



Texas Higher Education
COORDINATING BOARD
Strategic Planning and Funding

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

Julie A. Eklund, Ph.D.
Assistant Commissioner
Strategic Planning and Funding
512/427-6533
julie eklund@the cb.state.tx.us
FAX: 512/427-6147

Jenna Cullinane Hege, Ph.D.
Deputy Assistant Commissioner
Strategic Planning
512/427-6148
jenna.cullinanehege@the cb.state.tx.us
FAX: 512/427-6147

David Young
Senior Director
Funding
512/427-6139
david.young@the cb.state.tx.us
FAX: 512/427-6147

Linda L. Hargrove, Ph.D.
Director
Research and Evaluation
512/427-6122
linda.hargrove@the cb.state.tx.us
Fax: 512/427-6147

Thomas E. Keaton
Director
Funding and Resource Planning
512/427-6133
thomas.keaton@the cb.state.tx.us
FAX: 512/427-6147

Victor Reyna
Director
Educational Data Center
512/427-6286
victor.reyna@the cb.state.tx.us
FAX: 512/427-6147

Memorandum

February 1, 2019

To: Chief Reporting Officials, Chief Financial Officers, CTC Liaisons,
University Liaisons, and HRI Liaisons

From: Julie A. Eklund

Subject: Spring 2019 Due Date Reminder and Manual Updates

The following memo includes a reminder about due dates to meet formula funding data submission deadlines, other upcoming spring deadlines, and CBM Manual updates for spring 2019.

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

The Legislative Budget Board requires the Coordinating Board staff to submit final formula data on March 1, 2019, to assist them in preparing the appropriations bill for the 86th Texas Legislative Session. This is a reminder that data for the formula funding is **due February 15, 2019**. The following reports need to be "Error Free":

Public Universities

CBM001 spring 2019 Doctoral student records

All CBM004 spring 2019 records (mismatches with the CBM001 data are allowed)

Health-related Institutions

All CBM001 spring 2019 records

Public Community, State, and Technical Colleges

All CBM004 spring 2019 records (mismatches with the CBM001 are allowed)

All CBM00C Quarter #2 2019 records (mismatches with the CBM00A are allowed)

NOTE: Institutions who were part of the fall eight week course pilot should contact Victor Reyna by email at Victor.Reyna@the cb.state.tx.us or by phone at 512-427-6286 for due dates.

If you have questions regarding the formula data, please contact the following:

Public Universities - Jennifer Gonzales at 512-427-6235 or
jennifer.gonzales@theccb.state.tx.us

Health-Related Institutions – Ed Buchanan at 512-427-6138 or
ed.buchanan@theccb.state.tx.us

Community Colleges & TSTC's - Roland Gilmore at 512-427-6243 or
roland.gilmore@theccb.state.tx.us

Community College Update

To accommodate Senate Bill 2118, passed by the 85th Texas Legislature, which authorizes public junior colleges meeting specific requirements to offer applied baccalaureate degree programs, a new course type of "8" is being added to the Community, State and Technical Colleges CBM004 and CBM00S. The options for Item #8 on the CBM004 and Item #19 on the CBM00S will now include:

- 1 General Academic
- 2 Local Need
- 4 Technical (in Workforce Education Course Manual)
- 7 Approved Third and Fourth Year BAT or other Approved Upper Division Course(s)
- 8 Approved Upper Division Course(s)

NOTE: Institutions that were allowed to offer baccalaureate degree programs prior to the 85th Legislative Session should enter a course type of "7" for approved upper division courses (Brazosport College, Midland College, South Texas College and Tyler Junior College). Institutions approved to offer baccalaureate programs beginning in 2017 (SB2118, 85th Legislature) should enter a course type of "8" for upper division courses. The edit program will validate that the institution is approved to offer at least one baccalaureate degree program.

Negotiated Rulemaking

As a reminder, 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 | CBM0E1 | 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.

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 Health-Related Institution's, Item 11 (SCH Remote Site) will be deleted and the hours will be combined with on campus hours (Item 10).

Finally, I'd like to personally thank all institutional reporting staff for the improvements we observed in timely reporting of data this past fall. The following schedule will be followed this spring for notifying chief reporting officials, institutional liaisons to the THECB, and presidents regarding overdue data submission. As noted, adjustments may be made for schools in the 8 week pilot.

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.
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 April 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 April 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 April 15th.

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

SPF/vr/bb