

**MIS Reporting Manual AY 2019-2020  
Revisions, additions and corrections**

**1. Credit Course Reporting.**

- a. Introduce data element AF in Student Credit Course file (p. B-17): “Instructor of Record affiliation”, with the following coding: 1 = this college faculty; 2 = Online Consortium (not this college faculty); 3 = Guest Instructor; 4 = High School Teacher; 5 = Partnership Teacher and 6 = Other.  
REASON: annual accountability reports (JE in particular) identified in Iowa Code section 260C.14(21).(6): Number of courses in which high school students are enrolled under shared supplementary weighting plans and the portions of those courses that are taught by an instructor who is employed by the local school district for a portion of the school day.
- b. Introduce data element AG in Student Credit Course file (p. B-17): “Course Instruction site”, with the following coding: 1 = reporting college; 2 = a high school; 3 = Educational Center; 4 = Business/Industry; 5 = Other.  
REASON: continuous data requests related to geography and types of location for educational activities.

**2. Student Credit Award Reporting.**

- a. Eliminate code Z (“Non-award program completion”) as obsolete. Eliminate code 8 (“Other”) as unsubstantiated and keep code 8 as a placeholder for future use.

**3. Non-Credit Course Data Reporting**

- a. Introduce data element T in NC course file (p. C-20): “IET (Integrated Educational Training) Student in IET-related course” with codes 0 = Not an IET student/not an IET-related course; 1 = An IET student in IET-related course.  
REASON: To track the workforce training requirement of an IET with includes the training listed above, by the specific occupation or occupational cluster. This data ensures that the workforce training is aligned to regional career pathways in high-demand occupations. Additionally, the data collected will allow tracking if participants achieved educational or employment outcomes in the same occupation or occupation cluster as their IET activity. Authority: 29 U.S.C. 3272(11).
- b. Introduce data element U in NC course file (p. C-20): CIP number for IET component course/program for IET Student with definition “10 digits including leading zeroes; report ONLY for IET students who receive IET as an integral part (not stand-alone course) of their ABE training. IET CIP number should reflect the nature of IET component (e.g., 5110090000 for Phlebotomy Technician; or 4805080000 for Welders, etc.). Report “9999999999” for non-IET students or for IET students who receive IET training through a regular technical course or program and listed under regular technical course/program.”  
REASON: To track the workforce training requirement of an IET with includes the training listed above, by the specific occupation or occupational cluster. This data ensures that the workforce training is aligned to regional career pathways in high-demand occupations. Additionally, the data collected will allow tracking if participants achieved educational or employment outcomes in the same occupation or occupation cluster as their IET activity. Authority: 29 U.S.C. 3272(11).

4. **MIS Data Glossary has been updated with definitions for Integrated Educational Training (IET), Instructor of Record Affiliation, and Course site; other corrections applied to reflect current data collection definitions and needs.**
  
5. **Fall Enrollment Reporting for Fall 2019**  
**Aligned with Credit Reporting format for AY 2018-2019.**  
**REASON: To replicate format established for recently reported year, thus reducing the burden of data systems resetting for any new requirements in a short period of time.**
  
6. **Section D (Secondary Jointly Administered Reporting) has been eliminated as obsolete. Subsequent sections obtained corresponding logical identification to maintain an uninterrupted sequence:**  
**D - Human Resources;**  
**E – Credit Awards;**  
**F – Non-Credit Awards.**
  
7. **Appendix E (Adult High School Diploma Identification Codes) has been eliminated as obsolete.**