

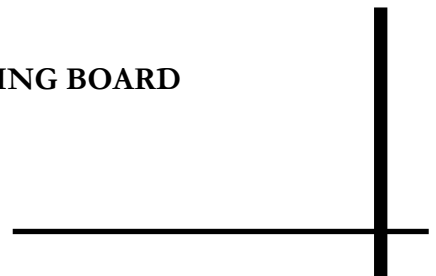
# **REPORTING and PROCEDURES MANUAL**

for

# **Texas Public Universities**

**Fall 2007**

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





Texas Higher Education  
COORDINATING BOARD  
Academic Excellence and Research  
Planning and Accountability Division

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

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

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

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

**Jeff D. Treichel**  
Director  
Finance & Resource Planning  
512/ 427-6122  
jeff.treichel@thecb.state.tx.us  
FAX: 512/427-6147

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

M E M O R A N D U M

September 24, 2007

To: Public University Reporting Officials  
From: Susan Brown  
Subject: Changes to Fall 2007 Reporting Manual

This memo outlines the modifications being made to the electronic CBM Reporting Manual on the CB website. Please note that Alison Ingram is no longer responsible for the university CBM reports. Jocelyn Groce is now your contact person.

**CBM001**

An additional edit check has been incorporated to flag Item #6, Date of Birth, as questionable if age is less than 13 or greater than 19 when Item #31, Dual Credit SCH, is greater than zero. An additional edit check has been incorporated to flag Item #8, Residence, an error if coded anything other than a Texas resident if Item #20, Tuition Exemption/Waiver, is coded with a Hazlewood exemption.

**CBM004**

The last sentence in the first paragraph in the introductory section on page 4.1 has been changed to read ".....This includes receipt of a first installment payment prior to the beginning of the semester." This new language no longer requires one-half the tuition and fees be paid prior to the start of the semester; the colleges can establish their own payment plan with payment requirements. Option 3 in Item #20, Instruction Mode, has been modified to read Video Tape/DVD and/or Broadcast TV.

**CBM006**

Option 3 in Item #20, Instruction Mode, has been modified to read Video Tape/DVD and/or Broadcast TV.



Texas Higher Education  
**COORDINATING BOARD**  
**Academic Excellence and Research**  
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*P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752*

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

M E M O R A N D U M

April 12, 2007

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

To: Public University Reporting Officials  
 From: Susan Brown  
 Subject: Changes to Fall 2005 Reporting Manual to become Fall 2007 Manual

**Casey M. Kennedy**  
 Director  
 Web Services  
 512/ 427-6288  
 casey.kennedy@thehb.state.tx.us  
 FAX: 512/ 427-6447

This memo outlines the changes that have been made to the electronic CBM Reporting Manual on the CB website. Effective with reporting in Fall 2007, the due date of the CBM001, CBM004, CBM008, and CBM00B reports will be October 15. Rather than reporting every other year in mid October, the due date will be the same every year. Also, this is a reminder that in order to post the accountability measures in a timely manner, the Fall reports will need to be certified by December 1.

**Jeff D. Treichel**  
 Director  
 Finance & Resource Planning  
 512/ 427-6122  
 jeff.treichel@thehb.state.tx.us  
 FAX: 512/427-6147

In the **Introductory Section, page 0.5**, a new section has been added at the bottom of the page. It provides the submission time cutoff and weekday edit run times and expected times for the edit run reports to be posted to the institution output server area:

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

**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.

**CBM001** changes for 2007 reporting:

1. In Item #17 add a value of '6' that allows the University of Texas System to identify a student enrolled at a UT component as a Coordinated Admission Program student. These CAP students should be reported as first-time degree seeking at the current institution to be consistent with the IPEDS definition if the student intends to get a degree at any institution. This is effective for Summer 2007.
2. Added two new categories to Item #32, Restricted Program: 45 Doctor of Nursing Practice and 46 Doctor of Physical Therapy. Therefore the Questionable and Error Value page for Items #5 and #32 should be changed too. For Item #5, in the Error column add "Any value = 8 and Item #32 not equal 40-46". In the Error column for Item #32 add "When value = 40-46 and Item #5 not equal 8."
3. Require that the undergraduate program limit (Item #26) reported include both junior and senior students.

**CBM003** Added the course inventory report.

**CBM004** changes effective immediately:

Add the sentence that says to “Exclude students who audit a course.” to the second sentence in the Reporting for State Reimbursement section on page 4.1. On page 4.16 add codes of ‘5’ and ‘7’ to the off-campus possibilities.

**CBM008** The salary ranges on the Questionable and Error page have been increased.

**CBM009** Item #17 has been added to identify that the student graduated in a “Self-Supported program”. Use the code of X. These students should have been reported on the CBM00X report which is due on September 15 this year and thereafter.

**CBM011 and CBM014**, building and room reports have been added to the manual.

**CBM00B** To align the references to the Common Application to the current version the following changes are to be made:

1. In Item #15 change Part D, 26 to Part I, 14.
2. In Item #16 change Part D, 26 to Part I, 14
3. In Item #18 change Part D, 28 to Part I, 15
4. In Item #19 change Part D, 29 to Part I, 13
5. In Item #20 change Part D, 30 to Part I, 17
6. In Item #21 change Part D, 31 to Part I, 16
7. Delete Item #17

**CBM00E** Add a sentence at the end of the first paragraph that says “A student who is in a program that skips the masters and goes directly into a doctoral program after a bachelors is to count the first 30 credit hours as though they were taken at the masters level.” In the third paragraph in the Introductory Section change the 75 or more hours back to 60 or more hours.

**CBM00N** The first sentence of the last paragraph in the Introduction section on page N.1 has changed to say “The CBM00N database is operational.”

**CBM00X** This is a new annual report due September 15 each year. It is a student report to identify students enrolled in self-supported courses or programs at the university.

## FOREWORD

The reports discussed in this **University** 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.) A set of instructions for preparing the data in the Coordinating Board format is associated with each report.

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 Jocelyn Groce or Torca Bunton at the above address or at the following telecommunication numbers:

	<u>Regular Phone</u>	<u>INTERNET Address</u>
Jocelyn Groce	(512) 427-6415	<a href="mailto:Jocelyn.Groce@thecb.state.tx.us">Jocelyn.Groce@thecb.state.tx.us</a>
Torca Bunton	(512) 427-6532	<a href="mailto:Torca.Bunton@thecb.state.tx.us">Torca.Bunton@thecb.state.tx.us</a>

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

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

**Public Universities**

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## Univ. General Reporting Issues

### REPORTING PERIODS

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

<u>Fall Semester Reports</u>		<u>Due Date</u>	
Student Report	CBM001	October 15	
Texas Success Initiative Report	CBM002	February 1	
Course Inventory	CBM003	May	
Class Report	CBM004	October 15	
Building and Room Report	CBM005	November 1	
End of Semester Report	CBM006	February 1	
Faculty Report	CBM008	October 15	
<u>Spring Semester Reports</u>		<u>Due Date</u>	<u>Due Date in Odd Year</u>
Student Report	CBM001	March 15	Mid February
Texas Success Initiative Report	CBM002	June 15	
Class Report	CBM004	March 15	Mid February
End of Semester Report	CBM006	June 15	
Faculty Report	CBM008	March 15	
<u>Summer Semester Reports</u>		<u>Due Date</u>	
Student Report	CBM001	August 15	
Texas Success Initiative Report	CBM002	October 1	
Class Report	CBM004	August 15	
End of Semester Report	CBM006	October 1	
Faculty Report	CBM008	August 15	
<u>Annual Reports</u>		<u>Due Date</u>	
Graduation Report	CBM009	October 1	
Admissions Report	CBM00B	October 15	
Students in Self-Supporting Courses and Programs	CBM00X	September 15	
<u>Biennial Reports</u>		<u>Due Date in Even Year</u>	
Doctoral Exception Report	CBM00E	March 15	
<u>Any Time Reports</u>		<u>Due Date</u>	
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	



## Univ. General Reporting Issues

### COORDINATING BOARD CONTACTS

- I. CBM Reporting: Educational Data Center, FAX: 512-427-6447
  - A. All university CBM Reports, except CBM011 and CBM014:  
Jocelyn Groce, Data Analyst 512-427-6415  
INTERNET address: [Jocelyn.Groce@thecb.state.tx.us](mailto:Jocelyn.Groce@thecb.state.tx.us)
  - B. CBM011, CBM014, and Electronic Data Transfer System:  
Torca Bunton, Data Analyst 512-427-6532  
INTERNET address: [Torca.Bunton@thecb.state.tx.us](mailto:Torca.Bunton@thecb.state.tx.us)
  - C. General Questions: TBA
- II. Program and Course Inventory Questions: Educational Data Center, FAX: 512-427-6447
  - A. Program Inventory: TBA
  - B. Course Inventory (CIP Code Classifications and Funding Code Assignments): TBA
- III. Financial Aid Database: Educational Data Center, FAX: 512-427-6447  
TBA
- IV. Facilities Inventory Questions: Finance and Resource Planning, FAX: 512-427-6147  
Patrick Krishock, Program Director 512-427-6126  
INTERNET address: [Patrick.Krishock@thecb.state.tx.us](mailto:Patrick.Krishock@thecb.state.tx.us)
- V. Student Tuition and Residency Issues: Student Services, FAX: 512-427-6420  
Jane Caldwell, Director 512-427-6455  
INTERNET address: [Jane.Caldwell@thecb.state.tx.us](mailto:Jane.Caldwell@thecb.state.tx.us)
- VI. Texas Success Initiative Program Questions: Outreach and Success, FAX: 512-427-6264  
Cynthia Ferrell, Program Director, Developmental Education 512-427-6237  
INTERNET address: [Cynthia.Ferrell@thecb.state.tx.us](mailto:Cynthia.Ferrell@thecb.state.tx.us)

## Univ. General Reporting Issues

### ELECTRONIC DATA TRANSFER SYSTEM

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

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

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

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

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

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

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

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

The data content of files will be as defined on the Data Processing Record Layout of each report. 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.

Univ. 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, i.e., CBM001, CBM011, etc.	11	6
Item #4	Semester - Numeric ('1' thru '3' or '5')	17	1
Item #5	Year - Numeric - YYYY	18	4
Item #6	Record Type - C for a Complete report (U is valid only for the CBM003)	22	1
Item #7	Length of data records within report – Numeric, leading zeros, i.e., "0080", "0090", "0102", "0108", "0120"	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.

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DATA RECORDS

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

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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

## Univ. 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:

**CBM002\_FALL\_2003\_S\_003652\_200405100136262.TXT**

**CBM002** – CBM report type

\_ - used as a separator

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

\_ - used as a separator

**2003** – Report Year

\_ - used as a separator

**S** – Institution type (can also be J, H or I)

\_ - used as a separator

**003652** – FICE code of institution

\_ - used as a separator

**200405100136262** – Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

### 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.

## Univ. 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 Associate 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.

## Univ. General Reporting Issues

### CERTIFICATION STATEMENT – INSTRUCTIONS

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

1. If the edit reveals flagged items, corrections should be submitted for all errors and for questionable items where necessary.
2. If all the information is correct, the reporting official should certify the report by a certification statement to the Educational Data Center. This can be accomplished by the following methods:
  - a. The reporting official may send an e-mail message to the Data Analyst which includes in the body of the message the certification statement “I hereby certify ...” and identification of the name and FICE code of the institution, the name and title of the reporting official, the date of certification, and the CBM report ID, semester, and year of each report being certified.
  - b. A certification statement on paper may be prepared and mailed or faxed to the Educational Data Center. It should include all of the information listed in the item above with the signature of the reporting official, as illustrated by the following example.

The example on the following page shows the certification of Long Star University's fall 2005 CBM001 and CBM004.

Univ. General Reporting Issues

CERTIFICATION STATEMENT

INSTITUTION: LONE STAR UNIVERSITY 003304

DATE: DECEMBER 1, 2005

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 2005</u>
CBM004	<u>FALL 2005</u>
CBM005	
CBM008	
CBM009	

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REPORTING OFFICIAL

STUDENT REPORT  
CBM001

This report reflects all 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 (six-week session). Students who withdraw from a class on or before the official census date will not be included in this report. To be counted for state aid, the students must be registered as of the official census date and the institution must collect tuition and fees 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.

This report will include all students registered for one or more Coordinating Board approved course(s) for resident credit at the reporting institution, whether the course is taught on-campus or off-campus (including instructional telecommunications).

**NOTES:**

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

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

2. Summer Sessions

All summer sessions will be combined into one report. When combined, the headcount reported should be non-duplicative. Combined reports should be coded as Summer I reports and are due on August 15.

3. 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



## Univ. Student Report (CBM001)

12th class day of the spring semester will be reported in the first summer semester following, etc. These students will be identified by inserting a '1' in Item #16 to denote "flexible entry".

**NOTE:** A class is organized when students have registered and have paid fees or established accounts receivable.

A class which is 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:

1. students who register for this class after the term census date cannot have the hours reported for state funding on either the CBM001 or CBM004, and
2. students who drop this class before this class's first class day cannot be reported for state funding on either the CBM001 or CBM004.

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

4. Inter-institutional Students. See the discussion in the Introduction of the Class Report, CBM004.

5. Reporting Semester Credit Hours

Effective Fall 1999, Items #10A and #10B, which separate the semester credit hours (SCH) into on-campus and off-campus categories, should be the total SCH the student attempted in the current term. All institutions will be expected to report all zeros in Items #22, #24, and #25 for post-baccalaureate and graduate students. Also, Items #15 and #23 are to be completed if they apply to undergraduate as well as graduate students. For undergraduate students, the sum of Items #10A and #10B should equal the sum of the other SCH Items (#15, #21, #22, #23, #24, #25, and #35):

Item #24 – SCH in collegiate courses that DO qualify for state funding

Item #25 – SCH in developmental education courses which DO qualify for state funding

Item #15 – SCH in inter-institutional courses that DO qualify for state funding

Item #21 – SCH in collegiate courses that DO NOT qualify for state funding

Item #22 – SCH in developmental education courses which DO NOT qualify for state funding

Item #23 – SCH in inter-institutional courses that DO NOT qualify for state funding

Item #35 – Graduate SCH of Seniors

These items are mutually exclusive. When combined, they represent the total semester credit hours for the undergraduate student. Since Item #35 is graduate hours of undergraduate students, the value in it is not included in the undergraduate 001/004 balance check.

There will be two semester credit hour checks between the student report (CBM001) and the class report (CBM004):

## Univ. Student Report (CBM001)

- 1) The sum of the credit hours identified in Items #10A and #10B for all students on the CBM001, including flexible entry records, minus the sum of the credit hours identified in Items #15 and #23 (inter-institutional SCH) must be within 100 hours of the total SCH of the class records (CBM004), excluding inter-institutional classes, which are coded '1' in Item #21.
- 2) The sum of the semester credit hours (Item #24) of all undergraduates students identified on the CBM001 that are affected by the undergraduate limit (code of '1' in Item #27) must be within 50 hours of the sum of the semester credit hours calculated from the enrollments that are affected by the undergraduate limit in Items #18 and #19 on the class report (CBM004), excluding the semester credit hours in inter-institutional classes, which are coded '1' in Item #2.

### 6. Undergraduate Students Approaching Funding Limit for a Baccalaureate Degree

There are two new student reports that are available after the CBM001 edit process that identifies the undergraduate students who are nearing or who have exceeded the undergraduate credit hour limit of 45 hours beyond the degree program. One of the reports will identify any undergraduate student whose total funded undergraduate hours is 15 or more hours greater than the semester credit hours reported for the degree program, Item #26. The second report will list any undergraduate student whose total undergraduate funded semester credit hours exceeds the degree program value provided in Item #26 plus 45 hours. The institution is to report students who at the beginning of the semester exceed the undergraduate funding limit in the Not State-Funded items on the CBM001 and CBM004 which are Items #21 and #16 respectively. Also an institution can charge a student who can no longer be claimed for state funding a higher tuition. If the institution needs to get the detail credit hours of the student for each state institution in which the student attempted any courses, the institution must submit to the CB a "Release" form signed by the student that indicates that the student will allow the institution to inquire into the CB credit hour database. Besides a copy of the signed release form the student identifying number, the date of birth, and the gender of the student are required to validate the specific person for which the CB is releasing the detail credit hours. CB Rule 13, Subchapter F clarifies the enabling legislation and defines the responsibilities of institutions and the Coordinating Board in implementing the statute.

### 7. 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.

INSTRUCTIONS FOR STUDENT REPORT

- Item #1 Record Code. Always enter '1'.
- Item #2 Institution Code. Enter the FICE Code of the 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.
- Item #4 Gender. Enter the gender of the student.

M = Male      F = Female

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

- |              |                         |
|--------------|-------------------------|
| 1. Freshman  | 5. Post-Baccalaureate   |
| 2. Sophomore | 6. Master's Level       |
| 3. Junior    | 7. Doctoral Level       |
| 4. Senior    | 8. Special-Professional |

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 and 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. Such students are those who a) have been officially admitted to a doctoral program, and b) have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working, or at least 30 semester credit hours of work toward the proposed degree
8. Special-Professional - a student admitted to an approved special-professional program at the institution

- Item #6 Date of Birth. Enter all four digits of the year, 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, code both month and year as unknown, or '00000000'. If the year of birth is known and the

Univ. Student Report (CBM001)

month is unknown, code the month as '06'.

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
9. Law (resident)
0. Law (non-resident)
- A. Student classified as a resident based on TEC 54.052(a)(3) who is not a U.S. citizen or permanent resident but is allowed to pay 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
- c. Enter the foreign country code for foreign country citizens who are not Texas residents

Item #9 Transfer Student or First-Time-in-College. If the student is a transfer student, enter the FICE code (see Appendix A) of the institution of higher education from which

Univ. Student Report (CBM001)

the student transferred. (Enter 9s for institutions not having a FICE code or a designated identifying number.) 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 re-enter for further education.

If the student has never attended college or other postsecondary institution, enter a '1', right justified, zero filled, to indicate a first-time student. Students should not be reported as first-time-entering college until they have completed their high school work. Therefore, include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).

In the term that the student is accepted into a master's program, doctoral program, or first-professional program (AUD, DVM, Law, Optometry, PharmD) for the first time, 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:** The FICE codes in Item #9 are to be entered only the first semester of a student's enrollment after transferring to your institution.

Item #10A Semester Credit Hour Load, Current Registration (On-Campus). Enter the number of on-campus semester credit hours, including non-state-funded ones for which the student is registered in the current semester. The sum of Items #10A and #10B should be the total SCH the student attempted in the current term and should equal the sum of the other SCH Items (#15, #21, #22, #23, #24, #25, and #35). 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 #16.

Item #10B Semester Credit Hour Load, Current Registration (Off-Campus). Enter the number of off-campus semester credit hours including non-state-funded ones for which the student is registered in the current semester. The sum of Items #10A and #10B should be the total SCH the student attempted in the current term and should equal the sum of the other SCH Items (#15, #21, #22, #23, #24, #25, and #35). 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 #16.

Item #11 Doctoral Semester Credit Hours (SCH) Funded. Enter only the SCHs attempted in doctoral level courses that are funded at the doctoral rate. A separate CBM001 record for each unique doctoral funding category will be submitted. In the additional doctoral CBM001 records, duplicate all items with the following exceptions: zero fill Items #10A and #10B and enter a '3' in Item #16 (Flexible Entry) and enter the appropriate doctoral funding code in Item #19.

**NOTE:** Continue to report all hours attempted in the initial doctoral student record

Univ. Student Report (CBM001)

in Items #10A and #10B, as appropriate.

Item #12 Ethnic Origin. Enter the code indicating the ethnic origin of the student.

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

**NOTE:**

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

- a) Even though a 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) Continue to report 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. as international students.

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

Item #13 Semester. Enter the appropriate code.

1. Fall
2. Spring
3. Summer

Item #14 Year. Enter all four digits of the calendar year in which the semester occurs.

Item #15 SCH - Inter-Institutional 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 qualify for state funding. Exclude SCH attempted in inter-institutional courses that do not qualify for state funding (Item #23), all other collegiate level courses (Items #21 and #24), and all developmental 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 of the CBM004 report.

Item #16 Flexible Entry. Enter a '1' if the student is enrolled in a Flexible Entry (FE) class that is being reported this semester. Any doctoral student record after the first that is being reported for multiple funding areas will be coded a '3'. Enter a '7' to identify a visiting (displaced) student who has been allowed to enroll in a regular (non-flex)

Univ. Student Report (CBM001)

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.

If the situations above do not apply, leave the item blank.

Item #17 Remote Campus. Restricted to use by Texas Woman's University and The University of Texas System, and to identify students who are confined to a correctional institution. If the situations below do not apply, leave the item blank.

If the student is incarcerated, enter a '5'.

TWU will enter a '1' for their students enrolled at one of the Dallas educational facilities and a '2' for their students enrolled at the Houston campus.

UT System will enter a '6' for students enrolled at a UT component as a Coordinated Admission Program student. These CAP students should be reported as first-time degree seeking at the current institution to be consistent with the IPEDS definition if the student intends to get a degree at any institution. (Effective summer 2007)

Item #18 Major Area of Concentration. Enter the CIP code of the major area of concentration. See Appendix C. Only undergraduate and post-baccalaureate students may be reported with an undeclared major of '99999999'.

Item #19 Doctoral Funding Code. Enter the funding code of the associated CIP area where semester credit hours (SCH) of doctoral students are generated. If a doctoral student generates doctoral SCHs in more than one funding area, multiple CBM001 records will be created (see explanation in Item #11). Funding codes of 08-law, 12-vocational training, 13-physical training, 18-teacher education practice teaching, and 19-technology do not have doctoral funding rates and are not allowed.

Item #20 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 United States from payment of tuition

21 Application of resident rather than nonresident tuition to military personnel and dependents

Item #21 SCH – Load NOT State Funded (Undergraduate and Graduate). Enter the number of attempted semester credit hours for which the student is registered that do not qualify for state funding during the current semester. Exclude SCHs attempted in courses that are state funded (Item #24 and #35), all developmental courses (Items #22 and #25), and all inter-institutional courses (Items #15 and #23). Examples are attempted SCHs of an undergraduate student who has exceeded

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the state limit, SCHs of a student in physical education courses that are not allowed for state funding (see discussion on SCHs that exceed state limits in Introduction of CBM004), and SCHs of a student in military science and religion courses. Also include the credit hours of students who have attempted the same course three or more times and are not eligible to be counted for state funding.

- Item #22 SCH - Developmental Load NOT State Funded. Enter the number of semester credit hours for which the student is registered during this current semester that do NOT qualify for state funding. Exclude SCH attempted in courses that are collegiate level (Items #21 and #24), state funded developmental courses (Item #25), and all inter-institutional courses (Items #15 and #23). An example are attempted SCHs of undergraduate students who have exceeded the state limit in developmental education (18 semester credit hours).
- Item #23 SCH - Inter-Institutional Load 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 (Item #15), all other collegiate level courses (Items #21 and #24), and all developmental courses (Item #22 & #25).
- Item #24 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 SCHs attempted in collegiate courses that are not state funded (Item #21), all developmental courses (Items #22 and #25), and all inter-institutional courses (Items #15 and #23).
- Item #25 SCH - Developmental Load State Funded. Enter the number of semester credit hours in developmental courses in which the student is registered during this current semester that DO qualify for state funding. Exclude attempted SCH of the student in developmental courses that are not state funded or SCH of the student who has exceeded the developmental state limit (Item #22), SCH attempted in courses that are collegiate level (Items #21 and #24), and SCH of all inter-institutional courses (Items #15 and #25).
- Item #26 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 junior or senior. A student who is enrolled on a temporary basis or who has not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours. You may enter '000' for all students until the Fall semester 2001.
- Item #27 Student Affected by Undergraduate Funding Limitation. Enter a '1' if the student first enrolled in an institution of higher education in the 1999 fall semester or later. Otherwise enter a '0'.
- Item #28 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.



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Item #29 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

Item #30 Middle Name Initial. Enter the initial of the student's middle name.

Item #31 Semester Credit Hours of Students Enrolled in Dual Credit Courses. Enter the number of dual credit hours attempted in which the student receives both high school and college credit. These hours are to be included in any of the other credit hour items as appropriate.

Item #32 Restricted Program Admission. Enter the appropriate code if the student is admitted to or continuing his/her enrollment in a restricted enrollment program. Leave blank if not.

- 01 Teacher Education (Initial certification – undergraduate)
- 02 Teacher Education (Initial certification – master's)
- 03 Teacher Education (Alternative Certification Program)
- 04 Teacher Education (Post-Baccalaureate)
  
- 10 Nursing (ADN to BSN)
- 11 Nursing (Initial RN licensure – associate level)
- 12 Nursing (Initial RN licensure – baccalaureate level)
- 13 Nursing (Initial RN licensure – master's level)
  
- 20 Dental Hygiene (51.0602.00 undergraduate or master's)
- 21 Respiratory Therapy/Care (51.0908.00)
- 22 Physician Assistant (51.0912.00 undergraduate or master's)
- 23 Clinical Lab Sciences and Allied Health Professions (51.10 undergraduate or master's)
- 24 Occupational Therapy (51.2306.00 undergraduate or master's)
- 25 Physical Therapy (51.2308.00 master's or doctoral)
  
- 40 Special Professional-AUD
- 41 Special Professional-DVM
- 42 Special Professional-Law
- 43 Special Professional-Optometry (OD only)
- 44 Special Professional-PharmD
- 45 Special Professional-Doctor of Nursing Practice
- 46 Special Professional-Doctor of Physical Therapy

**Definitions:**

- 01-04 Teacher Education – a student admitted to or continuing his/her enrollment in a teacher education program.
  
- 10 Nursing (ADN to BSN) – a student admitted to or continuing his/her enrollment in an approved nursing program who already possesses an ADN degree or a diploma in nursing and is a registered nurse.

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- 11 Nursing (Initial RN licensure – associate level) – a student admitted to or continuing his/her enrollment in an approved nursing program who is not a registered nurse.
- 12 Nursing (Initial RN licensure – baccalaureate level) – a student admitted to or continuing his/her enrollment in an approved nursing program who is not a registered nurse.
- 13 Nursing (Initial RN licensure – master’s level) – a student admitted to or continuing his/her enrollment in an approved MSN nursing program who is not a registered nurse.
- 20 Dental Hygiene (51.0602.00 undergraduate or master’s) – a student admitted to or continuing his/her enrollment in a dental hygiene program.
- 21 Respiratory Therapy/Care (51.0908.00) – a student admitted to or continuing his/her enrollment in a respiratory therapy/care program.
- 22 Physician Assistant (51.0912.00 undergraduate or master’s) – a student admitted to or continuing his/her enrollment in a physician assistant undergraduate or master’s program.
- 23 Clinical Lab Sciences and Allied Health Professions (51.10 undergraduate or master’s) – a student admitted to or continuing his/her enrollment in a clinical lab science program.
- 24 Occupational Therapy (51.2306.00 undergraduate or master’s) – a student admitted to or continuing his/her enrollment in an occupational therapy undergraduate or master’s program.
- 25 Physical Therapy (51.2308.00 master’s or doctoral) - a student admitted to or continuing his/her enrollment in a physical therapy master’s or doctoral program.
- 40 Special-Professional (Audiology-AUD only) – a student admitted to an approved Audiology program at the institution.
- 41 Special-Professional (Veterinary Medicine-DVM only) – a student admitted to an approved Veterinary Medicine program at the institution.
- 42 Special-Professional (Law) – a student admitted to an approved law program at the institution.
- 43 Special-Professional (Optometry-OD only) – a student admitted to an approved Optometry program at the institution.
- 44 Special-Professional (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-

Univ. Student Report (CBM001)

pharmacy coursework.

45 Special-Professional (Doctor of Nursing Practice) – a student admitted to a practice-focused doctoral program in nursing practice.

46 Special-Professional (Doctor of Physical Therapy) – a student admitted to an entry-level or post-professional practice-focused doctoral program in physical therapy.

Item #33 Non-Degree-Seeking Student. For a student who does not plan to pursue a degree at your institution, enter a '1', else enter '0'. These students will be excluded from graduation rate reports.

Item #34 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 #35 Graduate SCH of Seniors Within 12 Hours of Graduation. Enter the number of semester credit hours attempted in graduate classes of senior students who are within 12 hours of their first baccalaureate. These hours do not count toward the 45+ undergraduate SCH funding limit. By excluding these graduate hours from Item #24, the undergraduate comparison of fundable semester credit hours of students who are affected by the 45+ undergraduate SCH limit between the CBM001 and CBM004 should balance.

Univ. Student Report (CBM001)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always '1'	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender - 'M' or 'F'	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	28	3
Item #9	Transfer/In College – Numeric or blank	31	6
Item #10A	SCH Load, On-Campus – No decimals, zero fill	37	2
Item #10B	SCH Load, Off-Campus – No decimals, zero fill	39	2
Item #11	Doctoral Hours Funded – Numeric or blank	41	2
Item #12	Ethnic Origin – Numeric	43	1
Item #13	Semester – Numeric	44	1
Item #14	Year - YYYY – Numeric	45	4
Item #15	SCH - Inter-Institutional State Funded – No decimals	49	2
Item #16	Flexible Entry	51	1
Item #17	Remote Campus – Restricted use	52	1
Item #18	Major Area of Concentration - CIP – Numeric	53	8
Item #19	Doctoral Funding Code – Numeric	61	2
Item #20	Tuition Exemption/Waiver Code – Numeric or blank	63	2
Item #21	SCH-Collegiate Not State Funded – No decimals	65	2
Item #22	SCH-Developmental Not State Funded – No decimals	67	2
Item #23	SCH-Inter-Institutional Not State Funded – No decimals	69	2
Item #24	SCH-Collegiate State Funded – Numeric, no decimals	71	2
Item #25	SCH-Developmental State Funded – No decimals	73	2
Item #26	SCH-Undergraduate Degree Program – Numeric	75	3
Item #27	Student Affected by UG Funding Limit – Numeric	78	1
Item #28	Last Name – 20 characters	79	20
Item #29	First Name – 10 characters	99	10
Item #30	Middle Name Initial - 1 character	109	1
Item #31	SCH-Dual Credit – Numeric, no decimals	110	2
Item #32	Restricted Program Admission	112	2
Item #33	Non-Degree-Seeking Student – Numeric	114	1
Item #34	Non-Disclosure – Numeric	115	1
Item #35	Graduate SCH of Seniors – Numeric, no decimals	116	2

Univ. Student Report (CBM001)

THE TEXAS HIGHER EDUCATION COORDINATING BOARD  
 SR-CBM001 SUMMARY OF STUDENT DATA FROM  
 LONE STAR UNIVERSITY 003304

PART A  
 DATE: 04/08/04  
 SPRING 2004

GENDER

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

AGE

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

RESIDENCE

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

ETHNIC ORIGIN

WHITE	4,374	
BLACK	219	
HISPANIC	497	
ASIAN	37	
INDIAN	12	
INTERNATIONAL	111	
UNKNOWN	0	
TOTAL		5,250

FIRST-TIME ENROLLED

71
2
6
2
0
0
0
81

SCH

COLLEGIATE STATE FUNDED	50,366
COLLEGIATE NOT STATE FUNDED	543
INTER-INSTITUTIONAL STATE FUNDED	0
INTER-INSTITUTIONAL NOT STATE FUNDED	0
DEVELOPMENTAL STATE FUNDED	345
DEVELOPMENTAL NOT STATE FUNDED	66
ATTEMPTED IN DOCTORAL COURSES	2,225
VET MED SPECIAL PROFESSIONAL	0
GRADUATE SCH OF SENIORS	0
TOTAL	53,545
ON-CAMPUS	45,333
OFF-CAMPUS	8,212
TOTAL	53,545

FLEX-ENTRY

450
0
0
0
12
0
0
0
0
462
462
0
462

Univ. Student Report (CBM001)

THE TEXAS HIGHER EDUCATION COORDINATING BOARD  
SR-CBM001 SUMMARY OF STUDENT DATA FROM  
LONE STAR UNIVERSITY 003304

PART B  
DATE: 04/08/04  
SPRING 2004

CLASSIFICATION

FRESHMAN	1,510	
SOPHOMORE	1,142	
JUNIOR	961	
SENIOR	1,143	
POST-BACCALAUREATE	140	
MASTER	354	
DOCTORAL	0	
SPEC. PROF.	0	
TOTAL		5,250

LOCATION

ON-CAMPUS	5,132	
OFF-CAMPUS	245	
DUPLICATIVE	127	
TOTAL		5,250

FIRST TIME STUDENTS

FIRST TIME IN COLLEGE	81	
FIRST TIME TRANSFER	217	
FIRST TIME MASTERS	0	
FIRST TIME DOCTORAL	0	
FIRST TIME FIRST PROF	0	
TOTAL		298

RESTRICTED PROGRAM ADMISSION

TE (INIT CERT-UG)	236	
TE (INIT CERT-MASTERS)	0	
TE (ALT CERT PROG)	0	
TE (POST-BACC)	0	
NURSING (ADN-BSN)	62	
NURSING (INIT RN-ASSOC)	0	
NURSING (INIT RN-BACC)	0	
NURSING (INIT RN-MASTERS)	0	
DENTAL HYGIENE	0	
RESPIRATORY THERAPY/CARE	0	
PHYSICIAN ASSISTANT	0	
CLIN LAB SCI & AH PROF	0	
OCCUPATIONAL THERAPY	0	
PHYSICAL THERAPY	0	
SPEC PROF-AUD	0	
SPEC PROF-DVM	0	
SPEC PROF-LAW	0	
SPEC PROF-OPTOMETRY	0	
SPEC PROF-PHARMD	0	
TOTAL		298

Univ. Student Report (CBM001)

THE TEXAS HIGHER EDUCATION COORDINATING BOARD  
SR-CBM001 SUMMARY OF STUDENT DATA FROM  
LONE STAR UNIVERSITY 003304

PART C  
DATE: 04/08/04  
SPRING 2004

TUITION STATUS

RESIDENT TUITION	4,814	
NON-RESIDENT TUITION	436	
TUITION EXEMPT TX RES (3)	0	
THESIS/DISSERTATION	0	
LAW (RESIDENT)	0	
LAW (NON-RESIDENT)	0	
RESIDENT TUITION (HB1403)	0	
RESIDENT TUITION PENDING	0	
TUITION WAIVE NON-RES (E)	0	
VISITING STUDENT (N)	0	
TOTAL		5,250

NON-DISCLOSURE 2

FLEXIBLE ENTRY	174	
SPECIAL DOCTORAL RECORDS	5	
VISITING STUDENT (7)	0	
TOTAL HEADCOUNT		5,429

STUDENTS AFFECTED BY UG LIMIT 81

MULTIPLE CAMPUS TOTALS

MAIN CAMPUS	5,341	
ALT. CAMPUS 1	0	
ALT. CAMPUS 2	0	
ALT. CAMPUS 3	0	
INMATE CORR INST	88	
INTER-INSTITUTION	0	

\*\*\* NOTE: TOTALS ARE NET ERRORS

Univ. Student Report (CBM001)

SUMMARY OF STUDENT DATA

PART A

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

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

AGE: The age distribution is calculated by subtracting the date of birth (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 is based on a transfer code of '000001' in Item #9. All other numeric values for the transfer code cause a counter to be incremented to show the number of students who have transferred to your institution.

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

ETHNIC ORIGIN: The summary is based on the Ethnic Origin code (Item #12).

SEMESTER CREDIT HOURS (SCH):

COLLEGIATE STATE FUNDED: Item #24 is summed to produce a total

COLLEGIATE NOT STATE FUNDED: Item #21 is summed to produce a total

INTER-INSTITUTIONAL STATE FUNDED: Item #15 is summed to produce a total

INTER-INSTITUTIONAL NOT STATE FUNDED: Item #23 is summed to produce a total

DEVELOPMENTAL STATE FUNDED: Item #25 is summed to produce a total

DEVELOPMENTAL NOT STATE FUNDED: Item #22 is summed to produce a total

ATTEMPTED IN DOCTORAL COURSES: Item #11 is summed to produce a total

VET MED SPECIAL-PROFESSIONAL: Items #10A and #10B are summed to produce a total, based on Item #5 = "V"

GRADUATE LOAD OF SENIORS: Item #35 is summed to produce a total

ON-CAMPUS: Item #10A is summed to produce a total

OFF-CAMPUS: Item #10B is summed to produce a total

Each of the respective Items are summed for FLEX-ENTRY RECORDS (Item #16 = '1')



Univ. Student Report (CBM001)

PART B

CLASSIFICATION: This summary is based upon the 8 codes in Item #5.

LOCATION: When the SCH value in #10A is greater than zero, a counter is incremented by one for on campus and when #10B is greater than zero, an off-campus counter is incremented by one. When both Items #10A or #10B are greater than zero, the duplicative counter is incremented by one.

RESTRICTED PROGRAM ADMISSION: The summary is based upon the codes in Item #32.

PART C

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

FLEXIBLE ENTRY: All records with a '1' in Item #16 are summed separately and are not included in the headcount summaries.

SPECIAL DOCTORAL RECORDS: This reflects the number of additional doctoral student records which have been submitted in order to report more than one doctoral funding area of doctoral hours attempted.

MULTIPLE CAMPUS TOTALS: The counts are of the students attending the various campuses as identified in Item #17, Remote Campus.

INMATE CORR INST: Reflects the number of students who are incarcerated, coded a '5' in Item #17.

INTER-INSTITUTION: This is the count of students who have an inter-institution SCH value (Item #15 and Item #23) greater than zero.

Univ. Student Report (CBM001)

CBM001 EDIT SUMMARY FROM LONE STAR UNIVERSITY

003304

SPRING 2004

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	5,429	0	0
ITEM 2	INSTITUTION CODE	5,429	0	0
ITEM 3	STUDENT ID	5,429	0	0
ITEM 4	GENDER	5,429	0	0
ITEM 5	CLASSIFICATION	5,429	0	0
ITEM 6	DATE OF BIRTH	5,429	0	0
ITEM 7	TUITION STATUS	5,429	0	0
ITEM 8	RESIDENCE	5,429	0	0
ITEM 9	TRANSFER	5,429	0	0
ITEM 10A	SCH LOAD - ON CAMPUS	5,429	0	0
ITEM 10B	SCH LOAD - OFF CAMPUS	5,429	0	0
ITEM 11	DOCTORAL HOURS FUNDED	5,429	0	0
ITEM 12	ETHNIC ORIGIN	5,429	0	0
ITEM 13	SEMESTER	5,429	0	0
ITEM 14	YEAR	5,429	0	0
ITEM 15	SCH INTER-INSTITUTION FUNDED	5,429	0	0
ITEM 16	FLEXIBLE ENTRY	5,429	0	0
ITEM 17	REMOTE-CAMPUS	5,429	0	0
ITEM 18	MAJOR-TEXAS CIP	5,429	0	0
ITEM 19	DOCTORAL FUNDING CODE	5,429	0	0
ITEM 20	TUITION EXEMPT/WAIVER	5,429	0	0
ITEM 21	SCH COLLEGIATE UG NOT FUNDED	5,429	0	0
ITEM 22	SCH DEVELOPMENTAL NOT FUNDED	5,429	0	0
ITEM 23	SCH INTER-INST NOT FUNDED	5,429	0	0
ITEM 24	SCH COLLEGIATE FUNDED	5,429	0	0
ITEM 25	SCH DEVELOPMENTAL FUNDED	5,429	0	0
ITEM 26	SCH OF UG PROGRAM	5,429	0	0
ITEM 27	STUDENT AFFECTED BY UG LIMIT	5,429	0	0
ITEM 28	LAST NAME	5,429	0	0
ITEM 29	FIRST NAME	5,429	0	0
ITEM 30	MIDDLE INITIAL	5,429	0	0
ITEM 31	SCH DUAL CREDIT	5,429	0	0
ITEM 32	RESTRICTED PROG ADMISSION	5,429	0	0
ITEM 33	NON-DEGREE-SEEKING	5,429	0	0
ITEM 34	NON-DISCLOSURE	5,429	0	0
ITEM 35	GRAD SCH OF SENIORS	5,429	0	0

CBM001 VS CBM004 SEMESTER CREDIT HOURS TOTAL 0  
CBM001 VS CBM004 SEMESTER CREDIT HOURS AFFECTED BY UG LIMIT 0

TOTAL CBM001 RECORDS PROCESSED 5,429  
CONTROL TOTAL 5,429  
DISCREPANCY 0  
NUMBER OF DUPLICATE RECORDS 130

Univ. Student Report (CBM001)

SPRING 2004

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 INITIAL EDIT OF SR-CBM001 DATE  
 LONE STAR UNIVERSITY

DATE 4/08/04

PAGE 1

ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEMS	REMARKS															
1	2	3	4	5	6	7	8	9	10A	10B	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	34	35
1	003304	6668866666	M	7	0965	1	191		09	00	00		*	2	2004	00		06010100	16		00	00	00	00	09	000								
1	003304	7778877777	F	4	1089	1	059		0	03		3	2	2004	00			13120200	03		00	00	00	00	03	000								

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

TOTAL CBM001 SEMESTER CREDIT HOURS: 43,707  
 TOTAL CBM004 SEMESTER CREDIT HOURS: 44,000

CBM001/004 UNDERGRAD SCH

TOTAL CBM001 UNDERGRAD SEMESTER CREDIT HOURS: 22,886  
 TOTAL CBM004 UNDERGRAD SEMESTER CREDIT HOURS: 22,886

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

Univ. Student Report (CBM001)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '1'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Student ID Number	Alpha characters	Blank or special characters
4. Gender	N/A	Any value except 'M' or 'F'
5. Classification	N/A	Any value except '0' thru '8'; if coded '8', Item #32 must = '40' thru '46'
6. Date of Birth	Value less than 16 or greater than 75 years of age; age less than 13 or greater than 19 if Item #31 is greater than 0	Any non-numerical data; month greater than '12' or less than '01', day greater than '31'
7. Tuition Status	N/A	Any value except '0', '1', '2', '3', '5', '9', 'A', 'C', or 'E'
8. Residence	N/A	Not on residence file; not coded '001' thru '254' when Item #20 is coded '01'
9. Transfer/First-Time In College	N/A	Any non-numerical characters or embedded spaces; invalid FICE code; '000001' if Item #31 has a value greater than '00'
10. SCH Load (On Campus & Off Campus)	Sum of #10A + #10B less than 1 or greater than 22; sum of #10A + #10B greater than 30 when Item #32 = '41'	Any non-numerical value; unused positions should be zero-filled
11. Doctoral SCH	Value greater than 18	Any non-numerical value if Item #5 = '7'; must have numerical value if Item #16 = '3'
12. Ethnic Origin	N/A	Any value other than '1' thru '7'
13. Semester	N/A	Must match value on header record
14. Year	N/A	Must match value on header record
15. Inter-institution SCH	(See Item #24)	Non-numerical

Univ. Student Report (CBM001)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
16. Flexible Entry	N/A	Any value except spaces or '1' or '3'
17. Remote Campus	N/A	Any value except '1', '2', '5', or '6'
18. Major Area of Concentration - CIP	N/A	Not on CIP file; '99999999' if Item #5 coded '6' or '7'
19. Doctoral Funding Code	N/A	Any value not a doctoral funding code '01' thru '19'
20. Tuition Exemption	N/A	Any value except '01' when Item #7 is coded '3' or '21' when Item #7 is coded 'E'
21. SCH-Collegiate Not Funded	(See Item #24)	Non-numerical
22. SCH-Developmental Not Funded	(See Item #24)	Non-numerical
23. SCH-Inter-Inst Not Funded	(See Item #24)	Non-numerical
24. SCH-Collegiate Funded	Sum of Items #15, #21, #22 #23, #24, #25, #35 less than 1 or greater than 22	Non-numerical
25. SCH-Developmental Funded	(See Item #24)	Non-numerical
26. SCH-UG Degree Program	Value less than 120 or greater than 160	Non-numerical; value not greater than '000' when Item #5 is coded '3' or '4'
27. Student Affected by UG Limit	N/A	Any value except '0' or '1'
28. Last Name	N/A	Blank, numerical
29. First Name	N/A	Blank, numerical
30. Middle Initial	N/A	N/A
31. SCH Dual Credit	Value greater than 09	Non-numerical or greater than 21; greater than the sum of Items 15, 21, 23, 24, and 35; value greater than '00' if Item #9 is coded '000001'
32. Restricted Prog Admission	N/A	Any value except '01'-'04', '10'-'13', '20'-'25', or blank; any value except '40'-'46' when Item #5 is coded '8'
33. Non-Degree-Seeking	N/A	Any value except '1' or '0'
34. Non-Disclosure	N/A	Any value except '2' or '0'
35. Grad SCH of Seniors	(See Item #24)	Non-numerical

**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.

Univ. Student Report (CBM001)

CBM001/004 SEMESTER CREDIT HOUR MISMATCH

The CBM001 edit program sums the semester credit hour load from Items #10A and #10B minus Items #15 and #23, including flexible entry students. Error records are excluded from the counts. This is the CBM001 semester credit hour total listed in the error message. The grand total semester credit hours from the CBM004 sums Items #13A-E, Items #16, #17, #18, and #19 where Item #21 = '0', excludes inter-institutional records where Item #21 = '1', and any error records.

If the discrepancy between the two totals is greater than 100, an error message will appear on the CBM001 edit page.

A second semester credit hour comparison has been added to validate the undergraduate students who are affected by the undergraduate funding limit. A sum of SCHs reported in Item #24 of the CBM001 for students who have been identified as being affected by the limit (code '1' in Item #27) will be matched to the sum of SCHs calculated on the enrollments reported in Items #18 and #19 on the CBM004 when Item #21 = '0'. If the discrepancy between the two totals is greater than 50, an error message will appear on the CBM001 edit page.

The CBM001 and CBM004 edit programs each generate the CBM001/004 SCH comparison. Please note, since the CBM001 edit program always is scheduled to run before the CBM004 edit program, the CBM001's comparison will be calculated prior to an update to the CBM004 submitted at the same time as the CBM001 update. Therefore, if updates are processed for both reports on the same day, the CBM001 report may show an out-of-balance condition and the CBM004 may show the two reports to balance.

## TEXAS SUCCESS INITIATIVE REPORT CBM002

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

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

The Coordinating Board rules that apply to TSI can be found in Chapter 4, Subchapter C at <http://www.thecb.state.tx.us/Rules/>.

### Exemptions

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

- **Earned degrees**  
A student who has graduated with an associate or baccalaureate degree from a Texas public institution of higher education.
- **ACT/SAT/TAAS/TAKS**  
A student who meets the exemption standards and whose ACT, SAT, TAAS, or TAKS scores 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 (three years for exit-level TAAS and exit-level TAKS).

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

ACT: For active tests, a composite score of 23 with a minimum of 19 on the

## Univ. Texas Success Initiative Report (CBM002)

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.

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

TAKS (Eleventh Grade Exit Level): For tests taken in spring 2004 and later, a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English/Language Arts section with a writing subsection score of at least 3 shall exempt a student from the corresponding section(s). For tests taken in Spring 2003, the scores are not valid for exemption purposes.

### ➤ Transfers

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

### ➤ Military

A student who:

- (1) is serving on active-duty as a member of the armed forces of the United States or the Texas National Guard;
- (2) is serving as a member of a reserve component of the armed forces of the United States and has been serving for at least the three-year period preceding enrollment; or
- (3) on or after August 1, 1990 was honorably discharged, retired, or released from (a) active-duty as a member of the armed forces of the United States or the Texas National Guard or (b) service as a member of a reserve component of the armed forces of the United States.

### ➤ Previous TASP exemption

Should only be used for exemptions granted prior to September 1, 2003 for:

- (1) grand-fathering - any student with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the fall semester 1989;
- (2) deaf students who have three or more college-level hours or the equivalent from an accredited institution prior to September 1, 1995;
- (3) high school graduates with 3.5 or above GPA in Recommended or Advanced Curriculum (effective from September 1, 2001 to August 31, 2003); or
- (4) students who completed TASP obligation via provision TEC 51.306(u), dyslexia, and other related disorders (effective from September 1, 1995 to



## Univ. Texas Success Initiative Report (CBM002)

August 31, 2003).

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

For more information, see

<http://www.thecb.state.tx.us/OS/SuccessInitiatives/DevEd/exemptions.cfm>.

### Waivers

Students either meet the standards of a specific TSI waiver from all sections (math, writing, and reading) or they meet none, except for dual credit enrollment via TAKS score. Students may be reported as waived from the TSI requirements under the following circumstances:

- Non-degree-seeking or non-certificate-seeking students  
An institution of higher education may waive the requirements of the TSI for non-degree-seeking or non-certificate-seeking students.
- Certificate programs of one year or less  
TSI requirements do not apply to students in Level-One certificate programs. Level-one certificates consist of at least 15 but no more than 42 semester credit hours (23-63 quarter hours) designed to be completed in one year or less.
- Dual credit enrollment via TAKS score  
Eligibility for students in the high school graduating class of 2005 to take dual credit courses during the 2003-2004 and 2004-2005 academic years may also be established by achieving at least the minimum passing standard on the English/Language Arts and/or Mathematics sections (as applicable) of the tenth or eleventh grade Texas Assessment of Knowledge and Skills (TAKS) test.

Eligibility for students in the high school graduating class of 2006 and later to take dual credit courses during their junior and senior years may be established by achieving at least a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English/Language Arts section with a writing subsection score of at least 3 on the tenth grade Texas Assessment of Knowledge and Skills (TAKS) test.

For more information, see

<http://www.thecb.state.tx.us/OS/SuccessInitiatives/DevEd/dualcredit.cfm>. The Coordinating Board rules that apply to dual credit enrollment 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 required for TSI purposes. Such students should be reported as having satisfied TSI.

Minimum passing scaled scores for approved tests:

## Univ. Texas Success Initiative Report (CBM002)

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

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

- Performance in developmental education
- Performance in appropriate non-developmental coursework
- Performance on an approved TSI assessment instrument or performance on an institutionally selected assessment
- Other indicators of readiness as determined by the institution
- The determination shall include the requirement that the student shall retake an approved test if the student did not initially perform at or above the following scores:
  - THEA/TASP: Math - 206; Reading - 201; Writing - 205
  - ASSET: Elementary Algebra - 30; Reading Skills - 35; Writing Skills (objective) - 35
  - COMPASS: Algebra - 23; Reading Skills - 64; Writing Skills (objective) – 44
  - MAPS: No deviation; retest not required by TSI, but an institution's policy may require a retest

## Univ. Texas Success Initiative Report (CBM002)

- ACCUPLACER: Elementary Algebra - 42; Reading Comprehension - 61; Sentence Skills - 62
- An essay with a score of 5 will meet these criteria if the student meets the objective writing test standard.

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

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

### General Criteria About Initial Test Attempts

A comparison on all initial assessment types has been implemented to evaluate the compliance of the THEA/TASP requirement (if one part taken, all have been taken). However, partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, if there is a THEA/TASP test type and another assessment type reported in the initial assessment items, a comparison is done on the initial assessment dates to determine which assessment type occurs first. If THEA/TASP is the earliest initial test occasion, then all sections must be shown as THEA/TASP assessments and any area "not taken" on the initial assessment must be reported as failing below the deviation with a score of zero. Any other assessment type will have to be shown in the Subsequent Assessment categories. If the earliest initial assessment date is a COMPASS, ASSEST, MAPS, OR ACCUPLACER test, then each assessment section is reported based on the earliest test type for each section and THEA/TASP can be one of the initial tests.

### TSI Satisfaction During Prior Term

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

### Developmental Education

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

### THEA/TASP Scores Database

The CB receives and applies THEA/TASP scores from National Evaluation Systems (NES) approximately four weeks after each test occasion. NES updates to prior test occasion data are also applied at this time. Changes to THEA/TASP scores at the CB can only be applied

## Univ. Texas Success Initiative Report (CBM002)

from NES and not from the institution. The student should contact NES if any erroneous information is discovered on the NES file. Social Security number changes are provided by NES and applied weekly.

### Indications of Successful Texas Success Initiative Programs

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

### Intent and Purpose

The intent of the Coordinating Board is to extract as much information from the CBM002 as possible without over burdening the institutional reporting official. The purpose of the data collected is to allow the CB to create a summary report that reflects the activities taking place on campuses statewide to assist students in becoming college ready, and allows us to answer questions from stakeholders about the effectiveness of the program. After all CBM002 reports for a fiscal year have been received and processed, the Coordinating Board will publish the student performance data for the respective independent school districts.

### Authority

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

### Relationship of CBM002 to Texas Success Initiative Plans

Data from the CBM002 provides valuable information about student learning and will be structured uniformly so comparisons of the data can be made institution to institution and from year to year. Results of comparison studies can only be meaningful if there are standard definitions in the reporting elements. This is the real strength of this reporting format. The

## Univ. Texas Success Initiative Report (CBM002)

CBM002 provides the uniform template for institutions to report data to the Coordinating Board on the educational progress of students. Concurrent analysis of the similarities and differences of the various Texas Success Initiative plans will help researchers and stakeholders identify elements of programs that are uniquely successful at various institutions and may be easily exported to other institutions.

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

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

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

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

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

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

INSTRUCTIONS FOR TSI REPORT

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

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

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

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

Item #4 Reporting Period.

1. Fall
2. Spring
3. Summer

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

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

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

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

M = Male      F = Female

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

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

Item #9 Date of Birth. Enter all four digits of the year, the month, and day of birth of the student (YYYYMMDD). Must be reported if the student has an institution-assigned identification number. If the date of birth is unknown, enter '00000000'.

Item #10 Semester Credit Hours Attempted. Enter the number of semester credit hours in non-developmental education courses (for which a grade of 'A' – 'F' is given) attempted at this institution for the reporting period (right justified, zero filled). Do

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not include Incompletes (unless they have been resolved prior to the reporting date), withdrawals, or credit/no credit hours attempted. Report the hours of Incompletes during the reporting period resolved.

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

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

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

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

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

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

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

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

Item #20B Math TSI Satisfaction Date. This item must be provided every reporting period. Enter the year and semester (YYYYS) when the TSI section was satisfied at the current institution for the first time, or subsequently after a previous waiver expired.

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Enter '00000' until the section is satisfied at the current institution. Enter '99999' if a previous Texas public institution code is reported in Item #20A.

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

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

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

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

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

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

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #20B, or if a previous Texas public institution code is reported in Item #20A)
1. Not qualified for TSI exemption or waiver



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2. Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS or TAKS Scores
6. Exemption based on military service
7. Exemption based upon qualifying as a transfer student from a private or independent institution of higher education or an accredited out-of-state institution of higher education with satisfactory completion of college-level coursework as determined by the receiving institution
8. Previous TASP exemption (see page 2.2)
9. Exemption based on earned degrees from Texas public institutions
- A. Waiver based on dual credit enrollment via TAKS score

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

Item #23B Math TSI Initial Assessment Pass/Fail. Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the initial test score identified in Item #23A. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, if one section (math, writing, or reading) is attempted, then all sections are attempted.

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

Item #23C Math TSI Initial Assessment Date. Enter all four digits of the year, the month, and day (YYYYMMDD) of the initial test score identified in Item #23A. If the date is unknown, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15<sup>th</sup>. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

Item #23D Math TSI Initial Assessment Type. Enter the appropriate response from the list below for the initial test score identified in Item #23A. If the student qualifies for an exemption, the "9" value may be appropriate. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

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

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

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

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

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

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

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

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

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

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

Year:

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

Semester:

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

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

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

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

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

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

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

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

Item #31 Writing TSI Obligation. Provide the reason identified below.

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

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

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

Year: Enter all four digits of the calendar year of the reporting period.	Semester: 1. Fall 2. Spring 3. Summer I 4. Summer II
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Item #32B Writing TSI Exemption/Waiver Status. Enter the appropriate response from the list below for the TSI exemption or waiver granted. The same value must be reported for all sections (math, writing, and reading), with some exceptions (see pages 2.1 and 2.2).

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

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

The essay and the objective components of the COMPASS, ASSET, MAPS, and ACCUPLACER test instruments are to be taken at the same time for TSI purposes (even though the tests are designed such that an institution may assess them

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independently). So a value of zero in Items 33A/34A will be allowed when Item 33B/34B are reported with a value of 2, "Failed below the deviation". The essay component is the primary determinant for the value reported in Items 33B and 34B—above 5 is passing and below 5 is failing. The objective portion is only used to determine if a 5 is passing or failing. Therefore, if the objective component has been taken, but the essay portion has not, report zeros in Item 33A/34A, the date of the objective component in Item 33C/34C, and a 2 in Item 33B/34B. If neither the writing objective or the writing essay section have been attempted, report a 3, "Not Attempted", in Item 33B and an 8, "Student allowed to enroll but did not test during the reporting period", in 33D, and zeros in Items 33A and 33C.

Item #33B Writing TSI Initial Assessment Pass/Fail. Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the initial test score identified in Item #33A. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, if one section (math, writing, or reading) is attempted, then all sections are attempted.

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

Item #33C Writing TSI Initial Assessment Date. Enter all four digits of the year, the month, and day (YYYYMMDD) of the initial test score identified in Item #33A. If the date is unknown, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15<sup>th</sup>. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

Item #33D Writing TSI Initial Assessment Type. Enter the appropriate response from the list below for the initial test score identified in Item #33A. If the student qualifies for an exemption, the "9" value may be appropriate. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

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

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4. MAPS (Report only tests taken on or before June 4, 2003)
5. ACCUPLACER
6. Stanford Achievement Test (for deaf students). Report only Language raw score in Item #36A. Do not report the Study Skills score. (Report only tests taken on or before August 31, 2003)
7. Initial test taken at another institution (Report only if previous institution did not provide scores on transcript)
8. Student was allowed to enroll but did not test during the reporting period
9. Not applicable if exempted or waived

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

Item #41 Reading TSI Obligation. Provide the reason identified below.

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
1. Satisfied TSI obligation per approved TSI initial test
3. Satisfied TSI obligation based on exemption or waiver
4. Satisfied TSI obligation per approved TSI retake test
5. Satisfied TSI obligation based on performance in appropriate non-developmental coursework (Should also be used for students who completed TASP obligation prior to September 1, 2003 via a grade of "B" or better in a related THECB approved college-level course)
6. Satisfied TSI obligation based on performance in developmental education
7. Satisfied TSI obligation based on performance on an institutionally selected assessment
8. Satisfied TSI obligation based on other indicators of readiness, as determined by the institution
9. TSI obligation not met

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

Year:

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

Semester:

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

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

0. Null (Report only for semesters after a student satisfies the TSI section and qualifies to be reported with a date in Item #40B, or if a previous Texas public institution code is reported in Item #40A)
1. Not qualified for TSI exemption or waiver
2. Waiver based on Level-One Certificate Program or non-degree-seeking or non-certificate-seeking status
3. Exemption based on ACT Scores
4. Exemption based on SAT Scores
5. Exemption based on TAAS or TAKS Scores
6. Exemption based on military service
7. Exemption based upon qualifying as a transfer student from a private or independent institution of higher education or an accredited out-of-state institution of higher education with satisfactory completion of college-level coursework as determined by the receiving institution
8. Previous TASP exemption (see page 2.2)
9. Exemption based on earned degrees from Texas public institutions
- A. Waiver based on dual credit enrollment via TAKS score

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

Item #43B Reading TSI Initial Assessment Pass/Fail. Enter the appropriate indicator showing whether the student met TSI requirements (see pages 2.3 and 2.4) with the initial test score identified in Item #43A. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, if one section (math, writing, or reading) is attempted, then all sections are attempted.

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

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1. Passed
2. Failed below the deviation (TSI requires that the student shall retake an approved test)
3. Not attempted
4. Failed at or above the deviation (TSI does not require that the student shall retake an approved test)

Item #43C Reading TSI Initial Assessment Date. Enter all four digits of the year, the month, and day (YYYYMMDD) of the initial test score identified in Item #43A. If the date is unknown, enter '00000000'. If the month and year are known but the specific day of the test is not known, enter a default day of the 15<sup>th</sup>. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

Item #43D Reading TSI Initial Assessment Type. Enter the appropriate response from the list below for the initial test score identified in Item #43A. If the student qualifies for an exemption, the "9" value may be appropriate. Partial initial THEA scores are allowed effective with initial THEA test occasions on or after 7/1/2004 and reported fall 2004 and thereafter. Otherwise, for THEA/TASP, the same value must be reported for all sections (math, writing, and reading).

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

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

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

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

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

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

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

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

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

Year:  
Enter all four digits  
of the calendar year

Semester:  
1. Fall  
2. Spring

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of the reporting period.

3. Summer I
4. Summer II

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

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

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DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '2'	1	1
Item #2	Institution Identifier - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Reporting Period - Numeric	17	1
Item #5	Year - Numeric	18	4
Item #6	Non-Disclosure – Numeric	22	1
Item #7	Gender - Alpha	23	1
Item #8	Ethnic Origin - Numeric	24	1
Item #9	Date of Birth - Numeric - YYYYMMDD	25	8
Item #10	Semester Credit Hours Attempted - Leading zeros	33	3
Item #11	Grade Points Earned - Right justified, leading zeros	36	3
Item #12	Semester Hours in Math Developmental Ed – Numeric	39	2
Item #13	Semester Hours in Writing Developmental Ed - Numeric	41	2
Item #14	Semester Hours in Reading Developmental Ed - Numeric	43	2
Items #15-19	Unused (no positions reserved in the record)		
Item #20A	Math TSI Satisfaction at Previous Institution – Numeric	45	6
Item #20B	Math TSI Satisfaction Date - Numeric	51	5
Item #21	Math TSI Obligation - Numeric	56	1
Item #22A	Math TSI Exemption/Waiver Date - Numeric	57	5
Item #22B	Math TSI Exemption/Waiver Status - Alphanumeric	62	1
Item #23A	Math TSI Initial Assessment Score - Numeric	63	3
Item #23B	Math TSI Initial Assessment Pass/Fail - Numeric	66	1
Item #23C	Math TSI Initial Assessment Date – Numeric	67	8
Item #23D	Math TSI Initial Assessment Type - Numeric	75	1
Item #24A	Math TSI Subsequent Assessment Highest Score - Numeric	76	3
Item #24B	Math TSI Subsequent Assessment Pass/Fail – Numeric	79	1
Item #24C	Math TSI Subsequent Assessment Date – Numeric	80	8
Item #24D	Math TSI Subsequent Assessment Type – Numeric	88	1
Item #25A	College-Level Mathematics Course Success Date - Numeric	89	5
Item #25B	College-Level Mathematics Course Grade - Numeric	94	1
Item #26-29	Unused (no positions reserved in the record)		
Item #30A	Writing TSI Satisfaction at Previous Institution - Numeric	95	6
Item #30B	Writing TSI Satisfaction Date - Numeric	101	5
Item #31	Writing TSI Obligation - Numeric	106	1
Item #32A	Writing TSI Exemption/Waiver Date - Numeric	107	5
Item #32B	Writing TSI Exemption/Waiver Status – Alphanumeric	112	1
Item #33A	Writing TSI Initial Assessment Score - Numeric	113	3
Item #33B	Writing TSI Initial Assessment Pass/Fail - Numeric	116	1
Item #33C	Writing TSI Initial Assessment Date – Numeric	117	8
Item #33D	Writing TSI Initial Assessment Type - Numeric	125	1
Item #34A	Writing TSI Subsequent Assessment Highest Score	126	3
Item #34B	Writing TSI Subsequent Assessment Pass/Fail – Numeric	129	1
Item #34C	Writing TSI Subsequent Assessment Date – Numeric	130	8

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

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QUESTIONABLE AND ERROR VALUES

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

<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 '3'
5. Year	N/A	Must match value in header record
6. Non-Disclosure	N/A	Any value except '2' or '0'
7. Gender	N/A	Any value except 'M' or 'F'
8. Ethnic Origin	N/A	Any value except '1' thru '7'
9. Date of Birth	'00000000'	Month < '01' or > '12'; day < '01' or > '31'; year value that generates an age < 10
10. SCH Attempted	Semester value > 022; Semester value < 001	Any non-numerical values
11. Grade Points Earned	Semester value > 088; Semester value < 001	Any non-numerical values Value > 4 times SCH
12. SCH in Math DE	Any value > '6' or = '0'	Any value > '9'
13. SCH in Writing DE	Any value > '6' or = '0'	Any value > '9'
14. SCH in Reading DE	Any value > '13' or = '0'	Any value > '18'
15-19. Unused		
20A/30A/40A. TSI Previous Inst.	N/A	Invalid Texas public FICE code if not '000000'; if item #20B/30B/40B not = '99999' then valid FICE code is an error
20B/30B/40B. TSI Satisfied Date	N/A	Semester value not = '1' thru '4' and valid 4-digit year, or value not = '00000' or '99999'
21/31/41. TSI Obligation	N/A	Any value except '1' or '3' thru '8' when item #20B/30B/40B = current date; or any value except '0' when item #20A/30A/40A = FICE or item



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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
22A/32A/42A. TSI Exemption/Waiver Date	N/A	#20B/30B/40B = previous date; or any value except '9' when item #20B/30B/40B = '00000'; value of '6', '7', or '8' when date in item #20B/30B/40B is earlier than fall 2003
22B/32B/42B. TSI Exemption/Waiver Status	N/A	Not = '00000' or valid year with valid semester = '1' thru '4'; if item #22B/32B/42B not = '0' or '1' then value of '00000' is invalid; value not equal '0' when item #20B/30B/40B equal prior date or '99999' (transfer institution)
23A/33A/43A. TSI Initial Assessment Score Math Score	N/A	Any value except '2' thru '9' or 'A' when item #20B/30B/40B = current date <u>and</u> item #21/31/41 = '3'; or any value except '0' when item #20A/30A/40A = FICE or item #20B/30B/40B = previous date; or any value except '1' when item #20B/30B/40B = current date and item #21/31/41 = '1', '4' thru '8'; or any value except '1' when item #20B/30B/40B = '00000' and item #21/31/41 = '9'
When Item #23D = '1' when Item #23D = '2' when Item #23D = '3' when Item #23D = '4' when Item #23D = '5' when Item #23D = '6' when Item #23D = '0', '7', '8', or '9'	N/A	THEA/TASP < 100 or > 300 COMPASS < 15 or > 99 ASSET < 23 or > 55 MAPS < 601 or > 625 ACCUPLACER < 21 or > 120 Stanford < 1 or > 118 Any value except '000'
Writing Score	N/A	Item #33A = '000' when #33B not = '2' THEA/TASP < 100 or > 300 COMPASS = 1 or > 8 ASSET = 1 or > 8 MAPS = 1 or > 8
When Item #33D = '1' when Item #33D = '2' when Item #33D = '3' when Item #33D = '4'	N/A	

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
when Item #33D = '5' when Item #33D = '6' when Item #33D = '0', '7', '8', or '9' Reading Score		ACCUPLACER = 1 or > 8 Stanford < 1 or > 60 Any value except '000'
When Item #43D = '1' when Item #43D = '2' when Item #43D = '3' when Item #43D = '4' when Item #43D = '5' when Item #43D = '6' when Item #43D = '0', '7', '8', or '9'	N/A	THEA/TASP < 100 or > 300 COMPASS < 18 or > 99 ASSET < 23 or > 53 MAPS < 101 or > 125 ACCUPLACER < 20 or > 120 Stanford < 1 or > 54 Any value except '000'
23B/33B/43B. TSI Initial Assessment Pass/Fail	N/A	Any value except '0' thru '4'; if item #20A/30A/40A = valid FICE then a value of '1', '2', '3', or '4' is an error; if item #20B/30B/40B is not = current report date then a value of '1' is an error; if item #20B/30B/40B = '00000' or = current date then a value of '0' is an error; if item #20B/30B/40B = previous date then a value of '2', '3', or '4' is an error; if item #23D/33D/43D = '1' (THEA) and test occasion is prior to 7/1/2004 and #23A/33A/43A = '0', then any value other than '2'
23C/33C/43C. TSI Initial Assessment Date	N/A	Value other than '00000000' or date with month > '12' or day > '31' or year > current year; if item #23B/33B/43B not = '0' or '3' then value of '00000000' is invalid; when any item #23C/33C/43C contains the earliest date (and the date is before 7/1/2004) and the corresponding item #23D/33D/43D = '1', the other items #23D/33D/43D not = '1' is an error

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
23D/33D/43D. TSI Initial Assessment Type	N/A	Any value except '0' thru '9'; if item #23B/33B/43B not = '0' then value of '0' is invalid; if item #23B/33B/43B not = '3' then a value of '8' or '9' is invalid; if item #23B/33B/43B not = '1', '2', or '4' then a value of '1' - '7' is invalid
24A/34A/44A. TSI Subsequent Assessment Highest Score		
Math Score		
When Item #24D = '1' when Item #24D = '2' when Item #24D = '3' when Item #24D = '4' when Item #24D = '5' when Item #24D = '6' when Item #24D = '0', '7', '8', or '9'	N/A	THEA/TASP < 100 or > 300 COMPASS < 15 or > 99 ASSET < 23 or > 55 MAPS < 601 or > 625 ACCUPLACER < 21 or > 120 Stanford < 1 or > 118 Any value except '000'
Writing Score		
When Item #34D = '1' when Item #34D = '2' when Item #34D = '3' when Item #34D = '4' when Item #34D = '5' when Item #34D = '6' when Item #34D = '0', '7', '8', or '9'	N/A	THEA/TASP < 100 or > 300 COMPASS = 1 or > 8 ASSET = 1 or > 8 MAPS = 1 or > 8 ACCUPLACER = 1 or > 8 Stanford < 1 or > 60 Any value except '000'
When objective part taken but essay not taken		Item #34A = '000' and #33C = '00000000' and #33B = '2'
Reading Score		
When Item #44D = '1' when Item #44D = '2' when Item #44D = '3' when Item #44D = '4' when Item #44D = '5' when Item #44D = '6' when Item #44D = '0', '7', '8', or '9'	N/A	THEA/TASP < 100 or > 300 COMPASS < 18 or > 99 ASSET < 23 or > 53 MAPS < 101 or > 125 ACCUPLACER < 20 or > 120 Stanford < 1 or > 54 Any value except '000'
24B/34B/44B. TSI Subsequent Assessment Pass/Fail	N/A	See item #23B/33B/43B

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
24C/34C/44C. TSI Subsequent Assessment Date	N/A	Value other than '00000000' or date with month > '12' or day > '31' or year > current year; if item #24B/34B/44B not = '0' or '3' then value of '00000000' is invalid
24D/34D/44D. TSI Subsequent Assessment Type	N/A	See item #23D/33D/43D
25A/35A/45A. College-Level Course Success Date	N/A	Value not = '00000' or current date
25B/35B/45B. College-Level Course Grade	N/A	Value not equal '0' thru '9'; if item #25A/35A/45A not = '00000' then values of '0' and '4' thru '9' are invalid; if item #25A/35A/45A not = current date then values of '1', '2', or '3' are invalid

REPORTING EXAMPLES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



SUMMARY OF STUDENT DATA METHODOLOGY

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

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

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

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

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

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

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

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

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

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

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

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

TSI Satisfaction - Satisfaction Date equal Reporting Period and Year

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

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

## Univ. Texas Success Initiative Report (CBM002)

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

### GENDER

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

### ETHNICITY

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

REQUESTED NON-DISCLOSURE 2

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

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

INITIAL ASSESSMENT PASS/FAIL	MATH	WRITING	READING
PREVIOUSLY SATISFIED	222	222	222
PASSED	540	540	540
FAILED BELOW DEVIATION	578	578	578
NOT ATTEMPTED	564	564	564
FAILED AT OR ABOVE DEVIATION	200	200	200
TOTAL	2,104	2,104	2,104

## Univ. Texas Success Initiative Report (CBM002)

CBM002 SUMMARY OF TSI STUDENT DATA FROM DATE: 05/11/2004  
 TEXAS COMMUNITY COLLEGE 003304 FALL 2003 Page 2

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

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

DEVELOPMENTAL SCH	2,334	2,334	2,334
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TSI OBLIGATION SATISFACTION	MATH	WRITING	READING
PREVIOUSLY SATISFIED	222	222	222
BASED ON INITIAL TEST	540	540	540
BASED ON EXEMPTION/WAIVER	564	564	564
BASED ON RETAKE OF TEST	200	200	200
BASED ON NON-DE COURSEWORK	3	3	3
BASED ON DEVELOPMENT ED	15	15	15
INSTITUTIONAL ASSESSMENT	16	16	16
OTHER INDICATORS OF READINESS	17	17	17
NOT MET	527	527	527
TOTAL	2,104	2,104	2,104

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

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

Univ. Texas Success Initiative Report (CBM002)

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

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

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

## COURSE INVENTORY CBM003

To comply with the Section 61.052 of the *Texas Education Code*, the Board has created a computer file of courses which is identified as the CBM003 course inventory. Courses on the inventory automatically meet the annual reporting requirement. The inventory is valid for a complete academic year from September through August.

After certification of the Spring class reports each year (mid-April), the Coordinating Board makes a copy of each institution's annual course inventory for that academic year. This copy becomes the basis of the next academic year's course inventory. During the **annual update**, institutions make additions, deletions, and changes to this base inventory until it accurately reflects the slate of courses that they wish to be able to draw from during the next academic year. An institution's course inventory may be browsed via the internet at <http://edcinv.thecb.state.tx.us/>.

Any time during the academic year Coordinating Board staff may review the course offerings for accurate CIP coding and to see whether the courses being offered are in approved programs. CB staff will communicate with the academic affairs office of an institution to resolve questions about the funding, coding, and approval of courses. The courses on the CB authorized course inventory are used to validate the classes offered and will be used in determining the level of hours and the funding category in the formula process. There is also an item that identifies whether the course represents a multiple course record.

Institutions will be allowed to make **supplemental updates** to the course inventory during an eight-week period beginning four weeks before each semester's due date for the CBM004. During the supplemental update, institutions will be able to add new courses but will not be able to change or delete courses because those changes could invalidate previously certified data that may be the basis of funding provided to the institution. Supplemental updates are intended to provide a reasonable way for institutions to add a small number of new courses that are needed immediately. Supplemental updates should also be used to add courses in degree programs approved since the last annual update. You are encouraged to submit updates early during the cycles in the following timetable.

### Timeline for Reports and Updates

Feb 15 – April 15	Spring <i>supplemental</i> update
May 1 – May 31	Institutions make their <i>annual</i> update electronically in the format and following the procedure described on pages 0.3 and 0.4 in this manual. An electronic edit of the update (a message indicating whether the submission was successful) is automatically generated and placed in the institution's electronic mailbox on the Coordinating Board server. Annual updates submitted before April 1 or after May 31 will generate an error message and will not be processed.
July 15 – Sept 15	Summer <i>supplemental</i> update
Oct 1 – Nov 30	Fall <i>supplemental</i> update

## Univ. Course Inventory (CBM003)

### Course-Related CB Policies

For policies related to the types and levels of courses that institutions may offer, see the Universities Division's Policy and Procedures Manual and other appropriate Coordinating Board policies (<http://www.thecb.state.tx.us/AAR/>).

### Criteria for Assigning Texas CIP Codes

Each course in an inventory is assigned a Texas CIP code which corresponds to the subject matter of that course. CIP codes reflect the content of the course and not the department in which the course is offered or the discipline of the students who take the course. For example, an introductory calculus class taught in the Chemical Engineering department is accurately coded 27.0101.00 (Mathematics) even if the course is taught exclusively to engineering students by an engineering professor.

Texas CIP codes are an extension of the Classification of Instructional Programs (CIP) taxonomy that is part of the National Center for Education Statistics' (NCES') Integrated Postsecondary Education Data System (IPEDS). IPEDS uses CIP to collect and report higher education data from across the country. The NCES publication *Classification of Instructional Programs* describes the taxonomy and provides definitions of the national codes (<http://nces.ed.gov/pubs2002/cip2000/ciplist.asp>). A listing and definitions of Texas CIP codes is available on-line at <http://www.txhighereddata.org/Interactive/CIP/>.

National CIP codes are six digits in length. Texas CIP codes have an additional two-digit extension which can further refine the subject matter in question. The 10-digit Texas CIP code consists of the 8-digit Texas CIP code plus the 2-digit default funding code assigned to that CIP code.

When an institution assigns a CIP code to a new course, it meets part of its statutory obligation to inform the Coordinating Board of the content of all courses it is offering. Institutions are expected to make their best effort at assigning a code that accurately reflects the content of the course. Coordinating Board staff periodically review the CIP codes assigned to courses. Staff may make changes to codes or ask institutions for more information about the coding of courses where a coding seems inconsistent with the Texas CIP taxonomy or where courses are being coded in a way which is inconsistent with the way similar courses are coded statewide.

Some helpful hints for coding courses:

- When more than one code could logically be used, use the code which is most specific to the subject matter. The areas most likely to contain redundant codes are Agriculture, Business, Education, and Home Economics.
- The specific activity being covered in the course is considered more specific than the place where, or group to which, the activity will be done. Education, in particular, divides subject matter by level of the recipient of the education (e.g., Secondary Education) and then by specific subject (e.g., Science Education). A course in Teaching History in the Elementary School would be coded History Education and not Elementary Education.

## Univ. Course Inventory (CBM003)

- Courses in Special Education and in Early Childhood Education should be coded with those codes and not by specific subjects.
- The CIP code options may be in very different sections of the taxonomy. For instance, a course in Restaurant Management and Food Service may more appropriately be coded 12.0504.00 16 Restaurant, Culinary, and Catering Management/Manager or 19.0505.00 07 Foodservice Systems Administration/Management, depending on what is actually taught in the course.
- The history, philosophy, or sociology of a discipline is coded with the discipline and not with History, Philosophy, or Sociology.
- Courses for interdisciplinary programs which are not themselves interdisciplinary are coded in the specific discipline. For instance, a course in Native American Social Systems would be coded as Sociology and not American Indian Studies, since it is only about the sociology of Native Americans.
- In Technology and similar codes, the actual function listed in the definition should be considered and not the parts that speak of the occupation of the graduate.
- Use only the default formula funding rate that is listed in the Texas CIP codes taxonomy for the particular CIP code you are using. Using a rate other than the default will result in an error. Changes to the default rate must be requested specifically from the Coordinating Board staff.

Some confusion over coding comes from the fact that the taxonomy is used to identify the subject matter of degree and certificate programs as well as the subject matter of individual courses. This confusion leads to using factors other than the subject matter of the course to determine the code. Some of these factors are:

- the program to which the course will be applied
- the department offering the course
- the discipline of the professor offering the course
- the major of the student taking the course
- the role and scope of the institution

In a few instances, the formula funding code assigned to the Texas CIP code may be inappropriate for the course. In such a case, the course should continue to be assigned the most appropriate CIP code. The issue of funding then may be raised with the Educational Data Center, which has responsibility for the funding codes.

### Questions about the Classification or Funding of Courses

Most questions about the coding of a particular course should be directed to the Educational Data Center. This would include questions about the accuracy of coding, about details of course information in the Coordinating Board database, and about cases where a course or courses is appropriately classified by content but because of where the course is

## Univ. Course Inventory (CBM003)

housed or what program it is a part of an institution strongly believes that the funding is inappropriate.

Reviews of the appropriateness of individual course funding codes are only done in the context of reviewing all the courses offered by a particular department or college. They can generally not be done during periods when staff are certifying data or reporting to the legislature. The institution must provide syllabi for all courses being reviewed, and any needed additional information about the work done in the courses, about the staffing of the courses, or about the students who take the courses—information that may be needed to clarify the disciplinary content of the course and how it relates to the curriculum. Courses are funded primarily on the basis of their content; the administrative unit offering the course is a secondary factor.

Inquiries about field-based courses and requests for the higher student teaching funding rate for field-based teacher education courses should be directed to Susan Hetzler ([Susan.Hetzler@theccb.state.tx.us](mailto:Susan.Hetzler@theccb.state.tx.us)). Questions about the funding of whole disciplinary areas should be directed to the Coordinating Board's Finance Division and/or our Formula Advisory Committee.

### Multiple-Course Listings Report

Multiple-course listings (i.e., special topics and other courses whose content can change from offering to offering) do not provide accurate information about the teaching activities at institutions which are needed by the Coordinating Board staff to meet its responsibilities. By their nature, these listings provide a format for offering a variety of courses often with differing subject matter, and often representing different discipline categories.

A column on the course inventory identifies these listings.

A report of the individual subjects taught under this type of listing must be kept by the institution by semester and available to be sent to the Coordinating Board upon request.

The file should be arrayed in the following order:

<u>Beginning Position</u>	<u>Length</u>	
1	6	Institution Code (FICE code)
7	4	Semester (e.g., SP04 = Spring 2005, SU05 = Summer 2005, FL05 = Fall 2005)
11	7	Subject Prefix (left justify)
18	7	Course Number (left justify)
25	30	Short Course Title

Any individual subject taught three times within five years must be assigned a regular course number and submitted to the Coordinating Board during the next annual update.



## Univ. Course Inventory (CBM003)

### Pre-collegiate and Non-collegiate Courses

The Board has declared that pre-collegiate and non-collegiate courses may not count toward a degree program. Non-collegiate courses are designed to give useful skills or help (such as courses in study skills, orientation to college study, vitae preparation, or improvement in learning) which do not contribute directly to a degree. Non-collegiate courses may be included in an institution's course inventory, but no credit hours generated in such courses will be eligible for state funding through the formula system.

Pre-collegiate courses are defined as courses, tutorials, laboratories, or other efforts designed to bring students' skill levels in reading, writing and mathematics to entering college level. The term does not include courses in English as a Second Language, study skills, or thinking skills. The Undergraduate Education Section of the Board has published a Policy and Procedures Manual which has a section called "Guidelines for Offering and State Funding of Remedial English/Reading/Writing Courses". In the discussion it allows up to three semester credit hours of developmental reading courses, three semester credit hours of developmental writing courses, and six semester credit hours of developmental mathematics courses to be approved for funding at universities offering lower division courses. The link to that manual is <http://www.thecb.state.tx.us/reports/PDF/0205.PDF>.

### Untaught Courses

The inclusion on the inventory and in college catalogs of courses not offered may mislead students about the breadth of learning opportunities at an institution. Any course untaught as an organized class or individual instruction course for four consecutive years will be automatically deleted from the course inventory. The Coordinating Board will furnish annual records of untaught courses deleted to help each institution keep its course inventory up-to-date.

### Courses Which Mismatch on the CBM004

Mismatches between the CBM004 (Class Report) and the CBM003 (Course Inventory) may be addressed during the supplemental update period, following the procedures described earlier in this manual for supplemental updates. A limited number of courses may be added to the inventory during this period, but changes which would affect previously certified data may not be made to existing course records.

Univ. Course Inventory (CBM003)

INSTRUCTIONS FOR COURSE INVENTORY

- Item #1 Record Code. Always enter '3'.
- Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.
- Item #3 Subject Prefix. Enter the subject abbreviation of the course as established by the institution. Left justify, space fill.
- Item #4 Course Number. Enter the course identification number. Left justify, space fill.
- Item #5 Semester Credit Hour (SCH) Value. Enter the maximum number of semester credit hours which may be awarded for each course in a given semester (e.g., if ART 1234 may be taken for 3, 6, or 9 SCH, enter '0900'). The last two digits will always be '00'.
- Item #6 Level of Course. Enter the code shown below for the level at which each course is requested. Do not code courses as level 6 that are not the same subject matter as an authorized doctoral program at your institution.
- |   |           |   |                                       |
|---|-----------|---|---------------------------------------|
| 1 | Freshman  | 5 | Master's                              |
| 2 | Sophomore | 6 | Doctoral                              |
| 3 | Junior    | 7 | Special Professional (Law, Optometry, |
| 4 | Senior    |   | Veterinary Medicine, others)          |
- Item #7 Texas CIP Code. Enter the eight-digit code from the Texas CIP code taxonomy which most accurately describes the subject matter of each course and the two-digit formula funding code (see <http://www.txhighereddata.org/Interactive/CIP/>).
- Item #8 Unused.
- Item #9 Multiple-Course Listing. Enter '1' if the course listing is a multiple-course listing; enter zero for all others.
- Item #10 Short Course Title. Enter the title of each course, adjusting to include **not more than** a total of 30 characters (letters, symbols, spaces, and punctuation). If the Short Course Title in your institution's internal course inventory is limited to fewer than 30 spaces, enter the title exactly as shown on your institution's inventory.
- Item #11 Laboratory Contact Hours. Enter the maximum number of hours per week students are required to spend in contact with teaching staff in a laboratory situation associated with each course. Fill unused spaces with zeros.
- Note:** A decimal is implied between the second and third spaces and will show up on the paper copy of the course inventory. *Do not put the decimal in your file.*
- Item #12 Lecture Contact Hours. Enter the maximum number of hours per week students are required to spend in contact with teaching staff in a lecture associated with

## Univ. Course Inventory (CBM003)

each course (e.g., class, conference, seminar, individual instruction, or independent student). Fill unused spaces with zeros.

**Note:** A decimal is implied between the second and third spaces and will show up on the paper copy of the course inventory. *Do not put the decimal in your file.*

Item #13 Administrative Unit Code. Enter the appropriate code designating the academic unit (college, school, division, or department) under which each course is administered. If a course is administered by two academic units, use the code for the administrative unit over those two academic units (such as two departments under a college). If the administrative units report to separate academic units, use the next higher academic unit. If there is none, use 1655, Interdisciplinary, as the administrative unit number.

The administrative unit numbers on an institution's program inventory are the ones that should be used on the course inventory. Administrative unit numbers for existing courses should be revised when department or applicable administrative unit names change. Changes in administrative unit names (with very few exceptions) result in administrative unit number changes. At the time of the annual update, the validity of all administrative units shown in the existing course inventory should be verified and corrected if necessary.

Item #14 Academic Year. Enter the appropriate academic year.

Example: For 2006-2007 academic year, enter '2006'.

Item #15 Update Code.

- A new course or new listing of an old course (new subject prefix or course number, reinstated course, or cross-listing)
- C change in other than subject prefix or course number
- D course deleted from the inventory

**Note:** Update code 'B' is no longer used but may still appear on the inventory.

Univ. Course Inventory (CBM003)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always '3'	1	1
Item #2	Institution Code - FICE Code – Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	SCH Value – Numeric, implied decimal (2-digits)	22	4
Item #6	Level of Course – Numeric	26	1
Item #7	Texas CIP Code	27	10
Item #8	Unused	37	1
Item #9	Multiple-Course Listing – Numeric	38	1
Item #10	Short Course Title – Alpha	39	30
Item #11	Lab Contact Hours – Numeric, implied decimal	69	3
Item #12	Lecture Contact Hours – Numeric, implied decimal	72	3
Item #13	Administrative Unit – Numeric	75	4
Item #14	Year – Numeric	79	4
Item #15	Update Code – Alpha	83	1

## CLASS REPORT CBM004

This report will reflect conditions as of the official census date which shall be 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 sessions), and will include only classes in Coordinating Board approved courses for resident credit, whether the class is on-campus or off-campus. Students who withdraw from a class on or before the official census date will not be included in this report. Exclude students who audit the course. To be counted for state aid the students must be registered as of the official census date and the institution must collect tuition and fees 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.

### **NOTES:**

#### 1. Classes Organized After the Official Census Date (Flexible Entry)

Any class organized after the official census date will be included in the data submitted in the semester following; i.e., (a) classes organized after the 12th class day of the fall semester will be reported in the following spring semester 12th class day report; (b) classes organized after the 12th class day of the spring semester will be reported in the first summer session following, etc. (A class is "organized" when students have registered and paid fees or established an accounts receivable.)

These classes will be identified by filling the last two places of Item #5, Section Number, with the letters 'FE' (Flexible Entry). All other data will be completed as if the class had been a part of the semester in which it is reported, except tuition and fees, which will be the same as the rates for the semester in which the class begins.

For classes which are organized with the regular semester classes, but whose first class day is after the term census date, see the note on page 1.2.

#### 2. Classes other than 16 or 6 Weeks in Length

Examples of census dates are provided in the Introduction discussion of the student report, CBM001.

#### 3. Multiple Entries

For any class where more than one faculty member is responsible for teaching the section, or where variable credit is offered within the same section, enter separate records for each faculty member or variable credit involved.

Whenever multiple entries for a single section are made, the semester credit hour value, Item #7, should not be repeated unless the section offers variable credit; and the responsibility factor for all of the faculty members combined should always total 100

## Univ. Class Report (CBM004)

percent, regardless of the number of faculty members involved.

If a lecture class is taught on-campus and is concurrently transmitted by two-way interactive video to another site, a separate record should be reported for each site receiving the transmission. One difference in the multiple records would be the number of students enrolled from each site. The second difference is to report the Mode of Instruction of the class as a code '1' in Item #20 for the on-campus face-to-face lecture, and a code '4' in Item #20 for the Mode of Instruction at the receive site. A reporting alternative would be to report each location as a separate section and designate all class sections with the same composite code.

### 4. Summer Session

All summer sessions will be combined into one report. Classes that are offered in more than one summer session should be assigned separate section numbers to avoid duplicate records.

### Inter-institutional Courses

Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students. Neither the location of the class nor the delivery medium affect the definition. North Texas Federation classes, consortium classes, and some instructional telecommunication classes are inter-institutional classes.

There are two alternatives for reporting the students and courses where there is an inter-institutional agreement:

1. The institution that provides the instructor of record for the course (providing institution) reports all enrollments in the class for semester credit hour funding.
  - a. In this situation the receiving institution will not report a class record (CBM004). The receiving institution will report its students on the student report (CBM001), and the semester credit hours for the inter-institutional class will be reported in the appropriate Item #15 or #23, "Inter-Institutional SCH Load", and in the appropriate Item #10A or #10B.
  - b. The providing institution will report at least two class records, one with its own students and one per FICE code of each inter-institutional partner. For each inter-institutional partner, Item #21 will be coded '1' to exclude the SCH of those records from the CBM001 and CBM004 comparison. All other items should be coded according to customary definitions.
2. Each participating institution reports its own enrollments in the class for semester credit hour funding. EACH STUDENT MAY ONLY BE REPORTED BY ONE INSTITUTION FOR ANY ONE CLASS. Institutions may make arrangements among themselves regarding compensation of the institution providing the instruction. This reporting procedure applies to all distance education and off-campus courses: those done through telecourses or interactive video as well as those taught face-to-face at off-campus locations. The following conditions must be met:

## Univ. Class Report (CBM004)

- a. the institutions involved are all public institutions of higher education in Texas;
- b. the institutions involved have a written agreement clearly specifying how students will be reported for formula funding;
- c. institutions participating in an agreement of this type have auditable procedures in place to ensure that the same hours are not reported more than once for funding;
- d. the courses involved are approved for the course inventories of both the providing and the receiving institutions;
- e. on the class report(s) for the receiving institution(s), Item #21 is coded '0' to indicate that the class is inter-institutional; Item #11, Instructor Code, is SSN or last name of the faculty of record; and in Item #8A, "Other Higher Education Site", enter the FICE of the providing institution to identify the faculty of record; and
- f. each institution reports only its own students on the CBM001.

## Distance Education and Off-Campus Instruction

Chapter 4, Subchapter E of the CB Rules and Regulations, provides guidance to all public institutions of higher education in Texas regarding the delivery of distance education and off-campus courses and programs. CB Rule 5, Subchapter D describes operations of off-campus educational units. Courses offered at the teaching center **MUST** be reported separately. The following assigned FICE codes will identify the specific multi-institution teaching center (MITC), University System Center, or other specific site:

### MITC or University System Center:

- 000802 Round Rock Higher Education Center
- 000810 Tarleton State University System Center - Central Texas
- 000828 Texas A&M University-Kingsville System Center at Palo Alto
- 000820 The University Center MITC at the Woodlands
- 000840 The University of Texas at Arlington Fort Worth Center
- 000818 Universities Center at Dallas
- 000800 University of Houston System at Sugar Land MITC
- 000826 University of Houston System Center at Cinco Ranch
- 000824 University of North Texas System Center at Dallas

### Other specific sites:

- 000804 Prairie View A&M University College of Nursing, Houston Center
- 000806 Sul Ross State University - Rio Grande Campus at Del Rio
- 000808 Sul Ross State University - Rio Grande Campus at Eagle Pass
- 000812 Texas A&M University-Commerce Metroplex Center, Mesquite
- 000830 Texas Tech University Abilene Engineering Center
- 000832 Texas Tech University Amarillo Engineering Center
- 000838 Texas Tech University Center at Junction
- 000834 Texas Tech University Higher Education Teaching Site at Fredericksburg

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- 000836 Texas Tech University Higher Education Teaching Site at Highland Lakes
- 000816 Texas Woman's University, College of Nursing, Dallas Educational Activities
- 000814 Texas Woman's University, College of Nursing, Houston Center
- 000822 The University of Texas at San Antonio, Downtown

Pharmacy Funding Policy (Revised 9/22/02)

1. All pharmacy courses at general academics that are part of a PharmD degree program will now be funded at the Special Professional rate. Note: Reporting non-PharmD undergraduate courses as level 7 courses is an auditable error.
2. Courses in master's and doctoral pharmacy programs will continue to be funded at their assigned rates.
3. Other undergraduate pharmacy content courses will be funded at the undergraduate science rate. This will be done at the Coordinating Board by applying the science weights in the formula matrix to undergraduate pharmacy courses.
4. Pre-pharmacy courses will continue to be funded at the liberal arts rate. Students taking pre-pharmacy courses should not be reported as special professional students.
5. All students in PharmD programs should be reported in the special-professional enrollment category on the class report. On the student report, the students in PharmD programs are classified with a code '9'.
6. All pharmacy-related courses should be coded on the course inventory based on their content and level of the courses where:

<u>Level</u>	<u>Use</u>
7	Is only for courses that are part of the PharmD curriculum
6	For doctoral courses
5	For master's courses
3 & 4	For upper-division undergraduate courses
1 & 2	For lower-division undergraduate courses

Texas National Student Exchange Program (TNSEP) (CB rule 21 Subchapter EE)

This exchange program is designed to enable and encourage Texas undergraduate students to enroll in institutions of higher education in other states, and at the same time encourage residents of those states to enroll in Texas institutions. Participants in the exchange program "are eligible to pay their normal tuition and fee charges at their home campus or resident tuition and fees at their host campus, depending upon procedures agreed upon by the two National Student Exchange participating institutions." The rules further state that "Course work at the host campus will be recorded on official transcripts of the host campus."

The student's home campus is the campus from which participation in the exchange



### Univ. Class Report (CBM004)

program originates. The host campus is the campus receiving the student participating in the exchange program. Institutions should report TNSEP exchange students from out-of-state institutions who are enrolled in credit classes on their campuses (as the host) and not their own students enrolled in classes at out-of-state campuses, no matter what arrangements are made regarding tuition and fees.

### Reciprocal Educational Exchange Program (REEP) (CB rule 21 Subchapter AA)

The purpose of the reciprocal educational exchange program is to encourage students of participating institutions to better understand the culture, language, needs, and expectations of other nations of the world and the State of Texas.

The student's home campus is the campus from which participation in the exchange program originates. The host campus is the campus receiving the student participating in the exchange program. Institutions should report REEP exchange students from the other nations who are enrolled in credit classes on their campuses (as the host) and not their own students enrolled in classes at other nation campuses, no matter what arrangements are made regarding tuition and fees.

### Undergraduate Semester Credit Hour in Excess of State Limit and Formula Funding Exceptions for Repeated Courses

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

### Funding for Physical Education Courses

A rider in the appropriations bill states that no funds appropriated under this act shall be used for semester credit hours for students who are registered solely for physical education, weight lifting, group exercises, aerobics, or related courses; have registered for the same such course more than once; and are not seeking a degree plan or certificate of completion of a course of study.

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INSTRUCTIONS FOR CLASS REPORT

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

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

CLASS IDENTIFICATION

The following set of data uniquely identifies each class taught. It includes a course identification and section number. The course identification used to identify a class in this report must be the same as the course identification used in the Course Inventory, CBM-003.

Item #3 Subject Prefix. Enter the subject abbreviation of this course.

Item #4 Course Number. Enter the course number.

Item #5 Section Number. Enter the section number assigned to this class.

**NOTE:** All classes will be assigned a section number.

Item #6 Type of Instruction (see notes). Enter the code of the primary type of instruction used in this section.

- |                      |                           |
|----------------------|---------------------------|
| 1. Lecture           | 6. Private Lesson         |
| 2. Laboratory        | 7. (Replaced by Item #20) |
| 3. Practicum         | 8. Thesis                 |
| 4. Seminar           | 9. Dissertation           |
| 5. Independent Study | 0. Individualized         |

**NOTE:** Courses that were formerly coded "Instructional Telecommunications" (code 7) should now be coded according to their type of instruction, rather than the mode of instruction which will now be identified in Item #20. For example, a two-way interactive video class that is a lecture should be coded a '1', not a '7'. In Item #20 the Mode of Instruction will be recorded. Each instruction type should be reported in a separate class record (see additional discussions of instructional telecommunications in the documentation of the CBM004, and of multiple entries later in this section). Lecture and laboratory can be combined and reported in the same record. (More discussion on how to report multiple entries is described in the Introduction section of the CBM004).

Organized Classes include the types of instruction referred to in codes '1', '2', and '4'.

Individual Instruction Classes include the modes of instruction referred to in codes '3', '5', '6', '8', '9', and '0'. Independent Study (5) includes conference courses, individual problems courses, etc. Private Lesson (6) is for private music or other private instruction. Practicum (3) refers to student teaching, internships, work-

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study, cooperative education, and similar activities. Individualized (0) includes asynchronous Internet, videotape, audio-tutorial, and similar types of individualized instruction.

Item #7 Semester Credit Hour Value. Enter the semester credit hour value for this section. Use leading zeros and two decimal places.

Item #8 Location Code. Enter the code for the location at which the course is taught.

- 0 On-Campus
- 1 Off-Campus (regular) - Other locations not listed below
- 3 Out-of-State
- 4 Foreign Country
- 5 Correctional Institution - Courses taught in a correctional institution in Texas by a public institution of higher education
- 6 Institution of Higher Education - Courses taught on the campus of another institution of higher education (including community colleges, MITCs, university centers, private universities, and other specific locations identified in the Multi-Institution Teaching Centers discussion in the introductory section of the CBM004)
- 7 Military Bases - Courses taught on a military base
- 8 Primary or Secondary School - Courses taught on the campus of a public or private primary or secondary school
- 9 Individual Instructional - Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems or students in "individual instruction classes" which are located off-campus. (see definition in the introductory section of the CBM004)
- B Business, Government, or Other Work Location - Courses taught at such entities

**NOTE:** Item #8A, Other Higher Education Site, must be completed for all classes taught at another higher education institution in Texas (public or private) when Item #8 is coded a '6'. Item #9 applies to both on-campus and off-campus classes. Item #10, Zip Code, must be completed for all classes taught at all of the locations identified above, except locations coded '0', '6', and '9'. See examples on how to report on page 4.24.

Item #8A Other Higher Education Site. Enter the FICE code of the public or private Texas higher education institution, MITC, university system center, or other off-campus educational center where the course is taught if Item #8 is coded a '6'. If this record is to identify students taught by an inter-institutional partner, enter the FICE code of the institution that provides the faculty. If Item #8 is not coded '6', leave this item blank. The special location FICE codes are listed in the MITC discussion in the Introductory area of the CBM004.

Item #8B Unused

Item #9 Composite Classes. Enter a unique two-digit, alphabetic code to identify each cross-listed class. Use composite classes or multiple class records for reporting all

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sections where teaching responsibility is distributed among two or more persons.

Item #9A Unused

Item #9B Tenure. Use the definitions of tenure from the CBM008 for the faculty involved in the actual instruction, including teaching assistants, of each specific section. A faculty who is non-tenured may be reported as a code '3', '4', or '5' if s/he has the appropriate credentials or experience. Excluded from the special codes is any part-time instructor who is also enrolled at the institution as a student (i.e., all teaching assistants and assistant instructors).

- 0 Non-tenured, if not identified in codes '3', '4', or '5'
- 1 Tenured
- 2 On tenure track
- 3 Non-tenured - "Terminal degree in discipline" for course being taught: all instructors with a doctoral or other terminal degree in the discipline, including adjunct professors, visiting professors, lecturers, senior lecturers, and clinical professors.
- 4 Non-tenured - "Appropriate professional certification" for course being taught: part-time faculty with a doctoral or other terminal degree and combined full-time employment comparable to that of other scholars in the field. (This would include individuals who hold research or clinical appointments in other organizations and faculty who teach for another institution, especially a faculty member who teaches a cooperative or partnership program. Institutions would certify combined employment status and identify other employers.)
- 5 Non-tenured - "Extensive and recognized accomplishments in field" for course being taught: instructors with five or more years of continuous full-time appointments or experience in teaching positions and a master's degree in the field (i.e., career teachers holding positions such as lecturer, senior lecturer, or instructional specialist). All others including part-time appointees with or without a doctoral degree but with otherwise demonstrable capability to teach the courses for which they are assigned. (Examples of this category are artists teaching art, CPAs teaching accounting, lawyers teaching business law, senior public officials teaching public affairs or appropriate government courses, practicing professional engineers teaching certain engineering courses, corporate CEOs teaching certain business courses, or nurses teaching clinical practices, and other licensed professionals.)

Item #10 Off-Campus Location/Electronic Telecommunication Site. Enter the ZIP code, state, or foreign country code applicable to Item #8, except for classes where Item #8 is coded '6' or '9'.

Location Code Zip Code/State Code/Country Code

- 1 Enter ZIP code of city or town
- 3 Enter state code from Appendix B, right-justified, with two leading zeros
- 4 Enter foreign country code from Appendix B, right-justified, with two leading zeros
- 5 Enter ZIP code of correctional institution

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- 6 Leave blank
- 7 Enter ZIP code of military base
- 8 Enter ZIP code of primary or secondary school
- 9 Leave blank
- B Enter the ZIP code of the business, government, or other work entity

Item #11 Instructor Code. Enter the social security number of all faculty members (the faculty of record) who are directly involved in the delivery of instruction and evaluation of student progress. Use the composite class code with this item or multiple records for the section of the class to report the relative responsibilities of all faculty, including teaching assistants who have a significant role in the teaching of the course. Teaching assistants whose work is limited to grading do not need to be identified. Supervisory faculty members may not be reported as faculty of record for courses taught by teaching assistants they supervise. (Note: A more standardized procedure is now necessary for assigning faculty of record and teaching responsibility in order to distribute funding for the teaching supplement approved by the Legislature.)

**NOTE:** Military Science. Report all military science instructors regardless of the source of funds from which they are being paid.

Item #12 Responsibility Factor (Percent). Enter the responsibility factor (percent) of the faculty member involved in this section. Ensure that all faculty involved in actual instruction, including teaching assistants, are reported. The responsibility factor equals the proportion of credit hour time the faculty member has with students over the course of the semester in regularly scheduled meetings. The three examples below should clarify this assignment.

Example 1: In a 3 semester credit hour (SCH) engineering class that meets for two hours of lecture (2 SCH) and two hours of lab (1 SCH) per week, a tenure-track faculty member delivers the lecture and a teaching assistant conducts the lab. The responsibility would be reported as follows:

tenure-track faculty member - 67%  
graduate teaching assistant - 33%

Example 2: In a 3 SCH history class that meets for one hour of lecture and two hours of smaller seminars per week, a tenure-track faculty member delivers the lecture and teaching assistants meet with students in the smaller seminars. Each section conducted by a teaching assistant would be reported separately and the responsibility factor would be allocated as follows:

tenure-track faculty member - 33%  
teaching assistant - 66%

Example 3: Ten sections of the introductory public speaking course (3 SCH) follow a common syllabus and are supervised by a tenure-track faculty member, but the teaching assistants meet with students and conduct all three hours per week. Report each section separately with the teaching assistant as faculty of record and 100% responsible for the course.

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Item #13 Enrollment. The enrollment in this section will be reported by the classifications listed below, except undergraduate students that are affected by the undergraduate funding limit will be reported in Items #18 and #19. Do not include students who are auditing the class. Exclude students who are solely registered for physical education or related courses and not allowed to be reported for state funding, or who have exceeded the state funding limit of undergraduate or developmental semester credit hours, but include them in the appropriate Item #16 or Item #17.

13a. Lower Division

13b. Upper Division

13c. Master's Level

13d. Doctoral Level

13e. Special-Professional  
(Law, PHARMD, OD, DVM)

**NOTE:**

13a. Lower Division - Enter the number of freshman and sophomore students who are NOT affected by the undergraduate funding limit and who are enrolled in this section. Exclude students who are solely registered for physical education or related courses and not allowed for state funding, but include them in Item #16 if you wish to report them. Exclude students whose developmental semester credit hours exceeds the state funding limit, but include them in Item #17. Enter the number of freshmen and sophomore students who are affected by the undergraduate limit in Item #18.

13b. Upper Division - Enter the number of junior and senior students who are NOT affected by the undergraduate funding limit and who are enrolled in this section. Exclude students whose undergraduate semester credit hours exceeds the state funding limit or students who are solely registered for physical education or related courses and not allowed for state funding, but include them in Item #16. Enter the number of junior and senior students who are affected by the undergraduate limit in Item #19.

13c. Master's Level - Enter the number of master's level students enrolled in this section. Senior students within 12 semester credit hours of their first baccalaureate degree (when enrolled in a master's level course for master's level credit) and post-baccalaureate students may also be reported in this category. See note in CBM004 Introduction for the reporting of PharmD students.

13d. Doctoral Level - Enter the number of doctoral students enrolled in this section. See discussion in "Summary of Semester Credit Hours Generated" later in CBM004 section or the pharmacy funding section in the CBM004 Introduction section.

13e. Special-Professional Level - Enter the number of special-professional students (those who have been officially admitted to special-professional programs) enrolled in this section. For PharmD students, see the discussion in the pharmacy funding section of the Introductory section of the CBM004.

Item #14 Semester. Enter the semester in which the course is reported.

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1 = Fall    2 = Spring    3 = Summer

- Item #15    Year. Enter all four digits of the calendar year in which the semester occurs.
- Item #16    Enrollment of Students Who Exceed State Funding Limits. Enter the number of students enrolled in this section whose undergraduate semester credit hours attempted exceed the state funding limit (degree program plus 45 SCH). Include the number of students who have attempted the same course three or more times and are not eligible to be claimed for state funding. Also include the number of students who are solely registered for physical education or related courses and not allowed to be reported for state funding. Do not include these students in Item #13b or #19. Guidelines about the undergraduate SCH limit and funding limitations for repeated courses can be found in the Introductory area of the CBM004.
- Item #17    Enrollment of Students Whose Developmental SCH Exceed State Funding Limit. Enter the number of students enrolled in this section whose developmental semester credit hours attempted at your institution exceed the state funding limit (18 SCH). Do not include these students in Item #13a or #18. An example of how to report a class where the SCHs of the developmental course causes the student to exceed the developmental limit is provided in the Examples on page 4.25.
- NOTE:** Developmental Education -- For the purposes of this subchapter, is defined as courses, tutorials, laboratories, or other efforts to bring student skill levels in reading, writing, and mathematics to entering college level. Does not include courses in English as a Second Language (ESL), study skills, or thinking skills.
- In determining the number of development SCH a student has accumulated, include all development SCH funded at your institution during or after the summer of 1996.
- The maximum of 18 SCH is mandated and not flexible.
- Item #18    Lower Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of freshman and sophomore students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose developmental semester credit hours exceed the state funding limit, but include them in Item #17. Enter the number of freshmen and sophomore students who are NOT affected by the undergraduate limit in Item #13a.
- Item #19    Upper Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of junior and senior students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose undergraduate semester credit hours exceed the state funding limit, but include them in Item #16. Enter the number of junior and senior students who are NOT affected by the undergraduate limit in Item #13b.
- Item #20    Instruction Mode. Enter the primary mode of instruction where 50% or more of the

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instruction is delivered via a single mode.

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

Item #21 Inter-institutional Identifier. Enter a '1' if the students reported are actually enrolled at another institution. For all the students enrolled at your institution enter a '0'.

Item #22 Teaching Load Credit. Enter the teaching load credits (TLC) of each faculty for each class section based on the institution's internal workload policies. Report them to the nearest tenth. Example: 3 TLC will be coded 030; 2.5 TLC as 025. **(This item is effective fall 2005.)**



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DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '4'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6	Type Instruction - Alphanumeric	27	1
Item #7	Semester Credit Hour Value - Leading zeros, two decimals	28	4
Item #8	Location Code - Alphanumeric	32	1
Item #8A	Other Higher Education Site - FICE or blank	33	6
Item #8B	Unused	39	3
Item #9	Composite Classes Code - Alphanumeric	42	2
Item #9A	Unused	44	1
Item #9B	Tenure	45	1
Item #10	Off-Campus Location/Electronic Telecommunication Site - ZIP or code of state/foreign country; use leading zeros for state and foreign country code	46	5
Item #11	Instructor Code	51	9
Item #12	Responsibility Factor - Numeric	60	3
Item #13	Enrollment (A-E) - Students NOT affected by state funding limits - Leading zeros, no decimals (mutually exclusive of other enrollment items)	63	15
Item #14	Semester - '1', '2', or '3'	78	1
Item #15	Year - YYYY - Numeric	79	4
Item #16	Enrollment - Students Who Exceed State Funding Limits - Leading zeros (mutually exclusive of other enrollment items)	83	3
Item #17	Enrollment - Students Whose Developmental SCH Exceed State Funding Limit - Leading zeros (mutually exclusive of other enrollment items)	86	3
Item #18	Enrollment - Lower Level Affected by UG Limit (mutually exclusive of other enrollment items)	89	3
Item #19	Enrollment - Upper Level Affected by UG Limit (mutually exclusive of other enrollment items)	92	3
Item #20	Instruction Mode - Numeric - '1', '2', '3', '4', or '5'	95	1
Item #21	Inter-institutional Identifier - Numeric - '0' or '1'	96	1
Item #22	Teaching Load Credit	97	3

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EDIT SUMMARY OF CBM004 DATA FROM LONE STAR UNIVERSITY

003304

	NORMAL RANGE	QUESTIONABLE	ERROR VALUES	
ITEM 01	RECORD CODE	911	0	0
ITEM 02	INSTITUTION CODE	911	0	0
ITEM 03	SUBJECT PREFIX	911	0	0
ITEM 04	COURSE NUMBER	911	0	0
ITEM 05	SECTION NUMBER	911	0	0
ITEM 06	TYPE INSTRUCTION	911	0	0
ITEM 07	SEMESTER CREDIT HOURS	911	0	0
ITEM 08	LOCATION CODE	911	0	0
ITEM 8A	OTHER HIGHER EDUCATION SITE	911	0	0
ITEM 09	COMPOSITE CODE	911	0	0
ITEM 9B	FACULTY TENURE	911	0	0
ITEM 10	OFF-CAMPUS LOC/ELECTRONIC IT SITE	911	0	0
ITEM 11	INSTRUCTOR CODE	911	0	0
ITEM 12	RESPONSIBILITY FACTOR	911	0	0
ITEM 13A	ENROLLMENT-UGL NOT AFFECTED	911	0	0
ITEM 13B	ENROLLMENT-UGU NOT AFFECTED	911	0	0
ITEM 13C	ENROLLMENT-MAST	911	0	0
ITEM 13D	ENROLLMENT-DOCT	911	0	0
ITEM 13E	ENROLLMENT-SPEC	911	0	0
ITEM 14	SEMESTER	911	0	0
ITEM 15	YEAR	911	0	0
ITEM 16	ENROLLMENT-EXCEED LIMITS	911	0	0
ITEM 17	ENROLLMENT-DE EXCEED LIMIT	911	0	0
ITEM 18	ENROLLMENT-UGL AFFECTED BY LIMIT	911	0	0
ITEM 19	ENROLLMENT-UGU AFFECTED BY LIMIT	911	0	0
ITEM 20	INSTRUCTION MODE	911	0	0
ITEM 21	INTER-INSTITUTIONAL	911	0	0
ITEM 22	TEACHING LOAD CREDIT	911	0	0
	CBM001 VS CBM004 TOTAL SEMESTER CREDIT HOURS			0
	CBM001 VS CBM004 UG SEMESTER CREDIT HOURS AFFECTED BY LIMIT			0
TOTAL CBM004 RECORDS PROCESSED		911		
CONTROL TOTAL		911		
SUM OF ITEM 12 NOT 100%				

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TEXAS HIGHER EDUCATION COORDINATING BOARD  
 EDIT OF CBM004 DATA FROM  
 LONE STAR UNIVERSITY

8/20/2004  
 003304

PAGE 1

ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5	ITEM 6	ITEM 7	ITEM 8	ITEM 8A	ITEM 9	ITEM 9B	ITEM 10	ITEM 11	ITEM 12	ITEM 13 A	ITEM 13 B	ITEM 13 C	ITEM 13 D	ITEM 13 E	ITEM 14	ITEM 15	ITEM 16	ITEM 17	ITEM 18	ITEM 19	ITEM 20	ITEM 21	ITEM 22
4	003304	BIOL	010	00001	1	0000	0					112223333	100	004	012	000	000	000	3	2004	0	0	000	000	1	0	0
4	003304	CHEM	310	00001	1	0300	0					112224444	067	014	000	000	000	000	3	2004	0	0	010	002	1	0	0
4	003304	BIOL	310	00001	2	0000	0					412331122	033	014	000	000	000	000	3	2004	0	0	005	002	1	0	0

SEMESTER CREDIT HOUR VALUE QUESTIONABLE

CBM001/CBM004 SEMESTER CREDIT HOUR

TOTAL CBM001 SEMESTER CREDIT HOURS: 92,521

TOTAL CBM004 SEMESTER CREDIT HOURS: 92,521

CBM001/CBM004 UNDERGRAD SCH

TOTAL CBM001 UNDERGRAD SEMESTER CREDIT HOURS: 26,539

TOTAL CBM004 UNDERGRAD SEMESTER CREDIT HOURS: 26,539

Univ. Class Report (CBM004)

SUMMARY OF SEMESTER CREDIT HOURS GENERATED

In order to produce this summary, each CBM004 record is related to the CBM003 Course Inventory using the Subject Prefix and Course Number. All CBM004 records that are not included in an institution's course inventory are listed on a mismatch report ("004 records that do not relate to the Course Inventory or CIP ISP file"). The hours produced by these classes are not included in the semester credit hour calculations.

The enrollment in each class is multiplied by the SCH value in the CBM004 record. These totals are then aggregated by Program and Curriculum Area according to the level in the CBM003 and the enrollment level in the CBM004. The level determination is based on the relationships shown on the next page.

SUMMARY OF SEMESTER CREDIT HOURS GENERATED FOR OFF-CAMPUS

The summary is the same as above, except that CBM004 records for all off-campus classes (Item #8 code '1', '3', '4', '5', '6', '7', '8', '9' and 'B') are used.

FY 200X COST STUDY CBM004/CBM008 SALARY/SCH BY SEMESTER

This report will be generated when the CBM004 and CBM008 are error-free. See CBM008, page 8.13.

Univ. Class Report (CBM004)

SUMMARY OF SEMESTER CREDIT HOURS GENERATED (Continued)

<u>COURSE LEVEL</u>	<u>HOURS GENERATED</u>
Freshman, Sophomore (Lower Level)	All levels of enrollment will generate lower division hours, including enrollments in Items #18 and #19.
Junior, Senior (Upper Level)	Lower division enrollment will generate lower division hours, including enrollments in Item #18.  All other levels of enrollment will generate upper division hours, including Item #19.
Master's	Lower division enrollment will generate lower division hours, including enrollments in Item #18.  Upper division enrollment will generate upper division hours, including enrollments in Item #19.  Master's level enrollment will generate master's level hours.  Doctoral level enrollment will generate master's level hours.  Special-Professional enrollment will generate master's level hours.
Graduate	Lower division enrollment will generate lower division hours, including enrollments in Item #18.  Upper division enrollment will generate upper division hours, including enrollments in Item #19.  Master's level enrollment will generate master's level hours.  Doctoral level enrollment will generate doctoral hours.  Special-Professional level enrollment will generate master's level hours.
Special-Professional	Only master's, doctoral, and special-professional levels of enrollment will generate special-professional hours.

**NOTE:**

Doctoral Level  
Doctoral level semester credit hours will be generated only by doctoral students enrolled in courses which have been authorized by the Coordinating Board at the doctoral level. Such students are those who (a) have been officially admitted to a doctoral program and (b) have completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral

## Univ. Class Report (CBM004)

degree on which the student is working or at least 30 semester credit hours of work toward the proposed degree.

### Small Class Defined

Organized small classes are undergraduate classes with less than 10 registrants or graduate level classes with less than five graduate registrants. The primary types of instruction of an organized class are lecture, laboratory, or seminar.

Any composite or cross-listed section having both undergraduate and graduate level courses will be treated as if it were an undergraduate class, and will be defined as a small class if there are less than ten total registrants in the class. Any graduate level section, whether composite, cross-listed, or individual, with less than 5 graduate level registrants and a total enrollment of less than ten registrants will be considered a small class.

Small classes currently generate state funded hours.

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '4'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Subject Prefix	N/A	Blank or not on course inventory
4. Course Number	N/A	Blank or not on course inventory
5. Section Number	N/A	Blank
6. Type Instruction	N/A	Any value except '0' thru '6', '8', or '9'
7. Semester Credit Hour	Less than 01, greater than 12	Non-numerical characters
8. Location Code	N/A	Any value other than '0', '1', '3' thru '9', or 'B'
8A. Other Higher Ed Site	N/A	If Item #8 is coded a '6', FICE must be on Institution File
8B. Unused	N/A	N/A
9. Composite Code	N/A	N/A
9A. Unused	N/A	N/A
9B. Tenure	N/A	Any value except '0' thru '5'
10. Off-Campus Location/ Electronic Telecom Site	N/A	Non-numerical value or blank
11. Instructor Code	N/A	Blank
12. Responsibility Factor	N/A	Any non-numerical value; numbers not totaling 100% for each section

Univ. Class Report (CBM004)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
13. Enrollment	Sum of all levels including Items #18 and #19 greater than 200 or less than 001	Any non-numerical value; any undergraduate enrollment in special-professional classes
14. Semester	N/A	Must match value on header record
15. Year	N/A	Must match value on header record
16. Enrollment-Excess	Value greater than 40	Any non-numerical value
17. Enrollment-DE Excess	Value greater than 40	Any non-numerical value
18. Enrollment-UGL Affected	See Item #13	Any non-numerical value
19. Enrollment-UGU Affected	See Item #13	Any non-numerical value
20. Instruction Mode	N/A	Any value except '1' thru '5'; coded '1' or '4' when Item #8 is coded '9'
21. Inter-institutional	N/A	Any value except '0' or '1'
22. Teaching Load Credit	N/A	Any non-numerical value; sum < 1.25 times the number of CBM004 records

**NOTE:** All faculty social security numbers reported on the CBM004 must also be reported on the CBM008 faculty file. CBM004 faculty members not found on the CBM008 will be listed on a report titled "Classes Taught by Unreported Faculty." This report will be printed each time a CBM004 or CBM008 edit is processed.



**Examples: CBM-004 Distance Education Classes**

1. POLS 1303 is a lecture class, taught face-to-face on the main campus of an institution. It is sent via two-way interactive video to two locations (one a MITC and one a business site), and is made available over the Internet. If the class is reported in separate sections, then a composite code (Item #9) can be used to indicate that the sections meet at the same time. A second way to report the various places is as multiple records of the same section. Items not referenced are intentionally omitted.

	Section 1 <u>on-campus</u>	Section 2 <u>at MITC</u>	Section 3 <u>at business</u>	Section 4 <u>Internet</u>
Item #6	1 (lecture)	1	1	1 or 0
Item #8	0	6	B	9
Item #8A	Blank	FICE Code	Blank	Blank
Item #9	FF	FF	FF	FF
Item #10	Blank	Blank	ZIP Code	Blank
Item #20	1	4	4	2
Item #21	0	0	0	0

2. TWU offers a seminar class on-campus and via two-way interactive video to UNT and UTA through an inter-institutional agreement. There are four master's students at the home institution and five at each of the other two institutions. There are two alternatives that can be used to report this class. Students may not be double reported for funding. If the class is reported in separate sections, then a composite code (Item #9) can be used to indicate that the sections meet at the same time. An alternate way to report the various locations is as multiple records of the same section. Items not referenced are intentionally omitted.

**Alternative #1: TWU reports all students**

	Section at TWU <u>on-campus</u>	Section <u>at UNT</u>	Section <u>at UTA</u>
Item #6	4 (seminar)	4	4
Item #8	0	6	6
Item #8A	blank	003594	003656
Item #9	EE	EE	EE
Item #20	1	4	4
Item #21	0	1	1
Item #13C	4	5	5

**Alternative #2**

TWU reports its students

Item #6	4
Item #8	0
Item #8A	Leave blank
Item #11	444556666
Item #20	1
Item #21	0
Item #13C	4

UNT and UTA report their students

Item #6	4
Item #8	6
Item #8A	003646
Item #11	444556666 (TWU instructor)
Item #20	4
Item #21	1
Item #13C	5

**Example: Allocation of Enrollment of Developmental Students Exceeding State Limit**

The law regarding the 18 semester credit hour rule is being interpreted to mean that each student will be funded for exactly 18 semester credit hours of developmental courses. This will not present great problems for CBM reporting purposes to institutions where every developmental course awards 3 SCH. If your institution offers developmental courses that award 1 or 2 SCH (or any other number of hours not divisible by 3), it is possible that you will have students whose total SCH in developmental courses never exactly equals 18. For such students, you will need to employ a multiple-record, variable-credit structure to report that portion of a course's credit hours that will bring the total SCH in developmental courses to exactly 18.

Example: If a student has attempted 16 SCH and enrolls in a 3-hour class, the class will need to be shown as a variable credit class for that section on the CBM004. Also, the responsibility will be apportioned accordingly. Assume a 3 semester credit hour math class has:

- (a) 17 students who have accumulated less than 10 developmental SCH - 8 of the students are affected by the undergraduate funding limit and the other 9 are not affected by the UG limit,
- (b) 10 who, prior to enrolling in this course, had attempted 16 developmental hours - 6 are affected by the UG funding limit and 4 are not affected by the UG limit,
- (c) 12 who had attempted 17 developmental hours - 11 are affected by the UG funding limit and 1 is not affected by the UG limit, and
- (d) 5 who exceeded the 18 hour limit - 2 are affected by the UG funding limit and 3 are not affected by the UG limit. Since the SCH of students in developmental courses do not apply toward the undergraduate limit, all 5 enrollments are reported in Item #17. The class would be reported as follows:

Subject/Course#/Sect	SCH	Enr-NA (Item 13a)	Respon_Factor	Enrollments Where DE SCH Exceed State Limit (Item 17)	Enr-A (Item 18)
MATH 011 0001	3	17 (a)	50	5 (d)	0 (a)
MATH 011 0001	2	10 (b)	33	12 (c)	0 (b)
MATH 011 0001	1	12 (c)	17	10 (b)	0 (c)

Where:

Enr-NA is lower level enrollments not affected by the UG funding limit;

Enr-A is lower level enrollments affected by the UG funding limit

## BUILDING AND ROOM REPORT CBM005

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

### **NOTE:**

1. Only the classes reported on the CBM004 that have been assigned to a specific room for a definite day(s) and time of the week should be reported on the CBM005.
2. Multiple entries should be made for classes meeting at different assigned times or in different classrooms.

Univ. Building and Room Report (CBM005)

INSTRUCTIONS FOR BUILDING AND ROOM REPORT

Item #1 Record Code. Always enter '5'.

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

CLASS IDENTIFICATION

The course identification used to identify a class in this report must be the same as the course identification used on the CBM004.

Item #3 Subject Prefix. Enter the subject abbreviation of this course.

Item #4 Course Number. Enter the course number.

Item #5 Section Number. Enter the section number associated with this class.

Item #6 Unused

Item #7 Building. Enter the building number (as reported on the Coordinating Board Facilities Inventory) in which this section meets.

Item #8 Room. Enter the room number (as reported on the Coordinating Board Facilities Inventory) in which this section meets.

**NOTE:** It is imperative that the room number is identical in every way to that on the Coordinating Board Facilities Inventory, including spacing, leading zeros and suffixes, if any.

Item #9 Days of the Week. Enter the day(s) of the week that this section meets. Left-justify and space-fill. Up to seven entries can be made in this item.

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

EXAMPLES:

Monday, Wednesday, Friday class would be coded 135**bbb**

A class that meets on Thursday only would be coded 4**bbbbbb**

A class meeting Monday through Friday would be coded 12345**bb**

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

Item #11 Duration of Class. Enter the duration of time that the class meets expressed in minutes. If a class meets for forth-five minutes, it would be coded 045; if for one

Univ. Building and Room Report (CBM005)

hour and thirty-five minutes, it would be coded 095.

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

Item #13 Year. Enter all four digits of the calendar year in which the fall semester occurs.

Item #14 Classification of Room Type. The room type will be reported by the classifications listed on the Coordinating Board Facilities Inventory. Room Type codes must match those listed on the inventory. Examples of a few of the room type codes are listed below:

110	Classroom
210	Class Laboratory (Regularly Scheduled)
220	Special Class Laboratories (Informally Scheduled)
310	Office
350	Conference Room
610	Assembly (Auditorium, etc.)
680	Meeting Room

Item #15 Enrollments. The enrollments will be reported by the classifications listed below and as defined in the enrollment section of the CBM004.

- 15a. Lower Division Enrollment Not Affected by State Limits
- 15b. Upper Division Enrollment Not Affected by State Limits
- 15c. Master's Level
- 15d. Doctoral Level
- 15e. Special-Professional

Item #16 Enrollment of Students Who Exceed State Funding Limits. Enter the number of students enrolled in this section whose undergraduate semester credit hours attempted exceed the state funding limit (degree program plus 45 SCH). Include the number of students who have attempted the same course for three or more times and are not eligible to be claimed for state funding. Also include the number of students who are solely registered for physical education or related courses and not allowed to be reported for state funding. Do not include these students in Item #15b or #19. Guidelines about the undergraduate SCH limit and funding limitations for repeated courses can be found in the Introductory area of the CBM004.

Item #17 Enrollment of Students Whose Developmental SCH Exceed State Funding Limit. Enter the number of students enrolled in this section whose developmental semester credit hours attempted at your institution exceed the state funding limit (18 SCH). Do not include these students in Item #15a or #18.

Item #18 Lower Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of freshman and sophomore students who are affected by the undergraduate funding limit. Exclude students whose developmental semester credit hours exceeds the state funding limit but include them in Item #17. Enter the number of freshmen and sophomore students who are NOT affected by the undergraduate limit in Item #15a.

Univ. Building and Room Report (CBM005)

Item #19     Upper Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of junior and senior students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose undergraduate semester credit hours exceeds the state funding limit but include them in Item #16. Enter the number of junior and senior students who are NOT affected by the undergraduate limit in Item #15b.

Univ. Building and Room Report (CBM005)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always '5'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6	Unused	27	1
Item #7	Building	28	4
Item #8	Room	32	7
Item #9	Days of Week - Numeric; left justify, space-fill	39	7
Item #10	Start Time - Numeric; 24-hour clock	46	4
Item #11	Duration - Minutes - Numeric	50	3
Item #12	Semester - Always '1'	53	1
Item #13	Year - YYYY - Numeric	54	4
Item #14	Classification of Room Type - Numeric	58	3
Item #15	Enrollment (A-E) – Not Affected by State Limits - Leading zeros and zero fill (mutually exclusive of other enrollment items)	61	15
Item #16	Enrollment - Students Who Exceed State Funding Limits, leading zeros (mutually exclusive of other enrollment items)	76	3
Item #17	Enrollment - Students whose developmental SCH Exceed state Funding Limit, leading zeros (mutually exclusive of other enrollment items)	79	3
Item #18	Enrollment - Lower Level Affected by UG Limit (mutually exclusive of other enrollment items)	82	3
Item #19	Enrollment - Upper Level Affected by UG Limit (mutually exclusive of other enrollment items)	85	3

Univ. Building and Room Report (CBM005)

EDIT SUMMARY OF CBM005 DATA FROM LONE STAR UNIVERSITY      FALL 2004      003305

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	762	0	0
ITEM 2	INSTITUTION CODE	762	0	0
ITEM 3	SUBJECT PREFIX	762	0	0
ITEM 4	COURSE NUMBER	762	0	0
ITEM 5	SECTION NUMBER	762	0	0
ITEM 7	BUILDING	762	0	0
ITEM 8	ROOM	762	0	0
ITEM 9	DAY-OF-WEEK	762	0	0
ITEM 10	START TIME	762	0	0
ITEM 11	DURATION	762	0	0
ITEM 12	SEMESTER	762	0	0
ITEM 13	YEAR	762	0	0
ITEM 14	ROOM TYPE	762	0	0
ITEM 15	ENROLLMENT NOT AFFECTED BY LIMIT	762	0	0
ITEM 16	ENROLLMENT-EXCEED LIMITS	762	0	0
ITEM 17	ENROLLMENT-DE EXCEED LIMIT	762	0	0
ITEM 18	ENROLLMENT-UGL AFFECTED BY LIMIT	762	0	0
ITEM 19	ENROLLMENT-UGU AFFECTED BY LIMIT	762	0	0
NO CORRESPONDING CODE 4 RECORD			0	
TOTAL CBM004-5 RECORDS PROCESSED			762	



Univ. Building and Room Report (CBM005)

QUESTIONABLE AND ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value other than '5'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Subject Prefix	N/A	Blank
4. Course Number	N/A	Blank
5. Section Number	N/A	Blank
6. Unused	N/A	N/A
7. Building	N/A	Must match Facilities Inventory File
8. Room	N/A	Must match Facilities Inventory File
9. Days of Week	Any combination that includes Sunday	Non-numerical; blank or '0'
10. Start Time	Any class starting before 0700 or after 2100	Non-numerical
11. Duration	Any value greater than 240 and less than 540	Any numerical value 540 or greater
12. Semester	N/A	Must match value on header record
13. Year	N/A	Must match value on header record
14. Room Type	N/A	Must match value on Facilities Inventory File; value of 000

Univ. Building and Room Report (CBM005)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
15. Enrollment	Sum of all levels, including Items #18 and #19, greater than 200 or less than 001	Any non-numerical value
16. Enrollment-Excess	Sum greater than 40	Any non-numerical value
17. Enrollment-DE Excess	Sum greater than 40	Any non-numerical value
18. Enrollment-UGL Affected	See Item #15	Any non-numerical value
19. Enrollment-UGU Affected	See Item #15	Any non-numerical value

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

END OF SEMESTER REPORT  
CBM006

This report will reflect the official enrollment (those who have not withdrawn or dropped) as of the final day, for each semester in Coordinating Board approved courses. These final enrollments can only be reported if they qualified to be reported on CBM004 as of the official census date. Report all classes that were reported on the CBM004 for the semester that just concluded.

The due dates for the CBM006 are:

Fall	February 1
Spring	June 15
Summer	October 1

**NOTE:** Classes which were reported on the CBM004 but have no enrollment at the end of the semester should be reported with zero ('0') enrollments.

Univ. End of Semester Report (CBM006)

INSTRUCTIONS FOR END OF SEMESTER REPORT

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

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

CLASS IDENTIFICATION

The following set of data uniquely identifies each class taught. It includes a course identification and section number. The course identification used to identify a class in this report must be the same as the course identification used in the Course Inventory, CBM-003.

Item #3 Subject Prefix. Enter the subject abbreviation of this course.

Item #4 Course Number. Enter the course number.

Item #5 Section Number. Enter the section number assigned to this class.

**NOTE:** All classes will be assigned a section number.

Item #6 Type of Instruction (see notes). Enter the code of the primary type of instruction used in this section.

- |                      |                           |
|----------------------|---------------------------|
| 1. Lecture           | 6. Private Lesson         |
| 2. Laboratory        | 7. (Replaced by Item #20) |
| 3. Practicum         | 8. Thesis                 |
| 4. Seminar           | 9. Dissertation           |
| 5. Independent Study | 0. Individualized         |

**NOTE:** Courses that were formerly coded "Instructional Telecommunications" (code 7) should now be coded according to their type of instruction, rather than the mode of instruction which will now be identified in Item #20. For example, a two-way interactive video class that is a lecture should be coded a '1', not a '7'. In Item #20 the Mode of Instruction will be recorded. Each instruction type should be reported in a separate class record (see additional discussions of instructional telecommunications in the documentation of the CBM004, and of multiple entries later in this section). Lecture and laboratory can be combined and reported in the same record. (More discussion of IT is described in the Introduction of the CBM004 and more discussion on multiple entries reporting is described on page 4.1.)

Organized Classes include the types of instruction referred to in codes '1', '2', and '4'.

Individual Instruction Classes include the modes of instruction referred to in codes '3', '5', '6', '8', '9', and '0'. Independent Study (5) includes conference courses, individual problems courses, etc. Private Lesson (6) is for private music or other private instruction. Practicum (3) refers to student teaching, internships, work-

Univ. End of Semester Report (CBM006)

study, cooperative education, and similar activities. Individualized (0) includes asynchronous Internet, videotape, audio-tutorial, and similar types of individualized instruction.

Item #7 Semester Credit Hour Value. Enter the semester credit hour value for this section. Use leading zeros and two decimal places.

Item #8 Location Code. Enter the code for the location at which the course is taught.

- 0 On-Campus
- 1 Off-Campus (regular); other locations not listed below
- 3 Out-of-State
- 4 Foreign Country
- 5 Correctional Institution - Courses taught in a correctional institution in Texas by a public institution of higher education
- 6 Institution of Higher Education - Courses taught on the campus of another institution of higher education (including community colleges, MITCs, university centers, private universities, and other specific locations identified in the Multi-Institution Teaching Centers discussion in the introductory section of the CBM004)
- 7 Military Bases - Courses taught on a military base
- 8 Primary or Secondary School - Courses taught on the campus of a public or private primary or secondary school
- 9 Individual Instructional - Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems or students in "individual instruction classes" which are located off-campus. (see definition in the introductory section of the CBM004)
- B Business, Government, or Other Work Location - Courses taught at such entities

**NOTE:** Item #8A, Other Higher Education Site, must be completed for all classes taught at another higher education institution in Texas (public or private) when Item #8 is coded a '6'. Item #9 applies to both on-campus and off-campus classes. Item #10, Zip Code, must be completed for all classes taught at all of the locations identified above, except locations coded '0', '6', and '9'. See examples on how to report on page 4.24.

Item #8A Other Higher Education Site. Enter the FICE code of the public or private Texas higher education institution, MITC, university system center, or other off-campus educational center where the course is taught if Item #8 is coded a '6'. If this record is to identify students taught by an inter-institutional partner, enter the FICE code of the institution that provides the faculty. If Item #8 is not coded '6', leave this Item blank. The special location FICE codes are listed in the MITC discussion in the Introductory area of the CBM004.

Item #8B Unused

Item #9 Composite Classes. Enter a unique two-digit, alphabetic code to identify each cross-listed class. Use composite classes or multiple class records for reporting all

Univ. End of Semester Report (CBM006)

sections where teaching responsibility is distributed among two or more persons.

Item #9A Unused

Item #9B Tenure. Use the definitions of tenure from the CBM008 for the faculty involved in the actual instruction, including teaching assistants, of each specific section. A faculty who is non-tenured may be reported as a code '3', '4', or '5' if s/he has the appropriate credentials or experience. Excluded from the special codes is any part-time instructor who is also enrolled at the institution as a student (i.e., all teaching assistants and assistant instructors).

- 0 Non-tenured, if not identified in codes '3', '4', or '5'
- 1 Tenured
- 2 On tenure track
- 3 Non-tenured - Terminal degree in discipline for course being taught
- 4 Non-tenured - Appropriate professional certification for course being taught
- 5 Non-tenured - Extensive and recognized accomplishments in field for course being taught

Item #10 Off-Campus Location/Electronic Telecommunications Site. Enter the zip code, state, or foreign country code applicable to Item #8.

Location Code Zip Code/State Code/Country Code

- 1 Enter ZIP code of city or town
- 3 Enter state code from Appendix B, right-justified, with two leading zeros
- 4 Enter foreign country code from Appendix B, right-justified, with two leading zeros
- 5 Enter ZIP code of correctional institution
- 6 Leave blank
- 7 Enter ZIP code of military base
- 8 Enter ZIP code of primary or secondary school
- 9 Leave blank
- B Enter the ZIP code of the business, government, or other work entity

Item #11 Instructor Code. Enter the social security number of all faculty members (the faculty of record) who are directly involved in the delivery of instruction and evaluation of student progress. Use the composite class code with this item or multiple records for the section of the class to report the relative responsibilities of all faculty, including teaching assistants who have a significant role in the teaching of the course. Teaching assistants whose work is limited to grading do not need to be identified. Supervisory faculty members may not be reported as faculty of record for courses taught by teaching assistants they supervise. (Note: A more standardized procedure is now necessary for assigning faculty of record and teaching responsibility in order to distribute funding for the teaching supplement approved by the Legislature.)

**NOTE:** Military Science. Report all military science instructors regardless of the source of funds from which they are being paid.

Univ. End of Semester Report (CBM006)

Item #12 Responsibility Factor (Percent). The responsibility factor is not required to be reported. If you choose not to report the item, it must be zero filled.

Item #13 Enrollment. The enrollment in this section will be reported by the classifications listed below of students who have not withdrawn or dropped from this section as of the last day of the semester. Exclude undergraduate students that are affected by the undergraduate funding limit and report them in Items #18 and #19. Do not include students who are auditing the class. Exclude students who are solely registered for physical education or related courses and not allowed to be reported for state funding or who have exceeded the state funding limit of undergraduate or developmental semester credit hours, but include them in the appropriate Item #16 or Item #17. If all students in the class section had withdrawn or dropped prior to the end of the semester, enter '000' in all enrollment items.

13a. Lower Division

13b. Upper Division

13c. Master's Level

13d. Doctoral Level

13e. Special-Professional

(Law, PharmD, OD, DVM)

**NOTE:**

13a. Lower Division - Enter the number of freshman and sophomore students who are NOT affected by the undergraduate funding limit and who are enrolled in this section. Exclude students who are solely registered for physical education or related courses and not allowed for state funding, but include them in Item #16 if you wish to report them. Exclude students whose developmental semester credit hours exceeds the state funding limit, but include them in Item #17. Enter the number of freshmen and sophomore students who are affected by the undergraduate limit in Item #18.

13b. Upper Division - Enter the number of junior and senior students who are NOT affected by the undergraduate funding limit and who are enrolled in this section. Exclude students whose undergraduate semester credit hours exceeds the state funding limit or students who are solely registered for physical education or related courses and not allowed for state funding, but include them in Item #16. Enter the number of junior and senior students who are affected by the undergraduate limit in Item #19.

13c. Master's Level - Enter the number of master's level students enrolled in this section. Senior students within 12 semester credit hours of their first baccalaureate degree (when enrolled in a master's level course for master's level credit) and post-baccalaureate students may also be reported in this category. See note in CBM004 Introduction for the reporting of PharmD students.

13d. Doctoral Level - Enter the number of doctoral students enrolled in this section. See discussion in "Summary of Semester Credit Hours Generated" later in CBM004 section or the pharmacy funding section in the CBM004 Introduction section.

Univ. End of Semester Report (CBM006)

13e. Special-Professional Level - Enter the number of special-professional students (those who have been officially admitted to special-professional programs) enrolled in this section. For PharmD students, see the discussion in the pharmacy funding section of the Introductory section of the CBM004.

Item #14 Semester. Enter the semester in which the course is reported.

1 = Fall    2 = Spring    3 = Summer

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

Item #16 Enrollment of Students Who Exceed State Funding Limits. Enter the number of students in this section whose undergraduate semester credit hours attempted exceed the state funding limit (degree program plus 45 SCH). Include the number of students who have attempted the same course three or more times and are not eligible to be claimed for state funding. Also include the number of students who are solely registered for physical education or related courses and not allowed to be reported for state funding. Do not include these students in Item #13b or #19. Guidelines about the undergraduate SCH limit and funding limitations for repeated courses can be found in the Introductory area of the CBM004. Exclude any student who has withdrawn or dropped prior to the last day of the semester who otherwise would qualify to be reported in this item.

Item #17 Enrollment of Students Whose Developmental SCH Exceed State Funding Limit. Enter the number of students enrolled in this section whose developmental semester credit hours attempted at your institution exceed the state funding limit (18 SCH). Do not include these students in Item #13a or #18. An example of how to report a class where the SCHs of the developmental course causes the student to exceed the developmental limit is provided in the Examples on page 4.24. Exclude any student who has withdrawn or dropped prior to the last day of the semester who otherwise would qualify to be reported in this item.

**NOTE:** Developmental Education -- For the purposes of this subchapter, is defined as courses, tutorials, laboratories, or other efforts to bring student skill levels in reading, writing, and mathematics to entering college level. Does not include courses in English as a Second Language (ESL), study skills, or thinking skills.

In determining the number of development SCH a student has accumulated, include all development SCH funded at your institution during or after the summer of 1996.

The maximum of 18 SCH is mandated and not flexible.

Item #18 Lower Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of freshman and sophomore students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose developmental semester credit hours exceed the state funding limit, but include



Univ. End of Semester Report (CBM006)

them in Item #17. Enter the number of freshmen and sophomore students who are NOT affected by the undergraduate limit in Item #13a. Exclude any student who has withdrawn or dropped prior to the last day of the semester who otherwise would qualify to be reported in this item.

Item #19 Upper Level Enrollment Affected by Undergraduate State Funding Limit. Enter the number of junior and senior students who ARE affected by the undergraduate funding limit enrolled in this section. Exclude students whose undergraduate semester credit hours exceed the state funding limit, but include them in Item #16. Enter the number of junior and senior students who are NOT affected by the undergraduate limit in Item #13b. Exclude any student who has withdrawn or dropped prior to the last day of the semester who otherwise would qualify to be reported in this item.

Item #20 Instruction Mode. Enter the primary mode of instruction where 50% or more of the instruction is delivered via a single mode.

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

Item #21 Inter-institutional Identifier. Enter a '1' if the students reported are actually enrolled at another institution. For all the students enrolled at your institution enter a '0'.

Univ. End of Semester Report (CBM006)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning</u> <u>Position</u>	<u>Length</u>
Item #1	Record Code - Always '6'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6	Type Instruction - Alphanumeric	27	1
Item #7	Semester Credit Hour Value - Leading zeros, two decimals	28	4
Item #8	Location Code - Alphanumeric	32	1
Item #8A	Other Higher Education Site - FICE code or blank	33	6
Item #8B	Unused	39	3
Item #9	Composite Classes Code – Alphanumeric	42	2
Item #9A	Unused	44	1
Item #9B	Tenure	45	1
Item #10	Off-Campus Location/Electronic Telecommunication Site - ZIP or code of state/foreign country; use leading zeros for state and foreign country code	46	5
Item #11	Instructor Code	51	9
Item #12	Responsibility Factor - Numeric	60	3
Item #13	Enrollment (A-E) - Students NOT Affected by State Funding Limits - Leading zeros, no decimals (mutually exclusive of other enrollment items)	63	15
Item #14	Semester - '1', '2', or '3'	78	1
Item #15	Year - YYYY - Numeric	79	4
Item #16	Enrollment - Students Who Exceed State Funding Limits - Leading zeros (mutually exclusive of other enrollment items)	83	3
Item #17	Enrollment - Students Whose Developmental SCH Exceed State Funding Limit - Leading zeros (mutually exclusive of other enrollment items)	86	3
Item #18	Enrollment - Lower Level Affected by UG Limit (mutually exclusive of other enrollment items)	89	3
Item #19	Enrollment - Upper Level Affected by UG Limit (mutually exclusive of other enrollment items)	92	3
Item #20	Instruction Mode - Numeric - '1', '2', '3', '4', or '5'	95	1
Item #21	Inter-institutional Identifier - Numeric - '0' or '1'	96	1

Univ. End of Semester Report (CBM006)

EDIT SUMMARY OF CBM006 DATA FROM LONE STAR UNIVERSITY

003304

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 01	RECORD CODE	911	0	0
ITEM 02	INSTITUTION CODE	911	0	0
ITEM 03	SUBJECT PREFIX	911	0	0
ITEM 04	COURSE NUMBER	911	0	0
ITEM 05	SECTION NUMBER	911	0	0
ITEM 06	TYPE INSTRUCTION	911	0	0
ITEM 07	SEMESTER CREDIT HOURS	911	0	0
ITEM 08	LOCATION CODE	911	0	0
ITEM 8A	OTHER HIGHER EDUCATION SITE	911	0	0
ITEM 09	COMPOSITE CODE	911	0	0
ITEM 9B	FACULTY TENURE	911	0	0
ITEM 10	OFF CAMPUS HIGHER ED/ELECTRONIC	911	0	0
ITEM 11	INSTRUCTOR CODE	911	0	0
ITEM 12	RESPONSIBILITY FACTOR	911	0	0
ITEM 13A	ENROLLMENT-UGL NOT AFFECTED	911	0	0
ITEM 13B	ENROLLMENT-UGU NOT AFFECTED	911	0	0
ITEM 13C	ENROLLMENT-MAST	911	0	0
ITEM 13D	ENROLLMENT-DOCT	911	0	0
ITEM 13E	ENROLLMENT-SPEC	911	0	0
ITEM 14	SEMESTER	911	0	0
ITEM 15	YEAR	911	0	0
ITEM 16	ENROLLMENT-EXCEED LIMITS	911	0	0
ITEM 17	ENROLLMENT-DE EXCEED LIMIT	911	0	0
ITEM 18	ENROLLMENT-UGL AFFECTED BY LIMIT	911	0	0
ITEM 19	ENROLLMENT-UGU AFFECTED BY LIMIT	911	0	0
ITEM 20	INSTRUCTION MODE	911	0	0
ITEM 21	INTER-INSTITUTIONAL	911	0	0

CBM006 TOTAL SEMESTER CREDIT HOURS GREATER THAN CBM004 TOTAL SCH 0

TOTAL CBM004 RECORDS PROCESSED 911

CONTROL TOTAL 911

SUM OF ITEM 12 NOT 100%

Univ. End of Semester Report (CBM006)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 EDIT OF CBM006 DATA FROM  
 LONE STAR UNIVERSITY

003304

8/20/2004

PAGE 1

ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5	ITEM 6	ITEM 7	ITEM 8	ITEM 8A	ITEM 9	ITEM 9B	ITEM 10	ITEM 11	ITEM 12	ITEM A	ITEM B	ITEM C	ITEM D	ITEM E	ITEM 14	ITEM 15	ITEM 16	ITEM 17	ITEM 18	ITEM 19	ITEM 20	ITEM 21
6	003304	BIOL	010	00001	1	0000	0					112223333	100	004	012	000	000	000	3	2004	0	0	000	000	1	0
6	003304	CHEM	310	00001	1	0300	0					112224444	067	014	000	000	000	000	3	2004	0	0	010	002	1	0
6	003304	BIOL	310	00001	2	0000	0					412331122	033	014	000	000	000	000	3	2004	0	0	005	002	1	0

SEMESTER CREDIT HOUR VALUE QUESTIONABLE

Univ. End of Semester Report (CBM006)

SUMMARY OF SEMESTER CREDIT HOURS GENERATED

In order to produce this summary, each CBM006 record is related to the CBM003 Course Inventory using the Subject Prefix and Course Number. All CBM006 records that are not included in an institution's course inventory are listed on a mismatch report ("006 records that do not relate to the Course Inventory or CIPISP file"). The hours produced by these classes are not included in the semester credit hour calculations.

The enrollment in each class is multiplied by the SCH value in the CBM006 record. These totals are then aggregated by Program and Curriculum area according to the level in the CBM003 and the enrollment level in the CBM006. The level determination is based on the relationships shown on the next page.

SUMMARY OF SEMESTER CREDIT HOURS GENERATED FOR OFF-CAMPUS

The summary is the same as above, except that CBM006 records for all off-campus classes (Item #8 code '1', '3', '4', '5', '6', '7', '8', '9', and 'B') are used.

Univ. End of Semester Report (CBM006)

SUMMARY OF SEMESTER CREDIT HOURS GENERATED (Continued)

<u>COURSE LEVEL</u>	<u>HOURS GENERATED</u>
Freshman, Sophomore (Lower Level)	All levels of enrollment will generate lower division hours, including enrollments in Items #18 and #19.
Junior, Senior (Upper Level)	Lower division enrollment will generate lower division hours, including enrollments in Item #18.  All other levels of enrollment will generate upper division hours including Item #19.
Master's	Lower division enrollment will generate lower division hours, including enrollments in Items #18 and #19.  Upper division enrollment will generate upper division hours, including enrollments in Item #19.  Master's level enrollment will generate master's level hours.  Doctoral level enrollment will generate master's level hours.  Special-Professional enrollment will generate master's level hours.
Graduate	Lower division enrollment will generate lower division hours, including enrollments in Items #18 and #19.  Upper division enrollment will generate upper division hours, including enrollments in Item #19.  Master's level enrollment will generate master's level hours.  Doctoral level enrollment will generate doctoral hours.  Special-Professional level enrollment will generate master's level hours.
Special-Professional	Only master's, doctoral, and special-professional levels of enrollment will generate special-professional hours.

Univ. End of Semester Report (CBM006)

QUESTIONABLE ERROR VALUES

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

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '6'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Subject Prefix	N/A	Blank or not on course inventory
4. Course Number	N/A	Blank or not on course inventory
5. Section Number	N/A	Blank
6. Type Instruction	N/A	Any value except '0' thru '6', '8', or '9'
7. Semester Credit Hour	Less than 01, greater than 12	Non-numerical characters
8. Location Code	N/A	Any value other than '0', '1', '3' thru '9', or 'B'
8A. Other Higher Ed Site	N/A	If Item #8 is coded a '6', FICE must be on Institution File
8B. Unused	N/A	N/A
9. Composite Code	N/A	N/A
9A. Unused	N/A	N/A
9B. Tenure	N/A	Any value except '0' thru '5'
10. Off-Campus Location/ Electronic Telecom Site	N/A	Non-numerical value; invalid zip code if Item #8 is coded as '1', '5', '7', '8', or 'B'; invalid state or foreign country code if Item #8 is coded '3' or '4'

Univ. End of Semester Report (CBM006)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
11. Instructor Code	N/A	Blank
12. Responsibility Factor	N/A	Any non-numerical value
13. Enrollment	Sum of all levels, including Items #18 and #19, greater than 200 or less than 001	Any non-numerical value; any undergraduate enrollment in special-professional classes
14. Semester	N/A	Must match value on header record
15. Year	N/A	Must match value on header record
16. Enrollment-Excess	Value greater than 40	Any non-numerical value
17. Enrollment-DE Excess	Value greater than 40	Any non-numerical value
18. Enrollment-UGL Affected	See Item #13	Any non-numerical value
19. Enrollment-UGU Affected	See Item #13	Any non-numerical value
20. Instruction Mode	N/A	Any value except '1' thru '5'; coded '1' or '4' when Item #8 is coded '9'
21. Inter-institutional	N/A	Any value except '0' or '1'



FACULTY REPORT  
CBM008

The purpose of this report is to collect data on the academic duties and services of each person who has any type of faculty appointment, regardless of their source of funds or their assignment. Include research faculty, librarians, administrators, if they have faculty titles, and faculty who may be on leave. Instructional faculty on sabbatical leave should be reported with '000' percent time but at their regular salaries, even if they may be receiving a reduced amount. All faculty, including teaching assistants, identified on the CBM004 class report must be included. Personnel associated only with classes in non-funded curriculum areas other than military science will be excluded. This report will reflect conditions as of the official census date of the fall and spring semesters. A combined summer report will reflect conditions as of the official census dates for any terms taught during the summer and any faculty who taught spring flex-entry classes.

**NOTE:**

1. All faculty social security numbers reported on the CBM004 must also be reported on the CBM008 faculty file. CBM004 faculty members not found on the CBM008 will be listed on the report titled "Classes Taught by Non-reported Faculty." This report will be printed each time a CBM004 or CBM008 edit is processed.
2. Faculty Teaching Classes Organized After the Official Census Date (Flexible Entry):

Any faculty who teaches a class organized after the official census date will be included in the data submitted in the semester following; i.e., classes organized after the 12th class day of the fall semester will be reported in the following spring semester 12th class day report. All other non-flex-entry assignments during the fall semester should be reported on the fall reports as usual.

The faculty data for flex-entry classes will be reported in Items #15 and #16. If the faculty member does not have any assignments other than flex-entry assignments for the reporting period, provide all the demographic data, zero fill the regular appointment and salary Items #13 and #14, and enter a '1' in Item #17 to indicate that the faculty data is a carry-over from the prior reporting period.

INSTRUCTIONS FOR FACULTY REPORT

- Item #1 Record Code. Always enter '8'.
- Item #2 Institution Code. Enter the FICE Code of the institution.
- Item #3 Faculty Identification Number. Enter the social security number of the 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, 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 faculty
  - 1. Tenured faculty
  - 2. On tenure track faculty

Univ. Faculty Report (CBM008)

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

M = Male      F = Female

Item #10 Administrative Unit Code. Enter the appropriate code (Appendix D) designating the faculty member's assignment. When the assignments of a faculty member involve more than one administrative unit, choose the one in which the faculty is most closely associated. For a faculty member whose assignment is in a non-instructional area, an administrative unit code of '3333' may be used.

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

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

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

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

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

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. For a faculty member who teaches in the summer, consider that a 100 percent summer workload is equivalent to a 100 percent workload in a fall or spring term. So a faculty member teaching one class in the summer would be considered to have a 25% assignment if four classes is considered a full or normal workload. 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. A teaching assignment that is considered an overload has a zero percent value. Thus, only the salary of an overload is reported. Enter leading zeros for any percent less than 100 and all zeros for the percent of any appointment that does not apply.

Univ. Faculty Report (CBM008)

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

**Items #13A and #13B are 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. The various types of instruction include lecture, laboratory, practicum, seminar, independent study, private lessons, alternative learning activities, thesis, dissertation, and instructional telecommunication. Report only the 01 assignment percent that is associated with the non-flex-entry classes. The flex-entry part of the assignment will be reported in the next reporting period in the Flex-Entry Appointment, Item #15.
- Item #13B Appointment 02 Percent. Administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc. Any other professional assignments which an institution considers to be directly related to the teaching function.

**Items #13C to #13E are related to appointments related to functions other than Instruction:**

- 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 #13B.
- Item #13D Appointment 12 Percent. Research: Faculty assignments for activities specifically organized to produce research outcomes.
- Item #13E Appointment 13 Percent. Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations: Activities associated with admissions and registration, financial aid, student affairs, executive direction and control, business and fiscal management, personnel, administrative data processing, campus security, purchasing, physical plant administration, and auxiliary enterprise operations.
- Item #14 Salary. Enter the salary of the faculty member based on the source of funds as identified in Items #14A through #14Z. Each amount must be entered in whole dollars, right justified, with leading zeros. Exclude from each Item #14A through #14X any salary associated with an overload to the teaching function or any salary for flex-entry classes. Enter the overload total salary in Item #14Z. The total salary for the flex-entry classes will be reported in the next reporting period in the Flex-Entry Salary, Item #16.
- Item #14A State Appropriations. Enter all funds from state appropriations including special

Univ. Faculty Report (CBM008)

items, whether funded by general revenue or other educational and general income.

Item #14D Designated. 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. Service department funds and revolving and clearing accounts are also included in this fund group.

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

Item #14X Auxiliary Enterprises. 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 Overload. An overload applies when a faculty member is employed full-time (100 percent) and has teaching assignments in addition to the 100 percent load. Enter the total money that applies to the teaching overload disregarding the source.

**NOTE:** For the purposes of this report, fall and/or spring salaries are to be computed as follows:

Salary *contracted* for fall semester only - fall salary

Salary *contracted* for spring semester only - spring salary

Salary *contracted* for nine months session - nine-month salary x .5 for either the fall or spring semester

Salary *contracted* for 12 months - twelve-month salary x .375 for either the fall or spring semester

Salary Computations:

1. Sum the percent of time assigned for all appointments (Items #13A-13E). Do not include the percent of time of any flex-entry appointment.
2. Sum the salary amounts for all funds (Items #14A-X), excluding the overload (Item #14Z) and flex-entry (Item #16) salary items.
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. Double this amount to yield a nine-month FTE salary amount.
4. Summarize the FTE salaries (results of step 3) of ONLY the faculty who have percents of time assigned to appointments 01 and/or 02.
5. Tally all faculty with appointment codes 01 and/or 02 where FTE salaries are greater than zero.
6. Divide the total faculty with appointment codes 01 and/or 02 (results of step 5) into the total FTE salaries of faculty with 01 and/or 02 appointments (results of step 4) to yield the average nine-month FTE salaries.

Item #15 Flex-Entry Appointment Percent. Enter the percent of time for the 01 appointment of the flex-entry classes from the prior semester. Enter leading zeros for a percent less than 100. If there is not a flex-entry carry over or the flex-entry assignment is

Univ. Faculty Report (CBM008)

an overload, enter zeros.

- Item #16 Flex-Entry Salary. Enter the total money that applies to the flex-entry classes from the prior semester, disregarding the source of funds. If there is not a flex-entry carry over, enter zeros.
- Item #17 Flex-Entry Only. Enter a '1' when the record that contains flex-entry data only is to be reported so that the corresponding class record will have a faculty match. When the faculty is also teaching in the current reporting period, enter a '0'.
- Item #18 Compliance. Enter a '1' if the faculty member is in compliance with the institution's regulations on faculty workload; enter a '2' if not in compliance.
- Item #19 New Hire. If the faculty member is full-time and is a "new hire" for the reporting semester, enter a '3'. The new hire code is reported only the first semester that it occurs. Do not include persons who have returned from sabbatical leave or full-time faculty with less than 9-10 month contracts. Enter zero if the person is not newly hired.
- Item #20 Semester. Enter the code indicating the appropriate semester.
1. Fall    2. Spring    3. Summer
- Item #21 Year. Enter the calendar year in which the semester occurred.
- Use the YYYY format. Example: 2005

Univ. 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; no special characters	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	Administrative Unit Code - Numeric	32	4
Item #11	Ethnic Origin - Numeric	36	1
Item #12	Date of Birth - YYYYMM - Numeric	37	6
Item #13	Percent of Time Assigned:		
Item #13A	Appointment 01 % - Numeric, zero fill	43	3
Item #13B	Appointment 02 % - 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	Overload - Numeric, zero fill	82	6
Item #15	FE Appointment 01 % - Numeric, zero fill	88	3
Item #16	FE Salary - Numeric, zero fill	91	6
Item #17	Flex Entry Only - '0' or '1' - Numeric	97	1
Item #18	Compliance - '1' or '2' - Numeric	98	1
Item #19	New Hire - '3' or '0' - Numeric	99	1
Item #20	Semester - '1', '2', or '3' - Numeric	100	1
Item #21	Year - YYYY format - Numeric	101	4

Univ. 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 on 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	Spaces
5. First Initial	N/A	Number, space, or special character
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	Value other than 'M' or 'F'
10. Administrative Unit	N/A	Must be on administrative unit list
11. Ethnic Origin	N/A	Any value other than '1' thru '7'
12. Date of Birth	'000000'	Non-numerical; month less than '01' or greater than '12'; century not = '19'
13A-E. Percent of Time	Value of 0	Non-numerical; sum of time for all appointments is greater than 100 or equal to zero unless Item #17 = '1'



Univ. Faculty Report (CBM008)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>																					
14A-Z. Salary	<table border="1"> <thead> <tr> <th><u>Rank</u></th> <th colspan="2"><u>Salary</u></th> </tr> <tr> <td></td> <th><u>Less than</u></th> <th><u>Greater than</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>29,000</td> <td>280,000</td> </tr> <tr> <td>2</td> <td>29,000</td> <td>200,000</td> </tr> <tr> <td>3</td> <td>20,000</td> <td>175,000</td> </tr> <tr> <td>4,5</td> <td>3,200</td> <td>150,000</td> </tr> <tr> <td>6</td> <td>3,200</td> <td>45,000</td> </tr> </tbody> </table>	<u>Rank</u>	<u>Salary</u>			<u>Less than</u>	<u>Greater than</u>	1	29,000	280,000	2	29,000	200,000	3	20,000	175,000	4,5	3,200	150,000	6	3,200	45,000	Non-Numerical
<u>Rank</u>	<u>Salary</u>																						
	<u>Less than</u>	<u>Greater than</u>																					
1	29,000	280,000																					
2	29,000	200,000																					
3	20,000	175,000																					
4,5	3,200	150,000																					
6	3,200	45,000																					
15. FE Appointment %	'000' and Item #16 greater than zero	Value greater than '100'																					
16. FE Salary	N/A	Non-numerical																					
17. Flex Entry Only	Value of '1' when Item #13A-E and Items #14A-Z are greater than zeros	Value other than '0' or '1'																					
18. Compliance	N/A	Value other than '0', '1' or '2'																					
19. New Hire	N/A	Value other than '0' or '3'; when value = '3', assignment not = 100%																					
20. Semester	N/A	Value other than '1', '2', or '3'																					
21. Year	N/A	Non-numerical; must match header record																					

Univ. Faculty Report (CBM008)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 UPDATE EDIT OF CBM008 DATA  
 LONE STAR UNIVERSITY 003304

03/07/2004

SPRING 2004

ITEMS	ITEM	ITEM	ITEMS	ITEMS 13										ITEMS					ITEMS					REMARKS					
1	2	3	4	5	6	7	8	9	10	11	12	A	B	C	D	E	14A	14D	14R	14X	14Z	15	16	17	18	20	21		
8	003304	333553333	JONES G E	1	1	M	1145	1	192801	000	025	085	000	000	022593	000000	000000	000000	000000	000000	000	00000	1	0	2	2004	E	%GT100	
***																													
8	003304	444774444	SMITH J	3	0	M	3046	1	197508	000	000	000	000	100	016713	000000	000000	000000	000000	000	00000	1	0	2	2004				

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

# Univ. Faculty Report (CBM008)

EDIT SUMMARY OF CBM008 FROM LONE STAR UNIVERSITY 003304 SPRING 2004

		NORMAL RANGE	QUESTIONABLE	ERROR VALUES
ITEM 1	RECORD CODE	428	0	0
ITEM 2	INST. CODE	428	0	0
ITEM 3	FACULTY ID	428	0	0
ITEM 4	FACULTY LAST NAME	428	0	0
ITEM 5	FIRST INITIAL	428	0	0
ITEM 6	MIDDLE INITIAL	428	0	0
ITEM 7	RANK	428	0	0
ITEM 8	TENURED	428	0	0
ITEM 9	GENDER	428	0	0
ITEM 10	ADMINISTRATIVE UNIT	428	0	0
ITEM 11	ETHNIC ORIGIN	428	0	0
ITEM 12	DATE OF BIRTH	428	0	0
ITEM 13A	APPOINTMENT CODE 01 PERCENT	428	0	0
ITEM 13B	APPOINTMENT CODE 02 PERCENT	428	0	0
ITEM 13C	APPOINTMENT CODE 11 PERCENT	428	0	0
ITEM 13D	APPOINTMENT CODE 12 PERCENT	428	0	0
ITEM 13E	APPOINTMENT CODE 13 PERCENT	428	0	0
ITEM 14	SALARY BY SOURCE			
ITEM 14A	STATE APPROPRIATED	428	0	0
ITEM 14D	DESIGNATED	428	0	0
ITEM 14R	RESTRICTED	428	0	0
ITEM 14X	AUXILIARY ENTERPRISES	428	0	0
ITEM 14Z	OVERLOAD	428	0	0
ITEM 15	FE APPOINTMENT PERCENT	428	0	0
ITEM 16	FE SALARY	428	0	0
ITEM 17	FLEX ENTRY ONLY	428	0	0
ITEM 18	COMPLIANCE	428	0	0
ITEM 19	NEW HIRE	428	0	0
ITEM 20	SEMESTER	428	0	0
ITEM 21	YEAR	428	0	0
TOTAL CBM008 RECORDS PROCESSED			428	
CONTROL TOTAL			428	
DISCREPANCY			0	

Univ. Faculty Report (CBM008)

SUMMARY OF FACULTY DATA FROM CBM008 REPORT

LONE STAR UNIVERSITY 003304 03/08/2004 Spring 2004

GENDER			
MALE	289		
FEMALE	131		
TOTAL		420	
ETHNIC ORIGIN			NEW HIRE
WHITE, NON-HISPANIC	367		3
BLACK, NON-HISPANIC	6		0
HISPANIC	35		0
ASIAN/PACIFIC ISLANDER	11		0
AMERICAN INDIAN/ALASKAN NATIVE	1		0
INTERNATIONAL	0		0
UNKNOWN OR NOT REPORTED	0		0
TOTAL		420	3
FACULTY AGE			
UNKNOWN	4		
UNDER 20	0		
20 - 30	82		
31 - 40	216		
41 - 50	83		
51 - 60	29		
61 - 65	3		
OVER 65	3		
TOTAL		420	
TENURE			
TENURED	88		
NOT TENURED	332		
ON TENURE TRACK	0		
TOTAL		420	
RANK		IN COMPLIANCE	NOT IN COMPLIANCE
PROFESSORS		101	2
ASSOCIATE PROFESSORS		85	1
ASSISTANT PROFESSORS		107	0
INSTRUCTOR		23	0
TEACHING ASSISTANTS		30	0
OTHER FACULTY		70	1
TOTAL		416	4
SALARIES BY SOURCE		FACULTY FTE BY APPOINTMENT	
STATE APPROPRIATED	3,146,781	01	325.31
DESIGNATED	205,945	02	10.66
RESTRICTED	610,671	11	6.75
AUXILIARY	0	12	0.00
		13	0.00
OVERLOAD SALARIES	0	TOTAL FTE	
FLEX ENTRY SALARIES	0		342.72
FLEX ENTRY RECORDS ONLY	0	FLEX ENTRY FTE	
TOTAL FACULTY RECORDS	420		0.00

Univ. Faculty Report (CBM008)

SUMMARY OF FACULTY DATA

**TOTAL FACULTY:** The total faculty headcount is a summation of all CBM008 records except flex-entry only records.

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

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

**FACULTY AGE:** The faculty age distribution is calculated using the date of birth of the faculty member and the date of the beginning of the fall semester, which is considered September 1. Faculty age for the Spring semester reports is calculated using the beginning date of the Spring semester, which is considered January 1.

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

**RANK:** The headcount by rank summary is based on Items #7 and #18.

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

**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.

**NOTE:** Flex-entry and error records are not included in the summary counts.

FY 200X COST STUDY CBM004/CBM008 SALARY/SCH BY SEMESTER

This report summarizes the semester credit hours from the CBM004 and the dollars from the CBM008 allocated by level and fund for the current semester of the Fiscal Year Cost Study. The teaching faculty dollars are computed from the faculty who have an 01 and/or 02 appointment on the CBM008 and are distributed to each class section taught by a faculty member based on the TLCs reported on the CBM004. The dollars by CIP (class section) are then allocated by fund and level using the SCH criteria. This report shows the results of the dollar allocation. This report will be provided immediately upon the CBM004/CBM008 reports becoming error-free.

Univ. Faculty Report (CBM008)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
003333 LONE STAR UNIVERSITY

SEMESTER: 2/2004

Page 1

AVERAGE 9-MONTH SALARIES BY GENDER WITH IN ETHNICITY

RANK	WHITE		BLACK		HISPANIC		ASIAN		NAT AMER		INTERNL	
	M	F	M	F	M	F	M	F	M	F	M	F
PROFESSOR	697	78	10	3	15	3	12	1	2	1	73	8
	\$70,966	62,129	75,714	79,828	69,558	57,339	85,307	47,160	89,706	67,560	70,366	61,729
ASSOCIATE PROFESSOR	243	103	4	2	15	2	8	1	2	2	40	12
	\$47,757	46,313	42,007	51,490	50,198	43,510	41,966	36,798	44,943	45,285	54,364	46,377
ASSISTANT PROFESSOR	133	126	9	6	9	11	2	4			55	28
	\$45,540	40,608	44,815	41,516	39,800	46,729	62,074	35,447	----	----	49,082	40,529
INSTRUCTOR	10	34				1	3				6	3
	\$29,917	28,992	----	----	----	25,000	27,499	----	----	----	32,582	45,500
TEACHING ASSISTANT	175	181	3	5	11	18	2	1		1	59	58
	\$20,983	20,636	20,457	20,720	21,577	21,993	22,300	22,300	----	16,000	21,058	21,870
OTHER FACULTY	245	182	8	3	9	10	1	3			25	28
	\$40,434	33,723	36,745	43,621	34,372	29,705	38,000	22,123	----	----	42,380	29,825

OUT OF RANGE SALARIES

RNK	SSN	SAL	RNK	SSN	SAL	RNK	SSN	SAL	RNK	SSN	SAL
1	0000649990	212,328	7	7777897805	119,955	1	888854684	151,065	7	556655665	107,600

NOTE: Salaries are computed to 9-month equivalents. All salaries are included in the salary computations. The following limits are used to identify outliers:

Professor	Greater than 202,000 or less than 25,000
Associate Professor	Greater than 150,000 or less than 25,000
Assistant Professor	Greater than 120,000 or less than 16,000
Instructor, Other Faculty	Greater than 135,000 or less than 3,200
Teaching Assistants	Greater than 45,000 or less than 3,200

REPORTING EXAMPLES

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

1. Mary A. Jones, an associate professor in the Department of English, is teaching full-time in this department for the fall semester, and is paid \$31,000 out of faculty salary funds for the 12-month period. Professor Jones is in compliance with the institution's regulations on faculty workloads. CBM008 will be coded.

Item #3	787676392
Item #4	Jones
Item #5	M
Item #6	A
Item #7	2
Item #8	1
Item #9	F
Item #10	0990
Item #11	1
Item #12	194405
Item #13A,B,C,D,E	100, 000, 000, 000, 000
Item #14A	011625 (\$31,000 x .375)
Item #14D,R,X,Z	000000, 000000, 000000, 000000
Item #15	000
Item #16	000000
Item #17	0
Item #18	1
Item #19	0
Item #20	1
Item #21	2003

Univ. Faculty Report (CBM008)

2. John E. Smith, Professor of Communications, is chairman of the Department of Communications and also teaches speech. Professor Smith is paid \$48,000 from faculty salaries for the nine-month period and the report is for the fall semester. Professor Smith's workload is distributed as follows: three fourths of his time in direct instructional activities and one-fourth as departmental chairman. This is in compliance with the institution's faculty workload standards. 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	0690
Item #11	1
Item #12	194003
Item #13A	075
Item #13B	025
Item #13C,D,E	000,000,000
Item #14A	024000
Item #14D,R,X,Z	000000,000000,000000,000000
Item #15	000
Item #16	000000
Item #17	0
Item #18	1
Item #19	0
Item #20	1
Item #21	2003



Univ. Faculty Report (CBM008)

3. Dr. William E. Frederickson is a visiting teacher in the Department of Geology on special assignment as follows: Teaching - ten percent; Research - ninety percent. All of Dr. Frederickson's spring semester salary of \$30,000 is paid from a federal grant. The instructor is in compliance with the institution's regulations on faculty workloads. CBM008 should be coded.

Item #3	000000029
Item #4	Fredericks (Item #4 limited to 10 spaces)
Item #5	W
Item #6	E
Item #7	5
Item #8	0
Item #9	M
Item #10	1290
Item #11	1
Item #12	194210
Item #13A	010
Item #13B,C	000,000
Item #13D	090
Item #13E	000
Item #14A,D	000000,000000
Item #14R	030000
Item #14X,Z	000000,000000
Item #15	000
Item #16	000000
Item #17	0
Item #18	1
Item #19	0
Item #20	2
Item #21	2004

Univ. Faculty Report (CBM008)

4. Charles Martin is a full-time faculty member teaching half-time in psychology and half-time in sociology, 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. One of his four classes in the fall was a flex-entry class. In the spring all four classes began the first of the semester. The faculty member is in compliance with the institution's regulations on faculty workloads. 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	2380
Item #11	1
Item #12	195108
Item #13A	075 (since one class is flex-entry)
Item #13B,C,D,E	000,000,000,000
Item #14A	015750
Item #14D,R,X,Z	000000,000000,000000,000000
Item #15	000
Item #16	000000
Item #17, #18	0, 1
Item #19, #20	0, 1
Item #21	2003

CBM008 for the spring semester would be coded:

Items #3-#12	(code same as above)
Item #13A	100 (since the classes are not flex-entry)
Item #13B,C,D,E	000,000,000,000
Item #14A	021000
Item #14D,R,X,Z	000000,000000,000000,000000
Item #15	025
Item #16	005250
Item #17, #18	0, 1
Item #19, #20	0, 2
Item #21	2004

Univ. Faculty Report (CBM008)

5. Professor Gerald N. Washington's nine-month appropriated salary is \$63,000. His assignments are Head of the Department of Spanish, 25%; teaching, 50%; and other professional duties which the institution considers to be directly related to the teaching function, 25%. Code the CBM008:

Item #3	450298763
Item #4	Washington
Item #5	G
Item #6	N
Item #7	1
Item #8	1
Item #9	M
Item #10	2630
Item #11	3
Item #12	193003
Item #13A,B,C,D,E	050, 050, 000, 000, 000
Item #14A,D,R,X,Z	031500, 000000, 000000, 000000, 000000
Item #15	000
Item #16	000000
Item #17, #18	0, 1
Item #19, #20	0, 1
Item #21	2003

6. Mr. Anson Summerville, a local CPA, is teaching a flex-entry course in accounting during the fall semester for which he is paid \$3,000. Since the class will be reported in the spring, the CBM008 should be coded:

Item #3	450409603
Item #4	Summervill (Item #4 limited to 10 spaces)
Item #5	A
Item #6	G
Item #7	5
Item #8	0
Item #9	M
Item #10	0010
Item #11	1
Item #12	193910
Item #13A,B,C,D,E	000, 000, 000, 000, 000
Item #14A,D,R,X,Z	000000, 000000, 000000, 000000, 000000
Item #15	025
Item #16	003000
Item #17, #18	0, 1
Item #19	0

Univ. Faculty Report (CBM008)

7. Associate Professor J. J. Jones, whose nine month salary is \$40,000, teaches a full load during the fall semester in the Department of Education and is in compliance with the institution's workload requirements. Professor Jones also teaches one off-campus class for which he is paid \$2,500. CBM008 coded:

Item #3	123456789
Item #4	Jones
Item #5	J
Item #6	J
Item #7	3
Item #8	1
Item #9	M
Item #10	0850
Item #11	2
Item #12	194006
Item #13A,B,C,D,E	100, 000, 000, 000, 000
Item #14A,D,R,X,Z	020000, 000000, 000000, 000000, 002500
Item #15	000
Item #16	000000
Item #17, #18, #19	0, 1, 0

8. Professor S. S. Smith is chairman of the Department of History and also teaches two classes of history during the spring semester. She is also in compliance with the faculty workload requirements and her nine-months salary (paid from appropriated funds) is \$32,000. Professor Smith also teaches a graduate class on Saturday for which she received an additional \$2,500 in compensation.

Item #3	987654321
Item #4	Smith
Item #5	S
Item #6	S
Item #7	1
Item #8	1
Item #9	F
Item #10	1450
Item #11	1
Item #12	195006
Item #13A,B,C,D,E	050, 050, 000, 000, 000
Item #14A,D,R,X,Z	016000, 000000, 000000, 000000, 002500
Item #15	000
Item #16	000000
Item #17, #18, #19	0, 1, 0
Item #20	2

Univ. Faculty Report (CBM008)

9. Associate Professor A. B. Jarrold is a full-time librarian who is teaching one class this semester in the Library Science department. His nine-month salary is \$35,000. He receives no extra salary for teaching. CBM008 coded:

Item #3	234567891
Item #4	Jarrold
Item #5	A
Item #6	B
Item #7	2
Item #8	1
Item #9	M
Item #10	1730
Item #11	2
Item #12	194702
Item #13A,B,C,D,E	000, 000, 100, 000, 000
Item #14A,D,R,X,Z	017500, 000000, 000000, 000000, 000000
Item #15	000
Item #16	000000
Item #17, #18, #19	0, 1, 0

10. 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 the physics department, which is an overload, for which she is paid \$2,500 from state appropriations.

Item #3	888654321
Item #4	Frank
Item #5	D
Item #6	R
Item #7	3
Item #8	2
Item #9	F
Item #10	2300
Item #11	1
Item #12	195706
Item #13A,B,C,D,E	000, 000, 000, 100, 000
Item #14A,D,R,X,Z	000000, 000000, 019000, 000000, 002500
Item #15	000
Item #16	000000
Item #17, #18	0, 1
Item #19, #20	0, 1
Item #21	2003

Univ. Faculty Report (CBM008)

11. Carlton Mullings is a visiting faculty teaching in the psychology department. Ms. Mulling's salary is \$12,000 for four and a half months. One of her two classes in the fall was a flex-entry class. In the spring she had returned to University of California. The faculty member is in compliance with the institution's regulations on faculty workloads. Code the CBM008 as follows:

The fall semester would be coded:

Item #3	452687112
Item #4	Mullings
Item #5	C
Item #6	E
Item #7	5
Item #8	1
Item #9	F
Item #10	2380
Item #11	1
Item #12	193909
Item #13A	025 (since one class is flex-entry)
Item #13B,C,D,E	000,000,000,000
Item #14A	006000
Item #14D,R,X,Z	000000,000000,000000,000000
Item #15	000
Item #16	000000
Item #17, #18	0, 1
Item #19, #20	0, 1
Item #21	2003

The spring semester would be coded:

Items #3-#12	(code same as above)
Item #13A	000 (since no longer at the university)
Item #13B,C,D,E	000,000,000,000
Item #14A	000000
Item #14D,R,X,Z	000000,000000,000000,000000
Item #15	025
Item #16	006000
Item #17	1 (since this is a flex-entry only record)
Item #18	0
Item #19	0
Item #20	2
Item #21	2004

GRADUATION REPORT  
CBM009

This report will reflect degrees conferred during the fiscal year immediately preceding the fall semester in which the report is submitted.

Only degrees listed in the institution's Inventory of Approved Degree Programs are to be reported, except when reporting the baccalaureate-level and graduate-level certificates. The CIP of a certificate must be a valid CIP code.

If a student is awarded more than one award in a reporting period, enter separate records for each degree and/or certificate.

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.

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 students.

M = Male      F = Female

Item #5 Ethnic Origin. Enter the code indicating the ethnic origin of the student.

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

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

Item #7 Degree Conferred. Enter the abbreviation of the degree (i.e., CER, BA, MS, PhD as it appears on the institution's CBM009 Appendix). 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 do 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     | 5. Special-Professional            |
| 2. Baccalaureate | 6. Baccalaureate-Level Certificate |
| 3. Master's      | 8. Graduate-Level Certificate      |
| 4. Doctoral      |                                    |

**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 program.

Graduate-Level Certificate – a graduate-level certificate that requires the



## Univ. Graduation Report (CBM009)

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.

- Item #9 Major. Enter the eight-digit CIP code in which the degree was earned. 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 Non-Disclosure. Enter a '2' to indicate that the student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.
- Item #13 Month of Award. Enter the two-digit number for the month in which the award was conferred (e.g., '05' for May).
- Item #14 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.
- Item #15 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.
- Item #16 Middle Name Initial. Enter the initial of the student's middle name.
- Item #17 Self-Supported Program. Enter 'X' to identify students who graduated in a self-supported program. These students should have been reported on the CBM00X. Leave blank if not.

Univ. Graduation Report (CBM009)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record - Always '9'	1	1
Item #2	Institution Identifier - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender - 'M' or 'F'	17	1
Item #5	Ethnic Origin - Numeric	18	1
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Degree Conferred - Left justified, space filled	27	8
Item #8	Level of Degree Conferred	35	1
Item #9	Major - Numeric	36	8
Item #10	Reporting Period - Always '1'	44	1
Item #11	Year - YYYY - Numeric	45	4
Item #12	Non-Disclosure – Numeric	49	1
Item #13	Month of Award	50	2
Item #14	Last Name – Alpha	52	20
Item #15	First Name – Alpha	72	10
Item #16	Middle Name Initial – Alpha	82	1
Item #17	Self-Supported Program – Alpha	83	1

## Univ. Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
SR-CBM009 SUMMARY OF DEGREES CONFERRED DATA FROM  
LONE STAR UNIVERSITY 003304

STUDENT HEADCOUNT		
TOTAL STUDENTS	495	
DUPLICATES	5	
TOTAL DEGREES		500
GENDER		
MALE	248	
FEMALE	247	
TOTAL		495
AGE		
UNDER 17	0	
18	0	
19-21	25	
22-24	325	
25-30	45	
31-35	50	
36-50	25	
51-64	25	
65 AND OVER	0	
AVERAGE AGE	23.2	
TOTAL		495
ETHNIC ORIGIN		
WHITE	99	
BLACK	99	
HISPANIC	99	
ASIAN	99	
INDIAN	49	
INTERNATIONAL	50	
UNKNOWN	0	
TOTAL		495
DEGREE LEVEL		
ASSOCIATE	0	
BACCALAUREATE	300	
MASTERS	150	
DOCTORAL	50	
SPECIAL/PROFESSIONAL	0	
BACCALAUREATE-LEVEL CERTIFICATE	0	
GRADUATE-LEVEL CERTIFICATE	0	
TOTAL		500
NON-DISCLOSURE	0	

Univ. Graduation Report (CBM009)

SUMMARY OF DEGREES CONFERRED

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

TOTAL DEGREES: The total degrees is the summation of CBM009 records.

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

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

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

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

## Univ. Graduation Report (CBM009)

CBM009 EDIT SUMMARY FROM LONE STAR UNIVERSITY

	<u>NORMAL RANGE</u>	<u>QUESTIONABLE</u>	<u>ERROR</u>
ITEM #1 RECORD CODE	500	0	0
ITEM #2 INSTITUTION CODE	500	0	0
ITEM #3 STUDENT ID	500	0	0
ITEM #4 GENDER	500	0	0
ITEM #5 ETHNIC ORIGIN	500	0	0
ITEM #6 DATE OF BIRTH	499	1	0
ITEM #7 DEGREE CONFERRED	499	0	1
ITEM #8 LEVEL DEGREE CONFERRED	500	0	0
ITEM #9 MAJOR	500	0	0
ITEM #10 REPORTING PERIOD	500	0	0
ITEM #11 YEAR	500	0	0
ITEM #12 NON-DISCLOSURE	500	0	0
ITEM #13 MONTH OF AWARD	500	0	0
ITEM #14 LAST NAME	500	0	0
ITEM #15 FIRST NAME	500	0	0
ITEM #16 MIDDLE NAME INITIAL	500	0	0
ITEM #17 SELF-SUPPORTED PROGRAM	500	0	0
TOTAL CBM009 RECORDS PROCESSED	500		
CONTROL DATA	500		
DISCREPANCY	0		
NUMBER OF DUPLICATE RECORDS	5		

Univ. Graduation Report (CBM009)

TEXAS HIGHER EDUCATION COORDINATING BOARD DATE 11/20/2004  
 2004 INITIAL EDIT OF SR-CBM009

ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5	ITEM 6	ITEM 7	ITEM 8	ITEM 9	ITEM 10	ITEM 11	ITEM 12	ITEM 13	ITEM 14	ITEM 15	ITEM 16	ITEM 17
9	003304	666886666	M	2	19650913	BA ****	2	04010100	1	2004	2	05	DOE	JOHN	A	
9	003304	777887777	F	4	19891002	BA ----	2	27010100	1	2004		05	DOE	JANE		

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

Univ. 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 element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except '9'
2. Institution Code	N/A	Must match value on header record and be on list of valid FICE codes
3. Student ID Number	Duplicate entries; alpha characters	Blank; special characters
4. Gender	N/A	Any value except 'M' or 'F'
5. Ethnic Origin	N/A	Any value except '1' thru '7'
6. Date of Birth	Value less than 16 or greater than 75 years of age	Any non-numerical data; month greater than '12' or less than '01', day greater than '31'
7. Degree Conferred	N/A	Must match institution's inventory of approved degree programs
8. Level of Degree	N/A	Must match institution's inventory of approved degree programs
9. Major	N/A	Must match institution's inventory of approved degree programs
10. Reporting Period	N/A	Any value except '1'
11. Year	N/A	Must match value on header record
12. Non-Disclosure	N/A	Any value except '2' or '0'
13. Month of Award	N/A	Any value other than '01' thru '12'
14. Last Name	N/A	Blank, numerical
15. First Name	N/A	Blank, numerical
16. Middle Name Initial	N/A	Numerical
17. Self-Supported Program	N/A	Any value except blank or 'X'

**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.

## FACILITIES ROOM INVENTORY REPORT CBM011

This report will include distinctions for all types of space within a building and its intended design function. Room Type codes and Room Use codes are found in Appendices F and G, respectively. See Appendix I for a Glossary of Facilities Terms. The Appendices can be viewed at <http://www.txhighereddata.org/ReportingManuals.cfm>.

### 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 functional use should be based on the judgment of a departmental representative and/or facility planning or physical plant personnel who are familiar with the coding structure in this manual. A room's type, use, and function can change from one inventory, or audit date, to another and should be updated as needed to reflect the current room inventory. A room's type does not change until its basic design function has changed. Room Type code 060 can be used temporarily to reflect unassigned space while it is undergoing a conversion by remodeling.

### Rooms to be Included

Room Type 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 Room Use codes 91 and 92. The Appendices to this manual includes Room Type codes for inventory circulation areas, building service, mechanical, and structural areas, which are classified as unassigned space.

### 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.

### Additions of Rooms

Report the additions of rooms whenever they are ready to be occupied for use. Submit a complete replacement of the file.

### CIP Code and Room Usage 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, to precisely identify space being used by a particular discipline, department, and/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 can not be determined, assign the most accurate code available.



## Univ. Facilities Room Inventory Report (CBM011)

Academic CIP codes should not be used with Institutional Support room usage codes (60). These two areas are fundamentally different. Space for academic administration is Room Usage Academic Administration (46) and it must be combined with an Academic CIP, as in the case of the departments' headspace.

Descriptive information on specific 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/>.

### Basis for Room Measurement

Room dimensions are measured to the nearest tenth of a foot from interior wall surfaces to opposite interior wall surface, disregarding alcoves. Alcove dimensions are measured and reported separately; columns and projections should be ignored. See Appendix I, Room Measurements.

An alcove is measured between its sidewall surfaces and from its back wall surface to where the plane of the primary wall surface crosses the alcove opening. The room inventory file format only allows two sets of alcoves to be reported. If there are more than two alcoves in a room, the total area must be mathematically converted into two sets of alcove dimensions.

### Function Codes

*Primary Room Type/Design Use:* Each room has one best Room Type code based on its exclusive or predominant design/use. Primary activity areas (Room Type codes) always end with "0". For a room that is used as an office (Room Type 310) and a research/non-class laboratory (Room Type 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. Room Type 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 code should be used. Support or service space is identified by Room Type codes ending with "5".

### Prorations of Use

A room may be reported with up to three use/program area functions: primary, secondary, and/or remaining. Where a room serves several purposes or uses, it may be reported on the basis of 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 use and program area may be prorated since Room Type cannot be prorated.

Univ. 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 within a building should have a unique alpha or numeric code to identify the room 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 Room Number. Enter the assigned room number.
- Item #6 Primary Use 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 Unused.
- Item #8 Room Type Code. Enter the room type code based on the room's exclusive or predominant design or use. See Appendix F.
- Item #9 Primary Use Usage Code. Enter the primary usage code. See Appendix G.
- Item #10 Primary Usage/CIP Percent. Enter the percentage of the primary CIP code reported in Item #6.
- Item #11 Main Dimension L1. See Basis for Room Measurement on page 11.2.
- Item #12 Main Dimension L2. See Basis for Room Measurement on page 11.2.
- Item #13 Alcove 1 Dimension A1. See Basis for Room Measurement on page 11.2.
- Item #14 Alcove 1 Dimension A2. See Basis for Room Measurement on page 11.2.
- Item #15 Alcove 2 Dimension A1. See Basis for Room Measurement on page 11.2.
- Item #16 Alcove 2 Dimension A2. See Basis for Room Measurement on page 11.2.
- Item #17 Student Station Capacity. This is based on the number of occupants the room is designed to accommodate; only required of certain room types.

Univ. Facilities Room Inventory Report (CBM011)

- Item #18    Secondary Use CIP Code. Enter the secondary usage CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.
- Item #19    Unused.
- Item #20    Secondary Use Usage Code. Enter the secondary usage code. See Appendix G.
- Item #21    Secondary Usage/CIP Percent. Enter the percentage of the secondary CIP code reported in Item #18.
- Item #22    Remaining Use CIP Code. Enter the remaining usage CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.
- Item #23    Unused.
- Item #24    Remaining Use Usage Code. Enter the remaining usage code. See Appendix G.
- Item #25    Remaining Usage/CIP Percent. Enter the percentage of the remaining CIP code reported in Item #22.
- Item #26    Record Identification. Always enter '11'.

Univ. 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	4
Item #5	Room Number – Alphanumeric	16	7
Item #6	Primary Use CIP Code – Numeric	23	6
Item #7	Unused	29	2
Item #8	Room Type Code – Alphanumeric	31	3
Item #9	Primary Use Usage Code – Numeric	34	2
Item #10	Primary Usage/CIP Percent – Numeric	36	3
Item #11	Main Dimension L1 – Numeric	39	4
Item #12	Main Dimension L2 – Numeric	43	4
Item #13	Alcove 1 Dimension A1 – Numeric	47	3
Item #14	Alcove 1 Dimension A2 – Numeric	50	3
Item #15	Alcove 2 Dimension A1 – Numeric	53	3
Item #16	Alcove 2 Dimension A2 – Numeric	56	3
Item #17	Student Station Capacity – Numeric	59	4
Item #18	Secondary Use CIP Code – Numeric	63	6
Item #19	Unused	69	2
Item #20	Secondary Use Usage Code – Numeric	71	2
Item #21	Secondary Usage/CIP Percent – Numeric	73	3
Item #22	Remaining Use CIP Code – Numeric	76	6
Item #23	Unused	82	2
Item #24	Remaining Use Usage Code – Numeric	84	2
Item #25	Remaining Usage/CIP Percent – Numeric	86	3
Item #26	Record Identification – Always '11'	89	2

## Univ. Facilities Room Inventory Report (CBM011)

### NON-ASSIGNABLE E&G SPACE CALCULATION

When determining the amount of assignable Educational and General space (E&G) square footage of a building, the following building, CIP, and/or room descriptions 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 child care services)
CIP 817500	Alumni Relations
CIP 850006 – 850021	Texas A&M University System Service Agencies (temporary)
CIP 999999	Unknown use by External Agencies with Room Usage 92
Room Type 523	Indoor Athletic Facilities Spectator Seating
Room Type 630 – 635	Food Facility and Food Facility Service
Room Type 660 – 665	Merchandising and Merchandising Service
Room Type 670 – 675	Recreation (non-athletic/PE) and Recreation Service
Room Type 750 – 755	Central Food Store and Central Food Store Service
Room Type 810 – 895 (unless with Room Usage 11, 12, 15, 21, or 22)	These room type codes include Health Care Facilities
Room type 910 – 970	Residential Facilities
Room Type 050 – 070	Inactive areas permanently or temporarily incapable of use
Room Type M10, U10, and W10	Men's, Unisex, and Women's public restrooms (non-assignable space)
Room Type WWW, XXX, YYY, and ZZZ	Circulation, Building Service, Mechanical or Structural Areas (non-assignable space)
Room Usage 02 – 07	Unassigned or non-assignable space necessary for the general

Univ. Facilities Room Inventory Report (CBM011)

	operation of a building (custodial, mechanical, mothballed, public restrooms, shell space, circulation area)
Room Usage 31 – 35	Public Service
Room Usage 42	Museums and Galleries
Room Usage 52	Social and Cultural Development outside the degree curriculum
Room Usage 55 – 57 (except with CIP 740000 – 745000)	Student Service (Student Auxiliary Service, Intercollegiate Athletics, Student Health/Medical Services)
Room Usage 65 – 66	Faculty and Staff Auxiliary Services and Alumni Records
Room Usage 91	Independent Operations/Institutional
Room Usage 92 (use CIP 999999 for unknown use)	Independent Operations/External Agencies

REPORTING EXAMPLES

1. Alcoves – *How is an alcove measured separately from the main room dimensions?*

The main dimensions, L-1 and L-2, are measured from one wall surface to the other, disregarding alcoves. An alcove, by definition, is a recess into or beyond the primary wall surface. Alcove dimensions are measured between its sidewall surface and back wall surface to where the plane of the primary wall surface crosses the alcove opening.

A room record has four data fields for two sets of alcoves. When more than two alcoves exist, the total area for all alcoves must be mathematically converted into two sets of dimensions. Here is an example of how to compute the dimensions of three alcoves:

<u>Alcove</u>	<u>A-1 x A-2</u>	<u>Area</u>	
Alcove 1	13.6 x 3.2	43.5	
Alcove 2	9.8 x 4.1	40.2	
Alcove 3	12.2 x 3.5	42.7	
	<i>Total Area</i>	126.4	

Divide the total area by two to determine a gross area ( $126.4 / 2 = 63.2$ ) then report two sets of fictitious alcove dimensions:

$$\begin{aligned} \text{Alcove 1} &= 2 \times 31.6 \\ \text{Alcove 2} &= 2 \times 31.6 \end{aligned}$$

2. Alumni offices and associations – *How is this space treated?*

Institutions must maintain some form of alumni offices to keep records of graduates as required by accrediting agencies. This Room Usage is Alumni Records (66). When alumni offices also coordinate activities of an alumni association and direct fundraising campaigns, Room Usage is prorated Independent Operations/Institutional (91) and CIP is Alumni Relations (817500).

3. Chapels – *How are they coded?*

A chapel is a devotional facility, and the Room Type is Assembly (610). Associated rooms are coded according to their actual Room Type, usually Office (310), Conference Room (350), etc. The Room Usage is Social and Cultural Development (52) if under the institution's control. If the chapel is not under the institution's control nor housed by the institution, it is not inventoried.

4. Clinics: non-health care and health care – *How are they coded?*

A Clinic (540) Non-Health Professions room may be assigned many appropriate CIP and Room Usage codes. For example, a Clinic (540) Non-Health Professions may be to diagnose learning disabilities in pre-school children and assigned Learning and Language Disabilities (131011) and General Academic Instruction (11) if it is part of an instructional program in the college of education. Health care facilities may be in student health care centers, medical centers, teaching hospitals, or veterinary facilities. It is non-

## Univ. Facilities Room Inventory Report (CBM011)

E&G unless it is used for General Instruction (11), Vocational Technical Instruction (12), Occupation-related Instruction (15), Institutes and Research Centers (21), or Individual or Project Research (22).

### 5. Classrooms that serve several disciplines – *How are they coded?*

All Classrooms (110), regardless of use, are General Use (000000) with Instruction Room Usage (11-18). Classrooms may be coded with one or more of these codes depending on the proportionate use of the room. Listed below are Room Types that may need to be considered if the space is part of a particular instructional program:

- Media Production (530) becomes Laboratory (210, 220, or 230)
- Assembly (610) becomes Classroom (110)
- Central Computer or Telecommunications Service (710) becomes Laboratory (210, 220, or 230)
- Shop (720) becomes Laboratory Service (215, 225, 235, or 255)
- Central Storage (730) becomes Classroom or Laboratory Service (115, 215, 225, etc.)

### 6. Columns, chases, and other architectural features in a room – *How are these measured?*

Measure the room's dimensions from wall surface to opposite wall surface and do nothing about such features. (Ignore--do not add or subtract these dimensions.)

### 7. Conference Rooms, Meeting Rooms, Classrooms, Demonstration Rooms, and Assembly Rooms – *What is the difference?*

Conference Rooms (350) are office-related that serve an office complex and are primarily for staff meetings and other non-instructional uses.

Meeting Rooms (680) are non-office and not classroom related. They serve a variety of purposes, such as for student organizational meetings.

Classroom (110) is used for regularly scheduled instruction that requires no special equipment. The traditional Classroom was a room with a chalkboard at the front and rows of chairs or desks for students. Modern classrooms often are amphitheatres with fixed seating and special multimedia or telecommunications equipment. Lecture rooms, seminar rooms, and lecture/demonstration rooms are considered Classrooms for inventory purposes even if they have a lab table at the front for demonstrations.

Demonstration (550) is designed for the practice of certain disciplines, such as teaching, nursing, and home economics.

Assembly (610) is designed and equipped for large groups and used for a variety of purposes, such as dramatic and musical productions, non-instructional lectures, etc., including limited use for scheduled instruction. While some lecture halls are designed like auditoriums, they are Classrooms (110) if they are regularly scheduled for instruction.



## Univ. Facilities Room Inventory Report (CBM011)

### 8. Day care centers – *How is this space coded?*

Day Care (640) and Day Care Service (645) have been added to the Room Type categories, but before this manual was published, institutions were advised to code this space as Other (590). If a Day Care facility is institutionally controlled or housed, the Room Usage is Auxiliary Services (55) or Faculty and Staff Auxiliary Services (65). If the Day Care facility is part of the instructional program, the Room Type is Demonstration (550) and the Room Usage is Instruction (11 or 12).

### 9. Dean's offices – *How are they coded?*

Most deans' areas of authority can be matched with a CIP listed in *Appendix C*. Space for a dean of education is assigned Education, General (130101). The Multi/Interdisciplinary Studies listing provides several CIPs for deans. For instance, the dean of a graduate school may be assigned Deans-Interdisciplinary (497600). The Room Usage for all academic deans is Academic Administration (46).

Note that some institutions use the title "dean" for vice-presidential classified positions, and the CIP Central Operations (810000 series) must be assigned.

### 10. Departmental libraries – *How are they coded?*

Departmental libraries are not designated. They are assigned the appropriate CIP and Room Usage codes. If staffing and administration is under the control of the main library and/or its major branches, the space is Library Service (41).

### 11. Departmental research – *How are these areas coded?*

Departmental research space is Room Usage Individual or Project Research (22) in most cases. The CIP is determined by its academic discipline.

### 12. Dividing one room into two or more rooms – *How is the inventory updated?*

If the old room number is retained for one of the new spaces, changes to the dimensions, as well as any other new data for the original record, must be reported. The new rooms within the divided room are separately numbered (perhaps with letter suffix) and added to the inventory as new rooms. If the original room number is dropped, that room is deleted from the inventory and the subdivided spaces are added as new room records.

### 13. Faculty assigned to library study rooms – *How are faculty study rooms treated?*

Faculty study rooms in libraries are Library Service (41), although they are restricted to faculty use. However, if a faculty member is assigned such a room as a main office, the Room Type is Office (310), and it is assigned the appropriate CIP and Room Usage.

### 14. Fraternity/sorority houses and dormitories – *How are these treated?*

Rooms in fraternity and sorority houses that are university facilities are Student Auxiliary Services (55) and CIP (733000), and the appropriate Room Type Residential Facilities

## Univ. Facilities Room Inventory Report (CBM011)

(900 series). University owned dormitories only need to be included in the building inventory since their assignable room space is automatically calculated at 60 percent. If the facility is not budgeted through or controlled by the university, it is not included in the inventory.

### 15. HVAC Plants – *How are they coded?*

Only assignable space in these type facilities should be coded with the appropriate Room Type such as Office (310), Locker Room (690), etc. All rooms part of plant operations are Room Usage Utilities (74). Note that a major portion of the space in these type facilities house machinery and may be classified by Room Type Mechanical Area (YYY) and Room Usage Mechanical Areas (03), which is non-assignable space.

### 16. Improvements and infrastructure – *How are open parking lots, tennis courts, playing fields, outdoor swimming pools, and tracks treated?*

This manual deals only with procedures for describing buildings and rooms. The authors recognize that a building and room inventory may not constitute the full range of institutional facilities and recommends that when such additional information is desired, the institution develop its own codification scheme for its purpose.

### 17. Interview rooms – *How are these treated?*

Interview rooms are considered Room Type Office Service (315). Room Usage is determined by activity in the room. Examples of Room Usage are Placement and Career Guidance (53), Financial Aid Administration (54), and General Administrative and Logistical Service (63).

### 18. Lounges, circulation/lobby areas, and public waiting – *How are these Room Types distinguished?*

Lounge space for faculty, students, and staff are assignable space. Public Waiting for care in a health care facility is assignable space. Circulation Areas are non-assignable hallway space. A Lounge (650) is a room for rest and relaxation. It typically has upholstered furniture, draperies, and carpeting and may include vending machines. Public Waiting (880) is for the public to await admission, treatment, information, or patient visits in a Health Care Facility. Included are waiting and reception areas, visiting areas, and viewing areas. Circulation/Lobby Area (WWW), such as stairs or hallways, are considered non-assignable space and are optional to report. However, a lobby may function as a Lounge (650) or as an Exhibition Room (620). In these cases, the proper Room Type should be chosen and inventoried. The judgment here is based on primary function or predominant use.

### 19. Offices that serve many clients – *How are they coded?*

The distinction among its type of clients and activities are by CIP and Room Usage that may be prorated.

### 20. Police or campus security space – *What are the Room Types for holding cells, interview rooms, and armories associated with this type of space?*

## Univ. Facilities Room Inventory Report (CBM011)

Holding cells, interview rooms, and armories are considered Office Service (315) or Conference Room Service (355).

21. Publication space – *How is its Room Usage coded?*

If the control and/or direct supervision of a campus publication is with institutional administration, i.e., university press, public relations office, etc., Room Usage is General Administration and Logistical Services (63). However, if the activities are under the auspices of a journalism department, the publication is likely a result of laboratory assignments and the appropriate academic CIP, Room Type, and Room Usage codes are assigned. If the space is neither, Room Usage is Social and Cultural Development (52).

22. Registrar's Office, Student Recruitment and Admissions, and Student Records – *At some institutions, Student Recruitment and Admissions (67) and Student Records (68) are functions of the registrar's office. In these cases, how is the space coded?*

If the registrar's suite of offices has separate offices for separate functions, the Room Usage code may be determined by the function. If these functions are not separate, either code may be used or it may be prorated.

23. Room type for a room with a combination of purposes – *How is this coded?*

Room type is determined by design and use combined, but primarily by design. Once the room type is selected, it does not change because of occasional untypical use. It changes only if its whole character is changed by redesign or if its primary use changes. Basic design and its regularly scheduled instructional use identify Classroom (110). Another example is a lab. It may be a Class Lab (210), a Special Class Lab (220), or a Non-Class Lab (250), but only one at a time as determined by its primary use (the predominant portion of the time used). CIP and Room Usage may be prorated but not Room Type.

24. Room usage prorations – *What is the best method to determine proration of use?*

To determine proration, determine which departments use the room and for what purpose. The percentage of use is usually expressed as time estimates, such as 60-40, 55-45, 30-70, etc. These estimates are satisfactory in describing split use of CIP and Room Usage as primary, secondary, and remaining use.

25. Shipping and receiving – *How are loading platforms treated?*

Generally, a receiving area is considered Room Type Circulation Areas (WWW), which is non-assignable space and optional to report. If the receiving area is also used for storage and part of a central warehouse, it is Room Type Central Storage (730). A departmental receiving area used for storage is considered a service room, such as Office Service (315), Class Lab Service (215), etc.

26. Student unions and other student activity centers – *How is space in these type facilities reported?*

## Univ. Facilities Room Inventory Report (CBM011)

In general, Room Types for student activities are Office (300 series) and General Use (600 series). Social and Cultural Development (52) is the appropriate Room Usage for student organizations, recreational activities, and cultural activity areas.

27. Toilets: public and private – *What is the difference?*

Public toilets are accessible to all persons using a building and considered unassigned space. If reported on the inventory, they are assigned CIP General Use (000000), Room Types (M10, W10, or U10), and Room Usage Public Rest Room (05). If the use of a toilet is restricted to a certain group or individual, it is a private toilet and considered a service area, such as Office Service (315) or Class Lab Service (215), and is considered assignable space. If a bath/toilet adjoins a patient bedroom in a health care facility, it is Room Type Patient Bath (820), assignable space.

28. A room is designed as a science lab and it is assigned to the chemistry department. Its Room Type is one of the 200 codes and its CIP is 400501. If the chemistry department determines that the laboratory is regularly scheduled for classes, the specific Room Type Class Laboratory (210) and the Room Usage General Academic Instruction (11) are used.

Univ. Facilities Room Inventory Report (CBM011)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 CBM011 Room EDIT SUMMARY FROM RunDate: 09/15/2005 Time: 18:15:08  
 LONE STAR UNIVERSITY 003304 ANNUAL 2005

		NORMAL	QUESTIONABLE	ERROR
		RANGE	VALUES	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	Room Type Code	36	0	0
ITEM 9	Primary Usage Code	36	0	0
ITEM 10	Primary Percent	36	0	0
ITEM 11	Main Dimension 1	36	0	0
ITEM 12	Main Dimension 2	36	0	0
ITEM 13	Alcove 1 Dimension 1	36	0	0
ITEM 14	Alcove 1 Dimension 2	36	0	0
ITEM 15	Alcove 2 Dimension 1	36	0	0
ITEM 16	Alcove 2 Dimension 2	36	0	0
ITEM 17	Student Station Capacity	36	0	0
ITEM 18	Secondary CIP Code	36	0	0
ITEM 20	Secondary Usage Code	36	0	0
ITEM 21	Secondary Percent	36	0	0
ITEM 22	Remaining CIP Code	36	0	0
ITEM 24	Remaining Usage Code	36	0	0
ITEM 25	Remaining Percent	36	0	0
ITEM 26	Record Identification	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			

Univ. Facilities Room Inventory Report (CBM011)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
EDIT OF CBM011 Room DATA RunDate: 09/15/2005 Time: 18:15:08  
LONE STAR UNIVERSITY 003304 ANNUAL 2005

Updated Building Record From Room Records.  
Updated Institution Record From Building Records.

Building Space Error Report

Building	Gross Area	Assignable Area	E and G Area	Error
0037	34.0	2,691.0	0.0	GrossArea Is Smaller than Assignable Area
0038	1,701.0	1,740.5	585.6	GrossArea Is Smaller than Assignable Area
0047	1,080.0	1,148.2	0.0	GrossArea Is Smaller than Assignable Area

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

Univ. Facilities Room Inventory Report (CBM011)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 PART A, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2005  
 003304 LONE STAR UNIVERSITY  
 PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

09/15/2005 06:15:09

Building Size and Cost Data

BUILDING NUMBER NAME	GROSS AREA	ASSIGN AREA	BLDG PERIM	E & G SQ.FT.	CAPITAL INVESTMENT	OCCUP DATE	FLOORS	C O L T C				
								N	W	O	Y	
0001 HARDIN ADMINISTRATION BUILDING	71,594	0	1517	0	2,237,315	1937	3	2	1	1	1	3
0004 BRIDWELL HALL	42,260	0	780	0	5,799,382	1998	3	1	1	1	1	4
0005 UNIVERSITY PRESS	4,965	4,869	339	1,079	52,187	1940	1	2	1	1	1	3
0006 MEMORIAL BUILDING	7,019	0	259	0	288,504	1945	2	2	1	1	1	3
0007 FERGUSON HALL	16,896	0	377	0	1,212,855	1947	3	1	1	1	1	3
0010 MARTIN HALL	10,278	9,414	479	5,886	606,404	1946	2	1	1	1	1	2
0011 FAIN FINE ARTS CENTER	98,805	0	1380	0	6,594,806	1978	2	1	1	1	1	5
0012 DANIEL BUILDING	46,335	39,566	676	34,335	1,741,964	1990	2	1	1	1	1	4
0013 FOWLER HALL	22,896	20,464	557	13,755	1,782,141	1949	2	1	1	1	1	3
0015 BEYER GREENHOUSE	2,398	2,236	270	2,162	44,154	1983	1	1	1	1	1	8
0017 MERCANTILE BUILDING	10,608	8,828	534	1,662	144,423	1989	2	2	1	1	1	3
0018 MCGAHA HALL	6,789	6,220	550	2,761	210,124	1949	1	1	1	1	1	2
0019 INSTRUMENTAL MUSIC HALL	7,815	2,505	276	1,539	256,947	1949	2	1	1	1	1	2
0020 PAINT SHOP	1,987	1,884	194	1,732	15,881	1949	1	1	1	1	1	4
0021 MCCULLOUGH HALL	9,449	6,162	712	6,162	323,995	1949	1	1	1	1	1	2
0022 ENGINEERING LABORATORIES	2,443	1,738	236	1,526	23,332	1949	1	1	1	1	1	2
0023 BOLIN HALL	99,529	0	869	0	7,703,971	1966	3	1	1	1	1	3
0024 CLARK STUDENT CENTER	70,890	0	1376	0	8,724,685	1951	1	1	1	1	3	3
0025 MOFFETT LIBRARY	93,676	59,181	797	58,484	5,229,452	1964	3	1	1	1	1	3
0026 KILLINGSWORTH HALL	68,658	41,195	547	0	2,351,900	1965	6	1	1	1	1	6
0027 RESIDENCE HALL MECHANICAL BUILDING	1,296	0	150	0	163,792	1965	1	1	1	1	1	4
0029 PIERCE HALL	49,913	29,948	625	0	1,942,014	1966	3	1	1	1	1	6
0030 FAIN HALL	8,060	5,766	246	0	409,256	1945	2	1	1	1	1	9
0031 VINSON HEALTH CENTER	3,108	1,804	358	0	79,948	1949	1	1	1	1	1	3
0032 CENTRAL PLANT	10,789	8,192	363	8,192	2,937,617	1967	2	1	1	1	1	4
0033 TENNIS CENTER	560	463	99	134	57,478	1984	1	1	1	1	1	2
0034 D.L. LIGON COLISEUM	117,048	112,836	2296	91,991	5,641,619	1969	3	2	1	1	1	3
0035 PHYSICAL EDUCATION RESTROOMS	2,336	2,199	225	296	105,120	1970	1	1	1	1	1	3
0036 OUTDOOR RECREATION CENTER	5,000	4,903	300	0	88,954	1982	1	1	1	1	1	4
0037 SOCCER TICKET BOOTH	34	2,691	24	0	1,020	1982	1	1	1	1	1	3
0038 PHYSICAL TRAINING BUILDING	1,701	1,741	242	586	13,633	1970	1	1	1	1	1	3
0039 SOCCER PRESS BOX	943	806	67	0	12,210	1982	2	1	1	1	1	3
0044 SIKES HOUSE	9,626	5,776	500	0	103,484	1938	3	1	1	1	1	7
0045 GUEST HOUSE	1,530	918	208	0	18,780	1937	1	1	1	1	1	7
0046 ALUMNI CENTER	2,800	1,680	158	0	14,172	1938	2	1	1	1	1	7
0047 CARRIAGE HOUSE	1,080	1,148	96	0	3,932	1938	2	1	1	1	1	4
0048 MARCHMAN HALL	8,904	5,342	376	0	877,403	1959	2	1	1	1	1	6
0049 SIKES LAKE CENTER	8,836	8,558	416	0	280,291	1975	1	1	1	1	1	7

Univ. Facilities Room Inventory Report (CBM011)

0050 BRIDWELL COURTS	22,243	13,346	1003	0	600,442	1964	2	2	1	1	7	2
0051 MCCULLOUGH-TRIGG HALL	46,086	27,652	461	0	5,329,241	1994	6	1	1	1	6	4
0052 JAN THACKER FANTASY OF LIGHTS WKSHP	7,356	2,251	363	0	47,520	1986	1	1	1	3	8	7
0053 BEAWOOD-O'DONOHUE HALL	65,060	35,371	1321	32,408	6,996,375	1950	2	1	1	1	1	3
0054 UNIVERSITY POLICE	2,536	1,390	325	0	102,502	1997	1	1	1	1	3	2
0055 BIOLOGY HOUSE	3,778	2,267	388	0	265,000	1953	1	1	1	1	6	2
0056 HONORS HOUSE	3,395	2,037	232	0	263,323	1961	2	1	1	1	6	2
0057 SEISMOMETER BUILDING	144	0	173	0	1	2003	1	1	1	1	1	2
0060 SIKES LAKE RESTROOM	612	508	104	0	1	2005	1	1	1	2	3	2
TOTALS	47	1,080,064	483,853	264,689	71,699,550							



Univ. Facilities Room Inventory Report (CBM011)

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TEXAS HIGHER EDUCATION COORDINATING BOARD  
PART D, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2005  
003304 LONE STAR UNIVERSITY  
PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

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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



Univ. Facilities Room Inventory Report (CBM011)

520	ATHLETIC/PHYSICAL EDUCATION	70,092	56,163
523	ATHLET. FACIL. SPECTATOR SEATING	662	0
525	ATHLETIC/PHYSICAL EDUCATION SVC.	21,450	15,818
530	MEDIA PRODUCTION	163	163
535	MEDIA PRODUCTION SERVICE	0	0
540	CLINIC (NON-HEALTH PROFESSIONS)	0	0
545	CLINIC SERVICE (NON-HEALTH)	0	0
550	DEMONSTRATION	0	0
555	DEMONSTRATION SERVICE	0	0
560	FIELD BUILDING	0	0
570	ANIMAL QUARTERS	0	0
575	ANIMAL QUARTERS SERVICE	0	0
580	GREENHOUSE	1,525	1,525
585	GREENHOUSE SERVICE	637	637
590	OTHER	76	76
	SUBTOTAL	94,605	74,382
610	ASSEMBLY	0	0
615	ASSEMBLY SERVICE	0	0
620	EXHIBITION	0	0
625	EXHIBITION SERVICE	0	0
630	FOOD FACILITIES	658	0
635	FOOD FACILITIES SERVICE	704	0
640	DAY CARE	0	0
645	DAY CARE SERVICE	0	0
650	LOUNGE	518	289
655	LOUNGE SERVICE	440	65
660	MERCHANDISING FACILITIES	1,323	0
665	MERCHANDISING FACILITIES SERVICE	129	0
670	RECREATION	0	0
675	RECREATION SERVICE	12,053	0
680	MEETING ROOM	0	0
685	MEETING ROOM SERVICE	0	0
690	LOCKER ROOM	230	230
	SUBTOTAL	16,055	584
710	COMPUTER/TELECOMMUNICATIONS	0	0
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
735	CENTRAL STORAGE SERVICE	0	0
740	VEHICLE STORAGE FACILITY	0	0
745	VEHICLE STORAGE FACILITY SERVICE	1,417	1,417
750	CENTRAL FOOD STORES	0	0
755	CENTRAL FOOD STORE SERVICE	0	0
760	HAZARDOUS MATERIALS	72	72
765	HAZARDOUS MATERIALS SERVICE	0	0

Univ. Facilities Room Inventory Report (CBM011)

770	CENTRAL SUPPORT	0	0
775	CENTRAL SUPPORT SERVICE	0	0
	SUBTOTAL	43,902	40,381
810	PATIENT BEDROOM	272	0
815	PATIENT BEDROOM SERVICE	0	0
820	PATIENT BATH	0	0
830	NURSE STATION	0	0
835	NURSE STATION SERVICE	0	0
840	SURGERY	0	0
845	SURGERY SERVICE	0	0
850	TREATMENT/EXAMINATION	339	0
855	TREATMENT/EXAMINATION SERVICE	0	0
860	DIAGNOSTIC SUPPORT LABORATORY	0	0
865	DIAGNOSTIC SUPPORT LAB SERVICE	0	0
870	HEALTH CARE SUPPLIES	0	0
880	PUBLIC WAITING	308	0
890	STAFF ON-CALL FACILITY	0	0
895	STAFF ON-CALL FACILITY SERVICE	592	0
	SUBTOTAL	1,510	0
910	SLEEP/STUDY WITHOUT TOILET/BATH	0	0
919	TOILET/BATH	0	0
920	SLEEP/STUDY WITH TOILET/BATH	108,440	0
935	SLEEP/STUDY SERVICE	0	0
950	APARTMENT	0	0
955	APARTMENT SERVICE	0	0
970	HOUSE	21,719	0
	SUBTOTAL	130,160	0
		NON-SASF	
050	INACTIVE AREA	1,848	
060	ALTERATION OR CONVERSION AREA	0	
070	UNFINISHED AREA	0	
M10	MENS BATHROOM	3,771	
U10	UNISEX BATHROOM	175	
W10	WOMENS BATHROOM	3,658	
WWW	CIRCULATION AREA	13,358	
XXX	BUILDING SERVICE AREA	1,950	
YYY	MECHANICAL AREA	4,013	
ZZZ	STRUCTURAL AREA	1,042	
	SUBTOTAL	0	0
	TOTAL	NON-SASF	NASF
		29,815	454,038
			E&G NASF
			264,689

Univ. Facilities Room Inventory Report (CBM011)

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TEXAS HIGHER EDUCATION COORDINATING BOARD  
 PART F, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2005  
 003304 LONE STAR UNIVERSITY  
 PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

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BUILDING NUMBER NAME	INSTRUCT	RESEARCH	PUBLIC SERVICE	ACADEMIC SUPPORT	STUDENT SERVICE	INST SUPPORT	PHY PLT OPER	TOTAL NASF	TOTAL E&G NASF
SATISFACTORY CONDITION									
0004 BRIDWELL HALL	0	0	0	0	0	0	0	0	0
0007 FERGUSON HALL	0	0	0	0	0	0	0	0	0
0010 MARTIN HALL	5,886	0	0	0	0	0	0	9,414	5,886
0011 FAIN FINE ARTS CENTER	0	0	0	0	0	0	0	0	0
0012 DANIEL BUILDING	0	0	0	0	0	0	34,335	39,566	34,335
0013 FOWLER HALL	13,755	0	0	0	0	0	0	20,464	13,755
0015 BEYER GREENHOUSE	2,162	0	0	0	0	0	0	2,236	2,162
0018 MCGAHA HALL	2,734	0	0	0	0	27	0	6,220	2,761
0019 INSTRUMENTAL MUSIC HALL	1,539	0	0	0	0	0	0	2,505	1,539
0020 PAINT SHOP	0	0	0	0	0	0	1,732	1,884	1,732
0021 MCCULLOUGH HALL	6,162	0	0	0	0	0	0	6,162	6,162
0022 ENGINEERING LABORATORIES	1,526	0	0	0	0	0	0	1,738	1,526
0023 BOLIN HALL	0	0	0	0	0	0	0	0	0
0024 CLARK STUDENT CENTER	0	0	0	0	0	0	0	0	0
0025 MOFFETT LIBRARY	1,162	0	0	57,322	389	0	0	59,181	58,484
0026 KILLINGSWORTH HALL	0	0	0	0	41,195	0	0	41,195	0
0027 RESIDENCE HALL MECHANICAL BUILDING	0	0	0	0	0	0	0	0	0
0029 PIERCE HALL	0	0	0	0	29,948	0	0	29,948	0
0030 FAIN HALL	0	0	0	0	5,766	0	0	5,766	0
0031 VINSON HEALTH CENTER	0	0	0	0	1,804	0	0	1,804	0
0032 CENTRAL PLANT	230	0	0	0	0	0	7,961	8,192	8,192
0033 TENNIS CENTER	134	0	0	0	0	0	0	463	134
0035 PHYSICAL EDUCATION RESTROOMS	0	0	0	0	767	0	296	2,199	296
0036 OUTDOOR RECREATION CENTER	0	0	0	0	0	0	0	4,903	0
0037 SOCCER TICKET BOOTH	0	0	0	0	2,691	0	0	2,691	0
0038 PHYSICAL TRAINING BUILDING	586	0	0	0	0	0	0	1,741	586
0039 SOCCER PRESS BOX	0	0	0	0	806	0	0	806	0
0044 SIKES HOUSE	0	0	0	0	5,776	0	0	5,776	0
0045 GUEST HOUSE	0	0	0	0	918	0	0	918	0
0046 ALUMNI CENTER	0	0	0	0	1,680	0	0	1,680	0
0047 CARRIAGE HOUSE	0	0	0	0	0	0	1,073	1,148	0
0048 MARCHMAN HALL	0	0	0	0	5,342	0	0	5,342	0
0049 SIKES LAKE CENTER	0	0	0	0	0	0	0	8,558	0
0051 MCCULLOUGH-TRIGG HALL	0	0	0	0	27,652	0	0	27,652	0
0052 JAN THACKER FANTASY OF LIGHTS WKSHP	0	0	0	0	0	0	2,251	2,251	0
0053 BEAWOOD-O'DONOHUE HALL	34,326	0	0	0	0	178	0	35,371	32,408
0054 UNIVERSITY POLICE	0	0	0	0	1,390	0	0	1,390	0
0055 BIOLOGY HOUSE	0	0	0	0	2,267	0	0	2,267	0
0056 HONORS HOUSE	0	0	0	0	2,037	0	0	2,037	0
0057 SEISMOMETER BUILDING	0	0	0	0	0	0	0	0	0

Univ. Facilities Room Inventory Report (CBM011)

0060	SIKES LAKE RESTROOM	0	0	0	0	0	0	0	0	508	0
	SUBTOTAL	70,202	0	0	57,322	130,428	205	47,648	343,976	169,956	
REMODELING A CONDITION											
0001	HARDIN ADMINISTRATION BLDG	0	0	0	0	0	0	0	0	0	0
0005	UNIVERSITY PRESS	0	0	169	0	0	3,824	0	4,869	1,079	
0006	MEMORIAL BUILDING	0	0	0	0	0	0	0	0	0	0
0017	MERCANTILE BUILDING	1,494	0	0	0	4,006	0	0	8,828	1,662	
0034	D.L. LIGON COLISEUM	92,653	0	0	0	20,183	0	0	112,836	91,991	
0050	BRIDWELL COURTS	0	0	0	0	13,346	0	0	13,346	0	
	SUBTOTAL	94,147	0	169	0	37,535	3,824	0	139,879	94,733	
	INSTITUTION TOTAL	164,349	0	169	57,322	167,963	4,029	47,648	483,855	264,689	



## FACILITIES BUILDING INVENTORY REPORT CBM014

This report will include facilities under the jurisdiction or control of the institution's governing board, regardless of its location. It may encompass many 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.

As a guideline, minor structures or temporary facilities should be included if all of the following criteria are met:

- the structure is attached to a foundation;
- the structure is roofed;
- the structure is serviced by a utility, exclusive of lighting;
- the structure is a source of maintenance and repair activities; and
- the structure's space has at least a six-foot, six-inch clear ceiling height

Refer to Appendix H for building data file codes and definitions. See Appendix I for a Glossary of Facilities Terms. The Appendices can be viewed at <http://www.txhighereddata.org/ReportingManuals.cfm>.

### Addition of Buildings

Report additions of buildings whenever they are ready to be occupied for use. Submit a complete replacement of the file.

### Building Demolition

A building must be on the inventory with the appropriate Building Condition and Room Usage codes until it is demolished. After demolition, building and room records may be deleted.

### Limitations

Buildings not to be included are investment properties that are used only for revenue generation and not for institutional purposes; 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

Gross area is computed by physically measuring or scaling measurements from the outside faces of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall faces. Gross area is measured to the nearest whole foot.



Univ. Facilities Building Inventory Report (CBM014)

**NOTES:**

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

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

## Univ. 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 Construction Code. Enter the construction code that represents the predominant type of construction used to build the facility. See Appendix H.
- 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, 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. Measure to the nearest whole square foot, right justified, leading zeros.
- Item #14 Actual Capital Investment. Enter all capital costs associated with the building's purchase or construction, plus all other capital invested in the building during its life (major repairs, renovation, conversions, etc.). See Appendix I. This figure is not

Univ. Facilities Building Inventory Report (CBM014)

adjusted for inflation, but is a cumulative total of actual dollars invested to the nearest dollar. If a building is not owned by the institution, report the dollar amount invested for its use. If a building is a gift or has no capital investment for other reasons, enter '1'.

Item #15 Building Perimeter. Enter the outside measurement of the building where the ground meets the walls, excluding porches, sidewalks, and cosmetic structures. Measure to the nearest foot.

Item #16 Unused.

Item #17 Record Identification. Always enter '14'.

Univ. 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	4
Item #5	Building Name – Alphanumeric	16	35
Item #6	Condition Code – Numeric	51	1
Item #7	Ownership Code – Numeric	52	1
Item #8	Location Code – Numeric	53	1
Item #9	Type Code – Numeric	54	1
Item #10	Construction Code – Numeric	55	1
Item #11	Initial Occupancy Date – Numeric	56	4
Item #12	Number of Floors – Numeric	60	2
Item #13	Gross Area – Numeric	62	7
Item #14	Actual Capital Investment – Numeric	69	10
Item #15	Building Perimeter – Numeric	79	4
Item #16	Unused	83	6
Item #17	Record Identification – Always '14'	89	2

REPORTING EXAMPLES

1. Chapels – *How are they coded?*

A chapel is a devotional facility, and the Room Type is Assembly (610). Associated rooms are coded according to their actual Room Type, usually Office (310), Conference Room (350), etc. The Room Usage is Social and Cultural Development (52) if under the institution's control. If the chapel is not under the institution's control nor housed by the institution, it is not inventoried.

2. Parking garages – *By coding such space as Vehicle Storage Facility (740), is the institution being credited unfairly with assignable area as opposed to institutions with open parking lots?*

Only garages, bays, or other multi-level structures for storage of institutional vehicles are E&G NASF space. These areas are coded Functional Operations (820000 series) or Maintenance Operations (830000), Vehicle Storage Facility (740); and General Administration and Logistical Services (63) or Physical Plant Operations (70 series). Garages that serve students, faculty, staff, and the general public for their private vehicles should be coded as above, except the Room Usage is Independent Operations/Institutional (91), non-E&G NASF.

3. Renovations – *How is the inventory updated when assignable space becomes unusable due to a renovation project?*

Either building or room records may be modified to indicate renovations. If the entire building is unusable due to a current major renovation, Building Type Renovations (R) will temporarily exclude it from assignable space. Room Type Alteration/Conversion Area (060) will exclude a room record from assignable space on a temporary basis for conversions or renovations. When the conversion is complete and the space is ready to be occupied the record(s) must be updated to reflect its current information.

4. Spectator seating – *How is this treated?*

If building space has non-movable spectator seating for intercollegiate athletics, it is coded Intercollegiate Athletics (720000 series), Athletic Facilities Spectator Seating (523), and Intercollegiate Athletics (56). If the seating is for recreational or intramural events, it is coded Recreation (714000) or Intramural Athletics (715000), and Social and Cultural Development (52). If spectator seating is the fold-up type, such space within a room is not inventoried separately. Outdoor spectator seating is not inventoried.

# Univ. Facilities Building Inventory Report (CBM014)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 CBM014 Building EDIT SUMMARY FROM RunDate: 08/23/2005 Time: 10:20:24  
 LONE STAR UNIVERSITY 003304 ANNUAL 2005

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	47	0	0
ITEM 2 Inst. Code	47	0	0
ITEM 3 Report Year	47	0	0
ITEM 4 Building Number	45	0	2
ITEM 5 Building Name	47	0	0
ITEM 6 Building Condition Code	47	0	0
ITEM 7 Building Ownership Code	47	0	0
ITEM 8 Building Location Code	47	0	0
ITEM 9 Building Type Code	47	0	0
ITEM 10 Building Construction Code	47	0	0
ITEM 11 Initial Occupancy Year	47	0	0
ITEM 12 Number of Floors	47	0	0
ITEM 13 Gross Area	47	0	0
ITEM 14 Actual Capital Investment	47	0	0
ITEM 15 Building Perimeter	47	0	0
ITEM 17 Record Identification	47	0	0
TOTAL Report Records	47		
CONTROL TOTAL	47	DISCREPANCY	0
Total Recs on Db	47		
Number Of Non-Unique/ Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionabl	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	2		
Total Questionable Recs on Db	0		
Total Non Error Records on Db	45		
Total Rejected Records	0		

Univ. Facilities Building Inventory Report (CBM014)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
EDIT OF CBM014 Building DATA RunDate: 08/23/2005 Time: 10:20:24  
LONE STAR UNIVERSITY 003304 ANNUAL 2005

Updated Building Record From Room Records.  
Updated Institution Record From Building Records.

Building Space Error Report

Building	Gross Area	Assignable Area	E and G Area	Error
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There are No entries for this report.

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

Univ. Facilities Building Inventory Report (CBM014)

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TEXAS HIGHER EDUCATION COORDINATING BOARD

EDIT OF CBM014 Building DATA

ANNUAL 2005  
Time: 10:20:24

LONE STAR UNIVERSITY 003304

RunDate: 08/23/2005

Item	Item	Item	Item	Item	***Item***							Item	Item	Item	Item	Item	Item	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	17			
B	003304	2005	0001	HARDIN ADMINISTRATION BUILDING	2	1	1	1	3	1937	03	0071594	0002237315	1517			A E Add	
	Record Rej																	
					*****													
																	Duplicate Record.	
REF014																		
B	003304	2005	0004	BRIDWELL HALL	1	1	1	1	4	1998	03	0042260	0005799382	0780			A E Add	
	Record Rej																	
					*****													
																	Duplicate Record.	
REF014																		

Total Rejected Records 0  
 Total Records On DataBase 47  
 Total Non Error Records 45  
 Total Error Records 2  
 Total Questionable Records 0  
 Total Rejected Records 0

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



ADMISSIONS REPORT  
CBM00B

This report is to collect data to meet the requirements of Sections 51.801-51.807 of the Texas Education Code mandated by HB 588 of the 75<sup>th</sup> Legislature, the Uniform Admissions Bill. This report will meet the requirement that each university report on who applies, who is admitted, and who subsequently enrolls at each institution. Report only the applications that are complete and of students who are seeking a degree. If a student applies to more than one school or college within the university, report the application data from the school or college that ultimately accepts or rejects the student. Report undergraduate, graduate, and professional student applications for summer and fall terms. This report replaces the Access and Equity 2000 Plan report (formerly Texas Plan report TXP-4) for universities.

Univ. Admissions Report (CBM00B)

INSTRUCTIONS FOR ADMISSIONS REPORT

- Item #1 Record Code. Always enter 'B'.
- Item #2 Institution Code. Enter the FICE Code of the 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.
- Item #4 Last Name. Enter the first 20 characters of the last name by which a student is legally known.
- Item #5 First Name. Enter the first 12 characters of the first name of the student.
- Item #6 Middle Initial. Enter the first character of the middle name of the student.
- Item #7 Gender. Enter the gender of the student.  
M = Male      F = Female
- Item #8 Date of Birth. Enter the calendar date of birth of the student. The year, month, and day should be indicated using the YYYYMMDD format.  
YYYY = Year      MM = Month      DD = day
- NOTE:** If the month of birth is known and the year is unknown, code the item as unknown, or '00000000'. If the year of birth is known and the month is unknown, code the month as '6'.
- Item #9 Unused
- Item #10 Ethnic Origin. Enter the code indicating the race/ethnicity of the student.
1. White-Non-Hispanic
  2. Black-Non-Hispanic
  3. Hispanic
  4. Asian or Pacific Islander
  5. American Indian or Alaskan Native
  6. International
  7. Unknown or Not Reported

For the purposes of this report, the race/ethnicity categories are used to describe the groups to which individuals belong or identify with. However, no person should be counted in more than one race/ethnic category. The categories presented do not denote scientific definitions of anthropological origins, but represent definitions used by the U.S. Department of Education and other federal agencies to categorize U.S. citizens and resident aliens. Reporting of race/ethnicity data is

Univ. Admissions Report (CBM00B)

mandatory for all institutions receiving federal financial assistance.

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

Item #11 Residence. Enter the code representing the county, state, or foreign country of which the student is a legal resident. See Appendix B for codes.

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

Item #12 Application Level. Indicate the level of degree sought.

- 04 Associate
- 05 Bachelor's
- 06 Master's
- 08 Doctorate
- 09 Law (LLB or JD)
- 10 Pharmacy (PharmD only)
- 11 Medical (MD or DO only)
- 12 Dental (DDS only)
- 13 Optometry (OD only)
- 14 Veterinary Medicine (DVM only)
- 15 Other Formal Award
- 16 Post-baccalaureate or alternative certification teacher certificate
- 17 Nursing certificate (earned separately from a BSN or MSN degree)

**NOTE:** Other formal award is a recognition in writing by an institution to the student for the completion of a program of courses that has been approved by the institution's governing board.

Item #13 Entering Status. Do not include transient or former student applications when applying at the same degree level. Include high school students the first term after they complete their high school work.

- 01 No previous college work for level of award sought
- 02 Transfer

Item #14 Admission Action or Acceptance Status. The action taken by the institution in response to the student's application for admission.

**Undergraduates only**

- 01 Accepted and ranked in top 10% of high school graduating class (include all incoming undergraduates who ranked in the top 10% of high school class)
- 02 Accepted and ranked in 11-25% of high school graduating class

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**Undergraduates and Graduates**

- 03 Accepted on provisional basis, met requirements
- 04 Accepted on provisional basis, did not meet requirements
- 05 Accepted, based on other criteria
- 06 Rejected
- 07 Student withdrew application

**Graduates only**

- 08 Accepted as a regular graduate admission

**NOTE: Items #15 through #21 apply to undergraduate applications only.**

Item #15 Father's Educational Level. The highest level of formal instruction received by the student's father or male guardian (corresponds to common application for admission Part I, 14). Required of undergraduates only.

- 01 No High School
- 03 Some High School, no diploma
- 04 High School diploma or GED or recognized home school
- 06 Some college
- 08 Bachelor's/four-year degree
- 13 Graduate/Professional degree
- 00 Unknown or not applicable

Item #16 Mother's Educational Level. The highest level of formal instruction received by the student's mother or female guardian (corresponds to common application for admission Part I, 14). Required of undergraduates only.

- 01 No High School
- 03 Some High School, no diploma
- 04 High School diploma or GED or recognized home school
- 06 Some college
- 08 Bachelor's/four-year degree
- 13 Graduate/Professional degree
- 00 Unknown or not applicable

Item #17 Unused.

Item #18 Family's Gross Income. Include both untaxed and taxed income from most recent tax year, as reported on application (corresponds to Common Application for Admission Part I, 15). This information may not be known until the common application is implemented and is only required of undergraduate applicants.

- 01 Less than \$20,000
- 03 \$20,000 to \$39,999
- 08 \$40,000 to \$59,999
- 12 \$60,000 to \$79,999
- 15 \$80,000 and greater
- 00 Unknown or not applicable

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Item #19 Language Fluency. Indicate if a language other than English is spoken fluently (corresponds to Common Application for Admission Part I, 13). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates.

- 01 No
- 02 Spanish
- 03 Other
- 00 Unknown or not applicable

Item #20 Family Obligations. Indicate whether family obligations preclude participation in extracurricular activities (corresponds to Common Application for Admission Part I, 17). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates.

- 01 No
- 02 Yes
- 00 Unknown or not applicable

Item #21 Number of People Living in Household. The item will allow a two-digit number (corresponds to Common Application for Admission Part I, 16). This information is to be provided upon implementation of the common application (Fall 1999) and is only required of undergraduates. Enter '00' if this item does not apply.

Item #22 Term Sought. The expected term of entry for which the student seeks admission. This item will be use to determine whether the student is a summer or fall applicant.

- 1 Fall
- 3 Summer
- 0 Unknown or unreported

Item #23 Reporting Period. Always enter '5'.

Item #24 Application Year. Enter all four digits 'YYYY' of the year for which the admission is sought (e.g., Fall 2005 would be reported as 2005).

Item #25 ACT Composite Score. Provide the verified American College Test composite score for first-time undergraduate students if available; otherwise enter two zeros. If there are multiple composite scores for the student, enter the one that was used to accept or deny the applicant, as defined in the institution's admission policies. A new legislative requirement (SB 337) is for the CB to publish on its web site certain performance data of the entering freshmen class. The average ACT scores is one of the required items. Effective Fall 2004 report.

Item #26 SAT Composite Score. Provide the Scholastic Aptitude Test composite score (verified by the College Board) for first-time undergraduate students if available; otherwise enter four zeros. If there are multiple composite scores for the student,

Univ. Admissions Report (CBM00B)

enter the one that was used to accept or deny the applicant, as defined in the institution's admission policies. A new legislative requirement (SB 337) is for the CB to publish on its web site certain performance data of the entering freshmen class. The average SAT scores is one of the required items. Effective Fall 2004 report.

Univ. Admissions Report (CBM00B)

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	Student Identification Number	8	9
Item #4	Last Name	17	20
Item #5	First Name	37	12
Item #6	Middle Initial	49	1
Item #7	Gender - 'M' or 'F'	50	1
Item #8	Date of Birth - YYYYMMDD - Numeric	51	8
Item #9	Unused	59	1
Item #10	Ethnic Origin - Numeric - '1' thru '7'	60	1
Item #11	Residence - Numeric	61	3
Item #12	Application Level - '04' thru '06' and '08' thru '17'	64	2
Item #13	Entering Status - Numeric - '01' or '02'	66	2
Item #14	Admission Action - Numeric - '01' thru '08'	68	2

**Enter zeros for Items #15 through #21 for graduate and professional applicants**

Item #15	Father's Education Level - Numeric - '00', '01', '03', '04', '06', '08', '13'	70	2
Item #16	Mother's Education Level - Numeric - '00', '01', '03', '04', '06', '08', '13'	72	2
Item #17	Unused	74	1
Item #18	Family Income - Numeric - '00', '01', '03', '08', '12', '15'	75	2
Item #19	Language Fluency - Numeric - '00', '01', '02', '03'	77	2
Item #20	Family Obligations - Numeric - '00', '01', '02'	79	2
Item #21	Number in Household - Numeric	81	2
Item #22	Term Sought - Numeric - '0', '1', or '3'	83	1
Item #23	Reporting Period - Numeric - Always '5'	84	1
Item #24	Application Year - YYYY - Numeric	85	4
Item #25	ACT Composite Score	89	2
Item #26	SAT Composite Score	91	4

Univ. Admissions Report (CBM00B)

THE TEXAS HIGHER EDUCATION COORDINATING BOARD  
 SR-CBM00B SUMMARY OF STUDENT ADMISSION DATA FROM DATE: 09/08/2004  
 LONE STAR UNIVERSITY 003304 ACADEMIC YEAR 2004

GENDER		RESIDENCE	
MALE	2,567	TEXAS COUNTIES	4,962
FEMALE	2,683	OTHER STATES	177
TOTAL	5,250	FOREIGN COUNTRIES	111
		TOTAL	5,250

APPLICATION LEVEL	FIRST-TIME	TRANSFER	TOTAL
ASSOCIATE	0	0	0
BACHELOR'S	4,178	871	5,049
MASTER'S	174	12	186
DOCTORATE	15	0	15
LAW	0	0	0
PHARMACY	0	0	0
MEDICAL	0	0	0
DENTAL	0	0	0
OPTOMETRY	0	0	0
VETERINARY MED	0	0	0
PB/ALT CERT TEACHER CERT	0	0	0
NURSING CERT	0	0	0
OTHER	0	0	0
TOTAL	4,367	883	5,250

ETHNIC ORIGIN	ACCEPTANCE STATUS BACHELOR'S
WHITE	TOP 10% 54
BLACK	11% TO 25% 179
HISPANIC	PROVISIONAL, MET 33
ASIAN	PROVISIONAL, NOT MET 0
INDIAN	OTHER CRITERIA 4,781
INTERNATIONAL	REJECTED 2
UNKNOWN	WITHDREW APP 0
TOTAL	TOTAL 5,049

TERM SOUGHT	ACCEPTANCE STATUS GRADUATE
FALL	ACCEPTED, REGULAR 120
SUMMER	PROVISIONAL, MET 75
AGE	PROVISIONAL, NOT MET 0
UNDER 17	OTHER CRITERIA 6
17-18	REJECTED 0
19-21	WITHDREW APP 0
22-24	TOTAL 201
25-50	
OVER 50	
TOTAL	

AVERAGE-AGE	23.4	ACCEPTANCE STATUS CERTS/ASSOC/OTHER
		ACCEPTED, REGULAR 0
		PROVISIONAL, MET 0
		PROVISIONAL, NOT MET 0
		OTHER CRITERIA 0
NUMBER OF STUDENTS		REJECTED 0
ACT	2,000	WITHDREW APP 0
SAT	1,500	TOTAL 0

\*\*\* NOTE: TOTALS ARE NET ERRORS



SUMMARY OF ADMISSIONS DATA

GENDER: The headcount by gender summary is determined by 'M' or 'F' in Item #7.

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

APPLICATION LEVEL: The respective rows are determined by Application Level (Item #12). The First-Time and Transfer columns are determined by the value of Entering Status (Item #13).

ETHNIC ORIGIN: The summary is based on the Ethnic Origin Code (Item #10).

ACCEPTANCE STATUS BACHELOR'S: The counts are based on Application Level (Item #12) that are coded a '05' and the respective Admission Action or Acceptance Status (Item #14).

ACCEPTANCE STATUS GRADUATE: The counts are based on Application Level (Item #12) that are coded a value of '06' through '14', and the respective Admission Action or Acceptance Status (Item #14).

TERM SOUGHT: The counts are based on Item #22.

AGE: The age distribution is calculated by subtracting the date of birth (Item #8) from the beginning date of the semester. For this report, the beginning date of each Fall is September 1 and Summer is June 1.

ACCEPTANCE STATUS CERT/ASSOC/OTHER: The counts are based on Application Level (Item #12) that are coded a value of '05' or '15' through '17' and the respective Admission Action or Acceptance Status (Item #14).

Univ. Admissions Report (CBM00B)

QUESTIONABLE AND ERROR VALUES

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

<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 list of valid FICE codes
3. Student ID	N/A	Blank; special characters
4. Last Name	Non-alphabetic	Spaces
5. First Name	N/A	Number, space, or special character
6. Middle Initial	N/A	Number or special character
7. Gender	N/A	Value other than 'M' or 'F'
8. Date of Birth	'00000000'	Non-numerical; month greater than '12'; day greater than '31'
9. Unused	N/A	N/A
10. Ethnic Origin	N/A	Any value other than '1' thru '7'
11. Residence	N/A	Not on CB residence file
12. Application Level	N/A	Value other than '04' thru '06' or '08' thru '17'
13. Entering Status	N/A	Value other than '01' or '02'
14. Admission Action	N/A	Value other than '01' thru '08'
15. Father's Ed Level	N/A	Value other than '00', '01', '03', '04', '06', '08', '13'
16. Mother's Ed Level	N/A	Value other than '00', '01', '03', '04', '06', '08', '13'
17. Unused		
18. Family Income	N/A	Value other than '00', '01', '03', '08', '12', '15'
19. Language Fluency	N/A	Value other than '00', '01', '02', or '03'
20. Family Obligations	N/A	Value other than '00', '01', '02'
21. Number in Home	Value greater than 12	Non-numerical
22. Term Sought	N/A	Value other than '00', '01', '03'
23. Reporting Period	N/A	Value other than '5'

Univ. Admissions Report (CBM00B)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
24. Application Year	N/A	Value greater than current year
25. ACT Composite Score	N/A	Non-numeric or greater than 36
26. SAT Composite Score	N/A	Non-numeric or greater than 1600

## DOCTORAL EXCEPTION REPORT CBM00E

The 75th Legislature placed a 99-hour limit on the number of doctoral semester credit hours per student eligible to generate formula funding (*Texas Education Code*, TEC 61.059). The Coordinating Board may approve two types of partial exceptions to the limit: *program exceptions* for students in programs where the field of study requires a higher number of semester credit hours to maintain nationally competitive standards; and *individual exceptions* for students whose “program of research is likely to provide substantial benefit to medical or scientific advancement.” Students granted exceptions generate up to 130 hours of doctoral funding. A student who is in a program that skips the master’s and goes directly into a doctoral program after a bachelor’s is to count the first 30 credit hours as though they were taken at the master’s level.

**Number of Individual Exceptions Permitted.** The Board’s policy is to allow each doctoral-granting institution individual exceptions for up to five students, or 1.5 percent of its doctoral students, whichever is greater. A report called “Individual Exceptions Allowed by Institution” will be provided to the Chief Academic Officer each biennium that shows each institution’s fall doctoral student headcount and the number of individual exceptions that will be permitted based on that headcount. The report also shows the number of doctoral students identified with an individual exception who have exceeded the 130 SCH cap.

Each institution that grants doctoral degrees will receive an electronic list identifying active doctoral students at their institution with 60 or more doctoral-level semester credit hours. Students who were granted an individual exception in a prior year but who graduated within the past year based on the graduation report, CBM009, have been included, too. This electronic list will be posted to the output directory of the Coordinating Board’s server in February of each even-numbered year. Current students who were granted individual or program exceptions for the last biennium have either a ‘P’ in Item #4 to indicate a program exception or an ‘I’ in Item #4 to indicate an individual exception. Please check to see that the information is accurate.

### **Which student records are to be returned?**

1. Return only the doctoral student records that have been identified for a change in the exception code, Item #4. If the exception type identified on the doctoral student record will continue for the next biennium, no record should be returned.
2. Change Item #4 to an ‘R’ for students who no longer will receive an individual or program exception.
3. Flag additional students selected for an individual exception with an ‘I’ and students now eligible for program exceptions with a ‘P’ in Item #4.
4. Be sure that the total number of individual exceptions does not exceed the number your institution is allowed as indicated in the “Individual Exceptions Allowed by Institution.” The total includes students whose records will be newly-coded with an ‘I’ and returned to the CB as well as those students who are already coded with an ‘I’ and whose records will not be returned to the CB.

### **Important Notes:**

1. Exceptions designated on the report will apply to semester credit hours generated by

## Univ. Doctoral Exception Report (CM00E)

doctoral students in the upcoming base period.

2. If a student with between 99 and 130 attempted doctoral hours is not in the exception database, the student won't generate doctoral funding.
3. New individual exceptions require presidential certification as indicated in Coordinating Board policy.
4. The CBM00E should be submitted via SFTP like any other CBM report that is sent to the Coordinating Board. A header record and a trailer record are required to be submitted with each report.
5. If the number of new "individual" exception records for doctoral students exceeds the approved number for the specific institution, an error list will be returned to the institution identifying the students who were not allowed to be flagged with an exception. In order for the students who were denied an exception to be granted one, a Removal record, 'R', for an equal number of the other doctoral students that are identified with an Individual exception, 'I', will have to be submitted and applied to the database to open an exception for each student that was returned on the error list that should be granted an individual exception.

Univ. Doctoral Exception Report (CM00E)

INSTRUCTIONS FOR DOCTORAL EXCEPTION REPORT

The actual file has a space between each item.

- Item #1     Record Code. Always 'E'.
- Item #2     Institution Code. The FICE Code of the institution has been provided.
- Item #3     Student Identification Number. The social security number of the student or the nine-digit identification for students without a social security number as submitted on the CBM001.
- Item #4     Exception Type. Enter the type exception granted the student.
- I. Individual – limited to 5 or 1.5% of doctoral students
  - P. Program – limited to certain programs
  - R. Remove prior exception granted
- Item #5     Term of Report. This is a biennial report that is to be coded a '5'.
- Item #6     Exception Year. This item is all four digits of the year in which the report is submitted.

The items below are informational only.

- Item #7     Doctoral Hours Accumulated to Date. This item is provided by the CB to reflect the number of hours summarized from the CBM001 at the doctoral level.
- Item #8     Major. The CB provides this item to show the latest eight-digit CIP code reported on the CBM001 as the doctoral student's degree area. For students with a 'P' in Item #4, the major code should match one of the program exception CIP codes for your institution.
- Item #9     Date of Birth. In YYYYMM format as provided on the CBM001. The day of birth is not captured in the doctoral data base at this time. This item may be helpful if the student identifier is not current.
- Item #10    Degree Year. Fiscal year in which the doctoral degree was reported to the CB on the CBM009.
- Item #11    Last Name. The last name of the doctoral student is provided if it matches the CBM001 in the past two years.
- Item #12    First Name. First name of the doctoral student is provided if it matches the CBM001 in the past two years.

Univ. Doctoral Exception Report (CM00E)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record – Always 'E'	1	1
Item #2	Institution Identifier - FICE – Numeric	3	6
Item #3	Student Identification Number	10	9
Item #4	Exception Type – I, P, or R	20	1
Item #5	Term of Report – Always '5'	22	1
Item #6	Exception Year	24	4
Item #7	Doctoral Hours Accumulated to Date – Numeric	29	3
Item #8	Major – Numeric	33	8
Item #9	Date of Birth - YYYYMM – Numeric	42	6
Item #10	Degree Year	49	4
Item #11	Last Name	54	20
Item #12	First Name	75	10





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.

Univ. Student Number Change Report (CM00N)

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.

Univ. Student Number Change Report (CM00N)

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

## STUDENTS IN SELF-SUPPORTING COURSES AND PROGRAMS CBM00X

This report reflects all students enrolled in extension courses at the reporting institution as of the institution's official census date for each term during the annual reporting cycle. Students who withdraw from a class on or before the official census date should not be included in this report. This report is due September 15 each year and should include all extension students who were enrolled at the institution during the prior fiscal year.

Students included in this report:

1. All students enrolled in academic credit extension courses creditable toward a certificate, degree, or other formal award.
2. Students enrolled in extension courses whether offered on-campus or at off-campus sites and centers in Texas.
3. High school students taking regular college extension courses for credit. Report these students in the classification in which they are recorded at the institution.
4. Extension students who have requested that their directory information not be released.

Students excluded from this report – DO NOT include:

1. Students enrolled exclusively in courses not creditable toward a formal award. Do NOT include students taking CEUs unless they are also enrolled in courses creditable toward a degree or other formal award.
2. Students who are exclusively auditing classes.
3. Students studying abroad (e.g., foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal.
4. Students in any branch campus located in a foreign country.

The Texas Higher Education Coordinating Board incorporated extension courses and programs within [Chapter 4, Subchapter E](#) that concern distance education and off-campus offerings. Extension courses and programs in 4.103 (12) are defined as:

Academic credit courses and programs delivered face-to-face or by distance education, including correspondence, whose semester credit hours are not submitted for formula funding. Face-to-face, academic credit extension courses and programs may be delivered on-campus or off-campus. This term does not apply to courses and programs delivered by community colleges to an extension center or extension facility unless the semester credit hours in the courses are not formula funded.

Some institutions offer complete degree programs in the extension (or non-formula funded) mode, while others offer only courses. Students taking only courses are typically not formally admitted to the institution through the standard admissions process, but they must meet Texas Success Initiative requirements in order to take college-level courses. Extension degree programs are programs which an institution has authority to offer and for which graduates receive a regular diploma from the delivering institution, but which are not supported by formula funding. Students enrolled in extension degree programs must be admitted to the institution

## Students in Self-Supporting Courses and Programs (CBM00X)

through the regular admissions process.

The current Coordinating Board rules allow institutions to offer extension courses and programs but provide for increased oversight of them. The following conditions are placed on extension offerings:

- Charges for extension courses and programs must not be less than regular Texas tuition and fees;
- Extension courses and programs must have the same quality standards as on-campus offerings;
- Institutions should adhere to the current notification procedures before offering extension courses and programs in places that would affect other institutions, and potentially affected institutions may protest delivery;
- Extension offerings must have accountability and transparency. The Coordinating Board requires verification that courses are not submitted for formula funding; and
- Extension programs must report student enrollments and completions, as they are a facet of *Closing the Gaps*.

[Coordinating Board Rule Section 4.108\(f\)](#) states that “institutions shall report enrollments, courses and graduates associated with extension offerings as required by the Commissioner.” Student enrollments in extension courses that are not reported on an institution’s standard CBM001 report should be reported on the CBM00X. Only students who are located in Texas should be reported. International students and other non-Texas residents should be reported if they reside in Texas while taking the relevant instruction.

Graduation data for extension students will be incorporated into the CBM009 report, which will be amended to include an item to indicate whether the student has completed an extension program.

Students in Self-Supporting Courses and Programs (CBM00X)

INSTRUCTIONS FOR STUDENTS IN SELF-SUPPORTING COURSES AND PROGRAMS

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

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 should assign unique (nine-digit) identification numbers to students without social security numbers.

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

M = Male      F = Female

Item #5 Classification. Enter the classification of the student. Use IPEDS definitions.

1. Freshman – a first-year student, or less than 30 semester credit hours
2. Sophomore – a second-year student who has completed the equivalent of one year of full-time undergraduate work; that is, at least 30 semester credit hours but less than 60 semester credit hours
3. Junior – a third-year student who has completed the equivalent of two years of full-time undergraduate work; that is, at least 60 semester credit hours but less than 90 semester credit hours
4. Senior – an undergraduate student who has completed the equivalent of three years of full-time undergraduate work; that is, at least 90 semester hours; continue to classify the student as a senior until the baccalaureate degree is completed
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 admitted to a master's degree program at the institution
- U. Unclassified Undergraduate – a student who cannot be classified by year of study or student level

Item #6 Ethnic Origin. Enter the code indicating the ethnic origin of the student.

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

**NOTE:**

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

Students in Self-Supporting Courses and Programs (CBM00X)

- a) Even though a student is allowed to pay the “Resident Tuition” rate due to a waiver, report with the international code.
- b) Continue to report 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. as international students.

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

Item #7 Semester Credit Hours Attempted. Enter the number of semester credit hours for which the student registered in the reporting year.

Item #8 Major. Enter the 2000 CIP code (Appendix C) of the authorized degree program. If the student is not in a program enter ‘99999999’.

Item #9 Date of Birth. Enter all four digits of the year and the two digits of the month and day of birth for the student.

YYYY = Year; MM = Month; DD = Day

**NOTE:** If the month of birth is known and the year is unknown, code this item as unknown or ‘00000000’.

Item #10 Last Name. Enter the student’s last name. Truncate if the name contains over 20 characters.

Item #11 First Name. Enter the student’s first name. Truncate if the name contains over 10 characters.

Item #12 Middle Initial. Enter the initial of the student’s middle name.

Item #13 First-Time-in-College. If the student has never attended college or other postsecondary institution, enter a ‘1’, right justified, zero filled, to indicate a first-time student. Students should not be reported as first-time-entering college until they have completed their high school work. Therefore, include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).

Item #14 First Term Enrolled. Enter all four digits of the year and the two digits of the month when the student was first enrolled at the institution during the current reporting year. (Note: this might not be the first term overall when the student was enrolled, simply the first term this year.)

YYYY = Year; MM = Month

Students in Self-Supporting Courses and Programs (CBM00X)

Item #15 Last Term Enrolled. Enter all four digits of the year and two digits of the month when the student was last enrolled at the institution during the reporting year.

YYYY = Year; MM = Month

Item #16 Student Intent. Enter the code that reflects the primary reason the student is attending classes at your institution. The datum MUST be student-declared.

1. Earn an associate's degree (2 year)
2. Earn a certificate (less than 2 years)
3. Earn a baccalaureate or higher degree
4. Not seeking a degree or certificate
0. Not available

Item #17 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 #18 Reporting Period. Default to annual reporting period (code as '5').

Item #19 Year. Enter all four digits of the year in which the report is submitted.



Students in Self-Supporting Courses and Programs (CBM00X)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always 'X'	1	1
Item #2	Institution Code - FICE Code – Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender - 'M' or 'F' – Alpha	17	1
Item #5	Classification	18	1
Item #6	Ethnic Origin – Numeric	19	1
Item #7	Semester Credit Hours – No decimals; zero fill	20	2
Item #8	Major	22	8
Item #9	Date of Birth - YYYYMMDD – Numeric	30	8
Item #10	Last Name – Alpha	38	20
Item #11	First Name – Alpha	58	10
Item #12	Middle Initial – Alpha	68	1
Item #13	First-Time-In-College – Numeric or blank	69	6
Item #14	First Term Enrolled – Numeric	75	6
Item #15	Last Term Enrolled – Numeric	81	6
Item #16	Student Intent – Numeric	87	1
Item #17	Non-disclosure – Numeric	88	1
Item #18	Reporting Period – Numeric	89	1
Item #19	Year - YYYY – Numeric	90	4

Students in Self-Supporting Courses and Programs (CBM00X)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine the 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 'X'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Student ID Number	Alpha characters	Blank or special characters
4. Gender	N/A	Any value except 'M' or 'F'
5. Classification	N/A	Any value except '1' - '6' or 'U'
6. Ethnic Origin	N/A	Any value other than '1' thru '7'
7. Semester Credit Hours	Value greater than '52'	Non-numerical value; zero fill unused positions
8. Major	N/A	Non-numeric or invalid CIP code
9. 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'
10. Last Name	N/A	Blank, numerical
11. First Name	N/A	Blank, numerical
12. Middle Initial	N/A	Numerical
13. First-Time-In-College	N/A	Any non-numerical characters except all blanks
14. First Term Enrolled	N/A	Any non-numerical data; month greater than '12' or less than '01'

Students in Self-Supporting Courses and Programs (CBM00X)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
15. Last Term Enrolled	N/A	Any non-numerical data; month greater than '12' or less than '01'
16. Student Intent	N/A	Any value other than '0' through '4'
17. Non-disclosure	N/A	Any value other than '2' or '0'
18. Reporting Period	N/A	Value other than '5'
19. Year	N/A	Must match value on header record

The number of duplicate records is indicated.

**DISCREPANCY:** The edit program counts the number of records processed in the report. If it is not the same as the number listed in the trailer record (control total), the difference is listed as the discrepancy. This value should be checked to assure that the entire file has been effectively submitted and processed.

Students in Self-Supporting Courses and Programs (CBM00X)

SUMMARY OF STUDENT DATA

HEADCOUNT: The headcount is a summation of CBM00X records.

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

AGE: The age distribution is calculated by subtracting the date of birth (Item #9) from the beginning date of the semester. For this report, the beginning date of each semester is:

Fall:	September 1
Spring:	January 1

CLASSIFICATION: This summary is based upon the codes in Item #5.

FIRST-TIME-IN-COLLEGE: The summary is based on the code of '000001' in Item #13.

ETHNIC ORIGIN: The summary is based on the ethnic origin code (Item #6).

SEMESTER CREDIT HOURS (SCH): Item #7 is summed to produce a total.

NON-DISCLOSURE: The summary is based on the code of '2' in Item #17.

Students in Self-Supporting Courses and Programs (CBM00X)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

TEXAS HIGHER EDUCATION COORDINATING BOARD

DATE: 9/20/2007

CBM00X EDIT SUMMARY FROM LONE STAR UNIVERSITY 003304

ANNUAL 2007

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
Item 1	Record Code	429	0	0
Item 2	Institution Code	429	0	0
Item 3	Student Id	429	0	0
Item 4	Gender	428	0	1
Item 5	Classification	429	0	0
Item 6	Ethnic Origin	429	0	0
Item 7	Semester Credit Hours	429	0	0
Item 8	Major	429	0	0
Item 9	Date of Birth	428	1	0
Item 10	Last Name	429	0	0
Item 11	First Name	429	0	0
Item 12	Middle Init	429	0	0
Item 13	FTIC	429	0	0
Item 14	First Term Enrolled	429	0	0
Item 15	Last Term Enrolled	429	0	0
Item 16	Student Intent	429	0	0
Item 17	Non-Disclosure	429	0	0
Item 18	Reporting Period	429	0	0
Item 19	Year	429	0	0

Total Report Records	429			
Control Total	433		Discrepancy	4
Total Recs On Db	429			
Number Of Duplicate Records	0			
Number Of Relative Duplicate Questionable	0			
Number Of Relative Duplicate Error	0			
Total Error Recs On Db	1			
Total Questionable Recs On Db	1			
Total Non Error Records On Db	428			
Total Rejected Records	0			

Students in Self-Supporting Courses and Programs (CBM00X)

TEXAS HIGHER EDUCATION COORDINATING BOARD  
CBM00X SUMMARY OF STUDENT DATA FROM  
LONE STAR UNIVERSITY 003304

DATE: 9/20/2007  
ANNUAL 2007

Gender	
Male	219
Female	209
Total	428

Age	
Under 17	0
17	8
18	125
19-21	200
22-24	54
25-30	7
31-35	0
36-50	5
51-64	30
65 And Over	0
Average-Age	20.4
Total	429

Classification	
Freshman	25
Sophomore	156
Junior	138
Senior	72
Post-Baccalaureate	0
Master	14
Unclassified	24
Total	429

First-Time-in-College	15
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Ethnic Origin	
White	337
Black	32
Hispanic	57
Asian	3
Indian	0
International	0
Unknown	0
Total	429

Semester Credit Hours	8,580
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Non-disclosure	5
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\*\*\* Note: Totals Are Net Errors

Students in Self-Supporting Courses and Programs (CBM00X)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

ANNUAL 2007

Edit Of SR-CBM00X Data From

LONE STAR UNIVERSITY 003304

RunDate: 09/20/2007 Time: 15:26:41

Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Item	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
X	003304	123456888	U	1	1	12	51160100	19140228	GOODSTUSENTA	JOHN	S	000001	200609	200701	1	2	5	2007	E	

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GENDER(ITEM4), VALUE ERROR

Total Rejected Records 0  
 Total Records On Database 429  
 Total Non Error Records 428  
 Total Error Records 1  
 Total Questionable Records 1  
 Total Rejected Records 0

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