

Promoting Efficiency and Reducing Reporting Requirements for Texas Public Institutions of Higher Education

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Promoting Efficiency and Reducing Reporting Requirements for Texas Public Institutions of Higher Education

Overview

Institutions of Higher Education are subject to numerous reporting requirements. The information provided in these reports is used to record and track institutional expenditures, actions, and effectiveness. Over time, some reports become unnecessary or overlap with subsequent reporting requirements. Periodic review of these reporting requirements is necessary to evaluate both the continuing usefulness and extent of duplication. Improving reporting is not a one-time effort. It must be an ongoing undertaking, with special emphasis given to revising or eliminating reports that are duplicative or have little value for higher education institutions and requesting agencies.

From 1994 to 2004, the Comptroller of Public Accounts published the *Required Reports Prepared by State Agencies and Institutions of Higher Education*. The Seventy-ninth Legislature, Regular Session (2005), moved this responsibility from the Comptroller's Office to the Texas State Library and Archives Commission, with the next edition due in June 2007. This document describes major reports required by all state agencies.

In November 2004, a report was produced by the Texas Association of State Senior College and University Business Officers (TASSCUBO) for the Council of Public University Presidents and Chancellors. TASSCUBO listed 258 reports that universities and health-related institutions file with state agencies and offices. For each report, the list identified the state agency requiring the report, the annual number of submissions, the estimated annual cost to prepare the report, and the estimated annual labor cost. No comparable information is currently available for Community Colleges, Texas State Technical Colleges, or Lamar State Colleges.

Senate Bill 1226, Seventy-ninth Legislature, Regular Session (2005), codified as Texas Education Code 61.051 (a-4), requires the Texas Higher Education Coordinating Board (THECB) and Legislative Budget Board (LBB) to “study each reporting requirement imposed on an institution of higher education by state law, including by board or other state agency rule, to determine if any of those requirements are duplicative, inefficient, or unnecessary.” In a collaborative response to Senate Bill 1226, LBB solicited (via survey) institutional input on reports required by THECB and other state agencies, while THECB reviewed, evaluated, and improved its reporting requirements.

Facts and Findings

- TASSCUBO estimates the statewide annual cost to universities and health-related institutions of complying with THECB reporting requirements is \$13 million, an average of \$179,000 per report. About half of this cost is associated with financial aid reporting.
- To prepare these reports, TASSCUBO estimates that there are 119 full-time-equivalent (FTE) employees statewide, an average of 1.7 FTE per report.
- Of 61 THECB reports in the LBB survey, 15 are evaluated as of “very high” or “high” perceived value. Six of these are finance-related reports and five concern academic issues.
- Of 61 THECB reports in the LBB survey, 22 are ranked as “low” or “very low” perceived value. Ten of the low perceived value reports concern financial aid.
- Of 61 THECB reports in the LBB survey, 11 have a low perceived value-to-effort score. Five of these are finance-related reports, three concern academic issues, and three are related to financial aid.
- Of 19 reports in the LBB survey required by state agencies other than THECB, none of the reports has a low perceived value-to-effort score.

Concerns

- The effort necessary for required reports is more likely to be known by preparing institutions than by receiving agencies, while the value of required reports is more likely to be known by receiving agencies than by preparing institutions. For instance, financial aid reports are perceived by institutions to be of low value, even though financial aid is approximately two-thirds of the THECB budget, and many of the data are essential to respond to legislative directives.
- The appropriate balance between effort and value may be obscured by a lack of coordination between receiving agencies and preparing institutions. Agency procedures may not produce the information needed for management to balance effort and value.
- The lack of such information may weaken the value of existing processes to provide pertinent information for legislative decisions.
- Attempts to improve the balance between effort and value may cost more than maintaining the status quo for specific reports. Initially, it may be more efficient to target coordination in functional areas where there is a high need for information and a high level of effort necessary to produce that information.

Background

In November 2004, the Texas Association of State Senior College and University Business Officers (TASSCUBO) produced a list of 258 reports that universities and health-related institutions file with state agencies and officials. This document (called the “Original List” for this report) detailed each report, the state agency requiring the report, the annual number of submissions, the estimated annual cost to prepare the report, and the estimated total annual labor cost. No comparable information is currently available for Community Colleges, Texas State Technical Colleges, or Lamar State Colleges.

The TASSCUBO survey received responses from 29 Texas public universities and six health-related institutions. TASSCUBO estimates the statewide annual cost of complying with THECB reporting requirements is \$13 million, an average of \$179,000 per report. About half of this cost is associated with financial aid reporting. To prepare these reports, TASSCUBO estimates that there are 119 full-time-equivalent (FTE) employees statewide, an average of 1.7 FTE per report.

In response to Senate Bill 1226, Seventy-ninth Legislature, Regular Session (2005), THECB and LBB staff collaborated to:

- Refine, organize and verify the Original List;
- Check statutory references that mention institutional reporting;
- Incorporate any additional reporting requirements identified in statute, THECB rules or procedures, and other sources;
- Establish a process to update the list of required reports: and
- Solicit institutional input on required reports via a survey.

The breadth of the reporting requirements that impact higher education institutions can be seen in Table 1, which provides a summary of the reports on the Original List organized by agency and topic.

Table 1
Summary of Original List Reports by Agency and Topic

Type of Report	Primary Requesting Agencies	Specific Topics
Various Types	Governor's Office	
	Legislative Budget Board	
	Texas Higher Education Coordinating Board	
Financial	Comptroller of Public Accounts	Spending & payroll
	State Auditor's Office	Grant reporting
	Texas Attorney General	Debts & assets
	Texas Education Agency	Reimbursements
Human Resources	Comptroller of Public Accounts	Payroll

	Employees Retirement System of Texas	Employee contributions to insurance, retirement, and TexFlex
	Teacher Retirement System	Payroll and deductions
	Commission on Human Rights	EEO hires and compliance
	State Office of Risk Management	Worker's compensation claims
	Texas Employment Commission	Quarterly wage report, VA assistance
	Texas Veterans Commission	Veterans workforce report
	State Auditor's Office	Quarterly FTE report
	Office of State-Federal Relations	Travel to DC
Law Enforcement	Department of Public Safety	Incidents reporting
	Alcoholic Beverage Commission	Violations and seizures
	Texas Commission on Law Enforcement Officer Standards and Education	Incidents and training
Facilities	General Land Office	Property inventory and antiquities
	Texas Building and Procurement Commission	HUB, fleet, open records, leased space
	CPA, State Energy Conservation Office	Resource efficiency plan
	State Fire Marshall's Office	Building inspections
	Texas Bond Review Board	Bond issuer reports, minority reports
	Texas Commission on Environmental Quality	Water, air, waste reports and permits
	Texas Department of Health	Hazardous waste and chemicals
	Texas Department of Licensing and Regulation	Elevators, boiler inspection
	Texas Water Development Board	Ground and surface water use
Miscellaneous	Department of Information Resources	IT plan & security
	Secretary of State	Consultant contracts
	Texas State Library	Records retention
	Legislative Reference Library	Board minutes
	Texas Guaranteed Student Loan	Student loans

Accurate List of Reports

The Original List was used as a starting point for development of a complete list of reports required by all state agencies. Of the 258 reports on the Original List, 72 were submitted to THECB. This number was reduced by eight reports that were identified as eliminated or duplicated and supplemented with an additional 15 reports not shown on the Original List. The current estimate of THECB-required reports is 79. (See Appendix A for the reports listed as required by THECB.)

Survey of Institutions

LBB and THECB staff solicited institutional input on required reporting through a survey administered in fall 2006. In all, 131 reports were examined. Of these, 79

were reports submitted to THECB and 52 were required by other state agencies. (See Appendix B for a complete list of reports in the Survey. The file available at http://www.lbb.state.tx.us/report_references.xls contains comments linked to citations that quote specific references in statutes and other references.)

The survey’s web link was provided to over 1,500 individuals through email and listserv postings. A total of 269 individuals, representing a wide range of 79 institutions, completed the survey. Table 2 shows the breakout of respondents by type of institution represented.

Table 2
Responses to Survey on Institutional Reporting

	No. of Individuals	No. of Institutions
Total	269	79
Community/Technical Colleges	73	43
Health-Related Institutions	22	9
Universities	74	27

Those completing the survey were asked to respond to questions for each identified report of which they had knowledge. The questions addressed the effort required to produce the report, the perceived value of the report to the institution, and the probability that the institution would produce similar information in the absence of a state mandate.

Only reports with six or more responses were evaluated, narrowing the scope of the study from 131 to 80 reports. The average answer to each question was determined by assigning numeric values to responses of “very high” (5), “high” (4), “medium” (3), “low” (2), and “very low” (1), and then dividing by the number of individuals submitting a response. Averages were then reconverted to narrative responses by equating values of 5.00 to 4.50 to “very high,” 3.50 to 4.49 to “high,” 2.50 to 3.49 to “medium,” 1.50 to 2.49 to “low,” and less than 1.50 to “very low.” (The results of the survey for all reports are given by general topics in Appendix C.)

Responses to Survey Items

It is important to note that the actual value of a report cannot be determined solely by the individual or institution expending effort to produce a report. Receiving agencies would ultimately need to provide justification for reports with low perceived value. Many reports provide the basis for legislative required information and could not be easily eliminated by the receiving agencies. However, streamlining or simplifying the reports may be possible, and THECB addresses its efforts to do so later in this report.

Of 61 reports required by THECB, 15 were evaluated as of “very high” or “high” value (as shown in Appendix D). Six of these are finance-related reports and five concern academic issues. All of these reports have a “medium” to “very high” probability of being continued by the respondents’ institutions even if they were not required by the state. Many of these reports were also rated as requiring “high” effort on the part of institutions.

At the other end of the evaluation scale, 22 of 61 THECB reports were ranked as “low” or “very low” perceived value. Only one report, TXP-2 - Composition of Governing Board, was rated “very low.” That report was also evaluated as requiring “low” effort on the institutions’ parts. Ten of the low value reports concerned financial aid. (THECB efforts to improve financial aid reporting will be addressed in a later section.)

Associating the responses to the value and effort questions helps to identify reports with the least apparent value to institutions but requiring considerable effort. To determine this score, the average perceived effort was subtracted from the average perceived value. Negative values suggest reports that need to be assessed. Eleven of 61 THECB reports had the lowest perceived value-to-effort score as shown in Table 3. The reports in this category should be given the most immediate scrutiny. The Integrated Fiscal Report System (IFRS) received the lowest score, followed by the Uniform Recruitment and Retention Strategy Report, Financial Aid Database System (FADS), and Texas Success Initiative Report (CBM-002).

Table 3
Reports with the Largest Difference in Value and Effort of Average Response

Type	No. of Responses	Report Name	Assess Effort	Ongoing Probability	Assess Value	Value - Effort
Finance	19	Integrated Fiscal Report System (IFRS)	high	low	low	-2.1
Academic	13	Uniform Recruitment & Retention Strategy (to be revised)	high	medium	low	-2.0
Financial Aid	36	FADS - Financial Aid Database System	high	medium	low	-1.9
Academic	48	CBM002 - Texas Success Initiative Report	high	medium	low	-1.8
Academic	53	CBM008 - Faculty Report	high	medium	medium	-1.5
Finance	12	Fiscal Activity Report	high	medium	medium	-1.5

Finance	8	Non-Financial Information Required of State Agencies	medium	low	low	-1.3
Finance	25	Cost Study Report	high	medium	medium	-1.2
Financial Aid	30	TEXAS Grant	high	medium	medium	-1.2
Financial Aid	11	Allocation Base Numbers	medium	low	low	-1.1
Finance	6	Minority-Owned and Women-Owned Businesses	medium	medium	low	-1.1

Comments Solicited on Survey

Besides ranking the value and effort of reports, respondents were also asked:

- To make proposals to promote efficiency;
- To identify duplicative reports;
- To comment on their institution's need for or use of data similar to that collected in a report; and
- To share their opinions on the value of specific reports.

The respondents' comments revealed the following issues about THECB overall reporting systems:

- ◆ Compatibility and Sufficient Notice - institutions asked for greater input in report development and sufficient notice prior to implementation of report changes to ensure internal systems can be adjusted;
- ◆ External Higher Education Databases - institutions requested access to external databases such as the National Student Loan Clearinghouse to aid in providing requested information not readily available through existing resources;
- ◆ Modern Reporting Methods - institutions expressed frustration with current methods for completing and delivering reports, given technological advances that have made on-line or web-based formats more readily available;
- ◆ Use of Industry Standards - institutions identified reports (i.e. facility and financial) that do not conform to the latest industry definitions and standards, making reporting difficult to complete since data must be converted before submitting; and
- ◆ Duplication of Data Collection, Especially Financial Aid Data - institutions consistently reported that many of the required financial aid reports duplicated information asked for in the FADS and recommended that these reports be consolidated.

Reports Required by other State Agencies

The survey included 52 reports that were required by state agencies other than THECB. Only reports with six or more responses were evaluated. This narrowed the total number of reports from 52 to 19. (The results of the survey for all reports are given by general topics in Appendix C.) None of these reports had a low perceived value-to-effort score. Survey respondents stated that five reports were either no longer required, or that higher education institutions were exempt under other statutory provisions.

Three reports were evaluated as inconsistent (due to format, definitions, or duplication) with the Legislative Appropriation Request: Executive Employment Agreement Notification (format); FTE State Employees (definitions); and Operating Budget - Statutory (duplicative). The Hate Crime Report and Waste Summary Report were identified as duplicative of other reports.

THECB Actions

THECB is reviewing all reporting requirements whether they stem from statutes, administrative rules, or agency policies. The review process includes six steps, the first five of which have been completed:

- Produce an accurate list of THECB reporting requirements;
- Review the purpose and necessity of reports and potential duplications;
- Identify ongoing efforts to streamline reporting;
- Evaluate possible consolidation or elimination of reports;
- Collaborate with LBB on a survey to solicit institutional comments on existing reports; and
- Implement report improvements, including eliminating unneeded reports and consolidating duplicative reports.

Input and Evaluation by THECB Divisions

THECB Data Collection Committee is charged with reviewing all types of data solicitations, including changes to existing reports or one-time requests for data, such as surveys. The purpose of the Committee is to prevent undue reporting requirements on institutions and to avoid unnecessary duplication of data elements. The Committee identified financial aid as an area to improve reporting efforts, in part because of the cost and labor estimates associated with those reports on the Original List.

Improvements to THECB Financial Aid Reporting

The Original List indicated that approximately half the cost of reporting to THECB was associated with financial aid. These reports are associated with two different types of aid: loans and grants.

Reporting for grants and special programs is inherently more complex than loans because of differences in statutory authorization for the various aid programs. Reports are required on 19 different types of grants and special aid programs, which fall into three categories: campus-based programs (13 programs), centrally-processed programs (4 programs), and central reimbursement programs (2 programs). The differences in administration are highlighted in Box 1.

Box 1
Types of Grant and Special Programs

- ◆ Campus Based Programs
The institutions select eligible students (according to state statutes and THECB rules), request funds from THECB as needed to meet their immediate disbursements (up to their allotment of funds), and issue funds locally to their students.
- ◆ Centrally Processed Programs
The institutions or high schools submit applications to the Board for their students. THECB then processes the forms and identifies or selects recipients, notifies the schools of the recipients, and then (if the program is funded) processes fund requests so schools can disburse funds to students.
- ◆ Central Reimbursement Programs
The selection/identification of eligible students is done by another party but the Board issues funds to the schools for disbursement to students.

(See Appendix E for more details.)

An annual post-fiscal year report, called the Financial Aid Database (FADS), is collected on need-based loan and grant aid distributed to students. The FADS report cannot substitute for the grants/special programs reporting mentioned above because THECB must receive institutional input on students in order to determine and release funds to the institutions and ultimately to students.

THECB Student Services Division charged its Financial Aid Advisory Committee with reviewing grants and loan reporting, and at its September 2006 meeting, the Committee examined existing reporting requirements to determine if the information to carry out statutory mandates is available from other institutional reports. They also discussed whether more efficient approaches to collecting the data are possible and if semester-based reporting of the FADS could substitute for the numerous grant reports. The Committee consensus was that grant and loan distributions to individual students often change within a fiscal year; consequently, semester-

based reports would provide an inaccurate and misleading picture of distributions. (See Appendix E.)

At the Committee's December 2006 meeting, THECB updated the members on the migration of the FADS from a mainframe server to a more modern system. Institutions will be required to include on the FADS all eligible aid applicants. Other changes for Fiscal Year 2007 include elimination of information already collected from CBM Reports, consolidation of student income reporting, and additional capacity for collecting new information on merit-based aid and federal financial aid programs.

Other Improvements Underway for THECB Reports

THECB has responded to comments on IFRS reporting requirements by implementing major changes to the reporting process. In prior years, the amount of tuition and fees collected were reported as allocations by level instead of actual numbers, making it difficult to determine the effect of tuition deregulation. The revised report requires amounts rather than allocations on tuition and fees collected. This change should make IFRS a more straight-forward and less time-consuming project.

The Texas Success Initiative report (CBM002) is another report that was viewed as very time consuming with the required effort rated as “very high” or “high” by 41 of 51 respondents. Conversely, 41 respondents rated its value as “very low,” “low,” and “medium.” The high degree of difficulty associated with this report is acknowledged by THECB. Streamlining the report by eliminating unneeded data and consolidating excessive detail is underway. Discussions about revisions have been held with community college representatives; these talks will continue with all interested parties.

Future THECB Actions to Improve Reporting Requirements

Changes to reports require consultation with institutions and time for implementation. Many institutions use consultants to implement reporting and changes mean programming costs. THECB will carefully weigh the benefits of reporting changes that may require institutional programming costs. Also, THECB will footnote any future reports to explain how the data requested differs from data previously collected.

The evaluations and ratings of reports that were assessed to be of low value, (especially those characterized as high effort and low or very low value) will be provided to agency staff so that improvements can be considered. Those reports that were rated as duplicating other reported information will also be evaluated.

In many cases, a low value placed on a report seems to reflect a lack of understanding of how the report is used by the state. THECB will publicize the reason for and uses of each report in a form that would help institutional representatives understand why the data are requested. Institutional contacts will be identified and provided assistance with reporting. The process of documenting the reason and uses for reports will also provide another opportunity to evaluate each report’s necessity and structure.

THECB review and streamlining of its reporting requirements was not completed by the submission date for this report. The agency will continue to work on this project and will continue to refine reporting requirements. The role of the THECB Data Collection Committee will be strengthened to ensure that all routine and one-time data collection requests are reviewed by the Committee for duplication and clarity.

Many reports are required to fulfill state statutory requirements. If statutorily required reports are determined to have limited usefulness or overlap with similar, but not identical, reporting requirements, possible changes to state statutes could be suggested to the Eighty-first Legislature.

LBB Suggestions for Improved Procedures at Agencies Requiring Reports

Increase the scope of the Texas State Library and Archives Commission's *Report of Reports* to include:

- all reports identified in the LBB survey and any new requirements;
- identification of overlap between agencies;
- affirmation of need/value by receiving agencies;
- publication of the *Report of Reports* in advance of each Legislative Session.

Improve procedures at agencies receiving required reports to:

- designate a committee of staff with agency-wide responsibility and authority for efficient and effective data/information collection and dissemination;
- designate one primary contact person to communicate the efforts of the committee and lead staff responsible for each report regarding the following;
- produce an accurate inventory of reports required by the agency;
- justify the purpose, need, use, timing, accuracy-level, aggregation-level, and value of each report/element after a review of comparable sources;
- estimate the effort (in annual cost and FTE employees) and difficulty for all agencies/institutions to meet each reporting requirement;
- improve existing reporting to increase efficiency and effectiveness, eliminate duplicate requirements, enhance clarity and standardization, and employ appropriate information systems.
- evaluate proposed reports/elements (and ad hoc requests) against the four criteria listed immediately above, as well as existing reporting requirements;
- develop a more transparent method of disseminating information including a common data set of information routinely provided to interested parties;
- rely upon input from advisory committees of affected professionals regarding reduction of reporting effort while maximizing value of the information;
- submit recommendations in the Legislative Appropriation Request to delete or revise pertinent riders requiring reports, if indicated by the reporting review.

Establish a continuous state-level strategic review of all agencies' reporting procedures and requirements including:

- an ongoing periodic sunset process attached to each reporting requirement, similar to the Federal Paperwork Reduction Act, or attached to each agency for existing reporting requirements, informed by the recommendations in the Texas State Library and Archives Commission's *Report of Reports*;
- coordinated, systematic, proactive identification of the future information needs of the state;
- development of performance metrics to hold agencies accountable for efficient and effective reporting requirements;
- targeted efforts to reduce any duplication resulting from overlap between agencies; and
- identification and sharing of guidelines or best practices for efficient and effective reporting requirements.

Appendices

Appendix A

Original List of Reports Required by the Coordinating Board
as Submitted by the
Council of Public University Presidents and Chancellors

Council of Public University Presidents and Chancellors
Survey of State Report Requirements*
Statewide Results

State Agency Requiring Report	Name of Report	Number of Annual Submissions	Estimated Annual Cost to Prepare this Report	Estimated Total Annual Labor
<u>Coordinating Board</u>	Academic Space Model Report Cert Letter of Expenditure	1	\$288,187	6,972
	Admin. Struc & Deg Prgr. Inv.	Periodic	\$328,805	11,632
	Advc Res. Prog/Adv Tech Prg. Progress Reports	1	\$39,754	1,466
	Affirmative Action Plan	1	\$198,353	4,388
	Alloc. Base State Studt Incen.	1	\$1,700	34
	Budgeted Faculty Salaries	1	\$33,009	1,130
	Campus Master Plan	1	\$574,737	2,367
	CB-AH T2 Sem. Crdt Hrs Report	1	\$23,704	688
	CBM001 - Student Report	Periodic	\$515,842	10,953
	CBM002 - Texas Success Initiative Report	Periodic	\$643,166	15,184
	CBM003 - Academic Course Inv.	Periodic	\$146,244	3,869
	CBM004 - Class Report	Periodic	\$401,665	10,609
	CBM005 - Building & Room Report	Periodic	\$164,275	4,211
	CBM006 - End of Semester Report	Periodic	\$165,019	3,201
	CBM008 - Faculty Report	2	\$501,861	12,268
	CBM009 - Graduation Report	1	\$82,464	2,272
	CBM00B - Admissions Report	1	\$67,585	1,999
	CMB00Y - TV Annual Plan	1	\$9,104	493
	CBN00E - Doctoral Exception Report	Biennial	\$32,152	811
	Closing the Gaps projection and progress	Periodic	\$61,326	1,288
	Cong.Meth/9mth Acad.Yr.Bud.Ft Stnts	1	\$15,734	559
	Coordinating Board Eisenhower Math & Science	Periodic	\$10,268	357
	Core Curriculum Description & Efficiency	Periodic	\$27,022	2,550
	Cost Study Report	Periodic	\$265,655	7,491
	Current Year Statistic Report including:	Periodic	\$51,249	1,795
	5th Year Accounting Program	Periodic	\$5,110	140
	Allocation Base Numbers Request	Periodic	\$108,032	2,206
	Public Student Incentive Grant	Periodic	\$7,004	178
	Texas College Work Study Program	Periodic	\$11,536	381
	Estimated Semester Credit Hour-Spring	Biennial	\$8,970	212
	Ethics Policy (all policies to be filed-UNT, HSC, Sys & BOR	Periodic	\$11,003	328
	Expert Witness Report	1	\$57,453	1,387
	Facility Inventory Building and Room	1	\$405,285	12,367
	Facilities Improvement Application	Periodic	\$133,567	2,161
	Financial Report by Fund (HB1-III54) & 2-4 submis. Reformatted	1	\$328,981	4,857
	Grant Req. for Funds & inst. Fin.	1	\$5,494,712	69,123
	Institutional Plan or Distance Learning	Periodic	\$23,338	1,405

Council of Public University Presidents and Chancellors
Survey of State Report Requirements*
Statewide Results

State Agency Requiring Report	Name of Report	Number of Annual Submissions	Estimated Annual Cost to Prepare this Report	Estimated Total Annual Labor
	Integrated Fiscal Report System (IFRS)	1	\$102,085	3,231
	Matching Scholarships to Retain Students in Texas	1	\$23,766	825
	MP1/Capital Expenditure Plan (also Bond Review Board)	1	\$144,896	4,201
	MP2&3 - Assessment of Deferred Maintenance and Demolition Needs	1	\$186,409	4,800
	MP4 - Deferred Maintenance Expenditures	1	\$67,850	1,752
	Nrs. Prog. Emerg. App: Use of	1	\$23,573	748
	Nursing FTE headcount for Formula	1	\$11,801	225
	Off Campus Programs	1	\$26,137	723
	Optional Retirement Program Participation Report	Various	\$100,801	1,924
	Post Tenure Review	Periodic	\$126,171	1,247
	Preliminary Fall Enrollment Report	1	\$9,172	200
	Research Expenditure Report	1	\$81,333	2,314
	Restricted Research Expenditures Web Report	12	\$67,874	2,470
	Robert Byrd Scholarship Status Rosters	1	\$15,752	625
	State Funded Campus Based Report	Periodic	\$23,970	1,054
	Statewide Financial Aid Database	1	\$74,701	2,806
	Student Housing Survey	1	\$9,495	249
	Student Loan & Grant Applications	1	\$23,766	929
	Teach for Texas Alternative Certification Status Report	2	\$30,428	958
	Teach for Texas Cond. Grant Student Status Report	2	\$22,402	732
	Texas College Work Study Program	1	\$15,864	610
	Texas Educational Opportunity Plan *	1	\$27,421	978
	Texas Excellence Fund Report (also LBB)	1	\$29,879	898
	Texas Grant Year-End Student by Student Report	1	\$42,241	1,836
	TPEG, Emer Lns, Line ltm Sch & St Dep	1	\$42,933	1,122
	Tuition and Fee Report - charges	Semester	\$38,959	940
	TXP-2 Comp of Gov. Boards	1	\$13,329	391
	TXP-3 Employee of HE Systems & District Offices	1	\$4,503	153
	TXP-5 Assist to Stu. In Higher Ed.	1	\$24,367	533
	TXP-6 Higher Ed. Staff Info	1	\$25,869	683
	TXP-7 Tenure Decisions	Biennial-1	\$9,497	366
	Uniform Recruitment and Rentention Report	1	\$131,227	3,636
	Untaught Courses Report	1	\$14,088	438
	Year-End Statistics/Prog. Rpts for 5th year Accounting Gran	1	\$7,396	261
	Year-End Statistics/Prog. Rpts for PSIC/LEAP/SLEAP	1	\$8,497	319
	Agency Total	86	\$12,852,323	248,509
	Number of Reports	72		

Appendix B

List of Reports in LBB-CB Survey with Citations

Survey Introduction

Subject: THECB/LBB Survey of State Reporting (Please Respond by 11/5/06)

SB 1226 of the 79th Legislature [codified as Texas Education Code 61.051 (a-4)] requires the Texas Higher Education Coordinating Board (THECB) and the Legislative Budget Board (LBB) to “study each reporting requirement imposed on an institution of higher education by state law... to determine if any of those requirements are duplicative, inefficient, or unnecessary.”

This email is directed to all higher education personnel with expertise regarding reports required by state law. Please share this email with other such individuals at your institution. Comments are invited concerning any state-mandated reports for which you have specific knowledge (i.e. academics, administration, facilities, finance, financial aid, or miscellaneous). Responses to the survey at

<http://www.surveymonkey.com/s.asp?u=69362636554>

must be received on or before **NOVEMBER 5, 2006** to incorporate the feedback into the study. Detailed instructions are available on the survey web page. Any inquires about completion of the survey should be directed to

LBB-Report.Survey@lbb.state.tx.us

Your assistance will enhance the value of the study to your institution and the state. The study may recommend the continued examination of state reporting that may result in reporting changes in the future. You may remain involved in those future activities by indicating your willingness on the last question of the survey.

(Please accept our apologies for any duplicate messages received from multiple distribution lists.)

Survey of Higher Education Institution Reporting Requirements

Survey Page #	Report	Authorization	Category	Purpose	Community College	Technical Colleges	Universities	Health Related	Independent	Division/ Department
	<p>Do not return this spreadsheet to the THECB or LBB. It is a reference for completion of the survey at http://www.surveymonkey.com/s.asp?u=69362636554</p> <p>Please use the spreadsheet to select and review reports for which you have specific knowledge or expertise. The reports are ordered by category (academics, administration, facilities, finance, financial aid, and miscellaneous) on both the spreadsheet and the survey. If information on the spreadsheet is missing or inaccurate, you may suggest corrections in the survey comments.</p> <p>On the spreadsheet, hovering the mouse over many of the statutory references provides more information. If all of the text is not visible in the popup box, click on the cell, click "Insert," and click "Edit Comment." Then you can: (1) resize the popup box; (2) scroll through the text; or (3) copy and paste the text into another document.</p> <p>Responses to the survey must be received on or before NOVEMBER 5, 2006 to incorporate the feedback into the study. Any inquires about completion of the survey should be directed to LBB-Report.Survey@lbb.state.tx.us</p>									
4	Advanced Research Program	Educ Code 142.005 (SB1 79R, art. III rider 11, page III-49)	Academics	Monitoring	only for those with grants	only for those with grants	only for those with grants	only for those with grants	only for those with grants	Academic Excellence & Research THECB
5	Advanced Technology Program	Educ Code 143.006	Academics	Monitoring		only for those with grants	only for those with grants	only for those with grants	only for those with grants	Academic Excellence & Research THECB
6	CB-116 - Supplemental Technical Program Graduate Placement Report	Carl D. Perkins Act of 1998, Educ Code 7.109 & 61.077(b)	Academics	Effectiveness	Yes	Yes	No	No	No	Educational Data Center
7	CBM001 - Student Report	Educ Code 61.0591 & 61.051k	Academics	Effectiveness	Yes	Yes	Yes	Yes	Yes	Educational Data Center
8	CBM002 - Texas Success Initiative Report	Educ Code 51.306	Academics	Effectiveness	Yes	Yes	Yes	Yes	No	Educational Data Center
9	CBM003 - Academic Course Inventory	Educ Code 61.052	Academics	Funding	Yes	Yes	Yes	Yes	No	Educational Data Center
10	CBM004 - Class Report	Educ Code 51.403 & 61.059	Academics	Funding	Yes	Yes	Yes	No	No	Educational Data Center
11	CBM006 - End of Semester Class Report	Educ Code 51.403c	Academics	Funding	Yes	Yes	Yes	No	No	Educational Data Center
12	CBM008 - Faculty Report	Educ Code 51.402 & 51.403	Academics	Monitoring	Yes	Yes	Yes	Yes	No	Educational Data Center
13	CBM009 - Graduation Report	Educ Code 61.051k	Academics	Effectiveness	Yes	Yes	Yes	Yes	Yes	Educational Data Center
14	CBM00A - Continuing Education Student Report	Educ Code 61.051k	Academics	Effectiveness	Yes	Yes	No	No	No	Educational Data Center
15	CBM00B - Admissions Report	Educ Code 51.801 - 51.807	Academics	Monitoring	No	No	Yes	No	No	Educational Data Center
16	CBM00C - Continuing Education Class Report	Educ Code 51.051 & 130.003	Academics	Funding	Yes	Yes	No	No	No	Educational Data Center
17	CBM00E - Doctoral Exception Report	Educ Code 61.059 & 54.066	Academics	Funding	No	No	Yes	No	No	THECB
18	CBM00M - Marketable Skills Achievement Report		Academics	Effectiveness	Yes	Yes	No	No	No	Educational Data Center
19	Core Curriculum Description & Efficiency	Educ Code 61.821-829	Academics	Effectiveness	Yes	Yes	Yes	No	No	THECB
20	Distance Delivery Programs Approved by Governing Boards	CB Rule, 5.153(g)	Academics	Monitoring	Yes	Yes	Yes	Yes	No	Academic Affairs: an email only not report
21	Distance Education Institutional Plans- Every 5 Years	CB Rule, 5.155	Academics	Monitoring	Yes	Yes	Yes	Yes	No	Academic Excellence & Research THECB
22	Field of Study Effectiveness	Educ Code 61.821-829	Academics	Effectiveness	Yes	Yes	Yes	No	No	Academic Excellence & Research THECB
23	Intellectual Property Policies	Educ Code 51.680	Academics	Monitoring	Yes	Yes	Yes	Yes	If they participate in ARP/ATP	AAR/Research Grants and Development
24	Multiple Course Listings (Known formerly as: Topics of Special Topic Courses)	Board Policy (Not Enforced)	Academics	Monitoring	No	No	Yes	No	No	Academic Excellence & Research THECB
25	Out-of-District Course Request	Educ Code 61.051(j) & 130.086	Academics	Monitoring	Yes	Yes	Yes	Yes	No	Academic Excellence & Research THECB
26	Preliminary Headcount Enrollment	Public Demand	Academics	Effectiveness	Yes	Yes	Yes	Yes	Yes	Educational Data Center
27	Teachers Quality Grant (Contracted w/Dana Center) (Formerly Eisenhower Math & Science)		Academics	Monitoring	only for those with grants	only for those with grants	only for those with grants	only for those with grants	only for those with grants	THECB
28	Technology Workforce Development	Educ Code 51.859	Academics	Monitoring	No	No	Yes, if they have grants	No	Yes, if they have grants	AAR/Research Grants and Development

Survey of Higher Education Institution Reporting Requirements

Survey Page #	Report	Authorization	Category	Purpose	Community College	Technical Colleges	Universities	Health Related	Independent	Division/ Department
29	Texas-International Ed Development Fund Progress Report	Educ Code 148.005	Academics	Monitoring	Yes, if they have grants	Yes, if they have grants	Yes, if they have grants	Yes, if they have grants	Yes, if they have grants	
30	Texas-Mexico Ed Development Fund Progress Report	Educ Code 147.005	Academics	Monitoring	Yes, if they have grants	Yes, if they have grants	Yes, if they have grants	Yes, if they have grants	Yes, if they have grants	
31	Uniform Recruitment & Retention Strategy (to be revised)	Sec. 61.086	Academics	Effectiveness	Yes	Yes	Yes	Yes	No	Success Initiatives / Participation and Success
32	Abolished Agency Report to Sunset Commission - THECB	Govt Code 325.007	Administration	Monitoring						
33	Administrative Procedure - Registrations	Govt Code 2004.004(a),(b)	Administration	Monitoring						
34	Aircraft Operations	Govt Code 2205.041	Administration	Monitoring						
35	Customer Service Report	Govt Code 2114	Administration	Effectiveness						
36	EEO Reporting	Labor Code 21.552	Administration	Monitoring						
37	Ethics Policy	H.B. 1, 78th Leg., R.S., art. III sec. 26, page III-264	Administration	Monitoring	Yes	Yes	Yes	Yes	No	Deputy Commissioner's Office
38	Executive Employment Agreement Notification	Govt Code 669.003(2)	Administration	Monitoring						
39	Expert Witness Report	Educ Code 61.0815	Administration	Monitoring			Yes			Deputy Commissioner's Office
40	Faculty Exit Surveys	Appropriation Rider	Administration	Monitoring	No		Yes	Yes	No	THECB
41	Faculty Proficiency in Spoken English	Educ Code 51.917	Administration	Monitoring	Yes	Yes	Yes	No	No	Undergraduate Education / Academic Affairs and Research
42	FTE State Employees	Govt Code 2052.103(a),(b)	Administration	Monitoring						
43	Hate Crime Report	UCR-24 and Dept. of Public Safety	Administration	Monitoring						
44	Minority Hiring Practices	Labor Code 21.504	Administration	Monitoring						
45	Permit Processing	Govt Code 2005.007	Administration	Monitoring						
46	Personnel Policies and Procedures Compliance Report	Labor Code 21.454	Administration	Monitoring						
47	Post Tenure Review	H.B. 1, 78th Leg., R.S., art. III sec. 29, page III-264	Administration	Monitoring						THECB
48	Racial Profiling	Commission on Law Enforcement Officers Standards & Education	Administration	Monitoring						
49	Software License Audit	Govt Code 2054.123(a),(b)	Administration	Monitoring						
50	Strategic and Operating Plan	Govt Code 2054.097(a),(b)	Administration	Effectiveness						
51	Strategic Plan - Border Health Institute	Educ Code 151.010	Administration	Effectiveness	El Paso CCD	No	UT El Paso	TTUHSC, UTHHSC	No	
52	TXP-2 - Composition of Governing Board	Required by OCR	Administration	Monitoring	Yes	Yes	Yes	Yes	No	THECB
53	TXP-3 - Employees of State Agencies and Governing Boards for Higher Education	Required by OCR	Administration	Monitoring	Yes, if they have a system or district personnel	Yes, if they have a system or district personnel	Yes, if they have a system or district personnel	Yes, if they have a system or district personnel	No	THECB
54	TXP-7 - Higher Education Staff Information (Supplement) - TXP-7 Tenure Decisions	Commissioner & Governor Agreed to Continue OCR Requirement	Administration	Monitoring	Yes	Yes	Yes	Yes	No	THECB
55	Building Inspections	Dept of Insurance and State Fire Marshal	Facilities	Monitoring						
56	CBM005 - Building and Room Use Report	Educ Code 61.0572	Facilities	Effectiveness	No	Yes	Yes	No	No	Educational Data Center
57	CBM011 - Room Report (Facilities Inventory)	CB Rule 17 / Educ Code 61.0572	Facilities	Effectiveness	No	Yes	Yes	Yes	No	Educational Data Center
58	CBM014 - Building Report (Facilities Inventory)	CB Rule 17 / Educ Code 61.0572	Facilities	Effectiveness	No	Yes	Yes	Yes	No	Educational Data Center
59	Energy Savings Program	Governor's Executive Order RP-49	Facilities	Monitoring						
60	MP1 - Capital Expenditure Plan / Campus Master Plan	Educ Code 61.0582	Facilities	Monitoring	No	Yes	Yes	Yes	No	PA / Finance and Resource Planning
61	MP2/MP4 - A Summary of Deferred Maintenance: Current Accumulated Needs, Current Expenditures, and Planned Five-Year Expenditures	Educ Code 61.0582	Facilities	Monitoring	No	Yes	Yes	Yes	No	PA / Finance and Resource Planning
62	Student Housing Survey	Public Demand & Used to Evaluate New Housing Projects	Facilities	Funding	No	Yes	Yes	Yes	No	THECB
63	Survey of Utility Cost	Formula Advisory Committee	Facilities	Funding	No	Yes	Yes	No	No	PA / Finance and Resource Planning
64	Waste Summary	Texas Commission on Environmental Quality	Facilities	Monitoring						

Survey of Higher Education Institution Reporting Requirements

Survey Page #	Report	Authorization	Category	Purpose	Community College	Technical Colleges	Universities	Health Related	Independent	Division/ Department
65	Water Usage, Quality, and Monitoring	Texas Commission on Environmental Quality	Facilities	Monitoring						
66	Allocation of Funds - Baylor College of Medicine	Educ Code 63.003(d)	Finance	Funding	No	No	No	No	Yes	
67	Annual Financial Reports for UIL	Educ Code 33.083(d) for UIL and SBI 79R, art. III rider 6, page III-66	Finance	Funding	No	No	UT Austin	No	No	
68	Annual Report - Compact for Education Commissioners	Educ Code 161.04	Finance	Monitoring						
69	Audit Report	Govt Code 2102.009	Finance	Monitoring						
70	Biennial Report - Texas Southern U	Educ Code 106.54	Finance	Monitoring	No	No	Texas Southern University	No	No	
71	Collection from Noneducational and General Funds	Govt Code 825.407(c)	Finance	Funding	No	No	Yes	Yes	No	
72	Contract Notification	Govt Code 2254.028 and 2254.029	Finance	Monitoring						
73	Cost of Copies	Govt Code 552.274	Finance	Monitoring						
74	Cost Study Report	CB for Formula Funding Calculation	Finance	Funding	Yes	Yes	Yes	No	No	PA / Finance and Resource Planning
75	Debt Report	Govt Code 2107.005	Finance	Monitoring						
76	Encumbrance Reports	Govt Code 403.021(b)	Finance	Monitoring						
77	Financial Information Required of State Agencies	Govt Code 2101.011	Finance	Monitoring	Yes	Yes	Yes	Yes	No	
78	Fiscal Activity Report	Public Demand	Finance	Monitoring	Yes	Yes	Yes	Yes	No	THECB
79	Funds Received and Disbursed	Educ Code 51.005(a),(b),(c)	Finance	Monitoring						
80	Funds Received and Disbursed - Real Estate Research Center	Educ Code 86.52(m)	Finance	Monitoring	No	No	Texas A&M	No	No	
81	Historically Underutilized Businesses Progress Reports	Govt Code 2161.124(a),(b),(c)	Finance	Monitoring						
82	Historically Underutilized Businesses Strategic Plan	Govt Code 2161.123	Finance	Monitoring	No	Yes	Yes	Yes	No	
83	Insurance Code Exempt- Med Malpractice, A&M, UT, TTech, UNT	Educ Code 59.07	Finance	Monitoring	No	No	Yes	No	No	
84	Integrated Fiscal Report System (IFRS)		Finance	Monitoring					No	THECB
85	Internal Audit Reports	Govt Code 2102.0091	Finance	Monitoring						
86	Membership Dues to Organizations	Govt Code 666.002	Finance	Monitoring						
87	Minority-Owned and Women-Owned Businesses	Educ Code 55.03(b)	Finance	Monitoring						
88	Non-Financial Information Required of State Agencies	Govt Code 2101.0115	Finance	Monitoring						
89	Operating Budget - Statutory	Educ Code 51.0051	Finance	Monitoring						
90	Optional Retirement Program	TX Government Code 830.006 Title 8, Chapter 830	Finance	Monitoring	Yes	Yes	Yes	Yes	No	Administration
91	Perkins Annual CB-320	Carl D. Perkins Act of 1998, Educ Code 7.109 & 61.077(b)	Finance	Funding	Yes	No	No	No	No	Fiscal Services / Participation and Success
92	Permanent Endowment Fund used for Health Related Higher Ed	Educ Code 63.103 and SBI 79R, art. III sec. 51(2), page III-257	Finance	Monitoring	No	No	Yes	Yes	Yes	
93	Permanent Health Fund used for Higher Ed	Educ Code 63.004 and SBI 79R, art. III sec. 51(2), page III-257	Finance	Monitoring	No	No	Yes	Yes	Yes	
94	Receipts and Disbursements (A&M Experiment Stations)	Educ Code 88.210	Finance	Monitoring	No	No	Texas A&M	No	No	
95	Recycled, Remfg or Environmentally Sensitive Commodities or Services	Govt Code 2155.448(c)	Finance	Monitoring						
96	Report on how General Revenue has Been Expended	Educ Code, Appropriation Rider & Contract	Finance	Monitoring	No	No	No	No	Baylor & Chiropractic Colleges	PA / Finance and Resource Planning
97	Research Development Fund Report (Formerly Texas Excellence Fund Report - LBB)	Educ Code 62.098	Finance	Monitoring	No	No	Yes	No	No	AAR/Research Grants and Development
98	Research Expenditures Report	Educ Code 61.051(h)	Finance	Monitoring	No	No	Yes	Yes	Yes	AAR/Research Grants and Development
99	Restricted Research Expenditures	Educ Code 62.098	Finance	Monitoring	No	No	Yes	Yes	Yes	AAR/Research Grants and Development
100	Risk Management Losses	Labor Code 412.053	Finance	Monitoring						
101	Rural Volunteer Fire Dept Insurance Program - Texas Forest Service	Govt Code 614.072(f)	Finance	Monitoring	No	No	Texas A&M	No	No	
102	State Property Accounting (SPA) Transaction	S.B. 1, 79th Leg., R.S., art. IX sec. 12.04, page IX-66	Finance	Funding	Yes	Yes	Yes	Yes	No	
103	Technology Development and Transfer Centers (Intellectual Property Income and Expenses)	Educ Code 153.008	Finance	Monitoring	No	No	Yes, if they have intellectual property	Yes	No	AAR/Research Grants and Development

Survey of Higher Education Institution Reporting Requirements

Survey Page #	Report	Authorization	Category	Purpose	Community College	Technical Colleges	Universities	Health Related	Independent	Division/ Department
104	Uniform Grant and Contract Management	Govt Code 783.009(f)	Finance	Funding						
105	Vehicle Fleet Management	Texas Building & Procurement	Finance	Monitoring						
106	Workers' Compensation Report	Labor Code 412.042(c)	Finance	Monitoring						
107	Allocation Base Numbers	CB Rules, Chapter 21 & 22	Financial Aid	Funding	Yes	Yes	Yes	Yes	Yes	Grants and Special Programs
108	B-On-Time (BOT) End of Year Reporting - *** This report has not been implemented as yet.	Coordinating Board Rules, Chapter 21, Subchapter E , Texas Educ Code, Chapter 56	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	Yes	Loan Program Operations
109	Byrd Scholarships	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	Yes	Grants and Special Programs
110	Early High School Graduation Scholarship	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	Yes	Grants and Special Programs
111	Education Aide Exemption Program	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	No	Grants and Special Programs
112	Exemptions & Waivers	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	No	Grants and Special Programs
113	FADS - Financial Aid Database System	Appropriations Bill Rider 17 or Coordinating Boards Appropriations	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	Yes, (non-profits only)	Grants and Special Programs
114	Fifth Year Accounting Scholarship	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	No	No	Yes	No	No	Grants and Special Programs
115	Good Neighbor Scholarship	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	No	Grants and Special Programs
116	Kenneth H. Ashworth Fellowship	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	No	Grants and Special Programs
117	LEAP/SLEAP: Leveraging Educational Assistance Partnership/Special Leveraging Educational Assistance Partnership	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	Yes	Grants and Special Programs
118	National Student Exchange	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	No	Grants and Special Programs
119	Nursing Scholarships	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	Yes	Grants and Special Programs
120	Reciprocal Educational Exchange Program	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	No	Grants and Special Programs
121	State Funded Campus Based Report	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	No	Grants and Special Programs
122	Student Deposit Scholarship	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	No	No	Yes	Yes	No	Grants and Special Programs
123	Student Expense Budgets for 9-Month Academic Year	Federal Regulations	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	Yes (non-profits only)	THECB
124	Teach for Texas Alternative Certification Status Report	Coordinating Board Rules, Chapter 21, Subchapter V	Financial Aid	Monitoring	No	No	Yes, however educational service centers may not be campus based	No	No	Loan Program Operations
125	Teach for Texas Conditional Grant Student Status Report	Coordinating Board Rules, Chapter 21, Subchapter N	Financial Aid	Monitoring	No	No	Yes	No	No	Loan Program Operations
126	TEG: Tuition Equalization Grant	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	No	No	No	No	Yes	Grants and Special Programs
127	TEOG: Texas Educational Opportunity Grant	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	Yes	Yes	No	No	No	Grants and Special Programs
128	Texas College Work-Study Program	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	Yes	Grants and Special Programs
129	TEXAS Grant	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	Yes	Grants and Special Programs
130	TPEG: Texas Public Educational Grant	CB Rules, Chapter 21 & 22 and Educ Code 56.039	Financial Aid	Monitoring	No	No	Yes	Yes	No	Grants and Special Programs
131	TXNG-TAP: Texas National Guard	CB Rules, Chapter 21 & 22	Financial Aid	Monitoring	Yes	Yes	Yes	Yes	Yes	Grants and Special Programs
132	Accountability measures not available from CB or LBB data - Not really report:	RP31 executive order (except CCs)	Miscellaneous	Effectiveness	Yes	Yes	Yes	Yes	No	Planning & Accountability THECB
133	Closing the Gaps projections - Not really report		Miscellaneous	Effectiveness	Yes	Yes	Yes	Yes	No	Planning & Accountability THECB
134	Estimates of Total Populations of Counties and Places in Texas	Prepared by Texas State Data Center, UTSA	Miscellaneous	Monitoring						

Appendix C

LBB-CB Survey Results for Reports by Topics

C-1: Academic/Student Report Results

C-2: Administrative

C-3: Facilities

C-4: Finance

C-5: Financial Aid

C-6: Miscellaneous

Appendix C-1
Academic/Student Reports Required by the Texas Higher Education Coordinating Board

Report Name	Number of Respondents	Effort Required	Value	Continue if Voluntary	Institutional Comments
Non-CB Reports					
Texas-International Ed Development Fund Progress Report	n=2	high	medium	unlikely	
Texas-Mexico Ed Development Fund Progress Report	n=2	high	medium	unlikely	
CB Reports					
Advanced Research Program	n=5	high	low	less likely	Many institutions commented their Office of Research/Sponsored Projects requires this information for all research studies.
Advanced Technology Program	n=4	high	medium	unlikely	Many institutions commented their Office of Research/Sponsored Projects requires this information for all research studies.
CB-116 - Supplemental Technical Program Graduate Placement Report	n=17	high	high	less likely	Several institutions requested the CB obtain access to National Student Loan Clearing House and Social Security Administration records to improve the ability to track students no longer in the state.
CBM001 - Student Report	n=52	high	high	likely	Institutions believe that CB needs to develop a modern interface for accepting data (such as a web based), include geographic identifiers such as zip code, and create a more reasonable reporting timeline.
CBM002 - Texas Success Initiative Report	n=49	high	low	less likely	Several institutions were highly critical as to whether this report had any real value to the State and believed that reporting under the TASP system was much easier. Several institutions stated they dreaded completing this report and found it to be the most difficult.
CBM003 - Academic Course Inventory	n=16	medium	high	less likely	
CBM004 - Class Report	n=43	high	high	likely	Several institutions indicated that aspects of this report duplicated items in CBM001, CBM006, and CBM008. Suggestions were made that these reports could all be combined into one report submitted each semester. The report could also more clearly identify whether the instructor was part-time or full-time.
CBM006 - End of Semester Class Report	n=42	medium	medium	less likely	Institutions commented that some information in this report duplicated information collected in CBM001, CBM004, and CBM008. Most institutions recognized this report was needed for evaluating student retention.
CBM008 - Faculty Report	n=54	high	medium	less likely	Several institutions commented that the report was difficult since it pulls in data from different subsystems not easily accessible (such as HR and Payroll). Additional comments included that the report skews salary information, could be combined with the CBM004, and requires extremely high amount of manual labor.

Appendix C-1
Academic/Student Reports Required by the Texas Higher Education Coordinating Board

Report Name	Number of Respondents	Effort Required	Value	Continue if Voluntary	Institutional Comments
CBM009 - Graduation Report	n=47	medium	high	likely	Institutions indicated the CB needs to develop a modern interface for accepting data (such as a web based) and make it easier to find CIP code corresponding to a program (major) from the CB website.
CBM00A - Continuing Education Student Report	n=28	high	medium	less likely	There was some concern that information gathered from this report duplicated information asked for in CBM001.
CBM00B - Admissions Report	n=15	medium	medium	less likely	Some institutions commented that there efforts could be better spent on completing other reports other than this one.
CBM00C - Continuing Education Class Report	n=27	high	high	likely	Overall institutions recognized this report as being import towards funding and internal assessment.
CBM00E - Doctoral Exception Report	n=6	medium	medium	unlikely	Institutions commented that report might be more useful if it collected other data on doctoral student persistence beyond compliance with the 99 hour rule.
CBM00M - Marketable Skills Achievement Report	n=25	medium	medium	unlikely	Many institutions noted that this information could be collected on the CBM009 instead.
Core Curriculum Description & Efficiency (completed every 5 years)	n=16	high	medium	less likely	Institutions commented that there needs to be a more rigorous process to assess core curriculum and to evaluate its effectiveness but found the report useful in demonstrating internally the importance of the liberal arts in the core curriculum.
Distance Delivery Programs Approved by Governing Boards	n=11	medium	medium	less likely	Some institutions suggested submitting a notification to CB would be a preferable to a formal report.
Distance Education Institutional Plans- Every 5 Years	n=15	high	medium	less likely	Some institutions requested additional coverage of course compliance with best practices standards, but overall most institutions regarded this report as essential in strategic planning at the governance, institutional, and departmental level.
Field of Study Effectiveness	n=7	medium	medium	less likely	Institutions remarked that reports like this must take into account the fact that faculty and department heads determine curriculum for fields of study.
Intellectual Property Policies	n=8	medium	medium	less likely	Institutions remarked that regardless of this report their institutions would still maintain an intellectual property policy.
Multiple Course Listings (Known formerly as: Topics of Special Topic Courses)	n=5	medium	low	less likely	
Out-of-District Course Request	n=7	medium	medium	unlikely	Institutions indicated the CB needs to develop a modern interface for accepting data (such as a web based).

Appendix C-1
Academic/Student Reports Required by the Texas Higher Education Coordinating Board

Report Name	Number of Respondents	Effort Required	Value	Continue if Voluntary	Institutional Comments
Preliminary Headcount Enrollment	n=35	medium	medium	less likely	Most institutions commented that this information was necessary for other reports provided internally and externally.
Teachers Quality Grant (with Dana Center) (Formerly Eisenhower Math & Science)	n=2	medium	low	very unlikely	
Technology Workforce Development	n=3	medium	low	unlikely	
Uniform Recruitment & Retention Strategy (to be revised)	n=13	high	low	less likely	Institutions generally found the report to be of very little value for such a great effort and duplicative of other reports.

Appendix C-2
Administrative Reports Required by the Texas Higher Education Coordinating Board

Report Name	Number of Respondents	Effort Required	Value	Continue if Voluntary	Institutional Comments
Non-CB Reports					
Abolished Agency Report to Sunset Commission – THECB	n=2	medium	medium	less likely	
Administrative Procedure - Registrations	n=2	low	low	unlikely	
Aircraft Operations	n=3	low	low	unlikely	
Customer Service Report	n=5	high	medium	less likely	Institutions found the report to be very expensive and time consuming but recognized the report used for institutional accreditation through SACS.
EEO Reporting	n=10	medium	low	unlikely	Institutions recommended reformatting the report.
Executive Employment Agreement Notification	n=3	low	low	unlikely	Institution commented that formatting of FTE data was inconsistent with format needed for LAR requests
FTE State Employees	n=15	medium	medium	unlikely	Institutions noted the LAR asks for FTE and Headcount data, but uses different definitions (AUF, Indirect Cost, contract workers, etc).
Hate Crime Report	n=8	low	medium	unlikely	Institutions commented this report duplicates information required by the U.S. Department of Education (Cleary Act) and Texas Department of Public Safety (Uniform Crime Report).
Minority Hiring Practices	n=8	medium	low	less likely	
Permit Processing	n=0				
Personnel Policies and Procedures Compliance Report	n=4	medium	low	unlikely	
Racial Profiling	n=8	medium	medium	unlikely	Institutions commented that this was a very time consuming report, but it assisted in officer accountability and monitoring.
Software License Audit	n=4	high	medium	likely	Institution indicated that due to 2003 legislative changes this report may no longer applicable.
Strategic and Operating Plan	n=5	high	medium	less likely	
Strategic Plan - Border Health Institute	n=2	high	low	unlikely	
CB Reports					
Ethics Policy	n=9	low	high	less likely	Institutions commented that ethics reporting was required by Board of Regents and aided in efficiency and accountability.
Expert Witness Report	n=6	low	low	unlikely	Institution recommended consolidating with the External Consulting and Paid Professional Service Report and Related Party Disclosure Report.
Faculty Exit Surveys	n=3	medium	medium	likely	
Faculty Proficiency in Spoken English	n=7	medium	medium	less likely	Institution recommended requiring collection but not reporting.
Post Tenure Review	n=3	low	low	less likely	
TXP-2 - Composition of Governing Board	n=10	low	very low	unlikely	
TXP-3 - Employees of State Agencies and Governing Bds for Higher Ed	n=4	very low	very low	very unlikely	
TXP-7 - Higher Ed Staff Info (Supplement) - TXP-7 Tenure Decisions	n=10	medium	low	less likely	

Appendix C-3
Facilities Reports Required by the Texas Higher Education Coordinating Board

Report Name	Number of Respondents	Effort Required	Value	Continue if Voluntary	Institutional Comments
Non-CB Reports					
Building Inspections	n=7	high	high	less likely	Institutions found the report useful in tracking deficiencies and ensuring life safety and property preservation.
Energy Savings Program	n=11	medium	medium	less likely	Institutions found this report to be labor and time intensive and recommended that the report only be required on an annual or semi-annual basis.
Waste Summary	n=7	medium	medium	likely	Institutions commented this report duplicates the Annual Waste Summary is reported to TCEQ.
Water Usage, Quality, and Monitoring	n=4	low	medium	less likely	
CB Reports					
CBM005 - Building and Room Use Report	n=12	high	medium	less likely	
CBM011 - Room Report (Facilities Inventory)	n=12	high	high	likely	Institutions found this report extremely beneficial but a few concerns were raised as to compatibility with space management databases.
CBM014 - Building Report (Facilities Inventory)	n=11	medium	high	likely	Institutions found this report extremely beneficial but a few concerns were raised as to compatibility with industry standards and space management databases.
MP1 - Capital Expenditure Plan / Campus Master Plan	n=10	high	medium	less likely	Institutions found this report duplicated Capital Improvement Projects (CIP) Submissions and recommended the system Board of Regents be allowed to provide the CIP Submissions in lieu of this report
MP2/MP4 - Deferred Maint: Current Needs, Current Exp, and 5-Year Exp	n=13	high	medium	likely	Institutions found this report extremely beneficial but a few concerns were raised as to compatibility with industry standards and space management databases.
Student Housing Survey	n=4	low	low	unlikely	
Survey of Utility Cost	n=7	high	medium	likely	Institutions expressed concern about the usefulness of the report to THECB, lack of compatibility with institutional databases, and the high degree of effort needed to complete the report. There was also a recommendation to gather more input in the design of the report.

Appendix C-4
Finance Reports Required by the Texas Higher Education Coordinating Board

Report Name	Number of Respondents	Effort Required	Value	Continue if Voluntary	Institutional Comments
Non-CB Reports					
Annual Financial Reports for UIL	n=2	medium	low	less likely	Institution commented that this report is a duplicate of a UIL-published, annual Financial Report, which is also provided to the UIL Legislative Council.
Allocation of Funds - Baylor College of Medicine	n=0				
Annual Report - Compact for Education Commissioners	n=2	medium	low	unlikely	
Audit Report	n=8	high	high	likely	
Biennial Report - Texas Southern U	n=0				
Collection from Noneducational and General Funds	n=3	high	high	likely	Some institutions remarked the complexity of this report increased with the requirement that institutions pay the employer matching funds during the first 90 days of participation in TRS regardless of salary funding source.
Contract Notification	n=4	medium	very low	very unlikely	
Cost of Copies	n=1	very low	very low	very unlikely	
Debt Report	n=7	medium	low	unlikely	
Encumbrance Reports	n=7	medium	low	unlikely	Institutions commented about the purpose of the report and the frequency of reporting.
Financial Information Required of State Agencies	n=12	high	high	likely	There was a recommendation that the THECB and LBB find a way to use the GASB 34/35 formatted financial statements (which are required by NACUBO) to save time reformatting.
Funds Received and Disbursed	n=3	high	medium	less likely	
Funds Received and Disbursed - Real Estate Research Center	n=0				
Historically Underutilized Businesses Progress Reports	n=6	medium	medium	likely	Some institutions use this report in lieu of another internal report for progress towards HUB use.
Historically Underutilized Businesses Strategic Plan	n=6	medium	medium	likely	
Insurance Code Exempt- Med Malpractice, A&M, UT, TTech, UNT	n=2	high	medium	likely	
Internal Audit Reports	n=6	medium	high	likely	
Membership Dues to Organizations	n=4	very low	low	unlikely	Institutions pointed out that the requirement for this report was repealed by the 79th Legislation in H.B. 2753.
Minority-Owned and Women-Owned Businesses	n=6	medium	low	less likely	
Non-Financial Information Required of State Agencies	n=8	medium	low	unlikely	Institution indicated that the initiating agency for this report no longer wants a copy, however courtesy copies are still required to other agencies.
Operating Budget - Statutory	n=13	very high	very high	very likely	Institution indicated that this report duplicates data from LAR.
Permanent Endowment Fund used for Health Related Higher Ed	n=3	medium	low	very unlikely	
Permanent Health Fund used for Higher Ed	n=3	medium	low	unlikely	
Receipts and Disbursements (A&M Experiment Stations)	n=0				

Appendix C-4
Finance Reports Required by the Texas Higher Education Coordinating Board

Report Name	Number of Respondents	Effort Required	Value	Continue if Voluntary	Institutional Comments
Recycled, Remfg or Environmentally Sensitive Commodities or Services	n=4	medium	low	less likely	Institution indicated that Education Code, Section 51.9335, exempts institutions of higher education from Section 2155 of the Government Code.
Risk Management Losses	n=5	medium	high	likely	Institution indicated that there is an exemption from SORM oversight under Labor Code 412.011, 412.052 and reference therein to Section 501.022. 75th Legislature September 1, 1997
Rural Volunteer Fire Dept Insurance Program - Texas Forest Service	n=0				
State Property Accounting (SPA) Transaction	n=10	medium	medium	less likely	
Uniform Grant and Contract Management	n=0				
Vehicle Fleet Management	n=4	high	low	less likely	Institutions commented that this report had little effect on how or what the university has or needs in the way of vehicles.
Workers' Compensation Report	n=4	medium	low	less likely	Institution indicated that there is an exemption from SORM oversight under Labor Code 412.011, 412.052 and reference therein to Section 501.022. 75th Legislature September 1, 1997
CB Reports					
Cost Study Report	n=26	high	medium	less likely	Institutions commented this report was very labor intensive and duplicated information asked for in CBM001 and CBM004 reports.
Fiscal Activity Report	n=12	high	medium	less likely	Institutions commented that this report was replaced by #84 in the Integrated Fiscal Report System.
Integrated Fiscal Report System (IFRS)	n=19	high	low	unlikely	Institutions commented this report duplicated information found in their external audits. There was also a recommendation to combined this report with the LBB Fee Survey and Texas Tomorrow Fund report.
Optional Retirement Program	n=20	medium	medium	less likely	
Perkins Annual CB-320	n=8	high	high	less likely	
Report on how General Revenue has Been Expended	n=1	high	high	likely	
Research Development Fund Report (Formerly TX Excellence Fund - LBB)	n=7	medium	medium	less likely	Institutions found the report user-friendly and easy to complete.
Research Expenditures Report	n=12	high	medium	less likely	Institutions indicated that this report duplicates NSF R&D Survey of Expenditures
Restricted Research Expenditures	n=13	medium	high	less likely	Institutions indicated that this report duplicates information requested on the Research Expenditures Report.
Technology Development and Transfer Centers	n=2	medium	low	less likely	

Appendix C-5
Financial Aid Reports Required by the Texas Higher Education Coordinating Board

Report Name	Number of Respondents	Effort Required	Value	Continue if Voluntary	Institutional Comments
CB Reports					
Allocation Base Numbers	n=11	medium	low	unlikely	Institution indicated that this report duplicates data from CBM004. Another institution suggested combining this report with the FAD001 report.
B-On-Time (BOT) End of Year Reporting - *** Report not yet implemented	n=5	medium	medium	less likely	Institution recommended this report should be incorporated into Financial Aid Database System year end report.
Byrd Scholarships	n=16	low	low	unlikely	Institution recommended this report should be incorporated into Financial Aid Database System year end report.
Early High School Graduation Scholarship	n=17	medium	medium	unlikely	Institutions recommended this report should be incorporated into Financial Aid Database System year end report.
Education Aide Exemption Program	n=17	medium	medium	less likely	Institution recommended this report should be incorporated into Financial Aid Database System year end report.
Exemptions & Waivers	n=14	medium	medium	less likely	Institutions indicated that this report duplicated #84 in the Integrated Fiscal Report System.
FADS - Financial Aid Database System	n=36	high	medium	less likely	Institutions commented the format of this report is not useful and highly complex. They also pointed out the report duplicates information collected in the IPEDS and other CB reports.
Fifth Year Accounting Scholarship	n=11	low	low	unlikely	Institutions recommended this report should be incorporated into Financial Aid Database System year end report.
Good Neighbor Scholarship	n=9	low	low	unlikely	Institution indicated this report duplicated information collected in the FADS.
Kenneth H. Ashworth Fellowship	n=3	low	low	unlikely	
LEAP/SLEAP: Leveraging Educational Asst Partnership/Special LEAP	n=26	medium	low	unlikely	Institution indicated this report duplicated information collected in the FADS and recommended this report should be incorporated into FADS year end report.
National Student Exchange	n=6	low	low	unlikely	Institution indicated this report duplicated information collected in the FADS.
Nursing Scholarships	n=21	medium	low	unlikely	Institutions indicated this report duplicated information collected in the FADS and recommended this report should be incorporated into FADS year end report.
Reciprocal Educational Exchange Program	n=3	low	low	unlikely	
State Funded Campus Based Report	n=25	medium	low	unlikely	Institutions indicated the THECB needs to develop a modern interface for accepting data (such as a web based).
Student Deposit Scholarship	n=12	low	medium	unlikely	Institutions indicated this report duplicated information collected in report 121, State Funded Campus Based Report.

Appendix C-5
Financial Aid Reports Required by the Texas Higher Education Coordinating Board

Report Name	Number of Respondents	Effort Required	Value	Continue if Voluntary	Institutional Comments
Student Expense Budgets for 9-Month Academic Year	n=29	medium	medium	likely	Institutions expressed concern that this report is due prior to the Board of Regents meeting that sets tuition and fees.
Teach for Texas Alternative Certification Status Report	n=4	low	low	very unlikely	
Teach for Texas Conditional Grant Student Status Report	n=5	low	low	very unlikely	
TEG: Tuition Equalization Grant	only independent institutions complete this report				
TEOG: Texas Educational Opportunity Grant	n=15	medium	medium	less likely	Institutions indicated the THECB needs to develop a modern interface for accepting data (such as a web based). They also indicated that the report used different standards for satisfactory academic progress than the federal ones.
Texas College Work-Study Program	n=23	medium	medium	less likely	Institution indicated this report duplicated information collected in the FADS and recommended this report should be incorporated into FADS year end report.
TEXAS Grant	n=30	high	medium	less likely	Institutions indicated the THECB needs to develop a modern interface for accepting data (such as a web based). They also indicated that this report could be incorporated into FADS instead if satisfactory academic progress standards were the same.
TPEG: Texas Public Educational Grant	n=26	medium	medium	less likely	Institutions indicated this report duplicated information collected in report 121, State Funded Campus Based Report.
TXNG-TAP: Texas National Guard	n=14	low	low	unlikely	

Appendix C-6

Miscellaneous Reports Required by the Texas Higher Education Coordinating Board

Report Name	Number of Respondents	Effort Required	Value	Continue if Voluntary	Institutional Comments
Miscellaneous					
Accountability measures not available from CB or LBB data - Not really report:	n=18	high	medium	less likely	Institutions indicated that this measure duplicates information collected in most CB and LBB reports. Some requested to have one comprehensive accountability report.
Closing the Gaps projections - Not really report	n=20	medium	medium	less likely	Institution indicated that this report duplicated numerous points required for the State Accountability Report
Estimates of Total Populations of Counties and Places in Texas	n=2	medium	high	likely	

Appendix D

LBB – THECB Survey Results for Reports by Response Value

Appendix D-1: THECB Reports with a “Very High” or “High” Average Response Value

Appendix D-2: THECB Reports with a “Very Low” or “Low” Average Response Value

Appendix D-1
THECB Reports with a “Very High” or “High” Average Response Value

No. of Responses	Report Name	Assess Effort	Ongoing Probability	Assess Value
Academic				
16	CB-116 - Supplemental Tech Program Graduate Placement Rpt	high	medium	high
51	CBM001 - Student Report	high	medium	high
15	CBM003 - Academic Course Inventory	medium	medium	high
42	CBM004 - Class Report	high	high	high
46	CBM009 - Graduation Report	medium	high	high
Administration				
9	Ethics Policy	low	medium	high
Facilities				
7	Building Inspections	high	medium	high
12	CBM011 - Room Report (Facilities Inventory)	high	high	high
11	CBM014 - Building Report (Facilities Inventory)	medium	high	high
Finance				
8	Audit Report	high	high	high
12	Financial Information Required of State Agencies	high	high	high
6	Internal Audit Reports	medium	high	high
13	Operating Budget - Statutory	very high	very high	very high
8	Perkins Annual CB-320	high	medium	high
13	Restricted Research Expenditures	medium	medium	high

Appendix D-2
THECB Reports with a “Very Low” or “Low” Average Response Value

No. of Responses	Report Name	Assess Effort	Ongoing Probability	Assess Value
Academics				
48	CBM002 - Texas Success Initiative Report	high	medium	low
24	CBM00M - Marketable Skills Achievement Report	medium	low	low
13	Uniform Recruitment & Retention Strategy (to be revised)	high	medium	low
Administration				
10	EEO Reporting	medium	low	low
6	Expert Witness Report	low	low	low
10	TXP-2 - Composition of Governing Board	low	low	very low
10	TXP-7 - Higher Ed Staff Info (Supp) - Tenure Decisions	medium	medium	low
Finance				
7	Debt Report	medium	low	low
7	Encumbrance Reports	medium	low	low
19	Integrated Fiscal Report System (IFRS)	high	low	low
6	Minority-Owned and Women-Owned Businesses	medium	medium	low
8	Non-Financial Information Required of State Agencies	medium	low	low
Financial Aid				
11	Allocation Base Numbers	medium	low	low
16	Byrd Scholarships	low	low	low
36	FADS - Financial Aid Database System	high	medium	low
11	Fifth Year Accounting Scholarship	low	low	low
9	Good Neighbor Scholarship	low	low	low
26	LEAP/SLEAP: Leveraging Educ Asst Partnership/Special LEAP	medium	low	low
6	National Student Exchange	low	low	low
21	Nursing Scholarships	medium	low	low
25	State Funded Campus Based Report	medium	low	low
14	TXNG-TAP: Texas National Guard	low	low	low

Appendix E

Texas Higher Education Coordinating Board
Grants and Special Programs Office
Financial Aid Programs

Appendix E

Grants and Special Programs Office Operations Financial Aid Programs

Key Services and Functions

The purpose of the Grant, Scholarship and Work-Study programs is to develop and implement procedures that facilitate the flow of grant, scholarship and work-study funds to financially needy students attending college in Texas.

The programs include nineteen different programs, divided into three types:

Campus-Based Programs

- The Toward EXcellence, Access and Success Grant Program (TEXAS Grant Program);
- The Tuition Equalization Grant Program (TEG);
- The Texas Educational Opportunity Grant;
- The Federal Leveraging Education Assistance Partnership (LEAP) grant program;
- The Federal Special Educational Assistance Partnership (SLEAP) grant program;
- The Fifth-Year Accounting Student Scholarship Program;
- Six nursing scholarship programs, including
 - The General Vocational and General Professional Nursing Scholarship Programs,
 - The Rural Vocational and Rural Professional Nursing Scholarship Programs;
 - The Scholarship Program for LVNs Studying to become RNs; and
 - The Scholarship Program for Rural Bachelor of Science in Nursing (BSN) and Graduate Nursing Students.
- The Texas College Work-Study Program (TCWSP);

Centrally-Processed Programs

- The Federal Robert C. Byrd Honors Scholarship Program (Byrd);
- The Collegiate License Plate Insignia Scholarship Program (LPI); and
- The Early High School Graduation Scholarship Program (Old and New Programs);
- The Educational Aides Exemption Program;

Central Reimbursement Programs

- the Temporary Assistance for Needy Students Exemption; and
- the State Military Tuition Assistance Program.

As shown above, the programs fall into three categories:

- ◆ **Campus Based Programs.** The institutions select eligible students (according to state statutes and Coordinating Board rules), request funds from the Coordinating Board as needed to meet their immediate disbursements (up to their allotment of funds), and issue funds locally to their students.

- ◆ **Centrally Processed Programs.** The institutions or high schools submit applications to the Board for their students. The CB then processes the forms and identifies or selects recipients, notifies the schools of the recipients, and then (if the program is funded) processes fund requests so schools can disburse funds to students.
- ◆ **Central Reimbursement Programs.** The selection/identification of eligible students is done by another party but the Board issues funds to the schools for disbursement to students.

For all programs, the Coordinating Board acts as trustee for state or federal funds. In fulfilling that role the Grants/Special Programs Office performs the following functions:

1. Prepares, maintains and distributes publications; creates and maintains a web site; and prepares for and gives presentations to inform the general public, high school and middle school counselors, financial aid officers and other interested parties about the requirements and existence of the programs.
2. Compiles, maintains and presents training materials to college and university financial aid officers.
3. Fields questions from financial aid officers, students, parents and others, researching accounts and solving problems for them when possible; explaining alternatives when necessary.
4. Designs report formats, collects data, compiles and presents program statistics periodically to reflect program operations and assure the full use of funds.
5. Works with advisory committees to develop and/or improve program operations and policies. Enabling legislation created statutory committees for the vocational nursing programs, the professional nursing programs and the Fifth-year Accounting Student Scholarship Program. The Financial Aid Advisory Committee, originally an *ad hoc* committee, provides advice on the administration of the remaining aid programs.
6. Responds to questions from students and financial aid offices about procedures and awards. They also provide periodic training to aid officers to insure the proper use of program funds. Through discussions with the public, college personnel, and advisory committees, program procedures and policies are constantly reviewed for opportunities for improvement. As appropriate, rules are amended and procedures changed. The administration of the programs is an evolutionary process.

Campus-Based Programs

For **Campus-Based Programs**, the Grants/Special Programs Office also performs the following functions:

1. Develops and amends rules as necessary;
2. Collects data for use in allocating funds among participating institutions
3. Allocates funds to participating institutions;
4. Prepares periodic vouchers for the Comptroller's Office to request transfers of funds to institutions; and
5. Reallocates funds periodically to insure that all funds are used by year end.

For each of the **Campus Based** programs, the Coordinating Board annually invites eligible institutions to participate. Those choosing to participate then provide the data needed to determine their share of program funds. The Coordinating Board divides the funds accordingly, and allocates each institution a portion of the statewide appropriation.

The financial aid office, following program requirements, culls its aid applicant pool to identify those who are eligible for each program. The aid officer processes awards locally (at the school level). The G/SP Office processes vouchers through the State Comptroller's Office to issue funds to the colleges. The institutions disburse funds to students or apply them to student accounts.

In keeping with program rules, institutions have until a set deadline to commit all their funds to eligible students. Funds that are not awarded as of the deadlines are reallocated by the G/SP Office and are redistributed to other institutions requesting additional funds. At the end of each year, program statistics are compiled and reported as required.

Centrally-Processed Programs

For **Centrally-Processed Programs**, the G/SP Office also

1. Develops application forms;
2. Distributes applications, along with instructions;
3. Processes applications as they are received, checking for eligibility;
4. Notifies institutions of student eligibility;
5. Receives, edits and processes requests for funds (except for the Good Neighbor Program, which does not issue funds; institutions simply adjust student billing).

For the **Centrally Processed** programs, institutions and/or high schools are not allocated funds. For the Byrd and Good Neighbor Scholarship Programs, funds are limited and schools submit their applications to compete for some of those funds. The G/SP office ranks in-coming applications and makes awards up to the amount of funds (or authorized awards) available for the programs.

The Early High School Graduation Scholarship Program and Educational Aides Exemption programs are funded through the Foundation Program and when their original appropriations are used, the Board is able to receive additional funds through the Texas Education Agency. Therefore, the purpose of submitting applications is to allow G/SP staff to confirm student eligibility before awards are made to the students. All students determined to be eligible may receive awards.

Central Reimbursement Programs

For **Central Reimbursement Programs**, the G/SP Office primarily functions as a source of disbursements. The selection of eligible students is done either at the campus or by the Texas National Guard, and the Board simply facilitates the flow of funds to students via their institutions.

Eligible Students

Program eligibility criteria are generally outlined in the legislation that creates a grant or scholarship program. The primary requirements for programs usually include residency, level of enrollment (half time/ full time, etc.), financial need, prior academic performance, etc. The specific requirements are as follows:

	# Recipients in FY 2005	Residency	Enrollment	Financial Need?	Academics	Draft Regis.	Grad (G) or Undergrad (U)
TEXAS Grants	60,153	TX	3/4	Yes	HS curriculum + continuation academic progress requirements	Yes	U
TEG	26,255	TX*	1/2	Yes	Academic progress + continuation academic progress requirements	Yes	U, G
TEOG	4,586	TX	1/2	Yes	Academic progress + continuation academic progress requirements	Yes	U, G
LEAP	2,994	TX	1/2	Yes	Academic progress**	Yes	U
SLEAP	2,740	TX	1/2	Yes	Academic progress**	Yes	U
5 th Year Acctg.	327	N/A	N/A	Yes	Completion of 120 hours, 15 in accounting	Yes	U, G
Professional Nursing	293	TX	1/2	Yes	Competition considers GPA & entrance exams	Yes	U, G
Vocational Nursing	120	TX	1/2	Yes	Competition considers high school GPA and rank or GED scores	Yes	U
TCWSP	4,491	TX	1/2	Yes	Academic progress**	Yes	U, G
Byrd	973	TX	F-T	No	Competition for initial awards considers high school GPA, rank and college entrance exam scores or GED scores.	Yes	U
LPI	47	TX	N/A	Yes	N/A	Yes	U, G
EHS	6,941	TX	N/A	No	Recommended or higher high school curriculum	Yes	U
EA	11,364	TX	N/A	Yes	Academic progress**	Yes	U

TANF	128	TX	N/A	No	N/A	Yes	U
Military Exemption	864	??	N/A	No	Meet National Guard Requirements	Yes	U, G

* TEG may also go to nonresidents who are National Merit Scholarship Finalists.

** Each college has an academic progress standard for receiving financial aid. Generally, it includes a cumulative grade point average around 2.00 and a course completion rate of around 75%. It can vary by institution.

Funding Sources and Amounts Expended

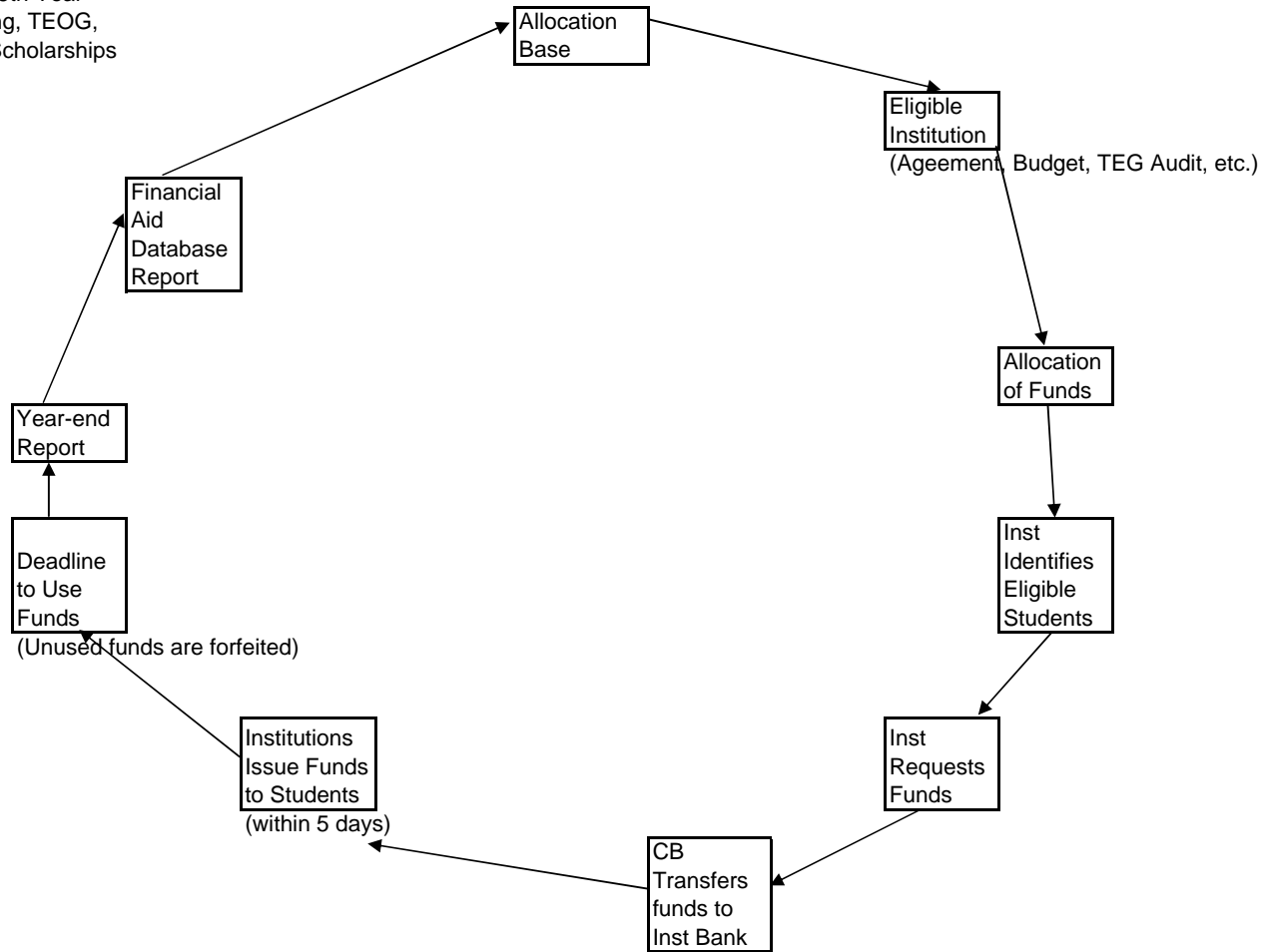
Program		FY 2005	FY 2006 (3 rd Quarter Figures)
TEXAS Grants			
	Funding	\$167,777,082	\$186,417,217
	Funding Source	General Revenues and donations*	
TEG			
	Funding	\$70,464,404	\$81,843,561
	Funding Source	General Revenues	
TEOG			
	Funding	\$4,840,608	\$81,843,561
	Funding Source	General Revenues	
LEAP			
	Funding	\$1,761,822	\$1,636,368
	Funding Source	Federal Government	
SLEAP			
	Funding	\$2,702,374	\$2,710,710
	Funding Source	Federal Government	
5 th Year Accounting			
	Funding	\$534,960	\$552,880
	Funding Source	Fees collected from Texas Certified Public Accountants as they renew their licenses	
Nursing Schol.			
	Funding	\$313,476	\$658,603
	Funding Source	General Revenues	
TCWSP			
	Funding	\$6,297,925 (including matching funds)	\$6,222,850 (including matching funds)
	Funding Source	State funds are from General Revenue. Student employers have to provide a match for state funds. If the employer is a non-profit entity, it must provide 25% of each student's earnings; if the employer is a for-profit entity, it must provide 50% of each student's earnings.	
Byrd			
	Funding	\$3,019,625	\$2,820,637
	Funding Source	Federal Government	

Program		FY 2005	FY 2006
LPI			
	Funding	\$49,770	\$49,822
	Funding Source	Funds received by institution through the sale of license plates carrying the college's insignia. These figures only reflect funds awarded to independent college students through the Coordinating Board.	
EHS			
	Funding	\$5,356,225	\$4,949,709
	Funding Source	The Foundation Program	
EA			
	Funding	\$8,877,541	\$6,928,364
	Funding Source	The Foundation Program	
TANF			
	Funding	\$285,432	\$67,666
	Funding Source	The Foundation Program	
State Military			
	Funding	\$667,649	\$826,018
	Funding Source	General Revenues	
GNS			
	Funding	Statutes allow 235 awards per year	
	Funding Source	N/A this is an exemption – schools simply waive tuition charges	



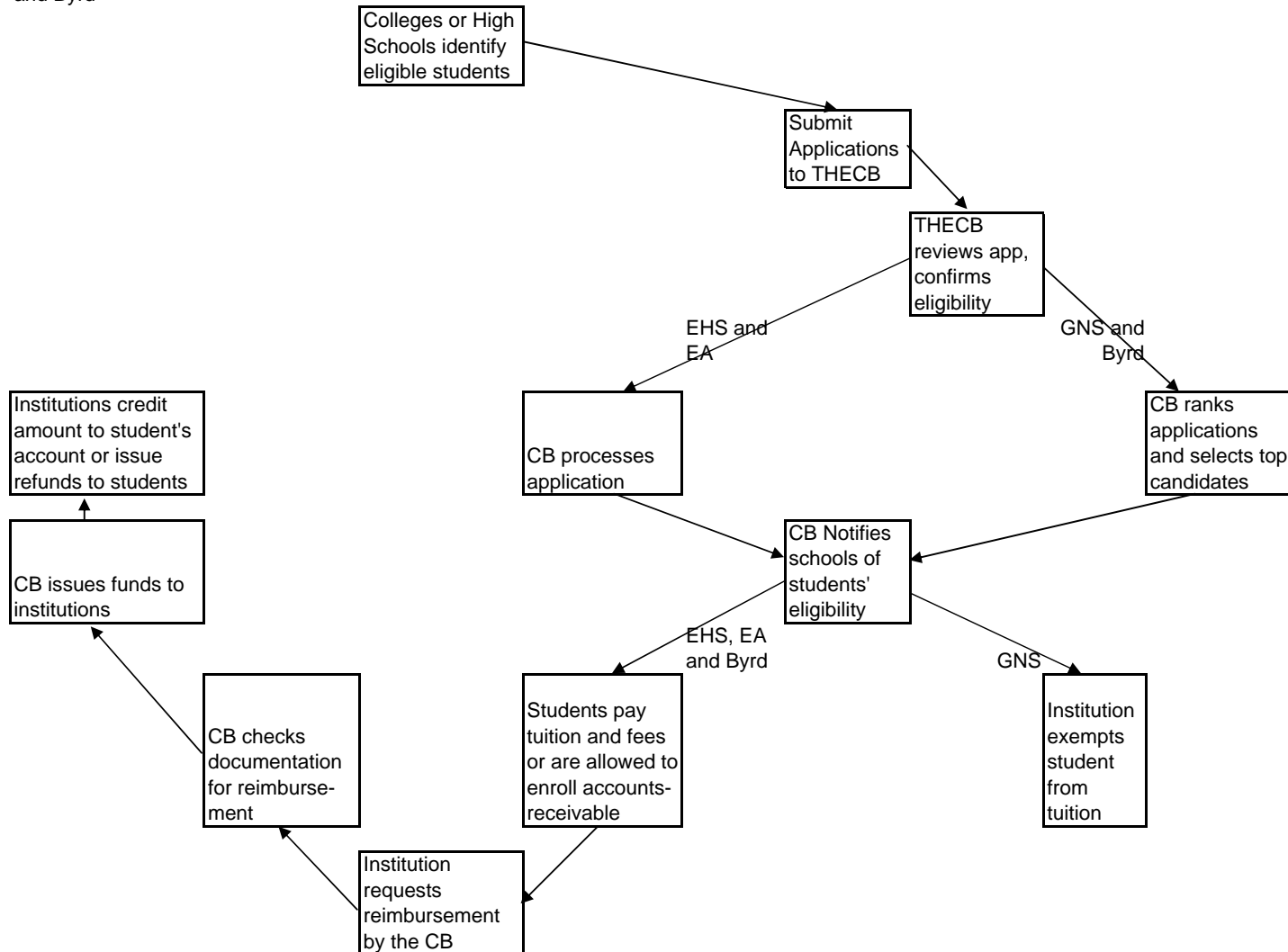
Campus-Based Operations

TEXAS Grants, TEG,
LEAP, SLEAP,
TCWSP, 5th Year
Accounting, TEOG,
Nursing Scholarships



Central Processing

GNS, EA, EHS, LPI
and Byrd



TANF Exemption and Tuition Assistance Program for State Military

