



ATTENDEES: Dale Austin, Mike Cantrell, Jayna Cheesman, Diane Gagel, Sarah Hall, Louise Hensley, Gary Lindle, Connie Ray, Ruby Watts

PRESIDING: Connie Ray

PROJECT COORDINATOR: Jayna Cheesman

RECORDER: Debra Claunch

AGENDA ITEM	DISCUSSION
Overview	<ul style="list-style-type: none"> Jayna opened the meeting and explained the purpose of the committee was to address PRF-00030. The University was written up by SACS for instructors teaching courses for which they are not qualified. Is there anything in HRS which can be used to collect information on instructors, their discipline and credentials? In particular, PRF-00030 addresses TAs (Teaching Assistants) and Part-Time Instructors. Jayna indicated the information in SIS and HRS should be consistent. Not all colleges enter the person who is actually teaching the course in SIS, and we are unsure if all TAs are identified in HRS with consistent job codes, job class codes, etc. <ul style="list-style-type: none"> DATA QUALITY ISSUE 9/30/02: Is the information in SIS and HRS for credential information consistent in both HRS and SIS? Connie indicated the response from SACS indicated a strong, central monitoring of this data was needed, not just for TA's and PTI's, but for all instructors. Currently, no one office at UK monitors this information. The deans are responsible at the college level. Gary said we need to match the teaching assignment with the credentials. Currently forms are filled out at new faculty orientation, but they are often incomplete or not completed at all. Data collection is a problem. <ul style="list-style-type: none"> DATA NEED 9/30/02: Define process for collecting credential information. DATA QUALITY ISSUE 9/30/02: Match teaching assignment with credentials. Connie said her first recommendation was to enter the data on the credential screen in HRS and tie the completion or non-completion of this to payroll. If the data is not completed, there would be no pay. It was decided to look at the data collection procedures, change and implement them as necessary, and put penalties in place at a later time. Ruby asked if there would be any monitoring of where the 18 hours were earned and match this to the courses that can be taught. Connie said the Teaching and Learning Center is responsible for certifying that an international instructor can communicate clearly in English. Ruby said most TA's can speak English, but have a problem receiving and processing English. Gary said another problem is the 18 hours does not relate to the course being taught in some cases. If you have 18 hours in Swahili, you are not necessarily qualified to teach another course in that college, such as English. Connie said these issues need to go the Teaching and Learning Center who issue TOFEL (Test of Fluency of the English Language).
HRS Screen Discussion	<ul style="list-style-type: none"> The credential screen in HRS is never populated because it was designed for faculty and not TA's. Modifications would be needed to collect TA data. Also, the feed to and from the Medical Center database will need modification. Ruby asked what screens are affected and what changes would be needed. Screens 06F Faculty Qualifications, and 08F Credentials are affected. Gary said the fields would need to indicate who is a TA and who is a PTI. Sarah asked if this information was in an existing table, which may need to have the entries updated. Sarah asked what data would be needed for the batch feed from the Medical Center and for Gary's database. Gary said the provost

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	<p>area, excluding the libraries and LCC, uploads data to HRS once a year. Barry Rankin extracts data for IPEDS and CPE reporting. Jayna said LCC and the Libraries enter data directly into HRS.</p> <ul style="list-style-type: none"> • Connie said there is a project to get the campus to use the Medical Center Faculty database and this would satisfy the SACS requirements. Until this can be put in place across campus, she feels addressing the issue to accommodate collection of TA data in HRS will address some of the SACS sanctions. • Screen 08F includes the CIP code and Degree Major. • Sarah asked if there was any information not on the screens that would be required? Dale said a faculty root record would be needed in order to enter TA data. FES does not use this part. • Gary said all downloads will need to be modified in order to report on these changes. For reporting, he looks at the JOB CLASS CODE (8241 for TA, 8251 for GA and 8261 for RA), JOB GROUP is S and 5 for PTI's. • Ruby asked if there was a potential to enter a primary and secondary discipline. For instance, there could be engineers teaching physics or computer science majors teaching math. There is room on the screen for a primary and secondary discipline. There is a Teaching Credential Certification Form with several codes identifying faculty, one of which is 8505. • ACTION 9/30/02: Dale will send Jayna the FES definitions to identify instructors, using JOB GROUP, JOB STATUS AND JOB CLASS CODE. (Completed 10/1/02.) • ACTION 9/30/02: Data Administration will generate data quality reports to identify instructors who are not in SIS, who are coded wrong, or who may not show as having responsibility for a course in SIS. • Dale suggested starting with the definitions in FES and matching these to the job class, status and group. Extract the data and look for patterns. Gary said there are some who start as administrators, but are also faculty. They have degrees for a specific discipline but the information does not exist in the systems since they didn't start as faculty. • Ruby asked if the official file of who is teaching a course is SIS. Connie said the data extracted from SIS is cleaned up and massaged for IR Reports and they consider this the official file. • Gary said the social security numbers need to be consistent across systems so multiple individuals can be tied to a course. Jayna said a cross-reference for the history of SSN's would be needed. Ruby said there were some files that are frozen and therefore unable to be changed. <ul style="list-style-type: none"> ○ DATA NEED 9/30/02: Cross-reference of social security numbers. • Diane said all TA's are not identified as such in HRS. Connie said SIS should be used to identify the primary instructor and those with responsibility for a course. Connie said new criteria are being defined. Currently SACS does not differentiate between TA's with major responsibility. She will be attending a workshop in March discussing these issues. She said information should be collected for all TA's whether or not they have responsibility for the course. • Jayna said there is no history with a date/time stamp and snapshots would be needed at each term to extract instructor credentials. TAs credentials will likely change each term. • Gary said there is no home academic unit for TA's. They do not all fall within one department clearly. It is unclear who is responsible for entering and tracking the data. He is referring to the ACADEMIC HOME UNIT, found on Screen 06F. • Dale asked if cloning the screens and creating a new one would be the best solution. This screen would then populate the data shown on the other two. Louise said it would be hard to determine until she knew what fields and modifications are needed. <ul style="list-style-type: none"> ○ ACTION 9/30/02: Connie and Gary will review HRS Screen 06F and 08F and determine what fields and modifications are needed.

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	<ul style="list-style-type: none"> • Connie said SACS said there was not enough documentation to determine how the university is handling things. They don't care what system is used, as long as we can provide accurate data. • Gary asked if they would continue to send their data to HRS or phase over to the MC Faculty database. Jayna said the goal is for all colleges to use the MC database, which would then be uploaded to HRS. There would no longer be direct online entry into HRS. Diane said the timing of the campus migration to the MC database will depend on how the pilot project progresses. A pilot college has not been chosen yet. This rollover will only cover the Academic Appointment piece, which is not supported in HRS, according to Dale. <ul style="list-style-type: none"> ○ ACTION 9/30/02: Jayna will find out from Barry Rankin how TA's and PTI's are defined and reported out of HRS. Is there a formal definition of each? • Jayna asked if there was any policy on how TA's, RA's and GA's are to be coded for reporting purposes. Connie suggested Jayna talk with Doug Kalika. Doug should be able to tell her how they are defined by IPEDS. Connie believes this is based on who gets the support. <ul style="list-style-type: none"> ○ ACTION 9/30/02: Jayna will set up a meeting with Doug Kalika to discuss definitions and coding for TA's, RA's and GA's as defined by IPEDS. • General discussion on tying completion of the data to payment. The first pay period ends in August. A report could be run to check that all instructors are in the system and have active assignments. These would then be compared to the number of screens not completed. • Connie said the first objective is to be sure all credentials data is in the system, complete and accurate. We may also want to identify what fields are required, optional, or not required. <ul style="list-style-type: none"> • ACTION 9/30/02: Connie and Gary will identify fields that are required, optional, or not required on Screens 06F and 08F. • Ruby said TA's are assigned by department code and asked if the prime department or assignment was responsible for the pay. Is it the graduate school or the department where they are teaching? Jayna suggested dumping the records and looking at the assignments. • DATA QUALITY ISSUE 9/30/02: Is the department number on the TA assignment record the Graduate School's or the department in which they teach? • Dale suggested inviting Scott Wood to the next meeting to answer Payroll questions.
	<ul style="list-style-type: none"> • Dale asked about training, authorization and implementation issues. Connie said she sees this as a Business Officer function. Diane said it is currently at the college level or it's the DGS (Director of Graduate Studies). She said Business Officer positions often have a lot of turnover and other responsibilities and are not as familiar with HRS. Connie suggested asking the deans and provost whose responsibility this should be to make sure it gets done. <ul style="list-style-type: none"> ○ ACTION 9/30/02: Connie-will talk to the deans and provost about who the responsibility for making sure the data is collected and entered belongs to.
	Meeting adjourned 4.10
	<ul style="list-style-type: none"> • NEXT MEETING: October 28, 2002, 3:00-4:00 pm, 230B McVey Hall

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File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

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USER IS NOT VALID
06F FACULTY QUALIFICATIONS

SCREEN:      ID:      JOB:      CODE:      USER:      FY:      POS:

                SECTOR:      Unknown
                COLLEGE:      Unknown
                ACADEMIC HOME UNIT:      AHU field is blank
PRIMARY ACAD. ASSGMT UNIT:      HRS USE ONLY

                                PRIMARY      SECONDARY
TEACHING AREA:
TERMINAL DEGREE IN TEACHING AREA:      N      N
NUMBER OF GRADUATE HOURS IN TEACHING AREA:      000      000
NUMBER OF GRADUATE HOURS IN AREA RELATED TO AREA:      000      000
MINIMUM HOURS OF ELIGIBILITY MET:      N      N
YEARS OF WORK QUALIFICATIONS....:      00      00
YEARS OF TEACHING QUALIFICATIONS:      00      00
OTHER QUALIFICATIONS:
                                <- END OF OTHER QUALIFICATIONS

ENGLISH FIRST LANGUAGE:
ENGLISH QUALIFICATION:      LAST MOD: 00/00/00
  
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PA1 PA2 PA3 ENT CLR

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USER IS NOT VALID **ERROR AT 4,17**
08F CREDENTIALS

SCREEN:      ID:      JOB:      CODE:      USER:      FY:      POS:

                SECTOR:      Unknown
                COLLEGE:      Unknown
                ACADEMIC HOME UNIT:      AHU field is blank
                PRIMARY ACAD. ASSGMT UNIT:      HRS USE ONLY

DEGREE CODE...:      Unknown
DEGREE MAJOR...:
DEGREE MINOR...:
YEAR AWARDED...:
INSTITUTION...:
HIGHEST DEGREE:      Unknown
ASSOC WITH
PRIME ASSIGN...:      Unknown
PROF CERT REGISTRY:

*****PF9=ADD NEW DEGREE                                LAST MOD: 00/00/00
PF7=NEXT DEGREE      PF8=PRIOR DEGREE      PF10=LAST DEGREE      PF11=FIRST DEGREE
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