Texas Higher Education
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Memorandum

September 11, 2018

To: Chief Reporting Officials
Chief Institutional Officers

From: Julie A. Eklund

Subject: Fall 2018 Due Date Reminder and Manual Updates

The following memo includes a reminder about due dates and CBM Manual updates including certification follow-up procedures for fall and spring 2019 changes.

October 15 Due Date and Error Free SCH and CH Reporting for Formula Funding Purposes

This is just a reminder that it is critical that your Census date reports be **submitted on or before October 15, 2018**. In order to prepare data for the preliminary formula funding data reports, all formula funding fields (primarily SCH and CH) must be error free **as soon as possible thereafter**, so that we can provide institutions with our formula funding tabulations with time to review prior to our deadline for submission to the Legislative Budget Board (LBB) on November 1, 2018.

Certification Tracking

The Strategic Planning and Funding Division has undertaken a process to identify our operational priorities for the next few years. One of those priorities is increasing the timely submission of CBM data. As you may know, when even a single institution is late, Texas Higher Education Coordinating Board (THECB) staff cannot conduct the statewide analyses needed for the accountability system, the Almanac, and uses related to state funding for higher education. Specifically, we aim that all of fall CBM reports collected by the Educational Data Center (EDC) are certified by the institutions as available for use within four working weeks of the due date (approximately Nov. 15). This is an ambitious goal and one that we know will take some time to achieve.

We presented some of the strategies we developed to support more timely data submission at the summer TACRAO meetings and have incorporated institutional input into our supports going forward. The first of these is to improve the certification tracking process by (1) simplifying the tracking dashboard available to institutions, (2) including initial submission due dates and certification dates in the manual, and (3) updating the process for institutional notifications as follows:

1. The EDC Data Analyst will telephone or email the Reporting Official if there has been no initial submission of a specific report within 2 weeks of the due date or if a specific report is not received within two days after the certification date.[1]
2. An email from the Director of the Educational Data Center will be sent to the Chief Reporting Official if the report has not been received and **certified** by December 1st.
3. An inquiry letter will be emailed to the THECB liaison from the Assistant Commissioner if the report has not been received and **certified** by December 8th. The Chief Reporting Official will be copied.
4. A letter indicating that the certification of the CB report is delinquent will be emailed to the President from the Assistant Commissioner if the report has not been **certified by** December 15th.

Negotiated Rulemaking

The Negotiated Rulemaking Committee convened in December 2017 and recommended the elimination of the following fields:

Institution Type	CBM Manual	Item #	Description
Community Colleges	CBM001	22E	Programs to Eliminate Gender Bias
Community Colleges	CBM00A	22E	Programs to Eliminate Gender Bias
Community Colleges	CBM008	12	New Hire
Health Related Institutions	CBM008	12	New Hire
Universities	CBM008	19	New Hire
Universities	CBM00B	15	Parent 1's Education Level
Universities	CBM00B	16	Parent 2's Education Level
Universities	CBM00B	20	Family Obligations

To assist in the transition, these items will be eliminated from the manual and the edit checks. However, you may continue to report these items through FY19. Beginning in fall 2019, values in these columns will not be accepted.

[1] This step will be adjusted for institutions that have notified the THECB that they plan to report late-start sessions, such as eight-week courses, as part of their regular reporting and not as flex. A memo with more details will follow regarding these types of sessions. The LBB and THECB are finalizing a proposal for handling base-year reporting related to formula funding. **Please notify Victor Reyna** immediately if your institutions will be unable to submit your reports by October 15th due to offering late start courses.

The Negotiated Rulemaking Committee requested two changes that will require updates to Student Information Systems and will go into effect Fall 2019. Affecting Universities, Item 10B (SCH Load, Off-Campus) will be deleted and these hours will be included in on campus hours (Item 10A). Affecting HRI's, Item 11 (SCH Remote Site) will be deleted and the hours will be combined with on campus hours (Item 10).

Reporting Developmental Education (DE) Hours

In accordance with TAC §13.107, the THECB specifies a limit on the number of developmental education hours that can be reported for formula funding decisions. Given recent changes triggered by HB 2223 (85-R), there is an increased need to provide an accurate account of SCH for all developmental education courses and interventions. However, tracking DE is not only important for accurate funding calculations, but also for understanding developmental education across the state.

Institutions should report all developmental education hours, funded or unfunded, under the appropriate CBM item. Reporting "0" is not acceptable, even if the hours are not being claimed for funding. In light of the considerations above and to provide increased visibility of our developmental education landscape, changes have been made in the CBM reporting manual.

The changes above will be effective for spring 2019 reporting on the following items:

CBM001
Contact Hours - Developmental Education NOT State Funded. (#30 CTC)
SCH - Developmental Education NOT State-Funded. (#23 CTC, #22 Public Univ)

CBM004
Enrollment of Students Whose Developmental SCH is NOT State-Funded (#6B CTC, #17 Public Univ.)

CBM00S
SCH NOT State-Funded. (#12 CTC and Public Univ)
Contact Hours Not State-Funded. (#15 CTC)
SCH NOT Funded Reason. (#20 CTC, #17 Public Univ)

CBM0E1
SCH - Developmental Education NOT State-Funded. (#23 CTC, #22 Public Univ)
Contact Hours - Developmental Education NOT State-Funded. (#30 CTC)

If you have any questions regarding CBM reporting for developmental education, please contact Bobby Jenkins by email at BR.Jenkins@thecb.state.tx.us or by phone at 512-427-6145.

If you have any questions regarding any other area of CBM reporting, please contact Victor Reyna by email at Victor.Reyna@thecb.state.tx.us or by phone at 512-427-6286.