

**MEETING MINUTES**  
**SIS Coordinator Meeting**  
**April 23, 2008: University of Oregon, Knight Library**

Attendees - **EOU:** Beth Eaton, Farooq Sultan; **OIT:** Anji Duchi, Marla Edge, Rose Keen, Carl Moody; **OSU:** Connie Atchley, Phil Brown, Jim Day, Reed Byers, Nancy Laurence; **PSU:** Cindy Baccar, Debbie Dresner, Carolyn Lee, Bev Lipsitz, Lina Lu; **SOU:** Peg Blake, Julie McClendon, Peggy Mezger; **UO:** Jim Blick, Jim Bouse, J.P. Monroe, Andrea Larson Pete Bauer; **WOU:** Nancy France, Michael Ellis, Mike Soukup, Bruce Vickers; **OUS:** Mark Endsley, Arron Frerichs, Jonathan Jacobs, Bob Kieran, Vern Mayfield, Lisa Mentz, Tom North

Recorder - [Jonathan Jacobs](#), OUS

DISCUSSION ITEM	NEXT STEPS
<p><b>Update on system activity</b></p> <ul style="list-style-type: none"> <li>• Funding for the <a href="#">Oregon Opportunity Grant</a> has nearly doubled to \$72 million as part of the Governors' <a href="#">40/40/20 plan</a></li> <li>• Governor has created the <a href="#">Postsecondary Quality Education Commission</a></li> <li>• Update on the <a href="#">State Board of Higher Education committees</a>:               <ul style="list-style-type: none"> <li>○ Portland Higher Ed Committee – <i>create relationships with research and business in Portland.</i></li> <li>○ Student Participation &amp; Completion – <i>access, retention, completion.</i></li> <li>○ Finance &amp; Administration</li> <li>○ Strategic Initiatives – <i>academic issues, program alignment</i></li> <li>○ Joint Boards – <i>K16, IDTS and ATLAS.</i></li> </ul> </li> </ul> <p>OUS Institutional Research activities using SCARF data</p> <ul style="list-style-type: none"> <li>• <a href="#">Dual Credit study</a> completed – Used to inform policy around investment in dual credit. The report finds that dual credit is helpful to students.</li> <li>• <a href="#">OUS Fact Book</a> will be produced this year for legislative session.</li> <li>• <a href="#">2008 OUS Performance Report to the Board</a> contains performance measures based on SCARF data.</li> </ul>	
<p><b>SCARF Submissions</b></p> <p>In 2004, the new SCARF submission began. Bugs appear to be worked out. All campuses are doing great and meeting deadlines.</p> <p>Data quality issues</p> <ul style="list-style-type: none"> <li>• OUS is working with campuses to resolve difficulties getting high school data in before the 4<sup>th</sup> week SCARF deadline.</li> <li>• If a student is home schooled, STUDENT.HS should be sent as '98XXXX'.</li> <li>• The TEST section is set up to receive SAT and ACT writing scores, but many institutions are not sending. Please make sure those are sent.</li> </ul>	<p>Arron Frerichs will send reminders 2-3 weeks before the end of the term to begin sending test files</p> <p>Campuses: Check data quality issues</p> <p>Please call OUS if you find holes to explore backfilling data.</p>

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<p><b>IPEDS Update</b></p> <ul style="list-style-type: none"> <li>• In IPEDS, ‘First Professional’ is going away, mapped to ‘Doctoral – Professional practice’ effective 2008-09. No practical effect. OUS will still retain ‘First Professional’ language locally.</li> <li>• Race/Ethnicity will be asked as a two-part question effective 2010-11. The REAPC committee, with representatives from each campus, is working on implementation issues for this change. OUS is waiting for guidance from the federal level: <ul style="list-style-type: none"> <li>▪ 1. Ethnicity: Hispanic/Non-Hispanic</li> <li>▪ 2. Race: White/African American/Asian/etc.</li> </ul> <ul style="list-style-type: none"> <li>○ We are encouraged to resurvey existing students and faculty/staff. Phil Brown (OSU) has system ready to send an email request and form.</li> </ul> </li> <li>• Heads up: IPEDS is considering moving the collection of the graduation rate survey to Feb 1<sup>st</sup>. If this happens as proposed we will need to move supplemental degree SCARF collection to December.</li> </ul>	<p>OUS will send an update when federal guidance is received.</p> <p>OUS will consider whether or not to backfill old data with new data after resurvey.</p> <p>Phil Brown will share his code after final guidance is received.</p>
<p><b>Financial Aid Data Collection</b></p> <p>SCARF is collecting unit level financial aid – all awards to all students. The 2006-07 SCARF collection saw a great effort to increase the quality of the financial aid submission at all campuses. OUS needs to use this data to report on a board performance measure, the amount of college cost covered by financial aid. This requires a five-year trend.</p> <ul style="list-style-type: none"> <li>• We will need to collect five years of data, going back to 2002-03.</li> <li>• Our hope is that the program for 2006-07 can be applied to past years.</li> </ul> <p>OUS will not require all elements of the STUDENT record in these submissions.</p>	<p>Jonathan Jacobs will continue working with campus research and financial aid offices to get the five-year submission in by the end of the summer.</p> <p>Campuses: See the <a href="#">SCARF data dictionary</a> for changes to the submission.</p>
<p><b>Data Elements and SCARF Data Dictionary Changes</b></p> <p>SCARF data dictionary changes will be effective summer 2008. Financial aid changes have been shared with the financial aid directors.</p> <p>Items of note:  <b>COHORT_EXCLUDE table</b>  Please include this table to help improve graduation rates.</p> <p><b>STUDENT.ADMIT_DECISION</b>  We’ve clarified the definition of the ‘A6’ ADMIT_DECISION. In some instances, the code appears to have been used as a catch-all for students with missing data to avoid data validation checks. Students with missing data should be coded to reflect the basis of their admission determination.  If missing student data was part of old SCARF submissions (e.g. because of shadow system), send Arron a list of the PIDs and he will find the missing data from past submissions.</p> <p><b>Substantial Presence: Not currently in SCARF</b>  Historically OUS campuses have mapped students who are “Substantial Presence” to be non-resident aliens. This might not be correct. University of Illinois has many <a href="#">codes for substantial presence</a> to reflect different possibilities.  A solution is not needed at this time for SCARF, but a solution is needed before the HR and SIS systems can be integrated.</p>	<p>Campuses: See the <a href="#">SCARF Data Dictionary</a> and the <a href="#">SDD Changes</a> for details on SCARF changes.</p> <p>Campuses: Include COHORT_EXCLUDE in submission</p> <p>Campuses: Check coding for A6 and other ADMIT_DECISION codes.</p>

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<p><b>DEGREE submission</b></p> <ul style="list-style-type: none"> <li>The DEGREE section has been changed to collect institution major codes for all majors and minors. This is to respond to instances when multiple majors are reported under the same CIP code.</li> <li>A new section, MAJOR_VALIDATION, will collect the validation table data for major codes.</li> <li>ACAT codes of 64 and 65 have been added to distinguish between teaching licensures and administrative licensures.</li> </ul> <p>Teacher Education Certificates: Endorsement Coding</p> <ul style="list-style-type: none"> <li>Certain endorsements use the same CIP mapping (e.g. basic, advanced math) and we can't differentiate the two in SCARF.</li> <li>To get a complete list of offerings, OUS will ask each campus what endorsements they offer that are not listed in our codes.</li> <li>Moving forward, endorsements will use CIP code mappings when available, otherwise a code will be created ending with an alpha character. This will (1) identify created codes and (2) ensure no duplication with future NCES CIP changes.</li> </ul>	<p>Campuses: See the <a href="#">SCARF Data Dictionary</a> and the <a href="#">SDD Changes</a> for detailed changes to the degree submission.</p> <p>OUS will create new endorsement codes where needed.</p>
<p><b>English as a Second Language (ESL)</b></p> <p>Historically, in SCARF, we do not include the headcount of students who are in ESL courses. These students are learning English skills to be able to take classes, but are not yet taking college-level courses.</p> <p>Survey:            ESL headcounts are not in SCARF: EOU, OIT, OSU, SOU, UO            ESL headcounts are included in SCARF: PSU, WOU</p> <p>SCARF should not include ESL students who are not taking college-level academic courses; ESL students taking only ESL courses such as LING099 should not be included in headcount. If an ESL student is taking any college level courses they can be counted. All students taking remedial courses (i.e. &lt;100 level in MTH, ENG) should be included in SCARF for budget purposes.</p> <p>In the future OUS will consider collecting these students and adding an ESL flag to the SCARF collection (more data).</p>	<p>OUS will qualify this rule and post the policy for moving forward.</p> <p>Campuses: Make sure ESL students taking only ESL courses are not included in headcount.</p>

