Reporting 101 and Data Analysis for Two-Year Colleges

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November 5, 2012

Texas Higher Education Coordinating Board
Educational Data Center

Educational Data Center Contact Information

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Mission Statement

The mission of the Educational Data Center is to ensure that accurate and timely institutional reporting data is available to the agency for purposes of higher education analysis and reporting.

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Who Typically Requests CBM Report Data?

- ✓ Legislature
- ✓ Legislative Budget Board
- ✓ State Auditors Office
- ✓ Comptroller, etc.

**** THECB supplies data to these entities and others alike on a weekly, if not daily basis***

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Communication

- ✓ Institutional contact information is very important. It helps us inform the institutional representative of the upcoming due dates and any pertinent information that has been incorporated to the reporting process.
- ✓ All institutional representatives are sent an e-mail of any updates to the CBM reports.
- ✓ In addition to the emails, all updates to the manual can be found at the following website address: http://www.txhighereddata.org/ReportingManuals.cfm

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Reporting Periods of Interest

CBM Reports	Spring Due Date	Summer Due Date	Fall Due Date	Annual
Enrollment & Course Reports	*Mar 15	Aug 15	Oct 15	Oct 15
Texas Success Initiatives Report	Jun 15	Oct 1	Feb 1	Feb 1
Faculty Report			Feb 1	Feb 1
Graduation Report			Oct 1	.
Student Transcript	Jun 15	Oct 1	Feb 1	Feb 1

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Due Mid February in Odd Reporting Years
****Certified by October 15th***

Submission of CBM Reports

Why submit via SFTP?

- ✓ State and federal security requirement mandate that confidential data be transferred using a secure process.
- ✓ Since July 15, 2004 all CBM and confidential files are required to be submitted or retrieved via SFTP.

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Notification of Submitted Data is Via E-mail

- ✓ First, the institutional representative should receive an initial e-mail notifying them when THECB's system has received their report(s).
- ✓ They will then get a second e-mail alerting them that the report is ready for review.

Generic email mailbox required

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Factors that could delay/stop the data to process

- The file was attached in the wrong format
- The raw text file was mistakenly placed in the output folder
- The header record was not recognized by the system
- The file is hung up in the system
- THECB's system was overloaded due to the high volume of submitted data by the various institutional reports

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What to look after an error free report has processed

- Does the item breakdown in the edit report correspond with the data that is in your institution's system?
- Are there any warnings messages on the report about a particular item number that have any validity to take a second look at the submitted?
- Do the cross check edits between reports match?

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ays remember that an error free report does not always guarantee a correct certifiable report

Certifying the CBM Report

- ✓ Once the report has been reviewed by the appropriate personnel, the institution should submit a certification statement with the Institution's FICE, CBM report, year, and semester.

Institutions can review the status of their certification on the Data and Statistics website:
http://www.txhighereddata.org

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Information Links

- ✓ Reporting Manuals http://www.txhighereddata.org/index.cfm?objectId=3874B639-B8B5-1533-24CEAC194113B058

- ✓ Status Reports http://www.txhighereddata.org/Interactive/CBMStatus/

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Open Forum - All

- ✓ Questions?
- ✓ Suggestions?

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