

## COURSE INVENTORY CBM003

To comply with the Section 61.052 of the *Texas Education Code*, the Board has created a computer file of courses which is identified as the CBM003 course inventory. Courses on the inventory automatically meet the annual reporting requirement. The inventory is valid for a complete academic year from September through August.

After certification of the Spring class reports each year (mid-April), the Coordinating Board makes a copy of each institution's annual course inventory for that academic year. This copy becomes the basis of the next academic year's course inventory. During the **annual update**, institutions make additions, deletions, and changes to this base inventory until it accurately reflects the slate of courses that they wish to be able to draw from during the next academic year. An institution's course inventory may be browsed via the internet at <http://edcinv.thecb.state.tx.us/>.

Any time during the academic year Coordinating Board staff may review the course offerings for accurate CIP coding and to see whether the courses being offered are in approved programs. CB staff will communicate with the academic affairs office of an institution to resolve questions about the funding, coding, and approval of courses. The courses on the CB authorized course inventory are used to validate the classes offered and will be used in determining the level of hours and the funding category in the formula process. There is also an item that identifies whether the course represents a multiple course record.

Institutions will be allowed to make **supplemental updates** to the course inventory during an eight-week period beginning four weeks before each semester's due date for the CBM004. During the supplemental update, institutions will be able to add new courses but will not be able to change or delete courses because those changes could invalidate previously certified data that may be the basis of funding provided to the institution. Supplemental updates are intended to provide a reasonable way for institutions to add a small number of new courses that are needed immediately. Supplemental updates should also be used to add courses in degree programs approved since the last annual update. You are encouraged to submit updates early during the cycles in the following timetable.

### Timeline for Reports and Updates

Feb 15 – April 15	Spring <i>supplemental</i> update
May 1 – May 31	Institutions make their <i>annual</i> update electronically in the format and following the procedure described on pages 0.3 and 0.4 in this manual. An electronic edit of the update (a message indicating whether the submission was successful) is automatically generated and placed in the institution's electronic mailbox on the Coordinating Board server. Annual updates submitted before April 1 or after May 31 will generate an error message and will not be processed.
July 15 – Sept 15	Summer <i>supplemental</i> update
Oct 1 – Nov 30	Fall <i>supplemental</i> update

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### Course-Related CB Policies

For policies related to the types and levels of courses that institutions may offer, see the Universities Division's Policy and Procedures Manual and other appropriate Coordinating Board policies (<http://www.thecb.state.tx.us/AAR/>).

### Criteria for Assigning Texas CIP Codes

Each course in an inventory is assigned a Texas CIP code which corresponds to the subject matter of that course. CIP codes reflect the content of the course and not the department in which the course is offered or the discipline of the students who take the course. For example, an introductory calculus class taught in the Chemical Engineering department is accurately coded 27.0101.00 (Mathematics) even if the course is taught exclusively to engineering students by an engineering professor.

Texas CIP codes are an extension of the Classification of Instructional Programs (CIP) taxonomy that is part of the National Center for Education Statistics' (NCES') Integrated Postsecondary Education Data System (IPEDS). IPEDS uses CIP to collect and report higher education data from across the country. The NCES publication *Classification of Instructional Programs* describes the taxonomy and provides definitions of the national codes (<http://nces.ed.gov/pubs2002/cip2000/ciplist.asp>). A listing and definitions of Texas CIP codes is available on-line at <http://www.txhighereddata.org/Interactive/CIP/>.

National CIP codes are six digits in length. Texas CIP codes have an additional two-digit extension which can further refine the subject matter in question. The 10-digit Texas CIP code consists of the 8-digit Texas CIP code plus the 2-digit default funding code assigned to that CIP code.

When an institution assigns a CIP code to a new course, it meets part of its statutory obligation to inform the Coordinating Board of the content of all courses it is offering. Institutions are expected to make their best effort at assigning a code that accurately reflects the content of the course. Coordinating Board staff periodically review the CIP codes assigned to courses. Staff may make changes to codes or ask institutions for more information about the coding of courses where a coding seems inconsistent with the Texas CIP taxonomy or where courses are being coded in a way which is inconsistent with the way similar courses are coded statewide.

Some helpful hints for coding courses:

- When more than one code could logically be used, use the code which is most specific to the subject matter. The areas most likely to contain redundant codes are Agriculture, Business, Education, and Home Economics.
- The specific activity being covered in the course is considered more specific than the place where, or group to which, the activity will be done. Education, in particular, divides subject matter by level of the recipient of the education (e.g., Secondary Education) and then by specific subject (e.g., Science Education). A course in Teaching History in the Elementary School would be coded History Education and not Elementary Education.

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- Courses in Special Education and in Early Childhood Education should be coded with those codes and not by specific subjects.
- The CIP code options may be in very different sections of the taxonomy. For instance, a course in Restaurant Management and Food Service may more appropriately be coded 12.0504.00 16 Restaurant, Culinary, and Catering Management/Manager or 19.0505.00 07 Foodservice Systems Administration/Management, depending on what is actually taught in the course.
- The history, philosophy, or sociology of a discipline is coded with the discipline and not with History, Philosophy, or Sociology.
- Courses for interdisciplinary programs which are not themselves interdisciplinary are coded in the specific discipline. For instance, a course in Native American Social Systems would be coded as Sociology and not American Indian Studies, since it is only about the sociology of Native Americans.
- In Technology and similar codes, the actual function listed in the definition should be considered and not the parts that speak of the occupation of the graduate.
- Use only the default formula funding rate that is listed in the Texas CIP codes taxonomy for the particular CIP code you are using. Using a rate other than the default will result in an error. Changes to the default rate must be requested specifically from the Coordinating Board staff.

Some confusion over coding comes from the fact that the taxonomy is used to identify the subject matter of degree and certificate programs as well as the subject matter of individual courses. This confusion leads to using factors other than the subject matter of the course to determine the code. Some of these factors are:

- the program to which the course will be applied
- the department offering the course
- the discipline of the professor offering the course
- the major of the student taking the course
- the role and scope of the institution

In a few instances, the formula funding code assigned to the Texas CIP code may be inappropriate for the course. In such a case, the course should continue to be assigned the most appropriate CIP code. The issue of funding then may be raised with the Educational Data Center, which has responsibility for the funding codes.

## Questions about the Classification or Funding of Courses

Most questions about the coding of a particular course should be directed to the Educational Data Center. This would include questions about the accuracy of coding, about details of course information in the Coordinating Board database, and about cases where a course or courses is appropriately classified by content but because of where the course is

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housed or what program it is a part of an institution strongly believes that the funding is inappropriate.

Reviews of the appropriateness of individual course funding codes are only done in the context of reviewing all the courses offered by a particular department or college. They can generally not be done during periods when staff are certifying data or reporting to the legislature. The institution must provide syllabi for all courses being reviewed, and any needed additional information about the work done in the courses, about the staffing of the courses, or about the students who take the courses—information that may be needed to clarify the disciplinary content of the course and how it relates to the curriculum. Courses are funded primarily on the basis of their content; the administrative unit offering the course is a secondary factor.

Inquiries about field-based courses and requests for the higher student teaching funding rate for field-based teacher education courses should be directed to Susan Hetzler ([Susan.Hetzler@theccb.state.tx.us](mailto:Susan.Hetzler@theccb.state.tx.us)). Questions about the funding of whole disciplinary areas should be directed to the Coordinating Board's Finance Division and/or our Formula Advisory Committee.

### Multiple-Course Listings Report

Multiple-course listings (i.e., special topics and other courses whose content can change from offering to offering) do not provide accurate information about the teaching activities at institutions which are needed by the Coordinating Board staff to meet its responsibilities. By their nature, these listings provide a format for offering a variety of courses often with differing subject matter, and often representing different discipline categories.

A column on the course inventory identifies these listings.

A report of the individual subjects taught under this type of listing must be kept by the institution by semester and available to be sent to the Coordinating Board upon request.

The file should be arrayed in the following order:

<u>Beginning Position</u>	<u>Length</u>	
1	6	Institution Code (FICE code)
7	4	Semester (e.g., SP04 = Spring 2005, SU05 = Summer 2005, FL05 = Fall 2005)
11	7	Subject Prefix (left justify)
18	7	Course Number (left justify)
25	30	Short Course Title

Any individual subject taught three times within five years must be assigned a regular course number and submitted to the Coordinating Board during the next annual update.

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### Pre-collegiate and Non-collegiate Courses

The Board has declared that pre-collegiate and non-collegiate courses may not count toward a degree program. Non-collegiate courses are designed to give useful skills or help (such as courses in study skills, orientation to college study, vitae preparation, or improvement in learning) which do not contribute directly to a degree. Non-collegiate courses may be included in an institution's course inventory, but no credit hours generated in such courses will be eligible for state funding through the formula system.

Pre-collegiate courses are defined as courses, tutorials, laboratories, or other efforts designed to bring students' skill levels in reading, writing and mathematics to entering college level. The term does not include courses in English as a Second Language, study skills, or thinking skills. The Undergraduate Education Section of the Board has published a Policy and Procedures Manual which has a section called "Guidelines for Offering and State Funding of Remedial English/Reading/Writing Courses". In the discussion it allows up to three semester credit hours of developmental reading courses, three semester credit hours of developmental writing courses, and six semester credit hours of developmental mathematics courses to be approved for funding at universities offering lower division courses. The link to that manual is <http://www.thecb.state.tx.us/reports/PDF/0205.PDF>.

### Untaught Courses

The inclusion on the inventory and in college catalogs of courses not offered may mislead students about the breadth of learning opportunities at an institution. Any course untaught as an organized class or individual instruction course for four consecutive years will be automatically deleted from the course inventory. The Coordinating Board will furnish annual records of untaught courses deleted to help each institution keep its course inventory up-to-date.

### Courses Which Mismatch on the CBM004

Mismatches between the CBM004 (Class Report) and the CBM003 (Course Inventory) may be addressed during the supplemental update period, following the procedures described earlier in this manual for supplemental updates. A limited number of courses may be added to the inventory during this period, but changes which would affect previously certified data may not be made to existing course records.

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INSTRUCTIONS FOR COURSE INVENTORY

- Item #1     Record Code. Always enter '3'.
- Item #2     Institution Code. Enter the FICE Code of the institution. See Appendix A.
- Item #3     Subject Prefix. Enter the subject abbreviation of the course as established by the institution. Left justify, space fill.
- Item #4     Course Number. Enter the course identification number. Left justify, space fill.
- Item #5     Semester Credit Hour (SCH) Value. Enter the maximum number of semester credit hours which may be awarded for each course in a given semester (e.g., if ART 1234 may be taken for 3, 6, or 9 SCH, enter '0900'). The last two digits will always be '00'.
- Item #6     Level of Course. Enter the code shown below for the level at which each course is requested. Do not code courses as level 6 that are not the same subject matter as an authorized doctoral program at your institution.
- |   |           |   |                                       |
|---|-----------|---|---------------------------------------|
| 1 | Freshman  | 5 | Master's                              |
| 2 | Sophomore | 6 | Doctoral                              |
| 3 | Junior    | 7 | Special Professional (Law, Optometry, |
| 4 | Senior    |   | Veterinary Medicine, others)          |
- Item #7     Texas CIP Code. Enter the eight-digit code from the Texas CIP code taxonomy which most accurately describes the subject matter of each course and the two-digit formula funding code (see <http://www.txhighereddata.org/Interactive/CIP/>).
- Item #8     Unused.
- Item #9     Multiple-Course Listing. Enter '1' if the course listing is a multiple-course listing; enter zero for all others.
- Item #10    Short Course Title. Enter the title of each course, adjusting to include **not more than** a total of 30 characters (letters, symbols, spaces, and punctuation). If the Short Course Title in your institution's internal course inventory is limited to fewer than 30 spaces, enter the title exactly as shown on your institution's inventory.
- Item #11    Laboratory Contact Hours. Enter the maximum number of hours per week students are required to spend in contact with teaching staff in a laboratory situation associated with each course. Fill unused spaces with zeros.
- Note:** A decimal is implied between the second and third spaces and will show up on the paper copy of the course inventory. *Do not put the decimal in your file.*
- Item #12    Lecture Contact Hours. Enter the maximum number of hours per week students are required to spend in contact with teaching staff in a lecture associated with

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each course (e.g., class, conference, seminar, individual instruction, or independent student). Fill unused spaces with zeros.

**Note:** A decimal is implied between the second and third spaces and will show up on the paper copy of the course inventory. *Do not put the decimal in your file.*

Item #13     Administrative Unit Code. Enter the appropriate code designating the academic unit (college, school, division, or department) under which each course is administered. If a course is administered by two academic units, use the code for the administrative unit over those two academic units (such as two departments under a college). If the administrative units report to separate academic units, use the next higher academic unit. If there is none, use 1655, Interdisciplinary, as the administrative unit number.

The administrative unit numbers on an institution's program inventory are the ones that should be used on the course inventory. Administrative unit numbers for existing courses should be revised when department or applicable administrative unit names change. Changes in administrative unit names (with very few exceptions) result in administrative unit number changes. At the time of the annual update, the validity of all administrative units shown in the existing course inventory should be verified and corrected if necessary.

Item #14     Academic Year. Enter the appropriate academic year.

Example: For 2006-2007 academic year, enter '2006'.

Item #15     Update Code.

- A    new course or new listing of an old course (new subject prefix or course number, reinstated course, or cross-listing)
- C    change in other than subject prefix or course number
- D    course deleted from the inventory

**Note:** Update code 'B' is no longer used but may still appear on the inventory.

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DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always '3'	1	1
Item #2	Institution Code - FICE Code – Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	SCH Value – Numeric, implied decimal (2-digits)	22	4
Item #6	Level of Course – Numeric	26	1
Item #7	Texas CIP Code	27	10
Item #8	Unused	37	1
Item #9	Multiple-Course Listing – Numeric	38	1
Item #10	Short Course Title – Alpha	39	30
Item #11	Lab Contact Hours – Numeric, implied decimal	69	3
Item #12	Lecture Contact Hours – Numeric, implied decimal	72	3
Item #13	Administrative Unit – Numeric	75	4
Item #14	Year – Numeric	79	4
Item #15	Update Code – Alpha	83	1