



# Maryland Annual Collection Revision Report

November 2012

**MARYLAND HIGHER EDUCATION COMMISSION**  
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## Executive Summary

The Maryland Higher Education Commission (MHEC) is revising the Maryland Annual Collection (MAC), the core series of public data collections from Maryland postsecondary institutions. Data collected through the MAC allows MHEC to produce financial, research, and policy reports on critical higher education topics.

The purpose for the revision of the MAC is threefold:

- Improve the quality, efficiency, and flexibility of MHEC's data collection, analysis, and reporting processes;
- Develop a modernized data collection system and infrastructure that will meet the technical needs of the Maryland Longitudinal Data System and current expectations for data availability and use; and
- Reduce the number of ad hoc data requests and collections by improving MHEC's capacity to answer pressing research and policy questions.

MHEC convened a workgroup comprised of researchers from a range of Maryland postsecondary institutions as well as institutional organizations such as the Maryland Association of Community Colleges (MACC), the Maryland Independent College and University Association (MICUA), and the University System of Maryland (USM). This workgroup aided in the completion of three goals:

- Development of a new collection system and structure,
- Determination of the timing and frequency of component collections, and
- Identification of data elements that will be needed to address existing data initiatives and answer current and potential policy questions.

MHEC is grateful to the members of the workgroup for their assistance in identifying and addressing the challenges and obstacles associated with the revision. The efforts of the workgroup led to substantial improvements in collection design.

This report provides information on the changes to the collection. It includes:

- An overview of the new component collections,
- A revised calendar of collections,
- A timetable for implementation of the component collections,
- Summary file layouts identifying the elements to be included in each collection, and
- A discussion of future actions.

The revised MAC will include additional data in four major categories.

- Year-round scope,
- Additional biographical information,
- Data on course completion and credit accumulation,
- More participating institutions.

This report describes the structure and elements of the data collections. MHEC system development redesign is proceeding according to the revised MAC structure outlined in this document. This report is being released at this time to enable institutions to make changes to their reporting systems. A pilot test of the new collections is planned for Spring 2013, with the new collections to be implemented beginning in the 2013-2014 collection year. Definitions and other technical corrections will be released in the next few months, before collections begin. Individuals who wish to receive more information or to offer feedback should contact the Commission in writing, either via regular mail to the Commission at the address on the front cover of this report, or via email at [macrevision@mhec.state.md.us](mailto:macrevision@mhec.state.md.us).

## Narrative

For more than forty years, the State of Maryland has collected data on postsecondary institutions through a series of regular collections, grouped under the name of the Maryland Annual Collection (MAC). Although there have been frequent modifications of the MAC over the years, the MAC took on its current structure in the early 1980s. Since that time, of course, there have been significant changes in the technical capacity of database systems. There have also been significant changes in the expectations, of policymakers, educators, and the public, regarding the availability of data on postsecondary education. In its earliest days, the MAC addressed basic questions such as the number of enrolled students and the number of degrees awarded, with special attention to equality of opportunity for men and women as well as for students of all racial and ethnic backgrounds. In recent years, however, multiple audiences have sought information about college readiness, student persistence and performance, the efficacy of financial aid programs, the match between degree programs and workforce needs, and a range of other information.

These issues are particularly important because of ongoing tensions around issues of cost and price in higher education. Over the last three decades, public investment in higher education has gradually declined, while costs, especially for technological infrastructure and high-skilled personnel, have continued to rise. Students and families have absorbed a greater share of the financial burden, and policymakers have sought to identify public investments that provide the highest returns.

In recent decades, the federal government has significantly increased the amount of data it requires from institutions through its Integrated Postsecondary Education Data System (IPEDS) collections. The federal government has also provided significant incentives, through the Statewide Longitudinal Data Systems Grants program and other initiatives (e.g. Race to the Top, Workforce Investment Act, America COMPETES), for states to develop data systems that link data on primary and secondary education with data on postsecondary education and on the workforce. Maryland is working to develop and implement such a linked system. In 2010 Maryland enacted legislation to create the Maryland Longitudinal Data System (MLDS), and the system is being developed with support from federal grant funding.

All of these factors have led to increased demand for information. These heightened expectations for data have manifested themselves in many ways at Maryland colleges and universities. In particular, campuses have been asked to participate in a number of ad hoc data collections to fill the gaps in the existing MAC. These requests seek previously uncollected data such as credit completion, time to degree, and completion of remedial coursework. These requests place significant burdens on institutions, especially those with limited staff and informational infrastructure.

The Maryland Higher Education Commission (MHEC), the State's higher education coordinating body, seeks to reorganize the collection of information. Institutions will be asked to provide additional data elements to MHEC, allowing MHEC to respond to a broader range of



requests for both information and analysis. This reorganization is designed to achieve three goals.

- Improve the quality, efficiency, and flexibility of MHEC's data collection, analysis, and reporting processes;
- Develop a modernized data collection system and infrastructure that will satisfy current expectations for data availability and use, as well as meet the technical needs of the Maryland Longitudinal Data System; and
- Reduce the number of ad hoc data requests and collections by improving MHEC's capacity to answer pressing research and policy questions.

MHEC's existing data collections rely on an older and relatively inflexible file structure. The current redesign of the MAC is accompanied by the implementation of a new database structure that will allow more flexibility in handling data, and will also eliminate the duplicate submission of many data elements.

As part of its redesign process, MHEC convened a workgroup comprised of researchers from a range of Maryland postsecondary institutions as well as institutional organizations such as the Maryland Association of Community Colleges (MACC), the Maryland Independent College and University Association (MICUA), and the University System of Maryland (USM). The workgroup aided in the completion of three goals:

- Development of a new collection system and structure,
- Determination of the timing and frequency of component collections, and
- Identification of data elements that will be needed to answer current and potential policy questions.

The workgroup met several times during the summer of 2012 and carefully considered the evolving design of the new collections. Their discussions encompassed the technical challenges of collecting and reporting information, the need to respond to demands for information from multiple sources, and, above all, the processes whereby students actually earn credits and degrees.

MHEC is grateful to the members of the workgroup for their assistance in identifying and addressing the challenges and obstacles associated with the revision. The efforts of the workgroup led to substantial improvements in the design of the collection.

While the following pages provide a more detailed look at the new collection, it is worth outlining some of the major changes here.

- *Year-round scope.* Some collections currently address only students who are enrolled in the fall. These collections will be expanded to encompass students enrolling at any time during the year. In addition, institutions will submit data twice a year rather than once a year, in order to provide more timely information.
- *Additional biographical information.* Institutions will provide selected additional biographical information on students, such as name and zip code. This information will

be used to enable the Maryland Longitudinal Data System (MLDS) to match higher education data with K-12 and workforce data and to provide additional context and detail on student enrollment and degree patterns.

- *Data on course completion and credit accumulation.* For the first time, institutions will be asked to submit detailed information on academic matters including course completion, awarded transfer credit, remedial and credit-bearing coursework, face-to-face and distance education, coursework completed at off-campus sites such as regional higher education centers (RHEC), and progress toward a degree. This information will facilitate research on factors that influence persistence, credit completion, and degree completion.
- *More participating institutions.* MHEC will also collect more data from other postsecondary educational institutions, including private career schools, for-profit institutions, and out-of-state providers. This change reflects the diverse array of educational options available to Maryland students.

In addition, the collection is projected to expand to include student-level information on non-credit occupational and continuing education. To date, institutions have provided only aggregate information on these important educational experiences, and this expanded collection will provide more details. Some basic student-level data will be collected, beginning within the next few years. Subsequent reports will detail these changes. The present report includes placeholders for this important collection.

Independent institutions have submitted unit-record and aggregate data on enrollment, degree completion, and financial aid, and will continue to participate in these component collections. At this time, the participation of independent institutions in other component collections and the date of implementation of these collections have yet to be determined and are being discussed. As soon as this process is complete, independent institutions will be advised about the nature of their participation.

These changes will allow MHEC to continue to fulfill its historic function as a facilitator of external data collections (e.g. the federal IPEDS collections, which draw on much of the same data provided to MHEC, and for which MHEC provides pre-loading of data and other relevant support). They will also allow MHEC to supply a greater range of data to policymakers and the public.

The revised collections will also increase MHEC's ability to conduct analysis on a range of questions relating to education and education policy. For example, course data will help identify whether there are course-taking patterns that are correlated with degree completion; whether the use of adjunct faculty is associated with greater student success; whether dual enrollment ( i.e. students attending both high school and college) is associated with improved outcomes; and how part-time students enter, exit, re-enter, and "swirl" among colleges. Credit and degree data will provide more complete information on the ways that students combine credit from multiple sources (including AP and IB, prior learning assessment, and coursework at multiple institutions) to complete degree programs. Linking financial aid data with data on remediation, course progression, and degree completion may help to identify strategies for educating underrepresented and first-generation students.

As always, data collection carries with it concerns about the possibilities for the misuse or improper disclosure of confidential data. MHEC takes these concerns very seriously. For many years, MHEC has employed a number of safeguards to secure the confidential data it collects on students. MHEC will extend these safeguards to ensure that data remain confidential. In addition, MHEC is developing protocols for the use of data that will build on principles and practices such as these:

- De-identify data to prevent data analysts from inadvertently using or disclosing identifiable data;
- Suppress the publication of data counts below a certain fixed number;
- Avoid analyses that examine individuals or small groups;
- Refrain from publishing, and refuse to disclose, personally identifiable information on anyone.

In addition, MHEC is currently revising the State Plan for Higher Education, and a proposed goal for that plan deals specifically with data transparency and accountability. The State Plan process may also affect the collection revision development.

The remainder of this report provides detailed information on the changes to the collection. It includes an overview of the new component collections, a revised calendar of collections, a timetable for implementation of the several components, summary file layouts including the elements to be included in each collection, and a discussion of next steps. A pilot test of the new collections is planned for spring 2013, with the new collections to be phased in beginning in the 2013-2014 collection year.

## Component Collection Overview

<b>Component Name</b>	<b>Frequency of Collection and Due Dates</b>	<b>Types of Elements Included</b>	<b>Projected Analytical Uses</b>
Enrollment Information System (EIS)	Twice a year (Summer-Fall: November 15 Winter-Spring: March 15)	Identification and demographics, undergraduate admissions criteria (high school data, test scores, etc.), registered course hours.	Number of students enrolled, characteristics of students enrolled; institutional characteristics including volume of enrollment and characteristics of students; ensuring equal access to higher education; relationship between entry characteristics and undergraduate student success.  (IPEDS: Fall Enrollment, Graduation Rates)
Degree Information System (DIS)	Twice a year (Summer-Fall: March 1 Winter-Spring: August 1)	Information on earned credentials, including date, level of credential, discipline, and completed credit hours.	Degrees awarded; student completions; time to degree and educational effectiveness; contributions to a qualified workforce, especially in fields critical to the State such as STEM.  (IPEDS: Completions, Graduation Rates)
Course Information System (CIS)	Twice a year (Summer-Fall: March 1 Winter-Spring: August 1)	Institutional course catalog elements such as type of credits awarded, instructor information, mode of instructional delivery.	Credit completion and student progress; college readiness and other predictors of success in college; remedial coursework and its connection to credit-bearing coursework; achievement gap among racial and ethnic groups; availability of distance education, effects of distance education on access and success; relationship between faculty characteristics (e.g. adjunct status, degrees held) and student outcomes.
Student Registration System (SRS)	Twice a year (Summer-Fall: March 1 Winter-Spring: August 1)	Student course registration and course completion information.	
End of Term System (EOTS)	Twice a year (Summer-Fall: March 1 Winter-Spring: August 1)	Information on academic progress and credits completed during term.	Credit completion and degree progress; academic performance; college readiness; preparation of community college graduates for additional study.
External Credit System (ECS)	Twice a year (Summer-Fall: March 1 Winter-Spring: August 1)	Credits awarded for work at other institution(s).	Ability of students to receive credit for previous work; credit granted for other types of experiences including study abroad, credit-by-examination, AP and IB, etc; characteristics of postsecondary transfers, especially from community colleges to public four-year institutions; enrollment patterns of transfer students.
Financial Aid Information System (FAIS)	Once a year (November 15)	Type and amount of financial aid disbursed, from State, federal, institutional, and private sources; number of financial aid recipients; economic data on applicants for financial aid.	Affordability of higher education, relationship between financial aid and affordability, relationship between financial aid and degree completion and other student outcomes.
Employee Data System (EDS)	Once a year (November 15)	Information on employees including principal occupation, full and part time status, salary, and earned degrees.	Volume and characteristics of the workforce at colleges and universities; quality of workforce; diversity of workforce.  (IPEDS: Human Resources)
Continuing Education System (CES)	Once a year (March 31)	Biographical and enrollment data on students pursuing non-credit education at community colleges and private career schools.	Volume of non-credit education; characteristics of students enrolling in non-credit education; relationship between non-credit education and State workforce needs.

### Proposed Implementation Schedule

<b>SYSTEM</b>	<b>Spring 2013 PILOT 2013-14</b> Summer-Fall 2012 Data Reported in Spring 2013 using new formats	<b>Collection 2013-14</b>	<b>Spring 2014 PILOT 2014-15</b> 2013 Data Reported in Spring 2014 as Pilot	<b>Collection 2014-15</b>
<b>Enrollment Information System (EIS)</b>	2 Four-Year Institutions 2 Community Colleges 2 Independent Institutions 2 Out-of-State Institutions	ALL Four-Year Institutions ALL Community Colleges ALL Independent Institutions ALL Out-of-State Institutions	N/A	ALL Four-Year Institutions ALL Community Colleges ALL Independent Institutions ALL Out-of-State Institutions
<b>Degree Information System (DIS)</b>	2 Four-Year Institutions 2 Community Colleges 2 Independent Institutions 2 Out-of-State Institutions	ALL Four-Year Institutions ALL Community Colleges ALL Independent Institutions ALL Out-of-State Institutions	N/A	ALL Four-Year Institutions ALL Community Colleges ALL Independent Institutions ALL Out-of-State Institutions
<b>Course Information System (CIS)</b>	2 Four-Year Institutions 2 Community Colleges	ALL Four-Year Institutions ALL Community Colleges	N/A	ALL Four-Year Institutions ALL Community Colleges
<b>Student Registration System (SRS)</b>	2 Four-Year Institutions 2 Community Colleges	ALL Four-Year Institutions ALL Community Colleges	N/A	ALL Four-Year Institutions ALL Community Colleges
<b>End of Term System (EOTS)</b>	2 Four-Year Institutions 2 Community Colleges	ALL Four-Year Institutions ALL Community Colleges	N/A	ALL Four-Year Institutions ALL Community Colleges
<b>External Credit System (ECS)</b>	2 Four-Year Institutions 2 Community Colleges	ALL Four-Year Institutions ALL Community Colleges	N/A	ALL Four-Year Institutions ALL Community Colleges
<b>Financial Aid Information System (FAIS)</b>	2 Four-Year Institutions 2 Community Colleges 2 Independent Institutions 2 Out-of-State Institutions	ALL Four-Year Institutions ALL Community Colleges ALL Independent Institutions ALL Out-of-State Institutions	N/A	ALL Four-Year Institutions ALL Community Colleges ALL Independent Institutions ALL Out-of-State Institutions
<b>Employee Data System (EDS)</b>	2 Four-Year Institutions 2 Community Colleges	ALL Four-Year Institutions ALL Community Colleges	N/A	ALL Four-Year Institutions ALL Community Colleges
<b>Continuing Education System (CES)</b>	N/A	N/A	2 Community Colleges 2 Private Career Schools	ALL Community Colleges ALL Private Career Schools

Current plans for pilot testing anticipate that two institutions in each segment will provide test data for all component collections. Institutions wishing to participate in pilot testing should contact MHEC at [macrevision@mhec.state.md.us](mailto:macrevision@mhec.state.md.us).

## Proposed Collection Calendar 2013-2014

This proposed calendar for public institutions for 2013-2014 includes the new collections (appearing in **boldface**), the collections that will be replaced by 2014-2015 by these collections (appearing in ~~strike through~~), aggregate collections scheduled to continue, and IPEDS due dates and other reference points.

<b>Due Date 2013-2014</b>	<b>REPORT DUE</b>	<b>MHEC REPORT NUMBER</b>
8/2/2013	<b>New CIS – Winter-Spring (beginning 2014)</b>	
8/2/2013	<b>New SRS - Winter-Spring (beginning 2014)</b>	
8/2/2013	<b>New EOTS - Winter-Spring (beginning 2014)</b>	
8/2/2013	<b>New DIS - Winter-Spring (beginning 2014)</b>	
8/2/2013	<b>New ECS - Winter-Spring (beginning 2014)</b>	
8/2/2013	Degree Information System File (to be eliminated in 2014)	DIS
8/6/2013	Enrollment Report for Credit Courses for Fiscal Year Ending June 30th	CC-2
8/6/2013	Enrollment Report for Equated Credit Continuing Education Courses for Fiscal Year Ending June 30th and Electronic Data File	CC-3
8/15/2013	<b>Opening Summer Enrollment</b>	S-7
<del>9/1/2013</del>	<del>High School Graduate Form or HGS File</del>	<del>HGS, S-14</del>
9/5/2013	IPEDS Opens for Institution Characteristics (IC); Completions (C); 12 Month Enrollment (C pre-loaded by MHEC on 9/14/13)	
9/7/2013	WIA Program Performance Data File (Only schools participating in WIA program)	WDS
9/14/2013	MHEC Uploads IPEDS Degree Completions File	
10/15/2013	Total Unduplicated Non-Credit Headcount Enrollment	CC-6
10/15/2013	Opening Fall Enrollment	S-7
<del>10/15/2013</del>	<del>Transfer Student System File (4 year only)</del>	<del>TSS</del>
11/1/2013	Institutional SAT Profile	S-11
11/1/2013	Application / Acceptance / Admission	S-3
11/1/2013	Credit Hours of Enrollment	S-6
11/15/2013	Employee Data System Data File	EDS
11/15/2013	Financial Aid Information System Data File, Financial Aid Aggregate	FAIS, S-5
11/15/2013	<b>New EIS - Summer-Fall</b>	EIS
12/15/2013	IPEDS Spring Collection Opens for Fall Enrollment (EF), Graduation Rates (GRS), Graduation Rates (GR200), Finance(F), Human Resources (HR)(Appropriate pre-loads by MHEC on 3/7/13)	GRS, GR2, EF, F, HR
12/15/2013	IPEDS Winter Collection Opens Student Financial Aid (SFA)	SFA
<del>1/15/2014</del>	<del>Distance Education Survey</del>	<del>DE</del>
2/6/2014	IPEDS Winter Collection Closes for SFA	SFA
2/28/2014	<b>Opening Spring Enrollment</b>	S-7
3/1/2014	<b>New CIS - Summer-Fall</b>	
3/1/2014	<b>New SRS - Summer-Fall</b>	
3/1/2014	<b>New EOTS - Summer-Fall</b>	
3/1/2014	<b>New DIS - Summer-Fall</b>	
3/1/2014	<b>New ECS - Summer-Fall</b>	
3/15/2014	<b>New EIS - Winter-Spring</b>	
4/10/2014	IPEDS Spring collection Close (EF, GRS, GR200, HR)	GRS, GR2, EF, F, HR
6/1/2014	<b>New CIS - Winter-Spring</b>	
8/15/2014	<b>New Continuing Education System (CES) (tentatively scheduled to begin in 2015)</b>	

## Conceptual Calendar

This chart is intended to be helpful in clarifying the reporting cycle. Although the traditional fall-spring semester calendar is still dominant in higher education, institutions offer a number of courses at different times of the year. This chart shows how the reports for each term relate to actual academic calendars.

	<b>Summer-Fall 2014</b>	<b>Winter-Spring 2015</b>
	All classes <i>ending</i> between July 1 and December 31 are included in Summer-Fall 2014 reports	All classes <i>ending</i> between January 1 and June 30 are included in Winter-Spring 2015 reports
Jun 2014	Opening Summer Enrollment	
Jul 2014		
Aug 2014		
Sep 2014	Opening Fall Enrollment	
Oct 2014		
Nov 2014	EDS for employees as of October 1  EIS (Include Fall students enrolled as of Fall freeze date)	
Dec 2014		
Jan 2015		Opening Spring Enrollment
Feb 2015		
Mar 2015	CIS SRS EOTS DIS ECS	EIS
Apr 2015		
May 2015		
Jun 2015		
Jul 2015		
Aug 2015		CIS SRS EOTS DIS ECS
Sep 2015		
Oct 2015		
Nov 2015	FAIS for Summer-Fall and Winter-Spring combined	
Dec 2015		

## File Layouts

### New Enrollment Information System (EIS) (one record per student enrolled as of freeze date)

#### File Format Specifications

#### 2 Times a Year

Old Collection	Field Length	Data Element	Data Dictionary Reference	Description
MAC2	2	Collection Term	<b>NEW</b>	Use Term identifier
MAC	4	Collection Year	DD1	Collection Year for Term data. 4 digit
MAC	6	FICE	DD3	Institution identifier using FICE codes.
MAC	1	Sub-campus code	DD4	An identifier to define students within institution. (Optional)
MAC	9	Identification Number (Student SSN)	DD5	Social Security Number, Individual Taxpayer Identification Number (ITIN) or alternative student identifier (Must not be blank)
MAC	1	Identification Number Type	DD6(new)	1= SSN, 2 = ITIN, 3= Institution Assigned Number for data collection purposes (Must not be blank)
MAC2	9	Local Campus Student Identifier	<b>NEW</b>	Campus Assigned Student ID (Optional)
MAC2	9	SASID	<b>NEW</b>	MSDE assigned student identifier
MAC2		Last Name	<b>NEW</b>	
MAC2		First Name	<b>NEW</b>	
MAC2		Middle Name	<b>NEW</b>	
MAC2		Generation Suffix	<b>NEW</b>	
MAC	1	Gender	DD21	Student gender or assigned gender if unknown.
MAC2	8	Birth Date	<b>NEW</b>	Birthdate of student (YYYYMMDD)
MAC2	5	ZIP Code	<b>NEW</b>	ZIP Code of permanent legal residence of student at time of application and admission. Use 99999 for non-US ZIP codes.
EIS	3	Geographic Origin	DD23	Permanent legal residence of student at time of application and admission.
MAC2	1	Residency Code (for independent institutions choosing not to submit Geographic Origin)	<b>NEW</b>	1 = MD resident, 2 = Non resident
MAC	1	US Citizenship	DD24	Identifies whether student is in the US Citizenship Group or not.
MAC	1	Hispanic/Latino Ethnicity (1997 Standard)	DD25	Identifies whether student is of Hispanic or Latino origin under 1997 standards.
MAC	1	White (1997 Standard)	DD26.1	Multi-race identification for indicator under 1997 standards.
MAC	1	Black/ African American (1997 Standard)	DD26.2	Multi-race identification for indicator under 1997 standards.
MAC	1	Asian (1997 Standard)	DD26.3	Multi-race identification for indicator under 1997 standards.
MAC	1	American Indian/Alaskan Native (1997 Standard)	DD26.4	Multi-race identification for indicator under 1997 standards.
MAC	1	Native Hawaiian/Pacific	DD26.5	Multi-race identification for indicator under 1997



Old Collection	Field Length	Data Element	Data Dictionary Reference	Description
		Islander (1997 Standard)		standards.
EIS	1	Full Tuition Status	DD32	Tuition basis on which student pays fees (1=county resident, 2=Maryland resident, 3=Non-Maryland resident, 4=non-applicable (independents only), 5=receiving employee tuition waiver).
EIS	6	Program Taxonomy	DD31	MHEC academic program code student is enrolled in.
EIS	2	Degree Sought	DD30	Degree code associated with program taxonomy that student is seeking or non-degree if appropriate.
EIS	1	First Time Flag	DD37	Identifies whether student is first time to any college, concurrent high school, transfer or continuing student.
EIS	4	Term Native Credit Hours Attempted	DD42	Number of credit hours student is registered for on freeze date. Note implied decimal format (6.00 HRS =0600).
EIS	1	Term Attendance	DD33	Full or part time status of student on freeze date.
EIS	2	Term Student Level	DD35	Student level on freeze date.
EIS	1	Distance Education Enrollment	<b>NEW</b>	<b>Distance Education Enrollment codes are as follows:</b> 1 = enrolled exclusively in distance education 2 = enrolled in some but not all distance education 3 = not enrolled in any distance education
EIS	1	Distance Education Location	<b>NEW</b>	<b>If enrolled exclusively in DE location codes are:</b> 1 = located in same state as institution 2 = located in in U. S. but not in same state as inst. 3 = located outside the U. S.
MAC2	6	High School Code	<b>NEW</b>	High School Code for high school graduates (includes code for GED)
MAC2	4	High School Grad Year	<b>NEW</b>	Year student graduated from HS
	3	High School GPA		High school GPA used by institution to determine eligibility for admission. Decimal format, two significant decimal places.
HGS	3	SAT Math Score	DD53	College Board SAT Math Score.
HGS	3	SAT Verbal Score	DD54	College Board SAT Reading/Critical Reasoning score.
<b>NEW</b>	3	SAT Writing Score	<b>NEW</b>	College Board SAT Writing score.
HGS	2	ACT Math Score	DD56	ACT math score as reported to institution.
HGS	2	ACT English Score	DD55	ACT English score as reported to institution.
HGS	2	ACT Reading Score	DD57	ACT reading score as reported to institution.
HGS	2	ACT Science Score	DD58	ACT science score as reported to institution.
HGS	2	ACT Composite	DD59	ACT composite score reported to institution.
<b>NEW</b>	1	Test Optional?	<b>NEW</b>	Flag to indicate whether SAT/ACT is required for admission
HGS	1	Admission Exemption	DD38	Code to indicate how student first admitted in reporting.
HGS	1	Math Remedial Assessment	DD45	Standard remedial code blank = not assessed 1 = assessed and remediation not needed 2 = assessed to need remedial math work 3 = unavailable assessment status but took remedial math work

<b>Old Collection</b>	<b>Field Length</b>	<b>Data Element</b>	<b>Data Dictionary Reference</b>	<b>Description</b>
HGS	1	English Remedial Assessment	DD46	Standard remedial code
HGS	1	Reading Remedial Assessment	DD47	Standard remedial code

The following elements are currently being considered for inclusion in EIS in or after 2014-2015.

MAC2	1	Military Service	<b>NEW</b>	1=currently on active duty in US Armed Forces, 2=has previously been on active duty in US Armed Forces, 3=spouse of active duty/veteran, 4=child or other dependent of active duty/veteran, 5=has never served in US Armed Forces.
MAC2	1	Disability	<b>NEW</b>	Y/N, or code to indicate type of disability (visual impairment, mobility impairment, learning disability, etc.)?
MAC2	1	Mother's Educational Attainment (Parent/Guardian 1)	<b>NEW</b>	1=no college enrollment, 2=some college enrollment, 3=associate's degree, 4=baccalaureate degree, 5=graduate degree, 6=unknown
MAC2	1	Father's Educational Attainment (Parent/Guardian 2)	<b>NEW</b>	1=no college enrollment, 2=some college enrollment, 3=associate's degree, 4=baccalaureate degree, 5=graduate degree, 6=unknown

**New Degree Information System (DIS)**  
**(degree data only; one record per degree per major awarded)**  
**File Format Specifications**  
**2 Times a Year**

Old Collection	Field Length	Data Element	Data Dictionary Reference	Description
MAC2	2	Collection Term	<b>NEW</b>	Use Term identifier
MAC	4	Collection Year	DD1	Collection Year for Term data. 4 digit
MAC	6	FICE	DD3	Institution identifier using FICE codes.
MAC	1	Sub-campus code	DD4	An identifier to define students within institution. Optional
MAC	9	Identification Number (Student SSN)	DD5	Social Security Number, Individual Taxpayer Identification Number (ITIN) or alternative student identifier (Must not be blank)
MAC	1	Identification Number Type	DD6(new)	1= SSN, 2 = ITIN, 3= Institution Assigned Number for data collection purposes (Must not be blank)
MAC	9	Local Campus Student Identifier	<b>NEW</b>	Campus assigned student identifier (Optional)
MAC2	9	SASID	<b>NEW</b>	MSDE assigned student identifier
DIS	2	Degree Month	<b>NEW</b>	Calendar Month in which the degree was conferred.
DIS	4	Degree Year	<b>NEW</b>	Calendar Year in which the degree was conferred.
DIS	4	Degree Conferred	DD30	Degree awarded during the reporting period.
DIS	6	Program Taxonomy	DD31	MHEC academic program code for the degree specified in highest degree field above.
MAC2	1	Major Flag	<b>NEW</b>	For distinguishing among multiple majors per degree level awarded. 1=first major, 2=second major, 3=third major, 4=fourth major.
DIS	4	Cumulative GPA	DD52	Student's current grade point average as defined by institution, in format 3.52="352"
MAC2	4	Cumulative Native Credits Earned	<b>NEW</b>	Total credits earned toward this degree at the degree-granting institution. Decimal format, one decimal place.
MAC2	4	Cumulative Credits Earned	<b>NEW</b>	Total credits earned toward this degree from all sources. Decimal format, one decimal place.
MAC2	2	Entry Term	<b>NEW</b>	Term of initial enrollment at this institution as degree-seeking student.
MAC2	2	Entry Year	<b>NEW</b>	Year of initial enrollment at this institution as degree-seeking student.
MAC2	1	Reverse Transfer Flag	<b>NEW</b>	Indicates a degree awarded through reverse transfer. 1=reverse transfer, all others blank.
MAC2	3	Credits Required to Earn Certificate or Degree	<b>NEW</b>	Number of credits required to complete the certificate or degree earned. Decimal format, one decimal place.

**Course Information System (CIS)**  
**(one record per course per section)**  
**File Format Specifications**  
**2 Times a Year**

Old Collection	Field Length	Data Element	Data Dictionary Reference	Description
MAC2	2	Collection Term	<b>NEW</b>	Use Term identifier
MAC	4	Collection Year	DD1	Collection Year for Term data. 4 digit
MAC	6	FICE	DD3	Institution identifier using FICE codes.
MAC	1	Sub-campus code	DD4	An identifier to define students within institution. Optional
MAC2	4	Course Subject	<b>NEW</b>	Institution's preferred code. Same codes must be used in both CIS and SRS.
MAC2	4	Course Number	<b>NEW</b>	Institution's preferred code. Same codes must be used in both CIS and SRS.
MAC2	6	Section Number	<b>NEW</b>	Institution's preferred code. Same codes must be used in both CIS and SRS.
EDS	1	Full-Time/Part-Time Status of Instructor	DD86	Number of hours worked per week
EDS	4	Date of Initial Employment of Instructor	DD87	Month and year when hired
EDS	2	Principal Occupational Assignment of Instructor	DD89	Principal occupational activity, such as instructional faculty, executive, administrative, and managerial, and etc.
EDS	1	Academic Tenure Status of Instructor	DD91	Status of staff having academic rank as related to permanence of the position. Code "1" for tenured. Code "2" for tenure-track. Code "3" for non-tenure-track. Code "4" for not applicable or non-faculty.
EDS	1	Highest Degree Attained by Instructor	DD95	The highest award conferred on the instructor by an institution of higher education.
EDS	1	Appointment Status of Instructor	DD97	1=Permanent; 2=Temporary
MAC2	1	Remedial Math?	<b>NEW</b>	1=remedial or developmental course in mathematics, 2=all others.
MAC2	1	Remedial English?	<b>NEW</b>	1=remedial or developmental course in English, 2=all others.
MAC2	1	Remedial Reading?	<b>NEW</b>	1=remedial or developmental course in reading, 2=all others.
*DE Survey	1	Instruction Type	<b>NEW</b>	Indicates whether the instructional modality is traditional face-to-face or includes significant mediation via technology. To be defined in data dictionary.
MAC2	2	RHEC	<b>NEW</b>	To be completed if the course is offered at one of the Regional Higher Education Centers. See data dictionary for center codes.

**Student Registration System (SRS)**  
**(one record per undergraduate student, per course)**  
**File Format Specifications**  
**2 Times a Year**

Old Collection	Field Length	Data Element	Data Dictionary Reference	Description
MAC2	2	Collection Term	<b>NEW</b>	Use Term identifier
MAC	4	Collection Year	DD1	Collection Year for Term data. 4 digit
MAC	6	FICE	DD3	Institution identifier using FICE codes.
MAC	1	Sub-campus code	DD4	An identifier to define students within institution. Optional
MAC	9	Identification Number (Student SSN)	DD5	Social Security Number Individual Taxpayer Identification Number (ITIN) or alternative student identifier (Must not be blank)
MAC2	1	Identification Number Type	DD6 (new)	1= SSN, 2 = ITIN, 3= Institution Assigned Number for data collection purposes (Must not be blank)
MAC2	9	Local Campus Student Identifier	DD5	Campus Assigned Student ID (Optional)
MAC2	9	SASID	<b>NEW</b>	MSDE assigned student identifier
MAC2	4	Course Subject	<b>NEW</b>	Institution's preferred code. Same codes must be used in both CIS and SRS.
MAC2	4	Course Number	<b>NEW</b>	Institution's preferred code. Same codes must be used in both CIS and SRS.
MAC2	6	Section Number	<b>NEW</b>	Institution's preferred code. Same codes must be used in both CIS and SRS.
MAC2	3	Credits		Number of registered credits for this course. Audited courses should be recorded as zero. Decimal format, one decimal place.
MAC2	1	Entry-Level Credit-Bearing Math?	<b>NEW</b>	1=entry-level credit-bearing course in mathematics, 2=all others.
MAC2	1	Entry-Level Credit-Bearing English?	<b>NEW</b>	1=entry-level credit-bearing course in English, 2=all others.
MAC2	1	Entry-Level Credit-Bearing Reading?	<b>NEW</b>	1=entry-level credit-bearing course in reading, 2=all others.
MAC2	1	Credit Type Flag	<b>NEW</b>	Indicates whether course is credit-bearing or non-credit-bearing – for the student (e.g. audited courses are non-credit bearing even if the course can be credit bearing)
MAC2	2	Course Completion	<b>NEW</b>	Indicates whether course is Passed, Failed, Audit, Withdrawn, or Incomplete.

**End-of-Term System (EOTS)**  
**(one record per undergraduate student per term)**  
**File Format Specifications**  
**2 Times a Year where applicable**

Old Collection	Field Length	Data Element	Data Dictionary Reference	Description
MAC2	2	Collection Term	<b>NEW</b>	Use Term identifier
MAC	4	Collection Year	DD1	Collection Year for Term data. 4 digit
MAC	6	FICE	DD3	Institution identifier using FICE codes.
MAC	1	Sub-campus code	DD4	An identifier to define students within institution. Optional
MAC	9	Identification Number (Student SSN)	DD5	Social Security Number, Individual Taxpayer Identification Number (ITIN) or alternative student identifier (Must not be blank)
MAC	1	Identification Number Type	DD6 (new)	1= SSN, 2 = ITIN, 3= Institution Assigned Number for data collection purposes (Must not be blank)
MAC2	9	Local Campus Student Identifier	<b>NEW</b>	Campus Assigned Student ID (Optional)
MAC2	9	SASID	<b>NEW</b>	MSDE assigned student identifier
MAC2	4	Term Native Credit Hours Attempted - Total	DD42 Or <b>NEW</b>	Number of credit hours student is registered for at any point in term ( <i>NOT only on freeze date, which was reported in EIS</i> ). Note implied decimal format (6.00 HRS =0600).
TSS	3	Term Native Credit Hours Earned	<b>NEW</b>	The number of credit hours completed during the term at a grade level sufficient to be applied towards degree requirements, in format 7.0="070"
MAC2	3	Term GPA	<b>NEW</b>	Student's current grade point average as defined by institution, in decimal format, two decimal places.
HGS/ TSS	4	Cumulative Native Credit Hours Earned	DD44	Current credit hours completed at reporting institution, in decimal format, two decimal places.
MAC (HGS, TSS, DIS)	3	Cumulative GPA	DD52	Student's current grade point average as defined by institution, in decimal format, two decimal places.
MAC2	4	Cumulative Credit Hours Awarded	<b>NEW</b>	Current credit hours awarded by reporting institution, including native credit hours as well as transfer credit, AP, IB, ACE, CLEP, etc., in decimal format, two decimal places.
HGS	1	First Math Grade	<b>DD48</b>	If, during this term, the student has completed the first mathematics credit course for which a student can earn credit toward a formal award, report the grade in this course.
HGS	1	First English Grade	<b>DD50</b>	If, during this term, the student has completed the first English credit course for which a student can earn credit toward a formal award, report the grade in this course.

**ECS (External Credit System)**  
**(one record per undergraduate student per source of credit)**

**File Format Specifications**  
**2 Times a Year**

<b>Old Collection</b>	<b>Field Length</b>	<b>Data Element</b>	<b>Data Dictionary Reference</b>	<b>Description</b>
MAC2	2	Collection Term	<b>NEW</b>	Use Term identifier
MAC	4	Collection Year	DD1	Collection Year for Term data. 4 digit
MAC	6	FICE	DD3	Institution identifier using FICE codes.
MAC	1	Sub-campus code	DD4	An identifier to define students within institution. Optional
MAC	9	Identification Number (Student SSN)	DD5	Social Security Number, Individual Taxpayer Identification Number (ITIN) or alternative student identifier (Must not be blank)
MAC	1	Identification Number Type	DD6(new)	1= SSN, 2 = ITIN, 3= Institution Assigned Number for data collection purposes (Must not be blank)
MAC2	9	Local Campus Student Identifier	<b>NEW</b>	Campus Assigned Student ID (Optional)
MAC2	9	SASID	<b>NEW</b>	MSDE assigned student identifier
MAC2	4	Transfer Credits Awarded	<b>NEW</b>	For non-native credits awarded for study completed at another postsecondary institution. Note decimal format; 7.5 is entered as "0750"
MAC2	4	Other Credits Awarded	<b>NEW</b>	For credits from all other sources. Note decimal format; 7.5 is entered as "0750"
TSS	6	FICE (sending institution)	DD3	FICE Code for the sending institution when the student defined as transfer entrant  Use a unique FICE code to indicate all other sources of credit: AP, IB, CLEP, etc.

**Financial Aid Information System (FAIS)**  
**(one record per student, per award type and amount, per year)**  
**File Format Specifications**  
**Once a Year**

Old Collec-tion	Field Length	Data Element	Data Dictionary Reference	Description
MAC2	4	Collection Term	DD1	Always '9' for annual
MAC	1	Collection Year	DD2	Collection Year cycle submitted e.g. 2009
MAC	6	FICE	DD3	Institution identifier using FICE codes.
MAC2	1	Sub-Campus Code	DD4	An identifier to define students within institution. Optional
MAC	9	Identification Number (Student SSN)	DD5	Social Security Number, Individual Taxpayer Identification Number (ITIN) or alternative student identifier. (Must not be blank)
MAC	1	Identification Number Type	DD6(new)	1= SSN, 2 = ITIN, 3= Institution Assigned Number (Must not be blank)
MAC2	9	Local Campus Student Identifier	<b>NEW</b>	Campus Assigned Student Identifier (Optional)
MAC2	9	SASID	<b>NEW</b>	MSDE Assigned student identifier
MAC	1	Gender	DD21	Student gender or assigned gender if unknown.
MAC	1	Blank		Old Race Field – Not used
MAC	1	Financial Aid Application Status	DD77	Code that indicates whether student applied for aid by completing FAFSA
MAC2	1	Mother's Educational Attainment (Parent/Guardian 1)	<b>NEW</b>	1=middle school/junior high, 2=high school, 3=college or beyond, 4=other/unknown/blank
MAC2	1	Father's Educational Attainment (Parent/Guardian 2)	<b>NEW</b>	1=middle school/junior high, 2=high school, 3=college or beyond, 4=other/unknown/blank
MAC	1	Fall Attendance	DD33	Full or part time status of student.
MAC	1	Spring Attendance	DD34	Full or part time status of student.
MAC	2	Family Size	DD78	Number of people the student's family supported in the past year.
MAC	1	Dependency Status	DD79	Federal definition of dependency status
MAC	1	Commuter Status	DD80	Federal definition of commuter status while enrolled.
MAC	7	Expected Family Contribution	DD81	Report the amount of money the student's family is expected to contribute toward college.
MAC	6	Cost of Attendance	DD82	Report the cost of attending your institution
MAC	8	Adjusted Gross Income	DD83	Report the adjusted gross income received by students and parents as reported on the FAFSA
MAC	4	Aid Category Code	DD84	Report the aid category code that corresponds to the type of aid received.
MAC	6	Amount of Award	DD85	Report the total award amount for each unique aid category.



**Employee Data System (EDS)**  
**(one record per employee as of specified date)**  
**File Format Specifications**  
**Once a Year**

Old Collection	Field Length	Data Element	Data Dictionary Reference	Description
MAC	4	Collection Year	DD1	Year in which data are reported "October 1, 1980"= 1980
MAC	6	FICE Code	DD3	Federal code number for reporting institution
MAC	1	Sub-campus Code	DD4	Code used by institutions for multi-campus or organizational identification.
MAC	9	Employee ID	DD5	Social Security Number, Individual Taxpayer Identification Number (ITIN) or alternative identifier (Must not be blank)
MAC	1	Identification Type	DD6 (new)	1=SSN, 2-ITIN, 3 = Assigned Number for data collection purposes (must not be blank)
MAC	1	Gender	DD21	Employee's gender or assigned gender if unknown
MAC	1	Blank		Old Race Field – Not used
MAC2	8	Birth Date	<b>NEW</b>	Birthdate of employee (YYYYMMDD)
MAC	1	Full-Time/Part-Time Status	DD86	Number of hours worked per week
MAC	4	Date of Initial Employment	DD87	Month and year when hired
MAC	4	Date Employed in Current Faculty Rank/Position	DD88	Effective date of appointment to current faculty rank/position
MAC	1	Blank		Space
MAC	2	Principal Occupational Assignment	DD89	Principal occupational activity of a staff member such as instructional faculty, executive, administrative, and managerial, and etc.
MAC	1	Academic Rank	DD90	Institution's criteria for classifying faculty as professor, assistant professor, associate professor, Instructor, and Lecturer
MAC	1	Academic Tenure Status	DD91	Status of staff having academic rank as related to permanence of the position
MAC	2	Program Assignment	DD92	Institution's "2 digit" taxonomy of the HEGIS program or department to which staff is assigned.
MAC	1	Graduate Assistant Flag	DD102	1=Graduate Assistant or blank
MAC	1	Instruction Sub-code	DD103	1=Exclusively Credit; 2=Exclusively not-for-credit; 3=Combination credit/not-for-credit
MAC	6	Blank		Space
MAC	1	Multi-year Contract Flag	DD104	1=Multi-year contract or blank
MAC	1	Contract	DD93	Employee's salary contract
MAC	6	Salary/Wage	DD94	Total yearly salary to the nearest whole dollar.
MAC	1	Highest Degree Attained	DD95	The highest award conferred by an institution of higher education.
MAC	1	Promotion	DD96	Professional employee promoted during the last 12 months
MAC	1	Appointment Status	DD97	1=Permanent; 2=Temporary

MAC	1	US Citizenship	DD24	Identifies whether employee is in the U.S. Citizenship Group or not
MAC	1	Hispanic Latino Ethnicity (1997 Standard)	DD25	Identifies whether employee is of Hispanic or Latino origin under 1997 standards
MAC	1	White (1997 Standard)	DD26.1	Multi-race identification for indicator under 1997 standards
MAC	1	Black/African American (1997 Standard)	DD26.2	Multi-race identification for indicator under 1997 standards
MAC	1	Asian (1997 Standard)	DD26.3	Multi-race identification for indicator under 1997 standards
MAC	1	American Indian (1997 Standard)	DD26.4	Multi-race identification for indicator under 1997 standards
MAC	1	Native Hawaiian (1997 Standard)	DD26.5	Multi-race identification for indicator under 1997 standards
MAC	14	Reserved for future		Must be blank

## **Continuing Education System (CES) Once a Year**

This collection will include core student-level information about students who enroll in postsecondary education that is typically not for college credit. In addition to demographic information, the collection may include some information on the nature of the educational experience. Participating institutions in the collection will be identified on the basis of their respective missions. The collection may include students in workforce training, general education, adult basic education, private career education, and other similar training and education. The collection is currently under development and is projected to begin between 2014 and 2016.

## Next Steps

The structure and elements of the data collections are complete, and MHEC system redesign is proceeding according to this plan. This report is being released at this time to enable institutions to begin changes to their reporting systems. Institutions will be notified promptly of changes to the collection data layouts. Data definitions and other technical corrections will be released in the next few months, before collections begin. The items scheduled to be completed include the following.

- Definitions of data elements
- Final determination of biographical elements in EIS currently under review (see page 13)
- Determination of level of participation by independent institutions
- Design of Continuing Education System (CES)
- Identification of institutions participating in pilot testing during spring 2013
- Identification of support that will be provided to institutions making the transition to new collections

Individuals who wish to receive more information or to offer feedback should contact the Commission in writing, either via regular mail to the Commission at the address on the front cover of this report, or via email at [macrevision@mhec.state.md.us](mailto:macrevision@mhec.state.md.us).