

## Changes to Community, Technical, and State College Reporting Manual (As of Summer 2011)

### **SUMMER 2011 (July 11, 2011)**

#### CBM002 Texas Success Initiative (TSI) Report

The following items have been deleted:

- Item 10A Academic Semester Credit Hours Completed
- Item 10B Academic Grade Points Earned
- Item 11A Technical Semester Credit Hours Completed
- Item 11B Technical Grade Points Earned
- Item 31/51/71 Enrolled in First CB-approved College-level Math/Reading/Writing Course
- Item 32A/52A/72A Subject Prefix for Math/Reading/Writing Course as in ACGM
- Item 32B/52B/72B Math/Reading/Writing Course Number as in ACGM
- Item 33/53/73 CB-approved First College-level Math/Reading/Writing Course Grade
- Item 80A/81A/82A/83A Number of SCH in First/Second/Third/Fourth Math Developmental Education Course Taken This Semester
- Item 80B/81B/82B/83B Grade in First/Second/Third/Fourth Math Developmental Education Course Attempted
- Item 80C/81C/82C/83C Level of First/Second/Third/Fourth Math Developmental Education Course Attempted
- Item 84A/85A/86A/87A Number of SCH in First/Second/Third/Fourth Reading Developmental Education Course Taken This Semester
- Item 84B/85B/86B/87B Grade in First/Second/Third/Fourth Reading Developmental Education Course Attempted
- Item 84C/85C/86C/87C Level of First/Second/Third/Fourth Reading Developmental Education Course Attempted
- Item 88A/89A/90A/91A Number of SCH in First/Second/Third/Fourth Writing Developmental Education Course Taken This Semester
- Item 88B/89B/90B/91B Grade in First/Second/Third/Fourth Writing Developmental Education Course Attempted
- Item 88C/89C/90C/91C Level of First/Second/Third/Fourth Writing Developmental Education Course Attempted

#### CBM004 Class Report

- Item 5 The section number was increased to 7 positions to be consistent with the CBM00S
- Item 8 A new location code for High School for Dual Credit (H) was added

#### CBM006 End-of-Semester Class Report (replaced by CBM00S in fall 2011)

- Item 8 A new location code for High School for Dual Credit (H) was added

CBM00S Student Schedule Report – A new report for reporting courses and grades by student as of the final day of the semester (replaces the CBM006 as of fall 2011)

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CBM0E1 Student End of Semester Report – A new report for reporting students enrolled as of the final day of the semester

### **FALL 2011 (September 1, 2011)**

#### CBM005 Building and Room Report

Item 5 The section number was increased to 7 positions to be consistent with the CBM00S

#### CBM006 End-of-Semester Class Report – Discontinued

#### CBM008 Faculty Report (became an end-of-semester report)

The following items were added:

- Item 24 Subject Prefix
- Item 25 Course Number
- Item 26 Section Number
- Item 27 Responsibility Factor (Percent)

#### CBM009 Graduation Report

Item 13 Changed the name of the item from Type Major to Type Award

### **SUMMER 2012 (April 4, 2012)**

Page 0.1 Additional Reports/Important Dates have been modified under Formula Funding for Appropriations to include a formula run every year rather than every other year

Page 0.2 Reporting Periods have been adjusted for the spring and summer semesters:

- a. Spring Semester due date for the CBM001 and CBM004 has been changed to February 15 to allow us to generate the formula funding program every year
- b. First and Second Summer Semester due date for the CBM002 and CBM0E1 has been changed to October 1

CBM006 (End of Semester Class Report) has been removed from manual

#### CBM00S Student Schedule Report

Item #24 Course Grade has been modified to include a note that defines code 9 (E for Effort or In Progress) as applicable to developmental education courses only

**FALL 2012 (August 2012)**

CBM001 Student Report

Reporting Non-semester-length Developmental Education Interventions

As semester credit hours must be reported in whole numbers on the CBM0E1, the following crosswalk is provided for reporting SCHs in non-semester length developmental education interventions. Institutions should add up all of a student's hours in approved developmental education interventions and then use the crosswalk. For example, although a student who participates in one eight-hour intervention in a semester would be reported with 0 SCH, a student who participates in two eight-hour interventions would be reported with 1 SCH.

Or

Use the crosswalk to determine the appropriate SCHs for the intervention and continue to use that number for all reporting and calculations on the CBM001, CBM004, and CBM0E1. For example, a student who participates in one 8 contact hour intervention in a semester would be reported with 0 SCH; a student who participates in two 8 contact hour interventions would be reported with 0 + 0 or 0 SCH. A student who participates in two 10 hour interventions will be reported with 1 + 1 or 2 SCH (even though the 20 contact hour total = 1 SCH on the crosswalk). In other words, the SCH value of the intervention reported will not change, even if additional interventions occurred in the semester.

- 4 - 8 contact hours = 0 SCH
- 9 - 24 contact hours = 1 SCH
- 25 - 40 contact hours = 2 SCH
- 41 - 56 contact hours = 3 SCH

CBM002 Texas Success Initiative Report

Item #43 Correction has been made to replace math with reading

Item #63 Correction has been made to replace math with writing

CBM0E1 Student End of Semester Report

Reporting Non-semester-length Developmental Education Interventions

As semester credit hours must be reported in whole numbers on the CBM0E1, the following crosswalk is provided for reporting SCHs in non-semester length developmental education interventions. Institutions should add up all of a student's hours in approved developmental education interventions and then use the crosswalk. For example, although a student who participates in one eight-hour intervention in a semester would be reported with 0 SCH, a student who participates in two eight-hour interventions would be reported with 1 SCH.

Or

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Use the crosswalk to determine the appropriate SCHs for the intervention and continue to use that number for all reporting and calculations on the CBM001, CBM004, and CBM0E1. For example, a student who participates in one 8 contact hour intervention in a semester would be reported with 0 SCH; a student who participates in two 8 contact hour interventions would be reported with 0 + 0 or 0 SCH. A student who participates in two 10 hour interventions will be reported with 1 + 1 or 2 SCH (even though the 20 contact hour total = 1 SCH on the crosswalk). In other words, the SCH value of the intervention reported will not change, even if additional interventions occurred in the semester.

4 - 8 contact hours = 0 SCH

9 - 24 contact hours = 1 SCH

25 - 40 contact hours = 2 SCH

41 - 56 contact hours = 3 SCH

### Appendix O

Correction made to read "Includes all codes in CIP series (52) Business, ...." on page O.5.

### **Spring 2013 (February 2013)**

#### CBM004 Class Report

Item #20 changed to: Enter the primary mode of instruction where more than 50 percent of the instruction is delivered via a single mode.

Definition of Hybrid/Blended course in the NOTE section under Item #20 changed to: A course in which more than 50 percent, but less than 85 percent, of the planned instruction occurs when the students and instructor(s) are not in the same place.