

College Affordability and Transparency Explanation Form (CATEF) 2011-2014

Supporting Statement Part B OMB Paperwork Reduction Act Submission

Submitted by:

Office for Postsecondary Education
U.S. Department of Education

February 3, 2012

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Section B. Description of Statistical Methodology

B.1. Respondent Universe

The respondent universe for this study is the five percent of institutions in the IPEDS universe within each of nine sectors with the largest increases in (a) tuition and fees and/or (b) net prices charged to students per the statutory requirement in the Higher Education Opportunity Act (HEOA). The exact number of institutions that will be included in the collection may vary slightly from year to year based on the number of institutions reporting to IPEDS in each sector. The number of respondents may also vary depending on how many institutions are included on both the tuition and fees and net price increase lists, as that overlap would limit the number of other institutions included in the top five percent that would have to report data. The 2011-12 collection will have 528 institutions, detailed by institutional sector in the table below.

Number of institutions appearing on College Affordability and Transparency Lists for Highest increase in Tuition and Fees and Net Price, by Sector, 2011.

Institutional Sector	Tuition and Fee increase list	Net Price Increase List	Both Lists
Public 4-year	26	26	6
Private not-for-profit 4-year	53	49	10
Private for-profit 4-year	24	19	2
Public 2-year	24	53	1
Private not-for-profit 2-year	6	5	2
Private for-profit 2-year	40	36	6
Public less than 2-year	10	7	1
Private not-for-profit less than 2-year	4	4	0
Private for-profit less than 2-year	56	45	13
<i>Total</i>	<i>243</i>	<i>244</i>	<i>41</i>

B.2. Statistical Methodology

This is a universe data collection employing a survey form. The universe is selected based on the five percent of institutions in each sector with the largest increases in tuition and fees and/or net prices to students per the statutory requirement in the HEOA.

B.3. Methods to Maximize Response Rate

In order to maximize response in a timely manner, OPE will utilize a user-friendly web-based data collection. Working with NCES, OPE will send the CATEF survey to institutions through the IPEDS data provider network (IPEDS keyholders). The IPEDS keyholders were responsible for providing the initial data used to develop the lists. They will be sent an e-mail from OPE including their UserID and randomly generated password to use for registration when the collection opens. Annual survey activity will include a registration period followed by a 6-7 week collection cycle. Registration must take place (only once) before data can be entered into the system. Data will be entered directly into the online system. The collection system will have built-in edits to make sure

respondents enter all required information. Respondents must resolve all errors before data can be submitted. Once the collection closes for institutions, the survey administrators review the data. Following OPE approval of the file, data will be tabulated and analyzed and the summary report will be prepared.

This is a statutorily mandated data collection under HEOA. OPE will follow the model used for NCES's IPEDS data collection which attains an over 99 percent response rate annually, issues of non-response will be addressed by sending follow-up e-mails and phone calls to the keyholder entering the data, as well as notification of the institution's CEO or president. If non-response continues to be an issue after these steps have been taken, OPE will work with Federal Student Aid (FSA) to address non-compliance.

B.4. Tests of Procedures and Methods

The survey instrument has been reviewed by members of the National Postsecondary Education Cooperative (NPEC) and the National Association of University Business Officers (NACUBO). These members of NPEC are from associations that represent institutions of each institutional sector that will be reporting information for this collection. They were provided a draft copy of the survey instrument in order to give feedback on the availability of the data requested, clarity of instruction, and estimated burden to institutions.

The data collection system will undergo extensive testing prior to the open of the collection. The system uses screening questions so that the institutions are prompted to respond only to the items relevant to their institution. Pertinent data will be pulled in from IPEDS and the system will calculate data for the respondent wherever possible. Edit checks and data verification procedures will be built into the collection process, thus resolving errors at the time of data submission and making the process more efficient. Respondents will be able to review their data prior to submission. Also, in later years of the collection, the information provided in earlier years can be used to populate applicable parts of the form.

B.5. Reviewing Individuals

The individuals consulted on the design of the survey form are as follows:

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The data will be collected via an online data collection system run by IT Innovative Solutions;
the staff that will be working on this system is Mohamad Sakr (Mohamad@inovas.net).

The survey form was developed and the analysis of the data will be completed by the Office for Postsecondary
Education, [with](#) technical guidance and support from staff at NCES.

