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2					<b>CMDM Action Items - Incomplete</b>		
3	<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>
4	N	10/23/2002	CMDM	All	Everyone should review the Performance Measures to see if they are part of the new Data Sort/Aggregate spreadsheet. Any changes or corrections should be sent to Deb as soon as possible.	Ongoing	
5	N	11/20/2002	CMDM	All	Committee members are asked to review the statistics (on the Data Sort/Aggregation spreadsheet) and let Deb or Jayna know if any need to be added, deleted or modified. In particular, if a total #, % or average # does not make sense, please let Deb or Jayna know.	Ongoing	
6	N	10/23/2002	CMDM	Baynham/Pfeifle	Janet and Bill will look at the values for Lighting Quality and forward these to Deb. The current values of High, Standard, and Low are not sufficient. Parabolic lighting was mentioned. This is a special grid over the light source that filters the light straight down and is better for computer use.		
7	N	12/04/2002	CMDM	Cantrell	Mike will check to see what type of log transaction information is available in Web Registration.		
8	N	09/25/2002		Carter	Mike will generate the report to compare names and SSNs in HRS to names and SSNs in SIS.		
9	N	10/02/2002	DQ	Carter	Mike will run a report to identify faculty in SIS who are not in HRS, and another for those identified in HRS as faculty, PTI, TAs that are not in SIS.	In progress	Jayna said Mike has identified the data and relationships, but has not had time to run the reports.
10	N	10/23/2002	CMDM	Carter	Mike Carter will check with the federal or state government about the values used for Ethnicity and Race.		
11	N	03/05/2003	CMDM	Carter	Mike will get an update from Sam Newcomb on the metadata and report this to Jayna.		
12	N	10/02/2002	DQ	Carter/Cheesman	A cross-reference table needs to be built that will be used when loading faculty information in the CMDM. This table will contain information on the term, bad ID and correct ID for any instructor records which need to be corrected during the load.		
13	N	08/07/2002	DQ	Cheesman	Jayna will try to get the "Contract Hours" documents created in an electronic form.		Deb has converted these to electronic form. Jayna is reviewing.
14	N	08/15/2002	CMDM	Cheesman	Jayna will meet with Lu Wang to discuss College Profile Reports.	Ongoing	8/23/02 First meeting. Performance measures added. Additional meetings and review will be required. 10/4/02 second meeting.
15	N	08/22/2002	Data	Cheesman	Jayna will develop a program to create a comma-delimited file of the SIS and Facilities room numbers for Ruby.		
16	N	08/22/2002	Data	Cheesman	Jayna will check the room number format in Schedule 25.		
17	N	08/22/2002	Data	Cheesman	Jayna will review room standards to see if they need to be revised.		
18	N	08/22/2002	Data	Cheesman	Jayna will find out who is responsible for assigning, maintaining, and enforcing the room standard.		
19	N	08/22/2002	Data	Cheesman	Jayna will revise the standards as appropriate.		
20	N	08/22/2002	Data	Cheesman	Jayna will present recommendations to the Data Stewards on standardizing the Building and Room Number schema and enforcement.		Due to the costs of changing signs, this discussion may be tabled. 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.

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21	N	09/11/2002	CMDM	Cheesman	Jayna will review CPE Standards for benchmark information for CMDM.		Jayna said Connie is most concerned with using the Delaware Group and IPEDS for benchmark information. In most cases the CPE Standards are the same as the IPEDS requirements, but not always.
22	N	09/11/2002	CMDM	Cheesman	Jayna will review Delaware Group for benchmark information for CMDM.		Jayna said Connie is most concerned with using the Delaware Group and IPEDS for benchmark information. In most cases the CPE Standards are the same as the IPEDS requirements, but not always.
23	N	09/11/2002	CMDM	Cheesman	Jayna will review IPEDS data for benchmark information for CMDM.		Jayna said Connie is most concerned with using the Delaware Group and IPEDS for benchmark information. In most cases the CPE Standards are the same as the IPEDS requirements, but not always.
24	N	09/17/2002	CMDM	Cheesman	Deb will put the Delaware Group study into electronic format and post on the web site.		Jayna reviewing.
25	N	09/30/2002	TA Credentials	Cheesman	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?		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.
26	N	10/02/2002	DQ	Cheesman	Jayna will talk to Mike Cantrell about the time estimate for tying activity type to meeting pattern.		No update regarding the time estimate.
27	N	11/20/2002	CMDM	Cheesman	Jayna will talk with Ruby and Tonya and ask them to provide examples of elements that are not being extracted to FOCUS.		
28	N	12/11/2002	DQ	Cheesman	Jayna will give Ruby access to the Building and Room Files (rwatt01).		
29	N	12/12/2002	CR	Cheesman	Jayna will ask Gary Lindle how he is accounting for changes in student ID (SSN) to the CPE from one term to the next.		Is he hard-coding around those records where the ID changes from term to term?
30	N	01/29/2003	CMDM	Cheesman	Jayna will talk with Connie Ray about presenting Response 1 to the Provost.		
31	N	02/12/2003	CMDM	Cheesman	RES (research) and EXP (experiential education) should be added to the logic for independent study courses.		
32	N	02/12/2003	CMDM	Cheesman	Jayna will talk with Judy to see if a student attending two summer sessions is reported as a full-time or part-time student.		Email sent to Judy on 4/3/03.
33	N	02/12/2003	CMDM	Cheesman	Jayna will talk with Connie about combining the 4-week and 8 week summer terms.		11/21/03 Need more discussions with Ruby.
34	N	02/26/2003	CMDM	Cheesman	Jayna will compare Response 26 with the SIS Project Analysis Report document produced by an earlier committee.		
35	N	02/26/2003	CMDM	Cheesman	Do we need to develop a list of valid activity type and delivery mode combinations?		
36	N	02/26/2003	CMDM	Cheesman	Jayna will talk with Phyllis about ownership of buildings, how it is changed in the Facilities file, and how it relates to courses.		
37	N	02/26/2003	CMDM	Cheesman	Jayna will talk with Courtney about how meeting patterns in Schedule 25 are reported to CPE.		
38	N	03/05/2003	CMDM	Cheesman	Jayna will check that the FTE calculations for IPEDS and CPE are covered in the definitions.		
39	N	03/17/2003	CMDM Retention	Cheesman	Build table to map county to region.		
40	N	03/17/2003	CMDM Retention	Cheesman	Jayna will ask Connie if full-time students might ever need to be given priority on class availability issues.		
41	N	03/17/2003	Retention Groups	Cheesman	Jayna will ask Connie if full-time students might ever need to be given priority on class availability issues.		

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42	N	03/17/2003	Retention Groups	Cheesman	Jayna will ask Connie if retention should be tracked at the graduate level.		
43	N	03/19/2003	BldgNoReuse	Cheesman	How are buildings for off-campus courses entered in SIS?		
44	N	03/20/2003	Ray	Cheesman	Determine if/what equipment condition codes exist in EBARS.		Email sent to Hugo requesting this information on 3/21/03.
45	N	04/11/2003	CMDM	Cheesman	Jayna will ask Connie if she is aware of any SACS rule regarding contact to credit hours.		
46	N	04/11/2003	CMDM	Cheesman	Jayna will ask Jacquie if there is a CPE requirement regarding contact to credit hours.		
47	N	04/11/2003	CMDM	Cheesman	Do we need to calculate different fields for students in order to assign/aggregate tuition fees by major and the department owning the course?		
48	N	04/11/2003	CMDM	Cheesman	Jayna will tell Connie a table will be created after definitions are created for the Instructor Roles.		
49	N	04/11/2003	CMDM	Cheesman	The course descriptions for anything with alternate delivery modes will need to be revised, if the proposal to include the delivery mode in the course description is approved by the Senate Council.		
50	N	04/11/2003	CMDM	Cheesman	Jayna will talk to Connie about the FICE codes changing for the community colleges.		
51	N	04/11/2003	CMDM	Cheesman	Jayna will talk to Jill Isham about loading TOEFL into SIS.		
52	N	04/11/2003	CMDM	Cheesman	Jayna will work with Michelle Nordin for target dates for snapshots by term.		
53	N	04/11/2003	CMDM	Cheesman	Jayna will reschedule the meeting to discuss how Ruby generates student FTE and credit hour generation for the Operating Budget. (see #2 above).		
54	N	04/11/2003	CMDM	Cheesman	Jayna will review the minutes from other meetings with the Budget people. Angie wants to use 'credit hour' generation for the Operating Budget. Student FTE is not used for this any more.		
55	N	04/11/2003	CMDM	Cheesman	Jayna will check how Student FTE is to be calculated. In the past, the Budget Office were the only ones interested in this.		
56	N	04/11/2003	CMDM	Cheesman	Jayna will do a report of off-campus courses and send it to Bill, so he can give us the location data for off-campus courses.		
57	N	04/11/2003	Watts	Cheesman	Jayna will talk to Jill Esham about miscellaneous data we may need from the Graduate School's database that is NOT loaded into SIS. For example, GRE and TOEFL scores.		See 4/11/03 minutes.
58	N	04/11/2003	Watts	Cheesman	Jayna will talk to Connie about proposal Jacquie is writing for Don to submit to Dr. Kraemer. Proposal concerns including all possible delivery modes within the course descriptions. This will mean any existing course using alternate delivery modes will need to have its description revised. However, this will assist in making sure all Distance Learning courses are appropriately approved.		See 4/11/03 minutes.
59	N	04/11/2003	Watts	Cheesman	Review Ruby's "special conditions" in credit hour allocation with Connie, and determine if we need to have the student's credit hour/tuition amount by their major, as well as per course.		See 4/11/03 minutes.
60	N	05/06/2003	CMDM Activity Types	Cheesman	Who will maintain the list of courses approved for teaching via the internet?		
61	N	05/06/2003	CMDM Activity Types	Cheesman	Jayna will suggest to Connie that the Activity Type descriptions be reviewed by Dr. Watt and Bill Pfeifle.		
62	N	05/06/2003	CMDM Activity Types	Cheesman	Change Activity Code HPR to Activity Code PE.		
63	N	05/06/2003	CMDM Activity Types	Cheesman	CLI - Clinical - The last sentence on the (activity type) handout should be deleted.		

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64	N	05/06/2003	CMDM Activity Types	Cheesman	Jayna will contact Becky Harp to see if LCC needs to add any activity types to this (activity type) list.		
65	N	05/06/2003	CMDM Activity Types	Cheesman	Jayna will run data quality reports to analyze contact hour to activity type variations.		
66	N	05/06/2003	CMDM Activity Types	Cheesman	Jayna will run reports to see if a business rule can be defined. If a course has a meeting pattern you can assume it requires one. If the course does not have a meeting pattern what steps should be taken to determine if it should have a meeting pattern or not.		
67	N	06/26/2003		Cheesman	Jayna will talk to the DBAs about how to handle storing change statistics term to term.		
68	N	06/26/2003		Cheesman	Jayna will talk to Lu Wang about Performance Measure #87. What is the definition of enrollment, headcount or course?		
69	N	06/30/2003		Cheesman	Jayna will talk to Connie Ray about how to handle undeclared majors when aggregating majors by department.		
70	N	07/03/2003		Cheesman	Term codes need to be loaded into Oracle.		
71	N	08/15/2003	DataNeeds	Cheesman	Jayna will send a report to Ruby of the courses using these missing rooms and when they were last used.		
72	N	08/15/2003	DataNeeds	Cheesman	Jayna will make MS463 A or B match in the table.		
73	N	08/15/2003	DataNeeds	Cheesman	Jayna will ask Connie since Audit Hours do not figure in Attempted Hours, if this is a problem.		
74	N	09/03/2003	DataNeeds	Cheesman	Ask Courtney to define 'hours of room usage available' (see ROOMCOMP)		
75	N	09/03/2003	DataNeeds	Cheesman	Jayna will ask Connie if a 12 month cycle is assumed for the # of years for students to graduate, whenever they start (i.e. Summer, Fall, Spring).		
76	N	09/09/2003	Data Needs	Cheesman	Jayna will search the files in TSO to see where else Academic Unit is referenced to get all the places the data is copied. To		
77	N	09/09/2003	Data Needs	Cheesman	Jayna will talk to Connie about how Fiscal Year should e designated.		
78	N	09/09/2003	Data Needs	Cheesman	Jayna will talk with Connie about how to handle students whose courses all have a grade of 'W', RT315, but still show as enrolled (RT088). Does she want a special 'withdrawn' dimension?		
79	N	09/09/2003	Data Needs	Cheesman	Identify the screen that shows the translation between the Financial Aid year and the session.		
80	N	09/09/2003	Data Needs	Cheesman	Jayna will ask Connie how she want to handle zero hour courses.		
81	N	09/12/2003	Data Needs	Cheesman	Jayna will get the values for Element RT110 from the edit table.		
82	N	09/12/2003	Data Needs	Cheesman	Find out about CIP categories and what is meant by 'major prefix' and 'minor prefix' in performance measures. (Ask Lu Wang.)		
83	N	10/22/2003		Cheesman	Jayna will talk with Keith LaVey to verify what is contained in records designated -0, -1, -2, etc.		
84	N	10/22/2003		Cheesman	Jayna will ask Keith LaVey how only showing one of the cross-listed courses works on the drill-down/up.		
85	N	10/22/2003		Cheesman	Jayna will add to the Policy Document that only off-campus courses are being coded with DLTC delivery modes, and include the above recommendation that on campus courses be coded in the same way.		
86	N	11/03/2003		Cheesman	Jayna will create a new ETL data table for the pseudo courses.		
87	N	11/04/2003		Cheesman	Jayna will check with Brenda Teague concerning our decision on how to set up the 'no pay' instructor assignments in HRS.		

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88	N	11/04/2003		Cheesman	A process for having all instructors complete the 'Credentials' form needs to be defined, and a determination of the workload impact to the colleges needs to be determined before implementation.		
89	N	11/14/2003	CMDM	Cheesman	A report will be generated comparing FAM Fellowships with Instructors in SIS, and Instructors in SIS with TAs in HRS beginning with Fall 03 data. Look for those receiving fellowships, but being used to teach.		
90	N	11/14/2003	CMDM	Cheesman	The cross-reference table of CIP codes and terminal degrees needs to be loaded to the Data Warehouse.		
91	N	11/14/2003	CMDM	Cheesman	The logic for defining the credentials required for teaching a course needs to be defined.		
92	N	11/14/2003	CMDM	Cheesman	TAs should be added to the Appointment Series in the DWE, so they can be classified.		
93	N	11/14/2003	CMDM	Cheesman	Jayna will talk with Barry Rankin about how people listed on a course, but not in HRS as an instructor, TA, etc. should be handled.		
94	N	11/14/2003	CMDM	Cheesman	See copy of Gary Lindle's code for defining the level of the course, and individualized instruction.		
95	N	11/21/2003	CMDM Outstanding Issues	Cheesman	Check with Mike Cantrell on 'instructor role' programming changes in SIS.		Task List as of 11/24/03 says not assigned. Email sent to Mike on 11/24/03. Mike confirmed on 12/9/03 this is still not assigned.
96	N	11/21/2003	CMDM Outstanding Issues	Cheesman	Check with Ruby about instruction types.		
97	N	11/21/2003	CMDM Outstanding Issues	Cheesman	Check with Mike Cantrell to see what impact there would be for retaining courses dropped prior to the first day of class.		
98	N	11/21/2003	CMDM Outstanding Issues	Cheesman	Talk with Ruby to see if there is a term table in SIS that translates the 5 character term code to English version or if one needs to be built.		
99	N	11/21/2003	CMDM Outstanding Issues	Cheesman	Count sections/course as well as actual hours for usage hour metrics.		
100	N	11/21/2003	CMDM Outstanding Issues	Cheesman	Jayna will talk to Linda Bradford or Ruby Watts about FT/PT depending between summer terms and tuition calculation.		
101	N	11/21/2003	CMDM Outstanding Issues	Cheesman	Ask Barry how these 'summer' people (students) were coded starting Fall 1998.		
102	N	11/21/2003	CMDM Outstanding Issues	Cheesman	Jayna will talk to Ruby about Community College FICE code changes.		
103	N	12/08/2003	CMDM HRS DQ Issues	Cheesman	Add the birth-date to the PRSN element in DWE.		
104	N	12/08/2003	CMDM HRS DQ Issues	Cheesman	Need a report of ETL errors between systems' data on gender, birth-date, and race.		
105	N	12/08/2003	CMDM HRS DQ Issues	Cheesman	Jayna will talk to Connie about automatically terminating temporary faculty, and whether a report should be sent to the departments of these terminations.		
106	N	12/08/2003	CMDM HRS DQ Issues	Cheesman	Jayna will talk to Cliff Swaggart about the process (for automatically terminating temporary faculty).		
107	N	12/08/2003	CMDM HRS DQ Issues	Cheesman	Jayna will ask Connie how many months of inactivity in time reporting we should use before automatically terminating hourly people.		
108	N	12/08/2003	CMDM HRS DQ Issues	Cheesman	Jayna will make sure HRS is the official file for SSN, Name, Gender and Birth-date in the CMDM ETL process.		
109	N	12/08/2003	CMDM HRS DQ Issues	Cheesman	Jayna will ask Connie which system should be the official record for 'race'.		

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110	N	12/08/2003	CMDM HRS DQ Issues	Cheesman	Jayna will run Report 3 (difference between SIS/HRS on Name, Gender, Race, and Birth-date for an ID (SSN)), then a decision will be made on how to handle the differences in 'race'. Should the departments be contacted to fix the data?		
111	N	12/08/2003	CMDM HRS DQ Issues	Cheesman	Jayna will find out from Sarah, Patty Bender, and others of the impact of changing the race codes in HRS.		
112	N	12/08/2003	CMDM HRS DQ Issues	Cheesman	Jayna will ask Connie if we should use 'enrollment' or tuition definition of FT/PT status to determine Student Type in HRS.		
113	N	12/08/2003	CMDM HRS DQ Issues	Cheesman	Jayna will check with Sarah about whether or not changing the 'student type' on the assignment flips the approval flag.		
114	N	12/08/2003	CMDM HRS DQ Issues	Cheesman	Jayna will talk to Connie about the issue of changing the source data in HRS and more assignments over time, if Full-time employees skip taking a course in a semester, and a new assignment being required every time the Student Type changes.		
115	N	12/08/2003	CMDM HRS DQ Issues	Cheesman	Jayna will talk to Lynda George about how internships are handled, and whether instructors can be on internships.		
116	N	12/08/2003	CMDM HRS DQ Issues	Cheesman	Jayna will talk to Connie about how student instructors are defined in HRS. These should be TA, GA, RA and not 'non-work study' title.		
117	N	12/12/2003	CMDM Policy	Cheesman	Jayna will find out how foreign national faculty and staff are identified in HRS.		
118	N	12/12/2003	CMDM Policy	Cheesman	Jayna will add a new element in CMDM for Foreign National.		
119	N	12/12/2003	CMDM Policy	Cheesman	Change names on STU_DEMAND to UNMET_STU_DEMAND		
120	N	12/12/2003	CMDM Policy	Cheesman	Jayna will work with Ruby to define the logic for calculating tuition, enrollment percent and financial aid FT/PT, and credit hours.		
121	N	12/12/2003	CMDM Policy	Cheesman	Jayna will work with Ruby to identify the element (to identify if a course is dropped on or before the last day to add a class) in the IARRCRG record, since they are not written to Oracle at this time.		
122	N	12/12/2003	CMDM Policy	Cheesman	Jayna will add the credit hours charged for tuition purposes on a zero credit course, to the credit hours for normal courses, in order to calculate tuition per credit hour for the student.		
123	N	12/12/2003	CMDM Policy	Cheesman	Jayna will talk with Connie and go through the Performance Measures to determine where the 'open', 'close', 'cancel' status at the section level is required.		
124	N	02/05/2004	CMDM- NoPayFac	Cheesman	Documentation needs to be written on what people need to enter and when in HRS. Jayna, Connie and Diane will need to work on this.		
125	N	02/05/2004	CMDM- NoPayFac	Cheesman	Create an overall timeline for deadlines on all data entry for all DW/DM extracts. Jayna and Connie will draft this timeline.		
126	N	02/17/2004	CMDM- NoPayFac	Cheesman	Jayna will call the person in charge of UK101, and see how the data gets entered in HRS to pay them.		
127	N	02/17/2004	CMDM- NoPayFac	Cheesman	May need a new flag on HRS Stat File '05' or other record to indicate 'secondary assignment' in HRS for instructional when prime assignment is not faculty. Jayna will talk to DBAs about best way to provide this information to IR.		
128	N	02/17/2004	CMDM- NoPayFac	Cheesman	Find out how 'extra pay' for instructional assignments is handled in IRIS. (IR reporting assumes data is entered consistently.)		
129	N			Cheesman	Jayna will send Connie the sections of the draft documents she needs to review.	On-going	
130	N			Cheesman	Jayna will add the new CIP codes to the organization spreadsheet.		

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131	N			Cheesman	One or more organization cross-reference tables for CIP codes will be required.		
132	N	10/23/2002	CMDM	Claunch	Deb will look at the data currently in the file to see if and what type of data is contained in the fields and how multiple codes are handled.		
133	N	11/20/2002	CMDM	Cooper /Higdon	Phyllis and Courtney will check to see if any Fixed/Mobile data currently exists in the Facilities file.		7/30/03 Courtney said there are two fields involved. One field stores the data in the wrong place. She said she thinks the 'Drapery' field is used to indicate the Fixed/Mobile status, and will check if this is correct.
134	N	02/05/2004	CMDM-NoPayFac	Gagel	Diane will test using the 'home academic unit' or the 'home academic assignment unit'.		
135	N	08/22/2002	DQ	Hager	Jacque will let Jayna know if there is any additional logic to be applied to the TBA report.		
136	N	10/02/2002	DQ	Hager	Jacque will contact Jack Miller in CPMD regarding seating capacity standards.		
137	N	10/02/2002	DQ	Hager	Jacque will look at the Fixed/Mobile value when the rooms are inventoried.		
138	N	10/02/2002	DQ	Hager	Jacque will look at rooms that are used a significant part of the time for teaching courses, but whose Room Use codes are not 110 or 210.		11/20/02 Collection of the physical room number information is still in progress. Jacque said they have inventoried 126 rooms which are currently coded 110 or 210. They should be finished with the inventory by next week. A moratorium has been placed on any changes to the room use codes until the inventory audit is finalized. This will prevent users from changing a room code and possibly bypassing the audit.
139	N	12/11/2002	DQ	Hager	Jacque will meet with Brian Privett regarding seating capacity discrepancies between the SIS and Facilities files.		
140	N	04/11/2003	CMDM	Hager	Jacque is writing up a proposal about the course description including the delivery mode for Don to take to Dr. Kraemer and eventually to the Senate Council		
141	N	11/03/2003		Hager	Jacque will give Jayna a list of pseudo courses with course prefixes equal to 1) GEED and 2) GETA.		
142	N	08/08/2002	Data	Hensley	Louise will send Jayna the remaining HRS tables and screens containing the faculty data we need.		11/20/02 Jayna will check with Louise on status.
143	N	08/08/2002	Data	Hensley	Louise will verify that HRS will allow a faculty member to have more than one department of tenure. (Ruby gave Louise a faculty member who is tenured in both Physics and Mathematics.)		11/20/02 Jayna will check with Louise on status.
144	N	10/23/2002	CMDM	Higdon	Courtney has an old set of definitions for Room Condition codes that she will forward to Deb.		
145	N	07/30/2003	CMDM	Higdon	Courtney will ask Jacque about the results of the room survey and let Jayna know the results.		
146	N	03/20/2003	Ray	Higdon, Arnold, Hager, Cooper	Draft room condition classifications and definitions.		Per Connie Ray's recommendation.
147	N	08/08/2002	Data	Hughes	Brian will send Jayna the FES table names containing faculty information on percent of effort for instruction.		
148	N	08/22/2002	Data	Hughes	Brian will check to see if there are dates on the archived data.		
149	N	10/02/2002	Data	Hughes	Brian will restore the historical data.		
150	N	10/02/2002	Data	Hughes	Brian will set the activity flag to inactive for records loaded from the archive tapes.		
151	N	03/19/2003	BldgNoReuse	Hughes	Brian will check whether or not the construction year can be tied to the building number.		

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152	N	03/19/2003	BldgNoReuse	Hughes	Brian will check to see if the building name is simply overwritten when a change is submitted (i.e.. There is no history of the prior name logged anywhere.)		
153	N	07/03/2003		Hughes	Brian will check to see if the files Judy has are the same as the files he has.		
154	N	07/03/2003		Kisil	Judy will find out what year the change to PCS codes was made to the files.		
155	N	07/03/2003		Kisil	Judy will let Brian Hughes know where the older files are archived.		
156	N	07/03/2003		Kisil	Judy will check with Cost Accounting to see if they are using this data and let Jayna know.		
157	N	11/04/2003		Leeber	Angela will ask T. Lynn Williamson if the I-9 is required for exchange instructors who are not paid.		
158	N	12/08/2003	CMDM HRS DQ Issues	Leeber	Angela will check with Bonnie to see who will get the report above (Report 1) and resolve the issues.		
159	N	12/08/2003	CMDM HRS DQ Issues	Leeber	Angela will ask T. Lynn Williamson if we can put in some termination code for these people.		
160	N	12/08/2003	CMDM HRS DQ Issues	Leeber	Angela will talk to T. Lynn Williamson about Leave of Absence data in HRS.		
161	N	12/08/2003	CMDM HRS DQ Issues	Leeber	Angela will talk to the HR staff about other data quality issues and email those problems to Jayna.		
162	N	09/25/2002		Lindle	Gary will send Jayna information on how instructional faculty are defined in HRS. Those who are full-time and Lecturer Instructor Non Tenure or Special Title Tenure or Regular Tenure Eligible are included. The fields he looks at are Appointment Status, Series and Rank (full, associate, etc.)		
163	N	03/17/2003	CMDM Retention	Lindle	Gary has a file for the last 5 years of data (to track retention) that will be used as a base.		
164	N	03/17/2003	Retention Groups	Lindle	Gary will provide a file of the last five years of "cohort" data for the CMDM.		
165	N	03/17/2003	Retention Groups	Lindle or Watts	We need to build a table to map Kentucky counties to Kentucky regions		
166	N	01/29/2003	CMDM	Pfeifle	Bill will send a memo to Jayna detailing a preferred procedure for approval of Distance Education courses.		
167	N	04/10/2003	Pfeifle	Pfeifle	Bill told Jayna he should be able to give her recommendations in late April concerning the group of employees to review the smart classroom data, after the administration reviews his committee's report.		Via a phone call.
168	N	01/29/2003	CMDM	Pfeifle	Bill will send a copy of his spreadsheet for Distance Education courses to Deb.		
169	N	03/19/2003	BldgNoReuse	Privett	Brian will check to see if Real Property has a list of canceled leases for the last 5 years.		
170	N	03/19/2003	BldgNoReuse	Privett	Brian will send the logic used to assign building numbers to Deb.		
171	N	02/12/2003	CMDM	Purvis	After a decision is made on what area and personnel will maintain the smart classroom database, systems personnel (Tom Hanna, Vicki Purvis –SuperOne server) will be contacted to load the necessary software and determine where to locate the database for multi-user access.		
172	N	11/21/2003	CMDM Outstanding Issues	Ray	Connie will check if the money transferred for Summer faculty is a lump sum or second assignment.		
173	N			Ray	Connie will determine if we can convert the old CIP codes to the new CIP codes in the Data Warehouse.		
174	N	08/22/2002	Data	Watts	Ruby will do a cross reference for SIS and Facilities room number match.		

	A	B	C	D	E	F	G
175	N	09/25/2002		Watts	Ruby will check to see if CIP can be added to the files used to generate the CPE reports. this report.		The CIP changes over time for a Major. Ruby will check to see if this can be added to the files used to generate the CPE reports.
176	N	10/02/2002	DQ	Watts	Ruby will talk with Raleigh Watson to determine if any changes to Schedule 25 are needed as it relates to tying activity type to meeting pattern.		
177	N	10/04/2002	Data	Watts	Ruby will modify his report (College Profile) to add a column for the 5-character Department Number to match FRS/HRS.		
178	N	12/11/2002	DQ	Watts	Ruby will add Building Name to the cross-reference table between Facilities and SIS.		7/30/03 At a minimum, for items that don't match, a decision needs to be made on what to do. A value of some sort will be required for each element. Data for 5 years will be loaded to the Warehouse. The building code on the SIS side needs to match the building code on the Facilities side. In order to clean up the data a cross-reference will be needed.
179	N	05/06/2003	CMDM Activity Types	Watts	Ruby will create a preliminary list of instructor roles.		
180	N	08/15/2003	DataNeeds	Watts	Ruby will research the rooms on Jayna's spreadsheet that identified SIS rooms that are not in the Facilities database or on the PPD drawings.		
181	N	08/15/2003	DataNeeds	Watts	Ruby will verify if S009 or SB009 is the correct room number in Kastle Hall.		
182	N	08/15/2003	DataNeeds	Watts	For courses using two rooms, Ruby needs to let Jayna know by September 2, 2003 which room is correct.		
183	N	09/03/2003	DataNeeds	Watts	Ruby will tell Don about the ethnicity changes proposed by the OMB.		
184	N	10/22/2003		Watts	Ruby will get Tonya's table that cross references SIS DLTC delivery modes and those used in SIS and send to Jayna.		
185	N	10/22/2003		Watts	Ruby will send Jayna the table that identifies which citizenship codes are Asian, and Pacific Islander.		
186	N	10/22/2003		Watts	Ruby will review the "SIS Instructors with no Corresponding HRS ID" handout and have answers in a day or two.		
187	N	11/03/2003		Watts	Ruby will think about the best way to develop and store the Undergraduate Course Usage codes.		
188	N	11/03/2003		Watts/ Hager	Ruby and Jacquie will look at exporting the Major Sheets to Word or HTML too obtain the program requirement information.		
189	N	08/22/2002	DQ		A walk-through of classrooms will be needed to inventory the equipment in each room. This will involve coordination of time and getting access to the rooms. Time before Christmas break, week before each term and academic holidays would be good times for walk-throughs.		