**Procedural Instructions for Requesting CBHE EMSAS Data**.

**Overview:**

This document provides details for an agreement that the Missouri Coordinating Board of Higher Education (CBHE) and the Missouri Higher Education Data Advisory Council (HEDAC) have reached regarding the use of the Enhanced Missouri Student Achievement Study (EMSAS) database by those Missouri post-secondary educational institutions that have provided past student records to the database. The agreement provides a means for institutions to identify how many of their former students have gone on to enroll at other EMSAS participating institutions. It can also be used to obtain data on students who are currently enrolled at the institution and that were previously enrolled at another participating EMSAS institution. The purpose of the service is to provide institutions with student unit level data to help them conduct institutional research studies on student cohorts that they have a need to track.

**A Description of the Service:**

The CBHE will provide to the institution requesting this service three abridged files of the EMSAS database’s end-of-term registration, fall enrollment, and degree completions files (see Addendum 1 for the variables that will be included in each file). All of these files will report data on a student unit record basis. Cross-institutional student data records (i.e., student records from other institutions other than the requesting institution) from the end-of-term registration and fall enrollment files will only be released for those students who were enrolled at the requesting institution during the time period of the data request. Because the EMSAS degree completions file only identifies the institutions that a student obtains a degree from and is not linked to the enrollment records of those students who did not receive a degree while attending the requesting institution, all of the records in the EMSAS database degree completions file will be released to the requesting institution so that it can merge these records in with their end-of-term registration and fall enrollment student records. Data from the three files will span the period from the cohort year submitted through the current academic year that the data exists in EMSAS. Institutions will receive their data by FTP in the form of a CSV. It will be the institution’s responsibility to load these files into the software programs they have chosen for their internal analyses. Addendum I specifies the record layout for the three CSV files.

**Research Guidelines:**

Because the requesting institution will receive student records from other Missouri post-secondary institutions that are also in the EMSAS database, the requesting institution’s EMSAS Database Coordinator (EDC), who will represent the requesting institution concerning all issues about this service, agrees to inform and encourage officials of the requesting institution that they should comply with the following research guidelines:

1. Student Confidentiality
	1. The EDC’s institution must comply with all of the conditions specified in the CBHE EMSAS Data Confidentiality Agreement (See Addendum II).
	2. The EDC’s institution should also comply with the confidentiality guidelines of the Association for Institutional Research’s (AIR)Code of Ethics for Institutional Research as specified in Section III of the code and that covers the topics of: atmosphere of confidentiality, storage and security, release of confidential information, and special standards for data collection.
2. Data Reporting: The EDC shall make every effort to prevent the release of any adverse research findings identifying other participating EMSAS institutions whose data records may have come from this service.
	1. Internal Reporting of data: When reporting research findings using the data records from other EMSAS institutions, the EDC shall apprise officials within the institution of the need to keep confidential all research findings that specifically identify other participating EMSAS institutions, and that such findings should only be released to the public if the affected institution agrees to their release or as otherwise required by the State’s “Sunshine Law.”
	2. External Reporting of data: If research findings are to be disclosed externally (e.g., a conference paper, journal article, grant report etc.), the EDC shall inform the author of the report that all summary findings pertaining to participating EMSAS institutions should be kept confidential. This can be accomplished by using a pseudonym in lieu of the institution’s name, assuming that the data being presented in the report does not give clues as to the identity of the institution. The report’s author also has the option of asking and getting approval from the institution to disclose its name.
3. Data Use:
	1. Data Integrity: The EDC shall exercise reasonable care to ensure the accuracy of data collected from other participating EMSAS institutions’ records and shall document the sources and quality of the data. The requesting institution’s EDC also has an obligation to inform other EDCs from participating EMSAS institutions of any data errors in that institution’s student data records when and if they are discovered by the requesting institution’s EDC.
	2. EMSAS Database Improvement: The EDC has a professional responsibility to assist the CBHE in its efforts to improve and expand the EMSAS database.

**Procedures for Requesting the Service:**

Institutions that wish to use this service must send their data request to the CBHE:

1. Institution’s President must sign the CBHE Confidentiality Agreement (Addendum II).

Mail the original copy of the Confidentiality Agreement to Jeffrey Smith, Missouri Department of Higher Education, 3515 Amazonas, Jefferson City, Mo. 65109, Phone: (573): 522-1309, Fax: (573) 526-5431, E-Mail address: jeffrey.smith@dhe.mo.gov.

1. Complete the Data Request Form (Addendum III) and mail it to:

Jeffrey Smith, Research Associate, Coordinating Board of Higher Education, 3515 Amazonas, Jefferson City, Mo. 65109, Phone: (573): 522-1309, Fax: (573) 526-5431, E-Mail address: jeffrey.smith@dhe.mo.gov.

 4. You should receive your file(s) by July 1st.

# *Addendum I*

**File Codebooks**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Enrollment File** |  |  |  | **Term Registration File** |  |
| **Descriptor Short** | **Field Name** | **Field Length** |  | **Descriptor Short** | **Field Name** | **Field Length** |
| FICE College Code | FICECODE | 6 |   | FICE College Code | FICECODE | 6 |
| Academic Term | ACTERM | 2 |   | Academic Term | ACTERM | 2 |
| Calendar Year | CALYEAR | 4 |   | Calendar Year | CALYEAR | 4 |
| SSN or Student ID | SOCSEC1 | 9 |   | SSN or Student ID | SOCSEC1 | 9 |
| Class Level | CLEVEL | 2 |   | Class Level | CLEVEL | 2 |
| Enrollment Status | STUSTAT | 1 |   | Enrollment Status | STUSTAT | 1 |
| Highest Degree Held | HIDEGREE | 2 |   | Highest Degree Held | HIDEGREE | 2 |
| Degree Level Sought | DEGREEST | 2 |   | Degree Level Sought | DEGREEST | 2 |
| First Major CIP Code | PROGONE | 6 |   | First Major CIP Code | PROGONE | 6 |
| Second Major CIP Code | PROGTWO | 6 |   | Second Major CIP Code | PROGTWO | 6 |
| Degree-Seeking Status | DSSTATUS | 1 |   | Degree-Seeking Status | DSSTATUS | 1 |
| Total Term Hours | TOTRMHRE/R | 3 |   | Total Term Hours | TOTRMHRE/R | 3 |
| Audited Credit Hours | AUDTRME/R | 3 |   | Audited Credit Hours | AUDTRME/R | 3 |
| Cumulative Credit | CUMCREDE/R | 4 |   | Total Graded Credit Hours | GRDTRMR | 3 |
| Transfer Institution | TRANSSCH | 6 |   | Cumulative Credit | CUMCREDE/R | 4 |
| Initial Transfer Hours | CRTRAN1E/R | 4 |   | Transfer Institution | TRANSSCH | 6 |
| Cumulative Transfer Hours | CRTRAN2E/R | 4 |   | Initial Transfer Hours | CRTRAN1E/R | 4 |
| Remed Math | REMATHE/R | 3 |   | Cumulative Transfer Hours | CRTRAN2E/R | 4 |
| Remed English | REENGLE/R | 3 |   | Remed Math | REMATHE/R | 3 |
| Remed English | REREADE/R | 3 |   | Remed English | REENGLE/R | 3 |
| Non-College Hours | NONCOLE/R | 3 |   | Remed English | REREADE/R | 3 |
| ACT English | ACTENG | 2 |   | Non-College Hours | NONCOLE/R | 3 |
| ACT Math | ACTMAT | 2 |   | Term Grade Point Average | TRMGPA | 3 |
| ACT Reading | ACTRED | 2 |   | Cumulative GPA | CUMGPA | 3 |
| ACT Science | ACTSCR | 2 |   | Other Remedial Hours | REOTHRE/R | 3 |
| ACT Composite | ACTCOM | 2 |   | Prep Math | PREPMATHE/R | 3 |
| SAT Verbal | SATVER | 3 |   | Prep English | PREPENGLE/R | 3 |
| SAT Math | SATMAT | 3 |   | Prep Reading | PREPREADE/R | 3 |
| Other Remedial Hours | REOTHRE/R | 3 |   | Transfer Institution (IPEDSID) | TRANSCHIPEDS | 6 |
| Prep Math | PREPMATHE/R | 3 |   |   |   |  |
| Prep English | PREPENGLE/R | 3 |   | **Completions File** |   |  |
| Prep Reading | PREPREADE/R | 3 |   | **Descriptor Short** | **Field Name** | **Field Length** |
| Transfer Institution (IPEDSID) | TRANSCHIPEDS | 6 |   | FICE College Code | FICECODE | 6 |
|  |  |  |  | Academic Term | ACTERM | 2 |
|  |  |  |  | Calendar Year | CALYEAR | 4 |
|  |  |  |  | SSN or Student ID | SOCSEC1 | 9 |
|  |  |  |  | Highest Degree Held | HIDEGREE | 2 |
|  |  |  |  | Degree Level Conferred | DEGREEC | 2 |

# *Addendum II*

**EMSAS DATA CONFIDENTIALITY AGREEMENT**

 (hereinafter “Institution”), is a participant in the Enhanced Missouri Student Achievement Study (EMSAS) database maintained by the Missouri Department of Higher Education (DHE). Institution has requested access to cross-institutional data in the EMSAS database for the purpose of improving instruction by tracking cohorts of the Institution’s students. The DHE has a strong interest in and commitment to enhancing institutional and student performance through the type of research and associated policy development proposed by the Institution. Accordingly, the DHE has agreed to provide the requested cross-institutional data, provided that Institution agrees to comply with the terms and conditions set forth in this Confidentiality Agreement.

 The DHE will provide the EMSAS data to Institution pursuant to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g(b)(1)(F), and regulations issued under FERPA, 34 C.F.R. § 99.31(a)(3), 99.31(a)(6), and 99.35. Institution agrees that it will maintain the confidentiality of the EMSAS data in accordance with 20 U.S.C. § 1232g(b)(1)(F), 34 C.F.R. § 99.31(a)(6), and the terms of this Confidentiality Agreement.

 For purposes of this Confidentiality Agreement, the term “personally identifiable information” includes, but is not limited to: (a) the student’s name; (b) the name of the student’s parent or other family members; (c) the address of the student or the student’s family; (d) a personal identifier, such as the student’s social security number or other student number, or biometric record; (e) other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; (g) information requested by a person who the institution reasonably believes knows the identity of the student to whom an education record relates. For purposes of this Agreement, the term also includes information about a group of students that contains four (4) or fewer students.

Institution hereby agrees that it will use the EMSAS data solely for the purpose stated in this Agreement and will provide DHE with a report of the results of its analysis to assist DHE in its statutory planning and evaluation responsibilities. Institution agrees that it will maintain the confidentiality of personally identifiable student information contained in the EMSAS data at all times and will keep the EMSAS data in a secure location. Institution shall conduct the study in a manner that does not permit personal identification of parents and students in the EMSAS data by individuals other than those employees, representatives, and agents of the Institution who are participating or assisting in the performance of the study, analysis, or project described in this Confidentiality Agreement or who otherwise have a legitimate interest in that information.

Institution may publicly release reports, studies, and other documents derived from information contained in the EMSAS data, provided that such reports, studies, or other documents do not contain any personally identifiable student information. Institution agrees that it will not release or disclose any of the EMSAS data in any manner except as expressly described in this Confidentiality Agreement, unless Institution has received prior written authorization from the DHE.

 Institution agrees that it will promptly return the EMSAS data to the DHE upon written request by the DHE. Institution further agrees that it will destroy or return the EMSAS data when it is no longer needed for the purposes described in this Confidentiality Agreement.

 This Agreement shall be effective as of the date of signature below and shall last for the current fiscal year, July 1, 2010 to June 30th 2011.

 By signing below, Institution accepts and agrees to the terms and conditions set forth in this Confidentiality Agreement.

(Name of Institution)

By: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature of President or Chancellor)

By: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature of EMSAS Data Coordinator)

## **Date:**

## **Institution:**

# Data Coordinators Contact Information

Name:

Email:

Telephone:

# Cohort Description: Please describe the originating cohort(s) from your institution









Cohort years:

# Returned File(s) Requested: Which files should be returned for the cohort(s)









# Comments

# After completing file please email to: jeffrey.smith@dhe.mo.gov

# For more information please contact the MDHE research staff:

Jeffrey Smith Damon Ferlazzo Timothy Wittmann

jeffrey.smith@dhe.mo.gov damon.ferlazzo@dhe.mo.gov timothy.wittmann@dhe.mo.gov

573.522.1309 573.751.1793 573.522.2385