYYMMDD - Numeric	19 8
Item #7	Tuition Status - Numeric	27 1
Item #8	Residence - Numeric, leading zeros	28 3
Item #9	Transfer/First-Time-In-College - Numeric or Blank	31
	6	
Item #10	* SCH Load - Numeric - No decimals, zero fill	37 2
Item #11	* SCH Remote Site - Numeric - No decimals	39 2
Item #12	Unused	41 2
Item #13	Ethnic Origin - Numeric	43 1
Item #14	Semester - Numeric	44 1
Item #15	Year - YYYY - Numeric	45 4
Item #16	* Inter-institution SCH Load State Funded - No decimals	49
	2	
Item #17	* Flexible Entry - Numeric or Blank	51 1
Item #18	* Correctional Entity - Numeric or Blank	52 1
Item #19	Major Area of Concentration - CIP - Numeric	53 8
Item #20	Unused	61 2
Item #21	Tuition Exemption/Waiver Code - Numeric or Blank	63 2
Item #22	* SCH NOT State Funded - Numeric - No decimals	65 2
Item #23	Unused	67 2
Item #24	* SCH - Inter-institutional NOT State Funded - Numeric	69
	2	
Item #25	* SCH - State Funded - Numeric - No decimals	71 2
Item #26	Unused	73 2
Item #27	* SCH - Undergraduate Degree Program - Numeric	75 3
Item #28	* Student Affected by UG Funding Limit - Numeric	78 1
Item #29	Last Name - 20 characters	79 20
Item #30	First Name - 10 characters	99 10
Item #31	Middle Name Initial - 1 character	109 1
Item #32	FTE Student - Numeric - 2 decimals	110 3
Item #33	School or College - Numeric	113 6

HRI Student Report -- CBM001

Item #34 Remote Teaching Site - Numeric or Blank	119	6
Item #35 Unused	125	11
Item #36 Update Code - >A=,=C=,=D= - Alpha	136	1

* Indicates item not required to be reported for professional students.

CBM001 >QUESTIONABLE' AND 'ERROR' VALUES

The following values are used in the Coordinating Board's edit program to determine 'QUESTIONABLE' and 'ERROR' values of each element.

<u>ITEM NUMBER</u>		<u>ERROR VALUE</u>	<u>QUESTIONABLE VALUE</u>
1.	RECORD CODE	N/A	Any value except >'1'.
2.	INSTITUTION CODE	N/A	Must match value on transmittal document and be on the list of valid FICE codes.
3.	STUDENT ID NUMBER	Alpha characters	Blank, special characters.
4.	GENDER	N/A	Any value except >'M' or >'F'.
5.	CLASSIFICATION	N/A	Other than >'8', any value except >'1' thru >'9' or >'A' thru >'D' or >'M'.
6.	DATE OF BIRTH	Value less than 16 or greater than 75 years of age	Any non-numerical data, month greater than >'12' or less than >'01'.
7.	TUITION STATUS	N/A	Any value except >'1', >'2', >'3', or >'5'
8.	RESIDENCE	N/A	Not on residence file.
9.	TRANSFER/ FIRST-TIME-IN-COLLEGE	N/A	Any non-numerical characters or embedded spaces or invalid FICE.
10.	SCH LOAD	Value less than 1	Any non-numerical

HRI Student Report -- CBM001

		or greater than 22	value. Unused positions should be zero-filled.
11.	SCH LOAD - REMOTE SITE		Value greater than 22 Any non- numerical value. Unused positions should be zero-filled.
12.	UNUSED	N/A	N/A
13.	ETHNIC ORIGIN	N/A	Any value other than >1' thru >7'.
	<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
14.	SEMESTER	N/A	Must match value on transmittal document.
15.	YEAR	N/A	Must match value on transmittal document.
16.	INTER-INSTITUTION SCH	Sum of Items #16, #22, #24, and #25 less than 1 or greater than 22	Non numerical
17.	FLEXIBLE ENTRY	N/A	Any value except spaces or >1'.
18.	CORRECTIONAL ENTITY	N/A	Any value except >5' or spaces.
19.	MAJOR (CIP)	N/A	Not numeric; and must be a valid 1990 CIP.
20.	UNUSED	N/A	N/A
21.	TUITION EXCEPTION/WAIVER	N/A or >21' when Item #7 is coded >3'; blank if not.	Any value except >01' is coded >3'; blank if not.
22.	SCH LOAD NOT FUNDED	Sum of Items #16, #22,	Non numerical

HRI Student Report -- CBM001

#24, and #25 less than 1
or greater than 22

23.	UNUSED	N/A	N/A
24.	SCH INTER-INST. NOT FUNDED (See Item #22)		Non numerical
25.	SCH LOAD FUNDED (See Item #22)		Non numerical
26.	UNUSED	N/A	N/A
27.	SCH OF UG DEGREE PROGRAM		Value less than 120 Non numerical or greater than 195
28.	STU AFFECTED BY UG LIMIT		N/A Any Value except >0' or >1'
29.	LAST NAME	N/A	Blank or numerical
	<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
30.	FIRST NAME	N/A	Blank or numerical
31.	MIDDLE INITIAL	Blank	N/A
32.	FTE STUDENT	N/A	Non numerical, percentage greater than 100 percent.
33.	SCHOOL OR COLLEGE	N/A	Not on FICE file
34.	REMOTE TEACHING SITE	N/A	Not on FICE file
35.	UNUSED		
36.	UPDATE CODE	N/A	Any value except >A=, >C=, or >D=

NOTE: The number of duplicate records is indicated.

DISCREPANCY:

HRI Student Report -- CBM001

The edit program counts the number of records processed in the report. If it is not the same as the number listed on the transmittal document (control total), the difference is listed as the discrepancy.

This value should be checked to assure that the entire file has been effectively submitted and processed. On update reports you will also find the number of records added, changed, deleted or rejected on the last edit run.

UPDATING PROCEDURES

Individual records in a previously submitted CBM001 report may be updated (deleted or changed) or new records may be added via electronic file transactions as defined below. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted electronically.

1. In an electronic update file, the following items are required in each transaction:
 - Item #1 Record Code
 - Item #2 Institution Code
 - Item #3 Student Identification Number
 - Item #14 Semester
 - Item #15 Year
 - Item #36 Update Code
2. In an electronic update file, Item #6 in the header record must be coded 'U' to indicate that existing records in the Coordinating Board database will be updated.
3. New records may be added to an existing report by completing all items and placing the update code 'A' in Item #36.
4. Non-required items in an existing record may be changed by entering a 'C' in Item #36 and the other required items listed in step 1 above; among the non-required items, only the items to be changed need to be filled in.
5. To delete a record, enter the required items listed in step 1 above, including Item #3 (Student Identification Number) and the update code 'D' in Item #36.
6. A deletion removes all occurrences of the identified student number; therefore, only one delete transaction should be submitted for each student being removed.
7. To change a required item, two transactions are needed. The old record must be deleted (step 5 above) and a complete record incorporating the corrected data added (step 3).
8. If a change to duplicate records (i.e., regular and flexible entry enrollments) is needed, the existing records must be deleted and complete records incorporating the corrected data added (that is, steps 5 and 3 above are to be followed).

HRI Student Report -- CBM001

9. To replace data with blanks, the entire record must be deleted and re-added with the correct data.

HRI Student Report -- CBM001

>SUMMARY OF STUDENT DATA FROM CBM001 REPORT' Defined

PART A

HEADCOUNT: The headcount is a summation of CBM001 records less the number of flexible entry students.

CLASSIFICATION: This summary is based upon level designation of Item #5.

GENDER: The headcount by gender summary is determined by 'M' or 'F' in Item #4.

ETHNIC ORIGIN: The summary is based on the Ethnic Origin Code (Item #13).

AGE: The age distribution is calculated by subtracting the date of birth (Item #6) from the beginning date of the semester. For this report the beginning date of each semester is:

Fall: September 1

Spring: January 1

Summer: June 1

RESIDENCE: All residence codes from >001' to >254' are Texas counties. Codes >310' through >369' are other states and U.S. possessions. Codes >402' through >799' are foreign countries. Any other residence code will not be valid.

PART B

FIRST TIME STUDENTS: The first-time-in-college student is based on a code of >000001' in (Item #9). First-time entering medical and dental professional students is based on a code of >000001' in Item #9 and an >A= in Item #5. All other numeric values are considered a transfer code and cause a counter to be incremented to show the number of students who have transferred to your institution.

TUITION STATUS: The summary is based on the tuition status codes in Item #7.

HRI Student Report -- CBM001

LOCATION: All of the SCH value in Item #10 are summarized and included in the on-campus row. The SCH value in Item #11 is summed in the Remote Site row.

SCH REGISTERED: Items #10 are summed to produce a total. Hours of flexible entry students are not included. Also Items #16, #22, #24, and #25 are summed for undergraduate students.

FLEXIBLE ENTRY: All records with a '1' in Item #17 are summed separately and are not included in the headcount summaries.

HRI Student Report -- CBM001

CBM001 EDIT SUMMARY FROM LONE STAR SCHOOL OF ALLIED HEALTH 003304
 Spring 1999

EXAMPLE	<u>VALUES</u>	<u>NORMAL RANGE</u>	<u>QUESTIONABLE</u>	<u>ERROR</u>
ITEM 1	RECORD CODE	5,429	0	0
ITEM 2	INSTITUTION CODE	5,429	0	0
ITEM 3	STUDENT ID	5,429	0	0
ITEM 4	GENDER	5,429	0	0
ITEM 5	CLASSIFICATION	5,429	0	0
ITEM 6	DATE OF BIRTH	5,429	0	0
ITEM 7	TUITION STATUS	5,429	0	0
ITEM 8	RESIDENCE	5,429	0	0
ITEM 9	TRANSFER	5,429	0	0
ITEM 10	SCH LOAD TOTAL	5,429	0	0
ITEM 11	SCH REMOTE SITE	5,429	0	0
ITEM 12	UNUSED	0	0	0
ITEM 13	ETHNIC ORIGIN	5,429	0	0
ITEM 14	SEMESTER	5,429	0	0
ITEM 15	YEAR	5,429	0	0
ITEM 16	INTER-INSTITUTION SCH FUNDED	5,429	0	0
ITEM 17	FLEXIBLE ENTRY	179	0	0
ITEM 18	CORRECTIONAL ENTITY	5,429	0	0
ITEM 19	MAJOR-TEXAS CIP	5,429	0	0
ITEM 20	UNUSED	0	0	0
ITEM 21	TUITION EXEMPT/WAIVER	5,429	0	0
ITEM 22	SCH COLLEGIATE NOT FUNDED	5,429	0	0
ITEM 23	UNUSED	0	0	0
ITEM 24	SCH INTERINSTITUTION NOT FUNDED	0	5,429	0
ITEM 25	SCH COLLEGIATE FUNDED	5,429	0	0
ITEM 26	UNUSED	0	0	0
ITEM 27	SCH OF UG PROGRAM	5,429	0	0
ITEM 28	STUDENT AFFECTED BY UG LIMIT	5,429	0	0
ITEM 29	LAST NAME	5,429	0	0
ITEM 30	FIRST NAME	5,429	0	0
ITEM 31	MIDDLE INITIAL	5,429	0	0
ITEM 32	FTE STUDENT	5,429	0	0
ITEM 33	SCHOOL OR COLLEGE	5,429	0	0
ITEM 34	REMOTE TEACHING SITE	5,429	0	0
ITEM 35	UNUSED	5,429	0	0
ITEM 36	UPDATE CODE	5,429	0	0
TOTAL CBM001 RECORDS PROCESSED		5,430		
CONTROL TOTAL			1	

HRI Student Report -- CBM001

DISCREPANCY		0
NUMBER OF DUPLICATE RECORDS		130
ADDS	0	
CHANGES	1	
DELETES	0	
REJECTS	0	

THE TEXAS HIGHER EDUCATION COORDINATING BOARD PART A

HR-CBM001 SUMMARY OF STUDENT DATA FROM LONE STAR SCHOOL OF ALLIED HEALTH DATE: 04/08/2000
003304 Spring 2000

GENDER		
MALE	2,567	
FEMALE	2,683	
TOTAL		5,250

AGE		
UNDER 17	0	
17	8	
18	676	
19-21	2,287	
22-24	954	
25-30	640	
31-35	290	
36-50	365	
51-64	30	
65 AND OVER	0	
AVERAGE-AGE	23.4	
TOTAL		5,250

FIRST TIME STUDENTS		
FIRST TIME IN COLLEGE	81	
FIRST TIME TRANSFER	217	
TOTAL		298

RESIDENCE		
TEXAS COUNTIES	4,962	
OTHER STATES	177	
FOREIGN COUNTRIES	111	
TOTAL		5,250

ETHNIC ORIGIN		
WHITE	4,374	
BLACK	219	
HISPANIC	497	
ASIAN	37	

HRI Student Report -- CBM001

INDIAN	12	
INTERNATIONAL	111	
UNKNOWN	0	
TOTAL		5,250

SCH REGISTERED TOTAL	50,366	
SCH LOAD STATE FUNDED		49,373
SCH LOAD NOT STATE FUNDED		543
INTER-INSTITUTIONAL STATE FUNDED		0
INTER-INSTITUTIONAL NOT STATE FUNDED		0
SCH LOAD REMOTE CAMPUS		933

HRI Student Report -- CBM001

THE TEXAS HIGHER EDUCATION COORDINATING BOARD
HR-CBM001 SUMMARY OF STUDENT DATA FROM
04/08/2000
LONE STAR SCHOOL OF ALLIED HEALTH 003304
2000

PART B
DATE:

Spring

CLASSIFICATION

FRESHMAN	1,510	
SOPHOMORE	1,142	
JUNIOR	961	
SENIOR	1,143	
POST-BACCALAUREATE	140	
MASTER	354	
DOCTORAL	0	
PROF. SPECIALITY MED-DEN		0
SPEC. PROF. PHARMD		0
FIRST YEAR MED-DEN		0
SECOND YEAR MED-DEN		0
THIRD YEAR MED-DEN		0
FOURTH YEAR MED-DEN		0
TOTAL		5,250

LOCATION

ON-CAMPUS	5,250	
REMOTE SITE	0	
TOTAL		5,250

TUITION STATUS

RESIDENT TUITION	4,814	
NON-RESIDENT TUITION		436
TUITION EXEMPTION/WAIVER	0	
THESIS/DISSERTATION		0
TOTAL		5,250
FLEXIBLE ENTRY		174
TOTAL HEADCOUNT		5,429

*** NOTE: TOTALS ARE NET ERRORS

HRI Student Report -- CBM001

Spring 2000

TEXAS HIGHER EDUCATION COORDINATING BOARD
 INITIAL EDIT OF HR-CBM001 DATE
 LONE STAR SCHOOL OF ALLIED HEALTH

DATE 4/08/2000

PAGE 1

ITEM REMARKS	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEMS	ITEMS	ITEMS	ITEM	ITEM	ITEMS	ITEM	ITEMS										
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	26	27	28	29	30	31	32	33	34	35	36	
666886666 M	7	19650606	1	191			09	00		2	2	1999	00		51160100	00	00	00	0	ZACKORY	BILL	R	100	000314									C
777887777 F	4	19891024	1	059			09		3	2	2	1999			13120200																		D

***ERROR = CBM001/004 SEMESTER CREDIT HOUR MISMATCH

TOTAL CBM001 SEMESTER CREDIT HOURS: 64,254

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

Health Science Centers

STUDENT TASP REPORT

CBM002

	<u>PAGE</u>
A. General Information.....	2.2
B. Instructions for Each Data Element.....	2.7
C. Data Processing Record Layout.....	2.19
D. CBM002 '>Questionable' and '>Error' Values	2.21
E. Update Procedures.....	2.23
F. TASP Reporting Examples.....	2.24
G. Edit of CBM002 Data - Examples	
1. Summary of Student TASP Data.....	2.26

HRI TASP Report -- CBM002

TASP REPORT

CBM002

This report will include all undergraduate students, including transfer students who are registered for one or more Coordinating Board approved courses during the reporting period. Do not include students

- 1) with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the fall of 1989, or
- 2) who withdraw prior to or on the official census date.

Each student described above will be reported on the CBM002 every reporting period that the student is enrolled at your institution, whether he/she has or has not taken a test for TASP purposes and whether he/she passed or failed. Even though you may report annually the report must have a record for each semester the student attended your institution. These students will be reported until they receive a baccalaureate degree.

Rather than requiring two separate reports, TASP (Texas Education Code T.E.C. 51.306) and the student performance data required by T.E.C. 51.403(e) have been combined on this report. Therefore, students who meet the above criteria, even though they may be enrolled in TASP-waived certificate programs, will be reported for the first year after high school graduation. Include students in credit certificate programs, but exclude students in continuing education programs. After all CBM002 reports for a fiscal year have been received and processed, the Coordinating Board will send the student performance data to the respective high schools.

Certificate Programs

A Level-One certificate consists 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. TASP requirements do not apply to students in Level-One certificate programs as long as they remain within the curriculum specified for each certificate.

Students in waived programs in the fall of 1998 and thereafter are not permitted to accumulate more than six collegiate-level hours outside a waived curriculum without being liable for all TASP requirements. Students who accumulated fewer than nine semester credit hours outside of a waived curriculum prior to fall 1998, either before enrolling in a waived program or while in a waived program, may be permitted to continue in or begin a new waived program without having to take a test approved for TASP purposes. Students who accumulated nine or more collegiate-level hours should have already tested.

Students in an academic program who wish to switch to a TASP-waived

HRI TASP Report -- CBM002

certificate program may be permitted to do so with the understanding that they may take only those courses specified in the waived program curriculum (with a limited number of approved vocational/technical substitutes) and may not accumulate more than six additional semester credit hours or the equivalent (of any type) outside of the curriculum without taking a test for TASP purposes and entering any required developmental education or returning to continuous developmental education if required.

A Level-Two certificate consists of at least 43 but no more than 59 semester credit hours (64-89 quarter hours). All TASP requirements apply to students in such programs.

Exemptions/Waivers

Students may be reported as exempt from the testing requirement under the following circumstances: (See the latest TASP Policy Manual for specific details)

- * 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
- * Baccalaureate degrees
A student who has graduated with a baccalaureate degree from an accredited institution of higher education
- * ACT/SAT/TAAS
A student who meets the exemption standards and whose ACT, SAT or TAAS scores have not expired. Appropriate ACT and SAT test scores are valid for exemption purposes for exactly five years from the qualifying test date (three years for exit-level TAAS). Scores required for exemption must be attained on one sitting@ for an appropriate test instrument. That is, students either meet exemption standards for all sections of the test or they meet none. ACT, SAT, and TAAS exemption standards are:
 - ACT: composite score of 23 with a minimum of 19 on both the English and the mathematics tests;
 - SAT: combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal and the mathematics tests (recentered scale for tests taken April 1995 and thereafter;
 - SAT: for tests taken prior to April 1995, a combined verbal and mathematics score of 970, with a minimum of 420 on the verbal test and 470 on the mathematics test;

HRI TASP Report -- CBM002

TAAS: a minimum scaled score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the math test and 89 on the reading test

- * Students 55 years of age or older
A student who is over 55 and not seeking a degree
- * Enrollment on a temporary basis
A student who enrolls on a temporary basis (the student must show proof of enrollment at a private or at an out-of-state institution for the previous semester and sign a document stating that s/he does not seek a degree from your institution)
- * Certificate programs of one year or less (see discussion above)
- * Dyslexia and other related disorders
This statute became effective September 1, 1995 for dyslexia and related disorders and fall 1997 for specific learning disabilities in mathematics and does not provide for retroactive application. Students cannot avail themselves of the options under this legislation without first requesting special accommodations for the TASP Test or providing notice of the disability by submitting appropriate documentation to the Coordinating Board.
- * International students
A student who is a citizen of a country other than the United States who is not seeking a degree
- * Out-of-state students
Applies to Texas institutions that offer college-level courses outside the state of Texas or outside of the United States to students taking courses at out-of-state or overseas locations, so long as they remain outside the state. If such students return to Texas to continue or complete their academic work, they immediately become liable for all TASP requirements within the first nine semester credit hours or the equivalent completed in-state at a Texas public higher education institution.
- * Transfers with 3 or more credit hours
A student who transfers with 3 or more accumulated college-level semester credit hours or the equivalent to a Texas public institution from a private or out-of-state institution may use transferred courses which are given common course numbers corresponding to those in Subsection 5.315(d)(3) to satisfy TASP requirements. A student must have earned a course grade of AB@ or higher in each of the three skill areas. If not, the student must be tested in the remaining skill area(s) and must comply

HRI TASP Report -- CBM002

with all other TASP requirements.

* Deaf students

Deaf students who have three or more college-level hours or the equivalent from an accredited institution prior to September 1, 1995 will not be required to test. Deaf students must take the Stanford Achievement Test in lieu of the TASP Test. Deaf students who fail portions of the Stanford Achievement Test must enroll in developmental education each term and may not graduate until all sections of the test are passed.

Criteria for Meeting TASP Requirements

After September 1, 1995, the Reading and Math TASP Passing Standard is 230 and the TASP Writing Passing Standard is 220. The TASP Passing Standard is 220 for all test sections prior to September 1, 1995.

Minimum passing scaled scores for approved alternative tests:

- * ASSET: Reading Skills - 41; Elementary Algebra - 38;
Written Essay - 6 (raw score); Writing Skills (objective) - 40
- * COMPASS: Reading Skills - 81; Algebra - 39; Written Essay - 6 (raw score)
Writing Skills (objective) - 59
- * MAPS: Reading Comprehension - 114; Elementary Algebra - 613;
Written Essay - 6 (raw score); Conventions of Written English - 310
- * ACCUPLACER: Reading Comprehension - 78; Elementary Algebra - 63;
Written Essay - 6 (raw score); Sentence Skills - 80
- * The passing standard for the written essay portion of all alternative tests is a score of 6 (raw score). However, an essay score of 5 will pass if the student meets the objective writing test standard. Report the raw score on the CBM002 and use the objective writing scaled score to determine whether to report the writing essay score as passing or failing.

Minimum passing standards on the Stanford Achievement Test given to deaf students (report raw scores): Reading Comprehension - 29; Mathematics Total - 66; Language Total - 37; Do not report the Study Skills score.

A student may satisfy the TASP requirements by earning a grade of AB@ or better in an appropriate course approved by the Board (CB Rule 5.315 Subsection d).

An institution may require higher performance standards for students than those required for TASP purposes. Such students should be reported as having completed the TASP obligation.

HRI TASP Report -- CBM002

Developmental Education

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

Non-course-based developmental education may include, but is not limited to, such activities as tutoring, supervised self-study, and participation in learning assistance centers. Non-course-based developmental education is not to be turned in for state formula funding.

TASP Scores Database

The CB receives and applies TASP scores from NES approximately 4 weeks after each test occasion. NES updates to prior test occasion data are also applied at this time. Changes to TASP scores at the CB can only be applied from NES and not from the institution. The student should contact NES if any erroneous information is discovered on the NES file. Social Security number changes are provided by NES and applied weekly.

HRI TASP Report -- CBM002

INSTRUCTIONS FOR TASP REPORT

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

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

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

Item #3 Student Identification Number. Enter the Social Security number of the student. The institution will assign unique (nine-digit) identification numbers to students without Social Security numbers and report their dates of birth, Item #16, each reporting period to help uniquely identify the student.

If it is known that there is no matching record in the corresponding CBM001 with the Student Identification Number reported in this item, Items #14-#16 of the demographic information will need to be provided.

Item #4 Reporting Period.

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 Semester Credit Hours Attempted. Enter the number of semester credit hours in non-developmental education courses (for which a grade of >'A' - >'F' is given) attempted at this institution for the reporting period (right justified, zero filled). Do not include Incompletes (unless they have been resolved prior to the reporting date), withdrawn, or credit/no credit hours attempted. Report the hours of Incompletes during the reporting period resolved.

NOTE: The semester credit hours attempted and the grade points earned must be reported every reporting period that the student is enrolled at your institution until a baccalaureate degree is earned.

Item #7 Grade Points earned. Based on a 4 point system, enter the number of grade points earned in non-developmental education courses attempted at this institution for the reporting period (right justified, zero filled).

Item #8 Enrolled in a high school level program.

HRI TASP Report -- CBM002

- 0. No; not currently pursuing a high school level program
- 1. Yes; student is currently pursuing a high school level program

Note: A high school student who enrolls in a college course in the summer and is not attending a high school during the summer is still considered Apursuing@ a high school level program.

Item #9 Update Code. Enter the appropriate code.

A = Add students that were omitted from the initial report of the reporting period.

C = Change errors in specific items of this reporting cycle.

D = Delete students that were inadvertently reported this cycle.

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

Item #10 First Semester Enrolled. Enter the code indicating the semester that the student was first enrolled at your institution. This data will remain constant throughout the student's collegiate career at the institution.

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

Item #11 Year First Enrolled. Enter all four digits of the calendar year in which the semester in Item #10 occurred.

Item #12 Educational Objective. Enter the code indicating the student's educational objective at the institution.

- 1. Non-degree -- students enrolled in courses for credit who are not recognized by the institution as seeking a degree or certificate
- 2. Certificate: TASP-liable
- 3. Associate Degree
- 4. Baccalaureate Degree
- 5. Undetermined
- 6. Certificate: TASP-waived

NOTE: Institutions will update the student's file if the educational objective changes. For a discussion of the circumstances under which a certificate qualifies as TASP-waived, see paragraph 1 of ACertificate Programs@ on page 2.2.

Item #13 Prior Student ID - Social Security Number Change. The CB will use this number to match to the CBM001 and TASP Database if the number in Item #3 does not match.

HRI TASP Report -- CBM002

Item #14 Gender. Enter the gender of the student. If the student identifier of the CBM002 does not match to the CBM001, this item must be provided.

M = Male F = Female

Item #15 Ethnic Origin. Enter the code indicating the ethnic origin of the student. If the student identifier of the CBM002 does not match to the CBM001, this item must be provided.

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 #16 Date of Birth. Enter all four digits of the year, the month, and day of the birth of the student (YYYYMMDD). Must be reported if the student has an institution-assigned identification number. If the date of birth is unknown, enter A00000000".

Item #17 Unused. It has been decided that the disability data will not be collected.

0. Null

Item #18 TASP Exemption/Waived Status - **If not qualified, enter a zero in this item then continue on to the next sections.**

0. Not Qualified for TASP Exemption or did not have a transfer AB@ or better grade in all three skill areas
1. Exemption granted by another Institution
2. Waiver based on Level-one Certificate Program [A student in a Level-One certificate program is only required to be reported the first year enrolled after graduation from high school to satisfy T.E.C. 51.403(e). If it has been more than a year since a student in a Level-One certificate program graduated from high, they do not have to be reported.]
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS Scores
6. Exemption based on other criteria (If reporting students who qualify for the grandfathering exemption, use this category.)
7. Satisfied TASP requirement based on qualifying as a transfer student from an out-of-state or private institution with a AB@ or higher grade in an appropriate course in all three skill areas.

Item #19 Initial Test Route. Enter the appropriate response for the initial test from the list below each reporting period. Enter the score of

HRI TASP Report -- CBM002

the initial TASP or alternative test in the appropriate test section, Item #26, #36, and #46 the first term the student is enrolled at your institution. If the student qualifies for an exemption, the Anull@ value is appropriate.

0. Not applicable or null
1. TASP, If the social security number of the student can be matched to the National Evaluation Systems score database at the CB, you do not have to provided this score.
2. COMPASS (Use elementary algebra as math section)
3. ASSET
4. MAPS
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students) Report only Reading Comprehension, Mathematics, and Language raw scores in appropriate Items #26, #36, and #46. Do not report the Study Skills score.
7. Initial Test taken at another institution. Do not report these scores.
8. Student was allowed to enroll but did not test during the reporting period

MATH STATUS SECTION: When the student qualifies to be reported with a code >0' or >4' in Item #20, all other Items in this section should be reported as Anull@.

Item #20 TASP Math Obligation Status. Must be entered every reporting period.

0. Not applicable or null is appropriate for a student who qualifies for one of the exemptions listed in Item #18.
1. Not met
2. Met obligation during the reporting period. Item #21 cannot be reported as a zero when this Item is coded >2'.
3. Met obligation in a prior reporting period and this is the first time to report the student (Identify how met obligation in Item #21); include students who transferred from out-of-state or private institution who earned a course grade of AB@ or higher in this area
4. Met obligation in a prior reporting period.

Item #21 TASP Math Obligation Was Met. Provide the reason identified below.

0. Not applicable or null
1. Passed math test section per Initial Test Route
2. Completed TASP math obligation at another higher education institution.
3. Completed TASP math obligation while in high school (public, private, or home-school).
4. Passed TASP math section after receiving developmental education

HRI TASP Report -- CBM002

5. Completed college level math course(s) with B or better
6. Completed TASP math obligation via provision 51.306(u), dyslexia and other related disorders
7. Other, when none of the above apply

Item #22 TASP Math Developmental Education Status. Enter the code indicating the student's status for developmental education in this area.

0. Not applicable or null
1. Delayed: student not enrolled in required math developmental education program
2. In Process: student enrolled and satisfied the requirements of a required math developmental education course; however, completion of additional math DE course(s) is pending.
3. In Process: student enrolled and did not satisfy the requirements of the required math developmental education course(s)
4. Completed: student enrolled and satisfied the requirements of the required math developmental education course(s) which resulted in the student satisfying all components of the required math developmental education program
5. Other math Developmental Education program status (not identified above)

Item #23 Number of Semester Hours in Math Developmental Education. Enter the number of semester credit hours in which the student has been in math developmental education during the reporting period. Enter '>00' if not applicable.

Item #24 Level of Math Developmental Education that was provided during the reporting period. When Item #22 is coded a '>2', '>3' or '=4' the level must be identified.

0. Not applicable or null
1. Level 1 (Intro) Math Developmental Education Course
2. Level 2 (Intermediate) Math Developmental Education Course(s).
3. Level 3 (Highest) Math Developmental Education Course

Note: In institutions where only two courses are available in the math developmental program, code the first course a "A Level 2" and the second course a "A Level 3". In institutions where only one course in the math developmental program is available code the course a "A Level 3". In institutions where there are more than 3 courses in the math development program, code the first course a "A Level 1"; the last course in the program, a "A Level 3"; and all intermediate courses, a "A Level 2".

Item #25 Math Developmental Education Provided During the Reporting Period.

HRI TASP Report -- CBM002

If math developmental education has been provided during any part of the reporting period, enter the appropriate code based on the type provided.

0. Not applicable or null
1. Course-based
2. Non-course-based
3. Combination of course and non-course based
4. Provided by correctional institution

Item #26A Math Test Score on Initial Test Route (TASP or Alternative Test). The score must match the type test identified in Item #19. If the score is less than 2 digits enter leading zeros. Enter '>000' if the item is not applicable or null. The TASP score may be omitted if the student identifier matches to the NES score file at the Coordinating Board.

Item #26B Math Test Pass/Fail on Initial Test Route (TASP or Alternative Test). Enter the appropriate indicator showing whether the student passed or failed the test identified in Item #19.

0. Not applicable or null
1. Passed
2. Failed

Item #27 TASP Math Score From Second Testing Occasion. (Formerly Post-Developmental Education TASP Math Score) Enter the TASP score from the second testing occasion which normally occurs after completion of the developmental education program. This can only be a TASP score and thus must be 3 digits. Enter '>000' if not applicable or null.

Item #28 TASP Math Score From Third or Most-Recent Testing Occasion. If there are more than two testing occasions, enter the most recent three digit scaled score for math provided by NES. If there are four or more testing occasions, and the student achieved the highest score on a prior occasion (after the second occasion), enter it here. Enter '>000' if not applicable or null.

Item #29 Grade in CB-Approved College-Level Mathematics Course. Until one of the college-level courses listed below is attempted at your institution, report a code of '0'. Report the grade of the student in one of the Freshman-level courses (as identified by their Common Course Numbers) listed below if it was attempted to satisfy the TASP requirement. If a student retakes one of the courses listed below because he/she did not make a B or better on the previous attempt, report the grade of the retake. The grade should be in one of the following:

HRI TASP Report -- CBM002

MATH 1332 (College Mathematics)
MATH 1333 (College Mathematics)
MATH 1314 (College Algebra)
MATH 1316 (Plane Trigonometry)

Enter the appropriate code:

- | | |
|----------------------|-------------------|
| 0. Not taken or null | 5. F |
| 1. A | 6. Credit |
| 2. B | 7. No Credit |
| 3. C | 8. Incomplete |
| 4. D | 9. Withdrawn/Quit |

HRI TASP Report -- CBM002

WRITING STATUS SECTION: When the student qualifies to be reported with a code >0' or >4' in Item #30, all other Items in this section should be reported as Anull@.

Item #30 TASP Writing Obligation Status. Must be entered every reporting period.

0. Not applicable or null is appropriate for a student who qualifies for one of the exemptions listed in Item #18.
1. Not met
2. Met obligation during the reporting period.
3. Met obligation in a prior reporting period and this is the first time to report the student (Identify how met obligation in Item #31); include students who transferred from out-of-state or private institution who earned a course grade of AB@ or higher in this area
4. Met obligation in a prior reporting period.

Item #31 TASP Writing Obligation Was Met. Provide the reason identified below.

0. Not applicable or null
1. Passed writing test section per Initial Test Route
2. Completed TASP writing obligation at another higher education institution.
3. Completed TASP writing obligation while in high school (public, private, or home-school).
4. Passed TASP writing section after receiving developmental education
5. Completed college level writing course(s) with B or better
6. Completed TASP writing obligation via provision 51.306(u), dyslexia and other related disorders
7. Other, when none of the above apply

Item #32 TASP Writing Developmental Education Status. Enter the code indicating the student's status for developmental education in this area.

0. Not applicable or null
1. Delayed: student not enrolled in required writing developmental education program
2. In Process: student enrolled and satisfied the requirements of a required writing developmental education course; however, completion of additional writing DE course(s) is pending.
3. In Process: student enrolled and did not satisfy the requirements of the required writing developmental education course(s)
4. Completed: student enrolled and satisfied the requirements of the required writing developmental education course(s) which resulted in the student satisfying

HRI TASP Report -- CBM002

all components of the required writing developmental education program

5. Other writing Developmental Education program status (not identified above)

Item #33 Number of Semester Hours in Writing Developmental Education. Enter the number of semester credit hours in which the student has been in writing developmental education during the reporting period. Enter >00' if not applicable.

Item #34 Level of Writing Developmental Education that was provided during the reporting period When Item #32 is coded a >2', >3' or =4' the level must be identified.

0. Not applicable or null
1. Level 1 (Intro) Writing Developmental Education Course
2. Level 2 (Intermediate) Writing Developmental Education Course(s).
3. Level 3 (Highest) Writing Developmental Education Course

Note: In institutions where only two courses are available in the writing developmental program, code the first course a ALevel 2" and the second course a ALevel 3". In institutions where only one course in the writing developmental program is available code the course a ALevel 3". In institutions where there are more than 3 courses in the writing development program, code the first course a ALevel 1"; the last course in the program, a ALevel 3"; and all intermediate courses, a ALevel 2".

Item #35 Writing Developmental Education Provided During the Reporting Period. If writing developmental education has been provided during any part of the reporting period, enter the appropriate code based on the type provided.

0. Not applicable or null
1. Course-based
2. Non-course-based
3. Combination of course and non-course based
4. Provided by correctional institution

Item #36A Writing Test Score on Initial Test Route (TASP or Alternative Test). The score must match the type test identified in Item #19. If the test was TASP, enter the writing scaled score. For alternative tests enter the single-digit writing essay score not the writing objective score. Since the writing essay score is a single digit, enter leading zeros. Enter >000' if the item is not applicable or null. The TASP score may be omitted if the student identifier matches to the NES score file at the Coordinating Board.

Item #36B Writing Test Pass/Fail on InitialTest Route (TASP or Alternative

HRI TASP Report -- CBM002

Test). Enter the appropriate indicator showing whether the student passed or failed the test identified in Item #19.

0. Not applicable or null
1. Passed
2. Failed

Item #37 TASP Writing Score From Second Testing Occasion. (Formerly Post-Developmental Education TASP Writing Score) Enter the TASP score from the second testing occasion which normally occurs after completion of the developmental education program. This can only be a TASP score and thus must be 3 digits. Enter >000' if not applicable or null.

Item #38 TASP Writing Score From Third or Most-Recent Testing Occasion. If there are more than two testing occasions, enter the most recent three digit scaled score for writing provided by NES. If there are four or more testing occasions, and the student achieved the highest score on a prior occasion (after the second occasion), enter it here. Enter >000' if not applicable or null.

Item #39 Grade in CB-Approved College-Level Writing Course. Until one of the college-level course listed below is attempted at your institution, report a code of '0'. Report the grade of the student in one of the Freshman-level courses (as identified by their Common Course Numbers) listed below if it was attempted to satisfy the TASP requirement. If a student retakes one of the courses listed below because he/she did not make a B or better on a previous attempt, report the grade of the retake. The grade should be in one of the following:

ENGL 1301 (Composition I)
ENGL 1302 (Composition II)

Enter the appropriate code:

- | | |
|----------------------|-------------------|
| 0. Not taken or null | 5. F |
| 1. A | 6. Credit |
| 2. B | 7. No Credit |
| 3. C | 8. Incomplete |
| 4. D | 9. Withdrawn/Quit |

READING STATUS SECTION: When the student qualifies to be reported with a code of >0' or >4' in Item #40, all other Items in this section should be reported as Anull@.

Item #40 TASP Reading Obligation Status. Must be entered every reporting period.

0. Not applicable or null is appropriate for a student who

HRI TASP Report -- CBM002

qualifies for one of the exemptions listed in Item #18.

1. Not met
2. Met obligation during the reporting period.
3. Met obligation in a prior reporting period and this is the first time to report the student (Identify how met obligation in Item #41); include students who transferred from out-of-state or private institution who earned a course grade of AB@ or higher in this area
4. Met obligation in a prior reporting period.

Item #41 TASP Reading Obligation Was Met. Provide the reason identified below.

0. Not applicable or null
1. Passed reading test section per Initial Test Route
2. Completed TASP reading obligation at another higher education institution.
3. Completed TASP reading obligation while in high school (public, private, or home-school).
4. Passed TASP reading section after receiving developmental education
5. Completed college level reading course(s) with B or better
6. Completed TASP reading obligation via provision 51.306(u), dyslexia and other related disorders
7. Other, when none of the above apply

Item #42 TASP Reading Developmental Education Status. Enter the code indicating the student's status for developmental education in this area.

0. Not applicable or null
1. Delayed: student not enrolled in required reading developmental education program
2. In Process: student enrolled and satisfied the requirements of a required reading developmental education course; however, completion of additional reading DE course(s) is pending.
3. In Process: student enrolled and did not satisfy the requirements of the required reading developmental education course(s)
4. Completed: student enrolled and satisfied the requirements of the required reading developmental education course(s) which resulted in the student satisfying all components of the required reading developmental education program
5. Other reading Developmental Education program status (not identified above)

HRI TASP Report -- CBM002

Item #43 Number of Semester Hours in Reading Developmental Education. Enter the number of semester credit hours in which the student has been in reading developmental education during the reporting period. Enter >00' if not applicable.

Item #44 Level of Reading Developmental Education that was provided during the reporting period. When Item #42 is coded a >2', >3' or =4' the level must be identified.

0. Not applicable or null
1. Level 1 (Intro) Reading Developmental Education Course
2. Level 2 (Intermediate) Reading Developmental Education Course(s).
3. Level 3 (Highest) Reading Developmental Education Course

Note: In institutions where only two courses are available in the reading developmental program, code the first course a ALevel 2" and the second course a ALevel 3". In institutions where only one course in the reading developmental program is available code the course a ALevel 3". In institutions where there are more than 3 courses in the reading development program, code the first course a ALevel 1"; the last course in the program, a ALevel 3"; and all intermediate courses, a ALevel 2".

Item #45 Reading Developmental Education Provided During the Reporting Period. If reading developmental education has been provided during any part of the reporting period, enter the appropriate code based on the type provided.

0. Not applicable or null
1. Course-based
2. Non-course-based
3. Combination of course and non-course based
4. Provided by correctional institution

Item #46A Reading Test Score on Initial Test Route (TASP or Alternative Test). The score must match the type test identified in Item #19. If the score is less than 2 digits enter leading zeros. Enter >000' if the item is not applicable or null. The TASP score may be omitted if the student identifier matches to the NES score file at the Coordinating Board.

Item #46B Reading Test Pass/Fail on Initial Test Route (TASP or Alternative Test). Enter the appropriate indicator showing whether the student passed or failed the test identified in Item #19.

0. Not applicable or null
1. Passed
2. Failed

Item #47 TASP Reading Score From Second Testing Occasion. (Formerly Post-

HRI TASP Report -- CBM002

Developmental Education TASP Reading Score) Enter the TASP score from the second testing occasion which normally occurs after completion of the developmental education program. This can only be a TASP score and thus must be 3 digits. Enter >000' if not applicable or null.

Item #48 TASP Reading Score From Third or Most-Recent Testing Occasion. If there are more than two testing occasions, enter the most recent three digit scaled score for reading provided by NES. If there are four or more testing occasions, and the student achieved the highest score on a prior occasion (after the second occasion), enter it here. Enter >000' if not applicable or null.

Item #49 Grade in CB-Approved College-Level Reading Course. Until one of the college-level courses listed below is attempted at your institution, report a code of '0'. Report the grade of the student in one of the Freshman-level courses (as identified by their Common Course Numbers) listed below if it was attempted to satisfy the TASP requirement. If a student retakes one of the courses listed below because he/she did not make a B or better on the previous attempt, report the grade of the retake. The grade should be in one of the following:

HIST 1301, 1302 (U.S. History)
ENGL 2321, 2322, 2323 (British Literature)
ENGL 2331, 2332, 2333 (World Literature)
ENGL 2326, 2327, 2328 (American Literature)
PSYCH 2301 (General Psychology)
GOVT 2301, 2302, 2305, 2306 (American Government)

Enter the appropriate code:

0. Not taken or null	5. F
1. A	6. Credit
2. B	7. No Credit
3. C	8. Incomplete
4. D	9. Withdrawn/Quit

HRI TASP Report -- CBM002

DATA PROCESSING RECORD LAYOUT

Beginning

	Position	Length		
Item #1	Record Code - Always >2'		1	1
Item #2	Institution Identifier - FICE Code - 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	Semester Credit Hours Attempted - leading zeros		22	3
Item #7	Grade Points Earned - Right justified, leading zeros		25	3
Item #8	Concurrent Enrollment in H.S. - Numeric		28	1
Item #9	Update Code (>A= = add, >C= = change, >D= = delete)		29	1
Item #10	First Semester Enrolled - Numeric		30	1
Item #11	Year First Enrolled - Numeric		31	4
Item #12	Educational Objective - Numeric		35	1
Item #13	Prior Student ID - Numeric		36	9
Item #14	Gender - Alpha		45	1
Item #15	Ethnic Origin - Numeric		46	1
Item #16	Date of Birth - Numeric - YYYYMMDD		47	8
Item #17	Unused		55	1
Item #18	TASP Exemption Status - Numeric		56	1
Item #19	Initial Test Route - Numeric		57	1
Item #20	TASP Math Obligation Status - Numeric		58	1
Item #21	TASP Math Obligation Met- Numeric		59	1
Item #22	TASP Math Developmental Education Status - Numeric		60	1
Item #23	Semesters Hours in Math Developmental Ed - Numeric		61	2
Item #24	Level of Math Developmental Ed - Numeric		63	1
Item #25	Math Developmental Ed Provided - Numeric		64	1
Item #26A	Math Test Score on Initial Entry - Numeric		65	3
Item #26B	Math Pass/Fail - Numeric		68	1
Item #27	Second Test Occasion TASP Mathematics Score - Numeric		69	3
Item #28	Third Test Occasion or Later TASP Math Score - Numeric		72	3
Item #29	Grade in First College-Level Mathematics Course - Numeric		75	1
Item #30	TASP Writing Obligation Status - Numeric		76	1
Item #31	TASP Writing Obligation Met- Numeric		77	1
Item #32	TASP Writing Developmental Education Status - Numeric		78	1
Item #33	Semesters Hours in Writing Developmental Ed - Numeric		79	2
Item #34	Level of Writing Developmental Ed - Numeric		81	1
Item #35	Writing Developmental Ed Provided - Numeric		82	1
Item #36A	Writing Test Score on Initial Entry - Numeric		83	3
Item #36B	Writing Pass/Fail		86	1
Item #37	Second Test Occasion TASP Writing Score - Numeric		87	3
Item #38	Third Test Occasion or Later TASP Writing Score - Numeric		90	3
Item #39	Grade in First College-Level Writing Course - Numeric		93	1

HRI TASP Report -- CBM002

HRI TASP Report -- CBM002

Beginning

Position Length

Item #40	TASP Reading Obligation Status - Numeric	94	1
Item #41	TASP Reading Obligation Met- Numeric	95	1
Item #42	TASP Reading Developmental Education Status - Numeric	96	1
Item #43	Semesters Hours in Reading Developmental Ed - Numeric	97	2
Item #44	Level of Reading Developmental Ed - Numeric	99	1
Item #45	Reading Developmental Ed Provided - Numeric	100	1
Item #46A	Reading Test Score on Initial Entry - Numeric	101	3
Item #46B	Read Pass/Fail - Numeric	104	1
Item #47	Second Test Occasion TASP Reading Score - Numeric	105	3
Item #48	Third Test Occasion or Later TASP Reading Score - Numeric		108
			3
Item #49	Grade in First College-Level Reading Course - Numeric	111	1
Item #50	Unused	112	9

HRI TASP 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</u>	<u>ERROR VALUES</u>
1. Record Code	N/A	Any value except >2'
2. Institution Code	N/A	Must match value on transmittal document and be a valid FICE code
3. Student ID Number	N/A	Blank, Special Characters
4. Reporting Period	N/A	Must match value on transmittal document; value except >1'--=4'
5. Year	N/A	Must match value on transmittal document
6. SCH ATTEMPTED	Semester value > 022 Semester value < 001	Any non-numerical values
7. Grade Points Earned	Semester value > 088 Semester value < 001	Any non-numerical values Value > 4 times SCH
8. High school Enrollment	N/A	Any Value except >0' or >1'
9. Update Code	N/A	Any Value except >0', >A=, >C=, or >D=
10. First Sem. Enrolled	N/A	Any value except >1' - >4'
11. Year First Enrolled	N/A	Any non-numerical values
12. Educational Object.	N/A	Any value except >1' - >6'
13. Prior SSN	N/A	Special Characters
14. Gender	N/A	Any value except >M' or >F'
15. Ethnic Origin	N/A	Any value except >1' - >7'
16. DOB	N/A	Month < >01' or > >12' Day < >01' or > >31'
17. Unused	N/A	N/A
18. TASP Exemption Status	N/A	Any value except >0' - >7'
19. Initial Test Route	N/A	Any value except >0' - >8'

(continued on next page)

HRI TASP Report -- CBM002

<u>ITEM NUMBER</u>	<u>QUESTIONABLE</u>	<u>ERROR VALUES</u>
<u>MATH/WRITING/READING TEST SECTION</u>		
20/30/40. Obligation Status	N/A	Any value except >0' - >4'
21/31/41. Obligation Met	N/A	Any value except >0' - >7'
22/32/42. TASP DE Status	N/A	Any value except >0' - >5'
23/33/43. SCH in DE	Any value > >6'	Any value > >9'
24/34/44. Level of DE	N/A	Any value except >0' - >3'
25/35/45. DE Provided	N/A	Any value except >0' - >4'
26A/36A/46A. Entry Test Score		
Math Score	N/A	TASP < 100 or > 300 COMPASS < 0 or > 100 ASSET < 23 or > 55 MAPS < 601 or > 625 ACCUPLACER < 21 or > 120 Stanford < 1 or > 118
when Item #19 = >2'		
when Item #19 = >3'		
when Item #19 = >4'		
when Item #19 = >5'		
when Item #19 = >6'		
Writing Score	N/A	TASP < 100 or > 300 COMPASS = 1, or > 8 ASSET = 1, or > 8 MAPS = 1, or > 8 ACCUPLACER = 1, or > 8 Stanford < 1 or > 60
when Item #19 = >2'		
when Item #19 = >3'		
when Item #19 = >4'		
when Item #19 = >5'		
when Item #19 = >6'		
Reading Score	N/A	TASP < 100 or > 300 COMPASS < 0 or > 100 ASSET < 23 or > 53 MAPS < 101 or > 125 ACCUPLACER < 26 or > 120 Stanford < 1 or > 54
when Item #19 = >2'		
when Item #19 = >3'		
when Item #19 = >4'		
when Item #19 = >5'		
when Item #19 = >6'		
26B/36B/46B. Entry Test Pass/Fail		Any value except >0' - >2'
27/37/47. Score From 2nd Test		N/A Number < 100 or > 300
28/38/48. Recent TASP Score	N/A	Number < 100 or > 300
29/39/49. First Grade	N/A	Any value except >0' - >9'

HRI TASP Report -- CBM002

TASP UPDATING PROCEDURE

The updating procedure for the CBM002 is different from the other CBM reports. Updating of the other CBM reports are confined to one semester. The CBM002 data will be input to a Master TASP file that will be continually updated. Consequently, each semester/reporting period is tied to the others by the student-ID (Social Security number) and birth month and year. Therefore, when the Social Security number changes from one reporting period to the next, the new number should be reported in Item #3 and the prior Social Security number reported in Item #13. This will allow the historical data to be incorporated with the new information.

Rather than adding the TASP records directly to the Master TASP Database, an intermediate CBM002 area is being used to store the data until it can be edited and certified. This procedure will allow you to apply changes or resubmit the whole report if necessary just like the other CBM reports:

a) On a "complete report" type of submission, all records are considered as adds, >A', to the intermediate file area. Changes of the >C' type and deletes of the >D' type are treated just like they were add records. Therefore, they should not be reported until a later submission as an "update".

b) An "update" type submission is the process in which changes and deletes are applied to the intermediate file area records in order to clear up errors or questionable items.

1. If only a few records need to be changed on this intermediate file, you may submit a manual update by entering the key information, Items #1, #2, #3, #4, #5, the Item(s) to be changed, and a >C' in Item #9. Records that have been omitted may be added by supplying all the information and an >A= in Item #9. If there are records that should not have been reported, they can be deleted by entering Items #1, #2, #3, #4, and #5 and a >D' in Item #9.

2. If a significant number of the records need to be changed, then you may resubmit the complete report electronically and thus replace all the records for the reporting period.

c) After all records are error-free and certified, all the records will be applied to the Master TASP Database for the reporting period.

HRI TASP Report -- CBM002

TASP REPORTING EXAMPLES

Items #1 through 17 will be entered each time. Since the report is designed so that the coding for each section (Math, Writing, and Reading) is similar, the examples here reflect the items in the Math section but are applicable to all sections.

1. Student failed one section of the TASP test, was enrolled in a developmental course, and needs further developmental education:

Item#18	= 0	Item#19	= 1	Item#20	= 1
Item#21	= 0	Item#22	= 2	Item#23	= 03
Item#24	= 2	Item#25	= 1	Item#26A	= 220
Item#26B	= 2	Item#27	= 000	Item#28	= 000
Item#29	= 0				

2. Student being reported for the first time who has passed the TASP :

Item#18	= 0	Item#19	= 1	Item#20	= 3
Item#21	= 1	Item#22	= 0	Item#23	= 00
Item#24	= 0	Item#25	= 0	Item#26A	= 250
Item#26B	= 1	Item#27	= 000	Item#28	= 000
Item#29	= 0				

3. Student passed an alternative (ASSET) test :

Item#18	= 0	Item#19	= 3	Item#20	= 3
Item#21	= 1	Item#22	= 0	Item#23	= 00
Item#24	= 0	Item#25	= 0	Item#26A	= 050
Item#26B	= 1	Item#27	= 000	Item#28	= 000
Item#29	= 0				

4. Students enrolled in AB or better@ course to complete a TASP requirement:

- A. Student passes the course:

Item#18	= 0	Item#19	= 1	Item#20	= 2
Item#21	= 5	Item#22	= 4	Item#23	= 00
Item#24	= 0	Item#25	= 0	Item#26A	= 200
Item#26B	= 2	Item#27	= 215	Item#28	= 000
Item#29	= 2				

HRI TASP Report -- CBM002

B. Student fails the course:

Item#18	= 0	Item#19	= 1	Item#20	= 1
Item#21	= 0	Item#22	= 4	Item#23	= 00
Item#24	= 0	Item#25	= 0	Item#26A	= 000
Item#26B	= 2	Item#27	= 215	Item#28	= 000
Item#29	= 3				

5. Student is TASP exempt based on ACT scores:

Item#18	= 3	Item#19	= 0	Item#20	= 0
Item#21	= 0	Item#22	= 0	Item#23	= 00
Item#24	= 0	Item#25	= 0	Item#26A	= 000
Item#26B	= 0	Item#27	= 000	Item#28	= 000
Item#29	= 0				

6. Student who has declared a disability:

A. Student with dyslexia, prior to THECB waiver:

Item#18	= 0	Item#19	= 1	Item#20	= 1
Item#21	= 0	Item#22	= 2	Item#23	= 02
Item#24	= 3	Item#25	= 3	Item#26A	= 222
Item#26B	= 2	Item#27	= 000	Item#28	= 000
Item#29	= 0				

B. Student with dyslexia, satisfying waiver:

Item#18	= 0	Item#19	= 1	Item#20	= 2
Item#21	= 6	Item#22	= 4	Item#23	= 03
Item#24	= 1	Item#25	= 1	Item#26A	= 220
Item#26B	= 2	Item#27	= 222	Item#28	= 000
Item#29	= 0				

7. A student who satisfies one or two of the three TASP areas with a transfer-in grade of B or better is coded as follows (Passing grade in Math):

Item #18 = 0 since all areas are not completed based on transfer grades

Item #19 = 1 thru 6 (depending upon the initial test taken for the other sections which do not have a B or better grade in an approved course). If an initial test has not been taken before the end of the semester, then it would be appropriate to code this item an 8.

HRI TASP Report -- CBM002

Item #20 = 3

Item #21 = 5

Items #22 thru #28 coded 0

Item #29 = 1 or 2 depending on the grade transferred.

CBM002 SUMMARY OF INITIAL STUDENT TASP DATA FROM DATE: 02/11/1999
 TEXAS HEALTH SCIENCE CENTER 003304 FALL 1999

EDUCATIONAL OBJECTIVE		INITIAL TEST ROUTE	
NON-DEGREE	738	TASP	1,252
CERT: TASP LIABLE	107	COMPASS	0
ASSOCIATE DEGREE	580	ASSET	52
BACCALAUREATE DEGREE	987	MAPS	0
UNDETERMINED	298	ACCUPLACER	0
CERT: TASP WAIVED	1	STANDFORD ACHIEVE TEST	1
		ANOTHER INSTITUTION	13
TOTAL	2,711		
MATH OBLIGATIONS MET		LEVEL OF MATH DE	
NOT APPLICABLE	189	NOT APPLICABLE	422
PASSED INITIAL TEST	1,200	LEVEL 1 (INTRO)	0
COMPLETED ANOTHER INST.	33	LEVEL 2 (INTERMED.)	44
PASSED AFTER DE PROGRAM	543	LEVEL 3 (HIGHEST)	859
COMPLETED IN HIGH SCHOOL	3		
COMPLETED B OR BETTER	15		
MATH DEVELOPMENTAL ED STATUS		MATH DEVELOPMENTAL ED PROVIDED	
NOT APPLICABLE	914	NOT APPLICABLE	914
DELAYED		275 COURSE BASED	155
IN PROCESS PENDING	110	NON-COURSE BASED	37
IN PROCESS NOT SATISFACTORY	85	COMBINATION OF BOTH	0
COMPLETED	1,327	GED BASED, CORRECTIONAL	0
WRITING OBLIGATIONS MET		LEVEL OF WRITING DE	
NOT APPLICABLE	189	NOT APPLICABLE	422
PASSED INITIAL TEST	1,200	LEVEL 1 (INTRO)	0
COMPLETED ANOTHER INST.	33	LEVEL 2 (INTERMED.)	44
COMPLETED IN HIGH SCHOOL	6	LEVEL 3 (HIGHEST)	859
PASSED AFTER DE PROGRAM	543		
COMPLETED B OR BETTER	15		
WRITING DEVELOPMENTAL ED STATUS		WRITING DEVELOPMENTAL ED PROVIDED	
NOT APPLICABLE	914	NOT APPLICABLE	914
DELAYED		275 COURSE BASED	155
IN PROCESS PENDING	110	NON-COURSE BASED	37
IN PROCESS NOT SATISFACTORY	85	COMBINATION OF BOTH	0
COMPLETED	1,327	GED BASED, CORRECTIONAL	0
READING OBLIGATIONS MET		LEVEL OF READING DE	
NOT APPLICABLE	366	NOT APPLICABLE	742
PASSED INITIAL TEST	721	LEVEL 1 (INTRO)	0
COMPLETED ANOTHER INST.	33	LEVEL 2 (INTERMED.)	46
COMPLETED IN HIGH SCHOOL	7	LEVEL 3 (HIGHEST)	518
PASSED AFTER DE PROGRAM	94		
COMPLETED B OR BETTER	13		
READING DEVELOPMENTAL ED STATUS		READING DEVELOPMENTAL ED PROVIDED	
NOT APPLICABLE	755	NOT APPLICABLE	888

DELAYED	27	COURSE BASED	155
IN PROCESS PENDING	110	NON-COURSE BASED	3
IN PROCESS NOT SATISFACTORY	63	COMBINATION OF BOTH	0
COMPLETED	1,468	GED BASED, CORRECTIONAL	0

Health-Related Institutions

FACULTY REPORT

CBM008

	<u>PAGE</u>
A. General Information	8.2
B. Instructions for each Data Element	8.3
C. Data Processing Record Layout	8.7
D. CBM008 '>Questionable' and '>Error' Values	8.8
E. Reporting Examples and Updating Instructions	8.10
F. Summary Definitions and Examples	
1. Summary of Faculty Data - Defined	8.16
2. Edit Summary of CBM008 - Example	8.17
3. Summary of Faculty Data - Example	8.18
4. Edit of CBM008 Data-Example	8.19

Health-Related Institutions

FACULTY REPORT

CBM008

The purpose of this report is to collect data on each person who is an employee of the institution and who is paid a salary or receives benefits associated with the institution and who has any type of faculty appointment, regardless of their source of funds or their assignment, during the year. Include research faculty, librarians, and administrators if they have faculty titles. Do not include student assistants, laboratory assistants, and graders whose duties are limited to grading, clerical functions, store keeping, and preparations of class or laboratory or other subordinate functions. The report will include the annual budgeted salary or benefit for the employee and be due on November 1 each year.

INSTRUCTIONS FOR FACULTY REPORT

- Item #1 Record Code. Always enter an >8'.
- Item #2 Institution Code. Enter the FICE code of the Health Science Center. See Appendix A.
- Item #3 Faculty Identification Number. Enter the social security number of the faculty member.
- Item #4 Last Name. Enter the faculty member's last name.
- Item #5 First Name Initial. Enter the initial of the faculty member's first name.
- Item #6 Middle Name Initial. Enter the initial of the faculty member's middle name.
- Item #7 Rank. Enter the code indicating the highest academic rank of the faculty member.

<u>Rank</u>	<u>Definition</u>
1. Professor	Include only faculty on tenure track or with tenure at your institution.
2. Associate Professor	Include only faculty on tenure track or with tenure at your institution.
3. Assistant Professor	Include only faculty on tenure track or with tenure at your institution.
4. Instructor	Include all faculty on tenure track or with tenure at your institution who do not hold the rank of assistant professor, associate professor, or professor.
5. Other faculty	Includes faculty without tenure and not on tenure track including but not limited to adjunct, special, clinical, visiting, emeritus, and lecturer at your institution. Also include faculty with tenure or on tenure track from another institution.

6. Teaching Assistant A graduate student who is teaching and/or assists a faculty member in teaching a class or laboratory (exclude those who only serve as graders or who are included in one of the categories above).

Item #8 Tenure. Use the institution=s criteria or requirements to determine tenure status.

- 0. Non tenured
- 1. Tenured
- 2. On tenure track

Item #9 Gender. Enter the appropriate code indicating the gender of the faculty member.

 M = Male F = Female

Item #10 Unused.

Item #11 Ethnic Origin. Enter the code indicating the ethnic origin of the faculty member.

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

NOTE:

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

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

Item #12 Date of Birth. Enter the year and month in which the faculty member was born in the YYYYMM format where

YYYY = Century and Year; MM = Month; If unknown enter >000000'.

Item #13 Percent of Time. Enter the faculty member=s percent of time, in relation to a full or normal workload at the

institution, for each appointment (Items #13A-E) during the reporting period. Each institution has a policy that determines a full or normal workload (example, 12 semester credit hours, four classes, etc.). For multiple assignments, apportion the percent of time according to the contracted or required duties. The total percent time must never exceed 100 percent.

Note: In this report the appointments are associated with a specific Item #13A-E so the appointment code will not be entered, only the percent of time.

Item #13A is related to the Instruction function:

Item #13A Appointment 01 Percent. Instruction: Direct instructional activities which 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.

Appointments related to functions other than Instruction:

ITEM #13B Appointment 03 Percent. Patient Care: Faculty assignments for activities specifically organized for patient care.

ITEM #13C Appointment 11 Percent. Academic Support: Assignments include activities in the offices of academic and graduate deans; directors of major teaching department groupings like colleges, schools, or divisions; and librarians. Not included are the offices of the heads of teaching departments which are included in Item #13A.

ITEM #13D Appointment 12 Percent. Research: Faculty assignments for activities specifically organized to produce research outcomes.

ITEM #13E Appointment 13 Percent. Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations: Activities associated with admissions and registration, financial aid, student affairs, executive direction and control, business and fiscal management, personnel, administrative data processing,

campus security, purchasing, physical plant administration, and auxiliary enterprise operations.

Item #14 Salary. Enter the annual budgeted salary and supplements (non-fringe benefits) of the faculty member based on the source of funds as identified in Items #14A thru #14X. Each amount must be entered in whole dollars, right justified, with leading zeros.

Item #14A State Appropriations. Enter all funds from state appropriations including special items, whether funded by general revenue or other educational and general income.

Item #14D Designated. Enter funds arising from sources that have been designated by the Board or management to be used for specific purposes. This fund distinguishes such internally designated funds from externally restricted funds as well as other current funds. Physician practice plan funds and revolving and clearing accounts are also included in this fund group.

Item #14R Restricted. Enter funds available for current purposes, the use of which has been restricted by outside agencies or persons.

Item #14X Auxiliary Enterprises. Enter funds for activities which furnish a service to students, faculty, or staff for which charges are made that are directly related to the cost of the service such as residence halls, bookstores, intercollegiate athletics, etc.

Item #14Z Unused.

NOTE: For the purposes of this report, annual salaries are to be computed as follows:

Salary Computations:

1. Sum the percent of time assigned for all appointments (Items #13A-13E).
2. Sum the salary amounts for all funds (Items #14A-X).
3. Divide the total percent of time assigned for all appointments (step 1) into the sum of all salary amounts (step 2) giving a full-time equivalent (FTE) salary for all appointments.
4. Summarize the FTE salaries (results of step 3) of ONLY the faculty who have percents of time assigned to appointment 01.

HRI Faculty Report -- CBM008

5. Tally all faculty with appointment code 01 where FTE salaries are greater than zero.
6. Divide the total faculty with appointment code 01 (results of step 5) into the total FTE salaries of faculty with 01 appointments (results of step 4) to yield the average FTE salaries.

- Item #15 Appointment Length. Enter the number of months of the appointment. Enter a leading zero for an appointment of less than 10 months.
- Item #16 New Hire. If the faculty member is full-time and is a "new hire" for the reporting semester, enter a >3'. The new hire code is reported only the first semester that it occurs. Do not include persons who have returned from sabbatical leave or full-time faculty with less than 9-10 month contracts. Enter zero if the person is not newly hired.
- Item #17 Semester. Enter a >1' indicating the Fall semester.
- Item #18 Year. Enter the calendar year in which the semester occurred.
Use the YYYY format. Example 2000.
- Item #19 School or College. Enter the six-digit school or college identifier which may be the FICE code of the entity or may be an assigned number by the Coordinating Board. When the assignments of a faculty member involve more than one school or college, choose the one in which the faculty is most closely associated.
- Item #20 Unused
- Item #21 Update Code. Enter the appropriate code only when updating a report.

A = Add C = Change D = Delete

DATA PROCESSING RECORD LAYOUT

<u>Length</u>		<u>Beginning Position</u>	
Item #1	Record Code - Always '8' - Numeric	1	1
Item #2	Institution Code - FICE Code - Numeric	2	6
Item #3	Faculty Identification Number - Numeric	8	9
Item #4	Last name - Alpha	17	10
Item #5	First Name Initial - Alpha	27	1
Item #6	Middle Name Initial - Alpha or blank	28	1
Item #7	Rank - Numeric	29	1
Item #8	Tenure - >0', >1' or >2' - Numeric	30	1
Item #9	Gender - >M' or >F' - Alpha	31	1
Item #10	Unused	32	4
Item #11	Ethnic Origin - Numeric	36	1
Item #12	Date of Birth - YYYYMM - Numeric	37	6
Item #13A	Appointment 01 % - Numeric, zero fill	43	3
Item #13B	Appointment 03 % - Numeric, zero fill	46	3
Item #13C	Appointment 11 % - Numeric, zero fill	49	3
Item #13D	Appointment 12 % - Numeric, zero fill	52	3
Item #13E	Appointment 13 % - Numeric, zero fill	55	3
Item #14	Salary fields - Right justified, no decimals		
Item #14A	State Appropriations - Numeric, zero fill	58	6
Item #14D	Designated - Numeric, zero fill	64	6
Item #14R	Restricted - Numeric, zero fill	70	6
Item #14X	Auxiliary Enterprises - Numeric, zero fill	76	6
Item #14Z	Unused	82	6
Item #15	Appointment Length- Numeric, zero fill	88	2
Item #16	New Hire - >3' or >0' - Numeric	90	1
Item #17	Semester - >1' - Numeric		91
			1
Item #18	Year - YYYY format - Numeric	92	4
Item #19	School or College - Numeric	96	6
Item #21	Update Code: (A=Add, C=Change, D=Delete)	102	1

"QUESTIONABLE" AND "ERROR" VALUES

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

<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 on transmittal document and be on the list of valid FICE codes.
3. FACULTY ID	N/A	Blank or special characters.
4. LAST NAME	Non-alphabetic	Numbers or spaces.
5. FIRST INITIAL	N/A	Number or space.
6. MIDDLE INITIAL character	N/A	Number or special
7. RANK	N/A	Any value other than '1' thru '>6'.
8. TENURE	N/A	Any value other than '0', '>1', or '>2'.
9. GENDER	N/A	Any value other than 'M' or '>F'
10. UNUSED	N/A	Must be on administrative unit list.
11. ETHNIC ORIGIN	N/A	Any value other than '>1' thru '=6'.
12. DATE OF BIRTH	>000000'	Non-numerical data; month less than '>01' or greater than '>12'.
13A-E. PERCENT OF TIME	Value of 0	Non-numerical. Sum of time for all

appointments is greater
than 100.

HRI Faculty Report -- CBM008

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>		<u>ERROR VALUE</u>
14A-X. Salary	Rank	Salary	Non-Numerical
		Less than	Greater than
	1	24,000	240,000
	2	24,000	200,000
	3,5	20,000	160,000
	4	3,200	120,000
	6	3,200	45,000
14Z. UNUSED			
15. APPOINTMENT LENGTH	Value equal to	>00'	Value greater than >12'
16. NEW HIRE	N/A		Value other than >3' or >0'
17. SEMESTER	N/A		Value other than >1'
18. YEAR	N/A		Non-numerical; must match transmittal document value.
19. UNUSED	N/A		N/A
20. SCHOOL OR COLLEGE	N/A		Must on the list of valid FICE codes

CBM008 FACULTY REPORT UPDATING

Individual records in a previously submitted CBM008 report may be updated (deleted or changed) or new records may be added via electronic file containing transactions as defined below. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted electronically.

1. In an electronic update file, the following items are required in each transaction:
 - Item #1 Record Code
 - Item #2 Institution FICE Code
 - Item #3 Faculty Identification Number
 - Item #17 Semester
 - Item #18 Year
 - Item #21 Update Code
2. In an electronic update file, Item #6 in the header record must coded 'U' to indicate that existing records in the Coordinating Board database will be updated.
3. New records may be added to an existing report by completing all items and placing the update code 'A' in Item #21.
4. Non-required items in an existing record may be changed by entering a 'C' in Item #21 and the other required items listed in step 1 above; among the non-required items, only the items to be changed need to be filled in.
5. To delete a record, enter the required items listed in step 1 above, including Item #3 (Faculty Identification Number) and the update code 'D' in Item #21.
6. To change a required item, two transactions are needed. The old record must be deleted (step 5 above) and a complete record incorporating the corrected data added (step 3).

EXAMPLES: CBM008 FACULTY REPORTS

NOTE: Items #1 and #2 will be omitted from the examples.

1. Mary A. Jones, a professor of Clinical Medical Technology, is chairman of the Department of Medical Technology and also teaches Medical Lab Technology. Professor Jones is paid \$62,000 for the 12-month period. Professor Jones's workload is distributed as follows - three fourths of her time in direct instructional activities and one-fourth as departmental chair. CBM008 would be coded:

Item #3	787 676 392
Item #4	Jones
Item #5	M
Item #6	A
Item #7	1
Item #8	1
Item #9	F
Item #10	blank
Item #11	1
Item #12	194405
Item #13A,B,C,D,E	100,000,000,000,000
Item #14A	062000
Item #14D,R,X	000000, 000000, 000000
Item #15	12
Item #16	0
Item #17	1
Item #18	1999
Item #19	000222
Item #21	A

HRI Faculty Report -- CBM008

2. Professor John E. Smith, is chair of the Health Services, teaches and is involved with Patient Care 25% of his time. Professor Smith is paid \$48,000 for the nine-month period. Professor Smith's workload is distributed as follows - three fourths of his time in direct instructional activities and one-fourth to Patient Care. CBM-008 would be coded:

Item #3	368 927 181
Item #4	Smith
Item #5	J
Item #6	E
Item #7	1
Item #8	1
Item #9	M
Item #10	blank
Item #11	1
Item #12	194003
Item #13A	075
Item #13B	025
Item #13C,D,E	000,000,000
Item #14A	048000
Item #14D,R,X	000000,000000,00000
Item #15	09
Item #16	0
Item #17	1
Item #18	1999
Item #21	A

HRI Faculty Report -- CBM008

3. Dr. William E. Frederickson is a visiting teacher in the Department of Allied Health Science on special assignment as follows: Teaching - ten percent; Research - ninety percent. All of Dr. Frederickson's salary of \$90,000 is paid from a federal grant. CBM008 should be coded.

Item #3	000 000 029	
Item #4	Fredericks	(only 10 characters allowed)
Item #5	W	
Item #6	E	
Item #7	5	
Item #8	0	
Item #9	M	
Item #10	blank	
Item #11	1	
Item #12	194210	
Item #13A	010	
Item #13B,C	000,000	
Item #13D	090	
Item #13E	000	
Item #14A,D	000000,000000	
Item #14R	090000	
Item #14X	000000	
Item #15	10	
Item #16	0	
Item #17	1	
Item #18	1999	
Item #21	A	

HRI Faculty Report -- CBM008

4. Charles Martin has been hired to teach in the spring term, teaching half-time in occupational therapy and half-time in physical therapy, each of which is administered in separate departments. Assistant Professor Martin's nine-month salary of \$42,000 is budgeted equally between the two departments. Choose the department with which Dr. Martin is most closely associated. CBM008 for the fall semester would be coded:

Item #3	452 687 912	
Item #4	Martin	
Item #5	C	
Item #6	blank	
Item #7	3	
Item #8	1	
Item #9	M	
Item #10	blank	
Item #11	1	
Item #12	195108	
Item #13A	050	Item #13B,C,D,E
000,000,000,000		
Item #14A	021000	
Item #14D,R,X	000000,000000,000000	
Item #15	05	
Item #16	3	
Item #17	1	
Item #18	1999	
Item #21	A	

HRI Faculty Report -- CBM008

5. Associate Professor A. B. Jarrold is a full-time librarian who is teaching one class this semester in medical records. His eleven-month salary is \$45,000. He receives no extra salary for teaching. CBM008 coded:

Item #3	234567891
Item #4	JARROLD
Item #5	A
Item #6	B
Item #7	2
Item #8	1
Item #9	M
Item #10	blank
Item #11	2
Item #12	194702
Item #13A,B,C,D,E	000, 000, 100, 000, 000
Item #14A,D,R,X	045000, 000000, 000000, 000000
Item #15	11
Item #16	0
Item #17	1
Item #18	1999
Item #21	A

6. Dr. D. R. Frank is a Research Professional with an academic rank of assistant professor. During the fall semester she was conducting research 100 percent of her time. Her nine-month salary of \$38,000 is from a federal grant. She also teaches a class in medical pharmacology, which is an overload, for which she is paid \$2,500 from state appropriations.

Item #3	888654321
Item #4	FRANK
Item #5	D
Item #6	R
Item #7	3
Item #8	2
Item #9	F
Item #10	blank
Item #11	1
Item #12	195706
Item #13A,B,C,D,E	000, 000, 000, 100, 000
Item #14A,D,R,X	002500, 000000, 019000
Item #15	09
Item #16	0
Item #17	1
Item #18	1999
Item #21	A

SUMMARY OF FACULTY DATA FROM CBM008 REPORT Defined

NOTE: Error records are not included in the summary counts. There will be a report for each college/school and one summed for the health-related institution.

TOTAL FACULTY: The total faculty headcount is a summation of all CBM008 records.

GENDER: The headcount by gender summary is determined by >M= or >F= in Item #9.

ETHNIC ORIGIN: The ethnic summary is based on the Ethnic Origin code (Item #11).

FACULTY AGE: The faculty age distribution is calculated using the date of birth (Item #12) of the faculty member and the date of the beginning of the Fall semester, which is considered September 1.

TENURE: The headcount by tenure is based on Item #8.

RANK: The headcount by rank summary is based on Item #7.

SALARIES BY SOURCE: These summaries are compiled from the values summed from Items #14A-X.

FACULTY FTE BY APPOINTMENT: Sum the percents from all faculty reported at the institution for each appointment code (Items #13A-E) and divide the results by 100.

EXAMPLE

EDIT SUMMARY OF CBM008 FROM LONE STAR SCHOOL OF ALLIED HEALTH 003304
Fall 1999

ERRORS		NORMAL RANGE	QUESTIONABLE	
ITEM 1	RECORD CODE	428	0	0
ITEM 2	INST. CODE		428	0
			0	
ITEM 3	FACULTY ID		428	0
			0	
ITEM 4	FACULTY LAST NAME	428	0	0
ITEM 5	FIRST INITIAL	428	0	0
ITEM 6	MIDDLE INITIAL	428	0	0
ITEM 7	RANK	428	0	0
ITEM 8	TENURE		428	0
	0			
ITEM 9	GENDER	428	0	0
ITEM 10	UNUSED		428	0
		0		
ITEM 11	ETHNIC ORIGIN	428	0	0
ITEM 12	DATE OF BIRTH	428	0	0
ITEM 13A	APPOINTMENT CODE 01 PERCENT	428	0	0
ITEM 13B	APPOINTMENT CODE 03 PERCENT	428	0	0
ITEM 13C	APPOINTMENT CODE 11 PERCENT	428	0	0
ITEM 13D	APPOINTMENT CODE 12 PERCENT	428	0	0
ITEM 13E	APPOINTMENT CODE 13 PERCENT	428	0	0
ITEM 14	SALARY BY SOURCE			
ITEM 14A	STATE APPROPRIATED	428	0	0
ITEM 14D	DESIGNATED		428	0
			0	
ITEM 14R	RESTRICTED		428	0
			0	
ITEM 14X	AUXILIARY ENTERPRISES	428	0	0
ITEM 15	APPOINTMENT LENGTH	428	0	0
ITEM 16	NEW HIRE		428	0
	0			
ITEM 17	SEMESTER		428	0
	0			
ITEM 18	YEAR		428	0
	0			
ITEM 19	SCHOOL OR COLLEGE	428	0	0
TOTAL CBM008 RECORDS PROCESSED		1	428	
CONTROL TOTAL			1	
DISCREPANCY			0	

HRI Faculty Report -- CBM008

ERRORS IN PERCENT OF TIME NOT = 100	1
ADDS	0
CHANGES	1
DELETES	0
REJECTS	0

HRI Faculty Report -- CBM008

SUMMARY OF FACULTY DATA FROM CBM008 REPORT
 LONE STAR SCHOOL OF ALLIED HEALTH
 Fall 1999

003304

12/08/1999

GENDER

MALE	289
FEMALE	131
TOTAL	420

ETHNIC ORIGIN

WHITE, NON-HISPANIC	367
BLACK, NON-HISPANIC	6
HISPANIC	35
ASIAN/PACIFIC ISLANDER	11
AMERICAN INDIAN/ALASKAN NATIVE	1
INTERNATIONAL	0
TOTAL	420

FACULTY AGE

UNKNOWN	4
UNDER 20	0
20 - 30	82
31 - 40	216
41 - 50	83
51 - 60	29
61 - 65	3
OVER 65	3
TOTAL	420

TENURE

TENURED	88
NOT TENURED	332
ON TENURE TRACK	0
TOTAL	420

RANK

PROFESSORS	103	
ASSOCIATE PROFESSORS		86
ASSISTANT PROFESSORS		107
INSTRUCTOR	23	
TEACHING ASSISTANTS	30	
OTHER FACULTY	71	
TOTAL	420	

SALARIES BY SOURCE

APPOINTMENT

STATE APPROPRIATED	3,146,781
DESIGNATED	205,945
RESTRICTED	610,671
AUXILIARY	0

FACULTY FTE BY

01	325.31
02	10.66
11	6.75
12	0.00
13	0.00
TOTAL FTE	342.72

TEXAS HIGHER EDUCATION COORDINATING BOARD
 UPDATE EDIT OF CBM008 DATA
 LONE STAR SCHOOL OF ALLIED HEALTH 003304

12/07/99

Fall 1999

ITEMS		ITEM	ITEM	ITEMS									ITEMS 13					ITEMS				ITEMS			
1	2	3	4	5	6	7	8	9	10	11	12	A	B	C	D	E	14A	14D	14R	14X	15	16	17	18	
19		21																							
8	003304	333553333	JONES	G	E	1	1	M	2295	1	192801	000	025	085	000	000	022593	000000	00000	00000	12	0	1		
1999	000406	E	%GT100																						
8	003304	444774444	SMITH	J		3	0	M	2315	1	197508	000	000	000	000	100	016713	000000	00000	00000	09	0	1		
1999	000406	C	CHANGE																						

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

Health-Related Institutions

GRADUATION REPORT

CBM009

	<u>PAGE</u>
A. General Information	9.2
B. Instructions for Each Data Element	9.3
C. Data Processing Record Layout	9.5
D. CBM009 >'Questionable' AND >'Error' Values.....	9.6
E. Update Procedures	9.7
F. Summary Definitions and Examples	
1. Summary of Degree Data - Defined.....	9.8
2. CBM009 Edit Summary - Example.....	9.9
3. Summary of Degree Data - Example	9.10
4. Edit of CBM009 Data - Example.....	9.11

Health-Related Institutions

GRADUATION REPORT

CBM009

This report will reflect degrees conferred during the fiscal year immediately preceding the Fall semester in which the report is submitted. The initial report and any updates should be transmitted using the Electronic Data Transfer System, if possible.

Only degrees listed in the institution's Inventory of Approved Degree Programs are to be reported.

If a student is awarded more than one degree in a reporting period, enter separate records for each degree.

The CBM009 Appendix List is extracted from the current Degree Program Inventory file. It contains (a) the degree designation to be reported, (b) the level, and (c) the CIP code of each program authorized by the Texas Higher Education Coordinating Board. The data submitted in Items #7, #8 and #9 of each CBM009 record correspond to (a), (b), and (c) above and will be validated against the Degree Program Inventory file.

For the Academic Units this report will include all students who have been awarded an Associate Degree or above during the fiscal year.

For the professional schools this report will include all students who have been awarded a professional degree (>DDS=, >DO=, >MD=, >PharmD=) during the fiscal year.

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 for students without a 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. An explanation of International is provided in Item #13 of the Student Report (CBM001).

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 and the two digits of the month of birth for the student.

YYYY - Year MM - Month

Note: The CBM009 Appendix List containing the information for each institution regarding Items #7, #8, and #9 will be provided. ONLY the authorized degrees listed in the appendix will be accepted. If your degree inventory is incomplete, you must communicate with the Universities and Health-Related Institutions Division.

Item #7 Degree Conferred. Enter the abbreviation of the degree (i.e., >BA=, >MS=, >PhD=; >DDS=, >DO=, >MD=, >PharmD=) as it appears on the institution's CBM009 Appendix List, left justified and space filled.

Item #8 Level of Degree Conferred. (i.e., >1' - Associate, >2' - Baccalaureate, etc.) See CBM009 Appendix for level of degree.

1. Associate (Certificate only)
2. Baccalaureate
3. Master=s
4. Doctoral
5. Professional (>DDS=, >DO=, >MD=, or >PharmD=)

Item #9 Major. Enter the 8-digit 1990 CIP code in which the degree was earned. (See CBM009 Appendix for authorized CIP code of degree.)

HRI Graduation Report -- CBM009

- Item #10 Reporting Period. Always enter a '1'.
- Item #11 Year. Enter all four digits of the year in which the report is submitted.
- Item #12 School or College. Enter the six-digit school or college identifier which may be the FICE code of the entity or may be an assigned number by the Coordinating Board.
- Item #13 Unused. Leave blank.
- Item #14 Update Code. Enter the appropriate code only when updating a report (i.e., >A= Add; >C= Change; >D= Delete).

HRI Graduation Report -- CBM009

DATA PROCESSING RECORD LAYOUT

		Beginning	
		<u>Position</u>	<u>Length</u>
Item #1	Record - Always >9' - Numeric	1	1
Item #2	Institution Identifier - FICE Code - Numeric	2	6
Item #3	Student Identification Number - Numeric	8	9
Item #4	Gender - >M=, or >F= - Alpha	17	1
Item #5	Ethnic Origin - Numeric	18	1
Item #6	Date of Birth - YYYYMM - Numeric	19	6
Item #7	Degree Conferred - Left Justified - Space Filled Alpha	25	8
Item #8	Level of Degree Conferred - Numeric	33	1
Item #9	Major - Numeric	34	8
Item #10	Reporting Period - Always Enter >1' - Numeric	42	1
Item #11	Year - YYYY - Numeric	43	4
Item #12	School or College - Numeric	47	6
Item #13	Unused	53	27
Item #14	Update Code - >A=,=C=,=D= - Alpha	80	1

>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 >9'
2.	Institution code	N/A	Must match value on transmittal document and be on list of valid FICE codes
3.	Student ID Number	Duplicate Entries	Blank, special characters
4.	Gender	N/A	Any value except >M' or >F'
5.	Ethnic Origin	N/A	Any value except >1' thru =7'
6.	Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data, month greater than >12' or less than >01'
7.	Degree/Certificate	N/A	Must match institution's inventory of approved degree programs
8.	Level of Award	N/A	Must match institution's inventory of approved degree programs
9.	Major	N/A	Must match institution's inventory of approved degree programs
10.	Reporting Period	N/A	Any value except >1'
11.	Year	N/A	Must match value on transmittal document
21.	School or College	N/A	Must be on list of valid FICE codes
22.	Unused		
23.	Update Code		

DISCREPANCY

The edit program counts the number of records processed in the report. If it is not the same as the number listed on the transmittal document (control total), the difference is listed as the discrepancy. This value should be checked to assure that the entire file has been effectively submitted and processed. On update reports you will also find the number of records added, changed, deleted or rejected on the last edit run.

GRADUATION REPORT UPDATING INSTRUCTIONS

Individual records in a previously submitted CBM009 report may be updated (deleted or changed) or new records may be added via electronic file containing transactions as defined below. The content and placement of data in these transactions must conform to the data processing record layout. In certain cases, as outlined below, some data items may be entered as blanks where they are unnecessary to the transaction.

NOTE: When a report has an excessive number of errors, it is suggested that the complete report be resubmitted electronically.

1. In an electronic update file, the following items are required in each transaction:
 - Item #1 Record Code
 - Item #2 Institution Code
 - Item #3 Student Identification Number
 - Item #10 Semester
 - Item #11 Year
 - Item #14 Update Code
2. In an electronic update file, Item #6 in the header record must coded 'U' to indicate that existing records in the Coordinating Board database will be updated.
3. New records may be added to an existing report by completing all items and placing the update code 'A' in Item #14.
4. Non-required items in an existing record may be changed by entering a 'C' in Item #14 and the other required items listed in step 1 above; among the non-required items, only the items to be changed need to be filled in.
5. To delete a record, enter the required items listed in step 1 above, including Item #3 (Student Identification Number) and the update code 'D' in Item #14.
6. A deletion removes all occurrences of the identified student number; therefore, only one delete transaction should be submitted for each student being removed.
7. To change a required item, two transactions are needed. The old record must be deleted (step 5 above) and a complete record incorporating the corrected data added (step 3).
8. If a change to duplicate records is needed, the existing records must be deleted and complete records incorporating the corrected

HRI Graduation Report -- CBM009

data added (that is, steps 5 and 3 above are to be followed).

9. To replace data with blanks, the entire record must be deleted and re-added with the correct data.

NOTE: When one record of a multiple record contains an error or questionable value, all records for that multiple record will be printed out on the edit page.

"SUMMARY OF DEGREES CONFERRED DATA FROM CBM009 REPORT" DEFINED

HEADCOUNT:

The headcount is a summation of non-duplicative CBM009 records

TOTAL DEGREES:

The total degrees is the summation of all CBM009 records.

GENDER:

The headcount by gender summary is determined by 'M' or 'F' in Item #4.

AGE:

The age distribution is calculated by subtracting the date of birth from September 1 of the fiscal year in which the data were collected.

ETHNIC ORIGIN:

The headcount by ethnicity is determined by codes entered in Item #5.

DEGREE LEVEL:

Headcount by degree level is determined by codes assigned in Item #8.

EXAMPLE

CBM009 EDIT SUMMARY FROM LONE STAR SCHOOL OF ALLIED HEALTH

	<u>NORMAL RANGE</u>	<u>QUESTIONABLE</u>	<u>ERROR</u>
ITEM #1 RECORD CODE	500	0	0
ITEM #2 INSTITUTION CODE	500	0	0
ITEM #3 STUDENT ID	500	0	0
ITEM #4 GENDER	500	0	0
ITEM #5 ETHNIC ORIGIN	500	0	0
ITEM #6 DATE OF BIRTH	499	1	0
ITEM #7 DEGREE CONFERRED	499	0	0
ITEM #8 LEVEL DEGREE CONFERRED	500	0	0
ITEM #9 MAJOR	500	0	0
ITEM #10 REPORTING PERIOD	500	0	0
ITEM #11 YEAR	500	0	0
ITEM #12 SCHOOL OR COLLEGE	500	0	0
TOTAL CBM009 RECORDS PROCESSED	500		
CONTROL DATA	1		
DISCREPANCY	0		
NUMBER OF DUPLICATE RECORDS	5		
ADDS	0		
CHANGES	1		
DELETES	0		
REJECTS	0		

EXAMPLE

TEXAS HIGHER EDUCATION COORDINATING BOARD
 HR-CBM009 SUMMARY OF DEGREES CONFERRED DATA FROM
 LONE STAR SCHOOL OF ALLIED HEALTH 003304

STUDENT HEADCOUNT

TOTAL STUDENTS	495	
DUPLICATES	5	
TOTAL DEGREES		500

GENDER

MALE	248	
FEMALE	247	
TOTAL		495

AGE

UNDER 17	0	
18	0	
19-21	25	
22-24	325	
25-30	45	
31-35	50	
36-50	25	
51-64	25	
65 AND OVER	0	
AVERAGE AGE	23.2	
TOTAL		495

ETHNIC ORIGIN

WHITE	299	
BLACK	9	
HISPANIC	99	
ASIAN	33	
INDIAN	5	
INTERNATIONAL	50	
UNKNOWN	0	
		495

DEGREE LEVEL

ASSOCIATE	0	
BACCALAUREATE	300	
MASTERS	150	
DOCTORAL	50	
SPECIAL/PROFESSIONAL	0	
TOTAL		500

TEXAS HIGHER EDUCATION COORDINATING BOARD DATE 11/20/1999
1999 INITIAL EDIT OF HR-CBM009

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM
1	2	3	4	5	6	7	8	9	10	11	12	14
1	003304	777887777	F	4	198910	BA	2	27010100	1	1999	0008553	Q

CHANGED

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

