



IPEDS Annual Update Tutorial Script

2018-19 Data Collection Cycle



On behalf of the Association for Institutional Research (AIR) and the National Center for Education Statistics (NCES), welcome to this tutorial on updates to the IPEDS data collection. This annual update will discuss the reporting calendar and data collection changes for the 2018-19 data collection year and recap changes that took place for the 2017-18 data collection.

Let's begin with a look at the upcoming data collection cycle.

The data collection calendar is very similar to last year. Registration opens in early August and must be completed before any Fall components can be locked. If a keyholder has not registered by August 29, a letter will be sent to the CEO requesting appointment of a new keyholder.

Institutional Characteristics, Completions, and 12-month Enrollment are all part of the Fall collection window, which is open from early September to mid-October for keyholders.

The winter collection is open from mid-December to mid-February for keyholders and includes Student Financial Aid, Graduation Rates, 200% Graduation Rates, Admissions, and Outcome Measures.

The spring collection window includes Fall Enrollment, Finance, Human Resources, and Academic Libraries and is open from mid-December to early April for keyholders.

Survey components will be open for revision during their regular data collection period, except that Fall components will open on 9/12 instead of 9/5. For example, revisions to the Completions component can be made during the Fall data collection period.

Revise cost of attendance data in IC or any SFA data through current year SFA, not PYR. As there have been no changes to IPEDS for the 2018-19 data collection, we will now revisit changes that were made last year to the 2017-18 IPEDS data collection system. You may find it helpful to review these changes to understand how the survey components have changed over time.

Descriptions of changes and screenshots of survey component items are available for review in the Data Collection System. Any change to IPEDS submissions are available one year before they are implemented. Therefore, the Outcome Measures component which began in 2015-16 was available for preview during 2014-15.

Changes to IPEDS come from a variety of sources, including Technical Review Panels (or TRPs) and public comment to NCES. TRPs bring approximately 30 experts together to foster collaboration and discussion around topics related to IPEDS data submission and use. You can learn more about TRPs by clicking the link to the right of your screen. RTI always welcomes comments and suggestions from interested parties

on IPEDS-related products and plans. At the completion of each TRP meeting, TRP suggestions are typically posted on their website and comments are solicited.

Now, let's look at changes specifically for 2017-18. There are six survey components that we'll cover in this video. Institutional Characteristics, Admissions, Outcome Measures, Student Financial Aid, Human Resources, and Finance. Let's get started.

First, we'll begin with Institutional Characteristics. For clarification, two of the 2016-17 distance education questions on courses and programs have been combined into one.

- Does your institution offer distance education courses?
- Please indicate at what level(s) your institution offers distance education opportunities (courses and/or programs).

This is an example of what the 2016-17 screen looked like, and this is what new screen will look like with the updated format. You will be able to check all of the boxes that apply to your institution.

Now, we'll move on to Admissions. SAT critical reading and math scores should be reported based on the new (2016) SAT score range. Institutions that have scores based on the old (2015) SAT score range should convert scores using the College Board concordance tables.

This is what the website looks like.

Next is Outcome Measures. Currently, institutions are required to disclose their Pell Grant recipients' graduation rates on their website, but it is difficult to immediately and annually produce a federal graduation rate for Pell recipients for the Administration or Congress. For accountability and transparency reasons, a Pell subcohort has been added to the OM survey starting this collection year with the entering 2009-10 cohort.

The next change is that all academic institutions will report on a full-year cohort, defined as July 1-June 30. For academic year institutions, this is a departure from defining cohorts based on the official Fall reporting period (census date). Data for Spring/Summer/Winter cohorts will now be collected, making the collection now more similar to a 12-month enrollment group (tracking all students who entered during that 12 month period). Frequently asked questions will be available to help you identify how to report students.

Additionally, each of the four OM cohorts will have a Pell Grant recipient subcohort to assist with the reporting previously mentioned. The four cohorts are: first-time full-time; first-time part-time; non-first-time full-time; non-first-time part-time. If a student received a Pell at anytime during the coverage cohort year (July 1, 2009 to June 30, 2010), the student is included in the Pell subcohort.. The 4 OM cohorts (first-time full-time, first-time part-time, etc.) will be calculated from Pell and Non-Pell Grant subcohorts.

Institutions will report on three status points: 4 years, 6 years, and 8 years, with 4 years as the new status point. However, these will be reported at the end of 8 years. Institutions will

report on the highest award conferred (certificate, associate's or bachelor's) for each of those status points. Previously institutions only reported that a student received "any" award, but should now only report the highest award.

For each award status point (4, 6, and 8 years), all students entering in 2009-10 should be included in one of these eight subcohorts, and each student should be reported only once. Awards are mutually exclusive from other status points, and again, only the highest award should be reported.

For each cohort at the 4- and 6-year status points, report the highest award (i.e., certificate, associate's, or bachelor's) conferred by your institution even if the student was still enrolled at your institution or had transferred to another institution. If students earned multiple awards by the end of a status point, count the student once and report the highest award conferred, but DO NOT include graduate awards conferred to undergraduate students.

Let's take a look at some of the preview screens. As shown here, additional instructions around creating cohorts have been added to aid in accurate reporting. The next screen is the 4-year screen, then the 6-year screen, and finally the 8-year screen. Remember, you'll be entering these at the end of 8 years. Also note that this is the screen in which you will add the enrollment information you have for the students who entered eight years prior.

As a reminder, all academic reporting institutions are now moving to the full-year cohort and will not use the Fall cohort model. These institutions must count as entering students all those students who entered the institution between July 1, 2009 and June 30, 2010. There is no change for institutions that already provided an annual number.

Institutions will identify and include Pell Grant recipients who received a Pell Grant between the cohort coverage period of July 1, 2009 and June 30, 2010. Students who did not receive a Pell Grant during the cohort coverage period, but receive a Pell Grant July 1, 2010 through August 31, 2017 (outside of the established cohort coverage period) are not included in the Pell Grant subcohorts. This means you will not have to go back and identify every student who received a Pell Grant, only those who received them within their first year.

Students who received a Pell Grant (dollars disbursed) are included in the Pell Grant subcohorts. Institutions should not include students who were awarded a Pell Grant but did not receive a disbursement.

Because of the new changes, several FAQs have been eliminated. As you can see, FAQ #16's answer has become simplified due to the new changes. Q: If I am an academic year reporter, how do I report students who enter my institution as non-degree/certificate-seeking students in the fall, but in the following spring term enroll as degree/certificate-seeking students? The answer is, include these students in your OM cohort because these students became degree/certificate-seeking at some point during the full-year cohort of July

1, 2009 to June 30, 2010.

There are some new FAQs. Let's look at those. The first FAQ, number 28, is designed to assist with determining how to report students who have earned a certificate that took longer than 2 years. Question: Which award is higher between a certificate that is more than 2 years, but less than 4 years or an Associate's degree?? Answer: In this example, Associate's degree is the higher award. The hierarchy of awards (from lowest to highest) is certificates, associate's degree, and bachelor's degree. For purposes of OM reporting, all certificate levels (i.e., less than 1 year; at least 1 year, but less than 2 years; and at least 2 years, but less than 4 years) are aggregated together into the certificates reporting column.

The second one is around cohort attendance level switching. Question: If we are reporting on a full-year cohort that enters between July 1 and June 30 (coverage cohort year), what happens if a student switches their attendance levels (e.g., full-time or part-time) during the OM coverage cohort year? Answer: The attendance level is determined upon entering the institution. The student remains in the cohort even if there is a change in attendance levels in subsequent terms or years.

The next FAQ deals with student starting in short sessions. Question: As an academic year reporting institution, I have a group of degree-seeking undergraduate students who took a summer session designed for entering students to earn college credit before enrolling in the next immediate full term (i.e., Fall semester or quarter). However, the start date of the summer session was prior to Outcome Measures coverage cohort year start date of July 1, which cohort year should these students be reported? Answer: For the 2017-18 collection year, these summer session students would be included in the 2009-10 OM cohort year because it is their first full term (i.e., Fall semester or quarter), which should be used to determine their inclusion.

Next, we'll discuss the changes for Student Financial Aid. SFA collects the number of beneficiaries and the total amount of benefits under: Department of Veterans Affairs Post-9/11 GI Bill (including Yellow Ribbon program), and the Department of Defense Tuition Assistance Program (DOD TAP) [said D-O-D Tap]. The maximum amount of DOD TAP reimbursements is \$4500/student/fiscal year, but some institutions are reporting values greater than \$4500/student because of the overuse of the acronym TAP.

In an effort to address this, NCES will create new FAQs for reporting DOD TAP, and will provide prior year values to enhance data quality checks when reporting.

Here's an example of the new FAQ. The SFA survey indicates that the maximum amount of DOD TAP awarded per fiscal year per student is \$4500. What do I do if my DOD TAP average is greater than \$4500 per student. According to the 2014 final regulations set for the DOD Voluntary Education Programs- which include TAP- each branch of military service can pay no more than \$250/semester-unit (or equivalent) for tuition. Each service member is eligible for up to \$4500 in aggregate for each fiscal year. If your institution's DOD TAP average is

greater than \$4500 per student per award year, then you should:

Ask your financial aid office or VA certifying official to sort out the military aid and remove any non-DOD TAP aid (e.g., ROTC scholarships, tuition reimbursements for advancing civil schooling, education-related incentive or bonus. Remove any non-Title 10 aid since TAP is a Title 10 program; and make sure that you are including one disbursement period for that award year. Even though DOD TAP aid are reported for the Oct 1- Sep 30 timeframe, which technically covers two fall periods; only include one fall disbursement period per award year.

And here's an example of the reporting screen that will have the column for previous year's data.

The next change is in Human Resources related to new hires. Previously, the information for new hires was collected as of November 1, but that proved to be confusing. Instructions have been clarified, and the outlay has been modified. In the G2 outlay, the equated nine-month column has a new formula.

Finally, there are a couple of changes for Finance reporting. First, for both FASB [said Fazbee] (public and private) and GASB [said Gazbee] (public) institutions, instructions on how to report Operations and Maintenance of Plant (O&M) expenses will be clarified. Moving forward, institutions will not include O&M expenses in Salaries and Wages, Benefits, Depreciation, Interest, or other Natural Expenses because O&M expense is reported in its own natural classification category. Here is what the reporting screen will look like.

A new screening question has been added to pension reporting. Sometimes system offices or state legislators absorb some of the expenses related to pensions. For those institutions that have system offices or legislators that do this, this question was added.

Additionally, clarification has been provided for institutions that share audited financials with another entity (e.g., with districts, high schools, hospitals, etc.). These institutions should report only its proportionate share of pension expense, liability, and deferrals.

Pension expenses are creating volatility in the functional expense categories because they move with the markets. The screen shows an example of an institution with approximately - \$110M in pension expenses. Allocating the negative pension expense across all the categories has created large differences compared to the prior year data. If in the next year, the pension expense becomes positive, the data will show some large differences again.

Guidance will be added to instruct institutions to allocate pension expenses in Other Functional Expenses (Part C-1) and Benefits Expenses (Part C-2). Allocating the pension expense to two distinct categories will reduce the volatility across all categories.

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