

CBM Reporting Updates

Texas Association of Collegiate Registrars and Admissions Officers (TACRAO)

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July 16, 2024

Distance Education and Off-Campus Updates

Distance Education and Off-Campus Instruction

Texas Administrative Code (TAC), Chapter 2, Subchapter J, Rules 2.200 - 2.207 provide guidance to all public institutions of higher education in Texas regarding the delivery of distance education. TAC, Chapter 4, Subchapter Q provides guidance to all public institutions of higher education in Texas regarding the delivery of off-campus instruction

Fully distance education course as an instruction mode is no longer valid. Courses previously marked as such in Item #18 should now be reported as either Hybrid or 100 percent online.

Distance Education and Off-Campus Instruction – cont.

Per TAC, Chapter 13, Subchapter O, Rule 13.453, institutions should not report for funding 100-percent online courses taken by non-resident students who are located out-of-state or out-of-country, courses in out-of-state or out-of-country programs taken by any student, or self-supporting courses.

Per Texas Education Code Ch. 61.059 (n) and (o), Texas A&M University – Texarkana and Lamar State College-Orange may report certain distance education hours if they meet the required statutory criteria.

Instruction Mode

Instruction mode '6' Hybrid/~~Blended~~ Course -- A course in which students complete more than 50 percent but less than 100 percent of the credit hours required for the program through Distance Education Courses.

Instruction mode '7' 100-Percent Online Course -- A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.

Instruction Mode – cont.

Item #18

Instruction Mode. Enter the primary mode of instruction where 51% or more of the instruction is delivered via a single mode.

- 1 Face-to-Face – The instructor and the students are in the same physical location at the same time
- 2 ~~Fully Distance Education Course~~ (not accepted in fall 2024 reporting)
- 3 Video Tape DVD and/or Broadcast TV
- 4 Two-way Interactive Video
- 5 Multiple or Other e/Electronic Media (use only if no other single mode accounts for 51% of the instruction or if the electronic instruction mode is not listed)
- 6 Hybrid/~~Blended~~ Course
- 7 100-Percent Online Course

CBM00CS & CBM00S – CTC & University; CBM00C - CTC

Updates Related to FAST Reporting

Texas Student Data System (TSDS) ID

HS Student TSDS ID. Enter the 10-digit Texas Student Data System (TSDS) unique identification number issued by the Texas Education Agency (TEA) for each eligible high school student. The TSDS ID is a required field for any student for whom the institution expects to receive FAST funding. Leave blank if not applicable.

Institutions will be required to submit the student's TSDS ID, starting in Fall 2024

Please reach out to the PEIMS Coordinator at the District for each ISD

Texas Student Data System (TSDS) ID - Cont.

This 10-digit number is assigned to every public school student in Texas. The TSDS ID is reported on the following CBM reports:

University Manual

<u>CBM Report</u>	<u>Item Number</u>
▪ CBM0CS	Item #31
▪ CBM00S	Item #31
▪ CBM00X	Item #22

Community College Manual

<u>CBM Report</u>	<u>Item Number</u>
▪ CBM0CS	Item #33
▪ CBM00S	Item #33
▪ CBM00A	Item #45

Contact Hours/SCH for FAST Funding

CBM00A Continuing Education Courses – CTC

Item #46 Contact Hours Eligible for FAST Funding. Enter the number of contact hours taken by eligible students for FAST-eligible courses per 13.501(1) and 13.501(4). Funding amounts are determined based on the numbers of contact hours reported on this item.

CBM00X – Self-Supporting Courses and Programs – UNIV

Item #23 Semester Credit Hours Eligible for FAST funding. Enter the number of semester credit hours taken by eligible students for FAST-eligible courses per 13.501(1). Funding amounts are determined based on the numbers of semester credit hours reported on this item.

Reporting Contact for FAST Reporting Requirements

For further details about the FAST program, visit the dedicated [FAST webpage](#) and review the available [FAQs](#). For any further inquiries or assistance regarding reporting requirements for the FAST program, please contact Yughi.Kim@highered.texas.gov.

FAST Webpage: <https://www.highered.texas.gov/our-work/supporting-our-institutions/community-college-finance/fast/>

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CBM009 and CBM00M Reporting Changes

CBM00M – Credentials Reported

Occupational Skill Awards (OSA)

- FY20-22 OSA awards were collected via an ad hoc collection
- FY23 awards were reported on the CBM00M last fall
 - Reporting student-level data allows for the institutions to receive additional funding characteristics can be calculated

Institutional Credentials Leading to Licensure (ICLC)

- FY23 completions were collected via an ad hoc collection.
 - ICLCs will be reported on the CBM00M starting in Fall 2024.

CBM00M – Upcoming Changes for Fall 2024

Item #7 Award Type. Enter the abbreviation award, left justified.

OSA Occupational Skills Award starting (**previously MS**)

ICLC Institutional Credential Leading to a Licensure or Certification

Item #8 Level of Award. Enter the appropriate code to identify the award.

8 Occupational Skills Award (**previously ‘4’**)

9 Institutional Credential Leading to a Licensure or Certification

CBM00M – Date of Birth

Item #6 ~~Unused. Date of Birth. Enter all four digits of the year of birth, two digit month, and day of birth for the student.~~

~~YYYYMM where YYYY = Year; MM = Month~~

Item #18 Date of Birth. Enter all four digits of the year of birth, two-digit month, and day of birth for the student.

YYYYMMDD where YYYY = Year; MM = Month; DD = Day

CBM00M – Record Layout

CTC Occupational Skills Achievement Report (CBM00M)

Data Processing Record Layout

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always 'M'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender – 'M' or 'F'	17	1
Item #5	Unused	18	1
Item #6	Unused Date of Birth - YYYYMM - Numeric	19	6
Item #7	Award Type Occupational Skills Awarded - Left justified	25	8
Item #8	Level of Award – '4'	33	1
Item #9	Major - CIP Code - Numeric	34	8
Item #10	Reporting Period - Always '1'	42	1
Item #11	Year - YYYY - Numeric	43	4
Item #12	Month of Award - Numeric	47	2
Item #13	Type Major – '2' or '4' - Numeric	49	1
Item #14	Unused	50	1
Item #15	Remote Campus	51	1
Item #16	Ethnic Origin	52	1
Item #17	Race:		
Item #17A	White – '1' or blank	53	1
Item #17B	Black or African-American – '2' or blank	54	1
Item #17C	Asian – '4' or blank	55	1
Item #17D	American Indian or Alaskan Native – '5' or blank	56	1
Item #17E	International – '6' or blank	57	1
Item #17F	Unknown or Not Reported – '7' or blank	58	1
Item #17G	Native Hawaiian or Other Pacific Islander – '8' or blank	59	1
Item #18	Date of Birth – YYYYMMDD – Numeric	60	8
Item #19	Non-Fundable Award	68	1

CBM009 and CBM00M – Non-Fundable Credential

Beginning in FY25

Indicating Fundable Credential per 13.556(b)(3)(C)

Per TAC, Subchapter S, Rule 13.556, for awards granted after September 1, 2024, a fundable credential excludes a degree or certificate awarded to a non-resident student enrolled in a 100-percent online degree or certificate program (as defined in §2.202(4)(A)) or a student who resides out-of-state.

Non-Fundable Award. Enter a '1' to indicate that the award is not fundable per rule or statute. Leave blank if not applicable (*CBM009 – Item #22; CBM00M Item #19*)

THECB & THED Web Links

THECB CBM Reporting Manual Link

Reporting manuals, appendices, and other resources for submitting institution and student-level data to the Texas Higher Education Coordinating Board.

Reporting and Procedures Manuals

- [Career Schools and Colleges and Private and Out-of-State Public Postsecondary Institutions \(PDF\)](#)
- [Community, Technical, and State Colleges \(PDF\)](#)
- [Health-Related Institutions \(PDF\)](#)
- [Independent Colleges and Universities \(PDF\)](#)
- [Public Universities \(PDF\)](#)

CBM Reporting Manuals for Fall 2021

- [Community, Technical and State Colleges \(PDF\)](#)
- [Public Universities \(PDF\)](#)

CBM Reporting Due Dates

- [CBM Reporting Due Dates by Sector \(XLS\)](#)

Appendices to the CBM Reporting Manuals

- [Appendix A-J and N-P - FICE Codes, Residence Codes, CIP Codes, Administrative Unit Codes, Facilities Codes, GME Formula Funding and Space](#)

Financial Aid Database System (FADS)

- [FY 2024 FAD Comprehensive Reporting Manual \(PDF\)](#)
- [FY 2023 FAD Comprehensive Reporting](#)

Other Resources

- [Field of Study Information](#)
- [Lower Division Academic Course Guide Manual \(ACGM\)](#)

<https://www.highered.texas.gov/our-work/supporting-our-institutions/data-submission-reporting/cbm-reporting/cbm-reporting-manuals/>

THED CBM Reporting Manual Link

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Appendices to the CBM Reporting Manuals

- Appendix A-J and N-P - FICE Codes, Residence Codes, CIP Codes, Administrative Unit Codes, Facilities Codes, GME Formula Funding and Space Model Funding, Reference Tables ([PDF](#))
- Appendix D - Administrative Unit Codes ([XLS](#))
- Appendix K - ACGME and AOA Residency Programs in Texas ([XLS](#))
- Appendix L - Medical Schools ([XLS](#))

<http://www.txhighereddata.org/index.cfm?objectId=96F8EE70-D880-11E8-BB650050560100A9>

Questions?

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***Primary;**

****Transitioning off reporting sector**

Thank You!