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190					<b>CMDM Action Items - Complete</b>		
191	<b>Complete</b>	<b>Meeting Date</b>	<b>Group</b>	<b>Assigned To</b>	<b>Action Description</b>	<b>Completed Date</b>	<b>Comments</b>
	Y	02/17/2004	CMDM-NoPayFac	Cheesman	Do people need to maintain EF402 (Academic Assignment Effective Date) and EF406 (Academic Assignment End Date)? These are not updated from the '016' assignment roll process, so this would be manual entry.	Deleted 3/3/04	Per David Watt this data will not be entered in HRS.
192	Y	02/17/2004	CMDM-NoPayFac	Cheesman	Jayna will ask Connie if TA data is being entered.	02/23/2004	Data is being entered, and DBAs are extracting to Oracle for DW.
193	Y	02/17/2004	CMDM-NoPayFac	Walling	Anna will see if we can add a new user code, since batch jobs only allow one user code to be entered in the parameters.	Deleted 3/3/04	Per David Watt this data will not be entered in HRS.
194	Y	02/17/2004	CMDM-NoPayFac	Cheesman	(The HRS Stat File pulls from '001' User Code.) Jayna will ask Connie Ray: Do we change this to pull from other user code/corporations? Should all the data be here?	03/02/2004	Data will not be in HRS.
195	Y	02/17/2004	CMDM-NoPayFac	Cheesman	Jayna will talk to Keith LaVey about pulling faculty credentials from the Faculty Database, but staff who teach from HRS. (Probably won't do this.)	Deleted 3/3/04	All 'volunteer' faculty will be in the Faculty Database per David Watt.
196	Y	02/05/2004	CMDM-NoPayFac	Leeber	Angela will check that these people are not on the Payroll 'Beta' reports.	Deleted 3/2/04	Decision made by Connie Ray to not enter data in HRS.
197	Y	02/05/2004	CMDM-NoPayFac	Cheesman	Jayna will set up a meeting with Sarah, Scott, etc. to discuss the above (using 'home academic unit' (tenure) or 'home academic assignment unit' (employing department) for reporting).	02/17/2004	
198	Y	02/05/2004	CMDM-NoPayFac	Cheesman	Jayna will check the CMDM logic on the department who 'owns' faculty to use 'home academic unit'.	02/16/2004	
199	Y	02/05/2004	CMDM-NoPayFac	Cheesman	A decision needs to be made on what FTE (if any) to put in, so staff who are teaching for free don't end up with a total FTE that's too high. Enter '0' FTE in HRS.	Deleted 3/2/04	Decision made by Connie Ray to not enter this data in HRS.
200	Y	02/05/2004	CMDM-NoPayFac	Cheesman	Jayna will ask Sarah what would be involved in skipping approval of these assignments.	02/16/2004	
201	Y	02/05/2004	CMDM-NoPayFac	Cheesman	Jayna will ask Judy and other about reports. Which fields should we use to minimize charges to report programs?	02/12/2004	
202	Y	02/05/2004	CMDM-NoPayFac	Cheesman	Jayna will ask Mike to rerun the report on SIS instructors not in HRS.	02/11/2004	
203	Y	02/05/2004	CMDM-NoPayFac	Cheesman	Jayna will identify the minimum number of elements that need to be entered for demographics.	02/27/2004	
204	Y	02/05/2004	CMDM-NoPayFac	Cheesman	The data for the above people (volunteer faculty) needs to be entered in HRS, including the credentials.	03/02/2004	Decision made by Connie Ray to enter this data in the Faculty Database.
205	Y	12/12/2003	CMDM Policy	Cheesman	Jayna will talk with Raleigh about the calendar of holidays used in batch programs for contact hours by term.	12/13/2003	Raleigh has the logic to determine holidays. DA will need to generate the table.
206	Y	12/12/2003	CMDM Policy	Cheesman	Jayna will check the spreadsheet to make sure element RRA98 is listed as not in use.	12/02/2003	
207	Y	11/21/2003	CMDM Outstanding Issues	Cheesman	Ask Frank Solomon about Blackboard course data.	11/24/2003	Frank sent file format.
208	Y	11/03/2003		Cheesman	Jayna will check the CLASSTBA logic and see why 'OT' was included in the Independent Study logic in the Policies document.	11/14/2003	
209	Y	10/22/2003		Cheesman	Jayna will review Mike's handout on the "SIS Instructors with no Corresponding HRS ID" to see if he was only looking at 'active' people.	Completed	
210	Y	10/22/2003		Cheesman	Jayna will get a list of employees from Brenda McCool.	Completed	
211	Y	10/22/2003		Cheesman	Jayna will add record IARRCCS	10/23/2003	
212	Y	10/22/2003		Cheesman	Jayna will add record IARRCCD	10/23/2003	
213	Y	10/22/2003		Cheesman	Jayna will add record IARRCPR	10/23/2003	
214	Y	10/22/2003		Cheesman	Jayna will add record IARRCPR	10/23/2003	

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215	Y	10/22/2003		Cheesman	Jayna will add record IAARCTC	10/23/2003	
216	Y	10/22/2003		Cheesman	Jayna will schedule a meeting with Jacquie to discuss the rest of the room data quality issues.	10/22/2003	Scheduled for 10/31/03, but rescheduled for 11/10/03.
217	Y	10/22/2003		Cheesman	Jayna will schedule a follow-up meeting for items 8 and 9.	10/22/2003	Scheduled for 11/3/03
218	Y	10/22/2003		Claunch	Deb will extract the metadata for IARRCCS, IARRCCD and IARRCPR	11/05/2003	
219	Y	10/22/2003		Claunch	Deb will extract the metadata for IAARCTC	11/05/2003	
220	Y	10/22/2003		Claunch	Deb will revise the Smart Class classification levels based on the discussion and send to the group for review.	10/23/2003	Two categories, Electronic Networked and Multimedia Networked were added.
221	Y	10/22/2003		Watts	Ruby will send Jayna the SIS to Plant Assets building cross reference.	10/30/2003	
222	Y	10/22/2003		Watts	Ruby will send Jayna the academic to financial department cross reference.	10/30/2003	
223	Y	09/12/2003	Data Needs	Cheesman	Calculations for # Degrees, # Majors, # Minors by student, need to be calculated in the database.	10/01/2003	Added to Requirements Document, Appendix B, H.
224	Y	09/12/2003	Data Needs	Cheesman	Jayna will ask Connie about using base unmet need statistic, or dividing this by the total course capacity to classify this demand.	11/15/2003	
225	Y	09/12/2003	Data Needs	Cheesman	Jayna will ask Connie which major field to use when needing to identify a person by one major.	09/15/2003	Primary major on primary program.
226	Y	09/12/2003	Data Needs	Cheesman	Jayna will talk to Connie about how to figure the Prime Time Status. Should the Start times only be used, or some portion of the time period.	09/18/2003	Connie said to flag the individual meeting patterns as either prime or non-prime. However, we should calculate the total number of prime-time hours across all meeting patterns for that course, and divide that figure by the total number of contact hours to create a 'percent prime time' element at the course section level. Then we should create a coded element to reflect the following percent ranges: A - 0 to 25%, B - 26 to 50%, C - 51 to 75%, D - 76 to 99%, E - 100%.
227	Y	09/09/2003	Data Needs	Cheesman	Jayna will ask Connie about the cross reference table tying the financial department to the academic units for budget reporting.	09/30/2003	Connie's table has FRS Account Number, FRS Department Number, FRS Account Title, FRS RPA, FRS PCS, CIP and CIP1 code.
228	Y	09/09/2003	Data Needs	Cheesman	Jayna will ask Connie if 'last attended' should be used.	09/15/2003	Yes, use last attended.
229	Y	09/09/2003	Data Needs	Claunch	Deb will check with Courtney Higdon to see if there are any other Room Usage codes besides '110' and '210' that need to meet the CPE Target.	11/06/2003	Email sent 11/6/03. No. These are the only two codes that are used to measure utilization.
230	Y	09/09/2003	Data Needs	Claunch	Deb will remove room demographics from the Room Usage dimension and make it a separate dimension, with values as defined in the Policy document.	10/21/2003	
231	Y	09/03/2003	DataNeeds	Cheesman	Ask Courtney to define CPE limits.	Completed	
232	Y	09/03/2003	DataNeeds	Cheesman	Jayna will ask Connie how she wants to handle multiple degrees when calculating average number of credit hours to graduate.	Completed	New elements will be added to indicate number of degrees, majors.
233	Y	09/03/2003	DataNeeds	Claunch	Need to add performance measures for weekly and term meeting pattern (contact) hours.	09/04/2003	
234	Y	08/15/2003	DataNeeds	Cheesman	Jayna will send Ruby a spreadsheet that has the first and last term for missing rooms.	Completed	
235	Y	08/15/2003	DataNeeds	Cheesman	Jayna will call Connie/Barry about ethnic standards.	08/18/2003	Barry checked with both CPE and IPEDS. We do not need to use the new breakdown for the 03-04 reporting year, but may the following year. They'll let us know.

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236	Y	08/15/2003	DataNeeds	Claunch	Deb will split the aggregate, # courses, to read: # courses at course level and # at course section level (IARRCRC).	08/26/2003	
237	Y	08/15/2003	DataNeeds	Claunch	Deb will split the aggregate, # course hours (usage) to read: # hours (usage)( at the course level and # hours at the course section level.	08/26/2003	
238	Y	08/15/2003	DataNeeds	Claunch	Deb will split the aggregate, Limit on Enrollment to read: # seats per course and # seats per course section.	08/26/2003	
239	Y	08/15/2003	DataNeeds	Claunch	Deb will split the aggregate, Enrollment in course section, to read: # enrollments per course and # enrollments per course section.,	08/26/2003	
240	Y	08/15/2003	DataNeeds	Claunch	Deb will split the aggregate, Ratio course enrollment to course limit, to read: Ratio between enrollment to limit at course level and Ratio between enrollment to limit at course section level.	08/26/2003	
241	Y	08/15/2003	DataNeeds	Claunch	Deb will split the aggregate, Ratio between course limit and room seating capacity, to read: Ratio between limit and room seating capacity at course level and Ratio between section limit and room seating capacity at course section level.	08/26/2003	
242	Y	08/15/2003	DataNeeds	Claunch	Deb will split the aggregate, Ratio between enrollment and room seating capacity, to read: Ratio between enrolment and room seating capacity at course level and Ratio between enrollment and room seating capacity at course section level.	08/26/2003	
243	Y	07/30/2003	CMDM	Cheesman	Jayna will check with Dale to see if everything that is date related in FRS is associated with a fiscal year.	08/31/2003	Data is tied to fiscal year, as the date on a transaction is insufficient to determine which fiscal year to which it pertains.
244	Y	07/30/2003	CMDM	Cheesman	Jayna will check to see if federal year needs to be added to the table.		Decision made to NOT do this due to the number an variety of federal years.
245	Y	07/30/2003	CMDM	Cheesman	Jayna will change the abbreviated element names for 'Award Year' from 'session' to 'award year'.	07/31/2003	
246	Y	07/03/2003		Cheesman	New room number keys need to be added to the old data.	Spring 2003	
247	Y	07/03/2003		Cheesman	Jayna will re-run the ROOMCOMP report to see how many records are missing for the last 5 years.	Fall 2003	
248	Y	07/03/2003		Cheesman	Jayna will work with Brian Privett and Hao Xin after running the report so they can help explain some of the discrepancies. Then we will decide if we need to load the archived data.	Fall 2003	
249	Y	06/30/2003		Cheesman	Jayna will ask Connie Ray how to handle the breakout between main campus and medical center on the Performance Measure spreadsheet.	10/01/2003	Use new 'area' designator.
250	Y	06/26/2003		Cheesman	Jayna will talk to Connie Ray about how to calculate student/faculty ratios when multiple instructors are in a course.	11/14/2003	Only 1 instructor FTE per course section.
251	Y	06/26/2003		Cheesman	Jayna will talk to Connie Ray about how instructional faculty is defined, 100%, 75%, someone teaching a course, etc.	11/14/2003	Based on appointment series in HRS.
252	Y	06/26/2003		Cheesman	Jayna will talk to Ruby about how international student is defined, by country, by flag setting, etc.	11/14/2003	11/14/2003 Connie does not think we need this info in DWE.
253	Y	05/06/2003	CMDM Activity Types	Cheesman	Jayna will talk to Penny about Data Administration maintaining the table sin SIS that Ruby currently maintains. These are updated on a daily basis, sometimes two or three times a day. This should include all tables in SIS, FES, FRS and HRS.	05/03/2003	Maintenance of tables will stay in the Registrar's Office.
254	Y	04/11/2003	CMDM	Cheesman	Jayna will get Ruby a list of types of events for taking snapshots.	10/21/2003	List sent to Michelle Nordin

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255	Y	04/11/2003	Watts	Cheesman	Jayna will ask Mike Carter to do a report of all the "off-campus" courses in SIS and their locations, so Bill Pfeifle can confirm if the data is entered correctly and we can decide what additional data needs to be in the Facilities' files.	11/15/2003	See 4/11/03 minutes. Added to Requirements Document 11/15/03.
256	Y	04/11/2003	Watts	Cheesman	Jayna will ask Connie if we need to calculate student FTE for external reports, if we have only used this in the past for the Operating Budget.	11/17/2003	See 4/11/03 minutes.
257	Y	04/11/2003	Watts	Cheesman	Jayna will talk to Connie about the CPE changing the institution FICE codes for many of Kentucky's community colleges, as they're merging them with some of the technical schools. Only 4 will remain solely community colleges.	11/17/2003	See 4/11/03 minutes. Make all new codes in CMDM.
258	Y	04/11/2003	Watts	Cheesman	Talk to Connie about how to handle contact hour calculations for cross-listed courses and Fine Arts studios where one instructor is given credit for teaching multiple classes taught at the same time and location.	11/03/2003	See 4/11/03 minutes.
259	Y	04/11/2003	Watts	Cheesman	Per Connie's request, Ruby and Jacquie confirmed the only rule they know concerning the contact hours/minutes to credit hour ratio is supplied by the CPE. Jayna will talk to Connie about this, and whether SACS or other accrediting agencies have any such rules.	Spring 2003	CPE rule is 800 class minutes to 1 credit hour per term. Connie was unaware of any other criteria
260	Y	04/11/2003	Watts	Cheesman	Jayna will get Ruby a list of all of the events we need to base the snapshots on.	10/01/2003	Email sent to Michelle Nordin October 2003.
261	Y	04/11/2003	Watts	Cheesman	Jayna will develop a table of all of the dates upon which we need to take snapshots of data based on the events provided by Jayna.	11/01/2003	Jayna will propose events in the "Policy" document, but Connie will need to approve. Sample dates received from Michelle Nordin.
262	Y	03/20/2003	Ray	Cheesman	Develop a report of all the off-campus courses in SIS and their locations, and include what data for these rooms is in the facilities files.	11/15/2003	Added to Requirements Document 11/15/03.
263	Y	03/20/2003	Ray	Cheesman	Talk to Ruby about how he's generating reports on tuition income by each college, and see if it can be done at the department level.	04/11/2003	See minutes from 4/11/03 meeting.
264	Y	03/20/2003	Ray	Cheesman	Obtain data on the classrooms on campus that are "wired" for Internet access.	03/26/2003	Email requesting this information was sent to John Tibe on 3/21/03. Frank Abraham will send Jayna the spreadsheet (3/25/03).
265	Y	03/20/2003	Ray	Cheesman	Do an Addendum (to CMDM PRF) to upload the faculty to degree information from Gary Lindle's file and the MC Faculty Database.	03/27/2003	
266	Y	03/20/2003	Ray	Cheesman, Claunch	Send Connie Ray a list of the people who provided the initial smart classroom data, so we can determine who should send the letter requesting an update on such information.	Complete pending policy decisions.	
267	Y	03/20/2003	Ray	Cheesman, Pfeifle	Draft recommendation on definitions of smart classroom classifications after reviewing the new data we collect for the Smart Classroom DB. Forward these to Connie.	Complete pending policy decisions.	
268	Y	03/20/2003	Ray	Cheesman, Watts, Hager	Review recommended activity types and ensure the definitions reflect the contact hour to credit hour ratio. (Refer to CPE and any other recommendations/standards on such ratios.)	Complete pending policy decisions.	
269	Y	03/20/2003	Ray	Claunch	Enter the data on the "wired" classrooms on campus.	Complete	
270	Y	03/20/2003	Ray	Cooper	Add request for departments to supply the room number on the signs above the doors, during the annual facilities report/review, and enter this data into the MC Space System.	Complete	
271	Y	03/19/2003	BldgNoReuse	Cheesman	Jayna will review the policy document to address the issue of cleaning up leased space and free space.	03/27/2003	
272	Y	03/19/2003	BldgNoReuse	Hughes	Brian will send Jayna an email regarding the programming changes and updates he has made to the Facilities file.	Complete	

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273	Y	03/19/2003	BldgNoReuse	Privett	Brian will send a list of the FICE code, Campus Numbers and Building Numbers to Deb.	03/20/2003	Email: Building Numbers by Campus
274	Y	03/18/2003	CMDM	Cheesman	Jayna will revise Addendum 1 to include using filler on the instructor record to indicate the "instructor role". Two character code.	03/27/2003	
275	Y	03/18/2003	CMDM	Cheesman, Watts, Hager	Jayna will work with Ruby and Jacquie to develop a table of instructor roles.	Complete pending policy decisions.	Discussed this Ruby on 4/11/03. He wants to get definition of roles from Connie before setting up table.
276	Y	03/18/2003	InstrRelation	Cheesman	Jayna will ask Connie about the percentage on the Instructor Record and if percent of credit hours is correct.	03/20/2003	
277	Y	03/18/2003	InstrRelation	Cheesman	Jayna will ask Ruby about the delivery mode at the section level. Is there something about delivery mode in the course description. If not, why would a new course number be needed if the delivery mode changes.	04/11/2003	See minutes from 4/11/03 meeting.
278	Y	03/17/2003	CMDM Retention	Cheesman	Check to see if professional schools want to be included.	Completed	Possible but PT generate same tuition revenue and UK wants non-traditional students.
279	Y	03/17/2003	CMDM Retention	Cheesman	Jayna will ask Connie if retention should be tracked at the graduate level.	11/21/2003	Not a priority right now.
280	Y	03/17/2003	CMDM Retention	Cheesman	Jayna will ask Ruby how transfer students are identified in SIS.	4/11/03.	
281	Y	03/17/2003	CMDM Retention	Cheesman	Jayna will ask Ruby how to identify 2-year versus 4-year institutions (FICE).	04/11/2003	
282	Y	03/17/2003	CMDM Retention	Cheesman	Jayna will ask Ruby how a first time graduate level student is identified.	04/11/2003	
283	Y	03/17/2003	CMDM Retention	Cheesman	Jayna will ask Ruby how Registration Type RMP is handled.	04/11/2003	
284	Y	03/17/2003	CMDM Retention	Cheesman	Jayna will talk to Ruby about how to obtain graduate information that is not in SIS.	04/11/2003	
285	Y	03/17/2003	CMDM Retention	Cheesman	Jayna will ask Ruby which graduate classifications are to be used.	04/11/2003	
286	Y	03/17/2003	CMDM Retention	Cheesman	Jayna will ask Ruby how undecided majors are designated in SIS.	04/11/2003	
287	Y	03/17/2003	Retention Groups	Cheesman	Jayna will ask Connie if she wants us to include retention analysis on professional students.	11/21/2003	Not a priority right now.
288	Y	03/17/2003	Retention Groups	Cheesman	Jayna will ask Ruby which graduate classifications are to be used for retention analysis.	04/11/2003	See minutes from 4/11/03 meeting.
289	Y	03/17/2003	Retention Groups	Cheesman	Jayna will ask Ruby about how to obtain graduate information that is not in SIS.	04/11/2003	See minutes from 4/11/03 meeting.
290	Y	03/17/2003	Retention Groups	Cheesman	Jayna will ask Ruby how undecided majors are designated in SIS.	04/11/2003	See minutes from 4/11/03 meeting.
291	Y	03/17/2003	Retention Groups	Cheesman	Jayna will ask Ruby how Registration Type RMP is handled/used.	04/11/2003	See minutes from 4/11/03 meeting.
292	Y	03/17/2003	Retention Groups	Cheesman	Jayna will ask Ruby how a first time graduate student is identified in SIS.	04/11/2003	See minutes from 4/11/03 meeting.
293	Y	03/17/2003	Retention Groups	Cheesman	Jayna will ask Ruby how to identify 2-year versus 4-year institutions (using FICE codes).	04/11/2003	See minutes from 4/11/03 meeting.
294	Y	03/17/2003	Retention Groups	Cheesman	Jayna will ask Ruby how transfer students are identified in SIS.	04/11/2003	See minutes from 4/11/03 meeting.
295	Y	03/05/2003	CMDM	Cheesman	Jayna will look at the priority of the data quality projects that are in progress or still on the list.	Completed	
296	Y	03/05/2003	CMDM	Cheesman	Jayna will talk to Connie about who gets credit for and how statistics are to be used: 1) Tuition generation, 2) Contact hours, 3) Teaching lecture courses, 4) Head count, 5) Credit hours	03/20/2003	Based on percentage allocation on instructor records. See details in Business Rules logic.
297	Y	03/05/2003	CMDM	Cheesman	Jayna will check to see if the programming request (Addendum 1) includes linking instructor to meeting patterns, instructors to activity types and meeting patterns to activity types.	03/18/2003	Includes linking meeting pattern to activity type, and instructor to activity type, but NOT meeting pattern to instructor. No room on records to do the last link.
298	Y	03/05/2003	CMDM	Cheesman	Jayna will talk to Ruby about assigning roles to instructors.	03/18/2003	Will use filler on the instructor record to indicate the "instructor role". Two character code.

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299	Y	03/05/2003	CMDM	Cheesman	Jayna will talk to Connie about how interdisciplinary programs are to be handled.	03/20/2003	Complex logic that depends on percent allocation on instructor records, department owning course and Primary Academic Assignment Unit of instructors.
300	Y	03/05/2003	CMDM	Cheesman	Jayna will talk to Connie about increasing the frequency of the faculty data uploads to HRS should the pilot program not be successful.	03/20/2003	Connie will talk to Gary Lindle, but thinks they should be able to do more updates throughout the year.
301	Y	03/05/2003	CMDM	Cheesman	Jayna will discuss with Connie who should define room condition classifications, equipment condition classifications, and smart classroom classifications.	03/20/2003	Connie recommended that Nick, Courtney, Phyllis and Jacquie draft the definitions for the room conditions. She thinks the classification of the equipment conditions should be left to the Ebars implementation. She also recommended we draft definitions for the smart classroom classifications after we get the revised data in the database.
302	Y	02/26/2003	CMDM	All	All members should identify any additional activity types and definitions which may be needed.	Complete	
303	Y	02/26/2003	CMDM	Cheesman	Jayna will talk to Connie about having the Provost's Office appoint a designee for classifying room use codes.	03/20/2003	Connie indicated she would raise this issue after the Provost reorganization starts.
304	Y	02/26/2003	CMDM	Cheesman	Jayna will talk to Connie about how the cost is to be calculated for developing and delivering a course through differing delivery modes.	03/20/2003	Because SIS only allows one delivery mode per course section, calculating the costs for "hybrid courses" will be impossible. She agreed we should defer this data collection and analysis until the ERP implementation.
305	Y	02/26/2003	CMDM	Cheesman	Jayna will compare the logic for identifying different retention rate groups with the logic in the CPE files.	03/17/2003	Met with Gary Lindle and reviewed the flags on the CPE file used to identify these, and the logic based on the SIS data.
306	Y	02/26/2003	CMDM	Cheesman	Jayna will ask Connie to address how the percent allocation of effort should be handled in calculating contact hours, cost of course, percent of faculty effort, etc. with the Provost for recommendation to the Faculty Senate.	03/20/2003	Complex logic that depends on percent allocation on instructor records, department owning course and Primary Academic Assignment Unit of instructors.
307	Y	02/26/2003	CMDM	Cheesman	Jayna will talk to Connie about recommending that the Chancellor Review of Activity Type be reactivated and put on a yearly schedule.	03/20/2003	Connie wants us to review the activity types from the earlier report, and include enough codes to reflect an accurate contact hour to credit hour ratio. She thinks this list will need to go the Faculty Senate. We can recommend these be reviewed on annual basis in the policy document.
308	Y	02/26/2003	CMDM	Cheesman	Jayna will talk with Connie about how to handle the different meeting pattern formats, Schedule 25 versus SIS.	03/20/2003	For consistency, we need to convert the SIS meeting patterns to a date specific pattern like the MC uses.
309	Y	02/26/2003	CMDM	Cheesman	Jayna will set up a meeting with Ruby, Jacquie and Mike Cantrell to further discuss multiple delivery modes.	03/11/2003	Scheduled for 3/13/03
310	Y	02/26/2003	CMDM	Cheesman	Jayna will schedule a meeting with Gary to discuss retention. There are two fields now on the CPE report, GRS Cohort and first-time, full-time. Retention is reported fall to fall.	03/11/2003	Scheduled for 3/17/03
311	Y	02/26/2003	CMDM	Watts	Ruby will send definitions for identifying each of the Recommendations listed in Response 19 to Jayna.	04/11/2003	This was based on a meeting with Gary Lindle on 3/17/03 and meeting with Ruby on 4/11/03.
312	Y	02/26/2003	CMDM	Watts	Ruby will send the institutional codes used to identify which students are transfer students to Jayna.	04/11/2003	See minutes from 4/11/03 meeting.

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313	Y	02/12/2003	CMDM	Cheesman	Jayna will talk to Connie Ray about what to use as a basis for reporting major and minors (i.e. the degree record IARRCRA or the student's record IARRCRA.	11/21/2003	Use IARRCRA for degree analysis, but IARRCRA for student demographic analysis on course section.
314	Y	02/12/2003	CMDM	Cheesman	Jayna will run two analysis reports of course demand data and enrollment persistence over the semester to test the accuracy of the Senate's definition of "prime time" being 8:00 AM to 3:00 PM for MWF classes and 8:00 AM to 3:15 PM for TR classes, versus the recommended revised definition of 9:00 AM to 3:00/3:15 PM.	11/15/2003	Added to Requirements Document 11/15/03.
315	Y	02/12/2003	CMDM	Cheesman	Jayna will talk with Bill Pfeifle in March for recommendations on whom to contact to comprise the team for smart classroom walk-through and data collection.	04/10/2003	Bill told Jayna he should be able to give her recommendations in late April, after the administration reviews his committee's report.
316	Y	02/12/2003	CMDM	Cheesman	Jayna will talk with Connie about how to define Independent Study courses.	02/20/2003	Jayna talked to Connie on 2/20/03, and she is interested in identifying all types of Independent Study Courses.)
317	Y	02/12/2003	CMDM	Cheesman	Jayna will talk with Connie and let her know this is how we believe the data is now structured.	02/20/2003	
318	Y	02/12/2003	CMDM	Claunch	Deb will send a copy of the MS Word form to Bill and Jacquie, so they can review the fields and the attributes available for each field.	02/13/2003	
319	Y	02/12/2003	CMDM	Hager	Jacquie will send Jayna a memo to update the logic provided, explaining the various categories of independent study, along with any pre-calculated flags that will be required for the warehouse. She will identify the activity types that are considered for Independent Study.	Complete	
320	Y	01/29/2003	CMDM	Cheesman	Jayna will let Courtney Higdon know about the progress on the Facilities Room file.	Completed	
321	Y	01/29/2003	CMDM	Cheesman	Jayna will talk to Connie Ray about Response 2 on smart classrooms, and adding 'academic' to the team to audit classrooms.	Completed	
322	Y	01/29/2003	CMDM	Cheesman	Jayna will talk to Connie Ray about the smart classroom classifications.	03/20/2003	Connie wants us to draft these classifications after reviewing the new data we will be collecting for the Smart Classroom DB.
323	Y	01/29/2003	CMDM	Cheesman	Jayna will talk to Connie about suggestions regarding frequency of the snapshots of the data for the CMDM.	04/10/2003	Connie will review with Provost.
324	Y	01/29/2003	CMDM	Prince	Tonya will talk with Ruby about who should maintain this spreadsheet of chronological dates for major calendar events in SIS that would be used as a basis for determining when to take snapshots of the data for the CMDM.	04/11/2003	Jayna asked Ruby about this and he'll set up a table, once Jayna gives him all of the events we need to base the snapshots on.

	A	B	C	D	E	F	G
325	Y	01/29/2003	CMDM	Prince	Tonya will check SIS to see if a code exists to identify students who started during the 8-week summer session and who are counted as first time, full-time students.	02/10/2003	Beginning in Fall 2002, CPE required that we report students who attended college for the first time during the prior summer session (either full or part time) and enrolled in the fall as first time full time. The student could have been enrolled at UK, or any other college in the state or in the country or another college in another country in order to be counted in this cohort. In the fall we coded the registration type (screen 111 RT215/ RegisTypCD) of students who attended UK in the prior summer session who continued to Fall 2002 as 'RPS' (Readmit from first time freshman from summer). We did not find students who attended another school in the summer and enrolled at UK in the fall so none of these were coded.
326	Y	01/29/2003	CMDM	Prince	Tonya will send a memo to Jayna listing the codes and values used to identify distance education courses.	02/10/2003	Courses coded for distance learning on screen 137. Courses can be coded with a site sponsor. Possible values are: DP=Donovan Program, EW=Evening/Weekend, FK=Fort Knox, MO=Morehead, OC=Off Campus, RH=Rural Health Center-Hazard, SC=South Campus (LCC), WI=Winchester (LCC). Courses can also be coded with a Program Administrative Group. The only courses being coded are KYVU courses with a Program Administrative Group of KY for Kentucky Virtual University Section.
327	Y	12/12/2002	CR	Cheesman	Jayna will ask Connie Ray about the time dimensions and the pre-calculated statistics, and how she wants these handled.	12/12/2002	Connie agreed we need to store all the time dimensions we have listed in the Data Sort/Aggregation spreadsheet, but does not think we need to pre-calculate all the summary statistics/performance measures for all of these dimensions. Pre-calculations of the student data by term should be done, but not by other dimensions (i.e. calendar year, financial aid year/session, etc.).
328	Y	12/12/2002	CR	Cheesman	Jayna will talk to Ruby about the formula he uses on student FTE and credit hours in the Operation Budget.	04/11/2003	See minutes from 4/11/03 meeting. Per Angie Martin, only credit hour allocation will be used in the Operating Budget. However, may still need student FTE calculations for other reports.

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329	Y	12/11/2002	DQ	Cheesman	Jayna will talk with Connie about reorganizations, departments merging or splitting. This information is not in a table and cannot be joined to financial information.	12/12/2002	Connie agreed it would be virtually impossible to try to account for organizational changes over time in the Data Warehouse. Jayna told her we would at least like to document these changes in the metadata, so the users will have some information to help them understand significant changes in the data due to organizational changes.
330	Y	12/11/2002	DQ	DA/Watts	Data Administration will be responsible for building the metadata to describe where the course originated and where it went. Information from campus departments will be needed.	Canceled	Metadata being handled by Lee Song.
331	y	12/11/2002	DQ	Hager/Watts	Jacquie and Ruby need to define the Activity Types that will need Senate approval. This should include what is being recommended, and why it is being done/requested.	Complete pending policy decisions.	
332	Y	12/06/2002	email	Cheesman	Jayna will talk with Brian Hughes about duplicate building numbers in the Facilities file.	03/11/2003	Scheduled for 3/18/03
333	Y	12/04/2002	CMDM	Cheesman	Jayna will talk with Connie Ray about the time frames needed for aggregating the data.	12/12/2002	Connie indicated she would like the data for the CMDM to start with the 97-98 academic year, and go through the current year.
334	Y	11/20/2002	CMDM	Cheesman	Jayna will ask Sarah Hall if the Facilities changes can be completed by January 2003.	Completed	Due to a staff shortage in Sarah's area and year-end activities, this is not a top priority at the moment.
335	Y	11/20/2002	CMDM	Cheesman /Claunch	Deb and Jayna will attempt to complete the spreadsheet before presenting it to the committee for review.	Complete pending policy decisions.	
336	Y	10/23/2002	CMDM	Claunch	Deb will make the changes to the spreadsheet as discussed.	10/25/2002	
337	Y	10/23/2002	CMDM	Claunch	Deb will check with Brian Privett to see if 'Inactive' means data is not being collected for a field.	Completed	Inactive means the field is not being used. There could be data in the field.
338	Y	10/23/2002	CMDM	Cooper/Privitt	Phyllis and Brian Privett will review the definitions and values for fields currently in the Facilities Room File (identified in blue), and forward any missing information to Deb as soon as possible.	Complete	Jayna said there is data in some of the fields which is not being used, but the users may not be able to see these fields.
339	Y	10/04/2002	Data	Cheesman	A cross-reference table containing two Department Numbers, one (FRS/HRS) to use when reporting on faculty, and another (SIS) to use when reporting on students is needed. (The SIS CIP codes will also be included in this table.)	01/23/2003	Connie Ray told Jayna this had been completed, but the multidisciplinary research areas were hard to assign just one CIP code to. Connie's office will maintain this file, and let Jayna know when it's ready for use in the CMDM.
340	Y	10/02/2002	Data	Cheesman	Jayna will schedule a meeting with Hugo to look at the MC Space system and data.	01/22/2003	Hugo did a demo for Connie Ray and Jayna on both their space and equipment systems.
341	Y	10/02/2002	Data	Cheesman	Jayna will check to see if any other mainframe reports for Provost PPD feed are affected by the proposed programming and file changes (Facilities). Jayna will also contact Brian Hughes and Judy Kisil to see if they are aware of any feeds to and from the Facilities system.	11/15/2002	Email sent to everyone on 11/13/02 and 11/15/02 noting requested changes to Facilities files, but there were no problems returned to Jayna. Request to Sarah Hall on 11/14/02 indicated all programs feeding to/from the Facilities files should be modified as necessary.
342	Y	10/02/2002	Data	Cheesman	Jayna will detail the programming changes that are needed and send a copy to Dale Austin and Sarah Hall.	11/04/2002	

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343	Y	10/02/2002	Data	Cooper	Phyllis will check with Brian Privett to see if he has any record of the building numbers that have been reused and the start date of their re-use, and send the information to Jayna.	Complete	Brian Privett said only Community College building numbers were reused.
344	Y	10/02/2002	Data	Hempel/Hughes	Brian and Hugo will work together to load the 10-character room numbers from MC Space after the field is created in Facilities.	Complete	
345	Y	10/02/2002	Data	Hughes	Brian will add an activity flag to Facilities for Building and Room files.	Complete	
346	Y	10/02/2002	Data	Hughes	Brian will stop purging records from Facilities.	Complete	
347	y	10/02/2002	Data	Hughes	Brian will add a 10-character room number to the Facilities system.	Complete	
348	Y	10/02/2002	Data	Hughes	Brian will add a 15-character room number for signage.	Complete	
349	Y	10/02/2002	DQ	Cheesman	Jayna will talk to Don Witt about the recommendation of tying activity type to meeting pattern and its priority.	08/03/2003	
350	Y	10/02/2002	DQ	Cheesman	Jayna will talk with Keith LaVey about the time frame for putting Facilities information (Building and Room files) in Oracle for reporting purposes. (NOTE: Phyllis said to extract data from the Ebars file, which is all UK space. MCSpace is MC data only.)	Completed	10/3/02 Jayna talked to Keith LaVey and told him not to create the Oracle tables until the changes discussed in an earlier 10/2/02 meeting are made to the Facilities files. This is in progress.
351	Y	10/02/2002	DQ	Cheesman	Jayna will talk with Tonya Prince about call numbers and whether or not they are specific to a department or college.	10/04/2002	Call numbers in LCC start with a '5'
352	Y	10/02/2002	DQ	Cheesman/Carter	Jayna and Mike will meet to define the business rules for defining faculty in HRS.	01/16/2003	Information obtained from TA Credentials meetings in 12/02 and on 1/16/03.
353	Y	10/02/2002	DQ	Cheesman/Watts	Jayna and Ruby will develop a cross-reference table to track changes over time in regard to institutional reorganizations.	Complete	Jayna talked to Connie Ray about this issue on 12/12/02. She said it would be sufficient for us to flag the years in the CMDM in which organizational changes took place, and document what the changes were in the metadata, but she does not expect us to retro-fit the historical data to reflect the current organizational structure.
354	Y	10/02/2002	DQ	Hager	Jacque will review rooms coded 110 to determine if they are still classrooms and verify ownership.	Complete	
355	Y	10/02/2002	DQ	Hager	Jacque and/or Anna will also collect the physical room number information. This is the actual room number displayed above the door or on a sign and will be added to the Facilities system.	Complete	
356	Y	10/02/2002	DQ	Hager/Registrar	After the Room Use code analysis is completed, a higher level administrator will need to determine if the Room Use codes should change.	Complete pending policy decisions.	
357	Y	10/02/2002	DQ	Hager/Watts	Ruby and Jacque will determine the best way to identify off campus locations in SIS.	04/11/2003	See minutes from 4/11/03 meeting.
358	Y	10/02/2002	DQ	Watts	Ruby will document the process to tie activity type to meeting pattern and send this to Jayna as soon as possible.	11/06/2002	
359	Y	09/30/2002	TA Credentials	Cheesman	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.	11/21/2003	At a TA Credential meeting on 1/16/03, Connie indicated there does not appear to be a consistent coding of TA, GA or RA in HRS. Per Janine Blackwell 11/21/03, don't change right now.
360	Y	09/25/2002		Cheesman	Jayna asked Ruby to document his recommendation matching course meeting pattern with the activity type and send it to her as soon as possible.	11/13/2002	

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361	Y	09/25/2002		Cheesman	Jayna will talk with Connie about whether or not double degrees should be reflected in institutional statistics.	10/25/2002	Count all degrees.
362	Y	09/25/2002		Cheesman	Jayna will set up a meeting with Barry Rankin to discuss how instructional faculty are defined in HRS/FES.	10/03/2002	FTE Calculations Meeting
363	Y	09/25/2002		Cheesman	Jayna has asked Brian Hughes for a copy of the file so she can run reports on classroom codes 110 and 210.	09/18/2002	
364	Y	09/25/2002		Watts	Ruby will look at the access forms to see if any wording needs to be changed.	11/21/2002	Ruby will send email to Keith LaVey for Oracle requests.
365	Y	09/18/2002	CR	Cheesman	Jayna will report back to the group after Connie Ray talks to Angie Martin about student/faculty ratios and FTE calculations.	Completed	2/22/03 Angie will discuss with Courtney and Roxanne and get back with Connie. Will be in Requirements Document and Appendix H.
366	Y	09/13/2002	CMDM	Claunch	Deb talked with Dall Clark in CPMD and will be meeting with Wayne Cowan on September 24th to go over the list of classrooms CPMD has been involved in renovating over the last two and a half years. Discussions will focus on room, seating, infrastructure and equipment conditions and associated costs	09/24/2002	CPMD is tracking only what changes or improvements have been made to classrooms. They are not tracking any kind of room condition
367	Y	09/11/2002	CMDM	Arnold	Nick will let Jayna know when the version of the PPD classroom file on the web site is updated.	11/20/2002	Nick said the dates reflected on the web site are accurate. The intent is to inventory once a year, and this schedule has not been maintained. Some older dates do exist and are accurate. They will be updated as the inventories are completed.
368	Y	09/11/2002	CMDM	Cheesman	Jayna will talk with Keith LaVey to see if everything in SIS is being extracted to FOCUS. The 8-digit CIP is required for reports.	Completed	Jayna said Keith needs examples of elements that are not being extracted to FOCUS
369	Y	09/11/2002	CMDM	Cheesman	Jayna will talk to Connie about student/faculty ratios and FTE calculations.	10/03/2002	FTE Calculations Meeting
370	Y	09/11/2002	CMDM	Cheesman	Jayna will set up a meeting with Larry, Roger, Ruby and Barry to discuss FTE calculations.	10/03/2002	FTE Calculations Meeting
371	Y	09/11/2002	CMDM	Cheesman	Jayna will set up a meeting with Ruby Watts, Barry Rankin, Tonya Prince and Lu Wang to talk about the cross-reference table and CIP codes.	09/23/2002	Meeting scheduled for 10/4/02.
372	Y	09/11/2002	CMDM	Cheesman	Jayna will talk to Ruby about being responsible for verifying and maintaining the cross-reference table between FRS and HRS for department, degree programs and colleges.	09/25/2002	
373	Y	09/11/2002	CMDM	Cheesman	Jayna will set up a meeting with Nancy Hammond, Hugo Hempel, Phyllis Cooper and Brian (Phyllis's office) to discuss timing of the Facilities Inventory survey and extracts from the system.	09/24/2002	Meeting scheduled for 10/2/02.
374	Y	09/11/2002	CMDM	Cheesman	Jayna has asked each committee member to review the data sort/aggregate spreadsheet and let Deb know of any changes that need to be made	09/25/2002	No changes received.
375	Y	09/11/2002	CMDM	Cheesman	Jayna will update Connie regarding Space Inventory.	09/18/2002	
376	Y	09/11/2002	CMDM	Cheesman	Jayna will check her notes for PF #75 and 76 to see if 'enrollment' should be changed to 'credit hours'.	09/23/2002	
377	Y	09/11/2002	CMDM	Claunch	Deb will determine the best way to track and convey programming requests for the original CMDM PRF	09/13/2002	Word documents or email converted to word will be assigned an addendum number and named accordingly. This addendum number and document date will be tracked in the PRF database. The word document(s) will be posted on the web site along with the PRF
378	Y	09/11/2002	CMDM	Claunch	Deb will check the CPMD web site for room improvement costs	09/13/2002	There is no room improvement costs on the web site

	A	B	C	D	E	F	G
379	Y	09/11/2002	CMDM	Cooper	Phyllis will talk to Tony Day about using classrooms as a pilot in the MC Space database, and ask if he thinks any modifications will need to be made to the MC Space Inventory system or if he foresees any problems.	Completed	Pilot is for research facilities.
380	Y	08/22/2002	Data	Cheesman	Jayna will set up a meeting with Hugo and Mike Carter so Hugo can explain the syntax and what can be done to merge this data with SIS data.	Deleted	This meeting may not be necessary, as a request was sent to Sarah Hall's group to add two new room number fields in the Room file on the mainframe to have the required cross-reference.
381	Y	08/22/2002	Data	Cheesman	Jayna will request a programming change to the job that feeds the data to CPE.	11/14/2002	Email to Sarah Hall requested the modification of any batch jobs associated with the requested Facilities file changes.
382	Y	08/22/2002	Data	Cheesman	Jayna will set up a meeting with Phyllis Cooper to go over the recommendations to change the flat files in the Facilities system.	09/24/2002	Meeting schedule for 10/2/02
383	Y	08/22/2002	Data	Hughes	Brian will check to see how often the data is archived.	Complete	
384	Y	08/22/2002	DQ	Cheesman	Jayna will re-run the CLASSTBA report and break it on the college and department levels.	09/03/2002	
385	Y	08/21/2002	DQ	Higdon	Courtney will check the number of meeting patterns reported to CPE.	08/22/2002	According to CPE Reporting Guidelines, Facilities Utilization, any number of (repetitive) meeting patterns can be reported.
386	Y	08/20/2002	CMDM	Cheesman Hamperian	Jayna and Kathy will make a recommendation on security for CMDM to the Data Stewards 9/24/02.	09/24/2002	Data Stewards approved recommendations. See: <a href="http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0012-CourseManagement/CMDMHandouts/DWESecurityRcmndPg1.pdf">http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0012-CourseManagement/CMDMHandouts/DWESecurityRcmndPg1.pdf</a>
387	Y	08/16/2002	CMDM	Claunch	Deb Claunch will develop a database for compiling smart classroom information.	Complete pending policy decisions.	11/20/02 Deb will add definitions to the spreadsheet and post the spreadsheet for committee review. After members review the fields, she will create the database.
388	Y	08/16/2002	CMDM	Ray	Connie will decide how to improve the data quality in the interim period. This relates to the timing of uploads to HRS for data from the faculty databases.	Complete	
389	Y	08/16/2002	CR	Cheesman	Jayna will report back to the group after Connie Ray talks to the Provost about any target faculty/student ratios or other goals we may need to add to the CMDM pre-defined reports to indicate those units meeting/not-meeting the goals.	03/20/2003	Connie indicated on 10/25/02 she may want to look at the US News and World Report data, and see where we are in relation to other schools. She may decide on target ranges. 3/20/03 - Connie said the "target" are really reflected by the course enrollment limit in SIS, so we don't need to set other "targets" in the CMDM.
390	Y	08/14/2002	CMDM	Arnold	Nick will see if the version of the PPD classroom file on their web site is the most recent and let Jayna know.	08/16/2002	The web site indicates this data has not been updated since 10/97. Jayna has received more recent information from other sources.)

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391	Y	08/14/2002	CMDM	Cheesman	Jayna will talk with Stores about the smart classroom packages available and what people are currently buying.	09/10/2002	Deb Claunch talked to Clay Sturgeon at the Computer Store about the smart classroom configurations. No one fits the recommendations and they all end up being custom. Currently there is a contract with MCSI (Media Consultant System Integrators, local office in Louisville) and the only one Computer Stores will recommend.
392	Y	08/14/2002	CMDM	Cheesman	Jayna will talk with Connie Ray about the timing of the uploads to HRS for data from the faculty databases.	08/16/2002	Connie agreed these needed to be more frequent. She has a committee exploring the possibility of using the MC Faculty Database campus-wide. She will decide how to improve the data quality in the interim period.
393	Y	08/14/2002	CMDM	Cheesman	Jayna will talk to the DBA's about the details of Oracle security		Unnecessary. The Data Stewards will set security in the Data Warehouse.
394	Y	08/14/2002	CMDM	Cheesman	Jayna will ask the DBA's if they have talked with any benchmarks about security	09/17/2002	Mike Carter is surveying our benchmarks, so Jayna and Kathy Hamperian can make a recommendation to the Data Stewards at their 9/24/02 meeting. Four responses were received.
395	Y	08/14/2002	CMDM	Cheesman	Jayna will talk to Connie Ray about the timing of the Facilities inventory survey done by Plant Assets Inventory.	08/16/2002	Connie agreed this is a concern. She agreed we should pursue using the classrooms as a pilot project for the campus-wide use of the MC Space and Equipment Systems. She suggested Jayna talk to Marc Mathews about this possibility. At the 8/20/02 Data Stewards' meeting, Don Witt and others supported this recommendation, and Marc Mathews told Jayna to talk to Tony Day about the pilot.)
396	Y	08/14/2002	CMDM	Cheesman	Jayna will talk with Connie Ray about establishing a smart classroom database.	08/16/2002	Connie approved Data Administration working with others on campus to compile and cleanse this data for the CMDM. This data will subsequently be maintained by a unit designated with that responsibility.
397	Y	08/14/2002	CMDM	Claunch	Deb will compile copies of the surveys Roger Sugarman collects and identify pertinent questions for the CMDM.	08/15/2002	<a href="http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0012-CourseManagement/CMDMHandouts/IRSurveyQuestions.pdf">http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0012-CourseManagement/CMDMHandouts/IRSurveyQuestions.pdf</a>
398	Y	08/08/2002	Data	Cheesman	Jayna will schedule a meeting with all interested parties concerning possible changes to the Facilities files on the mainframe.	08/22/2002	
399	Y	08/08/2002	Data	Cheesman	Jayna will ask Connie Ray about the MC Faculty Database, and if/when the rest of campus might be using it and/or if the rest of campus can start entering data in HRS.	08/16/2002	Connie has a committee evaluating the possibility of everyone using the MC application.

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400	Y	08/07/2002	DQ	Watts	Ruby will talk with Connie Ray about how she thinks we should handle multiple instructors across multiple activity types within a course section, and how their percent of effort and contact hours for the course section should be calculated.	03/20/2003	(8/14/02) Ruby talked with Connie and she needs to think about the issues before making a recommendation. (3/20/03) Connie confirmed to Jayna the percentage allocation on the course instructor record indicates how much of the credit hours generated by the course for which the instructor is given credit. However, if the contact to credit hour ratio becomes part of the definition of the activity type, then the contact hours for which the instructor is given credit can be calculated.
401	Y	07/31/2002	CMDM	All	Committee members should review Performance Measures 49 through 58 and let Jayna or Deb know if additional sort levels are required.	08/14/2002	
402	Y	07/31/2002	CMDM	Cheesman	Jayna will talk to Connie Ray to see if there is an existing process for calculating faculty/student ratios.	10/03/2002	FTE Calculations Meeting
403	Y	07/31/2002	CMDM	Cheesman	Jayna will ask Connie Ray for a copy of the latest Delaware Group survey.	09/18/2002	
404	Y	07/31/2002	CMDM	Watts	Ruby will submit a PRF (Project Request Form) regarding modifications to SIS for matching the course meeting pattern with the activity type.	08/14/2002	Not required.
405	Y	07/24/2002	DQ	Cantrell	Mike Cantrell will talk with Pinnacle and other IDMS schools to see how they are handling matching course and instructor to activity type. He will also talk with Raleigh to see what he remembers about the problem/solution.	Completed	Mike said, according to Pinnacle, there are no plans to make any record changes.
406	Y	07/24/2002	DQ	Cheesman	Jayna will send Jacquie the latest CLASSTBA Report and review the logic.	09/03/2002	Report delivered 7/26/02. Report delivered 9/3/02 for Fall 2002.
407	Y	07/24/2002	DQ	Cheesman	Jayna has data quality issues from another committee that she will bring to the next meeting of CMDM.	09/11/2002	Available on CMDM web site: <a href="http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0012-CourseManagement/CMDMHandouts/Classroom%20DQ%20Recommendations%20-%20V2.pdf">http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0012-CourseManagement/CMDMHandouts/Classroom%20DQ%20Recommendations%20-%20V2.pdf</a>
408	Y	07/24/2002	DQ	Cheesman	Jayna will ask Suzanne where the Medical Center stores non-classroom meeting pattern data.	08/21/2002	All room scheduling is stored in Schedule 25.
409	Y	07/24/2002	DQ	Claunch	Get the existing room number policy	07/26/2002	<a href="http://www.uky.edu/Services/CPMD/ukstandards/Divisions/Master.html">http://www.uky.edu/Services/CPMD/ukstandards/Divisions/Master.html</a> . Select 'Design Standards'. Select '0030S01 Room Numbering Standards'.
410	Y	07/24/2002	DQ	Claunch	The Data Quality spreadsheet should include the problem, why it is happening and recommendation(s) on how to resolve. Deb will include these when the document is created	08/01/2002	
411	Y	07/24/2002	DQ	Hempel	Hugo will document the algorithm for his room number format and send to Jayna	07/26/2002	
412	Y	07/24/2002	DQ	Morris	Sherry will run a subset of the Room Utilization Report from Schedule 25 (MN242, MN342, MN442) and send it to Jayna	07/25/2002	
413	Y	07/24/2002	DQ	Policy Sub-Committee	Can the logic for a cross-reference for activity type be built? Need to look at Activity Type, meeting patterns, and total credit hours.	Complete pending policy decisions.	
414	Y	07/24/2002	DQ	Watts	Ruby will try to find the documentation from the previous committee regarding standards, policy recommendations, system changes, etc	08/07/2002	
415	Y	07/18/2002	Data	Cantrell	Mike Cantrell will provide schema and elements	08/06/2002	
416	Y	07/18/2002	Data	Claunch	After MIST updated, pull elements and associated records/tables	Complete	
417	Y	07/18/2002	Data	Watts	Ruby to review business rules to be sure they are being enforced. Define relationships. Course/student information	Complete	

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418	Y	07/18/2002	Data	Watts	Ruby will send IDD tables to Jayna and Deb	07/22/2002	
419	Y	07/18/2002	Data		Update TSO with current Facilities data.	09/18/2002	
420	Y	07/17/2002	CMDM	Cheesman	Jayna will contact those not present at the meeting to confirm their appointment and acceptance to serve on the sub-committee.	07/19/2002	
421	Y	07/17/2002	CMDM	Cheesman	Jayna will talk to Jeannie Taylor or Diane Gagel about appointing someone from her area to the Data Quality Sub-Committee.	07/19/2002	Hugo Hempel will be on the Data Quality Sub-Committee
422	Y	07/17/2002	CMDM	Cheesman	Jayna will talk to Sarah Hall about Data Quality for HRS/FRS/FES.	07/19/2002	Brian Hughes and Louise Hensley will be on both the Data Needs and Data Quality sub-committees
423	Y	07/17/2002	CMDM	Cheesman	Jayna will talk to Bill Pfeifle about chairing the Policy/Definitions Sub-Committee	07/20/2002	
424	Y	07/17/2002	CMDM	Cheesman	Jayna will talk with Connie Ray about the College Profile Reports and whether or not information from these needs to be in the data mart.	08/15/2002	Connie said Jayna should talk with Lu Wang about the College Profile Reports.
425	Y	07/17/2002	CMDM	Cheesman	Get copies of Graduating Senior survey, Undergraduate Alumni Survey, Graduate Alumni Survey and Freshman Survey from Roger Sugarman.	08/15/2002	<a href="http://www.uky.edu/IR">http://www.uky.edu/IR</a>
426	Y	07/17/2002	CMDM	Cheesman	Jayna will be scheduling a meeting with Penny Cox, Mark Denomme and Pam Shelton to discuss information they have regarding smart classrooms	08/01/2002	
427	Y	07/17/2002	CMDM	Cheesman	Jayna will ask Connie Ray about support for smart classrooms. Who will be responsible for purchasing the equipment, who will be responsible for maintenance of the equipment, etc.	07/19/2002	This will be covered as part of the recommendations to the Provost by the Ad Hoc Committee on Space and Classroom Scheduling
428	Y	07/17/2002	CMDM	Cheesman	Jayna will check the Course Demand Reports for other aggregations which may need to be added to CMDM.	719/02	Need to add the number of closed course messages received by students, the number of students who received a closed course message, the number of students who withdrew from the university after not being able to get any section of a requested course, the number of open sections, and the number of open seats.)
429	Y	07/17/2002	CMDM	Claunch	Move Performance Measures 43 and 44 to the Course Utilization group and delete the Course/Room Utilization group	718/02	
430	Y	07/03/2002	CMDM	All	Each committee member should decide which sub-committee they would like to be on and send your selection to Deb no later than 7/15/02.	07/17/2002	
431	Y	07/03/2002	CMDM	All	If you have suggestions for other people who you think should be on a particular committee, please send those suggestions to Deb no later than 7/15/02.	07/17/2002	
432	Y	07/03/2002	CMDM	Baynham	Janet will send Jayna a list of people currently receiving the CDR reports. 7/31/02 Mike Cantrell asked to have a copy sent to him. 8/14/02 Janet will send Deb electronic copy.	08/15/2002	
433	Y	07/03/2002	CMDM	Cheesman	Jayna will talk with Connie Ray about security and how far down and to who it should be authorized. Can it be handled by views (SIS/HRS/FRS?)	09/24/2002	The Data Stewards approved the recommendations. See handout: Data Warehouse Environment (DWE) Security
434	Y	07/03/2002	CMDM	Cheesman	Jayna will talk with Mark Denomme about the Blackboard system and what data can be obtained.	08/01/2002	Mark told Jayna to talk to Bill Pfeifle about this.
435	Y	07/03/2002	CMDM	Cheesman	Jayna will talk with John about appointment to chair the Policy Sub-Committee.	07/11/2002	
436	Y	07/03/2002	CMDM	Cheesman	Jayna will set up a meeting with Tonya and Ruby to identify the records and elements needed from SIS.	07/18/2002	

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437	Y	07/03/2002	CMDM	Cheesman	Jayna will check with Purchasing to see if there is a model for coding equipment.	08/13/2002	Per Gary Link there are several classification systems in existence including the Federal Classification Codes. Purchasing is not using any at this time, but waiting on standardization to be accepted and ERP before implementing a system.
438	Y	07/03/2002	CMDM	Cheesman	Jayna will talk with Mark Denomme about the 'packages' being defined for smart classrooms.	08/01/2002	
439	Y	07/03/2002	CMDM	Claunch	Deb will update the Data Sort Aggregation spreadsheet	07/08/2002	
440	Y	07/03/2002	CMDM	Lindle	Gary will talk with Connie Ray to see if any benchmark information is required	09/11/2002	CPE Standards, Delaware Group Study and IPEDS data.
441	Y	07/03/2002	CMDM	Prince	Tonya is to ask Michelle if a snapshot is needed before the end of priority registration	07/15/2002	
442	Y	06/26/2002	CMDM	All	Jayna asked members to identify any surveys which may have course related information that needs to be in the data mart to help analyze improve data analysis.	09/11/2002	No additional surveys have been received or identified.
443	Y	06/26/2002	CMDM	Cheesman	Jayna to extend Outlook meeting invitation through August 7, 2002.	06/28/2002	
444	Y	06/26/2002	CMDM	Cheesman	Jayna will send the Cost Methodology URL to the committee. This will be used as a starting point for coming up with the 'cost' of teaching a course.	06/25/2002	See: <a href="http://www.wiche.edu/telecom/rojects/tcm/index.htm">http://www.wiche.edu/telecom/rojects/tcm/index.htm</a>
445	Y	06/26/2002	CMDM	Cheesman	Jayna will talk with Connie Ray about the schedule of the Student Satisfaction Survey and if it contains any questions regarding courses and whether or not this data should be in the data mart.	07/19/2002	
446	Y	06/26/2002	CMDM	Claunch	Deb will update the Issues/Data List.	06/27/2002	
447	Y	06/26/2002	CMDM	Claunch	Deb will fine information regarding enrollment dates and fees on the web or in Schedule Book.	06/27/2002	See UK Bulletin. Fees section: <a href="http://www.uky.edu/Registrar/bull0203-PDF/front/Fees.pdf">http://www.uky.edu/Registrar/bull0203-PDF/front/Fees.pdf</a> University Calendar: <a href="http://www.uky.edu/Registrar/bull020-PDF/front/Calendar.pdf">http://www.uky.edu/Registrar/bull020-PDF/front/Calendar.pdf</a> Undergraduate Admissions: <a href="http://www.uky.edu/Registrar/bull0203-PDF/front/Admission.pdf">http://www.uky.edu/Registrar/bull0203-PDF/front/Admission.pdf</a>
448	Y	06/26/2002	CMDM	Pica	John will check to see how many majors can be assigned to a degree.	07/17/2002	
449	Y	06/26/2002	CMDM	Pica	John will check the A&S Senior Survey to see if there is any course related data which needs to be in the data mart	09/13/2002	There are no questions on the survey that should be in the CMDM.
450	Y	06/26/2002	CMDM	Prince	Tonya will check the source of the data she used for a recent presentation on Course Demand	08/08/2002	C.A. Ray, memorandum, March 23, 1999
451	Y	06/12/2002	CMDM	Cheesman	Jayna said the committee should ask Gary Lindle how matriculation is handled and measured. It may be easier to get the information from reports he is already sending to the Council on Post Secondary Education.	07/17/2002	
452	Y	06/12/2002	CMDM	Claunch	Deb will establish a ListServ for the committee.	06/21/2002	<a href="mailto:CourseMgmt@lsv.uky.edu">CourseMgmt@lsv.uky.edu</a>
453	Y	06/12/2002	CMDM	Claunch	Deb will establish a website for CMDM.	06/12/2002	<a href="http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0012-CourseManagement/CMDMIndex.htm">http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0012-CourseManagement/CMDMIndex.htm</a>
454	Y	06/12/2002	CMDM	Prince	Tonya will verify that SIS tracks up to 4 majors and 2 minors.	06/18/2002	See CMDMDataClarification.doc
455	Y	06/05/2002	CMDM	Cheesman	Jayna will talk to Connie Ray about whether or not the committee should look at SACs, the old Strategic Indicators and the new (draft) Strategic Indicators.	08/16/2002	Connie said to focus on the Top 20 Report and SACS recommendations.
456	Y	06/05/2002	CMDM	Claunch	Change Improvement Opportunity #5 to read: Optimize faculty/student ratio.	06/06/2002	
457	Y	06/05/2002	CMDM	Claunch	Change Performance measure #16 to read: # and % Change in courses taught through alternate modes.	06/06/2002	

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458	Y	06/05/2002	CMDM	Claunch	Change #1 in Data Sort/Aggregate Criteria from termination to term.	06/06/2002	
459	Y	06/05/2002	CMDM	Pfeifle	Bill will provide models for delivery mode standards.	06/06/2002	Technology Costing Methodology: <a href="http://www.wiche.edu/telecom/Projects/tcm/index.htm">http://www.wiche.edu/telecom/Projects/tcm/index.htm</a>
460	Y	05/29/2002	CMDM	Nordin	Michelle will talk with Jacquie Hager about tracking the percentage allocation of Internet versus lecture	07/17/2002	
461	Y			Cheesman	Jayna will send Ruby the draft CMDM requirements documents.	11/03/2003	