Four-Year For Profit, Private, and Out-of-State Public Postsecondary Institutions Operating in Texas

60x30TX
Texas Higher Education Coordinating Board

Fall 2019 Accountability Peer Group Webinar

The Accountability meeting for Four-Year For Profit, Private, and Out-of-State Public Postsecondary Institutions will be held **Friday, October 18, 2019**, from 1:00 PM to 2:30 PM Central Time (CT) via webinar. We will be taking live questions from participants during the meeting.

PLEASE NOTE: There will not be an onsite meeting at the Texas Higher Education Coordinating Board's offices during the webinar. We expect to record the webinar and make it available on our website within one week following the meeting. The recorded webinar and other meeting materials will be posted at:
Four-Year For Profit, Private and Out-of-State Public Postsecondary Institutions Accountability Webinar

At the meeting, there will be an update on the Texas Higher Education Accountability System web application using data from your institutions, and a walk-through of the reporting requirements and timeline for the upcoming submission of fiscal year 2018 data. As completions reported by Four-Year For Profit, Private, and Out-of-State Public Postsecondary Institutions are included in the *60x30TX* (state strategic plan) Completion Goal, we are focused on ensuring that submission and certification of CBM reports will be concluded by January 15, 2020. This is in alignment with existing requirements in the CBM Reporting Manual for Career Schools and Colleges and Private and Out-of-State Public Postsecondary Institutions. The agenda for the webinar is attached.

Data Reporting

1. Data Reporting Timelines

Four-Year For Profit, Private, and Out-of-State Public Postsecondary Institutions operating in Texas under a Certificate of Authority or a Certificate of Authorization are subject to annual data reporting that is used in the Texas Higher Education Accountability System for both statewide and sector specific measures. In order to publish statewide data along with other sectors at the same time, it is important that reports are complete and certified by prescribed deadlines (see Item 2). This is critical going forward as completions by Four-Year For Profit, Private, and Out-of-State Public Postsecondary Institutions are included in the 60x30TX Completion Goal.

The table on the following page summarizes the reporting timelines for 2019.

Type of Report	Reporting Timeline	Additional Information
Student Data Reporting **CBM001 Enrollment** **CBM009 Graduation** For students enrolled in courses or receiving an award in Texas during the reporting period of September 1, 2018 to August 31, 2019.	System opens for reporting on October 15, 2019 Initial reports due December 1, 2019 Reports certified by January 15, 2020	2019 Student Data Reporting Requirements memo sent to institutions on October 15. Technical assistance with submitting reports, correcting errors and certification of data provided throughout reporting process. E-mail notification and reminders sent as needed from December 1 to January 15.
Institutional Data Entry into the Accountability System For measures from data not in CBM reports or IPEDS, the following is collected for your sector: • Certification Pass Rate • Licensure Pass Rate • Progress toward the 60x30TX Marketable Skills Goal	System opens for reporting on or about December 1, 2019 Institutional data entry completed by January 15	2019 Institutional Data Entry to Accountability System memo sent to institutions on or about December 1. Technical assistance for CBPASS login and Institutional Portal provided throughout reporting process. See Institutional Portal Guide under Resources tab at http://www.txhigheredaccountability.org
Institutional Comments on Accountability System Measures	System opens for reporting on or about December 1, 2019; however, data for measures will be loaded after January 15, 2020 report certification Portal for Institutional comments will remain open until November 2020	An additional memo will be sent when Accountability Measures have been loaded for your sector. Technical assistance for CBPASS login and Institutional Portal provided throughout commenting period. See Institutional Portal Guide under Resources tab at http://www.txhigheredaccountability.org

2. Timely Certification

CBM reports should be submitted and certified by January 15 (i.e., December 1 plus six weeks for certification), per the following sections of the Reporting and Procedure Manual for Career Schools and Colleges and Private and Out-of-State Public Postsecondary Institutions.

Page 0.1 of the Reporting and Procedures Manual:

REPORTING PERIODS

The following is a schedule of reporting periods and due dates for the reports contained in this manual.

Annual Reports		Reporting Period	Initial Submission Due Date	Certification Date
Student Report	CBM001	Sept 1 - Aug 31	December 1	January 15
Graduation Report	CBM009	Sept 1 - Aug 31	December 1	January 15

Page 0.5 of the Reporting and Procedures Manual:

CERTIFICATION TRACKING

The goal of these procedures is to have the CBM reports collected by the Strategic Planning and Funding (SPF) Division and certified by the institutions as available for use within six working weeks of the due date. The follow-up procedures for ensuring timely certification of the reports are:

1. The SPF Division Data Analyst will telephone or e-mail the Reporting Official if there has been no initial submission of a specific report within two weeks of the due date or if a specific report has not been received and certified two days after the certification date.

2. An e-mail from the Director of the Educational Data Center will be sent to the Reporting Official if the report has not been received and certified by January 22.

3. An inquiry e-mail from the Assistant Commissioner will be sent to the Single Point of Contact if the report has not been received and certified by January 29.

4. The Assistant Commissioner will notify the President that his or her institution is delaying the publishing of statewide reports if the report has not been certified by February 5.