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ABSTRACT

This catalog contains an overview and a table of contents (where applicable) for each of five documents designed for use with MISVE--Management Information System for Vocational Education. (MISVE was designed to provide users with an advanced management information system (MIS) capability that could effectively respond to current information needs of vocational education managers, to their new and emerging data needs, as well as permit adaptability in meeting the unique operational requirements.) Each document overview included in this catalog also covers the purposes for the specific document and the audience(s) to whom it is directed. This catalog and the five related documents described are intended for potential system users to guide them in assessing the value of MISVE for their needs and to provide information needed by them to adapt and install MISVE. (Documents are titled "MISVE Executive Summary," "MISVE General Description," "MISVE Administrators' Orientation," "MISVE Technical Description," and "MISVE Source Data Input Procedures.") (SH)

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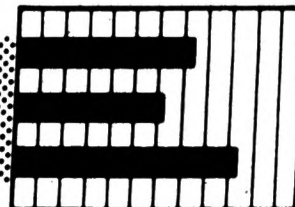
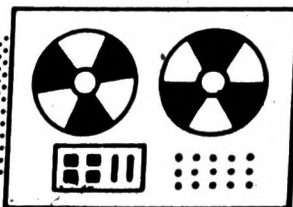
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MANAGEMENT INFORMATION SYSTEM FOR VOCATIONAL EDUCATION

U.S. DEPARTMENT OF HEALTH,
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MISVE DOCUMENT CATALOG



CE 011 883



THE CENTER FOR VOCATIONAL EDUCATION
THE OHIO STATE UNIVERSITY
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THE CENTER MISSION STATEMENT

The Center for Vocational Education's mission is to increase the ability of diverse agencies, institutions, and organizations to solve educational problems relating to individual career planning, preparation, and progression. The Center fulfills its mission by:

- . Generating knowledge through research
- . Developing educational programs and products
- . Evaluating individual program needs and outcomes
- . Installing educational programs and products
- . Operating information systems and services
- . Conducting leadership development and training programs

MISVE DOCUMENT CATALOGUE

The Center for Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

1977

A Final Report
On A Project Conducted Under
Contract No. NE-C-00-3-0078
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U.S. DEPARTMENT OF
HEALTH, EDUCATION AND WELFARE

FOREWORD

Vocational education agencies require management information systems that will assist them in their program planning, evaluation, monitoring and reporting responsibilities. The Management Information System for Vocational Education (MISVE) was designed to provide users with an advanced MIS capability that can effectively respond to current information needs of vocational education managers, as well as to their new and emerging data needs. The system has been planned to permit great adaptability in meeting the unique operational requirements of its users.

Invaluable cooperation and assistance in the development and field trial of MISVE was provided by Robert Stump, project officer, the National Institute of Education; Jack Wilson, project officer, the U.S. Office of Education, Bureau of Occupational and Adult Education, Division of Research and Demonstration; and to the staff of the Colorado State Board for Occupational Education who were involved in the MISVE field trial. Recognition is due also to the staff of MRI Systems Corporation who developed the MISVE applications programs and assisted in the preparation of MISVE documents, to the many state staff persons who served on MISVE applicability panels to review system developments and outputs, and to the many persons who provided reactions and valuable advice for revising the present set of MISVE documents. Significant contributions to the final product were also made by Harold Starr, project director; Michael Black and Kenney Gray, research specialists; and other Center staff.

Robert E. Taylor
Director

MISVE DOCUMENT CATALOGUE

OVERVIEW

MISVE DOCUMENT CATALOGUE

OVERVIEW

Five documents in addition to the Document Catalogue have been written for use with MISVE. These documents are provided to potential system users to guide them in assessing the value of MISVE for their needs and to provide information needed by them to adapt and install MISVE. These documents are titled:

- . MISVE Executive Summary
- . MISVE General Description
- . MISVE Administrators' Orientation
- . MISVE Technical Description
- . MISVE Source Data Input Procedures

The "MISVE Document Catalogue" contains an overview and a table of contents (where applicable) for each of the MISVE documents listed above. Each overview describes the purposes for the document, the audience(s) to whom the document is directed, and a summary of its contents.

The current set of MISVE documents was produced within the time-frame and resources available for completing project objectives.

MISVE SUMMARY

OVERVIEW AND TABLE OF CONTENTS

MISVE EXECUTIVE SUMMARY

OVERVIEW

1. PURPOSES, AUDIENCE, AND CONTENT

This document has been written for the general audience concerned with management information systems for use by vocational education agencies. The purposes of this document are to provide the reader with a capsule summary of the major purposes and features of MISVE, what it can accomplish, and estimated system costs.

2. TABLE OF CONTENTS

Because of the brevity of this document there is no table of contents.

MISVE GENERAL DESCRIPTION

OVERVIEW AND TABLE OF CONTENTS

MISVE GENERAL DESCRIPTION

OVERVIEW.

1. PURPOSES AND AUDIENCE

This document has been written for senior management and technical staff. These persons are provided with a description of MISVE's purposes and features, how this system differs from other vocational education management information systems, how MISVE operates, and what it can accomplish. The document is written in a basically non-technical style and contains a more comprehensive description of the system than is found in the "MISVE Executive Summary". The purposes of the "MISVE General Description" is to provide those persons who administer, manage, or support MISVE operations with a basic understanding of the product package.

2.. CONTENT

The "MISVE General Description" contains the design rationale, advantages, and features of MISVE. System components are described and background information is provided about the development of the information and computer software subsystems.

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MISVE ADMINISTRATORS' ORIENTATION

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MISVE ADMINISTRATORS' ORIENTATION

OVERVIEW

1. PURPOSES AND AUDIENCE

This document has been written for those administrators and information system managers who are responsible for the planning that is needed prior to an implementation of MISVE. The purpose of this document is to provide administrators and managers with information needed by them to estimate resource requirements for implementing MISVE in their state, plan for selecting and implementing generalized computer software, plan for adapting the prototype product package, and plan for information flow. The "MISVE General Description" is a prerequisite publication.

2. CONTENT

Section I is concerned with planning concerns that need to be considered by MISVE management and staff responsible for system operations. These concerns include orienting data suppliers and consumers to MISVE, planning for information flow, and planning for staff training. Section II details the resources required to install and operate MISVE.

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MISVE TECHNICAL DESCRIPTION

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MISVE TECHNICAL DESCRIPTION

OVERVIEW

1. PURPOSES AND AUDIENCE

This document has been written for the MISVE manager(s) and electronic data processing operations staff who will be responsible for the implementation and maintenance of the MISVE on the computer. The major purposes of this document are: a) to describe the computer hardware/software resources required to implement and operate SYSTEM 2000, the generalized data base management system (GDBMS) used with MISVE; b) to present a technical description of the MISVE software support; and, c) to present a technical description of the prototype MISVE data base, its structure, and MISVE reporting procedures. This technical description is provided, in part, to better enable EDP operations staff to communicate with MISVE management staff regarding the impact of changes in the prototype data base and reporting procedures.

The "MISVE General Description" is a prerequisite publication.

2. CONTENT

The "MISVE Technical Description" is divided into four sections. Section I details computer hardware/operating systems requirements, the programming and operations support, and the training required by EDP technical staff to implement and maintain the MISVE computer software. Section II provides the reader with an understanding of relationships between the MISVE information and computer software subsystems. Section III provides a description of the computer processes that comprise the MISVE computer software support subsystem. Section IV provides the technical EDP staff with documentation required to understand the computer programs involved in the loading and maintenance of the MISVE data base.

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MISVE SOURCE DATA INPUT PROCEDURES

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MISVE SOURCE DATA INPUT PROCEDURES

OVERVIEW

1. PURPOSES AND AUDIENCE

This document has been written as a reference manual for MISVE data input clerks and technical support personnel. It includes coding instructions, scheduling, keypunch instructions, and card layout formats for the MISVE prototype source data instruments. The "MISVE Source Data Input Procedures" document also provides information needed by MISVE technical support staff to modify and revise input procedures to reflect local changes in source data instrument format, content, and specifications. The "MISVE Source Data Input Procedures" document is written as a stand-alone document; however, MISVE technical supports should consider the "MISVE General Description" and the "MISVE Technical Description" documents as prerequisites to obtain an understanding of the design of the "MISVE Source Data Input Procedures" document.

2. CONTENT

The "MISVE Source Data Input Procedures" document is divided into four sections. The first section provides a brief overview of the organization and content of the prototype source data instruments. Section II details the coding schemes which are used with the source data instruments. Sections III and IV detail the keypunch instructions, card layout formats, and field instructions for each source data instrument and for cross reference tables. The Appendices include cross references between source data instruments and data fields.

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