

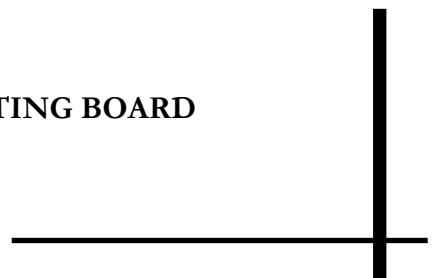
**REPORTING and PROCEDURES
MANUAL**

for

**Texas Health-Related
Institutions**

Fall 2010

TEXAS HIGHER EDUCATION COORDINATING BOARD
Educational Data Center





Texas Higher Education
COORDINATING BOARD
Planning and Accountability

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MEMORANDUM

July 28, 2010

To: Health-Related Institution Chief Reporting Officials
From: Doug Parker
Subject: Fall 2010 Reporting Manual Revisions

The Fall 2010 *Reporting and Procedures Manual for Texas Health-Related Institutions* has been revised to reflect the new 2010 CIP codes that you will begin using to report in the fall 2010 semester. New nursing codes have been incorporated into Item #35, Restricted Program Admission, on the CBM001. To view the complete list of the 2010 CIP Codes for Appendix C, go to our website at <http://www.txhighereddata.org/Interactive/CIP/>.

The Fall 2010 *Reporting and Procedures Manual for Texas Health-Related Institutions* has been placed on the Coordinating Board website at <http://www.txhighereddata.org/ReportingManuals.cfm>. The Fall 2010 *Appendices to the Reporting and Procedures Manual* can be accessed at the same address.



Texas Higher Education
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MEMORANDUM

June 23, 2010

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To: Health-Related Institution Chief Reporting Officials
From: Doug Parker
Subject: Fall 2010 Reporting Manual

The Fall 2010 *Reporting and Procedures Manual for Texas Health-Related Institutions* has been placed on the Coordinating Board website at <http://www.txhighereddata.org/ReportingManuals.cfm>.

A description of additional reports/important dates has been added to the manual on page 0.1. These are reports that, in addition to the CBM reports, are due during the year. Institutions will be notified of actual due dates/deadlines for reports where no due date is specified.

As a reminder, the federally-required new ethnicity and race data items will be collected on the CBM001, CBM002, CBM008, CBM009, and CBM00R reports beginning in fall 2010. The current ethnicity field will be unused.

CBM001

Item #5, Classification, has been modified. Code 8 has been changed from Special-Professional (AUD) to Special-Professional to include all special-professional students (students admitted to an approved special-professional program at the institution); code 9, Special-Professional (PharmD), has been deleted, but will be included in Item #35.

Item #35 has been changed from RN Nursing Program to Restricted Program Admission to include the special-professional programs listed below:

- 40 Special-Professional-Audiology (AUD)
- 44 Special-Professional-Pharmacy (PharmD)
- 45 Special-Professional-Doctor of Nursing Practice (DNP)
- 46 Special-Professional-Doctor of Physical Therapy (DPT)

When Item #5 is coded 8, Item #35 must be coded 40, 44, or 46.

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. (See detail in Electronic Data Transfer System section of manual.) Associated with each report is a set of instructions for preparing the data in the Coordinating Board format.

If you need to write to the Educational Data Center, the address is:

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

The fax number is (512) 427-6447.

If you have questions concerning the use or implementation of this manual, contact Torca Bunton or Doug Parker at the above address or at the following telecommunication numbers:

	<u>Regular Phone</u>	<u>INTERNET Address</u>
Torca Bunton	(512) 427-6532	Torca.Bunton@thecb.state.tx.us
Doug Parker	(512) 427-6287	Doug.Parker@thecb.state.tx.us

Click on [Memos Related to Changes to the CBM Manual for Health-Related Institutions](#) for memos related to changes made to the *Reporting and Procedures Manual* prior to the memo(s) appearing in this manual.

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

Health-Related Institutions

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HRI General Reporting Issues

ADDITIONAL REPORTS/IMPORTANT DATES

Preliminary Headcount Enrollment – Preliminary 12th class day fall enrollment due third week of September of each year for release in October

Nursing Shortage Reduction Program (NSRP) – CBM009 data submitted annually by October 1 of each year to count nursing graduates for funding; the nursing graduates must be error-free to be counted (for participating institutions)

Graduate Medical Education (GME) Funding – Certified CBM00R data submitted annually run in October of even years; must be certified by October 15 to be included in the formula calculation.

Cost Study – Certified fiscal year CBM001 data run in December of each year

Accountability – Certified fall CBM reports run December 1 of each year

Space Model – Certified fall CBM001, CBM008, and annual CBM00R run in December of each year

Formula Funding for Appropriations –

- Initial run in October of even years using prior spring CBM001 hours; sent to the LBB in November
- Final run in February of odd years using certified base year CBM001 hours

Texas Plan (TXP) – Due in February of even years (submitted on spreadsheets)

HRI General Reporting Issues

REPORTING PERIODS

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

Fall Semester Reports (Fall Quarter)

Due Dates

Student Report	CBM001	October 15
Texas Success Initiative Report	CBM002	February 1
Faculty Report	CBM008	October 15

Spring Semester Reports (Winter Quarter)

Due Date

Due Date in Odd Years

Student Report	CBM001	March 15	Mid February
Texas Success Initiative Report	CBM002	June 15	

Summer Semester Reports (Spring & Summer Qtrs)

Due Date

Student Report	CBM001	August 15
Texas Success Initiative Report	CBM002	October 1

Annual Reports

Due Date

Graduation Report	CBM009	October 1
Residents/Fellows Report	CBM00R	October 1

Any Time Reports

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

HRI General Reporting Issues

COORDINATING BOARD CONTACTS

- I. CBM Reporting: Educational Data Center, 512-427-6302, FAX: 512-427-6447
 - A. All Health-Related Institutions' CBM Reports
Torca Bunton, Data Analyst 512-427-6532
INTERNET address: Torca.Bunton@thecb.state.tx.us
 - B. Electronic Data Transfer System - receipt and distribution
Torca Bunton, Data Analyst 512-427-6532
INTERNET address: Torca.Bunton@thecb.state.tx.us
 - C. General Questions
Doug Parker, Director 512-427-6287
INTERNET address: Doug.Parker@thecb.state.tx.us
- II. Program Inventory and CIP Questions: Graduate and Professional Education,
FAX: 512-427-6168
Chris Fowler, Program Director 512-427-6217
INTERNET address: Chris.Fowler@thecb.state.tx.us
- III. Financial Aid Database: Educational Data Center, FAX: 512-427-6447
TBA
- IV. Funding Questions: Finance and Resource Planning, FAX: 512-427-6147
Ed Buchanan, Program Director 512-427-6138
INTERNET address: Ed.Buchanan@thecb.state.tx.us
- V. Residents and Postdoctoral/Research Fellows Questions: Finance and Resource Planning,
FAX: 512-427-6147
Ed Buchanan, Program Director 512-427-6138
INTERNET address: Ed.Buchanan@thecb.state.tx.us
- VI. Student Tuition and Residency Issues: Student Services, FAX: 512-427-6420
Jane Caldwell, Director 512-427-6455
INTERNET address: Jane.Caldwell@thecb.state.tx.us
- VII. Texas Success Initiative Program Questions: P-16 Initiatives, FAX: 512-427-6264
Tamara Clunis, Program Director, Developmental Education 512-427-6262
INTERNET address: Tamara.Clunis@thecb.state.tx.us

HRI General Reporting Issues

ELECTRONIC DATA TRANSFER SYSTEM

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

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

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

The header record contains information to identify the type of data in the file 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.

In order to submit EDC CBM files, you must log into the SFTP server, sftp.thecb.state.tx.us, with a username and password.

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

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

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

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

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 are 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

File Transfer System INPUT FILE FORMAT

HEADER RECORD		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-ID – Always ‘HY2K’	1	4
Item #2	Institution Code - FICE – Numeric	5	6
Item #3	Data Identifier, e.g., CBM001	11	6
Item #4	Semester – Numeric (‘1’, ‘2’, ‘3’, or ‘5’)	17	1
Item #5	Year – Numeric - YYYY	18	4
Item #6	Record Type – C for a Complete report	22	1
Item #7	Length of data records within report – Numeric, leading zeros, i.e., “0080”, “0102”, “0120”, “0136”	23	4
Item #8	Name and E-mail address of person submitting file	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 extend up to 400 characters in order to contain the name and e-mail address.

DATA RECORDS

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

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

Record size may be any length up to 400 characters

HRI General Reporting Issues

EDIT REPORT OUTPUT FILES

As we migrate to processing the CBM edits on a server over the next 3-4 months, a new naming convention has been implemented for the edit report output files. The following file name is an example:

CBM001_FALL_2010_H_002201_201010150136262.TXT

CBM001 – CBM report type

_ - used as a separator

FALL – the report semester (can also be SPRING, SUMMER, ANNUAL)

_ - used as a separator

2010 – Report Year

_ - used as a separator

H – Institution type

_ - used as a separator

002201 – FICE code of institution

_ - used as a separator

201010150136262 – Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

EDC Data Report Processing Schedule

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

HRI General Reporting Issues

CERTIFICATION TRACKING

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

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

CHANGES TO CERTIFIED REPORTS

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

HRI General Reporting Issues

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. Justification of all "Review" items is **required** before certification can be applied. 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 Lone Star Health Science Center's Fall 2010 CBM001, CBM008, and CBM009.

CERTIFICATION STATEMENT

INSTITUTION: LONE STAR HEALTH SCIENCE CENTER _____ 002201

DATE: DECEMBER 1, 2010

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 2010</u>
CBM008	<u>Fall 2010</u>
CBM009	<u>Fall 2010</u>

Justification of Review items is as follows: _____

REPORTING OFFICIAL

STUDENT REPORT 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 receipt of a first installment payment prior to the beginning of the semester.

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.

Students who are participating in joint degree programs (e.g., MD/PhD) should be given classifications that match the majority of course work that they are taking during the semester. For example, if a jointly admitted student is completing the second year of medical school, the student should be reported in Item #5 as 'B.' However, if that student is enrolled in a PhD course or lab work, the student should be reported in Item #5 as '7.'

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) 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 science center. 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>Fall and Spring Semesters</u>		<u>Summer Semester</u>	
<u>Length of Term (Weeks)</u>	<u>Census Date</u>	<u>Length of Term (Weeks)</u>	<u>Census Date</u>
2 or less	1st Class Day	2 or less	1st Class day
3	2nd Class Day	3	2nd Class Day
4	3rd Class Day	4	3rd Class Day
5 – 6	4th Class Day	5 – 6	4th Cass Day
7	5th Class Day	7	5th Class Day
8	6th Class Day	8	6th Class Day
9 – 10	7th Class Day	9	7th Class Day
11	8th Class Day	10 or more	12th 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 Janice McIver at (512) 427-6298 or email her at Janice.McIver@theccb.state.tx.us.

The Texas A&M University System Health Science Center
000850 Dallas Campus (Baylor Coll. of Dentistry)
000852 Houston Campus (Grad. Sch. of Biomedical Sci., Inst. for Biosciences and Tech., Sch. of Rural Public Health)
000853 Round Rock Campus (Coll. of Medicine)
000854 Temple Campus (Coll. of Medicine, Grad. Sch. of Biomedical Sci., Sch. of Rural Public Health)
000856 Kingsville Campus (Coll. of Pharmacy, Grad. Sch. of Biomedical Sci.)
000857 McAllen Campus (Sch. of Rural Public Health)

Texas Tech University Health Sciences Center
000860 Amarillo (Grad. Sch. of Biomedical Sci., Sch. of Allied Health, Sch. of Medicine, Sch. of Pharmacy)
000861 Abilene (Sch. of Nursing, Sch. of Pharmacy)
000862 El Paso (Paul Foster Sch. of Medicine, Sch. of Medicine, Sch. of Nursing)
000863 Midland (Sch. of Allied Health)
000864 Odessa (Sch. of Allied Health, Sch. of Medicine, Sch. of Nursing)
000866 Dallas (Sch. of Pharmacy)

The University of Texas Health Science Center at Houston
000871 Austin (Sch. of Public Health)
000872 Brownsville RAHC (Sch. of Public Health)
000874 Dallas (Sch. of Public Health)
000876 El Paso (Sch. of Nursing, Sch. of Public Health)
000878 San Antonio (Sch. of Public Health)

The University of Texas Health Science Center at San Antonio
000880 Edinburg Research Division (Medical Sch.)
000882 Harlingen Research Division (Medical Sch.)
000884 Laredo Research Division (Medical Sch., Sch. of Health Prof.)
000886 McAllen Research Division (Medical Sch.)

The University of Texas M.D. Anderson Cancer Center
000896 Veterinary Science Bastrop
000898 Science Park Operations Smithville

The University of Texas Medical Branch at Galveston
000870 Austin (Medical Sch.)

HRI Student Report (CBM001)

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):

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

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

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

Item #25 - 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 Hours in Excess of State Limit and Formula Funding Exceptions for Repeated Courses

See rules at <http://www.thecb.state.tx.us/Rules/>, Chapter 13, Subchapter F, Section 13.100-13.109.

Undergraduate Students Approaching Funding Limit for a Baccalaureate Degree

Six reports are produced each edit run – three for students affected by the 45-hour funding limit and three for students affected by the 30-hour funding limit. The reports identify those students who are approaching the funding limit (within 30 SCH of the limit), who will exceed the funding limit (after the semester reported), and who exceed the funding limit (prior to the semester reports). Item #28, Student Affected by Undergraduate Funding Limitation, will be used to determine the funding limit the student is affected by. The total number of undergraduate SCH the student has accumulated and Item #27, SCH of Undergraduate Degree Program, will be used to determine if the student will appear on any of the reports.

Funding Limitation for Doctoral Students

The Legislative limit of 99 doctoral funded semester credit hours per doctoral student and the allowable exceptions for funding up to 130 hours are described in the Texas Education Code (TEC 61.059). Two reports are provided during each student report edit cycle. One report provides the doctoral students who have exceeded 70 doctoral credit hours but who have not exceeded 99 doctoral credit hours. The other report identifies the doctoral students who have exceeded the 99 doctoral credit hour limit. Prior to the formula runs each base year, each institution is given the opportunity to identify which of their doctoral students should be granted program or individual exceptions during the next funding period.

Distance Education

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

HRI Student Report (CBM001)

INSTRUCTIONS FOR STUDENT REPORT

- Item #1 Record Code. Always enter '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 "flex-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	8	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:

- 1 - Freshman
- 2 - Sophomore Institutions will use their guidelines
- 3 - Junior 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
- 8 - Special-Professional – a student admitted to an approved special-professional program at the institution
- 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 Specialty (Med-Den) – a student with a medical or dental degree and who is admitted to a professional specialty program at the institution

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

NOTE:

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

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

- a. Enter the Texas county code for students who are Texas residents
- b. Enter the state code for students who are U.S. citizens or permanent residents and who are residents of other states

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- c. Enter the foreign country code for foreign country citizens who are not Texas residents

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 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 postsecondary 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 postsecondary 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.

In the term that the student is accepted into a master's program, doctoral program, or first-professional program (AUD or PharmD), enter '000001' in this item; otherwise, for a graduate or first-professional student leave blank unless the student is a first-time transfer at that level. If the student is a first-time transfer, enter the FICE of the institution transferring from. This will allow the CB to determine time-to-degree of such students.

NOTE: A student should not be coded as first-time until he/she has completed high school.

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 these credit hours in Item #10 and in Items #16, #22, #24, or #25, as appropriate. Enter zeros for medical and dental professional students.

Item #12 Unused

Item #13 Unused

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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 of the CBM001 report. Enter zeros 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. Enter a '2' if a professional student is enrolled in academic class work as a "dual degree" student; item #33 will be the school code of the academic unit. Enter a '4' if an academic student is taking inter-institutional courses at a health science center. Leave the item blank if not applicable. Not required for professional schools.

Enter a '7' to identify a visiting (displaced) student who has been allowed to enroll in a regular (non-flex) class due to the natural disaster (Hurricane Katrina – expires after Summer 2006); otherwise, continue to code the flex-entry item with a '1' for a visiting (displaced) student who enrolls in a flex-entry class. Leave blank if not applicable. Required of academic and professional schools.

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

Item #19 Major Area of Concentration. Enter the CIP code of the major area of concentration. See Appendix C. Undergraduate, 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 specialty.

Item #20 Unused

Item #21 Tuition Exemption/Waiver Code. When Item #7 is coded '3' and the student is a resident receiving a Hazlewood exemption (authorized in TEC 54.203), enter the code '01'; otherwise leave blank. When Item #7 is coded 'E' and the student is a nonresident eligible to pay the resident rate due to the state's waiver for members of the military and their families (TEC 54.058), enter '21'; otherwise leave blank.

01 Exemption of certain veterans, dependents, etc. of the Armed Forces of the

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- 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. Include SCHs of undergraduate classes that are not allowed to be state funded if attempted three or more times. Exclude SCHs 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 allowed for state funding (see discussion on SCHs that exceed state limits in the Introduction). Enter zeros for medical and dental professional students.
- Item #23 Unused
- Item #24 SCH Load - 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). Enter zeros 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. Enter zeros for medical and dental professional students.
- Item #26 Unused
- 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. For students who have exceeded 100 hours and are not considered seniors, report the hours in the degree program. 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. Enter zeros 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 fall 1999 to summer 2006 (45-hour rule). Enter a '2' if the student first enrolled in an institution of higher education in the fall 2006 semester or later (30-hour rule). 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 name contains over 20

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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 student, 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 is in excess of a "normal" 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, if one has been identified in the Introduction section of this report; or enter the zip code of the location if the remote site has not been assigned a unique six-digit code, right-justified, leading zero; or enter the FICE code of the institution if the remote site is another institution. Include the semester credit hours in Item #11.

Item #35 Restricted Program Admission. The Coordinating Board uses restricted admission codes to distinguish students who have a declared major in a particular discipline from those who are actually admitted to a certificate or degree program through a restricted or separate admission process. The distinction provides more accurate enrollment and graduation numbers in key, high-demand occupations and the data are often linked to special legislative initiatives.

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

- 10 Nursing (51.3801.00) RN to BSN degree program
- 12 Nursing (51.3801.00) Initial RN licensure, generic baccalaureate degree program
- 13 Nursing (51.3801.00) Initial RN licensure, master's degree program
- 15 Nursing (51.3801.00) Initial RN licensure, LVN to BSN transition program

- 40 Special-Professional-Audiology (AUD)
- 44 Special-Professional-Pharmacy (PharmD)

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- 45 Special-Professional-Doctor of Nursing Practice (DNP)
- 46 Special-Professional-Doctor of Physical Therapy (DPT)

Definitions:

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

- 10 Nursing (51.3801.00) RN to BSN degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an ADN degree or a diploma in nursing and is a registered nurse. The Board uses the data to count graduates.
- 12 Nursing (51.3801.00) Initial RN licensure, generic baccalaureate degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who is not a registered nurse. (Previously reported as NL.) For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.
- 13 Nursing (51.3801.00) Initial RN licensure, master's degree program – a student admitted to and continuing his/her enrollment in an approved MSN nursing program who is not a registered nurse. Report graduates in the nursing specialty. (Previously reported as NL.) The Board uses the data to count graduates.
- 15 Nursing (51.3801.00) Initial RN Licensure, LVN to BSN transition program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an LVN certificate or degree and who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.
- 40 Special-Professional-Audiology (AUD) – a student admitted to an approved Audiology program at the institution.
- 44 Special-Professional-Pharmacy (PharmD) – a student admitted to an approved PharmD program at the institution; prior to admission to pharmacy school, a student must complete at least 60 semester credit hours (SCH) of pre-pharmacy coursework.
- 45 Special-Professional-Doctor of Nursing Practice (DNP) – a student admitted to a practice-focused doctoral program in Nursing Practice.
- 46 Special-Professional-Doctor of Physical Therapy (DPT) – a student admitted to an entry-level or post-professional practice-focused doctoral program in Physical Therapy.

Item #36 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the

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institution of his/her refusal to have “directory information” disclosed; else zero fill.

Item #37 High School Code. Enter the College Board CEEB High School code of the high school that the student graduated from. Required for Texas high school graduates that are coded as First-time-in-College (Item #9 = 000001). The Texas CEEB codes are in Appendix M. Not required for students over the age of 25. Not required for medical and dental professional students or students accepted in a master’s, doctoral, or first-professional program for the first time. Leave blank if not applicable.

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

Item #38 PEIMS Identification Number. Enter the PEIMS identification number of the student if you collect this information. The PEIMS identification number is a state-approved alternative student identification number provided by TEA to the school districts that is to be used when the student does not provide an SSN. It may be found in the student’s high school transcript. This number begins with an ‘S’ which is then followed by 8 digits. Leave blank if you do not collect this information.

Items #39 and #40A-G are mandatory beginning with the fall 2010 reporting period.

Item #39 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

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

Item #40 Race. Select one or more codes indicating the race of the student.

- Item #40A 1 White
- Item #40B 2 Black or African-American
- Item #40C 4 Asian
- Item #40D 5 American Indian or Alaskan Native
- Item #40E 6 International
- Item #40F 7 Unknown or Not Reported
- Item #40G 8 Native Hawaiian or Other Pacific Islander

Definitions:

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

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

Notes:

- a) Even though a student is allowed to pay the “Resident Tuition” rate due to a waiver (coded ‘E’ in Item #7), report with the international code.
- b) Report the ethnicity of students who were coded ‘A’ in Item #7.
- c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
- d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

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DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '1' – Numeric	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Student Identification Number – Numeric	8	9
Item #4	Gender - 'M' or 'F' – Alpha	17	1
Item #5	Classification – Alphanumeric	18	1
Item #6	Date of Birth - YYYYMMDD – Numeric	19	8
Item #7	Tuition Status – Alphanumeric	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	Unused	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	79	20
Item #30	First Name	99	10
Item #31	Middle Name Initial	109	1
Item #32	FTE Student – Numeric - 2 decimals	110	3
Item #33	School or College – Numeric	113	6
Item #34	Remote Teaching Site – Numeric or blank	119	6
Item #35 *	Restricted Program Admission	125	2
Item #36	Non-Disclosure – Numeric	127	1
Item #37 *	High School Code – Numeric	128	6
Item #38	PEIMS Identification Number	134	9
Item #39	New Ethnic Origin – Numeric	143	1
Item #40	Race:		
Item #40A	White – '1' or blank	144	1
Item #40B	Black or African-American – '2' or blank	145	1
Item #40C	Asian – '4' or blank	146	1
Item #40D	American Indian or Alaskan Native – '5' or blank	147	1

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		<u>Beginning Position</u>	<u>Length</u>
Item #40E	International – ‘6’ or blank	148	1
Item #40F	Unknown or Not Reported – ‘7’ or blank	149	1
Item #40G	Native Hawaiian or Other Pacific Islander – ‘8’ or blank	150	1

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

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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>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '1'
2. Institution Code	N/A	Must match value in header record and be on the list of valid FICE codes
3. Student ID Number	N/A	Blank or special characters
4. Gender	N/A	Any value except 'M' or 'F'
5. Classification	N/A	Any value except '1' thru '8', 'A' thru 'D', or 'M'; if coded '8', Item #35 must = '40', '44', or '46'
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', '5', 'A', 'C', or 'E'
8. Residence	Not '001' thru '254' if Item #21 coded '01'	Not on residence file
9. Transfer/First-Time-In-College	Zero students coded '000001'	Any non-numerical characters or embedded spaces or invalid FICE
10. SCH Load	Value greater than 22	Any non-numerical 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. Unused	N/A	N/A

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
14. Semester	N/A	Must match value on header record
15. Year	N/A	Must match value on header record
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, '1', '2', or '4' when Item #33 is coded an academic school; any value except spaces when Item #33 is coded a professional school
18. Correctional Entity	N/A	Any value except '5' or spaces
19. Major (CIP)	N/A	Not numeric or '99999999' or '240101'; must be a valid CIP code; not '51380100' if Item #35 is coded '10', '12', '13', '15'
20. Unused	N/A	N/A
21. Tuition Exemption/Waiver	Any value except '01' when Item #7 is coded '3' and Item #8 > '254'	Any value except '01' when Item #7 is coded '3' or '21' when Item #7 is coded 'E'
22. SCH Load Not Funded	Sum of Items #16, #22, #24, and #25 less than 1 or greater than 22	Non-numerical
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

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
27. SCH of UG Degree Program	Value less than 120	Non-numerical or greater than 195 when Item #5 is coded '4'
28. Student Affected by UG Level	N/A	Any value except '0', '1', or '2'
29. First Name	N/A	Blank or numerical
30. Middle Initial	Blank	N/A
31. Last Name	N/A	Blank or numerical
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. Restricted Program Adm	N/A	Any value except blank or '10', '12', and '15' when Item #19 is coded '51380100' and Item #5 = '1' - '4' or '13' when Item #19 is coded '51380100' and Item #5 = '6' or '40', '44', or '46' when Item #5 = '8'
36. Non-Disclosure	N/A	Any value except '2' or '0'
37. High School Code	N/A	Blank if Item #9 = '000001' and Item #5 = '1', '2', or '3' and Item #8 = '001' thru '254'
38. PEIMS Ident. Number	N/A	First position not 'S' with remaining positions not numeric
39. New Ethnic Origin	N/A	Value other than '1', '2', or '3'
40A. White	N/A	Value other than '1' or space or value = '1' and '7'
40B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
40C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
40D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
40E. International	N/A	Value other than '6' or space or value = '6' and '7'
40F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
40G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

NOTE: The number of duplicate records is indicated.

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

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SUMMARY OF STUDENT DATA

Summaries are produced for each unit within each health science center, as well as the health science center as a whole. For this manual, on the summary for the health science center will be shown as the example.

HEADCOUNT: The headcount is a summation of CBM001 records less the number of flexible entry students. The headcount is categorized by gender, age, first-time students, residence, ethnic origin, classification, tuition status, and non-disclosure.

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

FIRST TIME STUDENTS: The first-time-in-college student is based on a code of '000001' in Item #9. A first-time-entering medical and dental professional student 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. Item #37 is used for first-time students from Texas and out-of-state high schools.

SCH REGISTERED: Item #10 is 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. Records coded '2' are summed as professional dual degree students; records coded '4' are summed as inter-institutional academic students.

DOCTORAL, 30-HOUR AND 45-HOUR-LIMIT REPORTS

These reports are generated each time the CBM001 edit report is generated in each semester and will appear on the edit. The reports are listed below.

1. Doctoral Students Approaching Doctoral SCH Limit
2. Doctoral Students Exceeding Doctoral SCH Limit
3. UG Students Approaching 30-Hour Funding Limit
4. UG Students Who Will Exceed the 30-Hour Funding Limit After This Term
5. UG Students Exceeding 30-Hour Funding Limit
6. UG Students Approaching 45-Hour Funding Limit
7. UG Students Who Will Exceed the 45-Hour Funding Limit After This Term
8. UG Students Exceeding 45-Hour Funding Limit

HRI Student Report (CBM001)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 HR-CBM001 EDIT SUMMARY FROM RunDate: 10/15/2010 Time: 13:22:06
 LONE STAR HEALTH SCIENCE CTR 002201 FALL 2010

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RecordCode	2,379	0	0
ITEM 2	INST. CODE	2,379	0	0
ITEM 3	STUDENT ID	2,379	0	0
ITEM 4	GENDER	2,379	0	0
ITEM 5	Classification	2,379	0	0
ITEM 6	DATE OF BIRTH	2,379	0	0
ITEM 7	Tuition Status	2,379	0	0
ITEM 8	Residence	2,379	0	0
ITEM 9	Transfer	2,379	0	0
ITEM 10	SCH Load - On Campus	2,379	0	0
ITEM 11	SCH Load - Remote Site	2,379	0	0
ITEM 14	Semester	2,379	0	0
ITEM 15	Year	2,379	0	0
ITEM 16	Interinstitution SCH	2,379	0	0
ITEM 17	Flexible Entry	2,379	0	0
ITEM 18	Correctional Entry	2,379	0	0
ITEM 19	Major--Texas Cip	2,379	0	0
ITEM 21	Tuition Exemption	2,379	0	0
ITEM 22	SCH - College Not Fund	2,379	0	0
ITEM 24	SCH - InterInstitutional Not Fund	2,379	0	0
ITEM 25	SCH - UG College Funded	2,379	0	0
ITEM 27	SCH - UG Degree Pgm	2,379	0	0
ITEM 28	Students Affected by UG Limit	2,379	0	0
ITEM 29	Last Name	2,379	0	0
ITEM 30	First Name	2,379	0	0
ITEM 31	Middle Initial	2,379	0	0
ITEM 32	FTE Student	2,379	0	0
ITEM 33	School or College	2,379	0	0
ITEM 34	Remote Teaching Site	2,379	0	0
ITEM 35	RN Nursing Program	2,379	0	0
ITEM 36	Non Disclosure	2,379	0	0
ITEM 37	CeebHsCode	2,379	0	0
ITEM 38	Student Alternate Id	2,379	0	0
ITEM 39	New Ethnic Origin	2,379	0	0
ITEM 40A	White	2,379	0	0
ITEM 40B	Black/African-Amer	2,379	0	0
ITEM 40C	Asian	2,379	0	0
ITEM 40D	American Ind/Alask Nat	2,379	0	0
ITEM 40E	International	2,379	0	0
ITEM 40F	Unknown/Not Reported	2,379	0	0
ITEM 40G	Nat Hawaiian/Other Pac Is	2,379	0	0

Summary Report Input Record count:
 102201 - LONE STAR GRAD SCH BIOMED SCI 1,232
 202201 - LONE STAR MEDICAL SCHOOL 923

TOTAL Report Records	2,379		
CONTROL TOTAL	2,379	DISCREPANCY	0
Total Recs on Db	2,379		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		

149 derived IDs were found. This is 6.2631% of the total records you submitted.

0 of your students are identified as First time in college from a Texas High School.

---- This is 0% of the total records you submitted.

Total Error Recs on Db	0
Total Questionable Recs on Db	0
Total Non Error Records on Db	2,379
Total Rejected Records	0
Total Flexible Entry Records	39

HRI Student Report (CBM001)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 Percent Change Of HR-CBM001 Data From Prior Year RunDate: 10/15/2010 Time: 13:22:06
 LONE STAR HEALTH SCIENCE CTR 002201 FALL 2010

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

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

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

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

Gender

	2010/1	2009/1	% Diff
Male	1,172	1,192	-1.68%
Female	1,168	1,137	2.73%
Total	2,340	2,329	0.47%

Age

	2010/1	2009/1	% Diff
Under 17	0	0	0.00%
17	0	0	0.00%
18	0	0	0.00%
19-21	28	36	-22.22%
22-24	677	684	-1.02%
25-30	1,000	991	0.91%
31-35	411	394	4.31%
36-50	217	217	0.00%
51-64	7	7	0.00%
65 and Older	0	0	0.00%
UnReported(not in avg)	0	0	0.00%
Average Age	28	28	-0.25%
Total	2,340	2,329	0.47%

First Time In College

	2010/1	2009/1	% Diff
From a Texas High School	0	*No Exact Historic Data Available	
From a Out of State High School	0	*No Exact Historic Data Available	
No High School reported	0	*No Exact Historic Data Available	
Subtotal	0	*No Exact Historic Data Available	
First Time Graduate/Professional Pgm	219	*No Exact Historic Data Available	
First Time Transfer student	8	*No Exact Historic Data Available	
Total	227	*No Exact Historic Data Available	

Residence

	2010/1	2009/1	% Diff
Texas Counties	1,431	1,411	1.42%
Other States	323	336	-3.87%
Foreign Countries	586	582	0.69%
Total	2,340	2,329	0.47%

	2010/1	2009/1	% Diff
SCH Registered Total	10,667	10,802	-1.25%
SCH Load State Funded	10,649	10,790	-1.31%
SCH Load Not State Funded	0	0	0.00%
Inter_Inst State Funded	18	12	50.00%
SCH Load Remote Campus	0	0	0.00%
Inter-Inst Not State Funded	0	0	0.00%
Dual Degree SCH	78	91	-14.29%
SCH of RN Nursing Pgm Students	0	0	0.00%

HRI Student Report (CBM001)

New Ethnic Origin

	2010/1	2009/1	% Diff
Hispanic or Latino Origin	482	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	1,832	*No Exact Historic Data Available	
Not Answered	26	*No Exact Historic Data Available	
Total	2,340	*No Exact Historic Data Available	

Race

	2010/1	2009/1	% Diff
Multi-racial	100	*No Exact Historic Data Available	
White only	1,600	*No Exact Historic Data Available	
Black only	100	*No Exact Historic Data Available	
Hispanic only	382	*No Exact Historic Data Available	
Asian only	81	*No Exact Historic Data Available	
American Indian/Alaskan Native only	42	*No Exact Historic Data Available	
International only	15	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	10	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	10	*No Exact Historic Data Available	
Total	2,340	*No Exact Historic Data Available	

Races reported in Multi-racial

	2010/1	2009/1	% Diff
White	72	*No Exact Historic Data Available	
Black	65	*No Exact Historic Data Available	
Asian	42	*No Exact Historic Data Available	
American Indian/Alaskan Native	10	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	14	*No Exact Historic Data Available	
International	4	*No Exact Historic Data Available	

Classification

	2010/1	2009/1	% Diff
Freshman	0	0	0.00%
Sophomore	0	0	0.00%
Junior	4	7	-42.86%
Senior	69	79	-12.66%
Post-Baccalaureate	57	64	-10.94%
Masters	769	757	1.59%
Doctoral	518	511	1.37%
Special Professional(AUD)	0	0	0.00%
Special Professional(PharmD)	0	0	0.00%
First Year Medical-Den	235	232	1.29%
Second Year Medical-Den	234	219	6.85%
Third Year Medical-Den	216	243	-11.11%
Fourth Year Medical-Den	238	217	9.68%
Prof. Speciality Med-Den	0	0	0.00%
Total	2,340	2,329	0.47%
Remote Site	0	0	0.00%
Total	0	0	0.00%

Tuition Status

	2010/1	2009/1	% Diff
Resident Tuition	1,491	1,445	3.18%
Non-Resident Tuition	344	434	-20.74%
Tuition Exemption TX Res (3)	500	437	14.42%
Thesis/Dissertation	5	13	-61.54%
Resident Tuition (HB1403)	0	0	0.00%
Resident Tuition Pending	0	0	0.00%
Tuition Waiver Non-Res (E)	0	0	0.00%
Visiting Student (N)	0	0	0.00%
Total	2,340	2,329	0.47%

Non Disclosure

	2010/1	2009/1	% Diff
Non Disclosure	447	451	-0.89%
Total	447	451	-0.89%
Flexible Entry	0	0	0.00%

HRI Student Report (CBM001)

Professional Dual Degree	39	39	0.00%
Inter-Inst Academic	0	0	0.00%
Visiting Student (7)	0	0	0.00%
Total	2,379	2,368	0.46%

HRI Student Report (CBM001)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
Doctoral Students Approaching Doctoral SCH Limit
FALL 2010 LONE STAR HEALTH SCIENCE CTR 002201 RunDate: 10/15/2010 Time: 13:22:06

College	Student		Rept Sem	Doctoral Hours On DB	
Fice	Number	Exempt	Major	SCH	Tot SCH Thru Semester
000101	012345675		26020300	09	120 3/2008
000101	012345676		26020300	09	120 3/2008
000101	012345677		26040600	02	123 3/2007
000101	012345678		42020100	09	115 3/2008
000101	012345679		26020300	09	120 3/2008

***Note Students Approaching are within 15 SCH of their Limit of 130

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
Doctoral Students Exceeding Doctoral SCH Limit
FALL 2010 LONE STAR HEALTH SCIENCE CTR 002201 RunDate: 10/15/2010 Time: 13:22:06

College	Student		Rept Sem	Doctoral Hours On DB	
Fice	Number	Exempt	Major	SCH	Tot SCH Thru Semester
000101	112345678		26020300	09	123 3/2008
000101	212345678		26020300	09	126 3/2008
000101	312345678		26020300	02	136 3/2007
000101	412345678		26040600	02	166 3/2007
000101	512345678		42020100	09	178 3/2008

***Note The SCH Limit is 130.

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
UG Students Approaching 30 Hour Funding Limit
FALL 2010 LONE STAR HEALTH SCIENCE CTR 002201 RunDate: 10/15/2010 Time: 13:22:06
Hours On Database is Through Year 2010 Semester 1

Student	Date	Sem	Program			
Number	of Birth	Gender	Sch	SCH	Last Name	First Name
No Students Approaching 45 Hour Funding Limit						

***Note Students Approaching are Within 30 sch of the undergraduate limit

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
UG Students that will exceed the 30 Hour Funding Limit after this term
FALL 2010 LONE STAR HEALTH SCIENCE CTR 002201 RunDate: 10/15/2010 Time: 13:22:06
Hours On Database is Through Year 2010 Sem 1

Student	Date	Sem	Program			
Number	of Birth	Gender	Sch	SCH	Last Name	First Name
No Students on this Report						

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
UG Students Exceeding 30 Hour Funding Limit
FALL 2010 LONE STAR HEALTH SCIENCE CTR 002201 RunDate: 10/15/2010 Time: 13:22:06
Hours On Database is Through Year 2010 Sem 1

Student	Date	Sem	Program			
Number	of Birth	Gender	Sch	SCH	Last Name	First Name
No Students Exceeded 45 Hour Funding Limit						

HRI Student Report (CBM001)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
UG Students Approaching 45 Hour Funding Limit
FALL 2010 LONE STAR HEALTH SCIENCE CTR 002201 RunDate: 10/15/2010 Time: 13:22:06
Hours On Database is Through Year 2010 Semester 1

Student Number	Date of Birth	Gender	Sch	SCH	Sem Program	Last Name	First Name
No Students Approaching 45 Hour Funding Limit							

***Note Students Approaching are Within 30 sch of the undergraduate limit

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
UG Students that will exceed the 45 Hour Funding Limit after this term
FALL 2010 LONE STAR HEALTH SCIENCE CTR 002201 RunDate: 10/15/2010 Time: 13:22:06
Hours On Database is Through Year 2010 Sem 1

Student Number	Date of Birth	Gender	Sch	SCH	Sem Program	Last Name	First Name
No Students on this Report							

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
UG Students Exceeding 45 Hour Funding Limit
FALL 2010 LONE STAR HEALTH SCIENCE CTR 002201 RunDate: 10/15/2010 Time: 13:22:06
Hours On Database is Through Year 2010 Sem 1

Student Number	Date of Birth	Gender	Sch	SCH	Sem Program	Last Name	First Name
No Students Exceeded 45 Hour Funding Limit							

HRI Student Report (CBM001)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD
Edit Of HR-CBM001 Data From
LONE STAR HEALTH SCIENCE CTR 002201

Page 1

FALL 2010

RunDate: 10/15/2010 Time: 13:22:06

1	2	3/29	4	5	6	/30	7	8	/31	9/38	0	11	1	1	1	1	1	1	2	27	8	32	33	34	35	6	37	Remarks
---	---	------	---	---	---	-----	---	---	-----	------	---	----	---	---	---	---	---	---	---	----	---	----	----	----	----	---	----	---------

149 derived IDs were found. This is 6.2631% of the total records you submitted.
0 of your students are identified as First time in college from a Texas High School.
---- This is 0% of the total records you submitted.

There Were No Errors Detected For : LONE STAR HEALTH SCIENCE CTR

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

HRI Student Report (CBM001)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD
Edit Of HR-CBM001 Data From
LONE STAR HEALTH SCIENCE CTR 002201
Questionables ONLY

Page 1

FALL 2010

RunDate: 010/15/2010 Time: 13:22:06

1	2	3/29	4	5	6	/30	7	8	/31	9/38	1	11	3	4	15	16	7	8	19	21	22	24	25	27	8	32	33	34	35	6	37	Remarks
---	---	------	---	---	---	-----	---	---	-----	------	---	----	---	---	----	----	---	---	----	----	----	----	----	----	---	----	----	----	----	---	----	---------

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

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

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

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

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

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

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

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

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

HRI Texas Success Initiative Report (CBM002)

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

Exemptions

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

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

ACT, SAT, and TAKS exemption standards are:

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

HRI Texas Success Initiative Report (CBM002)

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

Waivers

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

Most waivers apply to all sections of TSI (math, reading, and writing). However, the dual credit waiver allows current dual credit students to use eligible test results to waive TSI requirements for corresponding sections. Students who have met TSI obligations/exemption standards for all areas in which they are currently taking dual credit courses should be reported as ‘0’ on item #12, and the qualifying exemptions/met obligations scores should be reported for

HRI Texas Success Initiative Report (CBM002)

the appropriate subject area(s). Students who have met dual credit waiver requirements but have not met TSI obligations should be reported as '2' under item #12, with subject area waiver information provided in items #21A, #41A, and #61A, as applicable.

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

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

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

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

➤ Certificate programs of one year or less:

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

➤ Military:

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

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

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

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

HRI Texas Success Initiative Report (CBM002)

- A high school student is eligible to enroll in workforce education dual credit courses in the eleventh and/or twelfth grade if the student demonstrates that he or she has achieved the minimum high school passing standard on the Mathematics section and/or the English Language Arts section on the tenth or eleventh grade TAKS.
- A student who is granted a TSI waiver to take dual credit courses while still in high school based on eligible scores is not exempt from TSI. However, if the student receives an A, B, or C in an applicable dual credit course, the receiving higher education institution may determine that TSI obligations have been met.

Other provisions also apply to dual credit students.

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

Criteria for Meeting TSI Requirements

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

Requirements for meeting TSI obligation:

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

HRI Texas Success Initiative Report (CBM002)

For a student that does not meet the minimum scores required to meet TSI obligations on the initial attempt of an approved test used for placement, an institution shall determine when the student is ready to perform freshman-level academic coursework on an individual basis according to the needs of the student. As indicators of readiness, institutions shall consider as appropriate:

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

General Criteria about Test Attempts Used for Placement

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

Developmental Education Courses and Other Interventions

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

Relationship between Plans and Reporting

The Texas Success Initiative gives institutions flexibility in designing programs to help under-prepared students be successful. As a result, institutions have plans that differ in the details, but have the same overarching goal: to help under-prepared students be successful in

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college. The flexibility of the TSI system allows institutions to be innovative in planning activities in response to individual and institutional student needs. However, this flexibility adds complexity to the reporting process. The reporting system has to be global enough to capture variety across programs, yet structured enough to capture the essential elements of student learning and allow for comparison of programs and results from year to year and institution to institution.

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

Authority

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

Reporting Developmental Education Coursework

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

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

Every student who attempts developmental education courses during the semester must

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

Reporting First College Level Coursework for TSI-Related Subject Areas

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

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

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

Reporting Period Definitions

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

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

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16 or more

12

The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through Friday) until the official census date is reached. The official census day must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class.

Flexible Entry

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

Clarification of Texas Public Institutions of Higher Education

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

Clarifications on Data Pertaining to Dual Credit Students

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

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

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

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other means). For a dual credit course taken at another Texas public institution in a previous reporting period, select '2' on items #30, #50, and #70 if the student received a C or better in the course.

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INSTRUCTIONS FOR TSI REPORT

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

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

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

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

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

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

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

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

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

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

M = Male F = Female

Item #8 Unused

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

Item #10A Semester Credit Hours Completed – Academic. Enter the number of academic semester credit hours in non-developmental education courses (for which a grade

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of 'A' – 'F' is given) completed at this institution for the reporting period (right justified, zero filled). Do not include incompletes (unless they have been resolved prior to the reporting date), withdrawals, or credit/no credit hours attempted. Includes ACGM and unique need inventory courses.

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

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

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

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

Item #12 TSI Obligation Waived or Blanket Exemption

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

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

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

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

Items #14 and #15A-G are mandatory beginning with the fall 2010 reporting period.

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

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

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

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

Definitions:

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

Notes:

- a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7 on the CBM001), report with the international code.
- b) Report the ethnicity of students who were coded 'A' in Item #7 on the CBM001.
- c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.

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- d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

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

MATH ASSESSMENT and STATUS SECTION:

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

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

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

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

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

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

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

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

- 0 Previously reported or not applicable (This category includes students whose initial status was reported by a present or previous Texas public institution or

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- who were exempted/waived.)
- 1 THEA/TASP (Math)
 - 2 COMPASS (Algebra)
 - 3 ASSET (Elementary Algebra)
 - 4 ACCUPLACER (Elementary Algebra)
 - 5 Stanford Achievement Test (for deaf students)
 - 6 MAPS (Elementary Math)
 - 7 Not assessed

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

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

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

Item #24 Math TSI Obligation Satisfied Based on the State Standard by the **End** of the Semester/Reporting Period. **Note:** Students reported with a '1' or '2' in Item #20 should be reported with a '2'.

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

Item #25-29 Unused.

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

FIRST COLLEGE-LEVEL MATH COURSE SECTION:

Item #30 Credit for First College-Level Math Course in a Previous Reporting Period. Has the student previously successfully completed college-level math with A, B, or C? Report credit earned through AP, IB, dual credit, and credit by exam as '3'. (See page 2.8 for information about reporting transfer students.)

- 0 No, not satisfied
- 1 Yes, at my institution (previously reported)

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- 2 Yes, at another institution
- 3 Yes, credit otherwise awarded at this institution (e.g., AP, IB, dual credit with a C or better, credit by exam)

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

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

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

Item #32A Subject Prefix for Math Course as in ACGM Manual. Enter the subject prefix as it appears in the ACGM Manual. (If taking two or more courses, institutions will decide which one to report.) Enter '000000' if item #31 was answered with '0' or '2.'

Item #32B Math Course Number as in ACGM Manual. Enter the course number of Item #32A as it appears in the ACGM Manual. (If taking two or more courses, institutions will decide which one to report.). Enter '000000' if item #31 was answered with '0' or '2.'

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

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

Item #34-39 Unused.

READING ASSESSMENT and STATUS SECTION:

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

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

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

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

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

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

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

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

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

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- 5 Stanford Achievement Test (for deaf students)
- 6 MAPS (Reading Comprehension)
- 7 Not assessed

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

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

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

Item #44 Reading TSI Obligation Satisfied based on the State Standard by the End of the Semester/Reporting Period. **Note:** Students reported with a '1' or '2' in Item #40 should be reported with a '2'.

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

Item #45-49 Unused.

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

FIRST COLLEGE-LEVEL READING COURSE SECTION

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

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

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

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

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

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

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

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

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

Item #54-59 Unused.

WRITING ASSESSMENT and STATUS SECTION:

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

- 0 No, not satisfied or obligation is waived
- 1 Yes, at my institution

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- 2 Yes, at another Texas public institution

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

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

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

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

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

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

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

Item #62B Writing TSI Assessment Score Used for Initial Placement. Enter the placement test score for the objective section of the writing assessment. The score(s) must match the type of test identified in Item #62A. If a score is less than three digits,

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enter leading zeros. Enter '000' if the item is not applicable ('0' or '7' in #62A).

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

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

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

Item #64 Writing TSI Obligation Satisfied based on the State Standard by the End of the Semester/Reporting Period. **Note:** Students reported with a '1' or '2' in Item #60 should be reported with a '2'.

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

Item #65-69 Unused.

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

FIRST COLLEGE-LEVEL WRITING COURSE SECTION:

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

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

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

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

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

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

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

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

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

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

Item #74-79 Unused.

DEVELOPMENTAL EDUCATION COURSES ATTEMPTED SECTION:

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

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

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

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

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

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

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

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

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

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

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

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

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Item #82A Number of Semester Credit Hours in Third Math Developmental Education Course taken this semester. Enter the number of semester credit hours attempted in math developmental education course during the reporting period. Enter '00' if not applicable.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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3 Lowest Level Reading Course (Fundamental/Basic)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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DATA PROCESSING RECORD LAYOUT

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

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		<u>Beginning Position</u>	<u>Length</u>
Items #34-39	Unused (no positions reserved in the record)		
Item #40	Reading TSI Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	91	1
Item #41A	Reading TSI Waived or Satisfied through Exemption – Numeric	92	1
Item #41B	ACT (English) or SAT (Verbal) Score – Numeric	93	3
Item #41C	ACT Composite or SAT Combined Score – Numeric	96	4
Item #41D	TAKS Exit Level English Language Arts Scale Score – Numeric	100	4
Item #42A	Reading TSI Assessment Test Used for Initial Placement – Numeric	104	1
Item #42B	Reading TSI Assessment Score Used for Initial Placement – Numeric	105	3
Item #43	Participation in Alt/Non-course-based Method for DE Reading this Reporting Period – Numeric	108	1
Item #44	Reading TSI Satisfied Based on State Standard by End of of Semester – Numeric	109	1
Items #45-49	Unused (no positions reserved in the record)		
Item #50	Credit for First College-Level Reading-Intensive Course-Previous Reporting Period – Numeric	110	1
Item #51	Enrolled in First CB-Approved College-Level Reading-Intensive Course – Numeric	111	1
Item #52A	Subject Prefix for Reading-Intensive Course in ACGM – Alphanumeric (left justify and blank fill)	112	7
Item #52B	Reading-Intensive Course Number in ACGM – Numeric Numeric (left justify and blank fill)	119	7
Item #53	CB-Approved First College-Level Reading-Intensive Course Grade – Numeric	126	1
Items #54-59	Unused (no positions reserved in the record)		
Item #60	Writing TSI Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	127	1
Item #61A	Writing TSI Waived or Satisfied through Exemption – Numeric	128	1
Item #61B	ACT (English) or SAT (Verbal) Score – Numeric	129	3
Item #61C	ACT Composite or SAT Combined Score – Numeric	132	4
Item #61D	TAKS Exit Level English Language Arts Scale Score – Numeric	136	4
Item #62A	Writing TSI Assessment Test Used for Initial Placement – Numeric	140	1
Item #62B	Writing TSI Assessment Score Used for Initial Placement – Numeric	141	3
Item #62C	Written Essay Score – Numeric	144	1
Item #63	Participation in Alt/Non-course-based Method for DE Writing this Reporting Period – Numeric	145	1
Item #64	Writing TSI Satisfied Based on State Standard by End of Semester – Numeric	146	1
Items #65-69	Unused (no positions reserved in the record)		
Item #70	Credit for First College-Level Writing-Intensive Course-Previous Reporting Period – Numeric	147	1
Item #71	Enrolled in First CB-Approved College-Level Writing-Intensive Course – Numeric	148	1
Item #72A	Subject Prefix for Writing-Intensive Course in ACGM – Alphanumeric (left justify and blank fill)	149	7

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		<u>Beginning Position</u>	<u>Length</u>
Item #72B	Writing-Intensive Course Number in ACGM – Numeric (left justify and blank fill)	156	7
Item #73	CB-Approved First College-Level Writing-Intensive Course Grade – Numeric	163	1
Items #74-79	Unused (no positions reserved in the record)		
Item #80A	Number of SCH in First Math DE Course this Semester	164	2
Item #80B	Grade in First Math DE Course Attempted	166	1
Item #80C	Level of First Math DE Course Attempted	167	1
Item #81A	Number of SCH in Second Math DE Course this Semester	168	2
Item #81B	Grade in Second Math DE Course Attempted	170	1
Item #81C	Level of Second Math DE Course Attempted	171	1
Item #82A	Number of SCH in Third Math DE Course this Semester	172	2
Item #82B	Grade in Third Math DE Course Attempted	174	1
Item #82C	Level of Third Math DE Course Attempted	175	1
Item #83A	Number of SCH in Fourth Math DE Course this Semester	176	2
Item #83B	Grade in Fourth Math DE Course Attempted	178	1
Item #83C	Level of Fourth Math DE Course Attempted	179	1
Item #84A	Number of SCH in First Reading DE Course this Semester	180	2
Item #84B	Grade in First Reading DE Course Attempted	182	1
Item #84C	Level of First Reading DE Course Attempted	183	1
Item #85A	Number of SCH in Second Reading DE Course this Semester	184	2
Item #85B	Grade in Second Reading DE Course Attempted	186	1
Item #85C	Level of Second Reading DE Course Attempted	187	1
Item #86A	Number of SCH in Third Reading DE Course this Semester	188	2
Item #86B	Grade in Third Reading DE Course Attempted	190	1
Item #86C	Level of Third Reading DE Course Attempted	191	1
Item #87A	Number of SCH in Fourth Reading DE Course this Semester	192	2
Item #87B	Grade in Fourth Reading DE Course Attempted	194	1
Item #87C	Level of Fourth Reading DE Course Attempted	195	1
Item #88A	Number of SCH in First Writing DE Course this Semester	196	2
Item #88B	Grade in First Writing DE Course Attempted	198	1
Item #88C	Level of First Writing DE Course Attempted	199	1
Item #89A	Number of SCH in Second Writing DE Course this Semester	200	2
Item #89B	Grade in Second Writing DE Course Attempted	202	1
Item #89C	Level of Second Writing DE Course Attempted	203	1
Item #90A	Number of SCH in Third Writing DE Course this Semester	204	2
Item #90B	Grade in Third Writing DE Course Attempted	206	1
Item #90C	Level of Third Writing DE Course Attempted	207	1
Item #91A	Number of SCH in Fourth Writing DE Course this Semester	208	2
Item #91B	Grade in Fourth Writing DE Course Attempted	210	1
Item #91C	Level of Fourth Writing DE Course Attempted	211	1

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QUESTIONABLE AND ERROR VALUES

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

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

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

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

HRI Texas Success Initiative Report (CBM002)

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

HRI Texas Success Initiative Report (CBM002)

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

HRI Texas Success Initiative Report (CBM002)

REPORTING EXAMPLES

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

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

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

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

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

*Fill in the appropriate four-digit number.

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

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

Item #40 = 1	Item #42A = 0	Item #50 = 1	Item #84A = 00
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HRI Texas Success Initiative Report (CBM002)

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

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

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

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

Item #12 = 0	Item #22A = 0	Item #30 = 0	Item #80A = 00
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HRI Texas Success Initiative Report (CBM002)

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

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

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

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

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

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

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

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

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

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

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

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

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

- 4b. Item #13 = 1
- | | | | |
|------------------|-----------------|---------------------|----------------|
| Item #60 = 0 | Item #62A = 0 | Item #70 = 0 | Item #88A = 03 |
| Item #61A = 0 | Item #62B = 000 | Item #71 = 2 | Item #88B = 1 |
| Item #61B = 000 | Item #62C = 0 | Item #72A = 0000000 | Item #88C = 1 |
| Item #61C = 0000 | Item #63 = 0 | Item #72B = 0000000 | Item #89A = 00 |
| Item #61D = 0000 | Item #64 = 1 | Item #73 = 9 | Item #89B = 0 |
| | | | Item #89C = 0 |

HRI Texas Success Initiative Report (CBM002)

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

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

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

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

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

HRI Texas Success Initiative Report (CBM002)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 CBM002 EDIT SUMMARY FROM RunDate: 02/01/2011 Time: 07:29:15
 LONE STAR HEALTH SCIENCE CENTER 002201 FALL 2010

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

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ITEM 63	W. Participation in Alt. DE	14,281	0	0
ITEM 64	W. TSI Satisfied by End of Semester	14,281	0	0
ITEM 70	W. Cr First Coll-Lvl Course-Prev Rep Per	14,281	0	0
ITEM 71	W. Enr in First CB-Appr Coll-Lvl Course	14,279	0	2
ITEM 72A	W. Subject Prefix for Course in ACGM	14,281	0	0
ITEM 72B	W. Course Number in ACGM	14,281	0	0
ITEM 73	W. CB-Appr First Coll-Lvl Course Grade	13,929	350	2
ITEM 80A	SCH in First Math DE Crse this Sem	11,427	378	2,476
ITEM 80B	Grade in First Math DE Crse	14,281	0	0
ITEM 80C	Lvl of First Math DE Crse	14,281	0	0
ITEM 81A	SCH in Second Math DE Crse this Sem	14,281	0	0
ITEM 81B	Grade in Second Math DE Crse	14,281	0	0
ITEM 81C	Lvl of Second Math DE Crse	14,281	0	0
ITEM 82A	SCH in Third Math DE Crse this Sem	14,281	0	0
ITEM 82B	Grade in Third Math DE Crse	14,281	0	0
ITEM 82C	Lvl of Third Math DE Crse	14,281	0	0
ITEM 83A	SCH in Fourth Math DE Crse this Sem	14,281	0	0
ITEM 83B	Grade in Fourth Math DE Crse	14,281	0	0
ITEM 83C	Lvl of Fourth Math DE Crse	14,281	0	0
ITEM 84A	SCH in First Reading DE Crse this Sem	13,904	275	102
ITEM 84B	Grade in First Reading DE Crse	14,281	0	0
ITEM 84C	Lvl of First Reading DE Crse	14,281	0	0
ITEM 85A	SCH in Second Reading DE Crse this Sem	14,281	0	0
ITEM 85B	Grade in Second Reading DE Crse	14,281	0	0
ITEM 85C	Lvl of Second Reading DE Crse	14,281	0	0
ITEM 86A	SCH in Third Reading DE Crse this Sem	14,281	0	0
ITEM 86B	Grade in Third Reading DE Crse	14,281	0	0
ITEM 86C	Lvl of Third Reading DE Crse	14,281	0	0
ITEM 87A	SCH in Fourth Reading DE Crse this Sem	14,281	0	0
ITEM 87B	Grade in Fourth Reading DE Crse	14,281	0	0
ITEM 87C	Lvl of Fourth Reading DE Crse	14,281	0	0
ITEM 88A	SCH in First Writing DE Crse this Sem	13,765	328	188
ITEM 88B	Grade in First Writing DE Crse	14,281	0	0
ITEM 88C	Lvl of First Writing DE Crse	14,281	0	0
ITEM 89A	SCH in Second Writing DE Crse this Sem	14,281	0	0
ITEM 89B	Grade in Second Writing DE Crse	14,281	0	0
ITEM 89C	Lvl of Second Writing DE Crse	14,281	0	0
ITEM 90A	SCH in Third Writing DE Crse this Sem	14,281	0	0
ITEM 90B	Grade in Third Writing DE Crse	14,281	0	0
ITEM 90C	Lvl of Third Writing DE Crse	14,281	0	0
ITEM 91A	SCH in Fourth Writing DE Crse this Sem	14,281	0	0
ITEM 91B	Grade in Fourth Writing DE Crse	14,281	0	0
ITEM 91C	Lvl of Fourth Writing DE Crse	14,281	0	0

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

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

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

HRI Texas Success Initiative Report (CBM002)

TEXAS HIGHER EDUCATION COORDINATING BOARD
Percent Change OF CBM002 DATA Prior Year
LONE STAR HEALTH SCIENCE CENTER

Page 1
RunDate: 02/01/2011 Time: 07:29:15
FALL 2010

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

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

If the original report had only one column the comparison data is in adjacent column.

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

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

This report will only appear when there are no errors.

HRI Texas Success Initiative Report (CBM002)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 EDIT OF CBM002 DATA RunDate: 02/01/2011 Time: 07:29:15
 LONE STAR HEALTH SCIENCE CENTER 002201 FALL 2010

Gender			
Male	5,076		
Female	6,610		
Total	11,686		
Non Disclosure	7		
Total	7		
Flexible Entry	0		
New Ethnic Origin			
Hispanic or Latino Origin	10,304		
Not Hispanic or Latino Origin	1,299		
Not Answered	83		
Total	11,686		
Race			
Multi-racial	100		
White only	380		
Black only	83		
Hispanic only	10,304		
Asian only	141		
American Indian/Alaskan Native only	14		
International only	559		
Native Hawaiian/Other Pacific Islander only	22		
Ethnic Origin/Race Unknown	83		
Total	11,686		
Races reported in Multi-racial			
White	102		
Black	126		
Asian	22		
American Indian/Alaskan Native	12		
Native Hawaiian/Other Pacific Islander	1		
International	0		
Academic SCH Completed	127,396		
Technical SCH Completed	0		
TSI Waiver/Degree/Exemption Status			
No or Not Applicable	10,454		
Waiver Based on Level One Cert non-deg stat	31		
Waiver Based on Dual Credit	279		
Waiver Based On Active Military	0		
Exemption Based On Earned Degree	41		
Exemption Based On Military Service	755		
Exemption Based On Previous TASP	126		
Total	11,686		
TSI Satisfied Based on State Standard	MATH	READING	WRITING
By Census Date or Exempted			
Not Satisfied or Obligation Waived	636	401	466
Yes at My Institution	10,844	11,079	11,003
Yes at Another Institution	206	206	217
Total	11,686	11,686	11,686
By End of Semester			
Not Satisfied or Obligation Waived	559	326	360
Yes at My Institution This Sem	77	75	106
Satisfied by Census Date	11,050	11,285	11,220
Total	11,686	11,686	11,686

HRI Texas Success Initiative Report (CBM002)

TSI Exemption/Waiver Status	MATH	READING	WRITING
Previously Reported/Not app	10,801	10,792	10,788
No Exemption or Waiver	384	372	366
Exemption Based On ACT	12	12	14
Exemption Based On SAT	7	9	10
Exemption Based On TAKS	178	211	210
Exemption Based On Coursework in			
Related Field	12	10	10
Waiver for Dual Credit	262	249	257
Waiver For Level-One Cert, Non-Degree, Military	30	31	31
Total	11,686	11,686	11,686
TSI Initial Assessment Test	MATH	READING	WRITING
Previously Reported/Not app	11,302	11,314	11,320
THEA/TASP	274	275	259
COMPASS	6	5	2
ASSET	0	0	0
ACCUPLACER	72	59	48
STANFORD ACHIEVE TEST	0	0	0
MAPS	0	0	0
Not Assessed	32	33	57
Total	11,686	11,686	11,686
Participation in Alt/Non-Course-Based Dev Ed Method	MATH	READING	WRITING
Did Not Participate	11,610	11,678	11,673
Participated, Satisfied TSI	0	0	0
Participated, Did Not Satisfy TSI	76	8	13
Total	11,686	11,686	11,686
Credit for First College-Level Course- Previous Reporting Period	MATH	READING	WRITING
Not Satisfied	5,095	3,688	3,655
Yes at My Institution (Prev Rep)	2,455	2,965	3,241
Yes at Another Institution	3,976	4,884	4,480
Credit Otherwise Awarded	160	149	310
Total	11,686	11,686	11,686
Enrollment in First CB-Approved College- Level Course	MATH	READING	WRITING
Prev Rep as Successful Comp	6,591	7,998	8,031
Yes	914	1,803	1,277
No	4,181	1,885	2,378
Total	11,686	11,686	11,686
Grade In First College-Level Course	MATH	READING	WRITING
Previously Rep/Not App	6,591	7,998	8,031
A	175	506	375
B	157	343	322
C	221	351	214
D	83	212	130
F/No Credit	138	280	121
I/Incomplete	0	0	0
W/Withdrawn	140	111	115
Credit/Passed	0	0	0
Not Attempted This Semester	4,181	1,885	2,378
Total	11,686	11,686	11,686
First Dev Ed Course This Semester	MATH	READING	WRITING
SCH Attempted	7,803	1,815	3,288
Grade			
Not Attempted	9,193	11,152	10,693
A	598	0	0
B	673	0	0
C	724	0	0
D	117	0	0
F/No Credit	242	1	0

HRI Texas Success Initiative Report (CBM002)

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

HRI Texas Success Initiative Report (CBM002)

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

***Note: Totals are net errors.

HRI Texas Success Initiative Report (CBM002)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

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EDIT OF CBM002 DATA

FALL 2010

LONE STAR HEALTH SCIENCE CENTER 002201

RunDate: 02/01/2011 Time: 11:24:03

Questionables ONLY

Line2 Math items 20-33 & 80A-83C. Line3 Reading items 40-53 & 84A-89C. Line4 Writing items 60-73 & 88A-91C
 1 2 3 4 5 6 7 8 9 10A 10B 11A 11B 12 13 14 15A 15B 15C 15D 15E 15F 15G
 Math 20 21A 21B 21C 21D 22A 22B 23 24 30 31 32A 32B 33 80A 80B 80C 81A 81B 81C 82A 82B 82C 83A 83B 83C
 Read 40 41A 41B 41C 41D 42A 42B 43 44 50 51 52A 52B 53 84A 84B 84C 85A 85B 85C 86A 86B 86C 87A 87B 87C
 Write 60 61A 61B 61C 61D 62A 62B 62C 63 64 70 71 72A 72B 73 88A 88B 88C 89A 89B 89C 90A 90B 90C 91A 91B 91C

2 002201 111111111 1 2009 0 F 3 19900622 09 018 00 000 0 Q
 Math 1 0 000 0000 0000 0 000 0 2 0 2 0000000 0000000 9 03 4 1 00 0 0 00 0 0 00 0 0
 Read 1 0 000 0000 0000 0 000 0 2 0 1 HIST 1301 -5 -03 8 1 00 0 0 00 0 0 00 0 0
 Write 1 0 000 0000 0000 0 000 0 0 2 0 1 ENGL 1301 1 00 0 0 00 0 0 00 0 0 00 0 0
 R_ColGrade(Item53), = ('5') AND R_SCH1stDE(Item84A), > zero Questionable! REF1292
 2 002201 222222222 1 2009 0 F 3 19900621 12 045 00 000 0 Q
 Math 1 0 000 0000 0000 0 000 0 2 0 1 MATH 1314 -2 -03 3 1 00 0 0 00 0 0 00 0 0
 Read 1 0 000 0000 0000 0 000 0 2 0 1 HIST 1302 1 00 0 0 00 0 0 00 0 0 00 0 0
 Write 1 0 000 0000 0000 0 000 0 0 2 0 1 ENGL 1302 1 00 0 0 00 0 0 00 0 0 00 0 0
 M_ColGrade(Item33), = ('2') AND M_SCH1stDE(Item80A), > zero Questionable! REF1289
 2 002201 333333333 1 2009 0 F 3 19900520 13 026 00 000 0 Q
 Math 1 0 000 0000 0000 0 000 0 2 0 1 MATH 1324 -3 -03 2 1 00 0 0 00 0 0 00 0 0
 Read 1 4 000 0000 2301 0 000 0 2 0 1 HIST 1302 3 00 0 0 00 0 0 00 0 0 00 0 0
 Write 1 4 000 0000 2301 0 000 0 0 2 2 0 0000000 0000000 0 00 0 0 00 0 0 00 0 0 00 0 0
 M_ColGrade(Item33), = ('3') AND M_SCH1stDE(Item80A), > zero Questionable! REF1289

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

FACULTY REPORT
CBM008

The purpose of this report is to collect data on each person who is an employee of the institution 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. Submit all such persons who are on the payroll of the institution as of October 1. 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 October 15 each year.

HRI Faculty Report (CBM008)

INSTRUCTIONS FOR FACULTY REPORT

- Item #1 Record Code. Always enter '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

HRI Faculty Report (CBM008)

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

M = Male F = Female

Item #10 Unused

Item #11 Unused

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

HRI Faculty Report (CBM008)

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.
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

HRI Faculty Report (CBM008)

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, 2010.

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 a number assigned 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.

Items #20 and #21A-G are mandatory beginning with the fall 2010 reporting period.

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

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

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

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

Definitions:

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

HRI Faculty Report (CBM008)

- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial/ethnic designation.

HRI Faculty Report (CBM008)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '8' – Numeric	1	1
Item #2	Institution Code - FICE – 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	Unused	36	1
Item #12	Date of Birth - YYYYMM – Numeric	37	6
Item #13	Percent of Time:		
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 – Numeric	92	4
Item #19	School or College – Numeric	96	6
Item #20	New Ethnic Origin	102	1
Item #21	Race:		
Item #21A	White – '1' or blank	103	1
Item #21B	Black or African-American – '2' or blank	104	1
Item #21C	Asian – '4' or blank	105	1
Item #21D	American Indian or Alaskan Native – '5' or blank	106	1
Item #21E	International – '6' or blank	107	1
Item #21F	Unknown or Not Reported – '7' or blank	108	1
Item #21G	Native Hawaiian or Other Pacific Islander – '8' or blank	109	1

HRI Faculty Report (CBM008)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each 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 in header record 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	N/A	Number or special character
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	N/A
11. Unused	N/A	N/A
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	<u>Rank</u>	<u>Salary</u>	Non-Numerical
		Less than	
		Greater than	
	1	24,000	500,000
	2	24,000	400,000
	3,5	10,000	350,000
	4	3,200	150,000
	6	3,200	55,000
14Z. Unused	N/A		N/A
15. Appointment Length	Value equal to '00'		Value greater than '12'
16. New Hire	N/A		Value other than '3' or '0'; not 100% assignment
17. Semester	N/A		Value other than '1'
18. Year	N/A		Non-numerical; must match header record
19. School or College	N/A		Must on the list of valid FICE codes
20. New Ethnic Origin	N/A		Value other than '1', '2', or '3'
21A. White	N/A		Value other than '1' or space or value = '1' and '7'
21B. Black/African-Amer	N/A		Value other than '2' or space or value = '2' and '7'
21C. Asian	N/A		Value other than '4' or space or value = '4' and '7'
21D. Amer Ind/Alask Nat	N/A		Value other than '5' or space or value = '5' and '7'
21E. International	N/A		Value other than '6' or space or value = '6' and '7'
21F. Unknown/Not Rep	N/A		Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
21G. Nat Hawaiian/Pac Is	N/A		Value other than '8' or space or value = '8' and '7'

HRI Faculty Report (CBM008)

REPORTING EXAMPLES

NOTE: Items #1, #2, #20, and #21 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	787676392
Item #4	Jones
Item #5	M
Item #6	A
Item #7	1
Item #8	1
Item #9	F
Item #10	blank
Item #11	blank
Item #12	194405
Item #13A	100
Item #13B,C,D,E	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	2010
Item #19	000222

HRI Faculty Report (CBM008)

2. Professor John E. Smith, is chair of 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. CBM008 would be coded:

Item #3	368927181
Item #4	Smith
Item #5	J
Item #6	E
Item #7	1
Item #8	1
Item #9	M
Item #10	blank
Item #11	blank
Item #12	194003
Item #13A	075
Item #13B	025
Item #13C,D,E	000,000,000
Item #14A	048000
Item #14D,R,X	000000,000000,000000
Item #15	09
Item #16	0
Item #17	1
Item #18	2010
Item #19	000222

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	000000029
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	blank
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	2010
Item #19	000222

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	452687912
Item #4	Martin
Item #5	C
Item #6	blank
Item #7	3
Item #8	1
Item #9	M
Item #10	blank
Item #11	blank
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	2010
Item #19	000222

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 is 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	blank
Item #12	194702
Item #13A,B	000, 000
Item #13C	100
Item #13D,E	000, 000
Item #14A	045000
Item #14D,R,X	000000, 000000, 000000
Item #15	11
Item #16	0
Item #17	1
Item #18	2010
Item #19	000222

HRI Faculty Report (CBM008)

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. CBM008 is coded:

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	blank
Item #12	195706
Item #13A,B,C	000, 000, 000
Item #13D	100
Item #13E	000
Item #14A	002500
Item #14D	000000
Item #14R	038000
Item #14X	000000
Item #15	09
Item #16	0
Item #17	1
Item #18	2010
Item #19	000222

HRI Faculty Report (CBM008)

SUMMARY OF FACULTY DATA

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 science center.

TOTAL FACULTY: The total faculty headcount is a summation of all CBM008 records. The headcount is summed by gender, ethnic origin, faculty age, tenure, and rank.

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.

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.

HRI Faculty Report (CBM008)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 HR-CBM008 EDIT SUMMARY FROM RunDate: 10/15/2010 Time: 13:37:21
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	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	1,959	0	0
ITEM 2 INST. CODE	1,959	0	0
ITEM 3 Faculty Id	1,959	0	0
ITEM 4 Faculty Last Name	1,959	0	0
ITEM 5 Faculty First Initial	1,959	0	0
ITEM 6 Faculty Middle Initial	1,959	0	0
ITEM 7 Rank	1,954	5	0
ITEM 8 Tenure	1,959	0	0
ITEM 9 Gender	1,959	0	0
ITEM 12 Date Of Birth	1,954	5	0
ITEM 13A Appointment 01 %	1,959	0	0
ITEM 13B Appointment 03 %	1,959	0	0
ITEM 13C Appointment 11 %	1,959	0	0
ITEM 13D Appointment 12 %	1,959	0	0
ITEM 13E Appointment 13 %	1,959	0	0
ITEM 14A Salary - State App	1,954	5	0
ITEM 14D Salary - Designated	1,954	5	0
ITEM 14R Salary - Restricted	1,954	5	0
ITEM 14X Salary - Aux Enter	1,954	5	0
ITEM 15 Appointment Length	1,959	0	0
ITEM 16 New Hire	1,959	0	0
ITEM 17 Semester	1,959	0	0
ITEM 18 Year	1,959	0	0
ITEM 19 School or College	1,959	0	0
ITEM 20 New Ethnic Origin	1,959	0	0
ITEM 21 Race	1,959	0	0
ITEM 21A White	1,959	0	0
ITEM 21B Black/African-Amer	1,959	0	0
ITEM 21C Asian	1,959	0	0
ITEM 21D American Ind/Alask Nat	1,959	0	0
ITEM 21E International	1,959	0	0
ITEM 21F Unknown/Not Reported	1,959	0	0
ITEM 21G Nat Hawaiian/Other Pac Is	1,959	0	0

Summary Report Input Record count:
 102201 - LONE STAR GRAD SCH BIOMED SCI 110
 202201 - LONE STAR MEDICAL SCHOOL 1,764
 302201 - LONE STAR SCH OF ALLIED HLTH 85

TOTAL Report Records	1,959		
CONTROL TOTAL	1,959	DISCREPANCY	0
Total Recs on Db	1,959		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	9		
Total Non Error Records on Db	1,959		
Total Rejected Records	0		

HRI Faculty Report (CBM008)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 Percent Change Of HR-CBM008 Data From Prior Year RunDate: 10/15/2010 Time: 13:37:21
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Note: The standard Summary Report is compared to the previous year to aid in early detection of potentially erroneously-reported data. It will show the percentage increase/decrease of items, evaluate the items identified with a Review message, and submit updates to correct where appropriate. If the absolute value of the difference between the current year and prior year item

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

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

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

Gender

	2010/1	2009/1	% Diff
Male	1,210	1,203	0.58%
Female	749	696	7.61%
Total	1,959	1,899	3.16%

Age

	2010/1	2009/1	% Diff
Unknown	0	0	0.00%
Under 20	0	0	0.00%
20 - 30	71	79	-10.13%
31 - 40	647	616	5.03%
41 - 50	611	606	0.83%
51 - 60	411	389	5.66%
61 - 65	103	101	1.98%
Over 65	116	108	7.41%
UnReported(not in avg)	0	0	0.00%
Average Age	46	46	0.30%
Total	1,959	1,899	3.16%

Tenure

	2010/1	2009/1	% Diff
Tenured	289	291	-0.69%
Not Tenured	1,536	1,478	3.92%
On Tenure Track	134	130	3.08%
Total	1,959	1,899	3.16%

Rank

	2010/1	2009/1	% Diff
Professors	247	250	-1.20%
Associate Professors	51	48	6.25%
Assistant Professors	125	123	1.63%
Instructor	0	0	0.00%
Teaching Assistants	6	7	-14.29%
Other Faculty	1,530	1,471	4.01%
Total	1,959	1,899	3.16%

Salaries By Source

	2010/1	2009/1	% Diff
Salaries By Source	60,351,635	59,293,421	1.78%
Salaries By Source	184,226,245	161,711,088	13.92% *** Review
Salaries By Source	51,006,159	49,404,258	3.24%
Salaries By Source	264,150	256,588	2.95%
Total	295,848,189	270,665,355	9.30%

Faculty FTE By Appointment

	2010/1	2009/1	% Diff
Pct01	412.40	419.08	-1.59%

HRI Faculty Report (CBM008)

Pct03	466.38	424.29	9.92%
Pct11	20.17	21.77	-7.35%
Pct12	638.79	629.38	1.50%
Pct13	193.12	174.74	10.52%
Total	1,730.86	1,669.26	3.69%
New Ethnic Origin			
	2010/1	2009/1	% Diff
Hispanic or Latino Origin	229	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	1,708	*No Exact Historic Data Available	
Not Answered	22	*No Exact Historic Data Available	
Total	1,959	*No Exact Historic Data Available	
Race			
	2010/1	2009/1	% Diff
Multi-racial	64	*No Exact Historic Data Available	
White only	1,487	*No Exact Historic Data Available	
Black only	132	*No Exact Historic Data Available	
Hispanic only	165	*No Exact Historic Data Available	
Asian only	77	*No Exact Historic Data Available	
American Indian/Alaskan Native only	10	*No Exact Historic Data Available	
International only	7	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	15	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	2	*No Exact Historic Data Available	
Total	1,959	*No Exact Historic Data Available	
Races reported in Multi-racial			
	2010/1	2009/1	% Diff
White	69	*No Exact Historic Data Available	
Black	17	*No Exact Historic Data Available	
Asian	8	*No Exact Historic Data Available	
American Indian/Alaskan Native	0	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available	
International	40	*No Exact Historic Data Available	
Total Faculty	1,959	1,899	3.16%
Duplicates	0	0	0.00%
Total	1,959	1,899	3.16%

HRI Faculty Report (CBM008)

Edit00v00
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TEXAS HIGHER EDUCATION COORDINATING BOARD
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AVERAGE ANNUAL FACULTY SALARIES BY GENDER WITHIN ETHNICITY

RANK	WHITE		BLACK		HISPANIC		ASIAN		NATIVE AM		INTERNATL		TOTAL		AVG
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Prof	178	32	---	---	7	1	25	4	---	---	---	---	210	37	247
	277,166	225,785	---	---	252,971	96,100	223,422	177,325	---	---	---	---	269,961	217,041	262,034
Asst Prof	30	8	2	1	---	1	6	3	---	---	---	---	38	13	51
	131,057	123,063	192,600	110,000	---	107,300	131,057	108,833	---	---	---	---	134,296	117,562	130,030
Asst Prof	51	17	2	---	5	1	39	10	---	---	---	---	97	28	125
	114,247	95,653	142,850	---	145,560	92,600	101,408	104,690	---	---	---	---	111,289	98,771	108,485
Instr	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
T/A	5	---	---	---	---	---	1	---	---	---	---	---	6	---	6
	23,684	---	---	---	---	---	23,684	---	---	---	---	---	23,684	---	23,684
Other Fac	570	440	30	21	51	38	205	165	1	3	2	2	859	669	1,528
	190,665	143,651	183,624	145,900	192,610	136,099	134,317	127,627	68,700	105,419	116,605	53,625	176,773	138,900	160,191

NOTE: SALARIES ARE COMPUTED TO 9-MONTH EQUIVALENTS. THE LIMITS FOR THE OUT OF RANGE SALARIES ARE:

PROFESSOR	GREATER THAN 500,000 OR LESS THAN 24,000
ASSOCIATE PROFESSOR	GREATER THAN 400,000 OR LESS THAN 24,000
ASSISTANT PROFESSOR, OTHER	GREATER THAN 350,000 OR LESS THAN 10,000
INSTRUCTOR, LECTURER	GREATER THAN 150,000 OR LESS THAN 3,200
TEACHING ASSISTANTS	GREATER THAN 55,000 OR LESS THAN 3,200

OUT OF RANGE SALARIES

Rank	SSN	Salary	Rank	SSN	Salary	Rank	SSN	Salary	Rank	SSN	Salary	Rank	SSN	Salary	Rank	SSN	Salary
5	111111111	\$412,000	5	025643958	\$375,000	5	035463711	\$393,900	5	052348107	\$585,000	5	066603588	\$375,000	1	108340913	\$510,000
1	222222222	\$583,500	5	117364318	\$450,200	5	123032644	\$375,000	5	123445163	\$360,000	5	136583268	\$391,400	5	154449837	\$475,000
5	333333333	\$357,200	5	180745636	\$380,000	5	188364258	\$434,700	1	196368794	\$680,300	5	212687930	\$487,500	5	215507631	\$500,000
5	444444444	\$475,000	5	225194755	\$390,000	1	242499384	\$528,300	1	248286716	\$585,000	5	254191550	\$400,000	5	262136749	\$450,000
5	555555555	\$350,100	5	264134840	\$650,000	5	267475638	\$954,800	5	272587619	\$500,000	5	313680120	\$418,000	5	315502923	\$384,700

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.

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 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.

Nursing Shortage Reduction Program

Institutions participating in the Nursing Shortage Reduction Program (NSRP) are required to submit their nursing graduates on the CBM009 by October 1. The nursing records must be error-free to be included in the count for funding.

HRI Graduation Report (CBM009)

INSTRUCTIONS FOR GRADUATION REPORT

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

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

Item #3 Student Identification Number. Enter the social security number of the student or the nine-digit identification for students without a social security number.

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

M = Male F = Female

Item #5 Unused

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

YYYY – Year MM – Month DD – Day

NOTE: The CBM009 Appendix 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 (e.g., 'CER', 'BS', 'MS', 'DDS', 'MD', 'PharmD') as it appears on the institution's CBM009 Appendix; left justified and space filled. The degree conferred for baccalaureate-level and graduate-level certificates will be identified with 'CER'. Do not include certificates that are awarded to continuing education students and to not include students who have taken courses toward their teacher certification.

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

- 1 Associate (Certificate only)
- 2 Baccalaureate
- 3 Master's
- 4 Doctoral
- 5 Professional ('AUD', 'DDS', 'DO', 'DPT', 'MD', or 'PharmD')
- 6 Baccalaureate-Level Certificate
- 8 Graduate-Level Certificate

NOTE:

Baccalaureate-Level Certificate – An upper-level undergraduate certificate requiring completion of an organized program of study that includes 21-36 hours in disciplinary areas where the institution already offers an undergraduate degree

HRI Graduation Report (CBM009)

program.

Graduate-Level Certificate – a graduate-level certificate that requires the completion of an organized program of study that includes 16-29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate. Use this code to identify the certificates that previously were coded ‘3’.

- Item #9 Major. Enter the eight-digit CIP code in which the degree was earned. (See CBM009 Appendix for authorized CIP code of degree.) The CIP classification you will provide for baccalaureate-level and graduate-level certificates must be the same as the baccalaureate or graduate level degree program on the Program Inventory to which they support, unless the certificate program is on the Program Inventory.
- Item #10 Reporting Period. Always enter ‘1’.
- Item #11 Year. Enter all four digits of the year in which the report is submitted.
- Item #12 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 Non-Disclosure. Enter a ‘2’ to indicate that the individual student has notified the institution of his/her refusal to have “directory information” disclosed; else zero fill.
- Item #14 Month of Award. Enter the two-digit number for the month in which the award was conferred (e.g., ‘05’ for May).
- Item #15 Last Name. Enter the student’s last name. Truncate if the name contains over 20 characters.
- Item #16 First Name. Enter the student’s first name. Truncate if the name contains over 10 characters.
- Item #17 Middle Name Initial. Enter the initial of the student’s middle name.
- Items #18 and #19A-G are mandatory beginning with the fall 2010 reporting period.
- Item #18 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.
- 1 Hispanic or Latino origin
 - 2 Not Hispanic or Latino origin
 - 3 Not answered
- Item #19 Race. Select one or more codes indicating the race of the student.
- Item #19A 1 White
- Item #19B 2 Black or African-American

HRI Graduation Report (CBM009)

Item #19C	4	Asian
Item #19D	5	American Indian or Alaskan Native
Item #19E	6	International
Item #19F	7	Unknown or Not Reported
Item #19G	8	Native Hawaiian or Other Pacific Islander

Definitions:

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

Notes:

- a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7 on the CBM001), report with the international code.
- b) Report the ethnicity of students who were coded 'A' in Item #7 on the CBM001.
- c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
- d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

HRI Graduation Report (CBM009)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record - Always '9' – Numeric	1	1
Item #2	Institution Identifier - FICE – Numeric	2	6
Item #3	Student Identification Number – Numeric	8	9
Item #4	Gender - 'M' or 'F' – Alpha	17	1
Item #5	Unused	18	1
Item #6	Date of Birth - YYYYMMDD – Numeric	19	8
Item #7	Degree Conferred - Left justified – Space filled, alpha	27	8
Item #8	Level of Degree Conferred – Numeric	35	1
Item #9	Major – Numeric	36	8
Item #10	Reporting Period - Always enter '1' – Numeric	44	1
Item #11	Year - YYYY – Numeric	45	4
Item #12	School or College – Numeric	49	6
Item #13	Non-Disclosure – Numeric	55	1
Item #14	Month of Award	56	2
Item #15	Last Name – Alpha	58	20
Item #16	First Name – Alpha	78	10
Item #17	Middle Name Initial – Alpha	88	1
Item #18	New Ethnic Origin	89	1
Item #19	Race:		
Item #19A	White – '1' or blank	90	1
Item #19B	Black or African-American – '2' or blank	91	1
Item #19C	Asian – '4' or blank	92	1
Item #19D	American Indian or Alaskan Native – '5' or blank	93	1
Item #19E	International – '6' or blank	94	1
Item #19F	Unknown or Not Reported – '7' or blank	95	1
Item #19G	Native Hawaiian or Other Pacific Islander – '8' or blank	96	1

HRI Graduation Report (CBM009)

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 in header record and be in 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. Unused	N/A	N/A
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', day greater than '31'
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 in header record
12. School or College	N/A	Must be on list of valid FICE codes
13. Non-Disclosure	N/A	Any value except '2' or '0'
14. Month of Award	N/A	Any value other than '01' thru '12'

HRI Graduation Report (CBM009)

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

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

HRI Graduation Report (CBM009)

SUMMARY OF DEGREES CONFERRED DATA

Error records are not included in the summary counts. There will be a report for each college/school and one summed for the health science center.

HEADCOUNT: The headcount is a summation of non-duplicative CBM009 records.

TOTAL DEGREES: The total number of degrees is the summation of all CBM009 records. The degrees are summed by gender, age, non-disclosure, ethnic origin, and degree level.

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.

HRI Graduation Report (CBM009)

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 HR-CBM009 EDIT SUMMARY FROM RunDate: 10/01/2010 Time: 13:20:46
 LONE STAR HEALTH SCIENCE CTR 002201 FALL 2010

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	588	0	0
ITEM 2 INST. CODE	588	0	0
ITEM 3 STUDENT ID	578	3	0
ITEM 4 GENDER	588	0	0
ITEM 6 DATE OF BIRTH	588	0	0
ITEM 7 Degree Confered	588	0	0
ITEM 8 Level of Degree	588	0	0
ITEM 9 Major	588	0	0
ITEM 10 Semester	588	0	0
ITEM 11 Report Year	588	0	0
ITEM 12 School or College	588	0	0
ITEM 13 Non Disclosure	588	0	0
ITEM 14 Month of Award	588	0	0
ITEM 15 Last Name	588	0	0
ITEM 16 First Name	588	0	0
ITEM 17 Middle Initial	588	0	0
ITEM 18 New Ethnic Origin	588	0	0
ITEM 19 Race	588	0	0
ITEM 19A White	588	0	0
ITEM 19B Black/African-Amer	588	0	0
ITEM 19C Asian	588	0	0
ITEM 19D American Ind/Alask Nat	588	0	0
ITEM 19E International	588	0	0
ITEM 19F Unknown/Not Reported	588	0	0
ITEM 19G Nat Hawaiian/Other Pac Is	588	0	0

Summary Report Input Record count:
 102201 - LONE STAR GRAD SCH BIOMED SCI 248
 202201 - LONE STAR MEDICAL SCHOOL 219
 302201 - LONE STAR SCH OF ALLIED 25

TOTAL Report Records	588		
CONTROL TOTAL	588	DISCREPANCY	0
Total Recs on Db	588		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	3		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	10		
Total Non Error Records on Db	588		
Total Rejected Records	0		

HRI Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 Percent Change Of HR-CBM009 Data From Prior Year RunDate: 10/01/2010 Time: 13:20:46
 LONE STAR HEALTH SCIENCE CTR 002201 FALL 2010

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

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

If the original report had only one column the comparison data is in adjacent column.

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

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

Gender

	2010/1	2009/1	% Diff
Male	281	329	-14.59%
Female	307	280	9.64%
Total	588	609	-3.45%

Age

	2010/1	2009/1	% Diff
Under 17	0	0	0.00%
17	0	0	0.00%
18	0	0	0.00%
19-21	2	1	100.00%
22-24	40	24	66.67%
25-30	329	336	-2.08%
31-35	137	137	0.00%
36-50	76	109	-30.28%
51-64	3	2	50.00%
65 and Older	1	0	100.00%
UnReported(not in avg)	0	0	0.00%
Average Age	30	31	-1.51%
Total	588	609	-3.45%

Non Disclosure

	2010/1	2009/1	% Diff
Non Disclosure	135	145	-6.90%
Total	135	145	-6.90%

Classification

	2010/1	2009/1	% Diff
Associate (Certificate only)	0	0	0.00%
Baccalaureate	46	44	4.55%
Masters	97	90	7.78%
Doctoral	82	88	-6.82%
Professional (DDS, DO, MD, PharmD)	219	226	-3.10%
Baccalaureate-Level Cert.	7	161	-95.65% *** Review
Graduate-Level Certificate	137	0	100.00% *** Review
Total	588	609	-3.45%

New Ethnic Origin

	2010/1	2009/1	% Diff
Hispanic or Latino Origin	103	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	480	*No Exact Historic Data Available	
Not Answered	5	*No Exact Historic Data Available	
Total	588	*No Exact Historic Data Available	

Race

	2010/1	2009/1	% Diff
Multi-racial	99	*No Exact Historic Data Available	
White only	359	*No Exact Historic Data Available	
Black only	75	*No Exact Historic Data Available	
Hispanic only	103	*No Exact Historic Data Available	

HRI Graduation Report (CBM009)

Asian only	21	*No Exact Historic Data Available
American Indian/Alaskan Native only	0	*No Exact Historic Data Available
International only	21	*No Exact Historic Data Available
Native Hawaiian/Other Pacific Islander only	7	*No Exact Historic Data Available
Ethnic Origin/Race Unknown	2	*No Exact Historic Data Available
Total	588	*No Exact Historic Data Available
Races reported in Multi-racial	2010/1	2009/1 % Diff
White	79	*No Exact Historic Data Available
Black	88	*No Exact Historic Data Available
Asian	12	*No Exact Historic Data Available
American Indian/Alaskan Native	3	*No Exact Historic Data Available
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available
International	5	*No Exact Historic Data Available

FACILITIES ROOM INVENTORY REPORT CBM011

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

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

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

Basis for Classification

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

Rooms to be Included

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

HRI Facilities Room Inventory Report (CBM011)

Rooms Not to be Included

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

Addition of Rooms

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

CIP Code and Functional Category Limitations

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

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

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

Basis for Room Measurement

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

Space Use Codes

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

Service Codes: Determine whether the existence of a particular room, with its specific design/function and use, is dependent upon or justified by another room (usually nearby) and its specific use. If a significant degree of dependency exists, an appropriate service

HRI Facilities Room Inventory Report (CBM011)

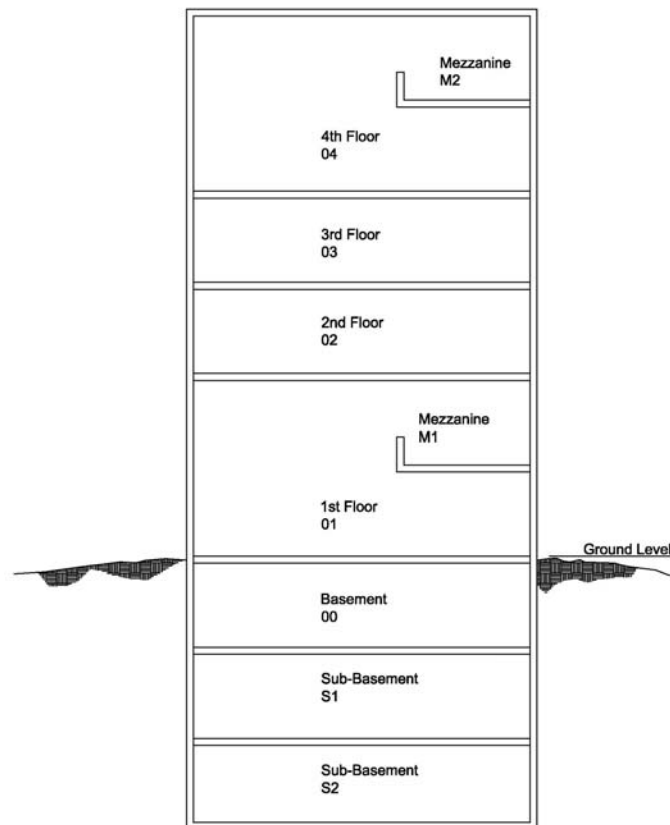
code should be used. Support or service space is identified by Space Use Codes ending with "5".

Proration of Use

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

Floor (optional)

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



HRI Facilities Room Inventory Report (CBM011)

INSTRUCTIONS FOR FACILITIES ROOM INVENTORY REPORT

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

BUILDING IDENTIFICATION

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

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

HRI Facilities Room Inventory Report (CBM011)

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

HRI Facilities Room Inventory Report (CBM011)

DATA PROCESSING RECORD LAYOUT

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

HRI Facilities Room Inventory Report (CBM011)

QUESTIONABLE AND ERROR VALUES

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

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

HRI Facilities Room Inventory Report (CBM011)

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

HRI Facilities Room Inventory Report (CBM011)

SPACE EXCLUDED FROM E&G SPACE CALCULATION

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

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

HRI Facilities Room Inventory Report (CBM011)

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

HRI Facilities Room Inventory Report (CBM011)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 CBM011 Room EDIT SUMMARY FROM RunDate: 09/15/2010 Time: 18:15:08
 LONE STAR HEALTH SCIENCE CTR 002201 ANNUAL 2010

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

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

HRI Facilities Room Inventory Report (CBM011)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD
 PART A, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2010
 002201 LONE STAR HEALTH SCIENCE CTR

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PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

09/15/2010 06:15:09

Building Size and Cost Data

BUILDING NUMBER NAME	GROSS AREA	ASSIGN AREA	E & G SQ.FT.	OCCUP DATE	FLOORS	N	W	O	Y	N
						D	N	C	P	S
0001 HARDIN ADMINISTRATION BUILDING	71,594	0	0	1937	3	2	1	1	1	3
0004 BRIDWELL HALL	42,260	0	0	1998	3	1	1	1	1	4
0005 UNIVERSITY PRESS	4,965	4,869	1,079	1940	1	2	1	1	1	3
0006 MEMORIAL BUILDING	7,019	0	0	1945	2	2	1	1	1	3
0007 FERGUSON HALL	16,896	0	0	1947	3	1	1	1	1	3
0010 MARTIN HALL	10,278	9,414	5,886	1946	2	1	1	1	1	2
0011 FAIN FINE ARTS CENTER	98,805	0	0	1978	2	1	1	1	1	5
0012 DANIEL BUILDING	46,335	39,566	34,335	1990	2	1	1	1	4	4
0013 FOWLER HALL	22,896	20,464	13,755	1949	2	1	1	1	1	3
0015 BEYER GREENHOUSE	2,398	2,236	2,162	1983	1	1	1	1	1	8
0017 MERCANTILE BUILDING	10,608	8,828	1,662	1989	2	2	1	1	1	3
0021 MCCULLOUGH HALL	9,449	6,162	6,162	1949	1	1	1	1	1	2
0022 ENGINEERING LABORATORIES	2,443	1,738	1,526	1949	1	1	1	1	1	2
0023 BOLIN HALL	99,529	0	0	1966	3	1	1	1	1	3
0024 CLARK STUDENT CENTER	70,890	0	0	1951	1	1	1	1	3	3
0025 MOFFETT LIBRARY	93,676	59,181	58,484	1964	3	1	1	1	1	3
0026 KILLINGSWORTH HALL	68,658	41,195	0	1965	6	1	1	1	6	3
0027 RESIDENCE HALL MECHANICAL BUILDING	1,296	0	0	1965	1	1	1	1	4	3
0029 PIERCE HALL	49,913	29,948	0	1966	3	1	1	1	6	3
0033 TENNIS CENTER	560	463	134	1984	1	1	1	1	1	2
0034 D.L. LIGON COLISEUM	117,048	112,836	91,991	1969	3	2	1	1	1	3
0035 PHYSICAL EDUCATION RESTROOMS	2,336	2,199	296	1970	1	1	1	1	3	3
0036 OUTDOOR RECREATION CENTER	5,000	4,903	0	1982	1	1	1	1	4	7
0037 SOCCER TICKET BOOTH	34	2,691	0	1982	1	1	1	1	3	1
0038 PHYSICAL TRAINING BUILDING	1,701	1,741	586	1970	1	1	1	1	3	3
0039 SOCCER PRESS BOX	943	806	0	1982	2	1	1	1	3	1
0044 SIKES HOUSE	9,626	5,776	0	1938	3	1	1	1	7	2
0045 GUEST HOUSE	1,530	918	0	1937	1	1	1	1	7	2
0046 ALUMNI CENTER	2,800	1,680	0	1938	2	1	1	1	7	2
0050 BRIDWELL COURTS	22,243	13,346	0	1964	2	2	1	1	7	2
0051 MCCULLOUGH-TRIGG HALL	46,086	27,652	0	1994	6	1	1	1	6	4
0052 JAN THACKER FANTASY OF LIGHTS WKSHP	7,356	2,251	0	1986	1	1	1	3	8	7
0053 BEAWOOD-O'DONOHUE HALL	65,060	35,371	32,408	1950	2	1	1	1	1	3
0054 UNIVERSITY POLICE	2,536	1,390	0	1997	1	1	1	1	3	2
0055 BIOLOGY HOUSE	3,778	2,267	0	1953	1	1	1	1	6	2
0056 HONORS HOUSE	3,395	2,037	0	1961	2	1	1	1	6	2
0060 SIKES LAKE RESTROOM	612	508	0	2005	1	1	1	2	3	2
TOTALS	1,080,064	483,853								

HRI Facilities Room Inventory Report (CBM011)

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TEXAS HIGHER EDUCATION COORDINATING BOARD

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PART D, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2010
002201 LONE STAR HEALTH SCIENCE CTR

PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

09/15/2010 06:15:09

CAMPUSWIDE SPACE SUMMARY

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

TOTAL CAMPUS SPACE BY INSTITUTIONAL CATAGORIES

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

HRI Facilities Room Inventory Report (CBM011)

585	GREENHOUSE SERVICE	637	637
590	OTHER	76	76
	SUBTOTAL	94,605	74,382
630	FOOD FACILITIES	658	0
635	FOOD FACILITIES SERVICE	704	0
650	LOUNGE	518	289
655	LOUNGE SERVICE	440	65
660	MERCHANDISING FACILITIES	1,323	0
665	MERCHANDISING FACILITIES SERVICE	129	0
675	RECREATION SERVICE	12,053	0
690	LOCKER ROOM	230	230
	SUBTOTAL	16,055	584
715	COMPUTER/TELECOMMUNICATIONS SVC.	299	102
720	SHOP	17,107	13,783
725	SHOP SERVICE	2,787	2,787
730	CENTRAL STORAGE	22,220	22,220
745	VEHICLE STORAGE FACILITY SERVICE	1,417	1,417
760	HAZARDOUS MATERIALS	72	72
	SUBTOTAL	43,902	40,381
810	PATIENT BEDROOM	272	0
850	TREATMENT/EXAMINATION	339	0
880	PUBLIC WAITING	308	0
895	STAFF ON-CALL FACILITY SERVICE	592	0
	SUBTOTAL	1,510	0
920	SLEEP/STUDY WITH TOILET/BATH	108,440	0
970	HOUSE	21,719	0
	SUBTOTAL	130,160	0
		NON-SASF	
050	INACTIVE AREA	1,848	
060	ALTERATION OR CONVERSION AREA	0	
070	UNFINISHED AREA	0	
M10	MENS BATHROOM	3,771	
U10	UNISEX BATHROOM	175	
W10	WOMENS BATHROOM	3,658	
WWW	CIRCULATION AREA	13,358	
XXX	BUILDING SERVICE AREA	1,950	
YYY	MECHANICAL AREA	4,013	
ZZZ	STRUCTURAL AREA	1,042	
	SUBTOTAL	0	0
	TOTAL	NON-SASF 29,815	NASF 454,038
			E&G NASF 264,689

HRI Facilities Room Inventory Report (CBM011)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD
 PART F, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2010
 002204 LONE STAR HEALTH SCIENCE CTR

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PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

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BUILDING			PUBLIC	ACADEMIC	STUDENT	INST	PHY PLT	TOTAL	TOTAL	
NUMBER	NAME	INSTRUCT	RESEARCH	SERVICE	SUPPORT	SERVICE	SUPPORT	NASF	E&G NASF	
SATISFACTORY CONDITION										
0010	MARTIN HALL	5,886	0	0	0	0	0	9,414	5,886	
0012	DANIEL BUILDING	0	0	0	0	0	34,335	39,566	34,335	
0013	FOWLER HALL	13,755	0	0	0	0	0	20,464	13,755	
0015	BEYER GREENHOUSE	2,162	0	0	0	0	0	2,236	2,162	
0019	INSTRUMENTAL MUSIC HALL	1,539	0	0	0	0	0	2,505	1,539	
0020	PAINT SHOP	0	0	0	0	0	1,732	1,884	1,732	
0021	MCCULLOUGH HALL	6,162	0	0	0	0	0	6,162	6,162	
0022	ENGINEERING LABORATORIES	1,526	0	0	0	0	0	1,738	1,526	
0025	MOFFETT LIBRARY	1,162	0	0	57,322	389	0	59,181	58,484	
0026	KILLINGSWORTH HALL	0	0	0	0	41,195	0	41,195	0	
0029	PIERCE HALL	0	0	0	0	29,948	0	29,948	0	
0031	VINSON HEALTH CENTER	0	0	0	0	1,804	0	1,804	0	
0032	CENTRAL PLANT	230	0	0	0	0	7,961	8,192	8,192	
0033	TENNIS CENTER	134	0	0	0	0	0	463	134	
0036	OUTDOOR RECREATION CENTER	0	0	0	0	0	0	4,903	0	
0037	SOCCER TICKET BOOTH	0	0	0	0	2,691	0	2,691	0	
0038	PHYSICAL TRAINING BUILDING	586	0	0	0	0	0	1,741	586	
0039	SOCCER PRESS BOX	0	0	0	0	806	0	806	0	
0044	SIKES HOUSE	0	0	0	0	5,776	0	5,776	0	
0046	ALUMNI CENTER	0	0	0	0	1,680	0	1,680	0	
0047	CARRIAGE HOUSE	0	0	0	0	0	1,073	1,148	0	
0048	MARCHMAN HALL	0	0	0	0	5,342	0	5,342	0	
0049	SIKES LAKE CENTER	0	0	0	0	0	0	8,558	0	
0051	MCCULLOUGH-TRIGG HALL	0	0	0	0	27,652	0	27,652	0	
0052	JAN THACKER FANTASY OF LIGHTS WKSHP	0	0	0	0	0	2,251	2,251	0	
0053	BEAWOOD-O'DONOHUE HALL	34,326	0	0	0	0	178	35,371	32,408	
0054	UNIVERSITY POLICE	0	0	0	0	1,390	0	1,390	0	
0055	BIOLOGY HOUSE	0	0	0	0	2,267	0	2,267	0	
0056	HONORS HOUSE	0	0	0	0	2,037	0	2,037	0	
0060	SIKES LAKE RESTROOM	0	0	0	0	0	0	508	0	
	SUBTOTAL	70,202	0	0	57,322	130,428	205	47,648	343,976	169,956
REMODELING A CONDITION										
0005	UNIVERSITY PRESS	0	0	169	0	0	3,824	4,869	1,079	
0017	MERCANTILE BUILDING	1,494	0	0	0	4,006	0	8,828	1,662	
0034	D.L. LIGON COLISEUM	92,653	0	0	0	20,183	0	112,836	91,991	
	SUBTOTAL	94,147	0	169	0	37,535	3,824	139,879	94,733	
	INSTITUTION TOTAL	164,349	0	169	57,322	167,963	4,029	47,648	483,855	264,689

FACILITIES BUILDING INVENTORY REPORT CBM014

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

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

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

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

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

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

Addition of Buildings

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

Building Demolition

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

HRI Facilities Building Inventory Report (CBM014)

Exclusions

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

Basis for Building Measurement

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

NOTES:

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

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

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

HRI Facilities Building Inventory Report (CBM014)

INSTRUCTIONS FOR FACILITIES BUILDING INVENTORY REPORT

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

BUILDING IDENTIFICATION

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

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

HRI Facilities Building Inventory Report (CBM014)

DATA PROCESSING RECORD LAYOUT

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

HRI Facilities Building Inventory Report (CBM014)

QUESTIONABLE AND ERROR VALUES

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

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

HRI Facilities Building Inventory Report (CBM014)

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 CBM014 Building EDIT SUMMARY FROM RunDate: 09/15/2010 Time: 19:13:44
 LONE STAR HEALTH SCIENCE CTR 002201 ANNUAL 2010

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

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

STUDENT NUMBER CHANGE REPORT
CBM00N

The Texas Education Code, Sections 54.068 and 61.0595, sets an undergraduate funding limit for universities and health-related institutions equal to length of degree plus 45 semester credit hours. The limit applies to students who first enroll in an institution of higher education in the 1999 fall semester and later. The academic semester credit hours attempted at community, technical, and state colleges affect this limit. In order for the Coordinating Board to maintain a database indicating the number of hours an eligible undergraduate student has accumulated toward the limit, student identifying numbers (social security numbers), birth dates, and gender must be as accurate as possible. These changes can be submitted through the electronic data transfer system using the format identified in this report.

When the current change is applied to the database at the Coordinating Board, any number that generates a conflict with a student number that already exists on the database, will require that a copy of the student's social security card be sent to the Educational Data Center so conflicts can be resolved.

The CBM00N database is operational. This report can be submitted at any time. The date that the CB applies the change will be maintained in the database.

HRI Student Number Change Report (CBM00N)

INSTRUCTIONS FOR STUDENT NUMBER CHANGE REPORT

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

Item #2 Institution Code. Enter FICE Code of the institution (see Appendix A).

NOTE: All three items: student number, birth date, and gender will be used to uniquely identify a student. All three items of the prior number must match to a record in the database before the current number will be used as a replacement.

Item #3 Current Student Identification Number. Enter the current Social Security Number of the student. This should not be an assigned identification number except in infrequent occasions.

Item #4 Current Date of Birth. Enter all four digits of the year and the month and day of birth of the student in format YYYYMMDD.

YYYY = Year MM = Month DD = Day

Item #5 Current Gender. Enter the gender of the student.

M = Male F = Female

Item #6 Prior Student Identification Number. Enter the prior identifying number of the student. If the student identifier did not change, it will be the same as the current student identifier.

Item #7 Prior Date of Birth. Enter all four digits of the year and the month and day of birth of the student in format YYYYMMDD. If the birthday did not change, enter the current date of birth to uniquely identify to which student the change applies.

YYYY = Year MM = Month DD = Day

Item #8 Prior Gender. Enter the gender of the student. If the gender of the student did not change, enter the current gender to uniquely identify to which student the change applies.

M = Male F = Female

Item #9 Last Name. Enter up to 20 characters of the student's current last name.

Item #10 First Name. Enter the first 10 digits of the student's first name.

Item #11 Middle Initial. Enter the initial of the student's middle name.

HRI Student Number Change Report (CBM00N)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always 'N'	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Current Student Identification Number – Numeric	8	9
Item #4	Current Date of Birth - YYYYMMDD – Numeric	17	8
Item #5	Current Gender - 'M' or 'F'	25	1
Item #6	Prior Student Identification Number – Numeric	26	9
Item #7	Prior Date of Birth - YYYYMMDD – Numeric	35	8
Item #8	Prior Gender - 'M' or 'F'	43	1
Item #9	Last Name – Alpha	44	20
Item #10	First Name – Alpha	64	10
Item #11	Middle Name Initial – Alpha or blank	74	1

RESIDENTS/FELLOWS REPORT CBM00R

Public health-related institutions and certain private independent institutions and organizations report medical/dental residents and postdoctoral/research fellows to the Coordinating Board for purposes of data collection and state funding. The records for all components of the health-related institution will be submitted as one report under the FICE code of the health science center. The categories of data collected are as follows:

- Residents
 - Medical (GME)
 - Dental
 - Pharmacy
- Postdoctoral/Research Fellows
 - Biomedical Science
 - Allied Health
 - Public Health
 - Nursing

The majority of data collection relates to Medical (GME) Residents. These data are used for verification purposes, input for determining Health-Related Institutions' Graduate Medical Education (GME) and Infrastructure Formula funding, and for allocation of GME funds trusteeed to the Coordinating Board.

The terms Graduate Medical Education and Residency are interchangeable and describe the final stage of formal education a physician must complete prior to receiving state licensure, entering independent practice, and obtaining board certification in a medical specialty area. Residency training is a three to seven year process of focused education and training offered by nationally accredited programs, typically in large hospital settings. Residency programs are accredited nationally either by the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA), depending on whether the residency program accepts MD and/or DO-trained physicians.

The term Postdoctoral/Research Fellow refers to individuals who have earned a PhD and are continuing their training or research at a health-related institution.

These data are used to support health-related institutions' formula calculations in the following areas:

For GME funding purposes:

- **GME Resident counts** – Used as input into the Graduate Medical Education formulas for the health-related institutions' appropriation requests. The appropriations related to this request are detailed as follows:
 - **Formula Funding - Graduate Medical Education** – Appropriations for state health-related institutions
 - **Trusteed Funding - Graduate Medical Education** – Appropriations for

HRI Residents/Fellows Report (CBM00R)

Coordinating Board trustee programs

- Graduate Medical Education for Baylor College of Medicine
- Graduate Medical Education for Independent Residency Programs
- Family Practice Residency Program
- Primary Care Residency Program

For Infrastructure funding purposes:

- **GME Resident and Postdoctoral/Research Fellows counts** – Used as input into the health-related institutions' Space Model. The output of the Space Model is used as input for calculating the Infrastructure Formula for the Infrastructure appropriations request. These counts include only the state public health-related institutions. The appropriations related to this request are bill pattern appropriations labeled as Infrastructure – E & G Space Support.

The reporting of data is dependent upon each institution/organization and the programs it offers. Appendix J provides a table of allowable reporting categories for data submissions for each institution/organization. These reporting categories are used to track the programs offered by each institution and mirror allowable data entry categories used for the Instruction and Operations formula.

Data will be submitted electronically in the prescribed format described in this manual on page 0.3.

Timing Considerations for Reporting Data

All institutions/organizations must report headcount and related information on residents as of September 1 of each year. Each institution/independent organization must have its data show a "Certified" status by October 15 of each year in order to have its count included in the formula funding calculations. Failure to achieve a "Certified" status could result in loss of formula funding appropriations.

In accordance with Coordinating Board policy, any request for waiver of the October 15 deadline should be submitted by the institution/organization President or Chief Executive Officer in writing to Susan Brown, Assistant Commissioner, for approval. In order for a waiver to be approved, the letter must provide substantive reasons for granting the request.

Resident/Postdoctoral/Research Fellows Qualifications

The following qualifications apply to all Medical (GME) residents and postdoctoral/research fellows reported:

- All required data fields must be submitted in order for a resident/postdoctoral/research fellow to be counted for formula funding. Do not include residents/fellows with Doctor of Chiropractic (DC) or Doctor of Optometry (OD) degrees.
- A given resident/postdoctoral/research fellow that is an enrolled student is

HRI Residents/Fellows Report (CBM00R)

reported on the CBM001 Student Report, and should not be reported on the CBM00R. That individual will be counted on the CBM001 report. Reporting a student on both will result in an error on the CBM00R edit report.

- A given resident/postdoctoral/research fellow can only be claimed and reported by one institution/organization for a given year. No duplicate reporting will be allowed. Any duplication in reporting is the responsibility of each institution/organization to resolve. The data collection system will consider the first reporting of a resident/postdoctoral/research fellow as the authorized entry. Any subsequent reporting of the same person by another institution/organization will be flagged as an error. If the first reporting is in error, it is the responsibility of the first institution/organization reporting that person to remove it from its list so another institution/organization may report that person.
- For Medical (GME) residents, only MDs or DOs that are enrolled in residency programs affiliated with either the Accreditation Council for Graduate Medical Education (ACGME) for MDs or the American Osteopathic Association (AOA) for DOs will be accepted.
- Only postdoctoral/research fellows that have earned a PhD or DVM, DPT, AUD, DRPH, or DNP will be accepted.
- Only certain degrees are eligible to be counted in a given category. If an ineligible degree is reported for a category, it will be rejected as an error on the edit report. The following table of Reporting Categories outlines the required degree selection for each category.
 - Residents
 - Medical (GME) – MD or DO or MDPHD
 - Dental – BDS or DDS or DMD or DDSPHD
 - Pharmacy – PHARMD
 - Postdoctoral/Research Fellows
 - Biomedical Science – PHD or DVM
 - Allied Health – PHD or DPT or AUD
 - Public Health – PHD or DRPH
 - Nursing – PHD or DNP
- The maximum number of years that a resident/postdoctoral/research fellow can be reported is seven. Residents/postdoctoral/research fellows whose total of “Prior Cumulative Residency/Research Years,” Item #16, plus “Year Level of Individual in Current Residency/Research Program,” Item #15, exceeds seven years will be rejected.
- Residents or postdoctoral/research fellows whose school of graduation appears on the Coordinating Board’s list of “Institutions Whose Degrees are Illegal to Use in Texas” will not be considered in the counts used for formula funding purposes and will be rejected as an error on the edit report. This list can be viewed on the Coordinating Board’s website at

<http://www.thecb.state.tx.us/AAR/PrivateInstitutions/NoTX.cfm>.

Institution/Organization Point of Contact

Each health-related institution or other independent organization will designate a specific person to be the primary contact for handling all communication regarding this data with the Texas Higher Education Coordinating Board. The person assigned to be the primary contact needs to be of a level and position that can effectively deal with the respective units of your institution/organization to compile the data required and be responsible for answering any questions in its regard.

It is the responsibility of the institution/organization to provide revised information to the Coordinating Board whenever a change is made in the point of contact. The Coordinating Board is not responsible for missed data submission deadlines due to use of point of contact information that is no longer current or has not been updated.

The following point of contact information is required:

- Name and Title
- Department
- Institution/Organization Name
- Mailing Address
- Email Address
- Telephone Number

Send the required contact information to Torca Bunton in the Educational Data Center of the Texas Higher Education Coordinating Board at Torca.Bunton@thecb.state.tx.us.

Contact Ed Buchanan, Program Director in the Division of Planning and Accountability, with general questions and concerns at Ed.Buchanan@thecb.state.tx.us.

HRI Residents/Fellows Report (CBM00R)

INSTRUCTIONS FOR RESIDENTS/FELLOWS REPORT

- Item #1 Record Code. Always enter 'R'.
- Item #2 Institution Code. Enter the six-digit FICE code of the health-related institution or independent organization. See Appendix A.
- Item #3 Individual Identification Number. Enter the social security number of the resident or fellow.
- Item #4 Reporting Category. Enter the appropriate code for the type of program.
- 00 Medical (GME) Residents
 - 05 Dental Residents
 - 10 Pharmacy Residents
 - 15 Biomedical Science Postdoctoral/Research Fellows
 - 20 Allied Health Postdoctoral/Research Fellows
 - 25 Public Health Postdoctoral/Research Fellows
 - 30 Nursing Postdoctoral/Research Fellows
- Item #5 Gender. Enter the gender of the resident or fellow.
- M = Male F = Female
- Item #6 Unused
- Item #7 First Name. Enter the first name of the resident or fellow, left justified.
- Item #8 Middle Initial. Enter the middle initial of the resident or fellow.
- Item #9 Last Name. Enter the last name of the resident or fellow, left justified.
- Item #10 Degree. Enter the degree of the resident or fellow, left justified.

AUD	Doctor of Audiology
BDS	Bachelor of Dental Science
DDS	Doctor of Dental Surgery
DDSPHD	Doctor of Dental Surgery/Terminal Doctoral Degree
DMD	Doctor of Dental Medicine
DNP	Doctor of Nursing Practice
DO	Doctor of Osteopathy
DPT	Doctor of Physical Therapy
DRPH	Doctor of Public Health
DVM	Doctor of Veterinary Medicine
MD	Medical Doctor
MDPHD	Medical Doctor/Terminal Doctoral Degree
PHARMD	Pharmacy Doctorate
PHD	Terminal Doctoral Degree

HRI Residents/Fellows Report (CBM00R)

Item #11 Unused.

Item #12 Type of License. Enter the code for the type of license held. Codes are unique to each type of degree; left justify. Not required for DRPH or PHD degrees.

If degree is AUD, then report:

LAU Texas State Board of Examiners for Speech-Language Pathology and Audiology licensed Audiologist

If degree is BDS, DDS, DMD, or DDSPHD, then report:

LD Texas State Board of Dental Examiners licensed Dentist
NL No License
OOS Out-of-State License

If degree is DNP, then report:

LRN Texas Board of Nursing licensed Registered Nurse

If degree is DO, MD, or MDPHD, then report:

TML Texas Board of Medical Examiners fully-licensed Doctor
BP1 Texas Board of Medical Examiners Basic Permit 1
BP2 Texas Board of Medical Examiners Basic Permit 2
BP3 Texas Board of Medical Examiners Basic Permit 3
BP4 Texas Board of Medical Examiners Basic Permit 4
BP5 Texas Board of Medical Examiners Basic Permit 5
TP1 Texas Board of Medical Examiners Temporary Permit 1
TP2 Texas Board of Medical Examiners Temporary Permit 2
IP Institutional Permit
MDN No License – MD only

If degree is DPT, then report:

LPT Texas Executive Council of Physical Therapy & Occupational Therapy Examiners licensed Physical Therapist

If degree is DVM, then report:

LV Texas State Board of Veterinary Medical Examiners licensed Veterinarian
NL No License

If degree is PHARMD, then report:

LP Texas State Board of Pharmacy licensed Pharmacist
NL No License (due to testing delays)

Item #13 Program Code. Enter the appropriate ten-digit code for the medical (GME) residency program. See Appendix K. Required for medical (GME) residents only. Leave blank if not applicable.

Note: In July of each year, the ACGME provides us a data file of all of the approved medical residency programs for Texas institutions. This data file is Appendix K. The THECB uses that

HRI Residents/Fellows Report (CBM00R)

data file to validate the data reported by the institutions. Since the ACGME data is a snapshot in early July, any residency programs approved in July or August will have to be communicated to the THECB in order for us to add them to our database and allow you to report complete and accurate residency counts. Given this process, institutions are encouraged to seek ACGME approval of their programs as early as possible so that the number of new programs approved in July and August is kept to a minimum. **Should you encounter a medical (GME) resident that is in an approved ACGME or AOA program that is not on the Program code listing, please contact the Coordinating Board and request that it be added.**

Sponsoring Institution as shown in Appendix K - In the great majority of cases, the sponsoring institution for a given medical (GME) residency is one of the ten health-related institutions that report their residents for those programs they sponsor. In a few cases, a hospital is shown by ACGME as the program sponsor. In those situations it will be necessary for the reporting institution to contact the THECB and let us know that your institution will be claiming that program for the purposes of reporting residents. **This process will need to be done annually, since we start with a new program listing every year. Due to the changing nature of residency programs, the THECB cannot rely on last year's affiliations.**

Item #14 Residency/Research Program Length. Enter the code that corresponds with the total number of years for the current program.

Note: This field is not reported for Medical (GME) Residents since the program length for Medical (GME) Residents is obtained from the ACGME or AOA (see Appendix K). Enter zero for Medical (GME) Residents.

- | | | | |
|---|-------------|---|-------------|
| 1 | One year | 5 | Five years |
| 2 | Two years | 6 | Six years |
| 3 | Three years | 7 | Seven years |
| 4 | Four years | | |

NOTE: The following note applies to Items #15 and #16. The sum of Items #15 and #16 cannot exceed 6. The Coordinating Board will add one year to the total for the current year. The record will be flagged as an error if the sum of Items #15 and #16 plus 1 is greater than 7. Item #15 plus 1 cannot exceed the program length in Item #14.

Item #15 Years Completed in Current Residency/Research Program. Enter the cumulative number of years completed for the **current** program at the **current** institution. If the current year is the first year in the currently reported program (regardless of program level) at your institution for this resident (Item #13), enter 0.

- | | | | |
|---|-------------|---|------------|
| 0 | No years | 4 | Four years |
| 1 | One year | 5 | Five years |
| 2 | Two years | 6 | Six years |
| 3 | Three years | | |

Item #16 Prior Cumulative Residency/Research Years. Enter the code that corresponds with the cumulative number of residency years at any institution, including the current institution, in all programs that the resident/fellow had completed **prior** to admission to the current resident/research program.

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- | | | | |
|---|----------------|---|------------|
| 0 | No prior years | 4 | Four years |
| 1 | One year | 5 | Five years |
| 2 | Two years | 6 | Six years |
| 3 | Three years | | |

Item #17 Medical School of Graduation. Enter the five-digit code of the medical school from which the resident graduated, leading zeros. Required for medical residents only; leave blank if not applicable. See Appendix L.

Item #18 Date of Medical School Graduation. Enter the four-digit year and two-digit month in which the resident graduated from medical school. **Required for medical (GME) residents only**; leave blank if not applicable.

YYYYMM

Item #19 Non-disclosure. Enter a '2' to indicate that the individual resident or fellow has notified the institution/organization of his/her refusal to have "directory information" disclosed; else zero fill.

Item #20 Reporting Period. Always enter '5' for annual report.

Item #21 Year of Report. Enter the four-digit academic year the report covers using an 'as of' date of September 1.

YYYY

Example: For 2009-2010 academic year (as of September 1, 2009) enter '2009'.

Item #22 License/Permit Number or Institutional Permit Number. Enter the license/permit number or an institutional permit number, left-justified. Not required for DRPH or PHD degrees. Leave blank if not applicable.

If BDS, DDS, DMD, DDSPHD, DVM and no license, or MDN, leave blank.

Item #23 State of License. Enter the two-letter U. S. Postal Service abbreviation for the state from which the license was issued.

Items #24 and #25A-G are mandatory beginning with the fall 2010 reporting period.

Item #24 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

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

Item #25 Race. Select one or more codes indicating the race of the student.

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Item #25A	1	White
Item #25B	2	Black or African-American
Item #25C	4	Asian
Item #25D	5	American Indian or Alaskan Native
Item #25E	6	International
Item #25F	7	Unknown or Not Reported
Item #25G	8	Native Hawaiian or Other Pacific Islander

Definitions:

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

HRI Residents/Fellows Report (CBM00R)

DATA PROCESSING RECORD LAYOUT AND FIELD REQUIREMENTS

R = Required N/A = Not Collected from Institution O = Optional						
Residents			Postdoctoral/Research Fellows			
Medical	Dental	Pharmacy	Biomed Sci	Allied Health	Public Health	Nursing
00	05	10	15	20	25	30

Item Number	Field Name	Field Type	Beginning Position	Length	Medical	Dental	Pharmacy	Biomed Sci	Allied Health	Public Health	Nursing
1	Record Code - Always 'R'	Alpha	1	1	R	R	R	R	R	R	R
2	Insitution Code	Numeric	2	6	R	R	R	R	R	R	R
3	Individual ID Number	Alphanumeric	8	9	R	R	R	R	R	R	R
4	Reporting Category	Numeric	17	2	R	R	R	R	R	R	R
5	Gender	Alpha	19	1	R	R	R	R	R	R	R
6	Unused		20	1							
7	First Name	Alpha	21	10	R	R	R	R	R	R	R
8	Middle Initial	Alpha	31	1	R	R	R	R	R	R	R
9	Last Name	Alpha	32	20	R	R	R	R	R	R	R
10	Degree	Alpha	52	6	R	R	R	R	R	R	R
11	Unused		58	5							
12	Type of License	Alphanumeric	63	3	R	R	R	N/A	N/A	N/A	R
13	Program Code	Numeric	66	10	R	N/A	N/A	N/A	N/A	N/A	N/A
14	Program Length	Numeric	76	1	N/A	R	R	R	R	R	R
15	Year Level In Current Program	Numeric	77	1	R	R	R	R	R	R	R
16	Prior Cumulative Years	Numeric	78	1	R	R	R	R	R	R	R
17	Medical School of Graduation	Numeric	79	5	R	N/A	N/A	N/A	N/A	N/A	N/A
18	Date of Medical School Grad	Numeric	84	6	R	N/A	N/A	N/A	N/A	N/A	N/A
19	Non-disclosure	Numeric	90	1	R	R	R	R	R	R	R
20	Reporting Period - Always '5'	Numeric	91	1	R	R	R	R	R	R	R
21	Year of Report	Numeric	92	4	R	R	R	R	R	R	R
22	License/Permit Number	Alphanumeric	96	12	R	R	R	N/A	N/A	N/A	R
23	State of License	Alpha	108	2	R	R	R	N/A	N/A	N/A	R

HRI Residents/Fellows Report (CBM00R)

Data Processing Record Layout and Field Requirements (cont.)

Residents			Postdoctoral/Research Fellows			
Medical	Dental	Pharmacy	Biomed Sci	Allied Health	Public Health	Nursing
00	05	10	15	20	25	30

Item Number	Field Name	Field Type	Beginning Position	Length
24	New Ethnic Origin	Numeric	110	1
25	Race:			
25A	White	Numeric	111	1
25B	Black/African American	Numeric	112	1
25C	Asian	Numeric	113	1
25D	American Indian/Alask. Nat.	Numeric	114	1
25E	International	Numeric	115	1
25G	Unknown/Not Reported	Numeric	116	1
25G	Native Hawaiian/Other Pac. Is.	Numeric	117	1

R	R	R	R	R	R	R
R	R	R	R	R	R	R
R	R	R	R	R	R	R
R	R	R	R	R	R	R
R	R	R	R	R	R	R
R	R	R	R	R	R	R
R	R	R	R	R	R	R
R	R	R	R	R	R	R

Eligible Degree for Given Category:

MD	DDS	PharmD	PhD	Phd	PhD	PhD
DO	DMD		DVM	DPT	DrPH	DNP
MPhD	DDSPHD			AuD		
	BDS					

Please refer to the above table for required vs. optional reporting requirements, depending on the Reporting Category involved, as well as eligible degrees for a given category.

HRI Residents/Fellows Report (CBM00R)

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>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except 'R'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Individual ID Number	Alpha characters	Blank or special characters; if on CBM001 and CBM00R
4. Reporting Category	N/A	Blank or special characters; not 00 if Item #10 = DO, MD, or MDPHD; not 05 if Item #10 = BDS, DDS, DMD, or DDSPHD; not 10 if Item #10 = PHARMD; not 15 if Item #10 = PHD or DVM; not 20 if Item #10 = PHD, DPT, or AUD; not 25 if Item #10 = PHD or DRPH; not 30 if Item #10 = PHD or DNP; not 15, 20, 25, or 30 if Item #12 = MDN
5. Gender	N/A	Any value except 'M' or 'F'
6. Unused	N/A	N/A
7. First Name	N/A	Blank or numerical
8. Middle Initial	N/A	N/A
9. Last Name	N/A	Blank or numerical
10. Degree	N/A	Blank or any value not on list of approved degrees; not MD, DO, or MDPHD when Item #4 = 00; not BDS, DDS, DMD, or DDSPHD when Item #4 = 05; not PHARMD when Item #4 = 10;

HRI Residents/Fellows Report (CBM00R)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
		not PHD, DVM, or MD when Item #4 = 15; not MD, PHD, DPT, or AUD when Item #4 = 20; not MD, PHD, or DRPH when Item #4 = 25; not MD, PHD, or DNP when Item #4 = 30
11. Unused	N/A	N/A
12. Type of License	N/A	Value other than LAU if Item #10 = AUD; value other than LD, NL, or OOS if Item #10 = BDS, DDS, DDSPHD, or DMD; value other than LRN if Item #10 is = DNP; value other than TML, BP1-BP5, TP1, TP2, or IP if Item #10 = MD, DO, or MDPHD; value other than MDN if item #10 = MD and Item #4 = 15, 20, 25, or 30; value other than LPT if Item #10 = DPT; value other than LV or NL if Item #10 = DVM; value other than LP or NL if Item #10 = PHARMD; not blank if Item #10 = PHD or DRPH
13. Program Code	N/A	Not on program file; blank if Item #4 = 00
14. Program Length	N/A	Any value other than '1'-'7'; not 0 if Item #4 = '00'
15. Yrs Completed Curr Prog	N/A	Any value other than '0'-'6'; sum of Item #15 and #16 + 1 > 7; sum of Item #15 + 1 > Item #14

HRI Residents/Fellows Report (CBM00R)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
16. Prior Cum Years	N/A	Blank or any value other than '0'- '6'; sum of Item #15 and #16 + 1 > 7; if value of '0' and prior training required = 'y'; value < sum of previous years
17. Med Sch of Graduation	N/A	Not on medical school list; blank if Item #4 = 00
18. Date of Med Sch Grad	N/A	Month < 01 or > 12; month not > 08 if year = Item #21; blank if Item #17 filled in
19. Non-disclosure	N/A	Any value except '0' or '2'
20. Reporting Period	N/A	Any value except '5'
21. Year of Report	N/A	Must match value on header record
22. License/Permit Number	N/A	Blank unless Item #10 is DRPH or PHD; blank unless Item #12 is NL or MDN and Item #10 is BDS, DDS, DMD, DDSPHD, DVM, or MD
23. State of License	N/A	Blank unless Item #10 is DRPH or PHD; blank unless Item #12 is NL and Item #10 is BDS, DDS, DMD, DDSPHD, or DVM
24. New Ethnic Origin	N/A	Value other than '1', '2', or '3'
25A. White	N/A	Value other than '1' or space or value = '1' and '7'
25B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
25C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
25D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
25E. International	N/A	Value other than '6' or space or value = '6' and '7'

HRI Residents/Fellows Report (CBM00R)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
25F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
25G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

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

HRI Residents/Fellows Report (CBM00R)

Use of ACGME Program Information

The medical (GME) resident data that is provided by the institution is validated against the program data provided to the THECB by the ACGME. This validation process is necessary in order to ensure that the CBM00R is accurate. If an edit that is based upon ACGME data fails, it is because the reported data does not agree with the ACGME data. Compare your entered data with Appendix K to determine the problem.

ACGME Program Prerequisites

The THECB is not involved with making any determinations in regard to qualifications necessary to meet ACGME prerequisites for a medical (GME) residency program. It is the responsibility of each institution to evaluate an applicant's qualifications to determine if they meet the prerequisites, if any, for a medical (GME) residency program. Once that determination has been made, and you know the total number of prior cumulative years of medical (GME) residency, you have the necessary information to report that item for a resident. **Please note that if a ACGME/AOA residency program has a prerequisite for a given medical (GME) residency program, Item #16, Prior Cumulative Years, must equal or exceed the prerequisite in order to pass the edit.**

Prerequisite Year

We have noted a couple of medical (GME) residency programs where the prerequisite year is under the oversight of the management responsible for the related medical (GME) residency program. This has been confusing in that it might appear that the prerequisite year is a year of the program vs. being a prerequisite. In these particular cases, the reporting institution did not have an ACGME program available to report residents that were in the prerequisite year.

In order for the CBM00R to be an automated process that performs edit checks on your data submissions, the following guidance is provided for reporting in fall 2009:

- The program length for this type of program will be considered to be the "Accredited Program Length" as posted on the ACGME program web site and listed in Appendix K.
- The number of prerequisite years will be considered to be the "Number of Prior or Additional Years Required" as posted on the ACGME program web site and listed in Appendix K.
- For CBM00R reporting process and GME formula funding purposes, the THECB is requiring that any prerequisite requirement be completed in order to report a resident in a medical (GME) residency program.
- Institutions with this type of situation will need to contact the ACGME and establish a program in which to report residents completing their prerequisite year or years. Failure to have this program available may result in residents being rejected by the CBM00R edits. **While the THECB made adjustments for this type of situation in the past year, no adjustments or waivers will be made for the reporting cycle in the fall of 2009.**

Residents from Foreign Countries

This past reporting cycle we have had some medical (GME) residents that were from foreign countries that failed the edit process due to the lack of a Social Security number. Please be advised that in order to receive GME formula funding, it is necessary that we require a Social Security number of the residents that are reported.

We would recommend that to minimize this situation each institution review the information that they provide prospective residents to ensure that these prospects are advised at the earliest possible time that they will need a Social Security number. They need to understand that the application process can be slow and that they need to apply for a number without delay.

International Physicians Entering Residency Programs

We have identified two situations that involve international physicians entering into a residency program:

- **Starting Over** – In the case of an international physician starting over in the United States, those physicians should be reported just like a U.S. physician medical graduate. As long as the physician has an SSN, there are no unusual reporting issues.
- **Direct Entry into a Residency Program** – In the case of an international physician admitted directly into a residency program, the following reporting guidance is provided:
 - Entry in Year 1 of the residency program – Presuming that the international physician meets prerequisites for the residency program, the institution should report an **equal or greater number of years** than the prerequisite in Item #16, Prior Cumulative Residency/Research Years.
 - Entry in a year other than Year 1 of the residency program – The institution should report the same as the Entry in Year 1 of the residency program to include any other prior residency/research years plus reporting the appropriate number of years for Item #15, Years Completed in Current Residency/Research Program, assuming the resident is continuing in the same type of program that was being taken in a foreign residency program.
 - The prior years reported will count against the total seven year limit for GME residency funding.

HRI Residents/Fellows Report (CBM00R)

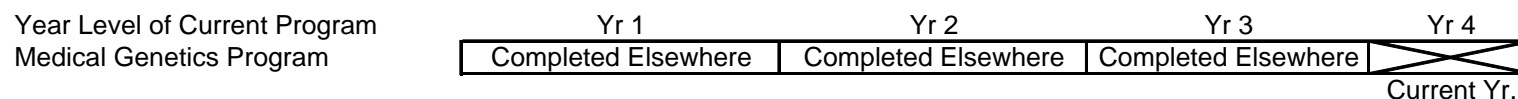
REPORTING EXAMPLES

The following examples are provided to explain Items #15 and #16.

Example 1 – Medical (GME) Resident:

Resident A has completed three years of residency training in two previous programs prior to the current program Resident A is undertaking at the BCM. Resident A has been admitted to the Medical Genetics program, Code 1304821012, a 4 year program for the current year. Due to the resident's prior experience, the resident has been admitted into the fourth year of the Medical Genetics program.

Based upon the facts, the following graphical example is provided.



For purposes of determining how to code Item #15, Years Completed in Current Residency/Research Program, the resident has not completed any years of the program at the current institution, so the value to enter for Item #15 is "0".

For purposes of determining how to code Item #16, Prior Cumulative Residency/Research Years, the resident has completed three years of prior residency. Use the value of 3. (These years of residency training could have been in any program at some other institution or the BCM, it doesn't matter. It doesn't matter whether or not a Resident completed all years of those two prior programs or not. **The key data item sought is the fact that the Resident did complete three prior residency years before joining the current program.**)

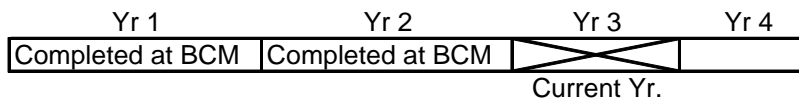
	Item #15 Yrs. Completed in Current Program		Item #16 Prior Total Years Previous		Total Prior Years		CB Adds 1 for Current Year		Total Years for Edit Evaluation	Edit Status Relative to Over 7 Yrs.
Example 1 - Resident A	0	+	3	=	3	+	1	=	4	Resident Accepted

HRI Residents/Fellows Report (CBM00R)

Example 2 – Medical (GME) Resident:

Resident B is admitted to the same program at BCM as shown in Example 1. Resident B is in year level 3 of the Medical Genetics program having completed years one and two of this program at BCM. The number of residency years for Resident B in prior programs was 3 years.

Year Level of Current Program
 Medical Genetics Program



For purposes of determining how to code Item #15, Years Completed in Current Residency/Research Program, the resident has completed 2 years of the program, so the value to enter for Item # 15 is “2”.

For purposes of determining how to code Item #16, Prior Cumulative Residency/Research Years, the resident has completed three years of prior residency. Use the value of “3”.

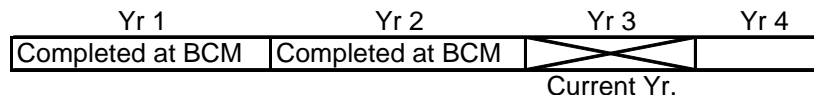
	Item #15 Yrs. Completed in Current Program		Item #16 Prior Total Years Previous	=	Total Prior Years		CB Adds 1 for Current Year	=	Total Years for Edit Evaluation	Edit Status Relative to Over 7 Yrs.
Example 2 - Resident B	2	+	3	=	5	+	1	=	6	Resident Accepted

HRI Residents/Fellows Report (CBM00R)

Example 3 – Medical (GME) Resident:

Resident C is admitted to the same program at BCM as shown in Example 1. Resident C is in year level 3 of the Medical Genetics program having completed years one and two of this program at BCM. The number of residency years for Resident C in prior programs was 5 years.

Year Level of Current Program
Medical Genetics Program



For purposes of determining how to code Item #15, Years Completed in Current Residency/Research Program, the resident has completed 2 years of the program, so the value to enter for Item #15 is “2”.

For purposes of determining how to code Item #16, Prior Cumulative Residency/Research Years, the resident has completed five years of prior residency. Use the value of “5”.

	Item #15 Yrs. Completed in Current Program		Item #16 Prior Total Years Previous		Total Prior Years		CB Adds 1 for Current Year		Total Years for Edit Evaluation	Edit Status Relative to Over 7 Yrs.
Example 3 - Resident C	2	+	5	=	7	+	1	=	8	Resident Rejected - Over 7 Yrs.

HRI Residents/Fellows Report (CBM00R)

Example 4 – Postdoctoral/Research Fellow:

A Postdoctoral/Research Fellow is being reported. If a fellow is working in a program that does not have an assigned length, we require Item # 14 to be 1. Every year is considered a new program, with a one year length. This fellow had worked in this unassigned length program for the prior three years.

Item # 14 Program Length	Item #15 Yrs. Completed in Current Program	Item #16 Prior Total Years Previous	Total Prior Years	CB Adds 1 for Current Year	Total Years for Edit Evaluation	Edit Status
--------------------------------	---	--	----------------------	----------------------------------	--	-------------

Example 4 - PostDoc/Fellow D

Edit for Total Years	N/A	0	+	3	=	3	+	1	=	4	Fellow Accepted 4 < 7
Edit for Total Years over Program Length (sum of Item #15 + 1 > Item #14)	1	0	+	N/A		N/A		1	=	1	Total 1 = #14 - Ok

If the program does not have an assigned length, then Item # 15, Years Completed in Current Residency/Research Program, must be "0". If it has a value greater than "0", the fellow will be rejected by the edit check.

In the next year when this resident is reported, they would need to increment Item # 16, Prior Cumulative Residency/Research Years, because every year is considered a new program in this situation.

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Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 HR-CBM00R EDIT SUMMARY FROM RunDate: 10/01/2010 Time: 10:44:39
 LONE STAR HEALTH SCIENCE CTR 002201 ANNUAL 2010

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 Record Code	1,277	0	0
ITEM 2 Institution Code	1,277	0	0
ITEM 3 ID Number	1,277	0	0
ITEM 4 Reporting Category	1,277	0	0
ITEM 5 Gender	1,277	0	0
ITEM 7 First Name	1,277	0	0
ITEM 8 Middle Initial	1,277	0	0
ITEM 9 Last Name	1,277	0	0
ITEM 10 Degree	1,277	0	0
ITEM 12 Type License	1,277	0	0
ITEM 13 Program Code	1,277	0	0
ITEM 14 Program Length	1,277	0	0
ITEM 15 Yrs Completed in Current Pgm	1,277	0	0
ITEM 16 Prior Cumulative Years	1,277	0	0
ITEM 17 Med School of Graduation	1,277	0	0
ITEM 18 Med School Graduation Date	1,277	0	0
ITEM 19 Non-Disclosure	1,277	0	0
ITEM 20 Report Period	1,277	0	0
ITEM 21 Report Year	1,277	0	0
ITEM 22 License/Permit Number	1,277	0	0
ITEM 23 State of License/Permit	1,277	0	0
ITEM 24 New Ethnic Origin	1,277	0	0
ITEM 25 Race	1,277	0	0
ITEM 25A White	1,277	0	0
ITEM 25B Black/African-Amer	1,277	0	0
ITEM 25C Asian	1,277	0	0
ITEM 25D American Ind/Alask Nat	1,277	0	0
ITEM 25E International	1,277	0	0
ITEM 25F Unknown/Not Reported	1,277	0	0
ITEM 25G Nat Hawaiian/Other Pac Is	1,277	0	0
TOTAL Report Records	1,277		
CONTROL TOTAL	1,277	DISCREPANCY	0
Total Recs on Db	1,277		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	0		
Total Non Error Records on Db	1,277		
Total Rejected Records	0		

HRI Residents/Fellows Report (CBM00R)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 Percent Change Of HR-CBM00R Data From Prior Year RunDate: 10/01/2010 Time: 10:44:39
 LONE STAR HEALTH SCIENCE CTR 002201 ANNUAL 2010

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

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

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

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

Reporting Category

	2010/5	2009/5	% Diff
Medical Residents	1,277	1,200	6.42%
Dental Residents	0	0	0.00%
Pharmacy Residents	0	0	0.00%
Biomedical Science Postdoctoral/Research Fellows	0	5	-100.00%
Allied Health Postdoctoral/Research Fellows	0	0	0.00%
Public Health Postdoctoral/Research Fellows	0	0	0.00%
Nursing Postdoctoral/Research Fellows	0	0	0.00%
Total	1,277	1,205	5.98%

Gender

	2010/5	2009/5	% Diff
Male	683	665	2.71%
Female	594	540	10.00%
Total	1,277	1,205	5.98%

Degree

	2010/5	2009/5	% Diff
AUD	0	0	0.00%
BDS	0	0	0.00%
DDS	0	0	0.00%
DDSPHD	0	0	0.00%
DMD	0	0	0.00%
DNP	0	0	0.00%
DO	85	63	34.92%
DPT	0	0	0.00%
DVM	0	0	0.00%
DRPH	0	0	0.00%
MD	1,192	1,137	4.84%
MDPHD	0	0	0.00%
PHARM	0	0	0.00%
PHD	0	5	-100.00%
Total	1,277	1,205	5.98%

Yrs Completed in Current Pgm

	2010/5	2009/5	% Diff
0 Year	444	430	3.26%
1 Years	369	336	9.82%
2 Years	332	310	7.10%
3 Years	103	103	0.00%
4 Years	29	26	11.54%
5 Years	0	0	0.00%
6 Years	0	0	0.00%
Total	1,277	1,205	5.98%

HRI Residents/Fellows Report (CBM00R)

Type of License

	2010/5	2009/5	% Diff
TBME Basic Permit 1	1,010	*No Exact Historic Data Available	
TBME Basic Permit 2	102	*No Exact Historic Data Available	
TBME Basic Permit 3	12	*No Exact Historic Data Available	
TBME Basic Permit 4	6	*No Exact Historic Data Available	
TBME Basic Permit 5	1	*No Exact Historic Data Available	
TBME Institutional Permit	0	*No Exact Historic Data Available	
Licensed Audiologist	0	*No Exact Historic Data Available	
Licensed Dentist	0	*No Exact Historic Data Available	
Licensed Pharmacist	0	*No Exact Historic Data Available	
Licensed Physical Therapist	0	*No Exact Historic Data Available	
Licensed Registered Nurse	0	*No Exact Historic Data Available	
Licensed Veterinarian	0	*No Exact Historic Data Available	
NO License	0	*No Exact Historic Data Available	
Out Of State	0	*No Exact Historic Data Available	
TBME Licensed Doctor	146	*No Exact Historic Data Available	
TBME Temporary Permit 1	0	*No Exact Historic Data Available	
TBME Temporary Permit 2	0	*No Exact Historic Data Available	
MD NO License	0	*No Exact Historic Data Available	
Total	1,277	*No Exact Historic Data Available	

Non Disclosure

	2010/5	2009/5	% Diff
Non Disclosure	0	4	-100.00%
Total	0	4	-100.00%

New Ethnic Origin

	2010/5	2009/5	% Diff
Hispanic or Latino Origin	195	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	1,077	*No Exact Historic Data Available	
Not Answered	5	*No Exact Historic Data Available	
Total	1,277	*No Exact Historic Data Available	

Race

	2010/5	2009/5	% Diff
Multi-racial	27	*No Exact Historic Data Available	
White only	831	*No Exact Historic Data Available	
Black only	108	*No Exact Historic Data Available	
Hispanic only	168	*No Exact Historic Data Available	
Asian only	72	*No Exact Historic Data Available	
American Indian/Alaskan Native only	3	*No Exact Historic Data Available	
International only	59	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	7	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	2	*No Exact Historic Data Available	
Total	1,277	*No Exact Historic Data Available	

Races reported in Multi-racial

	2010/5	2009/5	% Diff
White	28	*No Exact Historic Data Available	
Black	12	*No Exact Historic Data Available	
Asian	1	*No Exact Historic Data Available	
American Indian/Alaskan Native	0	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available	
International	13	*No Exact Historic Data Available	

HRI Residents/Fellows Report (CBM00R)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD
Edit Of HR-CBM00R Data From
LONE STAR HEALTH SCIENCE CTR 002201

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* Item *	Item	* Items *	* Item	Item	Item	Item	Item	Item	Item	*Items*	Item	Item	Item	*Items*	23	24						
1	2	3	4	5	6	7	8	9	10	12	13	14	15	16	17	18	19	20	21	22	23	24

There Were No Errors Detected For : LONE STAR HEALTH SCIENCE CTR